

General Code of Ordinances
Chapter 4 – Licenses and Permits

4.13 SHORT TERM RENTAL

A. DEFINITIONS.

1. License means the Short-Term License issued under this ordinance.
2. 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.
3. Property Owner means the person who owns the residential dwelling that is being rented.
4. Residential dwelling means any building, structure, or part of the building or structure, that is used or intended to be used as a home, residence, or sleeping place by one or more persons maintaining a common household, to the exclusion of all others.
5. Short-term rental means a residential dwelling that is offered for rent for a fee and for fewer than 29 consecutive days.
6. Zoning Administrator means the Town of Centerville Zoning Administrator or designee.

B. SHORT-TERM RENTAL LICENSE.

1. 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. Every short-term rental shall be operated by a Property Owner or Property Manager.
2. Licenses shall be issued using the following procedures:
 - a. All applications for a short-term rental license shall be filed with the Zoning Administrator on forms provided. Applications must be filed by the Property Owner or Property Manager. No license shall be issued unless the completed application form is accompanied by the payment of the required application fee.
 - b. Each short-term rental is required to have the following licenses and permits:
 - A State of Wisconsin Tourist Rooming House License.
 - A seller's permit issued by the Wisconsin Department of Revenue.
 - A license from the Town of Centerville issued pursuant to this chapter.
 - A license from the Manitowoc County Health Department.

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c. The Zoning Administrator 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.

d. A short-term rental license shall be effective for one-year January 1 - December 31 and may be renewed for additional one-year periods. A renewal application and renewal fee must be filed with the Zoning Administrator at least 90 days prior to 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 licensed for short-term rentals changes.

e. The town board may suspend, revoke, or non-renew a short-term rental license following a due process hearing if the board determines that the licensee:

- a) failed to comply with any of the requirements of this ordinance;
- b) has been convicted or whose Property Manager or renters have been convicted of engaging in illegal activity while on the short-term rental premises on 2 or more separate occasions within the past 12 months; or
- c) has outstanding fees, taxes, or forfeitures owed to the town.

C. OPERATION OF A SHORT-TERM RENTAL. Each short-term rental shall comply with all of the following requirements:

1. No residential dwelling unit may be rented for a period of six (6) or fewer consecutive days. However, after a short-term rental license has been issued for a residential dwelling under this ordinance, then any subsequent rental of that dwelling during the license term may be for a period of six (6) or fewer consecutive days.
2. If a residential dwelling is rented for periods of more than 6 but fewer than 29 consecutive days, the total number of days within any consecutive 365-day period that the dwelling may be rented shall not exceed 180 days.
3. No vehicular traffic shall be generated that is greater than normally expected in the residential dwelling area.
4. Name plates or other signage related to the short-term rental property shall not exceed one square foot. No other signage advertising the short-term rental is permitted on site.
5. The Property Owner or Property Manager shall notify the Zoning Administrator in writing when the first rental within a 365-day period begins.

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6. The number of occupants in any unit shall not exceed the limits set forth in the Wisconsin state regulation ATCP-72.14 for Hotels, Motels, and Tourist Rooming Houses.

7. No recreational vehicle, camper, tent, or other temporary lodging arrangement shall be permitted beyond 14 days per year on site as a means of providing additional accommodations for paying guests or other invitees.

8. Any outdoor event held at the short-term rental shall last no longer than one day occurring between the hours of 8:00am and 10:00pm. At minimum, a seven consecutive day interval must occur between outdoor events held at the short-term rental. Any activities occurring at the short-term rental shall comply with other applicable noise regulations.

9. A local property management contact (either the Property Owner or an appointed Property Manager) must be on file with the town at all times and must be located within 35 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.

10. The Property Owner for each short-term rental shall provide a guest register and require all guests to register their true names and addresses and rental time period before beginning each occupancy of the short-term rental. The register shall be kept intact and available for inspection by representatives of the Town for at least one year from the most recent rental date.

11. 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 applications.

12. Each license shall be displayed on the inside of the main entrance door of each short-term rental.

D. FEES.

Initial Short-term Rental License Application fee: \$150

Renewal Short-term Rental License Application fee: \$150

4.14 PENALTY. Any person, who violates any provision of this chapter, except as otherwise provided, shall be subject to a penalty as provided in Section 13.09 of this General Code.