



**CITY OF URBANA**  
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**D R A F T   F O R   R E V I E W**

**TO:** Mayor Laurel Lunt Prussing and Urbana City Council

**FROM:** Curt Borman, Assistant City Attorney

**DATE:** October 15, 2010  
Revised: March 23, 2011

**SUBJECT:** Consideration of an Ordinance Amending Chapter 14 of the Urbana City Code to Establish a Hotel and Motel Business License

***Introduction***

The proposed Code amendment will establish an annual licensing requirement for the City's hotels and motels.

***Background***

Mayor Prussing has asked the Legal Division to draft an ordinance requiring each hotel and motel operating in the City of Urbana to annually obtain a business license. The proposed ordinance does this and also requires each hotel and motel to maintain a register of guests, to keep its facilities clean and in good repair, and to make a floor plan of its guest rooms available to emergency responders.

The ordinance is intended to aid in collection of the City's hotel/motel use tax and in enforcement of its life safety and other ordinances. If the ordinance is passed, the City may suspend or revoke the license of any hotel or motel that fails to remit its monthly hotel/motel use taxes or that violates the Fire Prevention Code, the Property Maintenance Code, or any other City ordinance.

***Fiscal impact***

The fiscal impact will not be significant. Currently, only 17 hotels and motels operate in the City. The proposed ordinance would require each to pay \$150 per year for a license, for a total of \$2,550. Approval of the ordinance will, however, give the City greater ability to enforce the Urbana City Code. Non-approval will hinder the City in its efforts to enforce the Code.

***Recommendation***

Approve the ordinance amending Chapter 14 of the Urbana City Code to establish a hotel and motel business license.

**AN ORDINANCE AMENDING CHAPTER 14 OF THE URBANA CITY CODE TO  
ESTABLISH A HOTEL AND MOTEL BUSINESS LICENSE**

**WHEREAS**, the City of Urbana ("City") is a home rule unit of local government pursuant to Article VII, Section 6, of the Illinois Constitution, 1970, and may exercise any power and perform any function pertaining to its government and affairs, including the power to regulate for the protection of the public health and safety; and

**WHEREAS**, the Mayor and City Council find that amending Chapter 14 of the Urbana City Code to establish a business license for hotels and motels will protect the health, safety, and welfare of the citizens of the City.

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and the City Council of the City of Urbana, Champaign County, Illinois, as follows:

**Section 1.**

Urbana City Code Chapter 14, "Licenses and Permits," is hereby amended by adding the following Section thereto:

**Section 14-19. Hotels and motels.**

(a) **License required.** No person shall operate a hotel or motel in the city without a valid license. For purposes of this section, "hotel" and "motel" have the same definitions as provided in the Urbana Zoning Ordinance, as amended.

(b) **Register.** Every licensee shall at all times keep a register within the premises in which shall be written the names and permanent addresses of all guests renting or occupying rooms in such hotel or motel. The register shall also contain the signature of the person renting the room, the room number occupied, and the dates and times of registration and checkout. The register shall at all times be open for inspection by city officials.

(c) **Operating standards.**

(1) No licensee shall rent, let, or otherwise allow occupation of any room that is unsanitary, in a state of disrepair, or in a deteriorated condition that would render it unfit for human

occupation.

(2) Every licensee shall keep all common areas accessible by or visible to guests free of litter, garbage, and offensive odors.

(3) Every licensee shall keep all buildings, structures, walkways, parking areas, signs, fencing, lighting, and other physical improvements on the property in good repair and shall regularly maintain all landscaping.

(4) Every licensee shall number in a plain conspicuous manner every guest room. No two guest rooms shall bear the same number. Every licensee shall maintain a current floor plan of the premises showing the location of all guest rooms and their numbers and shall make the floor plan available to law enforcement or fire personnel, if needed, when responding to or investigating incidents on the premises.

**Section 2.**

Urbana City Code Chapter 14, "Licenses and Permits," Section 14-7, "Schedule of fees," subsection (B), "General," is hereby amended by adding the following fee thereto:

12. Hotel or motel business license.....\$150

**Section 3.**

Those sections, paragraphs, and provisions of the Urbana City Code that are not expressly amended or repealed by this Ordinance are hereby re-enacted, and it is expressly declared to be the intention of this Ordinance not to repeal or amend any portions of the Urbana City Code other than those expressly set forth as amended or repealed in this Ordinance. The invalidity of any section or provision of this Ordinance hereby passed and approved shall not invalidate other sections or provisions thereof.

**Section 4.**

This Ordinance shall not be construed to affect any suit or proceeding pending in any court, or any rights acquired, or a liability incurred, or any cause or causes of action acquired or existing prior to the effective date of this Ordinance; nor shall any right or remedy of any character be lost, impaired, or affected by this Ordinance.

**Section 5.**

The City Clerk is directed to publish this Ordinance in pamphlet form by authority of the corporate authorities, and this Ordinance shall be in full force and effect from and after its passage.

This Ordinance is hereby passed by the affirmative vote, the "ayes" and "nays" being called, of a majority of the members of the Council of the City of Urbana, Illinois, at a meeting of said Council.

**PASSED BY THE CITY COUNCIL** this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

AYES:

NAYS:

ABSENT:

ABSTAINED:

\_\_\_\_\_  
Phyllis D. Clark, City Clerk

**APPROVED BY THE MAYOR** this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Laurel Lunt Prussing, Mayor