

**AGENDA**  
**SOUTH HAVEN CHARTER TOWNSHIP**  
**January 8, 2024**

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes of December 11, 2024
4. Correspondence
5. Public Comments, Audience Members are allowed 3 minutes to discuss items not on the Agenda (5 minutes for groups)
6. Approval of Agenda
  
7. UNFINISHED BUSINESS
  - A) Affordable Housing Updates
  - B) Short Term Rental Updates
  - C)
  
8. NEW BUSINESS
  - A) Set Public Hearing to Amend PA425 for Samaritas project
  - B) Set Public Hearing to Amend Short Term Rental Ordinance
  - C) Appointment for BOR Alternate – Jennifer Brown
  - D) Resolution 25-01 to Introduce Ordinance #165 Zoning Text Amendments
  - E) Resolution 25-02 Budget Amendments at 12/31/2024
  - F)
  
9. REPORTS
  - Airport
  - Building/Electrical/Mechanical
  - Building Committee
  - Fire/Ambulance
  - Library
  - Park Committee
  - Planning Commission
  - Roads
  - Senior Services
  - Water/Sewer Authority
  - Zoning Board of Appeals
  
10. TREASURER’S REPORT
  
11. BOARD COMMENTS
  
12. ADJOURNMENT

**SOUTH HAVEN CHARTER TOWNSHIP  
MINUTES OF REGULAR MEETING  
WEDNESDAY, DECEMBER 11, 2024**

**Present:** Stein, Fisher, Bertorelli, DeGrandchamp, Poole, Wiatrowski and Lewandowski

**Meeting was called to order** by Supervisor Stein at 7:30 p.m.

**Motion by Wiatrowski**, supported by DeGrandchamp, to approve the Minutes of the November 13<sup>th</sup> Regular Meeting as presented. All voted in favor. Motion carried.

**Motion by Poole**, supported by Wiatrowski, to approve the Minutes of the December 3<sup>rd</sup> Special Meeting. All voted in favor. Motion carried.

**Sgt. Carlotto** was in attendance to report for SHPD. Zach Kenreich reported for SHAES.

**Motion by Lewandowski**, supported by Wiatrowski, to approve the Agenda. All voted in favor. Motion carried.

**Supervisor Stein** reported that Samaritas is planning a 50 unit apartment building near the Senior Center on M140. He also reported updates on Granicus handling our Short Term Rentals.

**Motion by Wiatrowski**, supported by Fisher, to readopt Resolution 24-26 Adopting Ordinance #164 rezoning property on 73.5 Street. The notice of adoption was not published in time so this needed to be reapproved. All voted in favor by roll call vote. Motion carried.

**Motion by Wiatrowski**, supported by Lewandowski, to readopt Resolution 24-27 Adopting Ordinance #165 rezoning property on 73<sup>rd</sup> Street. All voted in favor by roll call vote. Motion carried.

**Motion by Stein**, supported by Wiatrowski, to approve Al Dubuisson, Brett Truckenbrodt and Eric Leatherberry to the Board of Review for two year terms. All voted in favor. Motion carried.

**Motion by DeGrandchamp**, supported by Lewandowski, to approve the Township Board Meeting dates for 2025 on the second Wednesday of each month at 7:30 p.m. All voted in favor. Motion carried.

**Motion by DeGrandchamp**, supported by Fisher, to approve using ARPA funds for a new door lock/security system that cost \$2,000.00. All voted in favor. Motion carried.

**Moton by DeGrandchamp**, supported by Lewandowski, and to use the balance of the ARPA funds in the amount of \$1,830.14 for recreation projects through SHARA. All voted in favor. Motion carried.

**Motion by Stein**, supported by Lewandowski, to approve the appointment of Phil Poole as Board Representative on the Planning Commission. All voted in favor. Motion carried.

**Motion by Stein**, supported by Bertorelli, to appoint Paul Kiry as a Planning Commissioner to complete Phil Poole's term. All voted in favor. Motion carried.

**Motion by DeGrandchamp**, supported by Fisher, to approve Budget Amendments as presented. All voted in favor by roll call vote. Motion carried.

**Motion by DeGrandchamp**, supported by Lewandowski, to approve Resolution 24-31 to Certify Cider Court for the County Road Commission. All voted in favor by roll call vote. Motion carried.

**Motion by Poole**, supported by Wiatrowski, to approve an agreement with Pivot Point for use in assessing. All voted in favor. Motion carried.

**Motion by Poole**, supported by Lewandowski, to approve Resolution 24-32 to support opposition to Michigan Public Service Commission use of PA 233. All voted in favor by roll call vote. Motion carried.

**Motion by Lewandowski**, supported by Fisher, to approve the Zoning Administrator's 2025 Marijuana Application to Renew and ask that she use the calendar date for implementation. All voted in favor. Motion carried.

**Clerk Bertorelli** gave all board members a copy of the current Short Term Rental Ordinance. In the Ordinance it states that a review of the Ordinance will begin before 12/31/2024. Several members gave suggestions on changes. The clerk will send those recommendations to the attorney and ask for their guidance in making changes.

**Reports** from various committees and authorities were received. W.C. Askew was in attendance for the Road Commission.

**Motion by Wiatrowski**, supported by DeGrandchamp, to send the suggested Zoning Text Amendments to the attorney to be put into adoption format.

**Motion by Fisher**, supported by Wiatrowski, to approve payment of anticipated bills in the amount of \$119,771.13 and an additional \$16,000.00 to SHARA out of Recreation Funds. All voted in favor by roll call vote. Motion carried.

**Meeting adjourned** at 9:13 p.m.

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Brenda Bertorelli, Clerk

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Ross Stein, Supervisor



## FIRST AMENDMENT TO DEVELOPMENT COOPERATION AGREEMENT

This First Amendment to the Development Cooperation Agreement, dated \_\_\_\_\_, 2025 (“First Amendment”), between the City of South Haven, a Michigan home rule city, the principal business address of which is 539 Phoenix Street, South Haven, MI 49090 (the “City”), and South Haven Charter Township, a Michigan charter township, the principal business address of which is 9761 Blue Star Memorial Hwy South Haven, MI 49090 (the “Township”).

### RECITALS

A. The City and Township entered into a Development Cooperation Agreement, dated \_\_\_\_\_ 2021 (“Agreement”), in accordance with Act No. 425 of the Public Acts of 1984, as amended (“Act 425”). An executed copy of the Agreement is attached as Exhibit A and incorporated herein.

B. The Agreement provides for the conditional transfer of identified real property from the jurisdiction of the Township to the City for economic development purposes. The real property that was transferred is described and depicted on Exhibit A and B to the Agreement (“Property”).

C. The City and Township have been approached by the developer of a parcel which was included in the overall Property, requesting that the parties remove the developer’s parcel to facilitate the timely land use approval of a senior housing project. After due deliberation the parties are willing to amend the Agreement as requested.

D. Act 425 and Section 4.2 C. of the Agreement allow for the amendment of a pre-existing agreement following public hearing and upon the written execution of the amendment by the parties.

E. Pursuant to Act 425, the City Council held a public hearing on \_\_\_\_\_, 2025, at \_\_\_\_\_ p.m., and the Township Board held a public hearing on \_\_\_\_\_, 2025, at \_\_\_\_\_ p.m., regarding the proposed amendment, notice of which public hearing was given in the manner provided by the Open Meetings Act, Act 267 of the Public Acts of Michigan of 1976.

F. The City and Township desire to modify the Agreement as set forth herein.

### FIRST AMENDMENT

In exchange for good and valuable consideration, the sufficiency of which is acknowledged, the parties agree as follows:

1. Amendment of Agreement Exhibit A. That Exhibit A to the Agreement, entitled “Depiction of Property,” and all maps and descriptions associated with that exhibit, is hereby amended to remove Permanent Parcel No. 80-17-015-005-01 (with a street address of \_\_\_\_\_ M 140 Highway; the “Removed Parcel”) as shown and described on Exhibit A-1, attached hereto, with the understanding that Exhibit A as amended by the addition of Exhibit A-1 is intended to identify collectively all the real property subject to the conditional transfer of jurisdiction from the Township to the City in accordance with terms of the Agreement, as amended.

2. Amendment of Agreement Exhibit B. That Exhibit B to the Agreement, entitled “Property Descriptions,” and all descriptions associated with that exhibit, is hereby amended and replaced by Exhibit B-1, attached hereto, with the understanding that Exhibit B-1 identifies collectively all the real property subject to the conditional transfer of jurisdiction from the Township to the City in accordance with terms of the Agreement, as amended.

3. Agreement to Remain in Effect. Except as expressly set forth herein, all other terms and conditions as set forth in the Agreement shall remain in effect and binding on the parties and all references to the Agreement shall be interpreted to mean the Agreement as amended by this First Amendment.

4. Hearings, Notice and No Referendum. By signing this First Amendment, the City and the Township certify that neither the City Council nor the Township Board adopted a resolution calling for a referendum on the First Amendment to be made to the Agreement, more than 30 days have elapsed since the public hearings of the City Council and the Township Board were held regarding this First Amendment and since the City Council and the Township Board adopted resolutions indicating their intention to enter into this First Amendment, and neither the City Clerk nor the Township Clerk has received a petition calling for a referendum on this First Amendment or the removal of the Removed Parcel from the Property pursuant to this First Amendment.

5. Filing and Effective Date.

A. Initial Filing and Effective Date. In accordance with Act 425, following the execution of this First Amendment by the City and the Township, a duplicate original of the First Amendment shall be filed with the Clerk of Van Buren County and with the Michigan Secretary of State. This Agreement, certified by such County Clerk or the Secretary of State, shall be *prima facie* evidence of the amendment of the Agreement. This First Amendment shall be effective at 12:01 a.m. on \_\_\_\_\_, 2025, provided it has been filed with the County Clerk and the Secretary of State.

B. Additional Filing. The parties agree to sign and file any additional documents, such as notices, forms and reports that may be required or requested by county, state or other agencies, which may be needed to give full effect to and to fully implement this First Amendment.

The parties have signed this First Amendment as of the date first written above.

**CITY OF SOUTH HAVEN**

**CHARTER TOWNSHIP OF SOUTH HAVEN**

By: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Annie Brown, Mayor

\_\_\_\_\_, Supervisor

By: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Megan Kiker, Clerk

\_\_\_\_\_, Clerk

**SOUTH HAVEN CHARTER TOWNSHIP VAN BUREN COUNTY  
SHORT TERM RENTAL ORDINANCE  
ORDINANCE #157**

**AN ORDINANCE TO ADOPT SHORT TERM RENTAL REGULATIONS IN SOUTH  
HAVEN CHARTER TOWNSHIP, MICHIGAN.**

South Haven Charter Township ordains as follows:

**Sec. 01-01. Purpose.**

The Township Board finds that the Short-Term Rental of Single-Family Dwellings within South Haven Township is a matter closely connected with the public health, safety, and welfare of the community. The Township Board has enacted this Ordinance in an attempt to strike an appropriate balance between the interests of community residents, community business owners, visitors to the community, and real property owners wishing to engage in Short-Term Rental of Single-Family Dwellings.

While visitors to the community who rent Single-Family Dwellings on a short-term basis bring many benefits to the community, they can simultaneously create concerns surrounding issues of traffic, parking, congestion, litter, noise, and other similar issues. Meanwhile, issues related to fire safety and life safety codes must be considered in order to maximize the safety and well-being of all in the community. This Ordinance is intended to strike a balance between competing interests.

The Township Board finds that the areas of the Township with predominately Single-Family Dwellings are especially susceptible to the negative effects of Short-Term Rentals since these areas are the least intensively developed residential areas in the Township. Thus, this Ordinance will regulate Short-Term Rentals of only Single-Family Dwellings.

The Township Board finds that there is decreased sensitivity to the effects of Short-Term Rentals in other various areas within the Township, and the Township will regulate Short-Term Rentals accordingly.

**Sec. 01-02. Definitions.**

- (a) *Dwelling*. Shall have the same definition as in the South Haven Township Zoning Ordinance.
- (b) *Owner*. A person holding legal or equitable title to a Single-Family Dwelling. An Owner may designate an agent to perform duties or receive notice under this Ordinance.
- (c) *Rent or Rental*. The permission, provision, or offering of possession or occupancy of a Single-Family Dwelling with some type of remuneration paid to the Owner for a period of time to a person who is not the Owner, pursuant to a written or verbal agreement.
- (d) *Short-Term Rental*. The Rental or subletting of a Single-Family Dwelling for

compensation for a term of at least three but not more than 27 nights (rentals for less than three nights are not allowed as Short-Term Rentals). Only one Rental term may begin for a Single-Family Dwelling during any calendar week of Sunday through Saturday. However, the rental of the following shall not be considered Short-Term Rentals: bed and breakfast establishments, motels, resorts, campgrounds, transitional houses operated by a charitable organization, group homes such as nursing homes and adult-foster-care homes, substance-abuse rehabilitation clinics, mental-health facilities, other similar healthcare related facilities, and the Rental of Single-Family Dwellings in the Agricultural District.

(e) *Single-Family Dwelling*. Shall have the same definition as in the South Haven Township Zoning Ordinance.

**Sec. 01-03. Applicability.**

This Ordinance shall apply only to Short-Term Rentals in the Township.

**Sec. 01-04. Registration required.**

(a) *Annual Registration required*. All Short-Term Rentals must be registered with the Township. No Single-Family Dwelling may be used as or advertised for a Short-Term Rental unless registered in accordance with this Ordinance.

(b) *Application*. To register a Short-Term Rental, the Owner shall satisfy the following requirements.

(1) The Owner shall provide and certify as true the following on a form provided by the Township:

- (A) Name, address, and telephone number of the Owner of the Single-Family Dwelling to be used as a Short-Term Rental (if the Owner does not reside within 45 miles of the Single-Family Dwelling, the Owner shall name a local agent); the Owner, a local agent, or the designee of either shall be on site within one hour of being contacted by the Township or law enforcement concerning an issue regarding the Short-Term Rental;
- (B) The address of the Single-Family Dwelling to be used as a Short-Term Rental (plus additional identification as necessary if there is more than one Single-Family Dwelling at the same address);
- (C) The number of bedrooms in the Single-Family Dwelling to be used as a Short-Term Rental;
- (D) The number of off-street parking spaces provided for the Single-Family Dwelling to be used as a Short-Term Rental (this information must also be included in the rental agreement and any online or other advertising for the Single-Family Dwelling);
- (E) The maximum number of occupants for the Single-Family Dwelling to be



used as Short-Term Rental, subject to any applicable local, state, or federal laws, regulations, or ordinances (this information must also be included in the rental agreement and any online or other advertising for the Single-Family Dwelling);

- (F) The number of days at a time the Owner intends to rent the Single-Family Dwelling as a Short-Term Rental, and the months of the year during which Owner intends to do so;
  - (G) The rental agreement for the Single-Family Dwelling to be used as a Short-Term Rental;
  - (H) The Single-Family Dwelling to be used as a Short-Term Rental's compliance with all requirements of this Ordinance; and
  - (I) Such other information as the Township Board deems appropriate.
- (2) An Owner who wishes to rent or advertise a Single-Family Dwelling as a Short-Term Rental must register the Single-Family Dwelling for each calendar year during which the rental or advertisement shall occur. The Owner shall pay an annual administrative fee, the amount of which shall be established by motion or resolution of the Township Board. Any Owner who rents or advertises a Single-Family Dwelling as a Short-Term Rental after April 1, 2024 without having registered it pursuant to this Ordinance shall pay an increased fee, the amount of which is also to be set by motion or resolution of the Township Board.

#### **Sec. 01-05. Short-Term Rental Regulations.**

Single-Family Dwellings used as a Short-Term Rentals are subject to the following requirements and performance standards.

- (a) *Street address posted within the Single-Family Dwelling.* The street address of the property shall be posted in at least two prominent locations within the Single-Family Dwelling in order to assist occupants in directing emergency service personnel in the event of an emergency. The address should be posted near the kitchen and near any telephone or pool.
- (b) *Maximum occupancy.* Beginning April 1, 2024 the maximum occupancy of any Single-Family Dwelling used as a Short-Term Rental shall be as follows.
  - (1) Maximum occupancy in a Single-Family Dwelling used as a Short-Term Rental shall not exceed the lesser of: (i) 12 total occupants; or (ii) two occupants per bedroom plus two additional occupants per finished story, which meets the applicable egress requirements for occupancy in the Michigan Construction Code, subject to any other local, state, or federal requirements.
  - (2) In addition to the maximum occupancy specified in subsection (1) above, a Single-Family Dwelling used as a Short-Term Rental may have a total number of

people on site, including occupants and day-time guests (allowed to be present at most from sunrise to sunset), up to 1.5 times the maximum number of occupants allowed by subsection (1). A fractional number of people allowed shall be rounded up to the nearest whole number.

- (c) *Smoke detectors and carbon monoxide devices.* Single-Family Dwellings used as Short-Term Rentals must possess:
- (1) Operational smoke detectors in each bedroom, which must be tested at least every 90 days to ensure that they are properly functioning; and
  - (2) At least one operational and approved carbon monoxide device of the type described in MCL 125.1504 on each floor, which must be tested at least every 90 days to ensure proper functioning.
  - (3) A fire extinguisher will be installed on each floor. 5# ABC
- (d) *Zoning compliance.* Short-Term Rentals are also regulated in the South Haven Township Zoning Ordinance, and nothing in this Ordinance shall be construed as excusing compliance with zoning requirements.
- (e) *Attics and basements.* No attic or basement can be counted for the purpose of determining the maximum number of occupants in a Single-Family Dwelling used as a Short-Term Rental, unless the Owner has given the Township, in writing, consent for the Township to inspect the premises to verify whether that attic or basement meets the applicable egress requirements for occupancy in the Michigan Construction Code, the Michigan Residential Code, and the applicable fire codes.
- (f) *Inspections.* The Owner must consent to inspections of the Single-Family Dwelling used as a Short-Term Rental by South Haven Area Emergency Services upon request. In any area in which public water and public sanitary sewer are not available, the Owner must also consent to and pay for a septic inspection by the Van Buren County Health Department and must obtain a certificate indicating the Single-Family Dwelling used as a Short-Term Rental has adequate septic pumping, which shall be renewed every three years.
- (g) *SHAES Street Number.* The Single-Family Dwelling used as a Short-Term Rental must have a street number marker installed by South Haven Area Emergency Services. This dwelling marker shall be maintained and remain visible.
- (h) *Insurance.* Single-Family Dwellings used as Short-Term Rentals must be insured by a comprehensive rental dwelling insurance policy with coverage of at least \$1,000,000.00. The Owner shall provide to the Township confirmation of the existence of the insurance with a copy of proof, each time the Short-Term Rental is registered with the Township.
- (i) *Notice of Township Rules and Policies.* Renters of Single-Family Dwellings used as Short-Term Rentals must be provided copies of or information regarding the following:

- (1) This Ordinance and the South Haven Township Zoning Ordinance;
  - (2) Information regarding trash receptacle pick-up, property boundaries, on-site parking, limitations on day-time visitors per subsection (b)(2) above, and common areas which are available for the renters' use; and
  - (3) The South Haven Township Anti-Noise Ordinance, Ordinance Number 29, which shall highlight the quiet hours, which extend between the hours of 11:00 PM and 7:00 AM daily.
  - (4) Water safety information, including guidance on South Haven beach flags.
  - (5) **Golf carts are not permitted on any public roads within the Township.**
- (j) *Notice of emergency numbers and addresses.* The street address and phone number of the nearest hospital must be made available in the Short-Term Rental in an easily accessible location. The Owner must notify Renters, upon or prior to their arrival, of the location of this information.
- (k) *Adequate trash receptacles.* Single-Family Dwellings used as Short-Term Rentals must have a minimum of one large container of at least 90 gallons for every four occupants.

**Sec. 01-06. Violations; revocation of registration.**

- (a) *Violations as municipal civil infractions.* Any violation of a provision of this Ordinance shall be a municipal civil infraction. Each day that a violation continues constitutes a separate violation. Notwithstanding any other Township ordinance, violations of this Ordinance are subject to the following fines:
- (1) *Short-term rental of unregistered dwellings.* The operation of an unregistered Short-Term Rental is \$750 for a first violation and \$1,000 for each subsequent violation;
  - (2) *Maximum occupancy.* The fine for exceeding the maximum occupancy permitted for a Short-Term Rental is \$500 for a first offense and \$1,500 for each subsequent offense; and
  - (3) *Other provisions.* Fines for other violations of this Ordinance are \$100 for a first offense, \$500 for a second offense, and \$1,500 for each subsequent offense.
- (b) *Revocation of registration.*
- (1) *Offenses warranting revocation.* The Township may revoke the rental registration for any Single-Family Dwelling used as a Short-Term Rental which is the site of at least three separate incidents, occurring on three separate days, within a calendar year resulting in a plea of responsibility (with or without an explanation), a plea of guilty, a plea of no contest, or a court's determination of responsibility or guilt by the Owner or any renter for a violation of one or more of the following:

- (A) Any provision of this Ordinance;
  - (B) Any provision of any other Township ordinance, including its Anti-Noise Ordinance, Controlled Substances and Offenses Against Public Peace Ordinance, Zoning Ordinance, and any other Township ordinance, section of the Zoning Ordinance, or permit or approval process; or
  - (C) Any violation of any other local, state, or federal law or regulation.
- (2) *Revocation procedure.* Upon a determination by the Zoning Administrator that the Short-Term Rental registration is subject to revocation, the Zoning Administrator shall issue a notice to the Owner that the Township intends to revoke the rental registration. The notice shall inform the Owner of their right to a hearing to show cause as to why the registration should not be revoked, if a hearing is requested within 14 days of the service of the notice. If a hearing is timely requested, the Township shall schedule the hearing before the Township Board and notify the Owner in writing of a time and place for that hearing. At the hearing, the Owner may present evidence that the requirements for revocation provided in subsection (b)(1) are not satisfied, or that the Owner should not be held responsible for one or more of the three requisite violations due to extenuating circumstances. Extenuating circumstances may include circumstances such as: (i) the violation was committed by a non-renter and the renter(s) attempted to prevent or halt the violation; (ii) the violation resulted from an act of God; or (iii) other circumstances that the Owner could not reasonably anticipate and prevent or could not reasonably control.
- (3) *Revocation period and effect.* Upon revocation of registration, a Dwelling cannot be re-registered as a Short-Term Rental for a period of one year and cannot be used for Short-Term Rentals until re-registered.

**Sec. 01-08. Effective date.**

This Ordinance was amended and approved and adopted by the Township Board of the Township of South Haven, Van Buren County, Michigan, on \_\_\_\_\_. This Ordinance shall be effective 30 days after publication of its contents or a summary of its contents in a local newspaper of general circulation in the Township.

**Sec. 01-09. Severability.**

The provisions of this ordinance are severable. If any portion of this Ordinance is declared void or unenforceable for any reason by a court of competent jurisdiction, the remainder of the Ordinance will remain in full force and effect.

**Sec. 01-10. Repealer.**

All ordinance or parts of ordinances in conflict with this Ordinance are repealed.

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Ross Stein, Township Supervisor

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Brenda Bertorelli, Township Clerk

**SOUTH HAVEN CHARTER TOWNSHIP**

**RESOLUTION 25-01 TO INTRODUCE ORDINANCE NO. 165,  
ORDINANCE AMENDING THE ZONING ORDINANCE REGARDING MULTI-  
FAMILY DWELLING UNIT BUILDINGS**

A resolution made and adopted at a regular meeting of the Township Board of the Charter Township of South Haven, County of Van Buren, State of Michigan, held at the Township Hall on January 8, 2025, at 7:30 p.m.

PRESENT: \_\_\_\_\_  
\_\_\_\_\_

ABSENT: \_\_\_\_\_  
\_\_\_\_\_

The following Resolution was offered by \_\_\_\_\_ and seconded by \_\_\_\_\_.

WHEREAS, pursuant to the Michigan Zoning Enabling Act, 2006 PA 110, the Township has authority to adopt and amend zoning ordinances regulating the use of land in the Township; and

WHEREAS, the Township Planning Commission held a public hearing on December 17, 2024, to consider amendments to the Township Zoning Ordinance regarding multi-family dwelling unit buildings; and

WHEREAS, on December 17, 2024, the Planning Commission recommended approval of the amendments to the Township Board; and

WHEREAS, following the public hearing, the Planning Commission transmitted a summary of comments received at the hearing and the proposed amendments to the Van Buren County Planning Commission; and

WHEREAS, following the public hearing, the Planning Commission transmitted a summary of comments received at the hearing and the proposed amendments to the Township Board; and

WHEREAS, the Township Board has determined that amending the Zoning Ordinance, as recommended by the Planning Commission, is in the best interests of the health, safety and welfare of Township residents.

THEREFORE, the Township Board of the Charter Township of South Haven resolves as follows:



**EXHIBIT A**

**CHARTER TOWNSHIP OF SOUTH HAVEN**

**ORDINANCE NO. 165**

**ORDINANCE AMENDING THE ZONING ORDINANCE REGARDING MULTI-FAMILY DWELLING UNIT BUILDINGS**

**THE CHARTER TOWNSHIP OF SOUTH HAVEN ORDAINS:**

**Section 1. Purpose.**

The Township adopts the following amendments for the health, safety and welfare of the Township residents.

**Section 2. Amendment to Section 11.03 the Township Zoning Ordinance.**

Section 11.03 of the Township Zoning Ordinance is amended by the addition of “Multi-Family Dwelling Unit Buildings” as subparagraph S.

**Section 3. Amendment to Section 11.04 of the Township Zoning Ordinance.**

Section 11.04 of the Township Zoning Ordinance is amended to read in its entirety as follows:

**SECTION 11.04 DIMENSIONAL REQUIREMENTS**

Minimum Lot Area With public sewer and water Without public sewer and water	10,000 square feet 1 acre
Minimum Lot Width M-43, M-140, or Phoenix (CR388)  M-43, M-140, or Phoenix (CR 388) - frontage access road or service drive per 18.26  All other roads	330 feet  66 feet, with public water and sewer 150 feet, without public water and sewer  80 feet, with public water and sewer 150 feet, without public water and sewer
Minimum Front Yard M-43, M-140, Phoenix (CR 388)  Blue Star Hwy, Ruggles Road  all other roads	50 feet from the right-of-way line  110 feet from centerline  35 feet from the right-of-way line
Minimum Side Yards	10 feet min for one side and a total of 25 feet for both sides 15 feet each side, accessory buildings
Minimum Rear Yard	50 feet 15 feet, accessory building Corner lots do not a have rear yard
Minimum Waterfront Yard	50 feet from the shore of a lake or pond, or centerline of a stream, but not within a Flood Hazard Area except as provided by law.
Minimum Dwelling Floor Area	680 square feet excluding garage & unfinished spaces with at least 500 square feet on the first floor.
Height Limit	Single family dwelling and all accessory buildings (commercial or residential) 35 feet  All other buildings, 55 feet maximum height measured from average grade to highest peak



All structures are subject to Article XIVA Airport Overlay Zone	provided there is 26 foot wide setbacks on all sides with ground preparation to support 75,000 pound fire apparatus
Maximum Lot Coverage	75%

**Section 4. Validity and Severability.**

Should any portion of this Ordinance be found invalid for any reason, such holding shall not be construed as affecting the validity of the remaining portions of the Ordinance.

**Section 5. Repealer.**

Any ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

**Section 6. Effective Date.**

This Ordinance takes effect seven (7) days after publication as provided by law.

**EXHIBIT B**

**CHARTER TOWNSHIP OF SOUTH HAVEN**

**NOTICE OF POSTING OF PROPOSED ORDINANCE NO. 165  
AN ORDINANCE AMENDING THE ZONING ORDINANCE  
REGARDING MULTI-FAMILY DWELLING UNITS**

**PLEASE TAKE NOTICE** that at its meeting on January 8, 2025, the Township Board received a proposed ordinance entitled “An Ordinance to Provide for a Payment in Lieu of Taxes,” which will be considered for adoption on **February 12, 2025, at 7:30 p.m.**, at a meeting of the Township Board at the Township Hall, 09761 Blue Star Memorial Hwy, South Haven, MI 49090. The proposed ordinance, among other things, would amend the Township Zoning Ordinance to add multi-family dwelling unit buildings as a permitted special use with conditions and restrict the maximum height to 55 feet as measured from the average grade to the highest peak.

The proposed ordinance is available in its entirety for public inspection. The proposed ordinance is posted at the office of the Township Clerk, 09761 Blue Star Memorial Hwy, South Haven, MI 49090, and on the website of the Township, <http://www.southhaventwp.com>.

Brenda Bertorelli, Clerk  
South Haven Township Hall  
09761 Blue Star Memorial Hwy  
South Haven, MI 49090  
(269) 637-3305

SOUTH HAVEN CHARTER TOWNSHIP  
VAN BUREN COUNTY  
BUDGET AMENDMENT RESOLUTION #25-02

At a Regular Township Board meeting of the South Haven Charter Township Board, Van Buren County, Michigan, on January 8, 2025 at 7:30 p.m.

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

The following preamble and resolution was offered by \_\_\_\_\_ and Supported by \_\_\_\_\_.

WHEREAS, the Township Board adopted a Budget for 2024; and

WHEREAS, the Township Board is required to Amend the Budget to meet the actual income and expenses; and

WHEREAS, the Township Board is required to adopt a Resolution to Amend the Budget; and

WHEREAS, this Resolution is required for the General Appropriations Act; and

WHEREAS, the proposed Budget Amendments for income and expenses through 12/31/2024 is attached as Exhibit A and reflects actual (as close as can be calculated) income and expenditures and liabilities for the 2024 Calendar Year to date as of 12/31/2024; and

WHEREAS, the proposed Budget Amendments attached as Exhibit A will amend the Budget for 2024 to actual income and expenses (as close as can be calculated);

THEREFORE BE IT RESOLVED, that adoption of this Resolution adopts the Budget Amendments for 2024 at 12/31/2024.

BE IT FURTHER RESOLVED, that this resolution shall take effect upon passage by the Township Board.

RECORD OF VOTE:

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Brenda Bertorelli, Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and completed copy of a resolution adopted by the South Haven Charter Township Board at a meeting held on the 8<sup>th</sup> day of January, 2025 at which meeting a quorum was present, and that this resolution was ordered to take immediate effect.

\_\_\_\_\_  
Brenda Bertorelli, Clerk

# Exhibit A

## Budget Amendments at 12/31/2024

	Original		
<u>Income</u>	Budget	Current	Amendment
Short Term Rental Fees	0.00	5525.00	5525.00
Delinquent Water/Sewer	10000.00	5000.00	-5000.00
	<u>10000.00</u>	<u>10525.00</u>	<u>525.00</u>
<u>Expenses</u>			
Supervisor Deputy	27025.50	25837.50	-1188.00
Supervisor FICA	4234.00	3934.00	-300.00
Clerk FICA	2671.00	2861.00	190.00
Clerk Mileage	100.00	295.00	195.00
Treasurer Deputy	10270.00	9930.00	-340.00
Treasurer FICA	2544.00	2738.00	194.00
Assessor Office Supply	0.00	867.00	867.00
Assessor Contract	33200.00	30780.00	-2420.00
Amar Review	2796.00	1864.00	-932.00
Elections Postage	1123.00	377.00	-746.00
Voting Machine Set up	3218.00	4439.00	1221.00
Elections Printing	0.00	200.00	200.00
Town Hall Equip. Maint & Supplies	30000.00	19632.00	-10368.00
Town Hall Office Supply	2000.00	1572.00	-428.00
Town Hall Ground Maint	10800.00	16043.00	5243.00
Town Hall Cleaning	4800.00	5110.00	310.00
Telephone	4500.00	3000.00	-1500.00
Electric	5800.00	6393.00	593.00
Gas Utility	4400.00	3000.00	-1400.00
Legal Fees	60000.00	55768.00	-4232.00
Publishing & Advertising	9349.00	10345.00	996.00
Printing	0.00	445.00	445.00
Transfer Station	28000.00	32414.00	4414.00
Zoning Administrator	19000.00	29101.00	10101.00
	<u>265830.50</u>	<u>266945.50</u>	<u>1115.00</u>

# Michigan Township Services - Allegan, Inc.

111 Grand Street  
(269) 673-3239 fax: (269)673-9583

## Permits Issued For SOUTH HAVEN TOWNSHIP

### Building

Date	Permit #	Site Address	Construction Cost	Permit Cost	Owner	Type Of Construction
12/11/2024	SHB24068	21098 72nd St	\$24,093.00	\$212.00	Wanans	Re-Roof
12/11/2024	SHB24071	72578 16th Ave	\$10,000.00	\$170.00	Graver Realty LLC	Deck
12/18/2024	SHB24090	19163 M-140 Hwy	\$10,000.00	\$170.00	Curran	Rebuild Accessy Bldg (fire)
12/11/2024	SHB24091	78006 20th Ave		\$75.00	Sand Haven Shores	Demolition
<b>Building Totals</b>			<b>\$44,093.00</b>	<b>\$627.00</b>		

### Electrical

Date	Permit #	Site Address	Construction Cost	Permit Cost	Owner	Type Of Construction
12/6/2024	SHE24082	20055 Lakeshore Dr		\$105.00	Lipsitz	
12/11/2024	SHE24083	12374 Lakebridge Ln		\$224.00	Bower	Porch Addition/Pool Fence
12/17/2024	SHE24084	11565 Bluestar Hwy		\$607.00	Nulty	Duplex Barndo
<b>Electrical Totals</b>				<b>\$936.00</b>		

### Mechanical

Date	Permit #	Site Address	Construction Cost	Permit Cost	Owner	Type Of Construction
12/3/2024	SHM24072	04221 Beechwood Ln		\$130.00	Kokmeyer	
12/9/2024	SHM24073	77294 Pinewood Ln		\$115.00	Bruce	
12/9/2024	SHM24074	12519 M-140 Hwy		\$325.00	12519 M-140 Hwy L	Change of Use
12/17/2024	SHM24075	15333 72nd St		\$125.00	Freeman	Remodel
12/17/2024	SHM24076	76920 14th Ave		\$250.00	South Haven Trust	Pool House
12/20/2024	SHM24077	73333 12th Ave		\$170.00	Mallec	Mftd Home w/ Att Garage
12/23/2024	SHM24078	77376 Pinewood Ln		\$205.00	VanGorp	Wdws/2nd Fir Bth/Mech Rm
12/23/2024	SHM24079	12374 Lakebridge Ln		\$235.00	Bower	Porch Addition/Pool Fence
12/30/2024	SHM24080	72258 16th Ave		\$105.00	Smith	Manufactured Home
12/30/2024	SHM24081	76616 Fieldstone Circle		\$185.00	Roeder	Remodel/Addition
<b>Mechanical Totals</b>				<b>\$1,845.00</b>		
<b>Mechanical Totals</b>			<b>\$44,093.00</b>	<b>\$3,408.00</b>	<b>\$340.80</b>	

(TRIAL RUN) JOURNAL REPORT FOR SOUTH HAVEN CHARTER TWP

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date GL Number	Journal GL Description	Description	DR Amount	CR Amount
12/31/2024	CD	JOHN HANCOCK LIFE INSURANCE COMPANY GEN 31935 to 0038		
101-000-202.000		ACCOUNTS PAYABLE	2,594.16	
101-000-001.000		CASH CHECKING-STURGIS		2,594.16
			<u>2,594.16</u>	<u>2,594.16</u>
01/08/2025	CD	BEST WAY DISPOSAL " GEN 31936 to 0006		
101-000-202.000		ACCOUNTS PAYABLE	1,580.00	
101-000-001.000		CASH CHECKING-STURGIS		1,580.00
			<u>1,580.00</u>	<u>1,580.00</u>
01/08/2025	CD	BREMER AND BOUMAN , GEN 31937 to 0008		
101-000-202.000		ACCOUNTS PAYABLE	293.25	
101-000-001.000		CASH CHECKING-STURGIS		293.25
			<u>293.25</u>	<u>293.25</u>
01/08/2025	CD	CITY OF SOUTH HAVEN UTILITIES ✓ GEN 31938 to 00115		
101-000-202.000		ACCOUNTS PAYABLE	31.20	
101-000-001.000		CASH CHECKING-STURGIS		31.20
			<u>31.20</u>	<u>31.20</u>
01/08/2025	CD	CITY OF SOUTH HAVEN ✓ GEN 31939 to 00116		
101-000-202.000		ACCOUNTS PAYABLE	22,897.81	
101-000-001.000		CASH CHECKING-STURGIS		22,897.81
			<u>22,897.81</u>	<u>22,897.81</u>
01/08/2025	CD	BUDGET PEST CONTROL , GEN 31940 to 0012		
101-000-202.000		ACCOUNTS PAYABLE	504.00	
101-000-001.000		CASH CHECKING-STURGIS		504.00
			<u>504.00</u>	<u>504.00</u>
01/08/2025	CD	KCI ✓ GEN 31941 to 00122		
101-000-202.000		ACCOUNTS PAYABLE	489.24	
101-000-001.000		CASH CHECKING-STURGIS		489.24
			<u>489.24</u>	<u>489.24</u>
01/08/2025	CD	ASSESSING SOLUTIONS GEN 31942 to 00148		
101-000-202.000		ACCOUNTS PAYABLE	4,160.00	
101-000-001.000		CASH CHECKING-STURGIS		4,160.00
			<u>4,160.00</u>	<u>4,160.00</u>
01/08/2025	CD	CITY OF SOUTH HAVEN ✓ GEN 31943 to 0015		
101-000-202.000		ACCOUNTS PAYABLE	1,237.72	
101-000-001.000		CASH CHECKING-STURGIS		1,237.72
			<u>1,237.72</u>	<u>1,237.72</u>
01/08/2025	CD	D.L. GALLIVAN OFFICE SOLUTIONS ~ GEN 31944 to 0018		
101-000-202.000		ACCOUNTS PAYABLE	129.26	
101-000-001.000		CASH CHECKING-STURGIS		129.26
			<u>129.26</u>	<u>129.26</u>
01/08/2025	CD	FOSTER, SWIFT, COLLINS & SMITH, P.C. GEN 31945 to 0026 ✓		
101-000-202.000		ACCOUNTS PAYABLE	1,574.50	
101-000-001.000		CASH CHECKING-STURGIS		1,574.50
			<u>1,574.50</u>	<u>1,574.50</u>
01/08/2025	CD	HERALD-PALLADIUM GEN 31946 to 0030		
101-000-202.000		ACCOUNTS PAYABLE	761.85	
101-000-001.000		CASH CHECKING-STURGIS		761.85
			<u>761.85</u>	<u>761.85</u>
01/08/2025	CD	MICHIGAN ASSOCIATION OF MUNICIPAL C GEN 31947 to 0050		
101-000-202.000		ACCOUNTS PAYABLE	125.00	
101-000-001.000		CASH CHECKING-STURGIS		125.00
			<u>125.00</u>	<u>125.00</u>
01/08/2025	CD	MICHIGAN GAS UTILITIES GEN 31948 to 0052		
101-000-202.000		ACCOUNTS PAYABLE	609.35	
101-000-001.000		CASH CHECKING-STURGIS		609.35
			<u>609.35</u>	<u>609.35</u>
01/08/2025	CD	MICHIGAN TOWNSHIP SERVICES GEN 31949 to 0055		
101-000-202.000		ACCOUNTS PAYABLE	4,411.75	
101-000-001.000		CASH CHECKING-STURGIS		4,411.75
			<u>4,411.75</u>	<u>4,411.75</u>
01/08/2025	CD	REMINDER SHOPPING GUIDE GEN 31950 to 0063		
101-000-202.000		ACCOUNTS PAYABLE	233.56	
101-000-001.000		CASH CHECKING-STURGIS		233.56
			<u>233.56</u>	<u>233.56</u>

(TRIAL RUN) JOURNAL REPORT FOR SOUTH HAVEN CHARTER TWP

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date GL Number	Journal GL Description	Description	DR Amount	CR Amount
01/08/2025 101-000-202.000 101-000-001.000	CD ACCOUNTS PAYABLE CASH CHECKING-STURGIS	ROBERTA A OTTO, CPA,PLC GEN 31951 to 0064	180.00	180.00
01/08/2025 101-000-202.000 101-000-001.000	CD ACCOUNTS PAYABLE CASH CHECKING-STURGIS	SEPTIC TANK SYSTEMS CO. INC. GEN 31952 to 0065	200.00	200.00
01/08/2025 101-000-202.000 101-000-001.000	CD ACCOUNTS PAYABLE CASH CHECKING-STURGIS	VAN BUREN COUNTY GEN 31954 to 0096	1,220.57	1,220.57
01/08/2025 101-000-202.000 101-000-001.000	CD ACCOUNTS PAYABLE CASH CHECKING-STURGIS	MARK A. MANNING GEN 31955 to 0045	2,600.00	2,600.00
01/08/2025 101-000-202.000 101-000-001.000	CD ACCOUNTS PAYABLE CASH CHECKING-STURGIS	VAN BUREN COUNTY ROAD COMMISSION GEN 31956 to 0093	9,731.67	9,731.67
Report Total:	TOTALS:		55,564.89	55,564.89
101-000-001.000	CASH CHECKING-STURGIS			55,564.89
101-000-202.000	ACCOUNTS PAYABLE		55,564.89	
GRAND TOTAL:			55,564.89	55,564.89

Estimated \$650.00

Total: \$56,214.89

Haven Maid \$400.00

Bloomington Communications \$250.00

Estimated \$650.00

Best way

6000.00

City of SH - STR inspections

1750.00

6394.89



## Van Buren Conservation District December 2024 Program Update

*Submitted by Emily Hickmott, Executive Director*

Greetings everyone! With the potential for federal government shutdown, the Van Buren Conservation District staff has prepared to continue our work from home. Our office at 1035 E Michigan Ave., Paw Paw will be unavailable to us while the federal government is shut down. We can continue to be reached by our work cell phones and email addresses – all available here: [VanBurenCD.org/about](http://VanBurenCD.org/about)

We have two exciting things that will go live on our website January 1 for you to share with your communities – our annual Tree Seedling Sale and a Conservation Needs Assessment Survey. Details below and fliers coming to your office soon! Wishing you a wonderful start to 2025 – thank you for all of your service to our community. We look forward to seeing you in the new year.

**Tree Seedling Sale:** The annual VBCD Tree Sale opens January 1, 2025! We are excited to once again provide you with quality, affordable seedlings. Your purchase reforests our community and supports local conservation! Our new and classic tree and shrub species provide a wide variety of options to meet your needs. The bonus is they are all great for our environment and wildlife!

- Flowering and ornamental species
- Nut and fruit-producing species
- Species to block wind
- Shade tree species
- High value lumber species
- Species for erosion control
- More!

Be sure to check out our accessories. Show your support of local conservation efforts and action! Whether you're new to Tree Sale or want a reminder, read more about our sale here: <https://vanburencd.org/shop/> The pre-sale with close March 30, and we will sell out of some species. Have questions? Contact Outreach Coordinator Jacob Diljak at [Outreach@VanBurenCD.org](mailto:Outreach@VanBurenCD.org) or call 269-633-9052.

**Conservation Needs Assessment Survey:** We, at the Van Buren Conservation District (VBCD), are looking to hear from you! Take our quick survey to guide conservation in Van Buren County. Whether you live, work, or play in Van Buren County, we need your input. Your thoughts help the VBCD better serve you, our community, and our natural resources.

The VBCD brings programs, services, education, and events to our community. To address our local needs, we need your local voice. Your input helps us focus conservation funding and programming for Van Buren County. This quick survey takes about 10 minutes. All responses are anonymous. For assistance with the survey, contact us at [info@VanBurenCD.org](mailto:info@VanBurenCD.org) or call 269-633-9054. Complete the survey to be entered into a drawing for special prizes! Take the survey by May 31, 2025! <https://vanburencd.org/input/>





## Van Buren Conservation District December 2024 Program Update

*Submitted by Emily Hickmott, Executive Director*

### Program Updates:

- **Ag Conservation/Water Quality Projects** (*Erin Fuller, Colleen Forestieri, Carlie Southland*) - In November, the Ag and Water Quality team focused on planning outreach and education events for 2025. This includes finding speakers as well as sponsors and grants to support these events. We look forward to hosting a conference for local farmers as well as field days and small grower meetings in the coming year.
- **SWxSW Corner CISMA (Cooperative Invasive Species Management Area) Team** (*Abbie Bristol, Alex Florian, Jena Johnson*) - In November, the CISMA team shifted into reporting and planning season. We looked back on the past year and reflected on what we can improve for next year. The team also attended the Upper Midwest Invasive Species Conference in Duluth, MN. We also began winter survey and treatment work for our GLRI grant and for right of way projects.
- **Michigan Agriculture Environmental Assurance Program (MAEAP)** (*Kyle Mead*) - Working on getting out to farms that are due for reverification or that have lapsed for various reasons. MAEAP has also assigned some new training that they would like all techs to attend, some of which have already been completed (Database Training) and some that are upcoming (Regen Ag) in December and January. There is a lot of work to be done in Cass county. Some of those producers have been contacted already and have had initial visits completed; some I have yet to reach out to due to the upcoming holidays and training. I have also scheduled a training that I will be conducting for the brand new (4-5 weeks on the job) techs in Kent and Allegan. We will utilize, past tech, Mike Ludlam's farm to conduct an assessment from scratch with Mike playing the role of the farmer to help these new techs learn how to conduct an initial visit and what to look for when at the farm.
- **National Association of Conservation Districts (NRCS) Technical Assistance** (*Lucas Hartman, Gabriel Francisco*) - Gabe and Lucas have had a busy and productive November indeed! This month was the application deadline for the 2025 IRA EQIP "Climate Smart" funding pool and together we had a total of 15 landowners interested in applying for this fund pool within our county. We also had two great Outreach and Education opportunities with Gabe presenting at the MACD Annual Fall Conference, and Lucas presenting at the Forestry Field Day.
- **Outreach** (*Jacob Diljak*) - We are working on next year's events, publications, and more! Stay tuned for more coming your way. Our annual Tree Sale opens January 1st. Shop seedlings and more while raising money for local conservation! Head to the shop in 2025: [VanBurenCD.org/shop](http://VanBurenCD.org/shop)
- **Resource Recovery & Recycling** (*Kalli Marshall, Jacob Diljak*) - As the year quickly comes to a close, the Resource Recovery Team has been able to reflect on the year's accomplishments and work on next year's goals and planning. Progress has begun on the long-awaited Materials Management Planning Committee with the first meeting and VBCD Recycling Coordinator Kalli Marshall being named as chair of the board. The Recycling Infrastructure Grant projects continue as some projects finish like Paw Paw Township and others keep checking items off the to do lists. We are hopeful to have all the projects complete early spring for folks to take advantage of the new recycling opportunities.