

POSTED DATE: April 11, 2025
Committee Members: all meeting attendance (or absence) must be confirmed with a response.
Please RSVP your attendance to this meeting ASAP to 920-846-4505 or clerk@ci.ococtofalls.wi.us

**CITY OF OCONTO FALLS
MAIN STREET COMMITTEE
Council Chambers - Municipal Building
500 N. Chestnut Avenue, Oconto Falls, WI 54154**

WEDNESDAY APRIL 16, 2025-8:00 AM

AGENDA

COMMITTEE:

Chairperson Barb Salscheider – Salscheider’s Antique Bar
Peter Bruesch – Coachlight Inn
Jayme Sellen – TEDCOR
Stephanie Holman – Senn Hometown Insurance
Melanie Rice – The Flower Shoppe
Peter Wills – City Administrator
Ashley Bahrke – City Alderman
Christine Grzelak -Oconto Falls Chamber

OTHERS:

Mayor Clint Braun
Jane Meissner-Building Inspector
Deputy Clerk Jenny Friedman
Tim Magnin-Fire Chief

DISCUSSION AND POSSIBLE RECOMMENDATION/ACTION ON THE FOLLOWING

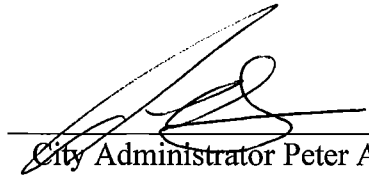
1. Call to Order
2. Approval of Main Street Committee Minutes 02.19.2025

Old Business

3. Downtown Zoning Ordinances
 - A. Ordinance Enforcement-Zoning & Building Conditions
RE: Chief Magnin/Building Inspector Meissner
4. Ordinance 25-001 Amending 480-8. Zoning General Commercial District (C-1) Approved
RE: Administrator Wills
 - A. Second story & rear rentals are permitted
 - B. Single family homes & apartment buildings are permitted
5. Update 172 N Main St- Caldwell Square
Re: Barb Salscheider/Stephanie Holman

New Business

6. Downtown Design Review Application-211 N Main Street
RE: William LaBrosse, Property Owner
7. Proposed ORD 25-006 Amend Ch 382 Rental Property Article II Short-term Rentals
RE: Administrator Wills
8. Next meeting -June 18,2025 8am
9. Adjournment



City Administrator Peter A. Wills/JF

Notice was given to the public at least 24 hours prior to this open meeting - agenda was forwarded to newspapers and any news media who have requested the same – agenda was posted at City Hall, Oconto Falls Community Library, and on the City website at: cityofocntofalls.com

Any person wishing to attend the meeting who requires special accommodations because of a disability should contact the Clerk's office at 920-846-4505 with adequate notice so appropriate accommodations can be made.

**CITY OF OCONTO FALLS
MAIN STREET COMMITTEE MEETING
Council Chambers – Municipal Building
500 N. Chestnut Avenue
Oconto Falls, WI 54154**

**WEDNESDAY FEBRUARY 19, 2025 – 8:00 AM
MINUTES**

City Administrator Wills called the meeting to order at 8:00 am.

1. Roll Call

Present: Peter Wills – City Administrator
Peter Bruesch – Coachlight Inn
Jayme Sellen –TEDCOR,
Ashley Bahrke – City Alderman
Stephanie Holman-Senn Hometown Insurance

Also Present: Mayor Clint Braun, Deputy Clerk Jenny Friedman, Building Inspector Jane Meissner, Utility Manager Greg Kuhn, Wally Remic Street Superintendent, Christine Grzelak, Mary Davis, Keith Davis

Absent: Danielle Kline-Oconto Falls Chamber, Melanie Rice – The Flower Shoppe, Chairman Barb Salscheider – Salscheider’s Antique Bar

DISCUSSION AND POSSIBLE RECOMMENDATION/ACTION ON THE FOLLOWING:

2. Approval of Main Street Committee Minutes- 12-18-2024

Motion: Bahrke/Holman

Motion to approve Main Street Committee Minutes-12-18-2024 with amended changes.

Voice Vote: All present voting aye - **MOTION CARRIED**

MOTION: Bahrke/Holman

Motion to change the sequence of the agenda to bring agenda item number five Christine Grzelak Main Street Committee application to under item number two.

Voice Vote: All present voting aye - **MOTION CARRIED**

3. Christine Grzelak Main Street Committee application

Christine Grzelak has placed an application to join the Main Street Committee. Mrs. Grzelak is currently on the Park and Recreational Committee and the Oconto Falls Chamber. Danielle Kline has resigned from her spot on the Main Street Committee. If Mrs. Grzelak application is accepted then Mrs. Grzelak would represent the Oconto Falls Chamber on the Main Street Committee.

MOTION: Bahrke/Holman

Motion to accept Danielle Kline resignation from the Main Street Committee and accept the application for Christine Grzelak to join the Main Street Committee.

Voice Vote: All present voting aye - **MOTION CARRIED**

Old Business

4. Downtown Zoning Ordinances

A. Ordinance Enforcement-Zoning & Building Conditions

Building Inspector Meissner gave an update on the properties that have reviewed and the findings for any violations. The process of what happens if there are any violations found were gone through with Main Street Committee. Building Inspector Meissner also went over some of the permits that were taken out for Main Street. Fire Chief Magnin has completed all of his inspections for Main Street and provided a list for the Main Street Committee.

NO ACTION TAKEN

B. §Amending 480-8. General Commercial District (C-1)

- i. Residential Units above First Floor
- ii. Existing Single family
- iii. Existing Two Family, Including Duplex, above first floor
- iv. Existing Two and Three Family Units, above first floor
- v. Multifamily up to four units per building
- vi. Eliminate parking requirements

There are some changes that need to be updated on ordinance Chapter 480-8 General Commercial Distancing (C-1) to better suit the City of Oconto Falls. There is a section in the current ordinance that is duplicated and will need to be fixed by removing it along with removing the proposed following in section C;

- (15) Golf courses open to the public.
- (19) Amusement parks
- (20) Travel trailer parks in accordance with Chapter 335 of the City Code.

The listed below is the proposed amendments to be added to section B of Chapter 480-8 General Commercial Distancing (C-1) ordinance;

- (16) Apartments above the first floor of commercial use. Minimum 600 square footage.
- (17) Residential space in the rear of commercial space, non-street facing. Minimum 600 square footage.
- (18) Existing one family detached dwellings.
- (19) Two-family buildings (includes duplexes) and multifamily buildings.
- (20) Two-unit and three-unit apartments, above first floor.
- (21) Multifamily residential building (four (4) or more units per structure)

MOTION: Holman/ Senn

Motion to recommend the amendments to Amending 480-8. General Commercial District (C-1) to Common Council.

Voice Vote: All present voting aye - **MOTION CARRIED**

5. WEDC Connect Communities

A. WEDC Connect Communities Resources

City Administrator presented the committee with information on upcoming Connecting Entrepreneurial Community Conference that any committee member can attend and encourage to attend. Some of the Main Street Committee have participated in some online meetings already.

NO ACTION TAKEN

New Business

6. Downtown Design Review Application

A. Keith & Mary Davis

Keith and Mary Davis have submitted a Downtown Design Review Application to the Main Street Committee for their 145 N. Main St property to open Beachside Frozen Custard and Grill. Beachside Frozen Custard and Grill will be looking to sell butter burgers, chili, custard and outdoor gifts. There will be a walk-up window and a patio for customers. The entrance and bathrooms will be ADA compliant. Predicting to open on May first of this year.

MOTION: Bahrke/Holman

Motion to approve and recommend the Downtown Design Review Application from the Davis's to Common Council for approval.

Voice Vote: All present voting aye - **MOTION CARRIED**

7. Next meeting -April 16, 2025 8am

NO ACTION TAKEN

8. Adjournment

Having no further discussion, City Administrator declared the meeting adjourned at 9:08am.

City Administrator Peter A. Wills

Notice was given to the public at least 24 hours prior to this open meeting - agenda was forwarded to newspapers and any news media who have requested the same – agenda was posted at City Hall, Oconto Falls Community Library, and on the city website at: cityofocntofalls.com

CITY OF OCONTO FALLS ORDINANCE NO. 25-001

AN ORDINANCE AMENDING ZONING CHAPTER 480 OF THE MUNICIPAL CODE AS FOLLOWS:

THE COMMON COUNCIL OF THE CITY DOES ORDAIN AS FOLLOWS:

Chapter 480. Zoning

Article II. Zoning Districts and Zoning Map

§ 480-8. General Commercial District (C-1).

[Amended 8-12-2008 by Ord. No. 08-004; 11-8-2011 by Ord. No. 11-004; 7-11-2023 by Ord. No. 23-008]

- A. The C-1 District is intended to provide an area for the business and commercial needs of the community.
- B. The following uses of land are permitted in this district:
 - (1) All typical retail and/or wholesale stores or shops.
 - (2) All types of taverns, bars, restaurants.
 - (3) Hotels, motels and rooming houses. A homeless shelter, transitional living, halfway house, sober house, recovery house or similar facility is not permitted.
 - (4) Professional offices.
 - (5) Public meeting places.
 - (6) Banks and other financial institutions.
 - (7) Gasoline service stations.
 - (8) Establishments for the sale and service of motor vehicles.
 - (9) Trucking companies.
 - (10) Establishments for the sale and service of appliances.
 - (11) Laundry and dry-cleaning establishments, both self-service and owner-operated.
 - (12) Recreational businesses.
 - (13) Parking lots.
 - (14) Warehouses.
 - (15) Churches.
 - (16) Apartments above the first floor of commercial use. Minimum 600 square footage.
 - (17) Residential space in the rear of commercial space, non-street facing. Minimum 600 square footage.
 - (18) Existing one family detached dwellings.
 - (19) Two-family buildings (includes duplexes) and multifamily buildings.

(20) Two-unit and three-unit apartments, above first floor.

(21) Multifamily residential building (four (4) or more units per structure).

C. The following are permitted as conditional uses within this district. Such use shall be subject to the consideration of the Planning Commission with regard to such matters as the creation of nuisance conditions for the public or for the users of nearby areas, the creation of traffic or health hazards and other factors:

(1) Establishments for the sale or storage of lumber or other building materials.

(2) Construction firms and construction equipment storage.

(3) Farm equipment dealers and dealers in garden equipment, including power mowers.

(4) Hay, grain and feed stores.

(5) Greenhouses and nurseries.

(6) Small shops for the sale and manufacture of machine elements.

(7) Farm and garden supply stores.

(8) Dealers in coal, wood fuel, and ice.

(9) Fuel oil dealers.

(10) Dealers in liquified petroleum gas (bottled gas).

(11) Equipment rental and leasing services, that is, establishments which rent or lease construction equipment, floor sanding and waxing machines, ladders, scaffolds, tools, chairs or other furniture, or other types of machines, equipment or similar items.

(12) Bowling alleys.

(13) Skating rinks.

(14) Commercial sports clubs, athletic fields, arenas, and similar facilities.

(15) Golf or baseball driving ranges, archery ranges, miniature golf courses, and similar facilities.

(16) Golf clubs and country clubs open to members but not to the general public.

(17) Drive-in motion-picture theaters.

(18) Summer resorts, winter resorts, tourist cottages or cabins, commercial camping and tenting areas, ski lodges and resorts, children's camps, and similar establishments.

(19) Establishments primarily engaged in renting locker space for the storage of food products, including refrigerated storage of food products, and including those establishments which provide services or facilities for processing, preparing, or packaging food for such storage.

(20) Adult entertainment establishments in accordance with Chapter 160 of this Code.

D. Within the C-1 District the following standards shall apply:

(1) Maximum building height: 50 feet.

(2) Maximum or minimum building area: none.

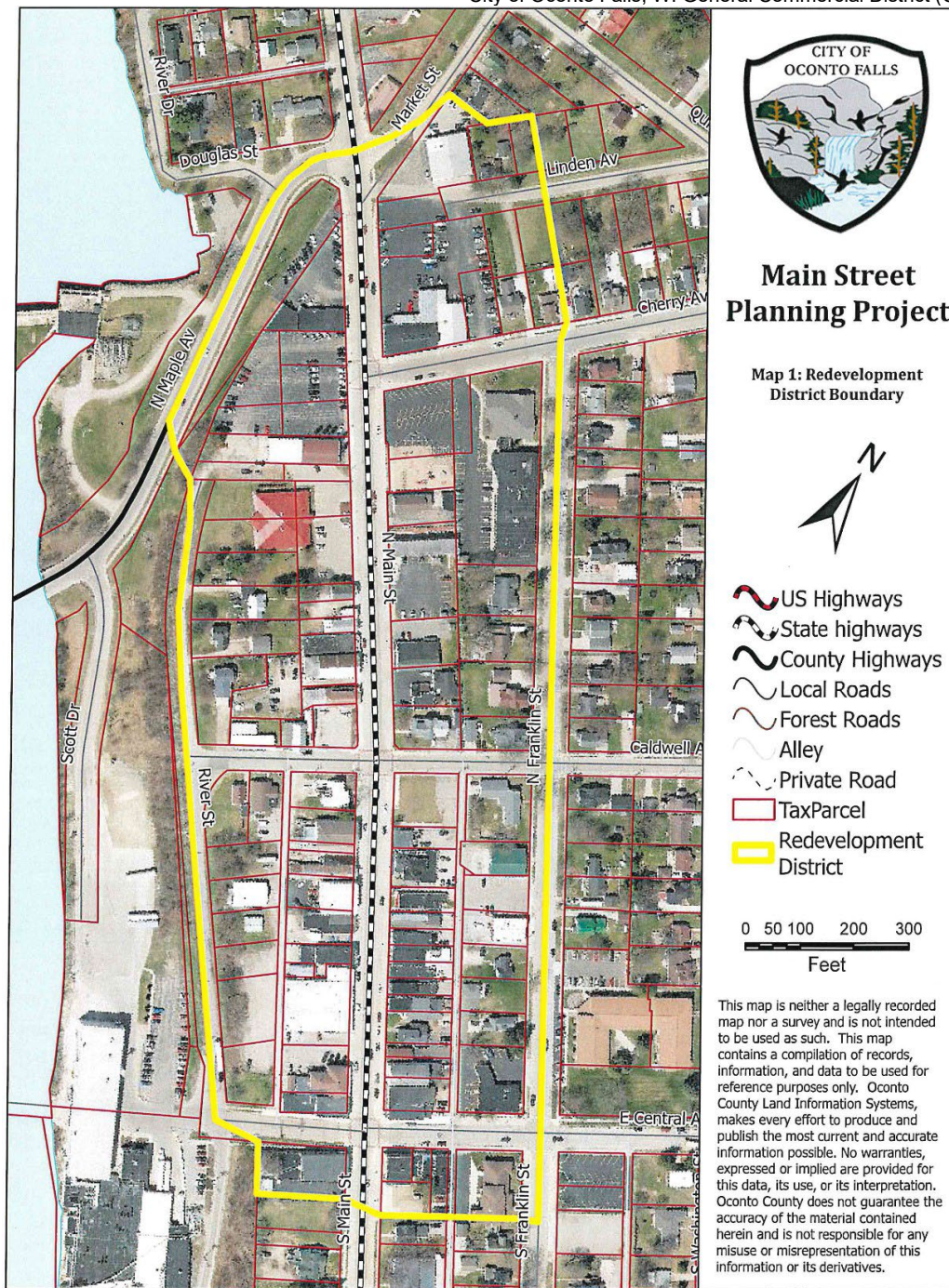
(3) Minimum front yard setback: 30 feet or to match adjacent buildings in Downtown District.

(4) Minimum rear yard setback: 25 feet or to match adjacent buildings in Downtown District.

(5) Minimum side yard:

(a) Fireproof construction: none.

- (b) Nonfireproof construction: 7.5 feet.
 - (6) Minimum lot width:
 - (a) Fireproof construction: 25 feet.
 - (b) Nonfireproof construction: 45 feet.
 - (7) Truck unloading area: sufficient space so that no streets or alleys need be blocked
- E. Downtown design review overlay district.
- (1) Applicability. No person may erect, construct, reconstruct, move, or enlarge a commercial structure or commercial building or alter a commercial buildings or commercial structure's exterior architectural features or signs until a certificate of appropriateness has been approved by the Main Street Committee of the City of Oconto Falls. A certificate of appropriateness shall be in addition to any required building permit. A certificate of appropriateness shall not be required for interior alterations or design features not subject to any public view or for ordinary repairs and maintenance to the exterior of any structure or building where the purpose of such work is to correct any decay or damage and to restore, as nearly as practicable, its prior condition. The Main Street Committee has the authority to issue a certificate of appropriateness for a sign or repainting of existing features within the District.
 - (2) Boundaries. The Downtown Design Review Overlay District shall include all commercial properties located within the area shown:



Main Street Planning Project

Map 1: Redevelopment District Boundary



- US Highways
- State highways
- County Highways
- Local Roads
- Forest Roads
- Alley
- Private Road
- Tax Parcel
- Redevelopment District

0 50 100 200 300
Feet

This map is neither a legally recorded map nor a survey and is not intended to be used as such. This map contains a compilation of records, information, and data to be used for reference purposes only. Oconto County Land Information Systems, makes every effort to produce and publish the most current and accurate information possible. No warranties, expressed or implied are provided for this data, its use, or its interpretation. Oconto County does not guarantee the accuracy of the material contained herein and is not responsible for any misuse or misrepresentation of this information or its derivatives.

measures or conditions of the Plan Commission, Board of Appeals, or other governmental body or official exercising authority under this chapter, shall be subject to a forfeiture not to exceed \$2,000. Each day such violation continues shall be deemed a separate offense.

This amendment shall become effective upon the date of passage.

Adopted by the Common Council on the 8th day of April 2025.

Offered by Council Person:
Seconded by Council Person:

AYES: NAYS: ABSENT:

Adopted: _____

Attest: _____

Mayor Clint Braun

City Administrator Peter Wills

CITY OF OCONTO FALLS

PO BOX 70 500 NORTH CHESTNUT
OCONTO FALLS, WI 54154-0070
PHONE: 920-846-4505
FAX: 920-846-4516



**CERTIFICATE OF CITY CLERK
CITY OF OCONTO FALLS**

With regards to:

ORDINANCE NO. 25-001: AN ORDINANCE AMENDING ZONING CHAPTER 480 OF THE MUNICIPAL CODE

STATE OF WISCONSIN)
COUNTY OF OCONTO) §
CITY OF OCONTO FALLS)

I, Peter Wills, being duly sworn, depose and say that I am the duly chosen and qualified Clerk/Administrator for the City of Oconto Falls.

I, further certify that is a true and correct copy of Ordinance No. 25-001 and original is on file with the City Clerk's Office.

IN WITNESS WHEREOF, I have hereunto set my hand and the Seal of the City of Oconto Falls, this 8th Day of April 2025

Peter Wills
Clerk/Administrator - City of Oconto Falls

Subscribed and sworn to before me on this 8^h day of April 2025.

CITY OF OCONTO FALLS
ZONING COMPLIANCE PERMIT APPLICATION

- SITE PLAN REVIEW REQUEST
- PLANNING COMMISSION REQUEST
- APPLICATION FOR ZONING VARIANCE
- APPLICATION FOR ZONING DISTRICT CHANGE
- APPLICATION FOR CONDITIONAL USE PERMIT

LEGIBLE PRINTING REQUIRED

APPLICATION NO:

____ - ____
(Year) (Number)

- APPROVED
- DENIED

Date: _____, 20__

APPLICANT: William LaBrosse HOME TELEPHONE NO: 920-846-2099

APPLICANT'S CONTACT PERSON: _____ DAY TELEPHONE NO: _____

APPLICANT'S ADDRESS: 8855 CCC Rd, Oconto Falls, WI 54154

Name of Property Owner (If different than Applicant): same

Street Address: 211 N Main St, Oconto Falls, WI 54154

Legal Description: Sec 25, T28N, R19E Caldwell P1 AT N 41.3 Ft
lot 7 B1K3 Parcel # 2660725177440 1141-846 572945

Parcel (Tax) Number: 266072⁰⁷715264

REASON FOR APPLICATION: *(Attach copy of plot plan or provide sketch on reverse side of application)*

remodel 900 square feet of dead space to living quarters. I would prefer this to be an apartment, but if it has to be commercial, it can be an Air B & B.

Wm. LaBrosse _____ 3-12-25
Applicant's Signature Date

same _____
Property Owner's Signature (If different than applicant) Date

Application considered at the _____ meeting of the City Council.

APPLICATION APPROVED Action recorded in Volume _____ Page _____ of minutes.

APPLICATION DENIED _____

City Clerk

Date



DOWNTOWN DESIGN REVIEW APPLICATION Certificate of Appropriateness

General Information *(Please type or print clearly)*

	Applicant/Agent	Owner
Name(s)	William A LaBrosse	same
Address	8855 CCC Rd, Oconto Falls, WI 54154	
Phone	920-846-2099	
Email	wlabrosse@yahoo.com	

Property Information

Address of Property 211 N Main St Oconto Falls, WI

Name of Property/Business: LaBrosse Rental

Proposed Building Treatment: Exterior Renovation/Restoration New Construction Sign Modification

Description of Project *(Attach additional pages if necessary.)*

Describe proposed work, materials to be used, and impact on existing features.

Construct wall in utility room to provide bathroom space, install shower, toilet, a vanity, install cabinetry

Attachments The following information is enclosed.

Exterior photographs Designs images of building
 Floor plans Exterior facade materials & colors
 Specifications Other _____

Signatures: The undersigned person(s) hereby petition the Main Street Committee of the City of Oconto Falls, Wisconsin, to issue a Certificate of Appropriateness as described above.

APPLICANT: William A LaBrosse DATE: 3-12-25

APPLICANT: _____ DATE: _____

OFFICE USE ONLY

Date Received: _____ Received By: _____ Scheduled For Main Street Date _____

Main Street Committee Action: Approved Denied

Conditions: _____

Council Approved By: _____

EXISTING CITY OWNED PARKING

PROP. LINE

EXISTING STORAGE GARAGE

EXISTING SLIDING DOOR

EXISTING 1 HD. FIRE BARRIED WALL

As Electric will do 220 line for range, other electrical is OK

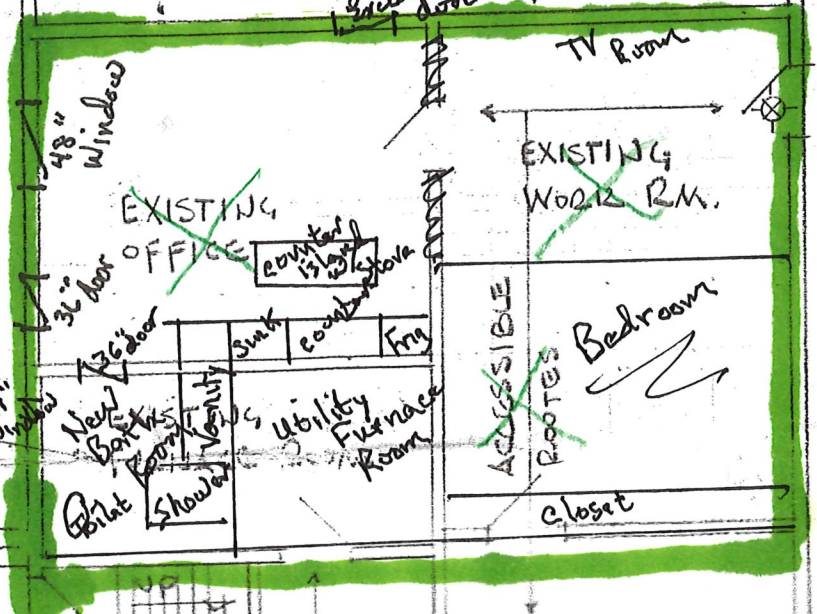
EXISTING Ace Hardware do plumbing

ING, EQUIP. DIRECT VENT COMBUSTION

EXIST'G. CONC. STAIR TO APT. TO REMAIN

CUT OFF EXIST'G. CONC. STAIR. NEW LANDING RAILING. REMOVE STEPS ON. CUT IN NEW DOOR PATCH TO MATCH.

EXISTING UNISEX TOILET RM.



PROP. LINE EXISTING ALLEY

EXIST'G. WORK RM. REMOVE DOOR CUT IN NEW TO MATCH

BOTTLE D.W.

EXISTING WAITING / RECEPTION / GEN. OFFICE

SEPERATION NOTES!
EXISTING 2ND FLOOR
5/8" TYPE "X" GYP. BD.
EQUIVALENT FIRE PROTECTION.
5/8" TYPE "X"

Don't Miss Omega-6 vs omega-3 fats Sign up for The Yodel Heartburn myths Picking people up at airports We climbed an act



Why the 'Kitchen Triangle' Is Outdated Tria Giovan

The 'kitchen triangle' is an important concept for kitchen design, aiming to make it easier for homeowners to use their space efficiently.

This theory refers to a **kitchen layout** that's comprised of three elements within close proximity to each other: the fridge, a cooking station (usually a hob and oven unit) and the sink.

This concept, also known as the 'working triangle' or 'golden triangle,' dates back to the 1940s and has long been a go-to design formula for structuring a **kitchen** effectively.

Similar design a look

CITY OF OCONTO FALLS ORDINANCE NO. 25-006
AN ORDINANCE AMENDING RENTAL PROPERTY CHAPTER 382 OF
THE MUNICIPAL CODE AS FOLLOWS:

THE COMMON COUNCIL OF THE CITY DOES ORDAIN AS FOLLOWS:

Chapter 382. Rental Property

[HISTORY: Adopted by the Common Council of the City of Oconto Falls as indicated in article histories. Amendments noted where applicable.]

GENERAL REFERENCES

Article I. Energy Code

[Adopted 8-8-1989]

§ 382-1. Code adoption.

An energy code for residential rental properties is hereby adopted, utilizing the provisions of § 101.122, Wis. Stats., and adopting, by reference, the provisions thereof, together with those provisions pertaining thereto as contained in the Wisconsin Administrative Code.

§ 382-2. Fees.

The fees for the Building Inspector and the fees required by the Building Inspector of individual owners may be set, from time to time, by the Common Council.

Article II. Short-Term Rentals

§382-10 Short-Term Rental Requirements

[Adopted 5-13-2025]

(y) Short-term rental.

Description: Includes all lodging places and tourist cabins and cottages, other than hotels and motels, in which sleeping accommodations are offered for pay to tourists and transients for more than six but fewer than 29 consecutive days. It does not include private boardinghouses or rooming houses not accommodating tourists or transients, or bed-and-breakfast establishments.

1. Permitted by right: all zoning districts where "residential dwellings" are permitted, as that term is defined in § 66.1014, Wis. Stats.
 - a. Land use requirement. A short-term rental shall only be located as an accessory land use within zoning districts that allow residential dwellings, as that term is defined in § 66.1014, Wis. Stats.
 - b. Annual city license required. Short-term rentals shall operate only during the valid period of an annual City of Oconto Falls short-term rental license (hereinafter "annual license") for each consecutive 365-day period. If the short-term rental is transferred or there is any change of ownership of the short-term rental during the valid period of an annual license, the license may only be assumed by the transferee for the remaining period of the license. Operating a short-term rental without a current version of a valid annual license shall be

considered a violation of this chapter, and subject to the penalties of Section 98-936. The following information shall be provided on an annual basis, prior to issuance of said annual license:

- i. Completed City of Oconto Falls short-term rental application, which includes the property owner's name, address, and phone number; the designated operator's name, address, and phone number; and the period of operation of up to 180 days in a 365-day period, which must be consecutive;
 - ii. A current floor plan for the short-term rental, at a minimum scale of one-inch equals four feet, and site plan of the property at a minimum scale of one-inch equals 10 feet showing on-site parking spaces and trash storage areas;
 - iii. General Building Code inspection by City, and submittal of official Building Code inspection report with no outstanding compliance orders remaining;
 - iv. Proof of valid property and liability insurance for the dwelling unit;
 - v. State of Wisconsin tourist rental house license;
 - vi. Payment of an administrative fee, set by City Council resolution, to cover the costs to the City of administering the above;
 - vii. The City of Oconto Falls short-term rental license shall be issued with the completion of the above requirements and compliance with the City's Short term rental ordinance.
- c. Property management requirements. Each short-term rental shall be managed consistent with the following requirements:
- i. The total number of days of operation within any 365-day period of an annual license shall not exceed 180 consecutive days. This period of short-term rental operation shall be specified by the property owner in the required City of Oconto Falls short-term rental application.
 - ii. The minimum rental period shall be a minimum of seven consecutive days by any one party.
 - iii. The maximum rental period within a 365-day period of an annual license shall be no more than 180 consecutive days.
 - iv. Similar facilities in which single-family detached homes are available for less than seven days, more than 180 days, or throughout the year, are a different land use that falls within the indoor commercial lodging land use category.
 - v. The maximum number of occupants shall not exceed the total number licensed by the State of Wisconsin or two per bedroom plus two additional occupants, whichever is less.
 - vi. The short-term rental shall be operated by the property owner or by a property manager explicitly designated in the valid City of Oconto Falls short-term rental application as the "designated operator."
 - vii. Payment of an administrative fee, set by City Council resolution, to cover the costs to the City of administering the above.
 - viii. The City of Oconto Falls short-term rental license shall be issued with the completion of the above requirements and compliance with the City's Short-term rental ordinance.
 - ix. The property owner's and the designated operator's names, addresses, and twenty-four-hour phone numbers shall be provided in the City of Oconto Falls short-term rental application and shall be updated within 24 hours upon any change in the property manager or the property manager contact information.

- x. The designated operator must reside within or have their business located within 25 miles of the short-term rental parcel.
 - xi. The designated operator must be available by phone 24 hours, seven days a week, during the period of operation designated in the City of Oconto Falls short-term rental application.
 - xii. Each short-term rental shall provide and maintain a guest register and shall require all guests to register their true names and addresses before allowing occupancy. The guest register shall be kept intact and available by the designated operator for inspection by representatives of the City for at least one year from the day of the conclusion of the period of operation.
 - xiii. Each short-term rental shall maintain the following written business record for each rental of the short-term rental: the true names and addresses of any person renting the property, the dates of the rental period (which must be a minimum of seven consecutive days), and the monetary amount or consideration paid for the rental. The business record shall be kept intact and available by the designated operator for inspection by representatives of the City for at least one year from the day of the conclusion of the period of operation.
 - xiv. Short-term rental license and emergency contact information must be posted in a conspicuous area within the property at all time.
- d. Property operational requirements. Each short-term rental shall be operated per the following requirements:
- i. The "Requirements For Short-Term Rental Guests" form provided by the City of Oconto Falls to summarize City requirements for short-term rental, and the site plan for the subject property clearly depicting guest parking spaces and the rear yard, shall be posted on the inside of the front door of each short-term rental throughout its period of operation.
 - ii. Parking requirements:
 - a. All guest parking for vehicles and trailers shall be within a parking space designated on the site plan, on an area paved with concrete or asphalt.
 - b. All guest vehicles and trailers may only park on-site. Street parking for guests is not permitted.
 - c. No parking is permitted on gravel, lawn, or planter bed areas.
 - iii. Site appearance requirements:
 - a. Aside from a changing mix of guests and their vehicles, there shall be no evidence of the property being used as a short-term rental visible on the exterior of the subject property.
 - b. No exterior signage related to the short-term rental is permitted, other than the property address.
 - c. No outdoor storage related to the short-term rental land use is permitted, except for typical residential recreational equipment, seating, and outdoor cooking facilities which are permitted only within the rear yard.
 - d. No recreational vehicle, camper, tent, or other temporary lodging arrangement shall be permitted to accommodate guests.
 - iv. Neighborhood impact requirements:

- a. No outdoor activity shall occur between the hours of 10:00 p.m. and 7:00 a.m.
- b. At all times, no noise, lighting, odor or other impacts from the subject property shall be detectable at the property line at levels exceeding the requirements of the City's noise ordinance.
- c. No vehicular traffic shall be generated by the short-term rental at levels exceeding those typical for a detached single-family dwelling unit.
- v. Short-term rental advertising:
 - a. No outdoor advertising is allowed on the subject property.
 - b. The short-term rental shall not be advertised for availability in any form of media unless the required City of Oconto Falls short-term rental license has been issued.
- e. Access and inspections.
 - i. The City shall be authorized at all reasonable times upon reasonable notice to the owner, and with either the owner's consent or a special inspection warrant under § 66.0119, Wis. Stats., except in cases of emergency where no special inspection warrant is required, and as provided in § 66.0119(2), Wis. Stats., to enter and examine any building, structure, or premises, for the purpose of ensuring compliance with this chapter. If the owner declines to consent to an inspection without a warrant, the City may not conduct an inspection under this section without first obtaining a special inspection warrant under § 66.0119, Wis. Stats., except in cases of emergency where no special inspection warrant is required, and as provided in § 66.0119(2), Wis. Stats. The owner, agent or occupant of any such premises who refuses to permit or prevents or interferes with any entry into or upon the premises by any such inspector with a special inspection warrant or in cases of emergency where no inspection warrant is required and as provided in § 66.0119(2), Wis. Stats., shall be in violation of this section. It is not a violation of this section to refuse to grant voluntary consent to an inspection.
 - ii. Designated operators and owners are encouraged but not required to install the Knox-Box® Systems on their short-term rentals. The Knox-Box® key box system provides for the installation of miniature vaults that are placed upon the exterior buildings, gateposts or other applicable locations. Contained within the vault are the keys that will allow access to the short-term rental in emergency situations.
 - iii. Designated operators and owners of short-term rentals acknowledge that the City shall not be obligated for damages occurring to short-term rentals in the event emergency access to a short-term rental is required and there is no Knox-Box® System installed on the property.
- f. Penalties and license revocation.
 - i. Violations of the requirements for short-term rental, the provisions of the short-term rental license, and all other of this subsection are subject to separate daily fines set by Council. Citations for violations of this chapter will be issued to, and will be the responsibility of, the property owner and including revocation of their rental license.
 - ii. The annual short-term rental license may be revoked for more than two violations of the requirements specific to the short-term rental, the license, or the remainder of this chapter. Short-term rental operators found noncompliant with the terms of the City of Oconto Falls requirements and application shall be considered in violation and shall be subject to all applicable penalties up to and including revocation of their short-term rental license.

Article III. Tourist Lodging

§382-20 Tourist Lodging Requirements

- (1) **PURPOSE.** The purpose of this Section is to ensure that the quality of tourist lodging within the City of Oconto Falls is adequate for protecting public health, safety, and general welfare, including minimum standards of space for human occupancy and for an adequate level of maintenance; determining the responsibilities of owners, operators, and property managers offering these properties for tourists, to protect character and stability of all areas within the City of Oconto Falls; to provide minimum standards necessary for the health and safety of persons occupying or using buildings, structures, or premises; and provisions for the administration and enforcement.
- (2) **DEFINITIONS.** The following terms shall be defined as follows:
- a. **Bathroom.** Full bath.
 - b. **Clerk-Treasurer.** City of Oconto Falls Clerk-Treasurer or designee.
 - c. **Lodging Marketplace.** An entity that provides a platform through which an unaffiliated third party offers to rent a short-term rental to an occupant and collects the consideration for the rental from the occupant.
 - d. **Operator.** An Owner or Property Manager who is responsible for compliance with this Section, collection of rent, and payment of taxes.
 - e. **Owner.** A person who owns a tourist lodging unit.
 - f. **Person.** Shall include a corporation, firm, partnership, association, organization and any other group acting as a unit as well as individuals, including a personal representative, receiver or other representative appointed according to law. Whenever the word person is used in any section of this section prescribing a penalty or fine, as to partnerships or associations, the word shall include the partners or members hereof, and as to corporations, shall include the officers, agents or members thereof who are responsible for any violation of such section.
 - g. **Private Boarding or Rooming House.** A private boarding or rooming establishment, ordinarily conducted as such, not accommodating tourists or transients with occupancies exceeding six (6) days.
 - h. **Property Manager.** Any person, other than Owner, operating a tourist lodging establishment or providing management services.
 - i. **Resident Agent.** Any person appointed by the Owner to act as an agent on behalf of the Owner, as permitted in this Section.
 - j. **Short-Term Rental.** A resident dwelling that if offered for rent for a fee and for fewer than 29 consecutive days.
 - k. **Tourist Lodging.** Any place offered for rent to tourists or transients for sleeping accommodations including, but not limited to, hotels, motels, tourist rooming houses, cabins, cottages, or short-term rentals.
 - l. **Tourist Lodging Unit.** A structure or part of a structure that is used for sleeping and/ or living accommodations by one tourist or a group of tourists.
- (3) **TOURIST LODGING PERMIT REQUIRED.** No tourist lodging unit may be offered to the public for rent by an owner or property manager without a tourist lodging permit.

- (4) **STANDARDS FOR TOURIST LODGING.** Each tourist lodging unit subject to this Section shall comply with all applicable City, county, state, and federal laws, and the following minimum requirements:
- (5) Occupancy
- a. Not less than one (1) bathroom for every six (6) occupants.
 - b. Not less than one hundred fifty (150) square feet of floor space for the first occupant thereof and at least an additional one hundred (100) square feet of floor space for every additional occupant thereof; the floor space shall be calculated on the basis of total habitable room area. Floor space is determined using interior measurements of each room. Floor space does not include kitchens, bathrooms, closets, garages, or rooms not meeting Uniform Dwelling Code requirements for occupancy. The maximum occupancy for any premises without a separate enclosed bedroom is two (2) people.
 - c. No dwelling or dwelling unit or part thereof containing two or more sleeping rooms shall be so arranged that access to a bathroom or toilet room intended for use by the occupants of more than one sleeping room can be had only by going through another sleeping room; nor shall room arrangements be such that access to a sleeping room can be had only by going through another sleeping room or a bathroom or toilet room.
 - d. No basement space shall be used as a sleeping room or dwelling unit or part thereof unless such sleeping room or dwelling unit or part thereof is in conformity with existing City or State Building Codes.
 - e. Each unit shall have a safe, unobstructed means of egress continuously maintained free of all obstructions or impediments to full and instant use in the case of fire or other emergency. Each area and room designated or used for sleeping shall have at least one (1) means of exit to the exterior, by door or egress window. An egress window shall meet the requirements of section SPS 321.03(6) of the Administrative Code. If a room does not meet these qualifications, a sign shall be posted notifying occupants that the room shall not be used for sleeping due to lack of safe egress. Escape routes shall be posted unless the room has a direct exit to the outside.
 - f. Functional smoke detectors and carbon monoxide detectors in accordance with the requirements of Chapter SPS 328 of the Wisconsin Administrative Code, and all other safety devices and/or systems required by law.
 - g. Shall not have a wood or solid fuel burning stove or fireplace unless the Owner provides a certificate from a licensed commercial building inspector, fire inspector, or a verified statement from a reputable stove or fireplace sales/installer entity, dated not more than thirty (30) days prior to submission, certifying that the fireplace and chimney have been inspected and are in compliance with National Fire Prevention Association Fire Code Chapter 211 Standard for Chimneys, Fireplaces, Vents, and Solid Fuel-Burning Appliances. Instructions for use of the stove or fireplace must be prominently displayed. A stove or fireplace not meeting the requirements of this section shall be blocked from access to the satisfaction of the City of Oconto Falls Building Inspector.

- h. A minimum of one (1) 2A 10:BC fire extinguisher shall be available and maintained on an annual basis. If the extinguisher is not readily visible, one or more signs shall be posted indicating the location of the extinguisher.

(6) Parking

- a. Not less than one and one quarter (1 ¼) onsite off-street parking spaces for every four (4) occupants based upon maximum occupancy.
- b. Vehicles parked/stored on a property must be licensed and operable.
- c. Right-of-way, including but not limited to streets, sidewalks, terraces, and alleys shall not be obstructed.
- d. No vehicle shall be parked on the grass or other area of a lot not paved and designed for vehicular parking, with the exception of Packer game day parking.
- e. Parking is prohibited on the public street between the hours of 2 a.m. and 5 a.m.

(7) Garbage & Recycling

- a. Garbage, recycling yard waste, and other refuse accumulated between collection days shall follow all city ordinances for pickup and containers:
- b. Be stored in an enclosed structure or building, or in containers with covers.
- c. Are screened from view of the street.
- d. Not be stored in the front of a building; side of a building; on, under, or alongside of a front porch, stoop, steps, landing, accessible ramp, or deck facing the street or within 15 feet of the right of way except during collection time periods.

Litter

(8)

- a. No person shall throw or deposit litter on any property within the City, whether owned by such a person or not.
- b. No person shall throw, deposit, or cause any litter to be scattered upon any driveway, apron, front, rear, or side yard of any occupied private property.

Animals

(9) No animal shall be left unattended within five feet of a public right-of-way (includes but not limited to sidewalks, streets, alleys, and public parking lots).

- a. No person who possesses an animal shall permit such animal to defecate upon any property other than that of its owner or custodian unless the custodian immediately thereafter cleans up and removes such animal feces from such property.
- b. No person possessing an animal shall permit more than 72 hours accumulation of such animal feces to remain on property.

(10) Noise & Odor

- a. No person shall produce unreasonably loud noise (not to exceed 80 dB(A)) between the hours of 10:00 p.m. and 7:00 a.m.
- b. No use or structure shall create odor in an amount or to such degree as to unreasonably interfere with the use and enjoyment of property by any person of normal sensitivities or otherwise as to create a public nuisance.

(11) Fires/Firewood

- a. Shall not have a hibachi, gas-fired grill, charcoal grill, or other similar devices used for cooking, heating, or any other purpose on any balcony, deck, or under any overhanging structure or within ten (10) feet of any structure.
- b. No firewood shall be permitted in a front yard or within 4 feet of an adjoining property line.
- c. Firewood stacks shall not be in excess of 4 feet in height unless such stack is adjacent to and supported. Where the firewood is supported, the stack shall not be in excess of six feet.

(12) Insurance/Taxes

- a. Shall have insurance against claims of personal injury and property damage for tourist rooming house rentals.
- b. All agreements with Lodging Marketplaces shall indicate the City of Oconto Falls as the taxing jurisdiction.
- c. Neither the applicant nor the property that is the subject to the application has outstanding taxes, fees, penalties or forfeitures owed to the County or room tax due and owing to any local governmental entity.

(13) Licenses/Permits

- a. The following licenses and permits are required:
 - i. Oconto County Health Department permit issued under Chapter 72 of the Administrative Code for the Wisconsin Department of Agriculture, Trade, and Consumer Protection, and inspection report.
 - ii. Seller's Permit for Premier Resort Tax issued by Wisconsin Department of Revenue and State Sales Tax Seller's Permit.
 - iii. City of Oconto Falls Conditional Use Permit, if applicable.
 - iv. City of Oconto Falls, Short-term Rental License, approved.
- b. If operated by a non-resident Owner or Property Manager, have a Resident Agent licensed under this Section.
- c. Short-term Rental LICENSE. No person shall operate a tourist rooming house without first obtaining a non-prorated license from the city. Such licenses expire on June 30th of each year following their issuance except that licenses initially issued during the period beginning on April 1 and ending June 30 shall expire June 30th of the following year. The license shall not be transferable to a location other than the one for which it was issued, nor shall a license be transferred from one operator to another. The license must be on display at all times in a conspicuous public place.

(14) ROOM TAX-Reserved

(15) VIOLATIONS.

- a.
 - i. Except as otherwise provided, the penalty for violation of this chapter shall be set by City Council in Annual Fee Schedule.
 - ii. The operation of tourist lodging without a license renders the property ineligible to operate as tourist lodging for a period of twelve (12) months from the date of entry of judgment.
 - iii. Failure to comply with all City Ordinances may result in suspension or revocation of a license.
 - iv. The City may seek all other remedies available at law for violations of this Section. The City shall also be entitled to all costs of enforcement of the

provisions of this Section.

(16) LICENSE FEES.

- i. Rooming House License
 - 1. Initial – Shall be set by council in accordance with fee schedule.
 - 2. Renewal - Shall be set by council in accordance with fee schedule.
- ii. Short-Term Rental License
 - 1. Initial – Shall be set by council in accordance with fee schedule.
 - 2. Renewal - Shall be set by council in accordance with fee schedule.
- iii. Tourist Lodging Rental License
 - 1. Initial – Shall be set by council in accordance with fee schedule.
 - 2. Renewal - Shall be set by council in accordance with fee schedule.
- iv. Resident Agent License
 - 1. Initial - Shall be set by council in accordance with fee schedule.
 - 2. Renewal - Shall be set by council in accordance with fee schedule.
- v. Late Fees
 - 1. Late applications and renewals are subject to double the fee.
- vi. Inspection Fees
- vii. Inspection fees shall be as established by the City council in accordance with fee schedule.

SECTION 2: This ordinance shall take effect upon passage and publication in accordance of law.

Ordinance No. 25-006 introduced on May 13, 2025 by Alderperson _____,
seconded by Alderperson _____.

Upon a call of votes thereof, the result was as follows:

_____ Votes Cast
 _____ Votes Aye
 _____ Votes Nay

The Mayor declared Ordinance No. 25-006 introduced and approved this 13th day of May, 2025.

Clint Braun, Mayor

COUNTERSIGNED:

Peter A. Wills, City Administrator

Corporate Seal

Deputy Clerk, Jenny Friedman

CITY OF OCONTO FALLS

PO BOX 70 500 NORTH CHESTNUT

OCONTO FALLS, WI 54154-0070

PHONE: 920-846-4505

FAX: 920-846-4516



**CERTIFICATE OF CITY CLERK
CITY OF OCONTO FALLS**

With regards to:

ORDINANCE NO. 25-006: AN ORDINANCE AMENDING RENTAL PROPERTY CHAPTER 382 OF THE MUNICIPAL CODE

STATE OF WISCONSIN)

COUNTY OF OCONTO)

CITY OF OCONTO FALLS)

§

I, Peter Wills, being duly sworn, depose and say that I am the duly chosen and qualified Clerk/Administrator for the City of Oconto Falls.

I, further certify that is a true and correct copy of Ordinance No. 25-006 and original is on file with the City Clerk's Office.

IN WITNESS WHEREOF, I have hereunto set my hand and the Seal of the City of Oconto Falls, this 13th Day of May 2025

Peter Wills
Clerk/Administrator - City of Oconto Falls

Subscribed and sworn to before me on this 13th day of May 2025.



City of Oconto Falls

500 N Chestnut Ave • PO Box 70• Oconto Falls, WI 54154
Phone: 920-846-4505 Cityofocntofalls.com

SHORT TERM RENTAL APPLICATION

Request:

- Short-Term Rental** - \$250.00 *Non-Refundable* Annual Operation;
Not to exceed 28 Days
- Tourist Lodging Rental** - \$250.00 *Non-Refundable* No Minimum
Rental required. Maximum 180 consecutive days in a single
calendar year)
Period of Operation: _____
(Maximum 180 consecutive days in a single calendar year)
- Private Boarding Or Rooming House** - \$250.00 *Non-Refundable*
Annual Operation; Required minimum 6 consecutive days rental
requirement.

Date application was received:

Date Application Fee Paid:

Staff Approval Date:

Fire Dept Approval Date:

City Council Approval Date:

Date: _____

Physical Address of Site: _____

Tax Parcel Number: _____ Zoning District: _____

Property Owner/Applicant Information

Business Name: _____

Owner's Name: _____

Mailing Address: _____

Email: _____

24 Hour Contact Phone: _____

Designated Operator Information - Must Reside or Have Their Business Within 25 miles of Rental Property

Same as Property Owner/Applicant

Business Name: _____

Operator's Name: _____

Mailing Address: _____

Email: _____

Phone: _____

Maximum Occupancy for Premise: _____

Type of Structure:

Single Family Dwelling Unit

Other-
Detail _____



Lease Agreement Components Short-Term Rentals

**City of Oconto Falls Municipal Code, Chapter 382, Article II, Section 10:
Short-Term Rentals.**

Below are areas of the City of Oconto Falls Municipal Code most applicable to occupancy of a dwelling unit as a Short-Term Rental.

This list is only an example of regulations most pertinent to short-term rentals. It is not exhaustive, and all short-term rentals shall be bound by all regulations of the City of Oconto Falls.

Occupancy

- Tenant shall use the property for legal purposes only and other use, such as but not limited to, illegal drug use, abuse of any person, harboring fugitives, etc.
- Every room occupied by one person for sleeping purposes shall contain at least (150) one hundred fifty square feet of floor space for first occupant and (100) one hundred square feet of space each additional occupant thereof; the floor space shall be calculated on the basis of total habitable room area. Floor space is determined using interior measurements of each room. Floor space does not include kitchens, bathrooms, closets, garages, or rooms not meeting Uniform Dwelling Code requirements for occupancy. The maximum occupancy for any premises without a separate enclosed bedroom is two (2) people.
- No dwelling or dwelling unit or part thereof containing two or more sleeping rooms shall be so arranged that access to a bathroom or toilet room intended for use by the occupants of more than one sleeping room can be had only by going through another sleeping room; nor shall room arrangements be such that access to a sleeping room can be had only by going through another sleeping room or a bathroom or toilet room.
- No basement space shall be used as a sleeping room or dwelling unit or part thereof unless such sleeping room or dwelling unit or part thereof is in conformity with existing City or State Building Codes.
- Each unit shall have a safe, unobstructed means of egress continuously maintained free of all obstructions or impediments to full and instant use in the case of fire or other emergency. Each area and room designated or used for sleeping shall have at least one (1) means of exit to the exterior, by door or egress window. An egress window shall meet the requirements of section SPS 321.03(6) of the Administrative Code. If a room does not meet these qualifications, a sign shall be posted notifying occupants that the room shall not be used for sleeping due to lack of safe egress. Escape routes shall be posted unless the room has a direct exit to the outside.
- Functional smoke detectors and carbon monoxide detectors in accordance with the requirements of Chapter SPS 328 of the Wisconsin Administrative Code, and all other safety devices and/or systems required by law.
- Shall not have a wood or solid fuel burning stove or fireplace unless the Owner

provides a certificate from a licensed commercial building inspector, fire inspector, or a verified statement from a reputable stove or fireplace sales/installer entity, dated not more than thirty (30) days prior to submission, certifying that the fireplace and chimney have been inspected and are in compliance with National Fire Prevention Associated Fire Code Chapter 211 Standard for Chimneys, Fireplaces, Vents, and Solid Fuel-

- Burning Appliances. Instructions for use of the stove or fireplace must be prominently displayed. A stove or fireplace not meeting the requirements of this section shall be blocked from access to the satisfaction of the City of Oconto Falls Building Inspector.
- A minimum of one (1) 2A 10:BC fire extinguisher shall be available and maintained on an annual basis. If the extinguisher is not readily visible, one or more signs shall be posted indicating the location of the extinguisher.

Licenses/Permits

- The following licenses and permits are required:
 - Oconto County Health Department permit issued under Chapter 72 of the Administrative Code for the Wisconsin Department of Agriculture, Trade, and Consumer Protection, and inspection report.
 - Seller's Permit for Premier Resort Tax issued by Wisconsin Department of Revenue and State Sales Tax Seller's Permit.
 - City of Oconto Falls Conditional Use Permit, if applicable.
 - City of Oconto Falls, Short-term Rental License, approved.
- If operated by a non-resident Owner or Property Manager, have a Resident Agent licensed under this Section.
- Short-term Rental LICENSE. No person shall operate a tourist rooming house without first obtaining a non-prorated license from the city. Such licenses expire on June 30th of each year following their issuance except that licenses initially issued during the period beginning on April 1 and ending June 30 shall expire June 30th of the following year. The license shall not be transferable to a location other than the one for which it was issued, nor shall a license be transferred from one operator to another. The license must be on display at all times in a conspicuous public place.

Insurance/Taxes

- Shall have insurance against claims of personal injury and property damage for tourist rooming house rentals.
- All agreements with Lodging Marketplaces shall indicate the City of Oconto Falls as the taxing jurisdiction.
- Neither the applicant nor the property that is the subject to the application has outstanding taxes, fees, penalties or forfeitures owed to the County or room tax due and owing to any local governmental entity.

Vehicles/Parking

- Not less than one and one quarter (1 ¼) onsite off-street parking spaces for every four (4) occupants based upon maximum occupancy.
- Vehicles parked/stored on a property must be licensed and operable.
- Right-of-way, including but not limited to streets, sidewalks, terraces, and alleys shall not be obstructed.
- No vehicle shall be parked on the grass or other area of a lot not paved and designed for vehicular parking, with the exception of Packer game day parking.
- Parking is prohibited on the public street between the hours of 2 a.m. and 5 a.m.

Fires/Firewood

- No firewood shall be permitted in a front yard or within 4 feet of an adjoining property line.
- Firewood stacks shall not be in excess of 4 feet in height unless such stack is adjacent to and supported. Where the firewood is supported, the stack shall not be in excess of six feet.
- Shall not have a hibachi, gas-fired grill, charcoal grill, or other similar devices used for cooking, heating, or any other purpose on any balcony, deck, or under any overhanging structure or within ten (10) feet of any structure

Garbage & Recycling

- Garbage, recycling, yard waste, and other refuse accumulated between collection days shall:
 - Be stored in an enclosed structure or building, or in containers with covers.
 - Are screened from view of the street.
 - **Not** be stored in the front of a building; side of a building; on, under, or alongside of a front porch, stoop, steps, landing, accessible ramp, or deck facing the street or within 15 feet of the right of way except during collection time periods.

Litter

- No person shall throw or deposit litter on any property within the City, whether owned by such a person or not.
- No person shall throw, deposit, or cause any litter to be scattered upon any driveway, apron, front, rear, or side yard of any occupied private property.

Animals

- No animal shall be left unattended within five feet of a public right-of-way (includes but not limited to sidewalks, streets, alleys, and public parking lots).
- No person who possesses an animal shall permit such animal to defecate upon any property other than that of its owner or custodian unless the custodian immediately thereafter cleans up and removes such animal feces from such property.
- No person possessing an animal shall permit more than 72 hours accumulation of such animal feces to remain on property.

Noise & Odor

- No person shall produce unreasonably loud noise (not to exceed 80 dB(A)) between the hours of 10:00 p.m. and 7:00 a.m.
- No use or structure shall create odor in an amount or to such degree as to unreasonably interfere with the use and enjoyment of property by any person of normal sensitivities or otherwise as to create a public nuisance.

ACKNOWLEDGEMENT

SHORT-TERM RENTAL

A short-term rental is an accommodation for transient guests where, in exchange for compensation, a residential dwelling unit is provided for lodging for a period less than 28 consecutive days. The City of Oconto Falls ordinance requires that those wishing to rent their property on a short-term basis obtain a City of Oconto Falls Short-Term Rental Permit (STRP) as detailed below. Short-term rentals apply to all existing dwelling units regardless of legal conforming or legal nonconforming status and regardless of zoning districts. Prior to occupancy or advertising a property for or as a short-term rental, the

property owner (or local representative) shall obtain a City of Oconto Falls STRP. Review and approval of a STRP application may take up to 30 business days, assuming all needed information is supplied.

All required application material must be submitted at the same time. Applications that are not complete at submission will be returned to the applicant without processing. Once the STRP application has been processed, a STRP placard will be issued to the property owner and must be installed as to be visible from the street right-of-way on which the principal structure is addressed on.

Tourist Lodging Rental – No Minimum Rental required. Cannot Exceed 180 Consecutive days.

The following REQUIRED items must be submitted for approval.

This application shall not be reviewed or approved until all required items listed below have been submitted to the City of Oconto Falls.

Missing or incomplete information may deem this application “incomplete” delaying or prohibiting a review or approval.

A separate application must be submitted for each short-term rental property/unit.

1. Completed City of Oconto Falls Short Term Rental Application Form
 2. Current floor plan for the Short Term Rental at a minimum scale of one-inch equals 4 feet, depicting all sleeping areas.
 3. Current site plan of the property at a minimum scale of one-inch equals ten feet depicting on-site parking spaces (on required hardscape) and trash storage areas.
 4. Valid property and liability insurance for the dwelling unit showing the property is used as a Wisconsin Tourist Rental House – Short Term Rental.
 5. Copy of State of Wisconsin Tourist Rooming House (Short Term Rental) License.
 6. Copy of Seller’s Permit issued by the Wisconsin Department of Revenue.
 7. City of Oconto Falls Occupancy (General Building Code) Permit with no outstanding compliance orders remaining and payment of applicable fee.
 8. City of Oconto Falls Fire Code Inspection Report with no outstanding compliance orders remaining and payment of applicable fee.
 9. Payment of the City of Oconto Falls Administrative fee.
- Agree to assure that use of the premises by short-term rental occupants will not disrupt the neighborhood, and will not interfere with the rights of neighboring property owners to the quiet enjoyment of their properties;
 - Authorize the City of Green Bay to verify information contained in the application;
 - Acknowledge that the residence may not have been designed, constructed or inspected as a commercial lodging establishment;
 - Agree that the local representative shall be reasonably available to handle any problems arising from use of the short-term rental unit; and

- Will provide written notification if the local representative changes temporarily or permanently to the Community and Economic Development Department.

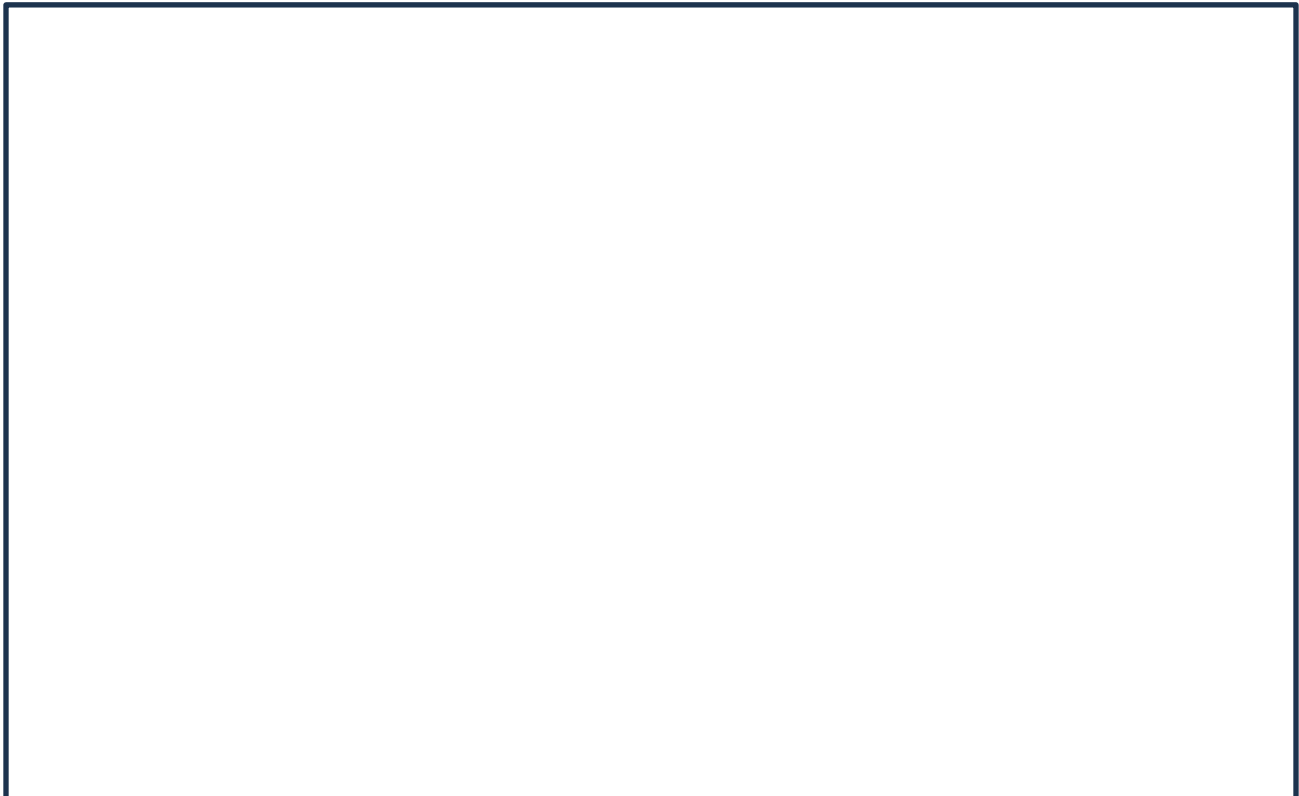
Complete Floor Plan

Current floor plan for the Short Term Rental at a minimum scale of one-inch equals 4 feet, depicting all sleeping areas.

First Floor



Second Floor



Complete Site Plan

Current site plan of the property at a minimum scale of one-inch equals ten feet depicting on-site parking spaces (on required hardscape) and trash storage areas



I certify that I have read the foregoing answers and the same are true to the best of my knowledge. I understand that any Short Term Rental license – whether as a Vacation Rental or as a Tourist Lodge, is required to comply with all provisions of the City of Oconto Falls Municipal Code and I hereby certify that the property meets those ordinance and code requirements. I hereby additionally designate the listed Designated Operator as an agent for the purposes of accepting service of process in any civil action arising out of or in conjunction with the use of this license, in the event I cannot, after a reasonable effort, be served personally.

Owner/Applicant Signature _____ **Date** _____

Owner/Applicant Signature _____ **Date** _____

For Office Use Only

City Council Approval: _____

City Occupancy Permit Number: _____

City Fire Inspection Approval Date: _____

Administrative Fee Date Paid: _____ Check No. _____ Amount: _____

City License Number Issued: _____