



**Short Term Rental Task Force  
Special Meeting  
May 18, 2023 1:00PM  
City Hall  
102 Butler Street, Saugatuck, MI**

*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/Roll Call:**

**2. Approval of Agenda:** *(Voice Vote)*

**3. Approval of Minutes:** *(Voice Vote)*

- a. May 4, 2023 Regular Meeting Pg.2

**4. Public Comments on Agenda Items:** *(Limit 3 minutes)*

**5. Review/Discussion:**

- A. Current STR Registration Process Pg.14
- B. Overview of Existing STR Ordinance, Parking Regulations, and Nuisance Ordinances Pg.25
- C. Community Comparison Options Pg.36
- D. Upcoming Meeting Topics and Further Analysis Options

**6. Communication:**

- A. Chair Anderson Stakeholder Meeting Notes Pg.46

**6. Public Comment:** *(Limit 3 minutes)*

**7. Member Closing Comments:**

**8. Adjourn** *(Voice Vote)*

<p><b><u>NOTICE:</u></b> Join online by visiting: <a href="https://us02web.zoom.us/j/2698572603">https://us02web.zoom.us/j/2698572603</a></p> <p>Join by phone by dialing: <b>(312) 626-6799 -or- (646) 518-9805</b></p> <p>Then enter "Meeting ID": <b>2698572603</b></p> <p>Please send questions or comments regarding meeting agenda items prior to meeting to: <a href="mailto:rcummins@saugatuckcity.com">rcummins@saugatuckcity.com</a></p>
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## SHORT-TERM RENTAL TASK FORCE MEETING MINUTES- Proposed May 4 , 2023

The Short-Term Rental Task Force met for a  
Regular Meeting at 3:00 p.m.  
City Hall  
102 Butler St., Saugatuck, MI 49453.

### **Call to Order:**

The meeting was called to order by Chair Anderson at 3:00 p.m.

### **Attendance:**

Present: Anderson, Manns, Stanton, Steele, Tringali, Boerema, Hart, Gudith and Clark.

Absent: None

Others Present: Director of Planning, Zoning & Project Management Cummins and Clerk Wolters.

### **Approval of Agenda:**

*Motion by Manns, second by Stanton to approval the agenda. Upon voice vote, motion carried unanimously.*

### **Approval of Minutes:** None

### **Public Comment on Agenda Item Only:**

#### Dick Waskin- resident:

“I’ve seen who they’re going to be selecting, you know, the people they want on the committee. And it looks like they’re going to be very fair and even handed and not have a preconceived notion of what they’re going to do. And I’m just hoping that that’s going to hold true, and that people will not already have an idea in their head of what they want to do or what they want to stop or what they want to go forward. But they would really open-mindedly look at the issues before them. Not judging short term rentals is a bad thing. We are a resort community. We want people to come here, we want people to who want to rent homes and to stay here. And I think that’s very important. And when people say that short term rentals might be hurting our neighborhoods and whatnot. I think we have to look at the community as a whole. We have to see that we’re not just the city of Saugatuck, which is truly is a resort town, but with a township with the city of Douglas. And that’s where we round out our neighborhoods. That’s where there are going to be the places for family and places that people support our schools. One comment that was made by one of the city council members that kind of disturbed me a little bit was that he was equating our housing in the City of Saugatuck, with our natural resources. And he said that, basically, we have to manage the housing like we manage our waterfront. I

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have to disagree with that as a realtor. One thing that we are taught about private property rights is that when a person purchases a property, it comes with what legally we call a bundle of rights. And I'm going to quote from what we've learned from like our first class in real estate. It says the bundle of rights is the common term in the United States for the court. selection of legal rights that are granted to property owners upon purchase and receipt of a title to a piece of real estate. These property rights include possession, control, exclusion, deprivation, the deprived the deprivation of income, that means being able to receive income and disposition. And I hope that as we look at these things that are before you, whether we need to, or we don't need to strengthen our ordinance, or if we have to have certain things changed, that we recognize we have to respect these personal private property rights. Thank you."

Lew Wessel- resident:

"I've got a short-term rental on my left on my right behind me across the street. The house that I'm living in full time, I've been here five years, but before it was a short-term rental, so I've seen both sides of it. But I clearly have a dog in the fight now and some strong opinions and just wanted to share my thoughts on an over an on an overview basis. As much as there are some problems with short term rentals. I am against a ban or restrictions on short term rentals as far as a cap for two reasons. First, even taking law into effect first to retro actively banning someone from renting who purchased their house as a rental would be patently unfair. And I'm not even sure it could be done. Second, to allow some houses to be short term rental, and not others would create by definition a two-tier system that will severely reduce the value of homes that cannot be rented. I was at a presentation where a local realtor said that and has an assessor had been hired to determine how much that would be and came up with a 30% that would reduce the value of the house that could not be rented. I am for higher fees on rentals and much more vigilant control over the behavior of renters and related parking issues. I would like this committee to come up with a list of expectations for renters, noise regulations, alcohol consumption outside the house, animal-related regulations, parking etc. That will be prominently posted in required to be prominently posted in each short-term rental home. And perhaps a rental contract should be required for each short-term renter that includes this list of expectations and or requirements. I would like each car parked on the Hill to be required to display a hang tag or a decal. Last year, there were several days where there is no way a fire truck could have ever gotten in my house. So, to me it is a true public safety issue. I would like higher fees to fund a robust compliance effort when the above including a full time, at least for the summer compliance officer. And as part of that compliance effort, short-term renter owners should be subject to significant financial penalties. In the case of abusive renters. My guess is that with that short term, rental owners will be requiring significant security deposits for the renters, which I think is a good thing. Habitual abusers, I think they should just lose their privileges for the season."

**Review/Discussion:**

**A. Introductions/Reason for Service:**

Chair Anderson asked the Task Force members and staff to introduce themselves:

**Anne Gudith-**

"My parents moved over here in 1978, over on Lake Shore. So, I have been part of the community for quite some time. I am currently working at Jaqua vacation rentals and property management, heading up their vacation program. I'm also currently taking real estate licensing license classes. So hopefully I'm going to get that under my belt shortly and have been part of the community for quite some time. We finally moved back full time. So happy to be here."

**Steve Manns-**

“Many of you I know I'm Steve Manns. I'm actually the chair the planning commission for the city of Saugatuck and was interested in being on the taskforce because last year when we were looking at our 2023 priorities and strategies that we wanted to at least address to be more proactive, from a planning commission versus reactive with only taking in consideration things that come into us. By being more proactive, we decided that we wanted to try to take a look at what the community thinks that community had asked us to kind of take a look at one of one of which was short term rentals, not saying that there's anything there's no perceived notion, you know, in this taskforce, or whatever being on our agenda for 2023. It was just like the fact we wanted to be able to start to look at it, evaluate it and see is it operating the way that we would want it to as a community now, as well as where we want the community to be five and 10 years from now. We also, as many people are aware, have other things on the agenda like the waterfront, there was also something else that's very important that we put that we're going to proactively, we'd be looking at this summer. So, these are type of examples of things that we planning commission wanted to be involved with, instead of us taking it on ourselves. And I think it's been discussed, and Ryan may go into this on the next topic, it was really determined that we wanted to make it more of a community type of event versus just the Planning Commission and city council, kind of going back and reviewing this and taking it to the public. And that's why the decision was made to kind of form the overall task force. And I thank you, Holly and Barbara, the other members of the Planning Commission, as well as City Council for kind of seeing the benefit of having this taskforce in place so that we get the opinions from all different parts of the community. I live on the peninsula west side; I think he has a very different field and what you do in the downtown area. And it's something that I wanted to be able to kind of represent, you know, those who are on that side of our city, by that we have the beach and everything over there, but it's a different feel than what you have when you're here downtown or on the hill.

**Cathy Hart-**

“I'm Kathy Hart. I've lived here in town. For 22 years, my husband and I first bought a house up on the hill, decided that we wanted to continue to live here and retire here in Saugatuck. Knowing that it was the town that it was we were surrounded on nail as well, by many, many rentals. And we had a great time there on the hill. But we bought another house later down on Lake Street. So, we've experienced a couple of different areas, I guess within the town as to how short-term rentals are conducted in Lake Street is mostly many short-term rentals, condos. Very, very heavy on that. I decided to volunteer for this committee because I wanted to see that we as a town didn't kind of go overboard based on loudness or the number of people that were saying things must change or things have to be different that we try to solve the problems that are out there that are presented to us and not kind of overstretch.”

**Joe Clark-**

“I've been a resident a full-time resident saga tech now for 13 or 14 years and a property owner for almost 30 years. Deep family roots in the community. My family's been coming up here for three generations now from St. Louis. Still have lots of family that have property in the area. Two sisters that have moved here, cousins, nephews. So deep ties. I asked to be on the task force because I have a passion for this town. I love this town. I was brought here the week I was born from Chicago. My mother brought me up here in the summers as a kid and my dad said it was always his dream to retire up here and he didn't live long enough to do that. So, I'm falling in his shoes and in terms of the short-term rental. We all have our own opinions. My hope here is that, you know, we've got the best of the best here and we can help shape. Some policy that makes sense for the town it's in the town's best interest. It's a very polarizing topic, depending on who you talk to. And I've talked to a lot of people.

So, I'm hoping that we can focus on, you know, a lot of objective criteria, there's no way not to get into some of the subjective criteria. I'm a firm believer that too much of a good thing is never a good thing. I think we've all seen that throughout our lives. And, you know, so you'll find me not trying to shut down short term rentals or anything like that, but at the same time, turning it into a free for all and, you know, watching the resident residency rate in our town go down, I'm not sure that's a good thing, either. So, I hope we can find some middle ground, and that everybody will either be equally unhappy or happy. And, you know, whatever we whatever we recommend that whatever gets adopted by the council ultimately, is in the best interests of the city. So, I'm looking forward to working with everyone."

**Holl Anderson-**

" I'm Holly Anderson. And I've had the great pleasure in my life of living all over the country. And I moved to Saugatuck five years ago and was at home. I mean, I walked into the house and said, This is my house. And I love it here. And I was interested in short term rentals, one because I stay in short term rentals when I travel and I love that I love the you know, being in a house and being able to cook and feeling like I'm in a neighborhood and, and I also know that tourism is so important to this community that we have to, we have to make it work. And I also live in a neighborhood, I live on the peninsula West, as well. I'm in sort of a 16-house little neighborhood. And in the five years I've been there, we've gone from two short term rentals to four. And I miss my neighbors. And I mean, I really do miss my neighbors and having neighbors. And then you know, the other issues that crop up. But that said, you know, we need short-term rentals. So, I wanted to be on the taskforce because I'm an open minded and fair person. And I think this is going to be hard for all of us to work through. And I think though, I have learned so much so far. And I'm a big believer that we need to listen to each other to learn and listen to each other to understand. And then look at the big picture and what's good for Saugatuck, and how can we help move that forward. So, that's why I'm here."

**Kevin Tringali-**

"I am in been in the Saugatuck Douglas area for nearly 25 years. Very active in the community, love our school system here very involved in our schools. I have a daughter but both Elementary School and the high school. And I'm also the owner of Bella Vita vacation rentals, probably have been on that for about 15 years. And you know, a big part of me wanting to be a part of this is to share my experiences and being a good neighbor. And helping, you know, come to those common grounds that people have mentioned. And, and I believe, like the speaker said, just have some compliance and make things work. I'm very proud of the fact that Bella Vita has been good neighbors. And I think that's important that we respect these neighbors that do live here. And so, I feel like with this experience, I can bring something to the table in terms of just helping make this work for both sides as best as possible."

**Elizabeth Boerema-**

"Elizabeth Boerema moved here. 18 years ago, I live up on the hill. I have two boys that both graduated from Saugatuck High School. We were fortunate enough, about 10 years ago to be able to find a lot up on the hill. And we're like, Okay, how are we going to make this work? So, we built our house so that we could rent it out. If we decided to rent it out a couple times a year at most typically pays for my taxes so I can afford to live here. And, you know, none of my neighbors rent so I'm very conscious about being a good neighbor to them. And I heard a lot of complaints kind of both ways. I just wanted to be part of something that helps make it work for everyone. I am concerned about the schools and losing the people that live here. My kids had a great experience and I want other people to experience it. So just here to learn and see what we can do to make everybody happy."

**Sean Steele-**

“My Businesses I've been in municipalities for 35 to 40 years, so I've had to deal with almost every positive and negative that has ever come across the city council board. But I also make a living here in town. I have retail stores; I have tourist attractions; I have short term rentals. So, when I first heard about this, I thought to myself, we have 100 days to make a living and Saugatuck, Douglas Saugatuck, township no matter what occupation you have. So, really was the impact of short-term rentals, 365 days or is it 100 days? So, I started digging into it to try to see the pluses and minuses of it all. And I guess the reality is, is my belief as a business owner is no matter what community you're in, whether you're traveling or whether you have a business in it, you have to treat it as if it's your own. You want to be able to go back and visit it again. You want to be able to tell your friends that you had a great experience. And I think the Saugatuck area, Douglas area in general has that. And rather than making it such a negative side about how we dislike tourism, for whatever reason, really affects me hard. So, I try to keep an open mind. And think about what is being said to me and how to react to that. So, I'll probably say a few things that people don't like, I'll probably bring up another side of a way of looking at something. Already, I've heard lots of different opinions of why someone wanted to be on this board. And I can honestly say this isn't my most favorite thing to do to sit on a board on a Thursday night at three o'clock in the afternoon, but I do feel it is an economic impact for our community, short term rentals. Tourism is a huge economic impact for our community. And I think it's important. And I remember when we were voted the top number one city to visit and when I see what some cities get the top side now across the US, I wonder what did we do? What happened? Because last year, Cleveland, Ohio, or something was the number one visited city. kind of bizarre to me, but I've been there, and I don't know, I think soccer talks a lot cooler. But so, you know, I, I just think it's important. And I think, you know, a lot of it touches how I make a living. And I also believe that every time I've been into a community, I've listened to everybody. I've tried to make sure I understood that this is their community as well. And if anyone wants to hear stories, I can tell you stories, but good and bad. So that's where I am today.”

**Lauren Stanton-**

“Hi, everybody. I'm Lauren Stanton. I'm on Saugatuck city council. So, I'm the council representative to the task force. I'm a business owner in town. I own retro boat rentals, the old boathouse bar, and now the red dock bar. So, tourism is my business. I also have kids in the school district, one that just graduated, and one that's a sophomore at Saugatuck High School. I've lived in this area for about 20 years. I lived in Douglas before I bought the house on Lake Street. And when I bought that house, we had five kids living at home. So, we needed all the extra bedrooms that we could possibly have at the time. But there was a time when the kids went to college, and we decided to rent out our house. And that money that we earned from running out of our house helped us start our business. It was a tool in our financial toolbox. And lucky to have it. And I know a lot of people in town understand that it's a tool in your financial toolbox and we're lucky to have it and happy to be in a tourist town where we do have it, where it's an option for us. But our neighborhoods mean something to me too. So, I understand the complaints, you know that people I hear about, and they happen to me. For good or for bad. I've learned that I just have a fan app on my phone and just turn it up and I'm okay with the parties that are happening behind my house. But that being said, I am an open-minded person. I've seen all sides of this issue and I'm looking forward to it. Coming up with some policies that will work for everybody in our town.”

**City Staff-****Jamie Wolters, City Clerk-**

“My name is Jamie Wolters; I am your City Clerk. I grew up in Saugatuck and graduated from Saugatuck High School and love serving this town.”

**Ryan Cummins, Director of Planning, Zoning & Project Management-**

“Well, thank you Madam Chair and good afternoon taskforce members happy to kick this off. As staff, we’re not on your actual committee, but it’s a good opportunity for us to be able to help support this kind of work. I’ve, I’ve said this to maybe a number of you during your interviews, and I’ve said this to others, but I’m very impressed with how engaged this community is and how many people are willing to step up and volunteer. The skill sets and knowledge and ability that the various community members have so kudos to you for stepping up. Being willing to volunteer so much of your time on such an important issue? I think it’s really impressive. As far as what I like about Saugatuck, I love anything on or by the water. So, I love taking walks you know, during my lunch and then going along the water but, you know, I love the aesthetics and character of Saugatuck. And the thing I always try to do that keeps me grounded is the mural on the side of all these there that that says smile. You’re in Saugatuck. I think that that says it all for me. So, thank you.”

**Mckenna Staff-****Kyle Mucha-**

“My name is Kyle Bucha. I am with McKenna. We have been obviously blessed to be a partner with Saugatuck during this process here. I am based out of our Kalamazoo office area. I will honestly say this the first time I’ve been to Saugatuck, but even walking here from the parking space to city hall, I just was like, I need to spend more time I just was like looking every left right everywhere, all the businesses seeing people downtown. So, it gave me good confidence for your task force as well. So, I am one of four members from our team working with you and probably will be your point of contact as well. So, Chris Khorey is one of our West Michigan managers, also a Senior Principal planner with our firm, and it has worked with other communities across the state on short term rentals, as well. So, working with city staff, we feel confident we can at least assist in partner with taskforce and the city as well. I do want to underline to the taskforce and those in attendance and on Zoom, that this is a partnership we view as this is not in any means a way for us to say this is right, this is wrong. We are here to listen and to work and engage with you. That is honestly how we will treat this as well. And then we’ll take any feedback from city staff and work with them further on. But I do want to at least let you know how we stand and how we view this as a partnership. And it’s not client community relations. So, like I said, Chris is one of the other four members of our team. The other two weren’t able to attend.”

**Chris Khorey-**

“My name is Chris Corey, I’m the West Michigan manager for McKenna. We’re kind of our Grand Rapids office. You know, as Kyle said, our role is to provide you with information to analyze data to help you turn policy into ordinance language, that kind of thing. You know, we’re here to answer your questions. We’re here to tell you what other communities have done. Obviously, we’re not here to make the decisions. That’s for the residents of the task force of land commission to city council, right. So we’re excited about this challenge in this opportunity. It is a topic we’ve addressed in a number of other communities; you guys are not alone. The issues that you guys have, the polarization that comes with them is very common. You see it up and down the lake shore, and even inland communities as well. There are a number of different policy topics. You heard a couple of them come out from the

public already today. That can be discussed, some of them you have already in place. And we'll just be talking about what are best practices and what's best for Saugatuck as we try to solve this difficult community issue. Looking forward to work with you guys.”

**Attorney-**

**Jacob Witte, Fahey Schultz Burzych Rhodes PLC-**

“My firm has worked with short term rentals in other jurisdictions. We’ve seen a variety of approaches. My firm's involvement in this instance is probably going to be a lot more on the back end. When it comes to the planning commission and council. It is exploring what changes, if any need to be done to the city's regulations. But in any event, I'm happy to be here and be involved.”

**B. Purpose of STR Task Force:**

Ryan Cummins presented-

Purpose and Priorities:

- Assistance and facilitation by professional planning consultant.
- Engage residents, property and business owners of the city, schools, public safety and other community stakeholders to identify and prioritize current short-term rental:
  - Issues
  - Concerns
  - Opportunities
  - Objectives
- Gather data and insights:
  - City and 3rdParty Data
  - Historical Data
  - Registered Properties, Locations and Occupancy
  - Complaints and Enforcement Action
  - Forums and Surveys
- If a need for changes is identified:
  - Review and discuss policies of similar resort communities that have made changes.
  - Consider the policies, ordinances, and practices of the Tri-Community and Master Plan
- Balanced Executive Summary by September 21:
  - Quantitative and Qualitative Data
  - Definition of concerns and issues
  - Recommendations to the Planning Commission and City Council
    - (a) Identify the goals and objectives of any changes to:Policies
    - (b) Practices
    - (c) Regulatory and Zoning Ordinances
    - (d) Fees
    - (e) Methods to measure goals and objectives

**C. Open Meetings Act and Freedom of Information Act:**

Ryan Cummins explained in detail that the Short-Term Rental Task will follow the Open Meetings Act and information from the Task Force is subject to the Freedom of Information Act.



#### **D. Phases, Tasks, and Deliverables:**

Kyle Mucha, McKenna, presented-

- PHASE 1: COMPARISON, ANALYSIS & ASSESSMENT
  - Task 1.1 – Information Gathering: Local Level
  - Task 1.2 – Information Gathering: Regional Comparisons
  - Task 1.3 – Information Gathering: National Best Practices
  - Task 1.4 – Short Term Rental Task Force Meetings
- PHASE 2: PUBLIC PARTICIPATION & COMMUNITY OUTREACH
  - Task 2.1 – Community Engagement
  - Task 2.2 – Community Engagement Summary
- PHASE 3: RECOMMENDATIONS
  - Task 3.1 – Policies & Zoning Ordinance Recommendations
- ONGOING MEETINGS
  - Task 4.1 – Collaboration with the City of Saugatuck Planning Commission
  - Task 4.2 – Planning Commission Public Hearing
  - Task 5.1 – Presentation to Saugatuck City Council
  - Task 5.2 – Adoption
- Community Engagement Approach

#### **Schedule Next Meeting:**

Ryan Cummins noted that the Zoning Board of Appeals has training during the same time as the next Task Force meeting on May 18<sup>th</sup>. The Task Force decided to meet on May 18<sup>th</sup> from 1:00 p.m. – 3:00 p.m.

#### **Communication:**

D Brayer submitted communication.

#### **Public Comment:**

Peter Hanson, resident:

"I live up on upper spear. I've lived here since 2007. And retired to this community because we wanted to live in a small town, in a neighborhood, close to restaurants, and, you know, the galleries and so forth. When we first moved here, there was one rental on our street. And it's a two-block street dead ends around, we're up to five now. And I suspect as houses turnover, we could have more. And so that is I think we look at the stakeholders here, in people who have businesses, or they do vacation rentals, they benefit from the tourists who come to town. And I certainly understand we are a tourist community. But we also have people who live here too. And I'm not sure that we see the full benefit when we have a high-density rental unit next door to us. And the people are here for vacation, and they're out at the fire pit or they're on their screened in porch. And at you know, 12 and one o'clock in the morning. They're having conversations and when you live up on the hill, you can be pretty close to each other. And those things disturb our enjoyment of the neighborhood. The city itself, its only benefit is that they get about \$75 A year from an application for short term rental \$75. And that certainly is not enough to manage such a huge issue here for the town. And I think that's an easy one to address that fee has to be increased in increased dramatically. The schools, you know, the more vacation rentals we have, we're going to have fewer kids are going into schools. And right now we are running short of kids already for our schools. And if we keep having more and more short-term rentals, we're going to have fewer kids. And yet we have some wonderful schools, wonderful properties, and we're expanding them right now. And then the last thing, I know that people are concerned with their

housing values, but I think I know that I would ask the question, if I were to buy now in Saugatuck, how many of these other houses in the by the house, I'm looking at our vacation rentals. And I think you're gonna get people voting with their feet, they're going to sell their house because they don't want to be surrounded by short term vacation rentals. And I don't think that's what we want for our community is to be a whole bunch of short-term vacation rentals. So, I look forward to hearing from the committee and I plan to participate Thank you."

John Porzondek, resident:

"We are celebrating 20 years running our place out it's a multi-use building and the house was converted in 1954 to two apartments upstairs, which was once a single-family home. So, we started very frugally back then it was a rack with a teardown and what we used our rentals for is that we took the money that we made during the year, and we just plowed it right back into the home. Took us 18 years to redo the home, single handedly worked with Brian. But it was a business. I mean, it saved us. It saved the home. And the remarks that we get from people coming. You know, these people come from Chicago and some big cities where they live in apartments. And they come back, and they live in a home for three days. And they, they enjoy it, and they walk downtown. And Saugatuck is really special to them where they've come back, decade after decade when my parents came back here. My grandparents came back here. So, it's a almost a historic place for certain individuals and families where they come back and stay not only at our place, but many places throughout the city. When we came here in 2002, we spoke to a real estate homeowner up on the hill. She said about 20 to 25% of the homes were rentals at the time. I think we're now north of 75%. We live in our little corner of the city which is Lake Street. So, I really don't know what else is going on other than the wild parties up on the hill. But I think we gave him some notice last year with a couple parties. But you call the police. And then you charge the owner. The police fee rather than taxes, taxes, taxes, my taxes went up \$2,000 This year, for what? So, you know, there's other ways to do besides taxes. If I think people here taxed out in Saugatuck, and we, we support a lot of the businesses. But what are we doing to the homeowners? I know it's all goes to the school. That's okay. Countrywide, right aging population and having kids I don't want any kids anymore, every headline but 20 years we've been here and hopefully it will be here a few more. Thank you."

Wendy Ryder, non-resident:

"I am a second home homeowner. Um, is a couple that you actually mentioned. Highland city is not a resort town. Park township doesn't have a downtown. And neither does Chikaming and I would hope that maybe you guys would look at maybe other townships or cities that actually have a downtown in them like all the cities up in Leelanau Peninsula, Harbor Springs. Sutton's Bay some of the areas like that, I think, represent more equal to what Saugatuck is and what you guys are looking, looking at and doing some of those types of things. The other thing was mentioned your schools and how wonderful they are. They are wonderful here. I don't have any children. But I do know that the school system is one of the best school systems and the reason it's one of the best school systems is because there's so many second homes in this community. Second homes pay 18 Mills more than any other homeowner that is a primary home that all that at Mills goes 100% to the school systems. So, the Saugatuck school system has the most per capita money that is spent per child in any school in the state of Michigan. And so that's something if you want to be proud of your schools. The second homeowners are making that possible. Thank you."

Michael Economos, resident-

"My name is Michael economists. I live at 716 Park Street. My home is surrounded by four homes, none of which are owner occupied. And that's changed in the last 20 years or more that we have been here. Other things have changed. I don't know if people are aware of what's happened to our permanent resident population. But in 19 in the year 2000 census, we had 1065 permanent residents.

In the 2010 census we had 925. And in the last census 865 permanent residents. It's not a healthy thing to have a city where the population is going the permanent part population is going down, we've lost out of 1065 permanent residents we had in 2000, we've lost 60. That's about 18%. In fact, it's more than 18%, almost 90%. I don't think it's healthy for a community to see its permanent population going down. And I don't think people think about it. My particular problem is, of these four houses, one of them is a summer residence, and the people are there, not very often, but they're there. And the other three are rented out. We live on small lots 66 by 66. But we have a space between our houses and the rest of them in the area is wooded. Now, our experience with the tenants and most of them three houses, or excuse me, two houses became rental properties in the last two years one has been there for maybe 10 years is that the owners are not present. And what happens is what you have like, they don't take care of the yards. Okay, we have woods and leaves just this year as the most leaves I've ever seen. But I can't clean my yard unless the others clean their yard. Because the leaves just low back onto my yard again. And I don't like that I don't you know, I know it's a resort community. But I don't. I'd like to have some sense of a neighborhood. I don't have that. My neighbor, my nearest neighbor lives permanently a block away. Thank you. Thanks so much."

Angela Knauss, resident:

"My concern actually relates to all kinds of rentals. And it is the impact it is on the need to give us services and apps and I live on the Hill. I'm especially concerned about the ambulance service. Saugatuck and Douglas did not have an ambulance, so they rent out another one. And in the summer, if there are three accidents, the third person just has to wait. And so, I think we have to think about that, too. Thank you."

James Serman, resident:

"I'd like to say as far as a nuisance like is to address a nuisance kind of thing noise and things like that people would be complaining about, I would suggest that that three strike in your out or three calls in you're out and you get a fine from the police department. And letting them use the like a square app where they can take their credit card and swipe it after three calls over a weekend time period or something like that. If it's if they had to go to the same residence more than three times or up to three times and they get swiped, you know for a nuisance violations. Just to keep the noise down. Thank you."

Brenden Stark, non-resident:

"I'm Brandon Stark. I own a condo in town. And it's a secondary residence. But I do rent it out. And I can't afford it unless I rent it out because the taxes are very high here. Beautiful city at 100% support that though I mean, I love this city. I live in Grand Rapids. I'm here all the time, and I rent it out. So, I want to say that I understand the concerns of everybody here. And it has to be a balance of people who live here and people who rent out and I understand that completely right. However, property here is very expensive. And for me the only way I can afford it is to rent it out. Like I said not to be repetitive, right? So, I would have never invested in a short term rental in a beach city that's expensive, had not been able to do that. Now I've been I've had my property for five or six years here. And I love it like I said, I love it here. So short term rentals are just like any other business in town. Okay, like a bar, a restaurant. If they're eliminated, you eliminate someone's job, you eliminate the cleaners' job, you eliminate a lot of different things. Right? So, you really got to understand how that affects not just the owners, right, but everyone who services the contractors, the painters, everybody, right? So, shutting them down, like going to a bar, it's like shutting a bar down in town, say, yep, you've had, there's a bunch of people who left drunk, and they got in an accident. So, we're gonna shut the whole bar down forever, right? I understand that. But you have got to find the balance somehow, right? And so, you can even just like stripping them too far can take about 2530 40% of the revenue for somebody, right? So, but they need to be policed well, and the owners are the ones who are responsible for that. And

they have to take responsibility. And in some things are unacceptable. People who live here should not have to be here screaming and noises and in like leaves going into their yards everywhere. I understand that, like, that's not okay. Right, you have to regulate your own property. And I do, and I practice elsewhere. We're doing this in other cities as well. So anyways, so in this situation, in my opinion, from my experience, and I'm actually representing some other people in town, I have a condo in town, right? The best thing to do is not approach us with a sledgehammer and punish everybody. But approach it with a scalpel, find out where the problems are, and deal with those problems, right, but not punish every single person who has a business here that, honestly, like will be financially, partially, or fully ruined by banning or super restricting them. So, like I said, this is happening all over the place, and I want to work with the city, I want to work with the people who live here, that's important, but just from experience with other areas and other cities. You know, that like I feel like everyone's gonna do the right thing. And I hope everyone does. And I hope everyone's heard. So that's, that's all."

Bobbie Gaunt, resident:

"I live on the hill. And in the spirit of full disclosure, I'm also a member of the planning commission. Primarily why I wanted to speak is to thank all of you. Obviously, this is a big issue. It's been a big issue for a long time. I've lived here for about 31 years now part time and now full time. My husband, I once owned a rental. So, I understand both sides of the issue from a personal point of view. And these kinds of issues are never easy. So, but it is a matter of balance. And as long as I've been associated with the city, they treat these kinds of issues exactly like this is being treated with openness and fairness and seriousness in order to address the problem that its citizens are bringing to it. So, I know about public service. And I know it's hard. And I just wanted to say thank you."

Nancy Kimble, resident:

"I live on upper spear Street. I'm a neighbor of Peter. And so, Peter, what you said, I would echo everything. I feel the same way. Just to give you a little background. We've only lived here for four years. And we used to come over here from Chicago, you know, just like many other people, and we enjoyed the town and we almost spontaneously decided to buy a house here. And I've been very happy. I love it here. But I have become increasingly concerned about the short-term rentals. Having moved here. I've tried to get very involved in the community. I'm on the board for the Friends of the Blue Star Trail. I then volunteered to be on the newly created parks and Public Works Committee. And so, I'm very involved in the community and very invested. I am such a proponent for it that I was able to convince my son who lives in was living in Oakland, California, that this is an awesome place to raise your children. They moved here. They now have two kids at Douglas Elementary. My grandkids are here. So obviously I'm very reinvested in the community. But I am so nervous as a homeowner on a per sphere, that my neighborhood is going to disappear. And that I'm going to have rentals on each side of me because I have, frankly, it. We are an aging community. And we have a lot of gray hair besides mine on my street. So, you know, those houses will turn over, and my neighborhood could change in a dime. We have a block party every year. That is phenomenal. And we have some who are only part time there. But most people are full time residents. We have some snowbirds, but the people who just rent don't show up. And it's a neighborhood feeling that I would not have if I hadn't landed where I did. And so, I'm very fortunate. I think I was a little naive. I didn't realize how many rentals were in town. But if I knew when we bought what I know now, I don't think I would have picked Saugatuck. And so, I think you should just think about how important it is to have residents, full time invested in the community, but don't actually have any stake in that game. And I do appreciate the fact that, you know, people can to me, it's no problem. If you own a property. You live there and you have a little rental behind you. You're still a neighbor. But if something happens, and I want to call on a neighbor, and all I've got is short term rentals surrounding me, it's not a place I want to live."

Scott Dean, resident:

“Full disclosure, currently serving as mayor of Saugatuck. Just want to thank the entire task force for your service to the community. You're all going to do great things. And I'm really looking forward to seeing your work going forward. So, a big thank you from the city.”

Chair Anderson appreciates everybody's engagement on the Task Force and in the room and on Zoom and it was a great kick off meeting.

**Adjournment:**

*Motion by Clark, second by Gudith to adjourn. Upon voice vote, motion carried unanimously.  
Chair Anderson adjourned at 4:37 p.m.*

Respectfully Submitted

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Jamie Wolters, City Clerk

# Short-Term Rental Registration Process

City of Saugatuck

# Application

- Address of the subject parcel containing the dwelling unit to be rented;
- Name and contact information, including e-mail, of the owner of the dwelling unit;
- Name and contact information, including e-mail, of the required local representative or the rental agency, within 45 miles of the City of Saugatuck;
- Proposed maximum occupancy of the dwelling unit;
- Owner's signature stating that the dwelling unit will be operated in conformance with all applicable ordinance requirements; and



Date received \_\_\_\_\_

Application Number: \_\_\_\_\_



- Steps in the Registration Process**
1. Complete this Registration Application
  2. Submit this application with the registration fee \$350.00 to Saugatuck City Clerk. (Certification is valid for 3 years).
  3. The Fire Department will be notified and will contact you (or your agent) to schedule an inspection.
  4. The Fire Department will notify the City when the property meets the inspection guidelines. If the property fails inspection, the applicant will owe \$100.00 to the City of Saugatuck for rental reinspection.
  5. Upon notification for the Fire Department, the City will send the owner or agent a Rental Certificate.

Property address: \_\_\_\_\_ Parcel Number \_\_\_\_\_

**PROPERTY OWNER'S INFORMATION:** Name: \_\_\_\_\_

Address/P.O. Box \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

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

I hereby authorize that the agent as listed below is authorized to make this application for short-term-rental as my agent and we agree to conform to the all applicable laws and regulations of the City of Saugatuck. I additionally grant City of Saugatuck staff or authorized representatives thereof access to the property to conduct inspections as needed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Agency/Local Contact Information (if applicable)**

Agency Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Complete mailing address: \_\_\_\_\_

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

**Contact and Other Information:**

Who should be contacted to set up the Fire Department inspection? Owner  Agent

Who is the primary contact for questions from the City? Owner  Agent

How many off street parking spaces are available for renters? \_\_\_\_\_

Number of bedrooms \_\_\_\_\_ Sleeps how many? \_\_\_\_\_

**LOCAL EMERGENCY CONTACT PHONE NUMBER/NAME** \_\_\_\_\_

*I have read and understand the City of Saugatuck's Single Home Short Term rental ordinance.*

Property owner's name (print) \_\_\_\_\_

Property owner's signature \_\_\_\_\_ Date signed \_\_\_\_\_

For Use	Fire Dept.	Fire Dept.	Max Occ
By City:	Notified / /	Approved / /	Load _____

**Ordinance Section 154.022(V) States:**

**(V) Short-term rental unit.**

- (1) The owner of the dwelling unit which is to be rented for any period of less than 30 days, shall obtain a short term rental certificate from the city before the dwelling is rented or used;
- (2) The property owner or applicant shall include the following information on the certificate application:
  - (a) Address of the subject parcel containing the dwelling unit to be rented;
  - (b) Name and contact information, including e-mail, of the owner of the dwelling unit;
  - (c) Name and contact information, including e-mail, of the required local representative or the rental agency, within 45 miles of the City of Saugatuck;
  - (d) Proposed maximum occupancy of the dwelling unit;
  - (e) Owner's signature stating that the dwelling unit will be operated in conformance with all applicable ordinance requirements; and
  - (f) The property owner shall notify the city of any changes to the approved application within 30 days of the date of the change, including change of mailing address, contract information, or rental agency.
- (3) The short-term rental unit shall meet all applicable building, health, fire, and related safety codes at all times and shall be inspected by the Saugatuck Township Fire District within 30 days of the submittal of the application. Violations found by the Saugatuck Township Fire District shall be corrected within 15 days of notification from the Fire Inspector. No certificate shall be issued until after the fire inspection has been completed and approved. The property owner or rental agency shall submit a completed safety checklist, designed by the Saugatuck Township Fire District, to the city for the second and third year of each certificate cycle for the certificate to remain in good standing.
- (4) Signs shall be subject to the applicable provisions of § 154.141 of this chapter;
- (5) The use of outdoor yard areas, open decks, pools and the like shall not result in the production of excessive off-site noise, odor, other external disturbances or other nuisances as regulated within the City Code of Ordinances;
- (6) In no event shall the owner of the short-term rental unit or their agent rent solely an individual room in the short-term rental unit to a person, family, or other group of persons, nor shall the renter of the dwelling so sublet any room. All dwelling units rented for short term use shall be fully rented under a single contract;
- (7) The use of tents, campers, or similar temporary sleeping facilities shall be prohibited;
- (8) A short term rental certificate shall be valid for three seasons (January 1 through December 31) unless there is a change of ownership for the subject parcel;
- (9) Occupancy of each dwelling unit shall be limited based on the calculations in the BOCA National Property Maintenance Code as approved in § 150.03; and
- (10) All short term rentals shall have a local representative who resides within 45 miles of the outer boundaries of the city. This contact shall have access to the property at all times and shall have working knowledge of the house.





## Rental Inspection Checklist

This is a summary checklist to ensure compliance with Fire and Life Safety codes. The entire International Fire Code 2015 edition may be referenced if other violations are found.

Please ensure compliance with the entire checklist **PRIOR** to scheduling your fire safety inspection. Violations found upon initial inspection may require a re-inspection and additional fees.

1. Charcoal burners and other open-flame cooking devices shall not be operated on combustible balconies or within 10 feet (3048 mm) of combustible construction. *Exceptions: LP-gas cooking devices having LP-gas container with a water capacity not greater than 1 pound (0.454 kg) LP-gas capacity. (IFC 308.1.4)*
2. Storage of combustible materials shall be separated from heaters or heating devices by a distance or shielding so that ignition cannot occur. Maintain a minimum 36" clearance on all sides of fuel fired appliances to storage of combustibles. (IFC 315.3)
3. Fire Safety Plans shall be posted on each floor level of the structure adjacent to the main egress travel path and shall include the following information: (IFC 404)
  - a. The procedure for reporting a fire or other emergency. *(ie: Call 911, there is a fire at 123 Main St. or there is a medical emergency at 123 Main St.)*
  - b. Current address and location of occupancy.
  - c. Floor Plans identifying the locations of the following:
    - i. Exits
    - ii. Primary evacuation routes
    - iii. Secondary evacuation routes
    - iv. Portable fire extinguishers
  - d. Identification and assignment of personnel responsible for emergency contact and maintenance of systems. (Local representative)
4. Address must be installed so it is visible from the road fronting property with 4" minimum letters and numbers. *(Green Reflective 911 Address Signs mounted at road fronting property and visible from both directions of travel are recommended.)* (IFC 505.1)
5. Portable unvented fuel-fired heating equipment is prohibited. (IFC 603.4)
6. Electrical hazards shall be abated. (Cover plates intact, no open wiring junction boxes) (IFC 605.1)
7. Electrical Panels require a minimum 30" clear working space provided in front of the panel. No storage of any materials shall be within the 30" clear designated space. (IFC 605.3)



8. Extension cords shall not be a substitute for permanent wiring. Ensure there are NO extension cords within the occupancy. *(Approved UL listed surge protectors may be utilized)* (IFC 605.5)
9. Holes in walls, ceilings, and doors must be repaired to maintain the fire resistance rating of the barrier. (IFC 703.1)
10. Portable Fire Extinguishers of a 2A10BC minimum rating must be installed and mounted on an approved hanger within the egress path on each level of the structure. (IFC 906)
11. Portable Fire Extinguishers require annual maintenance by an approved fire protection contractor. (IFC 906)
12. Smoke Alarms are required to be installed in every sleeping room and outside of every sleeping room, in all mechanical rooms, and in every room in the path of the means of egress. In addition, there must be a smoke alarm on each level of the structure including basements. Interconnected smoke alarms may be required. (IFC 907.2)
13. Carbon Monoxide alarms shall be installed on each level of the structure. They shall be installed outside of the sleeping areas where sleeping occurs. (Carbon Monoxide alarms are not required if the home contains NO fuel fired appliances and utilizes only electric heat and cooking devices.) (IFC 1103.9)
14. Minimum dimensions of egress windows shall be 24" in height, and 20" in width. The bottom of the clear window opening shall not be more than 44" measured from the floor. Non-compliant windows shall be replaced or rooms will not be utilized for sleeping. (IFC 1030)
15. Exits shall be maintained free of obstructions including ice and snow at all times. (IFC 1031)
16. Basements and attached garages shall be free of flammable liquid storage. *(ie: solvent, thinners, oil paints, gasoline, propane, etc.)* (IFC 5704)

By signing below, I acknowledge completion of the checklist and have ensured that the structure meets all of the required fire and life safety code requirements as a condition of the rental permit application.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

# Process



Application  
Received

Zoning  
Administrator  
Review

Data Entry into  
BS&A Software

- Complete Application
- Fee paid - \$350
- Zoning Compliance

- Owner
- Representative Contact Information
- Proposed Occupancy
- Parking Spaces

# Common Zoning Issues

- **Dwelling Unit Definition**

- DWELLING UNIT. A dwelling unit is any building or portion thereof having independent cooking, bathing, and sleeping, facilities, which is occupied wholly as the home, residence, or sleeping place, either permanently or transiently, with an independent entrance not located within another dwelling. In no case shall a motor home, trailer coach, automobile chassis, tent, or portable building be considered a dwelling. In case of mixed occupancy where a building is occupied in part as a dwelling unit, the part so occupied shall be deemed a dwelling unit for the purpose of this section and shall comply with the provisions thereof relative to dwellings. A DWELLING UNIT shall include both manufactured units (mobile homes and modular homes) and site built units. Hotels, motels, bed and breakfasts, and inns are not included in the definition of a DWELLING UNIT 154.005

- **Accessory Dwelling Units (ADU)**

- An ADU can be rented under the same contract as a single-family dwelling.
- An ADU can be rented separately from an owner-occupied (fee owner) single-family dwelling with special land use (SLU) approval from the Planning Commission.
- The Zoning Ordinance prohibits renting out a single-family dwelling and ADU to separate parties.

- **First Floor Restrictions**

# Fire Department Inspection

- If all fees are paid, application is complete, and meets initial zoning screening, application is sent to Fire Department to schedule inspection.
- Fire Department contacts owner/representative.
- Fire Department inspects for health, fire and safety.
- Passed Inspection – Zoning Administrator Notified
- Failed Inspection
  - Zoning Administrator Notified.
  - Zoning Administrator sends \$100 reinspection invoice
  - Owner/representative schedules reinspection with Fire Department
- No certificate shall be issued until after the fire inspection has been completed and approved. 154.022(V)

# Issuance of STR Certificate



Fire Department notifies Zoning Administrator of passed inspection and occupancy limit.



Data Entry

Occupancy limit entered into system.



STR Certificate Issued



STR Certificate sent to owner and representative.



## CERTIFICATE OF INSPECTION AND REGISTRATION

**842 LAKE ST  
SAUGATUCK, MI 49453**

**Unit: #11**

**Maximum Occupancy: 4**

This property has met the inspection criteria of the Saugatuck Township Fire District and is registered as an approved Short-Term Rental by the City of Saugatuck. Short-Term Rentals may be subject to private restrictions. It is your responsibility to confirm compliance.

**Valid Through 07/02/2026**

REGISTRATION NUMBER  
**CSTR-230046**

Ryan Cummins - Zoning Administrator

102 Butler Street, Saugatuck MI 49453

# After Issuance

- The property owner shall notify the city of any changes to the approved application within 30 days of the date of the change, including change of mailing address, contract information, or rental agency. 154.022(V)
  - Note: Change of ownership requires new STR application and certificate. 154.022(V)(8)
- The property owner or rental agency shall submit a completed safety checklist, designed by the Saugatuck Township Fire District, to the city for the second and third year of each certificate cycle for the certificate to remain in good standing. 154.022(V)
  - Note: This has not historically been enforced.



# City of Saugatuck Short Term Rental Task Force

May 18, 2023

**MCKENNA**



# Presenters

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**Kyle Mucha, AICP**  
Senior Planner

**Chris Khorey, AICP**  
Senior Principal Planner



# Topics of Discussion

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- Existing Short Term Rental Ordinance
- Off-Street Parking Requirements
- Nuisance Ordinances
- Community Comparisons (Separate Attachment)
- Looking Ahead



# Short Term Rental Ordinance

MCKENNA

# Short Term Rental Ordinance

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- Section 154.022 (V)
- Owner to seek permit for any period less than 30 days.
- Meet all building, health, fire, safety codes.
- Inspected by Township Fire Dept.
- Outdoor yard areas, open decks & pools shall not produce excessive noise, odor, external disturbances.
- Single room rentals not permitted.



# Short Term Rental Ordinance

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- Section 154.022 (V)
- Tents, campers, temporary sleeping facilities prohibited.
- Certificate valid for three seasons.
- Occupancy limited per National Property Maintenance Code.
- Local resident within 45 miles of the outer boundaries of the city.





# Off-Street Parking Requirements

MCKENNA

# Off-Street Parking

- Section 154.135

<i>Minimum Automobile Off-Street Parking Requirements</i>		
<i>Types of Buildings and Uses</i>	<i>Minimum Number of Parking Spaces Required per Indicated Unit</i>	<i>Unit of Measure</i>
<i>Minimum Automobile Off-Street Parking Requirements</i>		
<i>Types of Buildings and Uses</i>	<i>Minimum Number of Parking Spaces Required per Indicated Unit</i>	<i>Unit of Measure</i>
Floating homes	2	Per floating home
Dwellings	2.0	Per dwelling unit





# Parking Regulations On Street

MCKENNA



# Parking Offenses – On Street

- Section 74.07

Parking too far from curb
---------------------------

Prohibited parking (other violations listed in M.C.L. 257.674)
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Obstructing traffic
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In fire lane
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Within 15 feet of a fire hydrant
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In alley
----------

Blocking driveway, loading zone or handicapped ramp
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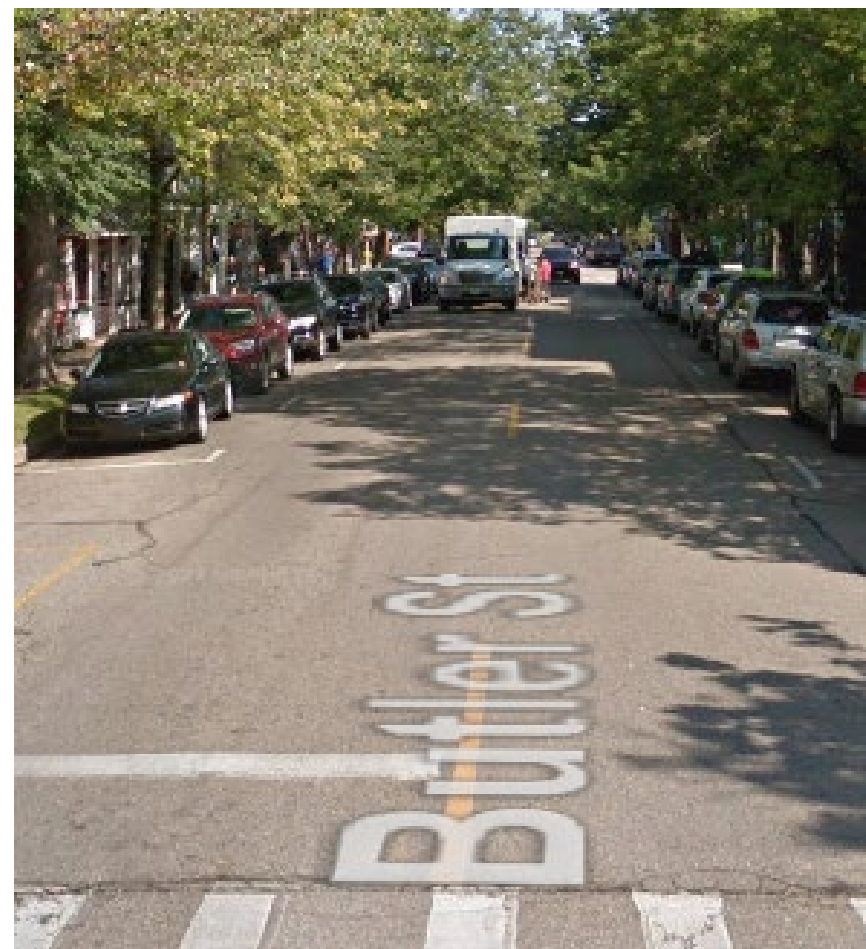
Loading zone violation
------------------------

All night parking (alternate streets)
---------------------------------------

Between sidewalk and curb
---------------------------

Handicapped space
-------------------

Failure to purchase or display a valid daily or season pass to the Oval Beach
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# Nuisances

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# Nuisances

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- Section 94.04 – Noise
- Regulations pertaining to:
  - ✓ Construction
  - ✓ Sound Amplifiers
  - ✓ Engine Exhaust
  - ✓ Radio & Musical
  - ✓ Shouting
  - ✓ Whistle or siren





# Community Comparisons

MCKENNA



# Looking Forward

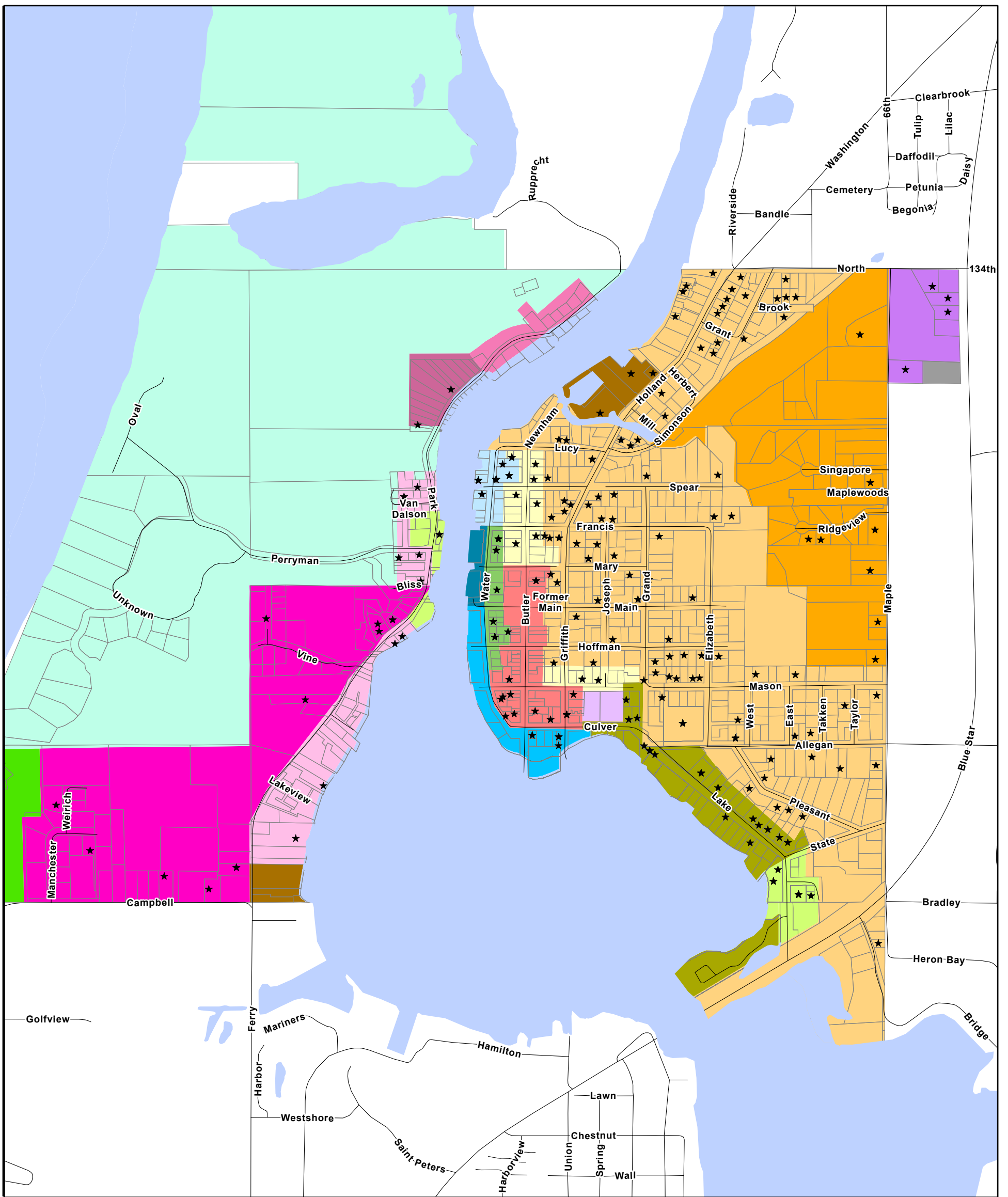
MCKENNA

# Upcoming Meeting Topics

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- June 1<sup>st</sup>
  - ✓ Community Analysis (3 of 6)
  - ✓ Code Enforcement Analysis
  - ✓ National Practices
  - ✓ Survey question review & public engagement discussions
- June 15<sup>th</sup>
  - ✓ Short term rentals & Master Plan
  - ✓ Community Analysis (6 of 6)
  - ✓ Zoning District Overview





# Certified STR Locations

City of Saugatuck, Michigan

May 17, 2023

## LEGEND

- ★ Short Term Rental (244 total)
- BLUE STAR DISTRICT - LI-1
- CENTER RESIDENTIAL - R-4
- CITY CENTER - C-1
- COMMUNITY RESIDENTIAL - R-1
- CONSERVATION, RECREATION & CAMP
- CULTURAL COMMUNITY
- LAKE STREET - R-2
- MAPLE STREET - R-1
- MULTI-FAMILY RESIDENTIAL R-3
- NEIGHBORHOOD MARINE
- PENINSULA NORTH (DUNESIDE) - R-1
- PENINSULA NORTH (RIVERSIDE) - R-1
- PENINSULA SOUTH - R-1
- PENINSULA WEST - R-1
- RESORT DISTRICT - C-4
- SUMMER RESORT & PARK ASSOCIATION
- WATER STREET COMMERCIAL - C-2
- WATER STREET EAST - C-2
- WATER STREET NORTH - C-1
- WATER STREET SOUTH - C-2
- Bodies of Water



Basemap Source: Michigan Center for Geographic Information, v. 17a. Data Source: Allegan County 2023. McKenna 2023.

# Comparing Short Term Rental Policies in 13 Communities

	<b>General Ordinance v. Zoning v. Registration</b>	<b>Unit Cap?</b>	<b>Owner Residency Requirements?</b>	<b>Tenant Code of Conduct?</b>	<b>Unit Type Requirements?</b>	<b>Special Parking Requirements?</b>	<b>Setback Requirements/ Separation Distances</b>
<b>Acme Township,</b> Grand Traverse County	1-year Registration, Zoning	Tourist homes: 50 Vacation homes: 50	Tourist Homes: Owner on site.	Yes	2 types of STRs: Tourist home (ADU), Vacation home	Parking on-site only	No
<b>City of Ann Arbor,</b> Washtenaw County	1-year Registration, General Ordinance	No	On-site for accessory and in-home units.	No	3 types of STRs: ADU, in-home, entire site	No	No
<b>Chikaming Township,</b> Berrien County	1-year Registration, General Ordinance	No	No	No	No	No	No
<b>City of Charlevoix</b>	1-year Registration, Zoning	Business unit: Max. 80 units Personal unit: 1 per owner	Personal units: rented out no more than 28 days per year with owner off-site, unlimited with owner on-site. Owner or designated agent within 60-minute drive.	Yes	2 types of STRs Personal units: rented for 7-28 days/year Business units: rented more than 28 days/year	Enforcement may require parking on-site (discretionary)	No
<b>City of Grand Haven</b>	Registration, General Ordinance	No	Owner or designated agent within 60 miles of City.	Post local rules for tenants to see.	No	No	No
<b>City of New Buffalo</b>	1-year Registration, General Ordinance	No	Owner or designated agent within 20 miles of City, available 24/7 for emergencies.	Yes	No STR in partial dwelling units (bedrooms).	On-street prohibited.	No



# Comparing Short Term Rental Policies in 13 Communities

<b>City of Saint Ignace</b>	Registration, zoning	50 within R1, R2, R3, and R4 combined	Owner or designated agent within 30-minute drive, available 24/7 for emergencies.	Post local rules for tenants to see.	2 types – “Owner-occupied” and “Not owner-occupied”	No	No
<b>Clay Township</b>	Registration (2 years), Police Power	No	No	Post local rules for tenants to see.	Single-family home, no more than 4-bedroom.	Parking on-site only	No
<b>Long Lake Township</b>	Registration (1 year), general ordinance	No	Owner or designated agent within 30-minute drive, available 24/7 for emergencies.	Yes	Single-family, guest house, or portion of dwelling unit.	On-street prohibited. 2 (motor or sail) boats max.	No
<b>City of Saint Joseph</b>	Registration, general ordinance	No	No	No	No	Provide 1 off-street parking space.	No
<b>Suttons Bay Township</b>	Registration (1 year), general ordinance.	150 in residential zoning districts	Owner or designated agent within 45-minute drive, available 24/7 for emergencies.	Post local rules for tenants to see.	No	Parking on-site only	No
<b>Village of Pentwater</b>	Registration, general ordinance.	No	Owner or designated agent within 60-minute drive, available 24/7 for emergencies.	No	No room rentals or partial dwelling units. 5 bedrooms max.	<2 bedrooms: 1 on-site space. 3-4 bedrooms: 2 on-site spaces. 5 bedrooms: 3 on-site spaces.	No
<b>City of Holland</b>	Zoning General Ordinance	Owner-Occupied: No Cap	Yes to qualify for Owner-Occupied  Otherwise No	No	No	No	No

# Comparing Short Term Rental Policies in 13 Communities

		Investor-Owned in Residential Districts: 25					
		Investor-Owned in Non-Residential Districts: No Cap					
		During Tulip Time (10 day period): No Cap					

**Notes:**

Charlevoix’s is fairly unrestrictive for personal units, allows for people to rent out their units for a few weeks a year. I feel like that’s common when someone spends most of their summer at their cottage but rents it out when they’re not using it, or for locals who want to earn some extra income while they’re out of town. Also you can always rent out part of your home if you are on the premises. But if you own more than one unit or want to rent it out for more than a month out of the year without being there, that’s when the restrictions come in, importantly the unit cap.

In New Buffalo, you have to provide “short-term rental reservation summary form” and file with the clerk at least 24 hours prior to a commencement term (unclear if that means a new document for each new stay?)

Saint Ignace – Short term rental *must* be available for rent within 30 days of the permit and for at least 4 months of the year.

Clay Township’s length of time to be considered an STR is longer than most. Considered an STR for up to 180 days. Is this because of migrant housing?



March 31, 2023

Mr. Ryan Cummins  
Director of Planning & Zoning  
City of Saugatuck  
102 Butler Street  
PO Box 86  
Saugatuck, MI 49453

**Subject: Short-Term Rental Task Force – Supplemental Proposal Material**

Dear Mr. Cummins,

Thank you for meeting with our team regarding Saugatuck’s recent request for proposals for assistance with the City’s short-term rental task force. We found the conversation to be fruitful and are pleased to present the following supplemental information per our discussion on Wednesday, March 29, 2023.

**SHORT TERM RENTAL ORDINANCES & COMMUNITY COLLABORATION**

McKenna has assisted several communities across the State of Michigan regarding short term rentals. As discussed during our March 29, 2023 meeting, a number of our community partners have adopted a “wait and see” approach to short term rental ordinances and regulations due to the former pending legislation at the State level as it pertains to local control of short-term rentals. However, now that the State has provided more clarity on the stance of the legislation, many of our client communities are starting to initiate the first steps to address these regulations.

The following table provides a sample of communities McKenna has assisted in some capacity as it pertains to short-term rentals. This is not an exhaustive list, but one that showcases the wide demographic and socio-economic makeup of communities across the state.

<b>Community Partner</b>	<b>Project</b>
Kalamazoo Township	Zoning enforcement and ordinance amendments
City of Fennville	Zoning ordinance rewrite
Ovid Township	Initial discussion to determine desire to regulate short-term rentals
Chikaming Township	Ordinance creation & public engagement
St. Joseph Township	Ordinance creation & public engagement
New Buffalo Township	Ordinance review
City of Holland	Ordinance review and revisions
Royal Oak Township	Ordinance review and revisions
Northfield Township	Ordinance review and revisions
City of St. Johns	Residential rental registration



## DATA ANALYSIS

McKenna understands that in-depth data analysis of zoning ordinance regulations pertaining to short-term rentals will be a critical component of the short-term rental task force purview. We offer the following data analytics based on the City's needs. Should City leadership find further analytics necessary beyond what is listed below, McKenna will be glad to tailor our approach to provide the data you need.

During our collaboration meeting on March 29, 2023, we discussed mapping the locations of short-term rentals within the City. We find that this task can be done in conjunction with Task 1.1 of the proposal as it relates to local information gathering. If the City uses a software such as BS&A, it is feasible to export a report from BS&A, which includes the type of violation and property address/parcel identification number. Further, we can utilize public information, such as social media (e.g., Facebook, Nextdoor, etc.), Airbnb (and other similar companies), and other online resources to identify where the short term rentals are located. If a property owner is operating a short term rental in the City, it is likely they will be advertising publically in some capacity.

As referenced during our discussion, McKenna finds value in presenting data in a graphically rich and informative design. Having a visual representation of data allows for quick reference and can also be utilized as discussion points during public engagement events. We propose the following breakdown of tasks as a component of our work with the Short Term Rental Task Force (these tasks can be selected based on the needs of the City):

- A. *Overall Housing Market Analysis for Context.* McKenna will review data sources, such as ESRI business analyst to provide an overall housing market analysis for the City of Saugatuck. We have extensive experience with housing market analysis for communities such as the City of Saginaw, Holland Charter Township, City of East Lansing, City of Holland, City of Fort Wayne, IN, and others.  
*Fee: \$2,000*
- B. *Sub-Market "Hot Spot" Analysis of Portions of the City with Short-Term Rentals.* McKenna will dive into a "block" level analysis of short-term rentals as it pertains to market impact. This step will provide further detail on the real-life impacts and conditions that short-term rentals can have at the neighborhood level.  
*Fee: \$2,000*
- C. *Seasonal Population Estimate.* We will utilize resources available to us, such as US Census Data, information from area tourism bureaus or chambers of commerce, DDAs, assessment records, and other applicable organizations/sources to identify a seasonal population estimate for the City. This information will help tell a larger story on the number of full-time residents, or the number of people living in or visiting the City on short term bases. Seasonal population estimates can help gain a larger understanding of the demand for lodging opportunities and how it is related to the short term rental issue.  
*Fee: \$1,000*
- D. *Estimate of economic impacts of those who use short-term rentals within the City of Saugatuck.* McKenna will use business analytical tools to evaluate the economic impacts persons who utilize short-term rentals have on the community. Our team will evaluate the terms of rentals (where data is available) to determine the average rental time during peak seasons. Then, we will use this information to formulate an economic impact analysis.  
*Fee: \$3,000*
- E. *Analysis of the "overflow" from a restrictive ordinance, such as the City of Holland and other coastal communities.* McKenna will evaluate the number of short-term rentals permitted within the City of Holland, and any other applicable popular coastal communities (e.g., City of South Haven), and an average travel



radius to determine trip generation between the two communities.

*Fee: \$1,000*

- F. *Analysis of housing markets within comparable communities, such as Douglas, Fennville, and other communities that have experienced housing demand increase near Saugatuck.* McKenna will utilize available housing market data from sources such as ESRI and the US Census to determine where recent housing growth is taking place in relation to the City of Saugatuck and the type of housing available. Our team will analyze owner-occupied dwellings compared to rental dwellings. We will then pull the same housing market information for comparable communities in the region.

*Fee: \$1,000 per comparison community.*

- G. *Analysis of changes in the regional housing market since AirBnb was founded in 2008, with related analysis of post-2014.* McKenna proposes to analyze the changes in the housing market since the creation of AirBnB in 2008 and post 2014 to present day (where data is available). Our team seeks to remove negative impact markers, such as the Great Recession, from the analysis to provide a clear housing growth descriptive analysis. This review will further focus in on rental homes verse homeownership, median rent, average rent, median home value and average home value.

*Fee: \$2,000*

McKenna understands that the topic of short-term rentals can be fluid: new ideas, questions, concerns, regulations, and other applicable topics can have impacts on the analysis of short-term rentals in Saugatuck. Our team is dynamic and flexible to new ideas brought forth by our partner communities. We want to ensure the City of Saugatuck that our above data analysis is not “set in stone” and that adaptation may be required based on issues the short-term rental task force and public engagement activities bring to the forefront.

McKenna views the work we do as a true **partnership**. Should there be further analysis needed that has not been addressed above, McKenna will work within the established budget and timeline to exceed the expectations of the City of Saugatuck. We hope you find this supplemental letter to be of benefit to the overall goals and objectives of the City of Saugatuck and look forward to our potential partnership. Please do not hesitate to reach out if you have any questions.

Respectfully submitted,

**McKENNA**

Kyle Mucha, AICP  
Senior Planner

**Victor Bella, Saugatuck resident**

May 11, 2023

1. Three friends who have sold homes in Saugatuck because of nearby STRs and moved out of the city.
2. STRs reduce values of neighboring homes.
3. More STRS can lead to less affordable long-term housing.
4. Long-term residents want peaceful, quiet, safe places to live.
5. Absentee investors are profit motivated. Summers renters are not concerned with school funding and community cohesiveness.
6. How is it affecting school funding and enrollment?
7. Let's preserve the integrity of our neighborhoods.
8. This a time of real changes for Saugatuck--even more than in the last 50 years. Who will end up living here in 20 years?
9. Realtors--how do they affect the cause and effect?

**Dick Waskin, ReMax Realtor/Broker**

May 10, 2023

**General Comments**

- Been here 37 years; concerned that there's a lack of history in understanding the issues especially given the turnover/change in Planning Commissions, City Managers, etc.
- Saugatuck has been a resort town since the turn of the century and has long history of accommodating tourists through B&Bs, etc.
- Important to see Saugatuck within the context of the Tri-Communities.
- Most families with kids are living in the Township, which has more affordable housing including new developments; lower taxes

**Concerns**

General

- Council members who see their role as representing only residents and voters vs. people who have interests in the city, e.g., property owners and business owners who don't live in the City
  - Non-residents pay 40% more in property taxes
- Believes the Township has done a good job with STR policies

Economic Issues

- The STR bans in HOAs have had sharp impact on prices
  - Clearbrook STR ban: house that listed at ~\$600k sold in the \$400s
  - Discussions of Saugatuck STR changes have caused some potential buyers to back off
- COVID triggered a boom in home sales and STR rentals ... as people begin traveling again, this is likely to go down
- Market is slowing down – higher interest rates and more houses coming on the market
  - Historically 150+ homes for sale in Tri-Communities; now ~18 – but seeing an increase in houses for sale and a lowering of prices for those already on the market

## STR Task Force Stakeholder Discussions - Anderson

- Several factors have slowed sales historically, e.g., overall economy, lower water levels on Lake Michigan
- Believes the STR market has reached/is reaching level of saturation and the % of STRs will likely decline without any policy changes. “We need to let the marketplace play out.”
- Changes in fees (see below) will make STR ownership less affordable and would slow STR growth or lower STRs overall

### Recommendations

- Clear outlines/policies for what people can do, cannot do
- Raise license fees to cover costs of administrating STRs (including applications, inspections, monitoring, and enforcement) + an added % or amount so the City has a share of the pie
- Clearly communicate a number for people to call with complaints
- Require owners or their manager be available within X time or X miles to respond to issues
- Limit rentals to two persons per bedroom
- Require cars be parked on the property
- Create sensible safety regulations
- Fines for those who violate

### Other

- Local HOA policies and how changes to them are made; he noted Sedona has a requirement that HOAs stick with their original bylaws
- He hopes Saugatuck/Tri-Communities can develop no-step houses (he had a client who wanted to buy and ended up in Holland because he couldn't find anything here) and more affordable housing