



**GRAND HAVEN CHARTER TOWNSHIP
BOARD AGENDA
Monday, June 12, 2023**

REGULAR MEETING – 7:00 P.M.

Persons wishing to speak at public hearings, on agenda items, or extended comments, must fill out a “Speakers Form” located on the counter. Completed forms must be submitted to Township Staff prior to the meeting.

- I. CALL TO ORDER
- II. PLEDGE TO THE FLAG
- III. ROLL CALL
- IV. APPROVAL OF MEETING AGENDA
- V. CONSENT AGENDA
 1. Approve May 22, 2023, Regular Board Minutes
 2. Approve Payment of Invoices in the amount of \$454,138.84 (*A/P checks of \$315,344.99 and payroll of \$138,793.85*).
 3. Approve Re-Appointment of Cathy Rusco to the Loutit District Library through June 30, 2026
 4. Approve Re-Appointments of Mark Bekins and Lyle Rycenga to the Downtown Development Authority / Brownfield Redevelopment Authority through August 31, 2026
 5. Approve Re-Appointments of Eric Frifeldt, Brock Hesselsweet, and Chrys Moelter-Gray to the Parks and Recreation Committee through August 31, 2026
 6. Approve Re-Appointments of Kevin Mesler and Mike Lemkuil to the Planning Commission through August 31, 2026
 7. Approve Re-Appointments of Brock Hesselsweet and Karen Egedy-Bader to the Zoning Board of Appeals Committee through August 31, 2026
- VI. OLD BUSINESS
 1. Second Reading – Amend the Park Rules and Regulations Ordinance
 2. Discussion – Community Energy Plan Participation
 3. Discussion – Eliminate Ordinance Review Committee
- VII. NEW BUSINESS
 1. First Reading – Rental Guidelines – Re-Stated Ordinance
- VIII. REPORTS & CORRESPONDENCE
 1. Committee Reports
 2. Manager’s Report
 - a. May Building Report
 - b. May Ordinance Enforcement Report
 - c. May Public Services Report
 - d. Rental Enforcement Update
 - e. April Legal Review (*Board Members Only*)
 3. Other
- IX. PUBLIC COMMENTS – (*Non-Agenda Items*)

X. ADJOURNMENT

NOTE: The public will be given an opportunity to comment on any agenda item when the item is brought up for discussion. Please complete Speaker Information Sheet. The supervisor will initiate comment time.

**GRAND HAVEN CHARTER TOWNSHIP BOARD
MONDAY, MAY 22, 2023**

REGULAR MEETING

I. **CALL TO ORDER**

The regular meeting of the Grand Haven Charter Township Board to order at 7:00 p.m.

II. **PLEDGE TO THE FLAG**

III. **ROLL CALL**

Board members present: Redick, Wagenmaker, Kieft, Behm, Larsen, and Meeusen

Board members absent: Reenders

Also present were Manager Cargo, Finance Director Sandoval, Public Services Director Chappell, and Assistant Manager Sherwood

Motion by Clerk Larsen and seconded by Trustee Wagenmaker to appoint Trustee Redick as the President Pro Tem. **Which motion carried.**

IV. **APPROVAL OF MEETING AGENDA**

Motion by Trustee Meeusen and seconded by Treasurer Kieft to approve the meeting agenda. **Which motion carried.**

V. **APPROVAL OF CONSENT AGENDA**

1. Approve May 8, 2023, Regular Board Minutes

2. Approve Payment of Invoices in the amount of \$849,968.39 (*A/P checks of \$724,721.10 and payroll of \$125,247.29.*)

Motion by Trustee Wagenmaker and seconded by Trustee Behm to approve the items listed on the Consent Agenda. **Which motion carried.**

VI. **PRESENTATION – 2022 FINANCIAL AUDIT**

Douglas J. Vredevelde, CPA provided a PowerPoint presentation of the 2022 Township financial audit. Vredevelde provided an unqualified opinion - or clean opinion – regarding the Township’s financial records.

VII. **OLD BUSINESS**

1. **Motion** by Trustee Meeusen supported by Clerk Larsen to Resolution 23-05-01 that adopts the First Quarter budget amendments for fiscal year 2023. **Which motion carried**, as indicated by the following roll call vote:

Ayes: Larsen, Wagenmaker, Kieft, Meeusen, Redick, Behm

Nays:

Absent: Reenders

2. **Motion** by Trustee Wagenmaker supported by Trustee Meeusen to Resolution 23-05-02 that authorizes the Township to borrow money and issue bonds known as “**2023 Fire Station Facility Building and Site Bonds**” in the aggregate principal sum \$12,360,000 pursuant to the provisions of Act 34 and Act 189 for the purpose of defraying the cost of the Fire/Rescue Station Construction project, including design costs already incurred. **Which motion carried**, as indicated by the following roll call vote:
Ayes: Behm, Wagenmaker, Meeusen, Redick, Kieft, Larsen
Nays:
Absent: Reenders

VIII. NEW BUSINESS

1. **Motion** by Treasurer Kieft supported by Clerk Larsen to approve the creation of a Fire/Rescue Station Building Committee with a term ending at the completion of the new Fire/Rescue Station – estimated as November of 2024 – with the membership including Supervisor Reenders, Trustee Behm, and Trustee Meeusen. **Which motion carried.**
2. **Motion** by Treasurer Kieft supported by Trustee Wagenmaker to postpone further action on the Ordinance to Amend the Park Rules and Regulations Ordinance, which prohibits pets and limits the areas for bikes or motorized vehicles within Schmidt Heritage Park. This is a first reading. **Which motion carried.**

IX. REPORTS AND CORESPONDENCE

1. Committee Reports
2. Manager’s Report
 - a. Pursuant to a request from the manager, discussion was held on the Community Energy Plan Task Force. The Board agreed to discuss the matter at the June 12th Board meeting.
 - b. Pursuant to a request by Treasurer Kieft, the Board agreed to discuss the elimination of the Ordinance Review Committee since the other committees review their relevant ordinances.
3. Other Comments

X. PUBLIC COMMENTS – (Non-Agenda Items)

1. Mary Ellen Mika (*12905 Wilderness Trail*) supports the Township participating with a Community Energy Plan process.

XI. ADJOURNMENT

Motion by Clerk Larsen and seconded by Trustee Behm to adjourn the meeting at 7:40 p.m. **Which motion carried**

Respectfully Submitted,

Laurie Larsen
Grand Haven Charter Township Clerk

Ron Redick
Grand Haven Charter Township President Pro Tem

SUPERINTENDENT'S MEMO

DATE: June 8, 2023
TO: Township Board
FROM: Cargo
SUBJECT: Supervisor Reenders' Re-Appointment to the LDL Board

Pursuant to direction from Supervisor Reenders, attached please find a motion to re-appoint Cathy Rusco to the Loutit District Library Board.

It is noted that the Director the Loutit District Library – i.e., Ellen Peters – also supports Rusco's reappointment.

If the Board supports the re-appointment of Cathy Rusco to the LDL Board, the following motion can be offered:

Move to reappoint Cathy Rusco to the Loutit District Library Board for a term ending June 30, 2026.

If you have any questions or comments prior to the meeting, please contact Supervisor Reenders.

SUPERINTENDENT'S MEMO

DATE: June 8, 2022
TO: Township Board
FROM: Cargo
SUBJECT: Supervisor Reenders' Re-Appointments - DDA/BRA

Grand Haven Charter Township established a Downtown Development Authority (DDA) in 1999 to take advantage of Tax Increment Financing and improve the infrastructure within a commercial area of the Township. The DDA also acts as the Township's Brownfield Redevelopment Authority (BRA), pursuant to a provision in state law. (*The BRA can take advantage of certain state provisions should a contaminated site in the Township be made available for redevelopment.*)

The three-year terms of the nine (9) members of the DDA are staggered so that the members' terms of office do not all expire at the same time. For 2023, two members' terms are expiring – Lyle Rycenga (*i.e., owner of Rycenga Electric*) and Mark Bekins (*i.e., owner of Bekins Auto Service*). Both businesses are located within the DDA.

Supervisor Reenders is recommending the reappointment of Rycenga and Bekins to the DDA. If the Board agrees, the following motions can be offered:

Move to reappoint Lyle Rycenga to the DDA/BRA Board for a term ending August 31, 2026.

Move to reappoint Mark Bekins to the DDA/BRA Board for a term ending August 31, 2026.

If you have any questions or comments prior to the meeting, please contact Supervisor Reenders.

SUPERINTENDENT'S MEMO

DATE: June 8, 2023
TO: Township Board
FROM: Cargo
SUBJECT: Supervisor Reenders' Committee Re-Appointments

Pursuant to Section 2.11 of the Administrative Policies and Procedures Manual, Supervisor Reenders is recommending the **re-appointments** of:

- ✓ Brock Hesselsweet
- ✓ Chrysteen Moelter-Gray
- ✓ Eric Frifeldt

to the Parks and Recreation Committee through August 31st of 2026.

If the Board supports the appointments as proposed, the following motions can be offered:

Move to approve the re-appointments by Supervisor Reenders of Brock Hesselsweet to the Parks and Recreation Committee through August 31, 2026.

Move to approve the re-appointments by Supervisor Reenders of Chrysteen Moelter-Gray to the Parks and Recreation Committee through August 31, 2026.

Move to approve the re-appointments by Supervisor Reenders of Eric Frifeldt to the Parks and Recreation Committee through August 31, 2026.

If you have any questions or comments prior to the meeting, please contact Supervisor Reenders.



SUPERINTENDENT'S MEMO

DATE: June 8, 2023
TO: Township Board
FROM: Cargo
SUBJECT: Re- Appointment of Kevin Mesler & Mike Lemkuil to the Planning Commission

As you are aware, pursuant to state law, the Township Supervisor – with Board approval – appoints all members to the Planning Commission. Per the direction of Supervisor Reenders, Kevin Mesler and Mike Lemkuil are recommended for re-appointment to the Township Planning Commission.

Mesler is the Vice-President and General Manager of Concept Metals Group located in Spring Lake Township and is a 23-year resident of the Township. Lemkuil is an engineer with a wide range of experience and is a 25-year resident of the Township.

If the Board agrees, the following motion can be offered:

Motion to re-appoint Kevin Mesler to the Township Planning Commission for a term ending August 31, 2026.

Motion to re-appoint Mike Lemkuil to the Township Planning Commission for a term ending August 31, 2026.

If you have any questions or comments, please contact Supervisor Reenders prior to the Board meeting.



SUPERINTENDENT'S MEMO

DATE: June 8, 2023

TO: Township Board

FROM: Cargo

SUBJECT: Re-Appointment of Karen Egedy-Bader to the Zoning Board of Appeals (*as the Alternate*) and Brock Hesselsweet (*as the Planning Commission Representative*)

As you are aware, pursuant to state law, the Township Supervisor – with Board approval – appoints all members to the Zoning Board of Appeals.

Per the direction of Supervisor Reenders, Karen Egedy-Bader is recommended for re-appointment to the Township Zoning Board of Appeals as an alternate. Egedy-Bader is a massage therapist and is a 15-year resident of the Township.

In addition, Brook Hesselsweet is recommended for re-appointment to the Township Zoning Board of Appeals as the Planning Commission representative. Hesselsweet is a local architect with experience in planning and development and has served on the Planning Commission since 2017.

If the Board agrees, the following motion can be offered:

Motion to appoint Karen Egedy-Bader to the Township Zoning Board of Appeals as an alternate for a term ending August 31, 2026.

Motion to appoint Brook Hesselsweet to the Township Zoning Board of Appeals as the Planning Commission representative for a term ending August 31, 2026.

If you have any questions or comments, please contact Supervisor Reenders prior to the Board meeting.



Manager's Memo

DATE: June 8, 2023
TO: Township Board
FROM: Chappell and Cargo
RE: Park Rules & Regulations Amendment – Add Schmidt Heritage Park

As you may recall, the dedication for Schmidt Heritage Park will occur on June 28th. In preparation of the park opening (*excluding the sports fields*), the Parks Rules and Regulations Ordinance needs to be amended.

More specifically, the proposed ordinance accomplishes the following:

1. Strictly prohibits pets in Schmidt Heritage Park; and,
2. Strictly prohibits bikes or motorized vehicles from the JoJo Jogging trail or any of the sports fields.

To approve proposed amendment Parks Regulations Ordinance, the following motion can be offered:

Move to approve and adopt the Ordinance to Amend the Park Rules and Regulations Ordinance, which prohibits pets and limits the areas for bikes or motorized vehicles within Schmidt Heritage Park. This is a second reading.

If you have any questions or comments, please contact either Cargo or Chappell.

**PARK RULES AND REGULATIONS AMENDMENT ORDINANCE
CHARTER TOWNSHIP OF GRAND HAVEN, MICHIGAN**

ord. no. _____ eff. _____

An Ordinance to amend rules and regulations for the use and maintenance of places of recreation and for the government of Township Parks within the Charter Township of Grand Haven, Ottawa County, Michigan.

THE CHARTER TOWNSHIP OF GRAND HAVEN, OTTAWA COUNTY, MICHIGAN,
ORDAINS:

Section 1. Pet Regulations. Section 4.8 of the Park Rules and Regulations Ordinance shall be restated in its entirety as follows.

8. Allow a pet to run loose within any portion of a Township Park or recreation area. Pets are strictly prohibited from Mercury Park, Pottawattomie Park, and Schmidt Heritage Park, except that a pet may be transported in a vehicle in these parks if continuously enclosed within the vehicle. For the purpose of this Ordinance, the phrase "allow a pet to run loose" shall mean that the pet is neither on a leash held by nor otherwise under the immediate control of, the person in custody of the pet. For purposes of this Ordinance, the phrase "otherwise under the immediate control of the person" shall mean that the pet is subject to the control of a person because of training, familiarity, and proximity to the person.

Section 2. Riding or Operating. Section 4.13 of the Park Rules and Regulations Ordinance shall be restated in its entirety as follows.

13. Ride or operate a bicycle, moped, motorized bicycle, motorcycle, horse, motorized three-wheeler or motorized four-wheeler on or within the confines of any playing field (including, but not limited to, any softball field or soccer field), on or within the JoJo Jogging Trail at Schmidt Heritage Park, or in any other area of a Township Park where any such items have been prohibited. It is the intention of this Subsection to prohibit the mere riding or operating of a bicycle, moped, motorized bicycle, etc., in any playing field or posted area, regardless of whether any damage is caused.

Section 3. Effective Date. This Ordinance was approved and adopted by the Township Board on June 12, 2023, after introduction and a first reading on May 22, 2023, and publication after such reading as required by Public Act 359 of 1947, as amended. This Ordinance shall be effective on _____, 2023, which date is at least 30 days after publication of this Ordinance.

Mark Reenders, Township Supervisor

Laurie Larsen, Township Clerk

CERTIFICATE

I, Laurie Larsen, the Clerk for the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing Park Rules and Regulations Amendment Ordinance was adopted at a regular meeting of the Township Board held on June 12, 2023. The following members of the Township Board were present at that meeting: _____

The following members of the Township Board were absent: _____. The Ordinance was adopted by the Township Board with members of the Board _____ voting in favor and _____ members of the Board voting in opposition. Notice of Adoption of the Ordinance was published in the *Grand Haven Tribune* on _____, 2023.

Laurie Larsen, Clerk
Grand Haven Charter Township

SUPERINTENDENT'S MEMO

DATE: June 8, 2023
TO: Township Board
FROM: Cargo
SUBJECT: Community Energy Plan (CEP) Task Force

Ryan Cotton notes that the commitments totaling \$100k have been received – with donations and grants being provided by:

- ✓ Grand Haven City
- ✓ Ferrysburg City
- ✓ Grand Haven Area Community Foundation
- ✓ Michigan Department of Environment, Great Lakes, and Energy (EGLE),
- ✓ Loutit Foundation

Proposals for the CEP were due on Thursday, June 8th. As of this drafting of this memo, it is unknown the outcome of the bids.

There is some interest among Township residents in participating in the CEP. Specifically, support has been offered by the following Township residents:

1. Thomas OBryan (*16979 Buchanan Street*)
2. Ian Evans (*11937 168th Avenue*)
3. Mary Ellen (*12905 Wilderness Trail*)
4. Deanne Brink (*14635 Indian Trails*)
5. John Job (*12905 Wilderness Trail*)

At this stage, the question becomes whether the Township Board wants to have an elected official (or two) participate with this developing the CEP.

If you have any questions or comments prior to the meeting, please contact either Cargo or Sherwood.

SUPERINTENDENT'S MEMO

DATE: June 8, 2023
TO: Township Board
FROM: Cargo
SUBJECT: Ordinance Review Committee

Treasurer Kieft noted that the Ordinance Review Standing Committee rarely meets – with either the Planning Commission or the Township Board fulfilling the role of this Committee.

More specifically, this the Ordinance Review Committee has not met since **2012**.

If the Board agrees that this Committee can be eliminated, the following motion can be offered (*this should be a roll call vote*):

Resolve to eliminate the Ordinance Review Committee and to amend the appropriate policies and/or lists that reference this standing committee.

Please contact Cargo if you have any questions or comments.



Administrative Memo

DATE: June 7, 2023
TO: Township Board
FROM: Karen Sherwood
RE: Re-Styled Ordinance 605: Rental Guidelines – 605

Ordinance Recommended Updates

As Township staff works through the registration process for short-term rentals, the Rental Committee is recognizing some updates were needed to make to the Rental Guidelines Ordinance 605 to eliminate or reduce some loopholes and to update language to align better with current practices. For example, some STR landlords outside of the STR Overlay District are claiming their properties are “limited” STRs (*i.e., are only rented two weeks per year*) to avoid the licensing process. Since it is very time-consuming to monitor these properties, staff are recommending that “limited” STRs only be allowed for properties with PREs and that the property owners be required to inform the Township when they are renting their property for the limited two-week periods.

The following changes are being recommended:

1. Section 2 (b): Remove the requirement to have one or more separate bedrooms as we have some studios that are rented, which means this rental does not have a separate bedroom.
2. Section 2 (c) and Section 3 (g): Modify the definition of short-term rentals and add language to require landlords to notify the Township of the rental period(s). This is an issue because some STR landlords outside of the STR Overlay District are claiming their properties are “limited” STRs (*i.e., are only rented two weeks per year*) to avoid the licensing process. Since it is very time-consuming to monitor these properties, staff are recommending that “limited” STRs only be allowed for properties with PREs and that the property owners be required to inform the Township when they are renting their property for the limited two-week periods.
3. Section 3 (a)(1): Add actual dates in lieu of “four months from the effective date of this ordinance,” as when changes are made to the ordinance the dates will reset but also to provide more clarity so landlords will not have to specifically calculate these dates.

4. Section 6 (a): Modify language that states owners/landlords must have a paved parking area and the parking area must be in compliance with the Township's zoning ordinance. Many existing STR rentals, especially in the dunes area, have compacted gravel parking areas.
5. Section 10 (a, b, c and e): Remove language that states renters do not need to pay their rent if a rental certificate has been suspended or revoked. This is something that needs to be worked out between the landlord and renter. Remove additional language regarding notification of payment of rent into escrow.

Sample Motion

If the Township Board supports the recommended changes to the Rental Regulations – Ordinance 605, the following motions can be offered:

Motion to postpone consideration of the restatement of the Regulatory Ordinance addressing Rentals until the next regularly scheduled Board Meeting. This is a first reading.

If you have any questions or concerns, please contact Sherwood at your convenience.

ORDINANCE NO. 605

AN ORDINANCE **TO RESTATE ORDINANCE 605** TO REGULATE THE RENTAL OF PROPERTY IN GRAND HAVEN CHARTER TOWNSHIP; TO ESTABLISH PENALTIES AND SANCTIONS FOR VIOLATIONS OF THIS ORDINANCE; AND TO ESTABLISH AN EFFECTIVE DATE.

THE CHARTER TOWNSHIP OF GRAND HAVEN, OTTAWA COUNTY, MICHIGAN ORDAINS:

THE CHARTER TOWNSHIP OF GRAND HAVEN, OTTAWA COUNTY,
MICHIGAN, ORDAINS:

1. PURPOSE

The standards in this Ordinance are intended to ensure compatibility with the other permitted uses and the residential character of the neighborhoods in which rentals are located. All rentals shall meet the standards contained in this Ordinance and shall be so located and constructed that the average neighbor, under normal circumstances, will not be aware of their existence.

These standards are also to provide for and protect the welfare of full-time residents and to discourage the purchasing of property for Short-Term Rental uses when it would be inconsistent with the neighborhood in which the property is located.

2. DEFINITIONS

The following words, terms, and phrases, when used in this Ordinance, shall have the meaning ascribed to them in this Section, except where the context clearly indicates a different meaning.

- (a) *Bedroom* means a room which is intended, arranged, and designed to be occupied by one or more persons primarily for sleeping purposes.
- (b) *Dwelling* means a building or portion of a building providing complete, independent living facilities for one or more persons, including permanent provisions for living, eating, cooking, sanitation, and sleeping.
- (c) *Limited Short-Term Rental* means the Rental or subletting of any Dwelling with a principal residence exemption, (aka PRE) for any one or two Rental periods of at least six but not more than 14 days, not to exceed 14 days total in a calendar year. This definition absolutely prohibits Rentals of less than six days.
- (d) *Long-Term Rental* means the Rental or subletting of any Dwelling for a term of at least 28 days.

- (e) *Maximum Occupancy* means the maximum number of allowable Occupants for the Dwelling, as established by Section 6(-l) of this Ordinance.
- (f) *Occupant* means an individual living in, sleeping in, or otherwise having possession of a space.
- (g) *Owner* means a person holding legal or equitable title to the Premises. An Owner may designate an agent to perform duties or receive notice under this Ordinance.
- (h) *Premises* means the property, including any land and the improvements on the land, such as a building or other designated structure, on which the Short-Term Rental or Limited Short-Term Rental or Long-Term Rental is located or is proposed.
- (i) *Rent or Rented* means to permit, provide for, or offer possession or occupancy of a Dwelling, in which the Owner does not reside for a period of time, to a person who is not the legal owner of record, pursuant to a written or unwritten agreement.
- (j) *Rental Unit* means any Dwelling which is leased, made available for rental purposes, or occupied by a person(s) other than the Owner (with or without monetary compensation).
- (k) *Short-Term Rental* means the Rental or subletting of any Dwelling for a term of less than 28 days. This definition does not include the use of campgrounds, hotel rooms, transitional housing operated by a non-profit entity, group homes such as nursing homes and adult foster care homes, hospitals, or housing provided by a substance-abuse rehabilitation clinic, mental-health facility, other health-care related clinic, or housing for farm labor.

3. RENTAL REGISTRATION REQUIRED

All Rental Units, unless otherwise provided in this Ordinance, shall be registered with the Township on an annual basis.

- (a) *Initial Registration.* Any new Rental Unit shall be registered within 30 days of occupancy by the tenant(s). Following initial registration, the Township will arrange for the inspection of the Premises and upon a successful inspection and the payment of any applicable fee will issue a rental certificate of compliance as permitted by this Ordinance. All Rental Units subject to this Ordinance shall, following its effective date, be registered according to the following schedule:
 - (1) The Owner of an existing Rental Unit used for Short-Term Rentals shall register the Rental Unit no later than June 22, 2023.
 - (2) The Owner of an existing Rental Unit on Premises containing four or fewer Rental Units and used for Long-Term Rentals shall register the Rental Units no later than October 22, 2023.

- (3) The Owner of an existing Rental Unit on Premises containing more than four Rental Units and used for Long-Term Rentals shall register the Rental Units no later than January 22, 2024.
- (b) *Annual Registration Renewal.* All Rental Units subject to this Ordinance shall re-register on an annual basis.
- (c) *Registration upon Transfer of Ownership.* A registered Rental Unit that is sold, transferred, or conveyed shall be registered by the new Owner within 30 days of the date of the execution of the deed, land contract, or other legal instrument of conveyance.
- (d) *Registration Fee.* An initial and annual registration fee shall be assessed to the Owner for registration of a Rental Unit. The Township shall establish by resolution, and may amend from time to time, the applicable registration fee.
- (e) *Registration Information.* The Owner of a Rental Unit shall submit and keep updated the following registration information to the Township on forms prescribed by the Community Development Department:
- (1) The address(es) of the Premises of the Rental Unit(s);
 - (2) The number of Rental Units;
 - (3) The Owner's name, address, and telephone number;
 - (4) The name, address, and telephone number of a contact person designated by the Owner;
 - (5) The date of registration of the Rental Unit, if previously registered;
 - (6) The name of the person filing the registration;
 - (7) Bedroom sizes and locations;
 - (8) Instructions as to parking locations;
 - (9) For a Limited Short-Term Rental, written notice to the Township's Community Development Department of the exact rental days, at least 60 days before those rental days commence; and
 - (10) Any additional information necessary to determine compliance with local and state law.
- (f) *Current and Accurate Information.* An Owner of a Rental Unit who fails to provide timely and accurate registration information shall be in violation of this Ordinance.

4. EXCEPTIONS

The following circumstances do not require registration or a rental certificate of compliance under this Ordinance.

- (a) *Dwelling Sales.* Occupancy of up to 90 days by a prior Owner after the sale of a Dwelling under a Rental agreement following closing is permitted.
- (b) *Estate representative.* Occupancy by a personal representative, trustee, or guardian (including family members) of the estate, with or without remuneration, is permitted. The estate shall notify the Township of the Owner's name, date of death, and name of the person occupying the premises.
- (c) *Transitional Housing.* Occupancy at places of public accommodation, campgrounds, transitional housing operated by a non-profit entity, and bed-and-breakfast establishments is permitted.
- (d) *Family Occupancy.* Any member of a family, as well as that family member's guests, may occupy a Dwelling if that family member's family owns the Dwelling. Family occupancy also exempts Dwellings when occupied by family guests, exchange students, visitors, medical caregivers, and child caregivers, any person living within a household on a permanent basis, and any other individual related by blood or affinity whose close association is the equivalent of a family relationship, without remuneration to the Owner.
- (e) *Exclusive Authority.* Occupancy at places which the state has exclusive authority under state law to inspect and regulate is permitted.
- (f) *Condition of Employment.* Occupancy as a condition of employment (e.g., parsonages) is permitted.

5. INSURANCE REQUIREMENTS

As part of a registration application, and as may be requested from time to time thereafter, the Owner of a Rental Unit shall provide the Township with satisfactory proof of continuing commercial insurance coverage of at least \$1,000,000 and dwelling fire insurance coverage of at least \$10,000.

6. PERFORMANCE STANDARDS

All Short-Term and Limited Short-Term Rentals shall be subject to the following performance standards.

- (a) The Owner shall provide off-street parking on the Premises to accommodate all Occupants' vehicles, including motor vehicles and trailers, in compliance with the Township's Zoning Ordinance, as amended or restated.

- (b) A Short-Term Rental will not be approved if the Premises contains an accessory dwelling unit (ADU), as defined in the Township's Zoning Ordinance, as amended or restated.
- (c) The Owner shall provide the Occupant with the following information prior to occupancy and post such information in a prominent and visible location within seven feet of the main entrance to any Rental Unit:
 - (1) The name of a contact person and a telephone number at which the contact person will be available to accept calls during any time that the Dwelling is Rented;
 - (2) Notification of the Maximum Occupancy permitted in the Dwelling;
 - (3) Notification and instructions as to the parking locations;
 - (4) A copy of this Ordinance and the Township Noise Control Ordinance, as may be amended from time to time; and
 - (5) Notification that an Occupant may be cited or fined by the Township, in addition to any other remedies available at law, for violating any provision of this Ordinance.
- (d) The owner shall post the following information in a prominent and visible exterior location that is within seven feet of the main entrance to any Rental Unit;
 - (1) The name of a contact person and a telephone number at which the contact person will be available to accept calls during any time that the Dwelling is Rented; and
 - (2) Notification of the Maximum Occupancy permitted in the Dwelling.
- (e) The Owner's contact person must be available to accept telephone calls at all times that the Dwelling is Rented. The contact person must have a key to the Dwelling and be capable of being physically present at the Dwelling within one hour to address issues, unless arrangements are made for another person to address issues within the same timeframe.
- (f) The Owner shall provide the contact person's information in writing to the owners of property within 300 feet of the Premises.
- (g) The appearance of the Dwelling shall not conflict with the residential character of the neighborhood. The Dwelling shall be properly maintained as required by applicable local and state codes, and kept in good repair so that the use in no way detracts from the general appearance of the neighborhood.
- (h) Occupants shall not encroach on neighboring properties.
- (i) Owners shall provide sufficient waste receptacles substantially screened from public and neighboring view; and the Premises shall be maintained free of debris and

unwholesome substances. Garbage must be kept in a closed container and disposed of on a regular weekly schedule.

- (j) Campfires shall be maintained in designated fire pits and comply with applicable fire codes and other applicable laws and ordinances.
- (k) Occupants shall not create a nuisance. For purposes of this subsection, a nuisance includes but is not limited to any of the following:
 - (1) Any activity that violates Township noise regulations; and
 - (2) Any activity that violates state or Township firework regulations.
- (l) The maximum occupancy for any Rental Unit is 12 individuals, subject to any applicable local, state, or federal laws, regulations, or ordinances, and subject to the International Property Maintenance Code as referenced in the Michigan Building Code that is enforced by the Township per Ordinance No. 454, as amended. Campers and tents to provide additional occupancy on the Premises are not permitted. The occupancy of any Short-Term Rental or Limited Short-Term Rental served by a septic tank rather than a public sanitary sewer system shall not exceed any limitations established by the Ottawa County Health Department.
- (m) A lock box, acceptable for the Township's Fire Chief or the Fire Chief's designee, shall be provided for every Dwelling used as a Short-Term Rental or Limited Short-Term Rental.
- (n) Any Dwelling occupied as a Short-Term Rental shall have public water service and public sanitary sewer service, or if it does not have either or both, any water well or septic system serving the Dwelling must be inspected by and approved by the Ottawa County Department of Public Health for use as or with a Short-Term Rental. Specifically, any water well serving the Dwelling must be upgraded from a residential class II to class III. No Dwelling used as a Short-Term Rental may have a shared water well or shared septic system with another building, unless approved by the Ottawa County Department of Public Health for use with a Short-Term Rental.

7. INSPECTIONS

The Township may conduct inspections for health and safety and to obtain and ensure compliance with this Ordinance and with the International Property Maintenance Code.

- (a) *Circumstances for Inspection.* A Rental Unit may be inspected under any of the following circumstances:
 - (1) As part of the rental compliance certification process;
 - (2) Upon receipt of a complaint or report that the Premises are in violation of this Ordinance;

- (3) If the Township has reason to believe that the Premises are in violation of this Ordinance on the basis of the exterior of the Rental Unit or Premises;
 - (4) Upon receipt of information that a Rental Unit is not registered with the Township as required by this Ordinance;
 - (5) To determine compliance with a notice or housing order issued by the Township;
 - (6) Upon the observance of an emergency situation or if an emergency situation is reasonably believed to exist;
 - (7) In accordance with any other requirement of law; and
 - (8) For advisory inspection purposes when requested by the Owner.
- (b) *Inspection.* During the inspection, the enforcing officer shall identify and note any violations of this Ordinance or any other provision of state or local law. Upon identification of any violations, the enforcing officer shall issue a violation notice and direct the Owner to correct the violation within a reasonable amount of time. The time frame for correction of any violation may be extended at the Township's discretion upon request. The refusal of an inspection permitted by this Ordinance is a violation of this Ordinance.
- (c) *Inspection and Administrative Fee.* The Township shall establish by resolution, and may amend from time to time, a schedule of inspection fees that shall not exceed the real costs of inspecting a Rental Unit. The Township shall also charge an administrative late fee if an inspection fee is not paid within 30 days from the billing date. The Township shall establish by resolution, and may amend from time to time, the amount of any administrative late fee. If an enforcing officer determines that a complaint was filed without a factual basis, the inspection fee shall be charged to the complainant.

8. RENTAL CERTIFICATE OF COMPLIANCE

An Owner shall not lease, rent, or otherwise allow a Short-Term or Long-Term Rental Unit to be occupied unless there is a valid and current rental certificate of compliance or a temporary rental certificate of compliance for the Rental Unit. Each rental certificate of compliance or temporary rental certificate of compliance shall contain an expiration date and is non-transferable.

- (a) *Issuance.* The Township shall issue a rental certificate of compliance to the Owner of a Rental Unit which is determined to be in compliance with this Ordinance following an inspection. Compliance shall mean the following:
 - (1) There are no violations of this Ordinance or any other provision of state or local law existing at the time of the most recent inspection;
 - (2) The enforcing officer did not discover any uncorrected violations of this Ordinance or any other provision of state or local law since the prior rental certificate of compliance or temporary certificate of compliance, if any, was issued; and

- (3) The Owner has paid all inspection and registration fees required by this Ordinance.
- (b) *Long-Term Rentals.* A rental certificate of compliance for Long-Term Rentals shall have a term of three or six years as provided herein:
- (1) A six-year certificate of compliance will be issued from the date of initial inspection based upon the following conditions:
- i. There are no violations of this Ordinance or any other provision of state or local law at the time of the most recent inspection.
 - ii. The enforcing officer did not discover any violations of this Ordinance or any other provision of state or local law since the prior rental certificate of compliance or temporary rental certificate of compliance, if any, was issued; and
 - iii. The property owner has timely paid all inspections and registration fees required by this Ordinance.
- (2) A newly constructed Rental Unit may be issued a six-year rental certificate of compliance from the date of initial certificate of occupancy.
- (3) A three-year certificate of compliance will be issued from the date of the initial inspection based upon the following conditions:
- i. All violations of this Ordinance or any other provision of state or local law noted on an initial or subsequent inspection have been corrected; and
 - ii. Inspection and registration fees have been paid as required by this Ordinance, but were not timely paid.
- (c) *Short-Term Rentals.* A rental certificate of compliance for Short-Term Rentals shall have a term of three years.
- (d) *Temporary Rental Certificate of Compliance.* When a rental certificate of compliance is required, the Township may issue a temporary rental certificate of compliance if the Township is unable to complete a required inspection prior to the expiration of an existing rental certificate of compliance provided that there are no known violations to be uncorrected and no inspection or other fees outstanding. The Township may issue a temporary rental certificate of compliance for a newly-registered Rental Unit. A temporary rental certificate of compliance shall be valid until the enforcing officer completes the required inspection and issues an order granting or denying a rental certificate of compliance. An inspection must be conducted within 60 days of the expiration of an existing rental certificate of compliance, the registration of a new Rental Unit, or issuance of a temporary rental certificate of compliance, whichever is later.
- (e) *Renewal.* At least 30 days before the expiration of a rental certificate of compliance, the Owner shall notify the Township of the need to arrange for a compliance inspection. The Owner shall be responsible for arranging for the compliance inspection in advance of the expiration date on the rental certificate of compliance.

- (f) *Noncompliance.* Any change in the use or construction of a Dwelling that results in noncompliance with local or state law, as determined by the Community Development Department, shall void the rental certificate of compliance.
- (g) *Notice.* The Township shall immediately notify the Owner and any Occupant(s) of any decision affecting the status of a rental certificate of compliance and advise the Owner and Occupant(s) of their right to appeal and the appeal procedure.

9. RENTAL LIMITATIONS

A Dwelling that is issued a rental certificate of compliance or temporary rental certificate of compliance under this Ordinance may be Rented subject to the following limitations.

- (a) In any zoning district, a Dwelling may be Rented for any time period, as often as the Owner decides, subject to the limitations and all other requirements of this Ordinance.
- (b) Any Short-Term Rental, including any Limited Short-Term Rental, must satisfy the requirements of the Township's Zoning Ordinance, as amended or restated.
- (c) Short-Term Rentals, other than Limited Short-Term Rentals, are not permitted in any subdivision (including a supervisor plat), planned unit development, or site condominium unless Short-Term Rentals are specifically provided for and allowed according to the restrictive covenants or master deed provided to the Township during the application process for the development in question, which restrictive covenants or master deed is approved by the Township and recorded with the Ottawa County Register of Deeds.
- (d) Short-Term Rentals are not permitted for any Dwelling that is served by a private road serving eight or more Premises, according to the Township's Private Roads and Driveways Ordinance, as amended or restated, unless the Dwelling is included in the Short-Term Rental Overlay Zone.

10. SUSPENSION, EXPIRATION, OR REVOCATION OF CERTIFICATE OF COMPLIANCE

In addition to any other penalty authorized by law, a rental certificate of compliance may be suspended or revoked if the Community Development Department finds by competent, material, and substantial evidence, and after written notice of the charges to the Owner and an opportunity for the Owner to be heard, that the Owner has violated or failed to fulfill the requirements of this Ordinance. Written notice of the charges and notice of hearing before the Community Development Department shall be personally served on the Owner or served on the Owner by certified mail, no less than 21 days before the hearing.

- (a) Upon a finding by the Community Development Department of a first violation within any 12 month period, the rental certificate of compliance may be suspended for up to 30 days during which time the Premises shall not be Rented. In deciding whether or not to suspend a rental certificate of compliance, the Community Development Department will consider the severity of any violation, the rental history of the Owner, and any other factors deemed relevant by the Community Development Department.

- (b) Upon a finding by the Community Development Department of a second violation within any 12-month period, the rental certificate of compliance may be suspended for 60 days during which time the Premises shall not be Rented. In deciding whether or not to suspend a rental certificate of compliance, the Community Development Department will consider the severity of any violation, the rental history of the Owner, and any other factors deemed relevant by the Community Development Department.
- (c) Upon a finding by the Community Development Department of a third violation within any 12-month period, the rental certificate of compliance may be revoked and the Owner shall not again be issued a rental certificate of compliance for a period of 24 months, during which time the Premises shall not be Rented. In deciding whether or not to suspend a rental certificate of compliance, the Community Development Department will consider the severity of any violation, the rental history of the Owner, and any other factors deemed relevant by the Community Development Department.
- (d) Appeal from denial, suspension, or revocation of a rental certificate of compliance is allowed, as provided in Section 11.
- (e) If the Community Development Department suspends a six-year or a three-year rental certificate of compliance, or if a six-year or a three-year rental certificate of compliance has expired or been revoked, then the Community Development Department shall notify the Occupant(s) of the suspension, expiration, or revocation.

11. APPEAL

Any Owner whose rental certificate of compliance was denied, suspended, or revoked by the Community Development Department may, within ten days following such decision, appeal to the Township Board. The Township Board shall determine whether to affirm, reverse, or modify the decision of the Community Development Department in accordance with this Ordinance.

- (a) *Notice.* At least 14 days prior to the Township Board meeting to consider the appeal of the Owner, the Community Development Department shall send, by certified United States mail, written notice to the Owner of the date, time, and place at which the Township Board will consider the denial, suspension, or revocation. The Owner shall be provided an opportunity to be heard by the Township Board prior to its decision being made.
- (b) *The decision.* The decision of the Township Board shall be final. The Township Clerk shall notify the Owner, in writing, of the decision of the Township Board.
- (c) *Right to appeal.* If the Township Board affirms the decision of the Community Development Department denying an application for or suspending or revoking a certificate of compliance, the Owner shall have the right to appeal the Township Board decision to the circuit court. The decision of the Township Board shall not be vacated during the pendency of any appeal to circuit court. The Owner has the right to seek a stay in circuit court.

- (d) *Committee option.* The Township Board may, in its discretion, appoint a committee to hear an appeal under this Section 11. If the Township Board elects this option, the committee shall process this appeal in accordance with this Section 11, except that the committee shall function as the Township Board for purposes of the appeal under this Section 11.

12. TOWNSHIP, STATE, AND FEDERAL REQUIREMENTS

Nothing contained within this Ordinance shall be construed to relieve a person of any duties and obligations imposed under any Township, state, or federal laws, ordinances, rules, regulations, licenses, or permit requirements.

13. SEVERABILITY AND CAPTIONS

This Ordinance and its various parts, sections, subsections, sentences, phrases, and clauses are severable. If any part, section, subsection, sentence, phrase, or clause is adjudged unconstitutional or invalid, the remainder of this Ordinance shall not be affected. The captions included at the beginning of each Section are for convenience only and shall not be considered as part of this Ordinance.

14. ADMINISTRATIVE LIABILITY

No officer, agent, employee, or member of the Township Board shall be personally liable for any damage that may accrue to any person as a result of any act, decision, or other consequence or occurrence arising out of the discharge of duties and responsibilities pursuant to this Ordinance.

15. VIOLATIONS/PENALTIES

Any person violating the provisions of this Ordinance shall be responsible for a municipal civil infraction. The penalty for a violation of this Ordinance shall be a civil fine of not less than \$50.00, plus costs and other sanctions. Increased civil fines may be imposed for repeat violations of this Ordinance by a person. A “repeat violation” of this Ordinance is a second or subsequent violation of this Ordinance committed by a person within six months of a prior violation of this Ordinance, and for which the person admits responsibility or is determined to be responsible. The penalty for a violation of this Ordinance which is a first repeat violation shall be a civil fine of not less than \$250.00, plus costs and other sanctions. The penalty for a violation of this Ordinance which is a second or subsequent repeat violation shall be a civil fine of not less than \$500.00, plus costs and other sanctions. The Township Supervisor, Township Superintendent, an authorized Township official, any law enforcement officer of the Ottawa County Sheriff’s Department or the Michigan State Police, and the Township Attorney are authorized to issue municipal civil citations for violations of this Ordinance.

16. REPEAL OF ORDINANCE NO. 595

Ordinance No. 595 is repealed, as is any other ordinance to the extent the other ordinance is inconsistent with the terms of this Ordinance.

17. EFFECTIVE DATE

This Ordinance was approved and adopted by the Township Board on _____, 2023, after its introduction and first reading on June 12, 2023, and after its publication in the manner provided by Public Act 359 of 1947, as amended. This Ordinance shall take effect 30 days after its publication following adoption.

Mark Reenders, Township Supervisor

Laurie Larsen, Township Clerk

CERTIFICATE

I, Laurie Larsen, the Clerk for the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing Rental Regulation Ordinance was adopted at a regular meeting of the Township Board held on _____, 2023. The following members of the Township Board were present at that meeting: _____. The following members of the Township Board were absent: _____. The Ordinance was adopted by the Township Board with _____ members of the Board voting in favor and no members of the Board voting in opposition. Notice of Adoption of the Ordinance was published in the *Grand Haven Tribune* on _____, 2023.

Laurie Larsen, Township Clerk

Building Permit Report - Monthly

			Estimated Cost	Permit Fee
ACCESSORY BUILDING				
P23BU0203	PASSOW JAMES-GAYE	12484 LAKESHORE DR	\$44,354	\$412.22
P23BU0215	ORR JAYNE	11941 CHICKORY DR	\$23,883	\$272.00
			\$68,237	\$684.22
			<i>Total Permits For Type:</i>	2
ADDITIONS				
P23BU0205	SHACKELFORD JON E-MIRIAM R	15245 MEADOWWOOD DR	\$32,805	\$333.11
P23BU0210	PAJAK MICHAEL J-DORIS J	15312 FERRIS ST	\$82,313	\$672.24
			\$115,118	\$1,005.35
			<i>Total Permits For Type:</i>	2
AG EXEMPT				
P23AG0001	CROSSROADS ACRES LLC	11101 144TH AVE	\$0	\$50.00
			\$0	\$50.00
			<i>Total Permits For Type:</i>	1
ALTERATIONS				
P23BU0154	GARY R WANDAS	15000 LAKESHORE DR	\$60,000	\$669.40
P23BU0164	HEWITT KATHERINE J	13659 HOFMA CT	\$1,000	\$125.00
P23BU0165	TABACZYNSKI EDWIN F-MARY E TRUST	15692 CHARLES CT	\$54,043	\$478.59
P23BU0219	WALSH JAMES P-HEATHER M	14071 OAK CHAPEL AVE	\$18,000	\$231.70
P23BU0220	DEBRUYN DIANE-HELPERICH TIMOTHY JR	16143 MERCURY DR	\$4,500	\$89.25
			\$137,543	\$1,593.94
			<i>Total Permits For Type:</i>	5
BASEMENT FINISH				
P23BU0146	WADE JOEY D-REBECCA L	17067 DONAHUE WOODS DR	\$149,644	\$1,054.03
P23BU0161	BORGMAN KENNETH L-MONICA	12449 NEWBRIDGE DR PVT	\$44,500	\$413.23
P23BU0180	RHEIN JEFFREY T-SUSAN K	10369 MORNINGDEW CT	\$57,000	\$498.85
P23BU0204	PERRY FREDRICK-DEBORAH	15348 CANARY DR	\$38,882	\$374.74
			\$290,026	\$2,340.85
			<i>Total Permits For Type:</i>	4
COMMERCIAL REMODEL				
P23BU0163	LAKE MICHIGAN CREDIT UNION	16916 ROBBINS RD	\$50,000	\$100.00
P23BU0167	GH PROPERTY HOLDINGS LLC	14064 172ND AVE	\$745,500	\$5,794.99
P23BU0209	SIERRA PROPERTIES LLC	17121 HAYES ST	\$330,818	\$2,972.85
			\$1,126,318	\$8,867.84
			<i>Total Permits For Type:</i>	3
DECK				
P23BU0149	KIEL GREGG A-MARY	14889 MERCURY DR	\$47,164	\$431.47
P23BU0150	KILLIAN MONICA	14471 LAKE MICHIGAN DR	\$500	\$150.00
P23BU0152	MURPHY JONAS-SARAH S	16840 CRICKET CT	\$49,000	\$444.05

Building Permit Report - Monthly

			Estimated Cost	Permit Fee
P23BU0158	LATURNO DONALD E-SANDRA A	10337 MORNINGDEW CT	\$17,000	\$224.85
P23BU0162	WRIGHT BRADLEY-KAITLYN	14734 160TH AVE	\$14,000	\$204.30
P23BU0178	KURAJIAN GEORGE	14671 178TH AVE	\$11,655	\$188.24
P23BU0181	KROODSMA LAWRENCE C	13519 FOREST PARK DR	\$8,600	\$152.25
P23BU0197	MEYER ROBERT-SUSAN TRUST	12887 SIKKEMA DR	\$12,000	\$190.60
P23BU0198	RIVER HAVEN OPERATING COMPANY LLC	13980 RIVER HAVEN BLVD	\$3,118	\$125.00
P23BU0199	RIVER HAVEN OPERATING COMPANY LLC	14474 CROOKED TREE LN	\$7,579	\$186.50
P23BU0222	GRAND HAVEN DEVELOPMENT GROUP LLC	3024 COPPERWAY DR	\$3,000	\$75.00

\$173,616 **\$2,372.26**
Total Permits For Type: **11**

DEMOLITION

P23DE0003	BETTEN JOE T TRUST	17010 FERRIS ST	\$1	\$50.00
P23DE0008	JOST INTERNATIONAL CORP	14394 168TH AVE	\$0	\$50.00

\$1 **\$100.00**
Total Permits For Type: **2**

ELECTRICAL

P23EL0101	RIVER HAVEN OPERATING COMPANY LLC	13605 PEBBLEBROOK DR	\$0	\$55.00
P23EL0102	GARY R WANDAS	15000 LAKESHORE DR	\$0	\$227.00
P23EL0103	RAUSCHERT STEPHEN-JEANNA	12977 152ND AVE	\$0	\$208.00
P23EL0104	VANDERMEULEN MARK J-JULIE A	12612 RETREAT DR PVT	\$0	\$114.00
P23EL0105	SHAPE CORP	14600 172ND AVE	\$0	\$150.00
P23EL0106	MEYERS CORY J	12974 LAKESHORE DR	\$0	\$115.00
P23EL0107	HOUSE BRIAN LEE	14377 VILLA AVE	\$0	\$82.00
P23EL0108	BETTEN JOE T TRUST	17010 FERRIS ST	\$0	\$139.00
P23EL0109	FALKNOR DANIEL R-GAZELLA BETH I	14701 LAKESHORE DR	\$0	\$109.00
P23EL0110	14016 172ND AVENUE LLC	14016 172ND AVE	\$0	\$100.00
P23EL0111	INTERRA HOMES	12524 MANCHESTER DR	\$0	\$257.00
P23EL0112	INTERRA HOMES	12438 NEWBRIDGE DR PVT	\$0	\$257.00
P23EL0113	LINCOLN STREET HOLDINGS	12746 RIVERTON RD	\$0	\$257.00
P23EL0114	INTERRA HOMES	12436 NEWBRIDGE DR PVT	\$0	\$257.00
P23EL0115	YODER ANITA A-SMUCKER JEFFREY P	14961 BIGNELL DR	\$0	\$180.00
P23EL0116	PETERSEN TYLER-RACHEL	17500 BUCHANAN ST	\$0	\$122.00
P23EL0117	TUIN MATTHEW-JESSICA	11533 144TH AVE	\$0	\$118.00
P23EL0118	MCCOLL THOMAS-ANGELA	10460 WEST OLIVE RD	\$0	\$108.00
P23EL0119	KITCHKA NAOMI TRUST	14657 LAKESHORE DR	\$0	\$114.00
P23EL0120	RIVER HAVEN OPERATING COMPANY LLC	14546 DOGWOOD CT	\$0	\$105.00
P23EL0121	GH PROPERTY HOLDINGS LLC	14064 172ND AVE	\$0	\$175.00
P23EL0122	DURANTE JILLIAN RENAE	14837 PINE RIDGE RD	\$0	\$59.00
P23EL0123	HAYES DENNIS C-DEBORAH L	14865 LAKESHORE DR	\$0	\$54.00

Building Permit Report - Monthly

			Estimated Cost	Permit Fee
P23EL0124	WADE JOEY D-REBECCA L	17067 DONAHUE WOODS DR	\$0	\$136.00
P23EL0125	BERNDT AMBER-SMITH COURTNEY	15014 COPPER PL	\$0	\$118.00
P23EL0126	TOBIN DONALD N-MICHELLE M	15047 COPPER CT	\$0	\$339.00
P23EL0127	RHEIN JEFFREY T-SUSAN K	10369 MORNINGDEW CT	\$0	\$122.00
P23EL0128	LANGLOIS MICHAEL A-KAY L	15822 LAKE AVE	\$0	\$62.00
P23EL0129	DUTCHER SUSAN C-ROBERT G	11682 GARNSEY AVE	\$0	\$54.00
P23EL0130	SIGNATURE LAND DEVELOPMENT CO	13036 PINE GLEN DR	\$0	\$272.00
P23EL0131	JEHOVAH'S WITNESS INC	16251 ROBBINS RD	\$0	\$124.00
P23EL0132	VANDERMEULEN MARK J-JULIE A	12612 RETREAT DR PVT	\$0	\$106.00
P23EL0133	TABACZYNSKI EDWIN F-MARY E TRUST	15692 CHARLES CT	\$0	\$118.00
P23EL0134	PETERSEN BRENT M-ALEXA K	12296 LAKESHORE DR	\$0	\$106.00
P23EL0135	HULS DONALD A-ELIZABETH A	12955 BOULDERWAY TR	\$0	\$56.00
P23EL0136	KROES KIM A	16278 COMSTOCK ST	\$0	\$55.00
P23EL0137	PERRY FREDRICK-DEBORAH	15348 CANARY DR	\$0	\$56.00
P23EL0138	GRAND HAVEN DEVELOPMENT GROUP LLC	14988 COPPER PL	\$0	\$316.00
P23EL0139	BORGMAN KENNETH L-MONICA	12449 NEWBRIDGE DR PVT	\$0	\$114.00
P23EL0141	SIERRA PROPERTIES LLC	17121 HAYES ST	\$0	\$112.00

\$0 **\$5,628.00**
Total Permits For Type: **40**

FENCE

P23ZL0047	TIMMER GEORGE	15068 160TH AVE	\$4,000	\$40.00
P23ZL0048	RAUSCHERT KENNETH A-KATHRYN E	13759 HOFMA DR	\$0	\$40.00
P23ZL0049	BUCKLEY BRUCE A-BONNIE L	14731 PARKWOOD DR	\$11,900	\$40.00
P23ZL0052	HOOFMAN GARRETT-JUSTINE E	14591 WINDWAY DRIVE	\$9,268	\$40.00
P23ZL0054	FLOYD JEFFREY	15424 PINE ST	\$670	\$40.00
P23ZL0055	YOON CARRIE TRUST	15132 JASMIN CT	\$11,543	\$40.00
P23ZL0056	REETHS RAYMOND A-BETH A	15399 CANARY DR	\$2,571	\$40.00
P23ZL0057	SCHOLTEN SARAH J	17100 LINCOLN ST	\$6,800	\$40.00
P23ZL0058	WESTPHAL DEANNE	13031 BOULDERWAY TR	\$6,191	\$40.00
P23ZL0060	HALL WAYNE E-KATHLEEN A TRUST	15030 COPPER PL	\$17,777	\$40.00

\$70,720 **\$400.00**
Total Permits For Type: **10**

MECHANICAL

P23ME0132	SCHOUT JASON A-JAILYN N	15922 RIDGEFIELD ST	\$0	\$85.00
P23ME0147	SMITH GAVIN	15912 MERCURY DR	\$0	\$85.00
P23ME0148	SIGNATURE LAND DEVELOPMENT CO	13036 PINE GLEN DR	\$0	\$230.00
P23ME0149	RIVER HAVEN OPERATING COMPANY LLC	14546 MERCURY DR	\$0	\$85.00
P23ME0150	RIVER HAVEN OPERATING COMPANY LLC	13605 PEBBLEBROOK DR	\$0	\$85.00
P23ME0151	FASE HERBERT C-ROBYN L	13121 ACACIA DR	\$0	\$110.00

Building Permit Report - Monthly

			Estimated Cost	Permit Fee
P23ME0152	BETTEN JOE T TRUST	17010 FERRIS ST	\$0	\$90.00
P23ME0153	COLE JULIE A	16883 CRICKET CT	\$0	\$100.00
P23ME0154	RAUSCHERT STEPHEN-JEANNA	12977 152ND AVE	\$0	\$60.00
P23ME0155	SHAPE CORP	14600 172ND AVE	\$0	\$320.00
P23ME0156	SHAPE CORP	14600 172ND AVE	\$0	\$75.00
P23ME0157	GARY R WANDAS	15000 LAKESHORE DR	\$0	\$170.00
P23ME0158	CAMERON CRAIG	15634 MERCURY DR	\$0	\$85.00
P23ME0159	RHEIN JEFFREY T-SUSAN K	10369 MORNINGDEW CT	\$0	\$135.00
P23ME0160	FORTOSIS CHRISTIAN	17263 BEACH RIDGE WY PVT	\$0	\$115.00
P23ME0161	SIGNATURE LAND DEVELOPMENT CO	14437 WINDWAY DRIVE	\$0	\$145.00
P23ME0162	INTERRA HOMES	12436 NEWBRIDGE DR PVT	\$0	\$235.00
P23ME0163	INTERRA HOMES	12438 NEWBRIDGE DR PVT	\$0	\$235.00
P23ME0164	DURANTE JILLIAN RENAE	14837 PINE RIDGE RD	\$0	\$85.00
P23ME0165	JAMAIL ADRIENNE E-LOUIS	15339 SUNDEW ST	\$0	\$115.00
P23ME0166	JENKINS DIANA M	13468 HIDDEN CREEK CT	\$0	\$120.00
P23ME0167	RIVER HAVEN OPERATING COMPANY LLC	14546 DOGWOOD CT	\$0	\$85.00
P23ME0168	PETERSEN TYLER-RACHEL	17500 BUCHANAN ST	\$0	\$175.00
P23ME0169	WADE JOEY D-REBECCA L	17067 DONAHUE WOODS DR	\$0	\$115.00
P23ME0170	LANKES MICHAEL-BARBARA	15774 RONNY RD	\$0	\$85.00
P23ME0171	WILLIAMS MATTHEW A-ASHLEE K	12966 WILDVIEW DR	\$0	\$80.00
P23ME0172	JTB HOMES LLC	12746 RIVERTON RD	\$0	\$145.00
P23ME0173	RIVER HAVEN OPERATING COMPANY LLC	13583 OAKTREE COURT	\$0	\$115.00
P23ME0174	SIGNATURE LAND DEVELOPMENT CO	14437 WINDWAY DRIVE	\$0	\$230.00
P23ME0175	JTB HOMES LLC	12746 RIVERTON RD	\$0	\$230.00
P23ME0176	VANDERMEULEN MARK J-JULIE A	12612 RETREAT DR PVT	\$0	\$110.00
P23ME0177	DEAL MARK S-TRACEY L	11482 LOGGERS TR	\$0	\$145.00
P23ME0178	BASSETT MARY JO-CHARLES	12702 RETREAT DR PVT	\$0	\$95.00
P23ME0179	SIGNATURE LAND DEVELOPMENT CO	14751 PINE GLEN DR	\$0	\$145.00
P23ME0180	THELAN LIFE ESTATE	15273 NICKOLAS DR	\$0	\$115.00
P23ME0181	INTERRA HOMES LLC	12710 MANCHESTER DR	\$0	\$230.00
P23ME0182	INTERRA HOMES	12524 MANCHESTER DR	\$0	\$235.00
P23ME0183	BORGMAN KENNETH L-MONICA	12449 NEWBRIDGE DR PVT	\$0	\$60.00
P23ME0184	LAKESHORE BAPTIST CHURCH	17306 CHURCH HILL ST	\$0	\$175.00
P23ME0185	GH PROPERTY HOLDINGS LLC	14064 172ND AVE	\$0	\$533.95
P23ME0186	BERNDT AMBER-SMITH COURTNEY	15014 COPPER PL	\$0	\$80.00
P23ME0187	TUIN MATTHEW-JESSICA	11533 144TH AVE	\$0	\$115.00
P23ME0188	17580 DUNESIDE DR LLC	17580 DUNESIDE DR	\$0	\$85.00
P23ME0189	WOOD RANDALL-FAITH	14241 LAKESHORE DR	\$0	\$275.00
P23ME0190	LANGLOIS MICHAEL A-KAY L	15822 LAKE AVE	\$0	\$60.00

Building Permit Report - Monthly

			Estimated Cost	Permit Fee
			\$0	\$6,483.95
			<i>Total Permits For Type:</i>	<i>45</i>
MISCELLANEOUS				
P23MISC001	HARVEST BIBLE CHAPEL SPRING LAKE	12900 US-31	\$0	\$200.00
			\$0	\$200.00
			<i>Total Permits For Type:</i>	<i>1</i>
PLUMBING				
P23PL0059	CATALINO CHAD D-LORI J	13370 FOREST PARK DR	\$0	\$130.00
P23PL0060	TOTH CHRISTOPHER H-LYNN M	13355 FOREST PARK DR	\$0	\$115.00
P23PL0061	WARHURST ARCHIE E-MARY E	15244 164TH AVE	\$0	\$115.00
P23PL0062	KROHN DAVID	14062 SAWGRASS RD PVT	\$0	\$90.00
P23PL0063	TUIN MATTHEW-JESSICA	11533 144TH AVE	\$0	\$200.00
P23PL0064	BETTEN JOE T TRUST	17010 FERRIS ST	\$0	\$65.00
P23PL0065	GARY R WANDAS	15000 LAKESHORE DR	\$0	\$158.00
P23PL0066	WADE JOEY D-REBECCA L	17067 DONAHUE WOODS DR	\$0	\$143.00
P23PL0067	RHEIN JEFFREY T-SUSAN K	10369 MORNINGDEW CT	\$0	\$125.00
P23PL0068	TABACZYNSKI EDWIN F-MARY E TRUST	15692 CHARLES CT	\$0	\$135.00
P23PL0069	LINCOLN STREET HOLDINGS	15679 LELAND DR	\$0	\$270.00
P23PL0070	SIGNATURE LAND DEVELOPMENT CO	14754 PINE GLEN DR	\$0	\$249.00
P23PL0071	BORGMAN KENNETH L-MONICA	12449 NEWBRIDGE DR PVT	\$0	\$128.00
P23PL0072	SIGNATURE LAND DEVELOPMENT CO	14437 WINDWAY DRIVE	\$0	\$244.00
P23PL0073	GRAND HAVEN DEVELOPMENT GROUP LLC	4988 COPPER PL	\$0	\$248.00
P23PL0074	PETERSEN BRENT M-ALEXA K	12296 LAKESHORE DR	\$0	\$125.00
P23PL0075	TEG TIMBERVIEW 1 LLC	17167 DUNE VIEW DR 109-BLDG B	\$0	\$60.00
P23PL0076	TEG TIMBERVIEW 1 LLC	15011 MADELEINE CT 101-BLDG O	\$0	\$60.00
P23PL0077	NELSON MATTHEW G-LUCHI P	15682 GARDENTON CT	\$0	\$133.00
P23PL0078	POMARIUS CALVIN-CAROLYN	14618 INDIAN TRAILS DR	\$0	\$83.00
P23PL0079	GH PROPERTY HOLDINGS LLC	14064 172ND AVE	\$0	\$354.00
P23PL0080	GRAND HAVEN CHARTER TOWNSHIP	17200 LINCOLN ST	\$0	\$60.00
P23PL0081	BERNDT AMBER-SMITH COURTNEY	15014 COPPER PL	\$0	\$125.00
			\$0	\$3,415.00
			<i>Total Permits For Type:</i>	<i>23</i>
POOL/SPA/HOT TUB				
P23BU0077	WILCOX JON R-ALEXIS M	15482 HOFMA DR	\$1,000	\$75.00
P23BU0182	GEORGE JASON-DONNIELLE	15103 COLEMAN AVE	\$10,971	\$183.75
P23BU0200	HULS DONALD A-ELIZABETH A	12955 BOULDERWAY TR	\$8,500	\$152.25
			\$20,471	\$411.00
			<i>Total Permits For Type:</i>	<i>3</i>
REPLACEMENT WINDOWS/DOORS				

Building Permit Report - Monthly

			Estimated Cost	Permit Fee
P23BU0084	CROW KEVIN-SHTULL JENNIFER	14931 HAWTHORNE ST	\$16,735	\$223.03
P23BU0085	MILLER JANET K	13299 FOREST PARK DR	\$21,275	\$254.13
P23BU0135	HAGEMAN MICHAEL-PAULA S	12717 LAKESHORE DR	\$10,832	\$183.75
P23BU0160	HEMMEKE DANNY J-JUDITH T TRUST	15795 WINANS ST	\$12,816	\$196.19
P23BU0214	MONARCH KEITH-MARY	15075 BIGNELL DR	\$5,552	\$105.00
			\$67,210	\$962.10
			<i>Total Permits For Type:</i>	5

RE-ROOFING

P23BU0148	HILBURGER RONALD R JR- DEANNA	11453 OAK GROVE RD	\$14,274	\$100.00
P23BU0151	DOUGHTY JASON- ANGELA	15012 161ST AVE	\$6,145	\$100.00
P23BU0157	BLEICHER JAMES J-CHRISTINE A TRUST	11222 SKOGEN LN	\$24,000	\$100.00
P23BU0159	MORELAND DARRELL L TRUST	12862 LAKESHORE DR	\$29,000	\$100.00
P23BU0168	RIVER HAVEN OPERATING COMPANY LLC	13848 OAKWOOD CIRCLE	\$4,000	\$100.00
P23BU0169	RIVER HAVEN OPERATING COMPANY LLC	14425 TRILLIUM CIRCLE	\$4,000	\$100.00
P23BU0170	BARTON DENISE	18056 SUNSET DR	\$9,150	\$100.00
P23BU0171	GILLISSIE FRANCES K TRUST	13307 HIDDEN CREEK DR	\$13,119	\$100.00
P23BU0172	RIVER HAVEN OPERATING COMPANY LLC	14412 TRILLIUM CIRCLE	\$2,600	\$100.00
P23BU0173	SAVALOX GUNNAR-EMILY	15226 GRAND OAK RD	\$10,845	\$100.00
P23BU0174	WILTFONG RYAN L-CHRISTINE	15231 CHANNEL RD	\$10,403	\$100.00
P23BU0175	STEINMETZ JACK-MARGARET P TRUST	15695 HIGH RIDGE DR	\$2,495,810	\$100.00
P23BU0176	MARSHALL MARION R	15665 LAKE AVE	\$11,200	\$100.00
P23BU0184	EVERETT TRENTJ SR-KRISTI	15191 DEREMO AVE	\$2,500	\$100.00
P23BU0185	HOLTROP DANIEL A-CHERYL	14000 BAYOU RIDGE CIR	\$23,332	\$100.00
P23BU0186	NOVAK CHERYL TRUST	15061 BAYOU POINTE PL	\$23,332	\$100.00
P23BU0187	LAUGHLIN TRUST	15056 BAYOU POINTE PL	\$23,332	\$100.00
P23BU0188	MILLER SARAH J-SHERON L	15080 BAYOU POINTE PL	\$23,332	\$100.00
P23BU0189	LAMAIRE PAUL-LINDA TRUST	15260 160TH AVE	\$13,565	\$100.00
P23BU0190	RIVER HAVEN OPERATING COMPANY LLC	13200 PINEWOOD DR	\$7,504	\$100.00
P23BU0193	MCLEAN TODD E-SHARON L	11446 LAKESHORE DR	\$15,000	\$100.00
P23BU0195	MUELLER DAVID-KATHERINE	17606 BRUCKER ST	\$19,300	\$100.00
P23BU0196	GORAJEC RICHARD-MARY KATHERINE	13752 LAKESHORE DR	\$18,000	\$100.00
P23BU0206	KORONKIEWICZ DAVID A	14800 LAKESHORE DR	\$13,870	\$100.00
P23BU0207	PLACE BERNIE-LYN	15493 WINCHESTER CIR PVT	\$19,224	\$100.00
P23BU0211	YAUCH GLENN J JR-REBECCA A	14291 TERRY TRAILS	\$50,000	\$100.00
			\$2,886,837	\$2,600.00
			<i>Total Permits For Type:</i>	26

RE-SIDING

P23BU0153	DURSO WILLIAM-SALLY	14818 BIRDSONG LN	\$32,000	\$100.00
P23BU0156	EHRlich CHARLES-MARY ALICE	17040 TIMBER DUNE DR	\$12,000	\$100.00

Building Permit Report - Monthly

			Estimated Cost	Permit Fee
			\$44,000	\$200.00
			<i>Total Permits For Type:</i>	2
SHED (<200 SQFT)				
P21ZL0012	REETHS RAYMOND A-BETH A	15399 CANARY DR	\$800	\$40.00
P22ZL0124	YOUNG DAVID-LOIS	15159 MERCURY DR 15149	\$3,836	\$40.00
P23ZL0043	SCHERF MAHLON-JUDY	15508 COLEMAN AVE	\$0	\$40.00
P23ZL0050	MILLER KRISTIN R	15448 MEADOWLARK DR	\$2,000	\$40.00
P23ZL0051	FARNQUIST DAVID-CLAIRE	13542 HIDDEN CREEK CT	\$2,000	\$40.00
P23ZL0053	MCDOWELL VIRGINIA MILLS	18298 MC CREA CT	\$425	\$40.00
			\$9,061	\$240.00
			<i>Total Permits For Type:</i>	6
SINGLE FAMILY DWELLING				
P23BU0144	SIGNATURE LAND DEVELOPMENT CO	14754 PINE GLEN DR	\$493,230	\$2,857.86
P23BU0155	SIGNATURE LAND DEVELOPMENT CO	14751 PINE GLEN DR	\$364,601	\$2,182.56
P23BU0177	TOBIN DONALD N-MICHELLE M	15047 COPPER CT	\$570,000	\$3,204.90
P23BU0183	EASTBOOK HOMES INC	14738 PINE GLEN DR	\$312,823	\$1,910.72
P23BU0191	SIGNATURE LAND DEVELOPMENT CO	13012 PINE GLEN DR	\$475,590	\$2,765.25
P23BU0194	GRAND HAVEN DEVELOPMENT GROUP LLC	14988 COPPER PL	\$415,992	\$2,452.36
P23BU0212	DIEKEVERS BERNIE-CAROLYN	16140 COMSTOCK ST	\$426,987	\$2,510.08
P23BU0217	WOODS TRUST	13045 BOULDERWAY TR	\$489,937	\$2,840.57
			\$3,549,160	\$20,724.30
			<i>Total Permits For Type:</i>	8
VEHICLE SALES				
P23VS0009	VANOOSTERUM WENDY JO	12637 LAKESHORE DR	\$0	\$0.00
P23VS0010	WESSEL EDWARD J	15848 COMSTOCK ST	\$0	\$0.00
P23VS0011	BLOEMERS ROGER J	17256 BUCHANAN ST	\$0	\$0.00
P23VS0012	LEVERENCE GREGORY A-KERRI L	15222 LOST CHANNEL TR	\$0	\$0.00
			\$0	\$0.00
			<i>Total Permits For Type:</i>	4
WALL/CANOPY SIGN				
P23SG0003	172ND PROPERTY LLC	14000 172ND AVE	\$13,000	\$200.00
			\$13,000	\$200.00
			<i>Total Permits For Type:</i>	1
Totals			\$8,571,318	\$58,478.81
			<i>Total Permits In Month:</i>	204

May 2023 Enforcements By Category Monthly Report

BUILDING

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E23CE0102	12612 RETREAT DR PVT	CLOSED	05/04/23	05/16/23	
E23CE0103	18100 HOLCOMB RD	CLOSED	05/04/23	05/09/23	
E23CE0107	14931 HAWTHORNE ST	CLOSED	05/12/23	05/22/23	
E23CE0143	12732 RIVERTON RD	1ST NOTICE OF VIOLATION LETTER	05/30/23		

Total Entries: 4

DANGEROUS BUILDING

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E23CE0126	17210 BUCHANAN ST	1ST NOTICE OF VIOLATION LETTER	05/16/23		

Total Entries: 1

FENCE

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E23CE0144	15548 COMSTOCK ST	1ST NOTICE OF VIOLATION LETTER	05/31/23		

Total Entries: 1

HOME OCCUPATION

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E23CE0128	12596 LAKESHORE DR	1ST NOTICE OF VIOLATION LETTER	05/17/23		

Total Entries: 1

JUNK & RUBBISH

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E23CE0100	15801 WINANS ST	CLOSED	05/02/23	05/10/23	
E23CE0121	15159 178TH AVE	CLOSED	05/15/23	05/30/23	
E23CE0122	14770 152ND AVE	CLOSED	05/15/23	05/30/23	
E23CE0141	13397 FOREST PARK DR	1ST NOTICE OF VIOLATION LETTER	05/30/23		

Total Entries: 4

LITTER

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E23CE0129	14525 LAKESHORE DR	1ST NOTICE OF VIOLATION LETTER	05/17/23		

May 2023 Enforcements By Category Monthly Report

Total Entries: 1

OTHER

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E23CE0124	DESAY DR PVT	CLOSED	05/15/23	05/22/23	

Total Entries: 1

PARKING ON THE GRASS

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E23CE0118	16040 COMSTOCK ST	CLOSED	05/15/23	05/22/23	
E23CE0119	16060 COMSTOCK ST	2ND NOTICE OF VIOLATION LETTER	05/15/23		
E23CE0120	16083 COMSTOCK ST	2ND NOTICE OF VIOLATION LETTER	05/15/23		

Total Entries: 3

RECREATION VEHICLES

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E23CE0105	15971 LAKE MICHIGAN DR	2ND NOTICE OF VIOLATION LETTER	05/10/23		
E23CE0142	17578 DUNESIDE DR	1ST NOTICE OF VIOLATION LETTER	05/30/23		

Total Entries: 2

SIGNS

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E23CE0130		1ST NOTICE OF VIOLATION LETTER	05/18/23		
E23CE0131		1ST NOTICE OF VIOLATION LETTER	05/18/23		
E23CE0132		1ST NOTICE OF VIOLATION LETTER	05/18/23		
E23CE0133	16160 PIERCE ST	CLOSED	05/18/23	05/30/23	
E23CE0136		1ST NOTICE OF VIOLATION LETTER	05/23/23		
E23CE0137		1ST NOTICE OF VIOLATION LETTER	05/24/23		
E23CE0138		1ST NOTICE OF VIOLATION LETTER	05/24/23		
E23CE0139		1ST NOTICE OF VIOLATION LETTER	05/30/23		

Total Entries: 8

TRASH RECEPTACLES

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
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May 2023 Enforcements By Category Monthly Report

E23CE0125 13397 FOREST PARK DR CLOSED 05/16/23 05/30/23

Total Entries: 1

VEHICLE IN ROW

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E23CE0098	14480 MANOR RD	CLOSED	05/01/23	05/10/23	

Total Entries: 1

VEHICLE SALES

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E23CE0099	12637 LAKESHORE DR	CLOSED	05/01/23	05/10/23	
E23CE0101	10570 WEST OLIVE RD	CLOSED	05/03/23	05/09/23	
E23CE0106	13888 172ND AVE	CLOSED	05/11/23	05/30/23	
E23CE0134	14889 MERCURY DR	1ST NOTICE OF VIOLATION LETTER	05/22/23		
E23CE0135	13801 BITTERSWEET DR	1ST NOTICE OF VIOLATION LETTER	05/23/23		

Total Entries: 5

ZONING

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E23CE0127	12596 LAKESHORE DR	1ST NOTICE OF VIOLATION LETTER	05/17/23		

Total Entries: 1

Enforcement.CodeOfficer = MICHAEL BEATTY AND
 Enforcement.DateFiled Between 5/1/2023 12:00:00 AM
 AND 5/31/2023 11:59:59 PM

Total Pages: 3

Total Records: 34

Report Created: 06/01/23

May 2023 Enforcements By Category Monthly Report

BUILDING

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E09CE0156	16975 LINCOLN ST	CLOSED	04/14/09	05/24/23	04/15/2009 WRITE LETTER
E23CE0102	12612 RETREAT DR PVT	CLOSED	05/04/23	05/16/23	
E23CE0103	18100 HOLCOMB RD	CLOSED	05/04/23	05/09/23	
E23CE0107	14931 HAWTHORNE ST	CLOSED	05/12/23	05/22/23	

Total Entries: 4

JUNK & RUBBISH

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E23CE0091	15367 LINCOLN ST	CLOSED	04/24/23	05/09/23	
E23CE0093	13570 168TH AVE	CLOSED	04/25/23	05/09/23	
E23CE0100	15801 WINANS ST	CLOSED	05/02/23	05/10/23	
E23CE0121	15159 178TH AVE	CLOSED	05/15/23	05/30/23	
E23CE0122	14770 152ND AVE	CLOSED	05/15/23	05/30/23	

Total Entries: 5

OTHER

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E23CE0124	DESAY DR PVT	CLOSED	05/15/23	05/22/23	

Total Entries: 1

PARKING ON THE GRASS

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E23CE0095	15689 CHARLES CT	CLOSED	04/27/23	05/08/23	
E23CE0118	16040 COMSTOCK ST	CLOSED	05/15/23	05/22/23	

Total Entries: 2

POOL & HOT TUB/SPA

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E23CE0090	15682 GARDENTON CT	CLOSED	04/24/23	05/09/23	

Total Entries: 1

SIGNS

May 2023 Enforcements By Category Monthly Report

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E23CE0133	16160 PIERCE ST	CLOSED	05/18/23	05/30/23	

Total Entries: 1

TRASH RECEPTACLES

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E23CE0125	13397 FOREST PARK DR	CLOSED	05/16/23	05/30/23	

Total Entries: 1

VEHICLE IN ROW

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E23CE0098	14480 MANOR RD	CLOSED	05/01/23	05/10/23	

Total Entries: 1

VEHICLE SALES

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E23CE0099	12637 LAKESHORE DR	CLOSED	05/01/23	05/10/23	
E23CE0101	10570 WEST OLIVE RD	CLOSED	05/03/23	05/09/23	
E23CE0106	13888 172ND AVE	CLOSED	05/11/23	05/30/23	

Total Entries: 3

ZONING

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0421	13793 168TH AVE	CORRESPONDENCE	09/24/15	05/23/23	09/24/2015 MAILED LETTER

Total Entries: 1

Enforcement.CodeOfficer = MICHAEL BEATTY AND
 Enforcement.DateClosed Between 5/1/2023 12:00:00 AM
 AND 5/31/2023 11:59:59 PM

Total Pages: 2

Total Records: 20

Report Created: 06/01/23

May 2023 Enforcement Letters By Category

All enforcement letters sent the previous month

Type of Enforcement Letter	Number Mailed
BASEMENT FINISH-CURRENT OWNER-1ST NOTICE	1
DANGEROUS BUILDING LETTER	2
DECK WITHOUT PERMIT	1
FENCE - 1ST NOTICE	1
LITTER - 1ST NOTICE	5
LITTER - 2ND NOTICE	1
NO FINAL INSPECTION	1
PARKED ON GRASS - 1ST NOTICE	3
PARKED ON GRASS - 2ND NOTICE	2
POOL & HOT TUB - 1ST NOTICE	1
POOL & HOT TUB - 2ND NOTICE	1
RV IN FRONT YARD - 1ST NOTICE	3
RV IN FRONT YARD - 2ND NOTICE	1
SIGN IN ROW WARNING	1
TRASH CAN - 1ST NOTICE	1
VEHICLE FOR SALE - 1ST NOTICE	5
VEHICLE IN ROW - 1ST NOTICE	1
WORK WITHOUT PERMITS - 1ST NOTICE	2
WORK WITHOUT PERMITS - 2ND NOTICE	1

Total Letters Sent: 34

Letter.LinkFromType = Enforcement

AND

Letter.DateTimeCreated Between 05/01/2023 AND 0:

**PUBLIC SERVICES DEPARTMENT
END OF THE MONTH REPORT
2023**

WATER

MONTH	WORK ORDERS	METERS INSTALLED		REPLACED METERS	REPLACED MXU'S	NEW TAPS		CROSS CONNECTION INSPECTIONS	MAIN INSTALLED IN FEET	MILLION GALLONS OF NOWS WATER	MILLION GALLONS OF G.R. WATER	G.R. SUPPLIMENTAL WATER
		3/4"	1"			3/4"	1"					
JANUARY	90	11	6	1	11	2	2		0	35.25	0.93	0.00
FEBRUARY	83	3	3	3	8	2	0		0	35.15	0.89	0.00
MARCH	60	0	1	2	1	1	4		0	38.94	1.29	0.00
APRIL	121	2	1	4	0	6	4		0	37.10	1.96	0.00
MAY	137	5	1	5	0	5	1	60	0	83.42	3.69	0.00
JUNE										0.00	0.00	0.00
JULY										0.00	0.00	0.00
AUGUST										0.00	0.00	0.00
SEPTEMBER										0.00	0.00	0.00
OCTOBER										0.00	0.00	0.00
NOVEMBER										0.00	0.00	0.00
DECEMBER										0.00	0.00	0.00
TOTAL YTD	491	21	12	15	20	16	11		0	229.85	8.76	0.00
			33				27					8.76
TOTALS							5668				238.61	

NOTES:

4 - 2" Meters installed (3 in SHP & 1 in Hofma Preserve)

WASTEWATER

MONTH	WORK ORDERS	NEW TAPS	MAIN INSTALLED IN FEET	MILLION GALLONS OF WASTE PUMPED
JANUARY	4	0	0	9.67
FEBRUARY	1	1	0	9.00
MARCH	2	3	0	10.47
APRIL	4	8	0	9.23
MAY	6	6	0	9.94
JUNE				0.00
JULY				0.00
AUGUST				0.00
SEPTEMBER				0.00
OCTOBER				0.00
NOVEMBER				0.00
DECEMBER				0.00
TOTAL YTD	17	18	0	48.32
TOTALS		1022		

NOTES:



Administrative Memo

DATE: June 7, 2023
TO: Township Board
FROM: Karen Sherwood and Kevin French
RE: Rental Registration and Enforcement Update

The Township has been working to register short-term rentals and enforce short-term rental owners who are renting but their property is outside the allowable rental zone, per the overlay.

In mid-April, the Township sent out 20 letters notifying short-term rental owners that they need to apply to register their rental property. As of June 6, 2023, the status of short-term rentals is outlined below:

11 Properties	Communicating with our rental inspector, Kevin French to work through the process. Many waiting on Ottawa County Dept. of Public Health. (1 STR closed due to compliance)
3 Properties	Inspection Scheduled (5 total completed applications)
0 Properties	Inspection Completed
3 Properties	The Township has not received a registration/application yet; a violation will be issued as of June 22, 2023, the deadline as determined by the Rental Guidelines Ordinance – 605.

In May, the Township issued 4 violation citations to 4 landowners who are actively renting their property as a short-term rental outside the overlay area. Two of those citations were voided due to compliance, but will be re-visited.