

Tuesday, May 17, 2022

5:00 PM

McFarland Municipal Center
Community Room

AGENDA

You are invited to this meeting through a Zoom webinar. The public is strongly encouraged to watch and participate in these meetings remotely through either the webinar or telephone options listed below.

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/82621519159>

Or by Telephone: +1 (312) 626-6799

Webinar ID: 826 2151 9159

Press *9 to raise/lower hand. Press *6 to mute/unmute.

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
 - a. This is an opportunity for members of the public to address the Public Safety Committee. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the Committee may do so using the Question and Answer feature within the Zoom online meeting platform. You may state your name, address, and provide your comments to the Committee for their consideration. Members of the public who are present in person and wish to address the Committee should fill out a public comment form and turn into the meeting chairperson. Members of the public may speak during public appearances or during their selected agenda item as they designate on the public comment form. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to public.safety@mcfarland.wi.us to be included as part of the meeting.
3. BUSINESS.
 - a. Discussion and recommendation on a tourist rooming house permit application from Wendy Unke for 5438 Bremer Road.
4. SCHEDULE NEXT MEETING DATE.
 - a. Monday June 6, 2022
5. ADJOURNMENT.

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related to Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the McFarland Municipal Center at (608) 838-3153 or cassandra.suettinger@mcfarland.wi.us

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Tuesday, May 17, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer, Andrew Bremer,
Comm & Eco Dev Director, Chris Dennis, Fire/Rescue Chief

AGENDA ITEM: Discussion and recommendation on a tourist rooming house permit
application from Wendy Unke for 5438 Bremer Road.

PREVIOUS ACTION:

The Public Safety Committee met on May 2, 2022 to review the initial application request from Wendy Unke for the property located at 5438 Bremer Road. A number of neighbors, as a well as written comments/questions, were received from neighbors. The Public Safety Committee tabled the request and requested the applicant be present at a Public Safety Committee meeting to answer questions and provide clarification.

ISSUE SUMMARY:

Property owner Wendy Unke has applied for a Tourist Rooming House for her property located at 5438 Bremer Road.

The application is complete and thus, as required by ordinance, has been forwarded on to the Public Safety Committee for review. All property owners within 300 feet were notified of the date and time of the meeting and noticed of their opportunity to provide input on the request. The ordinance provides that if the PSC committee determines that the application meets the requirements of the article, it shall be forwarded to the Village Board for approval.

Updates since 05/02/2022 Public Safety:

1. In following up on the concern that only one property owner had signed the application - The ordinance only requires the property owner sign the application. It does not require all property owners to sign the application.

2. The Building Inspector has reviewed the application and the request to confirm the following issues

- **Maximum Occupancy** - In reviewing the application, the Building Inspector has confirmed the square footage of the bedrooms, living room space, and the areas identified on the application are correct. The maximum occupancy for this property is confirmed at 6 people.
- **Off-Street Parking** - Based on the occupancy of 6, at least two off-street parking stalls would be required. This requirement is met by the standards of the ordinance.



3. The applicant has confirmed they will be present at the May 17th Public Safety Committee meeting. Additionally, they have been, and are making attempts to reach out to adjacent property owners who brought forward concerns.

FINANCIAL/BUDGET IMPACT:

Permitting and Room Tax Revenues

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

[Chapter 11 - Article XI - Tourist Rooming Houses.](#)

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

11-356 provides If the Committee determines that the application meets the requirements of this Article, it shall forward the application to the Village Board for approval. In reviewing the concerns raised at the last meeting, staff has confirmed the application meets the requirements for recommending approval.

Motion to recommend approval of issuance of a tourist rooming house permit for Wendy Unke for the property located at 5438 Bremer Road..

ATTACHMENTS:

1. 5438 Bremer Rd, McFarland, WI 53558 Tourist Rooming House Permit Application Submission_Redacted
2. Site Plan
3. Floor Plan
4. Parking



Tourist Rooming House Permit Application

Pur uant to Village Ordinance Chapter 11

New or Renewal	New Application
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Property Information

Tourist Rooming House Physical Address	5438 Bremer Rd, McFarland, WI 53558
Property Owner Name	Wendy Unke
Property Owner Address	
Property Owner Telephone Number	
Property Owner Email Address	

Resident Agent

A resident agent must be appointed in the following situations:

- The property is not your primary residence and you reside outside a 30 mile radius from the Tourist Rooming House
- You will be absent while the property is rented (An owner is considered absent if the owner cannot be contacted and be present at the Tourist Rooming House within 45 minutes.)

NOTICE: APPLICANT SHALL IMMEDIATELY NOTIFY THE VILLAGE CLERK OF ANY CHANGE IN RESIDENCE OR INFORMATION REGARDING THE RESIDENT AGENT

Will a Resident Agent be appointed?	No
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Application Fees

Application Fee (includes all required inspections) - \$500

Resident Agent Fee - \$50 (if applicable

Total application fees = \$500.00



Facility Information

Provide the square footage of each room

Bedrooms

Select the plus sign to add additional bedrooms.

i. **Bedroom Length**

12

Bedroom Width

14

Bedroom Total Square Footage

168 Square Feet

ii. **Bedroom Length**

10

Bedroom Width

12

Bedroom Total Square Footage

120 Square Feet

iii. **Bedroom Length**

10

Bedroom Width

12

Bedroom Total Square Footage

120 Square Feet

Dining Room

Dining Room Length 10

Dining Room Width 10

Dining Room Total Square Footage

Living Room

Living Room Length 12

Living Room Width 14

Living Room Total Square Footage

168 Square Feet

Family Room/Den (if applicable)

Family Room/Den Total Square Footage

Number of Full Bathrooms 1

Number of 3/4 Bathrooms 0

Number of 1/2 Bathrooms 1

Number of Parking Stalls 3

A 9'X18' i required for every 4 occupant



Nuisance Response Plan

The property owner or resident agent shall be responsible for promptly responding to or causing a prompt response to a nuisance complaint arising out of the occupancy or use of the short-term rental by tenants, their visitors or their guests. A return telephone call to a complainant within 45 minutes of the initial complaint shall be deemed prompt.

Proposed Maximum Number of Overnight Guests 6

Number of Off-street Parking Spaces 3

Number of Bedrooms Available 3

Describe the manner of responding to or causing a response to a nuisance complaint, including but not limited to the manner in which the complainant(s) will be notified of the response and the method of documenting prompt responses and timely corrective action.

A telephone call to the primary adult occupant of the rental within 30 minutes of the initial nuisance complaint by Wendy Unke.
A follow-up visit to the rental, if needed, by Wendy Unke.
We have clear instructions in the rental unit describing the village quiet hours of 10 pm - 7 am.
The listing also lists forfeiture of deposit if they do not comply with the ordinance.

Describe the manner of assuring timely corrective action to remedy the conditions that caused the nuisance complaint. This shall include, at a minimum, a telephone call to the primary adult occupant of the short-term vacation rental within 45 minutes of the initial nuisance complaint.

A telephone call to the primary adult occupant of the rental within 30 minutes of the initial nuisance complaint. A follow-up call if needed. An in-person visit if needed.
All occupants are aware of police and safety issues.



Proof of Liability Insurance

File(s) attached:



COI Bremer Rd 2.pdf



UNKE, THOMAS, 79952883, 2022-01-01, 58.pdf

Liability insurance must be a commercial general liability, or hotel or short-term rental policy that specifically covers liabilities arising from rental of the tourist rooming house for short-term rentals. No less than \$1,000,000 per occurrence.

A copy of Wisconsin Seller's Permit issued through the Wisconsin Department of Revenue

File(s) attached:



sellers permit information.pages

Copy of Wisconsin Seller's Permit is not required for those who will be listing the tourist rooming house **exclusively** through a lodging marketplace. Please contact the Clerk if you have questions on this provision.

A current Tourist Rooming House License issued by Public Health of Madison and Dane County (PHMDC), or other applicable entity, under Wis. Stats. § 97.605, or a copy of the completed application submitted for said license if the license has not been issued.

File(s) attached:



IMG_4465.HEIC



IMG_4292.heic

A copy of a completed Public Health of Madison and Dane County, or other applicable entity, tourist rooming house inspection form dated within one year of the date of issuance must be submitted before a permit can be issued.

File(s) attached:

- IMG_4455.HEIC
- IMG_4456.HEIC

For more information about Tourist Rooming House Licenses from PHMDC, please visit the [PHMDC website](#).

Site Plan

File(s) attached:

- IMG_4291.HEIC

A Site Plan must include location, number of units, number of people in each unit, dimensions of all rooms and common areas, laundry facilities, restroom facilities, and onsite parking dimensions.



To the Village of McFarland, Dane County, State of Wisconsin, that I the undersigned, understand that by applying for this Tourist Rooming House Permit, I am bound to all Village of McFarland Municipal Codes including Chapter 11 and any other codes or regulations that may apply. I also grant that an inspection of this property be conducted by the Village Building Inspector (or designee) and the Village Fire Inspector (or designee) prior to approval of this permit.

Certification Signature

File(s) attached:

A handwritten signature in black ink, appearing to read "Wendy L. McFarland".

Certification Date

04/12/2022



