

CHAPTER 4

**SHORT-TERM HOSPITALITY
RENTAL ORDINANCE**

SECTION:

- 4-7-1 : Name
 4-7-2 : Definitions
 4-7-3 : Power of Corporate Authorities
 4-7-4: Minimum Standards
 4-7-5 : Soap, Towels, and Linens
 4-7-6 : Fire Safety
 4-7-7 : Proof of Insurance
 4-7-8 : Taxes

4-7-1 : **NAME:** This Ordinance shall be known and may be cited as the “Village of Elizabeth Short-Term Hospitality Ordinance.

4-7-2 : **DEFINITIONS:** The following definitions shall apply in the interpretation and enforcement of this Chapter:

**SHORT TERM
HOSPITALITY:**

An operator-occupied residence providing accommodations for a charge to the public with no more than five (5) guest rooms for rent, in operation for more than ten (10) nights in a twelve (12) month period. Breakfast may be provided to the guests only. Short-term hospitality establishments shall not include motels, hotels, boarding rooms, or food service establishments.

OPERATOR:

The owner of the short-term hospitality establishment, or the owner’s agent, who is required by this Act to reside in the short term hospitality establishment, or on contiguous property.

GUEST ROOM:

A sleeping room intended to serve no more than two (2) transient guests per night.

4-7-3 : **POWERS OF CORPORATE AUTHORITIES:** No person shall abandon any vehicle within the Village and no person shall leave any vehicle at any place within the Village for such time and under such circumstances as to cause such vehicle reasonably to appear to have been abandoned.

(Ord. 7-6, 6-14-1995)

- A. Provide for the regulation, safe operation, licensing and inspection of short-term hospitality establishments.
- B. Provide for examination and regulation of short-term hospitality establishment operators.
- C. Designate and use full-time municipal, district, county or multicounty health departments and local fire departments as its agents.

However, the powers granted to the corporate authorities of counties by this Act shall apply to unincorporated areas within the county.

4-7-4 : **MINIMUM STANDARDS:** Short-term hospitality establishments which serve breakfast shall comply with the following minimum standards:

- A. Food shall be clean, wholesome, free from spillage, free from adulteration and misbranding and safe for human consumption. Containers of food shall be stored above the floor, on clean racks, shelves or other clean surfaces in such a manner as to be protected from splash or other contamination. Milk of only pasteurized Grade. A may be used. Use of home canned food is prohibited except for jams and jellies.
- B. Food shall be protected from contamination while being stored, prepared and served, and during transportation. Perishable foods shall be stored at temperatures that will protect them against spoilage. Potentially hazardous food shall be maintained at safe temperatures of 45 degrees F, or below, or 140 degrees F, or above, as appropriate, except during the necessary periods of preparation and serving, Frozen food shall be kept at temperatures that will keep them frozen, except when being thawed for preparation. Potentially hazardous frozen food shall be thawed at refrigeration temperatures or below, quick thawed as part of the cooking process, or thawed by another method approved by the local Health Department. An indicating thermometer shall be located in each refrigerator. Raw fruits and vegetables shall be washed thoroughly before use. Stuffings, poultry, and pork products shall be cooked to heat all parts of the food at least 165 degrees F, before being served.

Salads made of meat, poultry, potatoes, fish, shellfish, or eggs and other potentially hazardous prepared food, shall be prepared from chilled products with a minimum of manual conduct. Portions of food once served to an individual may to be served again. Laundry facilities shall be separated from food preparation areas. Live animal shall be excluded from food preparation areas.

- C. No person knowingly infected with a communicable disease that may be transmitted by food handling may work in a short-term hospitality establishment.
- D. If the short-term hospitality operator suspects that any employee, family member of the operator himself or herself has a communicable disease, the operator shall notify the local health Department immediately.
- E. All operators shall be certified. Certification shall be achieved by successfully completing an examination by the local Health Department as described in the current edition of the State of Illinois Food Service Sanitation Rules and Regulations.
- F. Persons preparing or serving food or washing utensils shall wear clean outer garments and maintain a high degree of personal cleanliness. They shall wash their hands thoroughly before starting work and wash often as necessary while working to remove soil and contaminants. After visiting a toilet room, persons shall wash their hands thoroughly in a lavatory but never in the kitchen sink.
- G. No one, while preparing or serving food, may use tobacco in any form.
- H. Utensils shall be kept clean and in good repair.
- I. Multiuse eating and drinking utensils shall be thoroughly cleaned after each use. Facilities needed for operations of washing, rinsing and sanitizing shall be provided.
- J. Pots, pans and other utensils used in the preparation or serving of food or drink and all food storage utensils shall be thoroughly cleaned after each use. Cooking surfaces of equipment, if any, shall be cleaned at least once each day. Non-food contact surfaces of equipment shall be cleaned at intervals that will keep them in a clean and sanitary condition.
- K. Residential sinks and home-style mechanical dishwashing machines are acceptable facilities for washing multi-use eating and drinking utensils. Utensils shall be air dried.

- L. Immediately following either manual or mechanical washing of eating or drinking utensils, and pots and pans and other cooking utensils, these utensils shall be effectively sanitized by being submerged in a hypochlorite solution with a chlorine concentration continuously maintained in one hundred parts per million, or another approved sanitizing solution which shall be used at the concentration tested and approved by the local Health Department. Dishpans may be used to accomplish the final sanitizing rinse.
- M. The reuse of single-service utensils is prohibited.

4-7-5 : **SOAP, TOWELS AND LINENS:** Each person who is provided accommodations shall be provided individual soap and clean individual bath clothes and towels. Clean bed linens in good repair shall be provided for each guest who is provided accommodations and shall be changed between guests and as often as necessary. Clean linen shall be stored and handled in a sanitary manner.

4-7-6 : **FIRE SAFETY:** Short-term hospitality shall meet the State Fire Marshal's requirements for one and two-family dwellings. In addition, the following standards shall be required:

- A. Manual extinguishing equipment shall be provided on each floor in accordance with NFPA 10-Standards for the Installation of Portable Fire Extinguishers.
- B. All combustibles or flammable liquids shall be stored in approved metal containers. No combustibles storage in or under stairways.
- C. All trash containers shall be metal.
- D. No cooking facilities shall be permitted in guest rooms.
- E. All hallways and stairways shall be adequately lighted.
- F. No portable heating devices shall be permitted in guest rooms.
- G. The operator shall submit floor plan of the bed and breakfast establishment to the local Fire Department.
- H. Smoke detectors shall be provided in each guest room.

- 4-7-7: **PROOF OF INSURANCE:** The short-term hospitality rental establishment shall provide proof of adequate liability insurance as required by the licensing agency.
- 4-7-8: **TAXES:** The short-term hospitality rental establishment shall fulfill the requirements of the Illinois Department of Revenue, including the payment of any applicable taxes including but limited to Jo Daviess County Hotel and Motel taxes.