

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 Bethany Zerbonia to Allow a Residential Non-Owner-Occupied Short-Term Rental at 406 N. Main Street (the “Subject Property”)
DATE: April 14, 2025

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

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

Request Summary: Bethany Zerbonia has submitted a special use application to allow for a residential non-owner-occupied short-term rental to operate at 406 N. Main Street. 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 0.52 acres and is zoned R-1 (Single- and Two-Family Residential). It is located just north of Monroe Street. The proposed STR is on the second floor of an accessory structure on the back half of the property. It should be noted that among the permitted uses in any residential district is the following in Section 56-77 (10):

“Guest houses or living quarters within a detached accessory structure located on the same lot with a principal building for use by temporary guests of the occupants of the premises. Such quarters shall have no kitchen facilities nor be rented or otherwise used as a separate dwelling.”

The STR regulations do not outright prohibit the utilization of an accessory structure for accommodations that contain a kitchen facility. This structure has a stove, microwave, and refrigerator. A variance was approved by the City prior to the issuance of a building permit for the accessory structure construction in 1998, which allows for the residential use on the second floor. 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	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.

property 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, or necessary facilities will be provided:	Adequate utilities, access roads, drainage, or necessary facilities are 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 406 N. Main 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, May 7, 2025, to make a recommendation to the City Council.

Enclosures

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: 406 N. Main Street Washington IL

Property Tax ID (PIN) number: 0202 1440-1 0444

Current zoning classification of the property: Residential

Current use of the property: residential home and property / short term 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)? Private parking and entrance in place for property, will update area if needed

Name of Applicant: Bethany Zerkowicz Phone Number of Applicant: [REDACTED]

Address of Applicant: 406 N. Main Street Washington IL

Owner of Property: William Blumier

Address of Owner: 406 N. Main Street

I would like to receive correspondence by: ☐ Mail ☒ Email Email address: [REDACTED]

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. Wilmar 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.

Signature of Applicant: [Signature] Date: 4/7/25

Signature of Owner: [Signature] Date: 4-7-25

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) _____	

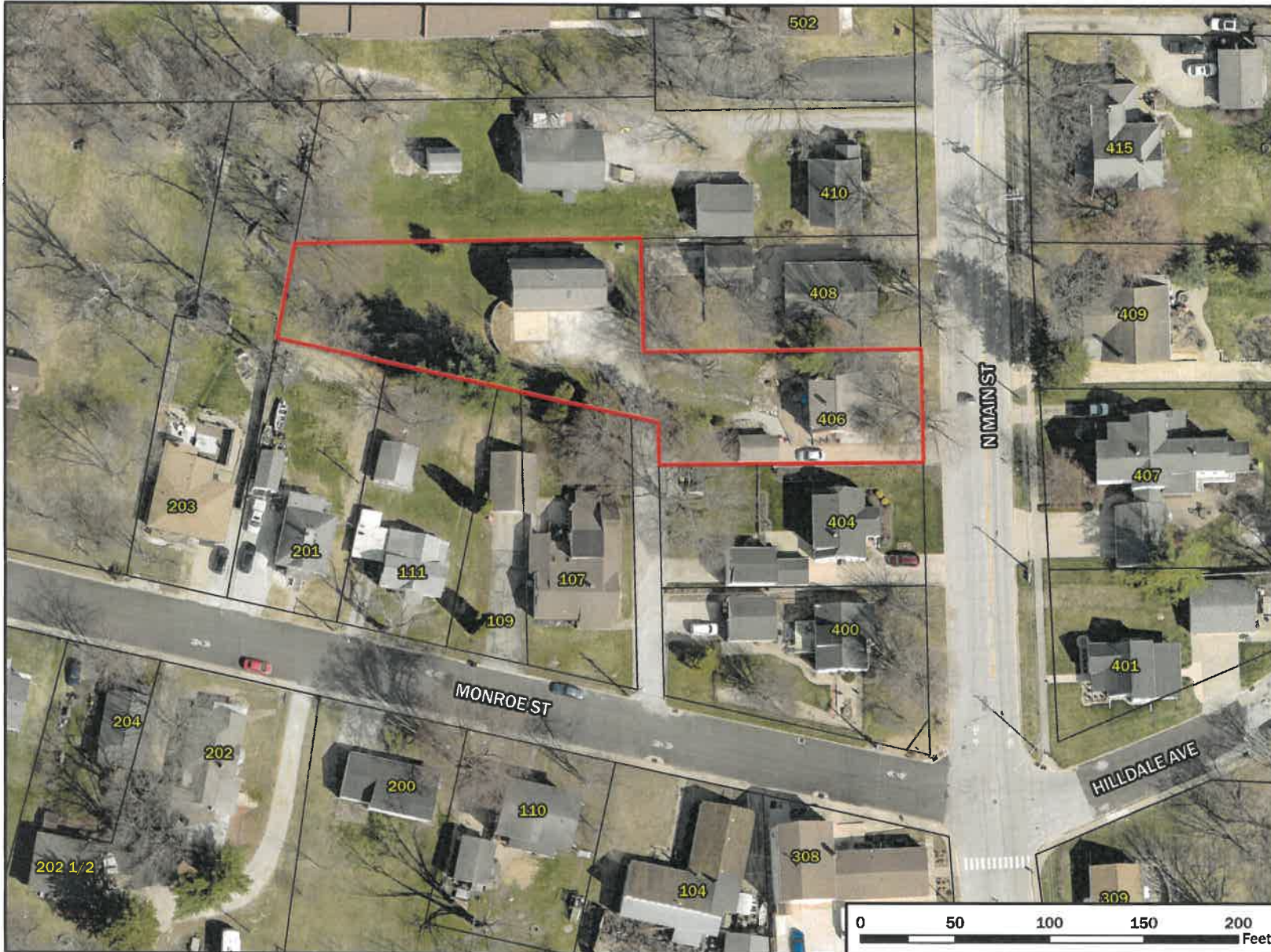
Property Information		
Parcel Number 02-02-14-409-044	Site Address 406 N MAIN ST WASHINGTON, IL 61571	Owner Name & Address BLUNIER, WILLIAM 406 N MAIN ST WASHINGTON, IL, 61571
Tax Year 2024 (Payable 2025) ▼		
Sale Status None		
Property Class 0040 - Improved Residential Lot	Tax Code 02027 -	Tax Status Taxable
Net Taxable Value 67,840	Tax Rate 8.293610	Total Tax \$5,626.40
Township WASHINGTON	Acres 0.0000	Mailing Address
Legal Description SEC 14 T26N R3W ORTH'S 1ST ADDN LOT B-1B & LOT 3 & ADJ VACATED ALLEY SE 1/4		
Public Notes 2022- See Assessor Notes about exemptions 2023 TA reval		

Assessments						
Level	Homesite	Dwelling	Farm Land	Farm Building	Mineral	Total
DOR Equalized	8,710	65,130	0	0	0	73,840
Department of Revenue	8,710	65,130	0	0	0	73,840
Board of Review Equalized	8,710	65,130	0	0	0	73,840
Board of Review	8,710	65,130	0	0	0	73,840
S of A Equalized	8,710	65,130	0	0	0	73,840
Supervisor of Assessments	8,080	60,420	0	0	0	68,500
Township Assessor	8,080	60,420	0	0	0	68,500
Prior Year Equalized	8,080	60,420	0	0	0	68,500
Final values						

Billing									
Installment	Date Due	Tax Billed	Penalty Billed	Cost Billed	Drainage Billed	Total Billed	Amount Paid	Date Paid	Total Unpaid
1	06/02/2025	\$2,813.20	\$0.00	\$0.00	\$0.00	\$2,813.20	\$0.00		\$2,813.20
2	09/02/2025	\$2,813.20	\$0.00	\$0.00	\$0.00	\$2,813.20	\$0.00		\$2,813.20
Total		\$5,626.40	\$0.00	\$0.00	\$0.00	\$5,626.40	\$0.00		\$5,626.40

Exemptions						
Exemption Type	Begin Date	End Date	Renewal Date	Prorate Date	Requested Amount	Granted Amount
Owner Occupied	1/1/2024	12/31/2024	6/12/2024		6,000	6,000

No Farmland Information



406 N. Main St.

PIN: 02-02-14-409-044

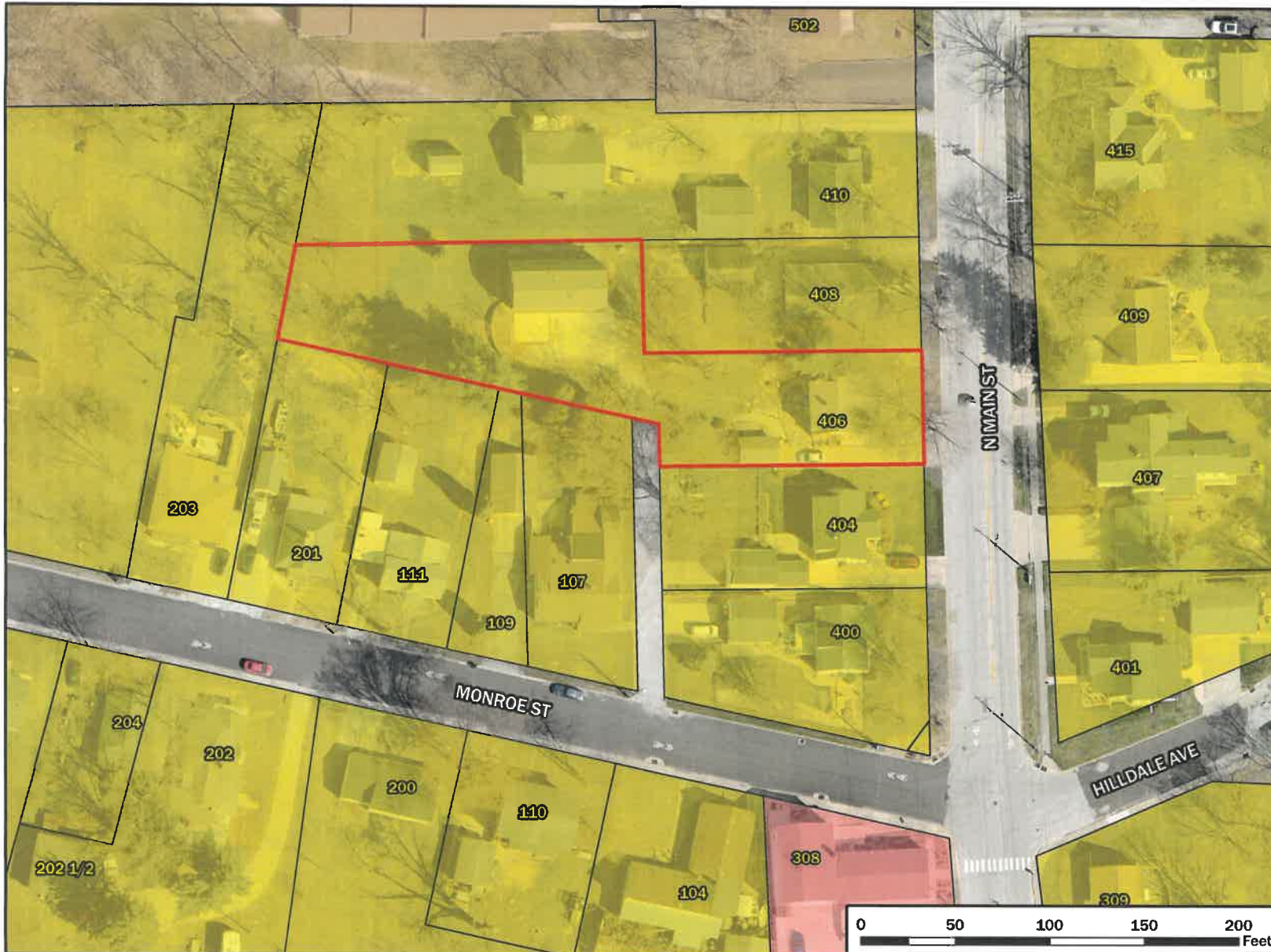
Legend

- City Boundary
- 406 N. Main St.
- Parcels



Date: 4/8/2025

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



406 N. Main St.

PIN: 02-02-14-409-044

Legend

-  City Boundary
-  406 N. Main St.
-  Parcels
- Zoning**
-  R-1
-  R-2
-  C-2



Date: 4/8/2025

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