

ALTON PLAN COMMISSION AGENDA

Tuesday, May 13, 2025

6:00 P.M.

COMMISSIONERS

Mark Hackworth, Chairman
Martha Kane
Robert Wayne Harris
Timothy Lolley
Eric Shultis

Barry Clayton
Joe Blair
Shondalyn Williamson
Todd Harpole
Steph Schobernd

A. CALL TO ORDER

B. ROLL CALL

C. SPEAKERS FROM THE FLOOR

D. APPROVAL OF MINUTES

1. Motion to Approve the Minutes from the April 8, 2025 Plan Commission Meeting
(Place on File)

E. PUBLIC HEARINGS:

1. PC 25-003 (Special Use Permit) A request by David Howard for a special use permit to operate a Type B Short Term Rental Unit at 400 E 14th St., Alton, Illinois, PPN 23-2-07-11-16-403-001
 - a) Motion to Open Public Hearing
 - b) Staff Report
 - c) Public Input
 - d) Motion to Close Public Hearing
 - e) Motion to Recommend Approval

F. NEW BUSINESS

1. Public Speaker Form

G. OLD BUSINESS

H. STAFF REPORT

1. Comprehensive Plan Progress Update

I. COMMENTS FROM COMMISSION MEMBERS

J. ITEMS FOR NEXT AGENDA

K. ADJOURNMENT

IF PROSPECTIVE ATTENDEES REQUIRE AN INTERPRETER OR OTHER ACCOMMODATIONS, PLEASE CONTACT THE ALTON CITY CLERK'S OFFICE AT 618-463-3522 NO LATER THAN 48 HOURS PRIOR TO THE COMMENCEMENT OF THE MEETING TO MAKE ARRANGEMENTS.

**ALTON PLAN COMMISSION
CITY COUNCIL CHAMBERS
April 8, 2024
DRAFT MEETING MINUTES**

MEMBERS PRESENT: Mark Hackworth, Joe Blair, Todd Harpole, Martha Kane, Eric Shultis, Wayne Harris, Shondalyn Williamson, Tim Lolley, Steph Schobernd

MEMBERS ABSENT: Barry Clayton

OTHERS PRESENT: Andi Campbell (Deputy Director of Planning and Development), Christine Little (Secretary), Joe Weatherly, Angie Eslinger, Anne Doucleff, Michelle Brooks, Cindy Lolley, Chelsea O'Connell, Pat Taulbee, Jay Rowden, Carolyn MacAfee, Mike Drake, Chris Doucleff, Chris Bohn, Michael Velloff, Brant Walker, Michael Bachelor, Chris Bohn, Beth Lashay, Joe Hanahan, Doug Kellum, Sheryll Kellum, Beth Maudlin, Denise Sparks

CALL TO ORDER

Chairman Hackworth called the meeting to order at 6:00 p.m.

ROLL CALL

Roll call was taken with 9 present and 1 absent.

SPEAKERS FROM THE FLOOR

None.

APPROVAL OF MINUTES

Motion was made by Wayne Harris and seconded by Joe Blair to approve the minutes dated February 11, 2025. (Place on file.) Voice vote. All ayes.

PUBLIC HEARINGS

1. PC 25-001 (Zoning Map Amendment) A request by William Moyer, owner of record, for a zoning map amendment to rezone the property located directly north of 1843 N. Rodgers Avenue, identified as Lot 5, Lot 6, and Lot 7 of Moyer Subdivision (PB. 51, PG. 74), from "C-2" General Commercial District to "R-1" Single-Family Residential District to develop two (2) single-family residences)

Motion was made by Eric Shultis and seconded by Wayne Harris to open the public hearing. Voice vote. All ayes.

Andi Campbell provided a staff report stating William Moyer, owner of record, is requesting a zoning map amendment to rezone Lot 5, Lot 6, and Lot 7 of Moyer Subdivision from "C-2" General Commercial District to "R-1" Single-Family Residential District to develop two (2) single-family residences. Ms. Campbell stated that the staff recommendation is approval as the proposed map amendment was appropriate for the surrounding area.

Todd Harpole asked if this would-be single-family housing. Ms. Campbell stated that it would.

Shondalyn Williamson asked if the three lots would be split amongst the two properties. Ms. Campbell stated that the three lots will be reconfigured into two lots.

Motion was made by Joe Blair and seconded by Shondalyn Williamson to close the public hearing. Voice vote. All ayes.

Motion was made by Shondalyn Williamson and seconded by Eric Shultis to approve the map amendment rezoning Lots 5, 6, & 7 of Moyer Subdivision from C-2 General Commercial District to R-1 Single-Family Residential District. Roll-call vote. Mark Hackworth, Joe Blair, Todd Harpole, Shondalyn Williamson, Tim Lolley, Martha Kane, Eric Shultis, Wayne Harris, and Steph Schobernd voted aye.

2. PC 25-002 (Planned Development Procedure) A request by Lorraine Ward (18th & Vine Developers, LLC), applicant, on behalf of Waterfront Properties (XV, XVII, 35, 38) LLC, owner of record, for a Planned Development Procedure to facilitate the development of a 70-unit apartment building, a mixed-use building, and parking areas on property located at 324 Ridge Street, 650 E. Broadway, and 652 E. Broadway (PPNs 23-2-07-13-05-103-001; 23-2-07-13-05-103-006; 23-2-07-13-05-103-007; 23-2-07-13-05-103-008; 23-2-07-13-05-103-018; 23-2-07-13-05-103-017; and 23-2-07-13-05-103-016)

Motion was made by Steph Schobernd and seconded by Shondalyn Williamson to open the public hearing. Voice vote. All ayes.

Ms. Campbell provided a staff report indicating that the applicant proposes a two-phase planned development to develop two corners of Ridge St. in downtown Alton to, including a proposal for a 70-unit apartment building with one live/work unit with an entrance along Ridge St. and 75 surface parking spaces. Phase II contemplates the northwest corner of the Ridge St and E. Broadway intersection and includes approximately 6,900 sq. ft. of new commercial space fronting E. Broadway with seven townhomes above the commercial storefronts. Phase II also includes townhomes fronting Ridge St., set back behind landscaping, and 16 surface parking spaces in rear of the structure. Ms. Campbell provided an overview of how the proposal aligned with the Great Streets plan and the review criteria for planned developments.

Ms. Campbell stated that staff recommends approval of the requested PDP with the following conditions:

1. Final architectural elevations and landscaping plans shall be reviewed and approved by the Appearance Review Commission prior to building permits.
2. The Planned Development shall be built in substantial compliance with submitted plans. There shall be no upward deviation in density or floor area ratio.
3. Parking shall be provided in accordance with submitted plans. There shall be no downward deviation in the provision of parking spaces. A shared parking agreement shall be recorded for use of upper lot spaces between the proposed development and the adjacent office building.
4. The live-work unit shall maintain flexibility for commercial uses along the street frontage, as allowed under zoning.

Todd Harpole asked what was meant by mixed use. Ms. Campbell answered the development is mixed use, meaning a mix of residential and commercial uses.

Todd Harpole asked how many units were proposed. Ms. Campbell stated that 70 units are proposed.

Tim Lolley asked if 75 parking spaces was adequate for 70 units. Ms. Campbell stated that two parking spaces per unit are required in multi-family district and that the underlying zoning C-4 downtown commercial district does not have a minimum parking provision.

Shondalyn Williamson inquired about parking for the commercial spaces downstairs. Ms. Campbell answered there is one live work unit on the bottom floor.

Shondalyn Williamson inquired about the viewshed for homes on 4th St.

Tim Lolley asked how many stories the building is on 4th St. Ms. Campbell answered so built at its maximum is 5 stories but it's reduced on 4th Street to approximately four stories due to the grade.

Shondalyn Williamson asked if the property would have onsite management? The applicant stated that there will be on-site management located on the lowest level.

Shondalyn Williamson asked if the facility would have new market tax credits. Mr. Weatherly answered on behalf of the applicant that it would receive the housing credits only.

Shondalyn Williamson asked how many 2-bedroom units are proposed. Ms. Eslinger answered seventeen two-bedroom units are currently proposed.

Shondalyn Williamson asked if the shared parking and residential parking were included in the 75-space total. Ms. Eslinger answered that there are 75 total spaces dedicated to this building.

Wayne Harris ask if there were any other developers or anyone else that came in and proposed a development for the subject property. Ms. Campbell answered no.

Wayne Harris asked how long has this property had sat vacant. Ms. Campbell stated that the site had been vacant for a long time.

Joe Blair asked whether the parking spaces were going to be designated for each apartment. Ms. Eslinger stated that it was planned to be first-come, first-served.

Martha Kane asked is there anything the future for addressing the other side of Ridge Street or the other side of the ally faces Broadway where the buildings there are in disrepair. Ms. Campbell answered the Great Streets plan contemplates public realm improvement, but no specific developments were currently proposed.

Mark Hackworth asked how long construction was anticipated to take. Mr. Weatherly answered 18 months.

Todd Harpole asked for the total building occupancy. Ms. Eslinger stated this is a 70-unit building with 53 single-bedroom units and seventeen 2-bedroom units.

Shondalyn Williamson what the proposed bedroom sizes are in the units. Ms. Eslinger answered bedroom sizes are 11x11 on average.

Shondalyn Williamson asked if there were any other downtown sites considered for the plan. Mr. Weatherly answered that they looked at a number of different sites and the subject property was the preference from the start.

Shondalyn Williamson asked if the multi-family site was considered for the townhomes instead. Mr. Weatherly stated that they did not consider the site for the townhomes because it lends itself to more density. Ms. Williamson asked if there was any possibility for more parking. The applicant stated there was not.

Public Input:

Bill Moyer spoke in favor of the request citing the investment for the city and the need for housing options close to downtown.

Kiku Obata submitted seven letters in support of the proposed development.

Mike Drake inquired about the mechanical equipment on the roof. Ms. Eslinger stated that the small rectangles on the top of both street elevations are the screening elements for the mechanical equipment and they are raised. Mr. Drake asked if there is any guarantee that this housing will not become subsidized housing. Mr. Weatherly answered this is not subsidized housing.

Jay Rowden asked if the bedrooms include the closets are or if the closets incorporated elsewhere in the apartment. Ms. Eslinger answered the closets would be outside the 11x11 bedroom footprint.

Michelle Brooks asked if there are more buildings in the works in the area. Mr. Weatherly stated that this is the only building they are proposing.

Anne Doucleff asked if the developer is using its own funds to build the project or if they are asking for government funding. Mr. Weatherly stated that they have an application in front of IHDA for tax credits that would generate about half of the dollars necessary for this and a couple other resources and our funds as well. Ms. Doucleff inquired about the underlying zoning district. Ms. Campbell explained that the request was for a Planned Development, so approval would be tied to the proposed site plan.

Chris Bohn inquired about the Better Business Bureau rating of the developer, stating that they had a poor BBB rating.

Mike Drake, Jay Rowden, Michelle Brooks, Joe Hanahan, Chris Doucleff, Anne Doucleff, Doug Kellum, Sheryll Kellum, Beth Maudlin, Brant Walker, Beth Lashay, and Denise Sparks spoke in opposition to the request citing concerns about subsidized housing, crime, viewsheds, neighborhood impacts, and the need for single-family development, among others.

Motion was made by Shondalyn Williamson and seconded by Steph Schobernd to close the public hearing. Voice vote. All ayes.

Motion was made by Wayne Harris and seconded by Joe Blair to authorize a Planned Development Procedure to facilitate the development of a 70-unit apartment building, a mixed-use building, and parking areas on property located at 324 Ridge Street, 650 E. Broadway, and 652 E. Broadway with the following conditions:

- 1. Final architectural elevations and landscaping plans shall be reviewed and approved by the Appearance Review Commission prior to building permits.**
- 2. The Planned Development shall be built in substantial compliance with submitted plans. There shall be no upward deviation in density or floor area ratio.**
- 3. Parking shall be provided in accordance with submitted plans. There shall be no downward deviation in the provision of parking spaces. A shared parking agreement shall be recorded for use of upper lot spaces between the proposed development and the adjacent office building.**
- 4. The live-work unit shall maintain flexibility for commercial uses along the street frontage, as allowed under zoning.**

Roll-call vote. Mark Hackworth, Joe Blair, Todd Harpole, Shondalyn Williamson, and Tim Lolley voted nay. Martha Kane, Eric Shultis, Wayne Harris, and Steph Schobernd voted aye. Motion failed 5-4.

ADJOURNMENT

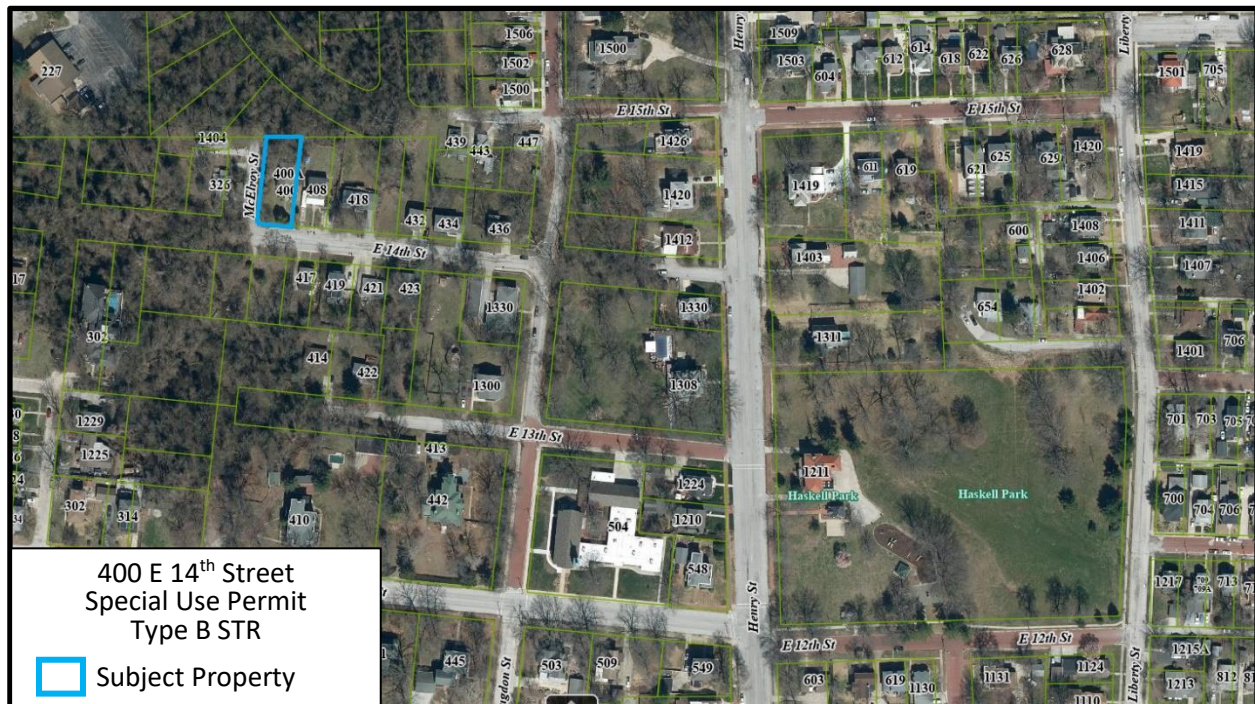
Motion was made by Joe Blair and seconded by Wayne Harris for adjournment. Voice vote. All ayes.

Meeting adjourned at 7:45 p.m.



REPORT TO THE PLAN COMMISSION CITY OF ALTON

Application Number:	PC25-003
Application Name:	Howard Short Term Rental
Applicant Name:	David Howard
Property Owner:	Erica & David Howard
Request:	A request for a Special Use Permit (SUP) in order to operate a short-term rental at the subject property.
Site Address:	400 E. 14 th Street
Parcel ID Number(s):	PPN: 23-2-07-11-16-403-001
Zoning Designation:	"R-2" Single-Family Residential District
Total Site Area:	Approximately 9,500 sq. ft.
Commission Meeting Date:	May 14, 2025
Staff Recommendation:	Approval with Conditions



Site History and Existing Conditions

The subject property is located at 400 E 14th Street, at the intersection of E. 14th St. and McElroy St., and is zoned “R-2” Single-Family Residential. The site has previously been used for residential purposes.

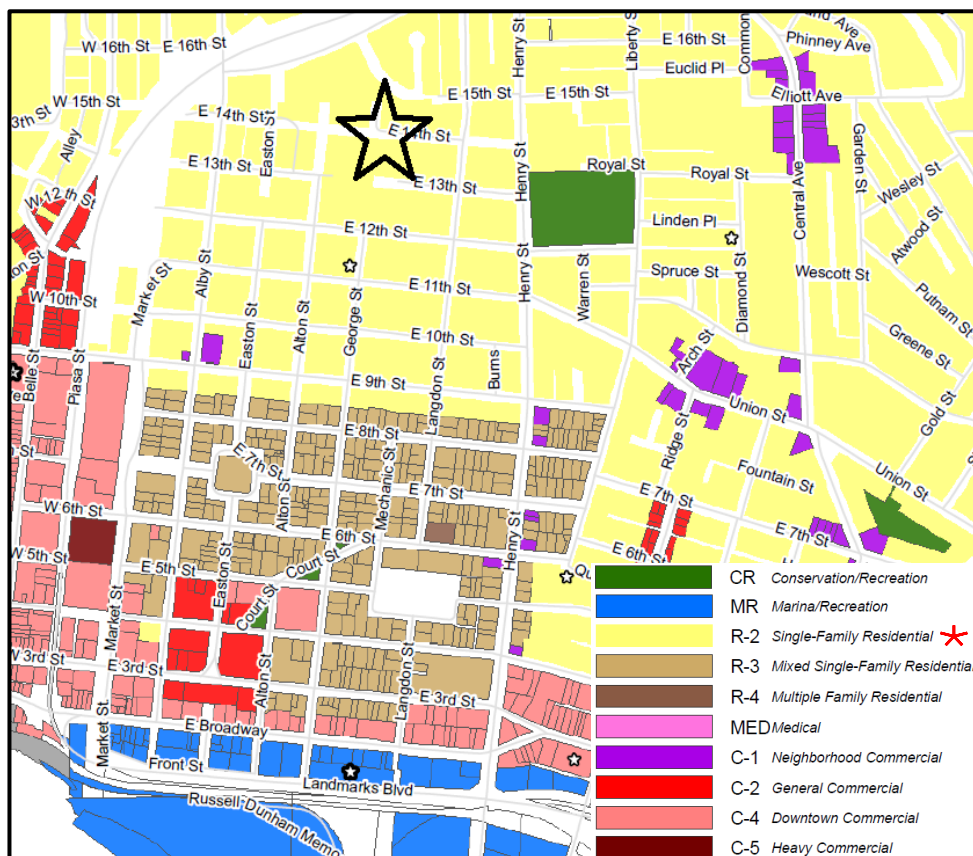
Request Overview

David Howard, applicant, is requesting a special use permit in order to operate a “Type B” Short-Term Rental Unit at the subject property. Given the square footage of the four (4) bedrooms in the structure, the maximum occupancy for the Short-Term Rental Unit could be up to 13 individuals based on International Building Code standards. However, in keeping with the quiet, residential character of the surrounding area, should Plan Commission and City Council approve the request, staff recommends an occupancy limit of eight (8) guests, which is two (2) per bedroom.

Planning & Zoning Considerations

LAND USE & ZONING CONTEXT MATRIX		
DIRECTION	ZONING DISTRICT	EXISTING LAND USE
North	R-2 Single-Family Residential	Residential
South	R-2 Single-Family Residential	Residential
East	R-2 Single-Family Residential	Residential
West	R-2 Single-Family Residential	Residential

Zoning Map



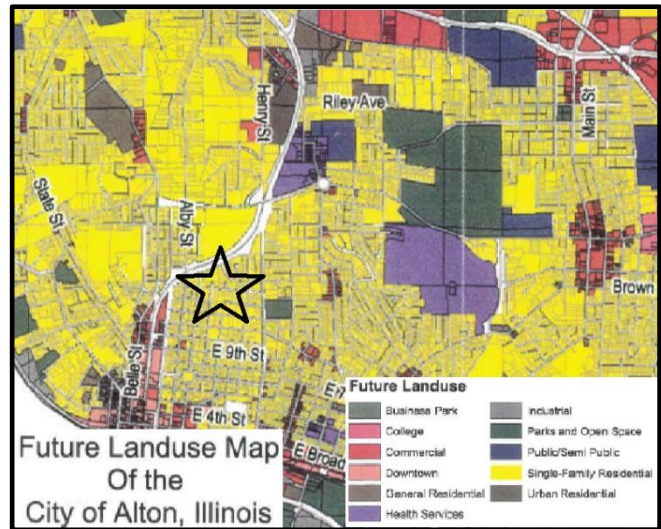
Special Use Permit Considerations

As per 11-11-3: Criteria for Reviewing Applications, the Plan Commission and City Council shall consider the following items when reviewing a special use permit:

A. *Whether the proposed special use permit is consistent with the City's Comprehensive Plan and will not impede normal, orderly development of the neighborhood.*

The Comprehensive Plan Future Land Use Map identifies the subject property as Single-Family Residential.

The Land Use portion of the Comprehensive Plan emphasizes preservation of the existing single-family housing stock. However, considering the City's efforts to revitalize downtown as a tourist destination, the subject property's proximity to the downtown commercial district and other attractions should also be considered. The proposed special use permit does not entail any alterations to the residential structure and should not impact the character or development of the surrounding area. The property will retain its current zoning designation of R-2 Residential.



Staff finds that the proposed special use permit aligns with the City's Comprehensive Plan and Future Land Use Map.

B. *The compatibility with surrounding uses and compatibility with the surrounding neighborhood, including any substantial impact on property values.*

The proposed special use permit for a Type B Short-Term Rental Unit with a staff-proposed occupancy limit of eight (8) individuals is commensurate with surrounding residential uses. The proposed special use will have minimum impact on adjoining properties and will not have a substantial impact on property values.

C. *The comparative size, floor area, mass, and general appearance of the proposed structure in relationship to adjacent structures and buildings in the surrounding properties and neighborhood.*

Not applicable as the proposal does not include the construction or renovation of any structures.

D. *The amount of traffic movements generated by the proposed use and the relationship to the amount of traffic on abutting streets and on minor streets in the surrounding neighborhood in terms of the street's capacity to absorb the additional traffic and any significant increase in hourly or daily traffic levels.*

Given the proposed use of the property for a Type B Short-Term Rental and the occupancy limits, the traffic impact will be similar to the surrounding residential uses and does not require special consideration.

E. *The added noise level created by activities associated with the proposed use and the impact of ambient noise level of the surrounding area and neighborhood.*

The proposed use of the subject property for a Type B Short-Term Rental Unit with the proposed maximum occupancy of eight (8) individuals, any added noise should be minimal and commensurate with surrounding residential uses.

F. The impact of the night lighting in terms of intensity, duration, and frequency of use as it impacts adjacent properties and in terms of presence in the neighborhood.

Not applicable.

G. The impact of landscaping of the proposed use in terms of landscaped areas, buffers, and screens.

There are no landscaping or buffer areas proposed beyond what is currently at the site. Please see the Site Photos on page 5.

H. The potential for the proposed use to remain in existence for a reasonable period of time and not become vacant or unused. Consideration should also be given to unusual single purpose structures or components of a more temporary nature.

The residential structure will remain in place and no building alterations are proposed as part of the proposed special use. The applicant intends for the short-term rental operation to be temporary in nature as per the narrative statement, which begins on page A-1 of this report. Once the structure ceases to be utilized for a Short-Term Rental Unit, the structure can be seamlessly transitioned back to a traditional residential use.

I. Whether there are any facilities near the proposed use such (such as schools or hospitals) that require special protection.

Given the location of the structure and the nature of the proposed use, no special protections are warranted.

J. The effect of the requested use on the health, safety, morals, and general welfare of the residents of the area in the vicinity of property in question and the residents of the city generally.

The proposed Type B Short-Term Rental Unit will not have a negative impact on the health, safety, morals, or general welfare of the residents of the surrounding area or the city generally. The proposed use is of the of the dwelling as a Short-Term Rental Unit for no more than eight (8) individuals is commensurate with the surrounding area.

Public Input

Staff has not received any comments in opposition or support of this proposal as of the drafting of this memo.

Staff Recommendation

Staff recommends **approval** of the requested Special Use Permit with the following conditions:

1. This special use permit for a Type B Short-Term Rental Unit is granted for the sole usage of David & Erica Howard and is non-transferrable.
2. Maximum occupancy of the Short-Term Rental Unit shall be eight (8) individuals.
3. There shall be no off-site parking associated with the Short-Term Rental Unit.
4. The driveway area shall be paved in accordance with code standards.
5. The owner shall keep the property in compliance with all City of Alton Ordinances.
6. Upon any notification that any transient, occupant, or guest of the Short-Term Rental Unit property has created unreasonable noise or disturbances, engaged in disorderly conduct or committed violation of any applicable law, rule, or regulations pertaining to the use and occupancy of the Short-Term Rental Unit property, the licensed operator shall respond in a timely and appropriate manner to immediately halt or prevent reoccurrence of such conduct. Failure of the owner to respond to such calls or complaints regarding the condition, operation, or conduct of the occupants and/or guests of a Short-Term Rental Unit in a timely and appropriate manner shall be grounds for revocation of the special use permit as prescribed in section 11-11-4 and/or revocation of the Short-Term Rental license as prescribed in section 4-22-10 and shall subject the owner to all administrative, legal, and equitable remedies available to the City.

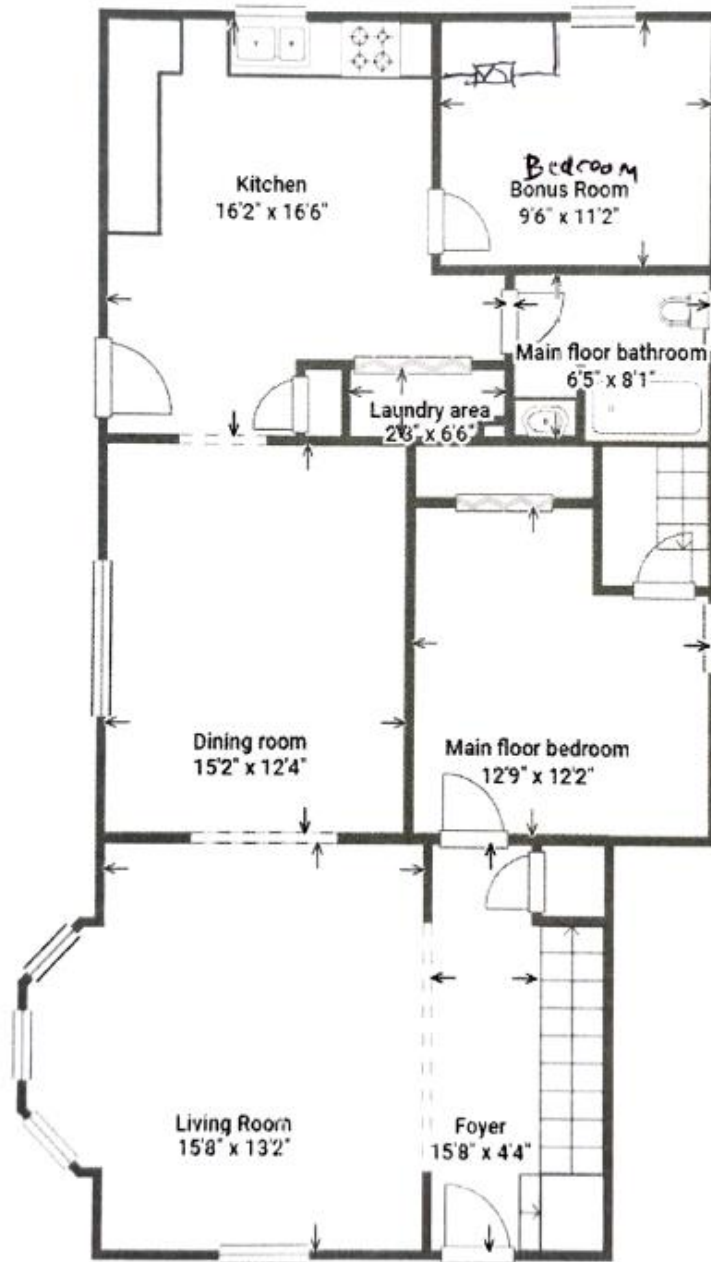
7. The owner's failure to adhere to the conditions of the special use permit may cause revocation of the same in accordance with the City Code of Ordinances.

Site Photo – Existing Conditions



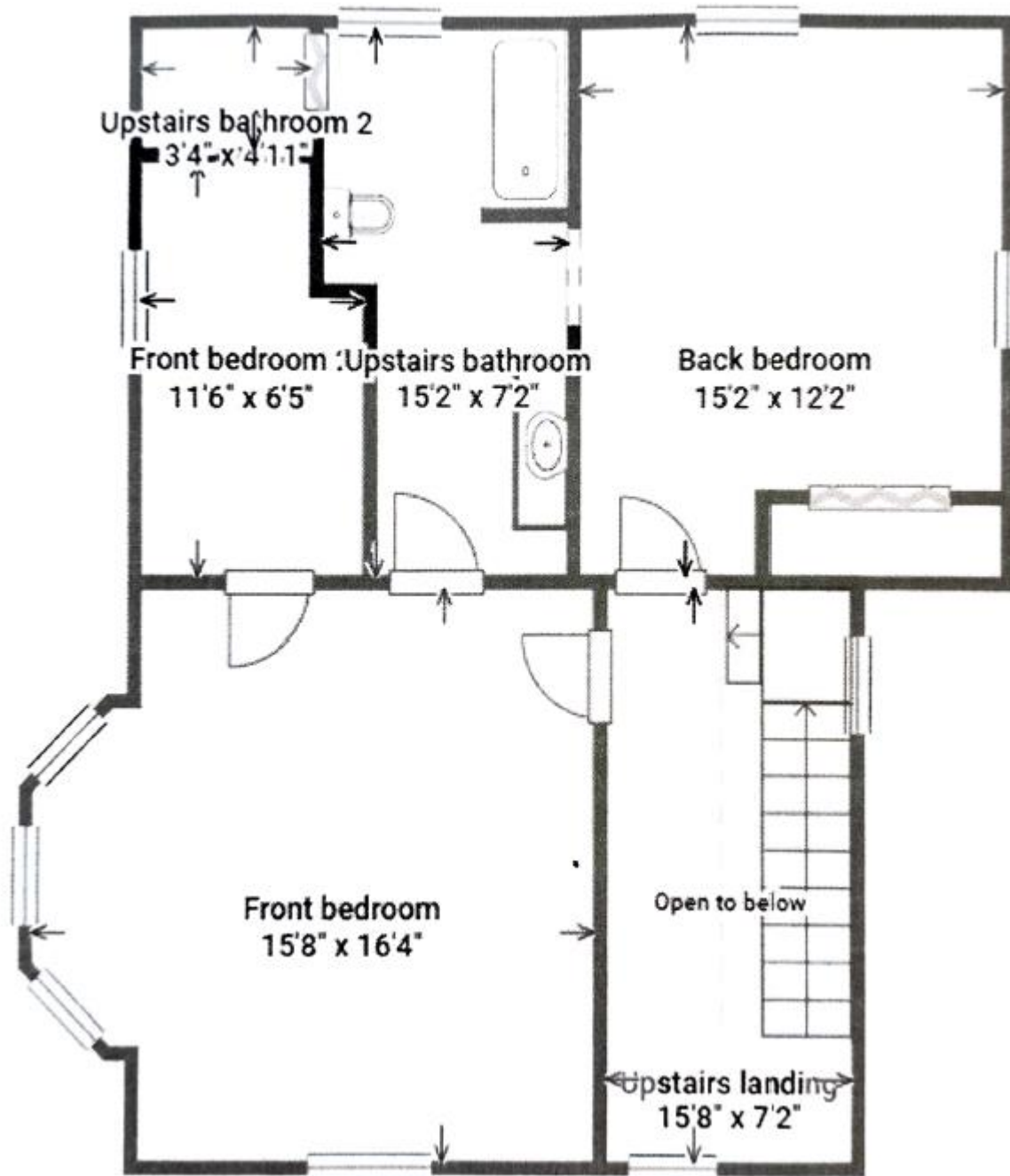
Floor Plan – First Floor

400 East 14th Street Alton IL 62002: 1st floor



Floor Plan – Second Floor

400 East 14th Street Alton IL 62002: 2nd floor



Attachments:

Attachment A: Applicant Narrative

Land Use Statement for Short-Term Rental Special Use Permit

Property Address: 400 E 14th Street, Alton, IL 62002

Applicant: David Keith Howard

Contact: dkhoward1970@gmail.com | 317-426-1614

Parcel Number: 23-2-07-11-16-403-001

Introduction & Context

This Land Use Statement is submitted to the City of Alton Plan Commission to formally request a Special Use Permit for operating a **Type B short-term rental (STR)** at 400 E. 14th Street, zoned R-1 Single-Family Residential. Per Alton City Code §11-7-3(B), Type B STRs require special use approval within residential districts, ensuring that any short-term lodging use adheres to established safeguards and preserves neighborhood integrity.

The Applicant, David Howard, purchased this historically significant (built circa 1921) and previously bank-owned vacant property in 2024, renovating it extensively with the long-term goal of retiring here. Due to recent family caregiving responsibilities, the Applicant must temporarily postpone full-time residence. By operating the property as a short-term rental, the Applicant can keep the house occupied, maintained, and contributing economically to the City of Alton, rather than sitting unused and vulnerable to deterioration. Once family obligations permit a move to Alton, the Applicant will cease STR operations and fully reside in the home, underscoring the temporary, carefully managed nature of this proposal.

Statement of Facts

1. Property Overview

- **Age & Renovations:** Constructed circa 1921, the house had fallen into disrepair after years of vacancy and bank ownership, significantly diminishing neighborhood appeal. The Applicant's comprehensive 2024 renovation—covering electrical, plumbing, HVAC, and interior/exterior upgrades—restored it to a modern, code-compliant, and visually appealing residence.
- **Size & Layout:** The home comprises 4 bedrooms and 2 full bathrooms, totaling approximately 2,100 sq. ft. of living space. It can comfortably host larger families or small groups seeking a private, residential atmosphere.
- **Site Location:** Situated at the dead-end of East 14th Street, the property occupies about 0.23 acres (9,840 sq ft). This low-visibility location inherently reduces potential impacts on neighbors, as there is minimal through-traffic or passersby.

- **Zoning:** The site is zoned R-1 Single-Family Residential, where Type B STRs are not permitted by-right and instead require a Special Use Permit consistent with Alton's Unified Development Code.
- **Off-Street Parking:** The driveway and front parking area on the property can accommodate multiple vehicles, preventing overflow onto the public street.

2. Local Context & Proximity to Key Destinations

- **Lucy Haskell Playhouse & Park:** Within a 5-minute walk, offering a popular historic playhouse and green space that attracts families.
- **Duke Bakery:** About a 10-minute walk. This local favorite draws both tourists and residents, providing year-round foot traffic.
- **Argosy Casino & Downtown Alton:** A short 5-minute drive leads to Alton's riverfront district, featuring casinos, restaurants, shops, museums, and cultural events—ideal for weekend visitors and short-stay tourists.
- **Alton Memorial Hospital:** Roughly 6 minutes by car, making this property suitable for traveling nurses, medical professionals, or families visiting hospitalized loved ones.
- **Regional Attractions:** The Great River Road, Alton Amphitheater, Meeting of the Great Rivers National Scenic Byway, and other local cultural/historical sites are easily reachable, heightening the home's appeal to out-of-town guests.

3. Ownership & Intended Use

- **Long-Term Residency Intent:** The Applicant purchased this home to retire in Alton, a plan delayed by family health obligations.
 - **Temporary STR Operation:** Rather than leaving the property vacant or renting it out in a long-term arrangement, the Applicant proposes to operate it as a Type B short-term rental, ensuring continual upkeep, occupancy, and beneficial economic output.
 - **Preservation of Residential Character:** No structural additions or external modifications are proposed; the home will remain a typical single-family dwelling.
-

Legal Basis for the Special Use Permit

1. Alton Zoning Code §11-7-3(B)

Alton's Unified Development Code explicitly provides for Type B short-term rentals within R-1 districts by special use approval. Relevant performance standards include:

- **Owner Off-Site:** The owner does not reside on the property during guest stays.
- **Single Booking per Night:** Only one rental group at a time.
- **Adherence to Safety Codes:** Compliance with building, fire, and occupancy regulations.
- **Non-Transferability:** The special use permit is tied to the Applicant and cannot be transferred to a subsequent owner.
- **Prompt Nuisance Response:** The Applicant must address any noise, parking, or conduct complaints promptly.

2. Precedent in Alton

In 2023, the City Council granted a Special Use Permit for a Type B STR at 417 E. Third Street, illustrating that Alton is willing to allow well-managed STRs in residential neighborhoods when a robust operational plan is presented. Similar to that case, the subject application proposes proactive management to maintain a peaceful, low-impact environment.

3. Alignment with Alton's Comprehensive Plan

City plans emphasize tourism growth, economic revitalization, and historic preservation. A short-term rental at a once-vacant home in a tourist-friendly corridor furthers these aims. It preserves the home's original single-family identity, encourages heritage tourism, and leverages Alton's location along the Great River Road.

Expanded Arguments in Support of Permit

A. Preservation of Neighborhood Integrity & Character

1. Maintaining Residential Appearance
 - No external construction or commercial signage is proposed.
 - The home retains its single-family aesthetic and blends with nearby properties of similar age, style, and scale.
 - Visitors generally seek a quiet home environment and leave minimal trace upon departure.
2. Shielded from Nearby Homes
 - Located at a dead-end with only one adjacent neighbor to the side and two across the street, plus wooded land behind, the property is naturally buffered.
 - This unique setting confines potential noise or parking impacts more effectively than properties in denser neighborhoods.
3. Beneficial Occupancy vs. Vacancy
 - The alternative—leaving the home empty—would not serve Alton's interests. An unoccupied property can become a magnet for vandalism, blight, or code violations.
 - Short-term rentals have a vested interest in keeping the residence well-maintained and guest-ready.

B. Economic Benefits for Alton

1. Boosting Local Commerce
 - Guests will frequent local shops, restaurants, bakeries, and entertainment venues, thereby injecting outside spending into the community.
 - Proximity to downtown Alton ensures a direct flow of visitor revenue to small businesses, boosting the local economy.

2. Lodging Tax & City Revenue

- As required by ordinance, STRs in Alton collect hotel/motel taxes. These funds contribute to city services, tourism promotion, and community development.
- The Applicant will also pay an annual STR licensing fee and maintain property taxes, increasing the city's fiscal base.

3. Supporting Tourism & Special Events

- Alton hosts festivals, riverfront celebrations, and holiday events that frequently push traditional hotels to capacity.
- An STR with a kitchen and multiple bedrooms appeals to families and groups seeking alternatives to standard lodging.
- This property's convenient location (near Lucy Haskell Playhouse, Argosy Casino, and the scenic Alton Marina) attracts a broad range of guests, from casual vacationers to those attending local sports tournaments or festivals.

C. Addressing Growing Demand for Larger STR Accommodations

1. Family-Friendly & Group-Oriented

- Many travelers prefer homes with kitchens, living rooms, yards, and multiple bedrooms. Traditional hotels often cannot replicate these comforts.
- Families with young children or elderly relatives appreciate the flexibility of private kitchens, laundry facilities, and separate sleeping areas.

2. Current Short-Term Rental Landscape

- Market data indicates a shortage of larger rental properties in Alton, with only a small fraction offering more than two bedrooms.
- By introducing a well-maintained 4-bedroom rental, this project addresses underserved segments of the visiting population, ensuring Alton remains competitive with other nearby tourism destinations.

3. Positive Word-of-Mouth Promotion

- Guests enjoying a comfortable residential stay often share reviews and recommendations, promoting Alton as a vibrant, welcoming city.
- Repeat visitors become likely, especially if they require lodging near Alton Memorial Hospital or downtown events.

D. Site Suitability & Infrastructure Adequacy

1. Utilities & Services

- The house meets all contemporary building, fire, and safety codes, including updated electrical, plumbing, and HVAC systems.
- Trash removal and property upkeep will be handled by professional cleaning staff and the Applicant's ongoing supervision.
- The home is served by city water, sewer, and other essential utilities scaled appropriately for a single-family residence.

2. On-Site Parking & Minimal Traffic

- A private driveway accommodates up to 4 standard vehicles, aligning with the code's requirement that no on-street parking be associated with Type B rentals.
- Typical guest traffic is modest—arrivals and departures generally occur once or twice during a stay, posing no strain on local road capacity.
- Being on a cul-de-sac further restricts traffic flow to residents and guests only.

3. Fire & Emergency Services

- As part of final inspections, the property was confirmed to have operable smoke detectors, carbon monoxide detectors, and required egresses.
- Registration in the City's short-term rental registry ensures fire and police know how to contact the owner/co-host in case of an emergency or nuisance issue.

E. Comprehensive Operational Management & Mitigation Strategies

The Applicant has developed a detailed plan to ensure a smooth, low-impact STR operation:

1. Stringent Guest Screening

- All bookings facilitated via reputable STR platforms (e.g., Airbnb) with verified guest identities and rating histories.
- No same-day instant bookings to deter unauthorized gatherings.
- Minimum rental age of 25 ensures responsible parties.

2. Occupancy & Quiet Hours

- A proposed occupancy limit of 8–10 guests maximum, ensuring the property retains its single-family nature.
- Strict quiet hours from 10 PM to 8 AM, with posted house rules and immediate enforcement for noise complaints.

3. No Parties or Events

- Zero-tolerance policy for parties, amplified by noise-monitoring tools and a security camera pointed at exterior entrances (no indoor surveillance, preserving privacy).
- Any violation triggers immediate eviction, with neighbors encouraged to contact the owner/co-host at once.

4. Parking Management

- Explicit instructions guiding guests to use the driveway. No parking on the dead-end street or public ROW.
- The security camera can verify compliance, and repeated parking violations lead to eviction or cancelled bookings.

5. Local Contact & Rapid Response

- The owner or a local co-host is available 24/7 to resolve any disturbance within 30 minutes.
- This goes beyond typical landlord-tenant relationships, giving neighbors direct, fast relief from potential nuisances.

6. Trash & Maintenance

- Professional cleaners sanitize and restock the home after each stay.
- Lawn care, snow removal, and general upkeep occur on a regular schedule, preserving the home's curb appeal and preventing any eyesores.

7. Community Integration

- A detailed "House Manual" outlines local guidelines: slow speeds on residential streets, respect for neighbors' privacy, quiet hours, and contact info for urgent concerns.
- This fosters a climate of respect, ensuring short-term guests feel part of the Alton community rather than detached tourists.

F. Additional Data, Community Outreach, & Neighborhood Support

1. Market Data

- Alton's tourism sector has grown steadily, with overall ~49% occupancy rates reported among STRs, an indication of stable demand.
- Many existing rentals are smaller units or long-term lease options, leaving a gap in larger family-friendly accommodations.

2. Open Communication with Neighbors

- The Applicant has proactively reached out to adjacent residents, explaining the intended STR operations and addressing potential concerns about noise, parking, or safety.
- To date, no direct objections have been voiced, and neighbors appreciate that the renovated home improves overall neighborhood quality.
- Several local business owners, including those in downtown Alton, have expressed enthusiasm about additional lodging capacity for out-of-town visitors.

3. Positive Community Impact

- Occupied properties reduce crime potential; short-term guests seeking a peaceful stay are rarely disruptive.
 - The presence of local management and strict screening fosters neighbor confidence in the home's ongoing operations.
 - Greater visitor traffic to local shops contributes to job stability and new opportunities for small businesses.
-

Addressing Potential Concerns with Detailed Responses

1. **Noise & Parties:** Implementing advanced noise monitoring and strict quiet hours, plus the swift local response system, ensures minimal risk of late-night disturbances. House rules strictly ban events or large gatherings.
2. **Traffic & Parking:** On-site parking exclusively, with 4 vehicle spaces. A single reservation typically comprises 1–2 vehicles, meaning negligible traffic. The dead-end location means no through-traffic and simpler oversight.
3. **Safety & 'Stranger Danger':** Verified identification, local manager oversight, and an external camera system mitigate concerns. Frequent turnover lessens the chance of entrenched nuisance renters. Guests usually engage in standard tourist activities with minimal neighborhood interaction.

4. **Neighborhood Character & Property Values:** The home maintains a single-family appearance and occupant density. A well-maintained, actively used property boosts nearby values more reliably than a vacant home might.
5. **Enforcement & Permit Duration:** The City can impose occupancy caps, no-street-parking conditions, and quiet-hour requirements. Failure to comply can lead to permit revocation. The permit is also non-transferable, preserving city oversight.

Conclusion & Formal Request

After reviewing all special use criteria—including consistency with the Comprehensive Plan, neighborhood compatibility, traffic management, and preservation of public welfare—it is evident that this proposed Type B short-term rental meets or exceeds each standard. By operating under rigorous house rules, ensuring responsive management, and adhering to city codes, the Applicant offers a low-risk, high-benefit solution for a previously vacant property.

Key Points in Favor of Approval

1. **Regulated, Temporary Use:** This STR operation is not indefinite; it bridges the gap until the Applicant can retire in Alton.
2. **Economic & Tourism Gains:** Visitors bring new revenue to local businesses, festivals, and attractions—strengthening Alton's small-business community.
3. **Compatible with Residential Setting:** Comprehensive measures ensure minimal disruption, in line with neighbor expectations and city standards.
4. **Full Code Compliance:** The home has been renovated to modern codes, meets all occupancy/safety requirements, and will promptly resolve any neighborhood concerns.
5. **Positive Neighborhood Response:** No objections from immediate neighbors, plus strong support from local businesses, highlight community acceptance.

Formal Request

For the reasons presented above, the Applicant respectfully requests that the Alton Plan Commission recommend approval, and the City Council formally grant a Special Use Permit for a Type B short-term rental at 400 E. 14th Street. The Applicant consents to any reasonable conditions—such as occupancy caps, quiet hours, on-site parking, and immediate response protocols—to ensure ongoing compatibility with the R-1 residential district.

Granting this Special Use Permit will transform a once-neglected property into a vibrant, well-managed home supporting local tourism, economic development, and neighborhood revitalization—all while preserving the peaceful, single-family character valued by Alton residents.

Respectfully submitted,



David Howard
Owner and Applicant



MEMO TO THE PLAN COMMISSION CITY OF ALTON

From: Andi Campbell, AICP

Subject: Public Comment Procedures

Meeting Date: May 13, 2025

Overview

In response to recent Plan Commission meetings during which public comment became somewhat disorderly—due to individuals speaking out of turn, addressing each other, or addressing the Commission multiple times— staff recommends implementing a more formalized process to help ensure fairness, efficiency, and respect for all meeting participants.

From this point forward, members of the public who wish to speak during a public hearing must complete a speaker request form prior to addressing the Commission. Each individual will be allowed to speak once during the public comment portion, once the chair calls their name and recognizes them. All speakers will be directed to make their comments at the podium.

The applicant will retain the opportunity to address the Commission first and to respond to public comments following the public input period. Once the applicant has provided their response, the public hearing will be officially closed and no further public comment will be accepted.

These changes will help ensure that all voices are heard in an orderly manner while also improving the accuracy of meeting recordings and minutes.

ALTON PLAN COMMISSION

SPEAKERS CARD

Please complete if you would like to speak during a scheduled Public Hearing before the Planning Commission or if you are the Applicant or Representative and may be called upon to answer questions about the proposal.

AGENDA ITEM (name of the proposal): _____

DATE: _____

YOUR NAME: _____

YOUR ADDRESS: _____

YOUR CONTACT PHONE: _____

DO YOU OWN OR LIVE IN PROPERTY THAT WILL BE AFFECTED BY THIS PROPOSAL? Yes No

IF SO, ADDRESS OF PROPERTY: _____

ARE YOU SPEAKING AS AN INDIVIDUAL OR REPRESENTING A GROUP? ☐ Individual ☐ Group

NAME OR DESCRIPTION OF GROUP: (business name, neighbors, etc) _____

Please check one:

IN FAVOR _____ IN OPPOSITION _____ NEUTRAL _____

(Write additional comments below if needed)