



From: Ryan Cummins, City Manager
Grayson Moore, Director of Planning & Zoning

Meeting Date: January 7, 2026

RE: Short Term Rental Ordinance: 2025 End-of-Year Report

The City of Saugatuck's Short-Term Rental (STR) program entered its first full year of active implementation and enforcement in 2025. Following adoption of a comprehensive licensing ordinance in early 2024, the City shifted from policy development to implementation. This comprehensive licensing process is addressed by the City Code in conjunction with the Zoning Ordinance.

Total STR license counts remained effectively flat year-over-year, indicating market stabilization rather than expansion. Implementation efforts in 2025 focused on refining administrative procedures, enforcing caps, strengthening compliance monitoring, and formalizing enforcement workflows.

The City's STR program is now supported by a third-party monitoring technology and standardized public communication tools. Collectively, these systems position the City to manage STR activity in a manner that protects residential neighborhood character while continuing to support Saugatuck's tourism-based economy.

This report provides a year-end summary of the regulatory framework, licensing activity, enforcement outcomes, and public communication efforts that collectively define the City's STR program as of December 2025.

Short-Term Rental Regulatory Framework & Program Overview:

In 2025, the City of Saugatuck continued to operationalize and refine its Short-Term Rental (STR) regulatory framework following the adoption of a comprehensive STR licensing ordinance in early 2024. The STR ordinance (Ordinance No. 240229-B) was adopted by the City Council in February 2024 and codified as Chapter 99.5 of the City Code. The Zoning Ordinance was also amended to include STR regulations and reference to Chapter 99.5 of the City Code.

The ordinance establishes mandatory annual licensing requirements for all short-term rental properties operating within the city limits, including fire safety inspections, occupancy limitations, advertising requirements, local agent response obligations, and compliance with zoning and nuisance regulations.

In 2024, the City took additional regulatory action to align zoning controls with the newly established licensing framework. In July 2024, City Council adopted a cap on short-term rentals in R-1 residential zoning districts, limiting STR licenses to no more than 20 percent of the housing supply within each designated neighborhood. Existing short-term rentals were permitted to continue, provided the STR remained in compliance with all licensing and renewal requirements.

Planning Commission and City Council actions throughout mid- to late-2024 further amended the City Code to codify enforcement mechanisms related to the cap and to establish procedures for managing license availability.

Throughout 2025, staff continued to refine ordinance implementation. On April 14, 2025, City Council approved targeted amendments to the STR licensing ordinance to allow for late application processing (up to 5 days passed the required due date), license transfers in limited circumstances, and require additional documentation for certain entity ownership structures. Map 1: 2025 Short Term Rental Analysis, attached, demonstrates the status of rentals throughout 2025.

The STR enforcement program integrates multiple City departments and third-party systems to ensure compliance. Core program components include:

- Mandatory annual STR licensing supported by documented fire inspections and occupancy limits;
- A centralized STR registry and publicly accessible contact database;
- Use of third-party monitoring software (Granicus) to track online listings, identify unlicensed activity, and retain evidentiary records; and
- A combination of proactive and complaint-based enforcement coordinated by City staff, a contracted code enforcement officer during peak seasons, and the Allegan County Sheriff's Office when necessary.

These tools are supported by a 24-hour complaint intake system, data-driven prioritization of enforcement activity, and ongoing public education efforts. Collectively, this regulatory structure provides a scalable enforcement framework aligned with the City's policy objectives.

Short-Term Rental Activity and Licensing Trends (2024–2025)

Following the transition from ordinance adoption in 2024 to full operational enforcement in 2025, the City’s STR market demonstrated overall stability. The total number of active STR licenses citywide remained essentially flat, decreasing marginally from approximately 278 active licenses in 2024 to 267 active licenses in 2025. A main cause for this decrease are how ADUs are regulated and the number of which were applied for and licensed. There are a total of 13 licensed ADUs throughout the City which do not count toward the cap in R-1 Districts.

Rather than reflecting broad market expansion, STR activity in 2025 was driven by license turnover, geographic redistribution, and increased regulatory discipline, particularly within capped R-1 residential zoning districts. A total of 179 STR licenses were issued in 2025. Map 2: Active Short-Term Rentals illustrates total STR licenses by zoning district for both 2024 and 2025.

Available records indicate that only a limited number of STR licenses within the R-1 District were rescinded due to ordinance noncompliance. Approximately seven (7) R-1 STR license holders lost their license as a result of documented ordinance violations or failure to maintain licensing eligibility. While the current STR Ordinance does not define untimely renewal submissions as a formal revocation, instead specifying that such applications are not processed, these instances have been included in the total of seven licenses lost for reporting purposes. All formally recorded license cancellations were attributable to changes in property ownership, not enforcement actions.

While the dataset may not capture every instance of license loss—particularly in cases involving untimely submissions where applications were not processed and defaulted to a “Closed” rather than “Cancelled” status upon expiration—any resulting undercount would be statistically insignificant. These instances would likely have a negligible effect and do not materially alter the overall findings.

As of December 31, 2025, a review of active STRs within the R-1 District identified 62 remaining certificates. These certificates will be incorporated into the licensing cycle upon renewal, with all R-1 District certificates fully converted to STR licenses by June 2027. Citywide, a total of 112 STR certificates remain, of which 50 are located within zoning districts not classified as R-1.

Table 1. 2024 –STR License & Certificate Comparison (ADUs NOT Included)

Total STR Licenses (Including ADUs)	Jun-24	Dec-25
LI-1 Blue Star District (LIND)	0	0
C-1 City Center Commercial District (CC)	21	20
R-4 City Center Transitional Residential District (CER)	19	19
R-1 Community Residential District (CR)	115	110
Conservation, Recreation and Camp District (CRC)	0	0
Summer Resort and Park Association District (SRP)	0	0
Cultural/Community District	0	0
R-2 Lake Street District (LS)	21	14
R-1 Maple Street District (MS)	9	8
Neighborhood Marine District (NHM)	1	2
R-1 Peninsula North (Duneside) District (PN-A)	3	3
R-1 Peninsula North (Riverside) District (PN-B)	0	0
R-1 Peninsula South District (PS)	9	8
R-1 Peninsula West District (PW)	16	13
C-4 Resort District	20	23
C-2 Downtown Waterfront Preservation District (DWP)	8	8
C-2 Water Street East District (WSE)	17	20
C-1 Water Street North District (WSN)	9	8
C-2 Water Street South District (WSS)	5	5
R-3 Multi-Family Residential District (MR)	5	6
Total	278	267

Within the R-1 districts, the implementation of zoning caps functioned as intended by constraining the issuance of additional short-term rental (STR) licenses. Several districts reached their maximum allowable license thresholds, resulting in no available licenses as of December 2025. In contrast, limited license availability remained in select districts where the established caps had not yet been fully met, indicating some uneven capacity across R-1 districts.

Table 2, *Active Licenses in R-1 Districts (2025)*, provides a summary of active STR licenses, approved Special Land Uses for accessory dwelling units, and the remaining license

capacity within each R-1 district. This information illustrates both where regulatory limits have been reached and where additional licenses could still be issued under the current ordinance framework.

In January 2025, the City issued public notice of available STR licenses in accordance with the Council-approved lottery policy. Two licenses were available at that time—one in the Peninsula South Zoning District and one in the Peninsula North (Riverside) Zoning District. The application window was open from February 6 through February 27, 2025. No applications were received during this period, suggesting limited market demand for additional licenses in those districts under the existing regulatory conditions.

Staff intend to provide an additional opportunity for applications for available licenses, consistent with the previously established schedule and policy. A new public notice is anticipated to be issued in January, allowing interested applicants another opportunity to participate in the lottery process.

Table 2. Active Licenses in R-1 Districts (2025)

District	December 2025 STR Permits W/O ADUs	Number of ADUs	District Cap	Available
Community Residential (R-1) Active STR Licenses:	110	7	67	0
Peninsula West (R-1) Active STR Licenses:	13	1	10	0
Peninsula South (R-1) Active STR Licenses:	8	0	11	3
Maple Street (R-1) Active STR Licenses:	8	1	7	0
Peninsula North Duneside (R-1) Active STR Licenses:	3	0	3	0
Peninsula North Riverside (R-1) Active STR Licenses:	0	0	2	2

Enforcement Performance

In 2025, a total of 35 complaints were logged through the Granicus Host Compliance call line, bringing the total number of complaints since initiation of the service in October 2024 to 42. The majority of complaints involved excessive noise, parking violations, and improper trash placement following scheduled pickup.

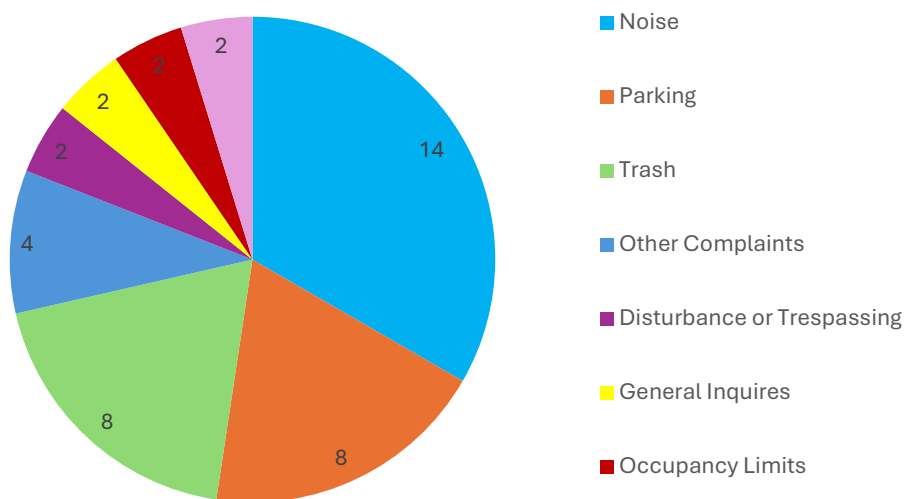
The Granicus platform allows residents to submit short-term rental (STR) complaints via telephone or web-based forms on a 24-hour, seven-day-a-week basis. Complainants may request direct contact with the STR's designated local agent, submit supporting

documentation or evidence, and request follow-up communication regarding the outcome of the complaint. Upon submission, the platform automatically notifies the assigned local agent, ensuring the issue can be addressed within the ordinance-mandated response timeframe.

Use of the Granicus system has improved the City’s ability to document complaints, track response times, and ensure consistency and accountability in enforcement actions, while also providing a clear and auditable record of compliance efforts.

In addition to complaints received through the Granicus platform, the City logged 33 short-term rental–related complaints in BS&A during 2025. Of these, eight (8) complaints originated from the STR Hotline, and one (1) complaint was explicitly categorized as having been received outside of the Hotline process. The remaining 24 complaints were not specifically categorized by source and may have resulted from Granicus Hotline submissions, direct resident complaints, code enforcement observations (including issues such as garbage left out beyond permitted times), or other staff-initiated findings of noncompliance. This underscores that STR enforcement activity is driven by multiple intake channels and indicates that a clear administrative filing process needs to be developed.

Figure 1. Call Distribution Complaint Type – Host Compliance



Public Communication, Education & Stakeholder Coordination

Throughout the STR ordinance process, the City undertook multiple efforts to ensure STR owners and agents were informed of ordinance requirements and procedural deadlines. Education and communication measures included:

- A mandatory attestation within the STR license application requiring owners and agents to acknowledge review and conformance with ordinance requirements, including renewal deadlines;
- An email notification sent on August 29, 2024, outlining how to verify license expiration dates online and reiterating the requirement to submit renewal applications more than 30 days prior to expiration;
- A mailed letter sent to owners and agents in December 2024 reiterating renewal requirements, directing recipients to online resources, and emphasizing application deadlines; and
- Inclusion of expiration dates on issued licenses and renewal reminders within license approval emails.

The City maintains a dedicated Short-Term Rental webpage providing direct access to the ordinance, adopted amendments, zoning district caps, and application and renewal procedures. These tools collectively support compliance by reducing ambiguity and improving transparency.

Conclusion

By the end of 2025, the City of Saugatuck's Short-Term Rental (STR) program had transitioned from initial implementation to a stable and clearly defined regulatory system. Core administrative processes, enforcement workflows, and interdepartmental coordination mechanisms were fully established. Licensing activity remained steady, zoning-based caps were actively enforced, and compliance tools continued to support both proactive and complaint-driven oversight.

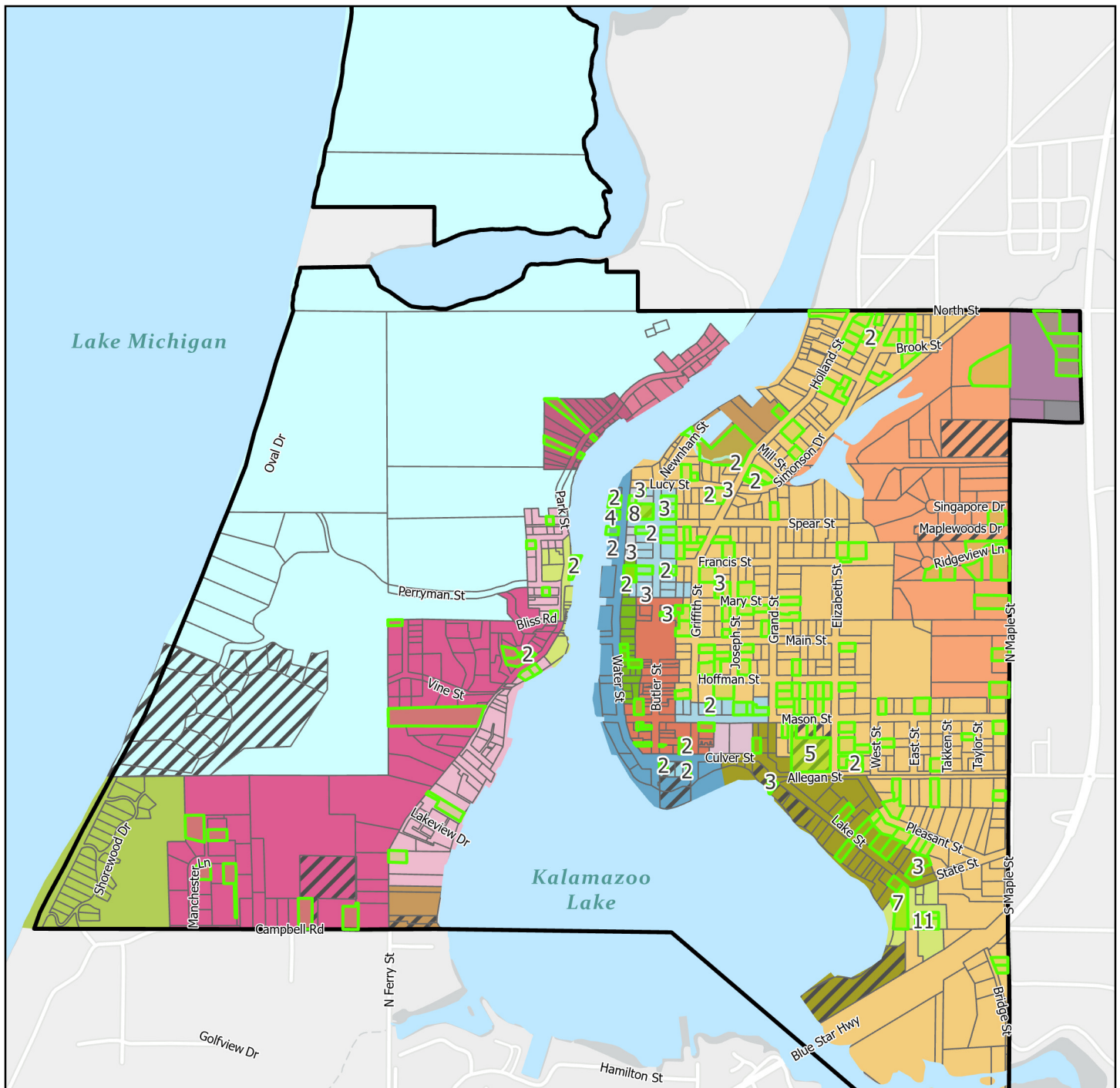
From a financial standpoint, the STR program is operating at or near full cost recovery. In 2025, STR license revenue, excluding late penalty fees, totaled \$100,950. Program-related expenditures included \$69,791.15 in contractual expenses for Fire Department inspections, contracted code enforcement, and legal services, as well as \$25,238 in staff time associated with administration, enforcement, and ordinance implementation. Prior legal expense recoveries of \$6,040.80 further offset program costs. After accounting for all revenues and expenditures, the program resulted in a marginal uncovered balance of \$119, indicating that the STR program is effectively self-supporting and not creating a material financial burden on the City's general operations.

Throughout the year, staff also received recurring feedback from STR applicants, license holders, and certificate operators regarding administrative aspects of the licensing cycle. The most consistent concern related to shifting annual license expiration dates, which

require applicants to track renewals on an individualized basis rather than through a uniform renewal period. Applicants noted that a fixed or standardized expiration date could reduce administrative errors, improve compliance rates, and make renewal obligations easier to manage.

In addition to applicant convenience, staff identified potential operational considerations associated with variable expiration dates. If a large number of renewals were to naturally converge during peak tourism months, renewal-related fire inspections could place additional stress on Fire Department capacity during periods of elevated service calls. While this has not yet resulted in measurable service disruption, it remains an operational risk worth monitoring. One potential administrative refinement would be to allow renewal applications to be submitted no more than 60 days prior to expiration, with the expiration date remaining unchanged when applications are timely submitted and approved.

As the STR program continues to mature, these stakeholder observations provide actionable insight into opportunities for incremental administrative refinement. Any future adjustments would need to balance applicant usability, departmental workload, enforcement consistency, and continued financial sustainability, while remaining aligned with the City's broader regulatory objectives. Moving into 2026, staff intends to maintain compliance, monitor program performance, and evaluate targeted administrative improvements within the existing ordinance framework.



2025 Active Short Term Rentals

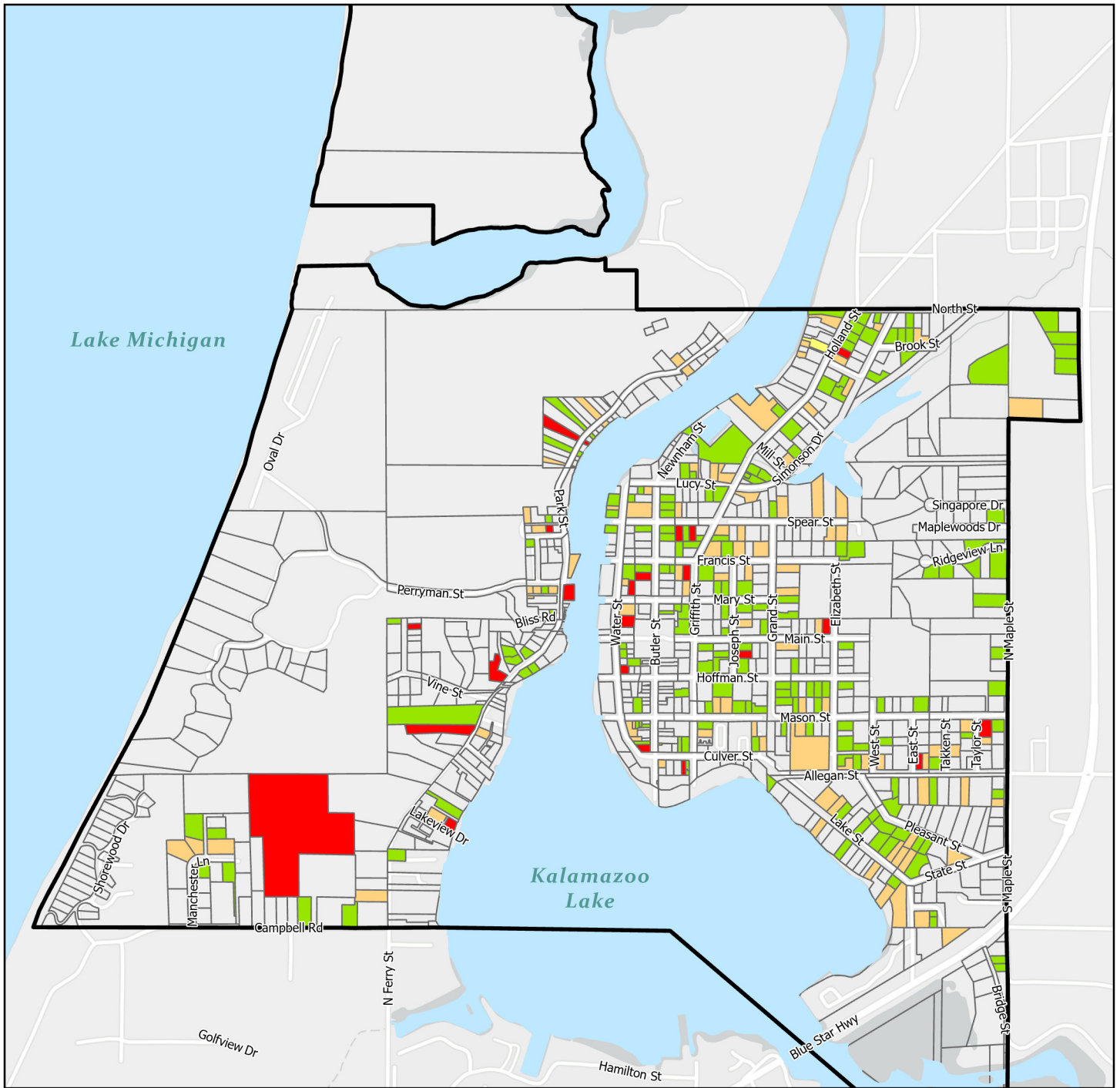
ZONING

- BLUE STAR DISTRICT - LI-1
- CENTER RESIDENTIAL - R-4
- CITY CENTER - C-1
- COMMUNITY RESIDENTIAL - R-1
- CONSERVATION, RECREATION & CAMP
- CULTURAL COMMUNITY
- LAKE STREET - R-2
- MAPLE STREET - R-1
- MULTI-FAMILY RESIDENTIAL R-3
- NEIGHBORHOOD MARINE
- PENINSULA NORTH (DUNESIDE) - R-1

- PENINSULA NORTH (RIVERSIDE) - R-1
 - PENINSULA SOUTH - R-1
 - PENINSULA WEST - R-1
 - RESORT DISTRICT - C-4
 - SUMMER RESORT & PARK ASSOCIATION
 - DOWNTOWN WATERFRONT PRESERVATION - C-2
 - WATER STREET EAST - C-2
 - WATER STREET NORTH - C-1
 - WATER STREET SOUTH - C-2
 - PLANNED UNIT DEVELOPMENT
- Active STR Licenses
- Certified

*Properties with more than one STR permit are indicated with the associated number of permits





2025 Short Term Rental Analysis

Short Term Rental Unit Status
(December 2025)

- Certified
- Hold
- Cancelled
- Closed or Expired





SHORT-TERM RENTAL LICENSE APPLICATION

STEPS IN THE ANNUAL LICENSE PROCESS

1. Fully complete this STR License Application.
Note: Owner signature is required in multiple places.
2. Submit a complete application and required attachments with the annual license fee of \$540.00.
Note: Payment can be made via check or by card in person or by calling the City Treasurer.
3. City staff will review the application for completeness and compliance with the City's STR Licensing Ordinance.
4. The Fire Department will be notified and will contact you (or your agent) to schedule an inspection.
5. The Fire Department will notify the City when the dwelling unit meets the inspection guidelines. If the property fails inspection, the applicant must pay \$175.00 to the City of Saugatuck for each reinspection.
6. Upon approval, the City will issue a Short-Term Rental License which will be valid for 1 year.

Property Information

Address:	Parcel Number:
Requested Occupant Load:	Off-Street Parking Spaces:
Number of Trash Receptacles:	Number of Recycling Receptacles:
Type of Dwelling Unit: ☐ Single Family ☐ Accessory Dwelling ☐ Multi-Family	

Checklist

Required Attachments:	☐ Documentation showing the owner's valid tenancy, ownership, or other legal interest in the proposed short-term rental premises, which may include, but is not necessarily limited to, a deed, land contract, or lease agreement. ☐ Floorplan drawing that includes the number of bedrooms or sleeping areas intended to be occupied as part of the short-term rental. ☐ Drawing of the premises that includes all buildings on the premises and the location where all parking will be provided. ☐ Completed and signed rental inspection checklist from the Saugatuck Township Fire District ☐ Documentation showing that the dwelling unit has been insured as a rental dwelling.
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For Use by Fire Department	Fire Dept. Notified	Fire Dept. Approved	Max Occupancy

Owner Information		
Ownership Type (select one)		
☐	Personal	
	Name of Person(s):	
☐	Trust	
	Name of Trust:	
	Identify all beneficiaries and trustees of the trust (use additional sheet if necessary):	
	1. Beneficiary/Trustee:	
	2. Beneficiary/Trustee:	
	3. Beneficiary/Trustee:	
	4. Beneficiary/Trustee:	
	5. Beneficiary/Trustee:	
☐	Corporate Entity	
	Name of Corporate Entity:	
	Identify all current members of the Corporate Entity and their percentage ownership interests in the corporation or other entity (use additional sheets if necessary):	
	Member:	% Ownership:
	Member:	% Ownership:
	Member:	% Ownership:
	Member:	% Ownership:
	Member	% Ownership
Address:		
Phone:		
E-mail:		
Owner Attestation:		
The dwelling unit will be operated in conformance with all applicable requirements of Chapter 99.5		
Owner Signature:		Date:

License Holder Information

Applicant (Select all that apply):	☐ Owner ☐ Other	
Applicant Name:		
Applicant Address:		
Applicant Phone:		
Applicant E-mail:		
Owner Approval of Another Applicant: I grant authority to the applicant to act on my behalf to request a license under Chapter 99.5 of the City's Code of Ordinances.		
Owner Signature:		Date:

Local Agent Information

If the owner or license holder does not qualify as, or does not desire to be, a local agent, then the license holder shall designate a local agent. A local agent must reside or maintain a physical place of business within a 25-mile radius of the short-term rental. The local agent shall be knowledgeable about the premises and accountable for responding to the premises 24 hours per day, 7 days per week, 365 days per year.

Designated Local Agent	☐ Owner ☐ Other	
Agent Name:		
Agent Address:		
Agent Phone:		
Agent E-mail:		
Approval of Agent: I designate the local agent above and authorize the local agent to act as my agent for any acts required of the license under Chapter 99.5.		
License Holder or Owner Signature:		Date:

Attestation

By signing this application, I attest to all of the following:

- Chapter 99.5 has been reviewed.
- The contents of this application are true and will be promptly updated if any of the information in this application changes. I understand that including false, incorrect, or misleading information on an application is grounds for suspension or revocation of a license.
- The dwelling unit will be operated in conformance with all applicable requirements of Chapter 99.5. I understand a license may be suspended or revoked for non-compliance.
- **I understand the license holder and/or local agent has the duty to remedy any violation** of Chapter 99.5 and the City's Noise Ordinance, as set forth in Section 94.04 of the City Code, by the occupants and visitors of a short-term rental. Upon receiving notice of the violation, the license holder and/or local agent shall ensure that the violation is remedied **within two (2) hours** of receipt of such notice.
- I understand that the owner, license holder, and/or local agent is at all times responsible for obtaining all applicable local, state, and federal licenses, permits, and approvals, and that the issuance of a City short-term rental license in no way excuses compliance with any other applicable local, state, or federal laws, rules, regulations, or codes.
- I understand this is an application, not a license, and that an application does not convey a property right. **I understand that if a license is issued under Chapter 99.5, it shall remain in effect for a period of one (1) year from the date it was issued** unless it is suspended or revoked by the City. I further understand that **the application fee is non-refundable**.
- I understand I may apply for a renewed license by submitting a renewal application to the enforcing officer no later than thirty (30) days prior to the date that my license is set to expire, along with the license renewal fee established by the City's fee schedule, and that if a complete renewal application has not been timely submitted or my previous license expires, my premises cannot be used as a short-term rental until a new license is issued.
- **I understand that short-term rental licenses are non-transferable**, and that my license shall become void upon the attempted transfer of a license or transfer of ownership of the dwelling unit for which the license is issued. I understand that in the event of an unauthorized transfer, a new license must be obtained by the new owner of the dwelling unit from the City before short-term rentals may be resumed. I understand that a "transfer" includes the following:
 - Any transfer, sale, change in ownership, or other conveyance of a short-term rental license to a person or entity other than the owner or license holder;
 - Any transfer, sale, change in ownership, or other conveyance of the premises;
 - Any transfer, sale, change in ownership, or other conveyance of an interest or membership in the corporate entity which is the owner of the premises or the short-term rental license; or
 - Any change in the trustee(s), beneficiary, or beneficiaries of the trust which is the owner of the premises or the short-term rental license.

Owner Signature:

Date:

License Holder Signature:

Date:

Local Agent Signature:

Date:



Rental Inspection Checklist

This is a summary checklist to ensure compliance with Fire and Life Safety codes. The entire International Fire Code 2015 edition may be referenced if other violations are found.

Please ensure compliance with the entire checklist **PRIOR** to scheduling your fire safety inspection. Violations found upon initial inspection may require a re-inspection and additional fees.

1. Recreational fires shall not be conducted within 25 feet of a structure or combustible material (IFC 307.4.3)
2. Charcoal burners and other open-flame cooking devices shall not be operated on combustible balconies or within 10 feet (3048 mm) of combustible construction. *Exceptions: LP-gas cooking devices having LP-gas container with a water capacity not greater than 1 pound (0.454 kg) LP-gas capacity. (IFC 308.1.4)*
3. Storage of combustible materials shall be separated from heaters or heating devices by a distance or shielding so that ignition cannot occur. Maintain a minimum 36" clearance on all sides of fuel fired appliances to storage of combustibles. (IFC 315.3)
4. Fire Safety Plans shall be posted on each floor level of the structure adjacent to the main egress travel path and shall include the following information: (IFC 404)
 - a. The procedure for reporting a fire or other emergency. (*ie: Call 911, there is a fire at 123 Main St. or there is a medical emergency at 123 Main St.*)
 - b. Current address and location of occupancy.
 - c. Floor Plans identifying the locations of the following:
 - i. Exits
 - ii. Primary evacuation routes
 - iii. Secondary evacuation routes
 - iv. Portable fire extinguishers
 - d. Identification and assignment of personnel responsible for emergency contact and maintenance of systems. (Local representative)
5. Address must be installed so it is visible from the road fronting property with 4" minimum letters and numbers. (*Green Reflective 911 Address Signs mounted at road fronting property and visible from both directions of travel are recommended.*) (IFC 505.1)
6. Portable unvented fuel-fired heating equipment is prohibited. (IFC 603.4)
7. Electrical hazards shall be abated. (Cover plates intact, no open wiring junction boxes) (IFC 605.1)
8. Electrical Panels require a minimum 30" clear working space provided in front of the panel. No storage of any materials shall be within the 30" clear designated space. (IFC 605.3)



SAUGATUCK TOWNSHIP FIRE DISTRICT

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9. Extension cords shall not be a substitute for permanent wiring. Ensure there are NO extension cords within the occupancy. (*Approved UL listed surge protectors may be utilized*) (IFC 605.5)
10. Holes in walls, ceilings, and doors must be repaired to maintain the fire resistance rating of the barrier. (IFC 703.1)
11. Portable Fire Extinguishers of a 2A10BC minimum rating must be installed and mounted on an approved hanger within the egress path on each level of the structure. (IFC 906)
12. Portable Fire Extinguishers require annual maintenance by an approved fire protection contractor. (IFC 906)
13. Smoke Alarms are required to be installed in every sleeping room and outside of every sleeping room, in all mechanical rooms, and in every room in the path of the means of egress. In addition, there must be a smoke alarm on each level of the structure including basements. Interconnected smoke alarms may be required. (IFC 907.2)
14. Carbon Monoxide alarms shall be installed on each level of the structure. They shall be installed outside of the sleeping areas where sleeping occurs. (Carbon Monoxide alarms are not required if the home contains NO fuel fired appliances and utilizes only electric heat and cooking devices.) (IFC 1103.9)
15. Minimum dimensions of egress windows shall be 24" in height, and 20" in width. The bottom of the clear window opening shall not be more than 44" measured from the floor. Non-compliant windows shall be replaced or rooms will not be utilized for sleeping. (IFC 1030)
16. Exits shall be maintained free of obstructions including ice and snow at all times. (IFC 1031)
17. Basements and attached garages shall be free of flammable liquid storage. (ie: solvent, thinners, oil paints, gasoline, propane, etc.) (IFC 5704)

By signing below, I the property owner acknowledge completion of the checklist and have ensured that the structure meets all of the required fire and life safety code requirements as a condition of the rental permit application.

Rental Property Street Address: _____

Property Owner's Printed Name: _____ Date: _____

Property Owner's Signature: _____



SHORT-TERM RENTAL LICENSE RENEWAL APPLICATION

Applications must be submitted **30 days prior** to the expiration date listed on the approved license.

Steps to Renew Existing License

Short-term rentals owned by corporate entities or trusts must submit updated documentation each year showing that the interest, composition, membership, or ownership in said corporation or trust has not changed so as to constitute a transfer as defined in the ordinance. Aside from the renewed fire safety checklist, fire inspection, and updated ownership documentation, the license holder or local agent shall only be required to submit new information with the application for renewal when that application information has changed since the last application was filed with the City.

1. Fully complete this STR Renewal Application and submit along with the annual license fee of \$540.00.
2. City Staff will review the application, and all previously submitted documentation for completeness.
3. The Fire Department will be notified and will contact you (or your agent) to schedule an inspection.
4. The Fire Department will notify the City when the Dwelling unit meets the inspection guidelines. If the property fails inspection, the applicant must pay \$175.00 to the City of Saugatuck for each reinspection.
5. Upon approval, the City will issue a Short-Term Rental License which will be valid for 1 year.

Property Information

License holder:	License Number:
Address:	Parcel Number:
Requested Occupant Load:	Off-Street Parking Spaces:
Number of Trash Receptacles:	Number of Recycling Receptacles:
Type of Dwelling Unit: ☐ Single Family ☐ Accessory Dwelling ☐ Multi-Family	

Checklist – PROVIDE IF DIFFERENT FROM LAST APPLICATION OR AS NOTED

☐ Documentation showing the owner's valid tenancy, ownership, or other legal interest in the proposed short-term rental premises, which may include, but is not necessarily limited to, a deed, land contract, or lease agreement. REQUIRED ANNUALLY FOR CORPORATION OR TRUST
☐ Floorplan drawing that includes the number of bedrooms or sleeping areas intended to be occupied as part of the short-term rental.
☐ Drawing of the premises that includes all buildings on the premises and the location where all parking will be provided.
☐ Documentation showing that the dwelling unit has been insured as a rental dwelling.

For Use by Fire Department	Fire Dept. Notified	Fire Dept. Approved	Max Occupancy
			22

Owner Information		
Ownership Type (select one)		
☐	Personal	
	Name of Person(s):	
☐	Trust	
	Name of Trust:	
	Identify all beneficiaries and trustees of the trust (use additional sheet if necessary):	
	1. Beneficiary/Trustee:	
	2. Beneficiary/Trustee:	
	3. Beneficiary/Trustee:	
	4. Beneficiary/Trustee:	
	5. Beneficiary/Trustee:	
☐	Corporate Entity	
	Name of Corporate Entity:	
	Identify all current members of the Corporate Entity and their percentage ownership interests in the corporation or other entity (use additional sheets if necessary):	
	Member:	% Ownership:
	Member:	% Ownership:
	Member:	% Ownership:
	Member:	% Ownership:
	Member:	% Ownership:
Address:		
Phone:		
E-mail:		
Owner Attestation:		
The dwelling unit will be operated in conformance with all applicable requirements of Chapter 99.5		
Owner Signature:		Date:

License Holder Information		
Applicant (Select all that apply):	☐ Owner ☐ Other	
Applicant Name:		
Applicant Address:		
Applicant Phone:		
Applicant E-mail:		
Owner Approval of Another Applicant: I grant authority to the applicant to act on my behalf to request a license under Chapter 99.5 of the City's Code of Ordinances.		
Owner Signature:		Date:

Local Agent Information		
If the owner or license holder does not qualify as, or does not desire to be, a local agent, then the license holder shall designate a local agent. A local agent must reside or maintain a physical place of business within a 25-mile radius of the short-term rental. The local agent shall be knowledgeable about the premises and accountable for responding to the premises 24 hours per day, 7 days per week, 365 days per year.		
Designated Local Agent	☐ Owner ☐ Other	
Agent Name:		
Agent Address:		
Agent Phone:		
Agent E-mail:		
Approval of Agent: I designate the local agent above and authorize the local agent to act as my agent for any acts required of the license under Chapter 99.5.		
License Holder or Owner Signature:		Date:

Attestation

By signing this application, I attest to all of the following:

- Chapter 99.5 has been reviewed.
- The contents of this application are true and will be promptly updated if any of the information in this application changes. I understand that including false, incorrect, or misleading information on an application is grounds for suspension or revocation of a license.
- The dwelling unit will be operated in conformance with all applicable requirements of Chapter 99.5. I understand a license may be suspended or revoked for non-compliance.
- **I understand the license holder and/or local agent has the duty to remedy any violation** of Chapter 99.5 and the City's Noise Ordinance, as set forth in Section 94.04 of the City Code, by the occupants and visitors of a short-term rental. Upon receiving notice of the violation, the license holder and/or local agent shall ensure that the violation is remedied **within two (2) hours** of receipt of such notice.
- I understand that the owner, license holder, and/or local agent is at all times responsible for obtaining all applicable local, state, and federal licenses, permits, and approvals, and that the issuance of a City short-term rental license in no way excuses compliance with any other applicable local, state, or federal laws, rules, regulations, or codes.
- I understand this is an application, not a license, and that an application does not convey a property right. **I understand that if a license is issued under Chapter 99.5, it shall remain in effect for a period of one (1) year from the date it was issued** unless it is suspended or revoked by the City. I further understand that **the application fee is non-refundable**.
- **I understand I may apply for a renewed license** by submitting a renewal application to the enforcing officer **no later than thirty (30) days prior to the date that my license is set to expire**, along with the license renewal fee established by the City's fee schedule, and that if a complete renewal application has not been timely submitted or my previous license expires, my premises cannot be used as a short-term rental until a new license is issued.
- **I understand that short-term rental licenses are non-transferable**, and that my license shall become void upon the attempted transfer of a license or transfer of ownership of the dwelling unit for which the license is issued. I understand that in the event of an unauthorized transfer, a new license must be obtained by the new owner of the dwelling unit from the City before short-term rentals may be resumed. I understand that a "transfer" includes the following:
 - Any transfer, sale, change in ownership, or other conveyance of a short-term rental license to a person or entity other than the owner or license holder;
 - Any transfer, sale, change in ownership, or other conveyance of the premises;
 - Any transfer, sale, change in ownership, or other conveyance of an interest or membership in the corporate entity which is the owner of the premises or the short-term rental license; or
 - Any change in the trustee(s), beneficiary, or beneficiaries of the trust which is the owner of the premises or the short-term rental license.

Owner Signature:

Date:

License Holder Signature:

Date:

Local Agent Signature:

Date:



SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



Rental Inspection Checklist

This is a summary checklist to ensure compliance with Fire and Life Safety codes. The entire International Fire Code 2015 edition may be referenced if other violations are found.

Please ensure compliance with the entire checklist PRIOR to scheduling your fire safety inspection. Violations found upon initial inspection may require a re-inspection and additional fees.

1. Recreational fires shall not be conducted within 25 feet of a structure or combustible material (IFC 307.4.3)
2. Charcoal burners and other open-flame cooking devices shall not be operated on combustible balconies or within 10 feet (3048 mm) of combustible construction. *Exceptions: LP-gas cooking devices having LP-gas container with a water capacity not greater than 1 pound (0.454 kg) LP-gas capacity. (IFC 308.1.4)*
3. Storage of combustible materials shall be separated from heaters or heating devices by a distance or shielding so that ignition cannot occur. Maintain a minimum 36" clearance on all sides of fuel fired appliances to storage of combustibles. (IFC 315.3)
4. Fire Safety Plans shall be posted on each floor level of the structure adjacent to the main egress travel path and shall include the following information: (IFC 404)
 - a. The procedure for reporting a fire or other emergency. *(ie: Call 911, there is a fire at 123 Main St. or there is a medical emergency at 123 Main St.)*
 - b. Current address and location of occupancy.
 - c. Floor Plans identifying the locations of the following:
 - i. Exits
 - ii. Primary evacuation routes
 - iii. Secondary evacuation routes
 - iv. Portable fire extinguishers
 - d. Identification and assignment of personnel responsible for emergency contact and maintenance of systems. (Local representative)
5. Address must be installed so it is visible from the road fronting property with 4" minimum letters and numbers. *(Green Reflective 911 Address Signs mounted at road fronting property and visible from both directions of travel are recommended.)* (IFC 505.1)
6. Portable unvented fuel-fired heating equipment is prohibited. (IFC 603.4)
7. Electrical hazards shall be abated. (Cover plates intact, no open wiring junction boxes) (IFC 605.1)
8. Electrical Panels require a minimum 30" clear working space provided in front of the panel. No storage of any materials shall be within the 30" clear designated space. (IFC 605.3)



SAUGATUCK TOWNSHIP FIRE DISTRICT

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9. Extension cords shall not be a substitute for permanent wiring. Ensure there are NO extension cords within the occupancy. (*Approved UL listed surge protectors may be utilized*) (IFC 605.5)
10. Holes in walls, ceilings, and doors must be repaired to maintain the fire resistance rating of the barrier. (IFC 703.1)
11. Portable Fire Extinguishers of a 2A10BC minimum rating must be installed and mounted on an approved hanger within the egress path on each level of the structure. (IFC 906)
12. Portable Fire Extinguishers require annual maintenance by an approved fire protection contractor. (IFC 906)
13. Smoke Alarms are required to be installed in every sleeping room and outside of every sleeping room, in all mechanical rooms, and in every room in the path of the means of egress. In addition, there must be a smoke alarm on each level of the structure including basements. Interconnected smoke alarms may be required. (IFC 907.2)
14. Carbon Monoxide alarms shall be installed on each level of the structure. They shall be installed outside of the sleeping areas where sleeping occurs. (Carbon Monoxide alarms are not required if the home contains NO fuel fired appliances and utilizes only electric heat and cooking devices.) (IFC 1103.9)
15. Minimum dimensions of egress windows shall be 24" in height, and 20" in width. The bottom of the clear window opening shall not be more than 44" measured from the floor. Non-compliant windows shall be replaced or rooms will not be utilized for sleeping. (IFC 1030)
16. Exits shall be maintained free of obstructions including ice and snow at all times. (IFC 1031)
17. Basements and attached garages shall be free of flammable liquid storage. (ie: solvent, thinners, oil paints, gasoline, propane, etc.) (IFC 5704)

By signing below, I the property owner acknowledge completion of the checklist and have ensured that the structure meets all of the required fire and life safety code requirements as a condition of the rental permit application.

Rental Property Street Address: _____

Property Owner's Printed Name: _____ Date: _____

Property Owner's Signature: _____



Short-Term Rental License

Unit: **810 ALLEGAN ST**
SAUGATUCK, MI 49453

Owner: VIENS MARC & COLLINS WILLIAM

Responsible Party: VIENS MARC & COLLINS WILLIAM

Maximum Occupancy: 2

This property has met the inspection criteria of the Saugatuck Township Fire District and is licensed as an approved Short-Term Rental by the City of Saugatuck. Short-Term Rentals may be subject to private restrictions. It is your responsibility to confirm compliance.

Valid Through 12/03/2026

LICENSE NUMBER

CSTR License-250175

Grayson Moore
Grayson Moore - Director of Planning & Zoning

102 Butler Street, Saugatuck MI 49453



12-23-2024

Dear STR Owner and Agents,

On August 26, 2024, the Saugatuck City Council approved ordinances setting a cap on short-term rental (STR) licenses in R-1 zoning districts. The cap will be enforced gradually as existing licenses expire, are terminated, or become void. Current STR license holders in R-1 districts can continue renewing and operating their rentals as long as they comply with city regulations, even if the district exceeds the cap.

For existing STRs in R-1 zoning districts to continue to be eligible for a license, it will be important for you to timely renew your license prior to expiration. Please note that 99.58 of the City Code requires a renewal application to be submitted **no later** than 30 days prior to the date of expiration of the short-term rental license.

If your STR certificate or license expires while a cap is in effect, you will not be able to re-apply until the number of active short-term rental licenses in a zoning district falls below the maximum limit, at which point you will be subject to the City's selection process for issuing available licenses. It is each owner's responsibility to know and keep track of their expiration date—the City will not provide you with any advance notice prior to your expiration date. To check your expiration date, use the following instructions:

1. Go to the Saugatuck BS&A website. BSAonline.com
2. Select City of Saugatuck as municipality.
3. Enter your address, parcel number, or owner name.
4. Select the correct property.
5. Click the building department tab.
6. Under certificates, click view next to the current STR certificate or license.
7. The expiration date will be displayed in the second column.

Please note that STR certificates and licenses are non-transferable and become void upon an attempted transfer of ownership.

Finally, the Saugatuck Short-Term Rental page is live! Please follow QR code below or go to Saugatuckcity.com/Short-term-rentals.

Sincerely,

Luke Thompson

Director of Planning and Zoning

Luke@saugatuckcity.com





04-15-2025

Re: Changes to STR Licensing Ordinance

To Whom this may concern.

I am writing to inform you that on April 14, 2025, the City Council approved changes to the City of Saugatuck's Short-Term Rental Licensing Ordinance, Ordinance No. 240229-B (the "STR Ordinance"), that may impact your ability to operate an STR within the City, especially if there was a transfer of ownership in your STR License, your STR Certificate, or property you own and/or operate as an STR between the dates of August 26, 2021, and March 5, 2025. A copy of the amendment approved by Council is attached.

Under previous City regulations, STR Licenses and Certificates were non-transferable and any attempted transfer of an STR would render the License or Certificate void. By way of example, this means that if your STR property was sold or transferred to another person or entity (including an entity you owned or controlled), the STR License or Certificate issued for the property would no longer be valid and it could no longer be used as an STR. However, the City Council has approved an amendment to the STR Ordinance that would allow STR owners and operators who previously made an unauthorized transfer to apply for a new STR License and to continue operating an STR.

Please carefully read the following to see if you are eligible to apply for an STR License under the City's new regulations. Failure to submit a timely application may result in your ineligibility to operate an STR within the City.

The approved amendment to the STR Ordinance provides that an STR owner or operator can apply for a new STR License even if they are in a district that is subject to a maximum limit on STR Licenses if the following apply:

- An STR License or Certificate was previously issued for the property;
- An unauthorized transfer of the STR License, Certificate, or STR property occurred between the dates of August 26, 2021, and March 5, 2025;
- The STR License or Certificate was otherwise valid, meaning it did not lapse due to non-renewal and was not revoked or voided for reasons other than an unauthorized transfer.

If you meet these criteria, you must apply for a new STR License no later than five (5) days after the notice of the amendment to the STR Ordinance is published, which should occur on 04-24-2025 Your application must meet all of the requirements of the City

Code, contain the required application fee, and must describe the nature and date of the unauthorized transfer of your STR License, Certificate, or property that occurred. Application forms can be found online at <https://www.saugatuckcity.com/forms.html>.

If you meet the criteria explained above but do not submit an application within the required timeframe, you may lose your ability to operate an STR. Therefore, I urge you to diligently review the attachment amendment and act accordingly, as it is ultimately your responsibility to comply with the City Code.

If you have any questions about the upcoming changes to the STR Ordinance and whether they will impact your STR, please do not hesitate to contact me.

Thank you for your attention to this matter.
Sincerely,

Luke Thompson
Director of Planning and Zoning
City of Saugatuck
Luke@saugatuckcity.com
269-857-2603

City of Saugatuck

Notice of Available Short-Term Rental Licenses 01-23-2025

The City of Saugatuck is now accepting applications for available Short-Term Rental (“STR”) licenses in select zoning districts. There are 2 licenses available in Peninsula South (R-1) Zoning District and 2 Licenses available in Peninsula North Riverside (R-1) Zoning District. The application window will open on February 6, 2025, at 8:30 a.m. and close on February 27, 2025, at 5:00 p.m. Applications will be deemed received on the date and time they are actually received by the City, and it is the applicant’s responsibility to ensure and verify delivery of their application. Applications received outside of this time frame by any increment of time will not be considered, regardless of the reason for the late submission.

Applications, along with the required application fee, must be submitted via regular mail by mailing a copy to P.O. Box 86, Saugatuck, MI 49453, by electronic mail by submitting a copy to luke@saugatuckcity.com, or by submitting a copy in person at the City Hall, located at 102 Butler St., Saugatuck, MI 49453. Each applicant may submit only one application per proposed STR location. Duplicate applications will be rejected.

If the number of applications received during the application window is less than or equal to the available STR licenses, the City will process the applications according to the City Code. However, if there are more applications than available licenses, a public lottery will be held to randomly select applications for processing.

Should a public lottery be required, the City will announce the time and location of the lottery at least 7 days in advance, publishing the notice in a local newspaper and on its website. If licenses are available in multiple zoning districts, the City will conduct separate lottery drawings for each district.

During the lottery, the City will randomly select applications equal to the number of available licenses in each district. To ensure that all licenses are filled, alternate applications may also be drawn, which will be processed if the initial applications are withdrawn or rejected. Alternate applications will be prioritized in the order they are drawn.

Copies of the Short-Term Rental License Notification and Issuance Policy are available on the City's website. For any questions, please contact the City’s Director of Planning and Zoning, Luke Thompson, by phone at (269) 857-2603 or via email at luke@saugatuckcity.com.

GOOD NEIGHBOR Guide

UNWIND AND ENJOY... BUT PLEASE KEEP IT RESPECTFUL

Welcome to the City of Saugatuck! We're glad you are here. We hope you enjoy your visit and request that you keep the following in mind.



Noise

Respect quiet hours from 11p to 7a. Keep music and gatherings at a reasonable volume throughout the day.



Occupancy

Please be mindful of the maximum occupancy for this rental unit. Daytime visitors are welcome between 7a-11p, but the total number of people shouldn't exceed 1.5x the occupancy.



Parking

Utilize off-street parking whenever possible. If street parking is available, please be courteous and park in front of your vacation home. Be mindful not to block sidewalks, mailboxes, or driveways.



Trash

Dispose of all garbage and recycling in the provided bins. Don't leave anything outside.



Pets

Keep all pets secured on the property or leashed at all times.



Fireworks

Fireworks cannot be used during your stay.



EMERGENCY: 911

QUESTIONS/CONCERNS: CONTACT LOCAL AGENT

EXPLORE SAUGATUCK: SAUGATUCK.COM