

## Calumet Township Draft Zoning Ordinance

### Draft Short-Term Rental Regulations

January 8, 2026

**10.12.32 Short-Term Rentals:** Short-Term Rentals (STR) are allowed by right with conditions, in the R-1, R-2, FR/AG, C-1, and C-2 Districts, when in conformance with the following requirements and standards:

#### A. Definitions

The following definitions are applicable to this section:

1. **Bedroom:** A room intended for sleeping or placement of a bed separated from other spaces in a dwelling and having a door for ingress with egress meeting applicable egress standards. The following spaces designed to serve another purpose do not qualify as a bedroom: kitchen, dining area, family room, living room, closets and storage areas. Attics or basements without egress meeting applicable egress standards may not be considered a bedroom.
2. **Dwelling or Dwelling Unit:** A room or rooms connected together, constituting a separate, independent housekeeping establishment for one (1) family occupancy, physically separated from any other dwelling units in the same structure, and containing independent cooking, bathroom, and sleeping facilities.
3. **Entity:** An individual, a group of individuals or an association, firm, partnership, corporation, or other organization, public or private.
4. **Good Neighbor Guide:** Materials prepared and provided by the Calumet Township Board to the owner of a Short-Term Rental (STR), required for prominent display in the STR unit.
5. **Local Contact Person:** A local property manager, owner or agent of the owner, who is available to respond to tenant and neighborhood questions or concerns, or any agent of the owner authorized by the owner to take remedial action and respond to any violation of this Ordinance.
6. **Managing agency or agent:** A person, firm or agency representing the owner of the property or portion thereof used for a Short-Term Rental, or a person, firm or agency owning the property or portion thereof used for a Short-Term Rental if they do not designate a representative.
7. **Owner:** The owner of the premises or lesser estate in the premises, a mortgagee or vendee in possession, an assignee of rents, receiver, executor, trustee, lessee, or any other person, sole proprietorship, partnership, association, or corporation directly or indirectly in control of a building, structure, or real property, or his or her duly authorized agent.
8. **Parcel or Lot:** Lot or Parcel: Land described in a recorded plat or by metes and bounds description, including a condominium unit in a condominium subdivision, occupied or to be occupied by a building, structure, land use or group of buildings having

sufficient size to comply with the frontage, area, width-to-depth ratio, setbacks, yards, coverage and buildable area requirements of this Ordinance and all other Ordinances, unless the PPBF option is applicable and chosen, and having its principal frontage upon a public street or on an approved or legal nonconforming private road or approved access easement. Such lot may consist of a) a single lot of record; b) a portion of a lot of record; c) a combination of contiguous lots of record or portions of contiguous lots of record; or d) a parcel of land described by metes and bounds. If an accessory building is built on a contiguous lot, then for zoning purposes both lots will be considered to be one lot.

## **B. Registration and Permit Required**

**1. Permits for Existing STRs:** Existing STRs at the time of enactment of this ordinance (insert date) shall register their STR according to the following procedure:

a. Owners authorized, deemed eligible, and permitted under the terms of the previous Calumet Township STR ordinance, whose permit is in good standing having satisfied all of the requirements as determined by the Zoning Officer to operate a STR, may continue to do so, but must update their registration of the STR on or before the annual renewal date set by the Township Board to obtain a new permit. The Township will require the applicant to reaffirm the accuracy of the statements made in the original application.

b. Existing STRs as described above and currently in operation will:

1. Be considered in the total percentage of allowable Calumet Township STRs.
2. Shall not be subject to restrictions on:
  - a. Distance from other STRs
  - b. Number of permits per owner
  - c. Number of STRs per parcel

c. Existing STR owners registering for a permit under this provision shall be required to fill out and sign an application form provided by the Calumet Township Board. The application form shall include:

1. The name, address and telephone numbers of the owner and of any agent for the owner.
2. The street address of the STR
3. The number of bedrooms with the maximum occupant capacity as calculated by this Ordinance
4. The number of available off-street parking spaces
5. Identify where the STR is being advertised (VRBO, AirBNB, other, etc.)
6. Acknowledgement that the owner has read and understands the Ordinance including the owner's responsibilities required in this section.
7. Acknowledgement that the information provided on the application is current and true.
8. Any other information as requested by the Calumet Township Board relative to fulfilling purpose and scope of the Ordinance.

**2. Permit for new STRs after adoption of this Ordinance:** Following the adoption of this Zoning Ordinance, open registration for new STRs sixty (60)

days prior to the date established by the Board of Trustees as the annual renewal date and close thirty (30) days before the annual renewal date, in order to give the Zoning Administrator thirty (30 ) days prior to the Annual Renewal date to consider the applications and be able to recommend those that may be approved and those that will be denied. New permits shall be issued until the allowed percentage of STRs is attained. Once the allowed percentage of STRs is reached, subsequent permit applications shall be held and thereafter, qualifying permit applications will be granted in the order they were received. The Township will require the applicant to reaffirm the accuracy of the statements made in any original application. Owners of new STRs shall be required to fill out and sign the application form provided by the Calumet Township Board as required in this section, and provide the information required under 10.12.32 B.1.c above.

Any owner registering for a new permit at this time and into the future shall be subject to all Ordinance restrictions. These restrictions are:

- a. Only one (1) allowable STR per parcel
- b. A limit of two (2) STR permits per owner
- c. Compliance with distance requirements between STRs as noted in Article 10.12.32.B.6
- d. All other STR standards as described in 10.12.32.C.

3. Upon completion and acceptance of the application by the Township, the Township shall issue a permit for the occupancy of the STR. The following provisions shall apply to the permit.

- a. There will be two (2) original copies of the permit, one to the owner and the other on file at the Calumet Township office.
- b. No permit shall be issued unless the owner is current in payment of taxes and other obligations owed to Calumet Township for the STR.
- c. The permit shall incorporate the application by reference, and include the name of the owner, the property agent, the street address and the maximum number of allowable occupants.
- d. Any other information deemed appropriate by Calumet Township.

4. After enactment of the Ordinance, all existing STR permits shall be valid until (date). Following this date and into subsequent years, permits will be valid from (dates). Permit renewal will be open from (dates). Any existing permit that does not apply for renewal by (date) will automatically expire on (date). After a permit expires, any new permitting for the same property shall be subject to all current permitting regulations.

5. The number of permits shall not exceed sixteen (16) percent of the total number of dwelling units in Calumet Township, as defined by the Calumet Township assessment records.

6. Distance between STRs: Within the R-1 and R-2 Districts, parcels containing STRs must be more than 251 feet apart in any direction as measured from the front center point of the first property line to the front center point of the second property line, with the exception of those STRs in existence at the time the Ordinance is adopted, for as long as they continue to be permitted. Outside the R-1 and R-2 Districts, parcels containing STRs must be more than 401 feet apart in any direction as measured from the front center point of the first property line to the front center point of the second property line,

with the exception of those STRs in existence at the time the Ordinance is adopted as long as they continue to be permitted.

7. It shall be a violation of this Ordinance for anyone to advertise properties to be used as STRs without first receiving a permit from Calumet Township issued in the name of the owner.

8. Any fees associated with STRs shall be set by resolution of the Calumet Township Board, as noted in Article 18.7.5 of the Calumet Township Zoning Ordinance.

9. An owner shall hold no more than two (2) STR permits in Calumet Township.

10. A separate permit is required for each STR. STR permits are not transferable from one property to another property, nor from one owner to another owner, except for an ownership transfer to an immediate family heir upon the death of the original owner/permit holder.

11. Any STR rented fourteen (14) days or less per calendar year does not require a permit.

### **C. Short Term Rental Standards**

The following standards shall apply to all STRs in Calumet Township:

1. Only one (1) STR per parcel shall be leased, subleased, rented or sub-rented at any given time with the exception of those in existence at the time of adoption of this Ordinance. All lodging is to be exclusively within the STR and not in a recreational vehicle, camper, tent or similar structure

2. Local Contact:

a. The owner of an STR unit must designate a local contact person who has access and the authority to assume management of the unit and take remedial measures.

b. The local contact person must be available twenty-four (24) hours a day during the rental period and be able to respond within sixty minutes to address any issue.

c. An owner meeting the requirements of subsections 1 and 2 above may designate themselves as the local contact person.

3. Occupancy:

a. A maximum occupant capacity for the STR shall be calculated at the time of application.

b. Maximum occupancy calculation shall consist of two (2) occupants per bedroom plus two (2) additional occupants. Children shall be included in the count.

4. Parking: All parking associated with an STR shall be out of the roadway and on-site, in the garage or driveway as lot and neighborhood configuration allow. No parking is permitted in alley roadways.

5. The owner of an STR is responsible to:

a. Ensure that the permitted STR is in full compliance with the applicable Federal, State, County, and Calumet Township ordinances including any

Building, Health, Safety, and Fire Codes. The Township does not take responsibility for codes outside its ordinance/jurisdictional authority.

b. Ensure that the guests of the permitted STR do not create a nuisance to the community. Upon receiving a permit from the Calumet Township Board, the owner shall also be provided with the Good Neighbor Guide to be prominently displayed in the unit. The purpose of the Guide is to provide guests sufficient information to follow so as to not invade or interrupt the normal and peaceful enjoyment of the citizens and residents of Calumet Township. The information provided in the Guide shall include:

(i). A reminder that the rental property may be located in a residential neighborhood.

(ii). A statement informing guests that neighboring property owners may contact the contact person, managing agent, or agency or owner, to report any issues relating to the property.

(iii). The Township Noise/Nuisance Ordinance

(iv). Solid waste policy and rules.

(v). A link for burn permit.

(vi). Phone number 911 for emergencies

(vii). Any other information that the Township considers pertinent.

c. Take appropriate action in a timely manner to remediate any violation of Calumet Township Ordinances, standards regarding STRs and /or a neighbor's complaint regarding guest's actions.

d. Notify the Calumet Township Board in writing within 30 days of any changes in the information provided on the application form including but not limited to a change of designated managing agency or agent, contact person or owner.

e. Each STR in Calumet Township may be subject to an annual inspection to verify that occupancy, parking, and other requirements of this ordinance are being met. It is the responsibility of the owner/applicant to ensure the STR unit is in full compliance with any applicable Federal, State, and County ordinances including any Building, Health, Safety, and Fire Codes.

#### **D. Violation and Administrative Penalties**

1. Any violation of this Ordinance is a civil infraction. The following conduct is a violation of this Article and the Zoning Ordinance:

a. Any advertising or leasing of a STR without first having obtained a permit.

b. The permit holder has violated any of the provisions of this Article.

c. Any applicant or permittee providing false or misleading information during or subsequent to the application process.

2. If it is discovered that an owner holds more than the allowable 2 permits, not otherwise allowed at the time this ordinance is adopted, all existing permits shall be revoked immediately. Any owner may reapply for a permit during the annual application period, but not less than twenty-four (24) months after revocation of a permit. The new permit will follow the current ordinance restrictions at the time of reapplication.

3. All other violations other than those described in 10.12.32.D will be treated as follows: All owners shall be responsible for any municipal civil infractions (See Article 21) which are imposed regarding violations of this ordinance as delineated in the existing Calumet Township Civil Infractions Ordinance. The Zoning Administrator and any officials designated by the Calumet Township Board are the authorized officials who issue municipal civil infraction citations.

4. If there are one or more violations per year during any three (3) consecutive year period, the permit shall be revoked.

5. Any revoked permit for which reapplication is made shall be subject to all current Ordinance regulations at the time of reapplication.

6. An owner may appeal a decision to revoke a permit to the Calumet Township Zoning Board of Appeals.

#### **E. Administration**

1. All permits will be issued by the Calumet Township Board of Trustees or assigns.
2. Payments will be made to the Calumet Township Treasurer

#### **F. Severability**

The several provisions of this Article are declared to be separate. If any court shall hold that any section or provision is invalid, such holding shall not affect or impair the validity of any other section of this Ordinance.

Comments, questions, or concerns can be emailed directly to [caltwpsupervisor@gmail.com](mailto:caltwpsupervisor@gmail.com) or be discussed at the Calumet Township Office.

A Public Meeting will also be held prior to the Board's decision to adopt or deny this Ordinance, please watch the website for meeting details.