

RESOLUTION

CLEVELAND TOWNSHIP – LEELANAU COUNTY

RESOLUTION NO. 2024-0514-01

At a regular meeting of the Cleveland Township Board on June 11, 2024, the following Resolution was offered:

Resolution made by Tim Stein, and seconded by Jan Nowak:

Whereas, on June 11, 2024, the Cleveland Township Board adopted Ordinance No. 2024-0514-01, the Cleveland Township Short Term Rental Ordinance, and

Whereas, the Short-Term Rental Ordinance contains a provision that the Cleveland Township Board may establish procedures for administering this ordinance, and

Whereas, the Short-Term Rental Ordinance contains a provision that the Cleveland Township Board may establish a permit fee for permits issued under this ordinance,

NOW, THEREFORE BE IT RESOLVED that the Cleveland Township Board establishes the following procedures and fees for implementing the Short-Term Rental Ordinance:

1. **Enforcement Date:** Cleveland Township will commence enforcement of the Short-Term Rental Ordinance on January 1, 2025. Any person advertising and/or operating a Short-Term Rental, in the Residential 1, 2 or 3 or Ag zones, on or after that date will be required to have a Short-Term Rental Permit.
2. **Publication:** In addition to publication of the Notice of Adoption in the *Leelanau Enterprise*, the following measures shall be taken:
 - A. Cleveland Township will place the ordinance, application forms, this policy, and updates of Short Term Rental permits on the township website.
3. **Permit Fee:** The annual permit fee for a Short-Term Rental Permit shall initially be \$350.00, based upon the anticipated costs required to administer this Ordinance. This amount may be adjusted by the township board at any time by Resolution or by an amendment to the Cleveland Township Fee Ordinance.
4. **Ordinance Administration:**
 - A. The adopted ordinance states that the Cleveland Township STR Enforcement Officer will initially be the administrator of the Short-Term Rental Ordinance.
 - B. The Cleveland Township Board can at any time, by Resolution, designate another individual or firm to administer this ordinance.
 - C. In the absence of the STR Enforcement Officer or other individual or firm, the Cleveland Township Supervisor shall have the authority to designate a temporary replacement.

- D. The STR Enforcement Officer shall submit a monthly written report on short-term rental permit activity and complaints to the township board.
- E. Cleveland Township will utilize a Short-Term Rental Compliance Monitoring Firm, Granicus, to help identify those properties that are advertising short term rental in Cleveland Township.

5. **Initial Application Process (for 2024):**

- A. **Applications for Short Term Rental Permits for calendar year 2025 will be accepted by Cleveland Township starting on Tuesday, October 1, 2024, by mail Cleveland Township, P.O. Box 64, Maple City, MI 49664 or email to zoningct@gmail.com**
- B. Applications will be date stamped, time stamped, and numbered upon receipt.
- C. Any applications received in the mail or special delivery prior to Tuesday, October 1, 2024 will be date stamped and numbered at 5:00 p.m., on Tuesday, October 1, 2024.
- D. Submitted applications will be reviewed for completeness, including the permit fee and the required attachments. Incomplete applications will be set-aside and will lose their place in the queue. Applicants will be notified by email within 3 business days from their submittal of an incomplete application, and will have 5 business days to correct the application before it is mailed back to the Applicant.
- E. Completed applications will be reviewed for issuance of the permit. Applicants will be notified with any questions, issues, or applications that are non-compliant. Issued permits will be sent to the Owner and Applicant via email and first-class mail.
- F. If the number of submitted applications exceeds the number of allowable permits contained in the Short-Term Rental Ordinance, a Waiting List will be established, and the Cleveland Township Supervisor will be notified. The Permit Fee will be returned for applications on the Waiting List for thirty (30) days. If an Applicant on the Waiting List is notified of an opening, they will have ten (10) days to re-submit the Permit Fee.
- G. If there is a Waiting List and an existing Short-Term Rental Permit is discontinued or revoked, the Administrator will issue a permit to the next qualifying application on the Waiting List.
- H. If the ownership of a permitted short-term rental property changes, and the new owners wish to continue the short-term rental, the new owners shall submit a new application to Cleveland Township within thirty (30) days after the deeds are recorded. Failure to submit a new application within the thirty (30) days will result in the permit being revoked. The Ordinance states that Short Term Rental Permits are not transferrable.

6. **Renewal Application Process for Subsequent Calendar Years:**

- A. Renewal Short-Term Rental Permits for subsequent calendar years may be applied for starting on October 1 of the current year. The permit holder will need to update any changes from the original application, submit the annual permit fee, and may need to submit updated proof of septic or holding tank pumping.
- B. Existing permit holders will have until March 1 of the permit year to submit a renewal application to keep their position on the list. If, after March 1st, a renewal application is not submitted, the permit will be considered abandoned.
- C. If, on March 2, there are less permits issued than the maximum allowable number, and there is a Waiting List, the Administrator shall issue permits to the next qualifying application(s) on the Waiting List.

Roll Call Vote:

Yes: Jan Nowak, Todd Nowak, Tim Stein, Tracy Olsen, Angie

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No: _____

Absent: _____

Resolution Declared Adopted by _____

CERTIFICATION

I, T r a c y O l s e n , Clerk of the Township of Cleveland, Leelanau County, hereby certifies that the foregoing is a true and complete copy of Resolution No.2024-0514-01 adopted by the Cleveland Township Board at their Regular Meeting on June 11, 2024.

Dated 6/11/2024

Signed: **Tracy Olsen**
Tracy Olsen, Cleveland Township Clerk