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**TOWN OF SEVASTOPOL**  
Door County, Wisconsin

ORDINANCE NO. xx-xxxx

**SHORT-TERM RENTAL OF RESIDENTIAL DWELLINGS ORDINANCE  
OF THE TOWN OF SEVASTOPOL  
DOOR COUNTY, WISCONSIN**

**1. Title**

This ordinance shall be entitled “The Short-term Rental of Residential Dwellings Ordinance of the Town of Sevastopol, Door County, Wisconsin”.

**2. Purpose**

The purpose of this ordinance is to ensure that the quality and nature of the Short-term Rentals operating within the Town of Sevastopol (“Town”) are adequate for protecting public health, safety, and general welfare and to protect the character and stability of neighborhoods within the town.

**3. State Statutes Adopted - Authority**

The Board of Supervisors of the Town is granted authority for adopting this ordinance under s. 60.10(2)(c) and s. 60.22(3), Wisconsin Statutes. The Town Board adopts this ordinance under its general village powers authority and s. 66.1014 of the Wisconsin Statutes.

**4. Definitions**

- A. “Property Owner” means the person or entity who owns the residential dwelling that is being rented.
- B. “Resident Agent” means a person 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.
- C. “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.
- D. “Short-term Rental” means a Residential Dwelling that is offered for rent for a fee and for fewer than 29 consecutive days.

**5. Short-term Rental License**

- A. No person may maintain, manage, or operate a Short-term Rental more than ten (10) nights each year without a Town Short-term Rental license issued pursuant to this ordinance.
- B. Licenses shall be issued using the following procedures:
  - 1. All applications for a Short-term Rental license shall be filed with the town clerk on forms provided. Applications must be filed by the Property Owner or authorized Resident Agent. No license shall be issued unless the completed application form is accompanied by the payment of the required application fee.

- 45 2. The town clerk shall issue a Short-term Rental license to all applicants following payment of  
46 the required fee, receipt of all fully completed documentation and information requested by the  
47 application, and application approval by town board or its designee.
- 48 3. A Short-term Rental license shall be effective for one year and may be renewed for additional  
49 one-year periods. The annual licensing term begins July 1st and ends June 30th the following  
50 year. A fully completed renewal application and renewal fee must be filed with the town clerk  
51 at least forty-five (45) days prior to license expiration so that the town board or its designee, if  
52 required, has adequate time to consider the application. The renewal application shall include  
53 any updated information since the filing of the original application. An existing license becomes  
54 void and a new application is required any time the ownership of a residential dwelling licensed  
55 for Short-term Rentals changes.
- 56 4. The town board may suspend, revoke, reject or non-renew a Short-term Rental license or  
57 license application following a due process hearing if the board determines that the licensee:  
58 a) failed to comply with any of the requirements of this ordinance; b) has been convicted or  
59 whose Resident Agent or renters have been convicted of engaging in illegal activity while on  
60 the Short-term Rental premises on two (2) or more separate occasions within the past twelve  
61 (12) months; or c) has outstanding fees, taxes, or forfeitures owed to the town in violation of  
62 Town Ordinances.

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## 64 **6. Operation of a Short-Term Rental**

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

- 66 A. No person may maintain, manage, or operate a Short-term Rental more than ten (10) nights  
67 each year without a Short-term Rental license. Every Short-term Rental shall be operated by a  
68 Property Owner or a Resident Agent.
- 69 B. Each Short-term Rental shall hold a valid State of Wisconsin Tourist Rooming House License  
70 issued by the Department of Agriculture, Trade and Consumer Protection (DATCP), and shall  
71 provide proof of such license by attaching a copy to the initial license application and all  
72 subsequent renewal applications.
- 73 C. Each Short-term Rental shall be licensed by the Door County Tourism Zone Commission  
74 (DCTZC), and shall provide proof of such license by attaching a copy to the initial license  
75 application and all subsequent renewal applications.
- 76 D. Each Short-term Rental shall comply with all of the following requirements:
- 77 (1) No Residential Dwelling may be rented for a period of less than six (6) consecutive nights.
- 78 (2) No recreational vehicle, camper, tent, or other temporary lodging arrangement shall be  
79 permitted on site as a means of providing additional accommodations for paying guests or  
80 other invitees.
- 81 (3) If the property is not served by a public sanitary sewer, a private onsite wastewater treatment  
82 system (POWTS) in full compliance with this ordinance and in accordance with Chapter 21 of  
83 the Door County Code must serve the property.
- 84 (4) If the property is serviced by public sanitary sewer, occupancy is limited to the number of  
85 occupants authorized by the tourist rooming house license issued by DATCP. If the property is  
86 served by a POWTS, occupancy is limited to the number of occupants for which the POWTS  
87 was designed, or the occupancy granted by the State tourist rooming license, whichever is  
88 less.
- 89 (5) Sufficient off-street parking shall be available to accommodate all vehicles on the Short-term  
90 Rental premises. Off-street parking shall be in compliance with Door County Comprehensive  
91 Zoning Ordinance, Chapter 7. . On-street parking for renters of the Residential Dwelling is  
92 prohibited, consistent with Town Ordinance No. 05-2016.
- 93 (6) Pets that accompany a renter are subject to Town Ordinance No. 01-2012, with the following  
94 additional requirements:

- 95 (a) Pets must be under the control of their owner and on a leash when outside the dwelling.  
96 Pets may be tethered securely to a leash or pulley-run on the premises, provided that the  
97 tethered pet is at least ten (10) feet inside the premises lot line.  
98 (b) Pet owners must adhere to minimizing pet noise. independent of whether the pet is inside  
99 or outside the dwelling.  
100 (c) Pet owners are prohibited from leaving their pet unattended on the Rental Dwelling  
101 premises. Unattended pets are subject to impoundment under Town Ordinance No 01-  
102 2012.
- 103 (7) Signage shall conform to applicable Town and Door County ordinances.  
104 (8) Rental dwellings must be able to accommodate reliable telephone communications in case of  
105 emergency.  
106 (9) Any outdoor event held at the Short-term Rental shall last no longer than one day occurring  
107 between the hours of 10AM and 10PM. From 10PM to 10AM quiet hours shall be enforced. All  
108 activities shall be in compliance with the Town noise ordinance and other applicable Town and  
109 Door County ordinances.
- 110 E. The Property Owner must reside within seventy-five (75) miles of the Short-term Rental during  
111 periods in which the Short-term Rental is rented.  
112 (a) This requirement may be waived if there is a valid Resident Agent (point of contact) located  
113 in Door County, in such a case, the Property Owner shall provide a copy of the Resident  
114 Agent contract to the Town and notify the Town within thirty (30) days of termination of any  
115 such contract.  
116 (b) To qualify as a Resident Agent the representative must reside within Door County or be a  
117 corporate entity with offices located within Door County.
- 118 F. The Property Owner and/or Resident Agent must provide the town with current contact  
119 information and must be available twenty-four (24) hours a day, seven (7) days a week by  
120 telephone or email. The town must be notified within twenty-four (24) hours of any change in  
121 contact information.
- 122 G. Each Short-term Rental shall provide a set of property rules that communicates relevant Town  
123 ordinances, DCTZC Best Practices and/or recognized neighborhood association standards of  
124 conduct that renters and their guests are expected to follow as part of their rental contract. The  
125 property rules shall also be posted in the Residential Dwelling.
- 126 H. The Property Owner and/or Resident Agent must provide the following information to  
127 neighboring residential property owners located within 200-feet of the Short-term Rental  
128 dwelling property in all directions no later than seven (7) days from the date rental dwelling  
129 permit is issued or any time the Property Owner/Resident Agent contact information changes:  
130 (a) Telephone and email contact information to enable neighboring residential property owner  
131 or Town personnel to contact the Property Owner or Resident Agent twenty-four (24) hours  
132 a day, seven (7) days a week regarding disturbances or issues arising in connection with  
133 the rental of a Residential Dwelling.  
134 (b) Provide copy of property rules or other standard of conduct that is provided to renters  
135 (c) Provide their DATCP license number.
- 136 I. The Property Owner shall have and maintain homeowner's liability or business liability insurance  
137 for the premises that are used for short term rental and shall provide written evidence of such  
138 insurance with the initial license application and all subsequent renewal applications.

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## 140 7. Penalties

- 141 A. Any person, partnership, corporation, limited liability company, or other legal entity that fails to  
142 comply with the provisions of this ordinance shall, upon conviction, pay a forfeiture of not less  
143 than \$100.00 nor more than \$1000.00, plus the applicable surcharges, assessments and costs  
144 for each violation. Each day a violation exists or continues constitutes a separate offense under  
145 this ordinance.

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

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**8. Fees**

150 Initial short-term rental application fee .....\$\_\_\_\_\_ \$500

151 Renewal short-term rental renewal application fee .....\$100.00

152 Late fees .....\$100.00

153 Inspections (as necessary) .....\$100.00

154 **9. Severability**

155 Should any portion of this ordinance be declared invalid or unconstitutional by a court of competent  
156 jurisdiction, such a decision shall not affect the validity of any other provisions of this ordinance.

157 **10. Effective Date and Publication**

158 This ordinance shall become effective upon adoption and publication as required under s. 60.80, Wis.  
159 Stat.

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