



OFFICE OF FOREST COUNTY CLERK

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Notice of Ordinance updates for Forest County Zoning:

The Forest County Board of Supervisors at their April 18, 2023 Organizational meeting have approved amendments to the General and Shoreland Zoning Ordinances pertaining to Short-term rentals. The full documents for all amendments to the ordinances can be found on the Forest County Website, in the Forest County Zoning Office and the Office of the County Clerk. The Resolutions are listed below.

General Ordinance page 50, Section 21 - Short-term Rental – Resolution #41-2023

General Ordinance page 43, Section 14 - Short-term Rental – Resolution #42-2023

Shoreland Zoning Ordinance page 15, section 3 entitled Definitions of Short-term Rentals – Resolution #43 - Brief Summary:

A. Short Term Rentals: As residential dwelling that is offered for rent for fee and for fewer than 29 consecutive days.

2. Page 16, Section 5.07, entitled Parking, Storage, and Use of Recreational Vehicles, Motor Homes, and Camper Trailers, shall now read as follows:

A. All recreational vehicles, motor homes or camper trailers located on private property for more than 30 10 days must secure a yearly permit from the Forest County Zoning Office demonstrating compliance with the Forest County Sanitary Ordinance and this ordinance for placement if located in a zoned township.

B. Recreational vehicles, motor homes, or camper trailers in storage are exempt from these requirements.

C. Only one recreational vehicle, motor home or camper trailer is allowed permanent placement on a single lot of record

D. Permanent placement of a recreational vehicle, motor home or camper trailer is allowed in all districts other than residential.

E. Temporary placement is allowed in residential districts starting the Friday before Memorial Day through the Tuesday after Labor Day a permit fee and sanitary requirements.

F. In order to have more than 1 recreational vehicle, motor home or camper trailer you must have an additional 20,000 square feet for each unit.

G. In no event, shall there be more than 3 such recreational vehicles, motor homes or camper trailers on any one parcel without a state campground permit.

H. Leasing or renting of recreational vehicles, is not allowed.

I. All recreational vehicles, motor homes, and camper trailers shall be kept in good repair and maintain a DOT license.

- J. Structures such as decks, porches, patios and carports are allowed. However, in no case be attached permanently to any recreational vehicle, motor home or camper trailer.
- K. All parcels where a recreational vehicle, motor home, or camper trailer is parked shall obtain and display a fire number.
- L. Permits issued under this ordinance are valid until December 31 of the year in which they were issued.
- M. Permit fees cannot be pro-rated for the calendar year. After issuance of the initial permit, permits must be renewed on a yearly basis with payment of the permit fee to Forest County.
- N. All sites must be kept clean and free of weeds, junk or discarded materials.
- O. Any non-compliance of any of the above requirements on a site may deter the renewal of any permit for a recreational vehicle, motor home, or camper trailer.

Shoreland Zoning Ordinance page 46, Section 27 – Short-term Rental – Resolution #44-2023 Brief Summary:

27.01 Purpose

The purpose of this section is to ensure that the quality of short term rentals operating within the County is adequate for protecting public health, safety and general welfare, including establishing minimum standards for the health and safety of persons occupying or using buildings, structures or premises, determining the responsibilities of owners, operators and resident agents offering these properties for tourists, for the proper collection of taxes, to protect the character and stability of all areas within the County. To provide provisions for the administration and enforcement thereof.

27.02 Exemptions.

The following operations are exempt from complying with the requirements of this section:

- A. A private boarding or rooming house, ordinarily conducted as such, not accommodating tourist or transients.
- B. A hotel, motel or resort license issued by the State of Wisconsin.
- C. Bed and breakfast establishments.

27.03 Short Term Rental House Requirements.

- A. Obtain a DATCP License and maintain it throughout the term the property is being used as a short- term rental
- B. Collect and pay all rooming house taxes (if township has adopted through Forest County Chamber of Commerce)
- C. Absolutely no parking on any streets.
- D. Garbage must be kept in containers away from animals
- E. Quiet time shall be from 10pm through 7am
- F. Follow the Forest County Association of Lakes Courtesy Code
- G. Any signs for the property shall be on the structure and not posted on the street or in the yard
- H. Pets must be kept on a leash and not left unattended



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- I. No fireworks
- J. Occupancy is limited to the size of the septic system
- K. No outstanding property taxes
- L. Comply with all other County Ordinances
- M. Obtain a Wisconsin Dept. of Rev Sellers Permit
- N. A Short- Term Rental property shall not:
 - 1) Endanger, or threaten to endanger, the public health, safety, comfort or general welfare
 - 2) Have an adverse environmental impact
 - 3) Have excessive noise complaints
 - 4) Have an excessive response required from law enforcement
 - 5) Have poor property condition such as garbage or refuse complaints, condition complaints, and general care and maintenance complaints,
 - 6) Have parking complaints
 - 7) Have other issues that may impact the use, value and enjoyment of other property in the neighborhood.
 - 8) The property shall not have overnight occupancy of recreational vehicles, camper trailers, and tents for short term rental purposes or outdoor overnight sleeping of occupants or guests of the short term rental.

27.04 RESIDENT AGENT (LOCAL CONTACT)

To qualify as a resident agent (local contact) the person must meet the following requirements:

- A. Be an adult person residing in or within a fifty (50) mile radius of the location of the short- term rental property, or a corporate entity with offices located within a fifty (50) mile radius of the short- term rental property.
- B. Be authorized by the owner to act as the agent for the owner.

27.05 Short Term Rental Permitting Process

- A. An application for a short- term rental permit shall be filed with the Zoning Office on forms provided. Applications must be filed by the owner of the short- term rental. Each applicant shall certify that the short- term rental that is the subject of the application can meet the requirements set forth in Section 27.03.
- B. An application for a short- term rental permit shall include the following and shall not be considered complete until all of the following is submitted:
 - a. Proof of a DATCP license. (A permit under this section may be conditionally granted upon issuance of this license and shall not take effect unless and until this license is issued.)

- b. Proof of Insurance
- c. Site plan including available onsite parking.
- d. Property management agreement (if applicable).
- e. Designation of a resident agent (local contact
- f. Copy of the most recent sanitary inspection
- g. An application fee (see fee schedule)
- h. Certification from the local governmental entity that no room tax is required (in some townships).

27.06 Short Term Rental Permit

- A. A short- term rental permit shall contain the following:
 - a. The name, address and telephone number of the owner of the property.
 - b. The name, address, telephone number of the resident agent
 - c. The maximum occupancy
 - d. The permit term
- B. The Zoning Committee shall have the authority to place reasonable conditions on a permit when necessary to meet the requirements of this section.

27.07 Non-transferable permit

Any permit issued under this section in nontransferable. The holder of any permit shall notify the Zoning Administrator and/or its designee in writing of any transfer of the legal control of any property covered by the permit.

27.08 Renewal

- A. Each application for a renewal of a permit shall include updated information for the documentation on file with the Zoning Administrator and payment of the applicable fee. The Zoning Administrator shall verify that the information provided on the renewal application is complete, and in accordance with the requirements of this section and that all local taxes, including room taxes, have been paid. The Administrator shall issue renewal licenses within thirty (30) days of the filing of the application, unless the information provided is incomplete, or otherwise not in compliance with the requirements of this section, reports from local law enforcement or there are complaints or actions involving the property, and/ or taxes have not been paid.
- B. If the Zoning Administrator finds that the permit should not be renewed, or that there has been a complaint, the Zoning Administrator shall forward the application to the Zoning Committee for action along with a written explanation of the reason for referral. The Zoning Committee shall then determine if a renewal shall be denied. If it is denied, the reasons therefore shall be set forth in writing.
- C. No permit shall be renewed if the applicant or property has outstanding fees, taxes or forfeitures owed to the County, or is under an order to bring the premises into compliance with the code or other law.

Nora Matuszewski, Forest County Clerk