

SITE PLAN REVIEW

Site Plan Review regulates the development of structures and sites in a manner that considers the following concerns:

1. The balancing of landowners' rights to use their land, with the corresponding rights of abutting and neighboring landowners to live without undue disturbances (e.g., noise, smoke, fumes, dust, odor, glare, stormwater runoff, etc.);
2. The convenience and safety of vehicular and pedestrian movement within the site, and in relation to adjacent areas or roads;
3. The protection of historic and natural environmental features on the site under review, and in adjacent areas; and
4. The stability of the built environment—particularly neighborhoods—by promoting urban development that is compatible with clearly identified natural resources.

PROCEDURES

The procedures for Site Plan Review for the City of Highland are as follows:

1. Site plan-When required: All single-family dwellings and non-residential structures or additions less than 2,500 square feet are excluded from the site plan review requirements. The following developments shall be subject to the site plan review requirements contained herein:
 - a. All new uses or changes in use in the City's "C-1" Neighborhood Commercial District shall require site plan review.
 - b. All non-residential structures or additions over 2,500 square feet.
 - c. All redevelopments in which 50% or more of the structure is altered shall also be subject to the Site Plan Review procedures.
 - d. The Combined Planning and Zoning Board may waive the site plan review requirements and procedures.
2. Pre-Application Conference: A pre-application conference shall be required prior to submission of any application for a Site Plan pursuant to Section 90.057.
3. Application and fees: All development requiring Site Plan Review shall be filed with the Administrative Official on forms provided herein and the \$125.00 "Site Plan Review fee" as required per Section 90.067 of the City's Zoning Code. An application shall not be scheduled for review by the Combined Planning and Zoning Board until the application form has been fully completed, the filing fee paid, and all required information submitted.
4. Submittal Requirements: The number of copies of the site plan, as required by the Administrative Official, shall be submitted in support of the application. All site plans shall comply with the requirements and development standards pursuant to Section 90.064 and Section 90.065 of the Zoning Code and provided on the Site Plan Application and Site Plan Check List provided at the end of this Section.
5. Staff Review: Following application submittal, site plan review shall be performed by the Administrative Official, or his designated appointee(s), and all other department heads and agencies having jurisdiction over the development site. Following site plan review, a staff report including a recommendation shall be submitted to the

Combined Planning and Zoning Board for their review and approval. The staff report and recommendations shall be based on the following standards:

- a. The extent to which the proposal conforms to this Chapter and the City's Comprehensive Plan;
 - b. The extent to which the development would be compatible with the surrounding area;
 - c. The extent to which the proposal conforms to the provisions of the City's Land Development Code;
 - d. The extent to which the proposal conforms to customary engineering standards used in the City; and
 - e. The extent to which the location of streets, paths, walkways, and driveways are located so as to enhance safety and minimize any adverse traffic impact on the surrounding area.
6. Combined Planning and Zoning Board Review/Approval: The Combined Planning and Zoning Board shall perform their review at the next regularly scheduled meeting of the Combined Planning and Zoning Board for which the item may be scheduled and shall adjourn and reconvene as is determined necessary.
7. Appeals: The applicant may appeal a site plan determination to the City Council for approval in the event that an applicant alleges that there is an error in any order, requirement, decision or determination made by the Combined Planning and Zoning Board in the enforcement of the City's regulations or interpretation of the City's Comprehensive Plan. The request for review by the City Council shall be accompanied by a complete description of the error(s) alleged. Appeals must be filed within ten (10) days following the Board's decision, be in writing and filed with the Administrative Official accompanied by a filing fee as established in Section 90.067. The protest shall specifically state how the application, as initially filed, or subsequently modified, fails to meet the criteria set forth in the regulations. The City Council may affirm, reverse, modify, in whole or in part, any determination of the Commission. Such action shall be taken within thirty (30) days from receipt of said appeal. An affirmative vote of two-thirds (2/3) of the City Council shall be required to reverse or modify any recommendation by the Board.

EXHIBIT "A"
CITY OF HIGHLAND, ILLINOIS
Site Plan Application

Return Form To:
Administrative Official
City of Highland
2610 Plaza Drive
Highland, IL 62249
(618) 654-7115
(618) 654-5570(fax)

For Office Use Only:
Date Submitted: _____
Filing Fee: _____
Date Paid _____
Date Advertised _____
Public Hearing Date _____
Determination: _____

APPLICANT INFORMATION:

Applicant: _____ Phone: _____
Address: _____ Zip: _____
Email Address: _____
Owner: _____ Phone: _____
Address: _____ Zip: _____
Email Address: _____

PROPERTY INFORMATION:

Address of Property: _____
Legal Description: _____

Present Zoning Classification: _____ Acreage: _____
Present Use of Property: _____

Proposed Use of Property: _____

ADJACENT ZONING AND LAND USE:

	<u>Land Use</u>	<u>Zoning</u>
North	_____	_____
South	_____	_____
East	_____	_____
West	_____	_____

<i>Does the proposed site plan meet the following criteria? If yes, attach a separate sheet explaining why (To be completed by the applicant).</i>	Yes	No
A. Does the proposal conform to the City's Zoning Code and the City's Comprehensive Plan?		
B. Is the development compatible with the surrounding area?		
C. Does the proposal conform to the provisions of the City's Land Development Code?		
D. Does the proposal conform to customary engineering standards used in the City?		
E. Does the proposal enhance safety and minimize any adverse traffic impact on the surrounding area relative to the location of streets, paths, walkways, and driveways		

ATTACHMENTS REQUIRED:

- A. Site Plan Review Checklist
- B. Copies of the site plan- quantities to be determined by the Administrative Official

Applicant's Signature

Date

EXHIBIT "Aa"
CITY OF HIGHLAND, ILLINOIS
Site Plan Checklist

Return Form To:
 Administrative Official
 City of Highland
 2610 Plaza Drive
 Highland, IL 62249
 (618) 654-7115
 (618) 654-5570(fax)

For Office Use Only:
 Land Development: _____
 Date Submitted: _____
 Date of Meeting: _____
 Filing Fee: _____
 Date Paid: _____

1. Name of Project: _____
2. Location of Project: _____
3. Name of Owner: _____
4. Name of Person who prepared the Site Plan: _____
5. Type of development plan (circle one): Preliminary Site Plan Final Site Plan
6. Instructions: The following checklist is to be completed by the applicant and reviewed by Administrative Official, or her designee, and shall accompany the Site Plan when it is submitted to the Combined Planning and Zoning Board. All development plans shall be prepared by an architect or landscape architect registered in the State of Illinois, or by a professional engineer licensed in the State of Illinois. The site plan shall include the following data.

General Site Plan Review Check List Items	YES	NO
<i>Does the Plan contain the requirements pursuant to Article II Division 3 and the following requirements of the City's Zoning Code:</i>		
A. All off-street parking and loading requirements in accordance with Article V?		
B. All landscape, tree preservation and buffering/screening requirements in accordance with Article IX?		
C. All special use application requirements in accordance with Article 2 Division 5, if applicable?		
D. Additional information requirements as requested by the City's Zoning Code?		
E. All applicable requirements of the City's Land Development Regulations as they apply to the development?		

Specific Site Plan Review Check List Items	YES	NO
<i>Does the Plan contain the requirements Pursuant to Section 90.064 as follows:</i>		
A. The seal and signature of the professional who prepared the drawing(s) on the plan?		
B. Name of the project, address, boundaries, date, north arrow and scale of the plan		
C. Name and address of the owner of record, developer, and seal of the engineer, architect or landscape architect.		
D. Name and address of all owners of record of abutting parcels.		
E. A survey of the site sealed by certified surveyor registered in the State of Illinois showing the existing lot lines, easements, and rights-of-way and including the area in acres or square feet of the project site and all abutting lots.		
F. The location and use of all existing and proposed structures within the development. Include all dimensions of height and floor area, and show all exterior entrances and all anticipated future additions and alterations.		
G. The location of all present and proposed public and private ways, parking areas, driveways, sidewalks, ramps, curbs and fences. Location, type, and screening details for all waste disposal containers shall also be shown.		
H. Location, height, intensity (measured in foot-candles), and bulb type (e.g., fluorescent, sodium, incandescent) of all external lighting fixtures. The direction of illumination and methods to eliminate glare onto adjoining properties must also be shown.		
I. The location, height, size, materials, and design of all proposed signage.		
J. A table containing the area of structure to be used for a particular use, maximum number of employees, maximum seating capacity and number of parking spaces existing and required for the intended use.		
K. Architectural elevations of all building faces drawn to scale depicting the design, scale, color and description and location of the proposed exterior building materials.		
L. A landscape plan, pursuant to Article IX, showing the location of the existing and proposed vegetation and a table listing the quantity, type and caliper/dimension of all plantings.		
M. The location of all present and proposed utility systems including: <ol style="list-style-type: none"> 1. sewerage system; 2. water supply system; 3. gas, telephone, cable and electrical systems; 4. storm drainage system including existing and proposed drain lines 5. culverts, catch basins, head walls, end walls, hydrants, manholes, and drainage swells? 		

Specific Site Plan Review Check List Items	YES	NO
N. Comments or approval letters from the appropriate agencies and jurisdictions, which may include, but not limited to, water, sewer, gas, electric, IDOT , soil and water, etc.		
O. Plans to prevent the pollution of surface or groundwater, erosion of soil both during and after construction, excessive run-off, excessive raising or lowering of the water table, and flooding of other properties, as applicable.		
P. Existing and proposed topography shown at not more than five-foot contour intervals. All elevations shall refer to the United States Geodetic Survey (USGS) datum. If any portion of the parcel is within the 100-year flood plain, the area shall be shown, with base flood elevations; and the developer shall present plans for meeting Federal Emergency Management Agency (FEMA) requirements.		
Q. Zoning district boundaries and classifications adjacent to the site's perimeter shall be drawn and identified on the plan.		
R. Plans to prevent the pollution of surface or groundwater, erosion of soil both during and after construction, excessive run-off, excessive raising or lowering of the water table, and flooding of other properties, as applicable?		
S. Traffic flow patterns shown within the site, entrances and exits, loading and unloading areas, curb cuts on the site and within 100 feet of the site.		
T. Covenants, trust indentures and/or deed restrictions clearly defining the installation and maintenance of any shared open spaces, common areas, detention/retention areas and other requirements beyond those provided herein.		
Site Plan Development Standards	YES	NO
A. All electrical and mechanical equipment located adjacent to the building and visible from any adjacent public thoroughfare or a residentially zoned area is screened from view (100% opacity). Such screens and enclosures are treated as integral elements of the building's appearance. When applicable, gas and electric meters shall be protected by ballards or other means as approved by the City		
B. All telephone and cable television lines, electrical services and distribution lines shall be placed underground, except that this provision shall not include meters, electric and telephone service pedestals, transformers, three-phase feeder lines, sub-transmission and transmission lines, electrical substations and such other facilities as the utility may deem necessary to install utilizing "overhead" type construction.		
C. Pedestrian access is an integral part of the overall design of the development and provides safe and convenient access to and from off-street parking areas and connects to abutting properties and complies with the following:		

<ol style="list-style-type: none"> 1. Sidewalks at least five (5) feet in width are provided along all sides of a lot that abut a dedicated public or private street. 2. Sidewalks are provided along the full length of the building along any façade featuring a customer entrance and along any façade abutting a public parking area. Such sidewalks are located at least five (5) feet away from the building façade. The area between the building and sidewalk contains landscaping and other site amenities complementary to the building and site design. 3. The form and proportion of buildings are consistent or compatible with the scale, form and proportion of existing development in the immediate area. 			
<p>D. The architectural design creates visual interest through the use of different textures, complementary colors, shadow lines and contrasting shapes.</p>			
<p>E. Building facades 100 feet or greater in length incorporates recesses and projections along at least 20 percent of the length of the building façade.</p>			
<p>F. Shared access, parking and/or cross access agreements are in place with neighboring uses or properties.</p>			
<p>G. Loading docks, trash enclosures, outdoor storage and similar facilities and functions are incorporated into the overall design of the building and the landscaping so that the visual and acoustic impacts of these functions are reduced to as great an extent as possible and are out of view from adjacent properties and public street.</p>			
Standards for Buildings on Major Roads		YES	NO
<p><i>All buildings which lie in whole or in part, within 150 feet of a major road or highway, including but not limited to US Route 40, Highway 143, Highway 160 and Broadway, shall comply with the following "Standards for Buildings on Major Roads", also found in Article IV, Section 90.205 of the City's Zoning Code.</i></p>			
<ol style="list-style-type: none"> 1. A minimum of seventy-five percent (75%) of each exterior wall, excluding windows and doors, consist of the following materials: <ol style="list-style-type: none"> a. Masonry, provided that no wall facing a public street be constructed with a plain faced concrete block facade. b. Concrete panels, provided they have an exposed aggregate, sandblasted or painted surface. c. Stucco d. Glass walls. e. Wood, aluminum or vinyl siding 2. Buildings covered by this Section on properties zoned "I" have a minimum of twenty-five (25) percent (excluding windows and doors) of each exterior wall facing a public street with said exterior walls constructed of an approved material as set forth in Subsections (a) through (e) above 			

Central Business District Standards	YES	NO
<i>All new construction and building renovations within the City's Central Business District shall comply with the requirements of Division Article VII "Central Business District Design Standards".</i>		
A. Entryways are recessed to a depth that does not allow a door to swing onto the sidewalk and have a strong design consistent with the architecture of the rest of the building. Elements of strong entryway design include canopies, awnings, porticos, arcades, raised cornice parapets over the door, peaked roof forms, arches, large windows, or architectural details such as tile work and moldings that are integrated into the building structure and design.		
B. Windows cover no less than 50% nor more than 75% of the storefront area; windows must cover no less than 30% nor more than 50% on the upper façade. At least 50% of all windows on the second and higher floors must be operable.		
C. Windows must be vertical, with no less than a 2:1 ratio of height to width. Storefront windows must start between two and three feet above the sidewalk.		
D. Window signs. No more than 30% of the storefront windows may be covered by signs. This restriction does not apply to signs permanently painted on or etched into the window to serve as the business' primary sign.		
E. All windows include an architectural element that frames the window		
F. All window shutters have the dimensions of operable shutters and hardware that makes the shutters appear to be operable even if the shutters are permanently fixed in an open position.		
G. All buildings have a well-defined cornice or fascia that creates a strong roofline and visually caps the building, giving the building a finished appearance and unifying the building with existing structures within and adjacent to the Central Business District.		
H. All buildings must have a storefront cornice occurring between 9 and 12 feet above the sidewalk in order to complement the average height of storefront cornices on existing buildings.		
I. All buildings have a parapet that conceals the roof plane.		
J. Mechanical equipment or other utility hardware is located on the roof or in the rear yard and is screened from view with materials harmonious with the building.		

<p>K. All exterior surfaces visible from the street include architectural components found on the primary building façade in order to tie the building together.</p>		
<p>L. Excessive monotony in design is accomplished by having no more than 15 feet of blank wall length without an interruption by at least two of the following: change in plane, change in texture or masonry pattern, windows, trellises with vines, or an equivalent.</p>		
<p>M. All new construction fronting the Square is at least two stories in height, with the first floor between 12 and 15 feet in height and upper stories between 9 and 12 feet in height, unless otherwise waived by the Planning Commission. Buildings may be no more than two stories taller than adjacent buildings. No building in the Central Business District may be more than (3) three stories in height or 45’.</p>		
<p>N. Both street-facing sides of corner buildings are treated like the storefront façade, therefore, all storefront façade requirements apply to both street-facing sides.</p>		
<p>O. Exterior colors are limited to natural non-primary or muted colors. Primary or highly saturated colors are limited to accent or trim only. All exterior building materials, finishes and colors are coordinated to achieve a continuity of design. All exterior doors, grills and building trim shall be painted consistent with the color scheme of the building.</p>		
<p>P. The following exterior building materials are used on the building exteriors visible from the street or alley: stone, marble, face brick, decorative wood trim and copper. The Planning Commission may permit other non-listed materials of similar quality and appearance.</p>		
<p>Q. .Awnings and canopies comply with the following restrictions:</p> <ol style="list-style-type: none"> 1. All awnings are made of cloth fabric; vinyl awnings are prohibited. 2. No interior lighting is proposed within awnings or canopies except at the entryway, where light up to five foot-candles at grade is permitted. 3. Awnings and canopies are mounted no higher than 12 inches below the storefront cornice. All awnings and canopies have a minimum vertical clearance of 7’6” above the sidewalk. 4. Awnings and canopies are attached directly to the building without requiring poles or sidewalk support. 5. On buildings wider than 25 feet, awnings and canopies are segmented to articulate each display window and to provide a better sense of proportion to the façade. 6. Awnings and canopies do not cover more than 25% of storefront windows. 		
<p>R. The proposed development complies with the following lighting standards:</p>		

<ol style="list-style-type: none"> 1. All light fixtures are harmonious with the overall building design. 2. Mounting of light fixtures is limited to the first floor. 3. Lights do not move or flash. 4. No fluorescent, high-pressure sodium, laser, floodlights, mercury vapor or searchlights are proposed. 5. All bulbs and fixtures are non-glare. 		
<p>S. All of the aforementioned guidelines apply to the exterior alterations made to existing structures unless waived by the City Council in addition to the following:</p> <ol style="list-style-type: none"> 1. Original window openings are restored and re-glazed into their original shapes and sizes. No windows are permanently filled or decreased in size. 2. All non-original surface materials are removed from the original wall surface, when the original wall surface still exists. 3. Piers are restored to their original status when such piers have been eliminated or reduced in size. 		

***INCOMPLETE APPICATIONS WILL BE RETURNED**

EXHIBIT "B"



Combined Planning & Zoning Board
City of Highland
2610 Plaza Drive PO Box 218
Highland IL 62249
Date Attachment Received: _____

SUMMARY OF PROPERTY OWNERS

Please attach a **certified copy** of the computer listing of the most recent tax records available from Madison County Maps & Plats for the subject property and Names and Addresses of all property owners within 250 feet of subject property boundaries, **excluding adjacent right-of-ways**.

Subject Property Address: _____

Parcel ID Number: _____

Property Owner Name: _____

This listing must be returned to the Building & Zoning Department, 2610 Plaza Drive Highland IL by: _____

Failure to provide the listing by this date will result in placement of your petition on a following agenda. **NO EXCEPTIONS.**

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

NAME/DATE