

**MINUTES**  
**Community Development Committee**  
**January 8, 2019 – 6:30 p.m.**  
**Village Hall of Tinley Park – Council Chambers**  
**16250 S. Oak Park Avenue**  
**Tinley Park, IL 60477**

Members Present: M. Glotz, Chairman  
B. Younker, Village Trustee  
W. Brady, Village Trustee

Members Absent: None

Other Board Members Present: None

Staff Present: D. Niemeyer, Village Manager  
F. Reeder, Fire Chief  
D. Riordan, Deputy Fire Chief  
M. Zonsius, Assistant Village Treasurer  
M. Thomas, Information Technology Manager  
K. Clarke, Planning Manager  
D. Spale, Village Attorney  
L. Godette, Deputy Village Clerk  
L. Carollo, Commission/Committee Secretary

**Item #1** - The Community Development Committee meeting was called to order at 6:43 p.m.

**Item #2 – CONSIDER APPROVAL OF THE MINUTES OF THE COMMUNITY DEVELOPMENT COMMITTEE MEETING HELD ON DECEMBER 11, 2018** – Motion was made by Chairman Glotz, seconded by Trustee Brady, to approve the minutes of the Community Development Committee meeting held on December 11, 2018. Vote by voice call. Chairman Glotz declared the motion carried.

**Item #3 – DISCUSS SHORT-TERM RENTAL ORDINANCE** – In the Community Development Committee meeting held on December 11, 2018, staff presented research on how municipalities can regulate short-term rentals. There are currently seven (7) properties advertising short-term rentals with the majority having gone unnoticed with the exception of one. Staff discussed options of licensing, taxation and zoning requirements, as well as operational and/or procedural standards to improve public safety and mitigate potential nuisances. Staff was directed to bring forth a licensing ordinance to regulate short-term rentals and to send a “cease and desist” letter to a specific property owner whose property has been the subject of numerous complaints. The second component to regulating this use would be an amendment to the Village Zoning Code.

The Community Development Committee received a draft licensing ordinance, which would amend the Municipal Code’s Title XI Business Regulations with the addition of a new chapter regarding short-term rental unit licensing. The proposed ordinance includes:

- Short-term rentals will need to be clearly defined and distinguished from the current definition for “Bed and Breakfast.”
- Short-term rental property requirement limited to owner occupied units.

- The ordinance does not impose a hotel tax on short-term rentals.
- Requirement of use be accessory to residential use.
- No sleeping room shall serve more than two (2) adults per night. Ongoing discussion with the Fire Department if there needs to be a maximum number of people permitted in a household.
- Standards and procedures for license approval.
- Annual license requirement and fee.
- On-site inspection requirement by staff prior to license issuance.
- A short-term rental cannot be licensed and operated if applicant has outstanding Village debt or violations.
- The ordinance includes revocation language for violations.

The next step to regulating short-term rentals will be a text amendment to the Zoning Ordinance. The Plan Commission will need to review text amendments to include the use of short-term rental in the Zoning Code. The Plan Commission will need to add short-term rental unit to the list of permitted uses in the appropriate zoning district and indicate whether short-term rental units are permitted, a special use, or prohibited.

Staff requested Committee direction related to draft text amendments to the Zoning Code be reviewed at the next available Plan Commission meeting. Staff additionally recommended the license ordinance and text amendment be reviewed at the next available Village Board meeting.

Chairman Glotz asked Ms. Clarke if there has been any communication with the property owner since the “cease and desist” letter was sent from the Village. Ms. Clarke stated there has not been communication with them, but she will follow up. Chairman Glotz asked the Community Development Committee if anyone had any questions. Trustee Brady asked Ms. Clarke if the Village has communicated with the other six (6) short-term rental property owners regarding the proposed ordinance. Ms. Clarke stated she would like communication be the next step with the short-term rental property owners.

**Item #4 – RECEIVE COMMENTS FROM THE PUBLIC** - No comments from the public.

#### **ADJOURNMENT**

Motion was made by Chairman Glotz, seconded by Trustee Brady, to adjourn this meeting of the Community Development Committee. Vote by voice call. Chairman Glotz declared the motion carried and adjourned the meeting at 7 p.m.

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