

CITY OF GRAND HAVEN

Building and Planning Department

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TO: Rental Property Owners

FROM: Kristin Keery, City Planner

DATE: January 1, 2010

SUBJECT: Recent changes to Ordinances regulations pertaining to all Rental Dwelling Units (Chapter 9, Article X Dwelling Unit Registration -commonly referred to as the Rental Ordinance, and the Zoning Ordinance)

In 2008 and 2009, the City of Grand Haven went through an extensive review of the ordinances regulations for all rental units and specifically to Short Term (seasonal) rental units. The following is a summary of those changes.

1. **Chapter 40 - Zoning Ordinance** regulations pertaining to Short Term Rentals have changed. In general, the following changes were made from previously approved ordinance amendments:
 - a. Short Term Rentals no longer require a Special Land Use permit by the Planning Commission. They are now permitted or by-right land uses that require registration and a Certificate of Compliance, which is issued by the Planning & Community development Department.
 - b. Short Term Rentals are **ONLY** permitted in the Dune Residential, North Shore, Southside, Old Town, Central Business, and Waterfront-2 districts (see Short Term Rental Location map on the City's website or contact the Planning & Community Development Department for more information). This requirement has not changed since 2007.
 - c. The land use used to be called *Seasonal Rental*, but has been changed and is now called *Short Term Rental*. The definition has not changed and remains: a dwelling unit providing transient accommodations for periods of less than one (1) month, more than three (3) times per year.
 - d. The parking requirements for Short Term Rentals have been changed. For all **NEWLY REGISTERED** Short Term Rentals, you must demonstrate that your property meets the following requirement: *2 spaces per unit (up to six occupants), plus one space for every three occupants over six, based on approved occupancy for all structures on the site.*
 - e. Each Short Term Rentals shall have independent access to the adjacent roadway which shall not include shared-driveway access. The requirements of this subsection may be waived upon written consent of all property owners utilizing a shared-driveway. Such written consent shall be in the form of a shared parking agreement signed by all applicable property owners acknowledging permission for transient use of the shared-driveway. The agreement shall contain a statement recognizing that the waiver of the requirements of this subsection is contingent upon continued cooperative use of the shared-driveway and that the waiver may be revoked by the Zoning Administrator for repeated complaints of shared-driveway blockage and/or other abuses. The agreement shall be submitted to

the City for review to ensure its compliance with this subsection. Additionally, the Planning Commission may waive the requirement for an agreement where it finds sufficient alternative documentation of an assured long-term shared parking arrangement.

- f. Short Term Rental units shall be permitted one (1) wall sign not more than four (4) square feet in area, or one (1) ground sign not more than four (4) square feet in area. Said signs shall not be illuminated. Signs must be constructed of wood, metal, stone, plastic or other durable materials as approved by the Zoning Administrator. Wire posts are not permitted.

2. Chapter 9, Article X - Dwelling Unit Registration (commonly referred to as the “rental ordinance”) of the Grand Haven Code of Ordinances has changed. Please review the Article in its entirety on the City’s website or contact the Planning & Community Development Department. In general, the following changes were made from previously approved ordinance amendments:

- a. A phone line is no longer required for any rental unit.
- b. If an owner of a rental unit does not reside within 60 miles of the city, they must designate a responsible local agent who shall be legally responsible for operating such dwelling unit compliance with the ordinance. This provision DOES NOT require the hiring of a professional management company or real estate agent.
- c. Violations (fines/penalties) of the rental ordinance have increased significantly. Please refer to Section 9-203 of the rental ordinance for more information.
- d. All Short Term rentals require record keeping. The owner or local agent shall obtain and maintain for the purpose of city inspection and copying the name, address, and other contact information of each occupant. It is the intent of the city to inspect and copy the documents and information required under this section in response to a complaint or a violation of this article, city ordinance or other applicable law or regulation. Please see Section 9-205 of the rental ordinance for more information.
- e. A full-size copy of the Certificate of Compliance must be prominently displayed inside the rental property. In addition, a full sized copy of the applicable city ordinance sections must also be displayed. Samples are available from the City’s website or by contacting the Planning & Community Development Department.
- f. It is a violation of the rental ordinance to advertise or permit an occupancy load that is greater than the occupancy load determined by the City’s Building Official.

ALL rental units must be registered with the City of Grand Haven Planning & Community Development Department. Registration applications are available online at www.grandhaven.org or by contacting the Department at 616-847-3490.

If you have any questions regarding rental units within the City, please contact the Planning & Community Development Department at 20 N. Fifth Street, Grand Haven, MI 49417 or by calling 616-847-3490.

Sincerely,

Kristin Keery
City Planner