



200 West Douglas • Jacksonville, Illinois 62650-2094
(217) 479-4621 • www.jacksonvilleil.com

SHORT TERM RENTAL PERMIT APPLICATION

First time fee (\$25.00) _____ Annual Inspection Fee (\$15.00) Current Permit Number _____
Start Date _____ Maximum number of transient capacity, per night _____

Please check the applicable box: ☐ Owner Occupied ☐ Non-owner Occupied

Property Owner:

Name _____ Phone # _____
Location Address _____
City, State, Zip Code _____
Email Address _____

Property Owner Mailing Address (if different):

Mailing Address _____
City, State, Zip Code _____

Responsible Party (if different from property owner):

Name _____
Contact _____ Phone # _____
Address _____

(Responsible party address must be within 30 minutes of the location address above)

City, State, Zip Code _____
Email Address _____

How many units will be rented at this property address, as short term rental units _____

List the platforms the rentals will be listed with (Airbnb, VRBO, etc)

Signature _____ Date _____
Inspector Signature _____ Date _____

ORDINANCE NO. 2022-O-011

**AN ORDINANCE AMENDING THE JACKSONVILLE ZONING ORDINANCE
NO. 1765, ARTICLE 2 DEFINITIONS AND ARTICLE 4 DISTRICT REGULATIONS**

BE IT ORDAINTED BY THE CITY COUNCIL OF THE CITY OF
JACKSONVILLE, MORGAN COUNTY, ILLINOIS:

SECTION 1: That Article 2 Definitions of Jacksonville Zoning Ordinance No. 1765 be amended by adding the following language:

Bed and Breakfast: An owner-occupied short-term rental that serves food with full compliance with Morgan County Health Department rules and regulations.

Short term rentals: An owner occupied or non-owner occupied residential abode kept, used or maintained as, or advertised or held out to the public for short term rental (less than 31 days) including bed and breakfast, town homes, condominiums and rooming house dwelling units that are either primarily owner occupied, except for the duration of any short term rental period, or are owned but not owner occupied for the duration of any short term rental period.

SECTION 2: That Article 4 District Regulations of Jacksonville Zoning Ordinance No. 1765 be amended by adding the following language:

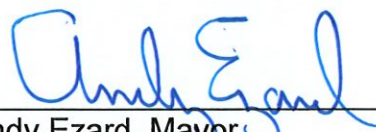
Section 4.5-3 Special Uses 12. Bed and Breakfast	R1 One Family Dwelling District
Section 4.6-3 Special Uses 12. Bed and Breakfast	R2 One Family Dwelling District
Section 4.7-3 Special Uses 12. Bed and Breakfast	R3 One Family Dwelling District
Section 4.8-3 Special Uses 12. Short Term Rentals	R4 Two Family Dwelling District
Section 4.9-3 Special Uses 20. Short Term Rentals	R5 Multiple Family Dwelling District
Section 4.12-3 Special Uses 15. Short Term Rentals	B2 Central Business District

SECTION 3: That all ordinances, parts of ordinances, and amendments to ordinances in conflict with any provision of this ordinance are repealed as of the effective date hereof.

SECTION 4: That the City Clerk is hereby instructed to publish this ordinance in pamphlet form.

SECTION 5: That this ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

PASSED AND APPROVED at a regular meeting of the City Council of the City of Jacksonville, Morgan County, Illinois, this 25th day of July, 2022.



Andy Ezard, Mayor

ATTEST:



Skip Bradshaw, City Clerk

(SEAL)

VOTES DESIGNATED:

Alderman Bartlett	<u>A</u>
Alderman Cook	<u>y</u>
Alderman Hannant	<u>y</u>
Alderman Henry	<u>y</u>
Alderman Oldenettel	<u>y</u>
Alderman Rubin de Celis	<u>A</u>
Alderman Scott	<u>y</u>
Alderman Speed	<u>y</u>
Alderman Watts	<u>y</u>
Alderman Williams	<u>y</u>

ORDINANCE NO. 2022-O-011

AN ORDINANCE AMENDING THE JACKSONVILLE ZONING ORDINANCE NO. 1765, ARTICLE 2
DEFINITIONS AND ARTICLE 4 DISTRICT REGULATIONS

ORDINANCE NO. 2022-O-013

**AN ORDINANCE AMENDING THE JACKSONVILLE MUNICIPAL CODE,
CHAPTER 15 LICENSES, ADDING ARTICLE VII SHORT TERM RENTALS,
SECTION 15-141 THROUGH SECTION 15-148**

WHEREAS, the City of Jacksonville has recommended certain changes be made to Chapter 15 Licenses; and

WHEREAS, it is in the best interest of the city of Jacksonville that said changes are incorporated in an amendment to that section of the Municipal code.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF JACKSONVILLE, MORGAN COUNTY, ILLINOIS:

SECTION 1: That Chapter 15 Licenses of the Municipal Code of the City of Jacksonville be amended by adding new Article VII, as follows:

ARTICLE VII. SHORT TERM RENTALS

Sec. 15-141 Definitions

The following words, terms and phrases, when used in this article, shall have the meaning described to them in this section, except where the context clearly indicates a different meaning.

Bed and Breakfast: An owner-occupied short-term rental that serves food with full compliance with Morgan County Health Department rules and regulations.

Dwelling Unit: One or more rooms, including individualized bathroom and kitchen facilities, which are arranged, designed, or used as living quarters for a household.

Guest: A person who rents or occupies a short-term rental.

Host: An owner or owners engaged in providing short term rentals.

Hosting Platform: A marketplace entity, in whatever form or format which facilitates short term rentals through advertising, matchmaking or other means, using any medium or facilitation, or from which the operator of the hosting platform derives revenue, including booking fees or advertising revenues from providing or maintaining the marketplace information.

Owner: A person holding title or co-title of an abode, dwelling unit or residence that they may lease as a short-term rental (not more than 31 days) but only in accordance with the terms of this ordinance.

Short Term Rentals: An owner occupied or non-owner occupied residential abode kept, used or maintained as, or advertised or held out to the public for short term rental (less than 31 days)

including bed and breakfast, town homes, condominiums and rooming house dwelling units that are either primarily owner occupied, except for the duration of any short term rental period, or are owned but not owner occupied for the duration of any short term rental period.

Owner-Occupied Short-Term Rentals: An owner-occupied residential abode, including townhomes, condominiums and rooming house dwelling units that is primarily owner occupied, except for the duration of any short-term rental period.

Non-Owner-Occupied Short-Term Rentals: A residential abode, including townhomes, condominiums and rooming house dwelling units that is not owner occupied but is rented out for short-term rental periods.

Sec. 15-142 License Required

No person shall conduct, keep, manage or operate or cause to be conducted, kept, managed or operated a short-term rental without a license therefor as provided herein. A license shall be obtained for each short-term rental and shall not be transferable. All such licenses are required to be renewed annually, subject to the same condition as the original license. The fee for such license shall be as set forth in Sec. 15-144 herein. Such fee shall accompany the license application. A business registration license under Article 6 herein must also be obtained prior to operating a short-term rental.

Sec. 15-143 Inspections and License Issuance

No license shall be issued or renewed until the short-term rental premises has been inspected and approved by the Community Development Department. All rental units shall meet the State Fire Marshall's requirements for dwelling units. An evacuation diagram identifying all means of egress is required to be posted in a conspicuous place of the entrance of each sleeping unit. The Community Development Department inspection will include a life safety check (smoke detectors, CO detectors, fire extinguishers, emergency exit signage, means of egress, egress windows and sleeping rooms, etc.), each location required to be re-inspected on an annual basis and obtain a permit from the Community Development Department evidencing compliance with the life safety check.

Sec. 15-144 License Fee

All applicants shall pay an initial business license fee of \$25.00, and annual renewals/inspection fee thereafter of \$15.00.

Sec. 15-145 Standards

In addition to the requirements set forth above, no license shall be issued unless the following standards are met:

- A. No owner shall rent any short-term rental for any period of time shorter than twenty-four consecutive hours.
- B. The owner shall provide one off street parking spot for each sleeping room in the dwelling unit. Guests shall not park vehicles on city streets overnight unless otherwise permitted to do so, as in the B-2 Zoning Classification.
- C. Every short-term rental must have a designated manager who can physically respond to complaints on site within 30 minutes.
- D. Each short-term rental unit shall comply with all zoning ordinance requirements, including the signage ordinance of the City of Jacksonville, subject to each bed and breakfast short term rental shall be permitted a sign not to exceed 6 square feet, which must be attached to the structure or be located within 10' of the front of the structure and within the footprint of the side of the structure.
- E. Any short-term rental serving any type of food will need to obtain required public health department permits and follow all public health department guidelines.
- F. The owner of each short-term rental unit must provide proof of homeowner's insurance or host protection insurance in the amount of at least five hundred thousand dollars to the city as part of its application.
- G. Every short-term rental shall be subject to a periodic inspection by the City's Fire and Community Development Offices and the Morgan County Health Department.
- H. The owner shall maintain a guest register in which the name of every guest and the guest's arrival and departure dates shall be recorded in written form. The owner shall make the guest register freely accessible to any employee of the City's Police Department, upon request.
- I. The owner shall comply with all provisions of the Jacksonville Hotel and Motel Tax (Sec. 24, Article VII). The owner shall file all required reports and remit all taxes directly to the City Clerk.
- J. The owner shall post, inside the front entrance to every short-term rental dwelling unit, a short-term rental license issued by the City stating the owner's name, a 24-hour telephone number to reach the owner, and the maximum occupancy of the dwelling unit as allowed by this ordinance.

K. The owner shall comply with all City ordinances regarding trash and refuse pickup by a licensed trash hauler.

Sec. 15-146 Maximum Occupancy and Limitations

No owner shall permit the occupancy of any short-term rental unit to exceed the maximum number of persons in a dwelling unit as set forth below.

Number of Bedrooms	Maximum Number of Persons in a Dwelling Unit At One Time
1	3
2	5
3	7
4	9
5	11
6	13
7	15

No short-term rental will exceed seven (7) dwelling units.

No short-term rentals will be licensed or allowed in accessory structures on any property.

Sec. 15-147 Disruptive Behavior/Disorderly Conduct

No person occupying or visiting a short-term rental shall make, cause, or permit unreasonable noise or activity at the short-term rental in violation of Sec. 16-12, 16-14 or 16-15 of the Jacksonville Municipal Code. Violations of this Section or those Sections of the Code will result in the penalties as set forth in Sec. 15-148 herein.

Sec. 15-148 Penalties

A. Any owner, guest or other person who shall be found to have violated any of the provisions of this article shall be guilty of an offense punishable as follows:

1. The fine for a first violation is two hundred dollars (\$200.00);
2. The fine for a second violation is five hundred dollars (\$500.00); and

3. The fine for a third or subsequent violation is seven hundred and fifty dollars (\$750.00) and revocation of the business and short-term rental licenses for a period of twelve months.

B. Each day a provision of this article is found to have been violated constitutes a separate violation subject to the fine schedule set forth in this section.

C. Any fines shall be debts due and owing to the city that the city may collect by any means allowed by law, including, but not limited to, filing a lien against the subject property.

D. The fines provided for herein shall not be construed as limiting the power of a court of competent jurisdiction or an administrative hearing officer to impose other penalties and/or remedies as provided for by law. In addition, an owner found to have violated any provisions of this article may be subject to the revocation, suspension or nonrenewal of a license pursuant to the provisions of article 1 of this chapter.

SECTION 3. That this ordinance shall be in full force and effect from and after its passage, approval and publication as required by law.

SECTION 4: That the City Clerk is hereby instructed to publish this ordinance in pamphlet form.

PASSED AND APPROVED at a regular meeting of the City Council of the City of Jacksonville, Morgan County, Illinois this 25th day of July, 2022.



Andy Ezard, Mayor

ATTEST:



Skip Bradshaw, City Clerk

(SEAL)



ORDINANCE NO. 2022-O-012

**AN ORDINANCE AMENDING THE JACKSONVILLE MUNICIPAL CODE,
CHAPTER 24 TAXATION, ARTICLE VII HOTEL AND MOTEL TAX, SECTION 24-
171 DEFINITIONS AND SECTION 24-172 IMPOSED; REIMBURSEMENT;
DUTY OF OPERATOR TO PAY**

WHEREAS, the City of Jacksonville has recommended certain changes be made to Chapter 24 Taxation, Article VII Hotel and Motel Tax Section 24-171 Definitions and Section 24-172 Imposed; Reimbursement; Duty of Operator to Pay ; and

WHEREAS, it is in the best interest of the city of Jacksonville that said changes are incorporated in an amendment to that section of the Municipal code.

NOW THEREFORE BE IT ORDAINTED BY THE CITY COUNCIL OF THE CITY OF JACKSONVILLE, MORGAN COUNTY, ILLINOIS:

SECTION 1: That Chapter 24 Taxation, Article VII Hotel and Motel Tax, Section 24-171 Definitions of the Municipal Code of the City of Jacksonville be amended adding the following language:

Sec. 24-171. - Definitions

Short Term Rentals shall be defined as an owner occupied or non-owner occupied residential abode kept, used or maintained as or advertised or held out to the public for short term rental (less than 31 days) including bed and breakfast, town homes, condominiums and rooming house dwelling units that are either primarily owner occupied, except for the duration of any short term rental period, or are owned but not owner occupied for the duration of any short term rental period.

SECTION 2: That Chapter 24 Taxation, Article VII Hotel and Motel Tax, Section 24-172 Imposed; reimbursement; duty of operator to pay, of the Municipal Code of the City of Jacksonville be amended deleting Sec. 24-172(a) in its entirety and by substituting the following language in lieu thereof:

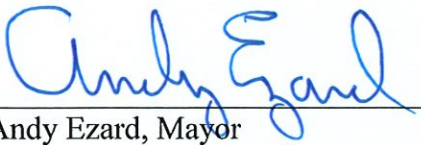
Sec. 24-172. - Imposed; reimbursement; duty of operator to pay

- (a) *Tax imposed.* There is hereby levied and imposed a tax of eight (8) per cent of the gross rental receipts from the renting, leasing or letting a hotel or motel room or short-term rental within the city for each twenty-four (24)-hour period or any portion thereof for which a daily room charge is made; provided, however, that a tax shall not be levied or imposed on any person who shall be a permanent resident. A permanent resident is hereby defined to be a person who rents a hotel or motel room in the same establishment for more than thirty (30) consecutive days or to be a person who works and lives in the same hotel or motel.

SECTION 3. That this ordinance shall be in full force and effect from and after its passage, approval and publication as required by law.

SECTION 4: That the City Clerk is hereby instructed to publish this ordinance in pamphlet form.

PASSED AND APPROVED at a regular meeting of the City Council of the City of Jacksonville, Morgan County, Illinois this 25th day of July, 2022.


Andy Ezard, Mayor

ATTEST:


Skip Bradshaw, City Clerk

(SEAL)

VOTES DESIGNATED:

Alderman Bartlett	<u>A</u>
Alderman Cook	<u>Y</u>
Alderman Hannant	<u>Y</u>
Alderman Henry	<u>Y</u>
Alderman Oldenettel	<u>Y</u>
Alderman Rubin de Celis	<u>A</u>
Alderman Scott	<u>Y</u>
Alderman Speed	<u>Y</u>
Alderman Watts	<u>Y</u>
Alderman Williams	<u>Y</u>

ORDINANCE NO. 2022-O-012

AN ORDINANCE AMENDING THE JACKSONVILLE MUNICIPAL CODE, CHAPTER 24
TAXATION, ARTICLE VII HOTEL AND MOTEL TAX, SECTION 24-171 DEFINITIONS AND
SECTION 24-172 IMPOSED; REIMBURSEMENT; DUTY OF OPERATOR TO PAY



CITY OF JACKSONVILLE
HOTEL / MOTEL TAX-REPORT FORM

Name of Operator _____

DBA _____

Address _____

Address of Principal Place of Business _____

Illinois Tax Number _____ Number of Rooms **Available** _____

Number of Rooms Rented
During Liability Month _____

REPORT FOR THE MONTH OF _____, **20**_____

1. Total amount of rental receipts received during preceding calendar month; renting, leasing or letting hotel / motel rooms with the City of Jacksonville. \$_____
2. Total rental receipts from renting, leasing or letting hotel or motel rooms to permanent residents – that is, to persons renting a hotel / motel room for more than thirty (30) calendar days or working or living in the same hotel. \$_____
3. Gross rental receipts for the month (Line 1 minus Line 2). \$_____
4. Hotel / Motel Tax for City of Jacksonville (8% of Line 3). \$_____
5. Delinquent payment assessed @ 1% per 30 days or portion thereof after due date, which is the last day of the calendar month succeeding the month for which this report is filed. \$_____
6. Payment due to the City of Jacksonville for Hotel / Motel Tax for the month of _____ (if any-Line 4 plus Line 5). \$_____

Payments are to be made by the last day of the calendar month following the month for which this report is made.

Signature of Reporter _____ Date: _____

Checklist

Business Registration License posted inside the front entrance, stating the owner's name, a 24-hour telephone number to reach the owner/manager, and the maximum occupancy of the dwelling unit as allowed by ordinance.

Inspection by Code Enforcement officials.

Hotel/Motel tax document questions please contact City Clerks office 217-479-3546

Certificate of Occupancy

Rules and Regulations of Short-Term Rental Properties

1. All short-term rental property permit holders and their transient guests shall abide all sections of the City of Jacksonville Codes of Ordinances.
2. The owner shall provide proof of ownership of each and every property listed as short-term rental, and no short-term rental property, shall exceed 7 dwelling units.
3. The owner of each short-term rental unit must provide proof of homeowner's insurance or host protection insurance in the amount of at least five hundred thousand dollars to the City as part of its application.
4. The owner shall provide one off street parking spot for each sleeping room in the dwelling unit. Guests shall not park vehicles on the city streets overnight unless otherwise permitted to do so, as in the B-2 Zoning Classification.
5. The permit holder shall meet all applicable requirements of the state and local building, fire safety codes, and shall locate a 5-pound fire extinguisher (rated for A, B and C fires) in each unit. Approved smoke alarms, meeting Underwriters Laboratory (UL) 217 standards, shall be as follows:

(1) In all sleeping areas.

(2) In every room in the path of the means egress from the sleeping area to the door leading from the sleeping unit.

6. The permit holder shall meet all applicable requirements of the state and fire safety codes, including, but not limited to, having approved carbon monoxide detectors meeting applicable state law standards installed on every habitable floor.

7. Each Short-Term rental unit shall comply with all zoning ordinance requirements, including the signage ordinance of the City of Jacksonville, subject to each bed and breakfast short-term rental shall be permitted a sign not to exceed 6 square feet, which must be attached to the structure or be located within 10 feet of the front of the structure and within the footprint of the side of the structure.

8. The principal renter of a short-term rental property unit shall be at least eighteen (18) years of age.

9. The owner or manager shall maintain a guest register in which the name of every guest and the guest's arrival and departure dates shall be recorded in written form. The owner shall make the guest register freely accessible to any employee of the City's Police Department upon request.

10. Any Short-Term rental serving any type of food will need to obtain required public health department permits and follow all public health department guidelines.

11. The permit holder shall not receive any compensation or remuneration to permit occupancy of a short-term rental unit for a period of less than twenty-four (24) hours, or at least 1 overnight stay.

12. The property owner may rent a detached accessory dwelling unit that complies with applicable building codes for residential structures as short-term rental property provided the detached accessory dwelling unit contains not more than four (4) sleeping rooms.

13. The name and telephone number of each Responsible Party shall be conspicuously posted with the short-term rental property unit. A Responsible Party shall answer calls twenty-four (24) hours a day for the duration of each short-term rental period to address problems and complaints associated with the short-term rental property. The responsible party needs to be able to physically respond to complaints within 30 minutes.

14. A Short-Term Rental Permit shall expire on January 1, of every year. Short Term Rental Permits may be renewed upon the payment of a fifty (\$15.00) dollar fee to cover the applicant renewal screening by the City of Jacksonville Inspection Department. All renewal requests shall be received at least thirty (30) days prior to the expiration date for their existing permit.

15. A Short-Term Rental Property Permit shall not be transferred or assigned to another individual, person, entity, or address.

16. Owner must pay 8% tax and submit attached report monthly on all rental receipts, due to the City Clerks Office by the last day of the calendar month following the month for which report is made

- _____(initial) I agree to use best efforts to assure that use of the short-term rental property will not interfere with the rights or rules of neighboring property owners to the quiet enjoyment of their properties.
- _____(initial) I certify that I have received a copy of The City of Jacksonville's Short-Term Rental Ordinance and understand the requirements.
- _____(initial) I certify that there have been no particular instances in which conditions or conduct on the property resulted in the issuance of any citation by a local or state law enforcement or regulatory agency within the last 12 months.
- _____(initial) I certify that I have not had a similar permit denied, suspended or revoked for any cause by any city or state agency within 365 days preceding the filing of this application.
- _____(initial) I certify that I do not have any unpaid assessed court fines or court costs related to violations of the Short-Term Rental Property Ordinance.
- _____(initial) I am current on all property taxes owed on the short-term rental property and all other property I own in The City of Jacksonville.

I certify that the statements made on this application are true to the best of my knowledge and belief. Misrepresentation of any facts in this application is subject to denial or revocation of the Short-Term Rental Property Permit. (This application must be signed by the property owner listed above)

Signature of Property Owner

Date