

VILLAGE OF OTTER LAKE
SHORT-TERM VACATION RENTALS ORDINANCE
ORDINANCE NUMBER 41

An ordinance to amend the Village of Otter Lake Zoning Ordinance to regulate the location of and establish standards governing short term rental properties within the Village.

THE VILLAGE OF OTTER LAKE ORDAINS:

Section 1. Amendment of ARTICLE 2 – DEFINITIONS of the Zoning Ordinance.

The Village Council hereby amends Article 2 of the Zoning Ordinance to add the following definitions thereto:

Short-term Rental – Non-owner Occupied: A dwelling unit that is rented for transient use by any person other than primary owner for no more than 29 days.

Short-term Rental – Owner Occupied: A private residence offering sleeping accommodations for rent in which the owner resides while renting no more than two (2) rooms to no more than four (4) lodgers for no more than seven (7) consecutive days. Anytime the rental is utilized, the owner must be at the premises.

Section 2. Amendment of ARTICLE 8 – DESIGN STANDARDS of the Zoning Ordinance by adding thereto a new Section 8.21 Short-Term Rentals.

The Village Council hereby amends Article 8 of the Zoning Ordinance by adding thereto a new Section 8.21 Short-term Rentals as follows:

A. Requirements for Short-term Rentals

1. Short-term rentals are permitted by special use permit in the R-1, R-2, R-3 and R-4 zoning districts or in legal, nonconforming residential structures (used solely for residential purposes) located in C-1 or C-2 zoning districts. A dwelling used as a short-term rental shall not involve construction or alterations specific for the use as a short-term rental. They shall be no closer than 300 feet to any other short-term rental property or bed and breakfast establishment, and the Village Council shall determine by resolution the maximum number of permitted short-term rental units operating within the Village at any given time.
2. Applicants for short-term rental permits must be submitted by the property owner(s). Permits expire on March 31st of each calendar year. A floor plan (drawn at a minimum scale of ¼ inch per foot) of the dwelling unit and an off-street parking plan shall be submitted with the initial application for the operation of a short-term non-owner occupied dwelling.
3. The Village Council shall determine by resolution the fee(s) for short-term rental units applications and annual renewals.
4. Tents and RV units are not allowed as part of short-term rentals.
5. A single, non-illuminated, non-animated sign conforming to the Village’s zoning ordinance for home occupations is allowed.

B. Short-term Rentals – Owner-Occupied

In addition to standards governing short-term rentals in general, owner-occupied short-term rentals are subject to the following requirements.

1. Shall not employ anyone who does not reside at the dwelling.
2. Shall be operated entirely with the principal dwelling.

3. Shall not involve the construction or alterations not customarily found in a dwelling.
4. The dwelling shall have a minimum of two (2) exits, all bedrooms shall have code compliant egress windows and smoke detectors in working order.
5. Shall not use more than twenty-five (25) percent of the total square footage of the dwelling unit and no more than two (2) bedrooms. At no time shall the number of total guests exceed four (4) lodgers.
6. Shall not generate traffic volumes greater than that normally associated with residential use.
7. Shall operate in such a manner as that all needed parking is provided on-site and not in the street. If additional on-site parking is needed it shall be approved by the zoning administrator and designed and installed in such a way as is common in single family neighborhoods. If outdoor lighting is installed for the parking locations, it must be approved by the zoning administrator and shall not exceed typical residential installation and be located in such a way as to screen neighboring properties.
8. Each short-term rental must maintain a guest register.

C. Short-term Rentals – Non-owner Occupied

In addition to standards governing short-term rentals in general, non-owner occupied short-term rentals are subject to the following requirements.

1. Shall provide a local agent, residing within 30 miles of the property. This agent, if not the Owner, shall be the responsible party for the property and provide 24-hour contact phone number that will be made available to the police, Village, and all adjoining property owners.
2. All sleeping areas shall be operated entirely within the principal dwelling. No accessory building shall be used as sleeping areas.
3. Shall not involve the construction or alterations not customarily found in a dwelling.
4. Dwelling shall have a minimum of two (2) exits, all bedrooms shall have code compliant egress windows and smoke detectors in working order.
5. Total Number of Guests.
 - 1) Overnight Guests: At no time shall the number of overnight guests exceed twelve (12) lodgers, excluding those under the age of four (4).
 - 2) Daytime Guests: The maximum number of total guests and shall not exceed up to eighteen (18) persons, excluding children under four (4) years of age.
6. Shall not generate traffic volumes greater than that normally associated with residential use.
7. Shall operate in such a manner as that all needed parking is provided on-site and not in the street. If additional on-site parking is needed it shall be approved by the zoning administrator and designed and installed in such a way as is common in single family neighborhoods. If outdoor lighting is installed for the parking locations, it must be approved by the zoning administrator and shall not exceed typical residential installation and be located in such a way as to screen neighboring properties.
8. Each short-term rental must maintain a guest register.

Section 3. EFFECTIVE DATE. This Ordinance shall take effect thirty (30) days after publication.

At a regular meeting of the Village Council held on _____, 2023, _____ moved for adoption of the foregoing ordinance and _____ supported the motion.

Voting for:

Voting against:

The President declared the ordinance adopted.

David Dorr, President

Certification

Terry Gill certifies that the foregoing is a true copy of Ordinance No. 41 which was enacted by the Village Council at a regular meeting held on _____, 2023.

Terry Gill, Village Clerk