



Date: July 31, 2024
To: Crystal Lake Township Board
From: Greg Wright
Chair – Planning Commission
Subject: SHORT-TERM RENTAL ORDINANCE

Dear Township Board Members:

As requested by the Township Board, the Planning Commission has drafted a Short-Term Rental (STR) Ordinance. The Planning Commission held a public forum in August 2023 to gather input from the community about the need for and content of such an ordinance. At that forum, the community expressed a need to regulate such rentals.

Since then, the Planning Commission has discussed at their regular public meetings various aspects and elements of a short-term ordinance. The Planning Commission finalized their proposed STR ordinance at their July 24, 2024-meeting, which is provided in the attachment to this memo.

The Planning Commission recommends adoption of the attached draft police power ordinance to license and regulate Short-Term Rentals.

As has been discussed with the township supervisor, we suggest that attached draft ordinance be presented at a joint meeting of the Board and Planning Commission at the Board meeting on August 28, 2024. We further suggest that the draft be published on the website, advertised in the Record Patriot and the community be invited to the August meeting to give their input on this draft.

Please contact me or the Zoning Administrator if you have any questions.

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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. (Cornerstone 6)
- 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 that 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 that 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.
- H. This ordinance is designed to minimize nuisances and complaints involving excessive noise, disorderly conduct, overcrowding, traffic, congestion, and parking at STR properties.

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- I. The ordinance is further designed to minimize the burdens posed by short-term rentals upon Township and County services, and the impacts on residential neighborhoods.
- J. This ordinance is intended to protect the health, safety and welfare of residents, tenants, guests, and business owners by providing guidance to short-term rental owners and renters, a clear set of regulations to facilitate compliance, and enforcement mechanisms when needed.

Section 2. Definitions

The following definitions shall apply:

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

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

“Good Neighbor Guide” refers to a specific document containing guidelines developed by the Township to be provided to and made available for occupants of short-term rentals to help ensure they are familiar with local requirements and expectations. The “Good Neighbor Guide” shall be posted in the STR, and a copy given to the renter.

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

“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. "Occupant" does not include guests visiting a dwelling unit between the hours of 8:00 a.m. and 11:00 p.m.

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

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

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

133 "Person" means a human individual, a group of individuals, or an association, firm, partnership,
134 corporation, or other entity, public or private, including owner(s), operator(s), and/or occupant(s).
135

136 "Premises" means real property or a parcel, and all fixtures and improvements, including the dwelling
137 unit, located upon it.
138

139 "Renter" means someone who pays money or compensation to live in a dwelling unit or on a parcel that
140 someone else owns.
141

142 "Short-term rental" or "STR" or "STR unit" means a dwelling unit that is available to rent or sublet for
143 periods of less than 30 days.
144

145 **Section 3. Short-term Rental License.**

146 A. License Required.

- 147 1. It shall be unlawful for any owner, agent for an owner, and/or person to offer any premises or
148 dwelling unit on a lot having an area of 22,000 SF or less in the Township as a short-term rental or
149 to conduct or operate a short-term rental on any premises or in any dwelling unit on a lot having
150 an area of 22,000 SF or less in the Township without a short-term rental license issued by the
151 Township.
- 152 2. Unadvertised short-term rentals of premises or dwelling units by an owner directly to family,
153 friends or acquaintances are exempt from having to obtain a short-term rental license from the
154 Township.
155

156 B. License Limitations.
157

- 158 1. Number of Licenses Available.
 - 159 a. For calendar year 2025, any STR for which a complete license application is received
160 prior to December 31, 2024, or 45 days after the effective date of this ordinance,
161 whichever is later, shall be granted an STR license if the STR and the application
162 comply with all standards and regulations of this ordinance. Any STR for which a
163 complete license application is received after December 31, 2024, or after 45 days
164 following the effective date of this ordinance, may be granted a license if the STR and
165 the application comply with all standards and regulations of this ordinance, but only if
166 less than a total of _____ STR licenses have been issued in the Township for 2024.
 - 167 b. Licenses will be granted in order of the date on which a complete application is
168 received until the limit for the total number of licenses is reached.
 - 169 c. For calendar years after 2025, the number of STR licenses granted in any single
170 calendar year shall not exceed the number of licenses granted in 2024 or _____,
171 whichever number is higher. The Township Board reserves the right, by majority
172 resolution after holding an advertised public hearing on the subject, to raise or lower

173 that annual limit, so receipt of a license in any year does not guarantee receipt of a
174 license in future years.

- 175 d. If the Township Board exercises its option to lower the number of licensed STRs, the
176 Township Board shall, by majority resolution after holding an advertised public
177 hearing on the subject, propose criteria to determine which applications will be
178 granted and which denied, notify STR license holders of the proposed criteria, and
179 take input on the criteria before final adoption of such criteria.

- 180 2. No more than two STR licenses shall be granted for premises in Crystal Lake Township owned by
181 the same Owner. In addition, no more than two STR licenses shall be granted for premises in
182 Crystal Lake Township in which the same individual or entity holds an ownership or financial
183 interest.

- 184 3. A separate license is required for each STR dwelling unit. STR licenses shall not run with the land.
185 A license for an STR is transferable to a new owner. The new owner shall register its name and
186 address 30 days prior to the transfer date with the Township and shall comply with this
187 Ordinance and all approvals and conditions issued by the Township.

- 188 4. A short-term rental license may not be transferred from one dwelling unit to another dwelling
189 unit.

- 190 5. The Owner or Operator may not apply for an STR license if there is no present intention to use
191 the unit as an STR. After a license is granted for an STR, failure to utilize the subject dwelling unit
192 as an STR is grounds for denying a renewal application for the following year.
193

194 C. License Application.

- 195
196 1. Applicants for a short-term rental license shall file an application to conduct a short-term rental
197 operation within the Township on a form provided by the Township for that purpose. The
198 application form shall include:

199 a. The name, permanent mailing address, permanent phone number and email of the Owner(s)
200 of the premises to be licensed.

201 b. The name, mailing address, phone number and email of the applicant, if different than the
202 Owner.

203 c. The name, mailing address, phone number and email of a local contact person who will be
204 available by phone twenty-four (24) hours a day, seven (7) days a week at all times while the
205 unit is utilized as an STR.

206 d. A description of the premises proposed to be used for short-term rentals, including but not
207 limited to:

208 i. A sketch or site plan showing the layout of the STR premises.

209 ii. Number of bedrooms.

210 iii. Number of bathrooms.

211 iv. Maximum occupancy subject to any applicable local, state, or federal laws, regulations,
212 or ordinances.

213 v. Tax Parcel ID Number.

214 vi. A list of any rental agents or listing services, including online sites, with or through
215 whom the unit is being actively advertised for rental.

216 vii. The rental agreement for the STR.

217 e. Provide documentation that the well and septic system has been checked and pumped
218 within the last five years. Such documentation of this five-year inspection schedule for the
219 well and septic system must be maintained during the life of the license.

220 f. Identify all other short-term rental properties in Crystal Lake Township owned or operated by
221 the applicant.

222 g. Whether the applicant has ever been cited for a violation of this Ordinance or had a short-
223 term rental license revoked in Crystal Lake Township or any other Township.

224
225 2. An applicant may be required to provide other information deemed reasonably necessary by
226 Township staff to determine whether the short-term rental standards and regulations have been
227 met.

228
229 D. License Fee and Additional Information.

230 All applicants selected to receive a license shall also file with the Township prior to issuance of the
231 license, the following:

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234 1. A license fee in an amount set from time to time by the Township Board by resolution. The fee
235 for licenses issued for less than a full calendar year will not be pro-rated.

236 2. A certificate of general liability insurance coverage issued by an insurance company licensed to
237 do business in the State of Michigan covering the premises and insuring the licensee against risks
238 arising from commercial rental activities on the premises. The Owner must provide proof of
239 current insurance for the duration of the license.

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241 E. Inspection of STR.

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243 A duly designated representative of the Township, which may be the Frankfort Fire Chief or his/her
244 designee, is empowered to inspect any short-term rental unit prior to the granting of a short-term
245 rental license. Such inspections may also occur at any time there is reasonable belief that a safety
246 hazard exists.

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248 F. License Application Acceptance and Issuance

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250 1. A short-term rental license application shall not be considered accepted until Township staff
251 determines it is complete. If Township staff determines that all required information was not
252 supplied and/or the applicant fails to pay the required fee, then the applicant shall be notified of
253 the deficiencies. If the applicant fails to provide all the information required by this ordinance
254 and/or fails to pay the required fee within a reasonable time after being notified of the
255 deficiencies, then the application shall be deemed incomplete and the application denied, and
256 any fees paid forfeited.

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2. Once deemed to be complete, if an application complies with all the standards and regulations of this ordinance, the Township shall issue the short-term rental license within forty-five (45) days, unless issuance of the license would exceed an applicable limit set by the Township Board pursuant to Section 3.B.1 of this Ordinance.

263 G. License Duration and Renewal

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1. A short-term rental license shall be valid for the calendar year (January 1, until December 31) specified on the license.
 2. A short-term rental license application must be renewed on an annual basis.
 - a. Renewal applications received by the Township office by November 1, 2024, for the following calendar year may not be denied because of a limit on total STRs set under Section 3.B.1. of this ordinance, provided the STR has not received a notice of violation within the last year and provided the renewal application meets the other requirements of this Section.
 - b. Any renewal application received after November 1st of each year will be treated as a new application, and if the limit in Section 3.B.1. is reached, the application is subject to denial based on the number of licenses set by the Township Board pursuant to Section 3.B.1.

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

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278 A. General Requirements

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

293 B. Rental Agreements

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1. A rental agreement between the owner or the owner's agent or the operator and the person or persons renting the property and/or dwelling must be a written and signed rental agreement that contains certain minimum conditions.
 2. Any rental agreement must include the following minimum information and/or conditions of rental:

- a. The name and phone number of the Local Contact Person.
- b. Notice that, after one warning from a township enforcement official to the Operator, failure to abide by any of the licensing rules, regulations or requirements of this ordinance can result in cancellation of the rental agreement and the renter having to immediately vacate the property with loss of rental fees paid.
- c. Notice that Quiet Hours are between 11 PM and 7 AM. Sound reaching the closest neighboring residence should not be louder than a whisper (i.e., 35 dB)
- d. The number and location of parking spaces. See Section 4.D.
- e. Notice that dogs must be on a leash, tethered or in a fenced area. Dogs may not be left unattended in the house or yard for more than 2 hours.
- f. A statement signed or initialed by the renter that they have read and understood the requirements of the rental agreement.
- g. Any other reasonable requirements that the owner may wish to establish for persons renting their property.

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 enforcement official.

C. Local Contact Person

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

D. Occupancy and Use

1. The maximum overnight occupancy of an STR shall be limited to two people per the number of legal bedrooms (as defined by the State of Michigan/Benzie County Building Codes), plus two additional individuals. The maximum occupancy of an STR, regardless of the number of bedrooms, may not exceed 12 people. Children and infants are included as occupants subject to this limit. Guests of the occupant(s) of an STR may be present during the hours of 8:00 AM to 11:00 PM.
2. The Owner, the Operator, any responsible Agent, and the occupants of the STR are responsible for assuring the maximum occupancy of the STR is not exceeded.
3. An STR may not be sublet by any tenant of the licensee.

- 342 4. All short-term rentals shall be for use as temporary dwellings only. STRs shall not be used for any
343 commercial activities, including but not limited to yard sales, festivals, retreats, or home
344 occupations.
345

346 E. Parking
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348 Each STR shall have at least two off-street parking spaces for the first 6 allowed occupants, and one
349 additional off-street parking space for each 3 additional allowed occupants. All off-street parking
350 shall be located on the same parcel as the dwelling unit or within 150 feet of the STR parcel. STR
351 occupants and guests shall not park on or block the paved portion (including paved shoulders) of any
352 public right-of-way.
353

354 F. Safety
355

356 Owners of STRs must comply with all State of Michigan and Benzie County safety standards related to
357 smoke detectors, carbon monoxide detectors, fire extinguishers, access and building capacity. At a
358 minimum, the following requirements apply to all STRs:
359

- 360 1. Smoke Alarms. Smoke detectors/alarms shall be installed in each rental unit. All smoke
361 detectors/alarms shall be UL (Underwriters Laboratories, Inc.) approved, and shall be installed in
362 accordance with the provisions of the Michigan Residential Code and the household fire warning
363 equipment provisions of the National Fire Protection Association (NFPA) standards Section 72.A.
364 Smoke detectors/alarms shall be installed as follows:
365 a. In each bedroom.
366 b. At least one detector, not in a bedroom, on each additional story of the rental unit,
367 including basements and cellars but not including crawl spaces and uninhabitable attics.
368 c. In rental units with split levels and without an intervening door between the adjacent
369 levels, a smoke detector/alarm installed on the upper level shall suffice for the adjacent
370 lower level provided that the lower level is less than one full story below the upper level.
371 d. Smoke detectors must be tested at least every 90 days to ensure that they are properly
372 functioning.
- 373 2. Carbon Monoxide Alarms. At least one carbon monoxide alarm shall be installed on every
374 habitable level or story of the rental unit, and such carbon monoxide alarm(s) shall be installed
375 outside of but within 15 feet of the entrance to each bedroom. Alarms must be tested at least
376 every 90 days to ensure that they are functioning properly.
- 377 3. Bedroom Emergency Window Access. Every bedroom shall contain a window meeting current
378 fire code and/or building code standards for ingress and egress in an emergency. No bedroom
379 shall be in a basement unless the basement contains a doorway open to the outside or contains
380 a window meeting ingress and egress emergency standards.
- 381 4. Fire Extinguishers. An operable fire extinguisher shall be mounted on every floor level including
382 the basement. The extinguisher shall be mounted at an exit door, or if one of the floor levels or
383 the basement does not have an egress door, it shall be mounted near stairway leading to an exit.
384

385 G. Waste/Recycling Disposal.

386 Occupants shall not leave, or allow others to leave, trash, rubbish, refuse, or garbage within public
 387 view, except in proper waste or recycling containers for the purpose of collection or disposal. The
 388 Owner or Operator of an STR shall ensure that there are sufficient waste receptacles on the premises
 389 to contain all waste generated at the STR. No commercial dumpsters shall be allowed on the
 390 property containing the short-term rental. The maximum allowed size for any waste or recycling
 391 container is 100 gallons. Plastic bags of trash left by the side of the road are not permitted.
 392

393 H. Sanitary Waste – Sewage Disposal.
 394

- 395 1. The Owner or Operator of an STR shall ensure that the sanitary waste and sewage handling
 396 system at the STR is:
 - 397 a. In proper working order;
 - 398 b. Of sufficient capacity to safely manage the amount of waste typically generated by the
 399 number of occupants allowed at the STR; and
 - 400 c. In compliance with all County Health Department requirements.
- 401 2. By obtaining an STR license, the Owner agrees to allow an inspection of the sanitary waste
 402 handling system by the County Health Department if requested by a designated representative of
 403 the Township. If an inspection by the County Health Department finds there are leaks or other
 404 problems that are causing: (a) an imminent threat to the safety of any drinking water wells in the
 405 vicinity or (b) a serious immediate degradation of the water quality in any lake, stream, or other
 406 body of water, all rental activity will cease immediately until the facilities are repaired and
 407 operating properly.
 408

409 I. Advertising.

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

412 J. Dwelling Appearance.

413 The exterior appearance of the dwelling unit containing a short-term rental shall not conflict with the
 414 residential character of the neighborhood. All structures shall be properly maintained and in good
 415 repair.
 416

417 K. Information in STR for Occupants.
 418

- 419 1. The following information must be provided to the Occupants of the STR unit as part of the
 420 booking or leasing process prior to their arrival at the STR, and must be displayed prominently
 421 within the STR.
 - 422 a. A copy of the “Good Neighbor Guide” approved by the Township Board, which
 423 prominently shows the occupancy limit of the unit.
 - 424 b. The name of the Local Contact Person with up-to-date contact information.
 425
- 426 2. A short-term rental license shall be displayed on the front door of the dwelling unit or in a
 427 conspicuous location on the facade or nearby window not more than five (5) feet from the front
 428 door as measured from the edge of the door frame.

429 L. Prevention of Nuisance.

- 430
- 431 1. The Owner and Operator shall familiarize themselves with the Crystal Lake Township Zoning
- 432 Ordinance generally, and especially with Article 3.8 on lake access lot use and on boat dockage
- 433 limitations, and Article 21.2 on outdoor lighting; and with the Township Ordinances relating to
- 434 Fireworks, Nuisances, and Aquatic Nuisances, and shall require and ensure that these standards
- 435 are met by the Occupants as part of all rentals. The Operator shall post on the premises in a
- 436 prominent location the number of boats (dockages) allowed by zoning ordinance Article 3.8.
- 437
- 438 2. An STR shall not result in the creation of conditions that constitute a nuisance to owners or
- 439 occupants of neighboring properties or to the Township in general. Any machinery, mechanical
- 440 devices, sound systems, or equipment used in an STR or on an STR parcel shall not generate
- 441 noise at a volume greater than 60 decibels, nor create vibration, radiation, odor, glare, smoke,
- 442 steam, electrical interference, or create other conditions not typically associated with the use of
- 443 the STR parcel for residential purposes. Daytime use of lawn maintenance equipment is not
- 444 restricted by this section.
- 445

446 **Section 5. Violations and Penalties**

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

- 449
- 450 1. The Owner or Operator or Occupant or Renter fails to comply with any of the provisions of this
- 451 Ordinance.
- 452
- 453 2. Any advertising in any online or mainstream media or listing of an STR without first having
- 454 obtained an STR license, or without including the STR license number, or any advertising or listing
- 455 which contains any information that is contrary to this ordinance or contrary to the license for
- 456 the unit (for example, the occupancy limit).
- 457
- 458 3. Any false or misleading information supplied in the application process.
- 459
- 460 4. Failure of an Owner or designated local contact person to be available twenty-four (24) hours a
- 461 day, seven (7) days a week at all times while the unit is utilized as an STR to respond to a
- 462 complaint within 1 hour.
- 463
- 464 5. Failure, after one warning from an enforcement official, to abide by any of the licensing rules,
- 465 regulations or requirements of the ordinance or the Owner's or Operator's rental agreement can
- 466 result in cancellation of the rental agreement and the Occupant or Renter having to immediately
- 467 vacate the premises with loss of rental fees due or paid.
- 468

469 B. Civil Infraction / Separate Violations.

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471 Any person who violates any provision of this Ordinance, including by continuing to operate a short-

472 term rental after the license for that short-term rental has been revoked as provided in this

473 Ordinance, shall be responsible for a municipal civil infraction as defined in the Revised Judicature

474 Act of 1961, being Public Act 236 of 1961, as amended, MCL 600.101 et seq., and shall be subject to
475 the penalties or sanctions set forth below, plus the costs and attorney fees of the Township incurred
476 in the prosecution thereof. Each day this Ordinance is violated shall be considered as a separate
477 violation.
478

479 C. Penalties.

480 The penalties for violations of this Ordinance are as follows:
481

- 482 1. For a first violation within any calendar year, the penalty is a written notice of violation and a fine
483 of fifty dollars (\$50).
484
- 485 2. After notice and opportunity to correct the first violation, a second violation within the same
486 calendar year shall be subject to a municipal civil infraction citation punishable by a fine of two
487 hundred fifty dollars (\$250). All Owners, regardless of their interest in the property, may be held
488 jointly and severally responsible for any such municipal civil infraction.
- 489 3. After notice and opportunity to correct the second violation, a third violation within the same
490 calendar year at a single STR unit shall be subject to a municipal civil infraction punishable by a
491 fine of five hundred dollars (\$500), and the license for that STR unit may be revoked, as provided
492 in Section 6.
493

494 D. Nuisance

495 A violation of this Ordinance is hereby declared to be a public nuisance and a nuisance per se and is
496 declared to be offensive to the public health, safety, and welfare. In addition to enforcing this
497 Ordinance with a municipal civil infraction proceeding, the Township may initiate proceedings in the
498 Circuit Court to abate or eliminate the nuisance per se or any other violation of this ordinance.
499
500

501 E. False Complaints

502 Any person who knowingly files a fraudulent, false, or fictitious complaint about a short-term rental
503 shall be deemed to be in violation of this Ordinance and may be found responsible for a municipal
504 civil infraction and penalties.
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507 **Section 6. License Revocation**

508 A. Notice.

509 Upon a determination by the Township Zoning Administrator or other properly designated Township
510 official that a third violation within the same calendar year at a single STR unit has occurred and
511 following the issuance of written citations for such violations, a written notice shall be issued to the
512 Owner, Operator, or Agent for the STR stating that the Township intends to revoke the STR license
513 within fourteen (14) days. The written notice shall:
514

- 515 1. Be delivered personally or sent by certified mail, return receipt requested to the address
516 listed on the license.
517
- 518 2. Specify the factual basis for the violations.

- 519 3. Inform the Owner, Operator, or Agent of the right to an appeal hearing to show cause as to
520 why the STR license should not be revoked.
521

522 B. Appeal.
523

- 524 1. An Owner, Operator, or Agent may avail themselves of the right to an appeal hearing before the
525 Township Board by filing with the Township a written "Notice of Appeal" within fourteen (14) days
526 of service of the written notice by the Township described above.
527
- 528 2. If no Notice of Appeal is filed by the end of fourteen (14) days following service of the written
529 notice by the Township as described in Subsection A of this Section, the STR license is revoked and
530 all STR activities at the applicable unit shall cease immediately.
531
- 532 3. If a Notice of Appeal is filed, it shall specify the basis on which a hearing is requested. If a hearing
533 is timely requested, the Township office shall notify the Owner, Operator, or Agent of the time and
534 place of the hearing, which shall take place at a regularly scheduled Township Board meeting.
535
- 536 4. At the hearing, the Owner, Operator or Agent may present evidence why the decision to revoke
537 the license should be reversed.
538
- 539 5. After such hearing, the Township Board may either uphold the revocation of the license if the
540 revocation was based on competent, material, and substantial evidence, or reverse the revocation.
541 The final decision shall be by a majority vote.
542

543 C. Duration of Revocation.
544

545 Upon revocation of registration, a Dwelling Unit cannot be re-licensed as a Short-Term Rental for a
546 period of one year and cannot be used for Short-Term Rentals until re-licensed.
547

548 **Section 7. Enforcement Officials.**
549

550 The Township Zoning Administrator and any other designee appointed by the Township Board,
551 including the Benzie County Sheriff are hereby designated as the authorized officials to administer and
552 enforce this ordinance, including the authority to issue and serve municipal civil infractions directing
553 alleged violators of this ordinance to appear in court.
554

555 **Section 8. Severability.**

- 556 A. The provisions of this Ordinance are hereby declared to be severable. If any section, sentence,
557 clause, word, or provision of this Ordinance is declared unconstitutional or otherwise invalid or
558 unenforceable for any reason by a court of competent authority, said declaration shall not affect the
559 remainder of the Ordinance, which shall continue in full force and effect.
560
- 561 B. All requirements, regulations and standards imposed by this Ordinance are intended to apply in
562 addition to any other applicable requirements, regulations and standards imposed elsewhere in

563 other ordinances of Crystal Lake Township and Benzie County. Further, this Ordinance does not
564 affect additional requirements placed on use of property (or a portion thereof) imposed by deeds,
565 associations, or rental agreements.
566

567 **Section 9. Effective Dates**

568
569 This Ordinance shall become effective thirty (30) days after publication as required by law, or November
570 30, 2023, whichever is later.

DRAFT