

**ORDINANCE NO. 2025-58**

**AN ORDINANCE AMENDING AND REVISING CHAPTER 769  
TOURIST HOMES AND MOTELS RELATED TO SHORT-TERM RENTALS  
OF THE CODIFIED ORDINANCES OF THE CITY OF WICKLIFFE**

**WHEREAS**, short-term rentals offer transient sleeping accommodations to guests for compensation and are a commercial activity directly analogous to the service offered by hotels, however, unlike hotels, short-term rentals are not licensed or otherwise regulated by the state, such regulation instead being left to local governments; and

**WHEREAS**, regulation of short-term rentals requires comprehensive regulations, licensure, and accompanying inspections to ensure they operate in accordance with the health and safety of their guests, adjacent properties, and in accordance with all applicable building and fire codes; and

**WHEREAS**, the Council of the City of Wickliffe, Ohio deems it is in the public interest, health and welfare of its residents to amend Chapter 769, Tourist Homes and Motels to include regulations regarding Short-Term Rentals.

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF WICKLIFFE,  
COUNTY OF LAKE, AND STATE OF OHIO:**

**SECTION 1.** That the following Ordinances of the City of Wickliffe, Ohio of a general and permanent nature are hereby amended as Part Seven, Chapter 769 Tourist Homes and Motels of the Codified Ordinances of the City of Wickliffe, as amended:

**CHAPTER 769  
Tourist Homes and Motels**

769.01 Statement of Purpose and Intent.	769.07 Violations and Revocation of Permit.
769.02 Definitions.	769.08 Registration Required.
769.03 Applicability and City Capacity Limits.	769.09 Exception.
769.04 Permit Required.	769.10 Non-Discrimination.
769.05 Standards.	769.11 Appeals.
769.06 Fees	769.99 Penalties.

**769.01 STATEMENT OF PURPOSE AND INTENT.**

The purpose of this chapter is to establish comprehensive regulations, including permitting and inspection requirements, for short-term rentals within the City of Wickliffe. It is the City's intention to ensure that permitted short-term rentals operate in accordance with the health, safety, and general welfare of their guests, adjacent properties, and in accordance with all applicable building and fire codes.

These regulations are further established to preserve the residential character, cohesion, and safety of the City's neighborhoods and protect property values, by controlling the density of short-term rentals, preventing congestion on public streets, and reducing hazards to life and property.

**769.02 DEFINITIONS.**

As used in this chapter, the following words and phrases shall be defined as follows:

- (a) **Applicant:** The owner of a residential dwelling who submits an application for a Short-Term Rental Permit or a renewal permit to the city, as required by §769.04.
- (b) **Applicant's Dwelling:** A residential dwelling intended to be used as a short-term rental for which the applicant has submitted an application, as required in §769.04.
- (c) **Booking Service:** Any mechanism that provides for or facilitates a transaction between a short-term rental host and a potential short term rental guest for the purpose of reserving or renting a residential dwelling for a fee and for which a hosting platform collects or receives, directly or indirectly, any compensation in connection with the reservation. Such compensation may be remitted to the short-term rental host or the hosting platform.

I, Sandra J. Fink, Clerk of Council of Wickliffe, Ohio, hereby certify the foregoing is a true copy of  
Ordinance No. 2025-58 enacted by Council at its regular meeting on December 15, 2025.

- (d) Guest Room: A room or other space within a short-term rental offered to the public for a fee that contains provisions for sleeping.
- (e) Hosting Platform: An entity that participates in the short-term rental business/industry by providing for or facilitating a booking service through a website/application whereby a short-term rental host may offer list, advertise, or market a short-term rental to a potential short-term rental guest.
- (f) Owner: The owner(s) of record as shown on the current tax list of the county auditor or a mortgagee(s) in possession. If an owner is a business entity, such as a corporation, limited liability company firm, partnership, association, organization and any other group acting as a unit, such business entity's officer(s), employee(s), and agent(s) having control of the property shall be an "owner" within the meaning of this definition.
- (g) Parking Space: For purposes of this chapter, a parking space shall be a minimum of 9 feet by 18 feet, located off-street, outside of a road right-of-way, and located within a garage or on a paved or code compliant driveway on the same lot as the short-term rental.
- (h) Permit: A Short-Term Rental Permit duly issued by the City.
- (i) Property Manager: An individual, other than the applicant, who is responsible for the oversight and care of the short-term rental.
- (j) Short-Term Rental: Any dwelling with five guestrooms or less that is reserved/rented in its entirety for any form of consideration for less than 30 consecutive days by a short-term rental guest.
- (k) Short-Term Rental Guest: A person who reserves a dwelling from a short-term rental host for any form of consideration, for less than 30 consecutive days.
- (l) Short-Term Rental Host: The owner who permits, offers, lists, markets, or advertises a short-term rental on a hosting platform or other medium and receives a fee as compensation.
- (m) Special Event: In association with a short-term rental, a special event is a wedding, party, family reunion, or similar gathering that exceeds the maximum number of occupants allowed under the Short-Term Rental Permit.

#### **769.03 APPLICABILITY AND CITY CAPACITY LIMITS.**

Short-term rentals shall be limited to the locations and capacity limits outlined in this section and in accordance with the purpose and intent of this chapter. The capacity limits were further developed to protect neighborhood harmony and ensure that housing affordability and availability is sustained in these locations.

- (a) Short-term rentals shall only be permitted in the R1-50, R1-60, R1-75, and R1-100 One- Family Residential Districts as specified on the Official Zoning Map adopted by Wickliffe City Council, and only when in compliance with the permit requirements and standards set forth in this Chapter.
- (b) The maximum number of short-term rentals allowed in the City of Wickliffe will be sixteen (16). This total number of permits will then be divided equally amongst the four (4) City Wards, the boundaries of which are defined on the official Ward Map of the City of Wickliffe. The maximum number of four (4) rental units per ward and approved locations will be maintained and recorded by the Building Department.

#### **769.04 PERMIT REQUIRED.**

A Short-Term Rental Permit is required prior to the rental of any residential dwelling in the R1-50, R1-60, R1-75, and R1-100 One- Family Residential Districts for a period of less than 30 days.

- (a) A Short-Term Rental Permit issued by the City shall be valid for the calendar year for which it is issued. Such permit shall automatically expire upon transfer of the property, and permits are not transferable to succeeding property owners. Any change in ownership of the dwelling shall require submission and approval of a new Short-Term Rental Permit application.

(b) A Short-Term Rental Permit will be issued within 30 days of receipt of a complete application, provided the information on the application is accurate and in compliance with the following:

(1) Permit applications will be reviewed in the order in which they are received, and in further conformance with the capacity limits per City Ward, as outlined in §769.03 (b) of this Chapter. Applications that exceed the capacity limits per ward will be placed on a waiting list and may be eligible for review if any permits become available.

(2) The permit shall indicate the maximum number of guests that can be accommodated at the rental in accordance with the standards listed in §769.05 (a) of this Chapter.

(3) In order to protect the public health, safety, and welfare in all rental dwelling units, an affidavit will be required with each application to be completed by the property owner to ensure that maintenance standards and the minimum requirements for egress and fire protection are met. Such standards are outlined in the City of Wickliffe's Codified Ordinances and the State of Ohio Building Code.

(4) A property owner shall be subject to all of the standards and penalties of this Chapter.

(c) Application. An application provided by the City of Wickliffe for a Short-Term Rental Permit shall, at a minimum, include the following:

(1) Address of property.

(2) Property owner name(s). If the owner does not reside within a 30-minute drive of the short-term rental property, the property owner shall designate a property manager that meets the 30-minute drive requirement.

(3) Signature of property owner(s) and property manager, if any.

(4) Number of bedrooms in the dwelling.

(5) Number of parking spaces as defined under §769.05 (b).

(6) Sketch of the property, indicating location of the dwelling, driveway, or other point of access, and designated parking spaces meeting the definition of a parking space under §769.02 (g).

(7) Contact information including: owner name, mailing address, email address, and 24-hour contact phone number for the owner of the property and the property manager, if any. Throughout the term of the permit, it is the property owner's responsibility to inform the city, in a timely manner, of any change in the owner's or property manager's contact information or changes to any other information required in the application.

(8) The addresses of other short-term rentals located in the City of Wickliffe that the applicant owns or has any legal interest in, if any.

(9) Proof of insurance as required by §769.05 (m).

(10) The domain addresses for all websites on which the property is being advertised as available for short-term rental and the unique URL for any of those listings.

(11) A notarized affidavit from the property owner to confirm the dwelling includes the appropriate number of installed working smoke detectors on each floor per the Ohio Building Code Sections 314 and 315 and there are no sleeping rooms below grade (ie. basements) without an egress window, window well, and/or ladder per Ohio Building Code below grade egress requirements Sections 310-311.

(12) A report from a registered, licensed HVAC Technician of an annual service and condition of the dwelling's heating system and hot water tank if either is a fuel-fired appliance

(13) A report from a registered, licensed electrician on the condition of the electrical panel and any fixtures, switches, receptacles, and any other interior or exterior outlets served by the dwelling's electrical panel.

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Ordinance No. 2025-58 enacted by Council at its regular meeting on December 15, 2025.

Sandra J. Fink, Clerk of Council

(d) Renewal of Permits. All permits shall be renewed annually. Permits expire on December 31<sup>st</sup> of the year in which they were issued. No short-term rental shall occur until the rental permit is renewed. The fee for each permit shall not be prorated should a partial year permit be requested.

(1) Renewal applications shall contain the same information as required for the initial application. Renewal permits shall be filed no later than December 1<sup>st</sup> of the year in which the permit expires. If a short-term rental permit is successfully and timely renewed, it shall be in effect for one calendar year, beginning on January 1<sup>st</sup> and expiring on December 31<sup>st</sup> of the same year.

(2) Renewal applications filed after December 1 will require an additional \$200 late fee above and beyond the applicable application fee. If a complete application is not received by the expiration of the previous year's permit, the applicant is not entitled to a renewal. Renewal applications submitted after December 31<sup>st</sup> shall be placed on a wait list along with any new applications. After all renewal applications filed prior to January 1 are processed, and if any permits are available, the applicants on the wait list will be reviewed in the order in which they were received.

(3) Short-Term Rental Permit holders shall be required to provide evidence that their rental has been occupied for a minimum of 60 days during the previous calendar year to be permitted to renew their permit. If the permit was issued after January 1 and no short-term rentals occurred in that year prior to the date the permit was issued, the total number of occupied days shall be an average of 5 days per month for each month the permit was valid. For renewal permits not meeting the required minimum number of occupied days, such permits shall be placed on a wait list behind any new applications waiting to be considered.

## 769.05 STANDARDS.

All Short-Term Rentals shall comply with the following minimum standards.

(a) Guest Capacity Limit. The maximum number of short-term rental guests to be accommodated shall be equal to the number of bedrooms multiplied by a factor of 2, plus 3 additional guests. Children 3 years of age and younger shall not count toward the capacity limit.

(1) The number of bedrooms shall be verified through the affidavit required with the application.

(2) The Short-Term Rental Permit issued by the City shall indicate the maximum number of guests that may be accommodated as calculated under these standards.

(b) Parking. Parking for guests in a short-term rental shall only be in identified parking spaces as defined in this chapter. No on-street parking shall be permitted in association with a short-term rental. A minimum one (1) parking space per bedroom shall be provided, plus one (1) additional space. If the short-term rental location cannot meet the requirement of one (1) space per bedroom, the applicant shall indicate the number of spaces provided and restrict guests to that number of vehicles. Any vehicles of guests parked in the driveway of the rental property shall not block City sidewalks.

(c) Accessory Buildings. No guests of the short-term rental shall be permitted to sleep in any accessory building to the primary building on the site. Sleeping shall also be prohibited outside or in tents, campers, or other similar temporary structures outside of the main dwelling.

(d) Safety and Non-Discrimination Standards. The short-term rental owner shall sign an affidavit provided by the City of Wickliffe attesting that the short-term rental is in compliance with all property maintenance and applicable building and zoning codes, contractual restrictions, and other applicable local, state, and federal laws and regulations.

(e) Contact. The property owner, or a property manager representing the property owner, must be available by telephone at all times and be physically located within a 30-minute drive time of the property in the event of an emergency or any issue that requires immediate attention.

- (f) Special Events. Special events, as defined in this Chapter, are prohibited.
- (g) Permit Number. The permit number included on the Short-Term Rental Permit issued by the City shall be included in any advertisement for the rental and shall be posted inside the property in a conspicuous location.
- (h) Noise Ordinance. Short-Term Rentals shall observe the noise restrictions established in Chapter 509 Disorderly Conduct and Peace Disturbance, specifically 509.12 Noise Disturbance Prohibited, of the Wickliffe Code of Ordinances.
- (i) Trash. Refuse and recyclables shall be stored in appropriate containers and regularly picked up by the designated trash hauler contracted with the City of Wickliffe.
- (j) Applicable Rules. Short-term rental guests shall be made aware of the rules applicable to the guests under this Chapter.
- (k) Signs. Any signs proposed on the property shall only be permitted in conformance with the applicable requirements of Chapter 1161 Signs of the Wickliffe Code of Ordinances.
- (l) Insurance. A general liability insurance policy or permit that shall provide minimum liability insurance coverage of not less than \$300,000 issued by an insurance company licensed to conduct business in the State of Ohio shall be provided. The policy or permit shall provide notice of cancellation of insurance to the city at least 10 days prior to cancellation.
- (m) Advertising. No person shall allow a dwelling to be listed or advertised as a short-term rental prior to obtaining a permit or if the permit has been revoked, suspended, or denied. All advertisements shall include the permit number, occupancy limitations, parking requirements, and noise and special event restrictions. Advertisements shall be updated with current information throughout the year.
- (n) Record Keeping. All short-term rental hosts shall retain and make available to the Building Department, upon request, official records to demonstrate compliance with this Chapter, including, but not limited to, the names of the short-term rental guests, dates and duration of stay of all rentals, the number of guests who were scheduled, and price per night. Such records shall be retained for a minimum of three (3) years.

#### 752.06 FEES.

Each application for a Short-Term Rental Permit shall be accompanied by a fee, as established by the Building Commissioner.

#### 752.07 VIOLATIONS AND REVOCATION OF PERMIT.

Any of the following will be considered a violation of this Chapter and may result in the Short-Term Rental Permit being revoked by the Building Commissioner, or his/her designee, at any time.

- (a) Failure to update information required on the application with the City in a timely manner.
- (b) Advertising a short-term rental for a capacity in excess of that allowed under the permit issued by the City.
- (c) Permitting a number of persons in excess of that allowed under the Short-Term Rental Permit issued by the City to stay at the premises.
- (d) Failure of the property owner or his/her designated property manager to be available at any time during the tenure of an active short-term rental.
- (e) Providing false or misleading information on the application for any Short-Term Rental Permit or failing to include the information required by this Chapter in advertisements.
- (f) Failure to obtain a short-term rental permit when operating a short-term rental.
- (g) Failure to comply with any of the standards listed in §752.05.
- (h) The short-term rental has a documented history of repeated conduct that endangers neighborhood safety or of conditions interfering with the use and enjoyment of property within its vicinity.

- (i) The property taxes for the subject property are in arrears with the Lake County Auditor's Office.
- (j) Short-term rental taxes for the property that are owed are in arrears and/or short-term rental tax reporting forms for the property have not been timely filed.
- (k) Failure to keep property at standards regarding City of Wickliffe Codified Ordinances Chapter 1158 Residential Building Maintenance Code.
- (l) The subject property has outstanding building, zoning, or property maintenance code violations or outstanding violations with the Lake County Health District.
- (m) The applicant, property owner, or property manager has refused, hindered, or prevented any inspection by the city authorized by §752.05 (d).
- (n) Any valid disturbance calls to the Wickliffe Police Department regarding the property or its guests.
- (o) Evidence of a violation for the purposes of this section needs to be only a de facto violation; a conviction for such violation is not a prerequisite for denial or revocation of a permit.

#### **769.08 REGISTRATION REQUIRED.**

Any person, now or hereafter engaged or employed in or having charge of the business of renting or permitting persons to use or occupy any room or rooms, cabin or cabins, tourist camp or camps, tourist home, inn, hotel, motel or tavern, or any place of a similar nature shall keep a register upon which there shall be provided a space for the name, street, town or city and state address of each person who rents, uses or occupies any room or rooms, cabin or cabins, tourist camp, tourist home, inn, hotel, motel or tavern or any place of a similar nature, together with a space for the time of engagement thereof and entry therein and the time of leaving the same. Such person shall cause each person who rents, uses or occupies the same to legibly write or print his or her name, address, time of entry and leaving, upon the register in the place provided. In the event any person fails or refuses to so register, then the person in charge thereof shall cause to be written thereon the information above set forth. The register shall at all times be open to inspection by any police officer of the City.

#### **769.09 EXCEPTION.**

This chapter shall have no application to persons who rent or permit persons to occupy one or more rooms of their home as their permanent residence.

#### **769.10 NON-DISCRIMINATION.**

Chapter 1103 - Unfair Housing Practices Prohibited shall be applicable to this Chapter 769 - Tourist Homes and Motels.

#### **769.11 APPEALS.**

All persons aggrieved by an order of the Building Commissioner, or his/her designee, denying the issuance or renewal of a short-term rental permit or revoking a short-term rental permit may appeal such order to the City of Wickliffe's Board of Zoning Appeals.

#### **769.99 PENALTIES.**

Any person who violates Chapter 769 shall be guilty of a misdemeanor of the fourth degree and shall be fined not more than three hundred dollars (\$300.00) for the first offense, and not more than five hundred dollars (\$500.00) for the second and each subsequent offense, in any 180 day period. Each day a violation of this chapter occurs shall be a separate offense. An offender who has been previously convicted of or pleaded guilty of a violation of Chapter 769 is guilty of a misdemeanor of the first degree.

**SECTION 2.** That the full, complete and accurate text of Part Seven, Chapter 769 Tourist Homes and Motels, Sections 769.01 through 769.99 as stated above, will be effective January 1, 2026.

**SECTION 3.** That it is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Passed: December 15<sup>th</sup>, 2025

Attest: Clerk of Council

Submitted to the Mayor for approval on

First Reading November 24th 2025

Second Reading December 8<sup>th</sup> 2025

Third Reading: December 15th 2025

Edward A. Brown

### **Council President – Presiding Officer**

Approved: December 15th, 2025

Mayor

Passed December 15th 2025

Yes 6 No 1

I, Sandra J. Fink, Clerk of Council of Wickliffe, Ohio, hereby certify the foregoing is a true copy of  
Ordinance No. 2015-01.