

MEMO

DATE: May 13, 2025

TO: Short-Term Rental Owners

FROM: City of Algoma

RE: Short-Term Rental Renewal Paperwork Due Soon

City of Algoma Ordinances require that properties being used as short-term rentals be licensed annually, for a license period of July 1 to June 30.

The ordinance was enacted to:

1. Ensure the quality of short-term rentals operating within the City
2. Determine the responsibilities of owners and property managers
3. Protect the character and stability of all areas
4. Provide minimum standards necessary for the health and safety of occupants
5. Require the provision of liability insurance in connection with the operation of short-term rentals
6. Provide for administration and enforcement

Each entity registered as a lodging establishment with the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) requires its own Short Term Rental Application and License. Per Wisconsin State Statutes, you are also required to obtain licensure as a lodging facility through the DATCP. More information on that process can be found at: https://datcp.wi.gov/Pages/Licenses_Permits/RecFacLicenses.aspx

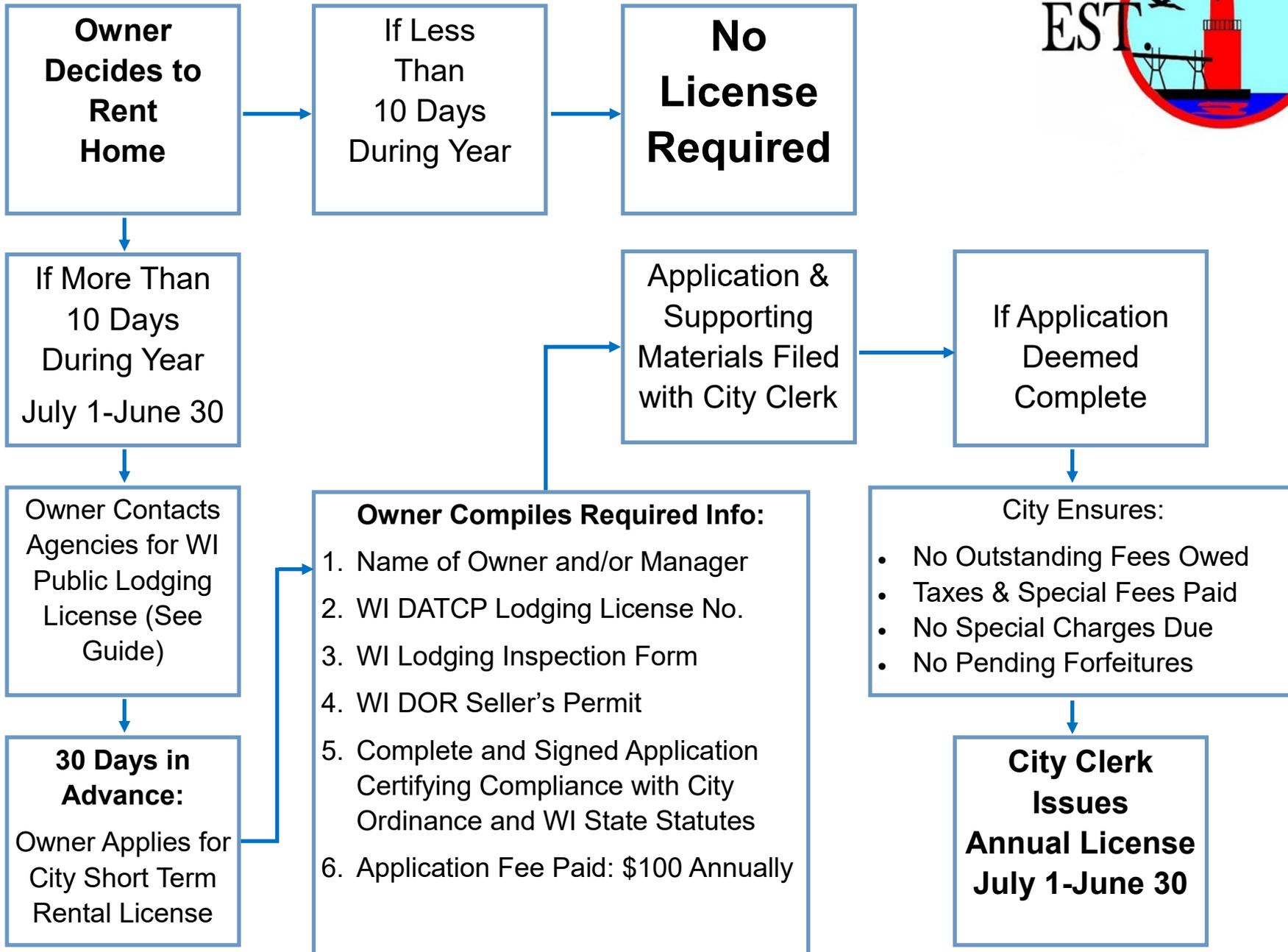
Please submit your Short-Term Rental Application(s) along with all required documents to the City Clerk no later than Friday, June 6, 2025.

If you have any questions, please feel free to reach out.

- Erin Mueller, City Clerk – 920-487-5203 – erin.mueller@algomacity.org
- Jamie Jackson, City Treasurer – 920-487-5203 – jamie.jackson@algomacity.org



Short Term Rental Process





Short Term Rental Application

New/Renewal Fee: \$100.00

License Period: July 1, 20__ to June 30, 20__

This application must be submitted with all other required documents and fees (paid in full) in order to be accepted

Short Term Rental (STR) Site Information:

Name of STR: _____

Address(es): _____

Parcel ID Number(s): _____

Max. Capacity: _____

State Lodging License No*: _____

WI Seller's Permit No*: _____

Federal Employer ID No: _____

DATCP Inspection Date: _____

**Copies of permits/licenses must be included with application*

Owner Information:

Name: _____

Address: _____

Phone: _____

Emergency #: _____

Email: _____

Will the owner of the property serve as the Property Manager? YES NO

** If no, complete Property Manager Information section below*

Property Manager Information:

Name: _____

Address: _____

Phone: _____

Emergency #: _____

Email: _____

Short Term Rental Marketing Platform:

Self Airbnb Evolve Expedia HomeAway VRBO Other: _____

****A separate quarterly accommodations tax report must be submitted for each marketing platform***

Items to Submit with Application – Required at time of Submittal:

- Copy of State of WI License for a Tourist Rooming House issued under Wis. Stat. Sec. 254.64
- Copy of completed State Lodging Establishment Inspection Form. Inspection must be completed and approved within three years of the date of application.
- Copy of Seller’s Permit from the WI Department of Revenue
- Copy of Homeowner’s or Business Liability Insurance Policy effective during license period

_____ I certify that I will maintain a minimum of one on-site, off-street parking space for every four
(initial) occupants

_____ I certify that a written guest register has been/will be kept as required by the Wisconsin
(initial) Administrative Code

_____ I certify that I will submit quarterly Room Tax Reports to the City Treasurer on or before the last
(initial) day of the month following the calendar quarter for which imposed

I certify that I have read the foregoing answers and the same are true to the best of my knowledge. I understand that any short-term rental license shall comply with all provisions of City of Algoma Code Chapter 28, Article V, and I hereby certify that the property meets those requirements and I will comply with those requirements, and also comply with the City of Algoma Chapter 40, Article II. I hereby additionally designate the Property Manager, if any, as an agent for the purpose of accepting service of process in any civil action arising out of/or in conjunction with the use of this license. City of Algoma Code Section 28 requires that every applicant must disclose on his or her application for any license any and all amounts of money owed to the City by the applicant or the property’s prior owner.

Any application failing to disclose such debts will not be issued a license until all debts are paid in full. I hereby further certify that I do not have any outstanding debts owing to the City of Algoma. All information required above is current and in conformance with applicable state and local laws and ordinances.

Owner Signature: _____ **Date:** _____

Remit Completed Application, Fee, and All Required Documents to the City Clerk by June 1

(FOR OFFICE USE ONLY)

Date Received: _____ Fees Paid: _____ Outstanding Debt: _____

Approved or Denied: _____ Date: _____

License No Issued: _____ Clerk/Designee Signature: _____

ARTICLE V. SHORT-TERM RENTALS

Sec. 28-101. Purposes.

The purposes of section 28-101 are to: (i) ensure the quality of short-term rentals operating within the city is adequate for protecting public health, safety, and general welfare, including establishing minimum standards of space for human occupancy and parking and for an adequate level of maintenance; (ii) determine the responsibilities of owners and property managers operating or managing these rental properties for tourists or transient occupants, including, but not limited to, the responsibility 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 sustainably 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, or with the comfort, health, enjoyment, security, life, or safety of others, or which substantially interfere with, obstruct, or tend to obstruct or render dangerous for passage any lane, street, road, bridge or other public or private way used by emergency vehicles, or protective service personnel to gain access to property or navigable body of water to provide services (i.e., public nuisances); (iii) protect the character and stability of all areas, especially residential areas, within the city; (iv) provide minimum standards necessary for the health and safety of persons occupying or using buildings, structures, or premises; (v) require the provision of liability insurance in connection with the operation of short-term rentals so that persons on these properties, and the owners and occupants of adjacent properties, who suffer bodily injury or property damage arising from the condition or operation of the short-term rental, or from acts or omissions occurring thereon, are afforded a potential source of recovery to pay such damage claims; and (vi) provide for the administration and enforcement hereof.

Sec. 28-102. Definitions.

Clerk means the clerk of the City of Algoma or designee.

Dwelling unit means one or more rooms with provisions for living, cooking, sanitary and sleeping facilities and a bathroom arranged for exclusive use by one or more persons maintaining a common household. Dwelling units include residential, tourist rooming house, seasonal employee housing, and dormitory units.

Entity means 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.

Guest register means the official record provided and kept by a property owner or property manager in which short-term rental guests are required to list their true names and addresses before being assigned sleeping quarters, pursuant to Wis. Admin. Code § ATOP 72.16.

License means the short-term rental license issued under section 28-104.

License year means the period from July 1st of each year to June 30th of the following year.

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

Person means an individual, group of individuals, or an entity.

Property manager means 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 rentals, and to take remedial action and promptly respond to any violation of this chapter of the Municipal Code relating to the licensed premises.

Property owner means the owner of a short-term rental.

Renewal license means any license issued under this chapter 28, article V which will be or is in effect for the license year immediately following a license year for which the city clerk issued a license under this chapter for the same short-term rental property.

Short-term rental means a residential dwelling that is offered for rent for a fee and for fewer than 30 consecutive days, as defined in Wis. Stats. § 66.0615.

Sec. 28-103. Operation of short-term rentals.

- (a) No person may maintain, manage or operate a short-term rental more than ten 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 and permits:
 - (1) A State of Wisconsin Tourist Rooming House License.
 - (2) A seller's permit issued by the Wisconsin Department of Revenue.
 - (3) A license from the city issued pursuant to this chapter.
- (c) Each short-term rental shall comply with all of the following:
 - (1) No residential dwelling unit may be rented for a period of six or fewer consecutive days. However, after a short-term rental license has been issued for a residential dwelling unit under 28-104, then any subsequent rental of that dwelling unit during the license term may be for a period of six or fewer consecutive days.
 - (2) There shall not be excessive noise as prohibited by section 30-4 of the City Code, excessive fumes, glare, or vibration, any nuisance activities prohibited pursuant to chapter 30 of the City Code, dogs at large, or trespass onto neighboring properties as prohibited by chapter 32 of the City's Code of ordinances.
 - (3) 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, unless the proper sign permit was obtained prior to the passing of this ordinance.
 - (4) The number of occupants in any dwelling unit shall not exceed the limits set forth in Wis. Admin. Code § ATCP 72.14 for hotels, motels, and tourist rooming houses.
 - (5) 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.
 - (6) Compliance with all applicable state, county, and local codes and regulations are required.
 - (7) The property owner shall have and maintain homeowner's liability or business liability insurance effective during all short-term rental periods for the premises that are used for short-term rental and shall provide written evidence of such insurance with the license application and renewal application forms.
 - (8) The property owner or property manager of each short-term rental shall provide a guest register and require all guests to register their true names and addresses and rental time period(s) before being assigned sleeping quarters. The guest register shall be kept by the property owner or property

manager and available for inspection for at least one year, as required by the Wisconsin Administrative Code.

- (9) Upon probable cause to believe that a violation of this chapter, or of law, code, rule or regulation relating to buildings, housing, electrical, plumbing, heating, gas, fire, health, safety, environmental pollution, water quality, food or zoning has occurred or is occurring, the city building inspector, a local health officer, the chief of police, or the chief's designee, may request that the property owner or property manager allow him or her, upon presenting proper identification, access to the short-term rental premises at any reasonable time. As used in this subsection, "probable cause" means facts and circumstances within an officer's knowledge and of which he or she has reasonably trustworthy information that are sufficient to warrant a reasonable officer in believing that a violation has been or is being committed. If consent is refused, the building inspector, health officer, chief of police, or chief's designee may apply for a special inspection warrant issued under Wis. Stats. § 66.0119, or other warrant, subpoena or order as may be necessary or appropriate.

Sec. 28-104. Short-term rental license.

- (a) The city clerk shall issue a short-term rental license if an applicant demonstrates compliance with the provisions of chapter 28 of the Municipal Code. A short-term rental license is issued for one license year and may be renewed annually as provided in section 28-106. 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 subsection (a)(2) shall apply to the property owner.
 - (2) The name of the property manager, with contact information including mailing address, physical address (if different than mailing address) and a telephone number at which the property manager is available at all times the property is rented.
 - (3) The license term.
 - (4) The State of Wisconsin Tourist Rooming House license number.

Sec. 28-105. Short-term rental license procedure.

- (a) All applications for a short-term rental license shall be filed with the city clerk on forms provided by the clerk. 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 shall be non-refundable.
- (b) Each entity registered as a lodging establishment with Wisconsin Department of Agriculture, Trade and Consumer Protection requires its own Short Term Rental Application and License.
- (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, section 28-108:
- (1) The name of the property owner, with contact information including mailing address and a telephone number at which the property owner is available.
 - (2) 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 city clerk's receipt of a copy of such state license from the applicant within said 30-day period, and if a copy of such state license is not received by the clerk within said period, then such provisional license shall expire and be void at and after the end of said 30-day period.

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- (3) A copy of a completed State of Wisconsin Lodging Establishment Inspection form dated within one year of such inspection.
 - (4) Proof of insurance as required by section 28-103(c)(7).
 - (5) A copy of a current seller's permit issued by the Wisconsin Department of Revenue.
 - (6) A description of the property boundaries, location of buildings and the on-site, off-street parking area(s) designated for tenants and invitees on the premises.
 - (7) Designation of a property manager, unless property owner is acting as the property manager, with contact information including mailing address, physical address (if different from mailing address), a telephone number, 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.
 - (8) 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.
 - (9) Employer identification number issued by the Internal Revenue Service.
 - (10) For renewal licenses only, written certification that a guest register has been kept as required by the Wisconsin Administrative Code.
- (c) Unless earlier revoked, each license shall run from July 1st of one year to June 30th of the following year and may be renewed for additional one 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 city clerk determines that an application is complete and meets the requirements of this chapter, the clerk shall approve the application and issue a short-term rental license (or, if applicable, a provisional short-term rental license) to the application. If the clerk determines that the application is incomplete or does not meet the requirements of this chapter, the clerk 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) No short-term rental license (or, if applicable provisional short-term rental license) shall be issued or renewed if the application or short-term rental property has outstanding fees, taxes, special charges, or forfeitures owed to the city, State of Wisconsin, or Kewaunee County.
 - (f) No short-term rental license (or, if applicable 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 section 28-109(d).

Sec. 28-106. Renewal.

- (a) Each application for renewal of a short-term rental license shall include updated information for the documentation file with the city clerk, and payment of the renewal fee. A renewal application must be filed with, and a nonrefundable renewal fee must be paid to, the city clerk at least 30 days prior to the license expiration date to allow the city clerk adequate time to review the application. The clerk shall determine whether the information provided in the renewal application is complete and meets the requirements of this chapter. The clerk may also request reports from the city building inspector, police 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. The clerk 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 clerk determines not to renew the license, the clerk shall notify the applicant in writing of the reason(s) for such decision, and the applicant's right to appeal the decision to the common council as provided in section 28-109.

- (b) 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.

Sec. 28-107. Standards for short-term rentals.

- (a) 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:
 - (1) The number of occupants may not be more than allowed under Wis. Admin. Code. ch. ATCP 72 or any other state regulation, state statute, or local ordinance.
 - (2) Not less than one on-site, off-street parking space shall be provided for every four occupants, based upon maximum occupancy.
 - (3) The short-term rental premises shall have functioning smoke detectors and carbon monoxide detectors pursuant to the requirements of Wis. Admin. Code ch. SPS 321.
 - (4) Certification of compliance: as a condition of issuance of a license under chapter 28 of the City Code, the property owner or property manager shall certify in writing in each initial application and renewal application form that the short-term rental property is in compliance with the terms and conditions of the license and this chapter.

Sec. 28-108. Display of permit.

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

Sec. 28-109. Appeal of licensing decisions; license revocation; appeal procedure; judicial review.

- (a) The city clerk's decision to deny any 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 city clerk shall notify the licensee in writing of the city's intention not to renew the license and notify the licensee of his or her right to an appeal hearing as provided in section 28-109(b).
- (b) The city clerk's decision to deny an initial license or to deny renewal of a license may be appealed to the common council by filing a written appeal with the clerk within 21 calendar days (excluding legal holidays) after the date of mailing of the written notice of the city clerk's decision denying such license or renewal license. The common council shall conduct a due process hearing and issue a written decision on the appeal within 30 calendar days of the city's receipt of the written appeal. 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 common council finds the city clerk's reason(s) for his or her decision sufficient, the decision shall be affirmed. If the common council finds the city clerk'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 common council finds the city clerk's reason(s) for his or her decision sufficient, the decision shall be affirmed. The common council's written decision on the appeal must specify the reason(s) for its determination. The city clerk shall give written notice of the common council's decision to the applicant or licensee.

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- (c) A license may be revoked by the common council during the term of a license year and following a due process hearing for one or more the following reasons:
- (1) Failure by the licensee to make payment of delinquent fees, taxes, special charges, forfeitures, or other debt owed to the City of Algoma, State of Wisconsin, or Kewaunee County.
 - (2) Failure to maintain all required 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.
- (d) *Revocation.* Any resident or owner of property within the city may file sworn written complaint with the city clerk and Algoma Police Department alleging one or more of the reasons set forth in section 28-109(c) as grounds for revocation of a short-term rental license issued under this chapter. Upon the filing of the complaint, the city clerk 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 common council on a day, time, and place included in the notice, not less than ten 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 section 28-109(b). If a license is revoked, the city clerk shall give notice of revocation to the licensee by certified mail-return receipt requested. No part of the fee paid for any license if revoked may be refunded.
- (e) *Judicial review.* The action of the common council in granting, refusing to grant or renew, or revoking a license under this chapter may be reviewed by the county circuit court upon appeal by the applicant, licensee, or a resident of or owner of property within the city, such appeal shall be filed within 30 days of the date of mailing by the city clerk of the notice of the common council'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. Stat. chs. 801—807.

Sec. 28-110. Penalties.

- (a) Any person who violates any provision of this chapter shall be subject upon conviction thereof to a forfeiture of not less than \$200.00 nor more than \$2,500.00 for each offense, together with the costs of prosecution. Each violation and each day a violation occurs or continues to exist shall constitute a separate offense.
- (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.

Sec. 28-111. 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 common council.

Sec. 28-112. Severability.

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



CITY OF ALGOMA

A Great Lakes Community

ACCOMMODATIONS TAX

THE ACCOMMODATIONS TAX IS DUE AND PAYABLE ON OR BEFORE THE LAST DAY OF THE MONTH FOLLOWING THE CALENDAR QUARTER FOR WHICH IMPOSED.

MAKE CHECK PAYABLE TO
THE CITY TREASURER
416 Fremont St., Algoma, Wis. 54201

QUARTER REPORT
ENDING MONTH OF:

_____ YEAR _____

NAME _____

BUSINESS NAME _____

ADDRESS _____

SIGNATURE _____

(Please attach a copy to your remittance)

COMPLETE ALL SECTIONS

1.	GROSS ROOM RECEIPTS	
2.	EXEMPT RECEIPTS	
3.	TAXABLE ROOM RECEIPTS	
4.	GROSS TAX 6% of line 3	
5.	DELINQUENT FILING FEE (\$20.00) and INTEREST **	
6.	TOTAL TAX DUE Line 4 plus Line 5	

** UNPAID TAXES BEAR INTEREST OF 5%
PER MONTH TO A MAX. OF 25%

DATE _____