

**ORDINANCE NO. 25-37**

**AN ORDINANCE AMENDING TITLE 3, BUSINESS REGULATIONS, CHAPTER 25, SHORT-TERM RENTAL OPERATORS, OF THE VILLAGE OF MANTENO MUNICIPAL CODE**

BE IT ORDAINED by the President and Board of Trustees of the Village of Manteno, as follows:

**Section 1**

That Title 3, Business Regulations, of the Village of Manteno Municipal Code, be amended by amending Chapter 25, Short-Term Rental Operators, to read as follows:

**CHAPTER 25**

**SHORT-TERM RENTAL OPERATORS**

**SECTION:**

- 3-25-1: License Required
- 3-25-2: Definitions
- 3-25-3: Application
- 3-25-4: License Fee
- 3-25-5: License Issuance
- 3-25-6: License Term; Non-Transferability
- 3-25-7: Records
- 3-25-8: Operations
- 3-25-9: Suspension and Revocation of License
- 3-25-10: Penalties

. . .

3-25-3: **APPLICATION:** Any person desirous of operating one (1) or more short-term rental locations in the Village shall complete and file with the Village Clerk an application that shall include the following information:

(a) the name, address, driver's license number, and telephone number of the applicant; and,

(b) the name, address and telephone number of any person having an ownership or equitable interest in the applicant, if an entity, and the short term rental;

(c) the name, address and telephone number of every person participating in the operation or management applicant's business;

(d) common street address of all short-term rental locations operated in the Village;

(e) proof of an effective short-term rental policy or endorsement or commercial general liability insurance as required herein; and,

(f) proof of payment of all real estate taxes due and owing for each short-term rental location.

3-25-4: **LICENSE FEE:** There shall be no fee for a short-term operator license.

3-25-5: **LICENSE ISSUANCE:** Provided all information and documents on or submitted with the application is accurate, complete, and in compliance with this Chapter, the licensed fees are paid, the applicant is not indebted to the Village, and the applicant has not had a short-term rental operator license revoked by the Village within the past five (5) years, a short-term rental operator license shall be issued by the Village Clerk authorizing the licensee to operate those short-term rental locations listed on the license. The Village Clerk shall issue a decision to grant or deny a short-term rental operator license within fifteen (15) days following receipt of an application. A denial shall be in writing stating the basis therefore and personally given or mailed to the applicant at the address listed on the application.

3-25-6: **LICENSE TERM; NON-TRANSFERABILITY:** Each short-term rental operator license shall be valid the calendar year. Short-term rental operator licenses are not assignable or transferable.

3-25-7: **RECORDS:** Short-term rental operators shall keep and maintain contemporaneous records of the following information with respect to each rental at each short-term rental location:

(a) name and telephone number for each renter and known occupant;

(b) the dates the short-term rental was occupied or rented by the renter;

The operator shall maintain the above records for a period of three (3) years following each rental transaction, and full and complete records for any reporting month shall be delivered to the Village five (5) days after demand therefor provided such demand is received by the operator after the fifteenth (15<sup>th</sup>) day of the month following the reporting month.

3-25-8: **OPERATIONS:** The following provisions shall govern the operation, management, and advertisement of short-term rentals in the Village:

(a) no operator shall rent, advertise for rent, or permit the rental through a hosting platform of a short-term rental for a period shorter than twenty-four (24) hours;

(b) no operator shall rent, advertise for rent, or permit the rental through a hosting platform of a short-term rental at an hourly rate or any other rate based on a period of rental fewer than twenty-four (24) hours;

(c) no operator shall rent or permit the occupancy of a short term rental by more than five (5) persons under the age of eighteen (18) unless those persons are the children of the renter;

(d) no operator shall operate a short-term rental outside of a residential zoning district;

(e) no operator shall rent, advertise for rent, or permit the rental through a hosting platform of any short-term rental unless it has adequate off-street parking to accommodate the vehicles of the renter and his/her guests;

(f) no operator shall fail to keep, maintain, and deliver to the Village copies of records required by Section 3-25-7 of this Chapter;

(g) no operator shall fail to notify the Village within five (5) days of any change to the information listed on its short-term rental operator license application or its supporting documentation;

(h) no operator shall rent, advertise for rent, or permit the rental through a hosting platform of any short-term rental unless it has procured and at all times has maintained a short-term rental policy or endorsement or commercial general liability insurance policy in the amount of one million dollars (\$1,000,000.00) per occurrence and a minimum of two million dollars (\$2,000,000.00) per aggregate;

(i) no operator shall operate a short-term rental in violation of applicable accessibility, building, and property maintenance codes and laws;

(j) no operator shall operate a short-term rental, or permit a short-term rental to be managed, advertised, occupied, rented, or used, in a manner so as to create a disturbance, nuisance or hazard to neighbors or the public, in general; and

(k) no operator shall operate a short-term rental, or permit a short-term rental to be managed, advertised, occupied, rented, or used, in a manner that violates any Village, state, or federal law, rule, regulation, or order.

3-25-9: **SUSPENSION AND REVOCATION OF LICENSE:** A short-term rental operator license issued under this Chapter may be revoked or suspended in whole or in part by the Village Clerk for violations of Chapter, upon notice and an opportunity to be heard before the Board of Trustees.

3-25-10: **PENALTIES:** In addition to the suspension or revocation of a short-term rental operator license, as applicable, any person violating any provision of this Chapter

shall be fined not less than fifty dollars (\$50.00) nor more than seven hundred and fifty dollars (\$750.00) for each offense. A separate offense shall be deemed committed on each day during or on which the violation occurs or continues.

**Section 2**

If any section, paragraph, clause, or provision of this ordinance shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this ordinance.

**Section 3**

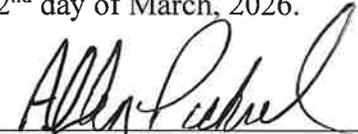
All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed insofar as they conflict herewith.

**Section 4**

This ordinance shall be immediately in full force and effect after passage, approval and publication as provided by law. This ordinance is authorized to be published in pamphlet form.

PASSED by the Board of Trustees of the Village of Manteno, Illinois and deposited in the office of the Village Clerk this 2<sup>nd</sup> day of March, 2026.

DEPOSITED with the Village Clerk this 2<sup>nd</sup> day of March, 2026.

  
\_\_\_\_\_  
ALLEN PICKREL, Village Clerk

APPROVED by me this 2<sup>nd</sup> day of March, 2026.

  
\_\_\_\_\_  
ANNETTE LAMORE, Village President

I DO HEREBY CERTIFY that this Ordinance was, after its passage and approval, published in pamphlet form by authority of the Village of Manteno, in accordance with law, this 2<sup>nd</sup> day of March, 2026.

  
\_\_\_\_\_  
ALLEN PICKREL, Village Clerk