



Boone County Government

1212 LOGAN AVE, STE 102
BELVIDERE, IL 61008
PHONE: 815-547-4770

ORDINANCE NO. 25-07

AN ORDINANCE AMENDING/ADDING CHAPTER 4 SHORT-TERM/VACATION RENTAL OF THE BOONE COUNTY CODE

WHEREAS, Boone County has adopted the Boone County Code, and amended from time to time thereafter, in accordance with the provisions of the Illinois Compiled Statutes, to establish and set forth regulations pertaining the County; and

WHEREAS, it is the desire of the Boone County Board to amend and insert "Chapter 4; Short-term/Vacation Rental" of the Boone County Code.

THEREFORE, BE IT ORDAINED by the County Board Chair and County Board Members of the County of Boone, State of Illinois, as follows:

Section 1. That the following sections of the Boone County Zoning Ordinance be amended as follows:

See attached dated May 13, 2025

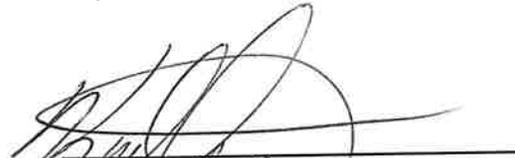
Section 2. That all ordinances and parts of ordinances in conflict herewith are hereby repealed insofar as the conflicting portions thereof are concerned; and that

Section 3. That this ordinance shall be in full force and in effect from and after its passage as provided by law and pursuant to the Illinois Compiled Statutes.

This written and foregoing ordinance is published by authority of the county authorities of Boone County in pamphlet form on this date.

PASSED, APPROVED, AND ADOPTED by the County Board of Boone County, State of Illinois,

This 15 day of May, 2025.


Karl Johnson, Chairman
Boone County Board

ATTEST:


Boone County Clerk

Ayes: 9 Nays: Absent: 2 Abstain: Voice Vote:

The purpose of this chapter is to provide minimum standards to safeguard life, health, property and public welfare by regulating and controlling the use and occupancy and maintenance of all buildings used to house guests for 30 days or less.

DEFINITIONS:

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

GUEST HOME:	A furnished single-family dwelling rented out by the owner for the purpose of providing guest accommodations to the public for 30 days or less for a charge.
GUEST:	One who occupies a guest accommodation for less than thirty (30) consecutive days.
UNIT:	Any room (e.g., bedroom) in the Guest Home used for sleeping accommodations.

INTERPRETATION AND APPLICATION OF PROVISIONS:

- A. Application Of Provisions: The terms and conditions contained in this chapter shall apply to Guest Homes containing twelve (12) or fewer guests in aggregate for each facility owned or managed by the same individual or organization.
- B. Minimum Requirements: In the interpretation and application, the provisions of this chapter shall be held to be the minimum requirements adopted for the promotion of the public health, safety, comfort, convenience and general welfare.
- C. More Restrictive Provisions Apply: Where this chapter imposes a greater restriction upon the use of buildings or premises used for Guest Homes purposes than are imposed or required by the provisions of existing ordinances, rules and regulations, the provisions of this chapter shall control.

LICENSE REQUIRED; TERMINATION AND RENEWAL:

It shall be unlawful for any person to rent to any person any dwelling unit for 30 days or less as a Guest Home in unincorporated Boone County, without having first secured a license therefor from the county zoning administrator or his designee, granted in compliance with the terms of this chapter. Dwelling Units designed/constructed to be owned/used independently shall be licensed individually. Such license be valid for one year from the date of issuance. A license may be renewed under the provisions of this chapter for additional periods of one year, or reissued after inspection upon sale of property. If license is not renewed prior to expiration, an initial license review and inspection is required, rather than renewal. A license issued to an applicant under this division is not transferable. Change of ownership shall require an application for a new permit.

APPLICATION FOR LICENSE:

The application form for the license required by this chapter or renewal thereof shall be filed with the building and zoning office and must contain all required information and attachments. It shall be accompanied by the required fee as laid out within the current building and zoning fee schedule

NUMBER OF LICENSES AVAILABLE:

Eight (8) licenses shall be available at any given time.

LICENSE FEE:

Any application for a Guest Home license shall be accompanied by a fee as set by the county board.

INSURANCE REQUIRED:

No license shall be issued prior to the applicant providing the county with proof that liability insurance in an amount not less than one hundred fifty thousand dollars/three hundred thousand dollars (\$150,000.00/\$300,000.00) per occurrence exists with respect to the Guest Home.

INSPECTION OF PREMISES; ISSUANCE OF LICENSE:

The county building inspector or his designated agent shall complete an inspection of the Guest Home for the initial application and every renewal and determine that said Guest Home comply with the applicable federal, state and local laws and regulations, including, but not limited to, the applicable requirements for guest lodgings. A copy of the inspection report shall be conspicuously displayed within a public area of the Guest Home.

SITE AND STRUCTURE REQUIREMENTS; UTILITIES:

A. Occupancy: The occupancy of any single building used for Guest Home shall be limited to no more than: 1) two (2) persons per bedroom (unit), plus two (2) additional persons per building, not to exceed a maximum of twelve (12) people.

B Septic Systems:

1. Every Guest Home not on a municipal sewer must be on a septic system that is designed and constructed to handle the maximum number of guests for which the Guest Home is licensed, at 50 gallons per person. If additional units are added to any Guest Home, the septic capacity must be increased to handle the maximum number of guests for which the addition is designed. Any expansion to the septic system must meet all state and county regulations. Alternative and /or mechanical sewage disposal systems shall be maintained in accordance with the manufacturer's specifications or based on a maintenance interval approved by Health Department. Additional changes to the lot, may necessitate additional requirements to meet state and local codes.

2. The septic system tank must be pumped out and evaluated a minimum of once every four (4) years or as often as the county health officer may require. A copy of the pumper's report, evaluation, and any maintenance shall be provided to the building and zoning office and Health Department.

3. Mechanical sewage disposal systems are required to maintain an operator's permit with the Health Department. Such permit to operate shall be renewed annually for a nonconventional mechanical system upon payment of the renewal fee and verification of satisfactory system performance for the previous permit period. Satisfactory system performance shall consist of the following:

(1) Written statement from a State-licensed system maintenance contractor, that the system is in compliance with the maintenance requirements of the manufacturer; and

(2) There are no record of a complaint or noncompliance of the private sewage disposal remains outstanding at the health department.

C. Water Supply:

1. The owner of every Guest Home not on a municipal water system must have its well water tested by an Illinois certified water lab, a minimum of once every year. The costs for such testing shall be the responsibility of the licensee. A copy of the test results shall be provided to the Health Department annually during the renewal of the license. Should the water supply system meet the definition of a non-community water supply, the well shall join the non-community water program with oversight from the Health Department, subject to quarterly and/or annual water sampling and bi-annual inspections, based on results.

D. Mechanical Systems: Every Guest Home utilizing any gas, oil or solid fuel burning appliance or apparatus, including, but not limited to, furnaces, fireplaces, wood stoves or hot water heaters, shall have each such appliance or apparatus inspected annually by a heating technician. A copy of the inspection report shall be provided to the building and zoning office and Health Department annually.

E. Life safety requirements:

1. Minimum Requirements: Each Guest Home shall meet the applicable requirements of the county building code specific to the type of structure licensed, and the additional requirements set forth in this subsection.

2. Smoke And Carbon Monoxide Detectors :Detectors Required: Each facility shall be required to install and maintain smoke detectors and carbon monoxide detectors according to the local adopted building codes.

3. Requirements for Emergencies: Exit Requirements: All interior and exterior exits shall open from the inside

without the use of a key or special knowledge. All such exits shall be of a width of thirty inches (30") or greater and shall not be blocked or obstructed at any time.

4. Floor Plan: A floor plan of the Guest Home shall be maintained and displayed in prominent location in each Guest Home. The plan shall show the location of each guestroom and the exit locations to be used for such guestrooms in the event of fire. The licensee shall furnish a copy of the floor plan to the building and zoning office prior to issuance of license.

5. Egress – Every sleeping room shall have not less than one operable emergency escape and rescue opening per locally adopted building code.

F. Parking: Overnight parking on township, county or state roads adjacent to the facility is prohibited. Parking on the property is limited to 1 vehicle per bedroom.

G. Accessory sleeping areas prohibited. Guests sleeping shall be confined to the interior of the Guest Home. No persons are permitted to stay anywhere else on the property including but not limited to a tent, camper, recreational vehicle, vehicle, accessory structure, or other like area.

DUTIES OF OPERATOR AND LICENSEE:

It is hereby made the duty of the Licensee - to:

A. Guest Information: Keep a record of the following information with respect to the individual leasing the Guest Home and to make such information available to the building and zoning office for review upon request:

1. Name and address.
2. Dates of arrival and departure.
3. License number of the vehicle(s).

B. Maintenance Of Establishment: Maintain the Guest Home in a clean, safe, orderly and sanitary condition.

C. Compliance With Provisions; Report Violations: Ensure compliance with the provisions of this chapter and report to the proper authorities any violations of this chapter or any other violations of law which may come to their attention.

D. Visible Address: Comply with the county ordinance requiring that the address of the Guest Home be posted so as to be clearly visible from the street

E. Provide a contact person/property manager that can be available 24 hours a day/ 7 days a week to the site location within 60-minutes of notice by authority or guest.

INSPECTION:

A. Inspection Required; Report Posted: Every Guest Home shall be subject to an inspection every year by the county zoning administrator, or his designated agent, to determine whether the Guest Home is in compliance with this ordinance. A copy of the inspection report shall be conspicuously displayed within a public area of the Guest Home.

B. Correction Of Violation: The Licensee shall have fifteen (15) days in which to correct any violations discovered during the inspection. The Guest Home cannot be rented until the violation is corrected. Upon completion of any repairs or required modifications, the Licensee shall request the zoning administrator, or his designated agent, to perform a reinspection of the Guest Home. Failure to correct such violations may result in the revocation of the-license.

C. Suspension: The zoning administrator, or their designated agent may suspend any license to operate a Guest Home for failure to comply with federal, state or local laws or ordinances. Suspension is effective upon written or electronic notice to the licensee. Upon suspension, the licensee must immediately cease the operations of the establishment. The licensee may make a written request for a hearing before the Licensee Appeal Commission (LAC), that shall occur no later than 45 days of the date of suspension. The zoning administrator may, in their discretion, reinstate the license upon a showing of compliance with the applicable ordinances or laws.

REVOCAION OF LICENSE:

The zoning administrator is hereby authorized to revoke any license issued pursuant to the terms of this chapter if, after due investigation, he determines that the Licensee thereof has repeatedly violated any provisions of this chapter, or that any Guest Home is being maintained in an unsanitary or unsafe manner or is a nuisance.

APPEALS:

A Licensee may appeal a decision of the Zoning Administrator that affects their license to the LAC. The Guest House shall not be rented while the appeal is pending. The LAC members shall consist of the County Board Chair and two other County Board members. All three members shall be from different Districts and members are appointed by the Chair. In the event a member cannot be present, an alternate member of the County Board from the same District of the member not able to attend shall be designated by the Board Chair.

A Licensee shall file a Notice of Appeal of a decision of the Zoning Administrator within 21 days of the date of the decision. The Zoning Administrator within 7 days of receiving the Notice of Appeal shall forward to the LAC the following: a copy of the Notice of Appeal and a copy of the decision and any supporting documents relied on by the Zoning Administrator in the decision-making process.

The LAC shall conduct a hearing of the appeal within 30 days of the Notice of Appeal being filed unless the Licensee requests an extension. The LAC shall give the Licensee at least 7 days notice of the hearing. The LAC may affirm or reverse, in whole or in part, the decision of the Zoning Administrator and shall have the authority to direct the Zoning Administrator to enforce their decision.

VIOLATION; PENALTY:

Any person who shall violate any of the provisions of this chapter shall be guilty of a petty offense and, upon conviction thereof, shall be assessed a fine as provided in section 1-10 of the Boone County Code. In addition thereto, the facility's license shall may be subject to suspension or revocation. Each day that a violation is permitted to exist shall constitute a separate offense.