

**Richland County
Natural Resources Standing Committee**

June 24, 2024

NOTICE OF MEETING

Please be advised that the Richland County Natural Resources Standing Committee will convene on Monday, July 1, 2024 at 9:30 AM in the Richland County Board Room of the Courthouse at 181 West Seminary Street, Richland Center, WI 53581.

Information for attending the meeting virtually (if available) can be found at the following link:

<https://administrator.co.richland.wi.us/minutes/natural-resources-committee/>

If you have any trouble accessing the meeting, please contact MIS Director Barbara Scott at 608-649-5922 (phone) or barbara.scott@co.richland.wi.us (email).

Amended Agenda

1. Call To Order
2. Roll Call
3. Verification Of Open Meetings Law Compliance
4. Approval Of Agenda
5. Approval Of Minutes From June 3, 2024 Meeting
6. Public Comment
7. Reports
 - A. Zoning Administrator – Departmental Activities & Projects
 - B. County Conservationist – Departmental Activities & Projects
 - C. UW-Extension – Departmental Activities & Projects
8. Zoning Petitions
 - A. Schmucker
 - B. Sebranek
9. Discussion & Possible Action: Approval Of Short-Term Rental Ordinance
10. Correspondence
11. Future Agenda Items
12. Adjourn

A quorum may be present from other Committees, Boards, or Commissions. No committee, board or commission will exercise any responsibilities, authority or duties except for the Natural Resources Standing Committee.

Derek S. Kalish
County Clerk

Richland County

Natural Resources Standing Committee

June 3, 2024

The Richland County Natural Resources Standing Committee convened on Monday, June 3, 2024 in person and virtually at 9:30 AM in the County Boardroom of the Richland County Courthouse.

Call To Order: Committee Chair Carrow called the meeting to order at 9:30 AM.

Roll Call: Clerk Kalish conducted roll call. Committee members present: Carrow, Hendricks, Gill, Woodhouse, Fleming (arrived at 9:33 am), and Brookens. Committee member(s) absent: McKee.

Verification Of Open Meetings Law Compliance: Clerk Kalish confirmed the meeting had been properly noticed.

Approval Of Agenda: Motion by Gill second by Woodhouse to approve agenda. Motion carried and agenda declared approved.

Approval Of Minutes From May 6, 2024 Meeting: Motion by Brookens second by Carrow to approve May 6, 2024 minutes. Motion carried and the May 6, 2024 minutes declared approved.

Public Comment: None present for Public Comment.

Zoning Administrator Report: LTE Zoning Administrator Matthew Albright reviewed departmental income sources, noted that the new Zoning Administrator will begin June 10, 2024, and reviewed upcoming permit projects.

County Conservationist Report: County Conservationist Cathy Cooper reviewed upcoming trainings and various departmental activities.

UW-Extension Report: Area Extension Director Adam Hady noted new hire updates. 4-H Educator Karleen Craddock provided brief overview of youth summer programs currently underway and/or starting soon.

Discussion: Dark Skies Project Update: Committee Chair Carrow reviewed Dark Skies Project brochure and suggested it be provided with all other permit paperwork.

Discussion: Board Of Adjustment Members: County Conservationist Cooper and LTE Zoning Administrator Albright reviewed the composition of committee members for the Board of Adjustments. Cooper and Albright noted that there are and/or will be vacancies on the committee that will need to be filled. Supervisor Fleming suggested that ads be placed in the newspaper and an email sent to all County Board Supervisors in the event some may be interested in serving on the committee. LTE Zoning Administrator Albright will follow up on filling committee vacancies as needed.

Zoning Petitions – Wanek: LTE Zoning Administrator Albright reviewed petition. Motion by Hendricks second by Fleming to approve petition. Motion carried and Wanek petition declared approved.

Richland County
Natural Resources Standing Committee

Discussion & Possible Action – Short-Term Rental Ordinance: LTE Zoning Administrator noted that the ordinance is still in draft form and needs review from Corporation Counsel. No action taken on this agenda item.

Discussion & Possible Action – Selection Of Representatives To The Southern Area Association Of Land Conservation Committees: Conservationist Cooper reviewed the composition of the Southern Area Association Of Land Conservation committee. Motion by Fleming second by Gill to nominate Supervisor Woodhouse as the county committee member. Motion carried and Supervisor Woodhouse declared county committee member. Motion by Fleming second by Gill to nominate Committee Chair Carrow as the alternate county committee member. Motion carried and Committee Chair Carrow declared alternate committee member.

Correspondence: None.

Future Agenda Items: Review of short-term rental ordinance.

Adjourn: Motion by Fleming second by Gill to adjourn. Motion carried and meeting adjourned at 10:21 AM.

A handwritten signature in black ink, appearing to read "Derek S. Kalish", with a long horizontal flourish extending to the right.

Derek S. Kalish
County Clerk

RECEIVED
MAY 28 2024

ck 17445

| | | |
|------------|--|---|
| Customer # | | COUNTY OF RICHLAND ZONING COMMITTEE NOTICE OF PETITION |
| Petition # | | |

| | | | | | | | |
|---------------|-----------------------|--------|-----------|-----------------|-------|----|-----------|
| (I) (We) | First Name(s) | Harvey | Last Name | Schmucker | Phone | | |
| Address | 31602 Jacquish Hollow | | City | Richland Center | State | WI | Zip 53581 |
| First Name(s) | | | Last Name | | Phone | | |
| Address | | | City | | State | WI | Zip |

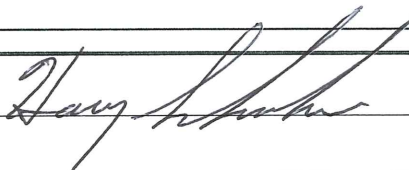
hereby petition the Richland County Zoning Committee for a:

| | | | |
|---|-------------|--|------------------|
| <input checked="" type="checkbox"/> Rezone from | Ag / Forest | Rezone to | Ag / Residential |
| <input type="checkbox"/> CUP to permit | | | |
| <input type="checkbox"/> SUP to permit | | | |
| <input type="checkbox"/> Other | | | |
| Authorized by Section(s) | | of the Richland County Zoning Ordinance. | |

| | | | | | | | | | | | | | |
|--|----|-------|----|-------------|----|---------------------|---------------|-------|----|----------|-----|------------|---|
| Present description of the property involved in this petition is as follows: | | | | | | Parcel # | 016-0333-1000 | | | | | | |
| Qtr | SW | Qtr | SW | Section | 03 | Town | 10N | Range | 2E | Township | ITH | # of acres | 5 |
| Lot | | Block | | Subdivision | | # of Acres Approved | | | | | | | |

| | |
|----------------------|---|
| Present Use | Farm house and land |
| Present Improvements | Home and multiple outbuildings |
| Proposed Use | Selling 5+ acres with buildings will retain remaining land |
| Legal Description | |

| | | | | | | | |
|----------------|----------|--|--|-----------------|--|-------------|--|
| Petition Filed | 5/28/24 | Petitioner Notified | | Rezone Decision | | Ordinance # | |
| Category | Rezoning | Town Notified | | CUP Decision | | CB Date | |
| Fee Amount | \$500.00 | <input type="checkbox"/> Township Approval | | CUP Expires | | CB Decision | |
| Meeting Date | | Decision Date | | SUP Decision | | Amendment # | |

| | |
|-----------------------------------|---|
| Comments | |
| (Signed) Appellant(s) or Agent(s) |  |
| | |
| | |
| | |

| |
|-----------------------|
| County Clerk Approval |
|-----------------------|

02429440000



Show search results for 02429...



Percels: 01603331000

GIS Acres: 37.16

Owner:

Address:

[Tax Information](#)

[Tax Information](#)

[Click for More Info](#)



Zoom to

ORDINANCE NO. 2024- 2

AN ORDINANCE TO AMEND THE ZONING CODE AND MAP OF THE TOWN OF ITHACA, RICHLAND COUNTY, WISCONSIN.

WHEREAS, the Town Board of Ithaca, Richland County, Wisconsin has determined to consider a proposed amendment to the zoning code and map of the Town, and

WHEREAS, notice of a public hearing on said proposed amendments was published in the Richland Observer on May 8, 2024 and May 15, 2024, and sent to adjoining landowners, and

WHEREAS, a public hearing was held on May 23, 2024 with respect to said proposed amendment.

NOW, THEREFORE, THE TOWN BOARD OF THE TOWN OF ITHACA, RICHLAND COUNTY, WISCONSIN, DO ORDAIN AS FOLLOWS:

- The zoning code and map of the town of Ithaca are hereby amended to rezone the following described parcel of land (Harvey and Ida Schmucker) from its current Farmland Preservation (FP) district to an Agriculture Residential (AR) zoning district classification. This land will be sold. The parcel of land to be rezoned is described as follows:
- A part of the Southwest quarter (SW 1/4) of the Southwest quarter (SW 1/4) of Section three (3), Town ten(10)North, Range two(2)East, Town of Ithaca, Richland, County, Wisconsin.

This ordinance shall take effect upon its passage and publication as required by law.

Adopted and approved this 3rd day of June, 2024.

Steve Michel
Town Chairman (Steve Michel)

Attest: Sheila Kitsembel
Town Clerk (Sheila Kitsembel)

Date Adopted 6-3-24

Date Recorded 6-3-24

Date Posted 6-3-24

Date Affidavit Filed 6-3-24

| Name | Title | Address | City | State | Zip |
|---|-------------------------|-------------------------|-----------------|-------|-------|
| Adam P & Ann M Durst | | 31126 State Highway 154 | Cazenovia | WI | 53924 |
| Derek Popp | | 12N300 Tower Rd | Hampshire | IL | 60140 |
| Chad & Kristine Winklepleck | | 6786 Morning Dew Ln | Sun Prairie | WI | 53590 |
| Craig & Nina Harmes | | 625 Deforest St | Deforest | WI | 53532 |
| Norman & Marie Faber, Stephen & Nancy Faber | | 30770 Jaquish Hollow Rd | Richland Center | WI | 53581 |
| Asher S Acres LLC | | 4447 Wyandot Trail | Green Bay | WI | 54313 |
| Darrick Marchwick | | 30814 Jaquish Hollow Rd | Richland Center | WI | 53581 |
| Sheila Kitsebel | Ithaca Township Clerk | 29475 Nebraska Rd | Richland Center | WI | 53581 |
| Kerry Severson | Supervisory District 16 | 2250 Highway 14 East | Richland Center | WI | 53581 |

Customer #

Petition #

**COUNTY OF RICHLAND ZONING COMMITTEE
NOTICE OF PETITION**

(I) (We) First Name(s) Rob Last Name Sebranek Phone (608) 604-2406 Owner
Address 31380 STH 130 City Lone Rock State WI Zip 53556

First Name(s) Denise Last Name Sebranek Phone Owner
Address 31380 STH 130 City Lone Rock State WI Zip 53556

hereby petition the Richland County Zoning Committee for a:

☐ Rezone from Agricultural/Forestry Rezone to Agricultural/Residential
☐ CUP to permit
☐ SUP to permit
☐ Other

Authorized by Section(s) of the Richland County Zoning Ordinance.

Present description of the property involved in this petition is as follows: Parcel # 006-1333-1000

Qtr SW 1/4 Qtr SW 1/4 Section 13 Town 9N Range 2E Township BVS # of acres 33.00
Lot Block Subdivision # of Acres Approved

Present Use Cropland and original farm house used as a rental dwelling

Present Improvements House and Outbuilding

Proposed Use Placing house and outbuilding on a 6.5 acre lot with area of creek, preserving the cropland for owner.

Legal Description To follow

| | | | | | | | |
|----------------|----------|--|--|-----------------|--|-------------|--|
| Petition Filed | | Petitioner Notified | | Rezone Decision | | Ordinance # | |
| Category | Rezoning | Town Notified | | CUP Decision | | CB Date | |
| Fee Amount | \$500.00 | <input type="checkbox"/> Township Approval | | CUP Expires | | CB Decision | |
| Meeting Date | | Decision Date | | SUP Decision | | Amendment # | |

Comments

Township meeting 6-13-24

County Clerk Approval

(Signed) Appellant(s) or Agent(s)

Ted Greenheck, Agent

2023 Real Estate Tax Summary

06/03/2024 10:37 AM

Page 1 Of 1

Parcel #: 006-1333-1000
Alt. Parcel #: 5200613331000

006 - TOWN OF BUENA VISTA
RICHLAND COUNTY, WISCONSIN

Tax Address:
ROBERT R & DENISE M SEBRANEK
31380 STATE HWY 130
LONE ROCK WI 53556

Owner(s): O = Current Owner, C = Current Co-Owner
O - SEBRANEK, ROBERT R & DENISE M

Districts: SC = School, SP = Special
Type Dist # Description
SC 5523 RIVER VALLEY SCHOOL DIST
SP 0400 DIST 4 TECHNICAL COLL

Property Address(es): * = Primary
* 33108 COUNTY HWY B

Abbreviated Description: **Acres:** 22.000
(See recorded documents for a complete legal description.)
SW 1/4 SW 1/4 ... N OF COUNTY HWY B
RT-O-WAY

Parcel History:
Date Doc # Vol/Page Type
06/15/2015 309263 WD
257927 407/112 WD
184/017

Plat: * = Primary
* N/A-N/A

Tract: (S-T-R 40% 160% GL) **Block/Condo Bldg:**
13-09N-02E

| | | | | | |
|---------------------------|------------|----------------------------|-----------------|---------------------|--------------|
| Tax Bill #: | 526 | Net Mill Rate | 0.018243520 | Installments | |
| | | Gross Tax | 3,455.90 | End Date | Total |
| | | School Credit | 409.25 | 1 01/31/2024 | 1,487.82 |
| Land Value | 16,600 | Total | 3,046.65 | 2 07/31/2024 | 1,487.82 |
| Improve Value | 150,400 | First Dollar Credit | 71.01 | | |
| Total Value | 167,000 | Lottery Credit | 0.00 | | |
| Ratio | 0.7207 | 0 Claims | | | |
| Fair Mrkt Value | 231,700 | Net Tax | 2,975.64 | | |
| | | Amt Due | Amt Paid | Balance | |
| Net Tax | | 2,975.64 | 1,487.82 | 1,487.82 | |
| Special Assmnt | | 0.00 | 0.00 | 0.00 | |
| Special Chrg | | 0.00 | 0.00 | 0.00 | |
| Delinquent Chrg | | 0.00 | 0.00 | 0.00 | |
| Private Forest | | 0.00 | 0.00 | 0.00 | |
| Woodland Tax | | 0.00 | 0.00 | 0.00 | |
| Managed Forest | | 0.00 | 0.00 | 0.00 | |
| Prop. Tax Interest | | | 0.00 | 0.00 | |
| Spec. Tax Interest | | | 0.00 | 0.00 | |
| Prop. Tax Penalty | | | 0.00 | 0.00 | |
| Spec. Tax Penalty | | | 0.00 | 0.00 | |
| Other Charges | | 0.00 | 0.00 | 0.00 | |
| TOTAL | | 2,975.64 | 1,487.82 | 1,487.82 | |

Payment History: (Posted Payments)

| Date | Receipt # | Type | Amount |
|------------|-----------|------|----------|
| 01/31/2024 | 1350 | T | 1,487.82 |

Key: Payment Type: A-Adjustment, B-Write Off Bankrupt, D-Write Off Deeded, Q-Quit Claim, R-Redemption, T-Tax



TOWN OF BUENA VISTA

MINUTES JUNE 13, 2024

Attendance: R.Sebranek;M.Nelson;J.Kleckner;F.Bartow;G.Brockway;B.Brockway;R.Morris;Larsons,Straits

Call to Order by Chair Floyd at 7:00 p.m.

Chair Bartow ask for a motion to convene the BOR to a later date motion by Brockway 2nd by Morris, motion carried.

Convene back to monthly meeting.

Motion to approve agenda by Brockway 2nd by Morris, motion carried

Motion to approve May minutes in lieu of printed copies, typo error corrected, by Brockway 2nd by Morris, motion carried

Motion to approve treasurers' report by Morris 2nd by Brockway, motion carried

Chair Remarks: 16 6'x20' culverts that qualify for Delmore project.

Town Records: Chair Bartow made notice that all records kept at the Clerks' residence and the Treasurers' residence including all copies of township materials be moved to the Buena Vista Town Hall by June 27, 2024.

Reports: Supervisor Brockway, monitored town clean at Town & Country

Supervisor Morris, monitored town clean at Town & Country

Randy Olson: Request by residence to shut off Schuerman Rd.

Gate for town dump will stay in same location, after some discussion to move, the gate is on Timber Ln on property owned by others, property owners have no objection for gate to stay in place.

LRFD & RCFD : reports on file

Rob Sebranek ask to re-zone 6.5 acres from Ag to Ag residential Town of Buena Vista, motion to approve by Chair Bartow 2nd by Brockway motion carried.

Seal Coating: Coffenberry, Pine Prairie, Moss Hollow, Logan, Tessa, Donna Mae, slow In, twon bluffs rd total 4.4 miles. Motion to approve by Bartow 2nd by Brockway, motion carried.

Liquor license renewals for Bat Cave, Wyoming Saddle Co, DJ's Kwik Stop, motion to issue by Bartow 2nd by Morris, motion carried

RFP's were presented by chair for towns attorney; 4 applicants. Russell Law Office of Dodgeville was selected. Motion to approve attorney selection by Morris 2nd by Brockway, motion carried

Chair Bartow's request for Lap top, motion by Brockway 2nd by Morris for Chair to purchase desired Mac laptop, motion carried.

Buena Vista Lions Club: Jake Kleckner from Lion club presented that the township can apply for a grant from Schrieber Foundation up to \$100K for playground equipment. Motion by Bartow to apply for grant for \$100k 2nd by Brockway, motion carried.

Request from lions club for township to gravel a portion of driveway for ambulance to access ball diamond for Med Flight

Request from lions club for \$1000 for repair of Morris building, motion to approve by Bartow 2nd by Morris, motion carried.

Motion to pay bills by Bartow 2nd by Morris, motion carried.

Motion to adjourn by Brockway 2nd by Morris, motion carried.

Van Nelson

Clerk

| Name | Title | Address | City | State | Zip |
|------------------------------|----------------------------|--------------------|------------|-------|-------|
| Kipp C Druecke | | 471 McGriff St | Prattville | AL | 36067 |
| Eberle Farms LTD Partnership | | 33536 County Hwy B | Lone Rock | WI | 53556 |
| Austin T & Mindy R McCrea | | 33310 County Hwy B | Lone Rock | WI | 53556 |
| James & Pamela Schramer | | 33322 County Hwy B | Lone Rock | WI | 53556 |
| Schmidt Farms West LLC | | 31553 Slow Ln | Lone Rock | WI | 53556 |
| Rodney & Linda Eberle | | 32853 County Hwy B | Lone Rock | WI | 53556 |
| Sidney Carley | | 33050 County Hwy B | Lone Rock | WI | 53556 |
| Van L Nelson | Buena Vista Township Clerk | 29440 US Hwy 14 | Lone Rock | WI | 53556 |
| Julie Fleming | Supervisory District 19 | 28824 Mickle St | Gotham | WI | 53540 |

Ordinance **XXX**. Short-Term Rentals

§ XXX-1. Purposes.

The purposes of this ordinance are to ensure that the quality of short-term rentals operating within the County is adequate for protecting public health, safety and general welfare by establishing:

- a. minimum standards of space for human occupancy and parking
- b. adequate level of maintenance
- c. the responsibilities of owners and property managers operating or managing these rental properties for tourists or transient occupants

In addition, it is the intent of this ordinance to determine the responsibility of owners/property managers to expeditiously and personally respond to, stop, mitigate, or prevent the reoccurrence of unreasonable activities on, or conditions, uses or misuses of, these rental properties which adversely impact or substantially annoy, disturb, threaten, harm, offend or interfere with the residential uses, nature or values of other properties in the neighborhoods in which these rental properties operate.

§ XXX-2. Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

DWELLING UNIT

One or more rooms designed, occupied, used, or intended to be occupied or used, as separate living quarters, with a food preparation area and sleeping and sanitary facilities provided within such room(s).

ENTITY

A corporation, investment company, limited partnership, limited-liability partnership, limited-liability company, cooperative association, unincorporated cooperative association, common law trust, or any other group or organization licensed to do business in this state.

LAND AND ZONING STANDING COMMITTEE

Committee of the Richland County Board of Supervisors with oversight of the Zoning Department and responsible for due process for appeals. Also referred to as Committee.

LICENSE

The short-term rental license issued under § XXX-4 will be valid for 2 years.

2 YEAR LICENSE

License Duration. Each permit shall expire on June 30, except that licenses initially issued during the period beginning April 1 and ending on June 30 shall expire on June 30 twenty-four two (2) years later. Example: license issued April 1, 2024 would expire June 30, 2026.

OCCUPANT

Any person, over one year of age, living, sleeping, cooking or eating in, or having actual possession of, a dwelling unit.

PERSON

An individual, group of individuals, or an entity.

PROPERTY MANAGER

Any person who is not the property owner and is authorized by the property owner, expressly or impliedly, to act as agent and as the local contact person on behalf of the property owner for one or more short-term rental, and to take remedial action and promptly respond to any violation of this chapter.

PROPERTY OWNER

The owner of a short-term rental.

RENEWAL LICENSE

Any license issued under this Ordinance after the initial 2-year license has expired.

SHORT-TERM RENTAL

The rental of a tourist rooming house for a period of twenty-nine (29) consecutive days or less.

TOURIST ROOMING HOUSE

All lodging places and tourist cabins and cottages, other than hotels and motels, in which sleeping accommodations are offered for pay to tourists or transients. It does not include private boarding or rooming houses not accommodating tourists or transients, or bed and breakfast establishments regulated under Ch. ATCP 73, Wis. Admin. Code.

ZONING ADMINISTRATOR

Richland County Zoning Department employee or designee that is responsible for issuing licenses and renewals.

§ XXX-3. Operation of short-term rentals. Each short-term rental shall comply with this chapter's requirements and any other applicable state, county or local laws, codes, rules or regulations. Each short-term rental shall comply with the following standards:

- A. No person may maintain, manage or operate a short-term rental more than 10 nights each license year without a short-term rental license. Every short-term rental shall be operated by a property owner or property manager.
- B. Each short-term rental property owner is required to have the following licenses:
 - (1) A state of Wisconsin tourist rooming house license. Information can be found at https://datcp.wi.gov/Pages/Programs_Services/TouristRoomingHouses.aspx
 - (2) A license from Richland County issued pursuant to this ordinance.
- C. Each short-term rental shall comply with all of the following:

- (1) The number of occupants in any dwelling unit shall not exceed the limits set forth in Wis. Admin. Code § ATPC 72.14 for hotels, motels, and tourist rooming houses. Add language about septic capacity, what should be allowed SPS 383
- (2) No recreational vehicles (RVs), campers, tents or other temporary lodging arrangements shall be permitted on site as a means of providing additional accommodations for paying guests or other invitees. Exceptions can be made if septic is appropriately sized to handle additional guests.
- (3) If the property owner resides within 60 miles of the short-term rental property, a local property manager is not required to be designated. The property owner shall be available between the hours of 8:00 a.m. and 11:00 p.m. on those days when the property is rented. The property owner must notify the Zoning Administrator within three business days of any change in the property owner's contact information and submit the revised contact information to the Zoning Administrator within the same time period.
- (4) Unless the property owner resides within 60 miles of the short-term rental property, a local property manager must be designated for contact purposes and his or her name must be included in the application filed with the Zoning Administrator. The local property manager must reside within 60 miles of the short-term rental property and shall be available between the hours of 8:00 a.m. and 11:00 p.m. on those days when the property is rented. The property owner must notify the Zoning Administrator within three business days of any change in the property manager's contact information for the short-term rental and submit the revised contact information to the Zoning Administrator within the same time period.
- (5) Must have designated parking that abides by all laws.
- (6) Applicant is required to display county license number on any advertising or on-line reservation system.

§ XXX-4. Short-term rental license. A license is required for each individual unit of rental. Follow DATCP procedure. Discuss further. Ask datcp

- A. The Zoning Administrator shall issue a short-term rental license if an applicant demonstrates compliance with the provisions of Richland County Ordinance XXX. A short-term rental license is issued for two years and may be renewed biennially as provided in § XXX-6. The license shall contain the following information:
 - (1) The name of the property owner, with contact information including mailing address and a telephone number at which the property owner is available. If the property owner is also acting as the property manager, then the requirements of Section 3 Subsection C (3) shall apply to the property owner.
 - (2) The name of the property manager, with contact information, including mailing address, physical address (if different from mailing address) and a telephone number

at which the property manager shall be available between the hours of 8:00 a.m. and 11:00 p.m. on those days when the property is rented.

- (3) Description of the property and maximum occupancy allowed.
- (4) The license term.
- (5) The state of Wisconsin tourist rooming house license number.

§ XXX-5. Short-term rental license procedure.

- A. All applications for a short-term rental license shall be filed with the Zoning Administrator on forms provided by the Administrator. Applications must be filed by the property owner or the property manager. No license shall be issued unless the completed application form is accompanied by payment of the required application fee, which fee shall be nonrefundable.
- B. Each application shall include the following information and documentation for each short-term rental unit in order to demonstrate compliance with all requirements of this chapter, including, but not limited to, § XXX-8:
 - (1) The name of the property owner, with contact information including mailing address and a telephone number at which the property owner is available. If the property owner is also acting as the property manager, then the application shall include mailing address, physical address (if different from mailing address) and a telephone number at which the property owner shall be available between the hours of 8:00 a.m. and 11:00 p.m. on those days when the property is rented. Including a brief description of the unit and maximum occupancy allowed.
 - (2) A copy of a most recent completed State Lodging Establishment Inspection form.
 - (3) A copy of the state of Wisconsin tourist rooming house license issued under Wis. Stats. § 97.605; or proof that such state license has been applied for, in which event a provisional short-term rental license may be issued under this chapter for a period of 30 days but shall be conditioned upon the Zoning Administrator's receipt of a copy of such state license from the applicant within said thirty-day period, and if a copy of such state license is not received by the Zoning Administrator within said period, then such provisional license shall expire and be void at and after the end of said thirty-day period.
 - (4) Designation of a property manager, unless the property owner is acting as the property manager, with contact information, including mailing address, physical address (if different from mailing address) and a telephone number at which the property manager shall be available between the hours of 8:00 a.m. and 11:00 p.m. on those days when the property is rented, and an affirmative statement that the property manager is authorized to act as agent and as the local contact person for the property owner with respect to operation of the short-term rental, including taking

remedial action and promptly responding to any violation of this chapter or the County Ordinance relating to the licensed premises, and receiving service of notice of violation of this chapter's provisions.

- (5) Written certification by the property owner that the short-term rental meets the requirements of this chapter and applicable state and county laws, ordinances and regulations.
 - (6) Written certification by the property owner that the short-term rental meets the requirements of this chapter and applicable state and county laws, ordinances and regulations.
- C. Unless earlier revoked, each license period shall run from July 1 of one year to June 30 of the second year and may be renewed for additional two-year periods. The application fee shall be paid upon filing of the application. Any application that does not include all of the information and supporting documentation required by this chapter shall not be considered as complete.
- D. When the Zoning Administrator determines that an application is complete and meets the requirements of this chapter, the Zoning Administrator shall approve the application and issue a short-term rental license (or, if applicable, a provisional short-term rental license) to the applicant. If the Administrator determines that the application is incomplete or does not meet the requirements of this chapter, the Administrator shall deny the application and inform the applicant, in writing, of the reason(s) why the application was denied and what action is needed to obtain approval of the application.
- E. If the short-term rental property has outstanding fees, taxes, special charges or forfeitures owed to Richland County this may be a factor in whether or not the application will be approved. The Zoning Administrator may refuse to issue or renew a short-term rental license for any property or owner-applicant that has violated this Chapter any time within a period of twelve (12) months prior to the date of the permit application or if the property has had three (3) or more calls for law enforcement services in a twelve (12) month period.
 - (1) No short-term rental license (or, if applicable, a provisional short-term rental license) shall be issued if the applicant or short-term rental property is found to be subject to one of the grounds for revocation as provided in § XXX-9D (check reference).
- F. A short-term rental license is nontransferable and shall expire upon a transfer of legal control of the tourist rooming house property. The holder of any permit or license shall promptly notify the Zoning Administrator in writing of any transfer of the legal control of any property covered by the permit. A transfer of property to an entity or trustee shall not be considered a transfer of legal control as long as the owner(s) continue to have majority control of the entity or are trustees of the trust with control of the property; however, such new form of ownership shall be identified on any permit renewal application after such transfer. No refunds will be issued.

§ XXX-6. Biennial Renewal.

- A. Each application for renewal of a short-term rental license shall include updated information for the documentation on file with the Zoning Administrator, and payment of the renewal fee. A renewal application must be filed with, and a nonrefundable renewal fee must be paid to, the Zoning Administrator at least 90 days prior to the license expiration date to allow the Administrator adequate time to review the application. The Administrator shall determine whether the information provided in the renewal application is complete and meets the requirements of this chapter. The Administrator may also request reports from the Building Inspector, the Sheriff's Department and other law enforcement agencies regarding any enforcement actions taken with respect to the short-term rental properties and operations, and their owners, tenants, occupants or visitors.
- B. The Administrator shall review the renewal application and may approve or deny the application after taking into consideration the number, frequency and/or severity of law violations relating to the short-term rental property and operations, and its owner(s), tenant(s), occupant(s) or visitor(s), and whether such violations substantially harm or adversely impact the predominantly residential uses and nature of the surrounding neighborhood. If after such consideration the Administrator determines not to renew the license, the Administrator shall notify the applicant in writing of the reason(s) for such decision, and the applicant's right to appeal the decision to the Richland County Land and Zoning Committee as provided in § XXX-8.
- C. No license shall be renewed if the short-term rental property is under an order issued by the Building Inspector or a local health officer, or his or her designee, to bring the premises into compliance with state, county or local laws, codes, rules or regulations.

§ XXX-7. Display of permit.

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

§ XXX-8. Appeal of licensing decisions; license revocation; appeal procedure; judicial review.

- A. The Zoning Administrator's decision to deny an initial short-term rental license or to deny renewal of a short-term rental license shall specify the reason(s) for such denial, in writing. Prior to the time for the renewal of the license, the Zoning Administrator shall notify the licensee in writing of the County's intention not to renew the license and notify the licensee of his or her right to an appeal hearing as provided in § XXX-9B.
- B. The Zoning Administrator's decision to deny an initial license or to deny renewal of a license may be appealed to the Land & Zoning Standing Committee by filing a written appeal with the Administrator within 21 calendar days (excluding legal holidays) after the date of mailing of the written notice of the Zoning Administrator's decision denying such license or renewal license. The Land & Zoning Standing Committee shall conduct a due process hearing and issue a written decision on the appeal within 30 calendar days of the County's receipt of the written appeal, or the license shall be deemed granted. If the appellant appears at the hearing he or she may produce and cross-examine witnesses, present relevant evidence, and be represented by counsel of his or

her choosing, at his or her expense. If the Land & Zoning Standing Committee finds the Zoning Administrator's reason(s) for his or her decision sufficient, the decision shall be affirmed. If the Committee finds the Zoning Administrator's reason(s) for his or her decision insufficient, the decision shall be reversed, and the license shall be granted and issued. If the appellant does not appear at the hearing and the Committee finds the Zoning Administrator's reason(s) for his or her decision sufficient, the decision shall be affirmed. The Committee's written decision on the appeal must specify the reason(s) for its determination. The Zoning Administrator shall give written notice of the Committee's decision to the applicant or licensee. A license may be revoked by the Land & Zoning Standing Committee during the term of a license year and following a due process hearing for one or more of the following reasons:

- (1) Failure by the licensee to make payment of delinquent fees, taxes, special charges, forfeitures or other debt owed to the County on the licensed property.
- (2) Failure to maintain all required local, county and state licensing requirements.
- (3) Any violation of local, county or state laws or regulations which, based upon their number, frequency and/or severity, and their relation to the short-term rental property, its owner(s), tenant(s), occupant(s) or visitor(s), substantially harm or adversely impact the predominantly residential uses and nature of the surrounding neighborhood.

- C. Revocation. Any resident of or owner of property within Richland County may file a sworn written complaint with the Zoning Administrator alleging one or more of the reasons set forth in § XXX-9B (1-3) as grounds for revocation of a short-term rental license issued under this chapter. Upon the filing of the complaint, the Land & Zoning Standing Committee shall notify the licensee of the complaint by certified mail, return receipt requested and provide the licensee with a copy of the complaint. The notice shall direct the licensee to appear before the Committee on a day, time and place included in the notice, not less than 10 days and not more than 45 days from the date of the notice, and show cause why his or her license should not be revoked. The hearing shall be conducted as provided in § XXX-8B. If a license is revoked, the Zoning Administrator shall give notice of revocation to the licensee by certified mail, return receipt requested. No part of the fee paid for any license so revoked may be refunded.
- D. Judicial review. The action of the Land & Zoning Standing Committee in granting or renewing, refusing to grant or renew, or revoking a license under this chapter may be appealed to the full Richland County Board. Final appeal can be reviewed by the Richland County Circuit Court upon appeal by the applicant, licensee, or a resident of or owner of property within the County. Such appeal shall be filed within 30 days of the date of mailing by the Zoning Administrator of the notice of the Land & Zoning Standing Committee's action granting or renewing, refusing to grant or renew, or revoking a license. The procedure on review shall be the same as in civil actions commenced in the circuit court pursuant to Wis. Stats. Chs. 801 to 807. This section needs to be reviewed by Mr. Windle.

§ XXX-9. Penalties.

- A. Any person who violates any provision of this chapter shall be subject upon conviction thereof to a forfeiture of not less than \$250 nor more than \$750 for each offense, together with the costs of

prosecution, and in the event of default of payment of such forfeiture and costs shall be imprisoned in the Richland County Jail until such forfeiture and costs are paid, except that the amount owed is reduced at the rate of \$25 for each day of imprisonment and the maximum period of imprisonment is 30 days. Each violation and each day a violation occurs or continues to exist shall constitute a separate offense. Mr. Windle said could just reference fee language from zoning ordinance.

- B. The penalties set forth in this section shall be in addition to all other remedies of injunction, abatement or costs, whether existing under this chapter or otherwise. ASK MIKE IF NECESSARY

§ XXX-10. Fees.

Any person applying for an initial short-term rental license or renewing a license pursuant to this chapter shall be subject to the fees as established by resolution of the Richland County Board.

§ XXX-11. Severability.

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

§ XXX-12. TITLE???

Owners of short-term rental units that are already renting on the date of the passage of this ordinance will have 60 days to notify the Richland County Zoning Department that they are currently operating a short-term rental unit in Richland County and will come into compliance with this ordinance by (insert date one year from approve of ordinance).