

TOWN OF LIBERTY GROVE PUBLIC MEETINGS

Plan Commission

Date: Wednesday, February 24, 2021

Time: 7:00 PM

Place: Town Hall, 11161 Old Stage Road, **Via zoom**

Agenda:

1. Call to order
2. Declaration of quorum
3. Adopt agenda
4. Approve minutes: 2-10-21
5. Public input
6. Discussion and possible action: review of Plan Commission mission statement
7. Discussion and possible action: Short-Term Rental (STRs) Ordinance
8. Consider defining buffer zones for Campground Ordinance
9. Correspondence
10. Future meeting dates
11. Adjourn

Anastasia Bell, Clerk/Treasurer

Deviation from posted order may occur

Audience members must ask for permission, during public input, to speak on topics they wish to address

Members of the Liberty Grove Town Board or any other Liberty Grove Town committee, who are not members of the body whose meeting agenda is published in this notice, are entitled, as any other citizen of the Town of Liberty Grove, to attend this meeting in an unofficial capacity. It is possible the attendance of one or more non-members may create a quorum of the membership of another body. Such a quorum is unintended and the non-members are not meeting for the purpose of exercising the powers or duties attendant upon their membership on any Town committee or board.

Town of Liberty Grove is inviting you to a scheduled Zoom meeting (teleconferencing). To join the Zoom Meeting enter the following on your computer:

<https://us02web.zoom.us/j/83628890171?pwd=c2RWSTBaSHdVSHRMMkdXMUQ0dTczdz09>

Meeting ID: 836 2889 0171

Password: 457175

To find your local number visit <https://zom.us/u/atMFqvZKe>. To join the meeting by telephone dial one of the numbers below based on your location.

(312) 626-6799 US (Chicago)
(646) 558-8656 US (New York)
(253) 215-8782 US (Tacoma)

(301) 715-8592 US (Germantown)
(346) 248-7799 US (Houston)
(669) 900-9128 US (San Jose)

Town of Liberty Grove
Minutes of the Plan Commission meeting on February 10, 2021

(This meeting was correctly posted)

Agenda:

1. Call to order
2. Declaration of quorum
3. Adopt agenda
4. Approve minutes: 1-27-21
5. Public input
6. Report and possible recommendation: parcel 018-40-0001
7. Discussion and possible action: ice cream truck operation at Town Park(s)
8. Discussion and possible action: Short-Term Rental (STRs) Ordinance
9. Correspondence
10. Future meeting dates
11. Adjourn

Chair Nancy Goss called the meeting to order at 7:03pm. Commissioners Paul Schwengel, Bill Surbaugh, Paul Bokelmann, and Dan Watts were present along with Administrator Walter Kalms, Clerk/Treasurer Anastasia Bell and 5 members of the public via teleconference (Zoom). Commissioner Annie Miller was absent, and Commissioner Lou Covotsos was excused.

Surbaugh moved, Goss second to approve the agenda as posted. Passed 5-0.

Schwengel moved, Goss second to approve the 1/27/21 minutes as presented. Passed 5-0.

Public Input – None

Parcel 018-40-0001 – Goss noted this property has potential environmental education opportunities due to the escarpment and proximity to the current park. Schwengel stated he is not in favor due to the cost and the size. **Goss moved, Surbaugh second** for the Plan Commission not to offer a recommendation to the Town Board regarding parcel 018-40-0001. Passed 5-0.

Ice cream truck on Town property – Schwengel noted this could be beneficial due to the traffic at the parks. Goss noted that mobile businesses can currently operate on private property if they hold the proper business license(s). It would also be difficult if only some types. Watts suggested creating a schedule for these operations to avoid market saturation.

Short-Term Rentals (STRs) – Eric and Michaela Bublitz, Arbor Drive, noted that requiring one rental within 6 consecutive days versus requiring the rental to be 6 days would allow rentals to occur more realistically, especially for weekend stays in the spring and fall. Goss indicated that the ordinance may need to specify areas based on if there is a POWTS or municipal wastewater. She noted that the Commission is using Sevastopol's ordinance as a guide and the minimum stay section has not been addressed yet. The intent is to create an ordinance to focus on the health, safety, and wellness of Liberty Grove residents and guests to touch on the items not already regulated. Watts asked if there was a practical way to determine the number of nights based on the wastewater system. He is aware of well monitoring systems and noted that DATCP compliance might solve a lot of the issues without an ordinance. Kimberly Hazen, Madison, stated that a blanket ordinance would apply to all rentals, not only the ones causing issues. The

ordinance will need to identify and correct the issues at hand. She encouraged self-monitoring and felt the minimum night stay would decrease the volume. She offered to share the Good Neighbor Policy that has been successful for her Liberty Grove rentals. Goss noted the Fire Chief has requested KNOX boxes and other safety features be considered for STRs. Self-monitoring may be beneficial, and having a company monitor for DATCP compliance would allow the Town to focus on what can be regulated by an ordinance. It was noted that permit fees collected by the Town could be used to offset the monitoring costs. **Schwengel moved, Goss second** to recommend that the Town Board investigate Granicus as a compliance monitoring company for STRs. Passed 5-0.

Correspondence – None.

The next meeting will be Wednesday, February 24, 2021 at 7:00pm.

Schwengel moved, Surbaugh second to adjourn at 8:31pm. Passed 5-0.

Respectfully submitted,
Anastasia Bell, Clerk/Treasurer

original Comprehensive Plan

Four subcommittees were created based on the results of the Nominal Group and the level of interest in the planning process. Each subcommittee was given the task of identifying goals and objectives for each of the issues identified under an element of the plan. The subcommittees addressed goals and objectives for:

- 1) Transportation,
- 2) Land Use and Natural & Cultural Resources,
- 3) Utilities and Community Facilities, and,
- 4) Housing and Economics.

The work of these committees has been integrated into the plan under each element.

VISION STATEMENT

The Town conducted a visioning workshop in January 2001 to help define a vision for this plan. The initial workshop identified the aspects of the vision that were important to residents of the Town. The Planning Committee then reviewed and edited the vision statement to come up with the following:

The Town of Liberty Grove is a diverse, progressive, community with management standards based on the Town's Comprehensive Plan fostering employment opportunities, environmental quality, and a rural atmosphere with scenic beauty and abundant natural resources.

SUMMARY OF PLAN GOALS

The following is a list of the overall goal for each element of the comprehensive plan. A detailed list of the goals, objectives, policies and programs for each element is included in each chapter.

Goal: Agricultural Resources

Provide for the protection of the existing agricultural lands and to preserve the natural and rural character of the Town.

Objectives:

1. Encourage protection of existing agricultural land uses
2. Encourage expansion of agricultural land uses
3. Encourage the use of sound agricultural and soil conservation methods to minimize soil erosion and groundwater contamination

Goal: Natural Resources

Identify, protect, and preserve the Town's significant natural, scenic, and open space areas for enjoyment by its residents and visitors for present and future generations.

Objectives:

1. Maintain and improve the quality of ground water and surface waters within the confines of the Town
2. Preserve wetlands

**TOWN OF LIBERTY GROVE
ORDINANCE # 1-02
ESTABLISHING A TOWN PLAN COMMISSION**

The Town Board of the Town of Liberty Grove, Door County, Wisconsin does ordain as follows:

Section 1. Title

This ordinance is entitled the "Town of Liberty Grove Plan Commission Ordinance."

Section 2. Purpose

The purpose of this ordinance is to establish of Town of Liberty Grove Plan Commission and set forth its organization, posers and duties, to further the health, safety, welfare and wise use of resources for the benefit of current and future residents of the Town and affected neighboring jurisdictions, through the adoption and implementation of comprehensive planning with significant citizen involvement.

Section 3. Authority: Establishment

The Town Board of the Town of Liberty Grove, having been authorized by the Town meeting under sec. 60.10(2 c), Wis. Stats., to exercise village powers hereby exercises village powers under sec. 60.22(3), Wis. Stats., and establishes a seven (7) member Plan Commission under secs. 61.35 and 62.23, Wis. Stats. The Plan Commission shall be considered the "Town Planning Agency" under secs. 236.02(13) and 236.45, Wis. Stats., which authorize, but do not require, Town adoption of a subdivision or other land division ordinance.

Section 4. Membership

The Plan Commission shall consist of up to three (3) members of the Town Board, one of whom may be the Town board Chairperson, and the rest of the seats may be held by citizen members, who are not otherwise Town officials, and who shall be persons of recognized experience and qualifications.

Section 5. Appointments

The Town Board Chairperson shall appoint the members of the Plan Commission and designate a Plan Commission Chairperson during the month of April to fill any expiring term. The Town Board Chairperson may appoint himself or herself or other Town Board members to the Plan Commission and may designate himself or herself, or any of the Town Board members or a citizen member as Chairperson of the Plan Commission. [All appointments are subject to the advisory approval of the Town Board.] In a year in which any Town Board member is elected at the spring election, any appointment or designation by the Town Board Chairperson shall be made after the election and qualification of the Town board members elected. Any citizen appointed to the Plan Commission shall take and file the oath of office within five (5) days of notice of appointment, as provided under sec. 19.01 and 60.31, Wis. Stats.

Section 6. Terms of Office (With Citizen Member Terms Staggered)

The term of office for the Plan Commission chairperson and each Commission member shall be for a period of 3 years, ending April 30, or until a successor is appointed and qualified, except:

- (1) Initial Terms. (7-members) If the initial appointments to the Plan Commission are made during April, the citizen members shall be appointed for staggered terms as follows: two (2) persons for a term that expires in two (2) years; and two (2) persons for a term that expires two (2) years from the previous April 10; and two (2) persons for a term that expires three (3) years from the previous April 30. However, the Plan Commission members who are Town Board Chairperson or Town Board members shall serve on the Commission for a period of two (2) years, as allowed under sec. 66.0501(2)m Wis. Stats., concurrent with his or her term on the Town Board. An initial appointment of such Town Board Chairperson or Town Board member made after April 30 may be for a term that expires two (2) years from the previous April 30.
- (2) Removal. The following shall constitute reasons for removal from the Plan Commission: three unexcused absences, and a conflict of interest. Removal shall be made by a super majority vote (4 out of 5 votes) of the full Town Board.

Section 7. Vacancies

A person who is appointed to fill a vacancy on the Plan Commission shall serve for the remainder of the term.

Section 8. Compensation; Expenses

The Town board of the Town of Liberty Grove hereby sets a per diem allowance of \$25.00 per meeting for citizen and Town Board members of the Plan Commission, as allowed under sec. 66.0501(2), Wis. Stats. In addition, the Town Board may reimburse reasonable costs and expenses, as allowed under sec. 60.321, Wis. Stats.

Section 9. Experts & Staff

The Plan Commission may, under sec. 62.23(1), Wis. Stats., recommend to the Town Board the employment of experts and staff, and may review and recommend to the Town Board proposed payments under any contract with an expert.

Section 10. Rules; Records

The Plan Commission, under sec. 62.23(2), Wis. Stats., may adopt rules for the transaction of its business, subject to Town ordinances, and shall keep a record of its resolutions, transactions, findings and determinations, which shall be a public record under secs. 19.21-19.39, Wis. Stats.

Section 11. Chairperson * Officers

- (1) Chairperson. The Plan Commission Chairperson shall be appointed and serve a term as provided in sections 5 and 6 of this ordinance. The Chairperson shall, subject to Town ordinances and Commission rules:
 - a. Provide leadership to the Commission;
 - b. Set Commission meeting and hearing dates;
 - c. Provide notice of Commission meetings and hearings and set their agendas, personally or by his or her designee;
 - d. preside at Commission meetings and hearings; and
 - e. ensure that the laws are followed.
- (2) Vice Chairperson. The Plan Commission may elect, by open vote or secret ballot under sec. 19.88(1), Wis. Stats., a Vice Chairperson to act in the place of the Chairperson when the Chairperson is absent or incapacitated for any cause.
- (3) Secretary. The Plan Commission shall elect, by open vote or secret ballot under sec. 19.88(1), Wis. Stats., one of its members to serve as Secretary, or, with the approval of the Town Board, designate the Town Clerk or other Town officer or other employee as Secretary.

Section 12. Commission members as Local Public Officials.

All members of the Plan Commission shall faithfully discharge their official duties to the best of their abilities, as provided in the oath of office, sec. 19.01, Wis. Stats., in accordance with, but not limited to, the provisions of the Wisconsin Statutes on: Public Records, secs. 19.21-19.39; Code of Ethics for Local Government Officials, secs. 19.42, 19.58 & 19.59; Open Meetings, secs. 19.81-19.89; Misconduct in Office, sec. 946.12; and Private Interest in Public Contracts, sec. 946.13. Commission members shall further perform their duties in a fair and rational manner and avoid arbitrary actions.

Section 13. General & Miscellaneous Powers

In general, the Plan Commission shall have such powers as may be necessary to enable it to perform its functions and to promote Town planning. Such powers may include;

- (1) Making reports and recommendations relating to the plan and development of the Town to the Town board, or other public bodies, citizens, public utilities and organizations.
- (2) Recommending to the Town Board programs for public improvements and the financing of such improvements.
- (3) The right to receive from public officials, within a reasonable time, requested available information required for the Commission to do its work.

- (4) For itself, its members and employees, in the performance of their duties, to enter upon land, make examinations and surveys, and place and maintain necessary monuments and marks thereon. However, entry shall not be made upon private land, except to the extent that the private land is held open to the general public, without the permission of the landowner or tenants. If such permission has been refused, entry shall be made under the authority of an inspection warrant issued for cause under sec. 66.0119, Wis. Stats., or other court-issued warrant.

Section 14. Town Comprehensive Planning: General Authority & Requirements.

- (1) The Plan commission shall make and adopt a comprehensive plan under secs. 62.23 and 66.1001, Wis. Stats., which contains the elements specified in sec. 66.100(2), Wis. Stats., and follows the procedures in sec. 66.1001(4), Wis. Stats.
- (2) The Plan Commission shall make and adopt the comprehensive plan within the time period directed by the Town Board, but not later than a time sufficient to allow the Town Board to review the plan and pass an ordinance adopting it to take effect on or before January 1, 2010, so that the Town comprehensive plan is in effect by the date on which any Town program or action affecting land use must be consistent with the Town comprehensive plan under sec. 66.1001(3), Wis. Stats.
- (3) In this section the requirement to “make” the plan means that the Plan Commission shall ensure that the plan is prepared, and oversee and coordinate the preparation of the plan, whether the work is performed for the Town by the Plan commission, Town staff, another unit of government, the regional planning commission, a consultant, citizens, an advisory committee, or any other person, group or organization.

Section 15. Procedure for Plan Commission Adoption & recommendation of a own Comprehensive Plan or Amendment.

The Plan Commission, in order to ensure that the requirements of sec. 66.1001(4), Wis. Stats., are met, shall proceed as follows.

- (1) Public participation verification. Prior to beginning work on a comprehensive plan, the Plan Commission shall verify that the Town Board has adopted written procedures designed to foster public participation in every stage of preparation of the comprehensive plan. These written procedures shall include open discussion, communication programs, information services and noticed public meetings. These written procedures shall further provide for wide distribution of proposed, alternative or amended elements of a comprehensive plan and shall provide an opportunity for written comments to be submitted by members of the public to the Town Board and for the Town board to respond to such written comments.
- (2) Resolution. The Plan Commission, under sec. 66.1001(4)(b), Wis. Stats., shall recommend its proposed comprehensive plan or amendment to the Town Board by adopting a resolution by a majority vote of the entire Plan Commission. The vote shall be recorded in the minutes of the Plan Commission. The resolution shall refer to maps and other descriptive materials that relate to one or more elements of the comprehensive plan. The resolution adopting a comprehensive plan shall further recite that the requirements of the comprehensive planning law have been met, under sec. 66.1001, Wis. Stats., namely that:
 - a. the Town Board adopted written procedures to foster public participation and that such procedures allowed public participation at each stage of preparing the comprehensive plan;
 - b. the plan contains the nine (9) specified elements and meets the requirements of those elements;
 - c. the (specified) maps and (specified) other descriptive materials relate to the plan;
 - d. the plan has been adopted by a majority vote of the entire Plan Commission, which the clerk or secretary is directed to record in the minutes; and
 - e. the Plan Commission clerk or secretary is directed to send a copy of the comprehensive plan adopted by the Commission to the governmental units specified in sec. 66.1001(4), Wis. Stats., and sub. (3) of this section.
- (3) Transmittal. One copy of the comprehensive plan or amendment adopted by the Plan Commission for recommendation to the Town Board shall be sent to:
 - a. Every governmental body that is located in whole or in part within the boundaries of the Town, including any school district, Town sanitary district, public inland lake protection and rehabilitation district or other special district.
 - b. The clerk of every city, village, town, county and regional planning commission that is adjacent to the Town.

- c. The Wisconsin Land Council.
- d. After September 1, 2003, the Department of Administration.
- e. The regional planning commission in which the Town is located.
- f. The public library that serves the area in which the Town is located.

Section 16. Plan Implementation & Administration

- (1) Ordinance Development. If directed by resolution or motion of the Town Board, the Plan Commission shall prepare the following:
 - a. Zoning. A proposed Town zoning ordinance under village powers, secs. 60.22(3), 61.35 and 62.23(7), Wis. Stats., a Town construction site erosion control and storm water management zoning ordinance under se. 60.627(6), Wis. Stats., a Town exclusive agricultural zoning ordinance under subch. V of ch.91, Wis. Stats., and any other zoning ordinance within the Town's authority.
 - b. Official map. A proposed official map ordinance under sec. 62.23(6), Wis Stats.
 - c. Subdivisions. A proposed Town subdivision or other land division ordinance under sec. 236.45, Wis. Stats.
 - d. Other. Any other ordinance specified by the Town Board (*Note: e.g., historic preservation, design review, site plan review*).
- (2) Ordinance amendment. The Plan Commission, at the direction of the Town Board by its resolution or motion, may prepare proposed amendments to the Town's ordinances relating to comprehensive planning and land use.
- (3) Non-regulatory programs. The Plan commission, at the direction of the Town board by resolution or motion, may propose non-regulatory programs to implement the comprehensive plan, including programs relating to topics such as education, economic development and tourism promotion, preservation of natural resources through the acquisition of land or conservation easements, and capital improvement planning.
- (4) Consistency. Any ordinance, amendment or program proposed by the Plan Commission, and any Plan Commission approval, recommendation for approval or other action under Town ordinances or programs that implement the Town's comprehensive plan under secs. 62.23 and 6.1001, Wis. Stats, shall be consistent with that plan as of January 1, 2010. If any such Plan Commission action would not be consistent with the comprehensive plan, the Plan Commission shall use this as information to consider in updating the comprehensive plan.

Section 17. Referrals to the Plan Commission.

- (1) Required referrals under sec. 62.23(5), Wis. Stats. The following shall be referred to the Plan Commission for its consideration and report before final action is taken by the Town Board on the following matters.
 - (a) The location and architectural design of any public building.
 - (b) The location of any statue or other memorial.
 - (c) The location, acceptance, extension, alteration, vacation, abandonment, change of use, sale, acquisition of land or lease of land for any
 - (i) street, alley or other public way;
 - (ii) park or playground;
 - (iii) airport;
 - (iv) area for parking vehicles; or
 - (v) other memorial or public grounds.
 - (d) The location, extension, abandonment or authorization for any publicly or privately owned public utility.
 - (e) The location, character and extent or acquisition, leasing or sale of lands for
 - (i) public or semi-public housing;
 - (ii) slum clearance;
 - (iii) relief or congestion; or
 - (iv) vacation camps for children.
 - (f) The amendment or repeal of any ordinance adopted under sec. 62.23, Wis. Stats., including ordinances related to: the Town Plan Commission; the Town master plan or the Town comprehensive plan under sec. 66.1001, Wis. Stats.; a Town official map; and Town zoning under village powers
- (2) Required referrals under sections of the Wisconsin Statutes other than sec. 62.23(5), Wis. Stats. The following shall be referred to the Plan Commission for report:

- (a) An application for initial licensure of a child welfare agency or group home under sec. 48.68(3), Wis. Stats.
 - (b) An application for initial licensure of a community-based residential facility under sec. 50.03(4), Wis. Stats.
 - (c) Proposed designation of a street, road or public way, or any part thereof, wholly within the jurisdiction of the Town, as a pedestrian mall under sec. 66.0905, Wis. Stats.
 - (d) Matters relating to the establishment or termination of any architectural conservancy district under sec. 66.1107, Wis. Stats.
 - (e) Matters relating to the establishment of a reinvestment neighborhood required to be referred under sec. 66.1107, Wis. Stats.
 - (f) Matters relating to the establishment or termination of a business improvement district required to be referred under sec. 66.1109, Wis. Stats.
 - (g) A proposed housing project under sec. 66.1211(3), Wis. Stats.
 - (h) Matters relating to urban redevelopment and renewal in the Town required to be referred under subch. XIII of ch. 66, Wis. Stats.
 - (i) The adoption or amendment of a town subdivision or other land division ordinance under sec. 236.45(4), Wis. Stats.
 - (j) Any other matter required by the Wisconsin Statutes to be referred to the Plan Commission.
- (3) Required referrals under this ordinance. In addition to referrals required by the Wisconsin statutes, the following matters may be referred to the Plan Commission for report:
- (a) Any proposal, under sec. 59.69, Wis. Stats., for the Town to approve general county zoning so that it takes effect in the Town, or to remain under general county zoning.
 - (b) Proposed regulations or amendments relating to historic preservation under sec. 60.64, Wis. Stats.
 - (c) A proposed driveway access ordinance or amendment.
 - (d) Any proposed plan, element of a plan or amendment to such plan or element developed by the regional planning commission and sent to the Town for review or adoption.
 - (e) Any other matter required by any Town ordinance or Town Board resolution or motion to be referred to the Plan Commission.
- (4) Discretionary referrals. The Town Board, or other town officer or body with final approval authority or referral authorization under the Town ordinances, may refer any of the following to the Plan Commission for report only:
- (a) A proposed county development plan or comprehensive plan, proposed element of such a plan, or proposed amendment to such plan.
 - (b) A proposed county zoning ordinance or amendment.
 - (c) A proposed county subdivision or other land division ordinance under sec. 236.45, Wis. Stats., or amendment.
 - (d) Any other matter deemed advisable for referral to the Plan Commission for report.
- (5) Referral period. No final action may be taken by the Town Board or any other officer or body with final authority on a matter referred to the Plan Commission until the Commission has made its report, or thirty (30) days, or such longer period as stipulated by the Town Board, has passed since referral. The thirty (30) day referral period, for matters subject to required or discretionary referral under the Town's ordinances, but not required to be referred under the Wisconsin Statutes, may be made subject by the town board to a referral period shorter or longer than the thirty (30) day referral period if deemed advisable.

Section 18. Effective Date

Following passage by the Town Board, this ordinance shall take effect the day after the date of publication or posting as provided by sec. 60.80, Wis. Stats.

ADOPTED this 16TH day of January, 2002.

_____ (Town Board Chairperson *Charles Most Jr.*)

[Published/Posted] this 15th day of February, 2002.

Attest: _____ (Town Clerk *Walter L. Kalms*)



Town Clerk <tlibertygrove@gmail.com>

STR Ordinance

1 message

Tim Later <timothy.later.1@gmail.com>
To: tlibertygrove@gmail.com

Sat, Feb 13, 2021 at 9:05 AM

Please forward to Nancy Goss.

Dear Ms. Goss,

I read the Pulse article about STR's and Liberty Grove's effort to adopt an ordinance and wanted to express an opinion.

I'm not a legal resident, but do own property, pay taxes and spend a significant amount of time in Liberty Grove.

Attempting to control STR's is important and thank you for taking this on. But it reminds me of that expression about "asking forgiveness, not permission.". This is an effort to accommodate activity that violates zoning codes.

Concerns of property owners who say they need the income should not supercede the underlying zoning.

Following that logic, what commercial use would be denied if the property owner said the revenue from auto repair or any other use was essential to their well being?

Please ask the board to put the concerns of those of us playing by the rules ahead of those who want to skirt those rules. Commercial activity should be confined to commercially zoned areas.

Thank you.

Tim Later
Kinsey Bay Lane



Town Clerk <tlibertygrove@gmail.com>

STR

1 message

Leslie Meyer <meyerchica@gmail.com>

Sat, Feb 13, 2021 at 10:47 AM

To: tlibertygrove@gmail.com, mgoss@libertygrove.org

Dear Ms Goss,

I read the Pulse article and I am pleased that Liberty Grove will embark in implementing STR ordinances. We have a vacation home on a quiet residential street, Kinsey Bay Lane. I would like to share my opinion regarding STR ordinance.

- A couple of neighbors regularly rent their homes short term and for us, aside sanitation concerns, the main issue is noise.
- We accept the occasional large gatherings but it would be a nuisance to have something going on late into the night every weekend. I believe Liberty Grove already has yearly event limits for owners that should extend to rentals.
- A 10 nights/year STR limit without permit sounds fair to us. However, capacity and noise restrictions should be observed.
- These ordinances/restrictions should be distributed yearly to homeowners as a reminder.

Appreciate your work for Liberty Grove,

Leslie Meyer

--

Leslie Meyer

meyerchica@gmail.com



DOOR COUNTY TOURISM ZONE COMMISSION

PO Box 55, Sister Bay, WI 54234

920-854-6200, Fax: 920-854-9019

E-mail: info@dctourismzone.com

Website: www.doorcountytourismzone.com

Rental Property Address: _____

Rental Property phone number (if applicable): _____

Owner and or property management phone number: _____

Call 911 for emergencies

Good Neighbor Best Practices

- *These guidelines are intended to highlight a few ways you can be a good neighbor during your stay in Door County. Help keep Door County an enjoyable place for everyone. Follow the golden rule and treat others the way you would want to be treated back at home.*
 - *Guest Code of Conduct: This Property is a privately owned home and we enforce a good neighbor policy. Please treat the Property with the same care you would use with your own residence and leave it in the same condition it was in when you arrived. To prevent theft of or damage to furnishings or your personal property, you agree to close and lock doors and windows when you are not present at the property and upon checkout. You and other occupants agree to conduct yourselves throughout your stay in a manner that is respectful of and not disruptive to neighbors, traffic flow, or the community and that will not prompt complaints to police, neighbors, municipalities or neighborhood or homeowner association.*
1. **24 hour Contact Information.** If at any time you have concerns about your stay or in regards to your neighbors, please call the 24-hour contact number listed in the rental lease agreement or posted in the unit. In the event of an emergency, please call 911.
 2. **General Respect for Neighbors.** Be friendly, courteous, and treat your neighbors like you want to be treated. Respect your neighbors and their property. Please do not trespass onto surrounding residential properties.
 3. **Occupancy - How Many is Too Many?** Each short term rental has an occupancy limit that varies according to the size of the home and number of beds. Always check with the homeowner or property manager before bringing additional persons into the property, and verify that you are not breaking any rules.
 4. **Noise.** Be considerate of the neighborhood and your neighbor's right to the quiet enjoyment of their home and property, especially after 10 p.m.
 - a. Vacation time with family and friends can be fun and exciting with plenty of conversations, laughter and music, and everyone on vacation wants to enjoy a good time away from their normal routines. It is important to balance the vacation fun with the neighbor's own quiet enjoyment of their homes – many of them are not

on vacation and are leading normal lives during your stay. Consider how you would want your neighbors to behave in your own neighborhood.

5. **Fireworks. Per Door County Code Fireworks are not permitted.** SECTION 11: FIREWORKS: 11.0 - It shall be unlawful for any person, organization, business or corporation to light or maintain any illegal fireworks, except fireworks for public display in compliance with state law shall be permitted after obtaining all state and local permits.
6. **Maintenance of Property.** Be sure to pick up after yourself and keep the property clean, presentable and free of trash.
7. **Garbage Disposal.** Please help keep Door County clean. Garbage should be bagged securely and placed in trash bins provided.
8. **Cigarette butts and litter.** Please no cigarette butts or litter in our beautiful public lands.
9. **Pets.** Promptly clean up after your pet. Prevent excessive or prolonged barking and keep pets from roaming the neighborhood. Control aggressive pets and be sure to abide by local leash laws. Store pet food indoors and in a secure container to reduce the likelihood of unwanted pest problems.
 - a. Only registered pets are allowed in designated rental properties.
10. **Parking.** Utilize driveway and/or garage when parking your vehicle before using street parking. Do not park on lawns or in a manner which blocks driveways, sidewalks, alleys or mailboxes. Drive slowly through neighborhoods and watch for pedestrians and children playing.
 - a. Parking must not impede the passage of any emergency vehicle in the roadway.
11. **Posted Street Signage.** All speed limits and parking restrictions as listed on posted signage shall be obeyed. Please drive like your children live in the neighborhood.
12. **Charcoal Grilling.** Charcoal grilling on a deck is strictly prohibited, it is a fire hazard.
13. **Directions.** Guests will bring written directions with them and confirm with owner prior to arrival in order to not disturb our neighbors if you are lost.
14. **Motor homes, campers, and tents.** Motor homes, campers, and tents are prohibited and may not be parked or hooked up at a rental property.
15. **Be environmental stewards.** Help protect the natural landscape. Do not remove or stack stones. It is important to our natural ecosystem to leave rocks where they lay.
16. Enjoy living like a local!

Door County property managers and homeowners are committed to welcoming our guests into the Door County community while encouraging good neighbor behaviors in our neighborhoods.
We ask that guests recognize our community's dedication to maintaining a safe and peaceful family atmosphere for all residents and visitors of Door County.

We Support Door County's "Good Neighbor" Policy

In addition to our house rules, Vinkelhus is committed to being a good neighbor in Door County. Please join us in "living like a local" for however long you stay with us!

Please see our information book for a full explanation of this policy.

- **Treat our property as you treat your own.**
- **Call us if you have any trouble.**
- **Be courteous to our neighbors.**
- **This cabin can host no more than 10 guests.**
- **Keep down the noise, especially after 10 p.m.**
- **Fireworks are illegal in Door County.**
- **Keep the property clean.**
- **Reduce, reuse, recycle.**
- **No smoking.**
- **Pets (if allowed) need to be leashed, cleaned up after, and quiet.**
- **Avoid parking on the street.**
- **Drive slowly. Watch for children, pedestrians, and animals.**
- **Charcoal Grilling on the deck is prohibited in Door County.**
- **Motor homes, campers, and tents are prohibited.**
- **Be environmental stewards.**
- **Enjoy living like a local!**



Door County property managers and homeowners are committed to welcoming our guests into the Door County community while encouraging good neighbor behaviors in our neighborhoods. We ask that guests recognize our community's dedication to maintaining a safe and peaceful family atmosphere for all residents and visitors of Door County.



TOWN OF LIBERTY GROVE

ORDINANCE __ - __

<TITLE>

The Town Board of the Town of Liberty Grove (hereinafter referred to as “the Town”), in the County of Door, State of Wisconsin, does hereby ordain as follows:

Purpose

The purpose of this Ordinance is to ensure that the quality and nature of the Short-Term Rentals (“STRs”) operating within the Town of Liberty Grove (“Town”) are adequate for protecting public health, safety, and general welfare and to protect the character and stability of neighborhoods within the Town.

Drawn from the *Town of Liberty Grove Comprehensive Plan 2019* (“The Plan”), the following explain the purpose and intent of the Ordinance.

Due to the fractured bedrock and karst topography of most of Door County, STRs that are rented for “over capacity” for their private onsite wastewater treatment system (“POWTS”) risk contamination of neighboring wells and ultimately a large portion of the community-wide water system. For example, a dwelling intended for a family of 4 or 5 people and now occupied as an STR with 8 or 9 people has the potential of untreated wastewater leaving the system too soon to accomplish necessary sanitary treatment.

A proliferation of STRs would undermine the strictly residential character of residentially zoned areas, thus undermining The Plan’s goal of maintaining the rural character of the Town.

An [unregulated] proliferation of [unregulated] STRs could compromise the Town’s supply of single-family housing available to workforce at competitive pricing.

An [unregulated] proliferation of [unregulated] STRs has the potential to compete with existing tourist related establishments within the Town. Such as motels, restaurants, et al.

State Statutes Adopted – Authority

The Board of Supervisors of the Town is granted authority for adopting this Ordinance under § 60.10(2)(c) and § 60.22(3), Wisconsin Statutes. The Town Board adopts this Ordinance under its general village powers authority and § 66.1014 of the Wisconsin Statutes, 2017 Act 59.

Definitions (consider cross references)

- A. “Application Fee”
- B. “Application Form”
- C. “Door County Tourism Zone Commission (“DCTZ”)”
- D. “License
- E. “Property Owner” means the person or entity who owns the residential dwelling that is being rented.
- F. “Property Owner’s Agent (“Agent”)” means a person or an entity who is not the property owner of record and who is authorized to act as the agent of the Property Owner for the receipt of service of notice and remedy of municipal Ordinance violations and for service of process pursuant to this Ordinance.
- G. “Renewal Application”
- H. “Renewal Fee”

- I. "Required Fee" see Application Fee.
- J. "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 place by one or more persons maintaining a common household, to the exclusion of all others.
- K. "STR Premises"
- L. "Short-Term Rental" means a Residential Dwelling that is offered for rent for a fee and for fewer than 29 consecutive days.

Short-Term Rental License

- A. NO person may maintain, manage, or operate a STR more than ten (10) nights each year without a Town STR license issued pursuant to this Ordinance (AM to research # of days)
- B. License shall be issued using the following procedures:
 - 1. All applications for a STR license shall be filed with the Town Clerk, or the designee of the Town Clerk, on forms provided. Applications must be filed by the Property Owner or authorized Agent. No license shall be issued unless the completed application form is accompanied by the payment of the required application fee.
 - 2. All applications for a STR license shall include a copy of the annual inspection report as required by Wisconsin Department of Agriculture Trade and Consumer Protection "DATCP".
 - 3. The Town Clerk shall issue a STR license to all applicants following payment of the required fee, receipt of all fully completed documentation and information requested by the application, and application approval by the Town Board, or its designee.
 - 4. A STR license shall be effective for one year. The annual licensing terms begins January 1st and ends December 31st the same year.
 - 5. A fully completed renewal application and renewal fee must be filed with the Town Clerk at least forty-five (45) days prior to license expiration so that the Town Board or its designee, if required, has adequate time to consider the application. The renewal application shall include any updated information since the filing of the original application.
 - 6. An existing license becomes void and a new application is required any time the ownership of a Residential Dwelling licensed for STR changes.
 - 7. The Town Board may suspend, revoke, reject or non-renew a STR license or license application following a due process hearing if the Board determines that the licensee:
 - a. Has failed to comply with any of the requirements of this Ordinance; or
 - b. Has been convicted or whose Agent or renters have been convicted of engaging in illegal activity while on the STR premises; or
 - c. Has outstanding fees, taxes, or forfeitures owed to the Town; or
 - d. Has failed to adhere to Town and County Ordinances; or
 - e. Has failed to adhere to a set of property rules that communicate relevant Town Ordinances, DCTZ Best Practices and/or recognized neighborhood association standards of conduct that renters and their guests are expected to follow as part of their rental contract (create document for distribution with license)

Operation of a Short-Term Rental

Each Short-term Rental shall comply with all of the following requirements:

- A. No person may maintain, manage, or operate a Short-term Rental more than ten (10) nights each year without a Short-term Rental license. Every Short-term Rental shall be operated by a Property Owner or a Resident Agent.
- B. Each Short-term Rental shall hold a valid State of Wisconsin Tourist Rooming House License issued by the Department of Agriculture, Trade and Consumer Protection (DATCP), and shall provide proof of such license by attaching a copy to the initial license application and all subsequent renewal applications.
- C. Each Short-term Rental shall be licensed by the Door County Tourism Zone Commission (DCTZC), and shall provide proof of such license by attaching a copy to the initial license application and all subsequent renewal applications.
- D. Each Short-term Rental shall comply with all of the following requirements:
 1. No Residential Dwelling may be rented for a period of less than six (6) consecutive nights.
 2. No recreational vehicle, camper, tent, or other temporary lodging arrangement shall be permitted on site as a means of providing additional accommodations for paying guests or other invitees.
 3. If the property is not served by a public sanitary sewer, a private onsite wastewater treatment system (POWTS) in full compliance with this Ordinance and in accordance with Chapter 21 of the Door County Code must serve the property.
 4. If the property is serviced by public sanitary sewer, occupancy is limited to the number of occupants authorized by the tourist rooming house license issued by DATCP. If the property is served by a POWTS, occupancy is limited to the number of occupants for which the POWTS was designed, or the occupancy granted by the State tourist rooming license, whichever is less.
 5. Sufficient off-street parking shall be available to accommodate all vehicles on the Short-term Rental premises. Off-street parking shall be in compliance with Door County Comprehensive Zoning Ordinance, Chapter 7. On-street parking for renters of the Residential Dwelling is prohibited, consistent with Town Ordinance No. 05-2016.
 6. Pets that accompany a renter are subject to Town Ordinance No. 01-2012, with the following additional requirements: Pets must be under the control of their owner and on a leash when outside the dwelling.
 - a. Pets may be tethered securely to a leash or pulley-run on the premises, provided that the tethered pet is at least ten (10) feet inside the premises lot line.
 - b. Pet owners must adhere to minimizing pet noise, independent of whether the pet is inside or outside the dwelling.
 - c. Pet owners are prohibited from leaving their pet unattended on the Rental Dwelling premises. Unattended pets are subject to impoundment under Town Ordinance No 01-2012.
 7. Signage shall conform to applicable Town and Door County Ordinances.
 8. Rental dwellings must be able to accommodate reliable telephone communications in case of emergency.
 9. Any outdoor event held at the Short-term Rental shall last no longer than one day occurring between the hours of 10AM and 10PM. From 10PM to 10AM quiet hours shall be enforced. All activities shall be in compliance with the Town noise Ordinance and other applicable Town and Door County Ordinances.

- E. The Property Owner must reside within seventy-five (75) miles of the Short-term Rental during periods in which the Short-term Rental is rented.
 - a. This requirement may be waived if there is a valid Resident Agent (point of contact) located in Door County, in such a case, the Property Owner shall provide a copy of the Resident Agent contract to the Town and notify the Town within thirty (30) days of termination of any such contract.
 - b. To qualify as a Resident Agent the representative must reside within Door County or be a corporate entity with offices located within Door County.
- F. The Property Owner and/or Resident Agent must provide the town with current contact information and must be available twenty-four (24) hours a day, seven (7) days a week by telephone or email. The town must be notified within twenty-four (24) hours of any change in contact information.
- G. Each Short-term Rental shall provide a set of property rules that communicates relevant Town Ordinances, DCTZC Best Practices and/or recognized neighborhood association standards of conduct that renters and their guests are expected to follow as part of their rental contract. The property rules shall also be posted in the Residential Dwelling.
- H. The Property Owner and/or Resident Agent must provide the following information to neighboring residential property owners located within 200 feet of the Short-term Rental dwelling property in all directions no later than seven (7) days from the date rental dwelling permit is issued or any time the Property Owner/Resident Agent contact information changes:
 - a. Telephone and email contact information to enable neighboring residential property owner or Town personnel to contact the Property Owner or Resident Agent twenty-four (24) hours a day, seven (7) days a week regarding disturbances or issues arising in connection with the rental of a Residential Dwelling.
 - b. Provide copy of property rules or other standard of conduct that is provided to renters.
 - c. Provide their DATCP license number.
- I. The Property Owner shall have and maintain homeowner's liability or business liability insurance for the premises that are used for short term rental and shall provide written evidence of such insurance with the initial license application and all subsequent renewal applications.

Penalties

Any person, partnership, corporation, limited liability company, or other legal entity that fails to comply with the provisions of this Ordinance shall, upon conviction, pay a forfeiture of not less than \$100.00 nor more than \$1000.00, plus the applicable surcharges, assessments and costs for each violation. Each day a violation exists or continues constitutes a separate offense under this Ordinance

Penalties set forth in this section shall be in addition to all other remedies of injunction, abatement or costs whether existing under this Ordinance or otherwise.

Fees

Initial STR application fee.....	\$500
Renewal STR application fee.....	\$100
Late fee.....	\$100
Inspections (as necessary).....	\$100

Severability

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

If any provisions of this Ordinance are declared to be severable, and if any section, sentence, clause or phrase of this Ordinance shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses or phrases of this Ordinance.

Effective Date and Publication

This Ordinance shall become effective upon adoption and publication as required under § 60.80 Wisconsin Stats.

This Ordinance shall take effect upon passage and publication as provided by law. Adoption of this Ordinance by the Liberty Grove Town Board does not preclude the Town Board from adopting any other Ordinance or providing for the enforcement of any other law or Ordinance relating to the same or other matter. Issuance of a citation hereunder shall not preclude the Town Board or any authorized officer from proceeding under any other ordinance or law by any other enforcement method to enforce any Ordinance, citation, or order.

Adopted at a regular meeting of the Town Board of the Town of Liberty Grove, Door County, Wisconsin, on this ____ day of ____ 202_.

John Lowry, Chairman

Lou Covotsos, Supervisor

Nancy Goss, Supervisor

Janet Johnson, Supervisor

Cathy Ward, Supervisor

I, Anastasia Bell, Clerk/Treasurer of the Town of Liberty Grove, Door County, Wisconsin do hereby certify that the above is a true and correct copy of an ordinance that was adopted on the ____ day of ____ 202_ by the Liberty Grove Town Board.

Dated this ____ day of ____ 202_.

Anastasia Bell, Clerk/Treasurer

Colored text = Sevastopol draft 7

Highlighted text = note for later review

Enforcement

Proximity of agent

Subject to the DCTZ rules and regulations

Liberty Grove Campground Overlay

Section 1. Intent.

This ordinance is hereby enacted in order to promote the health, safety and general welfare of the citizens of Liberty Grove. Identified areas of concern include, but are not limited to:

- Maintaining the rural nature of the Town
- Controlling campground density while balancing the rights of property owners
- Recognizing unique karst topography and the relationship to protecting groundwater resources
- Protecting areas of natural importance such as Dark Sky, Ramsar, Mink River Estuary and other sites of local/county/regional/state/federal and international importance.

Section 2. Definitions.

Definitions other than enumerated in this ordinance refer to Door County Amendatory Ordinance 2019-08. In the absence of any definition in the most recent version of the Door County Comprehensive Zoning Ordinance definitions, then reference is made to ATCP § 79.03.

Buffer Zone Borderline - A borderline determined by a land survey using a measurement that is offset a specified distance from the aforementioned areas of concern.

Wilderness Campground – Is an area for non-wheeled camping accommodations on walk-in sites accessible from a single main trail for tent or under-the-stars camping.

Wilderness Campground Buffer Zone - An area intended to protect environmentally sensitive features specified in this ordinance extending a minimum of 1,000 feet outward from the aforementioned areas of concern.

Section 3. Application and Specifications.

Campground Design – A campground developer approaching a "final" design approval by the Door County Department of Land Use Services shall submit said design to the Town of Liberty Grove in order to comply with the Town's Campground Ordinance. A concept review is recommended and encouraged by the Town of Liberty Grove Plan Commission before Land Use Services is contacted.

Wilderness Campground – Only wilderness campgrounds will be permitted within a “Wilderness Campground Buffer Zone”.

- a. **Trails in Wilderness Campgrounds** - main trails to campsite areas shall be no greater than 8' wide and shall be pervious.
- b. **Parking** - Spaces shall be equal to 1.5 times the number of sites on property and be located adjacent to the main office or entrance area.
- c. **Utilities** - Flush toilets, hand-washing and potable water facilities shall be provided in common areas deemed suitable by Land Use Services and the Door County Sanitarian. Utilities shall not be provided at any wilderness camp sites.

- d. **Campfires** – One campfire ring not to exceed 3' in diameter is allowed for each site.
- e. **Lighting** – Wherever lighting is required by law, downcast lighting shall be used.
- f. **Motorized and/or wheeled camping units** – are not permitted in the **Wilderness Campground Buffer Zone**

Vegetative screening of all classifications of campgrounds

- a. Screening should consist of vegetation that will visibly block the campground as well as mitigate noise from the surrounding neighboring properties.
- b. Vegetative screening shall be in accordance with wildlife corridor management per Wisconsin DNR Land Legacy Report.
- c. Vegetative screening is recommended to be 2 to 3 rows running parallel to each other with vegetation planted in a staggered pattern.