

**ORDINANCE NO. 2023-006**  
**AN ORDINANCE AMENDING CHAPTER 18, BUSINESS REGULATION,**  
**ARTICLE IV, SHORT-TERM RESIDENTIAL DWELLINGS**

**WHEREAS**, after one year of enforcing a Short-Term Rental Licensing Ordinance, known as Article IV, Chapter 18, of the Village of Sister Bay Municipal Code, enacted in 2022, staff has encountered numerous incomplete applications, violations, concerns and complaints from residents, and some Registered Agents; and,

**WHEREAS**, it is in the public's best interest to recreate Article IV to be easier to understand so applications are complete, properties are encouraged to meet health and safety codes, there is minimal opportunity for false information to be presented, and properties are operated in a manner that reduces the potential for conflict with neighboring properties, it is hereby proposed Article IV of Chapter 18 be recreated in its entirety.

**NOW THEREFORE**, on this 20th day of June, 2023, the Village of Sister Bay, Door County, Wisconsin, does hereby ordain as follows:

**SECTION 1 Adoption of Code Amendment.**

The amendments to the current Short-Term Residential Dwellings Ordinance, known as Article IV, Chapter 18, of the Village of Sister Bay Municipal Code, be recreated as set forth herein. The below replaces Article IV in its entirety; the former Article IV, can be found at the end of the amendments, designated by a strikethrough.

**ARTICLE IV – SHORT-TERM  
RESIDENTIAL DWELLINGS**

**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 Sister Bay, 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 Sister Bay. 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 Sister Bay 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.

**POWTS** means Private On-Site Wastewater Treatment System.

**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.

**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 Liberty Grove; or, who lives within 30 (thirty) 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)** means a residential dwelling in which sleeping accommodations are offered for pay to tourists or transients in compliance with the Sister Bay 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.

**Tourist Rooming House** means a residential dwelling unit in which sleeping accommodations are offered for pay to tourists or transients for periods of less than 30 days.

**Un-hosted** means the owners of the property are not on the premises during the rental.

**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 Sister Bay 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. The square footage of each room available for sleeping purposes shall clearly be labeled on the plan.
  - 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 towards the dwelling.
  - d. Copy of the most recent recorded deed to the property.
  - e. A current statement from the Registered Agent, if an Agent is required, acknowledging their responsibilities as stated in Sec. 18.53, *Definitions*; and the statement is signed by the Agent, their name legibly printed below their signature, 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 Applicant shall 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 a private well or POWTS, well and sanitation reports as required in Sec. 18.57.
- j. Proof of a contract for refuse and recycling collection and disposal services that are tailored to the property to ensure compliance with Chapter 50 of the Municipal Code related to Health and Sanitation, garbage and recycling in particular, as required in Sec. 18.57, *Operation of Short Term Rental*.
- k. Copy of the Property Rules, per Sec.18.58, *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 Sister Bay 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 Sec. 18.53, *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 Sec. 18.58, *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 six (6) 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 documented 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.

- 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. Additionally, the well shall be tested annually for bacteria and nitrates and every three years for arsenic; a certified Wisconsin lab shall test the water sample and the results be submitted at time of License Application. Any water test showing elevated or dangerous levels of bacteria, nitrates, or arsenic shall not be used as a Short-Term Rental.
- 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 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. All residential dwellings shall be able to accommodate reliable cellular phone service, or the Operator shall provide land line phone services.



- K. All Operators, during the rental period, shall follow all state and federal antidiscrimination regulations.
- L. Un-hosted Short-Term Rentals shall be categorized as public accommodations under Title II of the 1964 Civil Rights Act.
- M. The Operator must reside within the Village of Sister Bay, Egg Harbor of Ephraim; or, Town of Baileys Harbor, Egg Harbor, Gibraltar, Jacksonport, or Liberty Grove. This requirement may be waived if there is a valid Resident Agent hired by the Operator. The Operator must provide the Village with the current contact information for the Registered Agent and the Agent must be available twenty-four (24) hours a day. The Operator must provide the following information 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 within seven (7) days of the license issuance date. 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
- Q. Every Operator, or if authorized by the Operator, their Resident Agent, shall contract for refuse and recycling collection and disposal services that are tailored to the property to ensure compliance with Chapter 50 of the Municipal Code related to Health and Sanitation, garbage and recycling in particular. Said contract shall specify the collection of refuse and recycling will not be at the curb, but at the home itself to comply with the Municipal Code. Be advised a violation of Chapter 50, during the rental period or not, shall be deemed a violation of this Article.
- R. 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,

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 10AM.
- D. Pet policy in compliance with, at a minimum, this Article and the Municipal Code.
- E. Information about refuse and recycling storage and collection that demonstrates compliance with Chapter 50.
- 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. No firearms are allowed on the property.
- K. No illegal activity is permitted on the property.
- L. 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 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.

#### **Sec. 18.51 License Required.**

~~No person may own, manage, or operate a short term rental within a Residential Dwelling for even one (1) night each year without a Village Short term Rental license issued pursuant to this ordinance.~~

#### **Sec. 18.52 Definitions.**

- ~~A. BTR means Department of Revenue Business Tax Registration number.~~
- ~~B. DATCP means Wisconsin Department of Agriculture, Trade and Consumer Protection.~~
- ~~C. DCTZC means Door County Tourism Zone Commission.~~
- ~~D. POWTS means Private On-Site Wastewater Treatment System.~~
- ~~E. Property Owner means the person or entity who owns the residential dwelling that is being rented.~~
- ~~F. 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 code, Quiet hours are those hours between 10:00 PM and 10:00 AM.~~
- ~~G. Resident Agent means a person or entity who is not the Property Owner and who is authorized to act as the agent of the Property Owner for the receipt of service of notice and remedy of municipal ordinance violations and for service of process pursuant to this ordinance.~~
- ~~H. Residential Dwelling means any 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 Section, a Residential Dwelling is not a unit in a hotel/motel/ condominium whose building or complex has a central, on-site, staffed reservation desk, and on-site property management. [Amended Ordinance 303]~~
- ~~I. STR (Short Term Rental) means a dwelling unit in which sleeping accommodations are offered for pay to tourists or transients for periods less than 30 days.~~
- ~~J. Tourist Rooming House means a dwelling unit in which sleeping accommodations are offered for pay to tourists or transients for periods of less than 30 days.~~
- ~~K. Un-hosted means the owners of the property are not on the premise during the rental.~~

#### **Sec. 18.53 License Application.**

~~A. Licenses shall be issued using the following procedures:~~

- ~~1. All applications for a Short term Rental license shall be filed with the Village Clerk on forms provided. Applications must be filed by the Property Owner or authorized Agent. No license~~

- shall be issued unless the completed application form is accompanied by the payment of the required application fee.
2. ~~All applications for a STR license shall include a copy of the current inspection report completed by DATCP.~~
  3. ~~The Village Clerk shall issue a Short Term Rental license to all applicants following payment of the required fee, receipt of all completed documentation and information requested by the application, and approval by the village board or its designee.~~
  4. ~~A Short term Rental license shall be effective for one year and may be renewed for additional one-year periods. The annual licensing terms begins July 1<sup>st</sup> and ends on June 30<sup>th</sup> of the following year.~~
  5. ~~The application process will open on March 1<sup>st</sup>. A fully completed application of renewal application and fee must be filed with the Village Clerk at least forty five (45) days prior to the license expiration so that the village board, or its designee, has adequate time to consider the application. A renewal application shall include any updated information since the filing of the original application.~~
  6. ~~Any changes in ownership of the property requires a new license per Wisconsin Administrative Code State Statute 72.04(b) prior to obtaining a permit from the Village.~~
  7. ~~An owner may apply for a new license no less than 12 months after being revoked (see "Revocation" and "Penalties" sections below.~~
  8. ~~The Village Board may suspend, revoke, reject, or not renew a Short term Rental license or license application following a due process hearing if the board determines that the license has had violations of 2a, 2b, 2c, 2d, 2f, under Section 18.55, and has been notified by email or certified mail of such a breach and has left breach uncured for a period of 24 hours following notification from the village. The Village Board may suspend, revoke, reject, or not renew a Short term Rental license or license application following a due process hearing if the board determines that the license has had violations of 2e, 2i, 2j, 2k, 2l under Section 18.55, has been notified by email or certified mail of such a breach, and has left breach uncured for a period of fourteen (14) days following notification from the village. The Village Board may also suspend a license if any of the following are found to be true:
    - a) Has had two violations at the property in the last 12 months;
    - b) failed to comply with any of the requirements of this ordinance;
    - c) has been convicted or whose Resident Agent or renters have 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;
    - d) has outstanding fees, taxes, or forfeitures owed to the village. [Amended Ordinance 303]~~
  9. ~~Property owners shall be permitted no more than seven (7) calendar days to correct discrepancies in the application before it is deemed late or ineligible for renewal.~~

**~~Sec. 18.54 Permit Process.~~**

Each Short term Rental shall comply with all the following requirements:

- ~~A. The Village application shall be completed in its entirety.~~
- ~~B. Each rental must register with the State of Wisconsin as a business and receive a Business Tax Registration number (BTR) unless they have contracted with a Resident Agent.~~
- ~~C. Each rental application will be shared with the Village of Sister Bay's assessor for personal property tax assessment.~~
- ~~D. Each Short term Rental shall hold a valid State of Wisconsin Tourist Rooming House License issued by the Department of Agriculture, Trade and Consumer Protection (DATCP), and shall provide proof of such license by attaching a copy to the initial license application.~~
- ~~E. Each Short term Rental shall be licensed by the Door County Tourism Zone Commission (DCTZC) and shall provide proof of such license by attaching a copy to the initial license application.~~

**~~Sec. 18.55 Operation of a Short term Rental.~~**

- ~~1. Every STR shall be operated by a property owner or resident agent.~~
- ~~2. Each Short term Rental shall comply with all of the following requirements:~~
  - ~~a) No recreational vehicle, camper, tent, or other temporary lodging arrangement shall be permitted on site as a means of providing additional accommodations for paying guests or invitees.~~
  - ~~b) If the property is served by a private on-site wastewater treatment system (POWTS), the occupancy is limited to the number of occupants for which the POWTS was designed. The POWTS must be in full compliance with this Ordinance and serve the property in accordance with Chapter 21 of the Door County Code.~~
  - ~~c) Sufficient off street parking shall be available to accommodate all vehicles on the Short term Rental premises. Off street parking shall comply with the Sister Bay Zoning Code, Chapter 400. On street parking for renters of the Residential Dwelling is Prohibited.~~
  - ~~d) Pets that accompany a renter are subject to the Sister Bay Municipal Code, Chapter 10, with the following additional requirements:
    - ~~(a) Pets must be under the control of their owner and on a leash when outside the dwelling. 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.~~
    - ~~(b) Pet owners must adhere to minimizing pet noise, independent of whether the pet is inside or outside the dwelling.~~~~
  - ~~e) Any outdoor event held at the Short term Rental shall last no longer than twelve consecutive hours occurring between the hours of 10 AM and 10 PM. From 10 PM to 10 AM quiet hours shall be enforced. [Amended Ordinance 303]~~
  - ~~f) All STR's must be able to accommodate reliable telephone communications in case of emergency.~~
  - ~~g) All STR's must follow state and federal antidiscrimination regulations.~~
  - ~~h) Un-hosted STR's shall be categorized as public accommodations under Title II of the 1964 Civil Rights Act.~~
  - ~~i) The Property Owner must reside within thirty (30) miles of the Short term Rental during periods in which the Short term Rental is rented.~~

1. This requirement may be waived if there is a valid Resident Agent (point of contact) located within thirty (30) miles of the Short term Rental. In such a case, the Property Owner shall provide a copy of the Resident Agent contract to the Village and notify the Village within thirty (30) days of termination of any such contract.
  2. To qualify as a Resident Agent the representative must reside within Door County or be a corporate entity with offices located in Door County.
- j) ~~The Property Owner and/or Resident Agent must provide the village with current contact information and must be available twenty four (24) hours a day.~~
  - k) ~~The Property Owner and/or Resident Agent must provide the following information to office staff, who will forward the information to neighboring residential property owners located within a 300 foot radius of the Short term Rental dwelling property in all directions no later than seven (7) days from the date the rental dwelling permit is issued or at any time the Property Owner/Resident Agent contact information changes:~~
    1. ~~Telephone and email address to enable neighboring residential property owners or village personnel to contact Property Owner or Resident Agent twenty four (24) hours a day, seven (7) days a week regarding disturbances or issues arising in connection with the rental of a Residential Dwelling.~~
    2. ~~Provide a copy of property rules that is provided to renters.~~
    3. ~~Provide their DATCP license number.~~
  - l) ~~The Property Owner shall include the following Property Rules information in the online web listing house rules or equivalent page for their rental property:~~
    - a. ~~Maximum number of off street parking spaces.~~
    - b. ~~Quiet hours of 10 PM to 10 AM.~~
    - e. ~~Fireworks strictly prohibited.~~
    - d. ~~Pets must be leashed.~~
  - m) ~~Every Short Term Rental Property Owner, or if authorized by the Owner, their Resident Agent, shall contract for refuse and recycling collection and disposal services that are tailored to the property to ensure compliance with Chapter 50 of the Municipal Code related to Health and Sanitation, garbage and recycling in particular. Said contract shall specify the collection of refuse and recycling will not be at the curb, but at the home itself to comply with Section 50.41 of the Municipal Code, *Preparation, Storage and Placement of Solid Waste.* [Amended Ordinance 303]~~

### **Sec. 18.56 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 be posted at the Short term Rental property, provided to the guests, and a copy submitted with the application for a license. Property rules must contain the minimum information:~~

- ~~(a) The name, phone number and address of the Property Owner 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.~~
- ~~(c) Quiet hours of 10 PM to 10 AM.~~
- ~~(d) Fireworks are strictly prohibited.~~
- ~~(e) Pet policy: Leash requirements, noise.~~

- ~~(f) The contact information for the refuse company who the owner or agent has contracted to service the Short term Rental. Said contract shall ensure garbage is not stored in violation of Chapter 50 of the Municipal Code. Also, included in the rules is additional information about the trash pick-up day and applicable rules and regulations pertaining to leaving or storing trash or refuse on the exterior of the property. [Amended Ordinance 303]~~
- ~~(g) Outdoor burning regulations.~~
- ~~(h) Notification that the occupant may be cited or fined by the Village or immediately evicted by the Property Owner or Resident Agent, in addition to any other remedies available at law, for violating any provisions of this ordinance.~~

**Sec. 18.57 Revocation Process and Penalties.**

~~A. Forfeiture. The owner of any property, whether a person, partnership, corporation, limited liability company, or other legal entity that fails to comply with the provisions of this ordinance 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 ordinance.~~

~~B. Suspension, Revocation, or Nonrenewal. Upon violation, the Village, at its sole discretion, shall:~~

- ~~1. Notify the owner of the property on noncompliance by email and telephone;~~
- ~~2. Summarily suspend the STR License, with written notice to the owner;~~
- ~~3. Determine if the owner has remedied the violation and shall schedule a license revocation hearing before the village board if the violation is not remedied immediately;~~
- ~~4. Provide the opportunity to the Owner to have a hearing on the matter before the Village Board with an effort to provide notification to property owners within 300 feet of the property and allow them to provide oral or written testimony;~~
- ~~5. Determine that the STR License shall, or not, be revoked;~~
- ~~6. Elect to non-renew an STR License for the following year;~~
- ~~7. In all events, provide notice of any decision in writing to the Owner.~~

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

**Sec. 18.58 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 costs involved in processing license applications, reviewing plans, conducting inspections, ordinance compliance and documentation. Fees are nonrefundable and shall not be prorated.~~

~~Annual Village STR application.....\$500.00  
Late fee.....\$100.00~~

~~[Ordinance 293]  
[Revised Ordinance 295]~~

**SECTION 2 Available for Inspection.**

A copy of this code section shall be permanently on file and open to public inspection in the Office of the Village Clerk two weeks prior to its adoption and after its enactment.

**SECTION 3 Ordinances in Conflict.**

All other ordinances in conflict herewith be, and the same hereby are repealed.

**SECTION 4 Effective Date.**

This ordinance shall take effect and be in full force from and after its passage and posting.

**SECTION 5 Severability.**

If a court of competent jurisdiction adjudges any section, clause, provision or portion of this ordinance unconstitutional or invalid, the remainder of this ordinance shall not be affected thereby.

**VILLAGE OF SISTER BAY**

By:   
Nate Bell, President

**ATTEST:**

  
Heidi Teich, Village Clerk

Ayes 7 Nays 0

Filed/Posted: June 27, 2023  
Village Administration Office, 2383 Maple Dr  
Sister Bay Post Office, 10685 N Bay Shore Dr  
Sister Bay Liberty Grove Library, 2323 Mill Rd