

**HIGHLAND, ILLINOIS
MINUTES OF REGULAR SESSION
COMBINED PLANNING & ZONING BOARD
HIGHLAND CITY HALL, 1115 BROADWAY
WEDNESDAY, NOVEMBER 5, 2025
7:00 PM**

Call to Order:

The November 5, 2025, meeting of the Combined Planning & Zoning Board was called to order at 7:00 PM by Chairman Anthony Walker.

Roll Call:

Members present: Chairman Anthony Walker, Bill Koehnemann, Brad Korte, Deanna Harlan, Shirley Lodes, Robert Vance and Larry Munie (was late to the meeting).

Members absent: None

Also present: Moran Economic Development's Director of Planning, Emily Calderon; City Attorney Trent Carriger; Building and Zoning Supervisor Chief Carole Widman; the applicant, Dylan Richter; zero citizens and Deputy City Clerk Flake, as recorder.

Approval of Minutes:

Korte made a motion to approve the minutes of the June 4, 2025, Regular Session meeting of the Combined Planning & Zoning Board; seconded by Harlen. Koehnemann, Korte, Harlen, Walker and Lodes voted aye; Vance abstained; none voted no; Munie was not present. The motion carried.

Public Comments Relating to Items Not on the Agenda:

No public comments were made. No written comments were submitted by email or other means.

Public Hearings and Items Listed on the Agenda - Procedures:

Chairman Walker reviewed the procedures for testifying on any items on this agenda during the hearings and offered to swear-in members of the public wishing to testify on the issue listed on the agenda. The applicant took the oath, along with Emily Calderon.

New Business:

- a) **Dylan Richter, 15 Westwood Drive, Hillsboro, IL, is requesting a Special Use Permit to allow two short-term rentals at 823 Main Street (PIN: 01-2-24-05-06-104-019). One short-term rental unit will be located on each of the second and third floors of the subject building. The property in question is zoned C-2 Central Business District.**

Emily Calderon presented information related to this application for a Special Use Permit, as follows: The applicant and property owner is Dylan Richter (15 Westwood Drive, Hillsboro, IL). He is requesting a Special Use Permit to allow two short-term rental units at 823 Main Street in Highland. The STR's will be located on the second and third floor of the property, which is currently zoned C-2 Central Business District.

Consideration regarding the Comprehensive Plan and Future Land Use Map

The Comprehensive Plan and Future Land Use Map are considered policy guides to current and future development. While they do not have the force of an ordinance, it is generally recommended that municipalities adhere to the findings, policies, principles, and

recommendations in these documents. Changes and deviations are permissible, but they should be reasonably justified.

The subject property is denoted as Industrial on the Comprehensive Plan's Future Land Use Map. The applicant's request is consistent with the Future Land Use Map and the goals and policies established within the Comprehensive Plan.

Surrounding Uses:

Properties surrounding 823 Main Street in all directions are zoned as C-2, Central Business District.

Findings of Fact on the six standards of review listed in Section 90-79 of the Zoning Code include:

There are six items of consideration listed in Section 90-79 of the Zoning Code that the board shall take into account while reviewing a request for a Special Use Permit. The findings on the six items are as follows:

1. The proposed SUP is consistent with the Comprehensive Plan.
2. The proposed use would not negatively impact the traffic circulation or public utilities. No parking spaces are provided because the property is located within the area bound by 9th and 12th, Pine and Walnut Streets. However, on-street parking spaces are available along Main Street and Laurel Street.
3. The proposed Special Use will adequately protect the public health, safety, and welfare, and the physical environment.
4. The proposed Special Use will not negatively impact the neighborhood or the City.
5. The proposed Special Use will not have an impact on public utilities.
6. There are no special facilities near the proposed special use which require special protection.

Additionally, Section 90-216(c) of the Zoning Code provides additional criteria that the CPZB must consider in making their decision.

1. The applicant understands that compliance with the provisions of subsection (b) is required; however, some of the requirements cannot be met until after the SUP is approved.
2. The STR will not cause a negative cumulative effect when considered with the effect of other STR's in the City.
3. The proposed STR will not have an adverse impact on the use, enjoyment, or property values of adjoining properties.
4. The proposed STR will not have an adverse effect on the public health, welfare, or safety of the community.

Staff Discussion and Recommendation:

The applicant currently operates The Sweet Spot candy shop located on the first floor of 821/823 Main Street. The STRs will be managed locally and significant improvements, including updated plumbing, general repair, installation of new interior and exterior staircases, new air conditioning, and construction of several walls, and more, will be completed as part of this project. Ideally, units will be complete and ready for rental in early 2026.

This use is appropriate, and approval of the Special Use Permit is recommended.

Brad Korte stated that in 90-216, off street parking shall be identified on the special use permit. Emily stated that because it is in the downtown area, she didn't push the issue. Emily stated that for this particular property, she wasn't concerned about off street parking. She stated that she believes they are planning to use off street parking.

The Public Hearing on this issue was opened:

The applicant, Dylan Richter, thanked Emily for the information that she provided the board. Dylan thanked the board for considering the application. He stated that he wants to finish the 2nd and 3rd floor and hope to have it occupied soon. Dylan stated that it has gone quicker and smoother than expected. He stated that we have a fun theme for the short term rentals and want to pull the candy store into them. Harlan asked if they have additional retail space. Dylan stated that we have 1 more tenant that we believe will occupy space in January. He stated that we plan to have the renter's use the parking lot, rather than use the street.

There were no public comments and no comments submitted via email.

The public hearing on this issue was closed.

Walker asked for a motion to allow for a short term rental located at 823 Main Street, Highland, IL 62249. Vance made a motion to consider; Seconded by Koehnemann.

Brad Korte stated that if it says parking is supposed to be on the application, then he believes it should be on there.

Brad Korte made a motion to amend the original motion, to reflect the off street parking identified at the CPZB board meeting on November 5, 2025. Seconded by Harlan. Koehnemann, Munie, Korte, Harlan, Walker, Vance and Lodes voted aye; none voted no;

City Attorney Trent Carriger stated that we can look at the application process and add a box for off street parking.

A motion to approve the SUP for short term rental was made. Koehnemann, Munie, Korte, Harlan, Walker, Vance and Lodes voted aye; none voted no;

Next Meeting:

The next meeting of the Combined Planning & Zoning Board is scheduled for Wednesday, December 3, 2025.

Adjournment:

Koehnemann made a motion to adjourn; seconded by Korte. All members voted aye. The motion carried and the meeting was adjourned at 7:18 PM.