

**AGENDA**  
**HAYES TOWNSHIP BOARD OF TRUSTEES**  
**7:00p.m.      July 11, 2022**  
**Hayes Township Hall**  
**9195 Major Douglas Sloan Road**  
**Charlevoix, Michigan 49720**

**Join Zoom Meeting**

**<https://us02web.zoom.us/j/86893434436?pwd=VnYweVRqSml2MElPaEZkSlZwZVMwZz09>**

**Meeting ID: 868 9343 4436**  
**Passcode: 033734**  
**+1 312 626 6799 US (Chicago)**

1. Call to Order
2. Pledge of Allegiance
3. Review and Approval of Agenda
4. Public Comments
5. Approval of Regular Meeting Minutes of June 13, 2022 and Special Meeting Minutes of July 5, 2022
6. Treasurers Report
7. Clerks Report: Approval of Warrants
8. Reports: County Commissioner, Zoning Administrator, Planning Commission, Zoning Board of Appeals, Parks and Recreation, Trustee's, and Supervisor Reports.

**NEW BUSINESS**

9. Charlevoix Public Library Annual Report
10. Board of Review July Dates
11. Short Term Rental Ordinance Discussion
12. Public Comment
13. Board of Trustee Comment

**ADJOURN MEETING**

To best facilitate a hybrid meeting (in person as well as ZOOM) for the public, please adhere to the following guidelines:

**In person attendance**

1. Doors to the hall will open at 6:45 pm
2. Please voluntarily provide a name for the record
3. Please hold all comments until the appropriate designated public comment agenda item
4. To maintain an orderly meeting while providing opportunity for the public to be heard, Deputy Clerk will call names in appropriate order
5. We ask that you voluntarily state your name for the record
6. Direct all comments to the BOT
7. Keep comments brief and to the point (3 minutes per person); deputy clerk will advise when time is up
8. Do not speak while others are speaking
9. Minutes may not be yielded to other speakers.

**Via ZOOM attendance**

1. Upon signing into the meeting, please voluntarily provide a name for the record
2. All ZOOM participants will be admitted from the waiting room prior to the start of the meeting
3. All ZOOM participants will remain muted until called on during the appropriate designated public comment agenda item
4. Please raise your hand to be called on during public comments
5. Direct all comments to the BOT
6. Keep comments brief and to the point (3 minutes per person); participant will be muted at 3 minutes
7. Minutes may not be yielded to other speakers.

Hayes Township Board of Trustees  
June 13, 2022 7:00 pm  
ZOOM 813 4651 7030  
9195 Major Douglas Sloan Road  
Charlevoix, Michigan 49720

The June 13th, 2022, meeting of the Hayes Township Board was called to order by Supervisor Ron VanZee at 7:00 pm.

Board members present were Matt Cunningham (Trustee), Julie Collard (Treasurer), Doug Kuebler (Trustee), Kristin Baranski (Clerk), April Hilton (Deputy Clerk/Recording Secretary), and Ron VanZee (Supervisor)

Audience Members signed in: Leslie Cunningham, Roy Griffitts, Matt Berg, Doug McCombs, Harry Golski, Susan Pyke, David Zipp, Shirlene Zipp and Connie Foster.

**CALL TO ORDER**

Supervisor Ron VanZee called the meeting to order at 7:00 pm.

**PLEDGE OF ALLEGIANCE**

**REVIEWED & APPROVED AGENDA**

Additional items:

-Approval of June 13<sup>th</sup> 2022 Budget Hearing minutes.

-Salary Resolutions

Mr. Kuebler made a motion, supported by Ms. Baranski, to approve the agenda as amended.

Yays: Matt Cunningham, Julie Collard, Doug Kuebler, Kristin Baranski, Ron VanZee

Nays: None                      Motion Carried

**PUBLIC COMMENTS UNRELATED TO AGENDA ITEMS**

Public comment opened and closed at 7:03.

None

Closed at 7:03

**APPROVAL OF May 9<sup>TH</sup>, 2022 BOT MINUTES**

Mr. Kuebler made a motion, supported by Ms. Baranski to approve the May 9<sup>th</sup>, 2022, Board of Trustees minutes as presented.

Yeas: Matt Cunningham, Julie Collard, Ron VanZee, Kristin Baranski, Doug Kuebler

Nays: None

**Motion Carried**

**APPROVAL OF JUNE 13<sup>TH</sup> 2022 BUDGET HEARING MINUTES:**

Ms. Collard made a motion, supported by Mr. Cunningham to approve the June 13<sup>th</sup> Budget Hearing minutes as presented.

Yays: Matt Cunningham, Julie Collard, Doug Kuebler, Kristin Baranski, Ron VanZee

Nays: None

**Motion Carried**

**TREASURERS REPORT**

Ms. Collard presented a written report reporting all Hayes Township account balances. Treasurer report is attached to minutes.

**CLERKS REPORT: APPROVAL OF WARRANTS**

Clerk, Ms. Baranski, presented the warrants in the amount of \$40,498.54.

Mr. Kuebler made a motion, supported by Ms. Baranski, to approve Township warrants in the amount of \$40,498.54. A roll call was taken.

Yeas: Matt Cunningham, Julie Collard, Ron VanZee, Kristin Baranski, Doug Kuebler

Nays: None

**Motion Carried**

Ms. Baranski made a motion, supported by Mr. Kuebler, to approve the invoice from Ironwood Construction in the amount of \$9,536.27 that will be paid out of the ARPA fund.

Yays: Matt Cunningham, Julie Collard, Doug Kuebler, Kristin Baranski, Ron VanZee

Nays: None

**Motion Carried**

**COUNTY COMMISSIONER REPORT**

Mr. Jess was not present.

**PARKS AND REC. REPORT**

Ms. Collard presented the Parks and Rec. Report, full report is available at the Township Hall. Next Parks and Rec. meeting will be held on June 16<sup>th</sup>, 2022.

Ms. Collard made a motion, supported by Mr. Kuebler to approve the Parks and Rec committee to purchase new picnic tables for Hayes Township Park for a total amount of \$2,500.00.

Yays: Matt Cunningham, Julie Collard, Doug Kuebler, Kristin Baranski, Ron VanZee

Nays: None

**Motion Carried**

Ms. Collard made a motion, supported by Mr. Kuebler, to approve \$40,000.00 from the ARPA Fund and \$15,000.00 from the Hayes Township Funds for the renovation of the old tennis ball courts into Pickle Ball courts.

Yays: Matt Cunningham, Julie Collard, Doug Kuebler, Kristin Baranski, Ron VanZee

Nays: None                      Motion Carried

Ms. Kristin made a motion, supported by Mr. Kuebler, to support Resolution #06132022B to open an account at Charlevoix State Bank for the fund raising towards the Pickle Ball courts.

Yays: Matt Cunningham, Julie Collard, Doug Kuebler, Kristin Baranski, Ron VanZee

Nays: None                      Motion Carried

#### **TRUSTEE REPORT:**

Mr. Kuebler reported he has received complaints about the quality of the construction on Bayshore road?

#### **PLANNING COMMISSION**

Mr. Cunningham presented the Planning Commission Report. The next Planning Commission meeting is June 21<sup>st</sup>, 2022.

#### **ZONING BOARD OF APPEALS**

Mr. Kuebler presented the Zoning Board of Appeals report. There are no scheduled meetings.

#### **ZONING ADMINISTRATOR REPORT**

Ron VanZee presented a Zoning Administrator report.  
Report available at the Hayes Township Hall.

**SUPERVISOR REPORT:** Ron VanZee presented a supervisor report.

#### **SALARY RESOLUTION:**

WHEREAS, according to MCL 41.95(3), in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

WHEREAS, the township board deems that an adjustment in the salary of the office of trustee is warranted, now

BE IT RESOLVED, that as of July 1, 2022, the salary of the office of trustee shall be as follows:

Trustee: \$4,275.00 (each)

Ms. Baranski made a motion, supported by Ms. Collard, to approve the Trustee annual salary for 2022/2023 fiscal year.

Yays: Julie Collard, Kristin Baranski, Ron VanZee

Nays: None                      Motion Carried

Recused: Matt Cunningham, Doug Kuebler

WHEREAS, according to MCL 41.95(3), in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

WHEREAS, the township board deems that an adjustment in the salary of the office of clerk is warranted, now

BE IT RESOLVED, that as of July 1, 2022, the salary of the office of clerk shall be as follows:

Clerk: \$29,975.00

Ms. Collard made a motion, supported by Mr. Cunningham, to approve the clerk annual salary for 2022/2023 fiscal year.

Yays: Julie Collard, Ron VanZee, Matt Cunningham, and Doug Kuebler.

Nays: None                      Motion Carried

Recused: Kristin Baranski

WHEREAS, according to MCL 41.95(3), in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

WHEREAS, the township board deems that an adjustment in the salary of the office of treasurer is warranted, now

BE IT RESOLVED, that as of July 1, 2022, the salary of the office of treasurer shall be as follows:

Treasurer: \$29,975.00

Ms. Baranski made a motion, supported by Mr. Kuebler, to approve the treasurer annual salary for 2022/2023 fiscal year.

Yays: Kristin Baranski, Ron VanZee, Doug Kuebler and Matt Cunningham

Nays: None                      Motion Carried

Recused: Julie Collard

WHEREAS, according to MCL 41.95(3), in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

WHEREAS, the township board deems that an adjustment in the salary of the office of Supervisor is warranted, now

BE IT RESOLVED, that as of July 1, 2022, the salary of the office of Supervisor shall be as follows:

Supervisor: \$29,975.00

Ms. Baranski made a motion, supported by Mr. Kuebler, to approve the Trustee annual salary for 2022/2023 fiscal year.

Yays: Kristin Baranski, Matt Cunningham, Doug Kuebler and Julie Collard

Nays: None                      Motion Carried

Recused: Ron VanZee

WHEREAS, according to MCL 41.95(3), in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

WHEREAS, the township board deems that an adjustment in the salary of the office of accessor is warranted, now

BE IT RESOLVED, that as of July 1, 2022, the salary of the office of accessor shall be as follows:

Accessor: \$31,625.00

Ms. Baranski made a motion, supported by Mr. Cunningham, to approve the accessor annual salary for 2022/2023 fiscal year.

Yays: Kristin Baranski, Ron VanZee, Matt Cunningham, Doug Kuebler and Julie Collard.

Nays: None                      Motion Carried

WHEREAS, according to MCL 41.95(3), in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

WHEREAS, the township board deems that an adjustment in the salary of the office of Deputy Clerk is warranted, now

BE IT RESOLVED, that as of July 1, 2022, the salary of the office of Deputy Clerk shall be as follows:

Deputy Clerk: \$20 per hour.

Ms. Baranski made a motion, supported by Mr. Kuebler, to approve the Deputy Clerk annual salary for 2022/2023 fiscal year.

Yays: Matt Cunningham, Julie Collard, Doug Kuebler, Kristin Baranski, Ron VanZee

Nays: None                      Motion Carried

WHEREAS, according to MCL 41.95(3), in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

WHEREAS, the township board deems that an adjustment in the salary of the office of recording secretary is warranted, now

BE IT RESOLVED, that as of July 1, 2022, the salary of the office of recording secretary shall be as follows:

Recording Secretary: \$200 per meeting.

Ms. Baranski made a motion, supported by Mr. Kuebler, to approve the recording secretary annual salary for 2022/2023 fiscal year.

Yays: Matt Cunningham, Julie Collard, Doug Kuebler, Kristin Baranski, Ron VanZee

Nays: None                      Motion Carried

WHEREAS, according to MCL 41.95(3), in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

WHEREAS, the township board deems that an adjustment in the salary of the office of Zoning Administrator is warranted, now

BE IT RESOLVED, that as of July 1, 2022, the salary of the office of Zoning Administrator shall be as follows:

Zoning Administrator: \$23,350.00

Ms. Baranski made a motion, supported by Mr. Kuebler, to approve the Zoning Administrator annual salary for 2022/2023 fiscal year.

Yays: Matt Cunningham, Julie Collard, Doug Kuebler and Kristin Baranski,

Nays: None                      Motion Carried

Recused: Ron VanZee

#### **2022/2023 BUDGET ADOPTION:**

Ms. Baranski made a motion, supported by Ms. Collard, to approve the 2022/2023 annual Budget as amended.

Yays: Matt Cunningham, Julie Collard, Doug Kuebler, Kristin Baranski, Ron VanZee

Nays: None                      Motion Carried

#### **BAYSHORE VILLAGE ROAD BIDS:**

M. Kuebler made a motion, supported by Ms. Baranski, to reevaluate the tree removal and to approve Rieth-Riley Construction's bid in the amount of \$185,986.50 for the Bay Shore South Subdivision Paving Project.

Yays: Matt Cunningham, Julie Collard, Doug Kuebler, Kristin Baranski, Ron VanZee

Nays: None                      Motion Carried

#### **LAKE CHARLEVOIX EMS BUILDING:**

Construction has started! Siding colors have been decided pictures will be available at Hayes Township Hall soon. If residents have any questions, please reach out to Roy Griffiths or Ron VanZee.



**UNDINE CEMETERY DISCUSSION:**

Ms. Baranski made a motion, supported by Mr. Kuebler, to approve Ms. Baranski to sign the contract with B&G Enterprises in the amount of \$3500.00 for the landscaping of Undine Cemetery.

Yays: Matt Cunningham, Julie Collard, Doug Kuebler, Kristin Baranski, Ron VanZee

Nays: None                      Motion Carried

**BAYSHORE LEGAL DISCUSSION:**

Mr. Kuebler made a motion, supported by Ms. Baranski to approve the use of funds from legal services to research the townships rights regarding the reclamation requirements regarding the Rieth Reily property in Bay Shore.

Yays: Matt Cunningham, Julie Collard, Doug Kuebler, Kristin Baranski, Ron VanZee

Nays: None                      Motion Carried

**TOWNSHIP OF HAYES  
CHARLEVOIX COUNTY, MICHIGAN**

**RESOLUTION APPROVING INSTALLMENT PURCHASE AGREEMENT  
FOR AMBULANCE BARN**

**06132022**

At a regular (special) meeting of the Township Board of Hayes Township, held on June 13, 2022, at the Township Hall, which meeting was held in accordance with the Open Meetings Act of the State of Michigan, the following preamble and resolution were offered by Board Member Doug Kuebeler, and supported by Board Member Kristin Baranski:

**WHEREAS**, the Township of Hayes determines it to be necessary for the public health, safety and welfare of the Township and its residents and property owners to construct a new ambulance barn to serve residents of the Township; and,

**WHEREAS**, under the provisions of Act 99 of the Public Acts of Michigan of 1933, as amended, the Township Board is authorized to enter into any contract or agreement for the purchase of property for public purposes to be paid for in installments over a period of not to exceed the useful life of the property, but no more than 15 years as determined by resolution of the Township Board; and,

**WHEREAS**, the current outstanding balance of all such purchases by the Township under said Act 99, exclusive of interest, shall not exceed one and one-quarter percent (1-1/4 %) of the taxable value of the real and personal property of the Township at the date of such contract or agreement of purchase; and,

**WHEREAS**, the construction of the aforesaid ambulance barn pursuant to an Installment Purchase Agreement will not result in the outstanding balance of all such purposes to be in excess of the limitations contained within said Act 99 as above set forth; and,

**WHEREAS**, the Township Board has entered into negotiations with Ironwood Construction Company (Contractor) for the construction of a new ambulance barn for a price of \$1,581,581.08 to be paid through an Installment Purchase Agreement, subject to any change orders approved by the Township; and,

**WHEREAS**, the Township Board has determined that such construction and price is reasonable and in the best interest of the Township and its residents and property owners; and,

**WHEREAS**, such purchase price which is proposed to be paid by Hayes Township in installment payments over a 15-year period, together with interest at the 5-year treasury bond rate fixed for 5 years. On each five year anniversary, the rate will adjust to the then 5-year treasury bond rate with a floor of 2.5%; and,

**WHEREAS**, the Township Board has reviewed a proposed Installment Purchase Agreement with the Contractor for the Construction of said ambulance barn to be constructed in accordance with plans and specifications prepared by the Township, which appears reasonable and proper to accomplish such installment purchase;

**NOW THEREFORE BE IT RESOLVED AS FOLLOWS:**

1. The Act 99 Installment Purchase Agreement attached hereto with Contractor is hereby approved, and the Township Supervisor and Clerk are hereby authorized and directed to execute the same on behalf of the Township.
2. The useful life of the ambulance barn is hereby determined to be at least 15 years.
3. The Supervisor and Clerk are further hereby authorized and directed to execute any additional documents as shall be necessary to effectuate the closing of the Installment Purchase Agreement.

4. The Township hereby agrees to include in its budget for each year during the period of the within Installment Purchase Agreement a sum sufficient to pay the principal and interest coming due under said Installment Purchase Agreement before the beginning of each fiscal year pertinent to such installment payments. In addition, the Township Board hereby pledges its limited full faith and credit for the payment of the installments due under such purchase agreement.
5. The Township hereby designates its obligations under the Agreement as "qualified tax-exempt obligations" for purposes of the deduction of interest due under said Installment Purchase Agreement from income tax liability pursuant to Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.
6. The Township Board covenants that to the extent permitted by law, it shall take all actions within its control necessary to maintain the exclusion of the interest component of the payments due under the aforesaid Installment Purchase Agreement from adjusted gross income for general federal income tax purposes under the aforesaid Internal Revenue Code including but not limited to, actions relating to the rebate of arbitrage earnings, if applicable, and the expenditure and investment of proceeds of the Agreement, and to prevent such proceeds from being or becoming "private activity bonds" as the term is used in Section 141 of said Internal Revenue Code.
7. The construction of the aforesaid ambulance barn and the approval of the Installment Purchase Agreement therefore are hereby found and declared to be for a valid public purpose and in the best interest of the health and welfare of the residents and property owners of the Township of Hayes.
8. All resolutions or parts of resolutions insofar as they conflict with the provisions of the within Resolution are hereby rescinded to the extent of any such conflict.

Upon roll call vote the following voted "aye:"

Collard, Kuebler, Cunningham, Baranski, Van Zee

The following voted "nay:"

None

The Supervisor declared the Resolution duly adopted.

**PRE-DISCUSSION SHORT TERM RENTAL ORDINANCE:**

The Board of Trustees began a discussion on Hayes township's short term rental ordinance.

Comments included:

-The difficulty of enforcement

-Local townships short term rental ordinance comparison

Board will research for future meeting.

**PUBLIC COMMENTS:** Public comments opened at 8:30 pm.

No Comments

Public comments closed at 8:30 p.m.

**ADJOURNMENT:** Mr. Kuebler made a motion, supported by Mr. Cunningham, to adjourn at 8:32 p.m.

Yeas: Matt Cunningham, Julie Collard, Ron VanZee, Kristin Baranski, Doug Kuebler

Nays: None

**Motion Carried**

Respectfully Submitted,

April Hilton

Hayes Township Deputy Clerk/Recording Secretary

Hayes Township Board  
Special Meeting Minutes  
July 5, 2022  
Hayes Township Hall  
9195 Major Douglas Sloan Road  
Charlevoix, Michigan 49720

The July 5, 2022 meeting of the Hayes Township Board was called to order by Supervisor Ron VanZee at 6:00 pm.

Board members present were: Matt Cunningham (Trustee), Ron VanZee (Supervisor), Doug Kuebler (Trustee), Kristin Baranski (Clerk), Julie Collard (Treasurer)

Excused: Kuebler arrived late

Audience Members signed in: Luanne Kozma, Ellis Boal, Deb Narten, Greg Denzinger; Bette Henne, Bill Henne signed in late.

**CALL TO ORDER:** Supervisor Ron VanZee called the meeting to order at 8:00 am.

**PUBLIC COMMENTS:** Public comment opened at 8:01 am.

Comments included:

- Looking forward to ZBA hearings with proper notice
- All meetings should be ZOOM
- Difficulty getting on last ZOOM meeting

Public comments closed at 8:04 am.

**HAYES TOWNSHIP EMS BUILDING ACCOUNT RESOLUTION:**

Resolution #07052022

**HAYES TOWNSHIP, CHARLEVOIX COUNTY**  
**ACCOUNT SIGNATURE RESOLUTION**

At a Special Meeting, Hayes Township Board of Trustees meeting on July 5, 2022 Kristin Baranski made a motion, supported by Julie Collard to adopt the following resolution to allow Treasurer Julie Collard to open a Hayes Township EMS Construction Account at Charlevoix State Bank.

WHEREAS, the State provides under the Revised Statutes of 1846, Chapter 41, Section 65 that the Township Treasurer and the Township Clerk be authorized signers of Township Bank Accounts, and

Hayes Township Board  
Special Meeting Minutes  
July 5, 2022  
Hayes Township Hall  
9195 Major Douglas Sloan Road  
Charlevoix, Michigan 49720

WHEREAS, the State provides under the Revised Statutes of 1846 Chapter 41, Sections 69 and 77 that the Township Treasurer and the Township Clerk appoint a Deputy Treasurer and a Deputy Clerk with all powers of the Township Treasurer and Clerk, and

THEREFORE IT SHALL BE RESOLVED, the Hayes Township Board recognizes the following people be authorized signers on all bank accounts; Julie Collard, Treasurer; Kristin Baranski, Clerk; Lisa Kuebler, Deputy Treasurer; and April Hilton, Deputy Clerk.

RESOLUTION DECLARED ADOPTED

**ATTORNEY MEMO REGARDING KOZMA LAWSUIT (DISMISSED WITH PREJUDICE/SANCTIONS:**

Ms. Baranski made a motion, supported by Mr. Cunningham, for the Board of Trustees to recess the BOT Special Meeting to go into closed executive session.

Yays: Matt Cunningham, Julie Collard, Kristin Baranski, Ron VanZee

Nays: None

Absent: Doug Kuebler                      Motion Passed

Audience members were asked to step outside during the closed session.

Ms. Baranski made a motion, supported by Mr. Cunningham, for the Board of Trustees to open the BOT closed executive session.

Yays: Matt Cunningham, Julie Collard, Kristin Baranski, Ron VanZee

Nays: None

Absent: Doug Kuebler                      Motion Passed

Ms. Baranski made a motion, supported by Mr. Cunningham, for the Board of Trustees to adjourn the closed executive session and reopen the BOT Special Meeting.

Yays: Matt Cunningham, Julie Collard, Kristin Baranski, Ron VanZee

Nays: None

Absent: Doug Kuebler                      Motion Passed

Hayes Township Board  
Special Meeting Minutes  
July 5, 2022  
Hayes Township Hall  
9195 Major Douglas Sloan Road  
Charlevoix, Michigan 49720

**ADJOURNMENT:** Ms. Baranski made a motion, supported by Mr. Kuebler, to adjourn at 8:37 am.

Yays: Matt Cunningham, Julie Collard, Kristin Baranski, Doug Kuebler, Ron VanZee

Nays: None

Motion Passed

Respectfully Submitted,

Kristin Baranski  
Hayes Township Clerk

## **July 2022 Treasurer Report**

(As of July 1, 2022)

### **Charlevoix State Bank**

1. General Fund-\$589,908.62  
(\$379,908.62 available, \$210,000 Restricted Reserve)
2. Tax Account-\$5,000.00 (restricted Treasury Funds)
3. Township Warrant Checking-\$52,503.69
4. Pantry-\$1,924.90
5. ARPA (restricted funds)-\$147,437.38
6. Fundraising Account-\$50.00

### **Forefront**

7. Metro Account Revenue Sharing-\$66,338.63
8. Prime Share Account-\$134.54

### **Horizon Bank**

9. Road Fund (RESTRICTED FUNDS)-\$303,104.57





## BY THE NUMBERS

### The Living Room of the Community: How You Use Your Library

#### Visitors to the library

Just over 60,000 people made use of the library last year and 11,000 of those visits occurred in the month of July alone!

#### Educational & Recreational Classes and Programs:

7,100 attendees participated in one of our 400 on-site and digital classes and programs.

#### Community Meeting Space:

The community meeting spaces at the library were used over 650 times!

#### How You Read, Watch, and Listen:

You checked out over 74,500 physical items from the library last year and 40% of those items were children's books, movies, and audio books. You also checked out 21,500 digital items including ebooks, downloadable audio books and streaming movies. In total, this community read, watched or listened to over 86,000 titles!

#### Connecting to Technology:

Over 4,150 people used a library computer while over 8,200 people accessed our high speed, free Wi-Fi.

#### Finding Your Answers:

Last year at our information desk alone, our staff answered over 9,500 in-depth questions you had.



Charlevoix Public Library  
220 W. Clinton Street  
Charlevoix MI 49720  
charlevoixlibrary.org  
231-547-2651

## MOST CHECKED-OUT ITEMS OF 2021



#### ADULT FICTION

"The Four Winds" by Kristin Hannah  
BORROWED 41 TIMES



#### ADULT NON-FICTION

"Between Two Kingdoms: A Memoir of Life Interrupted" by Suleika Jaouad  
BORROWED 15 TIMES



#### ADULT DVD

"The Prime Suspect Series" from PBS  
BORROWED 43 TIMES



#### YOUTH PICTURE BOOK

"The Legend of the Sleeping Bear" by Kathy-Jo Wargin  
BORROWED 43 TIMES



#### YOUTH CHAPTER BOOK

"The Lightning Thief" by Rick Riordan  
BORROWED 8 TIMES



#### YOUTH MOVIE

"The Magic School Bus"  
BORROWED 18 TIMES

# 2021 ANNUAL REPORT



## 2021 HIGHLIGHTS



## FINANCIAL UPDATE



## BY THE NUMBERS

## RESILIENCE AND RECOVERY

Supporting our community as we emerge stronger





## 2021 HIGHLIGHTS

Working to connect our community at a time that connection is most needed.

- The Community Art Project the Charlevoix Library Summer Story Wave brought together hundreds of your stories in a wave of hope, joy, and resilience.



- We took early literacy storytime on the road to the Charlevoix Farmers Market as well as to our local preschools and childcare centers.



- Library staff continues to actively serve our community from outside our doors as members of Zonta, Rotary, the Chamber of Commerce, Kiwanis, the Elks, and the City of Charlevoix Recreation Advisory Committee

- Celebrated with our Charlevoix Cultural Corridor partners "How Pine River Became Charlevoix" 300 years ago with a community wide day of fun activities, informative lectures, history, and art.



- Partnered with the Women's Resource Center of Northern Michigan to host a playgroup bringing together families and children for important socialization.

- Collaborated with the Great Lakes Chamber Orchestra to expose youth to music and instruments through the Little Waves program.



Responsible management of our historic facility while proactively planning for an adaptable future.

- Thanks to a gracious donor, we installed an accessible outdoor drinking fountain complete with water bottle filler and pet fountain.

- Added picnic tables to our grounds to promote enjoyment of the gardens while also providing Wi-Fi accessible outdoor work space.



- Replaced our aging boilers in tandem with the control systems for all of the library's heating and cooling systems providing better control of the library's atmosphere.



Providing resources and materials for today's and tomorrow's needs.

- Continued to add digital materials to meet increasing usage including Kanopy – a streaming movie service, BookFlix – a children's literacy resource that pairs animated stories with nonfiction ebooks, and Libby Magazines – a collection of over 1,000 digital magazines.

- In partnership with the City of Charlevoix Recreation Department, we became a new hub for the City's bike share program providing access to four cruiser bikes for visitors and library card holders alike.



- Connected teens and youth with their next great read via book review videos and an increased digital book collection

- Partnered with Hayes and Banks Townships to install outdoor Wi-Fi broadcast stations on their respective township halls providing free, high speed Wi-Fi access in their parking lots and nearby green spaces.

Engaging and educating our youth and families.

- Supported Charlevoix Elementary School Students by creating the Student Card program automatically providing every enrolled student with access to library materials.



- Installed a StoryWalk, which is a deconstructed picture book read one page at time while walking around the library grounds.

Offering recreational and educational programming that stimulates and builds community.

- Offered a dynamic mix of in-person and online programming that included topics such as shipwrecks, author visits, cooking classes, yoga, musical concerts, and much, much more.

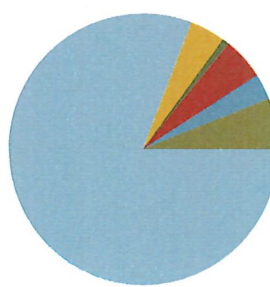


- Provided one-on-one technology help both informally and via time spent with an expert on "Teach Me Tech Tuesdays."
- The Friends of the Library with the support of Lynne and Mason Rosenthal presented our lifelong learning lecture series helping participants develop a greater understanding of today's pressing topics.

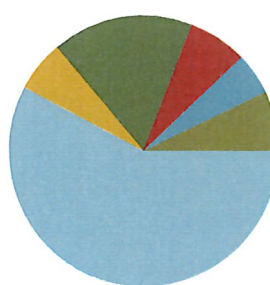


## FINANCIAL UPDATE

OPERATING REVENUES:



OPERATING EXPENSES:



CAPITAL IMPROVEMENTS:

CAPITAL IMPROVEMENT REVENUES:

Donations	\$15,000
Transfer In	\$567,700
<b>Total Revenues:</b>	<b>\$602,700</b>

CAPITAL IMPROVEMENT EXPENSES:

Building Improvements	\$21,800
Land Improvements	\$10,000
Other Capital Outlay	\$31,800
<b>Capital Improvement Fund Balance:</b>	<b>\$555,500</b>

DEBT FINANCIALS:

DEBT REVENUES:

Tax Revenue	\$547,400
DDA Contribution	\$11,200
<b>Total Revenues:</b>	<b>\$558,600</b>

DEBT EXPENSES:

Bond Payment - Principle	\$515,000
Bond Payment - Interest	\$47,000
<b>Total Expenses:</b>	<b>\$562,000</b>

Remaining Debt to be Paid: \$1,679,600 (Includes Interest)



# CHARLEVOIX TOWNSHIP

12491 Waller Road  
Charlevoix, MI 49620  
(231) 547-4611

## SHORT TERM RENTAL PROPERTY LICENSE APPLICATION

Owner : \_\_\_\_\_ Email : \_\_\_\_\_  
City, State, Zip Code : \_\_\_\_\_ Phone: \_\_\_\_\_  
Rental Property Address : \_\_\_\_\_  
Rental Property Tax I.D # : \_\_\_\_\_

### Owner's Representative / Contact Person

Name : \_\_\_\_\_ Email : \_\_\_\_\_  
Address : \_\_\_\_\_  
Phone : \_\_\_\_\_ Mobile Phone : \_\_\_\_\_

**Owner's Representative / Contact Person shall be available 24 hours a day,  
and respond within 30 minutes of caller contact.**

**I authorize the Charlevoix Township Zoning Administrator, or designated representative,  
to enter the subject property for purposes of making inspections related to the identified  
property location and request listed in this application.**

Signature : \_\_\_\_\_ Date : \_\_\_\_\_

### FOR OFFICE USE ONLY

Number of bedrooms : \_\_\_\_\_ x 2 = Maximum Number of Adult Occupants: \_\_\_\_\_

Dedicated off-street parking spaces : Number of bedrooms \_\_\_\_\_ + 1 = \_\_\_\_\_ spaces

☐ Secure garbage receptacle ☐ No signage ☐ Co2 monitor ☐ Smoke detectors

☐ Copy of Tenant Information placard received

☐ Copy of letter to all property owners within 300 feet received

☐ Copy of third party property inspection report received

☐ Copy of current septic permit received

Pictures attached :

☐ Front ☐ Rear Sides: ☐ Right ☐ Left ☐ Interior

☐ Application Fee received : Number of bedrooms x \$150.00 = \$ \_\_\_\_\_

# **Charlevoix Township Short Term Rental Ordinance (Final Draft, 03-18-2020)**

AN ORDINANCE ISSUED TO PERMIT AND REGULATE SHORT TERM RESIDENTIAL RENTALS WITHIN THE TOWNSHIP;  
TO INSURE THE PUBLIC HEALTH, SAFETY AND WELFARE;  
AND TO PROVIDE PENALTIES FOR VIOLATIONS THEREOF.

CHARLEVOIX TOWNSHIP ORDAINS:

## **Section 1. Definitions** (as used in this Ordinance)

"Bedroom" means a separate room or space with a door, a closet, and a window, to be used or intended to be used specifically for sleeping purposes.

"Dwelling Unit" means a building or a portion of a building providing complete, independent living facilities for one or more persons, including permanent provisions for living, eating, cooking, sanitation, and a separate bedroom(s) for sleeping.

"Habitable Space" means space in a structure for living, sleeping, eating or cooking. Bathrooms, closets, halls, storage or utility spaces and similar areas are not considered habitable spaces.

"Occupancy" means the purpose for which a dwelling unit or portion thereof is utilized or occupied.

"Occupant" means any individual living or sleeping in a dwelling unit, or having possession of a space within a dwelling unit.

"Operator" or "Owner" means any person who owns or has charge, care or control of a dwelling unit which is offered for rent.

"Person" means an individual, firm, corporation, association, partnership, limited liability company, or other legal entity.

"Rent" or "Rental" means to permit, provide for, or offer possession or occupancy of a dwelling unit in which the owner does not reside for a period of less than thirty (30) days, to a person who is not the legal owner of record thereof, pursuant to a written or unwritten lease, agreement or license.

"Short Term Rental" means any dwelling unit or condominium or portions thereof, in which the owner does not reside, that is available for use or is used for accommodations or lodging of guests, paying a fee or other compensation for a period of less than thirty (30) consecutive days.

"Tenant" means a person who is not the legal owner of record and who is occupying a dwelling unit pursuant to a written or unwritten rental lease, agreement or license.

## **Section 2. License Required**

No person shall rent or cause to be rented a dwelling unit or efficiency dwelling unit within Charlevoix Township for a period of less than thirty (30) days without first obtaining a license from the Township Zoning Administrator pursuant to the requirements of this Ordinance.

## **Section 3. Application and Fee Requirements**

An operator or owner seeking a license under this Ordinance shall submit a complete application to the Zoning Administrator and pay the required fee, which shall be established by resolution of the Township Board. The application shall include proof of ownership of, or the legal right to rent, a dwelling unit and all information reasonably necessary for the Zoning Administrator to determine whether the applicable standards for approval provided in Section 4 have been met.

## **Section 4. Standards for Approval**

The Zoning Administrator shall approve, or approve with conditions, an application for a short term rental license only upon finding that the application complies with all of the following applicable standards:

- A.) Maximum occupancy will be determined on two (2) adult people per bedroom. An adult is defined as a person aged 13 years and older.
- B.) The dwelling unit must meet all residential building, health department, and safety codes, as documented by certified third party property inspection, conducted on an annual basis.
- C.) The operator or owner shall provide off street parking per requirements of Article 6.1 of the Charlevoix Township Zoning Ordinance to accommodate tenant or lessee vehicles at the rate of one parking space per rented bedroom on site, with at least one additional space for visitor or trailer parking.
- D.) The appearance of the dwelling shall not conflict with the residential character of the surrounding neighborhood. The structure(s) shall be properly maintained and kept in good repair, in order that the use in no way detracts from the general appearance of the neighborhood. Garbage must be kept in a closed container and disposed of on a regular weekly schedule.
- E.) No sign shall be posted to advertise the availability of the short term rental unit to the public.
- F.) The operator or owner shall keep on file with the Township the name and telephone number of a contact person who shall be responsible for responding to questions or concerns regarding the operation of the short term rental. This information must be kept current. This information also shall be posted in a conspicuous location within the dwelling unit. The contact person must be available to accept telephone calls on a 24 hour basis at all times that the short term rental is rented and occupied. The contact person must have possession of a key to access the rental unit and be able to respond to the short term rental within thirty (30) minutes to address issues, or must have arrangements for another person to address issues within the same time frame. The operator or owner shall notify neighboring dwelling units within 300 feet from the rental unit in writing that the property is a permitted short term

rental and shall provide a telephone number of the rental agency, if any, or other local contact person as required by Section 4.F.

G.) The operator or owner shall provide the tenants or lessees of a short term rental with the following information prior to occupancy of the premises, and post such information in a conspicuous place within the dwelling unit:

- 1.) The name of the designated contact person, and a telephone number at which they may be reached on a 24 hour basis; and
- 2.) Notification of the maximum number of overnight occupants permitted on the premises pursuant to this Ordinance; and
- 3.) Notification of the parking standards of this Ordinance; and
- 4.) Notification that an occupant may be cited or fined by the Township, in addition to any other remedies available at law, for violating any provisions of this Ordinance; and
- 5.) A copy of this Ordinance, as may be amended from time to time.

H.) All land based recreational activities shall be limited to rented premises and shall not encroach on neighboring properties.

I.) Campfires shall be located in designated 'fire pit' areas away from water's edge, trees, and property lines. Fires must be attended at all times and properly extinguished after use. No burning of paper, cardboard or any items which may cause excessive smoke, odor or airborne embers shall be permitted.

J.) Use of fireworks at rented premises shall coincide with all existing ordinances.

K.) Tenants or lessees of a short term rental property shall not create a nuisance. For purposes of this subsection, a nuisance includes but is not limited to any of the following, which shall be strictly enforced between the hours of 11:00 pm and 8:00 am:

- 1.) Playing or using a radio, phonograph, compact disc player, tape player, television, musical instrument, sound amplifier, or other electronic or mechanical sound-producing device in such a manner or with such volume so as to disturb the quiet, comfort or repose of a reasonable person of normal sensitivities.
- 2.) Yelling, shouting, singing or making other noise that because of its volume, frequency or shrillness unreasonably disturbs the quiet, comfort or repose of a reasonable person of normal sensitivities.
- 3.) Sounding or using any horn, siren, whistle, bell or other warning device so as to unreasonably disturb the quiet, comfort or repose of another person.

## **Section 5. Duration of License, Re-application**

A license issued under this Ordinance shall remain in effect for a twelve (12) month period unless and until the happening of one or more of the following events:

A.) This Ordinance is amended to alter the standards for approval contained in Section 4.

- B.) The dwelling unit is physically altered in such a way that the habitable space within the unit is increased, decreased, or re-distributed among living, sleeping, eating or cooking areas.
- 1.) If a license is no longer in effect as a result of subsection above, the operator shall re-apply for a new license following the same procedures for a new license.
- C.) A Short Term Rental Use license may not be transferred or assigned to any third party except as a "transfer by operation of law", and shall be void upon transfer of ownership of the property where the short term rental use is located. Upon change of ownership, the new owner must apply for a new Short Term Rental Use license in order for short term rental activity to be authorized.

## **Section 6. Inspections and Conditions**

Upon receipt of written complaint by any concerned party including operators, tenants and/or neighbors, the Zoning Administrator or authorized designee may make periodic inspections of a short term rental property to ensure continuing compliance with the approval standards specified in Section 4 of this Ordinance. In addition, the Zoning Administrator may impose reasonable conditions on a license issued under this Ordinance which are reasonably necessary to ensure compliance with the approval standards specified in Section 4 of this Ordinance.

## **Section 7. Suspension or Revocation of Short Term Rental License**

In addition to any other penalty authorized by law, if upon finding by the Zoning Administrator by competent, material, and substantial evidence, and if after written notice of the charges are conveyed to the operator or owner and an opportunity to respond is provided, that the operator or owner, its agents, employees, tenants or lessees has or have violated, or failed to fulfill, the requirements of this Ordinance, including the approval standards specified in Section 4 of this Ordinance, a short term rental license may be suspended or revoked. The written notice of the charges and any subsequent suspension or revocation, and scheduling of any hearing shall be personally served on the licensee by certified mail, restricted delivery, no less than 21 days prior to the date of the hearing before the Zoning Administrator.

- A.) Upon finding by the Zoning Administrator of a first violation within any twelve (12) month period, the short term rental license may be suspended for up to thirty (30) days, and during said time, the premises shall not be utilized for a short term rental.
- B.) Upon finding by the Zoning Administrator of a second violation within any twelve (12) month period, the short term rental license shall be revoked, and the owner or managing agent who has been issued the short term rental license shall not again be issued a short term rental license for a period of twenty-four (24) months, and during said time, the premises shall not be utilized for a short term rental. Appeal from denial, suspension or revocation of a short term rental license is allowed.

## **Section 8. Appeal**

Any applicant for short term rental license whose application was denied by the Zoning Administrator, and any licensee whose short term rental license is suspended or revoked by the



Zoning Administrator, may within ten (10) days following such decision, appeal such decision to the Zoning Board of Appeals. The Zoning Board of Appeals shall determine whether to affirm, reverse, or modify the decision of the Zoning Administrator in accordance with the requirements for short term rentals set forth in this section. At least fourteen (14) days prior to the Zoning Board of Appeals meeting to consider the appeal of the applicant or licensee, the Zoning Administrator or authorized designee, shall send, by United States mail, certified, written notice to the applicant or licensee of the time and place at which the Zoning Board of Appeals will consider the application, suspension or revocation, and the applicant or licensee shall be provided an opportunity to be heard by the Zoning Board of Appeals prior to its decision being made. All neighbors within 300 feet of the short term rental property must also be notified by United States mail of the date, time and location of the Zoning Board of Appeals meeting. The decision of the Zoning Board of Appeals shall be final. The Zoning Board of Appeals Secretary shall notify the applicant or licensee, as applicable, in writing of the decision of the Zoning Board of Appeals. If the Zoning Board of Appeals affirms the decision of the Zoning Administrator denying an application or suspending or revoking a license, the applicant or licensee shall have the right to appeal the decision to the Circuit Court. The decision of the Zoning Board of Appeals shall not be vacated during the pendency of any appeal to Circuit Court. The applicant or licensee has the right to seek a stay in Circuit Court.

### **Section 9. Prohibited Activities**

A tenant or lessee shall not violate any of the approval standards specified in Section 4 of this Ordinance. In addition, the operator or owner of the rental property identified at the time of application shall ultimately be held responsible for any violations of the above listed requirements conducted by tenants and lessees while occupying the rental property.

### **Section 10. Nuisance**

A violation of this Ordinance is hereby declared to be a public nuisance, a nuisance per se and is hereby further declared to be offensive to the public health, safety and welfare.

### **Section 11. Violations**

A person who violates any provision of this Ordinance shall be responsible for a municipal civil infraction as defined in Public Act 12 of 1994, amending Public Act 236 of 1961, being Sections 600.101-600.9939 of Michigan Compiled Laws, and shall be subject to a fine of \$500.00. Each day this Ordinance is violated shall be considered a separate violation.

### **Section 12. Enforcement Officials**

The Zoning Administrator and other persons designated by the Township Board of Trustees are hereby designated as the authorized officials to issue municipal infractions directing alleged violators of this Ordinance to appear in court.



### **Section 13. Civil Action**

In addition to enforcing this Ordinance through the use of a municipal civil infraction proceeding, the Township may initiate proceedings in the Circuit Court to abate or eliminate the nuisance per se or any other violation of this Ordinance.

### **Section 14. Validity**

If any section, provision or clause of this Ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect any remaining portions or applications of this Ordinance which can be given effect without the invalid portion or application.

### **Section 15. Effective Date**

This Ordinance shall become effective thirty (30) days after being published in a newspaper of general circulation within the township.

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## Short Term Rental Zoning May Be Strictly Regulated or Not

*Last Updated: November 21, 2021*

When it comes to short term rental zoning, communities have to decide on a policy that fits their history and ideals. This issue is especially likely to arise where tourists or a seasonal population are interested in temporary rentals of single-family residences, without the owner being on the premises.



With the rise of the sharing economy, online businesses such as Airbnb have made renting out a home, or just a room or two, an easy option for homeowners, even in areas not considered especially touristy. So this problem is increasing in frequency and potential for controversy.

Of course it is not a new issue where seasonal tourism is high, but the question has become newly relevant for many towns and cities that have never been seen a demand for short term rentals before now. This applies to areas that are near tourist attractions in large cities, but which have never thought of themselves as tourist destinations until now. What we have to say on this page applies to these sharing services as well.

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Often the question is handled through the zoning ordinance, but sometimes a stand-alone ordinance may be enacted governing the conditions under which such a land use is permitted. We think it best to handle any regulation of short-term rentals within the zoning ordinance.

Commonly the short term rental zoning provisions define short term as less than 30 days. The same concept may be called transient rentals, or short term transient rentals. A few examples of a seasonal zoning regulation have been found as well, in which different regulations apply if the rental is for more than 30 days but less than 180 or so.

If the zoning ordinance is where short term rentals are regulated, the ordinance of course will spell out which zoning districts allow such a use. Sometimes ordinances require a special use permit, which usually leads to the same level of public hearings and action by the governing body equivalent to the process required for a rezoning.

We think the best provision would be to require a conditional use permit in any residential zoning district, which allows the city, township, or county to address concerns about extra vehicles, hours, noise, trash removal, frequency of turnover, and more. Then if the local government thinks that its comprehensive plan requires strict adherence to a single family model in some districts, conditions such as a minimum number of nights' stay for each tenant, a maximum number of nights of rental each year, and the presence of the owner-occupant on premises can be required.

## Standards For Short Term Rental Zoning

In any event, the zoning ordinance is likely to set forth standards for short term rental zoning. Topics regulated might include:

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- Posting or availability at the town hall of one or even two **local** contact persons who will be responsible for handling any problems that arise with the property. We think this is the most important regulation, and one that should be strictly enforced.
- Requirements for providing off-street parking. Unless the unit in question is very well served by public transportation, this is a must. Typically the requirement could be met by extra driveway space, but if even homeowners park on the street, be quite careful to include a sufficient regulation.
- Noise and nuisance provisions, or reference to other ordinances addressing such situations.
- Requirements that garbage collection be maintained, and limiting the hours before and after collection when the garbage receptacles can be in front of the home. Think through whether you want to tolerate a situation such as visitors leaving on Monday morning and wheeling a garbage can to the street, even though garbage collection does not occur until Thursday.
- Minimal required spacing between short term rentals. A particular interval of feet may be used to assure that an entire block does not turn into a short term rental district.
- Reinforcement of the idea that normal occupancy limits (number of persons who may live in the home) for a particular zoning district also apply to short term rental tenants.
- Proof of code compliance, fire safety measures, adequate water and sewer service, or other utilities or infrastructure that may be of particular concern.
- Requirements for notifying neighbors, or even for their agreement.
- Limitations on the turnover. Renting to six different tenants within a month probably won't be allowed in many places. There may be a minimum stay, perhaps of a week.
- Limitations on particular areas of the town or city where short term rental either is not allowed at all or is not restricted. Such statements within a zoning ordinance would amount to establishing an overlay district pertaining just to the subject of transient rentals.
- Imposition of a special use permit or conditional use permit requirement, allowing for scrutiny of the particular facts of a site before allowing such a use. Alternatively, you might provide for a city staff review based on specific criteria.
- A complaint structure through which close neighbors can report problems and issues to the city, or possibly even a mediation structure for disputes.
- A revocation procedure for a rental that proves to be a detriment to the neighborhood.

If the rental of homes for a short time is not covered in the zoning ordinance, or the town or city does not have a zoning ordinance, a separate law sometimes is enacted. Probably it would deal with the same types of limitations and requirements described above, as considered appropriate and necessary by the local government.

If your town is targeting regulations toward Airbnb and its competitors, you may want to discuss a requirement that the building is owner-occupied. This prevents the situation of an off-premises owner who may be conscientious but not aware of tiny problems that might arise each night. Yet it also allows homeowners with plenty of space and parking capability to be able to earn some extra income in a manner relatively harmless to the neighborhood.

A number of European cities, led by Paris, have adopted a registration process for the short term rentals, since prior to the licensing requirement they largely had been avoiding paying taxes required of hotels and other formalized lodging. Additional pushback in European cities has come from those who claim that the short term rentals of rooms and apartments have become so lucrative that there is a loss of rental housing stock available for the local population. From some reports we have read, there is merit in this claim. We encourage you to think about the potential for loss of affordable housing for your own residents if short-term rentals become a significant factor in your community.

Resort cities and towns in the U.S. face a similar problem in that out-of-town visitors are willing to pay a premium for rooms that once were rented to seasonal employees, who now have nowhere to live. Each city in this situation has to wrestle with its moral and practical responsibility to provide housing for the seasonal workers who make the tourism industry possible.

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## Trends In Brief Rentals

We expect that the 2020-2021 COVID-19 pandemic has softened the appeal of short-term rentals, but any lasting impact will depend on how the public perceives the safety of staying in a residence other than a hotel and even on how quickly leisure travel recovers over a period of many months or years. This factor may give municipalities who have not yet addressed the issue some additional time to consider an appropriate response, but we think that at some point the popularity of this element of the sharing economy will continue on its overall upward trend.

In the case of both short term rental zoning and free-standing transient rental regulations, many communities that are aware of the connections between



regulation and to add requirements on the basis of particular problems that arise. If the town becomes divided over the issue, however, of course the regulations are likely to be more strict and more creative.

Still other towns choose to ignore the issue that some residents or property owners rent out homes for a very short term, considering this practice to be the prerogative of the property owner. Be aware that there will be resistance if you try to limit property owners' flexibility. As an example, see our exchange with a site visitor about being **forced to stop renting through Airbnb**.

We see the opposite tendency in towns that do not consider themselves to be tourism oriented. Often they are very suspicious of allowing people to rent out rooms in their residence for a few days, thinking that it undermines the sanctity of single-family residential neighborhoods. They have a good point actually.

Some municipalities have asked planning or code enforcement staff members to monitor the big short-term rental websites to find any properties offered for stays in their jurisdiction. If you have had the policy debate and determine that you cannot allow this land use, it should be relatively easy to find property owners who are in violation, as they have to advertise to be known.

We advise you to think this through before it becomes a big issue though. There may be some zoning districts and even some particular lot configurations where any potential disruption would be minimal, but where the economic benefits to property owners could be real.

Particularly in an unattractive real estate market, allowing short term rental zoning is probably not a bad idea, as long as the percentage of the housing stock devoted to this use is small. From the community perspective, short term rental use is probably preferable to a house going into foreclosure.

Some apartments run themselves, in a sort of absentee **bed and breakfast** situation. However, we recommend that it is best to require a meaningful stay if there is no on-premise owner or manager. Our advice would be to require a stay of at least three days but preferably five to seven.

This allows the neighbors to monitor the situation better. If new people can come in every night, neighbors will tend to shrug their shoulders about anything strange they see. But each community will need to evaluate its own situation to determine how to address home sharing.

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Check Out These Pages Relevant To The Short Term Rental Debate



**Tourism and  
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## Community Development > Zoning > Short-Term Rental Zoning

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