

CITY OF WASHINGTON

PLANNING & DEVELOPMENT DEPARTMENT

301 Walnut St. · Washington, IL 61571

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MEMORANDUM

TO: Chairman Burdette and Planning and Zoning Commission
FROM: Jon R. Oliphant, AICP, Planning & Development Director
SUBJECT: Public Hearing – Special Use Request by Schlueter Properties, LLC, to Allow a Residential Non-Owner-Occupied Short-Term Rental at 132-134 N. Main Street A-B (the “Subject Property”)
DATE: March 26, 2025

Current Zoning: R-1 District (Single- and Two-Family Residential)

Comprehensive Plan Designation: STFR (Single- and Two-Family Residential)

Request Summary: Scott Schlueter of Schlueter Properties, LLC, has submitted a special use application to allow for a residential non-owner-occupied short-term rental to operate at 132 N. Main Street A-B. Staff recommends approval as detailed below.

Background: The City of Washington adopted regulations in December 2024 to allow for short-term rentals (STR) to operate within the city limits. Staff identified several that were previously marketed on national STR platforms. One of those is the STR at the Subject Property. Any non-owner-occupied STR in a residential zoning district must obtain a special use permit prior to its operation. A non-owner-occupied STR refers to the entire structure being reserved for exclusive use by guests during the rental period. The special use permit is non-transferable and non-assignable.

The Subject Property totals approximately 0.14 acres and is zoned R-1 (Single- and Two-Family Residential). It is one block north of the Square, providing guests easy access to those businesses. The proposed STR has the required minimum off-street parking ratio of one space per guestroom for use by the guests. Additionally, staff has completed an inspection to ensure the rental does not pose a hazard to life, health, or public safety.

The following are factors to consider in light of the special use request:

| | |
|---|--|
| 1. The special use will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare: | This does not figure to be detrimental or endanger the public health, safety, morals, comfort, or general welfare. |
| 2. The special use will not be injurious to the use and enjoyment of other property in the immediate vicinity, or substantially diminish or impair property values: | The proposed special use does not figure to be injurious to the use and enjoyment of other properties in the immediate vicinity or substantially diminish or impair property values. |
| 3. The special use will not impede development of surrounding property: | The proposed special use does not figure to impede development of surrounding property. |
| 4. Adequate utilities, access roads, drainage, | Adequate utilities, access roads, drainage, or necessary facilities are provided. |

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| or necessary facilities will be provided: | |
| 5. Adequate ingress and egress provided to minimize traffic congestion in public streets: | Adequate ingress and egress is provided to minimize traffic congestion in public streets. |
| 6. The special use will conform to all other application regulations of the zoning district: | The proposed special use will conform to all other application regulations of the R-1 zoning district. |
| 7. If the special use would not otherwise be acceptable, the Planning and Zoning Commission may recommend certain conditions be met to make the use acceptable: | No other conditions are recommended to be applied for the proposed special use. |

Conclusion: The proposed special use to allow for the continued operation of a non-owner-occupied STR at 132 N. Main St. A-B would be a solid fit for the neighborhood and should not be detrimental to nearby properties. Staff recommends approval of the special use permit request.

A public hearing will be held by the Planning and Zoning Commission at their meeting on Wednesday, April 2, 2025, to make a recommendation to the City Council.

Enclosures

4/6

CITY OF WASHINGTON, ILLINOIS

APPLICATION FOR SPECIAL USE

To have a complete application for a special use, you must submit the following:

- Signed and completed application
- Ownership documentation (lease, deed, mortgage, etc.)
- Plat showing subject property and all adjacent properties – See below for plat requirements
- Accurate legal description obtained from the Warranty Deed
- Application fee of \$100 payable to the City of Washington

Address or location of property: 132 N. Main St.

Property Tax ID (PIN) number: 02-02-23-203-013

Current zoning classification of the property: Residential

Current use of the property: Rental

What is the Special Use for? Short term rental

How will you meet other requirements of the zoning code (such as parking or landscaping, if applicable)? _____

Name of Applicant: Scott Schlueter Phone Number of Applicant: _____

Address of Applicant: _____

Owner of Property: Schlueter Properties

Address of Owner: _____

I would like to receive correspondence by: Mail Email Email address: _____

PLAT REQUIREMENTS: Your special use plat must show:

- Building or site plan layout and locations of proposed special uses, including square footage
- Adjacent properties, rights-of-way, streets, roads, railroads, waterways, and other physical features

PUBLIC HEARING: Your case will be referred with staff's recommendation to the next regularly scheduled Planning and Zoning Commission meeting for a public hearing. The Planning and Zoning Commission meets the first Wednesday of every month at 6:30 p.m at the Washington District Library meeting room at 380 N. Wilmor Road. At the Planning and Zoning Commission meeting, you will present your request. A special use cannot be recommended by the Planning and Zoning Commission unless the Commission finds, based upon the application and evidence presented at the public hearing, that all of the following conditions have been met:

- 1) The special use will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare;
- 2) The special use will not be injurious to the use and enjoyment of other property in the immediate vicinity, or substantially diminish or impair property values;
- 3) The special use will not impede development of surrounding property;
- 4) Adequate utilities, access roads, drainage, or necessary facilities will be provided;
- 5) Adequate ingress and egress provided to minimize traffic congestion in public streets;
- 6) The special use will conform to all other application regulations of the zoning district; and
- 7) If the special use would not otherwise be acceptable, the Planning Commission may recommend certain conditions be met to make the use acceptable, such as, but not limited to: landscape screening or fencing, specific hours of operation, night lighting or lighting restrictions, parking area requirements, signage restraints, outdoor storage limitations.

Certification: To the best of my knowledge, the information contained herein, and on the attachments, is true, accurate, and correct, and substantially represents the existing features and proposed features. Any error, misstatement, or misrepresentation of material fact or expression of material fact, with or without intention, shall constitute sufficient grounds for the revocation or denial of the proposed Special Use.

Scott Schlueter
Signature of Applicant

2/28/25
Date

Signature of Owner

Date

After receiving a completed application, the City Clerk will file notice of your request with the local newspaper and with the adjoining property owners. If you have any questions, please contact Jon Oliphant, Planning & Development Director at (309) 444-1135.

| | | | | |
|---|-----------------|---|------------------------|-------------|
| FOR OFFICE USE ONLY | Case No.: _____ | Fee Paid? Y / N / N/A | Amount: _____ | Date: _____ |
| Plat Submitted? Y / N | Date: _____ | Landscaping Plan Submitted? Y / N / N/A | Date: _____ | |
| Documentation of Authority Submitted: _____ | | Date to go before the Planning and Zoning Commission: _____ | | |
| Commission Action: _____ | | Ordinance Review: (first reading) _____ | (second reading) _____ | |

Property Information

| | | |
|---|--|---|
| Parcel Number 02-02-23-203-013 | Site Address 132-134 N MAIN ST A-B WASHINGTON, IL 61571 | Owner Name & Address SCHLUETER PROPERTIES LLC 132-134 N MAIN ST A-B WASHINGTON, IL, 61571 |
| Tax Year 2024 (Payable 2025) ▼ | | |
| Sale Status None | | |
| Property Class 0040 - Improved Residential Lot | Tax Code 02027 - | Tax Status Taxable |
| Net Taxable Value 41,580 | Tax Rate Unavailable | Total Tax Unavailable |
| Township WASHINGTON | Acres 0.0000 | Mailing Address SCHLUETER PROPERTIES LLC 26366 LIBERTY LN WASHINGTON, IL, 61571 |
| Legal Description SEC 23 T26N R2W DORSEYS SUBD SUB LOT 3B OF LOT 3 & SUB LOT 2A OF LOT 2 BLOCK 2 NE 1/4 | | |
| Public Notes 2007 REVAL PER TA 2020-Quad yr reval per TA | | |

| Assessments | | | | | | |
|---------------------------|----------|----------|-----------|---------------|---------|--------|
| Level | Homesite | Dwelling | Farm Land | Farm Building | Mineral | Total |
| DOR Equalized | 7,550 | 34,030 | 0 | 0 | 0 | 41,580 |
| Department of Revenue | 7,550 | 34,030 | 0 | 0 | 0 | 41,580 |
| Board of Review Equalized | 7,550 | 34,030 | 0 | 0 | 0 | 41,580 |
| Board of Review | 7,550 | 34,030 | 0 | 0 | 0 | 41,580 |
| S of A Equalized | 7,550 | 34,030 | 0 | 0 | 0 | 41,580 |
| Supervisor of Assessments | 7,000 | 31,570 | 0 | 0 | 0 | 38,570 |
| Township Assessor | 7,000 | 31,570 | 0 | 0 | 0 | 38,570 |
| Prior Year Equalized | 7,000 | 31,570 | 0 | 0 | 0 | 38,570 |

**** Values not final. May be subject to change.

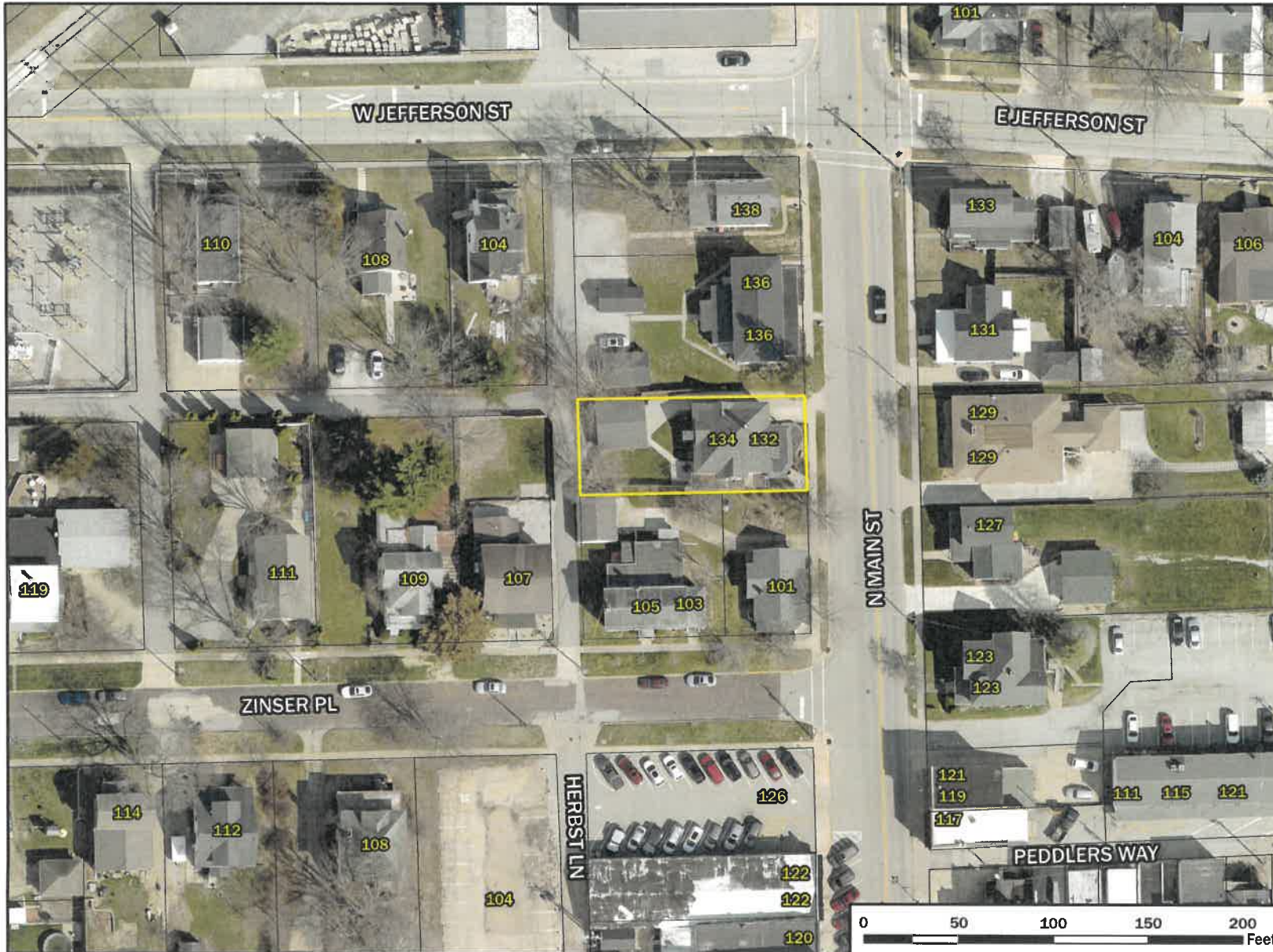
No Billing Information

No Exemptions

No Farmland Information

No Forfeiture Information

No Genealogy Information



132 - 134 N. Main Street

PIN: 02-02-23-203-013

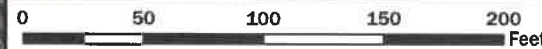
Legend

-  City Boundary
-  132 N. Main Street
-  Parcels



Date: 3/20/2025

This map indicates approximate data locations and may not be 100% accurate. Parcels are provided and maintained by Tazewell County.











132 - 134 N. Main Street

PIN: 02-02-23-203-013

Legend

-  City Boundary
-  132 N. Main Street
-  Parcels
- Zoning**
-  R-1
-  R-2
-  C-2



Date: 3/20/2025

This map indicates approximate data locations and may not be 100% accurate. Parcels are provided and maintained by Tazewell County.

