

The Charlevoix City Council met on Monday, February 17, 2020 with Mayor Luther Kurtz presiding. All Councilmembers were present. The following is an excerpt from the official records of said meeting:

**CITY OF CHARLEVOIX  
ORDINANCE NO. 815 of 2020**

A REGULATORY ORDINANCE OF THE CITY OF CHARLEVOIX REGULATING VARIOUS ASPECTS OF SHORT-TERM RENTALS

**THE CITY OF CHARLEVOIX ORDAINS:**

**Section 1: Purpose**

The City Council finds the rental of dwelling units in the City of Charlevoix provides value to our local economy but also brings with it negative externalities affecting the year-round quality of neighborhoods, housing supply, and health and safety. The City Council has enacted this regulatory ordinance to strike a regulatory balance between the interests of community residents, business owners, visitors, and property owners.

The community has different expectations for noise, occupant loads, and transient activity in its residential neighborhoods than it does in commercial, and even mixed-used zones where hotels are currently permitted. The renting of a home on a short-term basis is substantially more like a business than traditional residential use.

**Section 2: Definitions**

As used in this chapter, the following words and phrases shall have the meanings hereafter ascribed to them:

*Basement:* That portion of a building, which is more than 50% below finished grade. A basement shall not be counted as a story.

*Bedroom:* A room intended for sleeping or placement of a bed separated from other spaces in the dwelling unit by one or more functional doors. The following spaces, which must be included in every dwelling unit, do not qualify as bedrooms: Kitchens; dining areas; gathering spaces such as living rooms, dens, family rooms, and attics or basements without egress meeting standards in applicable building, residential, and fire codes.

*Business Unit:* A residential dwelling unit that may be rented for more than 28 interrupted days in a calendar year, including multiple properties operating as Personal Units under singular ownership. Month to month or yearly rentals are not classified as a business unit per this chapter.

*Calendar year:* January 1 to December 31.

*Compensation:* Money or other consideration given in return for occupancy, possession, or use of a property.

*Dwelling Unit:* A self-contained unit within a building that is designed for human occupancy and provides complete living facilities, including permanent provisions for sleeping, eating, cooking, and sanitation. "Dwelling Unit" does not include Bed and Breakfasts, timeshare/fractional ownership, hotels and motels, and boarding houses.

*Good Visitor Guide:* Materials prepared by the City's Enforcement Officer for display at all short-term rentals and adopted by City Council by resolution.

*Local Agent:* An individual designated to oversee the short-term rental of a dwelling unit in accordance with this article and to respond to calls and complaints at any time or day from renters, citizens, and the City's representatives within 60 minutes of such calls.

*Personal Unit:* A residential dwelling unit rented for periods of up to a total of 28 days per calendar year when the owner is not present or for an unlimited period of time when the property owner is present and living on the premises. A person or entity may only have one designated Personal Unit.

*Short-term rental ("STR"):* The rental of a dwelling unit for compensation for a term of 1 to 29 interrupted or uninterrupted nights per year in the R-1, R-2, and R-2A zoning districts.

*Enforcement Officer:* The person appointed by the City who shall carry out various functions of this chapter or cause other officials, inspectors, vendors, or relevant professionals to carry out various functions in order to implement and enforce the terms of this Ordinance.

**Section 3: Registration and licensing required**

- A. All dwelling units, except those which are duly registered as a principle residence exemption under Section 211.7cc of the General Property Tax Act, which are used for short-term rentals for more than 14 days per calendar year shall be registered and licensed with the City as stipulated in this chapter.
- B. The advertisement or rental of an unregistered dwelling unit for a total 14 interrupted or uninterrupted days or more during a calendar year is prohibited.
- C. Registration and licenses shall be issued by calendar year.
- D. All short-term rental registrations and licenses shall expire at the end of the calendar year and must be renewed each December.
- E. When a short-term rental property is sold, the registration(s) and license(s) will expire at sale and are not transferable; licenses will revert to the City after expiration due to the passage of time, sale, revocation, or twelve (12) months of non-activity and will be redistributed according to this chapter.
- F. The Enforcement Officer shall develop a form(s) to properly carry out this ordinance. The registration form shall collect not less than the following information and other items as the Enforcement Officer may deem necessary for implementation of this ordinance:
  - i. Name, address and telephone number of the property owner and/or local agent for the dwelling unit;
  - ii. The street address of the dwelling unit, along with other identification if more than one dwelling unit has the same street address;
  - iii. The number of bedrooms in each dwelling unit and in the dwelling as a whole;
  - iv. The number of days the dwelling unit is available for short term rental each calendar year;
  - v. A statement certifying that the property owner or a local agent will provide at least one copy of the City's Good Visitor Guide materials to the renters each time the dwelling unit is rented;
  - vi. A statement indicating which year the dwelling unit was first used as a short-term rental, and for how many days it was rented in the previous calendar year; and
  - vii. A list of all websites and other media where unit is advertised
- G. Upon determination that a STR applicant has met all registration and regulation requirements, a license shall be issued by the Enforcement Officer.

- H. There shall be a fee for registration collected at the time of registration. An additional fee shall be collected at time of licensing. Council shall set a fee(s) from time to time by resolution; such fee(s) may vary depending on the type of property, dwelling, or other distinction Council may deem advisable.

#### Section 4: Registration process and procedure

- A. Upon adoption of this chapter, preference for registrations shall be determined as follows:
  - i. First, properties duly registered prior to July 1, 2019.
  - ii. Second, properties which can demonstrate the property has been rented as an STR within the past calendar year.
  - iii. Third, all other properties which might qualify for registration and licensing.
- B. New applications will be placed on a waiting list in the order of when a complete application is received by the City.
  - i. Applicants whose principle residence exemption is for a property located in the City of Charlevoix will get preference and be moved to the top of the list of new applicants.
  - ii. If the applicant is contacted and offered to register and refuses, they will be moved to bottom of the waiting list.
- C. A deposit will be required to be on the waiting list.
  - i. The deposit will be used as partial payment for registration.
  - ii. The deposit is non-refundable when the applicant refuses registration or when the applicant voluntarily withdraws from the waiting list.
  - iii. Council shall, from time to time by resolution, set the deposit fee.
- D. The Enforcement Officer is empowered to develop a method for registration in accordance with this provision.
- E. Short-term rental shall follow applicable regulations found within chapter 153 of the Charlevoix City Code.

#### Section 5: Types of Short-Term Rentals

- A. *Personal units.* Personal Units may be rented for periods of not less than 7 days up to a total of 28 days per calendar year when the owner is not present or for an unlimited period of time when the property owner is present and living on-site which shall not be capped in number across the City.
  - i. An owner can register only one Personal Unit. Additional units under one ownership must be registered as a Business Unit.
- B. *Business units.* Business units may be rented without restriction on days rented per year.
  - i. Council shall establish a cap on the number of business units to be allowed within the R-1, R-2, and R-2A zones through a resolution adopted by Council. The initial cap shall be set at 80 business units.
  - ii. The cap shall be reconsidered by Council at the next regularly scheduled Council meeting 90 days after the enactment of this Ordinance, or sooner if requested by City Staff.

#### Section 6: Regulations

- A. *Local agent required.* All dwelling units used for short-term rentals shall have a designated local agent.
- B. *Contact information posted.* A notice shall be posted in a prominent location within any dwelling unit used for short-term rentals stating (in at least 16-point type) the name of the local agent and, a 24-hour telephone number at which the agent can be reached.
- C. *Compliance with codes.* The dwelling unit must meet all applicable Residential Building, Health Department, Nuisance and Safety Codes as necessary to protect the safety of occupants.
- D. *Noise and nuisance.* Noise during quiet hours must be limited to that which does not disturb the quiet, comfort or repose of a reasonable person of normal sensitivities. Quiet hours shall be from 11:00 p.m. to 7:00 a.m. The city's Noise Control Ordinance shall apply.
- E. *Fireworks.* Fireworks of any kind are not allowed on rental property, except in accordance with the city's Fireworks Ordinance, Title IX, Chapter 94.22.
- F. *Fire pits.* Open burning is not allowed.
  - i. Indoor and outdoor fireplaces with chimneys are permitted so long as they are not determined to be a nuisance in keeping with the City's nuisance code.
  - ii. Natural gas fire pits are permitted.
- G. *Maximum occupancy.* Short-term rentals shall be permitted maximum occupancy of 2 persons per bedroom plus two persons per finished and legal floor for dwelling as described in the registration and as may be verified by inspections from time to time. An individual present in a dwelling unit during the term of a STR shall be presumed to be an occupant unless it is between the hours of 8am and 10pm, and circumstances clearly indicate the individual will not stay overnight.
  - i. Except as provided in (ii) below, no rental shall be permitted for more than 10 persons.
  - ii. Notwithstanding part a, those units in operation and registered with the City prior to July 1, 2019 which have clearly indicated occupancy up to 16 but not exceeding two per bedroom plus two persons per finished and legal floor for dwelling may continue with said occupancy limit so long as the unit continues to be registered under this Ordinance..
  - iii. No dwelling unit used as a short-term rental may be built or modified hereafter to exceed to limitation of 10 persons as described above.
- H. *Parking Restrictions.* Based on lot and neighborhood characteristics, the Enforcement Officer may place reasonable restrictions on the number and manner of vehicle parking.
- I. *Advertising.* No person shall advertise a short-term rental, unless the advertisement includes the license number and the maximum occupancy permitted in the unit.
- J. *Fee.* Short-term rentals shall pay a fee as City Council may, from time to time, establish by resolution, to account for costs related to the enforcement, community impact, and other customary fees and costs associated with short-term lodging which may already be allowed within the City.
- K. *Inspections and conditions.* Not less than once every other calendar year and/or upon written complaint, the Enforcement Officer may make periodic inspections of a short-term rental to ensure continuing compliance with the approval standards specified in this chapter. In addition, the Enforcement Officer may impose reasonable conditions on a registration issued under this chapter which are reasonably necessary to ensure compliance with the approval standards provided in this chapter.

#### Section 7: Revocations and Appeals

- A. *Revocation procedure.* The written notice of the charges and the notice of the hearing shall be personally served on the owner or agent or served on the owner by certified mail, restricted delivery, not less than 14 days before the hearing before the Enforcement Officer.
  - i. Upon a finding by the Enforcement Officer of a first or second violation within any 12-month period, the short-term rental shall be subject to a fine as provided in Section 8, below..
  - ii. Upon a finding by the Enforcement Officer of a third violation within any 12-month period, the short-term rental registration may be revoked and the owner or local agent who had been issued the short-term rental registration shall not again be issued a short-term rental license for a period of 12 months and during said time the premises shall not be utilized for a short-term rental.
  - iii. Upon a finding by the Enforcement Officer of a fourth violation within any 24-month period, the short-term rental registration and license may be revoked and the owner who had been issued the short-term rental registration and

license shall not again be issued a short-term rental registration or license under that ownership name and the premises shall not be utilized for a short-term rental.

- B. A minimum of a 14 day notice will be given to owners and agents for any suspensions. Appeal from denial or suspension or revocation of a short-term rental registration is allowed.
- C. *Appeal Procedure.* Upon a determination by the Enforcement Officer that the registration of a dwelling unit is subject to revocation pursuant to division (A)(iii) above, the Enforcement Officer shall issue a notice to the owner, agent and all property owners within 100 feet of the registered STR stating that the city intends to revoke the rental registration.
  - i. The notice shall inform the owner and local agent of a right to a hearing to show cause as to why the registration should not be revoked. If a hearing is requested and the fee is paid within 14 days of the service of the notice, the city shall schedule the hearing before the Short Term Rentals Appeals Board established by Council and notify the owner and agent in writing of a time and place for that hearing.
  - ii. At the hearing, the owner and agent may present evidence that the requirements for revocation are not satisfied, or that the property owner and agent should not be held responsible for one or more of the three requisite violations due to extenuating circumstances. Extenuating circumstances may include circumstances that the owner or the owner's agent could not reasonably anticipate and prevent, and could not reasonably control.
  - iii. The Short Term Rentals Appeals Board shall independently determine whether there is competent, material and substantial evidence establishing a violation of this division (C), and/or whether there is competent, material and substantial evidence establishing that extenuating circumstances exist.

**Section 8: Violations**

A person who violates any provision of this Chapter is responsible for a municipal civil infraction in the amount set by Resolution adopted by City Council. Each day on which any violation of the Chapter continues constitutes a separate offense and shall be subject to penalties or sanctions as a separate offense.

**SECTION 9. Severability**

No other portion, paragraph or phase of the Code of the City of Charlevoix, Michigan shall be affected by this Ordinance except as to the above sections, and in the event any portion, section or subsection of this Ordinance shall be held invalid for any reason, such invalidation shall not be construed to affect the validity of any other part or portion of this Ordinance or of the Code of the City of Charlevoix, Michigan.

**SECTION 10. Effective Date**

This Ordinance shall become effective thirty (30) days after its enactment pursuant to the City Charter.

Ordinance No. 815 was adopted on the 17th day of February, 2020 A.D., by the Charlevoix City Council as follows:

Motion by: Kalbfell  
Seconded by: Hagen  
Yeas: Cole, Oleksy, Kalbfell, Hagen  
Nays: Bryan  
Absent: None

State of Michigan } §  
City of Charlevoix }

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Joyce M. Golding

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Clerk

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Luther Kurtz

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Mayor

CERTIFICATION

I, the undersigned, City Clerk of the City of Charlevoix, Charlevoix County, Michigan, do hereby certify that the foregoing is a true and complete copy of Ordinance No. 815 of 2020 adopted by the City Council of the City of Charlevoix, County of Charlevoix, State of Michigan, at a regular meeting held on February 17, 2020 and published in the *Charlevoix Courier* on February 28, 2020, the original of which is on file in my office and available to the public. Public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267 of the Michigan Public Acts of 1876.

Dated: February 25, 2020

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Joyce M. Golding, City Clerk