



City of South Haven

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To: Brian Dissette, City Manager
Kate Hosier, Assistant City Manager
Nick Curcio, City Attorney

Fr: David R. Wright, Planning and Zoning Administrator

RE: Short-Term Rental "Business" Designation Report for 2019

Building Services staff have completed their inventory and organization of the "Personal" and "Business" designations of STR properties that are currently certified within the City of South Haven. City staff, in multiple departments, have coordinated efforts and researched data by investigating physical records in addition to electronic records to establish the 4:1 ratio cap calculation defined in the amended Short-Term Rental Ordinance 1045, which was adopted on November 19, 2018. Results conclude 567 "Business" designated STR properties will be allowed for the 2019 Calendar year. Based on calculations, which will be explained below, 140 new "Business" designations will be available for the 2019 Calendar year in addition to the 427 that are already certified.

2017 Census Estimates show 3,494 housing units within the South Haven City limits. Ordinance 1045 defines exclusion of attached condominiums and the 4 Planned Unit Developments (PUDs) of Everett Park, Maple Gate, The Preserve at Woodland Harbor, and Sherman Hills. It has been calculated that there are 628 attached condominiums and 32 constructed housing units within the 4 PUD developments for a total of 660 units. These units are excluded from the total number housing units of 3,494, leaving 2,834 units used for the 4:1 ratio calculation. The 4:1 ratio is calculated by dividing 2,834 by 5 which results in a total of 567 allowed "Business" designations.

As of January 14, 2019 there are 616 certified STR properties in the City of South Haven. 122 of the certified STR properties are attached condominiums and 15 are located within one of the four exempt PUDs resulting in a total of 137 exempted housing units that are STR certified. Subtracting the exempted properties provides a total of 479 certified STRs. City staff have inventoried 52 "Personal" designations, and this total is also subtracted from the total STR certified properties of 479, leaving 427 currently certified STR properties choosing the "Business" designation. Subtracting 427 from 567 leaves a total of 140 more properties that will be eligible to apply for the "Business" designation status this Calendar year. (see attached spreadsheet)

There are currently new STR applications in the processing stages of certification of both “Personal” and “Business” designation types. Building Services staff are currently working with STR applicants that have chosen the “Personal” designation to set up inspections and collect fees. February 1, 2019 staff will begin processing the STR applications with a requested “Business” designation. The City will continue to accept the “Business” type applications until September 1, 2019 or until the allowed 140 limit is reached. At that time the “Business” requested designation STR applications will be placed on hold until the 2020 Calendar year 4:1 ratio calculations and report have been completed.

An attached map is available with this report showing the locations of all current STR certified properties as of January 14, 2019. Properties on the map are categorized as “Business, Business Exempt, Personal, and Personal Exempt”. The exempt properties are all attached condominiums and units located within the 4 PUDs of Everett Park, Maple Gate, The Preserve at Woodland Harbor (Harbor Club), and Sherman Hills.