

VILLAGE OF EGG HARBOR PLAN COMMISSION

NOTICE AND AGENDA

August 22nd, 2023 – 2:00 PM

This meeting will be conducted IN PERSON

at the Paul J. Bertschinger Center

7860 STH 42 Egg Harbor, WI 54209

Members of the public can also JOIN THE MEETING BY ZOOM VIDEO

CONFERENCE: <https://villageofegggharbor.zoom.us/j/94130060330>

Members of the public with limited internet are encouraged to join by phone:

Call in Number: 312 626 6799 Meeting ID: 941 3006 0330

Cambria Mueller, Chair John Heller, Commissioner
Kathy Navis, Commissioner Lou Nyberg, Commissioner
Emily Pitchford, Commissioner Chris Roedl, Commissioner
Jon Kolb, Commissioner

1. Call Meeting to Order
2. Approve Agenda
3. Pledge of Allegiance
4. Approval of the June 27th, 2023 and July 25th, 2023 Plan Commission Meeting Minutes
5. Open Session
6. Withdrawal of DoCo Capital LLC Conditional use permit for parcel #118560006
7. Discussion on Granicus software for oversight of short term rentals
8. Discussion on short term rental regulation including application and application requirements 9.
- Discussion on proposed updated zoning districts including proposed permitted and conditional uses 10.
- Correspondence
11. Open Session
12. Next Meeting
13. Adjourn

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information, or to request this service, contact Lynn Ohnesorge, Clerk Treasurer, at 920-868-3334, or at PO Box 175, Egg Harbor, WI 54209.

Date Posted: August 18th, 2023, 5:00 p.m. Posted by: Megan Sawyer, Administrator

X Post Office
X Greens N' Grains
X Media
X Paul J. Bertschinger Community Center
X Main Street Market

Agenda can also be found at www.villageofegggharbor.org.

VILLAGE OF EGG HARBOR PLAN COMMISSION
June 27th, 2023, Meeting Minutes
Paul J. Bertschinger Center
Meeting Link: <https://villageofegg harbor.zoom.us/j/94130060330>
Call in Number: 312 626 6799 Meeting ID: 941 3006 0330

1. Call Meeting to Order

- Cambria Mueller called the meeting to order at 2:00 P.M.
- Commissioners present: Cambria Mueller, Emily Pitchford, Jon Kolb, John Heller, Chris Roedl
- Commissioners absent: Kathy Navis, Lou Nyberg
- Staff members present: Megan Sawyer, Madison Cloutier
- Audience members present: Cindy Livingston, Bill Bertschinger, Susan Stauber, Greg De Tennis, Mary Zeller, Brian Frische, Jim Smith, Paul Larsen, TC Johnson, Linda Johnson, Carey Bertschinger
- Zoom members attending: Adam Verheydan, Carol Ballje, Jackie Quandt, Mark Sternig, Alyssa Rasmusson, John Flatley

2. Approve Agenda

- **John Heller motioned to approve the agenda, Chris Roedl seconded, motion carried.**

3. Pledge of Allegiance

- Commission said Pledge of Allegiance

4. Open Session

- Cindy Livingston said her family owns eight rental houses in Egg Harbor that have been in business since 1938. We have done a lot for the community and have brought income into the Village through Room Tax dollars. The houses were built before zoning in the Village, and she takes issue with trying to take their short-term rental away. They have always ran a good business and would like to continue to do so.
- Mary Zeller said she took a look at the rental properties since the special meeting and a lot of homes didn't continuously stay short term rentals during a five-year span. She believes that a lot of short-term rentals won't continue for a long period of time, not including the ones owned by the Bertschinger family.
- Mark Sternig said that they bought a home with their family and due to complications, it switched into their hands faster than expected. For them to be able to keep their Door County home they started renting it out to be able to offset the costs of keeping the home. By restricting short-term rentals, they would not be able to supplement the income, therefore having to give up their Door County home.

5. Review and consideration of certified survey map for Parcel #118350601 • Megan Sawyer's executive summary: *This parcel is in the Village's R-1 Residential district. Village staff reviewed the certified survey map against the requirements for the*

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R-1 Residential District and verified that the proposed lot division is in compliance with the minimum lot size, minimum lot width, and setback requirements for the district. Please note, the existing structure is deemed a non-conforming structure with or without the proposed lot division.

Two items to note relative to the proposed certified survey map are the following: Regarding the existing propane tank, the tank is currently too close to the side lot line and will need to be relocated at least 5ft. from the proposed lot line. The property owner

has been notified and plans to have the tank relocated in compliance with the ordinance. Also, the proposed CSM notes a shared driveway. The property owner has been asked to solidify the shared driveway access via an access easement and plans to do so.

- The property owner confirmed that they are in the works of creating a driveway access easement that should be completed for the Village Board meeting.
- **Cambria Mueller motioned to recommend approval of certified survey maps as presented to the Village Board.**
- Megan Sawyer suggested the Plan Commission take a look at attorney Jim Smith's memo he handed out prior to the meeting. **Cambria Mueller rescinded her motion.** • Jim Smith's discussed his memo about the non-conforming structure on the parcel and how the property owner could use the Village's averaging system for the high watermark setback on the new lot. Megan Sawyer agrees with Jim's interpretation of the zoning ordinance.
- **Cambria Mueller motioned to recommend approval of the certified survey map with clarification on the high watermark setback from the owner and surveyor to the Village Board, John Heller seconded, motion carried.**

6. Exemption from mobile food vending license requirement for village businesses for Peg Egan Sunset Concert Series event

- Megan Sawyer's executive summary: *One piece of feedback the Peg Egan Performing Arts Center Manager receives every year regards having food options available at the Peg Egan during concerts.*

Over the years different Village businesses have provided different levels of food offerings at the concretes, however in recent years due to challenges of the pandemic and lack of staffing, no Village businesses have provided food offerings at the Peg Egan. The Village passed a mobile food establishment ordinance in 2018, which includes some exemptions from the license requirements.

§ 115.03 EXEMPTIONS FROM LICENSE REQUIREMENT. Mobile Food Establishments and Mobile Vendors participating in any of the festivals, organizations, activities, or events listed below are exempt from obtaining a mobile food establishment license and location and general operation restrictions required by this chapter: (a) Any Mobile Vendor or Mobile Food Establishment on premises and controlled, regulated or permitted through Chapter 111 Transient Merchants of the Village Code of Ordinances. (b) Any Mobile Food Vendor or Mobile Food Establishment working under an event as a caterer, who does not receive direct payment from persons receiving food items, goods, or services from the Mobile Food Establishment or Mobile Vendor, at the Donald and Carol Kress Pavilion or Peg Egan Performing Arts Center. (c) Any person selling goods at a farmer's market on premises and under the control of the farmer's market organizers. (d)

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Any other festival/organization/activity/event that the Village of Egg Harbor Plan Commission deems appropriate for exemption. (e) Any Mobile Food Establishment or Mobile Vendor commissioned or paid directly by a private landowner and who does not receive direct payment from persons receiving food items, goods, or services from the Mobile Food Establishment or Mobile Vendor.

We would like to ask that Village businesses providing food offerings as part of the Peg Egan Sunset Concert Series event be exempt from the license requirement per section 115.03(d) above. Other food vendors that are not licensed for business with a brick and mortar operation in the Village of Egg Harbor would still be required to obtain the mobile food vending license.

Other events with food offerings listed outside of this requested exemption or the other exemptions as listed in the ordinance would be required to obtain a mobile food establishment license.

- The Plan Commission discussed the exemption. Only Village businesses will be exempt from the additional licensing when providing food offerings at the Peg Egan Sunset Concert Series.

- **John Heller made a motion to recommend an exemption from the mobile food establishment license requirement for Village businesses providing food offerings during the Peg Egan Sunset Concert Series event, Chris Roedl seconded the motion, motion carried.**

7. Discussion on short term rental regulation

- Megan Sawyer's executive summary: *At a special Plan Commission meeting on June 20th, 2023, the Village Plan Commission received a packet including all the local Door County municipalities proposed or enacted regulation on short-term rentals.*

After review and discussion, the Plan Commission discussed taking a closer look at the Village of Sister Bay's regulation relative to the Village of Egg Harbor. The Plan Commission also discussed regulating short-term rentals per zoning district and discussed the potential of grandfathering.

The Plan Commission should continue their discussion on the Sister Bay ordinance and any questions or clarifications that come out of the discussion will be passed along to Village legal counsel.

Also, for reference, as it was pointed out that it was not included in the packet of existing/proposed STR regulation, the Village of Egg Harbor's current regulation related to short-term rentals is included.

- After the last Plan Commission meeting discussing short-term rentals, Cambria started editing Sister Bay's existing ordinance to fit the Village of Egg Harbor. Emily sent some questions to the staff for Attorney Kalny's review. If any other Commissioners have any questions for the attorney, they can send them to staff. The Plan Commission tossed ideas around regarding grandfathering. Discussions revolved around existing business in good standing being able to continue operations and possibly adding a best practices portion to the ordinance. The ordinance could also have a strike program that would apply to everyone and if the short-term rental has too many strikes, they have their license revoked for a period of time. They would then have to reapply and if they were previously grandfathered, they would no longer be. Conversation led to maybe having different regulations for each zoning district. Residential areas would be stricter than in the commercial districts. If the Plan Commission decides to link the noise ordinance, they

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will have to edit the one in place because the current one goes by decibels and doesn't have times in place. They would like to create an application specifically for STR's and maybe change the licensing period from January 1-December 31 to start in July, so it aligns with State regulations. Mary Zeller spoke with Juliana Behme, the Tourism Zone Administrator, about the possibility of enforcement through the Tourism Zone. Juliana said that currently the Tourism Zone does not have a program that does this. They are looking into the possibility of creating a platform for monitoring municipalities STR licensing and collecting license applications. The Plan Commission started looking at Sister Bay's STR ordinance. Cambria will edit the for the next meeting as discussed.

8. Discussion on proposed updated zoning districts including proposed permitted and conditional uses

- **Cambria Mueller motioned to table discussion on proposed updated zoning districts including proposed, permitted and conditional uses, John Heller seconded, motion carried.**

9. Correspondence

- No discussion

10. Open Session

- Susan Stauber suggested the Plan Commission look at Madison's ordinance because they added restrictions on what a bedroom is/a maximum occupancy.

- Mary Zeller added to Susan's comment stating that her STR is only open to the people renting the property and anyone that is not staying there is not allowed on the property.
- Jackie Quandt said that her family is currently building a summer home and they are looking into possibly renting it out to help with the expenses. She questioned the 75-mile rule because they live farther than that. Would they need to hire a property management company? Cambria said that she would need a resident agent or a property management company. Jackie added that she had concerns about restricting STR's to 6-night 7-day minimum for rentals because most people that come visit stay for shorter periods of time.
- Cambria Mueller stated that the discussions of an ordinance change is to protect the existing people living in the Village. There are people living here full-time trying to raise their families, and she is trying to protect them. Short-term rentals affect the people making their life here and these regulations need to be put in place to protect residents.

11. Next Meeting

- July 25, 2023, at 2:00PM

12. Adjourn

- **Cambria Mueller motioned to adjourn the meeting, John Heller seconded, motion carried.**
- Meeting adjourned at 4:50PM

Meeting minutes completed by Madison Cloutier July 7th, 2023. Submitted for review on July 25th,

2023. **Bold – Official Action**

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VILLAGE OF EGG HARBOR PLAN COMMISSION

Minutes

July 25th, 2023 – 2:00 PM

Paul J. Bertschinger Center

7860 STH 42 Egg Harbor, WI 54209

Meeting Link: <https://villageofegg harbor.zoom.us/j/94130060330>

Call in Number: 312 626 6799 Meeting ID: 941 3006 0330

Cambria Mueller, Chair John Heller, Commissioner
Kathy Navis, Commissioner Lou Nyberg, Commissioner
Emily Pitchford, Commissioner Chris Roedl, Commissioner
Jon Kolb, Commissioner

1. Call Meeting to Order

- Cambria Mueller called the meeting to order at 2:00 PM
- Commissioners present: Cambria Mueller, Kathy Navis, Emily Pitchford, Jon Kolb, John Heller, Lou Nyberg, Chris Roedl
- Staff present: Megan Sawyer, Madison Dietzen, Lynn Ohnesorge (Zoom)
- Audience present: Bill Bertschinger, Susan Stauber, Greg De Tennis, Carey Bertschinger, Mary Zeller, Cindy Livingston
- Zoom audience: Jim Kalny, MaryJo Kolb, Paul Larsen, Jake Widmer, Mark Sternig, Arthur Derse, Michael Servais, Robin Harris

2. Approve Agenda

- **John Heller motioned to approve the agenda, Chris Roedl seconded, motion carried.**

3. Pledge of Allegiance

- Commission said Pledge of Allegiance.

4. Open Session

- Emily Pitchford said she had sent questions over to be reviewed by the attorney, some of them were answered by the Sister Bay ordinance. When he is reviewing items, he doesn't need to go over all her questions. She had also mentioned that Short Term Rental owners have the right to have a fair ordinance put in place. These small business owners have a right to run their business in the Village. Carey Bertschinger added on that when she views the minutes, she believes the views of the Commissioners are slanted.
- Robin Harris said she manages a Short-Term Rental for her brother. The STR neighbors have her phone number in case of anything, they know who to call and it will be taken care of. This home will be her brother's retirement home. The income generated from it being an STR ensures he has a home to retire to. The STR also has helped families enjoy and create lasting memories here in Door County. She also mentioned that STR's that become retirement homes now have residents who volunteer and donate to causes in Door County.
- Susan Stauber brought up having a different regulation for historical homes, so that the Village can try to preserve the historical home versus it being bought to be leveled.

5. Discussion on short term rental regulation

- Megan Sawyer's executive summary: *At last month's meeting, the Plan Commission reviewed draft regulations related to short term rentals. The Commission reviewed the document and staff has updated the document with the discussion points made by the Plan Commission at their last meeting. Changes made related to last month's discussion are highlighted in blue.*

Also, since the last Plan Commission meeting, the Village of Sister Bay has solidified their regulations on short term rentals. The Sister Bay ordinance has passed.

Staff has passed on the Village Plan Commission general and specific questions on to Attorney Kalny. • Jim Kalny reviewed the legality of regulating STR's. He mentioned the State has protected against running STRs out of business. He also warned against requiring CUPs because that is a form of prohibiting, in which the state

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has protected against.

- The Planning Commission is in consensus of regulating through zoning, with grandfathering, and verbiage that states no more than one rental in a seven-day period. The Plan Commission reviewed the rest of the STR ordinance. John Heller left at 3:17 PM, the Plan Commission continued to discuss and review the Short-Term Rental Ordinance.

6. Discussion on proposed updated zoning districts including proposed permitted and conditional uses •

The Commissioners finished working through the proposed permitted and conditional uses.

7. Correspondence

- Cambria will have Megan forward the correspondence she had received from Robin Harris' brother.

8. Open Session

- No discussion.

9. Next Meeting

- Next Plan Commission meeting scheduled for August 22, 2023, at 2:00 PM

10. Adjourn

- **Cambria Mueller motioned to adjourn the meeting, Kathy Navis seconded, motion carried.** • Meeting adjourned at 4:05 PM.

Meeting Minutes completed by Madison Dietzen on August 4, 2023. Submitted for review on August 22,

2023. **Bold – Official action**

**VILLAGE OF EGG HARBOR – Plan Commission
EXECUTIVE SUMMARY**

SUBMIT DATE: SUBMITTED BY: MEETING DATE: 8/18/2023 Megan Sawyer
8/22/2023

ISSUE:

Withdrawal of DoCo Capital LLC Conditional Use Permit for Parcel # 118560006

BACKGROUND:

On July 25th, 2023 I received email correspondence from Rob Esposito of DoCo Capital LLC officially surrendering the conditional use permit that was issued to parcel # 118560006 for a medium density housing development.

He will be moving forward with the development of the property as a 10-unit resort instead of a medium density housing development. A resort is a permitted use in the Commercial C-1 district, therefore the new project will not require a conditional use permit.

The project will however, be subject to the Village's Architectural Review and Historic Preservation Guidelines and an application for the project has been submitted to the Architectural Review and Historic Preservation Board, the Board will review and discuss the application at their meeting on September 6th, 2023 at 1:00 p.m.

VILLAGE OF EGG HARBOR – Plan Commission

EXECUTIVE SUMMARY

SUBMIT DATE: SUBMITTED BY: MEETING DATE: 8/18/2023 Megan Sawyer
8/22/2023

ISSUE:

Discussion on Granicus Software for oversight of short term rentals

BACKGROUND:

Commission Chair Cambria Mueller and staff had a meeting with Granicus govService, Host Compliance to discuss the support they could provide the Village in terms of monitoring short term rentals.

Granicus offers a number of services in this regard, however the Village would more specifically be looking for support in the following areas as offered by the company:

Address Identification: Automated monitoring of 70+ STR websites (such as AirBNB & VRBO) and online dashboard with complete address and owner information and screenshot of all identifiable short term rentals.

Compliance Maintenance: Ongoing monitoring of STRs for zoning and permit compliance couple with systematic outreach to illegal short-term rental operators.

Mobile Permitting: Online forms and back end systems to streamline the registration process and capture required documentation, signatures, and payments electronically.

24/7 Hotline: Make it easy for neighbors to report, prove, and resolve non-emergency short term rental related problems in real time, any day, at any hour.

A more thorough review of the system and software is needed before staff will make a formal recommendation to move forward with the service, however, staff felt it was important to share the potential support with the Plan Commission.

BUDGET IMPACT:

The Village's cost for total utilization of the Granicus govService, Host Compliance system including utilization of all services offered is estimated at \$14,000, however the by only utilizing the services provided above, the cost will be a bit lower. Staff's recommendation is to cover the cost of this service via STR Licensing fees.

MES			
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RECOMMENDATION:

Review information provided on Granicus, govService Host Compliance with further review and discussion to take place at a future meeting.

VILLAGE OF EGG HARBOR – Plan Commission EXECUTIVE SUMMARY

SUBMIT DATE: SUBMITTED BY: MEETING DATE: 8/18/2023 Megan Sawyer
8/22/2023

ISSUE:

Discussion on Short Term Rental Regulation including application and application requirements

BACKGROUND:

The proposed ordinance that has been under review and discussion by the Plan Commission has been edited to reflect the changes discussed to date and is included in the agenda packet. A few minor items need to be updated mostly consisting of the insertion of appropriate ordinance section numbers. Something that still needs to be discussed and finally determined is the determined quiet hours. The times were not consistent within the draft ordinance and there was also a note to reference the Village's existing noise regulation. The Plan Commission should discuss what they would like to move forward with in this specific regard.

Also, in addition to the attached proposed ordinance, at the last meeting the Plan Commission discussed incorporating a minimum night stay provision in line with state statute for the R-1 Residential district for new STRs after a certain date (to be determined) with existing STRs being grandfathered with the Village Attorney. I am hoping the Village Attorney will have this language available for review in advance of the meeting, otherwise it is to be shared during the meeting.

One last item that the Village Attorney should be consulted on is the revocation process provision.

Also, at the last meeting there was a discussion on how the City of Madison defines a bedroom. Commission Chair, Cambria Mueller provided the attached application materials from the City of Madison for the Plan Commission's review.

The Plan Commission should also discuss if STRs should be licensed with a Village business and a new STR license or if we would like to move forward with a separate STR license.

BUDGET IMPACT:

STR License Fee – Fee amount to be discussed.

MES			
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RECOMMENDATION:

Review information and further discussion

Sec. 18.51 Purpose.

The purpose of this Article is to establish licensing requirements which allow residential dwellings to be rented as a means to offer individuals a safe and enjoyable place to stay while visiting **the Village of Egg Harbor**, while maintaining the quality of life of the residents and other visitors. The regulations herein are intended to guarantee the casual rental of a dwelling is compatible with the neighborhood in which it is located and does not disrupt the peace, health and safety, or visual appeal of **the Village of Egg Harbor**. In addition, these regulations are to ensure all licensing applicants and agents are held to the same standards and held accountable for false information and violations.

Sec. 18.52 License Required.

No person may own or operate a Short-Term Rental within a residential dwelling for even one (1) night each calendar year without a Village of **Egg Harbor** Short-Term Rental License issued pursuant to this Article.

Sec. 18.53 Definitions

DATCP means Wisconsin Department of Agriculture, Trade and Consumer Protection.

DCTZC means Door County Tourism Zone Commission.

Operator/Operate is the owner of a residential dwelling licensed as a Short-Term Rental, the person to which a Short-Term Rental License is issued, the person responsible for the property and the actions thereon, and the only person who may designate a Registered Agent to assist with the day-to-day reservation of and maintenance of the Short-Term Rental.

Owner Occupied means the property Owner permanently resides at the premises that is considered their primary residence and remains at the short-term rental through the night and does not reside elsewhere when transient guests have reserved the short-term rental.

POWTS means Private On-Site Wastewater Treatment System.

Primary Residence means a Residential Dwelling that serves as an individual's true, fixed and permanent home for at least 183 days in a calendar year and to which, whenever absent from, that individual intends to return. Additional characteristics of a Primary Residence include, but are not limited to, where an individual receives mail, claims residence for purposes of voter registration, pays for utilities, and lists as their address on state issued identification cards. An individual can have only one primary residence.

Quiet Hours means a period of time within a day where plainly audible noise shall be held to a minimum due to people relaxing, sleeping, or meditating. For purposes of this Article, *Quiet Hours* are those hours between **10:00PM and 10:00AM. Reference existing code?**

Resident Agent means a person or entity who declares residency in the Village of Sister Bay, Egg Harbor, or Ephraim; or Town of Baileys Harbor, Egg Harbor, Gibraltar, Jacksonport, or

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DRAFT REGULATIONS PREVIOUSLY DISCUSSED BY PLAN COMMISSION

Liberty Grove; or, who lives within 75 (seventy five) miles of the property licensed as a short-term rental; and, who is authorized to act on behalf of the Short-Term Rental Operator for purposes of the day-to-day management of the Short-Term Rental in absence of the Operator. The extent of responsibility of the Agent shall be determined by the

Operator but as a minimum shall include being available as an emergency contact for the Short-Term Rental property or guests.

Residential Dwelling means any lawfully constructed building, structure, or part of the building or structure, that is used or intended to be used as a home, residence, or sleeping place by one or more persons maintaining a common household, to the exclusion of all others. For purposes of this Article, a Residential Dwelling is not a unit in an inn or hotel or motel or condominium whose building or complex has a central, on-site, staffed reservation desk, and on-site property management.

Short-Term Rental (STR)/Tourist Rooming House means a residential dwelling in which sleeping accommodations are offered for pay to tourists or transients in compliance with the Village of Egg Harbor Municipal Code. These facilities are sometimes referred to as “vacation rentals”.

They do not include a boarding house which does not accommodate tourists or transients, bed & breakfast establishments, or, inns or a hotel or motel with a central, on-site, staffed reservation desk, and on-site property management

Violation a violation means an infraction by the Operator, Agent or renter, whether during a rental period or not, that does not comply with this Article

Sec. 18.54 License Application Requirements. All Short-Term Rental Operators shall provide the following to the Village Clerk before a Short-Term Rental License Application can be deemed complete and processed for a Short-Term Rental License:

1. A completed Village of Egg Harbor Short-Term Rental License Application Form

signed by all owners of the residential dwelling attesting the information provided on the application and provided in the addendums is true and correct to the best of their knowledge, and acknowledging false information will result in the denial of the license and may result in revocation of the license and/or forfeitures.

2. Unless indicated otherwise, the following are the addendums required to be submitted annually with the license application:
 - a. A floor plan of the dwelling with all rooms identified, indicating the sleeping areas available for rent and maximum capacity accommodated therein for sleeping purposes.
 - b. A site plan indicating where parking is available on-site; where the driveway is located; driveway width; and the maximum number of parking stalls available to guests.
 - c. Current photos of all four sides of the exterior of the building and one photo at the end of the driveway looking into the property towardsthe dwelling.
 - d. Copy of the most recent recorded deed to the property. *(Requested in order to verify grandfathering?)*
 - e. A current statement from the Registered Agent, if an Agent is required, acknowledging theirresponsibilities asstated in *Insert appropriate Village Code Section Definitions*; and the statement is signed by the Agent, their name legibly printed below theirsignature, address, and date signed. Said statement to be signed before a Notary Public. In lieu of a statement, a contract for services, signed by both Operator and Registered Agent, may be accepted.
 - f. Current copy of the DCTZC permit, and, if the Operator or Agent was previously found in default of that permit, or not in good standing with the DCTZC for the inaccurate and timely collection and submission of taxes, reports, payment of penalties and legal fees, a statement as to how the infraction(s) were resolved.
 - g. Valid State of Wisconsin Tourist Rooming House License issued by DATCP.
 - h. Copy of the most recent DATCP Inspection Report, including any observations and corrective action required as noted therein. If the property has not been re-inspected in person by DATCP within thirty-six (36)months of

the date the initial inspection was made by DATCP for the Tourist Rooming House License, or if no in-person DATCP inspection was made for the initial Tourist Room House License, the Applicantshall annually have the property inspected by a Home Inspector who is a Wisconsin Certified Professional Inspector(CPI certification) or an American Society of Home Inspectors(ASHI

certification) inspector, and annually submit the inspector's report with the Short-Term Rental License Application. The inspection report must be performed and signed by the CPI or ASHI verifying, at a minimum, the furnace and fireplace (if applicable) are up to code and functioning properly, all decking is safe and to code, all smoke alarms and carbon monoxide detectors are installed to code and functioning properly, there is a radon detector installed and functioning properly, and all other issues observed that pose a threat to health and safety have been addressed to the satisfaction of the inspector. Proof of satisfactory inspection results, or proof of corrective action satisfying the inspector's concerns, shall be provided annually at time of application. No license shall be issued until all matters requiring corrective action have been resolved.

i. If served by POWTS, sanitation reports as required in *Insert appropriate Village Code reference*.

j. Proof of a contract for refuse and recycling collection and disposal services that are tailored to the property to ensure compliance with

k. Copy of the Property Rules, per *Sec. ? Property Rules*.

l. The applicant shall acknowledge on the Short-Term Rental License Application Form they have read and understood the use and development restrictions on their subdivision deed, condominium bylaws, or homeowner association, if applicable, and acknowledge they are in compliance with said restrictions. Be advised the Village does not enforce deed restrictions or

condominium or homeowner association bylaws to which they are not a party and such statement may be used by other parties in the subdivision, condominium, or association, if needed, to verify the applicant was aware of the property restrictions at time of license application.

m. The required non-refundable application fee.

Sec. 18.55 Application Review.

Every Short-Term Rental License Application shall be reviewed for compliance with this Article and the other applicable provisions specified in the Village of Egg Harbor Municipal Code. Failure to satisfy all requirements specified herein shall be deemed a denial of a license. In the event a license is denied, no new application may be reviewed until all deficiencies of the previous application, residential dwelling and property have been resolved and a new application, including new fee and addendums, have been submitted. The application shall be reviewed for compliance with the following, and if deemed compliant, a license issued:

A. The Short-Term Rental License Application is complete, legible and signed, and all addendums are submitted.

B. Compliance with this Article and the Municipal Code, as applicable; DATCP license;

and DCTZC permit, including the collection of room taxes and timely and accurate reporting thereof, accurate and timely filing of reports, payment of legal fees and penalties, and absence of deceit.

- C. A statement the Operator has resolved any known code violations, is current on any applicable citation charges and court costs, property taxes, utility charges, and other municipal fees and surcharges, and, acknowledgement no license can be issued until the Operator has resolved these aforementioned violations or fees.
- D. A statement the building has not been altered without permits to accommodate more bedrooms or that other unpermitted construction has occurred that may be a safety concern.
- E. Proof there is adequate road access and parking on-site in conformance with the Municipal Code.
- F. Evidence the Registered Agent, if required by this Article, meets the residency requirements specified in *Insert appropriate Village code reference, Definitions.*
- G. If on a private well, proof of safe, potable water.
- H. If served by a POWTS, proof the system is sized adequately to accommodate the number of guests advertised to sleep in the dwelling, and, the POWTS has been inspected once in the past three years and any deficiencies noted on the mandated inspection report have been corrected.
- I. Evidence the Operator has contracted for refuse and recycling services as outlined in this Article.
- J. Property Rules, reflective of *Insert appropriate Village Code reference Property Rules,* and posted in their entirety on any applicable listing platform or other advertising means.
- K. The non-refundable fee submitted in its entirety at time of application.

18.56 License Issuance and Revocation.

A. A Short-Term Rental License shall be effective for twelve (12) months. The annual licensing term begins July 1 and ends on June 30 of the following year. If applying for a license every year, every license request requires a new completed application, staff

review, and compliance with this Article and codes in effect at time of the new application.

- B. The application process will open on *March 1*. A completed application must be filed with the Village Clerk at least forty-five (45) days prior to the license expiration *so*

the Village Board, or its designee, has adequate time to consider the application. After the initial licensure, a subsequent application shall be treated as a new application and require the same forms, documentation, verifications and fees as required for the original license application, albeit current to reflect current licenses, inspections, etc. The application will be date stamped as complete on the date the application has been deemed completed in its entirety, all addendums submitted, and the required fee paid. Incomplete applications will be returned to the Applicant.

- C. Change in ownership of the residential dwelling requires a new license per Wisconsin Administrative Code State Statute 72.04(b) prior to obtaining a Short-Term Rental License from the Village. Licenses are non-transferrable and issued to the Operator, not the property.
- D. An Operator may apply for a new license no less than twelve (12) months after a Short-Term Rental License has been revoked and provided there is evidence the dwelling has not been rented during the revocation period.
- E. The Village Board or their designee may reject, suspend, revoke, or not issue subsequent Short-Term Rental Licenses, or process an application, if it has been determined the license application contained false information; the license was issued under false pretenses; the Operator or Agent provided false information on the application, to DATCP, or to the DCTZC; or operated in violation of the Municipal Code, DATCP license, or DCTZC permit. A violation of the Municipal Code shall also be deemed a violation of this Article and be taken into consideration when deciding to reject, suspend, revoke a license, or process an application.
- F. Any Operator who, by the Village Board or the Board's designee, has been denied a license, had a license suspended or revoked, or whose license application was not processed, may appeal the decision to the Board of Trustees upon filing an Appeal Form within fourteen (14) days of the written decision and paying the required appeal fee. The Board shall hold a hearing as soon as possible and determine whether the decision should be upheld or reversed.
- G. Prior to revocation, any Operator operating in violation of this Article and the Municipal Code, DATCP license, or DCTZC permit shall be notified in writing of said violation. Depending on the severity of the violation, written correspondence may be by email,

United States Postal Service, or certified mail. In an emergency situation contact will be by phone to the Operator first, the Registered Agent second.

- H. Failing to report any change in the Registered Agent's contact information to the Village Clerk within twenty-four(24) hours of the change may result in suspension or

revocation of the license.

- I. The Village Board or the Board's designee may suspend or revoke a license if any of the following are found to be true:
 1. The Operator, which includes those employed to maintain or manage their property, has had three violations within the past twelve (12) months;
 2. The Operator, which includes those they are responsible for, has failed to rectify any violation to which notice by the Village was given;
 3. The Operator has been convicted, or whose Resident Agent has been convicted of, engaging in illegal activity while on the Short-Term Rental premises on at least one (1) occasion within the past twelve (12) months;
 4. The Operator or their Registered Agent have outstanding fees, taxes, or forfeitures owed to the Village, DATCP or the DCTZC.

Sec. 18.57 Operation of Short-Term Rental.

The following Rules of Operation apply to the property being licensed as a Short-Term Rental, whether occupied by a guest or the Operator.

- A. The Operator is responsible for the licensing of the Short-Term Rental and ensuring compliance with this Article, which includes at all times during the licensure period compliance with the Municipal Code, DATCP license and DCTZC permit. The Operator shall also be responsible for those they employ, directly or through their Registered Agent, and their compliance with this Article, Municipal Code, DATCP license, and DCTZC permit.
- B. No Short-Term Rental shall be rented for a period of time, or number of days, inconsistent with the Municipal Code.
- C. The Operator shall not allow rooms to be used for sleeping purposes that are not contained within those areas designed and approved by the Village for living quarter purposes.
 - i). The number of occupants in any dwelling unit shall not exceed the limits set forth in the Wisconsin Admin. Code ATCP 72.14 for hotels, motels and tourist room houses.

- D. The Operator is to make sure there are no unpermitted decks or structures, and the decks and other structures are in sound condition.
- E. The Operator is to make provisions for parking that complies with the Municipal Code and take necessary measures to ensure said parking is in compliance with the Code.

- F. No single residential dwelling served by a private well and/or POWTS shall be used as a Short-Term Rental unless a signed document is submitted from the oversight agency (Wisconsin Department of Natural Resources, Door County Sanitarian's Office, or equivalent licensed professional) verifying the well capacity (gallons per minute) and POWTS is functioning and sized correctly for the number of guests to be accommodated on-site.
- G. To prevent the spread of invasive species, no firewood may be brought from outside Door County to the premises. Any firewood stored or used on the premises shall be harvested in Door County.
- H. In addition to those regulations specified in the Municipal Code, pets that accompany a renter:
1. Must be under the control of their owner and on a leash when outside the dwelling.
 2. Pets may be tethered securely to a leash or pulley-run on the premises, provided that the tethered pet is at least ten (10) feet inside the premises lot line.
 3. Pet owners must adhere to minimizing pet noise, independent of whether the pet is inside or outside the dwelling.
- I. Any outdoor event held at the Short-Term Rental while being actively rented shall last no longer than twelve (12) consecutive hours occurring between the hours of 10AM and 10PM. Quiet Hours will be enforced. No event shall be permitted for which a demand for parking exceeds the number of stalls approved by the Village as being available for guests.

- J. The owner/Operator must reside within 75 miles of the tourist rooming house/short term rental during periods in which the tourist rooming house/short term rental is rented. This requirement may be waived if there is a valid Resident Agent located within 25 miles of the Village of Egg Harbor. In such case, the owner/operator must provide the Village with the current copy of the Resident Agent contract and contact information for the Resident Agent and the Agent must be available twenty-four (24) hours a day. The Operator must provide the following information including a listing of properties within a 300-foot radius to the short term rental to the Village Clerk,

who will forward the information to neighboring residential property owners located within a 300-foot radius of the Short-Term Rental property. If the Operator or Agent's contact information changes, the Operator shall forward said information to the Clerk within twenty-four (24) hours. Information to be provided to the neighbor's for both the Operator and Agent:

1. Cellular or emergency telephone number and email address
 2. A copy of the Property Rules
 3. Information as to the location of approved on-site parking
- K. Trash containers for pick up should not be allowed on the street prior to noon the day before pick up and should be taken off the street no later than noon the day after pick up.
- L. The operator shall ensure their Property Rules, in compliance with this Article, are posted on all reservation platforms so guests are aware of what is required, and, in the in a conspicuous location in the Short-Term Rental.

Sec. 18.58 Property Rules.

A copy of the State of Wisconsin tourist rooming house license, Door County Tourism Zone Good Neighbor Policy, and the Village STR license shall be posted on the property. A list of property rules must also be posted at the Short-Term Rental property, provided to the guests,

DRAFT REGULATIONS PREVIOUSLY DISCUSSED BY PLAN COMMISSION and a copy submitted with the application for a license. Property rules must contain the minimum information:

- A. The name and phone number of the Operator or Resident Agent.
- B. A diagram of the property identifying the property lines and the location of off-street parking, including the maximum number of off-street parking spaces provided for renters, and where located, including prohibited vehicles and parking areas.
- C. Quiet hours of 10PM to **8AM?**

- D. Pet policy in compliance with, at a minimum, this Article and the Municipal Code.
- E. Information about refuse and recycling storage and collection
- F. Fireworks are strictly prohibited.
- G. Outdoor burning regulations, including where to check to see if a burn ban is in effect.
- H. Information specific to the property about tornado safety, operation of the fire and carbon monoxide alarms, where to locate a fire extinguisher and location of all hoses for extinguishing.
- I. Notification that, in an attempt to stop the spread of invasive species, the renter and their guests are prohibited from transporting firewood not harvested in Door County.
- J. Notification that the Operator may be cited or fined by the Village or have their license revoked if the renter violates any provisions of this Article, which shall also include those applicable sections of the Municipal Code.

Sec. 18.59 Revocation Process & Penalties. *(To review with Attorney and other penalties.)*

The Operator or Resident Agent or other legal entity that fails to comply with the provisions of this Article shall, upon conviction or admission, pay a forfeiture of not less than \$500.00 nor more than \$1000.00 for the first offense, a forfeiture of not less than \$1000.00 nor more than \$2000.00 for the second offense, and a forfeiture of not less than \$2500.00 nor more than \$5000.00 for the third and subsequent offenses, plus the applicable surcharges, assessments, and costs including legal fees and costs of prosecution for each violation. Each day a violation exists or continues constitutes a separate offense under this Article. The Operator is responsible for any violation that occurs on their property.

Penalties set forth in this section shall be in addition to all other remedies of injunction, abatement of costs whether existing under this Article or otherwise.

Sec. 18.60 Fees.

License fees shall be established by the Village Board in a fee schedule and may, from time to

time, be modified. The fees shall be related to the cost of processing license applications, reviewing plans, conducting inspections, ordinance compliance and documentation, and providing infrastructure necessary to accommodate the short-term rental industry. Fees are nonrefundable and shall not be prorated.

Short Term Rental business application

Name of business:

Full name(s) of applicant:

Mailing address of business:

Phone Number:

Email address:

STR #1

Physical Address:

VRBO number:

AirBNB number:

DCTZ number:

Number of bedrooms:

Number of bathrooms:

Square footage:

Number of persons advertised to sleep:

Septic, Sewer, Holding tank:

STR #1

Physical Address:

VRBO number:

AirBNB number:

DCTZ number:

Number of bedrooms:

Number of bathrooms:

Square footage:

Number of persons advertised to sleep:

Septic, Sewer, Holding tank:

I hereby declare that the information contained herein is true and complete to the best of my knowledge (insert check box)

I have obtained and am in good standing with the DCTZ and State Health Inspector for my property(ies) listed above (insert check box)

Signature of applicant:

Applicant name:

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ZTRHP1 PERMIT**ZTRHP1-INFO**

This application packet contains all instructions and forms needed to apply for a Tourist Rooming House ZTRHP1 Permit.

If you need an interpreter, translator, materials in alternate formats or other accommodations to access these forms, please call Building Inspection at (608) 266-4551.

Si necesita interprete, traductor, materiales en diferentes formatos, u otro tipo de ayuda para acceder a estos formularios, por favor llame al (608) 266-4551.

Yog tias koj xav tau ib tug neeg txhais lus, txhais ntawv, los sis xav tau cov ntaub ntawv pab kom paub txog cov lus qhia no, thov hu rau Chaw Haujlwm Koog Soj Ntsuam Tsev (Building Inspection Division) (608) 266-4551.

City of Madison

Building Inspection Division: Zoning Dept. Madison
Municipal Building, Suite 017 215 Martin Luther King,
Jr. Blvd. P.O. Box 2984
Madison, WI 53701-2984
phone: (608) 266-4551
web: cityofmadison.com/trh
email: zoningTRH@cityofmadison.com

which describes the TRH operation, maximum number of guests allowed and how the operation will meet zoning code regulations.

- **ZTRHP1-G Lease Attachment** (Tenants only): Copy of lease which explicitly states TRH operation is allowed in this unit.
- **Application Fee:** Non-refundable \$100 application fee, checks payable to "City Treasurer." Mail, email or in-person with a [Zoning Review Counter appointment](#).

How to Apply

1. Download the permit [application packet](#), review materials and complete all required forms. • **Apply online:** 1. To apply online you will need digital versions of all required attachments found in the [application packet](#), including a notarized signature on form ZTRHP1-B. 2. If you do not have one already, you must create an account on the City of Madison Licenses & Permits portal to fill out this application.

3. [Click here](#) to login or create an account. After logging in, go to **Permitting**, then select **Apply for a Permit**, then select **Tourist Rooming House ZTRHP1 Permit**.

• **Submit completed PDF application by mail, email, or at Zoning Counter:** 1. Complete all required forms before submitting and keep copies for your records. Do not send materials individually. This will cause a delay, as incomplete submittals are not reviewed until all required materials are in.

2. Submit all items below together as a complete packet, including:

- **ZTRHP1-A Application:** Completed application requires the following:
 - Public Health Madison & Dane County (PHMDC) Tourist Rooming House License for current licensing year. Visit PublicHealthMDC.com/STR to apply.
 - City of Madison Transient Room Tax Permit. [Click here to apply](#).
- **ZTRHP1-B Residence Affidavit:** Separate form for each host & cohost, signed and notarized. Free notary services available at City Clerk's Office, by appointment at City Zoning, and at financial institutions.
- **ZTRHP1-C Condominium Association Approval** (Condos only): which explicitly states TRH operation is allowed in this unit.
- **ZTRHP1-D Advertising Locations:** Listing of all websites and places where operator has previously advertised this TRH and where operator intends to advertise in the upcoming year.
- **ZTRHP1-E Guest Registry:** Template or sample of your Guest Registry pages. If this TRH has been rented in the past, include all past rentals.
- **ZTRHP1-F Floor plans:** The entire TRH dwelling unit, showing all habitable space within dwelling unit. Label and number all bedrooms.
- **ZTRHP1-G Notice to property owner** (Tenants only):

What is a Tourist Rooming House (TRH)?

In Wisconsin law, rental for less than 30 nights of any partial or whole structure for sleeping accommodations is called a Tourist Rooming House.



Airbnb, VRBO, HomeAway, and Fairbnb.coop are a few online businesses that offer to connect hosts and travellers.

A valid Zoning Tourist Rooming House Permit

2. City Building Inspection staff will review your application and schedule a home visit if application is approvable.
3. After home visit has been completed and approved, staff will notify you that ZTRHP permit is ready to be issued. Submit \$100 for the annual permit fee to Zoning. Make checks payable to "City Treasurer."
4. Once payment is received, permit will be emailed to you. When you receive your permit, you may begin advertising your TRH, being sure to post your permit number on all advertisements. **Page 23 of 56** (ZTRHP) is required before advertising or renting this type of space online or elsewhere.

Dates & Fees

- Valid Zoning ZTRHP permit will be required as of October 1, 2020.
- ZTRHP permitting year is July 1 to June 30 of the following year.
- Fees: \$100 one-time application fee and \$100 annual permit fee.

Regulations for the Zoning Tourist Rooming House Permit ZTRHP1

- A valid ZTRHP Permit is required from the City of Madison Zoning Department before advertising or renting any TRH unit.
- A valid ZTRHP permit number must be displayed in all TRH advertisements.
- TRH must be the host's primary residence.*

- Only the owner of the property, or a renter whose lease explicitly allows it, may operate a Tourist Rooming House.
- If the operator does not occupy the residence at the time of

PRIMARY RESIDENCE DEFINITION:

A dwelling unit that serves as an individual's true, fixed and permanent home for at least 183 days in a calendar year and to which, whenever absent therefrom, that individual intends to return. Additional characteristics of a primary residence include, but are not limited to, where an individual receives mail, claims residence for purposes of voter registration, pays for utilities, and lists as their address on state issued identification cards. An individual can have only one primary residence.

rental, the tourist rooming house may operate no more than thirty (30) days per licensing year, July 1 to June 30.*

- If the operator occupies the residence at the time of rental, there is no limit to the number of days the Tourist Rooming House may operate.*
- Prior to ZTRHP permit approval, Building Inspection staff will conduct a home visit to review floor plans, verify bedroom counts, and discuss TRH regulations and expectations with hosts, including answering any questions hosts may have.
- Host name on all advertisements and website platforms must match the operator (permit holder) name.
- Operator may continue hosting two (2) or more individuals who separately book accommodations at the same TRH on any shared date if host remains on site each night.*
- Maximum guest occupancy is the lesser of twice the number of legal bedrooms or 12. Children under the age of 12 are not counted toward the guest occupancy count. See bedroom definition on Form ZTRHP1-F.
- Permit is issued to a specific host for a specific dwelling unit. Permit is not transferrable. Permit does not authorize any person, other than the person named therein, to operate a short-term rental home in the dwelling unit.
- Each establishment shall have a registry available on-site for inspection, indicating the true name and contact information (phone, mail or email address) of the guest making the reservation, dates of stay, and acknowledgement of operator presence or absence each night of the stay. The registry shall include all information from the current registry year and the year immediately prior.
- Quarterly reporting to City Zoning from all operators is due Feb. 1, May 1, Aug. 1 and Nov. 1 for the following items: (August 1 will be the first required deadline in 2020):
 - Name and contact information of the person who made each reservation, and dates of stay for all guests during the previous quarter, including whether host was on or off site each night.
 - List of all websites and places TRH has been advertised in the previous quarter.
 - Initial applications also request this information if applicable, plus website platforms and other locations where operator is planning to advertise in the upcoming year.
- Violations of regulations subject to fines of \$500-\$1000 per day.
- ZTRHP permit may be revoked for failure of operator to comply or maintain compliance with Zoning regulations. After a second occurrence of quarterly reporting not filed by required deadline, ZTRHP permit may be automatically revoked. Violation fines are doubled if permit has been revoked.
- Operator must maintain compliance with regulations throughout the year. If information submitted on permit application changes during the year, report those changes to city zoning within three days, such as change to floor plan, primary residence, property owner, etc.
- Prior to receiving a ZTRHP renewal permit, the TRH operator shall provide the Zoning Administrator with any updates or changes to any of the documentation required or submit a statement to the Zoning Administrator stating there have been no changes to the information contained in the documentation. Prior to issuing a

renewal permit, the zoning Administrator may conduct a reinspection.

* Certain provisions allow this if TRH only operates with night stays between seven (7) and 29 consecutive nights. If host will never advertise or

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accept any reservation for less than seven consecutive nights, inquire at zoning about all regulations that must be followed for this option.

APPLICATION: ZONING TOURIST ROOMING HOUSE PERMIT ZTRHP1-A

City of Madison
Building Inspection Division: Zoning Dept.
Madison Municipal Building, Suite 017
215 Martin Luther King, Jr. Blvd.
P.O. Box 2984
Madison, WI 53701-2984
phone: (608) 266-4551
web: cityofmadison.com/trh
email: zoningTRH@cityofmadison.com

1. LOCATION: of Tourist Rooming House

FOR OFFICE USE ONLY:

☐ Application Fee Paid via _____ Date _____ ZTRHP1-

_____ - _____

Application Received Date _____

Application Completeness by _____ Date _____

☐ Inspection Complete Date _____

☐ Annual Permit Fee Paid Date _____

☐ Permit Issued Date _____

☐ Permit Denied Date _____

If you need an interpreter, translator, materials in alternate formats or other accommodations to access these forms, please call the Building Inspection Division at (608) 266-4551.

Si necesita interprete, traductor, materiales en diferentes formatos, u otro tipo de ayuda para acceder a estos formularios, por favor llame al (608) 266-4551.

Yog tias koj xav tau ib tug neeg txhais lus, txhais ntawv, los sis xav tau cov ntaub ntawv pab kom paub txog cov lus qhia no, thov hu rau Chaw Haujlwm Koog Soj Ntsuam Tsev (Building Inspection Division) (608) 266-4551.

Address: _____ Unit #: _____

Is this a condominium? ☐ Yes ☐ No If yes, form ZTRHP1-C Condominium Association permission must be included.

Type of property: ☐ Single family dwelling ☐ ADU ☐ 2-unit building ☐ Multi-unit building Public Health TRH License #

_____ Transient Room Tax Permit # _____ Maximum Number of

Guests: _____

Calculate number of legal bedrooms ____ x 2 = ____ . Maximum number of guests is the lesser of two times the number of legal bedrooms or twelve (12). Children under the age of 12 shall not count towards the maximum number of guests.

2. OPERATOR: of Tourist Rooming House

Operator name _____ May not be an LLC, trust, nonprofit or other corporate entity Host name on all advertisings _____ List full names of all Cohosts _____

Company name (if applicable) _____ DBA name (if applicable) _____

Operator address _____ Unit # _____ City/State/Zip _____

Telephone _____ Email _____ Operator

relationship to property: ☐ Owner ☐ Tenant ☐ Other: Explain _____

3. PROPERTY OWNER: of Tourist Rooming House

Property Owner name _____ **Company** _____

APPLICATION: ZONING TOURIST ROOMING HOUSE PERMIT

ZTRHP1-A

4. Submit the following items with your application

No application will be accepted without all of the following:

- ☐ **ZTRHP1-A Permit Application:** completed Zoning Tourist Rooming House (ZTRHP1) Permit Application:
 - ☐ Public Health Madison & Dane County (PHMDC) Tourist Rooming House License number. Visit PublicHealthMDC.com/STR to apply.
 - ☐ City of Madison Transient Room Tax Permit number. [Click here to apply.](#)
- ☐ **ZTRHP1-B Residence Affidavit:** Separate form for each Host & Cohost. (Free notary services available at city agencies.)
- ☐ **ZTRHP1-C Condominium Association Approval** (Condos only): which explicitly states TRH operation is allowed in unit.
- ☐ **ZTRHP1-D Advertising Locations:** Listing of all websites and places where operator has previously listed their TRH and where operator intends to advertise in the upcoming year.
- ☐ **ZTRHP1-E Guest Registry:** Sample of guest registry template. If rentals occurred in past, show all past rentals.
- ☐ **ZTRHP1-F Floor plans:** of your TRH dwelling unit with all legal bedrooms labeled and numbered.
- ☐ **ZTRHP1-G Notice to property owner** (Tenants only): which describes the TRH operation, maximum number of guests allowed and how the operation will meet zoning code regulations.
- ☐ **ZTRHP1-G Lease Attachment** (Tenants only): Copy of lease which explicitly states TRH operation is allowed in this unit.
- ☐ **Application Fee:** \$100. Checks payable to City of Madison. Cash, checks, VISA, MasterCard accepted at the Zoning Counter.
- ☐ **Submit:** by mail, or by email to zoningTRH@cityofmadison.com and with mailed check, or drop off at Zoning Counter after making [Zoning Review Counter appointment](#). See address on previous page.

5. Agreements and signature

Please initial that you understand and will abide by the following agreements:

Agreement	✓	Initials
My valid ZTRHP permit number will be displayed on all advertisements and listings on any hosting platform or other type of advertising.		
I understand I may not book or rent to more than one reservation party on any given date unless I am on site on all of the overlapping rental nights.		
I understand that I am only allowed to be absent from the dwelling for a maximum of 30 nights per licensing year when rentals are occurring.		
I will submit quarterly report form ZTRHP-QR each quarter year to City Zoning, which lists all websites and locations where I have advertised my TRH in the previous quarter and lists names and contact information of all reservation holders, all dates of stays, whether I was on site or off site each night of every guest stay that quarter.		
I understand the collection of room tax is required and this may require me to remit room tax directly to the City Treasurer's Office each quarter year.		
I will not exceed the maximum tourist occupancy (the allowable number of guests.)		
I have reviewed form ZTRHP1-INFO and am familiar with the Tourist Rooming House regulations in the City of Madison. I understand that failure to comply with all regulations may result in grounds for suspension or revocation of my permit and if permit is revoked, fines may be doubled.		

Permit is issued to a specific host. Permit is non-transferable. Permit does not authorize any person, other than the person named therein, to operate a short-term rental home in the dwelling unit.		
I acknowledge that I am to notify the City of Madison Zoning Department within three (3) days if I move and this address is no longer considered my primary address.		
Acceptance of application packet by the city does not constitute the issuance of a permit. Application is subject to review, verification, and inspection before approval may be granted; then payment of annual permit fee before permit is issued. A valid ZTRHP permit must be issued before the property can be offered, advertised, or rented.		

Printed Name: _____ Signature: _____ Date: _____

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ZTRHP1-B

City of Madison

Building Inspection Division: Zoning Dept. Madison
Municipal Building, Suite 017 215 Martin Luther King, Jr.
Blvd.

P.O. Box 2984

Madison, WI 53701-2984

phone: (608) 266-4551

web: cityofmadison.com/trh

email: zoningTRH@cityofmadison.com

FOR OFFICE USE ONLY:

ZTRHP1- _____ - _____

Received Date _____

ZTRHP1-B form approval by _____ Date _____

1. LOCATION: of Tourist Rooming House

Address: _____ Unit #: _____

2. DEFINITION: Primary Residence

According to City of Madison Ordinance 28.211, a Primary Residence is defined as a dwelling unit that serves as an individual's true, fixed and permanent home for at least 183 days in a calendar year and to which, whenever absent therefrom, that individual intends to return. Additional characteristics of a primary residence include, but are not limited to, where an individual receives mail, claims residence for purposes of voter registration, pays for utilities, and lists as their address on state issued identification cards. An individual can have only one primary residence.

3. DEFINITION: Primary Residence

I attest,

By signing below, I, _____ (Printed Name), swear or affirm under oath that I am the owner or tenant of the dwelling unit listed above and that this is my primary residence as defined above. I acknowledge that I am to notify the City of Madison Zoning Department within three (3) days if for any reason this address is no longer considered my primary address. I understand that my short term rental license may be revoked if I am found to not be in compliance with city ordinances and in which penalties may be incurred.

I understand that the statement made above regarding my primary residence is required by Madison General Ordinance Sec. 9.29 and Sec. 28.151 in order to receive a tourist room house permit in the City of Madison. I further understand that pursuant to Wisconsin Statute 946.32 any person who, under oath, knowingly makes a false statement when that statement is required by law is guilty of a Class H Felony.

With this understanding, I swear or affirm under oath that I have carefully considered the contents of this Affidavit before signing and that the above statement regarding my primary residence is true.

Operator Signature: _____

Operator Printed Name: _____

Date: _____

Subscribed and sworn to me before me this _____ day of _____, 20_____.

My Commission Expires: _____

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Notary Public

**CONDOMINIUM ASSOCIATION
PERMISSION**

ZTRHP1-C

City of Madison
Building Inspection Division: Zoning Dept. Madison
Municipal Building, Suite 017 215 Martin Luther King, Jr.
Blvd. P.O. Box 2984
Madison, WI 53701-2984

phone: (608) 266-4551

web: cityofmadison.com/trh

email: zoningTRH@cityofmadison.com

FOR OFFICE USE ONLY:

ZTRHP1- _____ - _____

Received Date _____

ZTRHP1-C form approval by _____ Date _____

1. LOCATION: of Tourist Rooming House

Address: _____ Unit #: _____

Condominium Name

2. OPERATOR: of Tourist Rooming House

Operator name _____ **3.**

SIGNATURES

CHOOSE ONE:

- ☐ Letter of Permission from Condominium Association is attached, stating permission to operate a TRH at this dwelling unit and signed by an authorized representative of the Condominium Association.
- ☐ A Tourist Rooming House operation in this dwelling unit is allowed by the Condominium Association and verified by signatures below from authorized representative of the Condominium Association and the operator.

Operator Signature: _____ Date: _____

Condo Representative Printed Name: _____

Signature: _____ Date: _____

AUTHORIZED TO SIGN ON BEHALF OF CONDOMINIUM ASSOCIATION

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ADVERTISING LOCATIONS: New Applicant

ZTRHP1-D

City of Madison
Building Inspection Division: Zoning Dept. Madison
Municipal Building, Suite 017 215 Martin Luther King, Jr.
Blvd.
P.O. Box 2984
Madison, WI 53701-2984
phone: (608) 266-4551
web: cityofmadison.com/trh
email: zoningTRH@cityofmadison.com

Tourist Rooming House

FOR OFFICE

USE ONLY:

ZTRHP1- _____ - _____

1. LOCATION: of

Address: _____ Unit #: _____

2. OPERATOR: of Tourist Rooming House

Operator name _____ Host name on all advertisings _____

List full names of all Cohosts _____

Company name (if applicable) _____ DBA name (if applicable) _____

3.

FUTURE ADVERTISING: of Tourist Rooming House

List all platform names and other locations where you plan on advertising in the upcoming year:

4.

PAST ADVERTISEMENTS: of Tourist Rooming House

- ☐ In the form on the following page, list all websites and locations where this TRH has been advertised in the past. Add additional sheets as needed. If never advertised before, write NO ADVERTISING on the form.
- ☐ If an Excel document would be preferable, go to cityofmadison.com/trhreporting/. Download the Quarterly Reporting template ZTRHP-QR (Excel file), complete, and submit with your initial application along with this page.
- ☐ Include the unique listing number or name of property as shown in website address on hosting platforms. Below are examples of where to find listing numbers on some of the more common website advertising platforms:

 https://www.airbnb.com/rooms/3203468?location=mongolia&source_im

Page 29 of 56

																																	L I S T I N G U B E R
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	---

FOR OFFICE USE ONLY:

ZTRHP1- _____ - _____

City of Madison
Building Inspection Division: Zoning Dept.
Madison Municipal Building, Suite 017
215 Martin Luther King, Jr. Blvd.
P.O. Box 2984
Madison, WI 53701-2984

email: zoningTRH@cityofmadison.com

☐ Do not count children under age 12 in "Number of Guests" column.

Company name _____ DBA name (if applicable) _____

the Quarterly Reporting template ZTRHP-QR (Excel file), complete, and submit with your initial application along with this page.

[illegible]

~~Page 31 of 56~~

E.

12

FOR OFFICE USE ONLY:

ZTRHP1- _____ -

Tourist Rooming House Address: _____ Unit #: _____

[illegible]

H
R
Y
Z

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FLOOR PLANS

City of Madison
Building Inspection Division: Zoning Dept.

ZTRHP1-F

FOR OFFICE USE ONLY:

Madison Municipal Building, Suite 017
215 Martin Luther King, Jr. Blvd.
P.O. Box 2984
Madison, WI 53701-2984

phone: (608) 266-4551
web: cityofmadison.com/trh
email: zoningTRH@cityofmadison.com

1. LOCATION: of Tourist Rooming House

ZTRHP1- _____ - _____

Received Date _____

ZTRHP1-F form approval by _____ Date _____

Address: _____ Unit #: _____

Tourist Rooming House Address:

Unit #: _____

This image shows a full page of blank graph paper. The grid consists of small, equal-sized squares formed by thin black lines. There are 20 columns and 20 rows of these squares, creating a total of 400 individual square units. The grid covers the entire area of the page, leaving no margins or other markings.

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Operator address _____ Unit # _____ City/State/Zip _____
Telephone _____ Email _____
Operator relationship to property: ☐ Owner ☐ Tenant ☐ Other: Explain _____

- ☐ **Lease Attachment:** A copy of lease is attached, which explicitly states TRH operation is allowed in this unit.
- ☐ **Notice to property owner:** I agree to abide by all City of Madison regulations for the operation of a Tourist Rooming House, and which are explained on the reverse side of this form.
- ☐ **Notice to property owner:** I will not rent to more than the allowable maximum number of guests in this Tourist Rooming House, as explained above.

Printed Name: _____ Signature: _____ Date: _____

3. PROPERTY OWNER: of Tourist Rooming House

Property Owner name _____ Company _____
Company name (if applicable) _____ DBA name (if applicable) _____
Property Owner address _____ Unit # _____ City/State/Zip _____
Telephone _____ Email _____

- ☐ I understand tenant will abide by all City of Madison regulations for the operation of a Tourist Rooming House, and which are explained on the reverse side of this form.

Printed Name: _____ Signature: _____ Date: _____

TENANT NOTIFICATION TO PROPERTY OWNER

ZTRHP1-G

Dates & Fees

- Valid Zoning ZTRHP permit will be required as of October 1, 2020.
- ZTRHP permitting year is July 1 to June 30 of the following year.
- Fees: \$100 one-time application fee and \$100 annual permit fee.

Regulations for the Zoning Tourist Rooming House Permit ZTRHP1

- A valid ZTRHP Permit is required from the City of Madison Zoning Department before advertising or renting any TRH unit.
- A valid ZTRHP permit number must be displayed in all TRH advertisements.
- TRH must be the host’s primary residence.*

- Only the owner of the property, or a renter whose lease explicitly allows it, may operate a Tourist Rooming House.
- If the operator does not occupy the residence at the time of

PRIMARY RESIDENCE DEFINITION: A dwelling unit that serves as an individual’s true, fixed and permanent home for at least 183 days in a calendar year and to which, whenever absent therefrom, that individual intends to return. Additional characteristics of a primary residence include, but are not limited to, where an individual receives mail, claims residence for purposes of voter registration, pays for utilities, and lists as their address on state issued identification cards. An individual can have only one primary residence.

- rental, the tourist rooming house may operate no more than thirty (30) days per licensing year, July 1 to June 30.*
- If the operator occupies the residence at the time of rental, there is no limit to the number of days the Tourist Rooming House may operate.*
 - Prior to ZTRHP permit approval, Building Inspection staff will conduct a home visit to review floor plans, verify bedroom counts, and discuss TRH regulations and expectations with hosts, including answering any questions hosts

may have.

- Host name on all advertisements and website platforms must match the operator (permit holder) name.
- Operator may continue hosting two (2) or more individuals who separately book accommodations at the same TRH on any shared date if host remains on site each night.*
- Maximum guest occupancy is the lesser of twice the number of legal bedrooms or 12. Children under the age of 12 are not counted toward the guest occupancy count. See bedroom definition on Form ZTRHP1-F.
- Permit is issued to a specific host for a specific dwelling unit. Permit is not transferrable. Permit does not authorize any person, other than the person named therein, to operate a short-term rental home in the dwelling unit.
- Each establishment shall have a registry available on-site for inspection, indicating the true name and contact information (phone, mail or email address) of the guest making the reservation, dates of stay, and acknowledgement of operator presence or absence each night of the stay. The registry shall include all information from the current registry year and the year immediately prior.
- Quarterly reporting to City Zoning from all operators is due Feb. 1, May 1, Aug. 1 and Nov. 1 for the following items: (August 1 will be the first required deadline in 2020):
 - Name and contact information of the person who made each reservation, and dates of stay for all guests during the previous quarter, including whether host was on or off site each night.
 - List of all websites and places TRH has been advertised in the previous quarter.
 - Initial applications also request this information if applicable, plus website platforms and other locations where operator is planning to advertise in the upcoming year.
- Violations of regulations subject to fines of \$500-\$1000 per day.
- ZTRHP permit may be revoked for failure of operator to comply or maintain compliance with Zoning regulations. After a second occurrence of quarterly reporting not filed by required deadline, ZTRHP permit may be automatically revoked. Violation fines are doubled if permit has been revoked.
- Operator must maintain compliance with regulations throughout the year. If information submitted on permit application changes during the year, report those changes to city zoning within three days, such as change to floor plan, primary residence, property owner, etc.
- Prior to receiving a ZTRHP renewal permit, the TRH operator shall provide the Zoning Administrator with any updates or changes to any of the documentation required or submit a statement to the Zoning Administrator stating there have been no changes to the information contained in the documentation. Prior to issuing a renewal permit, the zoning Administrator may conduct a reinspection.

* Certain provisions allow this if TRH only operates with night stays between seven (7) and 29 consecutive nights. If host will never advertise or

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accept any reservation for less than seven consecutive nights, inquire at zoning about all regulations that must be followed for this option.

SURRENDER TOURIST ROOMING HOUSE PERMIT ZTRHP1-J

City of Madison
Building Inspection Division: Zoning Dept. Madison
Municipal Building, Suite 017 215 Martin Luther King, Jr.
Blvd.
P.O. Box 2984
Madison, WI 53701-2984
phone: (608) 266-4551
web: cityofmadison.com/trh
email: zoningTRH@cityofmadison.com

1. LOCATION: of Tourist Rooming House

FOR OFFICE USE ONLY:

ZTRHP1- _____ - _____

Received Date _____

ZTRHP1-J form approval by _____ Date _____

Address: _____ Unit
#: _____

2. OPERATOR: of Tourist Rooming House

Operator name _____

Company name (if applicable) _____ DBA name (if applicable)

_____ 3. PERMIT SURRENDER

☐ I acknowledge that I have removed all online listings for this Tourist Rooming House on this property effective _____

☐ I surrender this Tourist Rooming House permit and will no longer operate this Tourist Rooming House on this property effective _____

Printed Name: _____ Signature: _____

QUESTIONS AND ANSWERS ZTRHP1-FAQ

web: cityofmadison.com/trh

email: zoningTRH@cityofmadison.com

Q&A

TOURIST ROOMING HOUSES (TRHs) IN THE CITY OF MADISON

City of Madison

Building Inspection Division: Zoning Dept. Madison
Municipal Building, Suite 017 215 Martin Luther

King, Jr. Blvd. P.O. Box 2984

Madison, WI 53701-2984

phone: (608) 266-4551

maximum that the TRH may operate.

This must be host's primary residence.*

Who can operate a TRH?

TRHs can be operated by home owners, or by tenants if explicitly allowed in the lease.

Can I operate a Tourist Rooming House in my apartment?

Tourist Rooming Houses are allowable in all residential dwelling units within the City of Madison provided all regulations are followed.

Do I need any special approvals or permits to rent out my home as a

TRH?

You will need a valid [Zoning Tourist Rooming House Permit \(ZTRHP\)](#) from the City of Madison Zoning Department. To apply for the ZTRHP permit, you will first need to obtain a [Tourist Rooming House License](#) from Public Health Madison and Dane County, and a [Transient Room Tax Permit](#) from the City Treasurer's Office.

Where can I find information about the rules and regulations about a Tourist Rooming House?

Go to cityofmadison.com/TRH

I already have a TRH license from

What is the Zoning Tourist Rooming House

Permit? The ZTRHP1 Permit allows the operation of a TRH for stays of one night or more. If host is present when guests stay, there is no limit to the number of rental nights; if host is not present there is a 30-night

CITY OF MADISON COMMON

COUNCIL Why have regulations?

Public Health. Do I need a ZTRHP permit too?

Yes.

What fees are involved for obtaining all proper permits and licenses?

There is a one-time, non-refundable \$100 ZTRHP application fee, plus the ZTRHP annual fee of \$100. You will need a TRH license from Public Health in order to obtain the ZTRHP permit. Check their

TRH DEFINITION

What is a Tourist Rooming House?



In Wisconsin law, rental for less than 30 nights of any partial or whole structure for sleeping accommodations is called a Tourist Rooming House (TRH). Airbnb, Fairbnb.coop, and VRBO are a few online businesses that offer to connect hosts and travellers.

A Zoning Tourist

Rooming House (ZTRHP) Permit is required before advertising or renting this type of space online or elsewhere.

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Websites such as Airbnb and VRBO connect homeowners and renters with people who need a place to stay when they're traveling. Though many homeowners and renters use these platforms to host intermittent on-the-side rentals, some hosts have gone far beyond this modest ideal. In some parts of the country, property owners are using these web platforms to operate de facto hotels, and people are buying

property with the sole purpose of using it as a short-term rental. Taken to these more extensive lengths, short term rentals have a substantial effect on neighboring properties, changing the character of a neighborhood, and limiting the stock of affordable housing.

Madison has enacted ordinances that seek to strike a balance between the competing rights of property owners. Under city ordinance, homeowners or renters can earn some extra money renting out space in the dwelling they occupy, but reasonable restrictions ensure that neighbors retain the right to control the type of neighborhood they are living in.

QUESTIONS AND ANSWERS

ZTRHP1-FAQ

PRIMARY RESIDENCE DEFINITION:

website for fee information about their license and other costs that may possibly be involved:

publichealthmdc.com/str

What does the zoning home visit involve?

This is a walk-through of the unit in order to verify application information, especially submitted floor plans and bedroom counts. This is also an opportunity to go over the regulations and what's expected of hosts and to answer any questions hosts may have.

What's the difference between the TRH operator and the person listed as host in website postings and advertisements for the TRH?

They are the same. An operator is the owner or lessee of the TRH dwelling person identified in TRH postings and advertisements as the TRH host and who interacts with guests, both digitally and in person.

What does it mean to be "on site" during a rental? Being on site means the operator remains at the TRH through the night and does not reside elsewhere when guests have reserved the TRH.

Can I rent out several rooms separately to different reservation parties?

Only if the operator stays on site through the night of

and who runs the TRH by being the

A dwelling unit that serves as an individual's true, fixed and permanent home for at least 183 days in a calendar year and to which, whenever absent therefrom, that individual intends to return. Additional characteristics of a primary residence include, but are not limited to, where an individual receives mail, claims residence for purposes of voter registration, pays for utilities, and lists as their address on state issued identification cards. An individual can have only one primary residence.

must each submit a separate

residence affidavit.*

My daughter is a college student who rents an apartment from a property owner with a year long lease. Can I rent out her apartment as a TRH during the summer when she's not living in Madison? No. TRHs can only be operated in the primary residence of a home owner, or a tenant if explicitly allowed in the lease.*

Can I rent out my Accessory Dwelling Unit (ADU) as a TRH?

The TRH must be the operator's primary residence. If the operator lives in the main house, they cannot rent out the ADU as a TRH. If the operator lives in the ADU, they can

each rental night while multiple reservation parties are present.*

Can I rent out my whole home and be gone during the rental time?

The TRH may only operate a maximum of 30 nights per year when the operator is not on site during the overnights of guest stays. If the operator is on site during guest stays there is no limit to the number of nights the TRH may operate.*

I own a two-flat apartment building and live in the

first floor unit. Can I rent the upstairs apartment as a TRH?

No. The TRH must be the operator's primary residence. An operator can only have one primary residence.*

Can my sister, who lives in an apartment above my TRH, be a cohost?

No. The TRH must be the primary residence of all hosts and cohosts listed in any ad postings. All hosts and cohosts rent out the ADU as a TRH but cannot rent out the main house as a TRH. An operator can only have one primary residence.

Is there a limit on how many guests I can host in my TRH?

Yes. The limit depends on how many legal bedrooms the unit contains. The maximum number of guests is twice the number of legal bedrooms, up to a maximum of twelve guests. Do not count children under the age of 12 towards the maximum number of guests.

What is the definition of a legal bedroom? Any

habitable space in a Dwelling Unit other than a kitchen or living room that is intended for or capable of being used for sleeping with a door that closes the room off from other common space such as living and kitchen areas, is within the dwelling unit thermal envelope, that is at least seventy (70) square feet in area, exclusive of closets and other appurtenant space, and meets Building Code standards for egress, light and ventilation according to the Uniform Dwelling Code, Wis. Admin. Code chs. SPS 320-325, or the Uniform Multifamily Dwelling Code, Wis. Admin. Code ch. SPS 366. A room identified as a den, library, study, office, dining room, or other extra room that satisfies this definition will be considered a bedroom.

Do I need my Home Owner's Association (HOA) permission to operate a TRH?

The City of Madison is not a party to and does not enforce any private homeowners' association regulations. Property owners should review private regulations that apply to the

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QUESTIONS AND ANSWERS

ZTRHP1-FAQ

property they or their tenants wish to use as a TRH since these regulations may restrict an owner from allowing the dwelling to be used as a TRH.

How do I keep the required registry? Do I ask guests to sign themselves into a registry book?

The registry is a paper or digital record available for on site inspection, indicating the true name of the individual making the TRH reservation, their contact information, dates of stay, and whether the operator was present or absent during the stay. The registry shall include all information from the current and prior registry year.

What reports do I need to submit each quarter year?

Submit form [ZTRHP-QR](#) by email to zoningTRH@cityofmadison.com which includes all advertising locations and registry information for the previous quarter year. Operator maintains and submits these records in paper or digital format. Excel spreadsheet template [ZTRHP-QR](#) may be downloaded and used for easy digital maintenance and reporting.

How does my permit get renewed, and do I need to pay the application fee again each year?

Operators do not need to reapply each year and pay the \$100 application fee again when renewing their permit; however the \$100 annual permit fee must be paid each year. A renewal payment notice will be sent by mail or email for the annual permit fee of \$100. Adjustments to the TRH must be reported before renewing, such as changes to the floor plan, bedroom counts, etc. Renewal permit will be issued after changes are approved and payment is received. If renewal permit is not issued by

the end of the licensing year on June 30, the permit is no longer valid and all advertisings and reservations must cease as of that date.

Can I rent out the RV in my driveway, or the tent in my backyard, or my garage as a TRH?

No, this is not allowable. Only habitable space within a home may be rented out as a TRH.

What if my TRH guest ends up staying longer than 30 consecutive nights?

TRH regulations only apply to stays of less than 30 nights.

How do I share concerns or complaints about a TRH with the city?

Go to <https://www.cityofmadison.com/reportaproblem/> or call 608-266-4551. In the case of a life threatening emergency, dial 911.

* Certain provisions allow this if TRH only operates with night stays between seven (7) and 29 consecutive nights. If host will never advertise or accept any reservation for less than seven consecutive nights, inquire at zoning about all regulations that must be followed for this option.

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**VILLAGE OF EGG HARBOR – Plan Commission
EXECUTIVE SUMMARY**

SUBMIT DATE: SUBMITTED BY: MEETING DATE: 8/18/2023 Megan Sawyer
8/22/2023

ISSUE:

Discussion on proposed updated zoning districts including proposed permitted and conditional uses

BACKGROUND:

For the last several months, the Plan Commission has been reviewing a list of potential uses against the proposed updated zoning district and assigning uses as permitted, conditional, or unpermitted in each district.

The Plan Commission completed their review of potential uses at last month's meeting. Staff has now consolidated the permitted, conditional, and unpermitted uses under each of the proposed zoning districts. Please see attached.

The Plan Commission should discuss the next steps in terms of the zoning code update process. This may be the point where we reach back to Bay Lakes Regional Planning to determine if they are available to assist us with a Village Zoning Map Update and further Zoning ordinance update if necessary.

BUDGET IMPACT:

RECOMMENDATION:

Review information and further discussion.

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Proposed Zoning

Rural Residential- *The intent of the RR Rural Residential District is to provide for an orderly and planned transition of annexed lands that are predominantly open and rural to a semi-urbanized but somewhat lower density type of development than would be permissible in the R-1, Residential District.*

a) Permitted Uses

1. Accessory Residences Dwelling
2. Churches
3. Community Kitchen
4. Day Care Centers
5. Duplexes not exceeding 3 dwelling units per acre
6. Employee Housing
7. Family (In Home) Day Care
8. Farm Implement Sales/Service
9. Farm Parcels (Right to Farm?)
10. Farm Related Residences
11. Fine Arts Venue
12. Fire/Police Stations
13. Foster Home
14. Funeral Homes
15. Golf Courses
16. Golf Driving Range
17. Greenhouses (Commercial)
18. Home Occupations
19. Home Office/Studio
20. Horse Stable
21. Kennels
22. Laundromats and Laundry Service
23. Libraries/Museums
24. Manufactured Home Parks
25. Model Homes
26. Parking Lots - Public and Private
27. Parks & Playgrounds
28. Pet Grooming
29. Post Offices
30. Printing and Publishing
31. Private Riding Stables
32. Public Buildings
33. Public Highway Garages

34. Radio/TV Stations
35. Retreat Centers
36. Roadside Stands
37. Schools - College & Vocational
38. Schools - Public & Private
39. Single Family Residences
40. Trade or Contractor Establishments

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Proposed Zoning

41. Tree/Shrub Nurseries
42. Utility Facilities
43. Veterinarian Clinics

b) Conditional Uses

1. Amusement Park
2. Animal Shelters/Pounds
3. Antennas/Cell Towers/Broadband Tower
4. Art Galleries
5. Assembly Hall
6. Auditorium
7. Auto Repair
8. Auto/Recr. Vehicle Sales, Rental, and Service Lot
9. Banks
10. Bed & Breakfast Establishments
11. Boarding Houses
12. Business Incubators
13. Campgrounds/Trailer Camps
14. Carwash
15. Cemeteries
16. "Community Living Arrangements - regulated in s. 59.69(15), Wis. Stats."
17. Composting Facilities
18. Conference Facilities
19. Conservation Subdivisions
20. Freight Terminals
21. Fruit/Vegetable/Cheese Processing Plants
22. Gas Stations
23. Halfway Houses
24. Home Businesses
25. Hospitals
26. Industrial Uses
27. Institutional Recreation Camps
28. Institutional Residential
29. Laboratories/Research & Testing Facilities
30. Lumber/Building Supply Yards
31. Manufacturing, Assembly, Processing
32. Mobile Service Support Structures and Related
33. Motorized Recreational Equipment Sales/Service/

34. Multiple Occupancy Developments
35. Nonmetallic Mining
36. Nursing Homes & Assisted Living Facilities
37. Outdoor Active Recreation Facility
38. Outdoor Storage Areas
39. Outdoor Theatre

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Proposed Zoning

40. Personal Service Establishments
41. "Professional Offices/Studios, Accountants, architects, art, music & dance, artists, photographers, pottery shops, barbers & beauty shops, engineers medical, dental, insurance, business & tax consultants, salesman, law, real estate, union"
42. Public Boat Launching Facilities
43. Resource Recovery Facilities
44. Restaurants or Taverns
45. Retail Stores
46. Riding Stable
47. Sawmills/Planing Mills
48. Solid Waste Facilities
49. Storage Facilities
50. Public Swimming Pool
51. Temporary Asphalt/Concrete Plants
52. Tourist Information Centers
53. Town Halls/Community Centers
54. Trucking Establishments
55. Warehousing and Wholesale Distribution
56. Wineries/Breweries

c) Not Permitted Uses

1. Airports
2. Airstrips and Landing Fields
3. Asphalt/Concrete Plants
4. Bulk Storage of Fuel Products
5. Bus Depot
6. Feed Grain Mill
7. Ferry Terminals
8. Fertilizer Distribution Plants
9. Fishing Facilities
10. Fitness Centers, Tanning Salons & Spas
11. Gun Clubs/Shooting Ranges
12. Indoor Recreation
13. Marinas/Excursion Boating/Charter Fishing
14. Medical/Dental Clinics
15. Motels, Hotels and Resorts
16. Non-Motorized Recreational Equipment Sales
17. Salvage Yards

18. Sewage Disposal/Treatment Plants
19. Solar Installation

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Proposed Zoning

R-1 Residential- *The intent of the Residential District, R-1 is to provide a pleasant, safe, and quiet residential environment for single family residential development and other compatible uses.*

a) Permitted Uses

1. Foster Home
2. Home Office/Studio
3. Public Buildings
4. Single Family Residences

b) Conditional Uses

1. Accessory Residences Dwelling
2. Antennas/Cell Towers/Broadband Tower
3. Bed & Breakfast Establishments
4. Boarding Houses
5. Churches
6. Family (In Home) Day Care
7. Home Occupations
8. Manufactured Home Parks
9. Model Homes
10. Multiple Occupancy Developments
11. Parks & Playgrounds
12. Pet Grooming
13. Public Boat Launching Facilities

a) Not Permitted Uses

1. Airports
2. Airstrips and Landing Fields
3. Amusement Park
4. Animal Shelters/Pounds
5. Art Galleries
6. Asphalt/Concrete Plants
7. Assembly Hall
8. Auditorium
9. Auto Repair
10. Auto/Recr. Vehicle Sales, Rental, and Service Lot
11. Banks
12. Bulk Storage of Fuel Products
13. Bus Depot

14. Business Incubators
15. Campgrounds/Trailer Camps
16. Carwash
17. Cemeteries
18. Community Kitchen
19. "Community Living Arrangements - regulated in s. 59.69(15), Wis. Stats."
20. Composting Facilities

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Proposed Zoning

21. Conference Facilities
22. Conservation Subdivisions
23. Day Care Centers
24. Duplexes not exceeding 3 dwelling units per acre
25. Employee Housing
26. Farm Implement Sales/Service
27. Farm Parcels (Right to Farm?)
28. Farm Related Residences
29. Feed Grain Mill
30. Ferry Terminals
31. Fertilizer Distribution Plants
32. Fine Arts Venue
33. Fire/Police Stations
34. Fishing Facilities
35. Fitness Centers, Tanning Salons & Spas
36. Freight Terminals
37. Fruit/Vegetable/Cheese Processing Plants
38. Funeral Homes
39. Gas Stations
40. Golf Courses
41. Golf Driving Range
42. Greenhouses (Commercial)
43. Gun Clubs/Shooting Ranges
44. Halfway Houses
45. Home Businesses
46. Horse Stable
47. Hospitals
48. Indoor Recreation
49. Industrial Uses
50. Institutional Recreation Camps
51. Institutional Residential
52. Kennels
53. Laboratories/Research & Testing Facilities
54. Laundromats and Laundry Service
55. Libraries/Museums
56. Lumber/Building Supply Yards
57. Manufacturing, Assembly, Processing

58. Marinas/Excursion Boating/Charter Fishing
 59. Medical/Dental Clinics
 60. Mobile Service Support Structures and Related
 61. Motels, Hotels and Resorts
 62. Motorized Recreational Equipment Sales/Service/
 63. Non-Motorized Recreational Equipment Sales/
 64. Nonmetallic Mining

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Proposed Zoning

65. Nursing Homes & Assisted Living Facilities
 66. Outdoor Active Recreation Facility
 67. Outdoor Storage Areas
 68. Outdoor Theatre
 69. Parking Lots - Public and Private
 70. Personal Service Establishments
 71. Post Offices
 72. Printing and Publishing
 73. Private Riding Stables
 74. "Professional Offices/Studios
 75. Accountants, architects, art, music & dance, artist, photographers, pottery shops, barbers & beauty shops, engineers medical, dental, insurance, business & tax consultants, salesman, law, real estate, union"
 76. Public Highway Garages
 77. Radio/TV Stations
 78. Resource Recovery Facilities
 79. Restaurants or Taverns
 80. Retail Stores
 81. Retreat Centers
 82. Riding Stable
 83. Roadside Stands
 84. Salvage Yards
 85. Sawmills/Planing Mills
 86. Schools - College & Vocational
 87. Schools - Public & Private
 88. Sewage Disposal/Treatment Plants
 89. Solar Installation
 90. Solid Waste Facilities
 91. Storage Facilities
 92. Public Swimming Pool
 93. Temporary Asphalt/Concrete Plants
 94. Tourist Information Centers
 95. Town Halls/Community Centers
 96. Trade or Contractor Establishments
 97. Tree/Shrub Nurseries
 98. Trucking Establishments
 99. Utility Facilities

- 100. Veterinarian Clinics
- 101. Warehousing and Wholesale Distribution
- 102. Wineries/Breweries

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Proposed Zoning

C-3 Mixed/Multi-Use Commercial- *The intent of the C-3 district is to provide for areas of the Village where residential properties are transitioning to commercial uses or vice versa and serving as a buffer between commercial and lower density residential uses. This is intended in areas where it is desired to maintain the existing buildings or architectural character of the neighborhood. The uses permitted are those uses which are generally compatible in areas with a combination of both residential and commercial properties.*

a) Permitted Uses

1. Art Galleries
2. Banks
3. Bed & Breakfast Establishments
4. Churches
5. Conference Facilities
6. Employee Housing
7. Fine Arts Venue
8. Fire/Police Stations
9. Fitness Centers, Tanning Salons & Spas
10. Foster Home
11. Home Office/Studio
12. Hospitals
13. Indoor Recreation
14. Libraries/Museums
15. Medical/Dental Clinics
16. Motels, Hotels and Resorts
17. Parking Lots - Public and Private
18. Parks & Playgrounds
19. Personal Service Establishments
20. Pet Grooming
21. Post Offices
22. Printing and Publishing
23. "Professional Offices/Studios
24. Accountants, architects, art, music & dance, artist, photographers, pottery shops, barbers & beauty shops, engineers medical, dental, insurance, business & tax consultants, salesman, law, real estate, union"
25. Public Buildings
26. Radio/TV Stations
27. Restaurants or Taverns
28. Retail Stores

29. Single Family Residences
30. Tourist Information Centers
31. Town Halls/Community Centers

b) Conditional Uses

1. Accessory Residences Dwelling
2. Amusement Park

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Proposed Zoning

3. Antennas/Cell Towers/Broadband Tower
4. Assembly Hall
5. Auditorium
6. Community Kitchen
7. Ferry Terminals
8. Fishing Facilities
9. Greenhouses (Commercial)
10. Multiple Occupancy Developments
11. Outdoor Theatre
12. Public Boat Launching Facilities
13. Wineries/Breweries

c) Not Permitted Uses

1. Airports
2. Airstrips and Landing Fields
3. Animal Shelters/Pounds
4. Asphalt/Concrete Plants
5. Auto Repair
6. Auto/Recr. Vehicle Sales, Rental, and Service Lot
7. Boarding Houses
8. Bulk Storage of Fuel Products
9. Bus Depot
10. Business Incubators
11. Campgrounds/Trailer Camps
12. Carwash
13. Cemeteries
14. "Community Living Arrangements - regulated in s. 59.69(15), Wis. Stats."
15. Composting Facilities
16. Conservation Subdivisions
17. Day Care Centers
18. Duplexes not exceeding 3 dwelling units per acre
19. Family (In Home) Day Care
20. Farm Implement Sales/Service
21. Farm Parcels (Right to Farm?)
22. Farm Related Residences
23. Feed Grain Mill
24. Fertilizer Distribution Plants
25. Freight Terminals

- 26. Fruit/Vegetable/Cheese Processing Plants
- 27. Funeral Homes
- 28. Gas Stations
- 29. Golf Courses
- 30. Golf Driving Range
- 31. Gun Clubs/Shooting Ranges

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Home Businesses

Proposed Zoning

- 32. Halfway Houses
- 33.

- 34. Home Occupations
- 35. Horse Stable
- 36. Industrial Uses
- 37. Institutional Recreation Camps
- 38. Institutional Residential
- 39. Kennels
- 40. Laboratories/Research & Testing Facilities
- 41. Laundromats and Laundry Service
- 42. Lumber/Building Supply Yards
- 43. Manufactured Home Parks
- 44. Manufacturing, Assembly, Processing
- 45. Marinas/Excursion Boating/Charter Fishing
- 46. Mobile Service Support Structures and Related
- 47. Model Homes
- 48. Motorized Recreational Equipment Sales/Service/
- 49. Non-Motorized Recreational Equipment Sales/
- 50. Nonmetallic Mining
- 51. Nursing Homes & Assisted Living Facilities
- 52. Outdoor Active Recreation Facility
- 53. Outdoor Storage Areas
- 54. Private Riding Stables
- 55. Public Highway Garages
- 56. Resource Recovery Facilities
- 57. Retreat Centers
- 58. Riding Stable
- 59. Roadside Stands
- 60. Salvage Yards
- 61. Sawmills/Planing Mills
- 62. Schools - College & Vocational
- 63. Schools - Public & Private
- 64. Sewage Disposal/Treatment Plants
- 65. Solar Installation
- 66. Solid Waste Facilities
- 67. Storage Facilities
- 68. Public Swimming Pool
- 69. Temporary Asphalt/Concrete Plants
- 70. Trade or Contractor Establishments
- 71. Tree/Shrub Nurseries

- 72. Trucking Establishments
- 73. Utility Facilities
- 74. Veterinarian Clinics
- 75. Warehousing and Wholesale Distribution Page C-3 50 of 56

Proposed Zoning

C-2 Commercial- *The intent of the Commercial District, C-2, is to provide for a variety of commercial activities such as professional offices, retail, and multi-family dwellings in conjunction with civic open spaces and buildings. The C-2 District is a denser fully mixed-use part of the community with a less significant lot size and minimal setbacks, it maintains the Village's small town feel by fostering development that has a traditional small-town appearance in which commercial, residential, workplace, and tourism based uses co-exist with civic facilities and public spaces in relative harmony.*

a) Permitted Uses

1. Accessory Residences Dwelling
2. Art Galleries
3. Banks
4. Bed & Breakfast Establishments
5. Boarding Houses
6. Bus Depot
7. Business Incubators
8. Churches
9. Community Kitchen
10. Conference Facilities
11. Day Care Centers
12. Duplexes not exceeding 3 dwelling units per acre
13. Employee Housing
14. Family (In Home) Day Care
15. Fine Arts Venue
16. Fire/Police Stations
17. Fitness Centers, Tanning Salons & Spas
18. Foster Home
19. Funeral Homes
20. Home Occupations
21. Home Office/Studio
22. Hospitals
23. Indoor Recreation
24. Laundromats and Laundry Service
25. Libraries/Museums
26. Marinas/Excursion Boating/Charter Fishing
27. Medical/Dental Clinics
28. Motels, Hotels and Resorts
29. Multiple Occupancy Developments
30. Non-Motorized Recreational Equipment Sales/
31. Nursing Homes & Assisted Living Facilities
32. Outdoor Active Recreation Facility
33. Parking Lots - Public and Private

- 34. Parks & Playgrounds
- 35. Personal Service Establishments
- 36. Pet Grooming
- 37. Post Offices

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Proposed Zoning

- 38. Printing and Publishing
- 39. "Professional Offices/Studios
- 40. Accountants, architects, art, music & dance, artist, photographers, pottery shops, barbers & beauty shops, engineers medical, dental, insurance, business & tax consultants, salesman, law, real estate, union"
- 41. Public Buildings
- 42. Radio/TV Stations
- 43. Restaurants or Taverns
- 44. Retail Stores
- 45. Retreat Centers
- 46. Roadside Stands
- 47. Schools - College & Vocational
- 48. Schools - Public & Private
- 49. Single Family Residences
- 50. Tourist Information Centers
- 51. Town Halls/Community Centers
- 52. Trade or Contractor Establishments
- 53. Veterinarian Clinics

b) Conditional Uses

- 1. Amusement Park
- 2. Antennas/Cell Towers/Broadband Tower
- 3. Assembly Hall
- 4. Auditorium
- 5. Auto Repair
- 6. Auto/Recr. Vehicle Sales, Rental, and Service Lot
- 7. Ferry Terminals
- 8. Fishing Facilities
- 9. Gas Stations
- 10. Greenhouses (Commercial)
- 11. Industrial Uses
- 12. Laboratories/Research & Testing Facilities
- 13. Lumber/Building Supply Yards
- 14. Mobile Service Support Structures and Related
- 15. Motorized Recreational Equipment Sales/Service/
- 16. Outdoor Theatre
- 17. Public Boat Launching Facilities
- 18. Tree/Shrub Nurseries
- 19. Utility Facilities
- 20. Wineries/Breweries

c) Not Permitted Uses

1. Airports
2. Airstrips and Landing Fields

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Proposed Zoning

3. Animal Shelters/Pounds
4. Asphalt/Concrete Plants
5. Bulk Storage of Fuel Products
6. Campgrounds/Trailer Camps
7. Carwash
8. Cemeteries
9. "Community Living Arrangements - regulated in s. 59.69(15), Wis. Stats."
10. Composting Facilities
11. Conservation Subdivisions
12. Farm Implement Sales/Service
13. Farm Parcels (Right to Farm?)
14. Farm Related Residences
15. Feed Grain Mill
16. Fertilizer Distribution Plants
17. Freight Terminals
18. Fruit/Vegetable/Cheese Processing Plants
19. Golf Courses
20. Golf Driving Range
21. Gun Clubs/Shooting Ranges
22. Halfway Houses
23. Home Businesses
24. Horse Stable
25. Institutional Recreation Camps
26. Institutional Residential
27. Kennels
28. Manufactured Home Parks
29. Manufacturing, Assembly, Processing
30. Model Homes
31. Nonmetallic Mining
32. Outdoor Storage Areas
33. Private Riding Stables
34. Public Highway Garages
35. Resource Recovery Facilities
36. Riding Stable
37. Salvage Yards
38. Sawmills/Planing Mills
39. Sewage Disposal/Treatment Plants
40. Solar Installation
41. Solid Waste Facilities
42. Storage Facilities

43. Public Swimming Pool
44. Temporary Asphalt/Concrete Plants
45. Trucking Establishments
46. Warehousing and Wholesale Distribution

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Proposed Zoning

C-1 Downtown Commercial District- *The C-1 district is intended for the central business district in the center of the Village. It is intended to provide development and redevelopment opportunities consistent with the historic development pattern of the areas. Targeted uses shall be those commercial uses which do not detract from this area because of noise, smoke, odors, or disruption of traffic patterns.*

a) Permitted Uses

1. Art Galleries
2. Banks
3. Bed & Breakfast Establishments
4. Boarding Houses
5. Bus Depot
6. Business Incubators
7. Churches
8. Community Kitchen
9. Day Care Centers
10. Duplexes not exceeding 3 dwelling units per acre
11. Employee Housing
12. Family (In Home) Day Care
13. Fine Arts Venue
14. Fire/Police Stations
15. Fitness Centers, Tanning Salons & Spas
16. Foster Home
17. Funeral Homes
18. Home Occupations
19. Home Office/Studio
20. Hospitals
21. Indoor Recreation
22. Laundromats and Laundry Service
23. Libraries/Museums
24. Medical/Dental Clinics
25. Model Homes
26. Multiple Occupancy Developments
27. Non-Motorized Recreational Equipment Sales/
28. Nursing Homes & Assisted Living Facilities
29. Parking Lots - Public and Private
30. Parks & Playgrounds
31. Pet Grooming
32. Post Offices
33. Printing and Publishing
34. Professional Offices/Studios

35. Accountants, architects, art, music & dance, artist, photographers, pottery shops, barbers & beauty shops, engineers medical, dental, insurance, business & tax consultants, salesman, law, real estate, union"

36. Public Buildings

37. Public Highway Garages

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Proposed Zoning

38. Radio/TV Stations

39. Restaurants or Taverns

40. Retail Stores

41. Retreat Centers

42. Roadside Stands

43. Schools - College & Vocational

44. Schools - Public & Private

45. Single Family Residences

46. Tourist Information Centers

47. Town Halls/Community Centers

48. Veterinarian Clinics

b) Conditional Uses

1. Accessory Residences Dwelling

2. Amusement Park

3. Antennas/Cell Towers/Broadband Tower

4. Assembly Hall

5. Auditorium

6. Auto Repair

7. Auto/Recr. Vehicle Sales, Rental, and Service Lot

8. Carwash

9. "Community Living Arrangements - regulated in s. 59.69(15), Wis. Stats."

10. Composting Facilities

11. Conference Facilities

12. Conservation Subdivisions

13. Farm Implement Sales/Service

14. Gas Stations

15. Golf Courses

16. Golf Driving Range

17. Greenhouses (Commercial)

18. Horse Stable

19. Industrial Uses

20. Kennels

21. Laboratories/Research & Testing Facilities

22. Lumber/Building Supply Yards

23. Manufactured Home Parks

24. Manufacturing, Assembly, Processing
25. Marinas/Excursion Boating/Charter Fishing
26. Mobile Service Support Structures and Related
27. Motels, Hotels and Resorts
28. Motorized Recreational Equipment Sales/Service/
29. Outdoor Active Recreation Facility
30. Outdoor Theatre
31. Personal Service Establishments

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Proposed Zoning

32. Public Boat Launching Facilities
33. Riding Stable
34. Solid Waste Facilities
35. Storage Facilities
36. Public Swimming Pool
37. Temporary Asphalt/Concrete Plants
38. Trade or Contractor Establishments
39. Tree/Shrub Nurseries
40. Utility Facilities
41. Wineries/Breweries

c) Not Permitted Uses

1. Airports
2. Airstrips and Landing Fields
3. Animal Shelters/Pounds
4. Asphalt/Concrete Plants
5. Bulk Storage of Fuel Products
6. Campgrounds/Trailer Camps
7. Cemeteries
8. Farm Parcels (Right to Farm?)
9. Farm Related Residences
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11. Ferry Terminals
12. Fertilizer Distribution Plants
13. Fishing Facilities
14. Freight Terminals
15. Fruit/Vegetable/Cheese Processing Plants
16. Gun Clubs/Shooting Ranges
17. Halfway Houses
18. Home Businesses
19. Institutional Recreation Camps
20. Institutional Residential
21. Nonmetallic Mining
22. Outdoor Storage Areas
23. Private Riding Stables
24. Resource Recovery Facilities

- 25. Salvage Yards
- 26. Sawmills/Planing Mills
- 27. Sewage Disposal/Treatment Plants
- 28. Solar Installation
- 29. Trucking Establishments
- 30. Warehousing and Wholesale Distribution

Need to categorize Short-Term Rentals