



Snowmobile Capital of the World ★ ATV/UTV Capital of Wisconsin ★ Hockey Capital of Wisconsin

## AGENDA NOTICE

THE PLANNING COMMISSION OF THE CITY OF EAGLE RIVER WILL HOLD A MEETING ON THURSDAY, JANUARY 9, 2025, AT 5:00 P.M. AT CITY HALL, 525 E. MAPLE STREET IN EAGLE RIVER.

This meeting will be available by Zoom at the following link:

<https://us06web.zoom.us/j/85111695208?pwd=x5pMv8crrbsPuYwefObTYbJG0m83b3.1>

Meeting ID: 851 1169 5208

Passcode: 963936

- 1) Call to Order.
- 2) Roll Call.
- 3) Approval of minutes.
- 4) Public Hearings, discussion and possible action on the following agenda item(s):
  - a) Public Hearing: Abundant Life Church is seeking a conditional use permit to establish an annex facility for their church to host programming for youth and other groups at 216 Capich Drive, Eagle River, per Ordinance Sec. 106-333: Uses permitted by conditional grant. (1) Churches, private clubs, fraternities and lodges except those whose chief activity is a service customarily carried on as a business. The property is described as Parcel 221-962, GL 04, Sect. 27, T40N, R10E, PRT GOVT LOT 4.
  - b) Public Hearing: PROPOSED ORDINANCE NO. 590: Short-Term Rental Licensing, addition of Article XII to Chapter 106 - Zoning, PURPOSE: To ensure that the quality and nature of the short-term rentals operating within the City of Eagle River are adequate for protecting public health, safety, and general welfare and to protect the character and stability of the neighborhoods within the city.
  - c) Proposed Resolution #1052 by the City of Eagle River Expressing Support for The Sale of Riverside Park to Be Developed into Single- And Two-Family Residential Homes
  - d) Addition of City of Eagle River addressing to Vilas County Addressing Ordinance (Adam Grassl).
- 5) Adjournment.

Robin Ginner, City Administrator

Please note that, upon reasonable notice, at least 24 hours in advance, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services, or provide a video link for meetings. For additional information to request this service, please contact the City Clerk's Office at 715-479-8682 ext. 224, 525 E. Maple Street, P.O. Box 1269, Eagle River WI 54521.



November 7, 2024

A meeting of the Plan Commission of the City of Eagle River was called to order at 5:00pm by Mayor Jeff Hyslop.

Roll Call: Adam Grassl, Kim Schaffer, Mike Adamovich, Mary Horant, and Deb Brown. Hletko absent. Also in attendance; Robin Ginner, Becky Bolte

*Motion Horant, 2<sup>nd</sup> by Adamovich to approve the minutes of the 9/5/24 meeting. Carried, all.*

Mayor Hyslop moved Public Hearing, agenda item b, to beginning of agenda.

b) Public Hearing - Douglas Wendt is requesting permission to store two halves of a modular home at 638 N Hirzel Street, Eagle River, computer number 221-419-009, in accordance with Chapter 106, ARTICLE VII BULK REGULATIONS, Sec. 106-561, Schedule of regulations, (a) (8) Temporary storage for 30 days or more a permit is required. The modular home will be stored until installation in Spring 2025. The property, zoned as R-1 Single Family Residential, and is described as: Sect. 28, T40N,R10E, LOTS 9&10 BLK 4 LAKE PARK ADDN & VACATED ALLEY: Hyslop opened the public hearing at 5:03PM. Mr. and Mrs. Douglas Wendt, applicants, were present via Zoom. Ginner reported no written correspondence or objections were received. Representative for Carol Meadows asked if the home was going to be placed on a foundation, slab or basement. Wendt replied that the home will be set on a 6" slab with brick skirting. Brown inquired on the stability of the placement for safety purposes with Wendt explaining the portions will be stored within a foot of each other, will remain fully wrapped, and will remain secured on the transport wheels. With no other public comments to be heard, Hyslop closed the public hearing at 5:13PM. *Motion by Horant, 2<sup>nd</sup> by Adamovich to recommend City Council approval of a permit to store two halves of a modular home at 638 N Hirzel Street, 221-419-009, until installation can occur in the Spring of 2025. Carried on a roll call vote, all.*

a) ER Revitalization Program is seeking approval to apply for a Vibrant Spaces grant to construct enhancements for the bike/pedestrian/snowmobile trail crossing on the south side of the bridge leading to Riverview Park. Margelofsky was present and gave a brief overview of the grant and provided a packet of information on what the grant money would be used for at the crossing. Discussion on safety with the placement of the on-demand crosswalk and implications with DOT and snowmobile clubs. Margelofsky reported she had letters of support to cover the required 50% match of funds, the City would not be responsible for any financial contribution. *Motion Grassl, 2<sup>nd</sup> by Brown to recommend City Council approval for Eagle River Revitalization Program to apply for a Vibrant Spaces grant to construct enhancements for the bike/pedestrian/snowmobile trail crossing on the south side of the bridge leading to Riverview Park. Discussion confirming the City would be able to deny the grant if things don't fall into place with planning/engineering. Carried on a roll call vote, all.*

*Motion by Horant, 2<sup>nd</sup> by Grassl to adjourn at 5:57pm.*

Becky J Bolte – Clerk



CITY OF  
**EAGLE RIVER**  
*Wisconsin*

**Application for a Hearing before Planning Commission**

**Applicant MUST provide the following information:**

Name Abundant Life Church Phone 715-891-5525

Mailing Address PO Box 1975 Eagle River rob.dixon82@gmail.com

Interest in the Property Owner (Closing 2/15/25) 216 Capich Dr.

Name of Property Owner Abundant life

Mailing Address PO Box 1975, ER.

The above signed applicant does petition the City Council as follows:

**Amend the Zoning Classification or Boundaries of a District**

Change may only be initiated by the City Council, Plan Commission or a petition by one or more of the owners or lessees of the property proposed to be changed.

Present Zoning Classification \_\_\_\_\_

Requested Zoning Classification \_\_\_\_\_

Applicant must provide the following information

- Legal description and address of the property in question.
- A sketch drawn to a scale of not less than 100 feet to the inch, showing area to be changed, its location, the location of the existing boundaries and the uses within 300 feet of the property proposed to be changed.
- Property owners names, mailing address of all property within 300 feet of the property in question.
- Present use of the property in question.
- Proposed use of the property in question.

**Zoning Ordinance Amendment**

Change initiated, must be initiated by Zoning Administrator.

Requested Amendment to section: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Conditional Use Permit**

Zoning Classification of Property R-1 - Single Family

List the requested conditional use, Church use - Annex to Abundant Life Church - Youth Building for programs.

Applicant must provide the following information:

- A legal description and address of the property where the use will take place.
- The names and mailing addresses of the abutting property owners.
- Present uses of the abutting properties.
- A site plan of the property showing distances of structures to property lines, parking areas, landscaping, lighting, traffic line of sight visibilities and any other information which will assist the Planning Commission to make a decision.

Additional information may be requested by the Eagle River Plan Commission or the Eagle River City Council to evaluate your application. The lack of information may in itself be sufficient cause to deny a petition. Failure to provide the above required information may result in additional public hearings, which additional costs will be borne by the applicant.

The completed application must be submitted to the Zoning Administrator's office no less than 30 days before the date of the Planning Commission meeting, 525 E. Maple Street, PO Box 1269, Eagle River, WI 54521.

***Applicant or Owner of the property or Agent shall appear before the Planning Commission.***

Dated this 11 day of Dec, 2024

Respectfully submitted by Rob L. O'Neil

<i>For Office Use Only:</i>			
Permit distribution:	<input type="checkbox"/> Treasurer (w/check)	<input type="checkbox"/> File	<input type="checkbox"/> Planning Commission
Payment: \$	<input type="checkbox"/> Cash	<input type="checkbox"/> Check #	Date: _____ Admin: _____ Date: _____



NOTICE OF PUBLIC HEARING  
CITY OF EAGLE RIVER PLANNING COMMISSION

*Posted 12/11/2024*

Abundant Life Church is seeking a conditional use permit to establish an annex facility for their church to host programming for youth and other groups at 216 Capich Drive, Eagle River, per Ordinance Sec. 106-333. Uses permitted by conditional grant. (1) Churches, private clubs, fraternities and lodges except those whose chief activity is a service customarily carried on as a business. The property is described as Parcel 221-962, GL 04, Sect. 27, T40N, R10E, PRT GOVT LOT 4.

The City of Eagle River Planning Commission will hold a public hearing to review the request on **Thursday, January 9, 2025 at 5:00 p.m.** at the Eagle River City Hall, 525 E. Maple Street, Eagle River WI 54521. Comments can be made at the public hearing or by mail to City Administrator, PO. Box 1269, Eagle River, WI 54521; by phone (715) 479-8682 x227 or email [rcginner@eagleriverwi.gov](mailto:rcginner@eagleriverwi.gov). Documents will be available for review at City Hall. PETITIONER, OR THEIR REPRESENTATIVE, SHALL BE PRESENT.

CITY OF  
EAGLE RIVER  
*Wisconsin*

December 11, 2024

Dear property owner:

Abundant Life Church is seeking a conditional use permit to establish an annex facility for their church to host programming for youth and other groups at 216 Capich Drive, Eagle River, per Ordinance Sec. 106-333: Uses permitted by conditional grant. (1) Churches, private clubs, fraternities and lodges except those whose chief activity is a service customarily carried on as a business. The property is described as Parcel 221-962, GL 04, Sect. 27, T40N, R10E, PRT GOVT LOT 4.

The City of Eagle River Planning Commission will hold a public hearing to review the request on **Thursday, January 9, 2025 at 5:00 p.m.** at the Eagle River City Hall, 525 E. Maple Street, Eagle River WI 54521. Comments can be made at the public hearing or by mail to City Administrator, PO. Box 1269, Eagle River, WI 54521; by phone (715) 479-8682 x227 or email [rginner@eagleriverwi.gov](mailto:rginner@eagleriverwi.gov). Documents will be available for review at City Hall. PETITIONER, OR THEIR REPRESENTATIVE, SHALL BE PRESENT.

Sincerely,



Robin Ginner  
City/Zoning Administrator

EAGLE RIVER CEMETERY ASSOC  
EAGLE RIVER, WI 54521

ABUNDANT LIFE OUTREACH INC  
PO BOX 1975  
EAGLE RIVER, WI 54521

GERALD L BURKETT  
329 N 9TH ST  
EAGLE RIVER, WI 54521

CITY OF EAGLE RIVER  
PO BOX 1269  
EAGLE RIVER, WI 54521

ST PETERS CONGREGATION  
5001 County Highway G  
EAGLE RIVER, WI 54521

KARA PETTERSON  
224 CAPICH DR  
EAGLE RIVER, WI 54521

DONALD SCHARF TRUST  
PO BOX 835  
EAGLE RIVER, WI 54521

OGREN TRUST  
1051 E MAPLE ST  
EAGLE RIVER, WI 54521

NICHOLAS S KILLINGER TRUST  
1122 E MAPLE ST  
EAGLE RIVER, WI 54521

ROBERT GOVEK  
216 CAPICH DR  
EAGLE RIVER, WI 54521

CYNTHIA BUESCHEL  
225 N NINTH ST  
EAGLE RIVER, WI 54521

JUSTIN R BEHLING  
3936 STH 17  
EAGLE RIVER, WI 54521

CHARLES D GOEKE  
303 N NINTH ST  
EAGLE RIVER, WI 54521

DONALD SCHARF TRUST  
PO BOX 835  
EAGLE RIVER, WI 54521





## CITY OF EAGLE RIVER NOTICE OF PUBLIC HEARING

### PROPOSED ORDINANCE NO. 590

### Short-Term Rental Licensing and Operation of a Tourist Rooming House Addition of Article XII to Chapter 106 - Zoning

The City of Eagle River will hold a **public hearing** January 9, 2025 at 5:00PM at Eagle River City Hall, 525 E Maple Street, Eagle River WI to receive comments on the proposed **Ordinance No. 590**, which amends Chapter 106 - Zoning of the City Code. The proposed ordinance introduces **Article XII**, establishing requirements for **short-term rental licensing and operation of tourist rooming houses** within the city limits.

#### Details of the Proposed Ordinance:

**Purpose:** To regulate the operation of short-term rental properties (tourist rooming houses) within the city to ensure compliance with health, safety, and zoning regulations.

- **Key Provisions:**

- Licensing requirements for property owners operating short-term rentals.
- Regulations concerning the operation, occupancy, and management of short-term rentals.
- Procedures for obtaining, renewing, and maintaining short-term rental licenses.
- Penalties for non-compliance with the provisions of this ordinance.

#### How to Participate:

Members of the public are encouraged to attend and provide feedback regarding the proposed ordinance. Written comments may also be submitted to the City Clerk's office at 525 E Maple Street, PO Box 1269, [bbolte@eagleriverwi.gov](mailto:bbolte@eagleriverwi.gov) before the hearing date.

#### For More Information:

For a full text of the proposed ordinance, or for any questions, please contact the City Clerk – Becky Bolte at 715-479-8682 x224, [bbolte@eagleriverwi.gov](mailto:bbolte@eagleriverwi.gov) or visit <https://eagleriverwi.gov> to view a copy of the proposed ordinance.

The Eagle River Planning Commission will consider all public comments before making a final recommendation to the City of Eagle River Common Council on the adoption of the proposed ordinance, scheduled to be presented at the January 14, 2025 Regular Common Council monthly meeting.





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## **ORDINANCE 590**

### **Short-Term Rental Licensing**

*Addition of Article XII to Chapter 106-Zoning- Effective 4-1-25*

#### **106-800 Title and Purpose**

This ordinance is entitled the Short-Term Rental Licensing Ordinance. The purpose of this ordinance is to ensure that the quality and nature of the short-term rentals operating within the City of Eagle River are adequate for protecting public health, safety, and general welfare and to protect the character and stability of neighborhoods within the city.

#### **106-801 Authority**

The Common Council of the City of Eagle River adopts this ordinance under its Class 4 City powers authority and §66.1014 of the Wisconsin Statutes.

#### **106-802 Definitions**

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 notice of municipal ordinance violations and for service of process pursuant to this ordinance.

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

Residential dwelling means any building, structure, or part of the building or structure, which 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.

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

#### **106-803 Short Term Rental License**

- a) No person may maintain, manage, or operate a short-term rental more than 10 nights each year without a City of Eagle River 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 City Clerk on the forms provided. Applications must be filed by the Property Owner or Property Manager. No license shall be issued without the completed application form, documentation requested with said application form provided, and payment of the required application fee.
  - 2) The City Clerk or designee may issue a short-term rental license to all applicants following receipt of all information and documentation requested by the application.
  - 3) A short-term rental license shall be effective for one year and may be renewed for additional one-year periods. A renewal application must be filed with the City Clerk or designee at least 45 days prior to license expiration so that the City Clerk or designee has adequate time to consider the application. The renewal application shall include any updated information from the filing of the original application. An existing license becomes void, and a new application is required any time the ownership of a residential dwelling licensed for short-term rentals changes.
  - 4) The Common Council may suspend, revoke, or non-renew a short-term rental license following a hearing if the Council determines that the licensee:
    - i. Failed to comply with any of the requirements of this ordinance
    - ii. Has been convicted or whose Property Manager has been convicted of engaging in illegal activity while on the short-term rental premises on 2 or more separate occasions within the past 12 months.
    - iii. Has outstanding fees, taxes, or forfeitures owed to the City or its entities.
    - iv. After conviction of a third violation of any provision of this ordinance the short-term rental license will be permanently revoked

#### **106-804 Operation of Short-Term Rentals**

- a) Each short-term rental is required to have the following licenses and permits:
- 1) Proof of licensure from the Vilas County Public Health Department under Chapter 8 of the Vilas County Code or Ordinances or proof of licensure through the State of Wisconsin or its agents under Wis Stats §97.605 or §97.625.
  - 2) Proof of seller's permit and Premier Resort Area Tax (PRAT) registration issued by the Wisconsin Department of Revenue.
  - 3) A City of Eagle River Short-Term Rental License.
- b) All rentals shall be subject to the City of Eagle River Accommodation Tax, Chapter 82, Article II – Accommodations Tax of the Municipal Code. (Room Tax)
- 1) Failure to pay accommodation tax within thirty (30) days after the due date will result in automatic suspension of the Short-Term Rental License granted by the City of Eagle River.

- c) Each short-term rental shall comply with all of the following requirements:
- 1) Single Family zoned residences cannot be rented out more than once in a seven-day period with the exception of property where the owner is residing on site.
  - 2) No recreational vehicle, camper, tent, or other temporary lodging arrangement shall be permitted on site as a means of providing additional accommodation for paying guests or other invitees.
  - 3) Any outdoor event held at the short-term rental shall last no longer than one day, occurring between the hours of 10am and 11pm. At minimum, a seven consecutive day interval must occur between outdoor events held at the short-term rental unless, in special circumstances, written permission is obtained from the Common Council or City Clerk. Any activities occurring at the short-term rental shall comply with other applicable regulations.
  - 4) A local property management contact, either the Property Owner or an appointed Property Manager, must be on file with the City at all times and must be located within 40 miles of the short-term rental. The Property Owner and/or Property Manager must provide the City with current contact information and must be available 24 hours a day, 7 days a week by telephone. The City Clerk must be notified by telephone or email 24 hours prior to any change in contact information.
  - 5) Each short-term rental shall maintain a register and require all primary registrants to register with their full legal names and addresses. The register shall be kept on file for at least one year from the current licensing period. The register shall also include the time period for the rental and the monetary amount or consideration paid for the rental.
  - 6) The maximum occupancy of a short-term rental house served by a Private Onsite Wastewater Treatment System (POWTS) shall be limited to the number of occupants for which the POWTS was designed, or the number of occupants authorized by the State of Wisconsin or its agents under Wis. Stats. §97.605 or §97.625, whichever is less.  
*Note: Residential septic systems are considered to be designed to accommodate two (2) occupants per bedroom.*
  - 7) The number of occupants in any unit shall not exceed the limits set forth in the Wisconsin State Regulation ATCP 72.14 for Hotels, Motels, and Tourist Rooming Houses.
  - 8) The owner of the short-term rental shall have appropriate residential and/or commercial property and liability insurance for the home that is used for short term rental and provide a certificate of insurance with the license application and renewal. All Property Managers shall carry casualty and liability insurance issued by an insurance company authorized to do business in the State of Wisconsin with liability limits of not less than \$300,000 per individual and \$1,000,000 aggregate.
  - 9) Each short-term rental property shall have adequate off-street parking for those using the property at any given time. Parking on City streets or right of way is not permitted. A map of the rental property illustrating designated parking spaces shall be provided by the property owner/manager during the application and/or renewal process and at any time there is a change in designated parking.

- 10) Each short-term rental property shall have an annual fire inspection conducted by the local fire chief or designee.
- 11) Garbage must be stored in a secured container and properly disposed of on a weekly basis.
- 12) A Code of Conduct, created and maintained by the property owner/manager shall be provided to all renters.
- 13) Compliance with all state, county and local regulations is required.

**106-805 Penalties**

- a) Any property owner who violates any provision of this ordinance may be subject to a forfeiture of \$500.00 plus court costs for each offense.
- b) 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.

**106-806 Fees**

- a) Initial and renewal short-term license application fees are determined and set by the City Council and placed City of Eagle River Fee Schedule which may be revised from time to time by the City Council.

**106-807 Severability**

- a) Should 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.

**106-808 Adoption of Ordinance**

- a) This ordinance, adopted by a majority vote of the City Council with a quorum present and voting and proper notice having been given, formally adopts the City of Eagle River Short Term Rental Licensing Ordinance.

All existing short-term rental properties shall have a grace period of 120 (one hundred twenty) days to bring rental properties into compliance with the provisions of this ordinance.

This ordinance shall become effective upon adoption and publication as required under §60.80, Wis. Stat.

Adopted this 14<sup>th</sup> day of January 2025.

\_\_\_\_\_  
Jeffrey A. Hyslop, Mayor

\_\_\_\_\_  
Becky J. Bolte, Clerk

Date adopted: \_\_\_\_\_

Date published: \_\_\_\_\_

Date effective: \_\_\_\_\_



RESOLUTION NO. 1052

EXPRESSING SUPPORT FOR THE SALE OF RIVERSIDE PARK TO BE DEVELOPED INTO  
SINGLE- AND TWO-FAMILY RESIDENTIAL HOMES

**WHEREAS**, Vilas County owns a parcel of park land, known as Riverside Park, located at 505 W. Division Street (the "Property"); and

**WHEREAS**, the Property has been underutilized for its intended park and recreational purposes; and

**WHEREAS**, there is an increasing demand for single- and two-family residential housing within the City of Eagle River to accommodate the growing population and address housing shortages; and

**WHEREAS**, the development of the Property into single- and two-family residential will contribute to the economic vitality of the City of Eagle River by expanding the tax base, creating construction jobs, and encouraging community growth; and

**WHEREAS**, The City of Eagle River acknowledges and supports re-zoning of the property from its current Parks and Recreation designation to a zoning designation that will support development of single- and two-family residential.

**WHEREAS**, the proposed development aligns with the goals and objectives of the City's Comprehensive Plan, specifically, Section 2.4 Housing, to develop land use plans that guide the location, use and density of existing and future housing development; and

**WHEREAS**, Vilas County will be responsible for extending all necessary utilities to the Property, including water, sewer, and electrical infrastructure, at no cost to the City; and

**WHEREAS**, the City of Eagle River and Vilas County will work together to ensure that the sale and development of the Property will comply with all applicable zoning and land use regulations and prioritize single- and two-family residential development.

**NOW, THEREFORE, BE IT RESOLVED** by the Common Council of the City of Eagle River, as follows:

1. The Common Council of the City of Eagle River hereby expresses its support for the sale of the Property located at 505 W. Division Street for the express purpose of developing single- and two-family residential homes.
2. The Common Council directs staff to ensure that the development of the Property complies with all applicable regulations and aligns with the City's Comprehensive Plan.
3. This Resolution shall take effect immediately upon its passage and adoption.

Adopted on this \_\_\_\_\_ day of January, 2025.

SIGNED: \_\_\_\_\_  
Jeffrey A. Hyslop, Mayor

\_\_\_\_\_  
Date

ATTEST: \_\_\_\_\_  
Becky Bolte, Clerk

\_\_\_\_\_  
Date