

The Charlevoix City Council met on Monday, August 18, 2025 with Mayor Lyle Gennett presiding. The following is an excerpt from the official records of said meeting.

Motion by Spring, seconded by Hagen to approve the amendment of the short-term rental registration process and procedure Ordinance 860 of 2025 as presented.

**CITY OF CHARLEVOIX  
ORDINANCE NO. 860 of 2025**

AN ORDINANCE AMENDMENT TO AMEND TITLE XI, BUSINESS REGULATIONS, CHAPTER 114: SHORT-TERM RENTALS, SECTION 114.04 REGISTRATION PROCESS AND PROCEDURE

**THE CITY OF CHARLEVOIX ORDAINS:**

**Section 1: Title XI, Chapter 114, Section 114.04 Registration Process and Procedure item (A, 2) of the City of Charlevoix Code shall repealed and replaced and shall read as follows:**

- A. (2) When a license becomes available, the first person on the waitlist shall be given 30 days to accept a license, pay all necessary fees, and schedule their inspection for a date within 90 days. Failure to act within this time period shall move the person to the bottom of the relevant category of the waitlist. Waitlist holders will be contacted using the information found on the waitlist; failure to properly advise the City of updates and corrections to waitlist information shall be deemed a failing on the part of the waitlisted person.

**Section 2: Title XI, Chapter 114, Section 114.04 Registration Process and Procedure item (B) of the City of Charlevoix Code shall repealed and replaced and shall read as follows:**

- B. Waitlist forms and methods shall be provided by the city and must be maintained after payment of a one-time, non-refundable waitlist fee.
  - (1) Annually on or before November 30, the City shall publish on their website the list of licensed properties and the current waiting list separated by categories. Persons wishing to remain on the waitlist shall, using a form and method directed by the city, affirm the accuracy of their listing or provide updated information no later than noon local time on December 31. Failure to affirm and/or correct the waitlist information shall remove someone from the list.
  - (2) Council shall, from time to time by resolution, set the fee.

**Section 3. Severability.**

No other portion, paragraph or phase of the Code of the City of Charlevoix, Michigan shall be affected by this Ordinance except as to the above sections, and in the event any portion, section or subsection of this Ordinance shall be held invalid for any reason, such invalidation shall not be construed to affect the validity of any other part or portion of this Ordinance or of the Code of the City of Charlevoix, Michigan.

**Section 4. Effective Date.**

This Ordinance shall become effective thirty (30) days after its enactment.

Ordinance No. 860 was adopted on the 18<sup>th</sup> day of August 2025 A.D., by the Charlevoix City Council as follows:

Motion by: Spring

Seconded by: Hagen

Yeas: Parr, Spring, Knapp, Cole, Kalbfell, Hagen

Nays: None

**Motion carried.**

State of Michigan            }  
City of Charlevoix        } §

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Sarah J. Dvoracek

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Clerk

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Lyle Gennett

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Mayor

CERTIFICATION

I, the undersigned, the City Clerk of the City of Charlevoix, Charlevoix County, Michigan, do hereby certify that the foregoing is a true and complete copy of Ordinance No. 860 adopted by the City Council of the City of Charlevoix, County of Charlevoix, State of Michigan, at a regular meeting held on August 18, 2025 the original of which is on file in the Clerk's office and available to the public. Public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, Act 267 of the Michigan Public Acts of 1976.

Dated: 08/18/2025

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Sarah J. Dvoracek, City Clerk