

The Charlevoix City Council met on Monday, May 18, 2026, with Mayor Lyle Gennett presiding. The following is an excerpt from the official records of said meeting.

Motion by Parr, seconded by Spring to approve Ordinance Amendment 873 of 2026 with amendments.

**CITY OF CHARLEVOIX
ORDINANCE NO. 873 of 2026**

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF CHARLEVOIX BY AMENDING ADDING A NEW CHAPTER, WHICH NEW CHAPTER SHALL BE DESIGNATED AS CHAPTER 115 OF TITLE XI – BUSINESS REGULATIONS OF SAID CODE, TO REGULATE AND REQUIRE THE A TOUR GUIDE OR COMPANY TO OBTAIN A LICENSE TO OPERATE WITHIN THE BOUNDARIES OF THE CITY AND FOLLOW THE REGULATIONS PERTAINING TO THE LICENCED OPERATION, TO PROVIDE PENALTIES FOR VIOLATION OF THIS ORDINANCE; TO PROVIDE FOR SEVERABILITY; TO REPEAL ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT THEREWITH; AND TO PROVIDE AN EFFECTIVE DATE.

THE CITY OF CHARLEVOIX ORDAINS:

SECTION 1. Title XI, Chapter 115, Sections 115.01 through 115.12 of the City Code are hereby added as follows:

ARTICLE XXI. - TOUR GUIDES AND TOUR COMPANIES

DIVISION 1. - GENERALLY

§ 115.01 Purpose.

The purpose of this chapter shall be to protect the health, safety and welfare of the citizens of the city by regulating tour guides and tour operators within the City.

§ 115.02 - Definitions.

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

Tour company means any person, party, or legal entity that is engaged in, selling, scheduling, arranging, or organizing tours to be conducted on the streets, sidewalks, banquettes, or other public ways of the City of Charlevoix and employes tour guides to perform tours.

Tour guide means any person duly licensed by the City to conduct one or more persons to any of the city's points of interest and/or historic buildings, parks or sites, for the purpose of explaining, describing or generally relating the facts of importance thereto, and receiving any form of compensation or remuneration for the guide's activities.

§ 115.03. – License Required

All tour guides, tour planners, tour companies, or other tour businesses shall not operate within the City without first obtaining a license in compliance with the provisions of this chapter. Both a tour company and a tour guide must be licensed as provided in this ordinance.

§ 115.04 – Application for a License

Tour companies and persons required to obtain a license shall apply for it at the office of the City Clerk. One application shall be made to authorize one or more persons to provide tours within the City; provided that, all such persons identified by such license application are employed by the same person, firm or corporation. The content of the application form shall be prescribed by the City Clerk.

§ 115.05 Fees Required and Number of Licenses within the City.

An annual license fee of \$500.00 shall be paid in full prior to issuance of the license. Payment of the annual fee must be made to the City prior to starting any tours. No more than three tour companies may be granted a license to operate within the City at any one time and current operators shall have the first right of refusals. Council may alter the fee and/or number of tour operating companies licensed to operate within the City by resolution.

§ 115.06 – Indemnity and Insurance

Any tour company operating within the City must agree to defend, indemnify and hold harmless the City of Charlevoix for any and all claims, liabilities, awards, judgments and causes of action of any kind (including but not limited to actual attorney's fees) related to the operation of the tour company. All tour companies shall obtain and maintain general liability insurance with policy limits of \$1,000,000 per occurrence and \$2,000,000 aggregate. The City shall be included in the policy as an additional insured, and the City shall be notified prior to any change in coverage by the tour company. Proof of insurance is required to be delivered along with the application for a license and any request for renewal. The tour company must also provide proof of insurance at any time requested by the City. Failure to maintain insurance shall automatically revoke the license.

§ 115.07 -- Tour guide rules and regulations.

The following rules and regulations shall apply to all tours:

- (1) Tour guides and tour companies must be licensed to operate within the City.
- (2) Tour guides shall not be allowed to use voice amplifiers on tours.
- (3) All tours shall use headphones to allow participants to hear the guide and so as to limit any nuisance noise from the tour guide.
- (4) During a tour narration, tour groups shall maintain a distance of 50 feet from another tour group. Each tour group shall set an itinerary with areas of interest with the City as part of the permitting process and space out tours so that there is a gap of one hour between each group at any area of interest.
- (5) Tour groups shall be limited to 15 patrons per tour.
- (6) No solicitation by tour guides or tour companies is permitted on the streets, sidewalks, or other public ways and property within the city.

- (7) Tour groups may operate within the hours of 10 a.m. and 4 p.m. All tour groups shall be disbanded by 4 p.m. daily.
- (8) No Tour groups shall operate on Sunday of each week and on any federally recognized holiday.

§ 115.08 - Identification.

Tour guides shall display their city tour guide license at all times. In addition, tour guides must display identification of the name of the company by which they are employed.

§ 115.09. - General or attempted noncompliance; penal provisions.

Failure to comply with these provisions shall result in the suspension or revocation of the license to operate. The noncompliance with any mandatory or prohibitory provision of this article shall constitute a municipal civil infraction subject to a fee up to \$500.00 per occurrence or any other punishment authorized by law.

Regulations for Temporary/Occasional Tours.

The City Manager shall define the nature of temporary and occasional tours and present the request to Council, which may then adopt it by resolution.

§ 115.10. - Enforcement.

The Chief of Police hereby authorized to enforce this provision and also grant enforcement and citation powers to officers employed by the police department.

§ 115.11 -- 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.

§ 115.12 -- Effective Date.

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

Ordinance No. 873 was adopted on the 18th day of May 2026 A.D., by the Charlevoix City Council as follows:

Motion by: Parr

Seconded by: Spring

Yeas: Knapp, Spring, Halverson, Hagen, Parr

Nays: Kalbfell

Motion carried.

State of Michigan }
 City of Charlevoix } §

 Sarah Dvoracek

 Clerk

 Lyle Gennett

 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. 873 of 2026 adopted by the City Council of the City of Charlevoix, County of Charlevoix, State of Michigan, at a regular meeting held on May 18, 2026 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: May 19, 2026

 Sarah J. Dvoracek, City Clerk