

ORDINANCE NO. 207
SHORT TERM RENTAL

Short term rental license required:

No person shall offer a residential dwelling for rent for a fee or similar consideration, without first obtaining a license. Proof of the License and Property Rules shall be posted in a conspicuous location at all times while the property is rented and made available upon request for inspection.

Purpose:

The purpose of this ordinance is to ensure a short term rental operating in a residential dwelling within Lake Sara is adequate for protecting public health, safety and general welfare, including establishing minimum standards for human occupancy; determining the responsibilities of owners, agents, and designated operators offering these properties for rent; to provide minimum standards necessary for the health and safety of persons occupying or using buildings, structures or premises as well as the surrounding community; and provisions for the administration and enforcement thereof.

Applicability:

This article shall not apply to facilities approved as a hotel, motel, tourist court, rooming house, lodge, lodging house, or bed and breakfast.

Determination of application completeness:

The Effingham Water Authority shall make a finding of completeness of the application. Applications determined to be complete will be approved and the license shall be issued. Upon license issuance, the Effingham Water Authority will attempt to notify all owners located within 150 feet of the property and shall provide said owners with the name and contact information of the applicant and the designated operator. Once approved, each license shall be valid for a period of one year from July 1 to June 30. If a license is granted after April 1 of a license year, that license will extend to June 30 of the following year. The registration fee will be \$750 annually.

Sanitary facilities:

Adequate sanitary facilities shall be provided. Cesspools and non-plumbing sanitary systems such as composting toilets, incinerating toilets, privies, and portable restrooms are prohibited. If the property is not served by public sanitary sewer, a private onsite wastewater treatment system in full compliance with this ordinance and in accordance with Effingham County Code of Ordinances, and Illinois State must serve the property. A sewer maintenance contract will be required. Monthly septic service contract must be on file with application.

Occupancy:

Maximum occupancy is two (2) adults age 21 and older per bedroom with a maximum of eight (8) adults.

If the property is served by public sanitary sewer, occupancy is limited to the number of occupants authorized by the State tourist rooming house license issued by the State of Illinois. If the property is served by a private onsite wastewater treatment system, occupancy is limited to the number of occupants for which the private onsite wastewater treatment system was designed, or the occupancy granted by the State tourist rooming house (license), whichever is less.

Parking:

A maximum of four (4) parking spaces shall be provided (if accommodations allow). No on-street parking or yard parking for renters of the property will be allowed. Parking may be provided off-site. The use of off-site parking for the rental property shall not cause a violation of the required parking for the off-site location where parking is to be provided.

Solid waste disposal:

Adequate refuse containers shall be available to prevent accumulation or scattering of solid waste, garbage and rubbish on the ground. Refuse containers shall be no larger than two (2) cubic yards. Refuse must be picked up from the property one time each week and within 24 hours of placement for pick-up.

Reserved:

Property rules:

A list of property rules must be posted at the property, provided to the guests and a copy submitted with the application for a license. Property rules must include the following minimum information on all advertising:

- Maximum occupancy of the property = eight (8) adults
- Minimum age of renter shall be 21 and must be on premise
- Lessor shall require names and ages of occupants staying
- Contact information for the designated operator – 24/7
- Where to park – No on street parking available
- Quiet hours of 11:00 p.m.to 7:00 a.m. – No loud music
- Pet policy – No more than two (2) pets are allowed at the property. Pets must be leashed when outside.
- Outdoor burning regulations
- Non-emergency contact information for law enforcement and fire
- What to do with the garbage after rental period is done
- Copy of the Effingham Water Authority short term rental license
- Copy of the boating regulations for Lake Sara
- No group events or party functions

License application and fees:

Any property owner or person having a contractual interest in any residential dwelling at Lake Sara may file an application for a license to offer for rent a short term rental with the Effingham Water Authority at least thirty (30) days in advance of the date the property is first offered for rent on forms furnished by the Effingham Water Authority and shall include the following:

The application shall include the following:

- Address of the residential dwelling
- Names and addresses of the applicant, owner of the dwelling, and promoter or sponsor, 24 hour contact information [two (2) persons required]
- Copy of the Effingham Water Authority short term rental license
- Name, address and phone number of a designated operator for the property
- Proposed occupancy for the dwelling
- Copy of property rules
- Schedule of refuse pickup and name of refuse hauler
- Proof of adequate sanitation facilities and schedule of septic maintenance
- Proof of homeowners insurance
- Registration fee of \$750

Any changes in ownership of the property, designated operator, or refuse hauler shall be forwarded to the Effingham Water Authority within ten (10) days of the change.

Permit fee schedule:

The license application fees shall be established by the Effingham Water Authority, according to procedures set forth in a fee schedule and may, from time to time, be modified. The fees shall be related to costs involved in processing license applications, reviewing plans, conducting inspections, and documentation. A schedule of the fees shall be available for review in the Effingham Water Authority office or on the Effingham Water Authority website.

Revocation:

After three (3) violations of \$75 fine each license shall be revoked.

Violation/Revocation of the license shall commence when the owner of the property fails to comply with the requirements of this article as it existed at the time of the issuance of the license.

Revocation process:

The owner of the property shall be notified of any noncompliance by the Effingham Water Authority

The owner shall correct the violation within 24 hours to the satisfaction of the Effingham Water Authority

Upon scheduling of the special board meeting, the Effingham Water Authority will notify the owner of the property at least two (2) weeks prior to the meeting date

The Effingham Water Authority will attempt to notify all lessees located within 150 feet of the property at least two (2) weeks prior to the board meeting

A written decision of the Board will be made and will be provided to the owner

If the license is revoked, the owner may apply for a new license after a one (1) month revocation period.

ADOPTED AND APPROVED this 12th day of October, 2020, by the Board of Trustees of the Effingham Water Authority, in the County of Effingham, State of Illinois.

Chairman

Treasurer

Secretary

ATTEST:

Secretary

