



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager
Luke Thompson, Director of Planning and Zoning

MEETING DATE: March 24, 2025

SUBJECT: Late Short-Term Rental Application Penalty Fee

DESCRIPTION:

City Council is considering amendments to the STR licensing ordinance that would allow for accepting late applications for up to five calendar days. The drafted ordinance language would require the applicant to pay a penalty fee for the late application. Setting the penalty fee at \$525 would double the normal application fee. City Council could choose to make the penalty fee higher or lower.

Current Late Penalty Fee	Proposed Late Application Penalty Fee
None	\$525

The attached resolution would modify the City's fee schedule to include the penalty fee.

LEGAL REVIEW:

The fee recommendations have been discussed with the City Attorney. The City Attorney will be at your meeting for any questions you may have.

SAMPLE MOTION:

Motion to approve Resolution No. ____ approving a change in the City's schedule of fees to add a late short-term rental application penalty fee.

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

RESOLUTION NO. 250324-C

A RESOLUTION APPROVING A CHANGE IN THE CITY'S SCHEDULE OF FEES

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

WHEREAS, the City of Saugatuck, acting through the City Council, is authorized by various ordinances and state law to set fees for the provision of permits, licenses, etc.; and

WHEREAS, the City Council adopts and establishes such fees from time to time by resolution; and

WHEREAS, based on matters of record presented to it, the City Council is of the opinion that certain City-imposed fees and charges need to be approved and incorporated into the City's Schedule of Fees.

NOW, THEREFORE, IT IS RESOLVED THAT:

1. The City Council hereby approves a change in the City's adopted Scheduled of Fees as follows:

Business Licenses	Current Fee	New Fee
Short-Term Rental – Late Application Penalty Fee	None	\$525

2. The City Manager and City Clerk are authorized to take all actions necessary to effectuate the terms of the Resolution including, without limitation, modifying the City's adopted Schedule of Fees maintained at City Hall.

3. All resolutions and parts of resolutions that conflict with the provisions of this Resolution are rescinded.

YEAS: Council Members: _____

NAYS: Council Members: _____

ABSTAIN: Council Members: _____

ABSENT: Council Members: _____

ADOPTED this _____ day of _____, 2025

CITY OF SAUGATUCK

BY: _____
Holly Anderson, 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 _____, 2025.

Signed: _____
Jamie Wolters, City Clerk