

TOWN OF CLAY BANKS

Door County, Wisconsin

Myron Johnson, Chairman
Mark Heimbecher, Supervisor
Patrick Olson, Supervisor

Jessica Bongle, Clerk
Breanna Bongle, Treasurer

April 11, 2024

Dear Property Owner:

On February 12, 2024, the Town of Clay Banks adopted Ordinance 24-02-01, "Short-Term Rental Ordinance" and Resolution 24.02.02, "Short-Term Rental License Fee Schedule." The ordinance establishes minimum standards and responsibilities of owners who rent out residential dwellings for a fee as a short-term rental (STR) for a minimum of 10 nights each year, while balancing and protecting the character of residential neighborhoods.

The following is a brief summary of some of the most important requirements you must follow in the Ordinance before beginning operation of your STR in the Town of Clay Banks:

1. Completion of a Short-Term Rental License Application, submission of supporting documents, payment of fee and issued Town of Clay Banks License.
2. You must obtain a Wisconsin Tourist Rooming House License from the Wisconsin Department of Agriculture, Trade & Consumer Protection. (DATCP).
3. You must obtain a Door County Tourism Zone Commission (DCTZC) Permit.
4. You are required to provide certain contact information to neighboring residential property owners located within 400 feet of your rental property, along with a copy of your Property Rules for guests.

Enclosed you will find a copy of Ordinance 24-02-01, a copy of Resolution 24.02.02, and a Short Term Rental License Application form. The annual licensing term begins July 1st and ends June 30th of the following year. Each year you are required to renew your license.

Please fill out the License Application in full and return it to me by **May 1st** along with the following:

1. All necessary documents and required to be attached to the application (refer to page 2 of application).
2. Check made payable to the "**Town of Clay Banks**" in the amount of the applicable fees per enclosed fee schedule.

If you have any questions, please contact me.

Sincerely,

Jessica Bongle, Town Clerk

(920) 493-7383

clerk@tn.claybanks.wi.gov

597 Lower LaSalle Rd, Algoma WI 54201