

GENERAL ORDINANCE NO. 12-23

AN ORDINANCE
AMENDING SECTION 44-1580(j),
GREEN BAY MUNICIPAL CODE,
RELATING TO SHORT-TERM RENTALS (STRS)

THE COMMON COUNCIL OF THE CITY OF GREEN BAY DOES ORDAIN AS FOLLOWS:

SECTION 1. Section 44-1580(j), Green Bay Municipal Code, is hereby amended to read:

(j) *Short-term rentals (STRs).*

- (1) **Advertising, including but not limited to, through a third-party, is prima facia evidence that the dwelling unit is used for a short-term rental.** Prior to **advertising or occupancy of a dwelling unit for use** as a short-term rental, the following **permits, registrations, and other information** shall be obtained by the **property owner or** local representative:
 - a. ~~State of Wisconsin tourist rooming house permit.~~
 - b. ~~State of Wisconsin sale and use tax permit.~~
 - e a. Proof of registration with the City of Green Bay Treasurer regarding Brown County room tax requirements.
 - d b. Proof of registration with the Brown County Health Department.
 - e c. A lease agreement example provided that ~~indicates~~ **includes** language regarding compliance with parking, noise and other applicable City of Green Bay ordinances ~~being met during~~ **relevant to** occupancy of the structure.
 - d. **Proof of condominium association approval if the property is part of one.**
 - e. **Proof of approval from property owner if applicant is the local representative.**
 - f. City of Green Bay short-term rental permit (STRP).
- (2) **An application** ~~submittal~~ for **a short-term rental permit (STRP)** **may be an initial application or a renewal application, and** shall **be complete prior to submittal.** **STRP applications shall** include **all of** the following:
 - a. Initial application.
 1. Completed STRP application on a form established by the City.
 2. Application/~~review~~ fee as provided in the City Fee Schedule.
 3. Proof of insurance.
 4. ~~Necessary permits and proof of registration as~~ **Documentation** required in subsection (j)(1) of this section.
 - b. Renewal of a STRP. A STRP is valid for one year and shall expire on **July 1** of the calendar year. **A STRP not renewed prior to July 1 shall be deemed expired,**

and subject to the initial application requirements. Prior to July 1, a STRP may be renewed on an annual basis, provided that no material changes have occurred to the initial application, A and shall meet the following standards:

1. Proof of insurance.
 2. Necessary permits and proof of registration as required in subsection (j)(1 ~~2~~) of this section.
 3. Renewal fee as provided in the City Fee Schedule.
 4. **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.**
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- (3) The number of occupants in STRs shall not exceed the limits set forth in the State of Wisconsin Uniform Dwelling Code and other applicable County and City of Green Bay housing regulations for residential structures based on the number of bedrooms within the unit.
 - (4) STRPs are issued to a specific **property owner, or local representative**, of a short-term rental, **referred to as the permit holder**. STRs shall be **immediately** terminated when the permit holder sells or transfers the real property which was ~~rented~~ **advertised or used as a short-term rental**, except for a change in ownership where the title is held in survivorship or transfers on the owner's death.
 - (5) Availability of STRs to the public shall not be advertised on site, **except for as provided in subsection (6) below**.
 - (6) A STRP **placard** shall be visible from the ~~exterior of the~~ **street right-of-way on which the principal structure is addressed on**, and shall ~~The placard shall~~ contain the name and telephone number of the local representative **responsible for managing short-term rental property**.
 - (7) STRs shall not violate any applicable conditions, covenants, or other restrictions on real property.
 - (8) Alcohol may not be sold on site.
 - (9) **STRPs** granted by the City ~~may be~~ **are** subject to review on a yearly basis **during renewal**. **Additionally, STRs may be reviewed at any time** when the Community and Economic Development Director or Plan Commission has reason to believe that the regulations are not being adhered to or that there are problems associated with the STRs that warrant review by the Plan Commission and the Green Bay Common Council. STRs may be revoked based on the findings of the Plan Commission. STRs denied by the Planning staff may be appealed to the Plan Commission and Common Council.
 - (10) No recreational vehicle (RV), camper, tent or any other temporary lodging arrangement shall be permitted on site for the means of providing accommodations for occupants and/or guests of a short-term rental.

- (11) STRs shall comply with all requirements of this article and all applicable standards of this Code.
- (12) Violations. Failure to comply with the requirements above shall constitute a violation of the provisions of this section. Disturbances or nuisances caused by the tenants of an approved STR which violate this Code, including, but not limited to, outdoor events ~~and existing~~ noise ordinances or state law, shall also constitute a violation. Penalties for each violation shall be imposed in an amount not to exceed \$500.00, including court costs, and may result in permit suspension or revocation.

SECTION 2. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 3. Effective date. This ordinance shall take effect on and after its passage and publication.

Dated at Green Bay, Wisconsin, this _____ day of _____, 2023.

APPROVED:

Mayor

ATTEST:

Clerk

law