



CITY OF WASHINGTON, ILLINOIS

City Council Agenda Communication

Meeting Date: August 18, 2025 (First Reading)
September 2, 2025 (Second Reading)

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

Agenda Item: First and Second Reading Ordinances – 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”)

Explanation: 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, 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-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.

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 August 13. 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 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 first reading ordinance is scheduled for the August 18 City Council meeting and a second reading ordinance will be scheduled for the September 2 meeting.

ORDINANCE NO. _____

(Synopsis: Adoption of this ordinance would allow for a non-owner-occupied short-term rental to operate at 301 S. Main Street)

AN ORDINANCE GRANTING A SPECIAL USE TO ALLOW A NON-OWNER-OCCUPIED SHORT-TERM RENTAL AT 301 S. MAIN STREET

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 301 S. Main Street; 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 August 13, 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 Katie and Kevin Beale be granted a special use permit for the operation of a non-owner-occupied short-term rental and legally described as follows:

SEC 24 T26N R3W 60 FT OF NW CORNER OF SUB LOT 1 NW 1/4

PIN: 02-02-24-124-001

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

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. 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.

Katie J Beale Kevin M Beale 7/9/2025
Signature of Applicant Date

Katie J Beale Kevin M Beale 7/9/2025
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 02-02-24-124-001	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.

0 50 100 150 200
Feet



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.

0 50 100 150 200 Feet