

5.2600 SHORT TERM RENTAL ORDINANCE

5.2601 Purpose

The purpose of this ordinance is to ensure that the quality and nature of the short-term rentals operating within the Town of Lakewood are adequate for protecting public health, safety, and general welfare and to protect the character and stability of neighborhoods within the town.

5.2602 Authority

The Town Board of Lakewood has been authorized to exercise village powers pursuant to §60.10(2)(c) and §60.22(3), Wis. Stat. and in accordance with this village power and §66.1014, the Town Board adopts this ordinance.

5.2603 Definitions

"Property Owner" means the person who owns the residential dwelling that is being rented.

"Property Manager" means a person who is not the property owner and who provides property management services for one or more short-term rentals and who is authorized to function as the agent of the property owner for the receipt of service of notices of municipal ordinance violations and for service of process pursuant to this ordinance.

"Residential dwelling" means any building, structure or part of the building or structure that is used or intended to be used as a home, residence, or sleeping places by one or more persons maintaining a common household, to the exclusion of all others.

"Short-term rental" means a residential dwelling that is offered for rent for a fee and for fewer than twenty-nine (29) consecutive days.

5.2604 Short-Term License

- A. No person may maintain, manage, or operate a short-term rental more than ten (10) nights each year without a town short-term rental license issued pursuant to this ordinance.
- B. Licenses shall be issued using the following procedures:
 1. All applications for a short-term rental license shall be filed with the Town Clerk or Designee on forms provided. Applications must be filed by the Property Owner. No license shall be issued unless the complete application form is accompanied by the payment of the required application fee.
 2. Each application shall include the following information and documentation:
 - A. The name of the Property Owner with mailing address, email address and telephone number.
 - B. The name of the Property Manager (if applicable) with mailing address, email address and telephone number.
 - C. Copy of State of Wisconsin Tourist Rooming House License.
 - D. Most recent copy of the lodging inspection report for the property.
 - E. Copy of Wisconsin Department of Revenue issued seller's permit.
 3. The Town Clerk or Designee shall issue a short-term rental license to all applicants following payment of the required fee, receipt of all information and documentation requested by the application, and Town Board approval of the application.
 4. A short-term rental license shall be effective for up to one year from the date