



## CITY OF WASHINGTON, ILLINOIS

### City Council Agenda Communication

**Meeting Date:** May 19, 2025

**Prepared By:** Jon Oliphant, AICP, Planning & Development Director

**Agenda Item:** First Reading Ordinance – 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”)

**Explanation:** 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, 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.

**Fiscal Impact:** All STR's are subject to the collection and remittance of the City's Motel Tax for stays of not more than seven consecutive days.

**Recommendation/Summary:** The Planning and Zoning Commission held a public hearing on this request at its meeting on May 7. The PZC unanimously recommended approval of the proposed special use.

**Action Requested:** The proposed special use to allow for the continued operation of a non-owner-occupied STR at 132-134 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 first reading ordinance is scheduled for the May 19 City Council meeting and a second reading ordinance will be scheduled for the June 2 meeting.

**ORDINANCE NO. \_\_\_\_\_**

(Synopsis: Adoption of this ordinance would allow for a non-owner-occupied short-term rental to operate at 132-134 N. Main Street A-B)

**AN ORDINANCE GRANTING A SPECIAL USE TO ALLOW A NON-OWNER-OCCUPIED SHORT-TERM RENTAL AT 132-134 N. MAIN STREET A-B**

**WHEREAS**, the City of Washington Zoning Ordinance adopted February 20, 1961, as amended, provides for a special use process for the allowance of non-owner-occupied short-term rentals in residential zoning districts per Sec. 56-456; and

**WHEREAS**, a petition has been filed with the City of Washington and referred to the Planning and Zoning Commission requesting such a special use for the operation of a non-owner-occupied short-term rental at 132-134 N. Main Street A-B; and

**WHEREAS**, public notice in the form required by law was given of the public hearing, and the Planning and Zoning Commission held such a public hearing on May 7, 2025, and has recommended such a special use; and

**WHEREAS**, the Planning and Zoning Commission has made its findings and recommendations concerning the special use permit and the corporate authorities have duly considered said findings and recommendations and find that the special use procedures have complied with the Washington Zoning Code:

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WASHINGTON, TAZEWELL COUNTY, ILLINOIS, that:**

**Section 1.** The reports, findings, and recommendations of the Planning and Zoning Commission are herein incorporated by reference as the findings of the City Council, as completely as if fully recited herein at length. Also, all exhibits submitted at the public hearing are hereby incorporated by reference as fully as if attached hereto. The City Council further finds that the proposed special use is in the public good and in the best interest of the City and its residents and is consistent with and fosters the purposes and spirit of the City of Washington Zoning Code. The special use granted will not be detrimental to the public health, safety, morals, comfort and general welfare, nor shall it be injurious to the use and enjoyment of other properties in the vicinity, nor substantially diminish or impair property values within the neighborhood.

**Section 2.** That the following described property owned by Schlueter Properties, LLC, be granted a special use permit for the operation of a non-owner-occupied short-term rental and legally described as follows:

SEC 23 T26N R2W DORSEYS SUBD SUB LOT 3B OF LOT 3 & SUB LOT 2A  
OF LOT 2 BLOCK 2 NE 1/4

PIN: 02-02-23-203-013

**Section 3.** That the City Zoning Officer be directed to issue any permits to allow the installation on the above-described property in compliance with this special use ordinance.

**Section 4.** That the Zoning Map of the City of Washington, Tazewell County, Illinois, be amended so as to conform to the Special Use Permit granted herein.

**Section 5.** That this ordinance shall be in full force and effect from and after its passage, approval, and publication as required by law.

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

AYES \_\_\_\_\_

NAYS \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

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## 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
- Plat showing subject property and all adjacent properties - See below for plat requirements
- Ownership documentation (lease, deed, mortgage, etc.)
- 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 Schluter

Phone Number of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Owner of Property: Schluter 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 Schluter  
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.: \_\_\_\_\_  
Plat Submitted? Y / N Date: \_\_\_\_\_  
Documentation of Authority Submitted: \_\_\_\_\_  
Commission Action: \_\_\_\_\_

Fee Paid? Y / N / N/A Amount: \_\_\_\_\_ Date: \_\_\_\_\_  
Landscaping Plan Submitted? Y / N / N/A Date: \_\_\_\_\_  
Date to go before the Planning and Zoning Commission: \_\_\_\_\_  
Ordinance Review: (first reading) \_\_\_\_\_ (second reading) \_\_\_\_\_

Property Information

<b>Parcel Number</b> 02-02-23-203-013	<b>Site Address</b> 132-134 N MAIN ST A-B WASHINGTON, IL 61571	<b>Owner Name &amp; Address</b> SCHLUETER PROPERTIES LLC 132-134 N MAIN ST A-B WASHINGTON, IL, 61571
<b>Tax Year</b> 2024 (Payable 2025) ▼		
<b>Sale Status</b> None		
<b>Property Class</b> 0040 - Improved Residential Lot	<b>Tax Code</b> 02027 -	<b>Tax Status</b> Taxable
<b>Net Taxable Value</b> 41,580	<b>Tax Rate</b> Unavailable	<b>Total Tax</b> Unavailable
<b>Township</b> WASHINGTON	<b>Acres</b> 0.0000	<b>Mailing Address</b> 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

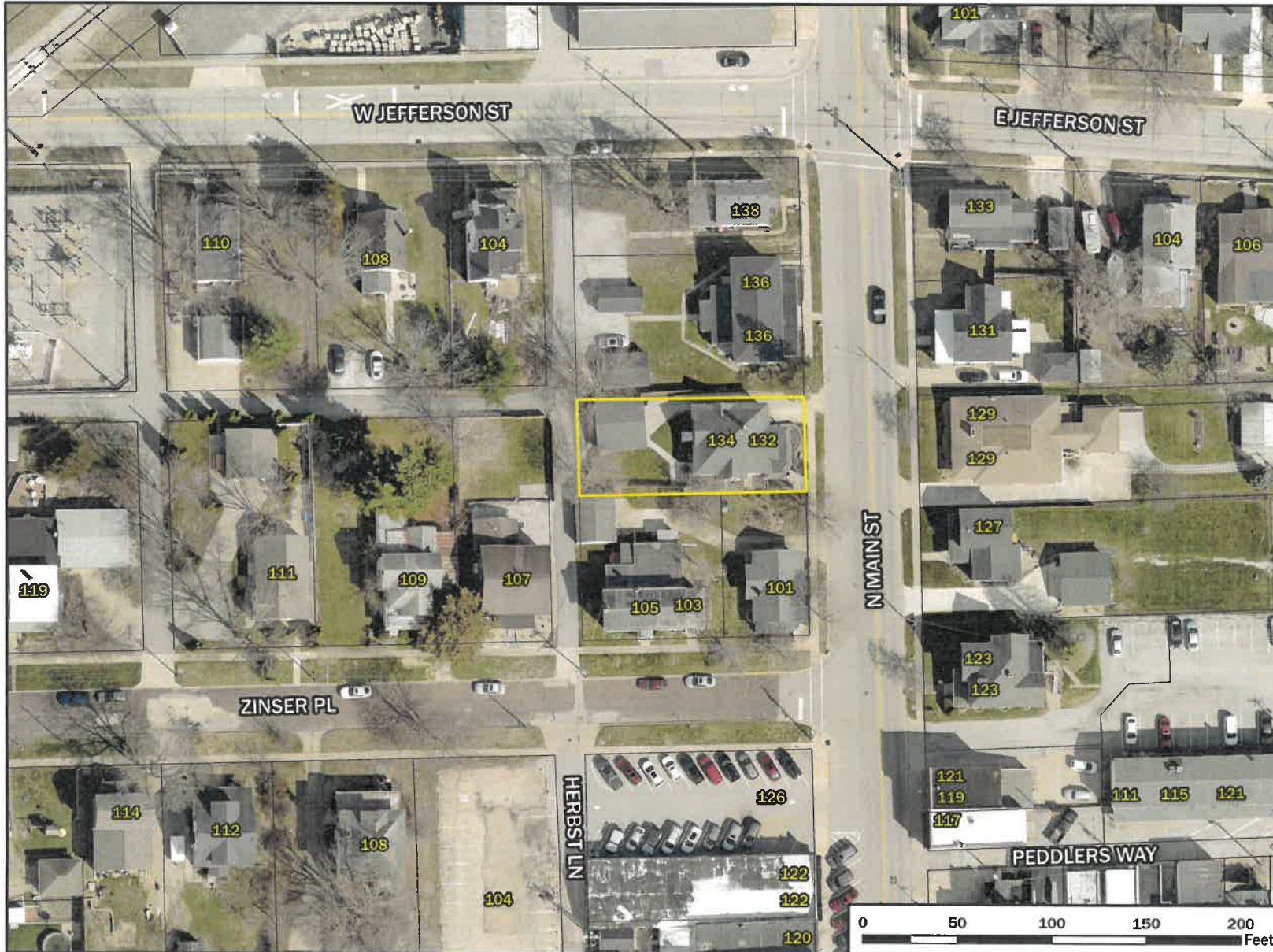
No Exemptions

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.