

Short-Term Rental Licensing Ordinance

Town of Morrison

Brown County, WI

Section 1. Purpose

The purpose of this ordinance is to ensure that the quality and nature of the short-term rentals operating within the Town of Morrison are adequate for protecting public health, safety, and general welfare and to protect the character and stability of neighborhoods within the Town.

Section 2. Authority

The Town Board has the specific authority under ss. 66.61 and 66.0404, Wis. Stats., to adopt and enforce this ordinance.

Section 3. Definitions

The following definitions shall apply to this ordinance:

- a. 'Property Manager' means a person who is not the property owner and who provides property management services for one or more short-term rentals and who is authorized to act as the agent of the property owner for the receipt of service of notice of municipal ordinance violations and for service of process pursuant to this ordinance.
- b. 'Residential Dwelling' means any building, structure, or part of the building or structure, that is used or intended to be used as a home, residence, sleeping place by one or more persons maintaining a common household, to the exclusion of all others.
- c. 'Short-Term Rental' means a residential dwelling that is offered for rent for a fee and for fewer than 29 consecutive days.

Section 4. Short-Term Rental License.

- a. No person may maintain, manage, or operate a Short-Term Rental more than 10 nights each year without a town short-term rental license issued pursuant to this ordinance.
- b. Licenses shall be issued using the following procedures:
 1. All applications for a short-term rental license shall be filed with the Town Clerk on forms provided. Applications must be filed by the property owner. No license shall be issued unless the completed application form is accompanied by the payment of the required application fee.

2. The Town Clerk shall issue a short-term rental license to all applicants following payment of the required fee, receipt of all information and documentation requested by the application, and Town Board approval of the application.
3. A short-term rental license shall be effective for one year and may be renewed for additional one-year periods. A renewal application and renewal fee must be filed with the Town Clerk at least 45 days prior to the license expiration so that the Town Board has adequate time to consider the application. The renewal application shall include any updated information since the filing of the original application. An existing license becomes void and a new application is required any time the ownership of a Residential Dwelling licenses for short-term rentals changes.
4. The Town Board may suspend, revoke, or non-renew a short-term rental license following a due process hearing if the Town Board determines that any of the following have occurred:
 - a. The licensee has failed to comply with any of the requirements of this ordinance;
 - b. The license, the licensee's Property Manager or the licensee's renters have been convicted of engaging in illegal activity while on the short-term rental premises on two or more separate occasions within the past 12 months; or
 - c. The licensee has outstanding fee, taxes, or forfeitures owed to the Town in violation of Town ordinance.

Section 5. Operation of a Short-Term Rental.

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

- a. No residential dwelling may be rented for a period of 2 or fewer days.
- b. If a residential dwelling is rented for periods of more than 2 but fewer than 29 consecutive days, the total number of days within any consecutive 365-day period than the dwelling may be rented shall not exceed 180 days, which shall run consecutively.
- c. The property owner or Property Manager shall notify the Town Clerk in writing when the first rental within a 365-day period begins.
- d. No recreational vehicle, camper, tent, or other temporary lodging arrangements shall be permitted on site as a means of providing additional accommodations for paying guests or other invitees. Parking shall comply with the Permit Application. Parking on the

town roads is not allowed per the Town of Morrison ordinance on overnight parking.

- e. Outdoor events held at the Short-Term Rental can occur between the hours of 8:am and 10:00 pm. The Short-Term Rental shall comply with our Public Nuisance Ordinance and Disorderly Conduct Ordinance.
- f. A local property management contact (either the property owner or an appointed Property Manager) must be on file with the Town and must be located within 40 miles of the Short-Term Rental. The property owner and/or Property Manager must provide the Town with current contact information and must be available 24 hours a day, 7 days a week by telephone. The Town must be notified within 24 hours of any change in contact information.
- g. Each Short-Term Rental shall maintain a register and require all guests to register with their actual names and addresses. The register shall be kept on file for at least one year. The register shall also include the time period for the rental and the monetary amount or consideration paid for the rental. This information must be made available to the Town Board upon request.
- h. Each Short-Term Rental shall hold a valid State of Wisconsin Tourist Rooming House License and shall provide proof of such license by attaching a copy to the initial license application and all subsequent renewal application. Licensees shall at all times comply with the applicable standards of Administrative Code Chapter ATCP 72.
- i. If the property is served by public sanitary sewer, occupancy is limited to the number of occupants authorized by the State tourist rooming house license issued with the State of Wisconsin Department of Agriculture, Trade and Consumer Protection in accordance with Administrative Code Chapter ATCP 72. If the property is served by a POWTS, occupancy is limited to the number of occupants for which the POWTS was designed, or the occupancy granted by the State tourist rooming house license, whichever is less.

Section 6. Penalties.

Any person, partnership, corporation or other legal entity that fails to comply with the provisions of this ordinance shall, upon conviction, pay a forfeiture of not less than \$500 nor more than \$1,000, plus the applicable surcharges, assessments, attorneys' fees, and costs for each violation. Each day a violation exists or

continues constitutes a separate offense under this ordinance. The Town may also seek equitable relief, including injunctions and abatement orders, in the event of a violation.

Section 7. Fees.

The fee for a Short-Term Rental License shall be \$500.

Section 8. Severability.

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

Section 9. Effective Date and Publication.

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

Dated this ____18th____ day of ____October____, 2022

Tom Kempen, Chairperson

Attest:

Colleen Magley, Town Clerk

TOWN OF MORRISON SHORT-TERM RENTAL PERMIT APPLICATION

Please complete and submit the following information to the Town Clerk:

1. _____ New/Initial application for a Short-Term Rental (STRP) Application/review fee:
\$500 per unit
2. _____ Renewal of an existing STRP (Renewal fee \$500 per unit) Provide updated
Information as necessary
3. _____ State of Wisconsin Sale and Use Tax Permit
Sales and Use Tax Number: _____
State of Wisconsin Sales and Use Tax Permit, see attached link:
<https://www.revenue.wi.gov/Pages/SalesAndUse/Home.aspx>
4. _____ Proof of registration with the Brown County Health Department. Please contact the
Brown County Health Department, (920) 448-6400. (new/initial applications only)
5. _____ A lease agreement example provided that indicates language regarding compliance with
parking, noise and other applicable Town of Morrison ordinances being met during occupancy of
the structure.
6. _____ Proof of insurance.
7. _____ Copy of Fire Inspection completed by the local Fire Department
8. _____ Copy of Building Inspection completed by the local Building Inspector

Address of Short-Term Rental Property: _____

Tax Parcel Number of Property: _____

Number of Bedrooms: _____

Number of Parking Spaces provided on site: _____

Local Representative Name: (A property owner or his or her designee who resides within 40
miles of the property and manages the short-term rental.)

Name: _____

Address: _____

24 hour contact phone number: _____ Email: _____

I, _____, the undersigned applicant:

- Acknowledge receiving a copy of or are aware of the Short-Term Rental Ordinance, Public Nuisance Ordinance, Disorderly Conduct Ordinance, and Ban on Overnight Parking Ordinance and will abide by them.
- 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 Town of Morrison 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 Town of Morrison

I hereby certify that I have answered all the questions contained herein and know the same to be true and correct. Further, I understand that any approval issued, based upon false information or misrepresentation provided by the applicant, will be null and void and subject to penalty as provided by law and ordinances.

Signature of Applicant

Date

Submit this application to Clerk Colleen Magley, Town of Morrison, 3792 Park Rd, Greenleaf, WI 54126 or email to morrisontownhall@gmail.com. A separate application must be submitted for each short-term rental property.