

**WATERFORD**  
TOWNSHIP

Waterford

**AGENDA REQUEST FORM**

Date:

To: Kim Markee, Clerk  
Kari Vlaeminck, Deputy Clerk

From:

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Please place the following item on the \_\_\_\_\_ agenda:

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Please place this item under:

Awards and Presentations  
 Reports  
 Introduction

Old Business  
 New Business  
 Closed Session

**Please forward the following copies of agenda items:**

(1) Word File via email

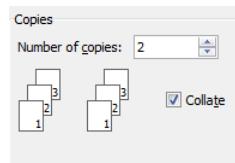


(1) A PDF electronically

Please provide a single PDF for  
each agenda item.



(2) Printed hard copies



**Please note:**

Agenda items must be scheduled by **NOON** on the **TUESDAY** prior to Board meeting.  
Please schedule agenda items by sending this form to the Clerk and Deputy Clerk by the  
**noon** deadline. **DO NOT STAPLE THIS FORM TO THE BOARD MATERIAL.**

**IF YOU REVISE ANY OF THE BOARD MATERIAL PLEASE PROVIDE A NEW WORD  
FILE AND PDF COPY OF THE ENTIRE PACKET. ALSO, YOU MUST ADD REVISED  
IN THE NAME OF THE TITLE SO IT MAY BE EASILY DIFERENTIAED**

Two (2) copies of Board information for this agenda item are attached here.

Two (2) copies of Board information for this agenda item will be delivered to the  
Clerk's Dept. by **12:00 PM on the Wednesday** prior to meeting. I understand that  
information that is provided after the deadline might not be included in the packet.

**BOARD OF TRUSTEES**  
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Kim Markee, Clerk  
Steven Thomas, Treasurer  
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Marie Hauswirth, Trustee  
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Mark Monohon, Trustee



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**DEVELOPMENT SERVICES  
DEPARTMENT**

Jeffrey M. Polkowski, AICP  
Superintendent of Planning &  
Zoning Division

Dave Hills  
Superintendent of Building  
Division

## MEMORANDUM

Date: October 3, 2022

To: Board of Trustees

From: Jeffrey M. Polkowski, Superintendent of Planning and Zoning

RE: General Ordinance Number 2022-002  
Amendment to the Residential Rental Unit Definition

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This proposed Code of Ordinance Text Amendment expands the list of Residential Rental Unit types that are a part of the Rental Certification requirements for all rentals within Waterford Township by expanding the definition of Residential Rental Units.

The Proposed ordinance amendment includes owner-occupied single family homes where the owner, through a vacation home exchange program, vacates the home entirely and permits an exchange or seasonal renter to occupy the premises on a short-term stay, this is commonly referred to as a short-term rental.

Currently, the owner of a residential rental is required to register that building and each unit contained within that building with the Township Building Official and subject these registered units to various safety inspections in order to obtain a rental certification. A Certification shall not be issued unless an applicant complies with the registration provisions of the Township Ordinance.

However, currently these short-term rentals have been specifically called out as a rental type that is not included in this process. This proposed ordinance amendment includes these rentals in the "Residential Rental Unit" definition, and therefore subjects these types to the Township's Rental Certification requirements.

The Rental Certification program is designed to promote the continued maintenance of quality and safe rental properties and to enhance and maintain property value of all properties, and to reduce the causes of blight and other deleterious factors affecting neighborhoods. Township Staff feel that including short-term rental properties into this program would better achieve this goal.

### **Motions**

Should the Board want to consider adopting the proposed Code of Ordinance Text Amendment, the appropriate motion would be to introduce the attached Ordinance and schedule it for possible adoption at the October 24, 2022 meeting.

Should you have any questions please do not hesitate to reach out to this office.

## Redlined version of proposed Code of Ordinance amendment

### Section 4-24. Definitions Residential Rental Unit

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***Residential rental unit.*** Any apartment, room, dwelling unit, house, condominium unit, or portion thereof that is used, offered, or made available for use and for which there is rent or a lease. This definition includes one and two-family dwellings, multiple and multi-family dwellings, apartment units, and flats, and owner-occupied single family homes where the owner, through a vacation home exchange program, or an occasional seasonal rental, permits an exchange or seasonal rental to individual(s) or a family, to occupy the premises or portion thereof on a short-term stay. This definition does not include hotels and motels as defined by the Township Zoning Ordinance and licensed and inspected by the State of Michigan. ~~Nor does this definition apply to owner occupied single family homes where the owner, through a vacation home exchange program, or an occasional seasonal rental, vacates the home entirely and permits an exchange or seasonal rental family to occupy the premises on a short-term stay.~~

**CHARTER TOWNSHIP OF WATERFORD  
ORDINANCE NO. 2022-002**

**RENTAL CERTIFICATION ORDINANCE AMENDMENT**

An Ordinance to amend the Rental Certification Ordinance in Article IX, Chapter 4 of the Waterford Charter Township Code, to provide the ability to govern the registration of short-term rentals, consistent with how the Township regulates long-term residential rental units.

THE CHARTER TOWNSHIP OF WATERFORD ORDAINS:

**Section 1 of Ordinance**

That Section 4-242 of the Waterford Charter Township Code, which defines the words used within the Article is amended to read as follows:

**Sec. 4-242. Definitions**

***Residential rental unit.*** Any apartment, room, dwelling unit, house, condominium unit, or portion thereof that is used, offered, or made available for use and for which there is rent or a lease. This definition includes one and two-family dwellings, multiple and multi-family dwellings, apartment units, flats, and owner-occupied single-family homes where the owner, through a vacation home exchange program, or an occasional seasonal rental, permits an exchange or seasonal rental to a family or one or more individuals, to occupy the premises or portion thereof, on a short-term stay. This definition does not include hotels and motels as defined by the Township Zoning Ordinance and licensed and inspected by the State of Michigan.

All other definitions are unchanged

**Section 2 of Ordinance**

Should any section, subdivision, sentence, clause or phrase of this ordinance be declared by the Courts to be invalid, the same shall not affect the validity of the Ordinance as a whole or any part thereof other than the part as invalidated.

**Section 4 of Ordinance**

This Ordinance shall take effect immediately upon publication.

**CERTIFICATION**

I certify that this Ordinance was adopted by the Board of Trustees of the Charter Township of Waterford at a meeting duly called and held on October 24, 2022.

CHARTER TOWNSHIP OF WATERFORD

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Date

By: \_\_\_\_\_  
Kim Markee, Township Clerk