

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 Katie and Kevin Beale to Allow a Residential Non-Owner-Occupied Short-Term Rental at 301 S. Main Street (the “Subject Property”)
DATE: July 30, 2025

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

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

Request Summary: Katie and Kevin Beale have submitted a special use application to allow for a residential non-owner-occupied short-term rental to operate at 301 S. 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 0.08 acres and is zoned R-1A (Single-Family Residential). It is located at the corner of S. Main and Holland Street. 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.

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-1A 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 operation of a non-owner-occupied STR at 301 S. 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, August 13, 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: 301 S Main St.

Property Tax ID (PIN) number: 02 - 02 - 24 - 124 - 001

Current zoning classification of the property: R-1A

Current use of the property: rental

What is the Special Use for? STR (Airbnb)

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

We have off street parking in driveway

Name of Applicant: Katie & Kevin Beale

Phone Number of Applicant: [REDACTED]

Address of Applicant: [REDACTED]

Owner of Property: Katie & Kevin Beale

Address of Owner: [REDACTED]

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 Five Points Washington at 360 N. Wilmore 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.

Katie J Beale Kevin M Beale
Signature of Applicant

7/9/2025
Date

Katie J Beale Kevin M Beale
Signature of Owner

7/9/2025
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 02-02-24-124-001	Site Address 301 S MAIN ST WASHINGTON, IL 61571	Owner Name & Address BEALE, KEVIN & KATIE 301 S 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 16,070	Tax Rate 8.293610	Total Tax \$1,332.78
Township WASHINGTON	Acres 0.0800	Mailing Address BEALE, KEVIN & KATIE 401 LOCUST ST WASHINGTON, IL, 61571
Legal Description SEC 24 T26N R3W 60 FT X 60 FT OF NW CORNER OF SUB LOT 1 NW 1/4 ****This is a short version. See the deed for full legal description****		
Public Notes 2020-Quad yr revalue per TA 2020 C/E for Pro-rated Sr H for 2019		

Assessments							
Level	Homesite	Dwelling	Farm Land	Farm Building	Mineral	Total	Partial Building
DOR Equalized	4,400	22,670	0	0	0	27,070	No
Department of Revenue	4,400	22,670	0	0	0	27,070	No
Board of Review Equalized	4,400	22,670	0	0	0	27,070	No
Board of Review	4,400	22,670	0	0	0	27,070	No
S of A Equalized	4,400	22,670	0	0	0	27,070	No
Supervisor of Assessments	4,080	21,030	0	0	0	25,110	No
Township Assessor	4,080	21,030	0	0	0	25,110	No
Prior Year Equalized	4,080	21,030	0	0	0	25,110	No
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	\$666.39	\$0.00	\$0.00	\$0.00	\$666.39	\$666.39	5/15/2025	\$0.00
2	09/02/2025	\$666.39	\$0.00	\$0.00	\$0.00	\$666.39	\$0.00		\$666.39
Total		\$1,332.78	\$0.00	\$0.00	\$0.00	\$1,332.78	\$666.39		\$666.39



301 S. Main Street

PIN: 02-02-24-124-001

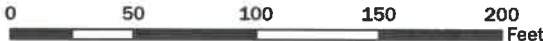
Legend

301 S Main St



Date: 7/9/2025

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





301 S. Main Street

PIN: 02-02-24-124-001

Legend

- Zoning
- R-1A
 - R-1
 - R-2
 - 301 S Main St



Date: 7/9/2025

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

