

ORDINANCE NO. 25-25 (AMENDED)

AN ORDINANCE AMENDING TITLE 3, BUSINESS REGULATIONS, BY ADDING 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 adding 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

3-25-1: **LICENSE REQUIRED:** No person shall operate a short-term rental in the Village independently or through a hosting platform without first having obtained a short-term rental operator license.

3-25-2: **DEFINITIONS:** The following words and phrases shall be given the meanings ascribed herein unless the context clearly denotes a contrary intention:

Board of Trustees means the president and board of trustees of the Village of Manteno.

Booking transaction means a transaction in which a hosting platform collects or receives compensation for facilitating the rental of a short-term rental located in this Village by directly or indirectly allowing a reservation to be made for an occupant or collecting or processing payments through the hosting platform's online application, software, website, or system.

Hosting platform or platform means a person who provides an online application, software, website, or system through which a short-term rental located in the Village is advertised or held out to the public as available to rent for occupancy.

Hotel has the same meaning as defined in the Hotel Operators' Occupation Tax Act.

Occupancy means the use or possession by an occupant, or the right to the use or possession by an occupant, of any room or rooms in a short-term rental for any purpose, or the right of an occupant to the use or possession of the furnishings or to the services and accommodations accompanying the use and possession of the room or rooms.

Operator means any person operating a short-term rental.

Permanent resident means any person who occupies or has the right to occupy a room or rooms in a short-term rental for at least thirty (30) consecutive days, regardless of whether the person occupies the same room or rooms in the short-term rental during the entire thirty-day (30) period.

Person means any natural individual, firm, partnership, association, joint stock company, joint adventure, public or private corporation, limited liability company, or a receiver, executor, trustee, guardian, or other representative appointed by order of any court.

Rent or rental means the consideration received for an occupant's occupancy, valued in money, whether received in money or otherwise, including all receipts, cash, credits, and property or services of any kind or nature.

Room or rooms means any living quarters, sleeping accommodations, or housekeeping accommodations.

Short-term rental means any apartment, house, cottage, condominium, or furnished accommodation, located in the Village, where: (i) at least one room in the dwelling is rented to an occupant for a period of less than thirty (30) consecutive days; and (ii) all accommodations are reserved in advance. A short-term rental does not include:

- (1) any dormitory or other living or sleeping facility maintained by a public or private school, college, or university for the use of students, faculty, or visitors;
- (2) any facility certified or licensed and regulated by the Department of Human Services or Department of Public Health;
- (3) any room in a condominium, cooperative, or timeshare plan and any individually or collectively owned single-family or multi-family dwelling house or room in such dwelling that is rented for a period of at least thirty

(30) consecutive days and that is not advertised or held out to the public as a place regularly rented for periods of less than thirty (30) consecutive days;

- (4) any migrant labor camp or residential migrant housing permitted by the Department of Public Health;
- (5) a facility that provides housing only to patients, patients' families, and patients' caregivers and not to the general public and is owned and operated by a nonprofit organization;
- (6) any apartment building inspected by the United States Department of Housing and Urban Development or other entity acting on behalf of the United States Department of Housing and Urban Development that is designated primarily as housing for persons at least 62 years of age; or
- (7) the rental, leasing, or letting of rooms or accommodations for occupancy in a hotel.

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;
- (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) common street address of any short-term rental locations operated by the applicant outside the Village;
- (f) the name and contact information for hosting platforms used for each short-term rental location;
- (g) total square footage and a description of each room in the short-term rental, including any basement if finished/improved, whether or not rented;
- (h) the identification of each room of the short-term rental that is available for occupancy by a renter or his/her invitees or licensees;

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

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

3-25-4: **LICENSE FEE:** The fee for a short-term operator license shall be twenty-five dollars (\$25.00) per operator. The license fee shall be tendered with the prospective licensee's application. The license fee shall be non-refundable unless the applicant is denied a 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 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, address, and telephone number for each renter and known occupant;
- (b) the dates the short-term rental was occupied or rented by the renter;
- (c) the total rent collected by the operator or remitted to the operator through the hosting platform;
- (d) any complaints regarding rental activities to the operator or hosting platform from any person, including neighbors; and,
- (e) damage to the short-term rental or personal property thereon, or injuries to renters, occupants, and/or any third-party that are reported to the operator or hosting platform.

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 (15th) 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, advertise for rent, or permit the rental through a hosting platform of a short-term rental with food and/or beverage included;

(d) no operator shall rent or permit to be occupied (excepting an owner/operator) a short-term rental by more than one (1) renter, and his/her affiliated guests, at a time. The rental of rooms within a short-term rental to separate guests is prohibited;

(e) no operator shall rent or permit to be occupied any bedroom of a short-term rental that serves more than two (2) adults per night;

(f) no operator shall rent or permit to be occupied a short-term rental unless the kitchen is cleaned and sanitized between renters and all food and beverages are discarded. All dishes, utensils, pots, pans and other cooking materials shall be cleaned and sanitized between renters;

(g) no operator shall rent or permit to be occupied a short-term rental unless all bed linens and towels are cleaned and changed;

(h) no operator shall rent or permit the occupancy of a short-term rental by more than five (5) persons under the age of twenty-one (21) unless those persons are children of the renter;

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

(j) 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;

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

(l) 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;

(m) 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;

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

(o) 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;

(p) 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 two hundred and fifty dollars (\$250.00) 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 17th day of November, 2025.

DEPOSITED with the Village Clerk this
17th day of November, 2025.

KERRI ROLNIAK, Village Clerk

APPROVED by me this 17th
day of November, 2025.

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 17th day of November, 2025.

KERRI ROLNIAK, Village Clerk