



CITY COUNCIL SPECIAL MEETING AGENDA

February 16, 2023 – 6:00 pm

*This is an in-person meeting at Saugatuck City Hall, 102 Butler St, Saugatuck, MI 49453.
The meeting will also be available live, virtually on Zoom.*

1. **Call to Order**
2. **Roll Call**
3. **Agenda Changes** (*Additions/Deletions*)
4. **Guest Speaker**
5. **Public Comment on Agenda Items Only** (*Limit 3 minutes*)
6. **Discussion Items:**
 - A. Resolution 230216-A Resolution - Short Term Rental Task Force Recommended by Planning Commission
7. **Public Comments** (*Limit 3 minutes*)
8. **Correspondence**
9. **Council Comments**
10. **Adjourn** (*Voice Call*)

NOTICE:
Join online by visiting:
<https://us02web.zoom.us/j/2698572603>

Join by phone by dialing:
**(312) 626-6799 -or-
(646) 518-9805**

Then enter "Meeting ID":
2698572603

Please send questions or comments regarding meeting agenda items prior to meeting to:
ryan@saugatuckcity.com

Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact Saugatuck City Clerk at 269-857-2603 or JWolters@saugatuckcity.com for further information.



City Council Agenda Item Report

FROM: Ryan Cummins, Director of Planning and Zoning

MEETING DATE: February 16, 2023

SUBJECT: Resolution 230216-A Short Term Rental Task Force Recommended by Planning Commission

DESCRIPTION:

On February 2, the Planning Commission held a special meeting and unanimously passed a resolution making a formal recommendation to City Council to form a short-term rental task force in accordance with section 4.28 of the City Charter.

The City Council met for a workshop meeting on February 8 and discussed the Planning Commission's recommendations. There was consensus to create a short-term rental task force. The City Council was presented with a draft resolution to form the task force and agreed to discuss the resolution language at its regular meeting.

On February 13, the City Council discussed the draft resolution language. The consensus was to make the following changes to the resolution, and schedule a special meeting to review and consider approving the final draft:

- Clarify that a professional planner, approved by City Council, will assist and facilitate the task force's work. This language was added under the fourth whereas.
- Add schools, public safety and other community stakeholders to the fifth whereas.
- Add that residents will be given preference for selection to serve on the task force under the twelfth whereas.
- Strike the language related to a budget and consultant planner from the third resolved section.
- Add that the recommendations and monthly written reports will also go to the City Council under the third resolved section.

These changes are reflected in a red line copy in your packet.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

The Planning Commission provided a formal resolution recommending the creation of a short-term rental task force. The Planning Commission Chair has been at the last two City Council meetings and provided feedback.

LEGAL REVIEW:

The City Attorney was present for the Planning Commission special meeting and prepared the initial draft resolution for the City Council to discuss. The City Attorney has reviewed the City Council's consensus changes and has no objections.

SAMPLE MOTION:

Motion to approve Resolution 230216-A, Short Term Rental Task Force Recommended by Planning Commission.

**CITY OF SAUGATUCK
COUNTY OF ALLEGAN
STATE OF MICHIGAN**

RESOLUTION NO. 230216-A

**A RESOLUTION ADOPTING THE PLANNING COMMISSION'S
RECOMMENDATION TO FORM A SHORT-TERM RENTAL TASK FORCE**

Council Member _____, offered the following resolution and moved for its adoption, seconded by Council Member _____:

RECITALS

WHEREAS, the City of Saugatuck has established reviewing short-term rentals as a priority for 2023; and

WHEREAS, the Planning Commission recently reviewed short-term rental data for the City and each zoning district; and

WHEREAS, Section 4.28 of the City Charter states, “[t]he mayor, with the advice and consent of the city council may, from time to time, appoint such committees or boards as are deemed appropriate to advise and consult with them, and with appropriate departments, regarding any municipal activity”; and

WHEREAS, the City Council received a recommendation from the Planning Commission to form a short-term rental task force, and the City Council acknowledges the Planning Commission’s recommendation and agrees that a short-term rental task force, with assistance and facilitation by a professional planning consultant approved by City Council, should be formed to assist the City Council and Planning Commission regarding short-term rentals; and

WHEREAS, the purpose and priorities of a short-term rental task force should include identifying and prioritizing current short-term rental concerns, issues, opportunities, and objectives held by the residents, property and business owners of the City, schools, public safety and other community stakeholders; and

WHEREAS, a short-term rental task force should gather data and insights regarding short-term rental issues, concerns, opportunities, and objectives, including but not limited to current and historical data on registered properties, locations, and rental licenses, listings and occupancies, using both City and third-party data, the number and categories of complaints filed with the City and any enforcement actions taken by the City related to short-term rentals, and resident, property and business owner feedback in the form of forums and surveys; and

WHEREAS, a short-term rental task force should develop a written and balanced executive summary of the findings of their quantitative and qualitative data gathering that includes definitions of any specific concerns and issues that need to be addressed and the specific goals and objectives of any contemplated changes to the City’s current short-term rental policies,

practices, and regulatory and zoning ordinances, including fees, as well as specific methods for measuring whether goals and objectives are met; and

WHEREAS, if the short-term rental task force determines there is a need for changes to the City's current short-term rental policies, practices, and regulatory and zoning ordinances, including fees, they should review and discuss options and policies of similar resort-focused communities, primarily in Michigan, that have made changes to their short-term rental policies, practices, and regulatory and zoning ordinance, including fees; and

WHEREAS, the short-term rental task force should formulate recommendations on the City's short-term rental policies, practices, and regulatory and zoning ordinance, including fees, for review and discussion by the Planning Commission and City Council; and

WHEREAS, the short-term rental task force should consider, but not be bound by, the experiences, issues, concerns, policies, practices, and regulatory and zoning ordinances of the City of the Village of Douglas and Saugatuck Township, as well as the Tri-Community Master Plan; and

WHEREAS, the makeup of a short-term rental task force should represent and balance different stakeholders within the community including:

1. One member from City Council (1);
2. Two members from the Planning Commission (2);
3. One member from the retail, restaurant or lodging business owner community (1);
4. One member from a short-term rental property management group (1);
5. One member from a residential zone who holds a short-term rental license and/or is positive about short term-rentals (1);
6. One member from a commercial zone member who is not the owner of a short-term rental (1);
7. One member from the real estate realtor community with no short-term rental ownership (1);
8. One member from a residential zone who is not a short-term rental owner and who feels negatively impacted by short-term rentals in their neighborhood (1); and

WHEREAS, the members of the short-term rental task force should be residents, property, or business owners of the City of Saugatuck, [with preference given to City residents.](#)

NOW, THEREFORE, BE IT RESOLVED that:

1. The foregoing recitals are hereby affirmed and are incorporated herein, and are deemed to

represent the position of the City Council of the City of Saugatuck.

2. The City Council adopts the Planning Commission’s recommendation that the Mayor, with the advice and consent of the City Council, shall appoint a short-term rental task force to consist of nine members representing different stakeholders within the community as described above; and

3. The City Council adopts the Planning Commission’s recommendation that this short-term rental task force be selected in accordance with the City Council’s Boards and Commission Selection Policy, have parity as close as possible between short-term rental owners and non-short-term rental owners, report its recommendations to the Planning Commission and City Council on or before September 21, 2023, comply with Open Meetings Act requirements including public notices and gathering public comments, be voluntary and uncompensated, ~~receive a budget for data and insights gathering and consultant planner assistance~~, and provide written ~~and/or verbal~~ reports to the Planning Commission and City Council during each monthly ~~Planning Commission~~ meeting.

4. All resolutions and parts of resolutions in conflict herewith are, to the extent of such conflict, repealed.

YEAS: Council Members: _____

NAYS: Council Members: _____

ABSTAIN: Council Members: _____

ABSENT: Council Members: _____

ADOPTED this ____ day of _____, 2023

CITY OF SAUGATUCK

BY: _____
Scott Dean, Mayor

BY: _____
Jamie Wolters, City Clerk

CERTIFICATION

I, Jamie Wolters, the duly appointed clerk of the City of Saugatuck do hereby certify the foregoing is a true and complete copy of a resolution adopted by the City Council at a regular meeting held _____, 2023.

Signed: _____
Jamie Wolters, City Clerk

RESOLUTION OF RECOMMENDATION TO CITY COUNCIL

By the City of Saugatuck Planning Commission

RESOLUTION NO. 230202-A

RESOLUTION RECOMMENDING THE CREATION OF A SHORT-TERM RENTAL TASK FORCE IN ACCORDANCE WITH SECTION 4.28 OF THE CITY CHARTER

Commission member LaChey, offered the following resolution and moved for its adoption, seconded by Commission Member Bagierek:

WHEREAS, The City of Saugatuck Planning Commission has established reviewing short-term rentals as a priority for 2023; and

WHEREAS, The Planning Commission recently reviewed short-term rental data for the City and each zoning district; and

WHEREAS, Section 4.28 of the City Charter states, “the mayor, with the advice and consent of the city council may, from time to time, appoint such committees or boards as are deemed appropriate to advise and consult with them, and with appropriate departments, regarding any municipal activity”; and

WHEREAS, A short-term rental task force should be formed to assist both the City Council and Planning Commission; and

WHEREAS, The purpose and priorities of a short-term rental task force should include identifying and prioritizing current short-term rental concerns, issues, opportunities, and objectives held by the residents, property and business owners of the City; and

WHEREAS, A short-term rental task force should gather data and insights regarding short-term rental issues, concerns, opportunities, and objectives, including but not limited to current and historical data on registered properties, locations, and rental licenses, listings and occupancies, using both City and third-party data, the number and categories of complaints filed with the City and any enforcement actions taken by the City related to short-term rentals, and resident, property and business owner feedback in the form of forums and surveys; and

WHEREAS, A short-term rental task force should develop a written and balanced executive summary of the findings of their quantitative and qualitative data gathering that includes definition of any specific concerns and issues that need to be addressed and the specific goals and objectives of any contemplated changes to the City's current short-term rental policies, practices, and regulatory and zoning ordinances, including fees, as well as specific methods for measuring whether goals and objectives are met; and

WHEREAS, If the short-term rental task force determines there is a need for changes to the City's current short-term rental policies, practices, and regulatory and zoning ordinances, including fees, they should review and discuss options and policies of similar resort-focused communities, primarily in Michigan, that have made changes to their short-term rental policies, practices, and regulatory and zoning ordinance, including fees; and

WHEREAS, The short-term rental Task force should formulate recommendations on the city's short-term rental policies, practices, and regulatory and zoning ordinance, including fees, for review and discussion by the Planning Commission and City Council; and

WHEREAS, The short-term rental task force should consider, but not be bound by, the experiences, issues, concerns, policies, practices, and regulatory and zoning ordinances of the City of the Village of Douglas and Saugatuck Township, as well as the Tri-Community Master Plan; and

WHEREAS, The makeup of a short-term rental task force should represent and balance different stakeholders within the community including:

- One member from City Council
- Two members from the Planning Commission
- One member from the retail, restaurant or lodging business owner community
- One member from a short-term rental property management group
- One member from a residential zone who holds a short-term rental license and/or is positive about short term-rentals
- One member from a commercial zone member who is not the owner of a short-term rental
- One member from the real estate realtor community with no short-term rental ownership
- One member from a residential zone who is not a short-term rental owner and who feels negatively impacted by short-term rentals in their neighborhood; and

WHEREAS, The members of the short-term rental task force should be residents, property or business owners of the City of Saugatuck.

NOW, THEREFORE, BE IT RESOLVED, that the Planning Commission recommends that the Mayor, with the advice and consent of the City Council, appoint a short-term rental task force to consist of nine members representing different stakeholders within the community as described above; and

BE IT FURTHER RESOLVED, that the Planning Commission recommends that this short-term rental task force be selected in accordance with the City Council's Boards and Commission Selection Policy, have parity as close as possible between short-term rental owners and non-short-term rental owners, report its recommendations to the Planning Commission on or before September 21, 2023, comply with Open Meetings Act requirements including public notices and gathering public comments, be voluntary and uncompensated, receive a budget for data and insights gathering and consultant planner assistance, and provide written and/or verbal reports to the Planning Commission during each monthly Planning Commission meeting.


AYES: Broeker, Anderson, Bagierek, Gardner, Gaunt, & LaChey

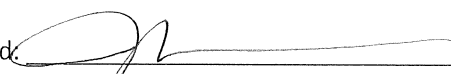
NAYS: None.

ABSTAIN: None.

ABSENT: Manns

ADOPTED this 2nd day of February 2023

Signed: 
Ann Broeker (Feb 14, 2023 14:38 EST)
Ann Broeker, Vice-Chair

Signed: 
Jamie Wolters, City Clerk

Certification:

I, Jamie Wolters, the duly appointed clerk of the City of Saugatuck do hereby certify the foregoing is true and complete copy of resolution adopted by the Saugatuck Planning Commission at a special meeting held on February 2, 2023, in compliance with the Open Meetings Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

Attest:


Jamie Wolters, City Clerk