

CLT review guide #3												
A letter will be sent to all CLT property owners after finalizing the STR Ordinance.												
The letter will notify the property owner that CLT has a STR ordinance in place and provide direction on locating the ordinance and related materials. The letter will inform the property owners that for 2025 we are requesting that if they rent their property and advertise (as defined in Section 2. "Definitions") that the CLT board would like the enclosed form completed and returned. In 2025 there will be no application fee, no inspection. This a survey to get a feel for active rental properties in CLT.												
NOTE: Do not be overly concerned with layout and typos. We will go over the ordinance with a fine tooth comb. CONTENT CONTENT CONTENT												
Line 114	Attorney added "County" definition											
Line 141	Attorney added "Ordinance" definition											
Line 176 to 184	Attorney recommended more detailed wording on "in good standing"											
Line 188	Because we are fact finding in 2025, no fees, no inspection there is no reason to have all the language about application dates.											
	We go live in 2026. Property owners will have plenty of time, notice and information.											
	Let's set a ceiling number. With only one rental per property owner 75 licenses is generous based on discussion and research. The number can easily be adjusted. Being as clear as possible is a good thing for all involved.											
Line 200 to 203	The board had decided on ONE license, attorney recommending two. AND attorney deleted 201 to 203. Possibly unenforceable											
Line 205 to 206	Attorney recommended wording											
Line 211 to 213	Wording struck by attorney, possibly enforceable??											
Line 290 294	Attorney recommended striking timely renewals get a pass on license number limits. Thoughts?											

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Crystal Lake Township
Benzie County
State of Michigan

Crystal Lake Township Ordinance Number: _____
Adopted: _____
Effective: _____

CRYSTAL LAKE TOWNSHIP SHORT-TERM RENTAL ORDINANCE

THE TOWNSHIP OF CRYSTAL LAKE HEREBY ORDAINS:

Section 1. Recitals

The Board of Trustees for Crystal Lake Township finds and determines the following:

- A. Preservation of the Township’s resorts and seasonal cottages is a goal of Crystal Lake Township's Master Plan.
- B. That weekly rental of cottages has a long tradition in the township going back more than 80 years and predates any County or Township zoning. Frequently, families find they need to rent their cottage for a few weeks each summer to keep the cottage in the family.
- C. Short-term rentals support the local tourist economy of the Township including the owners, managers, and service providers as well as local businesses.
- D. Short-term rentals can provide a community benefit by providing lodging facilities which support commerce in our community. Short-term rentals provide a diversity of visitors to our community which enriches our community and the local culture.
- E. A negative feature of short-term rentals is that renters sometimes act in ways that disturb the neighbors. Renters need to know what behavior is appropriate, and there needs to be a method to control inappropriate behavior. Short-term renters must not have an adverse impact on the neighbors.
- F. A permit system is needed to ensure that landlords are diligent in promoting appropriate behavior of their short-term renters.
- G. It is the intent of this Crystal Lake Township Short-Term Rental Ordinance to make the STR activity, licensed by this ordinance, resemble the existing and traditional residential uses made by resident owners and lessees.

- 83 H. This ordinance is designed to minimize nuisances and complaints involving excessive noise,
84 disorderly conduct, overcrowding, traffic, congestion, and parking at STR properties.
85
- 86 I. The ordinance is further designed to minimize the burdens posed by short-term rentals upon
87 Township and County services and the impacts on residential neighborhoods.
88
- 89 J. This ordinance is intended to protect the health, safety and welfare of residents, tenants, guests, and
90 business owners by providing guidance to short-term rental owners and renters, a clear set of
91 regulations to facilitate compliance, and enforcement mechanisms when needed.
92

93 **Section 2. Definitions**

94 The following definitions shall apply:

95
96 “Advertising” for the purposes of this ordinance means written placement of announcements and/or
97 messages seeking to inform of the availability of a rental dwelling unit within Crystal Lake Township in
98 any form of media.
99

100
101 “Agent” means a person, firm, or agency representing the Owner or Operator of the property (or portion
102 thereof) used for a short-term rental.
103

104 “Bed and Breakfast” dwelling for the purpose of this ordinance means a private residence that is also the
105 owner’s residence; has sleeping accommodations for lodgers and serves breakfast at no extra charge to
106 lodgers. The Owner lives at this residence and has a Special Land Use Permit in compliance with the
107 Township’s Zoning Ordinance.
108

109 “Boarding house” for the purpose of this ordinance means a dwelling with one kitchen that provides
110 lodging and meals for compensation to lodgers, other than family members. Boarding houses are not
111 open to transient guests. The Owner lives at this residence and has obtained a Special Land Use Permit in
112 compliance with the Township’s Zoning Ordinance.
113

114 “County” means Benzie County, Michigan.
115

116 “Dwelling unit” means any building, structure, or part thereof which has sleeping, living, cooking, and
117 sanitary facilities and can accommodate one or more persons. In no case shall travel trailers, trucks or
118 truck campers, buses, motor homes, tents or other such portable structures be considered a dwelling
119 unit. This definition does not include lawfully operating hotels, motels, bed and breakfasts, boarding
120 houses, resorts, or campgrounds.
121

122 “Good Neighbor Guide” refers to a specific document containing guidelines developed by the Township
123 to be provided to and made available for occupants of short-term rentals to help ensure they are familiar
124 with local requirements and expectations.
125

126 “Habitable space” means space in a structure for living, sleeping, eating, or cooking. Bathrooms, toilet
127 rooms, closets, halls, storage or utility spaces and similar areas are not considered habitable spaces.

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“License” means a short-term rental license issued by the Township to the Owner, Operator, or Agent for a parcel used as a short-term rental.

“Local Contact Person” means a local Owner, Agent, or Operator who is available to be onsite or respond within one hour, to tenant and neighborhood questions or concerns, and be authorized by the Owner to take remedial action and respond to any violation of this ordinance.

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

“Operator” means the person who is the proprietor of a property (or portion thereof) used for a STR whether in the capacity of Owner, lessee, mortgagee in possession, licensee, or any other capacity.

“Ordinance” means the Crystal Lake Township Short-Term Rental Ordinance.

“Owner” means the person or entity that holds legal or equitable title to the parcel (or portion thereof) used as a short-term rental.

"Parcel" means a continuous area or acreage of land under common ownership. "Parcel" includes either a single dwelling unit or a combination of dwelling units making up an area of land under common ownership.

“Person” means a human individual, a group of individuals, an association, a firm, a partnership, a corporation, or other entity, public or private, including Owner(s), Operator(s), and/or Occupant(s).

“Premises” means real property or a parcel, and all fixtures and improvements, including the dwelling unit, located upon it.

“Renter” means someone who pays money or compensation to live in a dwelling unit or on a parcel that someone else owns.

“Short-term rental” or “STR” or “STR unit” means a dwelling unit that is available to rent or sublet for periods of less than 30 days.

Section 3. Short-term Rental License

A. License Required.

- a) Short-term rentals require an annual short-term rental license and are required to pay an annual fee. Short-term rentals shall be specific to the property.
2. Unadvertised short-term rental of premises or dwelling units by an owner directly to family, friends, or acquaintances is exempt from having to obtain a short-term rental license from the Township.

- 170 3. Bed & Breakfasts and Boarding houses as defined in Section 2. are exempt from having to obtain
171 a short-term rental license from the Township.
172
173

174 B. License Limitations.
175

- 176 1. It shall be unlawful for an Owner to rent or lease a dwelling for financial compensation unless the
177 dwelling unit is in "good standing." To be in "good standing," a dwelling unit must meet the
178 following criteria:
179

- 180 a) A registration license application has been submitted to the Township,
181 b) The Dwelling unit was certified following an inspection by the Township,
182 c) All required license fees have been paid, and
183 d) All real and personal property taxes, fees, penalties, fines, assessments, general assessments,
184 and other monies due and owing to the Township are current and paid up to date.
185

- 186 2. Number of Licenses Available.
187

- 188 a. The number of STR license issued annually by the Township through application shall
189 not exceed 75.
190 b. Licenses will be granted in order of the date on which a completed application is
191 received until the limit for the total number of licenses is reached.
192 c. The Township Board reserves the right, by majority resolution after holding an
193 advertised public hearing on the subject, to raise or lower the annual limit, so receipt
194 of a license in any year does not guarantee receipt of a license in future years.
195 d. If the Township Board exercises its option to lower the number of licensed STRs, the
196 Township Board shall, by majority resolution after holding an advertised public
197 hearing on the subject, propose criteria to determine which applications will be
198 granted and which denied, notify STR license holders of the proposed criteria, and
199 receive input on the criteria before final adoption of such criteria.

- 200 3. No more than one (two) STR license shall be granted for premises in Crystal Lake Township
201 owned by the same Owner. ~~In addition, no more than two STR licenses shall be granted for~~
202 ~~premises in Crystal Lake Township in which the same individual or entity holds an ownership or~~
203 ~~financial interest.~~

- 204 4. A separate license is required for each STR dwelling unit. STR licenses shall not run with the land.
205 A license for a STR is transferable to a new owner of a STR dwelling unit in the calendar year the
206 ownership transfer took place. The new owner shall register its name and address 30 days prior
207 to the transfer date with the Township and shall comply with this Ordinance and all approvals
208 and conditions issued by the Township.

- 209 5. A short-term rental license may not be transferred from one dwelling unit to another dwelling
210 unit.

- 211 6. ~~The Owner or Operator may not apply for a STR license if there is no present intention to use the~~
212 ~~unit as a STR. After a license is granted for a STR, failure to utilize the subject dwelling unit as a~~
213 ~~STR is grounds for denying a renewal application for the following year.~~
214

215 C. License Application.
216

- 217 1. Applicants for a short-term rental license shall file an application to conduct a short-term rental
218 operation within the Township on a form provided by the Township for that purpose. The
219 application form shall include:
220
- 221 a) The name, permanent mailing address, permanent phone number, and email of the
222 Owner(s) of the premises to be licensed.
 - 223 b) The name, mailing address, phone number, and email of the applicant, if different than the
224 Owner.
 - 225 c) The name, mailing address, phone number, and email of a local contact person who will be
226 available by phone (24) hours a day, seven days a week at all times while the unit is utilized
227 as an STR.
 - 228 d) A description of the premises proposed to be used for short-term rentals including but not
229 limited to:
 - 230 i. A sketch or site plan showing the layout of the STR premises.
 - 231 ii. Number of bedrooms and beds (number and sizes).
 - 232 iii. Number of bathrooms.
 - 233 iv. Maximum occupancy subject to any applicable local, state, or federal laws, regulations,
234 or ordinances.
 - 235 v. Tax Parcel ID Number.
 - 236 vi. A list of any rental agents or listing services, including online sites, with or through
237 whom the unit is being actively advertised for rental.
 - 238 vii. The rental agreement for the STR.
 - 239
 - 240 e) Documentation proving that the well and septic system were checked and pumped within
241 the last five years. Such documentation of the five-year inspection schedule for the well and
242 septic system must be maintained during the life of the license.
 - 243 f) A list identifying all other short-term rental properties in Crystal Lake Township owned or
244 operated by the applicant.
 - 245 g) Whether the applicant has ever been cited for a violation of this Ordinance, or had a short-
246 term rental license revoked in Crystal Lake Township or any other Township.
 - 247
- 248 2. An applicant may be required to provide other information deemed reasonably necessary by
249 Township staff to determine whether the short-term rental standards and regulations have been
250 met.
251
252

253 D. License Fee and Additional Information

254 All approved applicants shall file with the Township, prior to issuance of a license, the following:

- 255
- 256
- 257 1. A license fee set by separate resolution. The fee for licenses issued for less than a full calendar
- 258 year will not be prorated.
- 259 2. A certificate of general liability insurance coverage issued by an insurance company licensed to
- 260 do business in the State of Michigan covering the premises and insuring the licensee against risks
- 261 arising from commercial rental activities on the premises. The Owner must provide proof of
- 262 current insurance for the duration of the license.
- 263

264 E. Inspection of STR

265

266 A duly designated representative of the Township, which may be the Frankfort Fire Chief or their

267 designee, is empowered to inspect any short-term rental unit prior to the granting of a short-term

268 rental license. Such inspections may also occur at any time there is reasonable belief that a safety

269 hazard exists.

270

271 F. License Application Acceptance and Issuance

- 272
- 273 1. A short-term rental license application shall not be considered accepted until Township staff
- 274 determines it is complete. If Township staff determines that all required information was not
- 275 supplied and/or the applicant failed to pay the required fee, then the applicant shall be notified
- 276 of the deficiencies. If the applicant fails to provide all the information required by this ordinance
- 277 and/or fails to pay the required fee within a reasonable time after being notified of the
- 278 deficiencies, then the application shall be deemed incomplete and denied, and any fees paid
- 279 forfeited.
- 280
- 281 2. Once deemed to be complete, if an application complies with all the standards and regulations of
- 282 this ordinance, the Township shall issue the short-term rental license within forty-five (45) days,
- 283 unless issuance of the license would exceed an applicable limit set by the Township Board
- 284 pursuant to Section 3.B.2.a of this Ordinance.
- 285

286 G. License Duration and Renewal

- 287 1. Short-term rental licenses shall be valid for one calendar year, (from January 1 until December
- 288 31, as) specified on the license.
- 289 2. A short-term rental license application must be renewed on an annual basis.
- 290 a) ~~Renewal applications received by the Township office by November 1, 2026, for the~~
- 291 ~~following calendar year may not be denied because of a limit on total STRs set under~~
- 292 ~~Section 3.B.1. of this ordinance, provided the STR has not received a notice of violation~~
- 293 ~~within the last year and provided the renewal application meets the other requirements of~~
- 294 ~~this Section.~~

- 295 3. Any renewal application received after November 1st of each year will be treated as a new
296 application, and if the limit in Section 3.B.2.a. is reached, the application is subject to denial
297 based on the number of licenses set by the Township Board.
298

299 **Section 4. Short-term Rental Requirements.**

300
301 A. General Requirements

- 302
303 1. All short-term rental operations shall, at all times, comply with the requirements of this Ordinance.
304
305 2. All lodging is to be exclusively within a dwelling unit and no person shall camp or allow any person
306 to camp on the parcel on which a short-term rental is located. This prohibition includes the
307 occupation of tents, bivy sacks, campers, trailer coaches, camper trailers, vehicles, recreational
308 vehicles, travel trailers, camping units, boats, or any other temporary shelters.
309
310 3. Only one dwelling unit may be used as a short-term rental on any parcel, except when a parcel
311 lawfully contains more than one dwelling unit; each separate dwelling unit may be used as short-
312 term rental provided that each such dwelling unit is separately licensed under this ordinance.
313

314 B. Rental Agreements

- 315 1. A rental agreement between the Owner, the owner's Agent, or the Operator and the person or
316 persons renting the property and/or dwelling must be a written and signed rental agreement that
317 contains certain minimum conditions.
318
319 2. Any rental agreement must include the following minimum information and/or conditions of rental:
320 a. The name and phone number of the Local Contact Person.
321 b. Notice that, after one warning from a Township enforcement official to the Operator,
322 failure to abide by any of the licensing rules, regulations or requirements of this
323 ordinance may result in cancellation of the rental agreement and the renter having to
324 immediately vacate the property with loss of rental fees paid.
325 c. Notice that Quiet Hours are between 11:00 p.m. and 7:00 a.m.
326 d. The number and location of parking spaces.
327 e. Notice that pets must be on a leash, tethered, or in a fenced area when renter is at the
328 premises. Pets must be inside the dwelling and contained, as outlined by Owner, when
329 the renter is not present on the premises. At no time may a pet be a nuisance.
330 f. A statement signed or initialed by the renter that they have read and understood the
331 requirements of the rental agreement.
332 g. Any other reasonable requirements that the Owner may wish to establish for persons
renting their property.
333
334 3. The Occupant and the Local Contact Person must be able to produce a signed copy of the rental
agreement when asked to do so by the Township enforcement official.

335 C. Local Contact Person

- 336
- 337 1. The Owner of a STR must designate a Local Contact Person who has access and authority to assume
- 338 management of the unit and take remedial measures if necessary.
- 339
- 340 2. The Local Contact Person must be available (24) hours a day during the rental period and capable of
- 341 responding to any notice of a complaint within one hour.
- 342
- 343 3. The Owner will provide the phone number of the Local Contact Person to all immediately adjacent
- 344 neighbors along the subject property's boundaries. An Owner meeting the requirements of
- 345 subsections C.1 and C.2 above may designate themselves as the Local Contact Person.
- 346

347 D. Occupancy and Use

- 348
- 349 1. The maximum overnight occupancy of a STR shall be limited to two people per the number of legal
- 350 bedrooms (as defined by the State of Michigan/Benzie County Building Codes), plus two additional
- 351 individuals. The maximum occupancy of a STR, regardless of the number of bedrooms, may not
- 352 exceed 12 people. Children and infants are included as occupants subject to this limit.
- 353
- 354 2. The Owner, the Operator, any responsible Agent, and the occupants of the STR are responsible for
- 355 assuring the maximum occupancy of the STR is not exceeded.
- 356
- 357 3. A STR may not be sublet by any tenant of the licensee.
- 358
- 359 4. All short-term rentals shall be for use as temporary dwellings only. STRs shall not be used for any
- 360 commercial activities, including but not limited to yard sales, festivals, retreats, or home
- 361 occupations.
- 362

363 E. Parking

364

365 Each STR shall have at least two, off-street parking spaces for the first six allowed occupants, and one

366 additional off-street parking space for each three additional allowed occupants. All off-street parking

367 shall be located on the same parcel as the dwelling unit or within 150 feet of the STR parcel. STR

368 occupants and guests shall not park on or block the paved portion (including paved shoulders) of any

369 public right-of-way.

370

371 F. Safety

372

373 Owners of STRs must comply with all State of Michigan and Benzie County safety standards related to

374 smoke detectors, carbon monoxide detectors, fire extinguishers, access and building capacity. At a

375 minimum, the following requirements apply to all STRs:

376

- 377 1. **Smoke detectors/alarms** shall be installed in each rental unit. All smoke detectors/alarms shall be
- 378 Underwriters Laboratories, Inc. approved, and shall be installed in accordance with the provisions of

379 the Michigan Residential Code and the household fire warning equipment provisions of the National
380 Fire Protection Association standards.

381
382 Smoke detectors/alarms shall be installed as follows:

- 383
- 384 a. In each bedroom.
 - 385 b. At least one detector, not in a bedroom, on each additional story of the rental unit,
386 including basements and cellars but not including crawl spaces and uninhabitable attics.
 - 387 c. In rental units with split levels and without an intervening door between the adjacent
388 levels, a smoke detector/alarm installed on the upper level shall suffice for the adjacent
389 lower level provided the lower level is less than one full story below the upper level.
 - 390 d. Smoke detectors must be tested at least every 90 days to ensure they are properly
391 functioning.
- 392
- 393 2. At least **one carbon monoxide alarm** shall be installed on **every habitable level or story** of the
394 rental unit, and such carbon monoxide alarm(s) shall be installed outside of but within 15 feet of the
395 entrance to each bedroom. Alarms must be tested at least every 90 days to ensure they are
396 functioning properly.
 - 397
 - 398 3. An operable **fire extinguisher** shall be mounted on every floor level including the basement. The
399 extinguisher shall be mounted at an exit door, or if one of the floor levels or the basement does not
400 have an egress door, it shall be mounted near stairway leading to an exit.
 - 401
 - 402 4. **The following is strongly suggested but required:** Every bedroom should contain a window meeting
403 current fire code and/or building code standards for ingress and egress in an emergency. No
404 bedroom shall be in a basement unless the basement contains a doorway open to the outside or
405 contains a window meeting ingress and egress emergency standards.

406
407 G. Waste/Recycling Disposal

408 Occupants shall not leave, or allow others to leave, trash, rubbish, refuse, or garbage within public
409 view, except in proper waste or recycling containers for the purpose of collection or disposal. The
410 Owner or Operator of a STR shall ensure there are sufficient waste receptacles on the premises to
411 contain all waste generated at the STR. No commercial dumpsters shall be allowed on the property
412 containing the short-term rental. The maximum allowed size for any waste or recycling container is
413 100 gallons. Plastic bags of trash left by the side of the road are not permitted.

414
415 H. Sanitary Waste – Sewage Disposal

- 416
- 417 1. The Owner or Operator of a STR shall ensure the sanitary waste and sewage handling system at the
418 STR is:
 - 419 a. In proper working order;
 - 420 b. Of sufficient capacity to safely manage the amount of waste typically generated by the
421 number of occupants allowed at the STR; and
 - 422 c. In compliance with all County Health Department requirements.

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2. By obtaining a STR license, the Owner agrees to allow an inspection of the sanitary waste handling system by the County Health Department if requested by a designated representative of the Township. If an inspection by the County Health Department finds there are leaks or other problems that are causing: (a) an imminent threat to the safety of any drinking water wells in the vicinity, or (b) a serious immediate degradation of the water quality in any lake, stream, or other body of water, all rental activity will cease immediately until the facilities are repaired and operating properly.

431 I. Advertising

432 All advertising for the short-term rental shall list the maximum occupancy permitted by the license
433 for the unit. Advertisements either in print or online must include the assigned license number.

434 J. Dwelling Appearance

435 The exterior appearance of the dwelling unit containing a short-term rental shall not conflict with the
436 residential character of the neighborhood. All structures shall be properly maintained and in good
437 repair.
438

439 K. Information in STR for Occupants
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1. The following information must be provided to the Occupants of the STR unit as part of the booking or leasing process prior to their arrival at the STR, and must be displayed prominently within the STR.
 - a. A copy of the "Good Neighbor Guide."
 - b. The occupancy limit of the dwelling unit.
 - c. The name of the Local Contact Person with up-to-date contact information.
 2. The short-term rental license shall be displayed on the front door of the dwelling unit, or in a conspicuous location on the facade or nearby window not more than five feet from the front door as measured from the edge of the door frame.

451 L. Prevention of Nuisance
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464
1. The Owner and Operator shall familiarize themselves with the Crystal Lake Township Zoning Ordinance generally, and especially with Article 3.8 on lake access lot use and on boat dockage limitations, with Article 21.2 on outdoor lighting; and with the Township Ordinances relating to Fireworks, Nuisances, and Aquatic Nuisances. The Owner and Operator shall also ensure that these standards are met by the Occupants as part of all rentals. The Operator shall post on the premises in a prominent location the number of boats (i.e. dockages) allowed by Zoning Ordinance Article 3.8.
 2. A STR shall not result in the creation of conditions that constitute a nuisance to owners or occupants of neighboring properties, or to the Township in general. Any machinery, mechanical devices, sound systems, or equipment used in a STR, or on a STR parcel shall not generate noise at a volume greater than 60 decibels, nor create vibration, radiation, odor, glare, smoke, steam, electrical interference, or create other conditions not typically associated with the use of the STR

465 parcel for residential purposes. Daytime use of lawn maintenance equipment is not restricted by
466 this section.

467
468 **Section 5. Violations and Penalties**

469 A. Violations Any of the following conduct is a violation of this ordinance:
470

- 471
- 472 1. The Owner, Operator, Occupant, or Renter fails to comply with any of the provisions of this
473 ordinance.
 - 474
 - 475 2. Any advertising or listing of a STR without first having obtained a STR license, or without
476 including the STR license number, or any advertising or listing which contains any information
477 that is contrary to this ordinance or contrary to the license for the unit (the occupancy limit).
478
 - 479 3. Any false or misleading information supplied in the application process.
480
 - 481 4. Failure of an Owner or designated Local Contact Person to be available (24) hours a day, seven
482 days a week at all times while the unit is utilized as a STR to respond to a complaint within one
483 hour.
484
 - 485 5. Failure, after one warning from a Township enforcement official, to abide by any of the licensing
486 rules, regulations, or requirements of the ordinance or the Owner's or Operator's rental
487 agreement can result in cancellation of the rental agreement and the Occupant or Renter having
488 to immediately vacate the premises with loss of rental fees due or paid.
489

490 B. Civil Infraction / Separate Violations
491

492 Any person who violates any provision of this ordinance, including by continuing to operate a short-
493 term rental after the license for that short-term rental has been revoked as provided in this
494 ordinance, shall be responsible for a municipal civil infraction as defined in the Revised Judicature Act
495 of 1961, being Public Act 236 of 1961, as amended, MCL 600.101 et seq., and shall be subject to the
496 penalties or sanctions set forth below, plus the costs and attorney fees of the Township incurred in
497 the prosecution thereof. Each day this ordinance is violated shall be considered as a separate
498 violation.
499

500 C. Penalties
501

502 The penalties for violations of this ordinance are as follows:
503

- 504 1. For a first violation within any calendar year, the penalty fee will be set by separate resolution,
- 505 2. After notice and opportunity to correct the first violation, a second violation within the same
506 calendar year shall be subject to a municipal civil infraction citation punishable by a fine set by
507 separate resolution.

- 508 3. After notice and opportunity to correct the second violation, a third violation within the same
509 calendar year at a single STR unit shall be subject to a municipal civil infraction punishable by a
510 fine set by separate resolution.
511

512 D. Nuisance
513

514 A violation of this ordinance is hereby declared to be a public nuisance and a nuisance per se and is
515 declared to be offensive to the public health, safety, and welfare. In addition to enforcing this
516 ordinance with a municipal civil infraction proceeding, the Township may initiate proceedings in the
517 Circuit Court to abate or eliminate the nuisance per se or any other violation of this ordinance.
518

519 E. False Complaints
520

521 Any person who knowingly files a fraudulent, false, or fictitious complaint about a short-term rental
522 shall be deemed to be in violation of this ordinance and may be found responsible for a municipal
523 civil infraction and penalties.
524

525 **Section 6. License Revocation**
526

527 A. Notice
528

529 Upon a determination by the Township Zoning Administrator or other properly designated Township
530 official that a third violation within the same calendar year at a single STR unit has occurred and,
531 following the issuance of written citations for such violations, a written notice shall be issued to the
532 Owner, Operator, or Agent for the STR stating that the Township intends to revoke the STR license
533 within (14) days. The written notice shall:

- 534 1. Be delivered personally or sent by certified mail, return receipt requested, to the address
535 listed on the license.
536 2. Specify the factual basis for the violations.
537 3. Inform the Owner, Operator, or Agent of the right to an appeal hearing to show cause as to
538 why the STR license should not be revoked.
539

540 B. Appeal
541

- 542 1. An Owner, Operator, or Agent may avail themselves of the right to an appeal hearing before the
543 Township Board by filing with the Township a written "Notice of Appeal" within (14) days of service
544 of the written notice by the Township described above.
545
546 2. If no Notice of Appeal is filed by the end of (14) days following service of the written notice by the
547 Township as described in Subsection A of this Section, the STR license is revoked and all STR
548 activities at the applicable unit shall cease immediately.
549
550 3. If a Notice of Appeal is filed, it shall specify the basis on which a hearing is requested. If a hearing
551 is timely requested, the Township office shall notify the Owner, Operator, or Agent of the time and

552 place of the hearing, which shall take place at a regularly scheduled or specially called Township
553 Board meeting.

- 554
- 555 4. At the hearing, the Owner, Operator or Agent may present evidence why the decision to revoke
556 the license should be reversed.
 - 557
 - 558 5. After such hearing, the Township Board may either uphold the revocation of the license if the
559 revocation was based on competent, material, and substantial evidence, or reverse the revocation.
560 The final decision shall be by a majority vote.

561

562 C. Duration of Revocation

563

564 Upon revocation of registration, a Dwelling Unit cannot be re-licensed as a Short-Term Rental for a
565 period of one year and cannot be used for Short-Term Rentals until re-licensed.

566

567 **Section 7. Enforcement Officials**

568

569 The Township Zoning Administrator and any other designee appointed by the Township Board,
570 including the Benzie County Sheriff, are hereby designated as the authorized officials to administer and
571 enforce this ordinance including the authority to issue and serve municipal civil infractions directing
572 alleged violators of this ordinance to appear in court.

573

574 **Section 8. Severability**

- 575
- 576 A. The provisions of this ordinance are hereby declared to be severable. If any section, sentence, clause,
577 word, or provision of this ordinance is declared unconstitutional or otherwise invalid or
578 unenforceable for any reason by a court of competent authority, said declaration shall not affect the
579 remainder of the ordinance, which shall continue in full force and effect.
 - 580 B. All requirements, regulations and standards imposed by this ordinance are intended to apply in
581 addition to any other applicable requirements, regulations, and standards imposed elsewhere in
582 other ordinances of Crystal Lake Township and Benzie County. Further, this ordinance does not affect
583 additional requirements placed on use of property (or a portion thereof) imposed by deeds,
584 associations, or rental agreements.

585

586 **Section 9. Effective Dates**

587

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

595 Ordinance No. _____ of 2025 was adopted on _____, by the Crystal Lake
596 Township Board as follows:

597
598 Motion by:

599 Seconded by:

600 Yeas:

601 Nays:

602 Absent:

603

604

605

606

607

608

609

610

611

612

613

Amy Ferris, Supervisor

Judy VanMeter, Clerk

*I certify that this is a true copy of Ordinance No. _____ that was adopted at a regular
meeting of the Crystal Lake Township Board on _____, and published in The Record
Patriot on _____.*

Dated: _____, 2025 _____ Judy VanMeter, Clerk

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