

**CITY OF CEDAR SPRINGS
KENT COUNTY, MICHIGAN**

ORDINANCE NO. 252

At a regular meeting of the City Council for Cedar Springs held at the City Hall on July 10, 2025, and commencing at 7:00 p.m., the following Ordinance was offered for adoption by Council Member **Gross** and was seconded by Council Member **Marvel**:

**AN ORDINANCE TO ENACT A NEW ARTICLE VI OF CHAPTER 8 OF
THE CITY OF CEDAR SPRINGS CODE ENTITLED “SHORT TERM
RENTALS”**

THE CITY OF CEDAR SPRINGS ORDAINS:

Section 1: Enactment of Article VI. A new Article VI of Chapter 8 of the City of Cedars Springs Code entitled “Short-term Rentals” is enacted as follows:

Article VI – Short-term Rentals.

Sec. 8-120. Short Title and Purpose

- A. Short Title. This article shall be known as the “Short-term Rental Ordinance.”
- B. Purpose. The City of Cedar Springs finds that regulating short-term rentals is a matter closely connected to the public health, safety, and welfare of the community. While visitors to the community who utilize short-term rentals bring many benefits to the community, they can simultaneously create concerns surrounding traffic, parking, congestion, litter, noise, and similar matters. Meanwhile, issues related to fire safety and life safety must be considered in order to maximize the safety and well-being of all residents and visitors of the City. This article is enacted to strike an appropriate balance between the interests of community residents, community business owners, visitors to the community, and real property owners wishing to operate short-term rentals.

Sec. 8-121 Definitions

As used in this article,

“City manager” means the city manager for the City of Cedar Springs or the city manager’s designee.

“Dwelling unit” means a single unit providing independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation.

“Municipal civil infraction determination” means that phrase as defined in Chapter 87 of the Revised Judicature Act of 1961, as amended.

“Occupant” means an individual older than 24 months of age who uses a short-term rental as an overnight accommodation pursuant to a rental or lease agreement.

“Operator” means the person responsible for the renting or leasing and day-to-day operations of a short-term rental.

“Owner” means a person holding legal or equitable title in a dwelling unit.

“Person” means an individual, corporation, partnership, or other legal entity.

“Short-term rental” means a dwelling unit, or any portion thereof, that is rented or leased for remuneration for periods of 27 consecutive nights or less.

Sec. 8-122. Permit Required.

A. Without a permit issued under this article, no owner or operator may rent or lease a short-term rental or advertise a short-term rental for rent or lease.

B. Subsection A does not apply to the following:

1. Transitional houses operated by a charitable organization or the following, as defined in Chapter 32 of the Cedar Springs City Code: convalescent or nursing homes, adult foster care homes, substance-abuse rehabilitation clinics, mental-health facilities, hospitals, and other similar health-care related facilities, bed and breakfasts, hotels, and motels.
2. The renting or leasing of a dwelling unit to a member of the owner’s family when the owner resides at the property, to a caregiver who is providing services to the owner or members of the owner’s family, to a previous owner after closing and prior to the transfer of possession, to a member of a previous owner’s family after closing and prior to the transfer of possession, to a caregiver providing services to the previous owner or member of the owner’s family after closing and prior to the transfer of possession.

C. A permit is unique to the permittee and the dwelling unit for which it is issued, and it is not transferable. A permit is a revocable privilege granted by the City and is not a property right. The application for a permit does not create or vest any right, title, franchise, or other property interest. The granting of a permit does not create or vest any right, title, franchise, or other property interest.

Sec. 8-123. Administration.

A. The city manager shall be responsible for the processing and issuing of permits under this article. Consistent with the requirements of this article, the city manager may promulgate application materials, inspection checklists, appeal forms, establish application windows, and take all other actions necessary to administer this article.

B. The City Council may, by resolution, establish any fees it deems necessary for the administration of this article, including fees for applications, inspections, licensing, and appeals.

- C. Applications must be made on the city manager-approved forms and in accordance with the application procedures specified by the city manager.
- D. Appeals must be made on the city manager-approved forms.
- E. No person who is in default to the City may be issued a permit. No permit may be issued without the payment of the required fees.

Sec. 8-124. Inspections.

Dwelling units seeking a permit must be inspected for safety and compliance with the requirements of the Cedar Springs City Code before a permit is issued. No dwelling unit may be issued a permit unless it passes inspection.

Sec 8-125. Permits

- A. A permit may only be issued to an owner of the dwelling unit being permitted. The city manager may impose additional reasonable requirements as conditions of the permit to ensure compliance with the Cedar Springs City Code or to protect the health, safety, and welfare of the occupants.
- B. Permits will be issued on a calendar-year basis. Each permit must minimally state the name of the permittee, the name and contact information of the operator, the maximum permitted occupancy of the short-term rental, the date of the permit's expiration, the address of the short-term rental, and any additional conditions of the permit imposed by the city manager pursuant to subsection (A).
- C. No more than five total (5) permits may be issued under this article at any one time.
- D. Applications for a permit will only be accepted during the application window established by the City Manager. If there are more than five qualified applicants for any one year, the qualified applicants to be issued a permit must be selected by a random drawing. The random drawing must be done at a public meeting of the City Council.

Sec. 8-126. Short-Term Rental Regulations

Short-term rentals must comply with the following:

A. Street Address.

1. The dwelling unit must have a street number marker visible from the road and in compliance with any state or local laws or regulations.
2. The street address of the dwelling unit must be posted in at least two prominent locations within the dwelling unit to assist occupants in directing emergency service personnel in the event of an emergency. The address should be posted near the kitchen and any telephone or pool.

B. Occupancy.

1. The maximum occupancy of any dwelling unit used or advertised as a short-term rental may not exceed the maximum number of occupants permitted by the International Property Maintenance Code as adopted in Article III of Chapter 8 of the City of Cedar Springs Code of Ordinances for all compliant bedrooms within the dwelling unit. A dwelling being advertised as a short-term rental shall not advertise occupancy in excess of the maximum permitted occupancy.
2. The dwelling unit shall provide safe, reasonable, and adequate arrangements for sleeping rooms with proper egress or as consistent with applicable laws and codes. The use of campers, tents, or similar arrangements on the short-term rental property to provide additional occupancy on the premises is prohibited.

C. Operator. The permittee shall ensure that the short-term rental has a current operator on file with the City. The operator may be the permittee or an individual who is a state-licensed real estate broker under the state Occupational Code, PA 299 of 1980, as amended.

D. Availability of Operator. The operator must be available to accept phone calls at all times that the short-term rental is being rented or leased. If requested by the City or law enforcement, the owner or operator must be physically present at the unit within 30 minutes when contacted by the City or law enforcement to address issues pertaining to the short-term rental.

E. Notice of City Rules and Policies. Occupants of short-term rentals must be provided with information regarding the following: trash receptacle pick-up, property boundaries, maximum number of on-site parking spaces, limitation on the number of occupants, and association or neighborhood rules.

F. Adequate trash receptacles. All dwelling units used as short-term rentals must have and use adequate trash receptacles. Trash must be kept in a closed container and disposed of on a regular weekly schedule by a licensed waste hauler.

Sec. 8-127. Revocation of a Short-term Rental Permit.

A. Bases for Revocation. The City may revoke a permit if, during a permit term, there have been two or more municipal civil infraction determinations concerning the maintenance or condition of the permitted dwelling unit or the owner or operator's failure to comply with this article concerning the permitted dwelling unit..

B. Revocation Procedure. Upon a determination by the city manager that a permit is subject to revocation, the city manager may issue a notice of revocation to the owner. The notice of revocation must be in writing, state the basis for the revocation, and state the date upon which the permit will be revoked. Subject to subsection 8-127(C), a permit is revoked 30 calendar days following the issuance of a notice of revocation.

C. Appeals. An owner who has been issued a notice of revocation may appeal the pending revocation to the City Council. An appeal must state the basis for the appeal. An appeal must

be received by the City Clerk along with any required appellate fees within 20 calendar days following the issuance of the notice of revocation. Untimely appeals or appeals made on forms other than the city-manager approved forms shall be administratively denied by the city clerk. A timely filed appeal stays the revocation of the permit pending the final decision of the City Council. The city manager's decision to revoke a permit may only be reversed by a majority vote of the total members of the City Council. The City Council may only reverse the city manager's decision to revoke a permit if, following a public hearing, the City Council finds by a preponderance of the evidence that the basis for revocation cited in the notice of revocation does not satisfy the requirements of subsection 8-127(A). The City Council shall adopt and make available to the public the procedures by which appellate hearings under this subsection will be conducted. The procedures shall not require compliance with strict rules of evidence.

D. Revocation Period and Effect. Following the revocation of a permit, an owner whose permit was revoked may not apply for or be issued a permit under this article for the following calendar year.

Sec. 8-128 Penalty.

A. A violation of this article is only punishable in accordance with this section.

B. Any violation of Section 8-122 or Section 8-126 constitutes a municipal civil infraction punishable by a fine not to exceed \$500 in addition to any other costs allowed by law. Each day that a violation continues constitutes a separate violation.

Section 2. Repealer

All ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed to the extent of any such conflict.

Section 3. Savings Clause

The provisions of this Ordinance are severable. If any part of this Ordinance is declared void or inoperable for any reason by a court of competent jurisdiction, such declaration does not void any or render inoperable any other part or portion of this Ordinance.

Section 4. Effective Date

This Ordinance is effective upon its publication in the manner required by law.

The vote regarding the adoption of this Ordinance was as follows:

YES: Councilmembers Conley, Gross, Marvel, Race, and Atchison

NO: Councilmembers None

ABSTAIN: Councilmembers None

ABSENT: Councilmembers Maxson and Rudy

ORDINANCE DECLARED ADOPTED.

Dated: July 10, 2025

Lisa Atchison
Mayor, City of Cedar Springs

Dated: July 10, 2025

April Decess
City Clerk

CERTIFICATION

I hereby certify the foregoing to be a true copy of the Ordinance to the Code of Ordinances for the City of Cedar Springs adopted by the City Council for the City of Cedar Springs at the time, date and place as specified above, pursuant to the required statutory procedures.

Public Hearing: August 13, 2024

First Reading: June 12, 2025

Second Reading: July 10, 2025

Adopted: July 10, 2025

Published: July 23, 2025

Effective: July 23, 2025

Dated: July 10, 2025

April Decess
City Clerk