

POSTED DATE: May 08,2025
Please RSVP your attendance/absence to this meeting ASAP to 920-846-4505 or
dclerk@ci.ocontofalls.wi.us

CITY OF OCONTO FALLS
ORDINANCE COMMITTEE PUBLIC HEARING
Council Chambers – Municipal Building
500 N. Chestnut Avenue -Oconto Falls, WI 54154
TUESDAY MAY 13, 2025 AT 5:30 PM
AGENDA

TO: Mathew McDermid
Devin Wirtz
Jeff McDonald
Tim Holman
Marty Coopman
Ashley Bahrke

Mayor Clint Braun
Administrator Peter Wills
Deputy Clerk Jenny Friedman

1. Meeting Called to Order
2. Pledge of Allegiance
3. Roll Call

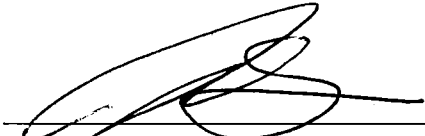
****Public Hearing to consider determination of Public Hearing NO.1 at 5:30 pm ORD 25-004 Amend Ch 455 Utility Sewer Water**

****Public Hearing NO. 2 immediately following NO.1 estimated 5:40 pm ORD 25-005 Amend Ch 465-13 Weight Limits and Heavy Traffic**

****Public Hearing NO.3 immediately following NO.2 estimated 5:50pm ORD 25-006 Amend Ch 382 Rental Property Article II Short Term Rentals**

DISCUSSION AND POSSIBLE ACTION ON ANY OR ALL OF THE FOLLOWING:

4. Public Hearing NO.1 at 5:30pm ORD 25-004 Amend Ch 455 Utility Sewer Water Compulsory Connection to Sewer and Water
5. Public Hearing NO. 2 immediately following NO.1 estimated 5:40 pm ORD 25-005 Amend Ch 465-13 Weight Limits and Heavy Traffic
6. Public Hearing NO.3 immediately following NO.2 estimated 5:50pm ORD 25-006 Amend Ch 382 Rental Property Article II Short Term Rentals
7. Adjournment



City Administrator Peter 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
Copy of agenda packet is available for inspection at the Office of the City Clerk.

A quorum of the Utility Commission may be in attendance at this meeting.

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

City of Oconto Falls, WI
Monday, March 24, 2025

Chapter 455. Utilities

Article II. Sewer Use

§ 455-17. Conditions for discharge into treatment system.

- A. Public wastewater collection facilities are required to be used for the deposit of human wastes, garbage or other liquid wastes that cannot be discharged into a receiving stream or disposed of in any other manner in accordance with federal and state statutes and state administrative regulations and approved by the Wisconsin Department of Natural Resources.
- B. No building or facility shall be connected to any sewer unless the entire property on which the building or facility is situated is located within the corporate limits of Oconto Falls, except as provided in § **455-24** of this article.
- C. No person shall place, deposit, or discharge, or cause to be placed, deposited, or discharged, upon public or privately owned property, any wastewaters within the corporate limits of Oconto Falls unless done so within adequately sized holding facilities approved by all applicable federal, state and local agencies.
- D. No person shall deposit or discharge, or cause to be deposited or discharged, to any wastewater collection facilities, any solid, liquid, or gaseous waste unless through a connection approved under the terms of this article.
- E. No person shall discharge any sewage, waste or material, industrial waste, or any polluted water into a stream or in the air or onto the land, except where the person has made and provided for treatment of such wastes which will render the content of such waste discharge in accordance with applicable City, state, and federal laws, ordinances, and regulations.
- F. Any person owning property within the corporate limits of Oconto Falls, where the property is improved with one or more residences, houses, buildings, or structures for or intended for human use, occupancy, employment, or any other similar purpose whatever, and where the property abuts on any street, alley, or right-of-way in which there is located a sewer within 100 feet from the nearest property line, shall, within 90 days after such sewer is in service, at his expense, install suitable toilet and waste disposal facilities in the residences, houses, buildings or structures and connect the facilities with the sewer in accordance with the terms and provisions of this article; provided, however, that in the event that compliance with this subsection causes economic hardship to the person, he may apply to the City for exemption. An application for exemption shall state in detail the circumstances which are claimed to cause the economic hardship. Exemptions shall only be granted to residential users and shall not apply to commercial and industrial users. Any connection to the sewer under this article shall be made only if the City determines that there is capacity, including BOD and total suspended solids (TSS) capacity, available in all downstream sewer lift stations and sewer lines and in the treatment plant.
- G. Persons described in Subsection **F** of this section shall not avoid connection to the sewer by reason of the actual distance between the building or structure and the connecting point of the sewer line.

§ 455-23. Private sewage treatment and disposal.

- A. Where a public sewer is not available, as set forth in § **455-17**, the building or structure shall be connected to a private sewer and a disposal or treatment system shall be constructed in compliance with the terms and provisions of all applicable City, county, state, and federal laws and regulations.
- B. Within 90 days after a property served by a private sewer or disposal system as described in this section shall become subject to the terms and provisions of § **455-17**, a direct connection shall be made to the public sewer according to the terms and provisions of this article and all private sewers, disposal systems, septic tanks, cesspools, and other appurtenances of such private sewer and disposal system shall be disconnected and abandoned and all openings, tanks, or other containers of human wastes, garbage and other wastes shall be permanently removed or filled with granular material.
- C. The City shall not be responsible in any way for the operation and maintenance of a private sewer or disposal system or facility.
- D. No provisions of this article shall be construed to provide lesser requirements for private sewers and disposal systems than are presently or may hereafter be imposed and required by any other local governmental body or the state or federal government.

CITY OF OCONTO FALLS ORDINANCE NO. 25-004

AN ORDINANCE AMENDING Chapter 455. Utilities Sewer And Water Article II. Sewer Use CHAPTER 465-17 Conditions For Discharge Into Treatment System MUNICIPAL CODE AS FOLLOWS:

THE COMMON COUNCIL OF THE CITY DOES ORDAIN AS FOLLOWS:

Chapter 455. Utilities Article II. Sewer Use

§ 455-17. Conditions for discharge into treatment system.

- A. Public wastewater collection facilities are required to be used for the deposit of human wastes, garbage or other liquid wastes that cannot be discharged into a receiving stream or disposed of in any other manner in accordance with federal and state statutes and state administrative regulations and approved by the Wisconsin Department of Natural Resources.
- B. No building or facility shall be connected to any sewer unless the entire property on which the building or facility is situated is located within the corporate limits of Oconto Falls, except as provided in § 455-24 of this article.
- C. No person shall place, deposit, or discharge, or cause to be placed, deposited, or discharged, upon public or privately owned property, any wastewaters within the corporate limits of Oconto Falls unless done so within adequately sized holding facilities approved by all applicable federal, state and local agencies.
- D. No person shall deposit or discharge, or cause to be deposited or discharged, to any wastewater collection facilities, any solid, liquid, or gaseous waste unless through a connection approved under the terms of this article.
- E. No person shall discharge any sewage, waste or material, industrial waste, or any polluted water into a stream or in the air or onto the land, except where the person has made and provided for treatment of such wastes which will render the content of such waste discharge in accordance with applicable City, state, and federal laws, ordinances, and regulations.
- F. Any person owning property within the corporate limits of Oconto Falls, where the property is improved with one or more residences, houses, buildings, or structures for or intended for human use, occupancy, employment, or any other similar purpose whatever, shall, within 90 days after such sewer is in service, at his expense, install suitable toilet and waste disposal facilities in the residences, houses, buildings or structures and connect the facilities with the sewer in accordance with the terms and provisions of this article; provided, however, that in the event that compliance with this subsection causes economic hardship to the person, he may apply to the City for a review on how to serve the property with water and sewer. An application for review shall state in detail the circumstances which are claimed to cause economic hardship. A review of how to serve shall only be granted to residential users and shall not apply to commercial and industrial users.
- G. Persons described in Subsection F of this section shall not avoid connection to the sewer by reason of the actual distance between the building or structure and the connecting point of the sewer line.

§ 455-23. Private sewage treatment and disposal.

- A. Within 90 days after a property served by a private sewer or disposal system is notified that public water and sewer are available, shall be required to connect to the public sewer & water. As described

in this section shall become subject to the terms and provisions of § 455-17, a direct connection shall be made to the public sewer according to the terms and provisions of this article and all private sewers, disposal systems, septic tanks, cesspools, and other appurtenances of such private sewer and disposal system shall be disconnected and abandoned and all openings, tanks, or other containers of human wastes, garbage and other wastes shall be permanently removed or filled with granular material.

- B. The City shall not be responsible in any way for the operation and maintenance of a private sewer or disposal system or facility.
- C. No provisions of this article shall be construed to provide lesser requirements for private sewers and disposal systems than are presently or may hereafter be imposed and required by any other local governmental body or the state or federal government.

[Amended 5-13-2025 by Ord. No. 25-004]

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

Ordinance No. 25-004 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. 25-004 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. 25-004: AN ORDINANCE AMENDING CH 455 UTILITY SEWER AND WATER SERVICE
CHAPTER 455-17 CONDITIONS FOR DISCHARGE INTO TREATMENT SYSTEM OF THE MUNICIPAL CODE
AS FOLLOWS 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 this is a true and correct copy of Ordinance No. 25-004 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.

renumbering thereof.

- [1] *Editor's Note: This ordinance also repealed original § 4(A) as last amended 8-10-2004 by Ord. No. 04-004.*

§ 465-13. Weight limits and heavy traffic routes.

- A. Class "B" highways designated. All streets and alleys within the City of Oconto Falls, except the following enumerated streets and alleys, are hereby designated Class "B" highways and shall be subject to the weight limitations imposed by § 348.16, Wis. Stats.:

[Amended 6-9-1998 by Ord. No. 98-003^[1]]

- (1) STH 22: Main Street, Union Avenue and Chestnut Avenue.
- (2) South Main Street to City limits.
- (3) Cherry Street.
- (4) Quincy Street.
- (5) Van Buren Street.
- (6) Central Avenue from Washington Street to River Street.
- (7) Maple Avenue.
- (8) Maple Avenue to City limits.
- (9) Green Bay Avenue to City limits.
- (10) Golden Corners Road to City limits.
- (11) South Flatley Avenue to dump area.
- (12) Monroe Street from Chestnut Avenue to Adams Street.
- (13) River Street to Caldwell Avenue.
- (14) Caldwell Avenue from River Street to Main Street.
- (15) All alleyways adjacent to Main Street and connecting streets from Main Street.

[1] *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).*

- B. Special and season weight limitations. The Chief of Police shall have the authority to impose special or seasonal weight limits to prevent injury to the road of any highway, bridge or culvert within the jurisdiction of the City, or for the safety of users of such highways, bridge or culvert, and shall be responsible for erecting signs giving notice thereof in accordance with § 349.16, Wis. Stats.

- C. Heavy traffic routes.

- (1) Heavy traffic routes designated. The following streets and parts of streets within the City of Oconto Falls are hereby designated heavy traffic routes:

[Amended 6-9-1998 by Ord. No. 98-003^[2]]

- (a) STH 22: Main Street, Union Avenue, and Chestnut Avenue from Columbia Street to the north City limits on Chestnut Avenue.
- (b) South Main Street to City limits.
- (c) Cherry Street.
- (d) Quincy Street.

- (e) Van Buren Street.
 - (f) Central Avenue from Washington Street to Maple.
 - (g) Maple Avenue.
 - (h) Maple Avenue to City limits.
 - (i) Green Bay Avenue to City limits.
 - (j) Golden Corners Road to City limits.
 - (k) South Flatley Avenue to dump area.
 - (l) Monroe Street from Chestnut Avenue to Adams Street.
 - (m) River Street.
 - (n) Caldwell Avenue from River Street to Main Street.
 - (o) All alleyways adjacent to Main Street and connecting streets from Main Street.
[2] *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).*
- (2) Restrictions on use of other streets by heavy traffic. No vehicle, except a motor bus, which is not equipped with pneumatic tires or has a combined vehicle load weight exceeding 6,000 pounds shall be operated or moved on any street or alley not part of the heavy traffic route designated in Subsection **C(1)** of this section in the City of Oconto Falls, except for the purpose of obtaining orders for, moving or delivering supplies or commodities to or from a place of business or residence facing thereon, provided that, in no event shall the weight of vehicle and load on such other street exceed the limitations of § 348.15 or 348.16(3), Wis. Stats., pertaining to Class "A" highways or deliveries on Class "B" highways.

CITY OF OCONTO FALLS ORDINANCE NO. 25-005

AN ORDINANCE AMENDING TRAFFIC CHAPTER 465-13 WEIGHT LIMITS AND HEAVY TRAFFIC ROUTES OF THE MUNICIPAL CODE AS FOLLOWS:

THE COMMON COUNCIL OF THE CITY DOES ORDAIN AS FOLLOWS:

§ 465-13. Weight limits and heavy traffic routes.

- A. Class "B" highways designated. All streets and alleys within the City of Oconto Falls, except the following enumerated streets and alleys, are hereby designated Class "B" highways and shall be subject to the weight limitations imposed by § 348.16, Wis. Stats.:

[Amended 6-9-1998 by Ord. No. 98-003^[1]]

- (1) STH 22: Main Street, Union Avenue and Chestnut Avenue.
- (2) South Main Street to City limits.
- (3) Cherry Street.
- (4) Quincy Street.
- (5) Van Buren Street.
- (6) Central Avenue from Washington Street to River Street.
- (7) Maple Avenue.
- (8) Maple Avenue to City limits.
- (9) Green Bay Avenue to City limits.
- (10) Golden Corners Road to City limits.
- (11) South Flatley Avenue to the City Dump area.
- (12) Monroe Street from Chestnut Avenue to Adams Street.
- (13) River Street to Caldwell Avenue.
- (14) Caldwell Avenue from River Street to Main Street.
- (15) All alleyways adjacent to Main Street and connecting streets from Main Street.

[1] *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).*

[Amended 5-13-2025 by Ord. No. 25-005]

- B. Special and seasonal weight limitations. The Chief of Police shall have the authority to impose special or seasonal weight limits to prevent injury to the road of any highway, bridge or culvert within the jurisdiction of the City, or for the safety of users of such highways, bridge or culvert, and shall be responsible for erecting signs giving notice thereof in accordance with § 349.16, Wis. Stats.

- C. Heavy traffic routes.

- (1) Heavy traffic routes designated. The following streets and parts of streets within the City of Oconto Falls are hereby designated heavy traffic routes:

[Amended 6-9-1998 by Ord. No. 98-003^[2]]

- (a) STH 22: Main Street, Union Avenue, and Chestnut Avenue from Columbia Street to the north City limits on Chestnut Avenue.
- (b) South Main Street to City limits.
- (c) Cherry Street.
- (d) Quincy Street from N Chestnut Ave to Cherry Ave.
- (e) Jackson Street from N Chestnut Ave to Cherry Ave.
- (f) Central Avenue from Washington Street to Maple Ave.
- (g) N. Maple Avenue from N Main Street to Green Bay Ave.
- (h) S. Maple Avenue from Green Bay Ave to City limits.
Green Bay Avenue to City limits.
- (i) Golden Corners Road to City limits.
- (j) South Flatley Avenue to dump area.
- (k) Monroe Street from Chestnut Avenue to Adams Street.
- (l) River Street From central Ave. to Caldwell Ave.
- (m) Caldwell Avenue from River Street to Main Street.

[2] All alleyways adjacent to Main Street and connecting streets from Main Street.

Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).

- (2) Restrictions on use of other streets by heavy traffic. No vehicle, except a motor bus, which is not equipped with pneumatic tires or has a combined vehicle load weight exceeding 6,000 pounds shall be operated or moved on any street or alley not part of the heavy traffic route designated in Subsection **C(1)** of this section in the City of Oconto Falls, except for the purpose of obtaining orders for, moving or delivering supplies or commodities to or from a place of business or residence facing thereon, provided that, in no event shall the weight of vehicle and load on such other street exceed the limitations of § 348.15 or 348.16(3), Wis. Stats., pertaining to Class "A" highways or deliveries on Class "B" highways.
- (3) No heavy trucks on Market Street from N Main Street through Quincy Street, ending at Cherry Ave.
- (4) No heavy trucks on Linden Avenue from N Main Street through ending at Quincy Street.

[Amended 5-13-2025 by Ord. No. 25-005]

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

Ordinance No. 25-005 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. 25-005 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. 25-005: AN ORDINANCE AMENDING TRAFFIC CHAPTER 465-13 WEIGHT LIMITS AND HEAVY TRAFFIC ROUTES OF THE MUNICIPAL CODE AS FOLLOWS 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 this is a true and correct copy of Ordinance No. 25-005 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, WI
Thursday, March 20, 2025*

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

Building construction — See Ch. **194**.

Housing standards and property maintenance — See Ch. **382**.

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.

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

- 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.

(8) Litter

- 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.

(9) 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).

- 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.

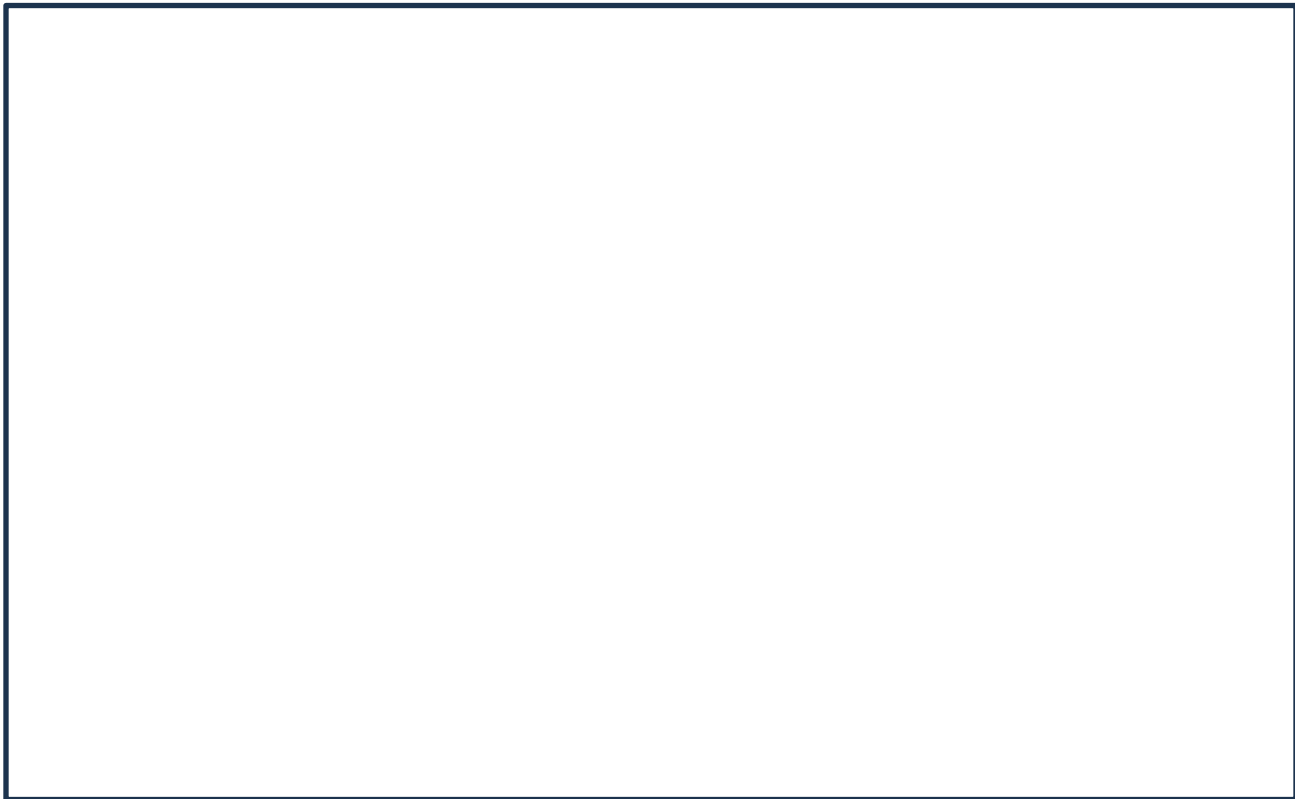
Complete Floor Plan

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: _____