



City of South Haven

City Hall • 539 Phoenix Street • South Haven, Michigan 49090-1499
Telephone (269) 637-0700 • Fax (269) 637-5319

November 27, 2018

RE: Short-Term Rental Ordinance Amendments – Immediate Action Needed

Short-term Rental Permit Holder:

The City Council recently adopted new regulations that require your immediate attention. As the owner of the above-referenced short-term rental (STR) unit, you need to select whether to designate the unit as a “personal STR” or a “business STR” under the new regulatory guidelines. This designation needs to be received by the City’s zoning department no later than December 17, 2018.

Please understand that the designation of a currently registered STR unit is your choice. You may designate a unit as a business STR even if you live there. The designation you choose will be “grandfathered” for zoning purposes, meaning that if you continue to renew the registration, pay the applicable fees each year, and complete a satisfactory inspection, the STR designation will follow the property if sold.

A complete copy of the ordinance is available on the City’s website at the following link: <https://southhavencitymi.documents-on-demand.com>. In brief summary, the regulations for the two classes of STRs are as follows:

Personal STRs

1. Can be rented up to 6 terms per year for a total of up to 28 days.
2. Must pass inspection every 2 years.
3. Must pay a fee every 2 years to cover the cost of inspection. Staff is proposing a biannual fee of \$100 (\$50 per year). That proposal is subject to City Council approval.
4. A property owner may only register one personal STR in the City. Any other dwelling units in the City may only be registered as business STRs.
5. The maximum occupancy of a personal STR is calculated based on the formula in the City Code, but cannot exceed 12 persons even if the formula would provide for a higher occupancy.

Business STRs

1. Can be rented an unlimited number of times per year.
2. Must pass inspection every year.
3. Must pay an annual fee designed to offset the cost of the City’s regulation of STR program. Staff is proposing an annual fee of \$500. That proposal is subject to City Council approval.
4. Once the owners of currently registered STRs make their designations, there will be a number of “saturation controls” that limit the creation of new business STRs. These saturation controls do not apply to the initial designation of existing STRs.

To make your designation, please check the appropriate boxes on the next page and mail the form to me at the address stated on the top of this letter. Alternatively, you can scan and email the form to me at dwright@south-haven.com or deliver the form to City Hall in person. Please contact me if you have any questions about the designation process.

Sincerely,

David Wright, Zoning Administrator

Short-Term Rental Designation Form

Please fill out the information below to designate any registered STR units that you own in the City as either business STRs or personal STRs. Please keep in mind that a property owner may only designate one dwelling unit as a personal STR. Designations can be made by placing a check mark or "X" in the appropriate space. Please attach additional pages if you need to make more designations that the form below allows.

I, _____, designate the currently registered STR unit at the address of _____ as a: _____ Business STR _____ Personal STR

For additional parcels with a Short-Term Rental Permit, please designate them individually below:

I designate the currently registered STR unit at _____ as a:
_____ Business STR _____ Personal STR

I designate the currently registered STR unit at _____ as a:
_____ Business STR _____ Personal STR

I designate the currently registered STR unit at _____ as a:
_____ Business STR _____ Personal STR

I designate the currently registered STR unit at _____ as a:
_____ Business STR _____ Personal STR

I designate the currently registered STR unit at _____ as a:
_____ Business STR _____ Personal STR

I understand that the applicable fee for each business STR will be due at the time of the annual registration renewal, and the that the applicable fee for each personal STR will be due at the time of inspection.

Signature: _____

Date: _____

Please return this form to Zoning Administrator David Wright by mail, email (DWright@south-haven.com), or personal delivery to City Hall **no later than December 17, 2018.**