

**VILLAGE OF LAKE BLUFF
VILLAGE BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE MEETING**

Monday, March 12, 2018
6:00 P.M.

Village Hall Board Room
40 East Center Avenue

A G E N D A

I. Call To Order

II. Roll Call

III. Non-Agenda Items and Visitors (Public Comment)

The Committee-of-the-Whole allocates fifteen (15) minutes during this item for those individuals who would like the opportunity to address the Committee-of-the-Whole on any matter not listed on the agenda. Each person addressing the Committee-of-the-Whole is asked to limit their comments to a maximum of three (3) minutes.

IV. General Business

The Committee-of-the-Whole will entertain requests from anyone present to modify the order of business to be conducted.

- i. Consideration of the Minutes from the February 26, 2018 Committee-of-the-Whole Meeting
- ii. Continued Discussion Regarding Short-Term Rental Regulations.

V. Adjournment

*R. Drew Irvin
Village Administrator*

The Village of Lake Bluff is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding accessibility of the meeting or the facilities, are requested to contact R. Drew Irvin at 234-0774 or TDD number 234-2153 promptly to allow the Village of Lake Bluff to make reasonable accommodations.

**VILLAGE OF LAKE BLUFF
COMMITTEE-OF-THE-WHOLE
REGULAR MEETING
FEBRUARY 26, 2018**

DRAFT MINUTES OF MEETING

The Village of Lake Bluff Board of Trustees met as a Committee-of-the-Whole (“COW”) in the Village Hall Board Room (40 East Center Avenue) on Monday, February 26, 2018. Village President O’Hara called the meeting to order at 6:00 p.m. Village Clerk Joy Markee called the roll.

The following were present:

Village President: Kathleen O’Hara

Trustees: Barbara Ankenman
Mark Dewart
Eric Grenier
Paul Lemieux
William Meyer
Aaron Towle

Also Present: Joy Markee, Village Clerk
Drew Irvin, Village Administrator
Peter Friedman, Village Attorney
Glen Cole, Assistant to the Village Administrator

Non-Agenda Items and Visitors

President O’Hara stated the COW allocates 15 minutes for those individuals who would like the opportunity to address the COW on any matter not listed on the agenda. There were no requests to address the COW.

Consideration of the Minutes from the February 12, 2018 Committee-of-the-Whole Meeting

Trustee Meyer moved to approve the February 12, 2018 COW minutes as presented. Trustee Lemieux seconded the motion. The motion passed on a unanimous voice vote.

Continued Discussion Regarding Short-Term Rental Regulations

Village Administrator Irvin introduced this item. He stated that correspondence regarding this item had been distributed to the COW in advance of the meeting. He provided an overview of the cover memorandum for this item, noting that there are two ordinances for consideration – regulation and prohibition – and that statute requires both be heard before the Plan Commission and Zoning Board of Appeals (“PCZBA”) before final action can be taken by the Board of Trustees.

Trustee Lemieux opened the conversation. He believes that the definitions provided need additional work, but that the PCZBA can fine tune these and other issues. He wants to add language regarding notifications of short-term rental activity, as well as the need for operators to keep and allow review of records. He stated that the final ordinance needs to consider advertising an unregistered short-term rental to be *prima facie* evidence of violating the ordinance.

Village Attorney Friedman responded that, as written, it would be unlawful to advertise without a registration number issued by the Village.

Trustee Lemieux continued, noting that there should be clarification regarding the annual nature of the license; the life safety requirements; and the insurance requirements. Trustee Meyer discussed the need for operators to carry commercial general liability coverage rather than merely a homeowner's policy. After a brief discussion, Village Attorney Friedman stated that he will research and provide more detailed requirements for the ordinance.

Trustee Lemieux continued. He believes the registration fee should be raised from \$350 to \$450. He reviewed the letters provided by Mary ("Mickey") Collins and Julie Astbury Capps, noting the issues raised in each such as the number of nights that a short-term rental can be utilized; a minimum lot-size; the difference between "adults" and "guests" in how the draft ordinance restricts a short-term rental to hosting no more than ten adults; the apparent conflict between the ordinance's definitions and those in the Bed and Breakfast statute; and the distinction between "adjoining" and "shared" driveways. He noted that he believes the Board's intent is to prohibit "adjoining" driveways. Village Administrator Irvin, responding to the comments regarding the Bed and Breakfast statute definitions, said that five rooms was the Board's consensus "right number" for the ordinance. Trustee Lemieux said he believes that the ordinances not matching statute adds confusion and should get looked at by legal.

Trustee Grenier discussed the life safety requirements contained within the Bed and Breakfast act. Trustee Towle said that the regulations should be stricter in regards to homes rented with no homeowner present. Trustee Grenier responded that these regulations should not be so onerous as to prevent a short-term rental from being viable, such as by requiring sprinklers. Trustees Grenier and Towle believed the PCZBA could continue to examine this issue. Trustee Grenier returned to the idea of the life safety requirements of the Bed and Breakfast act, such as lighting hallways. Trustee Meyer asked if the Fire Chief had reviewed the ordinance. Village Administrator Irvin responded that the Fire Department had not, but that Building Codes Supervisor Mike Croak had and made some suggestions incorporated into the draft. Trustee Meyer asked what he would have to do for his house to be usable as a short-term rental. Village Administrator Irvin referred him to the list of requirements in the ordinance. Trustee Meyer asked what the requirement for egress windows meant in practice, including whether or not that would require a window ladder for escaping occupants. Village Administrator Irvin said he was unsure and would have to review this item.

Trustee Ankenman discussed the maximum number of rental days. She asked if operators were required to keep a log, how the Village would enforce this requirement, and what the possible monitoring service may do to help enforcement. Village Administrator Irvin discussed the capabilities and limitations of the monitoring service and, returning to the previous topic of discussion, read a partial list of safety requirements imposed by the ordinance.

Trustee Towle said it is unclear how the act applies when the statute speaks to a room, while this may allow a whole house to be rented. Trustee Lemieux said that the ordinance should incorporate the relevant language rather than refer to it elsewhere.

Trustee Meyer asked if there was a requirement for a central alarm or monitor in the draft ordinance. Village Administrator Irvin responded that there is not.

Trustee Towle said that he believes the registration fee should be higher. He also said that the Village

should adopt life safety standards stricter than the state.

Trustee Ankenman stated that the Village's review of short-term rentals has been exhaustive.

Trustee Meyer asked if the ordinance would sunset. Village Attorney Friedman responded affirmatively and that, unless acted upon, the ability for short-term rentals to operate would expire in two years.

Village President O'Hara asked if there were comments regarding the prohibition ordinance before the COW opens the floor to public comment. Trustee Lemieux stated that, except for the comments also applicable to the regulation ordinance, he had no additional comments. Village Administrator Irvin noted that adopting the prohibition ordinance would still create a new use category to enable traditional bed and breakfasts as a special use, which has been contemplated by Village planning efforts for some time prior to the short-term rental conversation. Trustee Lemieux reiterated the need to treat advertisement as a *prima facie* violation of the ordinance. Trustee Meyer asked if that would pose a First Amendment problem. Village Attorney Friedman responded that such a requirement may do so. It would be subject to strict scrutiny. The Village could enforce it as aggressively as possible, but it should have its eyes wide open as to possibilities for legal challenge.

The COW concluded its review of both draft ordinances and discussed next steps. Trustee Towle said he wants to see the ordinance again. Trustee Ankenman stated that the Board spent over four hours discussing this subject in January and she wants to ensure that no more unnecessary effort is invested. She regrets that all six Trustees are not here, but she wants to at least discuss if the Board is now open to prohibiting short-term rentals entirely, as that would remove the need to continue development of the regulation ordinance. Trustee Lemieux said that he believes the Board is close enough to adopting reasonable regulations, so long as it avoids creating regulations that are so hideous as to essentially prohibit the act. Trustee Ankenman responded that she would have preferred that someone had changed their mind one way or another, but does not mind pursuing both if it does not impose a serious burden. Trustee Towle stated that the Board should refer both ordinances to the PCZBA. Trustee Ankenman said that referring both is kicking the can down the road, and that the Board needs to act and create movement in one direction or another. Village President O'Hara said that the board does have to stop kicking the can. She regrets that all of the Trustees are not present, but noted that Trustee Dewart (who is absent) provided a statement for the Board that states he still supports adopting regulations (e.g. meaning that no Trustee had changed their position since the January workshop, where the Board was divided evenly). She believes the Board should only allow one to be sent to the PCZBA.

Continued Discussion Regarding Short-Term Rental Regulations – Public Comment

Village President O'Hara opened the period for public comment regarding the COW's discussion of short-term rental regulations.

Frank Kleppitch, resident, came forward to address the COW and read a prepared statement regarding life safety and his experience as a professional architect for hotel projects. He believes the Village needs to impose much more comprehensive life safety measures and controls.

Peter Capps, resident, came forward to address the COW. He believes it is ludicrous that the Board is still discussing this subject, and he still believes that only a total ban is appropriate. He thanked Trustee Lemieux for recognizing Julie Astbury Capps' letter, as she is out of town and was unable to address the COW in person tonight. He remains concerned about the realistic enforcement and costs of enforcement of any proposed ordinance that would authorize STR.

Kate Briand, resident, came forward to address the COW. She discussed her experience in insurance litigation and reiterated Trustee Meyer’s statements regarding commercial liability insurance. She believes the Village should require proof of a substantial amount of liability protection. She discussed her life safety concerns as well.

Robert Isham, resident, came forward to address the COW. He discussed the correspondence he delivered to the Board and asked about the next steps for this process. Village Administrator Irvin responded, stating that the COW will hold another meeting on March 12 to discuss this topic and the revised draft ordinance. Mr. Isham responded that he is working on a survey to try and show whether or not real estate values would be affected by the presence of a short-term rental. He also believes that this process has only created more complexity and divisiveness in the community. He continues to support a ban of short-term rentals.

Deb Fischer, resident, came forward to address the COW. She believes that the Village should create reasonable restrictions that are not so onerous as to prevent short-term rentals. She is a realtor and does not believe this would harm Lake Bluff property values.

Gary Peters, resident, came forward to address the COW. He is a member of the PCZBA and previously sent his comments to the Board last year. He believes that the Board should consider a referendum, as he has never seen an issue so divisive to Lake Bluff.

Robert Havrin, resident, came forward to address the COW. He stated that he will make his money to support his household either way. He is upset with how this process has proceeded, and he wants to move forward one way or another.

Trish Havrin, resident, came forward to address the COW. She stated that she would be filing a fence permit in the near future to construct a fence that would separate her driveway from that of her neighbor (Peter and Julie Capps). She asked that the Village grant this permit.

Adjournment

A motion to adjourn was made, seconded, and passed on a unanimous voice vote. The meeting adjourned at 7:00 p.m.

Respectfully Submitted,

R. Drew Irvin
Village Administrator

MEMORANDUM



Date: March 7, 2018

To: President O'Hara and Members of the Committee-of-the-Whole

From: Drew Irvin, Village Administrator
Peter Friedman, Village Attorney

Subject: Discussion Regarding Short-term Rental Regulations

Background

At the conclusion of the February 26, 2018 Committee-of-the-Whole ("COW") meeting regarding short-term rental regulations, Staff was directed to revise the presented ordinances to, among other things:

- Adjust various definitions, including the categories of transient lodging and adjacent driveways;
- Require that a log of guests be kept for Village review;
- Ensure that advertisement of an unlawful short-term rental is itself unlawful;
- Organize life safety standards in one place, and eliminate references to the Illinois Bed and Breakfast Act;
- Expressly state the required type and amount of insurance to be carried by short-term rental operators;
- Increase the annual registration fee for short-term rentals to \$450; and,
- Require a directly connected fire alarm system to be provided.

Notably, as a result of these changes, the concept of a separate use category of "Bed and Breakfast" has been eliminated to simplify the ordinance. Staff believes that it would be most appropriate to explore this issue further as a request for a text amendment or, if adopted, at the conclusion of the two-year pilot program contemplated for short-term rentals.

Discussion

The Village Board should discuss both draft ordinances and decide which ordinance to refer to the PCZBA. The PCZBA has called a special meeting on Monday, March 19 to either discuss this issue or else to conduct further work on the Comprehensive Plan.

Attachments:

1. A revised ordinance to expressly and more clearly prohibit short term rentals; and redline.
2. A revised ordinance to authorize short term rentals subject to certain restrictions; and redline.

ORDINANCE NO. 2018-__

**AN ORDINANCE AMENDING THE LAKE BLUFF ZONING REGULATIONS
TO PROHIBIT SHORT-TERM RENTALS**

Passed by the Board of Trustees, _____, 2018

Printed and Published, _____, 2018

Printed and Published in Pamphlet Form
by Authority of the
President and Board of Trustees

VILLAGE OF LAKE BLUFF
LAKE COUNTY, ILLINOIS

I hereby certify that this document
was properly published on the date
stated above.

Village Clerk

ORDINANCE NO. 2018-__

**AN ORDINANCE AMENDING THE LAKE BLUFF ZONING REGULATIONS
TO PROHIBIT SHORT-TERM RENTALS**

WHEREAS, the Village of Lake Bluff is a home rule municipal corporation in accordance with Article VII, Section 6(a) of the Constitution of the State of Illinois of 1970; and

WHEREAS, the Village Board of Trustees desires to update the Lake Bluff Zoning Regulations to address the short-term rental of residential properties for less than 30 days ("**Short-Term Rental**") within the Village; and

WHEREAS, to protect and secure the public health, safety, and welfare, and to eliminate the negative impacts that Short-Term Rentals can have on the residential areas of the Village, the Village Board of Trustees has determined that is necessary and appropriate to amend its Zoning Regulations to prohibit Short-Term Rental ("**Amendments**"), pursuant to Section 10-2-9 of the Zoning Regulations; and

WHEREAS, the Joint Plan Commission and Zoning Board of Appeals ("**PCZBA**") conducted a public hearing to consider the Amendments on _____, 2018, pursuant to proper notice thereof published in the *Lake County News Sun* on _____, 2018, and recommended that the Board of Trustees adopt the Amendments; and

WHEREAS, the Village Board of Trustees has determined that adoption of the Amendments set forth in this Ordinance pursuant to the Zoning Regulations and the Village's home rule powers is in the best interests of the Village;

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LAKE BLUFF, LAKE COUNTY, ILLINOIS, AS FOLLOWS:

Section 1. Recitals.

The foregoing recitals are incorporated herein as findings and determinations of the Board of Trustees.

Section 2. Public Hearing.

A public hearing on the Amendments was duly advertised on or before _____, 2018 in the *Lake County News-Sun*. The public hearing was commenced and completed by the PCZBA on _____, 2018, on which date the PCZBA recommended that the Board of Trustees adopt the Amendments.

Section 3. Amendment to Section 10-1-2 of the Zoning Regulations.

Section 2, titled "Definitions," of Chapter 1, titled "Interpretation and Definitions," of Title 10, titled "Zoning Regulations," of the Lake Bluff Municipal Code is hereby amended to add the following definitions in the correct alphabetical order as follows:

~~**"BED AND BREAKFAST ESTABLISHMENT: An owner-occupied, single-family dwelling in which 6 or more rooms used for sleeping are**~~

~~available for rent by transient guests and in which morning meals are provided for compensation. The term "bed and breakfast" does not include short-term rental.~~

~~* * *HOTEL: Any building in which rooms~~
HOTEL: Any building or portion thereof containing 6 or more guest rooms used for overnight accommodation that are available for rent by transient guests for temporary living quarters or sleeping accommodations that provides a common entrance, lobby, halls and stairways. The word "hotel" shall include, without limitation, inns, motels, and suites, but shall not include short-term rentals or bed and breakfast establishments.

* * *

SHORT-TERM RENTAL: A dwelling unit containing 5 or fewer guest rooms used for sleeping, or any portion thereof, that is overnight accommodation that are available for rent by transient guests for a period shorter than 30 consecutive days. The term "short-term rental" shall not include hotel or bed and breakfast as defined by this section.

Section 4. Amendment to Section 10-13-3 of the Zoning Regulations.

Section 3, titled "Zoning Use Table," of Chapter 13, titled "Illustrations and Exhibits," of Title 10, titled "Zoning Regulations," of the Lake Bluff Municipal Code is hereby amended as follows:

Use Category	SIC Code*	ZONING DISTRICTS												
		<i>P = Permitted Use S = Special Use</i>												
		Residential								Commercial/Non-r				
		C-E	E-1	E-2	R-1	R-2	R-3	R-4	R-5	R-6	CBD	O&R	AP-1	L-
Bed and Breakfast Establishment^{4, 5, 6}								<u>S</u>			<u>S</u>	<u>S</u>		
<u>Hotel Motel^{2, 6, 7, 8, 9}</u>	=	S	S	S	S	S	S	S	S	S	S	S	S	S
<u>Short-Term Rental</u>	=													

Section 5. Effective Date.

This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form in the manner provided by law.

[SIGNATURE PAGE FOLLOWS]

PASSED this ____ day of _____, ~~2017~~,2018, by vote of the Board of Trustees of the Village of Lake Bluff, as follows:

AYES:

NAYS:

ABSTAIN:

ABSENT:

APPROVED this ____ day of _____, ~~2017~~.2018.

Village President

ATTEST:

Village Clerk

FIRST READING: _____

SECOND READING: _____

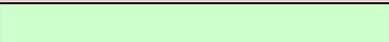
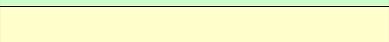
PASSED: _____

APPROVED: _____

PUBLISHED IN PAMPHLET FORM: _____

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Moved to	0
Style change	0
Format changed	0
Total changes	18

ORDINANCE NO. 2018-__

**AN ORDINANCE AMENDING THE LAKE BLUFF ZONING REGULATIONS
TO ESTABLISH SHORT-TERM RENTAL AS A PERMITTED USE IN ALL RESIDENCE
DISTRICTS AND THE CENTRAL BUSINESS DISTRICT
SUBJECT TO CERTAIN RESTRICTIONS**

Passed by the Board of Trustees, _____, 2018

Printed and Published, _____, 2018

Printed and Published in Pamphlet Form
by Authority of the
President and Board of Trustees

VILLAGE OF LAKE BLUFF
LAKE COUNTY, ILLINOIS

I hereby certify that this document
was properly published on the date
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Village Clerk

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TO ESTABLISH SHORT-TERM RENTAL AS A PERMITTED USE IN ALL RESIDENCE
DISTRICTS AND THE CENTRAL BUSINESS DISTRICT
SUBJECT TO CERTAIN RESTRICTIONS**

WHEREAS, the Village of Lake Bluff is a home rule municipal corporation in accordance with Article VII, Section 6(a) of the Constitution of the State of Illinois of 1970; and

WHEREAS, the Village Board of Trustees desires to update the Lake Bluff Zoning Regulations to address short-term rental of residential properties for less than 30 days ("**Short-Term Rental**") within the Village; and

WHEREAS, to protect and secure the public health, safety, and welfare, and to alleviate to the greatest extent possible, or eliminate, the negative impacts that Short-Term Rental can have on the residential areas of the Village, the Village Board of Trustees has determined that is necessary and appropriate to amend the Zoning Regulations to establish a temporary pilot program establishing Short-Term Rental as a permitted use subject to certain restrictions ("**Amendments**"), pursuant to Section 10-2-9 of the Zoning Regulations; and

WHEREAS, the Joint Plan Commission and Zoning Board of Appeals ("**PCZBA**") conducted a public hearing to consider the Amendments on _____, 2018, pursuant to proper notice thereof published in the *Lake County News Sun* on _____, 2018, and recommended that the Board of Trustees adopt the Amendments; and

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Section 1. Recitals.

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Section 2. Public Hearing.

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Section 2, titled "Definitions," of Chapter 1, titled "Interpretation and Definitions," of Title 10, titled "Zoning Regulations," of the Lake Bluff Municipal Code is hereby amended to add the following definitions in the correct alphabetical order as follows:

~~**BED AND BREAKFAST ESTABLISHMENT:** An owner-occupied, single-family dwelling in which 6 or more rooms used for sleeping are available for rent by transient guests and in which morning meals are provided for compensation. The term “bed and breakfast” does not include short-term rental.~~ **ADJACENT DRIVEWAYS:** Driveways located on adjoining properties that are less than five feet apart at any point.

* * *

HOTEL: Any building ~~in which rooms~~ or portion thereof containing 6 or more guest rooms used for overnight accommodation that are available for rent by transient guests ~~for temporary living quarters or sleeping accommodations that provides a common entrance, lobby, halls and stairways.~~ The word "hotel" shall include, without limitation, inns, motels, and suites, but shall not include short-term rentals ~~or bed and breakfast establishments~~ as defined in this section.

* * *

SHORT-TERM RENTAL: A dwelling unit containing 5 or fewer guest rooms used for sleeping, or any portion thereof, that is overnight accommodation that are available for rent by transient guests for a period shorter than 30 consecutive days. The term “short-term rental” shall not include hotel ~~or bed and breakfast~~ as defined byin this section.”

Section 4. Amendment to Section 10-13-3 of the Zoning Regulations.

Section 3, titled “Zoning Use Table,” of Chapter 13, titled “Illustrations and Exhibits,” of Title 10, titled “Zoning Regulations,” of the Lake Bluff Municipal Code is hereby amended as follows:

"Use Category	SIC Code*	ZONING DISTRICTS												
		<i>P = Permitted Use S = Special Use</i>												
		Residential									Commercial/Non-r			
		C-E	E-1	E-2	R-1	R-2	R-3	R-4	R-5	R-6	CBD	O&R	AP-1	L-
Bed and Breakfast Establishment. ^{4, 5, 6}								<u>S</u>			<u>S</u>	<u>S</u>		
<u>Hotel Motel</u> ^{2, 6, 7, 8, 9}	=	S	S	S	S	S	S	S	S	S	S	S	S	S
<u>Short-Term Rental</u> ¹⁵	=	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>			

Notes:

1. These special uses in all zoning districts are subject to the conditions in subsection 10-4-2E2 of this title.

* * *

15. This use in all permitted districts is permitted for a period of two years beginning [\[insert date\]](#), 2018 and ending [\[insert date\]](#), 2018, subject to the restrictions in subsection 10-4-5 of this title.

Section 5. Amendment to Chapter 4 of the Zoning Regulations.

Chapter 4, titled “General Zoning Provisions,” of of Title 10, titled “Zoning Regulations,” of the Lake Bluff Municipal Code is hereby amended add a new Subsection 10-4-5 as follows:

“10-4-5 SHORT-TERM RENTALS:

For a period of two years beginning [\[insert date\]](#), 2018 and ending [\[insert date\]](#), 2018, short-term rentals are permitted pursuant to Section 10-13-3 of this Code subject to the following restrictions:

(A) The short-term rental property must be the property owner’s primary residence.

(B) The property owner must reside at the property at least 275 days each calendar year.

(C) Accessory or secondary dwelling units may not be used as short-term rentals.

(D) Parking:

1. All overnight parking must be accomplished on site and on improved surfaces.

2. Properties with ~~shared~~[adjacent](#) driveways may not be used as short-term rentals if the on-site parking required by subsection (D)(1) of this Section results in restricted or reduced parking access to the neighboring property.

(E) No short-term rental shall serve more than 10 ~~adults~~[guests](#) per night.

(F) No short-term rental shall be rented for less than two consecutive nights.

(G) No short-term rental shall be rented for more than 45 days or more than 15 individual booking periods in any calendar year, whichever limit is reached first.

(H) All short-term rentals must ~~comply with Sections 4, 5, 6, 7, and 8 of the Illinois Bed and Breakfast Act, 50 ILCS 820/1 et seq., regardless of whether the short term rental qualifies as a “Bed and Breakfast,” as defined in Section 2(a) of the Illinois Bed and Breakfast Act~~have a directly connected alarm system, in accordance with Chapter 6 of Title 5 of this code.

(I) All short-term rentals must comply with the following life safety requirements:

1. Manual extinguishing equipment must be provided on each floor in accordance with National Fire Protection Association (NFPA) 10 - Standards for the Installation of Portable Fire Extinguishers.

2. All combustibles or flammable liquids must be stored in approved metal containers. No combustible storage is permitted in or under stairways.

3. All trash containers must be metal.

4. No cooking facilities are permitted in guest rooms.

5. All hallways and stairways must be adequately lighted.

6. Portable heating devices are prohibited in guest rooms.

7. A floor plan of the property to be used for short-term rental must be submitted to the village fire department.

8. Smoke detectors and carbon monoxide detectors must be provided in each guest room.

9. Existing bedrooms must comply with the egress requirements of the 2003 International Residential Code, newly constructed bedrooms shall comply with the current village building code in effect at the time they are created.

10. All stair systems must have handrails.

11. GFCI outlets must be installed as required by the village building code.

(J) Annual Registration:

1. Registration Required: Every property owner desiring to use their property as a short-term rental must register the property annually upon a form provided by the village and filed with the village administrator.

2. Contents of Registration Form: The registrant must truthfully provide the information requested on the registration form, including, without limitation, the following:

a. The property address and name of property owner;

b. An affirmation that the owner resides at the property at least 275 days per year;

- c. An affirmation that the owner has read and understands the restrictions contained in this section;
 - d. ~~Proof of~~The proof that the property owner will maintain at all times when renting out his or her property as a short-term rental a general liability insurance;— policy in the amount of \$1,000,000.00 per occurrence and a minimum of \$2,000,000.00 aggregate.
 - e. If the property owner will not reside at the property during any of the short-term rental booking periods, the name and contact information for a local contact person who will be available at all times during such booking periods to immediately address non-emergency issues; and
 - f. An affirmation that copies or summaries of the applicable noise, solid waste and recycling, parking, and short-term rental regulations, are tendered to each short-term rental guest.
3. Annual Registration Fee: The fee for short-term rental registration shall be paid to the village at the time the annual registration form is filed, and the registration fees for each short-term rental shall be set out in section 1-12-3 of this code, under category “license fees”, ~~for one year or any portion thereof.~~ The registration fee will not be prorated.
4. Life Safety Inspection Required: No short-term rental registration will be approved until a life safety inspection of the property is conducted by the village ~~verifying that there are no dangerous conditions at the property. The inspection will verify compliance with the village code, including, without limitation, compliance with code sections regarding fire extinguishers, smoke and carbon monoxide detectors, bedroom window egress, GFI outlets, and hand railings for all stair systems.~~
5. All registered short-term rentals will be listed on the village’s website and maintained at village hall.

(K) Owners must keep a log of the dates and the number of guests for each short-term rental booking period and allow the village to inspect the log at the village’s request.

~~(K)~~ Advertising and Signage:

- 1. On-site and off-site signage advertising or otherwise promoting a short-term rental is prohibited.

2. All online advertisements regarding short-term ~~rental~~rentals, including listings on platforms including, without limitation, Airbnb and HomeAway, shall:

(a) list a valid short-term rental registration number issued by the village.

~~(b) only advertise a short-term rental that complies with all of the short-term rental regulations and restrictions set forth in this section 10-4-5.~~

(M) Penalty: Any person who violates any of the provisions of this Section shall be fined not more than five-thousand dollars (\$5,000.00) for each offense. Each day that a violation is permitted to exist shall constitute a separate offense.

The restrictions contained in this section applicable to short-term rentals shall be interpreted as minimum standards, and shall be in addition to any other applicable village ordinances and requirements that apply to short-term rentals or the properties on which they are located.”

Section 6. Amendment to Section 1-12-3 of the Village Code.

The table, entitled “License Fees,” in Section 3, entitled “Schedule of Fees, Charges and Rates,” of Chapter 12, entitled “Comprehensive Fee Schedule,” of Title 1, entitled “Administration,” of the Lake Bluff Municipal Code, shall be and it is hereby amended to add the following entry:

Description	Amount	Municipal Code Provision
<u>Short-term rental annual registration fee</u>	\$350.00 450.00	10-4-5 J

Section 7. Effective Date.

This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form in the manner provided by law.

PASSED this ____ day of _____, 2018, by vote of the Board of Trustees of the Village of Lake Bluff, as follows:

AYES:

NAYS:

ABSTAIN:

ABSENT:

APPROVED this ____ day of _____, 2018.

Village President

ATTEST:

Village Clerk

FIRST READING: _____

SECOND READING: _____

PASSED: _____

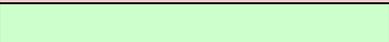
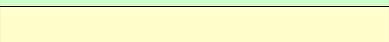
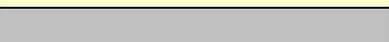
APPROVED: _____

PUBLISHED IN PAMPHLET FORM: _____

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Document comparison by Workshare Compare on Wednesday, March 07, 2018
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