

City of Highland

Building and Zoning

Combined Planning & Zoning Board Agenda
Highland City Hall - 1115 Broadway, Highland IL 62249
November 5, 2025 at 7:00 PM

1. Call to Order
2. Roll Call
3. General Business:
Approval of the June 4, 2025 Regular Meeting Minutes
4. Public Comment Section
Persons who wish to address the Combined Planning and Zoning Board regarding items not on the agenda may do so at this time. Speakers shall be limited to five (5) minutes or a reasonable amount of time as determined by the City Attorney. Any presentation is for information purposes only. No action will be taken.
5. Public Hearings and Items Listed on the Agenda
Persons who wish to address the Combined Planning and Zoning Board regarding items on the agenda may do so after the Chairperson opens the agenda item for public hearing or for public comment. Speakers shall be limited to five (5) minutes or a reasonable amount of time as determined by the City Attorney.
6. 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.
7. Calendar – December 3 Meeting TBD
8. Adjournment

Citizens may attend in person or monitor the meeting by phone. To monitor the meeting by phone, call 618-882-4358 and use conference ID# 464162. To have a comment read into the meeting minutes, email your comment to highlandzoning@highlandil.gov or submit it through our Citizen Request Portal on our website.

Anyone requiring ADA accommodations to attend this public meeting, please contact Jackie Heimbürger, ADA Coordinator for City of Highland, at (618-654-9891) or (jheimbuerger@highlandil.gov).

EXHIBIT "A"
Special Use Permit Application

Return Form To:

Administrative
Official City of
Highland 12990
Troxler Rd
Highland, IL 62249
(618) 654-9891
(618) 654-1901 (fax)

For Office Use Only

Date Submitted: 10/3/2025
Filing Fee: \$ 250
Date Paid: 10/3/2025
Date Advertised: _____
Date Notices Sent: _____
Public Hearing Date: _____
Zoning File #: SUP-1025-0633

APPLICANT INFORMATION:

DYLAN RICHTER
Applicant: ~~THE SWEET STAYS, LLC~~ Phone: 847-807-0253
Address: 15 WESTWOOD DRIVE, MILLSBORO Zip: 62049
Email Address: Dylan@thetwosweetstays.com
Owner: THE SWEET STAYS, LLC Phone: " "
Address: " " Zip: " "
Email Address: " "

PROPERTY INFORMATION:

Street Address of Parcel ID of Property: 823 MAIN STREET
Property is Located In (Legal Description): NORTHWEST CORNER OF LAUREL +
MAIN STREET
JUST THE SECOND + THIRD FLOORS
Present Zoning Classification: COMMERCIAL Acreage: _____
Present Use of Property: VACANT
Proposed Land Use: SHORT TERM RENTALS

Description of proposed use and reasons for seeking a special use permit:

CONVERTING THE CURRENTLY BUILT SPACE INTO
TWO FUNCTIONAL SHORT TERM RENTALS FOR OUT OF
TOWN GUESTS.

SURROUNDING LAND USE AND ZONING:

	Land Use	Zoning
North	COMMERCIAL	
South	COMMERCIAL	
East	COMMERCIAL/RESIDENTIAL	
West	COMMERCIAL/VACANT	

Should this special use be valid only for a specific time period? Yes _____ No


If Yes, what length of time? _____

Does the proposed Special Use Permit meet the following standards? If not, attach a separate sheet explaining why.	Yes	No
A. Will the proposed design, location and manner of operation of the proposed special use will adequately protect the public health, safety and welfare, and the physical environment;	<input checked="" type="checkbox"/>	
B. Is the proposed special use consistent with this City's Comprehensive Plan;	<input checked="" type="checkbox"/>	
C. Will the proposed special use have a minimal negative impact on the value of neighboring property and on this City's overall tax base;	<input checked="" type="checkbox"/>	
D. Will the proposed special use have a minimal negative impact on public utilities and on traffic circulation on nearby streets; and	<input checked="" type="checkbox"/>	
E. Will the proposed special use have a minimal impact on the facilities near the proposed special use, such as schools or hospitals require special protection?	<input checked="" type="checkbox"/>	

THE FOLLOWING ITEMS MUST ACCOMPANY YOUR APPLICATION:

- One copy of a legal description AND warranty deed of the property. If the applicant is not the property owner, a notarized letter from the property owner granting the applicant permission to apply for the request will be required.
- A current plat, site plan, survey, or other professional illustration. - N/A
- One copy of a narrative statement describing the impact of the proposed change, including the purpose of the request, the desired land use, any traffic conditions that may result, how the proposed change may affect the character of the surrounding properties, and how the proposed change will benefit the City of Highland.
- Application fee.
- Any other information required by planning staff (i.e. landscaping plan, elevation plan, exterior lighting plan, etc). N/A

I HAVE READ AND UNDERSTAND THE ABOVE CITY OF HIGHLAND PETITION TO THE COMBINED PLANNING & ZONING BOARD REQUIREMENTS.


 Applicant's Signature

9/27/25
 Date

To City of Highland,

I purchased 821/823 Main St. late '24 in order to open The Sweet Spot candy shop. While the first floor retail space that the candy shop occupies was generally in good condition, we invested heavily in the space & exterior of the building (e.g. new siding & soffits) to create an attractive aesthetic for the square and community. The remaining first floor retail space in the building and 2nd/3rd floor unfinished apartments were in worse shape than anticipated and while we're already underway finishing the first floor retail space, to help bring new tenants to the square, we're seeking assistance to finish the 2nd/3rd floor renovations required to make the space habitable.

1. Description of Business/Company

Sweet Stays LLC plans to convert the 2nd floor into two candy-inspired short term rental units to be listed on airbnb/VRBO in partnership with Tricia Feyerabend (Tricia will manage construction & rental listings once complete). Given their location above a candy store, we plan to create a differentiated experience for consumers and hopefully a regional attraction drawing not only out of town travel, but locals as well.

2. Project Description

2a. 2,500 square footage, single phase construction

2b. No constraints

The entire 2nd and 3rd floor of the building must be renovated in order to convert them into livable space. Internal repairs/renovations:

- Demolition and removal of existing junk, plaster and unnecessary walls
- Installation and tuckpointing of missing interior/exterior brickwork
- Installation of sliding doors out to balcony off northeast unit
- Addition of exterior staircase/stoop/exit to north end of the building
- Restore flooring & install new flooring in rooms where flooring cannot be salvaged
- Repair of damaged ceilings
- Update decorative lighting throughout the space
- Installation of bathrooms to both units.
- Tether various small repairs throughout both floors.
- Update plumbing to bathroom, kitchen, and laundry room.
- Build and install new staircases to 2nd and 3rd floors
- Erect multiple walls, drywall, paint and select wallpaper
- Add appliances/fixtures to all rooms (bedroom, living room, kitchen, etc)
- Replacement of damaged drop ceiling panels.
- Updated windows (if funding allows)
- Install air conditioning throughout the upstairs

2c. Benefit or Service to the Community.

In addition to salvaging the building adding to the aesthetic of Highland's downtown square, the units

have potential to draw in visitors from various communities supporting economic growth and other businesses in the area while providing the local community members a unique, charismatic location for a staycation or hosting an event. The added rental inventory will support Highland and our event spaces (e.g. Olde Wicks Factory) in becoming the premier event destination outside STL capable of supporting and entertaining event guests during their visit.

3. Request for assistance

We request assistance from the city in the way of Municipal Property Tax Rebate, Rebate of City Imposed Fees, and the Maximum funding assistance calculation to assist in the renovation work required to restore the top floors of the building into a unique and premier short term rental destination. All current funding comes from personal means as the existing business (Sweet Spot) is a separate entity that hasn't turned profitable yet given how recently we launched. Due to the number of renovations needed to restore the space while keeping its original charm, we're seeking the City of Highland's help, in above listed ways, with these renovations that will ultimately support Highland's downtown square and local businesses. .

4. Construction timeline

Construction is scheduled to begin in earnest as soon as possible (some junk removal has already taken place in preparation). Our goal is to complete construction by the end of the year if possible with units launching as early as possible in '26.

Thank you for your time and consideration! We're excited to contribute to the restoration and continued growth of Highland's historic square and community!

Dylan Richter

September 27, 2025

PTAX-048138

2024R33549
STATE OF ILLINOIS
MADISON COUNTY
12/04/2024 12:03 PM
LINDA A. ANDREAS
CLERK & RECORDER
REC FEE: 52.00
CO STAMP FEE: 172.50
ST STAMP FEE: 345.00
RHSPS FEE: 18.00
OF PAGES: 4

H240762

THE ABOVE SPACE FOR RECORDER'S USE ONLY

WARRANTY DEED

THIS INDENTURE WITNESSETH, That the Grantor:

Roy Wells, a Married person

for and in consideration of the sum of One Dollar and other good and valuable consideration, the receipt of which is hereby acknowledged, CONVEY and WARRANT to

Dylan Richter, a named person

whose address is: **15 Westwood Dr, Hillsboro, IL 62049**

the following described real estate commonly known as **821 Main St, Highland, IL 62249**

See Exhibit A for Legal Description

situated in **Madison** County, Illinois, hereby releasing and waiving all rights under and by virtue of the Homestead Exemption Laws of the State of Illinois.

THIS PROPERTY IS NOT HOMESTEAD PROPERTY AS TO THE SPOUSE OF THE GRANTOR IF ANY

H240762

THE ABOVE SPACE FOR RECORDER'S USE ONLY

WARRANTY DEED

THIS INDENTURE WITNESSETH, That the Grantor:

Roy Wells, a married person

for and in consideration of the sum of One Dollar and other good and valuable consideration, the receipt of which is hereby acknowledged, CONVEY and WARRANT to

Dylan Richter, a married person

whose address is: **15 Westwood Dr, Hillsboro, IL 62049**

the following described real estate commonly known as **821 Main St, Highland, IL 62249**

See Exhibit A for Legal Description

situated in **Madison** County, Illinois, hereby releasing and waiving all rights under and by virtue of the Homestead Exemption Laws of the State of Illinois.

THIS PROPERTY IS NOT HOMESTEAD PROPERTY AS TO THE SPOUSE OF THE GRANTOR IF ANY

Dated this 27 day of November 2024

R Wells
Roy Wells

STATE OF ILLINOIS)

COUNTY OF MADISON)

) SS

I, the undersigned, a Notary Public, in and for said County and State aforesaid, do hereby certify that

Roy Wells

known to me to be the same person(s) whose name is/are subscribed to the foregoing instrument, as having executed the same, appeared before me this day in person and acknowledged that he/she/they signed, sealed and delivered the said instrument as his/her/their free and voluntary act for the uses and purposes therein set forth including the release and waiver of the right of homestead.

Given under my hand and Notarial Seal this 27 day of November, 2024.

My commission expires:



Angela M Fears
Notary Public

<p>THIS INSTRUMENT PREPARED BY</p> <p>Mottaz Law Office 2600 D. State Street Alton, IL 62002</p>	<p>FUTURE TAX BILLS should be sent to:</p> <p>Dylan Richter 15 Westwood Drive Hillsboro, IL 62049</p>
--	--

PLEASE RETURN THIS DOCUMENT Re: H240762 TO:

Highland Community Title, LLC
901 Main Street
Highland, IL 62249

Exhibit A

Lot 7 and the East Half of Lot 8 in Block 13 in the Original Town (now City) of Highland, according to the plat thereof recorded in the Recorder's Office of Madison County, Illinois, in Plat Book 4 Page 40 and subsequently transcribed to Plat Book 15 Page 20, in Madison County, Illinois.

Except any interest in the coal, oil, gas and other mineral rights underlying the land which have been heretofore conveyed or reserved in prior conveyances, and all rights and easements in favor of the estate of said coal, oil gas and other minerals, if any.

PPN: 01-2-24-05-06-104-019

**THIS IS A LEGAL DOCUMENT - CONSULT YOUR PRIVATE ATTORNEY
AFFIDAVIT TO COMPLY WITH PLAT ACT AND TRACT
SURVEY REQUIREMENTS**

Affiant is (agent for) (an officer of) (one of) the grantor(s) in a (deed) (lease) (contract) transferring interest in the real estate described in the accompanying document. Affiant further states this transfer is exempt from the Illinois Plat Act because it is:

- A NOT A DIVISION OF LAND (parcel lines unchanged)
- B A DIVISION OF LAND THAT MEETS ONE OF THE FOLLOWING EXCEPTIONS TO THE PLAT ACT:
- 1. A DIVISION OR SUBDIVISION OF LAND INTO TRACTS OF 5 ACRES OR MORE NOT INVOLVING NEW STREETS OR EASEMENTS OF ACCESS WITH A MINIMUM OF FIVE (5) ACRES RESIDUE OR GRANDFATHERED UNDER PRIOR APPROVED PLAT BY LAND USE COMMITTEE;
 - 2. A DIVISION OR LOTS OR BLOCKS OF LESS THAN 1 ACRE IN A RECORDED SUBDIVISION NOT INVOLVING NEW STREETS OR EASEMENTS OF ACCESS;
 - 3. A SALE OR EXCHANGE OF LAND BETWEEN OWNERS OF ADJOINING AND CONTIGUOUS LAND;
 - 4. A CONVEYANCE OF LAND FOR USE AS A RIGHT OF WAY FOR PUBLIC UTILITIES AND OTHER PIPELINES NOT INVOLVING NEW STREETS OR EASEMENTS OF ACCESS;
 - 5. A CONVEYANCE OF LAND OWNED BY A PUBLIC UTILITY NOT INVOLVING NEW STREETS OR EASEMENTS OF ACCESS;
 - 6. A CONVEYANCE OF LAND FOR HIGHWAY OR OTHER PUBLIC PURPOSE OR RELATING TO A DEDICATION OF LAND FOR OR VACATION OF LAND SUBJECT TO A PUBLIC USE;
 - 7. A CONVEYANCE TO CORRECT DESCRIPTION IN PRIOR CONVEYANCE;
 - 8. THE SALE OR EXCHANGE OF PARCELS OF LAND FOLLOWING THE DIVISION INTO NO MORE THAN 2 PARTS OF A PARCEL EXISTING ON 7/17/59 AND INVOLVING NO NEW STREETS OR EASEMENTS OF ACCESS;
 - 9. THE SALE OF A SINGLE LOT/TRACT LESS THAN 5 ACRES FROM A LARGER TRACT. (EXCEPTION ONLY APPLIES TO THE 1ST LOT CONVEYED UNDER 5 ACRES FROM A LARGER TRACT AS IT EXISTED ON 10/1/73). (THE SINGLE TRACT OF LESS THAN 5 ACRES MUST HAVE BEEN SURVEYED BY AN ILLINOIS REGISTERED LAND SURVEYOR WHOSE SURVEY MUST HAVE BEEN RECORDED OR ACCOMPANY THE DEED.)

**IF "A" IS MARKED ABOVE, APPROVAL BY THE MAPS & PLATS GIS DIVISION IS NOT REQUIRED.
IF "B OR C" IS MARKED ABOVE, APPROVAL BY THE MAPS & PLATS GIS DIVISION IS REQUIRED.**

Under penalties of perjury I swear that the statements contained here are true and correct.

R. Wells
Roy Wells

Date: 11-27-24

H240762

Subscribed and sworn to before me: 11/27/24

Angela M Fears
Notary Public



All divisions of less than 2 acres within the County jurisdiction must be reviewed by the Madison County Planning and Development Department

This affidavit only ensures the Recorder's Office compliance with the State Plat Act. If the property is located within a municipality or within 1.5 miles of a municipality, local ordinances may apply. *If exception 9 is used*, it is required that this land division be reviewed & approved by the participating municipality. Each municipality has five (5) business days to review deed(s) and return. If the five day limit expires, Maps & Plats will process the deed upon proof of date submitted to municipality.

Date Submitted to Municipality (s) _____ Please Check One () Municipality Jurisdiction () County Jurisdiction

Municipality(s) With Jurisdiction _____

Municipal Planning Officials Signature _____ Print Name _____ Date _____

Municipal Planning Officials Signature _____ Print Name _____ Date _____

MEMORANDUM

Meeting Date: November 5, 2025

From: Emily Calderon, AICP, Moran Economic Development

Location: PIN# 01-2-24-05-06-104-019

Zoning Request: Special Use Permit

Description: SUP to allow two Short Term Rentals (STRs) at 823 Main Street

Proposal Summary

The applicant and property owner of the subject property is Dylan Richter (15 Westwood Drive, Hillsboro, IL). The applicant is requesting a **Special Use Permit to allow two Short Term Rental Units** at 823 Main Street in Highland. The STRs will be located on the second and third floor of the property, which is currently zoned C-2 Central Business District.

Comprehensive Plan Consideration

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

Direction	Land Use	Zoning
North	Retail / Boutique	C-2 Central Business District
South	Restaurant & Bar	C-2 Central Business District
East	Dance Studio	C-2 Central Business District
West	Office	C-2 Central Business District

MEMORANDUM

Standards of Review for Special Use Permits

Below are the four (6) consideration items listed in Section 90-79 of the Zoning Code which the Combined Planning and Zoning Board shall take into account while reviewing a SUP request.

1. Whether the proposed amendment or special use is consistent with the city's comprehensive plan.
The proposed SUP is consistent with the Comprehensive Plan.
2. The effect the proposed amendment or special use would have on public utilities and on traffic circulation.
The proposed use would not negatively impact on 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. Whether the proposed design, location and manner of operation of the proposed special use will adequately protect the public health, safety and welfare, and the physical environment.
The proposed use will adequately protect the public health, safety, and welfare, and the physical environment.
4. The effect the proposed special use would have on the value of neighboring property and on this city's overall tax base.
The proposed Special Use will not negatively impact the neighborhood or the City.
5. The effect the proposed special use would have on public utilities.
The proposed special use will not have an impact on public utilities.
6. Whether there are any facilities near the proposed special use, such as schools or hospitals that require special protection.
There are no special facilities near the proposed special use which require special protection.

Additional Standards for Short term Rentals

1. The proposed short-term rental has complied with all provisions of subsection (b) (Short-Term rental requirements).
 - a. *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 proposed short-term rental will not cause a negative cumulative effect when considered in conjunction with the effect of other short-term rentals in the immediate neighborhood.
 - a. *The STR will not cause a negative cumulative effect when considered with the effect of other STRs in the City.*
3. The proposed short-term rental will not have a substantial adverse impact on the use, enjoyment, or property values of adjoining properties.
 - a. *The proposed STR will not have an adverse impact on the use, enjoyment, or property values of adjoining properties.*

MEMORANDUM

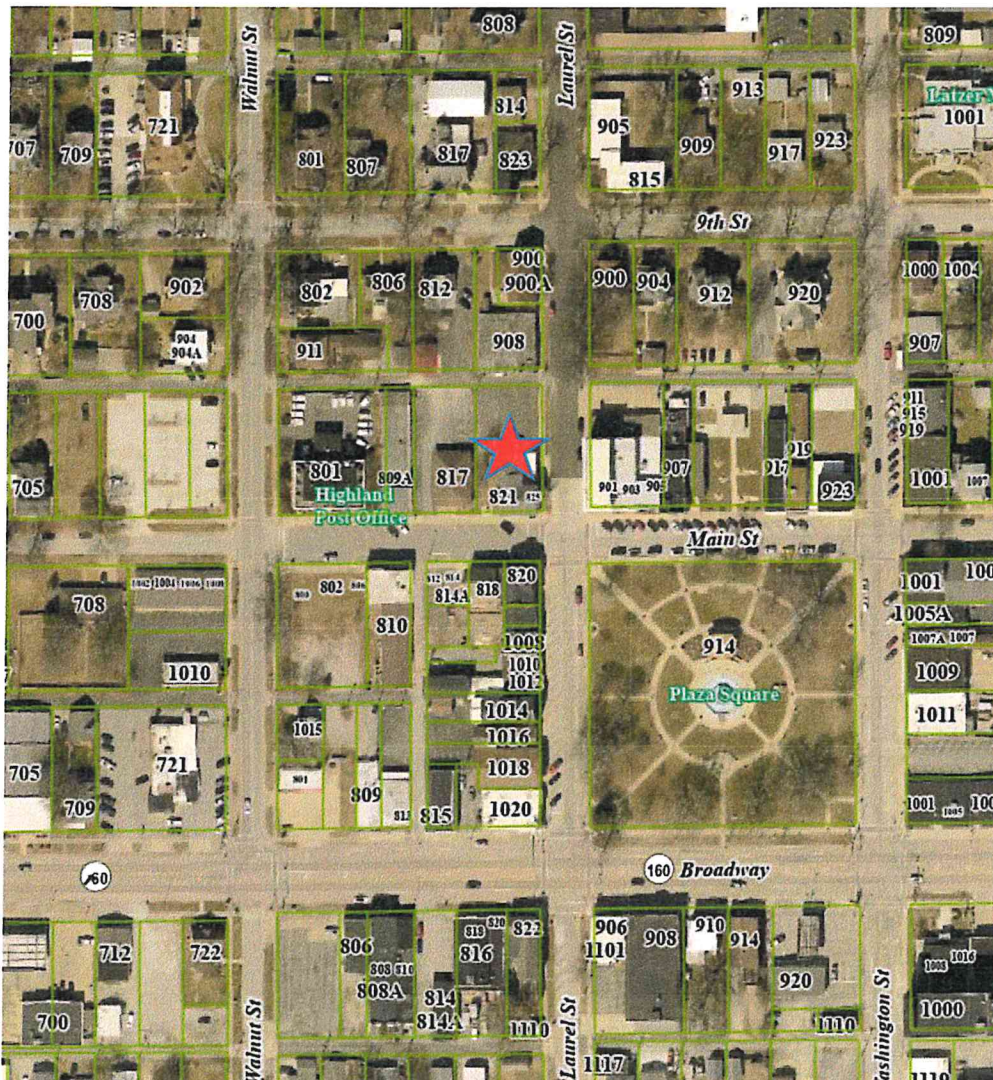
4. The proposed short-term rental will not have an adverse effect upon the public health, welfare, or safety of the community.
 - a. The proposed STR will not have an adverse effect on the public health, welfare, or safety of the community.

Staff Discussion & 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.

Aerial Photograph



City of Highland Combined Planning & Zoning Board (CPZB)
2026 Meeting Dates & Deadlines

CPZB Meeting Date	Submittal Deadline by 12:00PM	Notice Appears in Paper*	City Council Approval (if applicable)
<i>Wednesday</i>	<i>Friday</i>	<i>Thursday</i>	<i>Monday</i>
1/7	12/5/2025	12/18/2025	1/20 (Tues)
2/4	1/2	1/15	2/17 (Tues)
3/4	1/30	2/12	3/16
4/1	2/27	3/12	4/6
5/6	4/3	4/16	5/18
6/3	5/1	5/14	6/15
7/1	5/29	6/11	7/6
8/5	7/2 (Thurs)	7/16	8/17
9/2	7/31	8/13	9/8 (Tues)
10/7	9/4	9/17	10/19
11/4	10/2	10/15	11/16
12/2	10/30	11/12	12/7
1/6/27	12/4	12/17	1/19/27 (Tues)

*Troy Times Tribune Classified Section

Note: Due to advertisement deadlines, these dates must be adhered to in order to conduct a thorough review of the petition. Petitions must be received by 12:00 PM on the submittal deadline in order to be placed on the agenda. Petitions received after the deadline will be placed on the following month's agenda.