

**TRAVERSE CITY CODE OF ORDINANCES**  
**ORDINANCE AMENDMENT NO. 1088**  
Effective date: February 14, 2019

TITLE:           Vacation Home Rental License

THE CITY OF TRAVERSE CITY ORDAINS:

That Chapter 870 of the Traverse City Code of Ordinances be enacted/amended to read in its entirety as follows:

**870.01           LICENSE REQUIRED**

Effective July 1, \_\_\_\_\_, 2019, no person shall operate a vacation home rental without first obtaining a license therefor as required by this chapter. Only an owner shall be allowed to hold a license under this chapter.

An owner desiring to operate a vacation home rental is required to make written application for a license from the City Clerk. The City Clerk shall provide forms for applications. The applicant shall truthfully state, in full, the information requested on the application, such as:

- (1) The applicant's name, telephone number, email address and address of primary residence;
- (2) A signed statement verifying the applicant consents and understands that vacation home rentals are subject to the conditions contained in this Ordinance section, in addition to conditions contained elsewhere in these Codified Ordinances.
- (3) A self-inspection checklist is required as part of the vacation home rental license application.
- (4) Other information required by the City Clerk.

**870.02           CONDITIONS FOR ISSUANCE**

A vacation home rental license shall be issued subject to the following conditions, which conditions, are in addition to conditions contained elsewhere in these Codified Ordinances:

- (1) The vacation home rental is occupied and operated in zoning districts as authorized by the Zoning Code of the City of Traverse City.
- (2) A fire escape plan shall be developed and graphically displayed in each guest room.
- (3) Proof of insurance as required by the City Clerk.
- (4) Vacation home rental operators must post the noise ordinance hours and consumer fireworks ordinance in a conspicuous location.

**870.03           NOTICE OF LICENSE**

Upon issuance of a vacation home rental license, the City Clerk shall post the address and contact information of the licensed vacation home rental on the city's website, and a printed copy will be available upon request from the City Clerk's office.

The vacation home rental licensee must post the city-issued vacation home rental license in the home in a conspicuous location.

If advertising the vacation home rental, the city-issued vacation home rental license number must be included on advertisements.

#### **870.04 LICENSE FEE**

The annual license fee shall be established by resolution of the City Commission.

#### **870.05 INSPECTIONS**

A vacation home rental shall meet all conditions of this chapter and other applicable ordinances and laws. There shall be an inspection of the premises by the City prior to issuing a new vacation home rental license and subsequently inspected every three years for continuously operated vacation home rentals; the Fire Chief is authorized by this ordinance to extend the deadline for inspections for good cause and to establish other rules and procedures regarding inspections. A self-inspection checklist is required as part of the annual license application process pursuant to these ordinances.

#### **870.06 MUNICIPAL CIVIL INFRACTION**

A person who violates any provision of this chapter is responsible for a municipal civil infraction. The fine for any violation of this Chapter shall be no less than \$500, plus costs. Each day on which any violation of the Chapter continues constitutes a separate offense and shall be subject to penalties or sanctions as a separate offense.

#### **870.07 SUSPENSION; REVOCATION; APPEALS**

The City Clerk may immediately suspend the license for cause or noncompliance with this chapter. Suspensions may be appealed to the City Manager, who may overrule or uphold the decision of the City Clerk. A license may be revoked by the City Clerk if, upon the City Clerk's own investigation, the City Clerk has reason to believe a vacation home rental:

- (1) Has violated any of the provisions of this chapter, the Traverse City Code, or any statute of the State of Michigan.
- (2) Has made a false material statement in the application or has otherwise become disqualified for the issuance of such a license.

A decision by the City Clerk to revoke a license may be appealed to the City Manager who may overrule or uphold the decision of the City Clerk. Any decision of the City Manager under this Chapter may be appealed to a court of competent jurisdiction. If a license is revoked by the City Clerk, and the decision of the City Clerk is not overruled by the City Manager, the licensee shall be ineligible for a vacation home rental license for one full calendar year. A penalty under this section may be in addition to any other available remedy under the Code of Ordinances.

The effective date of this Ordinance is the 14<sup>th</sup> day of February, 2019.

I hereby certify the above ordinance amendment was introduced on January 22, 2019, at a regular meeting of the City Commission and was enacted on February 4, 2019, at a regular meeting of the City Commission by a vote of Yes: 5 No: 0 at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

---

Jim Carruthers, Mayor

---

Benjamin Marentette, City Clerk

I hereby certify that a notice of adoption of the above ordinance was published in the Traverse City Record Eagle, a daily newspaper published in Traverse City, Michigan, on February 6, 2019.

---

Benjamin Marentette, City Clerk