



VILLAGE OF ONTONAGON
Planning Commission
315 Quartz Street
Ontonagon, Michigan 49953
906-884-2305 Fax: 906-884-4369

William Johnson
Chairperson

Deb Seid
Vice-Chairperson

MEMBERS
Lyle Perry
Dorothy Sharkey
John Hamm

Zoning
Administrator

AGENDA
PLANNING COMMISSION MEETING
WEDNESDAY, SEPTEMBER 16, 2026
3:30 p.m.
Village Council Chambers

1. Pledge of Allegiance
2. Call to order/Roll Call
3. Approval of Agenda
4. Approval of Minutes: August 27, 2026
5. Items from the floor
6. Business
 - a. Report of Zoning Administrator
7. New Business
 - a. Change Civil Infractions to Violations
 - b. Short Term Rentals
8. Adjourn

VILLAGE PLANNING COMMISSION
HELD ON WEDNESDAY, August 27, 2026
AT 3:30 P.M. AT 315 QUARTZ STREET, ONTONAGON

At 3:30 pm the meeting was called to order and the Pledge of Allegiance was led by Chairperson Johnson.

CALL TO ORDER/ROLL CALL

PRESENT: John Hamm, Lyle Perry, Deb Seid, Dorothy Sharkey, Chairperson Johnson

ABSENT: None

Zoning Administrator, Mike Rebholz, was also in attendance.

AGENDA:

A motion was made by Sharkey, second by Seid, (CARRIED) to approve the agenda as presented.

AYE: Sharkey, Seid, Hamm, Perry, Chairperson Johnson

NAY: None

MINUTES: July 15, 2026

A motion was made by Seid, second by Hamm, (CARRIED) to approve the minutes of July 15, 2026, as presented.

AYE: Seid, Hamm, Perry, Sharkey, Chairperson Johnson

NAY: None

ITEMS FROM THE FLOOR:

None

BUSINESS:

a. Report of Zoning Administrator

Zoning Administrator Rebholz discussed the Driveway/Culvert Issues on Pebble Beach Drive. Multiple residents came forward for permits to add continuous culverts to get rid of their ditches. Zoning Administrator Rebholz, Village Manager Willie DuPont along with Engineer Zane Hyrkas from GEI, the company that did the engineering on the original Pebble Beach Drive project, went to look at the ditches and discovered they are all correct. It was decided not to issue permits for the culverts as it will interfere with water drainage and cause damage to the roadway. One resident on Pebble Beach installed a culvert last year but had been given permission by prior administration in 2020. A permit is being required for this installation as the work was done after the current zoning ordinance had been put in place.

He also updated the Commission on the following topics:

- O'Reilly's is closing on the former Family Dollar building in October of 2026.
- The Epidote easement is in place.
- The Zoning Map cannot be edited as it is in pdf form, the original map was designed by U.P. Engineering and they will need to be contacted so we can get into the file to make the necessary changes.
- The issue of residents parking over sidewalks has been resolved.
- A resident removed their pool so permits are no longer required.
- The OAS bus garage is going up.

NEW BUSINESS:

a. Memorial Tree Request

A motion was made by Perry, second by Seid (CARRIED) to recommend to council the approval of the memorial tree request.

ROLL CALL

AYE: Perry, Seid, Hamm, Sharkey, Chairperson Johnson

NAY: None

Chairperson Johnson informed the Commission he will not be able attend the September 16, 2026 Village Planning Commission meeting as he has a medical appointment.

A discussion was then held on the Lakeshore Drive tree removal.

Vice-Chairperson Seid presented a sample of a Short Term Rental Agreement from another Village for the Commission to look over before beginning to construct a similar agreement for the Village of Ontonagon.

Zoning Administrator Rebholz will look at a collapsed basement an Michigan Avenue as there is a safety concern.

Zoning Administrator Rebholz asked to add the following to next agenda; changing our civil infractions to violations and short term rentals.

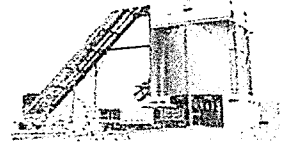
ADJOURN:

Meeting adjourned at 4:06 p.m. by call of the Chair.

Minutes recorded by Clerk Wendy Pence.

Wendy Pence, Clerk

Approved



ORDINANCE 72

AN ORDINANCE REGULATING SHORT TERM RENTAL OCCUPANCIES WITHIN THE VILLAGE OF AHMEEK, ESTABLISHING GENERAL STANDARDS, APPLICABLE DEFINITIONS, A REGISTRATION PROCESS, FEE ESTABLISHMENT, A PENALTY CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the Village of Ahmeek, (Village) has conducted research on the nature and extent of short term rentals, (STRs) in the Village and has obtained public input at public meetings regarding the impact of STRs on the Village; and

WHEREAS, Village ordinances do not allow the use of any properties to be used for transient, short term stays for less than thirty days, termed short term home rental; and

WHEREAS, the Village has received concerns about STRs from citizens regarding STRs; and

WHEREAS, if necessary to investigate complaints or concerns, the Village does not have adequate contact information for owners of STRs, which would be beneficial in a timely response to complaints. concerns and in the event of life, health or safety emergencies; and

WHEREAS, the Village desires to ensure the health and safety of guests and residents, but also support tourism in a balanced manner; and

WHEREAS, the Village is concerned with the increased impact on services and infrastructure; and

WHEREAS, the Village has reviewed a variety of possible regulations for STRs and determined that enacting a registration program for STRs will serve to balance the rights of all stakeholders through a fair and balanced regulatory framework and ensure that STRs do not become a nuisance; and

WHEREAS, the Village wishes to adopt regulations requiring the registration of STRs within the Village, which will allow the Village to properly identify the location of STRs, to ensure that the STRs are paying all required taxes and fees to the Village, and to provide contact information for owners and agents of STRs to aid in responding to complaints, concerns and emergencies; and

WHEREAS, the Village finds that regulating STRs is necessary for the health, safety and welfare of the general public, the promotion of consistent land uses and development, and the protection of landowners and

NOW THEREFORE, BE IT ORDAINED BY THE VILLAGE OF AHMEEK COUNCIL:

SECTION 1-TITLE

The Ordinances of Ahmeek, Michigan are hereby updated by adding a new ordinance, entitled "Ordinance 72-Short Term Rentals".

SECTION 2-PURPOSE

The purpose of this Ordinance is to safeguard the life, health, safety, welfare and property of the occupants of STRs, the neighbors of said occupants and the general public, through the regulation of STR properties.

SECTION 3-APPLICABILITY

The provisions of this Ordinance shall apply to all existing and future properties, both primary and accessory structures and any portions thereof, where allowed in accordance with Village zoning and other regulations.

SECTION 4-DEFINITIONS

Administrator: The individual designated Village Council President to enforce and administer this Ordinance.

Advertise: The act of drawing the public's attention to an STR in order to promote the availability of the residence for use as an STR. Said advertising may be found in any medium, including but not limited to, newspaper, magazine, brochure, website or mobile application.

Bedroom: The living area(s) of the dwelling that is designed and furnished for sleeping and which has proper egress as required by the National Fire Protection Association Life Safety Code.

Booking Service: Any agent, reservation and/or payment service provided by a person or entity that facilitates an STR transaction between an owner and a prospective occupant, and for which the person or entity collects or receives, directly or indirectly through an agent or intermediary, a fee in connection with the reservation and/or payment services provided for the STR transaction.

Hosting Platform: A person or entity that participates in the STR business by providing and collecting or receiving a fee for booking services, through which an owner may offer premises for an occupant on a short term basis. hosting platforms usually, though not necessarily, provide booking services through an online platform that allows an owner to advertise the premises through a website provided by the hosting platform and the hosting platform conducts a transaction by which potential occupants arrange their use and their payment, whether the occupant pays rent directly to the owner or to the hosting platform.

Occupant: Any individual person living, sleeping or possessing a building, or portion thereof. A person is not required to be paying rent, providing in kind services, or named in any lease, contract or other legal document to be considered an occupant.

Owner: Any person, agent, operator, firm, trust, corporation, partnership, or any other legal entity who has a legal or equitable interest in the property; or who is recorded in the official records of the county as holding title to the property; or who otherwise has control of the property, including the guardian of the estate of any such person, and the executor of the estate of such person if ordered to take possession of real property by a court.

Premises: Property, a lot, plot or parcel of land, including any structures or portions of structures thereon.

Short Term Rental: The rental for compensation of dwellings or accessory dwelling units or portions thereof for the purpose of overnight lodging for a period of not less than one night and not more than 29 consecutive days, other than ongoing month to month tenancy granted to the same renter for the same unit as their primary residence.

SECTION 5-GENERAL REGULATIONS

Unregistered STRs prohibited:

It shall be unlawful for any owner or person to rent, lease, advertise or otherwise permit or allow any premises to be operated or used as an unregistered STR in accordance with this Ordinance.

Occupancy fees:

The occupancy fee imposed by the Village shall be 5% of the booking fee, including any cleaning fees.

Payment of occupancy fees:

The Village Council shall establish agreements with those booking platforms and hosting services that agree to automatically collect and distribute applicable occupancy fees to municipalities. If owners/hosts do not utilize such platforms or services, they shall be responsible for remitting the occupancy fee to the Village on a monthly basis.

STR registration required

An owner who desires to use its premises as an STR must have a valid, active STR registration from the Village prior to using, allowing the use of, or advertising the use of said premises as an STR. Upon application to the Village, an STR permit may only be approved by the Administrator, or designee, if the application satisfies all the conditions of this Ordinance. The Village shall provide a standard registration form.

Expiration of registration

An STR registration shall expire on the last day of the month, one year after the date of issuance. No STR registration may be renewed without a completed renewal application submitted by the owner and payment of the renewal fee. An application for the renewal of an STR registration may only be approved by the Administrator, or designee, if the renewal application satisfies all the conditions of this Ordinance.

Requirements of registration application.

Every application for an STR registration shall include the following information with such detail and in a form approved by the Administrator:

1. The physical/street address of STR.
2. The name, address, email address(es), phone number(s) and authenticated signature for the owner(s) of the premises and the corporation owner's representative if applicable.
3. The name, address, email address and phone number(s) of the operator(s), agent(s) if any, and designated local responsible party.
4. Any documents and certifications deemed necessary and proper to ensure compliance with this Ordinance.
5. A floor plan of the entire structure(s), regardless of what portions are utilized for STRs.
6. A safety inspection conducted by authorized individuals of the Ahmeek Village Volunteer Fire & Rescue Department.

Registration renewals:

An application for an STR renewal registration may be filed beginning thirty days prior to expiration of a current registration. Every complete application for an STR renewal registration shall include updates, if any, to the information contained in the original registration application or any subsequent renewals. The registration holder shall sign a statement affirming that there is either no change to such information, or that

any updated information is accurate and complete. The Administrator may require such certifications deemed necessary and proper to ensure continuing compliance with this Ordinance. The Village shall provide a standard registration renewal form.

A safety inspection conducted by authorized individuals of the Ahmeek Village Volunteer Fire & Rescue Department is required for registration renewals.

An application for an STR renewal registration submitted after the expiration of the most immediate registration for the premises shall be treated as an application for a new registration.

Applications shall not be considered complete until all documentation required within this Ordinance is submitted, and until the full application and registration fees have been paid. Incomplete applications will not be accepted.

Designation of local responsible party required:

An owner must provide the name and contact information of a designated local responsible party who can be contacted regarding immediate concerns. The person designated may be the owner or another individual. The owner or individual must be available to be reached in person or by phone at all times while occupants are on the premises. If called, a local responsible party must be able to and shall be present at the premises within one hour of call from the Administrator, or his designee. A local responsible party must be authorized to make decisions regarding the premises and its occupants.

Registration and Renewal Fees:

A registration fee of \$100.00 will be charged to for costs associated with the administration of this Ordinance. An annual renewal fee of \$100.00 will be charged upon filing of the renewal application. The applicable fee shall be paid at the time the initial application is filed and at the time each renewal application is submitted.

STR registration non-transferable:

An STR registration is not transferable and shall not be assigned nor transferred to another person or entity. Any attempt to transfer a registration or attempt to use another person's registration may be grounds for revocation of said registration.

Minimum stay required:

It shall be unlawful for an owner to rent or lease an STR for a period of less than one night.

Notice to occupants:

An owner or person operating an STR shall provide a notice of instructions also known as "host rules" to occupants staying at the premises. The notice shall instruct the occupants as to all applicable Village regulations pertaining to STRs. This notice shall include instructions for requesting emergency assistance.

Registration to be displayed:

A copy of the approved STR registration shall be posted in a conspicuous location inside the front entrance(s) of the STR.

Signage required:

Adequate signage shall be prominently displayed on the street side of the structure, indicating the structure is a short term rental. The name of the hosting platform is sufficient if the occupancy does not have a business name. The minimum size of the signage shall be 24" x 24".

SECTION 6-ADMINISTRATIVE PROCEDURES

Revocation of registration:

Any registration issued hereunder may be revoked by the Administrator if the permit holder has received one or more citations for violations of this article within the preceding twelve month time period; or knowingly made a false statement in the application; or fails to notify the Administrator in writing of any material change in the information. Failure to remit occupancy fees and/or knowingly disregard the responsibility to collect and occupancy fees for any and all occupant stays are considered violations of this Ordinance.

Appeal of Revocation of Registration:

If the Administrator revokes a registration, the Administrator's decision is final unless the owner, within ten days after the receipt of written notice of the action, files a written appeal with the Village Council, who shall, within ten days after the appeal is filed, consider all the evidence in support of or against the action appealed, and render a decision, either sustaining or reversing the action. The decision of the Village Council is final.

SECTION 7-ENFORCEMENT

A person who violates any provision of this Ordinance by performing an act prohibited or by failing to perform an act required is guilty of a misdemeanor. Each day on which a violation exists or continues to exist shall be a separate offense. Such offenses shall be punishable by a fine not to exceed Five Hundred Dollars, at the discretion of the Village Council. The provisions of this section are in addition to, and not in lieu of, any criminal prosecution or penalties as provided by other ordinances, county or state law.

SECTION 8-DISCLAIMER

That it is hereby declared to be the intention of the Village Council that the sections, paragraphs, sentences, clauses and phrases of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared void, ineffective or unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such voidness, ineffectiveness or unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of this ordinance, since the same would have been enacted by the Village Council without the incorporation herein of any such void, ineffective or unconstitutional phrase, clause, sentence, paragraph or section.

SECTION 9-ADOPTION

This ordinance shall take effect after adoption and publication as required by law.