

## CITY OF TWO RIVERS

### ORDINANCE

**An Ordinance to amend Sections 6-13 and 10-1-20 of the Municipal Code of the City of Two Rivers, Wisconsin, regulating the use of Short Term Rentals, based on the recommendation of the City Council Work Session:**

The Council of the City of Two Rivers, Wisconsin, ordains as follows:

**SECTION 1.** Subsection 6-13-1 of the Municipal Code of the City of Two Rivers, Wisconsin, is hereby amended to include the following definition:

*Maximum Capacity.* The maximum capacity of a residential dwelling unit offered for rent as a short-term rental shall not exceed two individuals for every bedroom, plus four additional individuals.

**SECTION 2.** Subsection 6-13-5 of the Municipal Code of the City of Two Rivers, Wisconsin, is hereby amended to include the following subsection B.:

B. Outdoor lighting at each short-term rental shall comply with the following Outdoor Lighting Standards

- (1) All outdoor lighting fixtures shall be fully shielded and light from such fixtures shall not exceed property boundaries of the short-term rental.
- (2) All outdoor lighting fixtures shall be placed so as to not cause light trespass or light glare. All outdoor lighting should shine down.
- (3) Flood or spot lamps must be aimed no higher than 45 degrees above straight down (halfway between straight down and straight to the side) when the source is visible from any off-site residential property or public roadway.
- (4) Any lighting fixture installed on a residential property must be shielded such that the light source is not directly visible from any other residential property between the hours of 11:00 PM and 6:00 AM.

**SECTION 4.** Subsection 6-13-4.C. of the Municipal Code of the City of Two Rivers, Wisconsin, is hereby amended and shall now read as follows.

C. A license may be suspended, revoked, or not renewed following a due process hearing of the city council if the council determines that the licensee: (a) fails to comply with any of the requirements of this section; (b) owner(s) or renter(s) have been convicted of engaging in illegal activity while on the licensed premises on two or more separate occasions within the past 12 months; or (c) has outstanding fees, taxes, or forfeitures owed to the city. Any licensee which has had a license suspended, revoked, or not renewed for a property, pursuant to this subsection, may not reapply for a Short Term Rental license for said property for the license year following the year in which licensee's license was suspended, revoked, or not renewed.

**SECTION 5.** Subsection 6-13-5.A.(8). of the Municipal Code of the City of Two Rivers, Wisconsin, is hereby amended and shall now read as follows:

- (8) All short-term rentals shall display proof of a current inspection by the Manitowoc County Health Department, current license issued by the City of Two Rivers, contact information for the Two Rivers Police Department (non-emergency), fire department, property owner or property manager, and the Maximum Capacity.

**SECTION 6.** Subsection 6-13-5.A.(9). of the Municipal Code of the City of Two Rivers, Wisconsin, is hereby amended and shall now read as follows:

- (9) Each short-term rental shall maintain a guest register for two years. The register shall contain the full name, current address of any person renting the property, the dates and times of rental, and the monetary amount or consideration paid. A copy of the register shall be available if requested by the city. The portion of the register reflecting the most recent calendar quarter shall be provided to the city within 30 days of the end of each calendar quarter. The required room tax payments shall be filed as required by chapter 6-11.

**SECTION 7.** Subsections 6-13-6 and 6-13-7. of the Municipal Code of the City of Two Rivers, Wisconsin, are hereby amended and reorganized such that subsection B. of 6-13-6 is removed from that section and added to 6-13-7 as a new subsection C.

**SECTION 8.** Subsection 10-1-20A. of the Municipal Code of the City of Two Rivers, Wisconsin, listing permitted uses in the R-1 Single Family Residence District, is hereby amended to include the following subsection (14).

(14) Short Term Rentals, as that term is defined by Section 6-13-1.

**SECTION 9.** This ordinance shall take effect after the date of its passage and upon publication but shall only affect Short Term Rental licenses and Short Term Rental license applications acquired or applied for after such date.

Adopted by the Council of the City of Two Rivers, Manitowoc County, Wisconsin this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

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Scott Stechmesser  
President, City Council

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Gregory E. Buckley  
City Manager

Attest:

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Amanda Baryenbruch, City Clerk

Approved as to form and legality:

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Sean P. Griffin  
City Attorney