



**Planning Commission Special Meeting
February 2, 2023 5:00PM
City Hall
102 Butler Street, Saugatuck, MI**

1. Call to Order/Roll Call:

2. Approval of Agenda: (Voice Vote)

3. Approval of Minutes: (Voice Vote)

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

5. Old Business:

6. New Business:

- a. Resolution Recommending the Creation of a Short-Term Rental Advisory Committee in Accordance with Section 4.28 of the City Charter

7. Communication:

8. Reports of Officers and Committees:

9. Public Comment: (Limit 3 minutes)

10. Adjourn

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

RESOLUTION OF RECOMMENDATION TO CITY COUNCIL

By the City of Saugatuck Planning Commission

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

- WHEREAS, The City of Saugatuck Planning Commission has established reviewing short-term rentals as a priority for 2023; and
- WHEREAS, The Planning Commission recently reviewed short-term rental data for the city and each zoning district; and
- WHEREAS, Section 4.28 of the City Charter states, “the mayor, with the advice and consent of the city council may, from time to time, appoint such committees or boards as are deemed appropriate to advise and consult with them, and with appropriate departments, regarding any municipal activity”; and
- WHEREAS, A short-term rental advisory committee should be formed to assist both the City Council and Planning Commission; and
- WHEREAS, The purpose and priorities of a short-term rental committee should include identifying and prioritizing current short-term rental concerns, issues, opportunities, and objectives held by the citizens of the city; and
- WHEREAS, A short-term rental advisory committee should gather data and insights regarding short-term rental issues, concerns, opportunities, and objectives, including but not limited to current and recent data on short-term rental licenses, listings, and occupancies and community feedback in the form of forums and surveys; and
- WHEREAS, A short-term rental advisory committee should develop a written executive summary of the findings of their quantitative and qualitative data gathering that includes definition of any specific concerns and issues that need to be addressed and the specific objectives of any contemplated changes to the City’s current short-term rental policies, practices, and regulatory and zoning ordinances, including fees; and
- WHEREAS, If the short-term rental advisory committee determines there is a need for changes to the City’s current short-term rental policies, practices, and regulatory and zoning ordinances, including fees, they should review and discuss options and policies of similar resort-focused communities that have made changes to their short-term rental policies, practices, and regulatory and zoning ordinance, including fees; and
- WHEREAS, The short-term rental advisory committee should formulate recommendations on the

city's short-term rental policies, practices, and regulatory and zoning ordinance, including fees, for review and discussion by the Planning Commission and City Council; and

WHEREAS, The short-term rental advisory committee should consider, but not be bound by, the experiences, issues, concerns, policies, practices, and regulatory and zoning ordinances of the City of the Village of Douglas and Saugatuck Township; and

WHEREAS, The makeup of a short-term rental advisory committee should represent different stakeholders within the community including one member from City Council, two members from Planning Commission, one member from the retail, restaurant or lodging business owner community, one member from a short-term rental property management group, one member from a residential zone who holds short-term rental license and/or is positive about short term-rentals, one member from a commercial zone who is not the owner of a short-term rental, one member from the real estate realtor community with no short-term rental ownership, and one member from a residential zone who is not a short-term rental owner and who feels negatively impacted by short-term rentals in their neighborhood;

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

BE IT FURTHER RESOLVED, that the Planning Commission recommends that this short-term rental advisory committee be selected in accordance with the City Council's Boards and Commission Selection Policy, have parity as close as possible between short-term rental owners and non-short-term rental owners, function for a duration not to exceed a year, comply with Open Meetings Act requirements including public notices and gathering public comments, be voluntary and uncompensated, receive a budget for data and insights gathering and consultant planner assistance, and provide written and/or verbal reports to the Planning Commission during each monthly Planning Commission meeting.

Adopted the ____ day of February, 2023

AYES:
NAYS:
ABSENT:

BY _____
ATTEST: _____