

NOTICE OF VILLAGE BOARD MEETING

DATE: Tuesday, January 11, 2022
TIME: 6:00 pm
PLACE: Harrison Municipal Building
W5298 State Road 114
Harrison, WI 54952

NOTICE IS HEREBY GIVEN that a Village Board meeting will be held at 6:00 pm on Tuesday, January 11, 2022 at the Harrison Municipal Building. This is a public meeting and the agenda is listed below.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call of Village Board
4. For Consideration or Action
 - a) Filling vacancy of Village President Seat
5. Correspondence or Communications from Board and Staff
6. Public Comments

Please be advised per State Statute section 19.84(2), information will be received from the public; be further advised that there may be limited discussion on the information received; however, no action will be taken under public comments. It is the policy of the Village that there is a three-minute time limit per person. Time extensions may be granted by the President. Please register your name on the sign-in sheet prior to the start of the meeting.
7. Corrections and Approval of the Previous Meetings Minutes
 - a) November 30, 2021 (revision)
 - b) December 14, 2021
8. Unfinished Business from Previous Meetings for Consideration or Action
 - a) Manager's plan of needs and costs to obtain a unique zip code for Harrison
9. New Business for Consideration or Action
 - a) Amend Zoning Ordinance for Short Term Rentals V21-13
10. Future Agenda Items
 - a) Overview on the Village Comprehensive Plan – January (ML & JB)
 - b) Discussion/Action on a 5-year Capital Improvement Plan
 - c) Discussion/Action/Staff Direction regarding fiduciary management of financial accounts
 - d) Discussion/Action on amending our noise ordinance to include decibel limits
 - e) Discussion/Action on ARPA fund usage – Dec. / Jan.

(Suggestions: software programs for virtual meetings, secure file sharing, office phone upgrades, cleaning services.)

- f) Discussion/Action on IT and IT support needs
- g) Parking and Speed Limits in the Village (JB/ML) 10/26/21
- h) Invite editor of the Times Villager to a January meeting to explain the errors in their paper. (ML/MVH) 12/14/21

11. Closed Session

Pursuant to Wis. Stats. §19.85(1)(c), the Board will meet to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Specifically, to be discussed is staff performance on tax levy calculations, present will be Board, Clerk, and Manager, also to be discussed is the six month performance evaluation of the Village Manager, present will be Board and Manager.

The Board may reconvene in open session pursuant to Wis. Stats. §19.85(2) to take action on any matter discussed in closed session or for such other purposes as are allowed by law.

12. Adjournment

Any person with hearing disabilities or requiring special accommodations to participate in the meeting should contact the Clerk's Office (920-989-1062) at least 24-hours prior to the meeting. This is a public meeting.

Agenda posted on Thursday, January 6, 2022 at www.harrison-wi.org and Municipal Building lobby.
Vicki Tessen, Clerk

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Matt Heiser, Village Manager

Meeting Date:

January 11, 2022

Title:

Options for Vacated Village President Seat

Issue:

Which option should the Board pursue to fill the vacated Village President seat?

Background and Additional Information:

Kevin Hietpas resigned as Village President on December 21, 2021 effective immediately. This leaves the seat of Village President as vacant. The Village Board has some options to fill that seat.

1. Too late to be on the ballot for the 2022 Spring election.
 - a. Because the term of the office is not up in April the state elections commission would consider it a “special election”.
 - b. Special elections have different deadlines for it to align with the regular spring election
 - c. That deadline has already passed

2. Office can be filled by appointment by a majority of the members of the Village Board
 - a. Would formally be the Village President
 - b. Would only be for remainder of term
 - c. Could be appointed from existing Board member or from public
 - i. If Board was interested in appointing someone from the public they could ask for letters of interest.
 - d. If appointee was existing Board member it would create a vacancy of Trustee’s seat
 - i. Board would have same options to fill the vacancy of a Trustee’s seat if appointee was from existing Board member.
 - e. Since the Village President is compensated at a higher level than a Board Trustee there is a direct financial interest so if a motion is made to appoint a Board Member the League recommends the nominee not vote for themselves.

3. Can schedule a special election
 - a. Would only be for remainder of term

4. Can be left vacant for a year
 - a. Board would still need to appoint a "President Pro-Tem" at the meetings.
 - b. This role would lead the meeting and assist staff with assembling the next agenda.
 - c. But would not formally hold the office of Village President.

Budget Impacts:

None.

Recommended Action:

The community experienced a certain amount of disruption already with the reprinting of the tax bills and the transition to a new garbage service. In order to minimize additional confusion staff recommends putting this item on the agenda of the January 11 meeting and approach it like a normal agenda item.

Attachments:

- None.

8.50 Special elections. Unless otherwise provided, this section applies to filling vacancies in the U.S. senate and house of representatives, executive state offices except the offices of governor, lieutenant governor, and district attorney, judicial and legislative state offices, county, city, village, and town offices, and the offices of municipal judge and member of the board of school directors in school districts organized under ch. 119. State legislative offices may be filled in anticipation of the occurrence of a vacancy whenever authorized in sub. (4) (e). No special election may be held after February 1 preceding the spring election unless it is held on the same day as the spring election, nor after August 1 preceding the general election unless it is held on the same day as the general election, until the day after that election.

- FEB. 1 - APRIL 5, 2022 NO
- APRIL 6TH - JULY 31ST - YES
- AUGUST 1 - NOV. 8TH NO
- NOV. 9TH - JAN 31 - YES

If the special election is held on the day of the general election, the primary for the special election, if any, shall be held on the day of the partisan primary. If the special election is held on the day of the spring election, the primary for the special election, if any, shall be held on the day of the spring primary.

(1) SPECIAL ELECTION ORDER AND NOTICES.

- (a)** When there is to be a special election, the special election for county office shall be ordered by the county board of supervisors except as provided in s. 17.21 (5); the special election for city office shall be ordered by the common council; the special election for village office shall be ordered by the board of trustees; the special election for town office shall be ordered by the town board of supervisors; the special election for school board member in a school district organized under ch. 119 shall be ordered by the school board; the special election for municipal judge shall be ordered by the governing body of the municipality, except in 1st class cities, or if the judge is elected under s. 755.01 (4) jointly by the governing bodies of all municipalities served by the judge; and all other special elections shall be ordered by the governor. When the governor or attorney general issues the order, it shall be filed and recorded in the office of the commission. When the county board of supervisors issues the order, it shall be filed and recorded in the office of the county clerk. When the county executive issues the order, it shall be filed in the office of the county board of election commissioners. When the common council issues the order, it shall be filed in the office of the city clerk. When the board of trustees issues the order, it shall be filed in the office of the village clerk. When the town board of supervisors issues the order, it shall be filed in the office of the town clerk. When the school board of a school district organized under ch. 119 issues the order, it shall be filed and recorded in the office of the city board of election commissioners. If a municipal judge is elected under s. 755.01 (4), the order shall be filed in the office of the county clerk or board of election commissioners of the county having the largest portion of the population of the jurisdiction served by the judge.
- (b)** Notice of any special election shall be given upon the filing of the order under par. (a) by publication in a newspaper under ch. 985. If the special election concerns a national or state office, the commission shall give notice as soon as possible to the county clerks. Upon receipt of notice from the commission, or when the special election is for a county office or a municipal judgeship under s. 755.01 (4), the county clerk shall give notice as soon as possible to the municipal clerks of all municipalities in which electors are eligible to vote in the election and publish one type A notice for all offices to be voted upon within the county as provided in s. 10.06 (2) (n). If the special election is for a city, village, or town office, the municipal clerk shall publish one type A notice as provided under s. 10.06 (3) (f).
- (c)** The order and notice shall specify the office to be filled, the expiration date of the remaining term of office, the date of the election, the earliest date for circulating and deadline for filing nomination papers, the area involved in the election, the name of the incumbent before the vacancy occurred and a description of how the vacancy occurred, or for an election held under sub. (4) (e), the name of the incumbent and a description of how and when the vacancy is expected to occur. Except as otherwise provided in this paragraph, the notice shall include the information specified in s. 10.01 (2) (a).
- (d)** When the election concerns a national office or a special election for state office is held concurrently with the general election, the commission shall transmit to each county clerk a certified list of all persons for whom nomination papers have been filed in its office at least 62 days before the special primary, and in other cases the commission shall transmit the list to each county clerk at least 22 days before the special

primary. If no primary is required, the list shall be transmitted at least 42 days prior to the day of the special election unless the special election concerns a national office or is held concurrently with the general election, in which case the list shall be transmitted at least 62 days prior to the day of the special election. Immediately upon receipt of the certified list, the county clerk shall prepare his or her ballots. For a county special election, the county clerk shall certify the candidates and prepare the ballots. If there is a primary, the county clerk shall publish one type B notice in a newspaper under ch. 10. When a primary is held, as soon as possible after the primary, the county clerk shall certify the candidates and prepare the ballots for the following special election. The clerk shall publish one type B notice in a newspaper under ch. 10 for the election.

(2) DATE OF SPECIAL ELECTION.

(a) The date for the special election shall be not less than 62 nor more than 77 days from the date of the order except when the special election is held to fill a vacancy in a national office or the special election is held on the day of the general election or spring election.

THE BOARD APPROVES THE ORDER (FOR AN ELECTION) AT A MEETING BETWEEN APRIL 6 AND JULY 31 AND THE ELECTION IS HELD BETWEEN JUNE 27 AND JULY 10TH (62 – 77 DAYS LATER)

If a special election is held concurrently with the spring election, the special election may be ordered not earlier than 92 days prior to the spring primary and not later than 49 days prior to that primary.

WE ARE TOO LATE TO HOLD A SPECIAL ELECTION WITH THE SPRING ELECTION

If a special election is held concurrently with the general election or a special election is held to fill a national office, the special election may be ordered not earlier than 122 days prior to the partisan primary or special primary, respectively, and not later than 92 days prior to that primary.

THE BOARD ORDER MUST BE MADE BETWEEN 4/9/22 (SAT) AND 5/9/22 (MON) TO BE ON THE NOVEMBER BALLOT.

(b) If a primary is required, the primary shall be on the day 4 weeks before the day of the special election except when the special election is held on the same day as the general election the special primary shall be held on the same day as the partisan primary or if the special election is held concurrently with the spring election, the primary shall be held concurrently with the spring primary, and except when the special election is held on the Tuesday after the first Monday in November of an odd-numbered year, the primary shall be held on the 2nd Tuesday of August in that year.

PRIMARY WOULD BE 4 WEEKS BEFORE ELECTION (estimate May 30 – June 15th)

(3) NOMINATION, PRIMARY AND CANVASS.

(a) Nomination papers may be circulated no sooner than the day the order for the special election is filed and shall be filed not later than 5 p.m. 28 days before the day that the special primary will or would be held, if required, except when a special election is held concurrently with the spring election or general election, the deadline for filing nomination papers shall be specified in the order and the date shall be no earlier than the date provided in s. 8.10 (2) (a) or 8.15 (1), respectively, and no later than 35 days prior to the date of the spring primary or no later than June 1 preceding the partisan primary. Nomination papers may be filed in the manner specified in s. 8.10, 8.15, or 8.20. Each candidate shall file a declaration of candidacy in the manner provided in s. 8.21 no later than the latest time provided in the order for filing nomination papers. If a candidate for state or local office has not filed a registration statement under s. 11.0202 (1) (a) at the time he or she files nomination papers, the candidate shall file the statement with the papers. A candidate for state office shall also file a statement of economic interests with the ethics commission no later than the end of the 3rd day following the last day for filing nomination papers specified in the order.

History: 1971 c. 1, 40; 1973 c. 334 ss. 22, 57; 1973 c. 336; 1975 c. 80, 93, 199, 369; 1977 c. 26, 107, 187, 340, 427, 445, 447, 449; 1979 c. 27, 32, 260, 311; 1983 a. 484; 1985 a. 304; 1987 a. 391; 1989 a. 31, 359; 1993 a. 184; 1995 a. 16 s. 2; 1999 a. 182; 2005 a. 248; 2007 a. 1; 2011 a. 32, 75; 2015 a. 117; 2015 a. 118 ss. 104 to 106, 266 (10); 2017 a. 366; 2019 a. 164.

Cross-reference: See also ss. EL 2.09, 2.11, and 6.04, Wis. adm. code.

COUNT	DATE	EVENT	RULE
FOR MY EXAMPLE the date for the Election is going to be June 28th		Board discusses having a special election	No special election may be held after February 1 preceding the spring election unless it is held on the same day as the spring election, nor after August 1 preceding the general election unless it is held on the same day as the general election, until the day after that election.
1	26-Apr	Board Orders that a SE be held	The date for the special election shall be not less than 62 nor more than 77 days from the date of the order
1	26-Apr	Papers can be obtained	Nomination papers may be circulated no sooner than the day the order for the special election is filed and shall be filed not later than 5 p.m. 28 days before the day that the special primary will or would be held
	3-May	Papers must be turned in	(28 days prior to the Primary)
		TYPE A B C D NOTICES	Public notices of election date, place, candidates, etc. voting locations, absentee ballot dates and deadlines, etc.
		Mail ballots	
		In person absentee voting	
35	31-May	PRIMARY ELECTION	If a primary is required, the primary shall be on the day 4 weeks before the day of the special election
		TYPE A B C D NOTICES	Public notices of election date, place, candidates, etc. voting locations, absentee ballot dates and deadlines, etc.
		Mail ballots	
		In person absentee voting	
63	28-Jun	SPECIAL ELECTION	The date for the special election shall be not less than 62 nor more than 77 days from the date of the order

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Matt Heiser, Village Manager

Meeting Date:

January 11, 2022

Title:

Short Term Rental Ordinance

Issue:

Attorney direction to amend a zoning ordinance

Background and Additional Information:

The Village ordinance for short term rentals is being challenged with a notice of claim. The Board was briefed on this situation in closed session on November 16, 2021. Staff has an updated version with the new language from the attorney.

This ordinance is in the Village zoning chapter, however, and zoning code has a specified procedure when it is updated. The first step is for the Board to initiate an amendment with a motion and explanation of how this serves the general public (by aligning it with recent changes in state statutes).

An excerpt of municipal code to amend a zoning ordinance:

32.08.060 Zoning Amendments

The amendment process provides a method for making changes in the zoning text and zoning map.

1. Initiation:

1. Proposed text amendments may be initiated by: Village board, plan commission, the property owner or a resident of the village.
2. Proposed map amendments may be initiated by: Village board, plan commission, the owner of, or owner's designated agent of the particular property to be rezoned.

2. Text Amendments:

1. **Proposal by Village Board or Plan Commission:** Text amendments may be proposed by a majority vote of the village board or by direct initiation by the plan commission. Such motion shall include findings of how the proposed amendment will serve the general public rather than an individual or narrow interest. If the proposed amendment does not serve the interests of the general public, the amendment shall be filed by the property owner or resident.
2. **Application by Property Owner or Resident:** A property owner or resident wishing to amend the text of this chapter shall meet with the zoning administrator to discuss the proposed amendment. If the owner or resident wishes to pursue an

amendment, they shall file an application form with the zoning administrator accompanied by a nonrefundable application fee as set forth in the zoning fee schedule, reference this code section, to cover costs of public notice and administrative review.

3. **Informal Hearing:** The property owner or resident wishing to amend the text of this chapter may request an informal hearing before the plan commission in order to obtain preliminary feedback on the amendment.
4. **Public Hearing:** Within 45 days of filing, the plan commission shall hold a public hearing, advertised by a Class 2 notice pursuant to Wis. Stats. ch. 985. If the proposed amendment has the effect of changing the allowable use of any property within the village, the notice shall include either a map showing the property affected by the amendment or a description of the property affected by the amendment and a statement that a map may be obtained from the village.
5. **Action by Plan Commission:** Within 45 days of filing, the plan commission shall review and either approve, approve with modifications, deny, or postpone action (with agreement of the petitioner) on the application. The plan commission shall transmit to the village board its recommendation. The zoning administrator will be responsible for analyzing the facts regarding the petition and prepare a staff review and recommendation for consideration by the plan commission.
6. **Action by Village Board:** Within 30 days of the plan commission decision, the village board shall approve, approve with modifications, or deny the proposed amendment. Village board action to approve the amendment shall be done by ordinance.
In the case where the plan commission denies the amendment, or in the case where a protest against a rezoning, duly signed and acknowledged by the owners of 20 percent or more either of the areas of the land included in such proposed rezoning, or by the owners of 20 percent or more of the land immediately adjacent extending 100 feet there from, or by the owners of 20 percent or more of the land directly opposite thereto extending 100 feet from the frontage of such opposite land is filed prior to the public hearing, such rezoning shall not become effective except by a favorable vote of three-fourths of the member of the village board voting on the proposed amendment.
7. **Action by County Board:** The amendment approved by the village board becomes effective only after approval of the Calumet County Board of Supervisors.

Budget Impacts:

None

Recommended Action:

Motion/approval to initiate a zoning code amendment to update this ordinance. The motion should contain language stating the finding that the changes represent the public good by aligning the ordinance with state statutes.

Attachments:

- Updated Short Term Rental Ordinance

ORDINANCE V21-13

AN ORDINANCE REPEALING ORDINANCE V20-12 MUNICIPAL REGULATIONS ON SHORT TERM RENTALS AND RECREATING AS REGULATIONS OF TOURIST ROOMING HOUSES

WHEREAS, on September 29, 2020 the Village Board adopted Ordinance V20-12, Municipal Regulations on Short Term Rentals; and

WHEREAS, the Village desires to repeal Ordinance V20-12 in its entirety; and

WHEREAS, the Village desires to recreate municipal regulations on short term rentals with regulation of tourist rooming houses; and

WHEREAS, in order to promote the health, safety, and general welfare of individuals in the community at large; and

WHEREAS, the Village wishes to monitor and provide reasonable means for residents to mitigate impacts created by tourist housing dwelling units; and

WHEREAS, the Village wishes to implement rationally based, reasonably tailored regulations to protect the integrity of the Village's neighborhoods; and

WHEREAS, the Wisconsin State Statutes allow municipalities to enact or adopt a regulation on short term rentals;

NOW THEREFORE, the Village Board of the Village of Harrison, Wisconsin, does hereby adopt the following ordinance:

Ordinance V20-12, Municipal Regulations on Short Term Rentals is repealed and Section 32.24.100 of the Harrison Village Code is created.

REGULATION OF TOURIST ROOMING HOUSES.

- (1) It shall be unlawful for any person to operate a Tourist Rooming House (TRH) in the Village of Harrison for more than ten (10) nights each year without a permit issued by the Zoning Administrator.
- (2) Definitions. For the purposes of this section:
 - (a) A "tourist rooming house" is a dwelling unit, other than a Hotel, Motel, Bed and Breakfast Establishment or Hostel, in which sleeping accommodations are offered for pay to tourists or transients for stays between one (1) and thirtytwo-nine (2930) days. The definition does not include private boarding, lodging or rooming houses not accommodating tourists or transients.
 - (b) An "operator" is a person who is the owner or lessee or authorized agent in charge of property being used as a Tourist Rooming House (TRH) and who is conducting the TRH business by, among other things, interacting digitally and in person with guests and is identified in TRH listings and advertisements as the TRH "host." An operator may not be a LLC, Trust, Nonprofit, or other corporate entity.

- (c) A "primary residence" is a dwelling unit that serves as an individual's true, fixed and permanent home for at least 183 days in a calendar year and to which, whenever absent therefrom, that individual intends to return. Additional characteristics of a primary residence include, but are not limited to, where an individual receives mail, claims residence for purposes of voter registration, pays for utilities, and lists as their address on state issued identification cards. An individual can have only one primary residence.
 - (d) A "Bedroom" is any habitable space in a Dwelling Unit other than a kitchen or living room that is intended for or capable of being used for sleeping with a door that closes the room off from other common space such as living and kitchen areas, is within the dwelling unit thermal envelope, that is at least seventy (70) square feet in area, exclusive of closets and other appurtenant space, and meets Building Code standards for egress, light and ventilation according to the Uniform Dwelling Code, Wis. Admin. Code Chs. SPS 320-325, or the Uniform Multifamily Dwelling Code, Wis. Admin. Code Ch. SPS 366. A room identified as a den, library, study, office, dining room, or other extra room that satisfies this definition will be considered a bedroom.
 - (e) "Multiple Unassociated Parties" is two (2) or more individuals who separately book accommodations at the same TRH on any shared date.
- (3) Application. Any person wishing to operate a TRH shall submit an application in writing to the Zoning Administrator along with a non-refundable application fee as outlined in the Fee & Penalty Schedule, reference this code section. Any submitted application that is not completed and still pending within one (1) year of the date the application is filed and the application fee is paid shall be administratively closed and the applicant must begin the licensing process anew.
- (a) All applications shall state each of the following:
 1. The name and address of the TRH operator.
 2. The address of the proposed TRH.
 3. Whether the TRH operator is the owner or lessee of the property.
 4. Whether the proposed TRH is the primary residence of the operator.
 5. Whether the TRH operator proposes to use the TRH solely for stays of more than six (6) but fewer than ~~thirtytwo~~ ~~nine~~ (3029) consecutive days.
 6. Whether the proposed TRH is contained in a dwelling unit that is subject to rules, regulations, or bylaws of a condominium association.
 7. Any other information the Zoning Administrator may reasonably require.
 - (b) All applications shall be accompanied by documented proof that:
 1. The applicant has registered to pay room tax as required;
 2. In the case of a renter/applicant, a signed lease explicitly allowing the renter to operate a TRH at the property, a copy of the form used to notify property owner of the TRH operation, acknowledgement from property owner that they have been notified of the TRH operation;
 3. In the case of an owner who proposes to operate a TRH in a dwelling unit that is subject to rules, regulations, or bylaws of a condominium association, a letter of permission from the condominium association which states that the operation of a TRH in the dwelling unit is allowed by the condominium association's rules, regulations, or bylaws; and
 4. Any other information the Zoning Administrator may reasonably require.
 - (c) All applications shall be accompanied by the following documentation:

1. Floor plans of the dwelling unit intended for use as tourist rooming house.
 2. Contact phone numbers and email addresses of both the property owner and TRH operator.
 3. A listing of all websites and places where the TRH operator has advertised and intends to advertise the TRH.
 4. A signed and notarized affidavit stipulating that the TRH is the operator's primary residence or that the TRH will be used solely for stays of more than six (6) but fewer than ~~twenty-ninethirty~~ (2930) days.
 5. Any other information the Zoning Administrator may reasonably require.
- (4) Regulations. Prior to receiving a TRH permit, the operator shall provide the following:
- (a) Notice to the property owner (unless the property owner is also the operator) and all properties within 200-feet of the property providing a brief description of the proposed TRH and how often the operator intends to rent the property. A copy of such notice as well as a list of addresses the notice was sent shall accompany the application.
 - (b) The owner or operator of the Tourist Rooming House shall register with the appropriate entities and shall pay room tax as required under law.
 - (c) Only the owner of the property may operate a Tourist Rooming House, except that a renter may operate if explicitly allowed in the lease. A property owner proposing to operate a TRH in a dwelling unit that is subject to rules, regulations, or bylaws of a condominium association may only operate the dwelling unit as TRH if explicitly allowed by the condominium association.
 - (d) If the tourist rooming house is operated for stays of more than six (6) but fewer than ~~thirtytwenty-nine~~ (2930) consecutive days, the tourist rooming house may be operated for no more than 180 days in any consecutive 365-day period as provided in Wis. Stat. §66.1014(2)(d). The 180 allowable days in any 365-day period must run consecutively and the TRH operator must give the Zoning Administrator notice of the first rental of any 365-day period.
 - (e) If the tourist rooming house is operated for stays of one (1) to six (6) consecutive days, the tourist rooming house shall be the operator's primary residence.
 - (f) If an operator who is operating a TRH pursuant to sub. (e) above occupies the residence at the time of rental, there is no limit to the number of days the Tourist Rooming House may operate.
 - (g) If an operator who is operating a TRH pursuant to sub. (e) above does not occupy the residence at the time of rental, the tourist rooming house may operate no more than thirty (30) days per permitting year; July 1 to June 30th.
 - (h) If an operator who is operating a TRH pursuant to sub. (e) above does not occupy the residence at the time of the rental, the TRH may not be rented to Multiple Unassociated Parties at the same time.
 - (i) Maximum tourist occupancy shall not exceed the lesser of two times the number of legal bedrooms in the dwelling unit or ten (10). Children under the age of 12 shall not count toward the maximum tourist occupancy.
 - (j) There shall be at least two designated off-street parking spots on the short-term rental property for guests.
 - (k) All short-term rental property owners or guests must abide by the noise regulations.

- (l) 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 the owner of the property.
 - (m) Providing meals to guests is prohibited.
 - (n) Owner to present proof of insurance at time of application.
 - (o) A TRH shall be available for inspection by Village staff with at least forty-eight (48) hours prior written notice. However, in the event the Village has probable cause to believe that a violation of this ordinance has occurred or is occurring, an inspection may occur at other times.
 - (p) All advertisements of the tourist rooming house, including advertisements on the website of a Lodging Marketplace, must contain a clearly displayed valid TRH permit number issued under this ordinance.
- (5) **Inspection.** Prior to issuing a permit to operate a TRH or approving the renewal of an existing permit, the Zoning Administrator or designee shall inspect the premises to ensure compliance with this ordinance. At all other times, a TRH shall be available for inspection by Village staff with at least forty-eight (48) hours prior written notice. However, if the Village has probable cause to believe that a violation of this ordinance has occurred or is occurring, an inspection may occur at other times.
 - (6) **Permit Issuance.** The Zoning Administrator shall grant a TRH permit upon verification of a complete TRH application and compliance with this ordinance, including specifically the regulations contained in Section (4) above related to the operation of a TRH.
 - (7) **Transferability.** Permits issued under this Section shall not be transferrable.
 - (8) **Permit Fees.** The fee for a TRH operator permit shall be as stated in the Fee & Penalty Schedule for new and renewals. Annual permits shall expire on the thirtieth (30) day of June after the granting thereof. Renewal permits shall be obtained on or before June 30 of each year as provided in sub. (9) below or be subject to a late filing fee equal to twice the renewal fee. Payment of the late filing fee shall not relieve any person from any other penalties prescribed in this chapter for failure to possess or obtain a permit.
 - (9) **Renewal.** TRH operator permits shall be renewed by the thirtieth (30) day of June of each year. Prior to receiving a renewal permit, the TRH operator shall provide the Zoning Administrator with any updates or changes to any of the documentation required in sub. (3) & (4) above or submit a statement to the Zoning Administrator stating there have been no changes to the information contained in the documentation. Prior to issuing a renewal permit, the Zoning Administrator may conduct a reinspection as provided in sub. (5) above.
 - (10) **Enforcement and Violations.** The Zoning Administrator or designee shall enforce this ordinance. Any person who operates a TRH without a permit or in violation of this ordinance, upon conviction thereof, shall be fined in accordance with the Fee & Penalty Schedule, reference Section 1.16 General Penalties. Each day or portion thereof such violation continues shall be considered a separate offense. Any fine imposed under this subsection shall be doubled if the violator's permit has been revoked under Sub. (11) below.
 - (11) **Revocation.** The Zoning Administrator or the Village Board may suspend, deny or revoke a permit issued hereunder for failure of a permittee to comply or maintain compliance with, and/or for violation of, any applicable provisions of this ordinance. Any such suspension or revocation is reviewable under Sec. 32.56 of the Harrison Village Code. A revocation shall result in a 6-month prohibition on the issuance of a new permit at the property.

(12) **Initial Compliance Date.** This ordinance becomes effective on July 1, 2021. All TRH Operators in the Village of Harrison shall obtain a permit as required by this section no later than July 1, 2021. TRH Operators that applied prior to July 1, 2021 under Ord V20-12 may have the application fee applied to the TRH Application.

EFFECT. This ordinance shall be in force and effect upon passage and publication as provided by law.

Adopted by the Village Board of the Village of Harrison this 25th day of May, 2021.

Kevin Hietpas, Village President

Attest: Vicki Tessen, Clerk