

**STATE OF MICHIGAN  
County of Manistee  
Village of Copemish**

**AMENDED SHORT-TERM RENTAL ORDINANCE  
Effective 1-14-25**

AN AMENDED ORDINANCE TO REGULATE THE SHORT-TERM RENTAL OF RESIDENTIAL PROPERTY WITHIN VILLAGE OF COPEMISH AND TO PROVIDE PENALTIES FOR VIOLATIONS THEREOF.

**THE VILLAGE OF COPEMISH ORDAINS:**

**SECTION 1: PURPOSE**

The Village of Copemish finds and declares as follows:

- A. Wishes to reconcile the many different land use interests and concerns that are involved in the short-term rental of single-family residential properties.
- B. Short-term rentals can assist owners of homes by providing revenue that may be used for mortgage, operations, maintenance, upgrades and deferred costs.
- C. However, short-term rental of single-family dwellings can also cause difficulty where the character of the use takes on a more transitory and commercial character akin to a motel or similar use.
- D. It is with these findings and rulings that it is the intention of the Village, to the extent that the short-term rental of single-family homes will not be permitted in the Village beyond the date of this amended ordinance.
- E. Any existing short-term rentals prior to this amended ordinance are permitted to the extent if property is sold to a new owner or current owner(s) are in violation of this Ordinance, the short-term rental permit will be terminated.
- F. For the foregoing reasons, the purpose of the following regulations is to make the short-term rental activity permittee by this ordinance resemble the existing and traditional single-family residential uses. The regulations are intended to be strictly construed and enforced with this goal in mind.

**SECTION 2: DEFINITIONS**

**Bedroom** – A separate room that is used or intended to be used specifically for sleeping purposes, having a door for ingress and egress, and a current Fire and or Residential Code approved egress window of sufficient size to allow a person to exit the window in the event of Fire, and to enable Fire Department response personnel to extract a person from such a window. A bedroom must be a habitable space intended for sleeping purposes and not a room by design intended to serve another purpose including but not limited to a kitchen, dining area, den, family rooms, porch or living rooms.

**Capacity** – Rental capacity is the number of overnight occupants permitted under this ordinance and as listed on the Certificate. The maximum number of overnight occupants shall be limited based upon the number of Bedrooms, or other sleeping areas, as defined in this Ordinance.

**Dwelling Unit** – A structure designed for single-family habitation, located within a building and forming a single habitable unit having facilities that are used or intended to be used for sleeping, cooking, eating, and bathing purposes.

**Local Contact Person** – An owner, local property manager, agent, or caretaker who is authorized to respond to tenant, Village, and neighborhood questions or concerns; or any agent of the owner authorized by the owner to take remedial action and respond to any violation of this Ordinance.

**Occupant** – Any person who is an overnight guest in the short-term rental, including the renter, and does not include guests who are visiting between the hours of 7:00 am and 11:00 pm.

**Other Sleeping Areas** – These constitute living rooms, dens, porches, dormers or other locations used for sleeping, that are distinct from Bedrooms, but which have a door for ingress and egress, and a current Fire and or Residential code approved egress window of sufficient size to allow a person to exit the window in the event of Fire, and to enable Fire Department response personnel to extract a person from such a window.

**Owner** – The legal owner of record of the lot or parcel where the dwelling unit that is subject to the short-term rental is located.

**Parking Space** – For the purposes of this Ordinance, a parking space is a designated parking space for each of the short-term rental occupants. The parking space(s) is/shall be located off-street.

**Rental Certificate** – A short-term rental certificate (“Certificate”) duly issued by the Village of Copemish.

**Short-Term Rental** – Rental of a dwelling unit for overnight occupancy for a period less than 30 days.

**Special Events** – Means an event in association with a short-term rental, a wedding, outdoor party, family reunion, bachelor or bachelorette party, or similar gathering or activity that exceeds the maximum number of occupants allowed under the short-term rental certificate.

### **SECTION 3: APPLICABILITY**

- A. This Ordinance applies to all residential dwelling units in the Village of Copemish and to the owners of those dwellings wherein the dwelling is rented for a period of less than 30 days.
- B. This Ordinance does not apply to legally permitted or non-conforming Bed & Breakfast, motels, hotels or resort or RV parks.

#### **SECTION 4: SHORT-TERM RENTAL REGISTRATION REQUIREMENTS**

- A. A certificate is required prior to the rental of any dwelling for a period of less than 30 days.
- B. The Village shall provide a Rental Certificate Application that must be filled out completely by the applicant to be considered for a short-term rental Certificate. The application shall include the following at a minimum:
  - Address of property and parcel number
  - Property owner name(s)
  - Local contact person name(s) - (if different than owner)
  - Contact information including name, address, email and 24-hour contact phone number for the owner of the property and the local contact person
  - Signature of property owner(s) and local contact person(s)
  - Number of bedrooms in the dwelling unit
  - Capacity of the dwelling unit based on the standards in this Ordinance
  - Number of on-site parking spaces as otherwise defined in this Ordinance
  - Sketch of the property indicating the location and layout of the dwelling unit, including the number of, and the size of the bedrooms, and other sleeping areas, driveway or other point of access, and designated parking spaces meeting the definition of a parking space
- C. A Certificate issued by the Village shall be valid through December 31 of each year (January 1 – December 31) unless revoked for cause or until the dwelling sold.
  - A Certificate will be issued within 15 days of receipt of a complete and approved application and completed inspection
  - The Certificate shall indicate the capacity of Occupants that can be accommodated at the rental in accordance with the Ordinance, and as attested to by the owner.
  - A Certificate holder shall be subject to all the standards and penalties of this Ordinance

#### **SECTION 5: REQUIREMENTS OF THE SHORT-TERM RENTAL OWNER**

- A. The Owner shall post the following information on the mailbox for the rental or in a location clearly visible from the street or road serving the property:
- Rental Certificate number issued by the Village of Copemish
  - Owner name(s)
  - Local contact name & 24-hour phone number
- B. The Short-Term Rental Certificate number issued by the Village and certified capacity shall be included in any advertisement for the rental unit.
- C. It is the Certificate holder's responsibility to inform the Village of any change in caretaker or contact information for the certificate holder or caretaker, or local contact person.
- D. Unless connected to a public sewer system, the owner of the dwelling shall ensure that a properly sized and functioning septic system is maintained. Failure or operational deficiency of the sewage waste disposal system shall be grounds for denial and/or immediate revocation of the Certificate authorizing short-term rental of the dwelling. Porta-Jons and similar methods of handling waste are prohibited on short-term rental properties.
- E. Notice to Occupants – This Ordinance shall be provided to the short-term rental occupants. In addition, a placard in at least 60-point print shall be posted in a prominent place in the dwelling unit describing the foregoing regulations, including, but not limited to, the capacity of the dwelling unit, the name and contact information for the local contact person, the quiet hours and noise regulations, the location of fire extinguishers, and a map showing dwelling exits.
- F. Only one (1) dwelling unit per parcel shall be eligible for a short-term rental Certificate. There is an exception where the parcel contains more than one dwelling unit that has been used for short-term rental purposes historically prior to May 2024. Each such dwelling unit is entitled to apply for a short-term rental Certificate.
- G. Local Contact Person – The Local Contact Person must be available 24 hours per day during the rental period and be within forty-five (45) minutes' travel time of the property used for a short-term rental.
- H. Inspections - The owner is required to have a Village-appointed inspector inspect the Short-term rental every year at a cost ranging between \$150 to \$350 (depending on square footage of unit), not to exceed \$350. Inspections will encompass a thorough investigation of premises from top to bottom. The Village will retain a copy of the inspector's findings.

## **SECTION 6: CAPACITY, OCCUPANCY AND FIRE SAFETY REGULATIONS**

- A. Fire Protections Devices: A minimum of two (2) type ABC Fire extinguishers and the minimum number of battery-powered or hard-wired smoke/carbon monoxide/fire alarms as may be required by State Law or Village regulations, annually tested and certified by the owner as functional, shall be properly installed and placed in Code-mandated locations within the dwelling unit.

- B. Capacity: The maximum allowable number of Occupants in a short-term rental shall be based upon the number of bedrooms in the dwelling unit up to a maximum total of twelve (12) occupants, in accordance with the following:
- The maximum number of Occupants in a dwelling shall be calculated based on a formula which reflects three (3) persons for each bedroom in the dwelling unit, and as otherwise discussed in Subsection 4 below.
  - In no case shall the Occupants exceed twelve (12) persons within the dwelling unit.
  - This standard does not impose or imply any limit on the number of Occupants allowed in any single bedroom.
- C. Occupancy and Fire Safety: Any room intended for and used for sleeping purposes, including a bedroom, and other sleeping areas, shall have a door for ingress and egress, and a current fire and or residential code-approved egress window of sufficient size to allow any person to exit the window in the event of fire, and to enable Fire Department response personnel to extract any person from such a window.

## **SECTION 7: SHORT-TERM RENTAL REGULATIONS PERTAINING TO OCCUPANTS**

- A. Parking: Guests in a short-term rental shall only be allowed to park in identified on-site parking spaces as defined in this Ordinance and as shown on the application site sketch. The parking spaces shall be located off-street on the lot or parcel where the dwelling unit is located.
- B. Trash: Refuse and recyclables shall be stored in appropriate containers with tight-fitting lids, or bagged and secure in caged enclosures, and shall be regularly picked up weekly by curbside service with a licensed waste hauler.
- C. Special Events: Special Events are not allowed on the property where the dwelling unit is located for more than the number of Occupants permitted under this ordinance – not more than twelve (12).
- D. Capacity Limit: The number of Occupants shall not exceed the Capacity indicated on the Certificate.
- E. Occupants Limited to the Dwelling Unit: Accessory structures, recreational vehicles, motor homes, and travel trailers or tents placed on the rental dwelling parcel shall not be included in any calculation of the claimed rental capacity of any dwelling or parcel. Accessory structures, recreational vehicles, motor homes, and travel trailers placed on the property of the dwelling unit shall not be used in any manner for overnight occupancy.
- F. Quiet Hours and Noise: Quiet Hours for short-term rentals shall be observed every night from 11:00 pm to 7:00 am. Noise during quiet hours must be limited to that which does not disturb the quiet, comfort or repose of a reasonable person of normal sensitivities. One indicator of this standard is whether the level of noise interferes with the sleep of neighboring property owners, based upon reasonable person of normal sensitivities. The terms of the Village's general Noise Ordinance might be more restrictive.
- G. Fireworks: No fireworks shall be used except in conformance with the Village of Copemish Fireworks Ordinance.
- H. Pets: Any pets shall be secured on the premises or on a leash.

I. Campfires: Any campfire at a short-term rental property shall:

- Be contained within a fire ring or other comparable container and only burn clean, dry wood
- Be located no less than ten feet (10') away from any structure or any combustible material, be located away from overhanging tree branches, and be located such that the prevailing winds will not deliver smoke to adjacent residences
- Always be under the direct supervision of an adult
- Be fully extinguished prior to leaving the fire

J. Tents: Tent structures are allowed on the short-term rental property with maximum number coinciding with the occupants allowed for the rental unit.

## **SECTION 8: VIOLATIONS AND REVOCATION OF CERTIFICATE**

A. Violations: Any of the following will be considered a violation of this Ordinance:

- Failure to update information with the Village; such as the caretaker or owner contact information in a timely manner
- Advertising a short-term rental for a capacity in excess of that allowed under the Certificate issued by the Village
- Failure of the Certificate holder or his/her designated local contact person to be available at any time during the tenure of an active short-term rental
- Providing false or misleading information on the application for a short-term rental Certificate
- Failure to obtain a short-term rental Certificate when operating a short-term rental
- Failure to comply with any other provision of this Ordinance

B. A short-term rental Certificate may be revoked following two separate violations on the same property under the same ownership within any single calendar year. If the Certificate is revoked, it will not be reissued as the Ordinance prohibits new short-term rentals after May 2024.

## **SECTION 9: ENFORCEMENT OFFICIAL**

The Village Ordinance Enforcement Officer, Village Supervisor, any Police Officer, or any other officially authorized person by the Village of Copemish Council/Board are hereby designated as authorized officials empowered to issue municipal civil infraction citations to alleged violators of this Ordinance.

## **SECTION 10: ENFORCEMENT PROCEDURES AND PENALTIES**

A. The Local Contact Person or Owner shall act forthwith to address complaints made about violations of this Ordinance. When the Local Contact Person or Owner has not acted forthwith to address complaints made about violations of this Ordinance, a

complaint may be made to an Enforcement Official identified in Section 9. If the Enforcement Official determines that a violation has occurred, the Official shall send a written notice to the property Owner and/or Local Contact Person of the property in violation immediately upon discovering the violation.

B. The notice shall describe the location of the property; describe the nature of the violation and the specific provisions of this Ordinance being violated. The Owner or Local Contact Person shall respond to the Official within seven (7) days, or the response does not adequately address the violation, the Official shall cite the Owner for a Municipal Civil Infraction (or "MCI"), and if found responsible for the MCI, the Owner shall be subject to the following penalty schedule:

- First violation: Fine not less than \$100, nor more than \$250
- Second violation within the same calendar year; fine not less than \$250, nor more than \$500
- After two (2) violations within the same calendar year, the Short-Term rental Certificate shall be considered by the Village Council/Board and may be revoked permanently. If Certificate is revoked, it will not be reissued since the Ordinance prohibits new short-term rentals.
- In addition, with respect to any violation, the Village may recover all of its costs, including attorney fees, incurred by the Village related to enforcement of the violation, and/or revocation of the Owner's Rental Certificate.

C. Tenants of the rental dwelling and/or visiting guests may be separately cited for violations of any Ordinance or law, such as excessive noise/violation of quiet hours as defined in this Ordinance, the Village's general Noise Ordinance, illegal use of fireworks, and/or for violation of any other Ordinance or law regulating personal behavior.

D. The Village shall also have the right to seek an injunctive order to enforce compliance with the Ordinance as part of a Municipal Civil Infraction (MCI) enforcement action in District Court. Each day that this Ordinance is violated shall be considered a separate violation. A violation of this Ordinance is considered a nuisance per se.

## **SECTION 11: CIRCUIT COURT ACTION AND PRIVATE CIVIL ACTION**

In addition to enforcing this Ordinance using a Municipal Civil Infraction proceeding, including injunctive relief, in District Court, the Village may initiate proceedings in the Circuit Court to abate or eliminate the nuisance per se or any other violation of this Ordinance by injunctive relief. Further, nothing in this Ordinance shall prevent any person who has suffered, or alleges to have suffered, damage to a person or property for a violation of this Ordinance, from seeking relief in a Court of competent jurisdiction against the Owner of the Short-term Rental Ordinance.

## SECTION 12: VALIDITY

If any section, provision or clause of this Ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect any remaining portions or application of this Ordinance which can be given effect without the invalid portion or application.

PRESIDENT

Michael Brzo

DATE

1-14-2025

I certify that this Short-term Rental Ordinance was adopted by the Council/Board of the Village of Copemish, Michigan at a regular meeting held on January 14, 2025

CLERK

Misty D'Shea

DATE

1/14/2025



**APPLICATION FOR SHORT-TERM RENTAL CERTIFICATE  
VILLAGE OF COPEMISH**

A short-term rental Certificate is required before any rental lease or contract for the rental of a residential dwelling for a period of less than thirty (30) days. A \$25 Certificate fee is payable to the Village of Copemish and the Certificate is valid for one calendar year.

APPLICATION DATE: \_\_\_\_\_

**RENTAL UNIT OWNER INFORMATION:**

Applicant name(s): \_\_\_\_\_

Applicant mailing address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Applicant email address: \_\_\_\_\_

**RENTAL PROPERTY ADDRESS:** \_\_\_\_\_

Property ID/Parcel #: \_\_\_\_\_

**LOCAL RENTAL UNIT MANAGER CONTACT INFORMATION:**

Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone #: Cell: \_\_\_\_\_ Home: \_\_\_\_\_

Email: \_\_\_\_\_

Number of Bedrooms: \_\_\_\_\_

Occupant Capacity: \_\_\_\_\_

Site Sketch > Attached \_\_\_\_\_ Not Attached \_\_\_\_\_

Required Fire Protection items provided in unit: Smoke/CO Alarm \_\_\_\_\_

Fire Extinguishers (Class 2-A) \_\_\_\_\_ Applicant Initials \_\_\_\_\_

I hereby certify that the above information and statements are true to the best of my knowledge. I will comply with Village of Copemish "Short-term Rentals" and all other pertinent laws and Ordinances, and fully understand that failure to comply with all said Ordinances and laws may result in citations for Municipal Civil Infractions. Fines and recovery of enforcement costs as provided by Ordinance, and/or suspension or loss of Certification for use of the residential dwelling as a Short-term rental.

\_\_\_\_\_ Packet received and reviewed with Owners and/or Manager

\_\_\_\_\_  
APPLICANT/OWNER NAME (PRINT)

\_\_\_\_\_  
APPLICANT/OWNER SIGNATURE

=====FOR OFFICE USE ONLY=====

DATE RECEIVED \_\_\_\_\_

FEE PAID: Yes \_\_\_\_\_ No \_\_\_\_\_

TREASURER APPROVE: Yes \_\_\_\_\_ No \_\_\_\_\_

DATE ACCEPTED: \_\_\_\_\_

SHORT-TERM RENTAL CERTIFICATE #: \_\_\_\_\_

CLERK APPROVE: Yes \_\_\_\_\_ No \_\_\_\_\_