



CITY COUNCIL WORKSHOP AGENDA

March 6th, 2024 – 4:00 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. Capital Improvement Plan Presentation *Pg.3*
 - B. Resolution 240311-A – Support of STR House Bill 5438 *Pg.6*
 - C. City Manager Search Options *Pg.20*
 - D. Additional Compensation for Interim City Manager *Pg.36*
 - E. STR Enforcement, Fees, and Fines *Pg.37*
 - F. Updated Agreement with Burnett & Kastran P.C. for Legal Services *Pg.102*
 - G. Resolution 240311-B- DNR Trust Fund Grant – Blue Star Trail *Pg.105*
 - H. 650 Water Street – Preliminary Feedback on Proposed Right of Way Encroachment *Pg.118*
 - I. Right of Way Application – Ann Hayes *Pg.120*
7. Public Comments (*Limit 3 minutes*)
8. Closed Session:

Sample Motion:
Move to move into a closed session pursuant to MCL 15.268(e) and (h) to discuss a confidential written legal opinion regarding the ongoing lawsuits filed against the City by Dune Ridge, captioned *Dune Ridge v. City of Saugatuck* (Case No. 22-65713-CK) and *Dune Ridge v City of Saugatuck* (Case No. 21-64709-CZ) regarding trial or settlement strategy, which if discussed in an open meeting would have a detrimental financial effect.
9. Correspondence
 - A. Ally Rogers
 - B. Angela Carrion

<p style="text-align: center;">NOTICE: Join online by visiting: https://us02web.zoom.us/j/2698572603</p> <p style="text-align: center;">Join by phone by dialing: (312) 626-6799 -or- (646) 518-9805</p> <p style="text-align: center;">Then enter "Meeting ID": 2698572603</p> <p>Please send questions or comments regarding meeting agenda items prior to meeting to: rcummins@saugatuckcity.com</p> <p>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.</p>

- C. Christine Pierce
- D. Clement Beaudoin
- E. Craig Baldwin
- F. Daniel Pannozzo
- G. Ethan Barde
- H. Gary Kemp
- I. Gary Knott
- J. Greg Auer
- K. Jaline Tucker
- L. James Graham
- M. Jasen Schrock
- N. Jim Bouck
- O. Julie and Bob Sowa
- P. Kimberly Bagierk
- Q. Kristie Noguera
- R. Laura Dudley
- S. Laura Goble
- T. Leah Gauvin
- U. Liz Woodward
- V. Mark Schrupp
- W. Matthew Miller
- X. Michael Padavic
- Y. Mindy Trafman
- Z. Nico Leo
- AA.** Patrick Murphy **BB.** Peter Hanson
- CC.** Richard Vogel
- DD.** Shawn Steele
- EE.** Shawna Boomgaard
- FF.** Sheila Denam
- GG.** Steve Birnbaum **HH.** Tammy Kerr
- II.** Tasneem Kapadia **JJ.** Victor Littlejohn **KK.** Wally Peterson

10. Council Comments

11. Adjourn

MEMO

To: Ryan Cummins, Interim City Manager
City of Saugatuck

From: Jonathan W. Moxey, P.E.
Fleis & VandenBrink

CC: Scott Herbert, DPW Superintendent
City of Saugatuck

Date: March 5, 2024

Re: Summary of Capital Improvements Planning Activities

Fleis & VandenBrink recently updated the City's Capital Improvements Plan to help prioritize projects for the next few years. The updated plan reflects priorities from City staff and our recommendations based on known needs. With input from City Council, the current update can be finalized, and we will prepare proposals for engineering-related activities for Council approval at appropriate times.

The CIP remains closely tied to the City's obligation to replace all lead and galvanized water services to meet the Michigan Lead and Copper Rule (LCR) being administered by EGLE on behalf of the EPA. The State is requiring that every applicable service be replaced by January 1, 2041 (a 20-year horizon) at a rate of 5-7% per year. A Preliminary Distribution System Materials Inventory (DSMI) was prepared and submitted to meet the State's January 1, 2020 deadline. The Preliminary DSMI summarized the known data at the time and reported the following:

- 203 services known or suspected to contain lead
- 198 services known or suspected to contain galvanized previously connected to lead
- 229 services of unknown material
- 277 services known to contain neither lead nor galvanized previously connected to lead
- 907 total service connections

The Final DSMI is due January 1, 2025. The City received word today that it's application to EGLE's Technical, Managerial and Financial Grant has been moved forward for funding. This grant is intended to cover 100% of the costs related to the Final DSMI. We will be assisting the City with finalizing the details to receive the grant.

It is anticipated that most streets in the City will be impacted in some way by water service replacement to meet the LCR. The City is responsible for reporting progress annually to EGLE by March 31st with the number of applicable water services that were addressed in the prior calendar year. Water services were evaluated on North Park Street in 2021 prior to resurfacing, and no problem services were found. As part of the Campbell Road project in 2022, the City replaced 6 applicable services, which will be reported to EGLE. Services

MEMO

on West, East, Takken and Taylor Streets were installed at a time when lead pipe was no longer in use, therefore no service replacements will be reported for 2023.

The next funding opportunity to address LCR comes through the EGLE Drinking Water State Revolving Fund (DWSRF). An Intent To Apply (ITA) was submitted in November 2023. The full application is due June 1. We are updating the Project Plan that was submitted in 2023 to reapply for funding in 2024. In the CIP, those roads potentially associated with the DWSRF project are highlighted in light blue.

Resurfacing of East/West/Takken/Taylor and reconstruction of the north end of Maple Street is nearly complete. Only final restoration work remains.

The CIP also includes annual allotments for crack sealing and slurry/fog sealing. Streets in good condition should be crack sealed periodically to keep the pavement in good condition as long as possible. As more cracking develops, slurry or fog sealing are recommended to prolong the pavement life. Those are surface treatments similar to chip sealing but more suitable for an urban environment. Applicable roads for each type of treatment are listed in the CIP in menu format for the DPW to prioritize annually. Crack sealing originally planned for fall 2023 will be completed in spring 2024.

The City has applied for MDOT's Category B funding several times in recent years. Category B is aimed at maintaining local roads that aren't eligible for federal funding. The City applied jointly with Douglas twice for assistance with Campbell Road and in 2022 for assistance with Lucy, Spear, Francis, Mary and Hoffman Streets. In 2023, Maple Street was submitted. Selected projects have not been announced yet. The program claims to prioritize communities that have not received the funding previously, which should increase the likelihood of being selected.

City of Saugatuck
Capital Improvements Plan 2024-2029
March 5, 2024

Project	Anticipated Funding Source(s)	Anticipated Project Cost By Year						Total	Notes	
		FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2028-29			FY2029-30
Roadways (Streets, Sidewalks, Streetscapes, Storm Sewer & Bridges)										
Systemwide Crack Sealing	Local/General	\$ 20,000		\$ 25,000		\$ 25,000		\$ 25,000	\$ 95,000	See below for applicable streets.
Systemwide Patching+Microsurfacing/Slurry Sealing or Mill & Fill	Local/General		\$ 100,000		\$ 125,000		\$ 150,000		\$ 375,000	See below for applicable streets.
Gravel Road Maintenance	Local/General	\$ 5,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 65,000	Grading, dust control, millings
Annual Pavement Markings	Local/General	\$ 30,000	\$ 35,000	\$ 38,000	\$ 40,000	\$ 42,000	\$ 45,000	\$ 50,000	\$ 280,000	Annual restriping.
Takken/Taylor/East/West/N. Maple Street Resurfacing & Drainage Imps.	Local/General	\$ 20,000							\$ 20,000	Final restoration and release of retainage. Spring 2024.
N. Park Street Slope Erosion Repairs	Local/General	\$ 36,000							\$ 36,000	Total estimated cost of project shown. Spring 2024 construction.
Bridge Street Resurfacing	Local/General	\$ 80,000							\$ 80,000	Total estimated cost of project shown. Spring 2024 construction.
Blue Star Highway - West Side Valley Gutter & Shoulder Repairs	Local/General	\$ 10,000							\$ 10,000	DPW is obtaining quotes.
Maple Street Crush & Shape, Blue Star to S of North Street	Local/General	\$ 20,000	\$ 600,000	\$ 600,000					\$ 1,220,000	With water main replacement. 2024 design, 2025 construction?
Maple Street Drainage Improvements	Local/General		\$ 20,000	\$ 200,000					\$ 220,000	Option from F&V report TBD. Coordinate with water and road project.
Lucy Street Resurfacing - Water to Butler	Potentially EGLE/DWSRF		\$ 10,000	\$ 30,000	\$ 30,000				\$ 70,000	With water main replacement. Contingent on EGLE funding.
Elizabeth Street Improvements - Allegan to Francis	Potentially EGLE/DWSRF		\$ 60,000	\$ 300,000	\$ 300,000				\$ 660,000	With water main replacement. Contingent on EGLE funding.
Hoffman Street Improvements - Griffith to Grand & E of Elizabeth	Potentially EGLE/DWSRF		\$ 25,000	\$ 100,000	\$ 100,000				\$ 225,000	With water main replacement. Contingent on EGLE funding.
Grand Street Improvements - Mason to Hoffman & Francis to St. Joseph	Potentially EGLE/DWSRF		\$ 20,000	\$ 60,000	\$ 60,000				\$ 140,000	With water main replacement. Contingent on EGLE funding.
Butler Street Improvements - Culver to Lucy	Potentially EGLE/DWSRF		\$ 150,000	\$ 600,000	\$ 600,000				\$ 1,350,000	With water main replacement. Contingent on EGLE funding.
Park Street Improvements - Campbell to Chain Ferry	Local/General		\$ 25,000	\$ 100,000	\$ 500,000	\$ 500,000			\$ 1,125,000	Scope of non-motorized TBD
Mill Street Improvements	Local/General				\$ 60,000	\$ 300,000	\$ 300,000		\$ 660,000	Placeholder, final scope/configuration TBD
Mason Street Road Reconstruction - Grand to Elizabeth	Local/General					\$ 10,000	\$ 100,000		\$ 110,000	Coordinate with sanitary sewer replacement.
Spear Street Resurfacing - East and West of Grand	Local/General						\$ 10,000	\$ 100,000	\$ 110,000	
									\$ -	
Subtotal Roadways		\$ 221,000	\$ 1,055,000	\$ 2,063,000	\$ 1,825,000	\$ 887,000	\$ 615,000	\$ 185,000	\$ 6,851,000	
Subtotal Roadways w/o Projects Contingent on EGLE Funding (shaded in blue/gray):		\$ 221,000	\$ 790,000	\$ 973,000	\$ 735,000	\$ 887,000	\$ 615,000	\$ 185,000	\$ 4,406,000	

Water System										
Final Distribution System Materials Inventory (DSMI)	Local/General (pot. EGLE TMF)	\$ 25,000	\$ 196,600						\$ 221,600	EGLE TMF grant pending (would cover 100% of cost), due 10/2024
Water Street Gate Valve Installation	Local/General		\$ 50,000						\$ 50,000	Locations TBD.
Wicks Park Water Service Separation	Local/General		\$ 50,000	\$ 50,000					\$ 100,000	Placeholder only. Required scope of work TBD.
Maple Street Water Service Separation (720/Olde Mill)	Local/General			\$ 25,000					\$ 25,000	Coordinate with Maple Street water main replacement.
Maple Street Water Main Replacement - Blue Star to S of North Street	Local/General	\$ 20,000	\$ 600,000	\$ 600,000					\$ 1,220,000	Assumes 2025 construction. Township participation TBD.
Water Main Replacement/Looping in Well Field, Maple to High School	Potentially EGLE/DWSRF		\$ 50,000	\$ 300,000	\$ 300,000				\$ 650,000	Contingent on EGLE funding.
Lead Service Line Replacement - Systemwide	Potentially EGLE/DWSRF		\$ 100,000	\$ 550,000	\$ 550,000				\$ 1,200,000	Locations and final count TBD. Contingent on EGLE funding.
Elizabeth Street Water Main Replacement - Allegan to Francis	Potentially EGLE/DWSRF		\$ 50,000	\$ 250,000	\$ 250,000				\$ 550,000	Contingent on EGLE funding.
Lucy Street Water Main Replacement - Water to Butler	Potentially EGLE/DWSRF		\$ 20,000	\$ 50,000	\$ 50,000				\$ 120,000	Contingent on EGLE funding.
Hoffman Street Water Main Replacement - Griffith to Grand & E of Elizabeth	Potentially EGLE/DWSRF		\$ 25,000	\$ 125,000	\$ 125,000				\$ 275,000	Contingent on EGLE funding.
Grand Street Water Main Replacement - Mason to Hoffman & Francis to Joseph	Potentially EGLE/DWSRF		\$ 20,000	\$ 100,000	\$ 100,000				\$ 220,000	Contingent on EGLE funding.
Butler Street Water Main Replacement - Culver to Lucy	Potentially EGLE/DWSRF		\$ 120,000	\$ 500,000	\$ 500,000				\$ 1,120,000	Contingent on EGLE funding.
River Crossing Replacement - Park to Water & Lucy	Potentially EGLE/DWSRF		\$ 150,000	\$ 600,000	\$ 600,000				\$ 1,350,000	Contingent on EGLE funding.
Storage Tank Improvements	Potentially EGLE/DWSRF		\$ 12,000	\$ 60,000	\$ 60,000				\$ 132,000	Contingent on EGLE funding.
Wellhouse Improvements	Potentially EGLE/DWSRF		\$ 30,000	\$ 125,000	\$ 125,000				\$ 280,000	Contingent on EGLE funding.
									\$ -	
Subtotal Water System		\$ 45,000	\$ 1,473,600	\$ 3,335,000	\$ 2,660,000	\$ -	\$ -	\$ -	\$ 7,513,600	

Note: Projects shaded blue/gray denote those that would be partially funded by EGLE and are thus contingent on EGLE funding.

Wastewater System										
Sanitary Sewer Lining - Systemwide	Local/General			\$ 15,000	\$ 200,000				\$ 215,000	Portions of Butler, Culver, Mary, Grand & Newnham (per SAW).
Sanitary Manhole Rehabilitation - Systemwide	Local/General			\$ 15,000	\$ 200,000				\$ 215,000	Locations as identified in wastewater AMP (SAW).
Mason Street Sanitary Sewer Replacement - Grand to Elizabeth	Local/General					\$ 15,000	\$ 150,000		\$ 165,000	
									\$ -	
Subtotal Wastewater System		\$ -	\$ -	\$ 30,000	\$ 400,000	\$ 15,000	\$ 150,000	\$ -	\$ 595,000	

Other										
Mt. Baldhead Restroom Building Replacement	Local/General	\$ 10,000	\$ 150,000						\$ 160,000	Fall 2024 construction assumed.
City Hall Drainage and Landscaping Improvements	Local/General	\$ 50,000							\$ 50,000	DPW is obtaining quotes.
Village Square Playground Equipment	Local/General	\$ 75,000							\$ 75,000	Final payment.
Mt. Baldhead Observation Platform Replacement	Local/General	\$ 5,000	\$ 25,000	\$ 300,000					\$ 330,000	Scope TBD. Fall 2025 construction assumed.
DPW Resurfacing	Local/General		\$ 10,000	\$ 150,000					\$ 160,000	
									\$ -	
Subtotal City Hall		\$ 140,000	\$ 185,000	\$ 450,000	\$ -	\$ -	\$ -	\$ -	\$ 775,000	

Candidate Roads for Crack Sealing:
-- Perryman Street, Oval Beach to Park Street
-- Allegan Street, Culver Street to Maple Street
-- Holland Street, Francis Street to North Street
-- Water Street, Culver Street to Lucy Street
-- Culver/Lake Street, Griffith Street to Blue Star Highway
-- Blue Star Highway, Kalamazoo River Bridge to Maple Street
-- North Street, Holland Street to Maple Street

Candidate Roads for Patching+Microsurfacing/Slurry Sealing (or Mill & Fill)
-- Lucy Street, Butler Street to Holland Street
-- Spear Street, Butler Street to Holland Street
-- Francis Street, Water Street to Holland/Griffith Street
-- Mary Street, Water Street to Butler Street
-- Hoffman Street, West of St. Joseph Street to East End
-- Park Street, Campbell Road to Mt. Baldhead Park
-- State Street, Lake Street to Maple Street
-- Culver Street, Butler Street to Griffith Street
-- Pleasant Street, Allegan Street to State Street

-- Elizabeth Street, Main Street to Francis Street
-- Mary Street, Butler Street to Grand Street
-- Francis Street, Holland/Griffith Street to Elizabeth Street
-- Mason Street, Water Street to Griffith Street
-- Griffith Street, Culver Street to Mary Street
-- Mason Street, Grand Street to Maple Street
-- Grand Street, Hoffman Street to Francis Street
-- Main Street, Griffith Street to Elizabeth Street
-- North Street, Maple Street to Blue Star Highway

Note: Project costs shown are budgetary in nature for comparison only to be refined during project development & design.



City Council Agenda Item Report

FROM: Ryan Cummins, Director of Planning and Zoning

MEETING DATE: March 11, 2024

SUBJECT: Resolution Supporting House Bill 5438

DESCRIPTION:

State Representative Joey Andrews has been working on drafting short-term rental legislation for several months. This included various meetings to gather stakeholder input. State Rep. Andrews recently introduced House Bill 5438. In summary, the bill would:

- Provide for the registry, promotion, and regulation of certain short-term rentals and hosting platforms;
- Create certain databases;
- Provide for the imposition and collection of a statewide excise tax;
- Provide for the disbursement of the excise tax;
- Provide for the powers and duties of certain state and local governmental officers and entities;
- Prescribe penalties and remedies.

Rep. Andrews' staff has drafted a letter for those who wish to support the proposed legislation. The draft has been put into a resolution format for Council to consider whether it wishes to support the proposed legislation.

The Council may approve as proposed, amend it, or take no action at all. An alternative option is that each Council member may elect to send a letter in their individual capacity.

LEGAL REVIEW:

The City Attorney will be at your meeting to answer any questions you may have.

SAMPLE MOTION:

Motion to adopt Resolution No. 240311-A, supporting HB 5438 and its proposed statewide excise tax, comprehensive registry, and local zoning regulations for short-term rentals.

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

RESOLUTION NO. 240311-A

**A RESOLUTION SUPPORTING STATEWIDE EXCISE TAX, COMPREHENSIVE
REGISTRY, AND LOCAL ZONING REGULATIONS FOR SHORT-TERM RENTALS**

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

RECITALS

WHEREAS, the City Council recognizes the importance of addressing the impact of short-term rentals on local communities; and

WHEREAS, House Bill 5438 proposes a statewide excise tax on short-term rentals, along with initiatives to establish a comprehensive registry and empower local zoning regulations; and

WHEREAS, the allocation of the excise tax revenue to municipalities is seen as equitable and essential for addressing local challenges posed by short-term rentals; and

WHEREAS, directing revenue back to local governments enables targeted investments in infrastructure, public services, and safety measures, aligning with the unique needs of each community; and

WHEREAS, local governments are best positioned to understand and address the specific concerns of their communities, ensuring that the benefits of tourism and economic activity are balanced with the preservation of neighborhood integrity and quality of life; and

WHEREAS, the establishment of a comprehensive short-term rental registry and database is crucial for supporting local enforcement efforts, preventing fraudulent activities, and promoting transparency and accountability within the short-term rental sector; and

WHEREAS, empowering localities to enact and enforce zoning regulations tailored to their unique needs and community desires is fundamental in preserving the character of towns and cities, safeguarding public health, safety, and welfare, and establishing processes for permit revocation;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Saugatuck hereby expresses its strong support for the proposed statewide excise tax within House Bill 5438, as well as the accompanying initiatives aimed at establishing a comprehensive registry and empowering local zoning regulations for short-term rentals; and

BE IT FURTHER RESOLVED, that the City Council urges state legislators to recognize the critical importance of these initiatives in ensuring the vitality and sustainability of local

communities, and to take swift action in passing House Bill 5438; and

BE IT FURTHER RESOLVED, that copies of this resolution be transmitted to the Governor, state legislators representing the City of Saugatuck, and other relevant stakeholders, to convey the City Council's support for these measures.

YEAS: Council Members: _____

NAYS: Council Members: _____

ABSTAIN: Council Members: _____

ABSENT: Council Members: _____

ADOPTED this ____ day of _____, 2024

CITY OF SAUGATUCK

BY: _____
Lauren Stanton, 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 _____, 2024.

Signed: _____
Jamie Wolters, City Clerk

HOUSE BILL NO. 5438

February 13, 2024, Introduced by Reps. Andrews, Brixie, Arbit, McKinney, Paiz, Hill, Byrnes, Rheingans, Scott, MacDonell, Dievendorf, Grant, O'Neal, Neeley, Brabec, Conlin, Morgan, Wilson, Hope, Tyrone Carter, Price, Wegela and Aiyash and referred to the Committee on Regulatory Reform.

A bill to provide for the registry, promotion, and regulation of certain short-term rentals and hosting platforms; to create certain databases; to provide for the imposition and collection of a statewide excise tax; to provide for the disbursement of the excise tax; to provide for the powers and duties of certain state and local governmental officers and entities; and to prescribe penalties and remedies.

THE PEOPLE OF THE STATE OF MICHIGAN ENACT:

1 Sec. 1. This act may be cited as the "short-term rental
2 regulation act".

3 Sec. 2. As used in this act:

1 (a) "Booking transaction" means when a hosting platform, in
2 exchange for compensation, facilitates a short-term rental
3 transaction by directly or indirectly enabling the reservation of a
4 short-term rental or collecting or processing occupancy charges.

5 (b) "Carbon monoxide detector" means a device that detects
6 carbon monoxide and alerts occupants via a distinct and audible
7 signal that is either self-contained in the unit or activated via a
8 system connection.

9 (c) "Department" means the department of licensing and
10 regulatory affairs, or its successor.

11 (d) "Director" means the director of the department.

12 (e) "Hosting platform" means a digital platform, third-party
13 website, software, online-enabled application, mobile telephone
14 application, or some other similar electronic process that allows
15 all of the following for a short-term rental located in this state:

16 (i) Advertisement, listing, or offer of the short-term rental
17 as available.

18 (ii) Collection of occupancy charges.

19 (iii) Arranging, booking, reserving, or renting of the short-
20 term rental by a person.

21 (f) "Hotel condominium" means a group of condominium units or
22 condominium projects rented by a common rental management company
23 for transient rental that may include a reception or check-in desk.

24 (g) "Local unit of government" means a city, township, or
25 village.

26 (h) "Occupancy charge" means the charge imposed for the use or
27 occupancy of a short-term rental, including cleaning fees and
28 services fees. Occupancy charge does not include charges for food,
29 beverages, state use tax or excise tax, telephone service, or

1 damage deposit or insurance.

2 (i) "Owner" means the owner of a short-term rental located
3 within this state.

4 (j) "Short-term rental" means the rental of a single-family
5 residence, a dwelling unit in a 1-to-4-family house, or any unit or
6 group of units in a condominium unit, for terms of not more than 30
7 consecutive days. Short-term rental does not include the rental of
8 a hotel, motel, hotel condominium, home, or condominium unit that
9 is located within a resort that offers amenities such as golf, a
10 skiing restaurant facility, or group meeting accommodation.

11 (k) "Short-term rental database" means the short-term rental
12 database created in section 3.

13 (l) "Short-term rental excise tax" or "excise tax" means the
14 short-term rental excise tax assessed on a short-term rental
15 booking transaction described in section 6.

16 (m) "Smoke detector" means a device, either battery operated
17 or electrical, that detects visible or invisible particles of
18 combustion.

19 (n) "Use tax" means the tax imposed under the use tax act,
20 1937 PA 94, MCL 205.91 to 205.111.

21 Sec. 3. (1) The department shall create and operate a short-
22 term rental database, updated each year, of the information
23 provided in subsection (2).

24 (2) Each year in which a dwelling is offered for short-term
25 rental, the owner shall file with the department a certificate. The
26 department may create the certificate required under this
27 subsection. A certificate filed with the department in accordance
28 with this subsection must contain all of the following information:

29 (a) Name and address of the owner of the short-term rental.

1 (b) Address of the short-term rental.

2 (c) Certification that the owner has \$1,000,000.00 or more
3 liability insurance on the short-term rental.

4 (d) Emergency contact information for the dwelling. For
5 purposes of this act, the emergency contact person must reside
6 within 30 miles from the dwelling.

7 (3) The director shall prescribe the forms necessary for the
8 administration of the short-term rental database.

9 (4) On lawful request, the department shall share the
10 information provided under subsection (2) with the local unit of
11 government where the short-term rental is located, law enforcement
12 agencies, and members of the public. If the department shares that
13 information provided under subsection (2) under this subsection,
14 the department shall also report the number of complaints received
15 by the department against an owner for a violation of this act and
16 the action taken in response to the complaint, including any
17 investigation to verify the complaint.

18 Sec. 4. An owner of a short-term rental shall do all of the
19 following:

20 (a) Maintain liability insurance of \$1,000,000.00 or more on
21 each short-term rental while it is being offered for rent unless
22 that short-term rental is offered through a hosting platform that
23 maintains equal or greater insurance coverage. Insurance coverage
24 described in this subdivision must defend and indemnify the owner
25 and any tenants in the short-term rental for bodily injury and
26 property damage.

27 (b) Post all of the following in a conspicuous place in every
28 room in the dwelling:

29 (i) The owner's emergency contact, including a working

1 telephone number.

2 (ii) Information regarding local emergency services, including
3 a working telephone number for the police and fire department in
4 which the short-term rental is located.

5 (iii) The floor plan and escape routes.

6 (c) Compile the information under subdivision (b) (i) to (iii) in
7 a written form and place the form in every bedroom in the dwelling.

8 Sec. 5. An owner of a short-term rental shall not offer a
9 dwelling for short-term rental unless every bedroom in the dwelling
10 is equipped with all of the following functional equipment:

11 (a) Carbon monoxide detector that may be battery-powered,
12 plug-in with or without battery backup, wired into the property's
13 AC power line with secondary battery backup, or connected to a
14 system by means of a control panel.

15 (b) Smoke detector.

16 (c) Fire extinguisher.

17 Sec. 6. (1) Except as otherwise provided in this section, a
18 statewide excise tax known as the short-term rental excise tax is
19 levied on the charge for use or occupancy of a short-term rental in
20 this state. The excise tax described under this subsection must not
21 be levied on a short-term rental that is rented for 14 days or less
22 in a calendar year. The rate of the short-term rental excise tax is
23 6% of the occupancy charge.

24 (2) The excise tax imposed by this act must be collected at
25 the same time and in the same manner as the tax imposed by the use
26 tax act, 1937 PA 94, MCL 205.91 to 205.111.

27 (3) The excise tax imposed under this act is in addition to
28 any other tax, fee, or assessment imposed by law, including, but
29 not limited to, any hotel charges.

1 (4) As used in this section, "hotel charges" means taxes,
2 assessments, fees, or other charges imposed by a county, local unit
3 of government, or applicable tax authority under any of the
4 following acts:

5 (a) 1974 PA 263, MCL 141.861 to 141.867.

6 (b) The state convention facility development act, 1985 PA
7 106, MCL 207.621 to 207.640.

8 (c) 1991 PA 180, MCL 207.751 to 207.759.

9 (d) The convention and tourism promotion act, 2007 PA 25, MCL
10 141.1321 to 141.1328.

11 (e) The convention and tourism marketing act, 1980 PA 383, MCL
12 141.881 to 141.889.

13 (f) The community convention or tourism marketing act, 1980 PA
14 395, MCL 141.871 to 141.880.

15 (g) The regional tourism marketing act, 1989 PA 244, MCL
16 141.891 to 141.900.

17 (h) The regional convention and tourism promotion act, 2010 PA
18 254, MCL 141.1431 to 141.1437.

19 (i) The regional event center financing act, 2020 PA 340, MCL
20 141.1441 to 141.1445.

21 Sec. 7. (1) The short-term rental excise tax imposed by this
22 act must be administered by the state treasurer under 1941 PA 122,
23 MCL 205.1 to 205.31.

24 (2) The state treasurer shall prescribe the forms necessary
25 for the administration of this act and may promulgate necessary
26 rules under the administrative procedures act of 1969, 1969 PA 306,
27 MCL 24.201 to 24.328.

28 (3) The excise tax imposed under this act is in addition to
29 any other tax, fee, or assessment imposed by law.

1 (4) Proceeds from the collection of the excise tax imposed
2 under this act must be deposited in the state treasury, credited to
3 a restricted account, and must, on appropriation, be distributed as
4 follows:

5 (a) The lesser of 1% or \$1,000,000.00 to the department and
6 the state treasury for the administration of this act.

7 (b) The balance to the local unit of government in which the
8 short-term rental is located for which the excise tax was paid.

9 Sec. 8. An owner of a short-term rental may add the amount of
10 the excise tax to the occupancy charge for a short-term rental
11 agreement facilitated by a hosting platform if the owner discloses
12 the addition of the excise tax to the occupancy charge as described
13 in this section on the bill or receipt provided to that short-term
14 rental guest.

15 Sec. 9. (1) An owner of a short-term rental that violates this
16 act is responsible for a civil fine and may be ordered by the
17 department to pay a civil fine of not more than \$1,000.00 for each
18 violation.

19 (2) A hosting platform that violates this act is responsible
20 for a civil fine and may be ordered by the department to pay a
21 civil fine of not more than \$5,000.00 for each violation.

22 (3) Fines collected under this act must be transmitted to the
23 local unit of government where the short-term rental is located.

24 Sec. 10. (1) A hosting platform shall not facilitate booking
25 transactions for a short-term rental located in this state unless
26 the hosting platform is currently and validly registered with the
27 department under this section. The department shall issue a
28 registration number to each hosting platform that does all of the
29 following:

1 (a) Meets the requirements of this act and its related rules.

2 (b) Pays an annual registration fee to be determined by the
3 director. The annual registration fee must be an amount equal to
4 \$100.00 per listing, not to exceed \$50,000.00 per year as
5 determined by the department.

6 (c) Agrees in writing to obtain written consent from all
7 owners of a short-term rental located in this state for the
8 disclosure of the records required under subsection (4) to the
9 state treasury.

10 (2) A hosting platform shall not facilitate booking
11 transactions for a short-term rental located in this state if 1 or
12 more of the following apply:

13 (a) Where applicable, the short-term rental and its owner have
14 not been issued a current and valid permit, license, registration,
15 or other related authorization by the applicable local unit of
16 government for the property's use as a short-term rental.

17 (b) A certificate approval number has not been received by the
18 short-term rental's owner acknowledging the department's review for
19 completion and accuracy of the certificate filed under section
20 3(2).

21 (3) The department shall adopt by rule, and enforce, standards
22 for the issuance, renewal, suspension, revocation, and appeal of
23 hosting platform registration, as well as standards for service of
24 process, notice, and demand.

25 (4) Notwithstanding any other provision of law or
26 administrative action to the contrary, a hosting platform shall do
27 all of the following:

28 (a) Develop and maintain a report, in a manner and form
29 established by the state treasurer, of short-term rental booking

1 transactions facilitated by the hosting platform in connection with
2 short-term rentals located in this state.

3 (b) The report described in subdivision (a) must include the
4 following records itemized for each individual short-term rental
5 booking transaction:

6 (i) Address, including any unit designation, of the short-term
7 rental.

8 (ii) The full legal name of the owner.

9 (iii) Where applicable, the current and valid permit, license,
10 registration, or other related authorization issued by the
11 applicable local unit of government to the owner for the dwelling's
12 use as a short-term rental.

13 (iv) The calendar dates that the short-term rental was rented,
14 along with the nightly rate and any taxes or assessments collected.

15 (v) The amount of the hosting platform's compensation for
16 facilitating the booking transaction.

17 (vi) Any additional records as the state treasurer may require
18 by rule to enforce the payment of the excise tax.

19 (c) Subject to applicable laws, provide the state treasurer
20 monthly with the report's itemized records for all booking
21 transactions facilitated in the preceding month.

22 (d) Subject to applicable laws and except as provided under
23 this subdivision, make the full report described under subdivision
24 (a) available to the department when requested by the director. A
25 report version made available to the department must not include
26 copies of specific message exchanges between any of the following:

27 (i) Hosting platform.

28 (ii) Owner.

29 (iii) Guest.

1 (iv) Other person that booked a short-term rental.

2 (e) Maintain itemized records within the report for a period
3 of 3 years following the end of the calendar year in which the
4 individual short-term rental booking transaction occurred.

5 (5) The department may audit a hosting platform's report and
6 its itemized records as necessary.

7 Sec. 11. (1) A local unit of government may enact and enforce
8 reasonable regulations and may uphold zoning decisions for short-
9 term rentals that do any of the following:

10 (a) Safeguard the public health, safety, and welfare,
11 including, but not limited to, fire safety standards and blight
12 mitigation.

13 (b) Determine the number of units allowed to be used as a
14 short-term rental by any method of its choosing.

15 (c) Establish a process by which the local unit of government
16 may reduce or expand the number of units allowed under subdivision

17 (b).

18 (d) Establish a process by which the local unit of government
19 may revoke a permit under this act, including the process to
20 challenge the revocation.

21 (2) A local unit of government may revoke the permit of a
22 short-term rental and its owner for a violation of a local
23 ordinance enacted under subsection (1) or a zoning ordinance.

24 (3) A local unit of government shall not enact or enforce any
25 ordinance, rule, or regulation, including, but not limited to, a
26 zoning ordinance, rule, or regulation, that has the effect of
27 totally banning or prohibiting short-term rentals.

28 Enacting section 1. This act does not take effect unless all
29 of the following bills of the 102nd Legislature are enacted into

- 1 law:
- 2 (a) Senate Bill No. _____ or House Bill No. 5441 (request no.
3 04046'23 **).
- 4 (b) Senate Bill No. _____ or House Bill No. 5443 (request no.
5 04165'23 **).
- 6 (c) Senate Bill No. _____ or House Bill No. 5442 (request no.
7 04166'23 **).
- 8 (d) Senate Bill No. _____ or House Bill No. 5445 (request no.
9 04167'23 **).
- 10 (e) Senate Bill No. _____ or House Bill No. 5440 (request no.
11 04168'23 **).
- 12 (f) Senate Bill No. _____ or House Bill No. 5446 (request no.
13 04174'23 **).
- 14 (g) Senate Bill No. _____ or House Bill No. 5439 (request no.
15 04175'23 **).
- 16 (h) Senate Bill No. _____ or House Bill No. 5444 (request no.
17 04176'23 **).
- 18 (i) Senate Bill No. _____ or House Bill No. 5437 (request no.
19 04177'23 **).



From: Mayor Stanton

Meeting date: March 11, 2024

Subject: City Manager Hiring Process

Description:

Effective February 23, 2024, the city council accepted the resignation of the city manager. Council, per the charter, shall appoint a manager within 120 days after the vacancy and may also appoint an acting city manager in the interim which they have done. Hiring options have been reviewed with legal counsel and a proposal has been submitted by Walsh Municipal Services.

Please see scope of services and process starting on page 8 of the proposal.

Legal Review:

City attorney reviewed and approved proposed process (was discussed that Walsh Municipal Services may be obtained)

Sample Motion:

Move to approve the hiring of Walsh Municipal Services in the hiring process of city manager in the amount not to exceed \$5800.

REQUEST FOR PROPOSAL

THE CITY OF SAUGATUCK

CITY MANAGER SEARCH



Frank's recruitment process is unmatched. We considered all the firms in Michigan. For the second time, we unanimously chose Walsh Municipal Services."

- Matt Waligora, Mayor, City of Alpena



TABLE OF CONTENTS

Cover Page.....1

Table of Contents.....2

Letter to City Council.....3

Clients Served.....4

Our Clients.....5

Firm Overview.....6

Recruitment Resume.....7

Scope of Services.....8-9

The Proposed Schedule.....10

Experience and Results.....11

Benefits of WMS.....12

Cost Proposal.....13

Human Resources References.....14

Summary.....15



Dear Mayor Stanton and Saugatuck City Council Members,

Thank you for the opportunity to submit my firm's credentials to serve you in your recruitment for a new City Manager. Having conducted your recruitment three years ago, we are very familiar with the ambience, vibrancy and history of Saugatuck. Our goal would be to partner with you throughout the recruitment with a direct and personal outreach focus.

We founded Walsh Municipal Services, LLC in 1997. For the past 27 years, our Okemos based firm has been fortunate enough to serve communities in every corner of the Mitten State. We have conducted over 125 Michigan recruitments. We specialize in waterfront communities having served Charlevoix, Marquette, Grand Haven, Suttons Bay, Alpena, Saugatuck, Spring Lake, Marquette Township, Douglas, Norton Shores, Mason County and Wolverine Lake. Our firm is focused on modest fees, superior communication and proven results.

The recruitment environment in Michigan is challenging. Our approach to the City of Saugatuck recruitment would be aggressive. Our team would cast a wide net. As your ambassador, it is critical that I become Saugatuck's biggest "cheerleader." Saugatuck will attract some very talented candidates.

Although we are a Michigan based firm, our reach is well beyond our borders. We recently conducted nationwide recruitments for our Michigan clients and placed candidates from North Carolina, South Carolina, Texas, Ohio, Florida, Wyoming, Arizona, Wisconsin and Indiana. If selected, you can expect consistent communication throughout the process. You will never have to wonder about the status of your recruitment. We hope you will have an opportunity to reach out to any of our clients we have served over the past 27 years. Please feel free to visit our firm's website at www.walshmuni.com.

Best wishes as you proceed forward with your recruitment. We hope to become your firm of choice.

Sincerely,

Frank L. Walsh

Frank L. Walsh, President



CLIENTS SERVED



- Ada Township
- Berrien County
- Bridgeport Charter Township
- Caledonia Township
- Charter Township of Texas
- City of Allen Park
- City of Alpena
- City of Bangor
- City of Brighton
- City of Brown City
- City of Buchanan
- City of Caro
- City of Cedar Springs
- City of Charlevoix
- City of Chelsea
- City of Coopersville
- City of Croswell
- City of Durand
- City of Eaton Rapids
- City of Evart
- City of Fennville
- City of Frankenmuth
- City of Grand Haven
- City of Hudsonville
- City of Jackson
- City of Litchfield
- City of Marquette
- City of Morenci
- City of Mount Pleasant
- City of Northville
- City of Norton Shores
- City of Plainwell
- City of Port Huron
- City of Portage
- City of Roosevelt Park
- City of Saline
- City of Saugatuck
- City of St. Johns
- City of Watervliet
- City of Wayland
- City of Yale
- Clinton County
- Coloma Township
- County of Alpena
- Georgetown Charter Township
- Grand Blanc Township
- Gratiot County
- Hartland Township
- Marquette Charter Township
- Saginaw Charter Township
- Saline Area Fire Department
- Saugatuck Township
- Shiawassee County
- Tittabawassee Township
- Van Buren County
- Village of Blissfield
- Village of Brooklyn
- Village of City of Douglas
- Village of Decatur
- Village of Dimondale
- Village of Elk Rapids
- Village of Manchester
- Village of Paw Paw
- Village of Pinckney
- Village of Spring Lake
- Village of Stevensville
- Village of Suttons Bay
- Village of Three Oaks
- Village of Wolverine Lake

OUR CLIENTS



"I've been through three different city manager recruitments. The first two times we opted for a national firm. Based on the results, the third time we chose Walsh Municipal Services. Without hesitation, I'd strongly recommend Frank. Frank's customer service, and ability to attract an incredible field of candidates for Portage, was truly remarkable."

- Patricia Randall, Mayor, City of Portage



"I'm really thankful we hired Frank Walsh to lead our recruitment in Georgetown Township. Frank brought us great candidates, stuck to our schedule and there were no surprises."

- Jim Wierenga, Supervisor, Georgetown Township



"Frank's recruitment process is unmatched. We considered all the firms in Michigan. For the second time, we unanimously chose Walsh Municipal Services."

- Matt Waligora, Mayor, City of Alpena



"Frank's style is friendly and casual in a way that helps those around him feel comfortable. I also appreciated Frank charged a lump sum for everything."

- Colleen Christensen, President Protem, Village of Suttons Bay



"The City of Northville was well served by Frank Walsh. His communication skills throughout the process were timely and informative. We ended up with an extremely strong pool of candidates. Walsh Municipal Services is an excellent recruitment firm."

- Brian Turnbull, Mayor, City of Northville



"Frank Walsh was instrumental in the search for our next city manager. From the get-go, he provided clear and regular communication to the city commission and designated city staff. He was enthusiastic in his work and had a genuine care for ensuring we found the right fit for Marquette."

- Jenna Smith, Commissioner, City of Marquette



"Frank Walsh brought the City of Norton Shores outstanding candidates. The entire process was enjoyable."

- Gary Nelund, Mayor, City of Norton Shores



"We could not have hired a better individual to assist us in our Ada Township Manager search. Excellent expertise. I would highly recommend Walsh Municipal Services. A 10!!"

- Bob Proos, Trustee, Ada Township

FIRM OVERVIEW

In 1997, while serving as St. Joseph City Manager, the Village of Stevensville contacted me and asked if I would help them search for a new Village Manager. Village President Pat Arter made the request. I volunteered my time and developed a deep passion for the recruitment. Fast forward 27 years and Walsh Municipal Services, LLC is serving communities across the state. We serve every community with pride, passion and performance.

We do not operate a large firm. Our firm has a reach well beyond Michigan. We recently successfully recruited managers from North Carolina, South Carolina, Wyoming, Arizona, Indiana and Wisconsin to Michigan. Although we specialize in Michigan, we are well-known for recruiting on a nationwide basis.

Walsh Municipal Services is most proud of being the founder of the Hugh and Lucy Mizelle Scholarship Fund. Started in 2002, the Mizelle Fund was a \$40,000 endowment to help low-income students attend college. We named the fund after my grandparents who were not able to attend college due to financial hardship. Over the next several years, the Mizelle Fund supported 27 high school student graduates with their first year of college.

We have come a long way since assisting Stevensville in 1997. However, we will never lose sight of our founding principles. We serve our clients with moderate fees, unparalleled communication and we guarantee our results. We would be honored to serve the City of Saugatuck.



RECRUITMENT RESUME

Mr. Walsh's contact information is provided on the summary page of the submittal. He is available at any time throughout the recruitment and will communicate to the City Council and appropriate staff on a weekly basis. Communication is the hallmark of WMS.

His resume includes the following:

- 27 years of municipal recruitment experience
- 32 years of service to Rotary (Past President, Paul Harris Fellow)
- 20 years as a Junior Achievement volunteer
- Master's Degree in Public Administration
- Awarded the Outstanding Leader Award by Michigan Municipal League
- Awarded the Outstanding Service Award by the Michigan Municipal Executives
- 39 years of municipal management experience
- Volunteer youth coach (baseball, tennis, football, volleyball)
- Conference speaker at MTA, MML, MME, and ICMA
- Founder of Catossa, Oklahoma Tornado Relief Fund
- Founder of the Lucy and Hugh Mizelle College Scholarship Fund
- 100% Placement Record leading WMS



SCOPE OF SERVICES

The Selection

Walsh Municipal Services (WMS) is prepared to initiate the City of Saugatuck City Manager search process immediately following the City Council selection.

Community Engagement

To help reduce our costs, our Firm plans to use our 2021 Community Profile with some minor updates.

Recruitment Profile

WMS will help develop a strategy and schedule for the City Manager process. Our strategy will identify the channels, both print and internet based, in which the position will be advertised. We will recruit through the MML website, social media outlets, word-of-mouth and LinkedIn. Our efforts will successfully reach over 400-500 potential candidates. Our City of Saugatuck Profile will entice candidates from across the state and beyond.

Candidate Qualifications

WMS will review resumes for background qualifications and conduct preliminary telephone interviews with the most qualified candidates. The phone interviews will delve into each applicant's experience and credentials to serve the City of Saugatuck.

Reference Reviews

WMS will evaluate each candidate for serious consideration by conducting in-depth reference checks with individuals who are in, or have been in, a position to carefully and professionally critique their past performance. A short list of up to 4-6 candidates will be presented to the City Council for their consideration.

Reference Review Mitigation

As with every search conducted by WMS, if politically sensitive or potentially embarrassing issues arise, WMS is skilled to take the necessary time to study and provide City officials a clear picture of the issue. If you reach out to our clients, you will note WMS handles this type of findings with tact and diplomacy.

Community Groups, Staff and Interviews

WMS will provide City officials with a recommended process for coordinating interviews. WMS accepts full responsibility for scheduling interviews, preparing interview booklets, and attending interviews.

Background Check

Our firm works with a third-party private investigator to conduct a comprehensive background check on the City Council's top candidate. However, our firm focuses on the candidates' background well before meeting City officials. The investigation will cover criminal, civil, credit, driving and the Michigan State Police Sexual Registry List.

SCOPE OF SERVICES

Notify Candidates Not Selected

WMS prides itself in its communication skills. This not only includes the City Council, but also candidates who were not selected to serve the City. WMS handles these communications with tact and respect.

Structuring Candidate Offer

WMS has been involved in each search it has completed in recommending and developing offers of employment and compensation packages. We will work to structure any offer to be consistent with the goals of the City Council.

Communication and Updates

No business is successful without constant communication with its clients. WMS will provide the City with regular written status reports and keep candidates engaged and apprised of their status. WMS will work hard to retain all candidates during the recruitment process.

WMS "Promise" – One Year Guarantee

WMS provides a guaranteed level of service. While it is important to note our firm has a near perfect placement record, there is always the possibility of the relationship not working out. WMS will redo the City of Saugatuck recruitment, at no cost, if your selected candidate fails to be employed by your community for a 1-year period beyond the effective starting date.



THE PROPOSED SCHEDULE

WMS provides a thorough recruitment process and offers the following detailed schedule. Our typical recruitment process is no more than 3 months. (subject to change by the City Council):

MARCH 11, 2024

FIRM SELECTION BY CITY
COUNCIL

MARCH 12 - 26, 2024

RECRUITMENT PERIOD

MARCH 26, 2024

DEADLINE TO APPLY

MARCH 27, 2024

CITY OFFICIALS SELECTS
FINALISTS

APRIL 8, 2024

CANDIDATE INTERVIEWS

APRIL 8, 2024

CANDIDATE SELECTION

EXPERIENCE AND RESULTS



City of Portage (population 51,505)
City Manager
Reference, Ms. Patricia Randall, Mayor, 269-329-4400;
randallp@portagemi.gov



Village of Elk Rapids (population 1,529)
Village Clerk
Reference, Mr. John Matthews, Village Manager, 231-264-9274;
jmatthews@elkrapids.org



City of Marquette (population 21,697)
City Manager
Reference, Ms. Jenna Smith, Commissioner, 906-361-7429;
jsmith@marquettemi.gov



City of Northville (population 6,119)
City Manager
Reference, Mr. Brian Turnbull, Mayor, 248-505-6849;
bturnbull@ci.northville.mi.us



Ada Township (population 15,350)
Township Manager
Reference, Mr. Bob Proos, Trustee, 616-437-3559;
bobproos@servantfire.com



City of Alpena (population 10,483)
City Manager
Reference, Mr. Matt Waligora, Mayor, 989-766-3557;
mattwa@alpena.mi.us

BENEFITS OF WALSH MUNICIPAL SERVICES

We serve our clients with great enthusiasm and pride. No one will work harder for you.

- ◆ Unparalleled Commitment
- ◆ One-year 100% guaranteed satisfaction
- ◆ 27 years of recruitment experience
- ◆ West Michigan experience and knowledge of Saugatuck
- ◆ Timely and consistent communication with the City Council will be kept informed
- ◆ Competitive fees
- ◆ Proven nationwide exposure
- ◆ Responsive customer service 7 days a week
- ◆ References that will speak to our success rate
- ◆ We will present you with a strong field of finalists
- ◆ A new City Manager appointed on May 13, 2024
- ◆ Coaching, mentoring and networking...service beyond selection



COST PROPOSAL

Walsh Municipal Services will oversee the entire City of Saugatuck City Manager recruitment and extend a one-year guarantee for a fee of \$5,800.

Total not to exceed \$5,800. Our fee includes publication costs and a comprehensive background check. There are no hidden fees. The payment schedule is \$5,000 upon signing the contract. The additional \$800 covers publication costs (\$300) and background check (\$500). The background check is optional based on the hire.

- ◆ Draft and post job announcements through multiple print and internet-based sources.
- ◆ Recruit a **talented field of candidates**.
- ◆ In addition to resumes, provide a candidate questionnaire, which will be made available to the City Council at the time the governing body reviews candidates.
- ◆ Conduct preliminary phone interviews with top candidates.
- ◆ Complete responsible in-depth reference checks for top candidates.
- ◆ Prepare candidates and the City Council for public interviews.
- ◆ Review top candidates with the City Council.
- ◆ Prepare interview questions that encompass the City of Saugatuck community and qualifications sought by the City Council.
- ◆ Handle necessary travel plans, community meet and greet and other requested meetings with staff and stakeholders.
- ◆ Provide the city with a comprehensive background check of the selected candidate.
- ◆ Assist the City Attorney in contract negotiations.
- ◆ Service beyond the selection.

HUMAN RESOURCES REFERENCES

Our firm takes pride in making sure our effort throughout the recruitment allows for city staff to be able to focus on their daily job responsibilities. Our goal is for a seamless process for the city's staff.



Kristina Kinde, City of St. Johns

kkinde@stjohns.mi.com

616-821-1950



Kalla Langston, City of Buchanan

clerk@cityofbuchanan.com

269-695-3844



Shannon Hertz, City of Portage

hertz@portagemi.gov

269-329-4533



Tanya Whited, City of Allen Park

twhited@cityofallenpark.org

313-928-2472



Michelle Miller, City of Brighton

millerm@brightoncity.org

810-599-3228



Jennifer LePage, City of Marquette

jlepage@marquettemi.gov

906-228-0480



Anna Cerven, Van Buren County

cervena@vanburencountymi.gov

269-657-8200 ext.1271

SUMMARY

We want to thank you for the opportunity to submit our credentials as you begin the process to choose your next City Manager. As you know, in many ways, this is one of the most important decisions you will make as an elected official. WMS will work with great passion, ethics, and determination to help you find the “right fit.” Our firm hopes that after talking to our Michigan client base, you will select WMS for the City of Saugatuck.

Our firm is based on simple principles. Work hard, follow through and commit to excellence. There are many great firms in Michigan to choose from. We desire to be your firm of choice. Best wishes as you move forward.

Please contact us directly if you have any questions.

Frank L. Walsh, President
Walsh Municipal Services
2637 Elderberry Drive
Okemos, Michigan 48864
517-920-0134
Walshmuni@gmail.com





City Council Agenda Item Report

FROM: Mayor Lauren Stanton
MEETING DATE: March 11, 2024
SUBJECT: Discussion of Stipend for Interim City Manager

DESCRIPTION:

Ryan Cummins has been serving as both the Director of Planning and Zoning and Interim City Manager since February 2.

City Council is asked to consider a weekly stipend for Mr. Cummins while he is serving as Interim City Manager.

LEGAL REVIEW:

The City Attorney will be at the meeting to answer any questions.

SAMPLE MOTION:

Motion to approve a stipend for Interim City Manager Ryan Cummins in the amount of \$_____ per week in addition to his regular salary until a permanent City Manager is in place.



City Council Agenda Item Report

FROM: Ryan Cummins, Director of Planning and Zoning

MEETING DATE: March 11, 2024

SUBJECT: Short-Term Rental Enforcement Plan, Fees, Fines, and Third-Party Support

DESCRIPTION:

The City's Short Term Rental Task Force met for several months and finalized its report at the end of September. The Planning Commission discussed the Task Force recommendations for several months and recommended several ordinance changes, including zoning amendments, a STR police-powers licensing ordinance, and noise ordinance amendments.

The City Council approved the recommended ordinances at their regular meeting on February 29.

The STR Task Force recommended the following as it relates to enforcement:

- Encourage proactive monitoring of short-term rentals within the City.
- Begin an informational campaign pertaining to regulations on short-term rentals.
- Publish common violations noted by the Allegan County Sheriff's Office and ways to mitigate such issues.
- Create and publish a "frequently asked question" as it relates to short-term rentals on the City website.
- Encourage the City Administration to explore hiring a dedicated code enforcement/code compliance officer to address short-term rental concerns. Such staff members would be able to respond to resident comments arising from noise, trash, occupancy and other ordinance violations.
- Encourage the creation of a short-term rental registration public database in which the property owner and management company (if applicable) contact information is made available. Such contact information can be a general number, but one in which concerned residents can reasonably be expected to reach an agent or representative of the property.
- Encourage the creation of a general call-line in which residents may leave non-time-sensitive concerns with city officials regarding short-term rentals.
- Request that City Administration explore hiring a third-party agency to support the City in managing its short-term rental program.

- Encourage the review of assessing monetary fines/fees to property owners who are in violation of the short-term rental ordinance and Saugatuck Township Fire District requirements. Such fines/fees would be tracked in an enforcement database.

Attached is a proposed STR enforcement plan for the ordinance changes. The plan also includes recommendations for a STR license fee, fine amounts, and vendor for third-party support.

LEGAL REVIEW:

The fine and fee recommendations have been discussed with the City Attorney.

SAMPLE MOTION:

Work Session item at this time.



Enforcement Plan for Saugatuck's Short-Term Rental Ordinance

This plan outlines a multi-pronged approach to enforcing the City of Saugatuck's newly implemented Short-Term Rental Ordinance, utilizing both proactive and complaint-based strategies. The available resources will be leveraged to ensure effective enforcement and maintain the integrity of the ordinance.

Goals:

- Ensure all short-term rentals in the city are licensed and comply with the ordinance.
- Minimize negative impacts of short-term rentals on residents and neighborhoods.
- Maintain Saugatuck's appeal as a tourist destination.

Tools:

- City staff
- Fire Department
- Sheriff's Office
- Part Time/Contracted Code Enforcement Officer
- Third-Party Support

Proactive Measures:

- **Safety:**
 - Continue to utilize the Fire Department for inspections and establishment of occupancy limits.
 - Work with the City Engineer and Department of Public Works to identify narrow streets where no parking on one side of the street is appropriate to ensure emergency vehicle access.
- **Granicus Third-Party Support:**
 - Utilize Granicus features to:
 - **Identify and monitor listings:** Regularly scan over 70 short-term rental websites to identify active listings in Saugatuck.

- **Analyze activity:** Conduct regular analysis of short-term rental activity in the city, including number of listings, occupancy rates, and potential violations.
 - This includes verifying whether accessory dwelling units are being rented properly.
 - **Maintain updated list:** Compile and maintain an up-to-date list of all active short-term rentals, including license status, contact information, and property details.
 - **Gather evidence:** Automate the collection of evidence for potential violations, including screenshots of listings and contact information.
 - **Export data:** Allow for easy export of data into formats like Excel and CSV for further analysis and reporting.
- **Data-Driven Approach:**
 - Analyze Granicus data to identify potential non-compliance, such as listings without a license number or exceeding occupancy limits.
 - Prioritize follow-up investigations based on the severity and frequency of violations.
 - Use data to identify areas with high concentrations of short-term rentals for more focused enforcement efforts.

Complaint-Based Measures:

- **24/7 Hotline:**
 - Establish a dedicated 24/7 hotline through Granicus for residents to report suspected violations of the ordinance.
 - Hotline staff will gather complaint details, including time, location, nature of the violation, and witness information.
 - This includes gathering photo and video evidence of noncompliance.
 - Hotline staff will initiate real-time communication with short-term rental agent/rep for timely response to issues.
 - Utilize Granicus features to track and manage incoming complaints efficiently.
 - Log real-time communication with short-term rental agent/rep for timely response to issues.
 - Communicate with complainants and track the status of complaints.
- **Allegan County Sheriff's Office Deputies:**
 - Continue a contractual relationship with the Allegan County Sheriff's Office to ensure prompt response to complaints requiring immediate attention, such as excessive noise or disturbances.
 - Train deputies on the ordinance and empower them to take appropriate enforcement action.
 - Provide deputies with a list of active short-term rentals including contact information and occupancy limits.
- **Contractual Code Enforcement Officer and City Staff:**

- Contract with a part time code enforcement officer to investigate complaints, gather evidence, and take appropriate enforcement action for confirmed violations.
- Utilize code enforcement officer and city staff to investigate unlicensed short-term rentals that are identified by Granicus data or complaints.
- Ensure the officer and staff are familiar with the ordinance and possess the necessary skills to conduct thorough investigations. Empower code enforcement and staff to issue warnings or citations for violations.

Additional Measures:

- **Public Education and Communication:**
 - Provide public information to educate residents and short-term rental owners about the ordinance, including its goals, regulations, and reporting process.
 - Regularly update the City's website with information about the ordinance, enforcement process, and resources for residents and STR owners.
 - Provide direction on how to access a STR registry or regularly updated listing.

Metrics:

- Track the number of identified violations, investigated complaints, issued warnings, citations, and license suspensions/revocations.
- Monitor response times to 24/7 hotline calls.
- Conduct annual survey to gauge resident satisfaction with the enforcement process and the overall impact of short-term rentals on the community.

Continuous Improvement:

- Regularly review the enforcement plan and adjust strategies as needed based on data, feedback, and changing circumstances.
- Consider incorporating new technologies and tools to improve efficiency and effectiveness.
- Foster collaboration and communication between stakeholders, including residents, city officials, and short-term rental owners, to address concerns and ensure the ordinance is implemented fairly and effectively.

Annual License Fee:

The City can charge a fee for the costs of licensing and regulating short-term rentals. City Council provided previous direction to recommend a fee that encompasses the City's costs. Attached is a chart which breaks down the costs of licensing and regulating short-term rentals under the new ordinance. Staff recommends the following:

Current Fee	Proposed Fee
\$350 / 3 Year Certificate	\$525 / Annually for License
\$125 Re-Inspection Fee	\$150 Re-Inspection Fee

Fines:

Many of the City's existing fines have not been updated in several years. Fines for the new STR licensing ordinance should also be established. Staff recommends the following:

Violation	Current Fine	Recommended Fine
Renting Dwelling Unit Less than 31 Days without STR License	Not Established – New Ordinance	1 ST Violation - \$1,500 2 nd Violation - \$3,000 3 rd Violation - \$5,000
Exceeding Maximum STR Occupancy	Not Established – New Ordinance	1 ST Violation - \$500 2 nd Violation - \$1,000 3 rd Violation - \$2,500
STR Not Compliant with Zoning	Not Established – New Ordinance	1 ST Violation - \$500 2 nd Violation - \$1,000 3 rd Violation - \$2,500
Failure to Remedy	Not Established – New Ordinance	1 ST Violation - \$250 2 nd Violation - \$500 3 rd Violation - \$1,000
Fraudulent Complaint about STR	Not Established – New Ordinance	1 ST Violation - \$250 2 nd Violation - \$500 3 rd Violation - \$1,000
STR Violating Standards and Regulations – All Others	Not Established – New Ordinance	1 ST Violation - \$250 2 nd Violation - \$500 3 rd Violation - \$1,000
Unlawful Noise	1 ST Violation - \$25 2 nd Violation - \$100 3 rd Violation - \$250	1 ST Violation - \$150 2 nd Violation - \$300 3 rd Violation - \$500
Zoning Code	1 ST Violation - \$100 2 nd Violation - \$300 3 rd Violation - \$500	1 ST Violation - \$250 2 nd Violation - \$500 3 rd Violation - \$1000

Third Party Support:

The City issued a request for proposals (RFP) for STR enforcement support. The RFP requested the following from a third party:

- Scanning online rental listings to identify short-term rentals within the City.
- Regular reports of both registered and unregistered short-term rentals.
- For unregistered, suspended or revoked rentals, supporting evidence that the units are being rented on a short-term basis.
- Summarized listing details for each short-term rental including whether the City license number is listed, occupancy, and whether just a room or the entire dwelling is being rented.
- An after-hours hotline that will take non-emergency complaints.
 - Notification to owners or local agents of the complaint via phone, text, or e-mail.
 - Tracking of after-hours complaints and whether there was a resolution.

The City received a proposal from Granicus and Avenu. Both submitters provide products that meet the City's requested needs. Granicus provided the lowest price and also provides similar services to several other Michigan communities including South Haven, Holland, Traverse City, Charlevoix, Petoskey, New Buffalo, Suttons Bay, and many others. They are also willing to waive start-up fees and sign a three-year agreement with a 5% increase in cost for both years 2 and 3. Attached is the Granicus proposal. Staff recommends the selection of Granicus.

STR Fee Analysis

STR Annual License Fee		
City Cost	Charge per STR Unit (based on 275 STRs)	
Fire Inspection <ul style="list-style-type: none"> • Fee Fire Department charges the City to inspect each STR unit 	\$175/inspection	\$175
Staff Time – Application Processing <ul style="list-style-type: none"> • Answering inquiries • Reviewing applications for compliance • Collecting and processing fees • Entering applications and uploading documents • Entering results of inspections. • Issuing STR license. 	1 Hour/rental @ \$68.22 <ul style="list-style-type: none"> • Planning and Zoning Director hourly rate with fringe benefits included 	\$68.22
Staff Time – Enforcement <ul style="list-style-type: none"> • Logging complaints • Investigating complaints • Sending correspondence and/or writing civil infractions • Resolving complaints • Reviewing STR listings for compliance • Reviewing 24/7 hotline reports and logging into BS&A • Coordinating with Code Enforcement 	5 hours/week x 52 weeks @ \$68.22 = \$17,737.20 <ul style="list-style-type: none"> • Planning and Zoning Director hourly rate with fringe benefits included 	\$64.49

STR Fee Analysis

Officer, Sheriff's Office, and Legal.		
Contractual Code Enforcement Officer	<p>8 hours/week x 32 weeks x \$90/hour = \$23,040</p> <p>90 miles x .67/mile (IRS rate) x 26 weeks = \$1,567.80</p> <p>Total: \$24,607.80</p>	\$89.48
Granicus Third Party Enforcement Support and 24-7 Hotline	\$17,665.20	\$64.23
<p>Legal Time</p> <ul style="list-style-type: none"> • Answering staff inquiries. • Supporting enforcement efforts including corresponding with STR unit attorneys. • Drafting ordinance changes and updates. 	<p>1 hour/week x 52 weeks x \$275/hour = \$14,300</p> <p>Legal time on STR Task Force, Research, and Drafting STR Ordinances = \$20,347.50 / 5-year cost recovery = \$4,069.50</p> <p>Total: \$18,369.50</p>	\$66.79
STR License Cost Total		\$ 528.21
Recommended Fee		\$ 525

STR Re-inspection Fee		
City Cost	Charge per STR Unit	
<p>Fire Inspection Re-Inspection</p> <ul style="list-style-type: none"> • Fee Fire Department charges the City to re-inspect each STR unit 	\$125/inspection	\$125
Staff Time – Processing Re-Inspection	30 minutes/re-inspection @ \$68.22	\$34.11

STR Fee Analysis

<ul style="list-style-type: none"> • Log failed inspection • Create re-inspection invoice • Correspond with applicant regarding failed inspection and notice of reinspection fee. • Collect and process re-inspection fee 	<ul style="list-style-type: none"> • Planning and Zoning Director hourly rate with fringe benefits included 	
STR Re-Inspection Total Fee		\$159.11
Recommended Fee		\$150



Empowering Modern Digital Government

Rental Activity Monitoring with Granicus
Host Compliance

City of Saugatuck, MI

RFP for Short-Term Rental Enforcement Support

Mike Bozich
Territory Manager
(970) 708-9596
Mike.Bozich@granicus.com

Granicus
1999 Broadway, Suite 3600
Denver, CO 80202
www.granicus.com
Date: February 15, 2024

Commercial – In Confidence

Cover Letter

Dear Evaluation Committee,

Thank you for allowing us the opportunity to present this proposal. Based on the background information provided in the RFP materials and our extensive experience delivering these services and software to hundreds of cities and counties across North America (28 in Michigan), we believe we are uniquely qualified to perform the work described and well-positioned to help the City of Saugatuck achieve its short-term rental ("STR") compliance goals.

We are excited about the opportunity to partner with Saugatuck and confident that Granicus' govService Host Compliance solutions will be the best fit for your needs. At the core of our govService Host Compliance product offering we have our

- **Address Identification module**, which enables communications with hosts and powers our full suite of modules to help manage the additional challenges posed by short-term rentals. We monitor 70+ STR websites, deduplicate listings, and leverage machine learning coupled with a team of more than 200 human analysts to provide our clients with an online dashboard with complete address information, screenshots, and detailed reporting of all short-term rentals in the city.
- **24/7 Hotline:** Makes it easy for neighbors to report, prove, and resolve non-emergency short-term rental related problems in real-time, any day, at any hour with tracking of after-hours complaints and resolution of issues.

In this response, we will detail why the govService Host Compliance solution is the best fit for the city. Along with our amazing customer service, Saugatuck will be provided an ongoing learning resource with Granicus University. Granicus continues to provide support before, during, and after the implementation. This ongoing support coupled with consistently delivering for its customers has led to Granicus becoming the leader in solutions that support government transparency and civic engagement.¹

Mike Bozich

Territory Manager

govService – Host Compliance

mike.bozich@granicus.com

(970) 708-9596

¹Granicus' statements regarding its plans, directions, and intent are subject to change or withdrawal without notice at Granicus' sole discretion. The information mentioned regarding potential future products is not a commitment, promise, or legal obligation to deliver any material, code, or functionality. Unless otherwise stated, this proposal is valid for 120 days.

Table of Contents

Cover Letter	1
Table of Contents	2
About Us	3
Philosophy	4
Company Information and Office Locations	5
Executive Summary	6
Overview of Proposed Solution	9
govService Host Compliance	9
Address Identification.....	10
Address Identification Advantage	11
24/7 Hotline	16
24/7 Hotline Advantage	17A
Compliance Monitoring	21
Compliance Monitoring Advantage	22
Permitting, Licensing & Registration	24
Permitting, Licensing & Registration Advantage	25
Tax Collection	28
Tax Collection Advantage	29
Rental Activity Monitoring.....	32
Rental Activity Monitoring Advantage.....	33
Consulting Services.....	34
Success Stories	38
References	35
Pricing	38
Project Implementation	40
Granicus Service Difference	40
Project Management Approach	40
Detailed Work Plan	Error! Bookmark not defined.
Main Tasks	Error! Bookmark not defined.
Project Schedule.....	Error! Bookmark not defined.
Sample Project Implementation Plan and Timeline	Error! Bookmark not defined.
Self-Service, Ongoing Training, and Supporting Documentation	41
Our Team	42
Key Project Personnel	42
Host Compliance Team.....	Error! Bookmark not defined.
Customer Support	42
Philosophy and Team Credentials	42
Our Team.....	Error! Bookmark not defined.
Contacting our Support Organization	43
Support Service Levels and Priority Levels	44
Security Overview	45

About Us

The Granicus Advantage

More municipalities rely on Granicus technology than any other short-term rental monitoring software provider. Granicus provides a one-stop-shop for solutions relating to the unique needs of communities – combining pre-during- and post- ordinance monitoring into one integrated platform.

Granicus provides technology and services that empower government organizations to create seamless digital experiences for the people they serve. Offering the industry's leading cloud-based solutions for communications, content management, meeting and agenda management, and digital services to more than 6,000 public sector organizations, Granicus helps turn government missions and goals into quantifiable results.

Granicus also offers added functionality across content creation, communications, records management, and digital engagement services. That means more is possible with a single vendor than ever before.

By the Numbers



1999 FOUNDED



6,000+ GOV CLIENTS



48 OF THE 50 MOST POPULOUS U.S. CITIES



9 OUT OF 10 PROJECT SATISFACTION

250+ AWARD-WINNING WEBSITES

COMPANY RECOGNITION



500+ PARTNERS

across North America using host compliance to identify short-term vacation rentals and enforce compliance

98.9% RETENTION RATE

rate from our current customer base of local government leaders

DEDICATED CUSTOMER SUPPORT AND SUCCESS TEAMS

A robust implementation and customer success organization provide 24/7/365 support resources whenever you need them.

RECOGNIZED BY GovTech

Granicus has been selected as a GovTech 100 company by Government Technology magazine for the past six years.

Philosophy

Relentless Focus on Client Satisfaction

Simply saying we're dedicated to client satisfaction isn't enough. It's our relentless focus and one that we measure. In fact, across all of our client implementations over the past three years, our average client satisfaction rating is 9 on a 10-point scale.

At Granicus, anything less than the best for our clients is unacceptable.

- Executives** – Our leadership team guides the entire company to do what is best for our clients. Each week, the leadership team reviews client satisfaction survey results and discusses any proactive actions that need to be taken. Our leadership team also brings years of experience across government, software, design, and technology industries to the table.
- Certified Experts** – Our certified experts are passionate about helping you deliver a superior digital customer experience, which is why we are constantly learning and implementing new and better ways of doing things. Many of our team members hold the following certifications: Web Graphic Design certified, WebAIM WCAG 2.0 and 2.1 educated, Network and CCNA certified.
- Project Managers and Customer Support** – Our project managers and customer support team are fanatical about your success and will go above and beyond to support you.



Company Information and Office Locations

Legal Name: Granicus, LLC
Website: www.granicus.com
FEIN: 41-1941088

Washington D.C.

1152 15th Street NW, Suite 800
Washington, DC 20005
800.314.0147

Denver (HQ)

1999 Broadway, Suite 3600
Denver, CO 80202
800.314.0147

Saint Paul (Contracts and Payment)

408 St. Peter St, Suite 600
Saint Paul, MN 55102
800.314.0147

Years in Business:

23 Years

Canada

250 City Centre Ave, Suite 806
Ottawa ON K1R 6K7
800.314.0147

United Kingdom

The Beehive, City Place,
Gatwick, RH6 0PA
+44 (0) 800.032.7764

Australia

Level 8, 50 Market Street
Melbourne VIC 3000
+61 3 9913 0020

Executive Summary

More municipalities rely on Granicus technology than any other short-term rental monitoring software provider. Granicus provides a one-stop-shop for solutions relating to the unique needs of communities – combining pre- during- and post-regulation monitoring into one integrated platform. Granicus is serving more than 500 local governments with short-term rental (“STR”) program management software today and has developed a deep understanding of what works and does not when it comes to enforcing STR regulations. The govService Host Compliance solution is widely regarded as the leader in the STR compliance monitoring and enforcement industry.

We are known for sharing best practices from working with our expanding customer base of local governments across North America, providing extensive support, and closely coordinating our activities with our clients. Furthermore, Granicus has been selected as a GovTech 100 company by Government Technology magazine for the past six years and has a 98.9% customer retention rate.

Granicus is a leading government software company with more than 6,000 local, provincial, state, and federal customers, which ensures that the Host Compliance software and services will remain ahead of the rapidly evolving sharing economy. From a financial perspective, Granicus is extremely stable and invests more than \$20M annually in technology development. This investment means your community will benefit from the latest industry-leading advancements in STR identification and monitoring as well as leading security protocols to meet your data security and privacy law compliance needs.

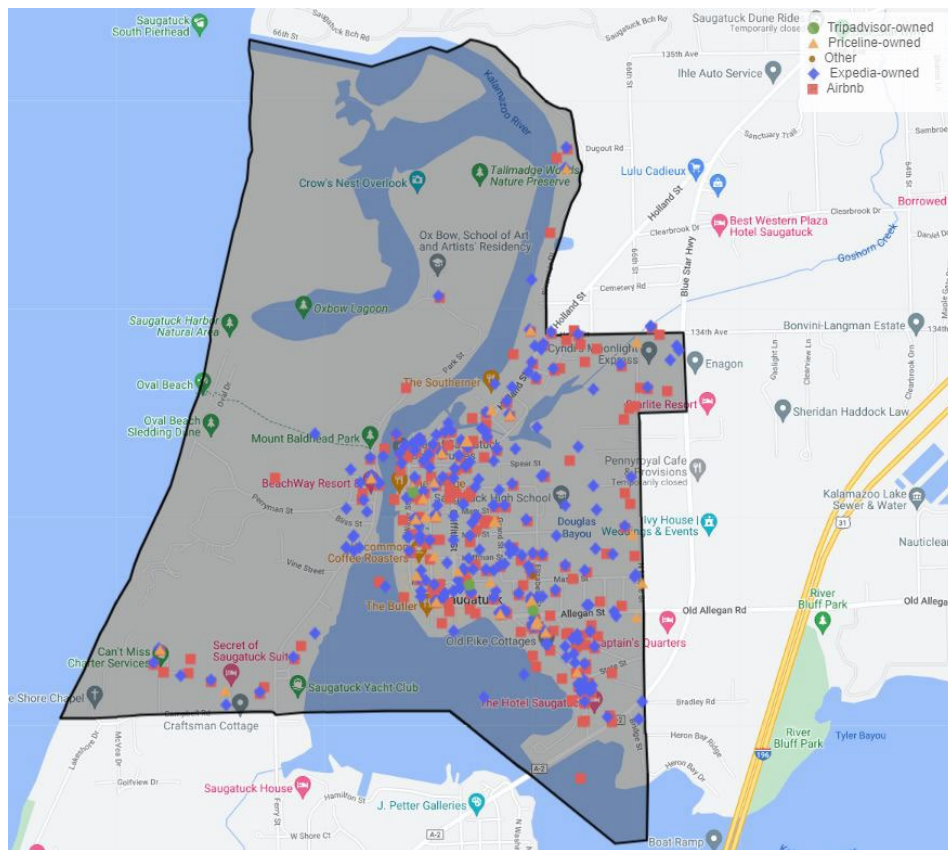
This deep expertise, customer focus, and data-driven approach to innovation would enable us to help you quickly augment your existing processes with an integrated, cost-effective short-term rental compliance monitoring and enforcement solution that has been proven through widespread use in the local government space.

We believe that the govService Host Compliance solutions will enable your city to meet its objective of identifying unregistered rentals, evaluating licensed short-term rental compliance, and handling after hours complaints in Saugatuck.

Our analysis of Saugatuck's local market shows that the city's STR market is incredibly dynamic. To be specific, when we analyzed the STR market from one year ago, we found 417 active listings. One year later, we find 579 active STR listings. This means that in just 1 year, STR listings in Saugatuck grew by 162! Moreover, this net growth-rate doesn't tell the whole story and hides the fact that during the same 1-year time-period, 100 listings were deactivated, 148 listings were reposted, while 114 new listings were created, for a 20% annual turnover rate. What this means is that only 80% of the listings currently active were found online at this time last year. This also means the city would have had to identify 679 listings over the course of the year. We believe this is important as it highlights the dynamic nature of STRs, and we believe we are the only

firm that has the scale, technology, and experience to provide Saugatuck with the quality of service it deserves.

To meet the requirements of Saugatuck’s RFP for identifying unregistered rentals, evaluating licensed short-term rental compliance, and handling after hours complaints for the 418 active short-term rental units in Saugatuck, we propose bundling our Address Identification solution, which forms the basis for the Host Compliance platform, with our 24/7 Complaint Hotline. The package would meet all the specifications in the RFP, including the location, identification, and compliance verification of all STRs.



- Address Identification** scans over 70 STR platforms for listings, deduplicates them, and leverages machine learning and a team of over 200 analysts to identify the addresses of listings. Our platform takes high-resolution screen shots of all active listings no less than every 3 days and provides full address and contact information for identifiable STR listings and all available listing information for non-identifiable STR listings, as well as other information, collecting over 150 data points. This module is configured during implementation to assess registration compliance. It also captures sufficient information for more advanced compliance monitoring by any number of parameters (e.g., minimum number of nights available for rent, number of bedrooms and bathrooms, etc.)

- For local governments looking for ways to improve their ability to resolve STR-related neighbor concerns in real time, our **24/7 Hotline** (a staffed telephone and online hotline) is a cost-effective solution that enables the Township to quickly set up and operate a cost-effective code enforcement hotline and online complaint reporting system at a fraction of the cost of doing so using traditional means. Our solution provides an online platform, phone line, and email address to report and resolve non-emergency complaints in real time, provide 24/7 customer support, resolve and/or refer complaints to proper authorities, and can provide weekly compliance reports with a summary of complaints received by STR and the resolution status of complaints received by STR.

Finally, a highly capable Customer Success team that is dedicated to ensuring the city's effective use of the govService Host Compliance platform is included as part of our solution. We have worked with some of North America's most sophisticated cities such as Boston, Hollywood, Las Vegas, Los Angeles, Nashville, San Antonio, New Orleans, Washington DC and Vancouver on their STR problems and bring that experience and expertise to all of our customers, large or small.

Why Host Compliance?

Host Compliance is the most comprehensive and secure short-term rental compliance monitoring software on the market.

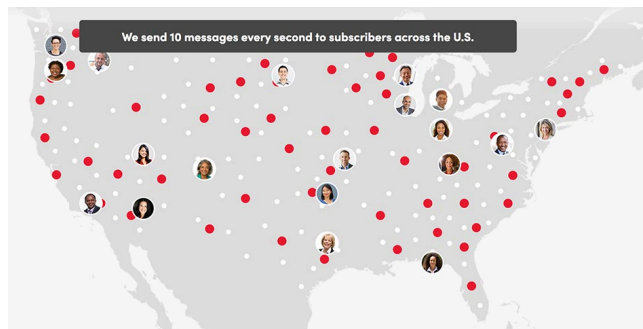
Trusted

Granicus partners with more than 5,500 governments at all levels to provide solutions that enable better communications, process automation, and engagement. This scale has allowed us to quickly learn from our customers and pioneer best practices around

implementation and support, ensuring our partners' long-term success. Our teams of highly trained project managers, dedicated customer success consultants, and a close marriage between our technical support staff and software engineers are just a few reasons why thousands of organizations trust Granicus to support their initiatives.

Comprehensive

Granicus offers the only comprehensive platform to fulfill your government communications, short-term rental management, meeting and agenda automation, and web content management needs. The Granicus' platform allows you and your staff to work within a single platform for a seamless experience with your Granicus solutions and our support staff.



Overview of Proposed Solution

Granicus is pleased to present our platform of new technology and expert professional services to provide Saugatuck with a solution that meets and exceeds the requirements set forth in your Request for Proposal. Our 100% cloud-hosted software solutions were designed specifically for governments like yours to spend less time managing the manual aspects of the short-term rental compliance monitoring process and more time engaging important stakeholders in productive ways. Additionally, our user-friendly and easy-to-deploy software solutions were built to make installation and deployment as effortless as possible. Below you will find a description of each of the proposed Granicus Host Compliance modules, as well as a narrative of our implementation methodology, training, and support overview.

govService Host Compliance

The number of Airbnb type short-term vacation rental listings has grown 15x since 2011. Manually identification and monitoring of Airbnb type short-term vacation rentals as they continue to grow in number is nearly impossible.

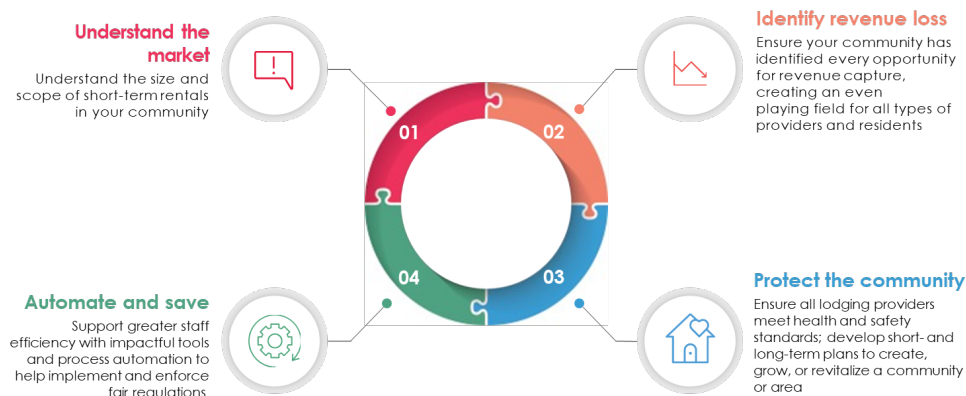
Comprehensive Short-Term Rental Compliance Monitoring Solution for Government

Using artificial intelligence and machine-learning, Granicus' govService Host Compliance solutions provide the data that manual enforcement solutions cannot, reduces the hours spent managing compliance, and provides up to 20 times return on investment with recouped tax, permit, and fee revenues.

What If You Could...

- Understand the scale and scope of short-term rentals in the community and hold non-compliant hosts accountable?
- Recoup critical revenue that would otherwise be lost to non-compliance?
- Establish an even playing field for all types of lodging businesses and reduce the impact on community character?

True Compliance Requires a Holistic Approach. Identifying STRs alone isn't enough. You need to...



Address Identification

With the surge and resiliency of short-term vacation rentals, government agencies are struggling to address the negative side effects of the growing market while capitalizing on the economic opportunity. On top of that, the lack of data on individual properties makes understanding and verifying rental locations and activity extremely difficult.

Without the data, cities are unable to make sure short-term rental operators play by the rules and pay their fair share of lodging and hotel taxes. Now more than ever, leading governments are turning to data and technology to easily monitor the short-term rental market and find the addresses and owners of all identifiable STRs.

The Address Identification solution provides rich STR data that is secure, easy to manage, and quality checked. Listings across platforms are deduplicated, using machine learning matching algorithms, to produce unique properties for identification by human analysts. Use Granicus to monitor more than 70 vacation rental websites, align internal teams, and ultimately recoup critical revenue that would be lost.



We didn't even know 400 short-term rentals existed in Henderson until we saw the map on the govService Host Compliance software."

— Eddie Dichter, Planning Manager,
Henderson Nevada

Address Identification Features

- Real-time monitoring of short-term rental listings across 70+ STR websites
- Weekly analysis of STR activity
- STR activity updated every 3-5 days through website scanning
- Up-to-date list of active STR listings
- High resolution & full-screen screenshots of all active listings
- Automated evidence collection
- Full address & owner contact information for all identifiable STRs
- All available listing & contact information for non-identifiable STRs
- Export data into Microsoft Excel or CSV files

DID YOU KNOW?

2x

The number of communities with 100+ STRs more than doubled in the last 4 years

Address Identification Advantage

What If You Could...

- See all individual rental property locations and activities in one search?
- Automate time-intensive tasks like monitoring STR platforms?
- Spend less time effectively regulating and enforcing short-term vacation rental regulations?

With Address Identification You Can...

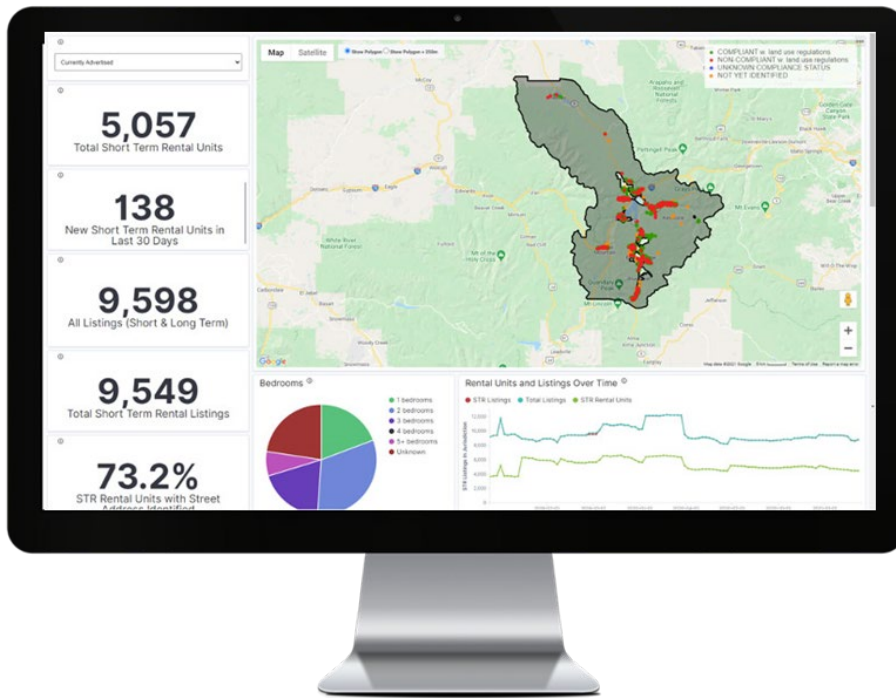


Figure 1. The data and screenshots are made available to authorized users in an easy-to-use online dashboard and records management system and easily exported in Microsoft Excel or CSV file formats.

Quickly Identify the Short-Term Rental Properties in Your Community

- Monitor your community for short-term vacation rental listings across 70+ STR websites.
- Precisely identify the addresses and contact information of the associated properties.
- Ensure that your database of short-term vacation rental properties is always fully comprehensive and up to date.
- Access collected data easily with a live web-delivered dashboard.

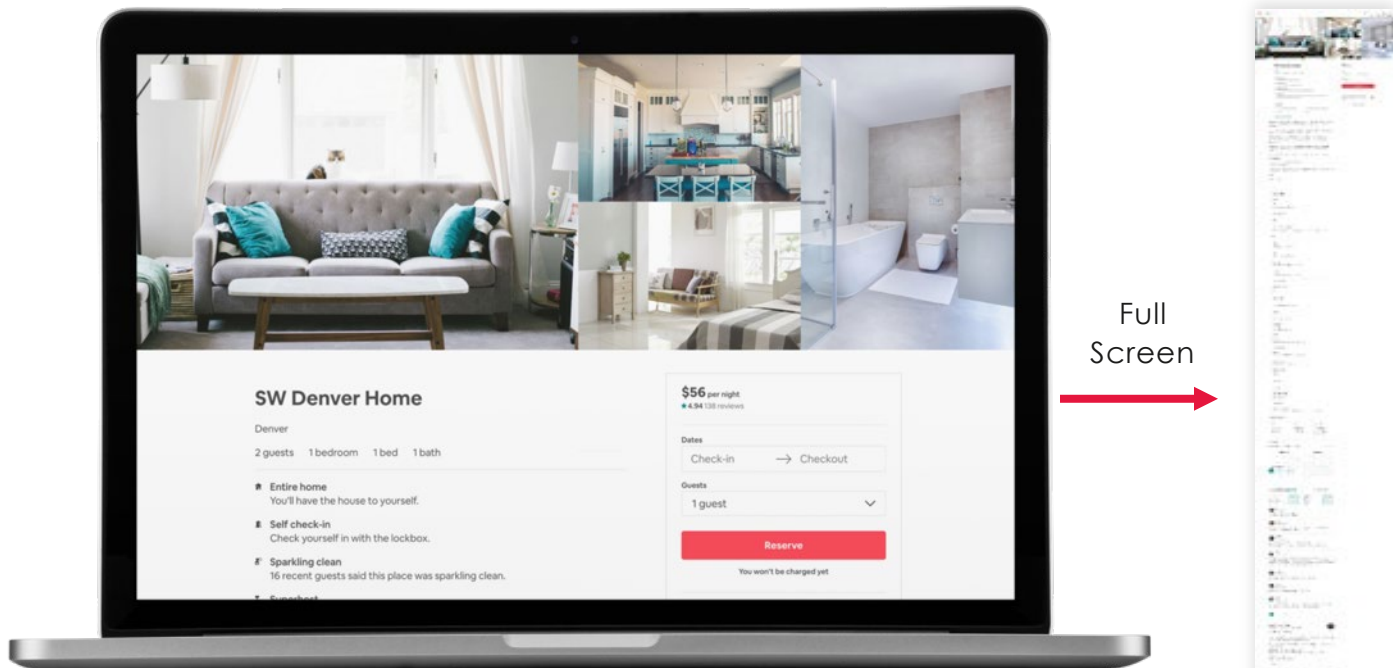


Figure 2: Time stamped, high-resolution images and full-screen capture of each active listing available to print or download.

Automate the Systematic Capture of Listing Screenshots

- Time Stamped full-screen screenshots available to print or download.
- Deduplication of Listings across multiple platforms
 - Listings across platforms are deduplicated, using machine learning matching algorithms, to produce unique properties for identification by human analysts.
- STR activity updated every 3 days for non-compliant properties through website scanning.
 - High-resolution images and screen capture of each active listing (including reviews)
 - Screenshots are time-stamped and include everything related to the listings, including photos, maps, reviews, and descriptive information.
 - Each Screenshot is captured on a random time and day to eliminate the risk of non-compliant short-term rental operators "gaming the system."
- Providing the rationale and evidence is critical if there is ever a dispute with a homeowner over the availability of his/her property for vacation rental.

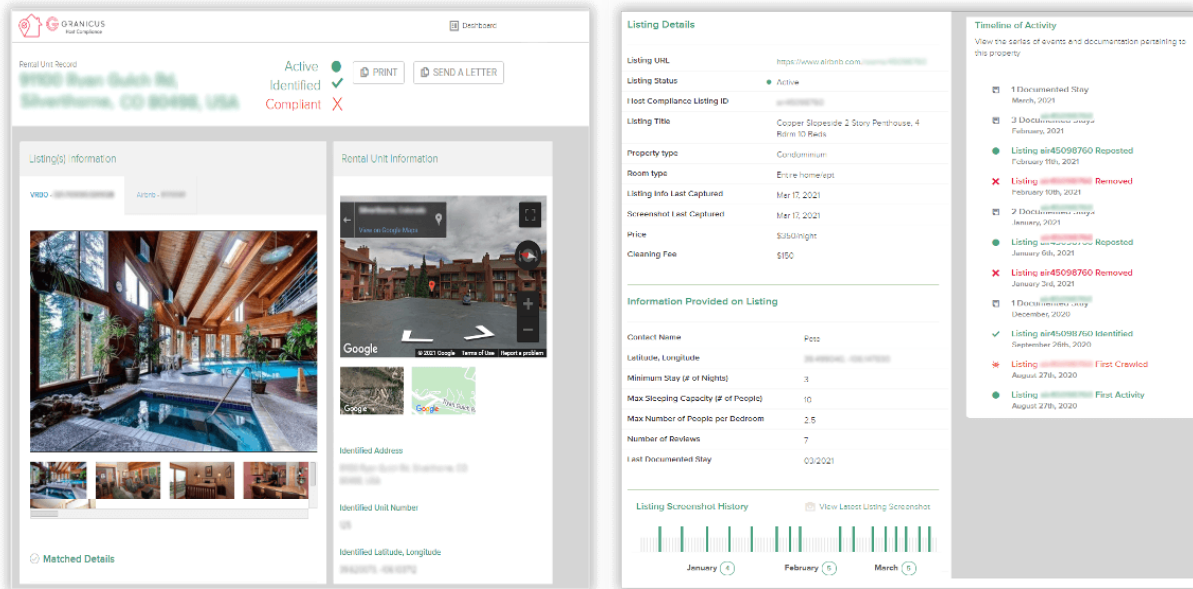


Figure 3: Rental Unit Record - detailed analysis of individual rental units including listing details such as, property type, price per night, cleaning fees, min. night stay, max occupancy and more!

Get a Detailed Analysis of Individual Rental Units

- Listing status
- Complete photo archive of listing images
- Edit owner information
- Timeline of activity including stays
- Removed/reposted listings (Capturing even those trying to stay off your radar)
- Download or Print evidence of listing activity
- Address Identification Match Details

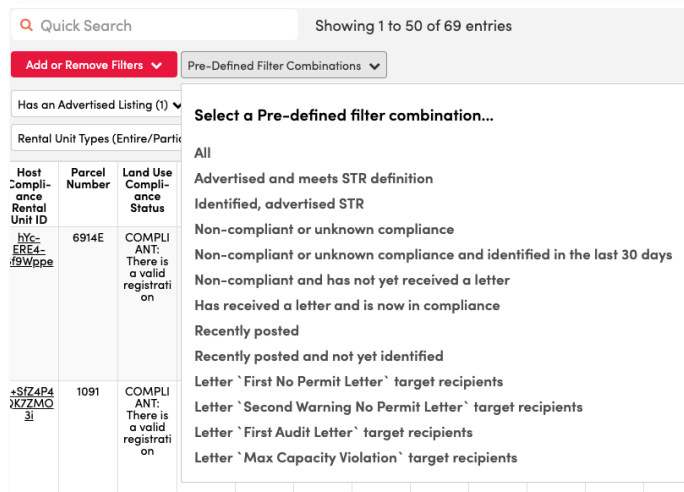


Figure 4: Tabular display of ALL short-term rentals. Quick search, filter, and sort on all relevant data points to create custom reports or set Pre-Defined Filter Combinations. Reports can be downloaded at any time to Microsoft Excel/CSV.

Have a Tabular Display of All Short-Term Rentals

- Pre-defined filter combinations for quick access
- Quickly search fields to find specific information
- Filter and Sort on more than 150 data points and segment short-term rental listings by all relevant dimensions including zip/postal code, usage type, and property type. In addition to the data points listed in the RFP, Host Compliance's data can also be filtered, segmented, and analyzed by the many parameters below:
 - Listing platform
 - Compliance level
 - # of Bedrooms and Bathrooms
 - Maximum advertised occupancy
 - Maximum permitted occupancy
 - Minimum # of nights available for rent
 - Host Name/ID
 - Listings of Other Rentals Offered by the Host
 - # of Reviews
 - First and Last Review dates
 - The date the property was first active
 - Nightly rental rate
 - Contact information, when available
 - A limited number of keywords that may be identified by the City as being of interest

- ...and many other parameters

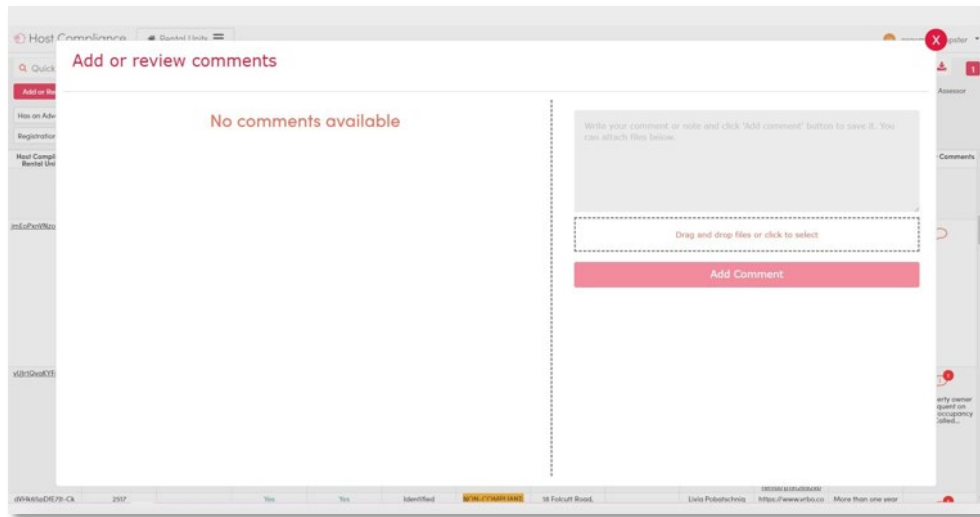


Figure 5: Easily track the status of individual rentals and create case notes by adding comments or documents. These comments will be time stamped by the individual user so other staff members can be aware of any details related to that property/owner.

Track Status and Case Notes on Individual Rental Units

- Enable efficient interdepartmental collaboration
- Leave comments related to the property for other team members
- Upload photos, documents, etc.

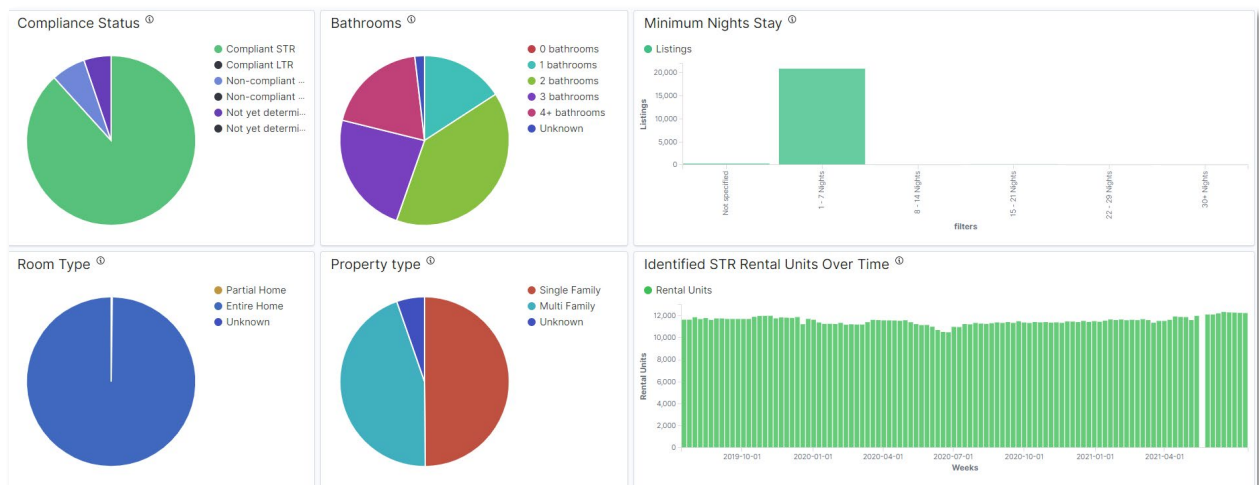


Figure 6: Data about the listing type, home size, rental activity, and compliance status is provided in color-coded charts and graphs, allowing staff to understand the scale and scope of the local STR landscape at a glance.

Leverage Data to Enforce Short-Term Rental Regulations

- Configure your STR definition (e.g., Advertised less than 30 days)

- Configure allowable and/or restricted zones in your community
- Number of advertised allowable nights (e.g., Minimum Night Stay)
- Number of advertised guests (e.g., Occupancy Limits)
- Registration Requirements (e.g., Permit, License, Registration, State/Provincial Business License)
- Extract Permit, License or Registration number advertised on STR Listings
- Verify Permit, License or Registration number advertised on STR Listings with number on file

24/7 Hotline

Many cities and counties are wrestling with complaints about “party houses,” parking issues, excess trash, and safety concerns related to short-term rentals. Addressing these complaints in real-time has traditionally been difficult. A simple, personal notification without having to involve police resources is often all that’s necessary, but few governments have the resources to track and execute individual follow up.

Our 24/7 telephone hotline and online complaint resolution service allows neighbors to report non-emergency STR problems, submit evidence, and initiate automatic follow-up activities virtually, making your job a lot easier.



We had an abundance of calls for police services for domestic violence, for drug use, for trash, noise. It became a real issue in the community...and we needed a faster way to identify the short-term rentals and begin enforcement action on them.”

–Pete Roque, Code Enforcement Supervisor for Garden Grove, California

24/7 Hotline Features

- Improve response time with real-time outreach to the emergency contacts of problem properties
- Gather photo and video evidence of noncompliance to incite an evidence-backed citation
- Stay updated with detailed reports and dashboards that track all short-term rental related complaints in real-time and over time
- Communicate via text & by phone call to 24/7 emergency contacts
- Receive an email for every complaint received, with a recording of the phone call
- Receive full documentation of all reported incidents — including digital recordings and written transcripts of all calls
- Ensure photos, video footage, and audio recordings can be included to document complaints
- Allow residents to report anonymously with the ability to turn on anonymous complaint option

DID YOU KNOW

239%

The increase in STR party-related incidents in 2020

24/7 Hotline Advantage

What If You Could...

- Improve the ability to resolve non-emergency STR issues without burdening staff?
- Simplify reporting non-emergency related STR complaints?
- Save time and resources with a comprehensive dashboard, digital recordings, and written transcripts of all reports?

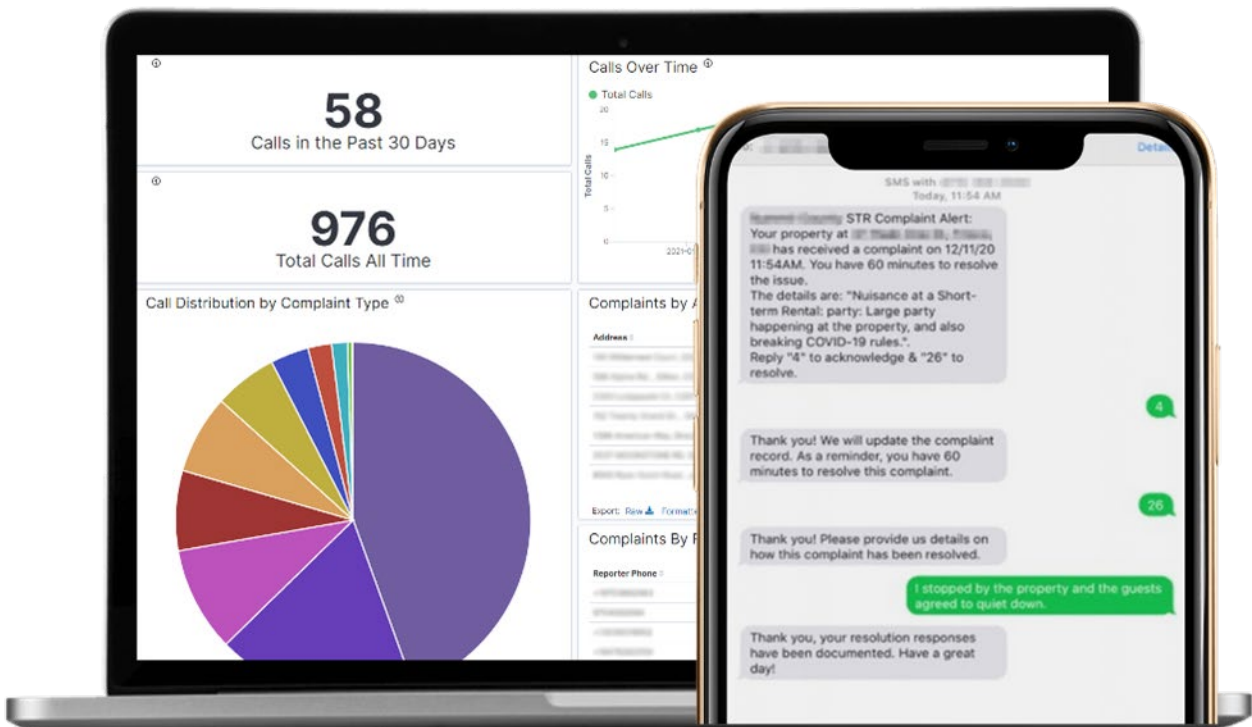


Figure 7: Get detailed reports and dashboards to track all short-term rental related complaints in real-time.

With the 24/7 Hotline You Can...

Deliver Actionable, Tailored Solution

- Automated text & email notifications to the emergency contact on file
- Allow emergency contact to acknowledge and resolve complaints via SMS
- Complainant can opt-in to a callback to update the status of the complaint and escalate the issue
- Real-time outreach to owners of problem properties

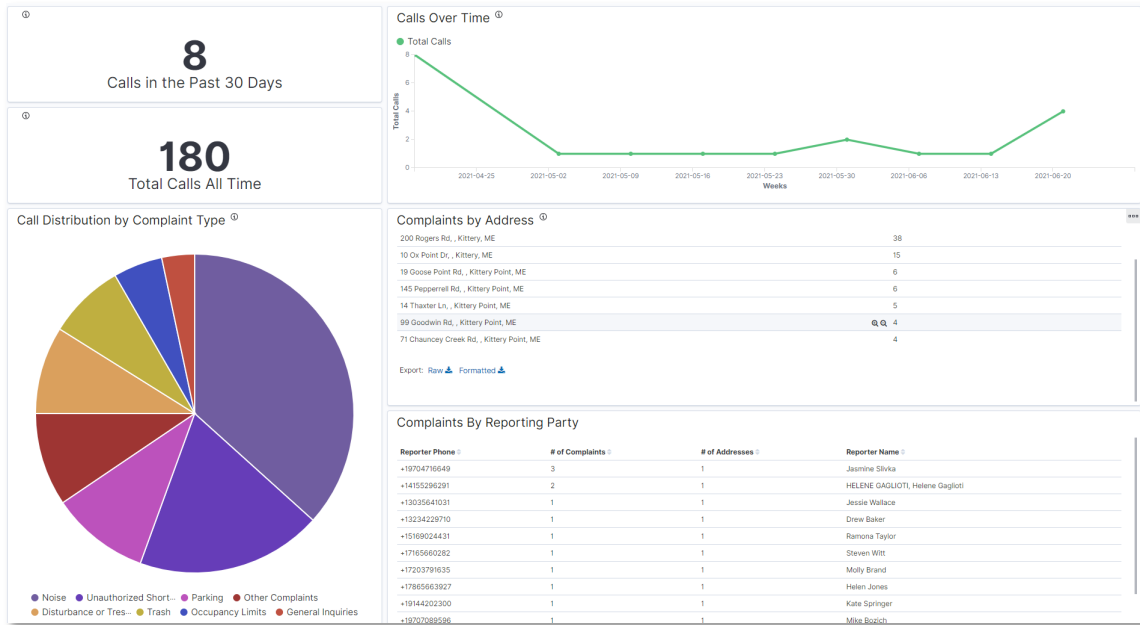


Figure 8: Dashboard summary of all short-term rental related complaints to quickly identify Complaint Type and properties with frequent violations.

Track How Well Your Efforts Are Performing

- Track the number and type of reported incident
- View summary statistics for reported properties
- Monitor hotline related activities with an intuitive dashboard
- Track how well your efforts are performing

Host Compliance | Short-term Rental Hotline

Quick Search | Showing 1 to 50 of 190 entries

Add or Remove Filters | No filters have been applied.

Call Time (Any)	Caller Name (Any)	Caller Callback Phone (Any)	Call Recording (Any)	Reported Address	Reported Issue	Complaint Type	Unit Permit/Registration Number	Unit Emergency Contact Number	Caller Requested Notification of Unit Emergency Contact	Caller Requested Automatic Callback	Caller Indicated Problem Resolved	Caller Transferred to Police	Caller-Provided Evidence	Source	Status of Complaint	Add/View Comments
2021-05-23 11:26 PM	Emily Stewart	(615) 582-6081	Call Recording		Nuisance at a Short-term Rental; other: She doesn't know the address. She got a voicemail from this number. Please call.	Other Complaints			Yes	Yes	No	Yes		hotline	New	
2020-10-29 02:31 PM	Jasmine Slivka	(970) 471-6649	Call Recording	145 Pepperrell Rd, Killary, Maine	Nuisance at a Short-term Rental; loud party. Caller is stating that there is a large party outside. Please contact back! Thank You!	Noise	TEST20-0046	(970) 471-6649	Yes	Yes	Yes	No		hotline	New	
2021-07-11 12:30 PM	Tana Weeks	(949) 395-6020	Call Recording	1201 Hondius Lane, Estes Park, Colorado	Nuisance at a Short-term Rental; loud party. Caller stated she called last night at 11:30 regarding a party from 10:00pm to 2:30am at 1200 Hondius Lane Estes Park, Colorado 80517 and wanted to make sure there was not a repeat.	Noise			Yes	Yes	Yes	No		hotline	New	
2019-12-23 04:15 PM	David Marcus	(203) 233-9940	Call Recording	788 8th Avenue, San Francisco, California	Nuisance at a Short-term Rental; noise: He is calling regarding them having loud party since last night and is still	Noise			Yes	Yes	Yes	No	1 Caller-Provided Evidence.1	hotline	New	

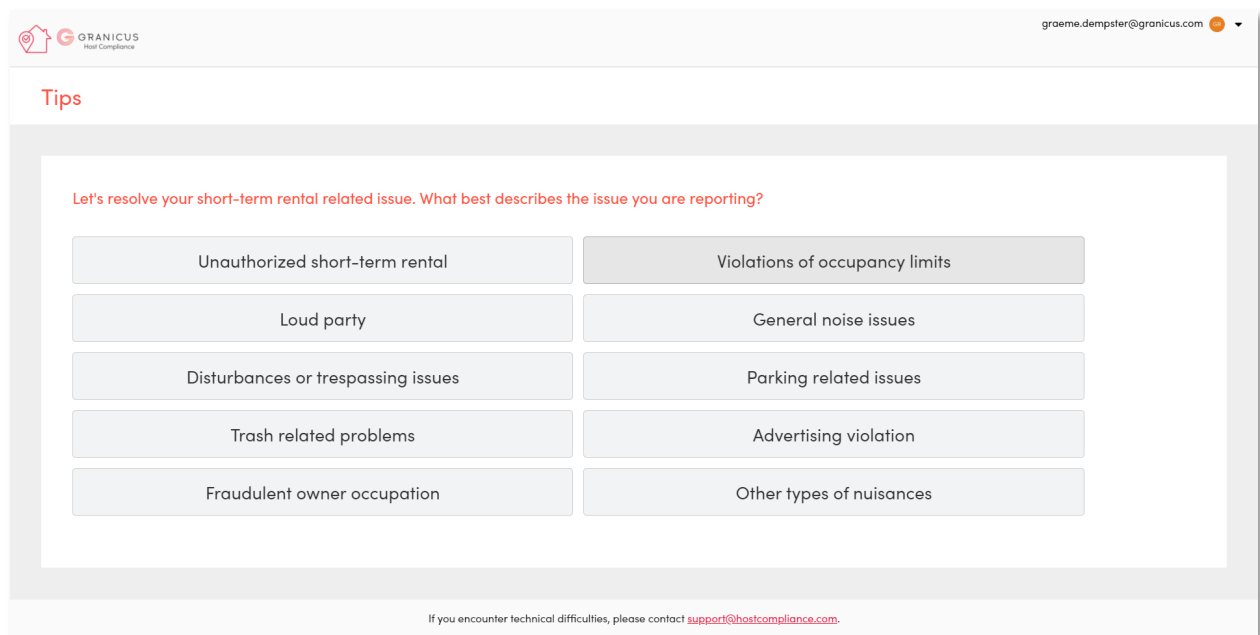
Figure 9: Complete history of all calls and online reported complaints, including call recordings and any supporting evidence provided by the complainant.

Manage Escalations and Complaints Easily

- Use escalation or dispatch functionality if the issue is not resolved within an allocated time frame
- Option to manually manage complaint statuses
- Leave case notes and additional details for collaboration across enforcement team

Give Your Residents a Voice with an Online Complaint Form

- Report issues at short-term rental properties from anywhere
- Mobile enabled for resident ease of use
- Instantly capture and upload supporting evidence from the camera on your device



granicus.com | info@granicus.com

Figure 10: Simple online issue/complaint reporting.

Additional Services

Compliance Monitoring

The number of communities significantly impacted by Airbnb type short-term vacation rentals has more than doubled in the last four years. Combatting illegal short-term rental activity becomes even more difficult as listings rise. To ensure that everyone plays by the rules, it is important that operators are educated, compliance is constantly monitored, cases of suspected non-compliance are thoroughly investigated, and the operators who fail to follow the rules are notified proactively.

To make this data actionable, our systems compare it against regulation requirements, and then automatically categorize and label all advertised short-term rental units based on their compliance level:

- Fully compliant properties (e.g., properties that meet all regulatory requirements)
- Partially compliant properties (e.g., properties that satisfy some, but not all the regulatory requirements)
- Non-compliant properties (e.g., properties that do not satisfy any of the regulatory requirements)

Without automation and streamlined processes, there is not enough time in the day to accomplish it all.

“I could not do what Host Compliance does. I don't think a team of ten could do what they do.”

– Kelli Nevills Senior Code Enforcement Officer, Douglas County, Nevada

Compliance Monitoring Features

- Ongoing monitoring of STRs for compliance
- Proactive outreach to non-registered & illegal STR activity
- Weekly compliance reporting
- Up-to-date list of STRs operating illegally
- Comprehensive reporting of all letters sent
- Full-color screenshots of online listings included in letters
- Complete case history for non-compliant listings

DID YOU KNOW 20-30%

Issues with STRs growing at an alarming rate of up to 30% year over year

Compliance Monitoring Advantage

What If You Could...

- Inform property owners of the requirements for operating a short-term rental and how to take action without burdening your team?
- Send personalized communications to non-compliant STR property owners without needing to manually print and mail letters?
- Give your staff time back in their day to focus on community priorities by automatically identifying non-compliant properties?
- Deliver measurable results cost-effectively and quickly without using more resources?

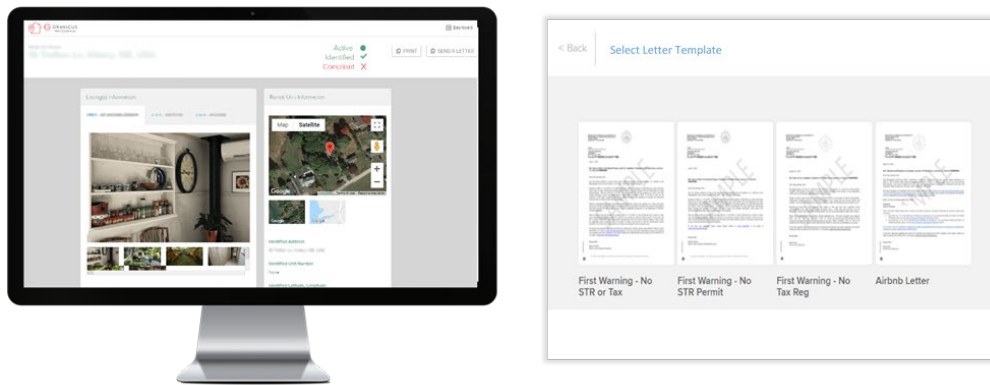


Figure 11: Stay in control and save time by sending your enforcement letters with the click of a button.

With Compliance Monitoring You Can...

Make it Difficult for Non-Compliant or Illegal Operators to Ignore You

- Staff can easily send property owners direct mail communications to make them aware of your STR regulations and requirements with just a few clicks, for example:
 - When new non-registered properties are first identified, staff can send the owner an “initial warning” letter to remind them of the City’s STR requirements and provide instruction on how to get into compliance.
 - If the owner does not comply with the rules within 30 days of receiving the “initial warning” letter, staff can send a follow up letter with a more sternly worded “Notice of Violation” letter.
 - If an owner does not comply with the rules after receiving the second letter, staff can review to determine the necessary follow-up based on your STR regulations and compliance rules.
- Include high resolution, color listing screenshots in letters - this inspires action and increases compliance exponentially!
- Include step-by-step directions on how to become compliant

- Reference the specific regulations violated
- List the potential penalties for continued non-compliance

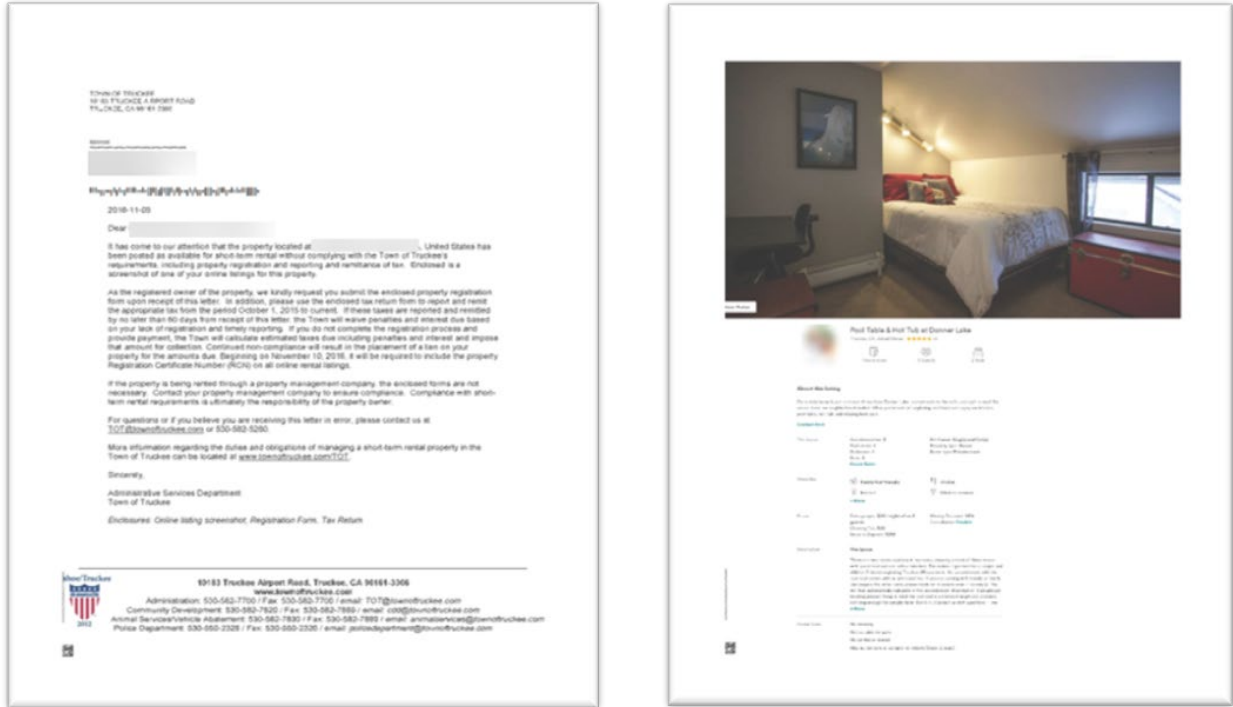


Figure 12: Increase the property located at outreach effectiveness and efficiency by automatically adding evidence to communications.

Save Staff Time by Automating Time-Intensive Manual Tasks

- Efficiently and effectively monitor both illegal and compliant STRs.
- No more envelope stuffing and stamp licking! Send letters using your letterhead with just a few clicks.
- Get access to best practice communications that can be optimized for the
- best compliance results.
- Comprehensive monitoring and reporting for all proactive and reactive compliance outreach all in one dashboard.

Track Communications and Compliance Status

- Newly listed compliant and non-compliant short-term rentals
- Short-term rentals that have eliminated all advertising on all the websites monitored by Host Compliance
- Re-listings of non-compliant properties
- Short-term rentals that have become compliant because of outreach
- Short-term rentals that are still listed despite initial or repeated outreach

- Verify that letter notifications were sent to the correct address, and track whether email notifications were opened

Permitting, Licensing & Registration

The first step in any short-term rental compliance program is getting the hosts and managers to register their properties to remain compliant or remit taxes. Many communities are struggling to modernize their short-term rental registration processes, and as a result, they are unable to maximize compliance, reduce costs, or increase tax revenues.

Host Compliance builds tools for local governments that help them streamline the registration process and guide applicants through what could otherwise be complex permitting workflows. Plus, Host Compliance makes it even easier for operators to become compliant because there are no additional usernames or passwords to remember. The result? Happier staff and happier residents.

“Host Compliance has improved client services for greater flexibility and convenience. The online portal has saved time and resources...It has also been a popular way to connect people to one-on-one assistance with our staff.”

—Roy Given, Finance Director, Marin County, California

Permitting, Licensing & Registration Features

- Streamlined annual renewal process
- Branded outreach for swift compliance
- Fully configurable processes to meet your specific registration requirements
- Ease of use, error-proofing, and legal compliance
- Higher compliance rates and increased efficiency
- Better data for enforcement
- Mobile (cell phone, tablet, etc.) optimization and responsive design
- Configurable workflows and forms
- Automated reminders
- Clear and easy-to-read instructions and navigation

DID YOU KNOW

50%+

of short-term rental hosts prefer to handle their business from their mobile devices? Our solutions are enabled for mobile.

Permitting, Licensing & Registration Advantage

What If You Could...

- Give staff and residents a user-friendly and easy-to-administer solution for the registration of non-compliant STRs?
- Simplify outreach with personalized communication that directs the owner how to apply for an STR permit or license online?
- Save time and resources by reducing errors and wasted staff time and wasted energy?

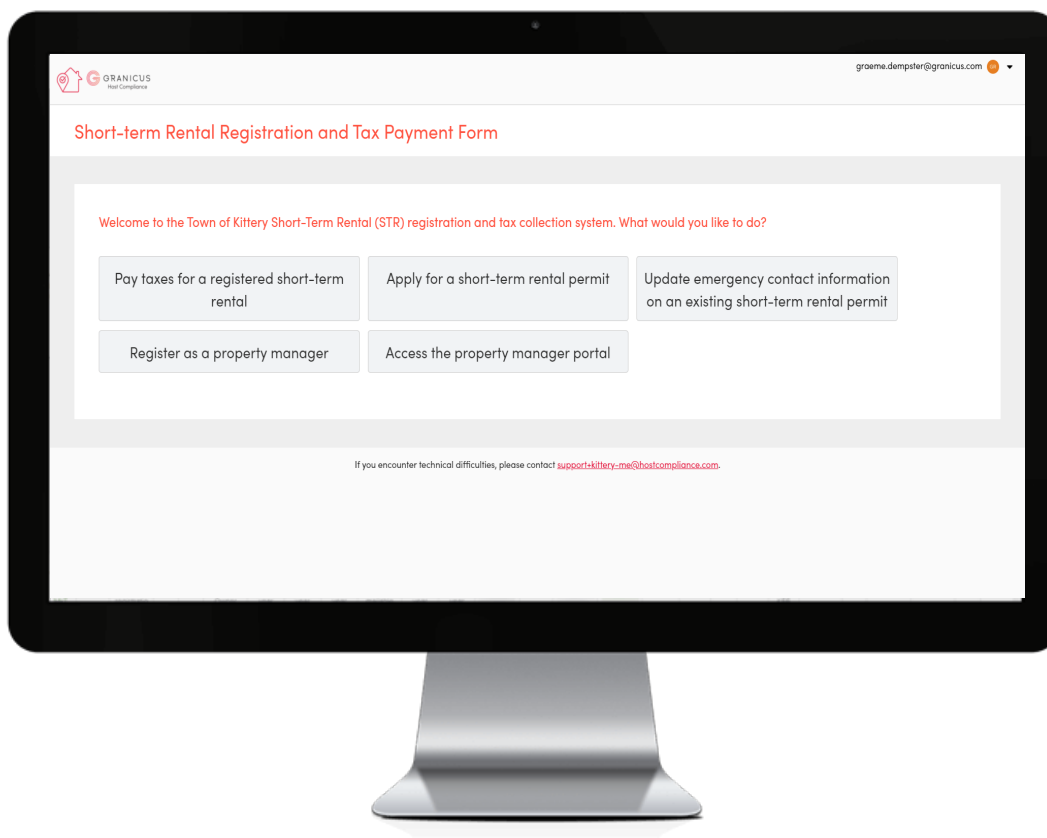


Figure 13: Simplify permitting and registration processes for residents and significantly reduce the administrative costs on the back end.

With Permitting & Registration You Can...

Streamline Your Short-Term Rental Permitting, Licensing, and Registration Process

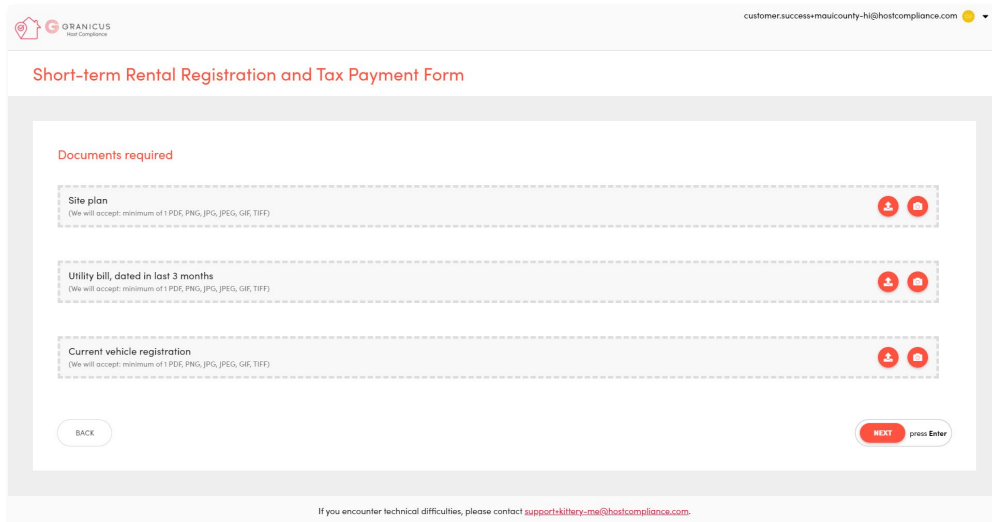
- Make it easy for STR hosts to register and renew from anywhere
- Clear and easy-to-read instructions and navigation
- Mobile friendly forms that work on any device (e.g., responsive design, resized text)
- Allow for online payment collection (e.g., Credit Card, Debit Card, and ACH)
- Collect electronic signatures from any device

- Elevated compliance rates and increased revenue collection

Figure 14: Easily manage the review and approval/denial process on a single screen.

Easily Review and Approve or Deny Applications

- Confirmation emails automatically sent to applicant during review
- Printable PDF with Registration # and Expiration automatically emailed upon approval
- Ability to perform follow-up outreach to properties who do not submit sufficient documentation
- Staff explanation included in automatic email notification for denied applicants
- Configurable review status (e.g., Department Reviews)



The screenshot shows a web browser window with the GRANICUS logo in the top left and a user email address in the top right. The main heading is "Short-term Rental Registration and Tax Payment Form". Below this is a section titled "Documents required" which contains three rows of document upload fields. Each row includes a label (e.g., "Site plan"), a note about accepted file formats, and a dashed box with a camera icon for uploading. At the bottom of the form area are "BACK" and "NEXT press Enter" buttons. A footer note at the very bottom of the page reads: "If you encounter technical difficulties, please contact support@kithery.me@hostcompliance.com."

Figure 15: Collect all required information during the application process. Residents can easily upload required documents from their computer or enable the camera from a mobile device to provide supporting documentation.

Improve Data and Collection Processes for Residents

- Data is updated daily and can be exported into Microsoft Excel or CSV file format
- Staff can search, enter, and correct information, as well as append with additional information
- Staff can use the data for outreach, monitoring, and compliance purposes

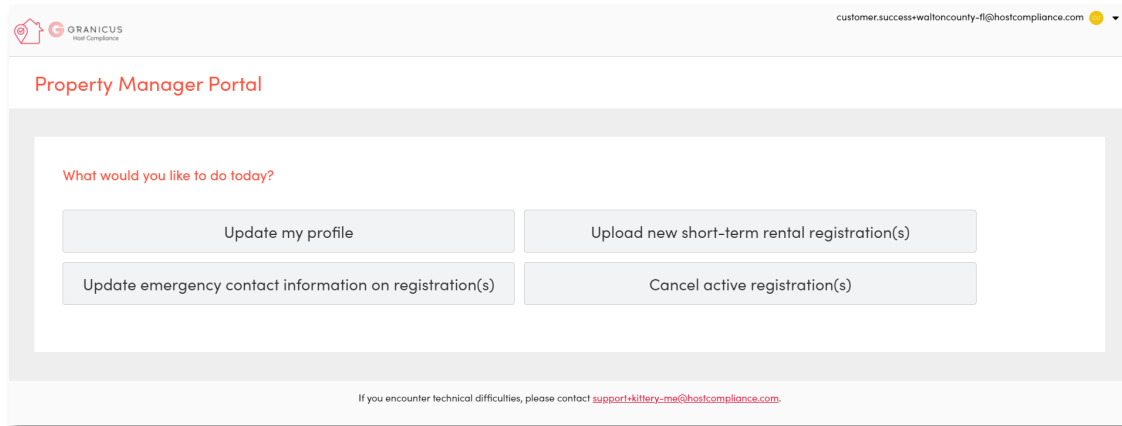


Figure 16: Property managers can easily register multiple properties at once and manage their account of active short-term rental properties.

Support Bulk Registration for Property Managers

- Applicants can register multiple properties in a single workflow
- Update contact information and manage their active short-term rentals
- Make a single payment for multiple properties at the same time

Provide Integrated Payment Options for Residents

- Allow for online payment collection (e.g., Credit Card, Debit Card, and ACH)
- All payments are processed through an integrated third-party payment processor, Stripe.com
- Stripe has been audited by a PCI-certified auditor and is certified to PCI Service Provider Level 1—the most stringent level of certification available in the payments industry
- Staff can search for past payments and registration applications while also being able to request corrections be made or additional information be added to applications

Tax Collection

Without proper enforcement, only a fraction of short-term rentals will remit tax and comply with regulations. Many cities and counties are missing out on a steady stream of revenue that could be reinvested in the community to improve affordable housing, tourism activities, and more.

“Because our taxes are due quarterly, it gives us time to reach out to folks and educate them before there are any penalties involved. So, if someone recently started renting and weren't aware of the rules, they'll get notified within that first three-month period and be able to come into compliance without any additional penalties or interest due.”

– Chrissy Earnhardt, Administrative Services Manager, Truckee, California

Tax Collection Features

- Configurable workflows and forms
- Automatic penalties & interest calculation for late remitters
- Ability to collect electronic signatures
- Automated reminders
- Property owner can pay from a variety of devices
- Ability to enter payments received in person or by mail
- Securely enable collection of taxes online via integrated debit card, credit card, or e-check (ACH) payment options
- Deposit all funds directly into the city's bank account via daily direct deposits
- Clear and easy-to-read instructions and navigation

DID YOU KNOW

<10%

Of STR owners voluntarily register and pay all of their taxes?

Tax Collection Advantage

What if you could...

- Make tax reporting and collection easy for hosts and staff to submit and review online?
- Save time and resources with a robust document management system that educates applicants on STR requirements?
- Recover untapped revenue potential by the thousands or millions?

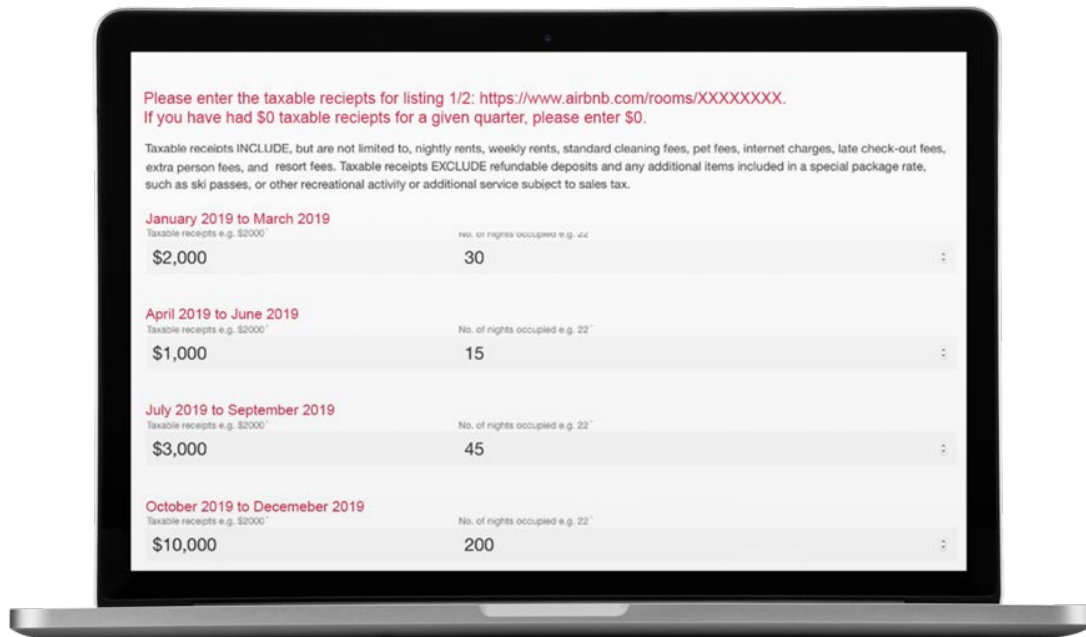


Figure 17. Simplify your tax collection process and significantly reduce the administrative costs on the back end.

With Tax Collection You Can...

Improve Data and Collection Processes for Residents

- Applicants can report itemized earnings
- Update contact information and manage their active short-term rental
- Makes payments for their property easily online
- Automatic reminders for Hosts

Registration Number	Data Source	Stripe Charge ID	Period Start	Period End	Nights Occupied	Reported Taxable / Assessable Receipts (USD)	Taxes (USD)	Late Payment Penalties (USD)	Accrued Interest (USD)	Time Submitted	Uploaded documents
TEST21-0016	registration_system	ch_1JCSLCKkwhCK07HN5GZFkdZ	2021-03-31 08:00 PM	2021-06-29 08:00 PM		\$50,000.00	\$6,000.00	N/A	N/A	2021-07-12 12:50 PM	
TEST21-0039	registration_system	ch_1JAJQCKkwhCK07HNndYIPj	2018-12-31 07:00 PM	2019-03-30 08:00 PM		\$0.00	N/A	N/A	N/A	2021-07-08 11:37 AM	
TEST21-0039	registration_system	ch_1JAJQCKkwhCK07HNndYIPj	2019-03-31 08:00 PM	2019-06-29 08:00 PM		\$0.00	N/A	N/A	N/A	2021-07-08 11:37 AM	
TEST21-0039	registration_system	ch_1JAJQCKkwhCK07HNndYIPj	2019-09-30 08:00 PM	2019-12-30 07:00 PM		\$0.00	N/A	N/A	N/A	2021-07-08 11:37 AM	
TEST21-0039	registration_system	ch_1JAJQCKkwhCK07HNndYIPj	2019-06-30 08:00 PM	2019-09-29 08:00 PM		\$0.00	N/A	N/A	N/A	2021-07-08 11:37 AM	
TEST21-0039	registration_system	ch_1JAJQCKkwhCK07HNndYIPj	2019-12-31 07:00 PM	2020-03-30 08:00 PM		\$0.00	N/A	N/A	N/A	2021-07-08 11:37 AM	
TEST21-0039	registration_system	ch_1JAJQCKkwhCK07HNndYIPj	2020-06-30 08:00 PM	2020-09-29 08:00 PM		\$0.00	N/A	N/A	N/A	2021-07-08 11:37 AM	
TEST21-0039	registration_system	ch_1JAJQCKkwhCK07HNndYIPj	2020-03-31 08:00 PM	2020-06-29 08:00 PM		\$0.00	N/A	N/A	N/A	2021-07-08 11:37 AM	
TEST21-0039	registration_system	ch_1JAJQCKkwhCK07HNndYIPj	2021-03-31 08:00 PM	2021-06-29 08:00 PM	10	\$1,000.00	\$120.00	N/A	N/A	2021-07-08 11:37 AM	
TEST21-0039	registration_system	ch_1JAJQCKkwhCK07HNndYIPj	2020-12-31 07:00 PM	2021-03-30 08:00 PM		\$0.00	N/A	N/A	N/A	2021-07-08 11:37 AM	
TEST21-0039	registration_system	ch_1JAJQCKkwhCK07HNndYIPj	2020-09-30 08:00 PM	2020-12-30 07:00 PM		\$0.00	N/A	N/A	N/A	2021-07-08 11:37 AM	
TEST21-0033	registration_system	ch_1JAHAGKkwhCK07HNVEEBgpx	2021-03-31 08:00 PM	2021-06-29 08:00 PM	7	\$5,000.00	\$600.00	N/A	N/A	2021-07-06 12:30 PM	
TEST21-0033	registration_system	ch_1JQJLCKkwhCK07HNkhwMcdL	2020-09-30 08:00 PM	2020-12-30 07:00 PM	7	\$70.00	\$8.40	\$1.68	\$0.41	2021-06-28 03:42 PM	
TEST21-0033	registration_system	ch_1JQJLCKkwhCK07HNkhwMcdL	2019-12-31 07:00 PM	2020-03-30 08:00 PM	4	\$40.00	\$4.80	\$0.96	\$0.67	2021-06-28 03:42 PM	
TEST21-0033	registration_system	ch_1JQJLCKkwhCK07HNkhwMcdL	2020-06-30 08:00 PM	2020-09-29 08:00 PM	6	\$60.00	\$7.20	\$1.44	\$0.57	2021-06-28 03:42 PM	
TEST21-0033	registration_system	ch_1JQJLCKkwhCK07HNkhwMcdL	2018-12-31 07:00 PM	2019-03-30 08:00 PM		\$0.00	N/A	N/A	N/A	2021-06-28 03:42 PM	
TEST21-0033	registration_system	ch_1JQJLCKkwhCK07HNkhwMcdL	2020-12-31 07:00 PM	2021-03-30 08:00 PM	8	\$80.00	\$9.60	\$1.92	\$0.19	2021-06-28 03:42 PM	
TEST21-0033	registration_system	ch_1JQJLCKkwhCK07HNkhwMcdL	2019-09-30 08:00 PM	2019-12-30 07:00 PM	3	\$30.00	\$3.60	\$0.72	\$0.61	2021-06-28 03:42 PM	
TEST21-0033	registration_system	ch_1JQJLCKkwhCK07HNkhwMcdL	2019-06-30 08:00 PM	2019-09-29 08:00 PM	2	\$20.00	\$2.40	\$0.48	\$0.48	2021-06-28 03:42 PM	

Figure 18: Complete summary of all reported revenue and payments made on a single screen.

Support Tax Remittance for Hosts

- Data is updated daily and can be exported into CSV files
- Staff can search and append with additional information
- Staff can use the data for outreach, monitoring, and compliance purposes

Property Manager Portal

Bulk Tax Reporting

Bulk Tax Reporting abilities are intended for property managers who need to report on multiple properties simultaneously. In order to proceed, you will need:

- To be the property manager contact on file for the permit
- To have a list of your Registration Numbers

Please download our [Excel/CSV template](#) here to complete and upload on the next screen. Note: The template will contain sample data.

[BACK](#) [NEXT](#) press Enter

If you encounter technical difficulties, please contact support@truckee-co@hostcompliance.com.

Figure 19: Property managers can report earnings for multiple properties and make a single bulk tax payment.

Support Bulk Tax Remittance for Property Managers

- Applicants can report itemized earnings for multiple properties in a single workflow
- Update contact information and manage their active short-term rentals
- Make a single payment for multiple properties
- Automatic reminders for Property Managers

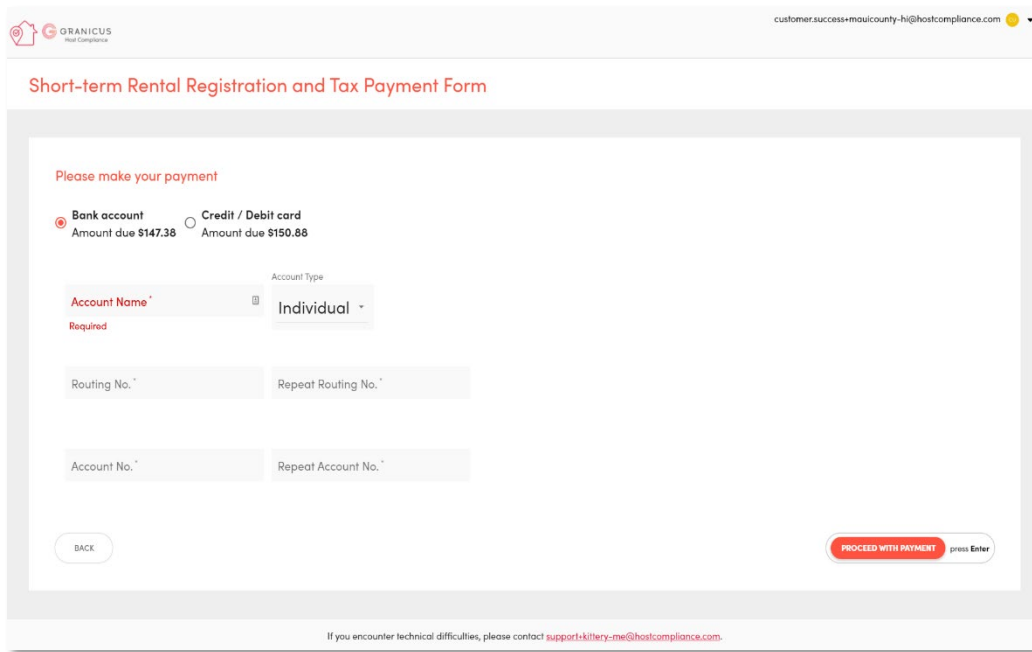


Figure 20: Collect payment for hotel/occupancy/tourist tax online through secure payment portal and have it deposited in the account of your choosing.

Provide Trusted Payment Options for Hosts

- All payments are processed through a 3rd party payment processor, Stripe.com
- Stripe has been audited by a PCI-certified auditor and is certified to PCI Service Provider Level 1—the most stringent level of certification available in the payments industry
- Staff can search for past payments and registration applications and request corrections to applications with additional information

Rental Activity Monitoring

Many short-term rental operators fail to report and remit the right amount of short-term rental related taxes. Likewise, many cities and counties struggle to enforce their rental frequency and rental cap related regulations. Additionally, identifying the under-reporting of taxes and rental cap violations is increasingly difficult. Tax collectors and code-enforcement staff often lack the data and proof needed to go after tax-dodgers and ordinance-violators.



Short-term rentals are different than hotels. With hotels, you have an auditable trail. Host Compliance gives us that auditable trail. We can make sure we are collecting taxes fairly.” –

Zak Kelley, a Special Project Manager,
Metro Government of Nashville, and
Davidson County

Rental Activity Monitoring Features

- Up-to-date list of specific short-term rental hosts suspected of under-reporting taxes
- Automatic capture of online indicators of rental activity
- Accurate, quarterly estimates of each rental's gross rental revenue
- Weekly screenshots of reviews and calendars for each active listing
- Select candidates for audits and utilize our letter-sending capabilities for initial communication on your letterhead
- Seamless document collection and review
- Ability to invoice and collect back taxes
- Custom reports and analysis to support tax audits and other STR related investigations

DID YOU KNOW?

90%

of hosts generate 40% of the revenue — randomly selecting hosts to audit doesn't produce a great ROI on your efforts.

Rental Activity Monitoring Advantage

What If You Could...

- Improve the ability to monitor property tax collection without burdening your staff?
- Easily calculate historical estimates on occupancy and rental revenue figures for each short-term rental property?
- Save time and resources with comprehensive, data-informed reporting?
- Initiate audits to collect documents seamlessly and invoice your auditees?

With Rental Activity Monitoring You Can...

Monitor Rental Occupancy/Rental Frequency Violations

- Identify occupancy/rental frequency violations by STR listings for signs of rental activity
- Reliable evidence of Documented Stays and Documented Nights Occupied
- Proprietary algorithm to calculate Estimated Nights Occupied

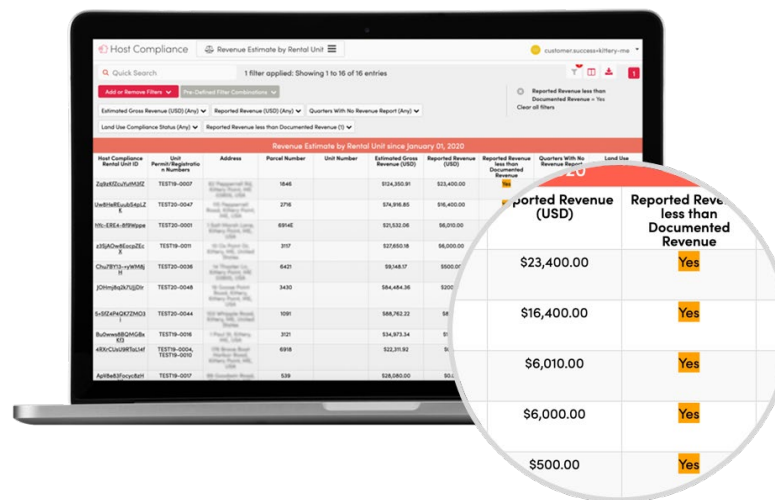


Figure 21: Identifying tax fraud and occupancy/rental frequency violations by STR listings for signs of rental activity.

Manage Auditing Easily

- Receive estimated occupancy and rental revenue for each property
- Automatically identify hosts who are under-reporting on taxes or exceeding occupancy regulations
- Quickly send letters to hosts about unpaid taxes
- Residents can easily upload required documentation through secure online forms

Track How Well Your Units Are Performing

- View summary statistics for reported properties

- Analyze data to support tax audits
- Configure data to look back on prior reporting periods

Consulting Services

The number of homes listed for short-term rent has grown exponentially in the last few years. With this rapid growth, many communities are—for the first time—experiencing positive and negative consequences of an increased volume of “strangers” in residential communities.

To mitigate the negative consequences and increase the positive outcomes, local governments have had to invest even more staff time and resources towards implementing effective short-term rental regulation. However, there is no one-size-fits-all, regulatory approach to regulation that will work for all communities.

Proven Customer Success

Situated near Lake Tahoe, Truckee, California’s population can double on holiday weekends. With a limited number of hotels and plenty of single-family homes that are unoccupied most of the year, Truckee saw a dramatic increase in properties listed on online short-term vacation rental (STR) platforms as the market grew.

Meet Our Experts

Jeffrey Goodman

Jeffrey is an urban planner, considered one of the nation’s leading authorities on short-term rentals and how they impact communities. He has previously contracted with both the City of New Orleans and Airbnb and advised researchers on short-term rentals in a range of cities including San Francisco, Portland, New Orleans, and New York. Jeff has spoken about short-term rentals across North America, including at the APA’s National Planning Conference. He graduated from Yale College and earned his Master of Urban Planning from Harvard University. He is the author of a recent featured article in Planning Magazine on the topic of STR regulation.

Consulting Services Benefits

- Custom public outreach strategy and messaging framing
- Complete draft of a custom short-term rental regulation
- Compliance monitoring and enforcement plan for staff and legal counsel to refine and adopt
- Data based on our work with hundreds of cities, counties, and state governments

DID YOU KNOW?

60%

of those surveyed in a recent ICMA event had, or were moving towards, regulations

Success Stories

Summit County Colorado | Short Term Rental Success Story | Granicus



Summit County, CO
 used technology to enforce its short-term rental ordinance and boost compliance



2 member team managing STRs in a popular tourist area	78% median email open rate for STR communications	\$1.6M received in total payments in just one year	400 peacefully resolved STR complaints using 24/7 hotline
---	---	--	---

OVERVIEW

Summit County, CO is a popular resort town with the highest concentration of short-term rentals (STRs) in the country. With short-term rental management and communications software powered by Granicus, this small but mighty team increased compliance, collected valuable STR data, and made smart, data-informed updates to their ordinance.

SITUATION | COMPLIANCE AND COMMUNICATIONS

As STRs grew in popularity, the Summit County jurisdiction approved regulations and licenses and the county began using software to enforce its STR ordinance, which led to the use of Granicus solutions in 2020. Later – to improve communications with STR owners and property management companies – the department began using Granicus’ marketing and communications software. This unique software pairing allowed Summit County to launch a communications strategy that serves as an aid to help local STR hosts become more compliant by virtue of sheer awareness.

SOLUTION | REMINDERS AND REGULATIONS

By creating several relevant topics and subscriber lists, the two-person STR team has been able to quickly send targeted messaging to interested groups, which has alleviated unwanted outreach. The purpose of the communications is to help the STR community understand the regulations, which they hope will be reflected in compliance down the line.

RESULTS | EDUCATION AND ENFORCEMENT

Granicus software helped the county collect \$1.6M in total payments in just one year. Their 24/7 STR hotline helped the team peacefully resolve more than 400 complaints in 365 days. And the median open rate for the county’s STR emails is 78%, well above the average rate for government communications.

Above all, the software has helped Summit County better manage STRs, assess their effect on the community, and communicate with involved parties to make them an asset instead of a hindrance.

MUST HAVE SOLUTION

govDelivery

Host Compliance

“ The public wants to be compliant. They want to do the right thing. You can’t just have something on your website or in the paper and hope that people follow up. It’s important to communicate with the public – especially as a government agency – and govDelivery helps us do that.

Brandi Timm
 Short-Term Rental Program
 Coordinator

Alabama Mountain Lakes Tourist Association | Granicus | Success Story



Alabama Mountain Lakes Tourist Association

Creating Positive Tax Revenue from Rentals in North Alabama



OVERVIEW

When the Alabama Mountain Lakes Tourist Association saw hotel development stalling, they discovered the hidden growth of short-term rentals across 16 counties. By working with Granicus to drive tax compliance, they were able to increase statewide revenue collection by eight percent.

SITUATION | MANUAL AND MONOTONOUS

Spanning 16 counties in the North Alabama region, the Alabama Mountain Lakes Tourist Association provides support and awareness to a wide area of popular destinations. The issue of short-term rentals (STRs) was making an impact on the area's economy. While Alabama Mountain Lakes Tourist Association President Tami Reist stated she's a fan of short-term rentals, even using them herself, the revenue shortfall from residents operating STRs left her feeling that operators were taking a one-sided advantage of the organization that helped attract visitors.

SOLUTION | AUTOMATED AND ACCESSIBLE

After meeting with the State Tourism Director to review the data, the decision was made to move forward with a new host compliance program. With the state's support, Reist had Granicus work to identify homes that were not properly paying lodging tax as STRs and send, per Reist's count, over 2,500 notification letters through Granicus' Host Compliance Tax Collection and Letters modules. These letters connected STR operators to a website where they could be properly educated about their tax responsibilities, as well as settling any outstanding taxes.

RESULTS | PAPERLESS AND PRACTICAL

In just two months, Reist found a 21% increase in revenues billed out through the Granicus Host Compliance system. After launching the letter campaign in January and February 2022, over 40 properties had logged into the system to address revenue collection issues by March. Since then, the system has gained 500 community users and, driven by the 16 counties in Reist's area alone, statewide STR revenue collection in Alabama increased by 8%.

MUST HAVE SOLUTION

Host Compliance

Using Granicus, we can identify this data and send it out (via the Granicus letters module) to short-term rental property owners to let them know about the state law for lodging tax to be paid. We found out a lot of people didn't know about the law."

Tami Reist

President, Alabama Mountain Lakes Tourist Association

The Short-Term Rental Market is Exploding

15x

The # of short-term rental listings since 2011.

27

Global markets have seen home rentals outperform hotels in the last year.

100s

Of different platforms make it nearly impossible to manually track STR property listings.

239%

Increase in STR related party complaints in the last year.

Nashville, Tennessee

\$2.8M

More Taxes Collected within the first year.

>90%

Permits Held by STRs within the city.

10x

ROI Increase in taxes pays for HC 10x over.

Missoula, MT

2x

Short-term rental growth in seven years.

90%

Identification rate on 543 properties in last calendar year.

Staff

Research time reduced by half.

500+

Engaged visitors to short-term rental project page.

Alabama Mountain Lakes Tourist Association

21%

Increase in tax revenue to AMLTA in 4 months.

8%

Increase for state overall from only 16 counties.

2,500

Letters mailed to North Alabama STRs.

500+

Community users across 16 counties.

"USING GRANICUS, WE CAN IDENTIFY THIS DATA AND SEND IT OUT (VIA THE GRANICUS LETTERS MODULE) TO SHORT-TERM RENTAL PROPERTY OWNERS TO LET THEM KNOW ABOUT THE STATE LAW FOR LODGING TAX TO BE PAID. WE FOUND OUT A LOT OF PEOPLE DIDN'T KNOW ABOUT THE LAW."

Tami Reist, President, Alabama Mountain

References

Yates County, NY

Contact	Jessica Mullins
Email	jmullins1@yatescounty.org
Phone	(315) 536-5192

Steamboat Springs, CO

Contact	Rebecca Bessey
Email	rbessey@steamboatsprings.net
Phone	(970) 871-8202

Nashville, TN

Contact	Bonell McBroom
Email	bonell.mcbroomiii@nashville.gov
Phone	(615) 862-7416

Pricing

Subscription/Annual Recurring

Address Identification	\$12,618.00
24/7 Hotline	\$5,047.00
Total	\$17,665.20

One-Time Fees

Address Identification – Setup and Configuration	\$0.00
Address Identification – Online Training	\$0.00
24/7 Hotline – Setup and Configuration	\$0.00
24/7 Hotline – Online Training	\$0.00
Total	\$0.00

Currency: USD

Payment Terms: Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)

Project Implementation

The sales and contracting process is only the first step in the lifecycle of a Granicus customer. As soon as we partner with your organization, our Professional Services team takes over as your primary point of contact. The mission of professional services team is to drive long-term customer satisfaction through repeatable solution delivery.

Granicus Service Difference

The Granicus Professional Services team consists of over 70 people distributed across our core offices. The team is primarily composed of implementation specialists and consultants that handle small to mid-level projects. Additionally, we have a broad team of project managers that handle projects that are more complex or incorporate multiple Granicus solutions or product families.

Our Professional Services team also includes a cross-section of technical experts with expertise in specific service areas. Some of these additional offerings include data migrations, UX analysis, graphic and web design, development, and API configuration.

Project Management Approach

The project implementation process is typically the first extended contact a customer has with the Granicus team, so we are focused on providing the best customer experience from the start. Our goal is to deliver a fit-for-purpose solution that meets the client's requirements and creates a customer for life or strengthens the relationship with an existing customer.

Our implementation teams strive to provide the appropriate level of support throughout the project lifecycle, from kickoff through training, go-live and continuing support. In general, we staff our teams based on project complexity and strive to keep our project teams as small as possible.

The Granicus Project Management methodology is designed to be consistent and repeatable, with one of our experienced Project Managers or Implementation Specialists/Consultants guiding the client team through every step of the process.

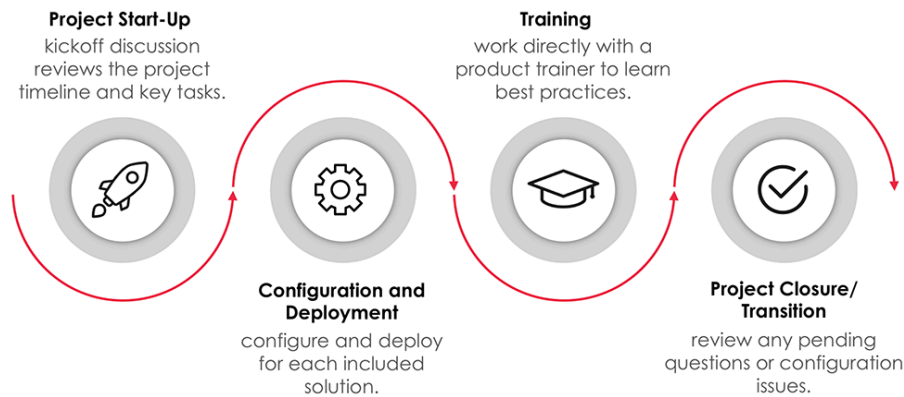
Each Granicus solution has specific elements that need to be addressed during the delivery process but generally our projects all proceed through a similar set of completion milestones: Project kickoff & planning, discovery & requirements gathering,

Collectively, we have over 450 years' experience delivering software solutions across a wide variety of industries and verticals. Our teams of implementers and technology specialists have deep expertise with one of our core product families and cross-train over time on other solutions as they gain experience.

Clients will always have a single point of contact within the Professional Services team for questions or concerns during the deployment process. In our experience, this focused attention leads to better outcomes for the client and a more cohesive project management experience.

configuration and deployment, user acceptance testing & training, and project closure/transition to our customer success team.

Once all relevant issues are resolved and the client team confirms acceptance, the project will be formally transitioned out of the professional services team and handed over to our customer support and customer success teams.



Project Transition

When a project enters the Project Closure phase, the Granicus project lead will introduce the client team to the Customer Support and Customer Success teams. These teams ultimately become the primary points of contact for all customer interaction once a solution has been fully configured and deployed. The Customer Support and Success teams act as the client's internal advocates for the remainder of their lifecycle with the company.

Project Training

Granicus will conduct training for Client-identified staff that will cover the essential concepts and standard navigation of the solution and tasks related to your short-term rental compliance monitoring processes. Client will utilize a train-the-trainer approach for end user training. Scheduling of all training sessions shall be coordinated with and approved by Client. Granicus will authorize Client to videotape training sessions for internal use and to reproduce any the training materials such as training guides, screenshots, in part or whole, for its own purposes.

Self-Service, Ongoing Training, and Supporting Documentation

Our online knowledge base containing user guides, FAQs, training videos and other self-help information is available online at support.granicus.com. This also includes the ability to directly submit suggested modifications or new feature requests to our

Granicus development teams. Ongoing live support, training videos, product updates and supplemental online courses are all provided as a part of your ongoing subscription. However, beyond the Customer Success Consultants annual success call you can acquire additional onsite training or support if desired as a billable professional service.

Our Team

Key Project Personnel

The Granicus resources assigned to this project will be knowledgeable in the Granicus modules included in the solution as well as in the City's business processes and requirements. These resources shall be fully capable of performing assigned duties, fulfilling project commitments, and communicating with City team members effectively. The following roles may be part of your implementation project:

- Project Manager (Granicus PM): This is the primary person responsible for the implementation of and adherence to project plans.
- Designer: The Designer is responsible for customizations and modifications of Granicus products that relate to web design.
- Solution Validation Engineer: This team member is responsible for reviewing the City's technical compatibility with new or existing Granicus solutions. They will confirm the solution will work in the City's environment and ensure the City will maximize the intended and desired benefits from the solution.
- Product Trainer: The Trainer delivers instructor-led online or in-person training.

Customer Support

The Granicus Customer Support Team is focused on a single common mission: provide our clients with high quality, responsive support across all our product families. We are a diverse team of dedicated professionals driven by the mission and call to public service who strive to be on the cutting edge of technology and innovation.

Philosophy and Team Credentials

Teachers, public servants, musicians...this is just a sampling of the kinds of folks who embody the Granicus support organization. Despite our diverse backgrounds - we are all focused on one mission: to provide highly responsive world-class support to our local, state, and federal clients.

We employ a large and distributed team of support representatives, senior representatives and team leads across the U.S. and the U.K. with our primary locations in Denver, Colorado and St. Paul, MN. In addition to our standard product training, all of

our GovMeetings representatives undergo an intensive training process that includes an introduction to Robert's Rules of Order, the local legislative process, key state, and local considerations (e.g., The Brown Act, Section 508 Compliance etc.) and technology-specific training.

We also employ a host of tools and systems that enable our team to better support our customers, including skill-based call routing, a centralized ticketing system, a robust knowledge base, remote support, and desktop tools, and 24/7 monitoring of our cloud-based infrastructure.

Contacting our Support Organization

Regular Support Hours (Phone, Email, Chat):
Monday-Friday, 8AM EST – 10PM EST

Extended Live Meeting and Video Streaming Support (Phone, Email):
Monday-Friday 9PM EST - Midnight

Emergency Support is available 24/7

Phone:

(800) 314-0147 (US)

+44 (0) 800 032 7764 (Europe)

Email: support@granicus.com

Granicus Support Portal - [Support.Granicus.com](https://support.granicus.com)

The Granicus support portal is your 24/7 resource for user guides, knowledge base articles and training videos for all of our product offerings. Additionally, our users can sign up for weekly webinars/how-to sessions led by our support and services team. Users can also initiate a chat session with a live support agent during our standard business hours.

Granicus System Status

Granicus customers can opt-in to receive email and or SMS text alerts to our online status page (status.granicus.com) that provides real-time information around product releases, service disruptions and outages for all of our products. Granicus support and engineering provides for 24/7 response and monitoring of all cloud-based systems and software.

Support Service Levels and Priority Levels

Granicus is dedicated to providing the highest levels of support to our customers. To ensure that each support case is handled efficiently, we commit to the below service levels.

PRIORITY 1: EMERGENCY

Initial response: Within at least one hour

Severe application problem that causes productivity to cease for a large number of staff or complete loss of service to either website or intranet (application-related site outage).

Examples:

- Web server is running but application is non-functional
- SQL-server errors not related to hardware

PRIORITY 2: HIGH

Initial response: Within at least four business hours

Application or service is degraded but is available. A work-around is possible or a brief loss of service is acceptable. Impacts only a small group or causes work to cease for an individual staff member.

Example:

Granicus site is operational but search, calendar or other modular functionality is impaired

PRIORITY 3: MEDIUM

Initial response: Within at least one business day

Moderate business impact; issues have affected productivity. A work-around may exist or the problem is for a non-business-critical task.

Examples:

- File attachments won't upload
- Text is not rendering correctly

PRIORITY 4: LOW

Initial response: Within at least three business days

Limited business impact. Requests can be scheduled.

Examples:

- Programmatic change to back-end or front-end to improve efficiency
- Distribution of all patches and upgrade

Security Overview

No other short-term rental compliance monitoring software provider invests as heavily in infrastructure as Granicus, whether that investment is in our datacenters or in the platform engineers who ensure that they operate flawlessly. Granicus views NIST 800-53 as the gold standard for application and infrastructure security.

Granicus understands the impact of disruption and takes the necessary steps, in our infrastructure design and scale, to ensure the availability of your applications when you need them. Data in those applications is encrypted at rest and in transit using FIPS 140-2 validated encryption methods. The remainder of the suite is hosted in Amazon Web Services and all backups (from every application) are replicated to AWS datacenters.

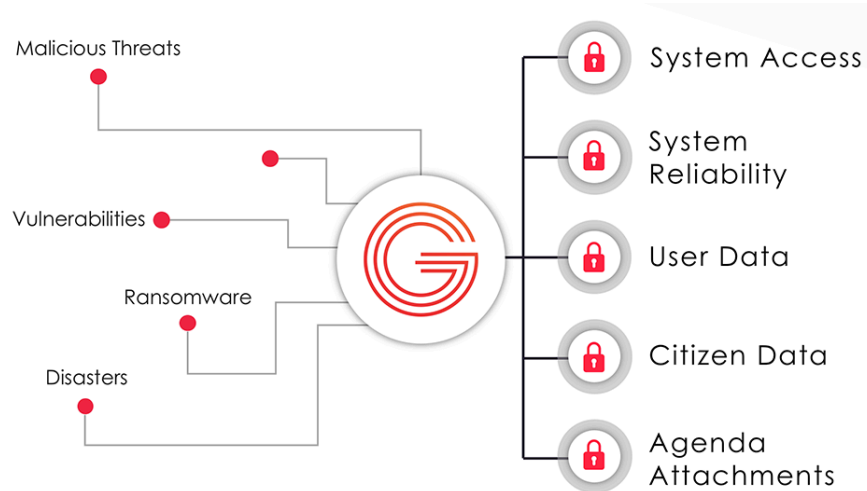


Figure 22: Security posture overview

Security Overview

We have leveraged best-practice principles from our roots in Silicon Valley in building the Host Compliance software, technology infrastructure, and data science architecture. Our core solutions are built in-house (given the lack of existing robust solutions incorporating geo-spatial data and the ability to run complex algorithms) and all data pertinent to our services are delivered through an integrated web interface that incorporates multiple modules (e.g., address identification, compliance monitoring, online permitting, tax collection, rental activity and tax compliance monitoring, hotline, reports, and dashboards) updated in real time. As the Host Compliance solution is a cloud-based solution on a virtualized server, it will be accessible to the relevant City personnel through a secure password-protected web application. Data and reports can be pulled by City staff “on demand” through our platform, without the need for advanced hardware – only a secure and consistent connection to a modern Internet browser (e.g., Explorer 11+, Edge, Chrome, Firefox, and Safari) to access online software at a designated URL. As for PC requirements, if the City’s PCs operate on one of the

above-mentioned operating systems, you will be able to use the Host Compliance platform.

Data Center Security

For database management system, server hardware architecture, and related services, we are using Amazon, which is the industry's leading provider of such services and is well-known for its scalability and security. Host Compliance is 100% cloud-based which for the City means that there are no web hosting requirements as our databases are hosted on Amazon Web Services.

With regard to security, as described above, Host Compliance hosts our applications and your data with Amazon Web Services (AWS) which provides a highly reliable, scalable, low-cost infrastructure platform in the cloud that powers hundreds of thousands of organizations in 190 countries including government institutions such as the U.S. Department of State, the U.S. Department of Energy, the Center for Disease Control, the State of Washington, and Multnomah County, OR. AWS is a secure, durable technology platform with industry-recognized certifications and audits: PCI DSS Level 1, ISO 27001, FISMA Moderate, FedRAMP, HIPAA, and SOC 1 (formerly referred to as SAS 70 and/or SSAE 16) and SOC 2 audit reports. All the data centers we use have multiple layers of operational and physical security to ensure the integrity and safety of our data.

All data is backed up using daily and weekly images. Parent/child replication also ensures that database backups are hot-swappable. Backups and replications are not transported off site but are stored in different Amazon data centers from the Host Compliance application to ensure that they can be recovered in case of loss at the primary data center. To identify and manage threats, Host Compliance's team constantly monitors notifications from various sources and alerts from internal systems.

Robust Security Layers

We follow industry-standard practices under the guidance of our experienced Information Security Officer and our Privacy Officer. For example:

- None of our servers are publicly accessible. Host Compliance engineers must proxy all their traffic through our secure jump box to reduce potential attack vectors from would be hackers.
- We have a strict two-factor authentication policy for all third-party logins (such as through Google), if available.
- Public access to AWS s3 is restricted for website assets.
- All data (s3 + database storage) is encrypted at rest and is only made available, on an as-needed basis, to employees and contractors of Host Compliance via a secure Host Compliance login unique to the individual, each of whom are all working under agreements that contain strict confidentiality clauses.

- Employees are required to encrypt their hard drives, and User access profiles are managed centrally through LastPass and our HR/ contractor onboarding and offboarding processes.
- We document and inventory our hardware (e.g., employee laptops and monitors), software, and online applications.
- We retain logs of all database interactions (limited to Host Compliance employees and contractors) that stores stored data for 3 days. We retain all application logs for 15 days.

Virtually all of the information we store is publicly available information (e.g., platform listings, publicly available government records). Credit card and bank account information is not persisted anywhere on our system and is instead passed directly to our third-party payment processor, Stripe, Inc. Stripe, Inc. is a vendor certified to PCI Service Provider Level 1 (the most stringent level of certification available in the payments industry) that processes payments for more than 100,000 other companies and organizations including Amazon, Target, and UNICEF. For the limited personal information, we retain (primarily for our Permitting/Registration and Tax Collection customers), the information is stored in highly secure Amazon S3 buckets that are protected by appropriate security mechanisms that have been reviewed and approved by various customers' cybersecurity teams, including Los Angeles and Seattle.

Granicus Proposal for Saugatuck, MI

ORDER DETAILS

Prepared By: Mike Bozich
Phone:
Email: mike.bozich@granicus.com
Order #: Q-330829
Prepared On: 04 Mar 2024
Expires On: 30 Apr 2024

ORDER TERMS

Currency: USD
Payment Terms: Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)
Period of Performance: This Agreement shall become effective on the date it is awarded and will continue for 12 months. Client will have the option to renew this Agreement for 2 period(s) of 1 year each.
The term of the Agreement will commence on the date this document is signed and will continue for 36 months.

PRICING SUMMARY

The pricing and terms within this Proposal are specific to the products and volumes contained within this Proposal.

One-Time Fees			
Solution	Billing Frequency	Quantity/Unit	One-Time Fee
Address Identification - Setup and Configuration	Up Front	1 Each	\$0.00
Address Identification - Online Training	Up Front	1 Each	\$0.00
24/7 Hotline - Setup and Configuration	Up Front	1 Each	\$0.00
24/7 Hotline - Online Training	Up Front	1 Each	\$0.00
SUBTOTAL:			\$0.00

New Subscription Fees					
Solution	Period of Performance	Billing Frequency	Quantity/Unit	Annual Fee	Prorated Fee
Address Identification	30 Apr 2024 - 30 Jun 2024	Annual	1 Each	\$12,618.00	\$2,137.57
24/7 Hotline	30 Apr 2024 - 30 Jun 2024	Annual	1 Each	\$5,047.21	\$855.03
SUBTOTAL:				\$17,665.21	\$2,992.60

FUTURE YEAR PRICING

Solution(s)	Period of Performance	
	Year 2	Year 3
Address Identification	\$13,248.90	\$13,911.35
24/7 Hotline	\$5,299.57	\$5,564.55
SUBTOTAL:	\$18,548.47	\$19,475.90

PRODUCT DESCRIPTIONS

Solution	Description
Address Identification	Ongoing monitoring of 60+ Short Term Rental websites including major platforms Airbnb, VRBO, HomeAway, Booking.com, FlipKey, & Expedia. Our machine learning will deduplicate all known Listings into unique Rental Units, where our identification team will provide owner contact information for further enforcement. This product includes:- Ongoing monitoring of all listings in your jurisdiction <ul style="list-style-type: none"> - Updating listing activity and details every 3-5 days - Screenshot activity of every listing - Deduplication of listings into unique Rental Units - Activity dashboard and map to monitor trends and breakdown of compliance
24/7 Hotline	24/7 web and phone hotline for your community to report short term rental complaints such as parking, trash, noise disturbances, and illegal short term rentals. This product include:- Mobile-enabled online web form for citizens to submit tips or complaints (text, videos, and photos) <ul style="list-style-type: none"> - 24/7 call center for citizens to contact and report complaints verbally - Recordings for all call center complaints - Email notifications to your team when complaints are logged - Automatic outbound IVR calls and SMS messages to permit emergency contacts notifying them of the complaint - SMS support for emergency contacts to mark a complaint as acknowledged or resolved with the ability to send resolution notes - Hotline Dashboard for tracking complaint volumes, trends, and categories - Ability to upload Notes/Comments to each complaint
Address Identification - Setup and Configuration	Setup and configuration of the platform to facilitate the systematic identification of the addresses and owner's contact information for short-term rentals located in a specific local government's jurisdiction. <p><i>Note: The implementation timeline for Client is dependent on Granicus' receipt of all data from Client required to complete the services, including assessor data and registration files, in the format agreed upon by the parties prior to project kick-off. Any fees associated with the collection or receipt of required data will be borne by Client.</i></p>
Address Identification - Online Training	Virtual training session with a Granicus professional services trainer.
24/7 Hotline - Setup and Configuration	Setup and configuration of the online platform to enable neighbors to report, prove and get instant resolution to non-emergency short-term rental related problems.

Solution	Description
24/7 Hotline - Online Training	Virtual training session with a Granicus professional services trainer.

TERMS & CONDITIONS

- This quote, and all products and services delivered hereunder are governed by the terms located at <https://granicus.com/legal/licensing>, including any product-specific terms included therein (the "License Agreement"). If your organization and Granicus has entered into a separate agreement or is utilizing a contract vehicle for this transaction, the terms of the License Agreement are incorporated into such separate agreement or contract vehicle by reference, with any directly conflicting terms and conditions being resolved in favor of the separate agreement or contract vehicle to the extent applicable.
- If submitting a Purchase Order, please include the following language: The pricing, terms and conditions of quote Q-330829 dated 04 Mar 2024 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of Saugatuck, MI to provide applicable exemption certificate(s).
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.

BILLING INFORMATION

Billing Contact:		Purchase Order Required?	[] - No [] - Yes
Billing Address:		PO Number: <i>If PO required</i>	
Billing Email:		Billing Phone:	

If submitting a Purchase Order, please include the following language:

The pricing, terms, and conditions of quote Q-330829 dated 04 Mar 2024 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.

AGREEMENT AND ACCEPTANCE

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

Saugatuck, MI	
Signature:	
Name:	
Title:	
Date:	



City Council Agenda Item Report

FROM: Ryan Cummins – Director of Planning and Zoning

MEETING DATE: March 11, 2024

SUBJECT: Agreement for Legal Services with Burnett & Kastran

DESCRIPTION:

For several years, Burnett & Kastran P.C. has provided the City with legal representation for criminal ordinance and Michigan Uniform Traffic Code violations. This representation dates back to the Saugatuck-Douglas Police Department.

While the City now contracts with the Sheriff’s Office for police services and the Allegan County Prosecutor’s Office handles most representation, there are certain circumstances where representation is still needed for traffic violations and expungement requests for historical cases.

Captain Ensfield is supportive of the representation continuing.

LEGAL REVIEW:

The City Attorney reviewed the agreement and has no concerns with this agreement continuing for the services noted.

SAMPLE MOTION:

Motion to approve the agreement for legal services with Burnett & Kastran, P.C.

BURNETT & KASTRAN P.C.

JAMES E. BURNETT
CHRISTOPHER E. BURNETT

OF COUNSEL
STEPHEN A. KASTRAN

313 HUBBARD ST.
ALLEGAN, MI 49010
TELEPHONE: 269 673-8407
TOLL FREE: 866 361-2537
FAX: 269 673-2764
OFFICE@LAW-BK.COM
WWW.LAW-BK.COM

February 28, 2024

EMAIL: rcummins@saugatuckcity.com

City of Saugatuck
Attn: Ryan Cummins
P.O. Box 86
Saugatuck, MI 49453

Dear Mr. Cummins:

Pursuant to your email of February 27, 2024 at 4:56 p.m., attached please find copies of Agreement for Legal Services involving the law firm of Burnett & Kastran, P.C., and the City of Saugatuck and a separate Agreement for the City of Douglas.

As indicated, the proposed Agreements for legal services will continue the law firm's compensation rate of \$120.00 per hour which has been the rate since 2018 and has not been increased over the years.

We appreciate the opportunity to continue providing legal services to both the City of Saugatuck and the City of Douglas in this regard.

If you have any questions, please do not hesitate to contact this office.

Sincerely,

BURNETT & KASTRAN, P.C.

James E. Burnett

JEB:js
Attachments

AGREEMENT FOR LEGAL SERVICES

This Agreement is made on the _____ day of _____, 2024, between BURNETT & KASTRAN, P.C. ("Law Firm") and the CITY OF SAUGATUCK ("Client").

Client retains Burnett & Kastran, P.C. to perform all necessary legal related services in connection with the enforcement of criminal ordinance violations and Michigan Uniform Traffic Code violations.

The Law Firm's compensation will be charged at the rate of \$120.00 per hour, billed in minimum .1-hour increments.

Monthly billings will reflect the time and costs expended.

Law Firm will submit to client generally on a monthly basis, periodic statements of legal services rendered setting forth the chargeable time allocated to Client's matter and costs pended.

Client may discharge Law Firm at any time on presentation of written notice, however, the discharge will not effect Client's obligation to pay for all services provided and all costs incurred on Client's behalf. This obligation to pay specifically includes any services provide or costs incurred by Law Firm as of the discharge date.

Law Firm may withdraw from representation of Client at any time on presentation of written notice, however, the discharge will not effect Client's obligation to pay for all services provided and all costs incurred on Client's behalf. This obligation to pay specifically includes any services provided or costs incurred by Law Firm as of the withdrawal date.

Law Firm will represent client's interests to the best of Law Firm's ability, and Client will cooperate fully with Law Firm in resolving matters that are the subject of this Agreement. Client will inform Law Firm of any changes in circumstances effecting matters of the subject of this Agreement. Because the resolution of legal matters are significantly effected by circumstances beyond Law Firm's control, Law Firm cannot guaranty any results.

It is understood that in the vent Law Firm is substituted for other law firm or legal representative, the Client shall bear the expense of having the entire file(s) copied.

Dated: _____, 2024

CITY OF SAUGATUCK

By: _____

Its: _____

Dated: _____, 2024

BURNETT & KASTRAN, P.C.

By: _____
James E. Burnett (Law Firm)



City Council Agenda Item Report

FROM: Ryan Cummins – Director of Planning and Zoning

MEETING DATE: March 11, 2024

SUBJECT: Resolution Approving the Michigan Natural Resources Trust Fund Development Project Agreement for the Blue Star Non-Motorized Trail

DESCRIPTION:

In March 2022 the City Council passed the attached resolution authorizing the submission of a Michigan Natural Resources Trust Fund Grant application for the Blue Star Non-Motorized Trail. The application was for a \$300,000 grant, with a match of \$830,600. The match funds were identified as follows:

- City Funds - \$50,000
- MDOT-Tap Grant - \$687,900
- Contributions from Friends of the Blue Star Trail - \$92,700

The City was successful with its grant application. The attached resolution will approve the grant agreement with the Michigan Department of Natural Resources.

LEGAL REVIEW:

The agreement and resolution were sent to the City Attorney for review. The City Attorney will be present at your meeting for any questions.

SAMPLE MOTION:

Motion to approve Resolution No. 240311-B, approving the Michigan Natural Resources Trust Fund Development Project Agreement for the Blue Star Non-Motorized Trail.

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

RESOLUTION NO. 240311-B

**A RESOLUTION APPROVING THE MICHIGAN NATURAL RESOURCES TRUST
FUND DEVELOPMENT PROJECT AGREEMENT FOR THE BLUE STAR NON-
MOTORIZED TRAIL**

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

RECITALS

WHEREAS, the City Council previously approved Resolution No. 220314-A, authorizing the submission of a Michigan Natural Resources Trust Fund Grant Application for the Blue Star Non-Motorized Trail; and

WHEREAS, the City was successful in its grant application and awarded a grant of \$300,000 with a match amount of \$830,600; and

NOW, THEREFORE, BE IT RESOLVED, that the City of Saugatuck, Michigan, does hereby accept the terms of the Agreement as received from the Michigan Department of Natural Resources, and that the City of Saugatuck does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate all funds necessary to complete the project during the project period and to provide, via MDOT-TAP, contributions, and local funds, Eight Hundred and Thirty Thousand Six Hundred dollars (\$830,600.00) dollars to match the grant authorized by the DEPARTMENT.
2. To maintain satisfactory financial accounts, documents, and records to make them available to the DEPARTMENT for auditing at reasonable times.
3. To construct the project and provide such funds, services, and materials as may be necessary to satisfy the terms of said Agreement.
4. To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.
5. To comply with any and all terms of said Agreement including all terms not specifically set forth in the foregoing portions of this Resolution.

YEAS: Council Members: _____

NAYS: Council Members: _____

ABSTAIN: Council Members: _____

ABSENT: Council Members: _____

ADOPTED this ____ day of _____, 2024

CITY OF SAUGATUCK

BY: _____
Lauren Stanton, Mayor

BY: _____
Jamie Wolters, City Clerk

CERTIFICATION

I, Jamie Wolters, the duly appointed clerk of the City of Saugatuck do hereby certify that the above is a true and correct copy of the Resolution relative to the Agreement with the Michigan Department of Natural Resources which Resolution was adopted by the City Council at a regular meeting held _____, 2024.

Signed: _____
Jamie Wolters, City Clerk



Michigan Natural Resources Trust Fund
Development Project Agreement

This information is required by authority of Part 5 of Act 451, P.A. 1994 as amended, to receive funds.

This Agreement is between City of Saugatuck in the county of Allegan County, hereinafter referred to as the "GRANTEE," and the MICHIGAN DEPARTMENT OF NATURAL RESOURCES, an agency of the State of Michigan, hereinafter referred to as the "DEPARTMENT."

The purpose of this Agreement is to provide funding in exchange for completion of the project named below. This Agreement is subject to the terms and conditions specified herein.

Project Title: Blue Star Trail - Washington St. to Maple St. Project #: TF22-0053

Grant Amount: \$300,000.00 27% PROJECT TOTAL: \$1,130,600.00

Match Amount: \$830,600.00 73%

Start Date: Date of Execution by DEPARTMENT End Date: 08/31/2025

As a precondition to the effectiveness of the Agreement, the GRANTEE is required to sign the Agreement and return it to the DEPARTMENT with the required attachments by 10/06/2023 or the Agreement may be cancelled by the DEPARTMENT. This Agreement is not effective until the GRANTEE has signed it, returned it, and the DEPARTMENT has signed it.

The individuals signing below certify by their signatures that they are authorized to sign this Agreement on behalf of their agencies, and that the parties will fulfill the terms of this Agreement, including any attached appendices, as set forth herein.

GRANTEE

SIGNED

By [Print Name]: Ryan Heise

Title: City Manager

Organization: City of Saugatuck

784834897 DUNS Number

CV0048414 001 SIGMA Vendor Number SIGMA Address ID

MICHIGAN DEPARTMENT OF NATURAL RESOURCES

SIGNED

By:

Grants Section Manager

Date of Execution by DEPARTMENT

1. This Agreement shall be administered on behalf of the DEPARTMENT by the Grants Management Section within the Finance and Operations Division. All notices, reports, documents, requests, actions or other communications required between the DEPARTMENT and the GRANTEE shall be submitted through the department's online grant management system, MiGrants, which is accessed through www.michigan.gov/dnr-grants, unless otherwise instructed by the DEPARTMENT. Primary points of contact pertaining to this agreement shall be:

GRANTEE CONTACT

Jared Secor, Project Manager

Name/Title

C2AE

Organization

50 Louis St. NW, Suite 200

Address

Grand Rapids, MI 49503

Address

616-902-9822

Telephone Number

jared.secor@c2ae.com

E-mail Address

DEPARTMENT CONTACT

MNRTF Grant Program Manager

Name/Title

Grants Management/DNR Finance & Operations

Organization

525 W. Allegan Street, Lansing, MI 48933

Address

P.O. Box 30425, Lansing, MI 48909

Address

517-284-7268

Telephone Number

DNR-Grants@michigan.gov

E-mail Address

2. The legal description of the project area, boundary map of the project area, and the development grant application bearing the number **TF22-0053** uploaded to MiGrants are by this reference made part of this Agreement. The Agreement together with the referenced documents in MiGrants constitute the entire Agreement between the parties and may be modified only in writing and executed in the same manner as the Agreement is executed.
3. The time period allowed for project completion is from **08/07/2023** through **08/31/2025**, hereinafter referred to as the "project period." Requests by the GRANTEE to extend the project period shall be submitted in MiGrants before the expiration of the project period. Extensions to the project period are at the discretion of the DEPARTMENT and may only be extended by an amendment to this Agreement.
4. The words "project area" shall mean the land and area described in the uploaded legal description and shown on the uploaded boundary map.
5. The words "project facilities" shall mean the following individual components, as further described in the application.

Boardwalk
Trail 8' wide or more

6. The DEPARTMENT will:
 - a. grant to the GRANTEE a sum of money equal to **Twenty-Seven percent (27%) of One Million One Hundred and Thirty Thousand Six Hundred dollars (\$1,130,600.00)**, which is the total eligible cost of construction of the project facilities including engineering costs, but in any event not to exceed **Three Hundred Thousand dollars (\$300,000.00)**.
 - b. grant these funds in the form of reimbursements to the GRANTEE for eligible costs and expenses incurred as follows:
 - i. Payments will be made on a reimbursement basis at **Twenty-Seven percent (27%)** of the eligible

- expenses incurred by the GRANTEE up to 90% of the maximum reimbursement allowable under the grant.
- ii. Reimbursement will be made only upon DEPARTMENT review and approval of a complete reimbursement request submitted by the GRANTEE through the MiGrants website, including but not limited to copies of invoices, cancelled checks, EFTs, list of volunteer and/or force account time and attendance records.
- iii. The DEPARTMENT shall conduct an audit of the project's financial records upon approval of the final reimbursement request by DEPARTMENT staff. The DEPARTMENT may issue an audit report with no deductions or may find some costs ineligible for reimbursement.
- iv. The final 10% of the grant amount will be released upon completion of a satisfactory audit by the DEPARTMENT and documentation that the GRANTEE has erected an MNRTF sign in compliance with Section 7(j) of this Agreement.

7. The GRANTEE will:

- a. immediately make available all funds needed to incur all necessary costs required to complete the project and to provide **Eight Hundred and Thirty Thousand Six Hundred dollars (\$830,600.00)** in local match. This sum represents **Seventy-Three percent (73%)** of the total eligible cost of construction including engineering costs. Any cost overruns incurred to complete the project facilities called for by this Agreement shall be the sole responsibility of the GRANTEE.
- b. with the exception of engineering costs as provided for in Section 8, incur no costs toward completion of the project facilities before execution of this Agreement and before DEPARTMENT approval of plans, specifications and bid documents.
- c. complete construction of the project facilities to the satisfaction of the DEPARTMENT and to comply with the development project procedures set forth by the DEPARTMENT in completion of the project, including but not limited to the following:
 - i. Retain the services of a professional architect, landscape architect, or engineer, registered in the State of Michigan to serve as the GRANTEE'S Prime Professional. The Prime Professional shall prepare the plans, specifications and bid documents for the project and oversee project construction.
 - ii. **Within 180 days** following execution of this Agreement by the GRANTEE and the DEPARTMENT and before soliciting bids or quotes or incurring costs other than costs associated with the development of plans, specifications, or bid documents, provide the DEPARTMENT with plans, specifications, and bid documents for the project facilities, sealed by the GRANTEE'S Prime Professional.
 - iii. Upon DEPARTMENT approval of plans, specifications and bid documents, openly advertise and seek written bids for contracts for purchases or services with a value equal to or greater than \$50,000 and accept the lowest qualified bid as determined by the GRANTEE'S Prime Professional.
 - iv. Upon DEPARTMENT approval of plans, specifications and bid documents, solicit three (3) written quotes for contracts for purchases or services between \$5,000 and \$50,000 and accept the lowest qualified bid as determined by the GRANTEE'S Prime Professional.
 - v. Maintain detailed written records of the contracting processes used and submit these records to the DEPARTMENT upon request.
 - vi. Complete construction to all applicable local, state and federal codes, as amended; including but not limited to the federal Americans with Disabilities Act (ADA) of 2010, as amended; the Persons with Disabilities Civil Rights Act, Act 220 of 1976, as amended; the Playground Equipment Safety Act, P.A. 16 of 1997, as amended; the Utilization of Public Facilities by Physically Limited Act, P.A. 1 of 1966, as amended; the Elliott-Larsen Civil Rights Act, Act 453 of 1976, as amended; and the 2013 Access Board's Final Guidelines for Outdoor Developed Areas.
 - vii. Bury all new utilities within the project area.
 - viii. Correct any deficiencies discovered at the final inspection within 90 days of written notification by the DEPARTMENT. These corrections shall be made at the GRANTEE'S expense and are eligible for reimbursement at the discretion of the DEPARTMENT and only to the degree that the GRANTEE'S prior expenditures made toward completion of the project are less than the grant amount allowed under this Agreement.
- d. operate the project facilities for a minimum of their useful life as determined by the DEPARTMENT, to regulate the use thereof to the satisfaction of the DEPARTMENT, and to appropriate such monies and/or provide such services as shall be necessary to provide such adequate maintenance.
- e. provide to the DEPARTMENT for approval, a complete tariff schedule containing all charges to be assessed against the public utilizing the project area and/or any of the facilities constructed thereon, and to provide to the

DEPARTMENT for approval, all amendments thereto before the effective date of such amendments. Preferential membership or annual permit systems are prohibited on grant-assisted sites, except to the extent that differences in admission and other fees may be instituted on the basis of residence. Nonresident fees shall not exceed twice that charged residents. If no resident fees are charged, nonresident fees may not exceed the rate charged residents at other comparable state and local public recreation facilities.

- f. adopt such ordinances and/or resolutions necessary to effectuate the provisions of this Agreement; certified copies of all such ordinances and/or resolutions adopted for such purposes shall be forwarded to the DEPARTMENT before the effective date thereof.
 - g. separately account for any revenues received from the project area which exceed the demonstrated operating costs and to reserve such surplus revenues for the future maintenance and/or expansion of the GRANTEE'S park and outdoor recreation program.
 - h. furnish the DEPARTMENT, upon request, detailed statements covering the annual operation of the project area and/or project facilities, including income and expenses and such other information the DEPARTMENT might reasonably require.
 - i. maintain the premises in such condition as to comply with all federal, state, and local laws which may be applicable, and to make any and all payments required for all taxes, fees, or assessments legally imposed against the project area.
 - j. erect and maintain a sign on the property which designates this project as one having been constructed with the assistance of the MNRTF. The size, color and design of this sign shall be in accordance with DEPARTMENT specifications.
 - k. conduct a dedication/ribbon-cutting ceremony as soon as possible after the project is completed and the MNRTF sign is erected within the project area. At least 30 days prior to the dedication/ribbon-cutting ceremony, the DEPARTMENT must be notified in writing of the date, time, and location of the dedication/ribbon-cutting ceremony. GRANTEE shall provide notice of ceremony in the local media. Use of the grant program logo and a brief description of the program are strongly encouraged in public recreation brochures produced by the GRANTEE. At the discretion of the DEPARTMENT, the requirement to conduct a dedication/ribbon-cutting ceremony may be waived.
8. Only eligible costs and expenses incurred toward completion of the project facilities after execution of the Project Agreement shall be considered for reimbursement under the terms of this Agreement. Eligible engineering costs incurred toward completion of the project facilities beginning **January 1, 2023** and throughout the project period are also eligible for reimbursement. Any costs and expenses incurred after the project period shall be the sole responsibility of the GRANTEE.
9. To be eligible for reimbursement, the GRANTEE shall comply with DEPARTMENT requirements. At a minimum, the GRANTEE shall:
- a. Submit a progress report every 180 days during the project period.
 - b. Submit complete requests for partial reimbursement when the GRANTEE is eligible to request at least 25 percent of the grant amount and construction contracts have been executed or construction by force account labor has begun.
 - c. Submit a complete request for final reimbursement **within 90 days of project completion and no later than 11/30/2025**. If the GRANTEE fails to submit a complete final request for reimbursement by **11/30/2025**, the DEPARTMENT may audit the project costs and expenses and make final payment based on documentation on file as of that date or may terminate this Agreement and require full repayment of grant funds by the GRANTEE.
10. During the project period, the GRANTEE shall obtain prior written authorization from the DEPARTMENT before adding, deleting or making a significant change to any of the project facilities as proposed. Approval of changes is solely at the discretion of the DEPARTMENT. Furthermore, following project completion, the GRANTEE shall obtain prior written authorization from the DEPARTMENT before implementing a change that significantly alters the project facilities as constructed and/or the project area, including but not limited to discontinuing use of a project facility or making a significant change in the recreational use of the project area. Changes approved by the DEPARTMENT pursuant to this Section may also require prior approval of the BOARD, as determined by the DEPARTMENT.
11. All project facilities constructed or purchased by the GRANTEE under this Agreement shall be placed and used at the project area and solely for the purposes specified in the application and this Agreement.
12. The project area and all facilities provided thereon, as well as the land and water access ways to them, shall be open to the general public at all times on equal and reasonable terms. No individual shall be denied ingress or egress thereto or the use thereof because of sex, race, color, religion, national origin, residence, age, height, weight, familial status, marital status, or disability.

13. Unless an exemption has been authorized by the DEPARTMENT pursuant to this Section, the GRANTEE hereby represents that it possesses fee simple title, free of all liens and encumbrances, to the project area. The fee simple title shall not be subject to: 1) any possibility of reversion or right of entry for condition broken or any other executory limitation which may result in defeasance of title or 2) to any reservation or prior conveyance of coal, oil, gas, sand, gravel or other mineral interests. For any portion of the project area that the GRANTEE does not possess in fee simple title, the GRANTEE hereby represents that it has:
- a. Received an exemption from the DEPARTMENT before the execution of this Agreement, and
 - b. Received prior approval from the DEPARTMENT of a lease and/or easement for any portion of the property not held in fee simple title as indicated in written correspondence from the DEPARTMENT dated _____, and
 - c. Supplied the DEPARTMENT with an executed copy of the approved lease or easement, and
 - d. Confirmed through appropriate legal review that the terms of the lease or easement are consistent with GRANTEE'S obligations under this Agreement and will not hinder the GRANTEE'S ability to comply with all requirements of this Agreement. In no case shall the lease or easement tenure be less than 20 years from the date of execution of this Agreement.
14. The GRANTEE shall not allow any encumbrance, lien, security interest, mortgage or any evidence of indebtedness to attach to or be perfected against the project area or project facilities included in this Agreement.
15. None of the project area, nor any of the project facilities constructed under this Agreement, shall be wholly or partially conveyed in perpetuity, either in fee, easement or otherwise, or leased for a term of years or for any other period, nor shall there be any whole or partial transfer of the lease title, ownership, or right of maintenance or control by the GRANTEE except with the written approval and consent of the DEPARTMENT. The GRANTEE shall regulate the use of the project area to the satisfaction of the DEPARTMENT.
16. The assistance provided to the GRANTEE as a result of this Agreement is intended to have a lasting effect on the supply of outdoor recreation, scenic beauty sites, and recreation facilities beyond the financial contribution alone and permanently commits the project area to Michigan's outdoor recreation estate, therefore:
- a. The GRANTEE agrees that lands in the project area are being acquired with MNRTF assistance and shall be maintained in public outdoor recreation use in perpetuity. No portion of the project area shall be converted to other than public outdoor recreation use without the approval of the DEPARTMENT. The DEPARTMENT shall approve such conversion only upon such conditions as it deems necessary to assure the substitution by GRANTEE of other outdoor recreation properties of equal or greater market value and of reasonably equivalent usefulness and location. Such substituted land shall become part of the project area and will be subject to all the provisions of this Agreement.
 - b. Approval of a conversion shall be at the sole discretion of the DEPARTMENT.
 - c. Before completion of the project, the GRANTEE and the DEPARTMENT may mutually agree to alter the project area through an amendment to this Agreement to provide the most satisfactory public outdoor recreation area.
17. Should title to the lands in the project area or any portion thereof be acquired from the GRANTEE by any other entity through exercise of the power of eminent domain, the GRANTEE agrees that the proceeds awarded to the GRANTEE shall be used to replace the lands and project facilities affected with outdoor recreation lands and project facilities of equal or greater market value, and of equal or greater usefulness and location. The DEPARTMENT and BOARD shall approve such replacement only upon such conditions as it deems necessary to assure the replacement by GRANTEE of other outdoor recreation properties and project facilities of equal or greater market value and of equal or greater usefulness and location. Such replacement land shall be subject to all the provisions of this Agreement.
18. The GRANTEE acknowledges that:
- a. The GRANTEE has examined the project area and has found the property safe for public use or actions will be taken by the GRANTEE before beginning the project to assure safe use of the property by the public, and
 - b. The GRANTEE is solely responsible for development, operation, and maintenance of the project area and project facilities, and that responsibility for actions taken to develop, operate, or maintain the property is solely that of the GRANTEE, and
 - c. The DEPARTMENT'S involvement in the premises is limited solely to the making of a grant to assist the GRANTEE

in developing the project site.

19. The GRANTEE assures the DEPARTMENT that the proposed State-assisted action will not have a negative effect on the environment and, therefore, an Environmental Impact Statement is not required.
20. The GRANTEE hereby acknowledges that this Agreement does not require the State of Michigan to issue any permit required by law to construct the outdoor recreational project that is the subject of this Agreement. Such permits include, but are not limited to, permits to fill or otherwise occupy a floodplain, and permits required under Parts 301 and 303 of the Natural Resources and Environmental Protection Act, Act 451 of the Public Acts of 1994, as amended. It is the sole responsibility of the GRANTEE to determine what permits are required for the project, secure the needed permits and remain in compliance with such permits.
21. Before the DEPARTMENT will approve plans, specifications, or bid documents; or give approval to the GRANTEE to advertise, seek quotes, or incur costs for this project, the GRANTEE must provide documentation to the DEPARTMENT that indicates either:
 - a. It is reasonable for the GRANTEE to conclude, based on the advice of an environmental consultant, as appropriate, that no portion of the project area is a facility as defined in Part 201 of the Michigan Natural Resources and Environmental Protection Act, Act 451 of the Public Acts of 1994, as amended;
 - or
 - b. If any portion of the project area is a facility, documentation that Department of Environment, Great Lakes and Energy-approved response actions have been or will be taken to make the site safe for its intended use within the project period, and that implementation and long-term maintenance of response actions will not hinder public outdoor recreation use and/or the resource protection values of the project area.
22. If the DEPARTMENT determines that, based on contamination, the project area will not be made safe for the planned recreation use within the project period, or another date established by the DEPARTMENT in writing, or if the DEPARTMENT determines that the presence of contamination will reduce the overall usefulness of the property for public recreation and resource protection, the grant may be cancelled by the DEPARTMENT with no reimbursement made to the GRANTEE.
23. The GRANTEE shall acquire and maintain insurance which will protect the GRANTEE from claims which may arise out of or result from the GRANTEE'S operations under this Agreement, whether performed by the GRANTEE, a subcontractor or anyone directly or indirectly employed by the GRANTEE, or anyone for whose acts may hold them liable. Such insurance shall be with companies authorized to do business in the State of Michigan in such amounts and against such risks as are ordinarily carried by similar entities, including but not limited to public liability insurance, worker's compensation insurance or a program of self-insurance complying with the requirements of Michigan law. The GRANTEE shall provide evidence of such insurance to the DEPARTMENT at its request.
24. Nothing in this Agreement shall be construed to impose any obligation upon the DEPARTMENT to operate, maintain or provide funding for the operation and/or maintenance of any recreational facilities in the project area.
25. The GRANTEE hereby represents that it will defend any suit brought against either party which involves title, ownership, or any other rights, whether specific or general rights, including appurtenant riparian rights, to and in the project area of any lands connected with or affected by this project.
26. The GRANTEE is responsible for the use and occupancy of the premises, the project area and the facilities thereon. The GRANTEE is responsible for the safety of all individuals who are invitees or licensees of the premises. The GRANTEE will defend all claims resulting from the use and occupancy of the premises, the project area and the facilities thereon. The DEPARTMENT is not responsible for the use and occupancy of the premises, the project area and the facilities thereon.
27. Failure by the GRANTEE to comply with any of the provisions of this Agreement shall constitute a material breach of this Agreement.
28. Upon breach of the Agreement by the GRANTEE, the DEPARTMENT, in addition to any other remedy provided by law, may:
 - a. Terminate this Agreement; and/or
 - b. Withhold and/or cancel future payments to the GRANTEE on any or all current recreation grant projects until the violation is resolved to the satisfaction of the DEPARTMENT; and/or

- c. Withhold action on all pending and future grant applications submitted by the GRANTEE under the Michigan Natural Resources Trust Fund, Land and Water Conservation Fund and Recreation Passport Grant Program ; and/or
 - d. Require repayment of grant funds already paid to GRANTEE; and/or
 - e. Require specific performance of the Agreement.
29. This Agreement may be canceled by the DEPARTMENT, upon 30 days written notice, due to Executive Order, budgetary reduction, other lack of funding, upon request by the GRANTEE, or upon mutual agreement by the DEPARTMENT and GRANTEE. The DEPARTMENT may honor requests for just and equitable compensation to the GRANTEE for all satisfactory and eligible work completed under this Agreement up until 30 days after written notice, upon which time all outstanding reports and documents are due to the DEPARTMENT and the DEPARTMENT will no longer be liable to pay the GRANTEE for any further charges to the grant.
 30. The GRANTEE agrees that the benefit to be derived by the State of Michigan from the full compliance by the GRANTEE with the terms of this Agreement is the preservation, protection and net increase in the quality of public outdoor recreation facilities and resources which are available to the people of the State and of the United States and such benefit exceeds to an immeasurable and unascertainable extent the amount of money furnished by the State of Michigan by way of assistance under the terms of this Agreement. The GRANTEE agrees that after final reimbursement has been made to the GRANTEE, repayment by the GRANTEE of grant funds received would be inadequate compensation to the State for any breach of this Agreement. The GRANTEE further agrees therefore, that the appropriate remedy in the event of a breach by the GRANTEE of this Agreement after final reimbursement has been made shall be the specific performance of this Agreement .
 31. The GRANTEE shall return all grant money if the project area or project facilities are not constructed, operated or used in accordance with this Agreement.
 32. The GRANTEE agrees not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of religion, race, color, national origin, age, sex, sexual orientation, height, weight, marital status, partisan considerations, or a disability or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position. The GRANTEE further agrees that any subcontract shall contain non-discrimination provisions which are not less stringent than this provision and binding upon any and all subcontractors. A breach of this covenant shall be regarded as a material breach of this Agreement.
 33. The DEPARTMENT shall terminate this Agreement and recover grant funds paid if the GRANTEE or any subcontractor , manufacturer, or supplier of the GRANTEE appears in the register compiled by the Michigan Department of Licensing and Regulatory Affairs pursuant to Public Act No. 278 of 1980.
 34. The GRANTEE may not assign or transfer any interest in this Agreement without prior written authorization of the DEPARTMENT.
 35. The rights of the DEPARTMENT under this Agreement shall continue in perpetuity.

If this Agreement is approved by Resolution, a true copy must be attached to this Agreement. A sample Resolution is on the next page.

**CITY COUNCIL
CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN**

RESOLUTION NO. 220314-A

**A RESOLUTION APPROVING THE SUBMISSION OF THE MNRTF GRANT
APPLICATION FOR THE BLUE STAR NON-MOTORIZED TRAIL**

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

WHEREAS, City of Saugatuck supports the submission of an application titled “City of Saugatuck Blue Star Trail Development” to the Michigan Natural Resources Trust Fund for development of .5 miles of non-motorized trail between Washington Street and Maple Street on the west side of the Blue Star Highway in the City of Saugatuck, Allegan County; and,

WHEREAS, the proposed application is supported by the City’s 5-Year Approved Parks and Recreation Plan; and,

WHEREAS, City of Saugatuck is hereby making a financial commitment to the project in the amount of \$50,000 matching funds, in cash and/or force account; and,

WHEREAS, if the grant is awarded the applicant commits its local match and donated amounts from the following sources:

MDOT-TAP:	\$ 687,900
Contributions:	\$ 92,700 (via the Friends of the Blue Star Trail)
TOTAL:	\$ 780,600

NOW THEREFORE, BE IT RESOLVED that City of Saugatuck hereby authorizes submission of a Michigan Natural Resources Trust Fund Grant Application for \$300,000, and further resolves to make available a local match through financial commitment and donations of \$830,600 (73%) of a total project cost of \$1,130,600 during the 2023-2024 fiscal year.

YEAS: Dean, Gardner, Leo, Lewis, Stanton & Trester

NAYS:

ABSTAIN:

ABSENT: Bekken

ADOPTED this 14th day of March, 2022

CERTIFICATION:

I, Jamie Wolters, the duly appointed City Clerk of the City of Saugatuck do hereby certify the foregoing as a true and complete copy of a resolution adopted by the Saugatuck City Council at a regular meeting held on March 14, 2022 in compliance with the Open Meetings Act, 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

Dated: 3-21-22



City Council Agenda Item Report

FROM: Ryan Cummins – Director of Planning and Zoning

MEETING DATE: March 11, 2024

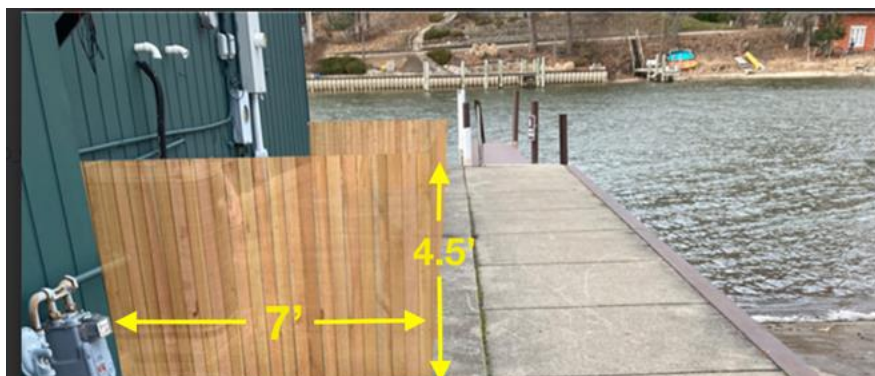
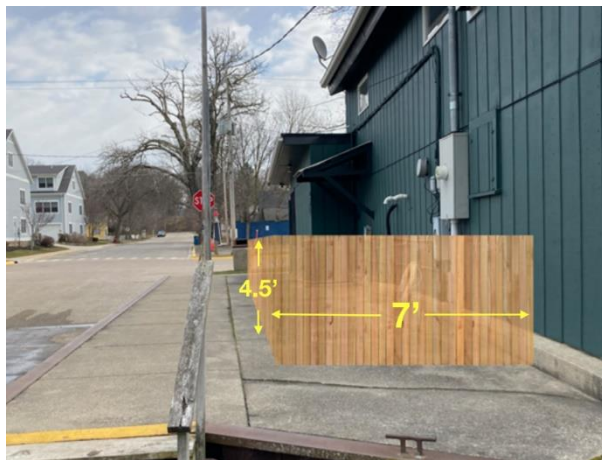
SUBJECT: 650 Water Street – Preliminary Feedback on Proposed Encroachment

DESCRIPTION:

Alec and Lindsay Payleitner continue to work on plans for a new restaurant at 650 Water Street. The kitchen will require new ventilation equipment.

Both ventilation options would encroach into the City right of way along the north side of the building. Both will also require variances from the Zoning Board of Appeals and approval by the Historic District Commission.

The Payleitner's originally proposed the following ground ventilation equipment that would have required screening and several variances.

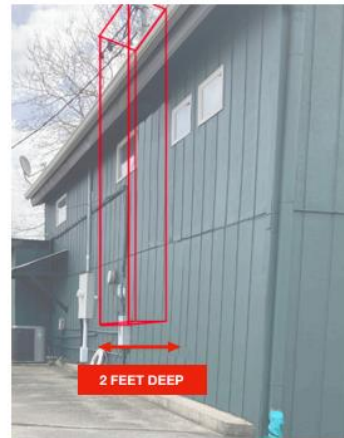
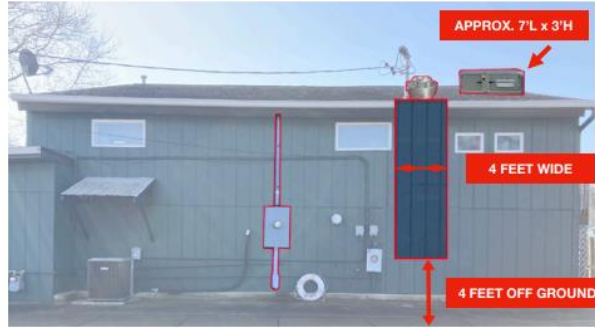


The Peyleitner's have since developed a new proposed plan that would require less variances and extend significantly less into the right of way. As it relates to future right of way encroachment approval, they are seeking preliminary Council feedback on the following option. Please note, the feedback is preliminary, is not binding on the ZBA or Historic District Commission, and won't be considered a decision until a formal right of way encroachment license is approved.

CURRENT PHOTO



PROPOSED HOOD 'CHIMNEY'



LEGAL REVIEW:

The City Attorney is aware of the case and will be at the meeting to answer any questions.

SAMPLE MOTION:

N/A – Preliminary feedback only.



City Council Agenda Item Report

FROM: Jamie Wolters
MEETING DATE: March 11th 2024
SUBJECT: Right of Way Signage Request

DESCRIPTION:

Ann Hayes has applied for a right of way signage to be displayed on the Saugatuck Pallete sign from April 17 through May 1 for the celebration of retirement for Phyllis Yff scheduled on May 1 at the SCA.

The City Council may approve a banner as an exception, as listed in section 150.30(H). The conditions for approval of the exception are as follows:

1. The sign does not create a traffic vision obstruction;
2. The sign does not create a pedestrian traffic obstruction;
3. The sign is compatible with the surroundings and is not uniquely out of character for the community;
4. The sign does not create a situation which could be detrimental to health safety, or welfare; and,
5. The banner shall be displayed for no more than three 14-day periods between January 1 and December 31 of any year.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Move to approve/deny the right of way sign application from Ann Hayes for the dates on April 17 through May 1 for the celebration of retirement for Phyllis Yff.



Right of Way Sign Application

APPLICANTS INFORMATION **APPLICATION NUMBER** _____ - _____

Name ANN HAYES Address / PO Box 6913 126TH FENNVILLE 49408
City FENNVILLE State MI Zip 49408 Phone 314 753 2203
E-Mail annhayes.11@gmail.com
Signature Ann E. Hayes Date 3-1-24

SIGN DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Type: Number of Yard Signs _____ Number of Banners 1

Dates to be displayed April 17 - May 1

Further Comments: A COMMUNITY CELEBRATION FOR PHYLLIS YFF AND THE INTERURBAN IS PLANNED FOR MAY 1ST AT THE SCA. THIS EVENT WILL BE FREE AND OPEN TO EVERYONE. THE BANNER WILL SAY "PHYLLIS YFF INTERURBAN CELEBRATION MAY 1ST" AND WE ARE ASKING THAT IT BE DISPLAYED AT THE ENTRANCE TO SAUGATUCK UNDER THE PALETTE SIGN. EVENT COMMITMENT HAS BEEN MADE.

PLEASE INCLUDE THE FOLLOWING INFORMATION

Pursuant to Section 150.30, please attach the following supporting documents when applying for sign approval

Y N NA

- Dimensions and type of each proposed sign
- Map showing the location of each sign
- Explanation of how each sign will be attached and secured

Pursuant to Section 150.30(H), please to the following questions:

- Will the signs create a traffic vision obstruction?
- Will the signs create a pedestrian traffic obstruction?
- Are the signs compatible with the surroundings and is not uniquely out of character for the community? and
- Do the signs create a situation which could be detrimental to health, safety, or welfare?

Phyllis Yff Interurban Celebration Banner Request April 17-May 1

Banner will be 4' x 12'

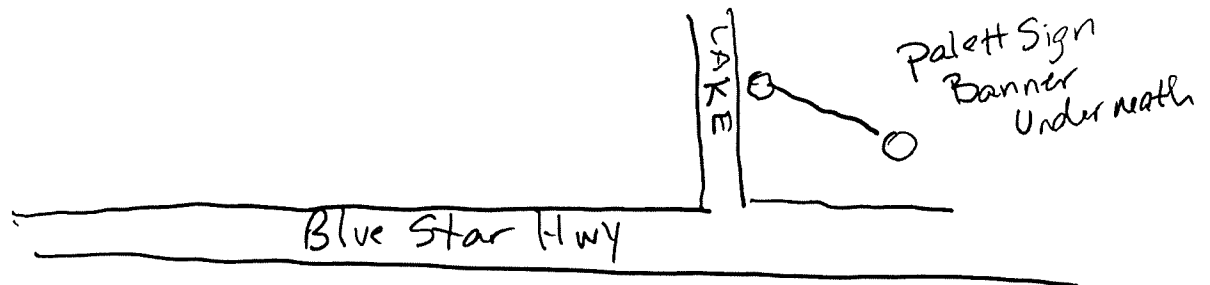
Secured by rope

Under the Palette sign at the entrance to Saugatuck

Stating "Phyllis Yff Interurban Celebration May 1st"

"A community sponsored event"

(Some slight wording may be added such as location/tune)



Jamie Wolters

From: no-reply@weebly.com
Sent: Tuesday, February 27, 2024 6:12 PM
To: Jamie Wolters
Subject: New Form Entry: Website Contact Us Form

Follow Up Flag: Follow up
Flag Status: Flagged

You've just received a new submission to your [Website Contact Us Form](#).
[Mark as Spam](#)

Submitted Information:

Name

Ally Rogers

Address

N/A
Holland, MI 49423

Comment

To Whom It May Concern:

As a business owner for the past 16 years here in Downtown Saugatuck I have lots of interaction with guest that use the short term rentals all year around. We do not have a huge hotel industry here so guest visiting the area use the Short term rental as a great way to come and visit our town and enjoy the beauty of Saugatuck. If we don't give these guest options to stay they will be staying in other lake shore communities Holland, South Haven, and Grand Haven. We are 100% a tourist town so why are we taking away the opportunity for tourist to come and enjoy our

beautiful community.

We need tourist to come into town and shop at our stores and eat at our restaurants and drink at our bars in order to keep growing and improving this area. The world is changing and we can't stop changing and we need to keep reinventing ourselves to fit with the times. Property values need to keep going – we need to keep improving.

Why are we not listening to the STR Committee? I don't understand why we are doing this right before season – do we want to be the town known for “There is no where to spend the night” or don't buy property in Saugatuck? Why was there no economic study done on this –

The word moratorium is a very scary word for business to hear – especially my business feeding all the tourist that come into town. South Havens STR Economic report stated that #1 businesses, especially restaurants are the most dependent on STR –

Who is benefitting for a moratorium is the question?

I would really like a Economic study done and I don't think anything should be voted on until that end of this season –

Thank you – Christine Murphy
Owner Wicks Park Bar & Grille / The Cottage

To add my own commentary as a granddaughter to a short term rental hostess that recently lost her business due to park townships banning of short term rentals I am more than upset. Income changes lives and now my grandmother who is retired has to find ways to make ends meet. Think of who it effects negatively rather than personal bias or gain. Thank you for your time and I hope you listen to the small business owners that make Saugatuck what it is ❤️ -Ally Rogers

Jamie Wolters

From: no-reply@weebly.com
Sent: Wednesday, February 28, 2024 10:25 AM
To: Jamie Wolters
Subject: New Form Entry: Website Communication for Council

Follow Up Flag: Follow up
Flag Status: Flagged

You've just received a new submission to your [Website Communication for Council](#).
[Mark as Spam](#)

Submitted Information:

Name

Angela Carrion

Are you a resident of the City of Saugatuck?

Yes

Please share your comments

I have lived on Butler Street for 14 years and counting. I have put 3 children through SPS since elementary school and given back to the community in numerous ways during this time from 7 years service as DES PTA President, Vice-President and member at large to participating in the Chili Cook off and the Douglas Halloween Parade. I have run for school board and city council, I have and continue to work and dine in its restaurants and shop in its stores and galleries. I support its

breweries, and wineries, and I hike and bike the trails. My 3 children, my husband and I are voters in Saugatuck. We own a home and pay taxes. I have been surrounded by renters this entire time which, for my family has been a wonderful experience. There are kids "running around" and families and couples and yes sometimes a bachelorette party and 99% of the experience has been life enriching. How wonderful and blessed a life we have here to be able to share, yes SHARE this town with others. I thought that this ethos was baked in to the DNA of this little town. Not so. I sensed a shift after losing the film festival. Events like the Venetian Festival most conspicuously, the boat parade started dying. Little by little the arts and culture slipping, Restaurants and businesses not sticking around, and now, a palpable elitist attitude that if you rent your house you don't have enough money to live here and you should get out! Ouch! That comment at the town hall has been echoed in every meeting since which makes me feel that 2/3 of City Council, zoning, planning, etc. most likely share that sentiment. YUK! That is not why I moved here, not the welcoming inclusive culture that I encountered when I moved here in 2009. I plan to rent my house. I plan to build the generational wealth for my family that a powerful few have enjoyed for generations, but with a notable exception. I will continue to SHARE my good fortune with others instead of demanding it all for my self and my family. I will not espouse the attitude that the shops and restaurants "don't have anything I need." I not WE. That about sums it up. A selfish and short sighted attitude which hurts people.

Saugatuck has one industry and we have all chosen to live here. If the majority of folks want to lean into our culture of inclusion and hospitality we can do so with rules which do not cause harm to folks who are trying to build their dream by hard work and team spirit rather than by greed and exclusivity. We do not get to choose our neighbors, or rewrite Saugatuck's history for a few powerful and wealthy who wish to keep this town sleepy, unchanging and to solely their own benefit.

As a taxpayer, I funded a short term task force independent report whose findings are being contradicted by the zoning boards recommendation to City Council to impose a 6 month moratorium on new short term certificates along with possible caps, a lottery etc. All of this and more without an economic impact study or a vote. Wrong answer. I am opposed to all further action until we have this data in place. That is DEMOCRACY.

Angela Carrion 727 Butler Street

Jamie Wolters

From: christine@wickspark.com
Sent: Tuesday, February 27, 2024 2:50 PM
To: Jamie Wolters
Cc: Ryan Cummins
Subject: Letter for STR meeting Thursday

Follow Up Flag: Follow up
Flag Status: Flagged

To Whom It May Concern:

As a business owner for the past 16 years here in Downtown Saugatuck I have lots of interaction with guest that use the short term rentals all year around. We do not have a huge hotel industry here so guest visiting the area use the Short term rental as a great way to come and visit our town and enjoy the beauty of Saugatuck. If we don't give these guest options to stay they will be staying in other lake shore communities Holland, South Haven, and Grand Haven. We are 100% a tourist town so why are we taking away the opportunity for tourist to come and enjoy our beautiful community.

We need tourist to come into town and shop at our stores and eat at our restaurants and drink at our bars in order to keep growing and improving this area. The world is changing and we can't stop changing and reinventing ourselves to fit with the times. Property values need to keep going – we need to keep improving.

Why are we not listening to the STR Committee? I don't understand why we are doing this right before season – do we want to be the town known for “There is now where to spend the night” or don't buy property in Saugatuck? Why was there no economic study done on this –

The word moratorium is a very scary word for business to hear – especially my business feeding all the tourist that come into town. South Havens STR Economic report stated that #1 businesses, especially restaurants are the most dependent on STR –

Who is benefitting for a moratorium is the question?

I would really like a Economic study done and I don't think anything should be voted on until that end of this season –

Horrible timing –

Thank you – Christine Murphy
Owner Wicks Park Bar & Grille / The Cottage

Jamie Wolters

From: Lauren Stanton
Sent: Saturday, February 24, 2024 11:11 AM
To: Jamie Wolters
Subject: Fw: Moratorium and STR caps for town or per neighborhood.

Follow Up Flag: Follow up
Flag Status: Flagged

From: Clement Beaudoin <clement.a.beaudoin@gmail.com>
Sent: Saturday, February 24, 2024 11:00 AM
To: Lauren Stanton <lstanton@saugatuckcity.com>
Subject: Fwd: Moratorium and STR caps for town or per neighborhood.

----- Forwarded message -----

From: **Clement Beaudoin** <clement.a.beaudoin@gmail.com>
Date: Sat, Feb 24, 2024 at 10:58 AM
Subject: Moratorium and STR caps for town or per neighborhood.
To: <sdean@saugatuckcity.com>, Clement Beaudoin <clement.a.beaudoin@gmail.com>, <russ@saugatuckcity.com>, <holly@saugatuckcity.com>, <logan@saugatuckcity.com>, <lauren@saugatuckcity.com>, <helen@saugatuckcity.com>, <gregory@saugatuckcity.com>

Hello,

I would like to speak out against the proposed STR moratorium and caps.

I am not a city of Saugatuck resident, however my husband and I have been active members and home owners in this community for 21 years and currently have properties in the township of Saugatuck and Fennville. We are currently considering buying a property in the city of Saugatuck but will not do so if you move forward with rash and ill thought out proposals. We think moving forward with them will adversely affect not only the city of Saugatuck, but all the adjoining areas as well. I personally have several clients in the market for real estate who would go elsewhere if these were enacted. I would like to make a few points:

1. As a Realtor in the community you will directly affect mine and so many others means of living. It almost appears that at least some members of council have not done their research as to how these rash decisions have affected other communities across the country. Please do your research - on average communities have seen a decrease of homes purchased and a decrease of home values of roughly 30%. This affects EVERYONE who lives here. Employment will be down, property tax revenues for the city will be down, some businesses will not survive and EVERYONE's standard of living will be reduced. The only people who profit from this care only about themselves and no one else.

2. You asked for and you got more powers of enforcement. Why are we not giving those powers a chance to take effect and see if they make a difference? You commissioned a task force at great expense but still are not completely taking

their recommendations. So that was an expensive show to placate those against the moratorium and caps? There are many more good and responsible STR owners than there are those who need enforcement. Please don't punish all for the shortcomings of the few.

3. Other communities who have enforced similar restrictions have faced huge legal challenges and in many cases the restrictions have been overturned. Doesn't Saugatuck already face enough legal challenges? So now you're going to add another while simultaneously killing your tax base?

4. Your timing seems suspect. You mention a six month moratorium and then caps - starting a six month moratorium at the beginning of the rental season really amounts to a full year moratorium as it would end when the season winds down.

5. The Saugatuck/Douglas/Fennville area has always been a community of tourists and second home owners. That is what has kept the community vibrant. Many of those tourists and second home owners become full time residents at some time or other and many buy houses that they are staying in part time until they can retire to be here full time. That is how my husband and I became full time residents here. I am sure many people on the council started off that way, as others have businesses that will directly be impacted by these decisions.

I implore you to reconsider moving ahead with these restrictions - even at least until you've had time to evaluate your new powers. Otherwise you'll have to live with being on the council that killed Saugatuck's economy and people's livelihoods.

Clement Beaudoin

--

Clement Beaudoin
Realtor |
269-416-0726 | clement.a.beaudoin@gmail.com
62 Center St., Douglas, MI 49406
CENTURY 21
Affiliated

Each office is independently owned and operated.

--

Clement Beaudoin
Realtor |
269-416-0726 | clement.a.beaudoin@gmail.com
62 Center St., Douglas, MI 49406
CENTURY 21
Affiliated

Each office is independently owned and operated.

Jamie Wolters

From: Ryan Cummins
Sent: Thursday, February 29, 2024 12:02 PM
To: Jamie Wolters
Subject: FW: Short Term Rentals

Follow Up Flag: Follow up
Flag Status: Flagged

From: Craig Baldwin <craigbaldwin312@gmail.com>
Sent: Thursday, February 29, 2024 11:33 AM
To: Holly Anderson <Holly@saugatuckcity.com>; Helen Baldwin <Helen@saugatuckcity.com>; Russ Gardner <Russ@saugatuckcity.com>; Lauren Stanton <lstanton@saugatuckcity.com>; Logan White <Logan@saugatuckcity.com>; Scott Dean <sdean@saugatuckcity.com>; Gregory Muncey <Gregory@saugatuckcity.com>; Ryan Cummins <rcummins@saugatuckcity.com>
Subject: Short Term Rentals

To City Council:

Three days ago I started circulating a petition on Change.org asking for signatures from those who want reasonable caps on short term rentals in our residential areas. With only word of mouth and limited outreach I have already obtained signatures from over 80 of our neighbors, the majority of which are Saugatuck voters. Over 20 other supporters signed the petition and many have obvious ties to our community. The list continues to grow. I hope that the voices of these people, who come to you with a respectful request for a reasonable approach to this issue, are given the consideration we deserve. Please do not let our voices be drowned out by the harassment, bullying and intimidation you are receiving from the handful of investors who believe their profit motive is more important than the quality of life in our neighborhoods. Thank you.

The current list of petition signers follows:

Saugatuck Neighbors

1. Andy Kurrasch 904 Allegan
2. Teresa Zervas 765 Allegan
3. Zachary Zervas 765 Allegan
4. Gary Kott 247 Butler
5. Jonathan Schreur 247 Butler
6. Julie Holley 650 Campbell
7. Matt Holley 650 Campbell
8. Ron Collins 137 East
9. Jeff Mengel 314 Elizabeth
10. Laura Godfrey 550 Francis
11. Joe Clark 419 Francis
12. Janet Clark 419 Francis
13. Linda Waterfield 419 Francis

14. Nicholas Barna 414 Francis
15. Dawn Stafford 414 Francis
16. Jay Johnson 212 Grand
17. Bryan Hoffman 345 Grand
18. John Fox 433 Grand
19. Gayle Maraval 428 Grand
20. Philippe Maraval 428 Grand
21. Marguerite Clark-Zamalo 520 Grand
22. Kelly Roche 316 Hoffman
23. Doug Rodewald 316 Hoffman
24. Stephen Friedman 559 Hoffman
25. Kristyn Boyce 891 Holland
26. Phil Miller 966 Holland
27. Stephen Keye 106 Houtkamp
28. Jim Hundreiser 938 Lake #3
29. Jacqui Spicer 983 Lake #9
30. Kathryn Nicolai 983 Lake #9
31. Marv Lewis 983 Lake #7
32. Lind Dewindt 336 Lucy
33. Annette Berard 333 Lucy
34. Maureen Hayes 333 Lucy
35. Susan Inman 344 Lucy
36. Keith Charak 560 Main
37. Susan Mcilwaine 560 Main
38. Bobbie Gaunt 341 Main
39. Barbara Muller 436 Main
40. Craig Baldwin 787 Manchester
41. Helen Baldwin 787 Manchester
42. Judy Thiel 772 Manchester
43. Chad Thiel 772 Manchester
44. Lisa Morgan 756 Manchester
45. David Campbell 756 Manchester
46. Dan Gaughan 776 Manchester
47. Ed Kaczmarek 776 Manchester
48. Elizabeth Huffman 306 Mary
49. Cory Stoppel 579 Mason
50. Thomas Slater 838 Mason
51. Glenna Dejong 708 Mason
52. Ruth Johnson 399 Park
53. Bob Cull 434 Park
54. Loyda Cull 434 Park
55. Anne Broeker 508 Park
56. Jane Underwood 130 Perryman
57. Sandy Gelman 313 St. Joseph
58. Max Dean 544 St. Joseph
59. Mary Lou Graham 624 Shorewood
60. Victor Bella 799 Simonson
61. Cathy Brockington 989 Singapore

62. Jim Bouck 638 Spear
63. Peter Hanson 441 Spear
64. Martha Hanson 441 Spear
65. Angela Knauss 530 Spear
66. Mark Kimble 550 Spear
67. Nancy Kimble 550 Spear
68. James Devries 440 Spear
69. John Trapp 434 Spear
70. Barri Rosenbluth 434 Spear
71. Robert Kubasiak 818 State
72. Peg Sanford 160 Takken
73. Donna Carillo 142 Takken
74. James Lindsey 430 Vine
75. Maddie Lindsey 430 Vine
76. Hollis Lindsey 430 Vine
77. Gary Medler 461 Vine
78. Ken Altman 415 Vine
79. Rhonda White 547 Water
80. Marilyn Migliore 321 Water
81. Dennis Tamburo 568 Weirich
82. Chris Raphael 569 Weirich
83. Eileen Raphael 569 Weirich
84. Holly Anderson 567 Weirich
85. John Thomas 141 West

Adjacent neighbors:

1. Jacqueline Carey 6544 Bradley
2. Julie Abel 6544 Bradley
3. Patty Hanson 655 Campbell
4. Norm Hanson 655 Campbell
5. John Williams 3464 Riverside Dr.

Other Supporters:

Auston Marineau
Laura Schippa
Ella Vogel
Craig Stanson
Christy Freese
Garnet Lewis
Vicky Cobb
Lisa Okeefe
Marilyn Schmidt
Lynn McClure
Keira Jackson
Kris Dimitriou
Alana Preziosi
Charlie Piffer
Jennifer Tammi

Jill Angelichio
Marijo Yared
Craig Stanson
Ella Vogel
Flip Mulliner
Vjosa Bytyqi
Ivette Nazario
Pamela Runk
Virginia Watson
James Golden
Lola Schiefelbein
Erika Rikhiram
Philomena Haas

Jamie Wolters

From: no-reply@weebly.com
Sent: Wednesday, February 28, 2024 12:38 PM
To: Jamie Wolters
Subject: New Form Entry: Website Communication for Council

Follow Up Flag: Follow up
Flag Status: Flagged

You've just received a new submission to your [Website Communication for Council](#).
[Mark as Spam](#)

Submitted Information:

Name

Daniel Pannozzo

Are you a resident of the City of Saugatuck?

Yes

Please share your comments

To be, or not to be... a resort town. That is the question we're dealing with right now. And there is no wrong answer. But, make no mistake about it, either we continue to grow, and by grow, attract more people (demand) and provide more places for those people to stay (more STRs) and more opportunity for those people to spend more money (supply), or we stop growing. And if we stop growing, we shrink. Why shrink and not maintain the status quo? Because the current status quo is not

sustainable over the long haul.

We currently have more supply than demand. Look around. We have a small core group of businesses that are able to survive the economic feast or famine seasonality of this destination resort-town model year after year. And those that can are just making it. Even the most successful Saugatuck businesses are just able to endure the slow off-season. Others come and go, and if you haven't noticed, they (new businesses) are coming at a slower pace year after year; business spaces are remaining empty longer; and businesses are failing quicker. That's the reality of the current situation.

There are some residents that want preserve the magic of Saugatuck and remain a top summer/weekend destination with all the benefits and challenges that go with that, and there are others that want it freeze it in its tracks, just like it is now, and still others that would prefer it all go away and have Saugatuck be a sleepy little town of locals who have no need for shops, restaurants or boating.

I said there is no wrong answer to the question of whether Saugatuck is to be or not to be a resort town because it's simply a matter of preference. However, there is a misconception - that it can freeze in its tracks. Unfortunately for some, that's naïve thinking and just can't happen.

So, I believe we have two options to choose from:

Option A) Grow! Remain a resort town, preserve the magic of Saugatuck, and continue to grow by bringing in more people during the peak season, so businesses that are not able to support themselves during the off season, can weather the off-season slow period. To do this, we will need more STR (we're currently sold-out of rooms most weekends in the summer) - not less, more places to park - not less, and more enforcement of rules and regulations, so that the experience is safe and enjoyable to all (visitors and residents).

Option B) Shrink! Stop investing in the resort town model, prohibit growth by capping STRs, discourage new businesses from establishing themselves in Saugatuck, and eventually allow the town to shrink into one that does not primarily rely on outside support, like Fennville, while towns like South Haven and Grand Haven absorb the business we no longer want.

How do we make this decision? In my mind it's rather simple. We vote! We're a democracy (at least for now) and in a democracy the majority gets their preference. Set the date, allow both camps to make their pitch to fellow residents, and let the

residents decide, NOT city council!

For what it's worth, I've lived on Butler Street for the past 16 years. My wife and I have raised three children in the house at 727 Butler Street. The entire time we've lived at 727 Butler Street, we've been completely surrounded on all four sides by STRs. Not once have we had a problem with noise, parking or trash to the extent that we've considered filing a complaint about it. Not once! In fact, the experience has been just the opposite. We've met and made friends with many nice people as temporary neighbors from outside of Saugatuck. It's been a truly rewarding experience. We actually look forward to the summer rental season and making new friends.

Jamie Wolters

From: no-reply@weebly.com
Sent: Wednesday, February 28, 2024 9:32 PM
To: Jamie Wolters
Subject: New Form Entry: Website Communication for Council

Follow Up Flag: Follow up
Flag Status: Flagged

You've just received a new submission to your [Website Communication for Council](#).
[Mark as Spam](#)

Submitted Information:

Name

Ethan Barde

Are you a resident of the City of Saugatuck?

Yes

Please share your comments

The Real Estate industry in Saugatuck will be greatly affected and property values will be significantly reduced, this is fact not fiction, we just had a buyer want to back out now due to the word moratorium and the ambiguity in the 2 drafts to be voted on. It only appraised with the rental income, without it underwriting must reappraise and saying it will significantly decrease the value and will be denying the loan. BTW this is a 2 bedroom cottage on a slab that a family cannot live in, one of

the many that have made Saugatuck a cottage rental community for the past 100 years well before air bnb, VRBO. This is real, not speculation.

To: Saugatuck City Council Members
Saugatuck City Planning Commission Members

Subject: Input on STR Ordinance Approval & R-1 Moratorium on STR Licenses

Dear Members,

I have been involved with the STR Taskforce efforts since its'beginning. Initially, I applied for a seat on the Task Force. My wife and I have owned property and lived in the City for almost 25 yrs. We owned Marywood Manor B&B, Summer Fun Cottages, a cottage rental/property management company and still own 2 STR properties. I have been favorable to the effort all the way and supportive of *changing* regulations to improve the quality of the STR experience throughout the City, especially to deal with the problems a small number of rentals have caused to some residences and neighborhoods. I supported the final report and most recommendations of the Task Force. I have stayed involved as much as possible and have worked to bring the STR efforts to a fair and equitable conclusion.

However, I am very concerned that after months of initial work by the Task Force that the Council seems ready to accept and approve the currently proposed ordinances and a form of the proposed Moritorium on R-1 STR's as offered at the Feb 29th meeting. I am very impressed with the amount of work that has been accomplished and the very detailed legal ordinances presented. However, I am very concerned that everything is moving too quickly and I believe the following problems still need to be addressed.

1. Many of the shareholders in the community that will be affected by these ordances have not had a chance to read, analyze and/or provide feedback to the Planning Commission and/or Council. Most of the recommendations have been finalized over the last few weeks when many of those most affected have been on winter holidays and/or vacations and out of town. While you can attend the many meetings that have taken place over the last couple of weeks via Zoom it is not easy to participate and communicate effectively while gone. Even if you can read everything online and attend themeeting, 3-6 minutes at each meeting is not effective communications. Where is formal input from the CVB and SDABA? Where is input from the many Real Estate and Property Management companies?

How are the out of town home owners able to effectively participate? I think we need another community information meeting to discuss these proposals.

2. The 2024 STR season is already upon us. Many properties are already filling up in July and August and most property owners/agents are beginning to get their properties ready for occupancy. Understand and implimenting a whole new set of rules and regulations during this time will be difficult.

3. So far this effort has been initiated, influenced, led and/or controlled by a hand full of people who seem to have an agenda and narrative in mind that STR's are bad for the community and their neighborhoods and would love to stop them completely if possible. Many of these people are not STR owners or participants and have or had a bad experience with aone property that has turned them against STR's.

4. There is a major amount of information and details contained in the proposed ordinances and regulations. Everyone who will be impacted by them needs time to study and think about the intended and unintended consequences of finalizing and implementing them.

5. There has been no comprehensive financial study and analysis of the impact on the shareholders and the City of implementing these proposals. There has also been little discussion of the specific cost impact on the fire department and the City Zoning area. Tax revenues will definitely be impacted downward over the future at the same time service costs and programs will increase. Specific license costs and fines haven't been defined yet. There are still many financial loose ends. It would be irresponsible to move forward too quickly without doing the due diligence required to understand the financial implications of these proposals.

Overall, this project started out simply with the goal of maintaining the positive financial impact of STR's on tourism while solving some of the major negative impacts on the residences of our community. It has since taken on a life of its own and grown into a much larger bureaucratic effort to micro manage, police and control everything having to do with STR's including putting caps on R-1 STR's now and probably expanding caps everywhere in the City in the near future. The last thing we should want to do is to economically crush tourism which will lead to the death of Saugatuck as we have known and loved it over the last 50

years. This community is too small and financially fragile to build and manage an STR infrastructure that suits a city of the size of Traverse City.

Consequently, I recommend that we have a Moritorium for the next 6 months on implementing any portion of these new STR regulations and ordinances and give the planning commission and all of the many shareholders impacted by these proposals time to fully analysis and digest the implications of everything and study the intended and unintended consequences before moving forward. Cleaning up and finalizing the package during the summer would allow implementation during the off season so that everything would be in-place by Summer 2025.

Let's not repeat the process or the mistakes that Congress often makes when it develops a very complex bill behind closed doors and pushes it forward before it is clearly understood and analyzed. Too often it turns out to be a mess with many unintended consequences that should have been understood and resolved before it was approved and now will never go away.

Thank you for listening and considering my thoughts.

Gary & Jan Kemp
1022 Holland St.

Jamie Wolters

From: no-reply@weebly.com
Sent: Tuesday, February 27, 2024 2:40 AM
To: Jamie Wolters
Subject: New Form Entry: Website Contact Us Form

Follow Up Flag: Follow up
Flag Status: Flagged

You've just received a new submission to your [Website Contact Us Form](#).

[Mark as Spam](#)

Submitted Information:

Name

Gary Kott

Comment

As a voting city resident, lodging owner and board member of the Saugatuck Douglas CVB, I understand the value of STRs in our community. I support a 6 month moratorium on additional STR applications. I feel this time is needed to sort through your options on this very complex situation. Please don't listen to the fear mongering from the special interest groups. Current legal STRs will not be affected and our summer season will be as busy as ever.



A Quick Data Study On Economic Impact On Any Tourism Reduction In Saugatuck

*A brief Data Study based on Experian Data which covers 49453 and a 10-mile radius of Saugatuck



Setting The Context:

Americans in the US spend approximately \$933 billion on domestic tourism 2023 (2% up on last year and growing), so appealing to tourists can make or break a local economy.

Our Spending Habits When We Vacation Locally

For this Data Model Let's Look at the Impact of Just 100 people visiting Saugatuck:

Based on aggregated data, we can estimate that **each person** spends an average of \$50 on gasoline, \$25 on snacks, \$100 in restaurants, and \$200 on entertainment, and \$125 on retail merchandise, for a total of \$500.

Commodity	Description	Per Person Spending
3154	Refined petroleum products	\$50
3098	Other snack foods	\$25
3509	Full-service restaurant services	\$100
3502	Entertainment	\$200
3411	Retail services - General merchandise stores	\$125
TOTAL		\$500

Knowing that most visitors travel in groups of two or more, this translates to at least **\$1,000 per trip.**

Now Let's Look At Our Local Resident Make-up and 10 Miles Beyond.

Outcome: An examination of the residents doesn't support the notion that they (alone) can support the local economy with their current income levels and/or spending habits. Consider the following data on the people living within zip codes 49453, 49406, 49408, 49434, 49423, 49422, and 49419

The red box shows that approximately 42% of the residents have a household income of \$15,000 to \$75,000

Chart Two Shows: Many of these residents are on fixed incomes.

Household Income	Count	Percent of Total
\$75,000 - \$99,999	8,271	16.55%
\$100,000 - \$149,999	7,425	14.86%
\$65,000 - \$74,999	5,678	11.36%
\$45,000 - \$49,999	3,803	7.61%
\$35,000 - \$39,999	2,958	5.92%
\$55,000 - \$59,999	2,522	5.05%
\$15,000 - \$19,999	2,417	4.84%
\$60,000 - \$64,999	2,324	4.65%
\$25,000 - \$29,999	2,142	4.29%
\$175,000 - \$199,999	1,855	3.71%
\$40,000 - \$44,999	1,669	3.34%
\$150,000 - \$174,999	1,665	3.33%
\$200,000 - \$249,999	1,544	3.09%
\$30,000 - \$34,999	1,351	2.70%
\$50,000 - \$54,999	1,150	2.30%
\$10,000 - \$14,999	1,117	2.23%
\$250,000 +	877	1.75%
\$20,000 - \$24,999	861	1.72%
Under \$10,000	351	0.70%
(blank)		
Grand Total	49,980	100%

Age Range	Count	Percent of Total
Age 62 - 63	1,939	3.70%
Age 60 - 61	1,921	3.66%
Age 32 - 33	1,915	3.65%
Age 58 - 59	1,878	3.58%
Age 24 - 25	1,843	3.51%
Age 30 - 31	1,839	3.51%
Age 26 - 27	1,827	3.48%
Age 64 - 65	1,805	3.44%
Age 22 - 23	1,797	3.43%
Age 28 - 29	1,788	3.41%
Age 68 - 69	1,781	3.39%
Age 56 - 57	1,767	3.37%
Age 66 - 67	1,748	3.33%
Age 34 - 35	1,737	3.31%
Age 54 - 55	1,672	3.19%
Age 52 - 53	1,664	3.17%
Age 36 - 37	1,642	3.13%
Age 70 - 71	1,629	3.10%
Age 42 - 43	1,620	3.09%
Age 20 - 21	1,578	3.01%
Age 40 - 41	1,551	2.96%
Age 50 - 51	1,514	2.89%
Age 38 - 39	1,496	2.85%
Age 44 - 45	1,477	2.82%
Age 48 - 49	1,446	2.76%
Age 72 - 73	1,438	2.74%
Age 46 - 47	1,413	2.69%
Age 74 - 75	963	1.84%
Age 18 - 19	887	1.69%
Age 76 - 77	754	1.44%
Age 80 - 81	703	1.34%
Age 78 - 79	688	1.31%
Age 82 - 83	503	0.96%
Age 84 - 85	437	0.83%
Age 86 - 87	380	0.72%
Age 88 - 89	284	0.54%
Age 90 - 91	272	0.52%
Age 92 - 93	221	0.42%
Age greater than 99	202	0.39%
Age 94 - 95	196	0.37%
Age 96 - 97	138	0.26%
Age 98 - 99	111	0.21%
(blank)		0.00%
Grand Total	52,464	100.00%

Even Deeper Dive Into Spending Habits Locally Of Our Residents And Household Make-up

Over 50% of the households have less than 2 people. This indicates the spending limits per household are relatively low.

Household Size	Percent of Total
2 People in the Household	29.70%
1 Person in the Household	25.71%
3 People in the Household	17.34%
4 People in the Household	11.37%
5 People in the Household	6.83%
6 People in the Household	4.47%
7 People in the Household	2.46%
8 People in the Household	1.33%
Greater than 8 People in the Household	0.80%
(blank)	0.00%
Grand Total	100.00%

(4yr Total)

Sum of Total Online Dollars	Sum of Total Offline Dollars
\$10,687,709	\$22,669,722

While the residents seem to make more “offline” purchases than “online”, this amount (over 4 years) doesn’t suggest spending habits that could support a local economy.

Lastly, the residents appear to spend their money during non-peak months

Month	Sum of Dollars
Jan	\$ 3,511,783
Feb	\$ 3,338,310
Mar	\$ 4,121,834
Apr	\$ 5,218,210
May	\$ 3,957,631
Jun	\$ 3,642,912
Jul	\$ 3,253,402
Aug	\$ 3,572,001
Sept	\$ 3,659,286
Oct	\$ 4,063,236
Nov	\$ 4,734,050
Dec	\$ 5,265,473

In Closing... Without tourism in the summer months, the existing spending suggests we could not support the local economy.

What This Brief Study Shows Is any Reduction To Tourism Visits Will Have A Catastrophic Effect To The Local Business that we Love.

Less money being spent in Saugatuck will affect our tax revenue to fix our roads, pay our teachers.

Our businesses being closed in winter months will no longer be a winter issue it will become a Summer Issue.

I would be happy to work with the city with much more data modeling that can link how much money is being generated by tourist dining and shopping down to the household level.



Thank You

Greg Auer 548 Hoffman Street, Saugatuck

Jamie Wolters

From: Jamie Wolters
Sent: Monday, March 4, 2024 3:26 PM
To: Gregory Muncey ; Helen Baldwin; Holly Anderson; Lauren Stanton; Logan White; Russ Gardner; Scott Dean
Cc: Ryan Cummins
Subject: FW: STR Caps, Moratorium, ADU's, Police powers, Noise ordinance

Council,

Please see attached correspondence, this will also be included in your 3-6-24 packet.

Jamie Wolters

City Clerk
City of Saugatuck
O: 269.857.2603
F: 269.857.4406



From: Jaline Tucker <tuckerfamily@yahoo.com>
Sent: Thursday, February 29, 2024 3:38 PM
To: Holly Anderson <Holly@saugatuckcity.com>; Logan White <Logan@saugatuckcity.com>; Lauren Stanton <Lstanton@saugatuckcity.com>; Russ Gardner <Russ@saugatuckcity.com>; Helen Baldwin <Helen@saugatuckcity.com>; Gregory Muncey <Gregory@saugatuckcity.com>; Scott Dean <sdean@saugatuckcity.com>; Jamie Wolters <Jwolters@saugatuckcity.com>; Ryan Cummins <rcummins@saugatuckcity.com>; mannssteven@hotmail.com; Sara Williams <Sara@saugatuckcity.com>
Subject: Re: STR Caps, Moratorium, ADU's, Police powers, Noise ordinance

Council Members,

I am a full time resident of Saugatuck. I am writing this letter because I do not agree that there should be any new rental property ordinances.

As a full time resident of Saugatuck I believe if these new ordinances are enforced it will negatively impact our tourism. Therefore, the restaurants and stores we know and love of Saugatuck will suffer. We do not want to see these business be forced to close down due to lack of revenue caused by the rental ordinance changes that are being proposed.

I also believe it will lower the value of our homes. Once the local businesses are impacted, the area will become less desirable and that will drive our home values down.

It's a domino effect that will eventually negatively impact us all that live here. I strongly urge NO new ordinance changes for rentals. Let's keep Saugatuck a thriving community!

Thank you for your careful consideration on this matter.

Jaline Tucker
6308 Old Allegan Rd
Saugatuck, MI 49453

Jamie Wolters

From: no-reply@weebly.com
Sent: Tuesday, February 27, 2024 11:50 PM
To: Jamie Wolters
Subject: New Form Entry: Website Contact Us Form

Follow Up Flag: Follow up
Flag Status: Flagged

You've just received a new submission to your [Website Contact Us Form](#).
[Mark as Spam](#)

Submitted Information:

Name

James Graham

Comment

Dear Council members.

I'd like to give my input on the proposed moratorium on short term rentals. I purchased a home a few years back in Saugatuck Township to escape the Texas heat in the summer months and enjoy the beauty that is Saugatuck and the great state of Michigan.

My long term plan is to retire within the next 5 years and become a long term resident. In the mean time I have been using my home as a short term rental to offset costs and let others enjoy the Saugatuck area for all its downtown charm and the proximity to Lake Michigan. I know that it has been well received by all my

guests that have rented as they've thanked me for all the recommendations to local shops and restaurants. I believe that the people who use these short term rentals have been just what the businesses of Saugatuck hope for every tourist season. To pass a moratorium on short term rentals would be a disservice to all the businesses that rely on that income and also take away the experience of walking around your fantastic city and enjoying all the shops, festivals and great eateries. I really hope you'll strongly consider against passing this moratorium and not take away an important part of the whole Saugatuck experience that so many people look forward to every spring, summer and fall.

Sincerely
James Graham

Jamie Wolters

From: no-reply@weebly.com
Sent: Thursday, February 29, 2024 10:02 AM
To: Jamie Wolters
Subject: New Form Entry: Website Communication for Council

Follow Up Flag: Follow up
Flag Status: Flagged

You've just received a new submission to your [Website Communication for Council](#).
[Mark as Spam](#)

Submitted Information:

Name

Jasen Schrock

Are you a resident of the City of Saugatuck?

No

Please share your comments

Tourism is key to the economy of Saugatuck. Saugatuck is the brand that extends to include Saugatuck Township, Douglas, Fennville, Glenn and lakeshore homes between South Haven to Holland. A majority of our home buyers and sellers are a result of staying in Short Term Rentals, loving the community and wanting to own a place here.

Second home owners would like the ability to rent to recoup expenses including non-homestead taxes. Rules and regulations with the ability to enforce ordinances are essential to protect the community and respect the neighbors. As a long time, small business owner in the area, our company takes the stance to exclude the Short Term Moratorium from the proposal, it will compromise real estate demand and resale values.

Jamie Wolters

From: Jim Bouck <jamesbouck@protonmail.com>
Sent: Saturday, February 24, 2024 2:55 PM
To: Scott Dean; Helen Baldwin; Logan White; Russ Gardner; Holly Anderson; Gregory Muncey; Ryan Cummins; Jamie Wolters; lauren@saugatuckcity.com
Subject: STR Caps

Follow Up Flag: Follow up
Flag Status: Flagged

Please include this comment letter in the record for this week's City Council meeting.

Thank you

Jim Bouck

Residents move to upscale communities not because they have to, but because they can. People live in Saugatuck because they enjoy the atmosphere, ambiance and quality of life in this community. People moving here also understand and accept the zoning for this area and appreciate that zoning regulations will maintain the qualities that brought them here.

Developers, real estate sales and investors have a different point of view. They are exclusively motivated by potential profit. Many investors leverage their profit opportunity by borrowing money. In the stock market this is called margin accounts. In real estate investment leverage is a mortgage. All investment carries opportunity and risk. The stock market goes up and down and regulations change and in real estate prices, costs, maintenance and rents go up and down and regulations change.

Ever since COVID and 3% financing, Saugatuck rentals have been get rich quick scheme aggressively promoted by real estate associations and other rental support companies. A quick internet search will confirm this promotion. Saugatuck has been widely known to have investor friendly regulations and until recently no real zoning enforcement. Investors have been aware of the Short Term Rental Task Force and have calculated potential regulation change into their decision to invest here. This information is widely available on the internet.

Please think back to why Saugatuck created a Short Term Rental Task Force. The residents and voters who live here because they can have found the STR situation to be intolerable and have asked our representatives in local government to correct this situation. I implore you to support the Short Term Rental Force request for a moratorium on STR licenses so that caps can be studied. I also encourage you to view the presentations to the STR task force from Charlevoix and East Bay. These provide real life and relevant experiences and outcomes with STR management by communities comparable to Saugatuck. I would also point out that Palm Springs CA real estate has no relevance to Saugatuck.

Sent with [Proton Mail](#) secure email.

Jamie Wolters

From: jmsowa <jmsowa@cox.net>
Sent: Friday, February 23, 2024 10:25 PM
To: Ethan Barde; Russ Gardner; Holly Anderson; Logan White; Lauren Stanton; Helen Baldwin; Gregory Muncey; Scott Dean
Cc: Jamie Wolters; Ryan Cummins; mannssteven@hotmail.com; Tammy Kerr; Laura Durham
Subject: RE: Moratorium and STR caps for town or per neighborhood

Follow Up Flag: Follow up
Flag Status: Flagged

Ethan, thank you for speaking out on this important issue.

For 96 years, my family has held our property on The Hill and it would be devastating to have to sell it now. The property taxes keep rising rapidly and it gets more and more difficult to afford the family cottage without renting it.

Regards,

Julie and Bob Sowa

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

From: Ethan Barde <ethanbarde54@gmail.com>
Date: 2/23/24 11:18 AM (GMT-08:00)
To: russ@saugatuckcity.com, holly@saugatuckcity.com, logan@saugatuckcity.com, lstanton@saugatuckcity.com, helen@saugatuckcity.com, gregory@saugatuckcity.com, sdean@saugatuckcity.com
Cc: JWolters@saugatuckcity.com, Ryan Cummins <rcummins@saugatuckcity.com>, mannssteven@hotmail.com, Tammy Kerr <tammylynnkerr@gmail.com>, Laura Durham <laura@millpondrealty.com>
Subject: Moratorium and STR caps for town or per neighborhood

Hello,

Please put this email on record with the city on behalf of Myself, my company and the attached list of my client whom own property in the city of Saugatuck.

I have spoken out at many meetings from the beginning along with a majority of others that are against caps or a moratorium on short term rentals. This included the task force that was put in place as well as the consultants that were hired by the city. With all the speaking and data that has been presented there are only a few on the board that are listening and not placing their personal agenda in front of what is best for our town of Saugatuck. I believe the majority of board members are going through the motions and are not even considering what is best for the town or the towns stakeholders yet only interested in their agenda of stopping short term rentals that have been a part of Saugatuck for over 100 years. Saugatuck has NOTHING else but tourism and depends on this to thrive.

The answer has been clear from day 1 and also recommended by the task force and the consultants.. ENFORCE the rules in place and if a few more are needed add them and ENFORCE them.

To place a moratorium after all this work has been done so that you can look neighborhood by neighborhood and pick winners and losers is ridiculous and discriminatory. I am sure we will be able to tell what neighborhoods will be picked to not allow STR's or limit them by just correlating who is on zoning and council as we know this started with personal agendas and NOT what is best for the town of Saugatuck.

Many people have spent countless hours to come up with the conclusion to just enforcing the rules and ordinances in place while adding a few more for parking and trash, we already have a noise ordinance and we are a city not a quiet rule setting, if someone living in any city wants no noise I suggest they move to the countryside!

Make the right decision to move forward with the recommendations of the task force and the consultants instead of dragging this out with a moratorium that will have a devastating blow on our town, hurting our businesses and property owners because a few do not want the tourists in town.

Quaint Cottages on behalf our owners is prepared to hold the representatives of the city accountable for damages caused by a moratorium, STR caps etcetera as it pertains to affecting the business and jobs that have been a part of Saugatuck for the last 100 years and affect the ONLY industry we have that is tourism.

Thank you

Ethan Barde
Quaint Cottages

Property owners that we represent

Pierre Medwar	5174021160
Tom Spoelstra	517-914-7701
Julie Sowa	858-382-0488
Mike Hansen	(313) 779-6129
Elizabeth Woodward	313-820-1028
Carrie Aikman	517-402-0922
Rick Vogel	3124202496
Brian Reid	(312) 735-3130

Jamie Wolters

From: Kimberly Bagierek <kbagierek@yahoo.com>
Sent: Sunday, February 25, 2024 9:59 AM
To: Lauren Stanton; Gregory Muncey; Helen Baldwin; Holly Anderson; Jamie Wolters; Russ Gardner; Scott Dean; Logan White; Ryan Cummins
Subject: City Council STR recommendations

Follow Up Flag: Follow up
Flag Status: Flagged

Greetings,

I am writing in regards to the recommendations that have been made to city council from planning. It was made clear at the STR task force meetings that they were not recommending caps and they were going to focus on enforcing the current rules and regulations. It certainly feels like a waste of their time and city resources for someone's personal vendetta against STR's and their neighbors gas powered leaf blower at hours that they personally don't agree with. What about the good neighbor policy that has been suggested? How about walking over to your neighbor and asking them to abstain from running their gas powered leaf blower so late rather than change the noise ordinance hours for the whole city? Makes me thankful that I am surrounded by STR's and my neighbors change frequently if this is what is considered a "good neighbor".

The South Haven report that predicted downtown businesses would lose millions in revenue if STR's were capped was not introduced and blatantly ignored when other residents and a planning commissioner brought it up several times. It seems as though Traverse city and Charlevoix were the focus of comparison when they are nothing like our small city of Saugatuck as they have many large hotels to house travelers. I didn't experience nor witness this much regulation and bureaucracy while living in communist China.

If you review the survey that was done when this began you'll see that the city as a whole were against capping STR's. We've had a council member state they want to "build a fence around our playground" and another council member that shows obvious disdain toward STR's in general that are pushing their own personal agendas that will ultimately negatively effect our businesses that we enjoy year round here in vacation land. The introduction of moratorium and caps, which were not part of the task force recommendations, certainly brings into question the integrity of some.

Thank you all for your service but no thank you to those using this position for your own personal gain and agenda.

Kimberly Bagierek
610 Lake St.
Saugatuck, MI

February 29, 2024

Dear City Council Members,

I am writing regarding the draft of ORDINANCE NO 240229-D. I applaud your work on the other ordinances regarding short term rentals. However, the reasoning for the moratorium is flawed in my opinion and I feel compelled to share my observations.

Kindest Regards,

Kristie Noguera, 3521 65th St, Saugatuck, MI 49453

ORDINANCE NO240229-D

I looked over the temporary moratorium and have a few notes and ideas I would like to share.

Beginning with the reasoning for the need of a moratorium on page 120

WHEREAS, there has been a **steadily increasing number** of applications for short-term rental certificates in the City, and the City already has a large number of approved short-term rentals;

I would like to have you refer to pg. 43 of the task force action report which states “a decline in 2023.” Why is there an inconsistency between the two docs.

WHEREAS, the Saugatuck City Council (“Council”) has noticed a trend of increased interest in short-term rental uses and is legitimately concerned that these uses, **if left unchecked**, have the potential to impact housing availability, create land use conflicts, and alter the character of the City’s residential neighborhoods; and

If left unchecked? How is proposing Ordinance No.240229-A, 240229-B, and 240229-C leaving this unchecked? These are three ordinances directly checking and solving some of the uses, the moratorium is concerned about leaving unchecked.

WHEREAS, the Council has a legitimate public purpose in addressing the proper and consistent regulation of short-term rentals within the City; and

Agreed, the city has a legitimate public purpose, however, the way to address this is through ordinances and not a moratorium.

WHEREAS, the Short-Term Rental Task Force met numerous times in 2023 and exhaustively **gathered information** from professional consultants, part- and full-time City residents, business owners, property owners, and other community stakeholders, and provided a 120 wide-ranging report of recommendations regarding updates to the City’s short-term rental regulations to the Council and the Planning Commission in the fall of 2023; and

Unfortunately the data used in this report is inaccurate. See Appendix A.

WHEREAS, at its February 15, 2024, meeting the Planning Commission determined by a 6-1 vote that while a City-wide cap on short-term rental licenses was not warranted, potential limitations on the permitted density of short-term rentals within the City's R-1 zoning districts required additional study, consideration, and possible regulation by the City; and

Again, See Appendix A.

WHEREAS, it is appropriate to address the impacts to the public health, safety, and general welfare to enact a reasonable and temporary moratorium until appropriate regulation can be enacted and effective; and

The Saugatuck Township Fire District letter states:

Residential Group R ❖ Residential occupancies represent some of the highest fire safety risks of any of the occupancies listed in Chapter 3 of the IBC. There are several reasons for this condition: • Structures in the residential occupancy house the widest range of occupant types, i.e., from infants to the aged, for the longest periods of time. As such, residential occupancies are more susceptible to the frequency of careless acts of the occupants; therefore, the consequences of exposure to the effects of fire are the most serious. • Most residential occupants are asleep approximately one-third of every 24-hour period. When sleeping, they are not likely to become immediately aware of a developing fire. Also, if awakened from sleep by Page 3 of 3 the presence of fire, the residents often may not immediately react in a rational manner which could delay their evacuation. • The fuel load in residential occupancies is often quite high, both in quantity and variety. Also, in the construction of residential buildings, it is common to use extensive amounts of combustible materials. • Another portion of the fire problem in residential occupancies relates to the occupants' lack of vigilance in the prevention of fire hazards. In their own domicile or residence, people tend to relax and are often prone to allow fire hazards to go unabated; thus, in residential occupancies, fire hazards tend to accrue over an extended period of time and go unnoticed or are ignored. Most of the nation's fire problems occur in Group R buildings and, in particular, one- and two-family dwellings, which account for more than 80 percent of all deaths from fire in residential occupancies and about two-thirds of all fire fatalities in all occupancies. One- and two-family dwellings also account for more than 80 percent of residential property losses from fire and more than one-half of all property losses from fire.

41% of fire deaths in US home fires were caused by fires in properties with no smoke alarms. (1) and The risk of dying in reported home structure fires is 55 percent lower in homes with working smoke alarms than in homes with no alarms or none that worked. (2) Since the Short term rental certificate process includes fire inspections and requires not only smoke detectors, but fire extinguishers, and escape plans, short term rentals are safer than most residential homes who don't go through this rigorous inspection.

In fact, according to the National Fire Protection Association, The most common cause of safety incidents in rentals are slips, trips, and falls; Proper Insurance reports that 83 percent of its claims come from these mishaps, compared to 3 percent of claims arising from fire-related incidents in short-term rentals. In most communities, though, rental unit safety is overseen by fire department

officials who may be ill prepared or lack the enforcement authority to address more prevalent hazards resulting in slips, trips, and falls. (3)

If the city is so concerned about health, safety, and wellness of its residents, why do vacation rentals have more fire protection than full time residents? Why aren't fire inspections required of every residential home in the city regardless of rental status? Should we address what the real safety issues are?

The U.S. Fire Administration states Cooking is the leading cause of residential building fires. (4) As far as it goes for my family and most people I know, we eat out a lot more when on vacation than when we stay at home.

WHEREAS, absent a temporary moratorium on the establishment of any new short-term rentals in the City's R-1 zoning districts and the issuance of any new licensing for the same, inconsistent regulation of those activities could result, and the Council would be left without a meaningful way of addressing the potential impacts of these uses on housing availability, land use conflicts, and the character of the City's residential neighborhoods; and

Inconsistent regulation should be taken care of by the ordinances presented today. Any new short term rentals would have to adhere to the same regulations. The reasoning and suggestion of inconsistent regulation is a non issue if ordinances are enforced.

WHEREAS, the Council finds that it is necessary and reasonable to establish a temporary moratorium on the establishment of any new short-term rentals in the City's R-1 zoning districts and the issuance of any new licenses for the same, subject to the exceptions set forth below, for six (6) months or until the City has enacted a valid amendment to the Saugatuck City Code.

This issue is controversial enough, the city should at a minimum give the property owners a definitive limit. As written now, it could linger on for years and years if enacted as written.

(1) <https://www.nfpa.org/education-and-research/research/nfpa-research/fire-statistical-reports/smoke-alarms-in-us-home-fires>

(2) <https://www.nfpa.org/education-and-research/research/nfpa-research/fire-statistical-reports/smoke-alarms-in-us-home-fires>

(3) <https://www.nfpa.org/news-blogs-and-articles/nfpa-journal/2023/12/07/rental-feature>

(4) <https://www.usfa.fema.gov/statistics/residential-fires/causes.html>

Numbers and Percentage of STR in Residential Zones

The Short-term Task Force presented a report with the aid of McKenna regarding the percentage of homes in R-1 Zoning which are short-term rentals(STR.) The Local Data analysis on page 18 Classifies 180 STR parcels, making the STR percentage 27.44%.(1) The report is dated September 27, 2023.

Local Data Analysis

In partnership with the City of Saugatuck, the McKenna team utilized parcel data and current short-term rental certificates to geographically represent where the short-term rentals are within the City. Further analysis of city data showcased which residential properties were occupied by full-time residents and part-time residents by reviewing the Principal Residential Exemption (PRE) status of city parcels.

The following table provides a total parcel count for each residential zoning district, property classification as established by the City Assessor, PRE status and the number of short-term rentals (STRs) in each district.

District	Residential Classified Parcels	STR Parcels	STR Percentage
Center Residential R-4	23	16	69.57%
Community Residential R-1	343	111	32.36%
Lake Street R-2	120	17	14.17%
Maple Street R-1	36	8	22.22%
Multi-Family Residential R-3	6	4	66.67%
Peninsula North (Duneside) R-1	14	2	14.29%
Peninsula North (Riverside) R-1	7	0	0.00%
Peninsula South R-1	47	7	14.89%
Peninsula West R-1	60	15	25.00%
Grand Total	656	180	27.44%

Per a FOIA request, I received the list of certificates for STR in the city of Saugatuck on October 9, 2023. Since the task Force presented their report on September 27, 2023 there is a slight variance in the data. Link to the FOIA data and notes:

<https://docs.google.com/spreadsheets/d/18KHrLCrKcrP0BgftufyCsGaYt7poD8woZKY3Lcovf6U/edit?usp=sharing>

Please note only columns C-G were added, the STR list from the city only provided columns A and B.



Jamie Wolters <jwolters@saugatuckcity.com>

To: Laura Durham

Cc: Kristie

Reply Reply all Forward Mon 10/9/2023 6:17 PM



Jamie Wolters
City Clerk
City of Saugatuck
O: 269.857.2603
F: 269.857.4406



Community Residential R-1

I found 113 STR certificates in the Community Residential R-1 (CR R-1) Zoning. The task force found 111 STR certificates in their data.

Of the 113 STR certificates, 11 have SOLD to someone other than the name on the certificate. Are they still STR? If so, why isn't there a new name on the certificate?

- (1) 1041 Holland St: Culley Sold to Birdie Home 5/25/23
- (2) 1044 Holland St: Caruthers sold to James 12/3/21
- (3) 123 North St: Miller sold to Carroll 10/27/22
- (4) 234 Spear St: Suarino sold to Bassett 9/26/23
- (5) 548 Hoffman St: Finn sold to Guerrant 10/28/20
- (6) 568 Mason St: Graham sold to Stern 7/13/23
- (7) 648 Allegan St 942: Grissen sold to Duncan & Olman 6/30/23
- (8) 648 Allegan St 942: Grissen sold to Duncan & Olman 6/30/23
- (9) 649 Pleasant St: Trahey sold to Johnsons 8/29/22
- (10) 963 Allegan St: Knutson sold to Padavic 11/20/18
- (11) 568 Main St: TAE sold to Reid 9/2/21

Effect on STR Percentage in the CR R-1 Zone: As the STR certificate has not been updated in the new owner's name, it is safe to assume these are no longer STR, bring the number of STR down from 113 to 102, making the STR Percentage in CR C-1 to 29.73%.

Of the 113 STR certificates in CR R-1 Zoning, 22 are 100% Homestead and 1 is 85% Homestead. Have those homes decided to stop STR at their location? Should they be counted in the STR Percentage?

- 1050 Elizabeth St
- 1055 Holland St
- 1064 Holland St
- 120 Elizabeth St 3
- 128 Elizabeth St 12
- 186 S Maple St

- 220 Brook St
- 231 Grand St
- 233 Francis St
- 244 Brook St
- 349 St Joseph St
- 450 Spear St
- 515 St Joseph St
- 555 Mason St
- 568 Main St (also in the list of properties sold. Possibly sold and now owner lives there full time)
- 790 Simonson Dr
- 810 Allegan St
- 812 Mason St
- 821 Allegan St
- 831 Holland St
- 831 Holland St
- 841 Holland St

Effect on STR Percentage in the CR R-1 Zone: It is safe to assume a home cannot be 100% and be used for STR, so reducing 102 to 81 (102 from the reduction of sold homes minus 21 Homesteads, not counting the sold) brings the STR Percentage to 23.62%

Of the 113 STR Certificates, 6 addresses have more than one certificate. One example is 748 Allegan. In the tax records, 748 Allegan is listed as one property. However 748 Allegan has 3 certificates. The Task Force report tells us there are 343 Residential Classified parcels in this district, however, if one parcel like 748 Allegan can be counted 3 times on the list of certificates because it has 3 doors, we would need to expand the number of residential classified properties to include anyone without a STR certificate who has a carriage house as 2 parcels if we are to compare apples to apples. How many of the 343 Residential Classified properties have more than one door and if they were rented would require more than 1 certificate.

- 237 Francis: 4 certificates
- 332 Mary: 3 certificates
- 339 Lucy: 2 certificates
- 648 Allegan: 2 certificates (This one sold had has a different owner than on the certificate)
- 748 Holland: 3 certificates
- 831 Holland: 2 certificates

Effect on STR Percentage in the CR R-1 Zone: If we are comparing apples to apples, the number of Residential Classified Properties could potentially be much higher reducing the STR percentage drastically. Since I have no data to study this, it is reasonable to count each of these multiple certificate as 1 property for purposes of a STR Percentage. So we can reduce these 16 certificates to 5 addresses (not adding in the SOLD). So, from 81 we go down to 76 making the STR Percentage to 22.16%. The percentage would be far less if every residential classified parcel was counted for number of doors.

Summary of CR R-1 Analysis: The percentage of STR in the CR R-1 Zoning per the task force report is based on 343 properties which may have multiple doors such as a carriage house. Short term rental certificates are issued based on the number of doors and not number of properties. 11 of the short-term certificates have been sold and are owned by a different name than on the certificate. 22 of short-term rental certificates are for homes with 100% homestead which can't be rented if a homeowner lives there as their homestead. Using the 343 Residential Classified Parcel and reducing the number of short term rental parcels based on the above findings, the actual STR Percentage in CR R-1 is 22.16% and not 32.36% as stated in the report.

Maple St R-1 Zoning

The Maple St R-1 (MR R-1) District has 8 STR certificates both on the Task force report and my FOIA data.

Of the 8 STR certificates:

- 981 Ridgeview: Skip Williams sold to Schuetzler 1/8/21
- 324 N Maple St; 100% Homestead

Summary of MS R-1 Analysis: Using the resonating above, this reduces the number of STR Certificates to 6 and the percentage from 22.22% to 16.67%.

Peninsula South R-1 Zoning

The Peninsula South R-1 (PS R-1) has 7 STR parcels listed per the task force report. The FOIA list I received has 10 parcels.

Of the 10 STR certificates

- 97 Park St is 100% Homestead

Summary of PS R-1 Analysis: Since the task force report was completed 2 certificates were added in this district and one is 100% homestead, bringing the percentage from 14.89% on the report to 19.15%.

Peninsula West R-1 Zoning

The Peninsula West R-1 (PW R-1) district has 15 STR parcels per the task force report and at the time of FOIA request had 14.

Of the 14 certificates

- 16 Park: 2 certificates
- 338 Park: 2 certificates and 60% Homestead
- 574 Campbell: 100% homestead
- 775 Manchester: 100% Homestead

Summary of PS R-1 Analysis: Removing the duplicates and 100% homesteads, brings the number of certificates to 10 and the percentage from 25% to 16.67%.

Center Residential R-4 (R-4)

Interestingly the FOIA report had 21 STR certificates and the task force report had 16. If you take into account the multiple doors, the FOIA report also has 16. Interesting that the multiple doors were taken into account in the R-4 zoning, and not in the residential zoning.

There are 3 100% homesteads with STR certificates in R-4

- 204 Grand St
- 717 Water St #6
- 727 Butler

There are 2 Solds in the R-4 District

- 547 Butler: Vierson Sold to GKN 8/17/2020
- 717 Water #5: Anderson sold to Bach & Todd 7/26/23

Summary of R-4 Analysis: Reducing 16 to 11 to reflect the sold properties and the homesteads, brings the percentage from 69.57% to 47.83%.

Lake St R-2 (R-2)

The task force report shows 17 STR certificates in the R-2 zone and the FOIA report shows 34. Again, very interesting that in the R-2 District, they did not count the multiple doors at Arrowhead or Shady Shores and multiple STR Parcels like was done in the Residential Districts. When I remove multiple doors, I also have 17 STR parcels.

Of the 17 parcels 2 are 100% homestead now.

- 610 Lake: 100% homestead
- 740 Lake: 100% Homestead

Summary of R-2 Analysis: The task force removed multiple listings in this district as they did in the R-4 district. Adjusting for the homesteads, brings the STR parcels from 17 to 15 and the STR percentage from 14.17% to 12.5%

Chart summarizing findings:

District	Residential Classified Parcels	STR Parcels per task force	STR Parcels with adjustments	STR Percentage Task Force	STR Percentage Adjusted
R-4	23	16	11	69.57%	47.83%
CR R-1	343	111	76	32.36%	22.16%
R-2	120	17	15	14.17%	12.5%
MS R-1	36	8	6	22.22%	16.67%
R-3	6	4	4	66.67%	66.67%
PN DN	14	2	2	14.29%	14.29%
PN R	7	0	0	0	0%
PS R-1	47	7	9	14.89%	19.15%
PW R-1	60	15	10	25%	16.87%
Grand Total	656	180	133	27.44%	20.27%

Sources

(1) https://www.saugatuckcity.com/uploads/1/3/3/9/133977444/saugatuck_str_report_2023-0925-w-appendix-final.pdf

(2) Allegan County tax search <https://bsaonline.com/?uid=380>

Spreadsheet from City FOIA request in Columns A and B of this sheet.

<https://docs.google.com/spreadsheets/d/18KHrLCrKcrP0BgftufyCsGaYt7poD8woZKY3Lcovf6U/edit#gid=0>

Jamie Wolters

From: no-reply@weebly.com
Sent: Tuesday, February 27, 2024 3:55 PM
To: Jamie Wolters
Subject: New Form Entry: Website Contact Us Form

Follow Up Flag: Follow up
Flag Status: Flagged

You've just received a new submission to your [Website Contact Us Form](#).
[Mark as Spam](#)

Submitted Information:

Name

Laura Dudley

Comment

Opposition to STR limits.

Dear Council:

Although I am not a resident of Saugatuck I manage a STR in Saugatuck Twp. My parents live in Saugatuck Twp. If limits are imposed it will hurt the overall STR market whether it is Douglas, Saugatuck or Saugatuck Twp. The home I manage is a family home and in between our trips we like to rent it out so others can enjoy our little slice of heaven. My elderly parents love all of the tourists that come to town. They love how the area comes alive after a long winter. Please do not pass any legislation that limits STRs.

Laura Dudley

Jamie Wolters

From: no-reply@weebly.com
Sent: Monday, February 26, 2024 7:32 PM
To: Jamie Wolters
Subject: New Form Entry: Website Communication for Council

Follow Up Flag: Follow up
Flag Status: Flagged

You've just received a new submission to your [Website Communication for Council](#).
[Mark as Spam](#)

Submitted Information:

Name

laura goble

Are you a resident of the City of Saugatuck?

No

Please share your comments

Hello. I am an artist and have been an off season renter in Saugatuck this year. I love the community and overall vibe of Saugatuck. I am continuing to look for properties in the area and am hopeful that opportunities continue to show up for myself and others in my position. This is my second submission. My first was accidentally submitted before I completed it. Thank you for your time

Jamie Wolters

From: no-reply@weebly.com
Sent: Tuesday, February 27, 2024 1:53 PM
To: Jamie Wolters
Subject: New Form Entry: Website Communication for Council

Follow Up Flag: Follow up
Flag Status: Flagged

You've just received a new submission to your [Website Communication for Council](#).
[Mark as Spam](#)

Submitted Information:

Name

Leah Forster Gauvin

Are you a resident of the City of Saugatuck?

No

Please share your comments

I am shocked and upset to hear that Council is considering a moratorium on short term rentals. I visit Saugatuck most summers and have for many years. I depend on short-term rentals and have always felt welcome because of the way that I've been treated in Saugatuck. For your tourism-based economy, STR are a necessity. I encourage you to put reasonable regulations in place that will encourage tourism and keep the welcome feeling of your wonderful town. Thank you!

Jamie Wolters

From: no-reply@weebly.com
Sent: Wednesday, February 28, 2024 10:55 PM
To: Jamie Wolters
Subject: New Form Entry: Website Communication for Council

Follow Up Flag: Follow up
Flag Status: Flagged

You've just received a new submission to your [Website Communication for Council](#).
[Mark as Spam](#)

Submitted Information:

Name

Liz Woodward

Are you a resident of the City of Saugatuck?

Part-time

Please share your comments

Hi, my husband and I bought our dream townhouse a few years ago in Saugatuck. We are from Grosse Pointe, Michigan originally and have been coming to Saugatuck since we were children. We live in Chicago now and come to our Saugatuck home year round. You have probably seen us on our walks, we have the cute small samoyed, Nola. We know many of the business owners and support them and the restaurants year round, it is our favorite place. We do short term rentals with Quaint

Cottages to help pay our mortgage and have loved working with them. Our rental has amazing reviews, with guests that come back each year with their own families. Please do not move forward with the moratorium and or restrictions on str for the town and our home. We would have to sell which would be devastating to us and our family. We abide by all the rules and want to keep Saugatuck the beautiful, quaint place that it is. We love Ethan and his team we never have complaints and our home is always kept immaculate. Thank for listening and for your time! Liz, Zack and Nola (floof)

Jamie Wolters

From: no-reply@weebly.com
Sent: Tuesday, February 27, 2024 8:55 AM
To: Jamie Wolters
Subject: New Form Entry: Website Communication for Council

Follow Up Flag: Follow up
Flag Status: Flagged

You've just received a new submission to your [Website Communication for Council](#).
[Mark as Spam](#)

Submitted Information:

Name

Mark Schrupp

Are you a resident of the City of Saugatuck?

No

Please share your comments

I oppose the City's proposed Short-Term Rental policy changes. This is an unwise change and will cause a significant downturn in the Saugatuck area economy. See attached letter for details.

Submitted Files

Upload Attachment

[letter_opposing_limit_on_strs.pdf](#)

To Whom It May Concern:
February 24, 2024

My name is Matthew Millar and it has been my privilege to own and operate The Southerner in Saugatuck's historic district for the last eight years. I am writing to express my concerns regarding actions currently being considered regarding short term rentals.

In our years as operators in a seasonal community, we've learned several things. First, and most obviously, we've learned that we are a tourist driven economy. Without the influx of seasonal visitors, most of the restaurants, cafes, and retail shops would not be economically viable.

We've also learned how important the role our local community plays. Our neighbors and our fellow operators work together to help keep our doors open in the off season so we can continue to be an important source of income for our local residents year round. Local recommendations are crucial to our businesses' success, and of course the small town charm that makes Saugatuck would not be possible without our local residents.

It seems obvious that some balance must be struck to ensure Saugatuck continues to thrive as the area grows without losing the quality that made it a destination to begin with. And while my partners and I agree that measures to protect the genuine nature of Saugatuck are appropriate, the potential harm that could be done to our small businesses by proposing moratoriums without a clear understanding of its impact on tourism is equally problematic in preserving our community and its economy.

It is also my belief that curbing short term rentals will not ease the area's high cost of living or property values but simply create more opportunities for people with higher incomes to become full or part time residents. What is not being addressed is the area's desperate need for affordable housing, which is unlikely to happen in the city limits. The need to improve our labor pool locally is crucial. Without workers, we're nothing. Everything we love about Saugatuck goes away. Many local businesses, including ours, have made strides to improve wages, working conditions, and quality of life for our employees in ways you don't see in other communities. One could argue we are leaders in that regard. But it's all for nothing if we don't make space in our community for younger and more diverse residents to join our community.

It is my hope that the City of Saugatuck begins addressing these issues judiciously, and with the interest of our residents and small businesses in congress. We can't have one without the other.

Thanks,
Matthew Millar
Chef/Owner, The Southerner

Michael Padavic
6309 Lakewood Hollow
Austin, TX 78750

City Council
Saugatuck City Hall
102 Butler St.
PO Box 86
Saugatuck, MI 49453

February 26, 2024

Dear Councilmember:

My wife Kristen and I have owned the property at 963 Allegan since 2018 and have operated it as a short-term rental, first through Lakeshore Lodging and later through Vacasa after their acquisition. We live full-time in Austin, Texas and utilize the home with our two children for 4-6 weeks a year.

We love Saugatuck. I grew up going to Spring Lake/Grand Haven for a couple weeks every summer. After getting married, Kristen and I wanted to find a place to make our own memories and found Saugatuck to be that place. In 2018 we had the good fortune to be in position to purchase the property on Allegan with the dream of eventually designing and building our own home.

2023 was difficult for our company and we found ourselves in a different position financially, desiring to sell the home so that someone else could operate it as a short-term rental. The dream would be pushed off a few years. We put the house for sale before the end of 2023 and went under contract in early February. Much to our surprise, in the middle of the sale, the city decided to take up the moratorium conversation again. Overnight, we are now in a position where the buyers are attempting to exit the contract and the property is faced with dramatically reduced value.

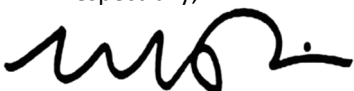
I cannot find the language that planning commission proposed in March 2023, but I've seen the report for this week's meeting as well as the email summary that was circulated, so I am aware at a high level what is being considered. Kristen and I are both architects and are very familiar with real estate development, and while not a lawyer, I imagine a moratorium and/or cessation of short-term rentals would be met with heavy legal action as seen locally in Park Township. I understand that is not on the table at this time, though I do see a cap or restriction as wading into those waters.

Generally, I oppose a moratorium and ask City Council to once again decide against enacting one. However, if council does decide to pursue one, I implore you to consider language that allows the transfer of a short-term rental certificate/license with a property that is already a license holder. This affects me personally, and anyone else who would look to sell their home in the next six months (or more if a moratorium goes further). A moratorium without the ability to sell or transfer the license penalizes those who have already respectfully operated short-term rentals. Further, it reduces the rental stock and handcuffs property owners.

I understand that one of the options being considered at this week's meeting exempts properties that are listed for sale by a certain date. While this helps me personally, it does not help the people purchasing our property or the hundred other STRs in R-1 zoning. I'm asking council to go further to protect existing short-term rental stock as well as the property values that have been established over the years without forcing property owners into a fight or flight decision based on an arbitrary date.

Thank you for your time and consideration.

Respectfully,



Michael Padavic
512.289.1313

Jamie Wolters

From: no-reply@weebly.com
Sent: Thursday, February 29, 2024 11:56 AM
To: Jamie Wolters
Subject: New Form Entry: Website Contact Us Form

Follow Up Flag: Follow up
Flag Status: Flagged

You've just received a new submission to your [Website Contact Us Form](#).

[Mark as Spam](#)

Submitted Information:

Name

Mindy Trafman

Comment

There is much conflict going on regarding the moratorium on capping rentals, which is the subject of the city council meeting today. I am working tonight so am unable to attend the meeting, but would like to ask if we currently have a task force for rentals and what their studies have shown. It would be great to get some statistics on how many rentals there are. This seems to be dividing the town in half and putting people against people. Being a current resident, but having run restaurants, B+B, + retail in the Saugatuck-Douglas area and having rented my house many, many years ago before I moved here, I am torn. I can understand both sides of this matter and feel accurate facts and information for the residents would be helpful to understand such a procedure. Perhaps an economic study should be made rather

than a sudden and immediate change. I think most people want what is best for the city and not only for themselves. After all, this is a community. Thank you for your time. Mindy Trafman, 420 St Joseph St

Jamie Wolters

From: no-reply@weebly.com
Sent: Tuesday, February 27, 2024 5:54 PM
To: Jamie Wolters
Subject: New Form Entry: Website Communication for Council

Follow Up Flag: Follow up
Flag Status: Flagged

You've just received a new submission to your [Website Communication for Council](#).
[Mark as Spam](#)

Submitted Information:

Name

Nico Leo

Are you a resident of the City of Saugatuck?

Yes

Please share your comments

I ask that you enact the recommendations of the Short Term Rental Task force and give them a chance to work over the summer. Establishing a moratorium to discuss caps is premature and should not be done without a full economic impact study. If changes are needed they should be based on facts and not emotions. It seems to me that the vast majority of letters complaining about STR's are really enforcement issues of existing regulations.

Jamie Wolters

From: we <chiaveres@aol.com>
Sent: Sunday, February 25, 2024 8:36 AM
To: Jamie Wolters
Subject: Moratorium on Rentals

Follow Up Flag: Follow up
Flag Status: Completed

I have owned real estate in Saugatuck for 25 years. One of the things I love about this town is going out and meeting people that are visiting from so many different places in our country and the world.

We do not rent our property but are in favor of rentals.

It makes our diverse, amazing town so much better with the influx of incredibly interesting people.

Best.

Patrick Murray

Jamie Wolters

From: peter hanson <printnpete@yahoo.com>
Sent: Tuesday, February 20, 2024 3:15 PM
To: Jamie Wolters
Cc: Nancy Kimble; Joseph Clark
Subject: Short Term Rentals

Follow Up Flag: Follow up
Flag Status: Flagged

Jamie:

I'm out of town for the months of January and February so I've missed out on a number of meetings regarding short term rentals. I also know a lot of my neighbors are gone as well so their input will be missed.

On our travels this winter as well as past winters, we have used monthly rentals in various locations. What we generally find are properties that are a bit worn and not well taken care of. These places just get beat up with people moving in and out on a weekly or even monthly basis. We've learned to lower our expectations and bring cleaning supplies.

Last year we were in Palm Springs and they finally did something about it. They restricted STRs to no more than 20% of housing in a neighborhood. This year we were in St. Simons Island and Sarasota. Both places are implementing restrictions on STRs to varying degrees but what everyone acknowledges is that you can not have unrestricted STRs.

Ran into a couple in St. Simon who saw me walking in my Saugatuck sweatshirt. They stopped to tell me how they really loved the area but stopped coming because the town had lost its "small town" feeling. Too many tourists and too many loud neighbors. They now go further up the coast of Michigan.

I'm sure people are tired of hearing us citizens talk about the negative attributes of STRs but we too want a great community that is a great place to live for all of us.

Peter Hanson

Jamie Wolters

From: no-reply@weebly.com
Sent: Wednesday, February 28, 2024 11:03 PM
To: Jamie Wolters
Subject: New Form Entry: Website Communication for Council

Follow Up Flag: Follow up
Flag Status: Flagged

You've just received a new submission to your [Website Communication for Council](#).
[Mark as Spam](#)

Submitted Information:

Name

Richard Vogel

Are you a resident of the City of Saugatuck?

No

Please share your comments

Short-term rentals have played a crucial role in the vibrancy of Saugatuck, infusing it with a dynamic energy and offering visitors a more immersive experience. These rentals provide unique accommodations to families and friends that are better served by a residence than a hotel or B&B. These short-term rentals reflect the local culture and architecture, enhancing the overall appeal of visiting. Additionally, they contribute to the local economy by supporting small businesses and creating job

opportunities and disproportionately contributing greater amounts to sales and real estate taxes. Moreover, short-term rentals can help alleviate the strain on traditional hotels during peak tourist seasons, ensuring that visitors have a variety of accommodation options to choose from that fit the needs of that visit and allowing for longer stays. Overall, the presence of short-term rentals adds depth and diversity to our town, making it a more attractive and memorable destination for all generations.

I implore the city to enforce rules and maintain a safe enjoyable community for all to enjoy and Saugatuck will retain the character we have all grown up to cherish. Keep short-term rentals.

February 27, 2024

To Saugatuck City Council Members as well as Saugatuck City property owners

I have read over the letters in the packet for Thursday nights meeting and I'd like to share a different point of view on the changes that are being proposed in our community. I think it's important we look at these changes from the outside, in.

Potential guests are listening, and what they are hearing is the locals "want their town back" and they "can't wait till the visitors leave". Honestly, it makes me sad. Our town has been what it is for over a century because of how we welcome tourists and show off our town; from Dune Rides to Boat Rides; strolling through town shopping in our unique stores, eating at our fantastic restaurants, strolling through our art galleries, and ending the day with ice cream and a stunning sunset. These are the memories created here and why Saugatuck is so very special.

I cherish living here. I completely understand why so many choose to become full time residents after visiting. This town is famous for being a top vacation destination, it's important we remember that when making decisions that affect so many people in so many ways.

I ask that we be careful what we wish for. Encouraging less people to be here means less customers in our local businesses, attractions, lodging and more. These are what supports our local families and economy.

Please consider how our potential, current and pasts guests are looking in and thinking, let's just go somewhere else, they don't want us there.

I understand this is difficult decision, and strongly encourage you to remember how it will affect the future of our wonderful area.

Sean Steele

Supporter of our community

Jamie Wolters

From: no-reply@weebly.com
Sent: Monday, February 26, 2024 9:59 PM
To: Jamie Wolters
Subject: New Form Entry: Website Communication for Council

Follow Up Flag: Follow up
Flag Status: Flagged

You've just received a new submission to your [Website Communication for Council](#).
[Mark as Spam](#)

Submitted Information:

Name

Shawna Boomgaard

Are you a resident of the City of Saugatuck?

No

Please share your comments

Subject: Concerns Regarding Proposed Moratorium on Rentals

Dear City Council Members,

I hope this letter finds you well. I am writing to express my deep concern regarding the proposed moratorium on rental properties within Saugatuck.

Having visited the beautiful town every summer and thoroughly enjoying its welcoming atmosphere, I was saddened to hear about this proposal. It seems to me that implementing such a moratorium could potentially generate negative publicity for Saugatuck discouraging tourists from visiting and impacting the local economy.

As someone who is currently planning a summer trip to Saugatuck , I believe that restricting rental options would only hinder the experience for visitors like myself who rely on such accommodations. Limiting the availability of rentals could deter tourists and ultimately diminish the vibrancy and allure of Saugatuck community.

I urge you to carefully consider the long-term implications of this proposal on your town's reputation and economic vitality. Instead of imposing restrictions, I believe we should focus on fostering a welcoming environment that encourages tourism and benefits both residents and visitors alike.

Thank you for your attention to this matter.

Sincerely,
Shawna Boomgaard

Jamie Wolters

From: Ryan Cummins
Sent: Tuesday, February 27, 2024 1:43 PM
To: Jamie Wolters
Subject: FW: Short term rental moratorium

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Jamie,

Please see share with Council.

Thank you,
RC

From: sheila denman <13sdenman@gmail.com>
Sent: Tuesday, February 27, 2024 11:36 AM
To: Ryan Cummins <rcummins@saugatuckcity.com>; robert.klytta@vacasa.com; Michele Chitwood <MicheleC@mcgowaninc.com>
Subject: Short term rental moratorium

Ryan We understand that the City Council is considering a short term rental moratorium. As an owner of a short term rental, we would like to request that the City REJECT this moratorium due to the adverse impact on residents, shop owners and restaurants in the area. We will be on the Zoom call for the Council meeting

Thank you

Sheila and Michele

Jamie Wolters

From: Steve Birnbaum <steve.g.birnbaum@gmail.com>
Sent: Wednesday, February 28, 2024 10:07 AM
To: Jamie Wolters
Subject: Saugatuck STRs

Follow Up Flag: Follow up
Flag Status: Flagged

Hi,

I am writing to show my support for following the Saugatuck Task Force's recommendations and not placing this moratorium on STRs. I very much agree that there need to be rules like quiet hours and more to ensure that renters and owners are respectful of the community, neighbors, and neighborhood. Saugatuck is an incredibly special place that means so much to me, personally. Visitors from all over come together to enjoy art, nature, restaurants, beaches, and so much more. This is largely made possible by STRs. These visitors also bring jobs and revenue. The owners pay higher taxes which keep the town beautiful and the schools thriving. Let's work together to find the right solution to keep Saugatuck the wonderful place that it is.

Thank you!
Steve Birnbaum
133 Main Street

Jamie Wolters

From: Tammy Kerr <tammylynnkerr@gmail.com>
Sent: Wednesday, February 28, 2024 11:09 PM
To: Holly Anderson; Logan White; Lauren Stanton; Russ Gardner; Helen Baldwin; Gregory Muncey; Scott Dean; Jamie Wolters; Ryan Cummins; S. Manns; Sara Williams
Subject: STR Caps, Moratorium, ADU's, Police powers, Noise ordinance

Council Members,

It is very evident that this whole dog and pony show was stirred up by a few NEW permanent residents in the area that now sit on elected seats in the city.

It's sad to see what the current leaders of our community are doing to the home owners that chose to move/invest in our small RESORT community!

I was raised in Holland but my family owned manufacturing businesses in Holland and Fennville. I grew up at Clearbrook Country Club. Dave Vonins babysitting me while my dad golfed in the summer, eventually becoming the lifeguard at the club's pool. I spent nights at the Douglas bowling alley all winter and having dinners at Jacko's on the way home. From 1981-1984 I worked downtown at Brigadoon and then Coral Gables in college.

I've seen the town from many views and have watched it evolve from tear down houses, little shacks on the waterfront that were all summer rentals, crowded bars, biker gangs, the pie factory, and numerous shops, to new condos all along lake street that once were resort rentals, new homes taking place of cabins and cottages that once were boarding houses, Restaurants and shops that went out of business, schools once at an all time low to expanding and growing so much that they are adding on.

I left in the late 80's and visited Saugatuck after I was married and rented homes in town every year with my family. I love Saugatuck so much I uprooted my kids and moved back! I looked for homes on the Hill but nothing was large enough for a family with 5 kids and a dog, not to mention anything that didn't need \$500,000 of work to make it livable. After renting in Holland and searching for a year I decided to build a home to fit our family in a new golf community "The Ravines". While this was not my end game I needed something, but more importantly, I needed a job!!!! There are no engineering jobs in Saugatuck and as a single mom I needed to be close to home too! This town has no industry, it has bars, golf, beaches, restaurants, shops, and tourists. So I had to start my own business if I wanted to live here, and I did that. I got my real estate license, bought dilapidated houses in town, put hundreds of thousands of dollars into them, and rented them out to all the tourists that could not find housing.

This community was my life, I contributed to the SCA for 10 years, the schools for 24 years, music in the park for 24 years, venetian festival for 18 years, Halloween parade for 24 years, Mount Baldy challenge for 20 years, and have sold over 800 homes to all kinds of families moving or leaving here!

If someone doesn't like what they bought into they have every right to move, they should not be forcing everyone else to sell around them.

This is a community that welcomes tourists and new faces, this is our livelihood, this town has calmed down a lot since I have moved back and I miss many things that have evolved over the years but that's life.

Covid was life! It changed the world for a few years but it's going back to what it was before.

FACTS BELOW:

- 1-Rental occupancy is at what it was before.
- 2-People working from home are going back to the office.
- 3-Jobs are out there if people want them.
- 4-The economy is slowing down.
- 5-Construction costs are a little better but not great.
- 6-Subdivisions are popping up all around us.
- 7-I personally moved 6 families to the area with 12 kids, but they can't find daycare, because our town is not equipped to accommodate more kids!
- 8-Soon to be retired couples are buying rental homes now and renting until they make that leap into their last phase of life.
- 9-There are no hotels in the City!
- 10-The one Motel is closed in the off season.
- 11-5 bed and breakfasts cannot house enough people to keep a town alive, if they are even open?
- 12-No one in this community bought into a Condominium Association with an HOA making new rules every time a new board member has a personal agenda.
- 13-for 1 year the town has been asking for an Economic impact study, but the city has ignored it and has failed the citizens on one of the most important items needed. Total neglect.
- 14-20 years ago the CVB only allowed rentals of 10 or more in a group to belong to the CVB and charged 2% tourism tax. This eliminated all the single unit owners or anyone with less than 10 properties. Their revenue was 20% rental income and now is 45% making everyone join and it's 5% tourism tax! This is not a significant increase in rentals, it's an increase in the tax percentage charges and an increase in rental rates from 20 years ago. This argument lacks data and should not be used.
- 15-The rules are so ambiguous and concerning.
- 16-The limit of 2 per bedroom and 2 additional per floor has worked for years. This 12 person limit is ridiculous when you can't decipher if it is an owners family there or a guest? Which family members do you sacrifice? That's a joke that you can't save more than 12 people right?
- 17-Businesses should be full right now if the individuals living here full time supported our town, but they don't, they just complain!

This proposal has already destroyed lives. There are very few homes for sale and the talk of these ordinances have had negative effects already. Clients have backed out of deals, banks have sent letters stating they won't loan on these homes with the

moratorium and caps in question. They feel prices on the contract will be 20-30% less if a homeowner can not rent their house. It's a damn shame!

NOVEL IDEA The city owns property that they should build affordable housing on and stop paying for lawsuits and spending taxpayer dollars on this frivolous BS.

The city should be bettering our community and not burning it down! It's a huge slap in the face to invest so much in your community, to turn around and get your legs chopped off.

I don't agree with any of your ordinance changes, I am sticking up for people's property rights, just follow and enforce the rules in place that we all bought into when we purchased here and avoid more lawsuits.

Thank you,
TammyKerr



Century 21 Affiliated, Associate Broker, CRS, ABR, PMN, E-Pro
Quaint Cottages Vacation Rentals, Owner
#1 Century 21 Affiliated Agent, in the State of Michigan

#1 Company Worldwide

C: 616.218.0873
O: 269.857.3900
62 Center Street
Douglas, MI 49453

"Serving Michigan's beautiful lakeshore"

Jamie Wolters

From: no-reply@weebly.com
Sent: Monday, February 26, 2024 6:54 PM
To: Jamie Wolters
Subject: New Form Entry: Website Communication for Council

Follow Up Flag: Follow up
Flag Status: Flagged

You've just received a new submission to your [Website Communication for Council](#).
[Mark as Spam](#)

Submitted Information:

Name

Tasneem Kapadia

Are you a resident of the City of Saugatuck?

No

Please share your comments

Subject: Concerns Regarding Proposed Moratorium on Rentals

Dear City Council Members,

I hope this letter finds you well. I am writing to express my deep concern regarding the proposed moratorium on rental properties within Saugatuck.

Sagautuck is my summer retreat

I escape California summer heat to enjoy the vibrancy of this town every year.

Having visited the beautiful town every summer and thoroughly enjoying its welcoming atmosphere, I was saddened to hear about this proposal. It seems to me that implementing such a moratorium could potentially generate negative publicity for Saugatuck discouraging tourists from visiting and impacting the local economy.

As someone who is currently planning a summer trip to Saugatuck , I believe that restricting rental options would only hinder the experience for visitors like myself who rely on such accommodations. Limiting the availability of rentals could deter tourists and ultimately diminish the vibrancy and allure of Saugatuck community.

I urge you to carefully consider the long-term implications of this proposal on your town's reputation and economic vitality. Instead of imposing restrictions, I believe we should focus on fostering a welcoming environment that encourages tourism and benefits both residents and visitors alike.

Thank you for your attention to this matter.

Sincerely,
Tasneem Kapadia

Jamie Wolters

From: no-reply@weebly.com
Sent: Wednesday, February 28, 2024 9:33 AM
To: Jamie Wolters
Subject: New Form Entry: Website Communication for Council

Follow Up Flag: Follow up
Flag Status: Flagged

You've just received a new submission to your [Website Communication for Council](#).
[Mark as Spam](#)

Submitted Information:

Name

Victor Littlejohn

Are you a resident of the City of Saugatuck?

No

Please share your comments

I am an annual visitor to Sarasota so to enjoy western Michigan, Lake Michigan and my dear friends in Saugatuck. Also I'm a former Michigander I grew up in Detroit and I love Michigan and visiting Saugatuck and being able to rent properties for my stay to be part of the Saugatuck community and contribute to the community.

Jamie Wolters

From: no-reply@weebly.com
Sent: Wednesday, February 28, 2024 10:53 AM
To: Jamie Wolters
Subject: New Form Entry: Website Contact Us Form

Follow Up Flag: Follow up
Flag Status: Flagged

You've just received a new submission to your [Website Contact Us Form](#).
[Mark as Spam](#)

Submitted Information:

Name

Wally Petersen

Comment

Hello, As a small business owner in Saugatuck (Amazwi Contemporary Art) since 2004, one who is highly dependent upon tourist spending to keep our business running, I think the proposed STR moratorium without benefit of a thorough economic impact study beforehand is both shortsighted and troubling. Saugatuck has gained a reputation as a world-class tourist destination, and before making any decisions on if/how further STR regulations could potentially impact locals and tourists, we need to have more data on our side.

As someone who made his career in the PR field, I know reputations can be fragile,

and they need to be nurtured and protected. Words matter, and words like "moratorium" and prospective "restrictions and regulations" can be off-putting and downright foreboding. They can unintentionally signal to visitors who are already here or who may be considering a trip that they may not be so welcome after all. In a region and world where there is a lot of competition for tourist dollars, why risk handicapping ourselves in this way, especially right when we're gearing up for the high season?

So let's table any moratorium and the negative headlines and comments and God forbid lawsuits that could come with it until a proper economic study is fielded and recommendations are determined based on facts. At that point decisions should be made based on what's in the best interest of our neighborhoods and our businesses, as well as our tourists.

Thank you for your hard work on this issue to date and going forward.