

VILLAGE OF CLEVELAND, WISCONSIN  
**OPERATIONAL REQUIREMENTS AND STANDARDS FOR  
TOURIST ROOMING HOUSES**

Sec. 7-12-8 and 7-12-9, Village of Cleveland Code of Ordinances

Sec. 7-12-8            Operation of tourist rooming house.

- (a) No person may maintain, manage, or operate a tourist rooming house more than 10 nights in a calendar year without a tourist rooming house license.
- (b) Every tourist rooming house shall be operated by a Property Owner or Property Manager.
- (c) Each tourist rooming house shall comply with all of the following:
  - (1) The Property Owner or Property Manager shall notify the Clerk in writing when the first rental within a 365-day period begins.
  - (2) No vehicular traffic shall be generated that is greater than normally expected in the residential neighborhood.
  - (3) There shall not be excessive noise, fumes, glare, or vibrations generated during the use at such levels that tend to unreasonably disturb the neighboring property owners and neighborhood.
  - (4) Name plates or other signage shall not exceed one square foot. No other signage advertising the tourist rooming house is permitted on site. Off-site advertising in media channels relating to the availability of the rental may take place only after all Village, County and State permits and licenses have been obtained.
  - (5) Occupancy limits.
    - a. The number of occupants in any unit shall not exceed the limits set forth in the State of Wisconsin Uniform Dwelling Code and other applicable county and village housing regulations based upon the number of bedrooms in each unit.
    - b. The number of persons occupying the total of all units located within a licensed facility shall not exceed the maximum number of persons listed on the license and the approved application.
    - c. The number of persons occupying any individual unit shall not exceed the maximum number of persons listed on the approved application for that unit.
    - d. No persons can occupy any unit which is not listed on the license or approved application.
    - e. The Property Owner, Operator, or Property Manager may allow customers to have guests on the property; however, the number of guests cannot exceed the maximum capacity of the license and the individual unit between the hours of 11:00pm and 6:00am.
  - (8) A Property Owner or Property Manager who does not live on the facility premises or immediately adjacent to it shall appoint an Operator living on or immediately adjacent to the licensed facility to be responsible for the licensed facility regulations as the license requires.
  - (9) No recreational vehicle (RV), camper, tent, or other temporary lodging arrangement shall be permitted onsite as a means of providing additional accommodations for paying guests or other invitees.
  - (10) Any outdoor event held at a tourist rooming house shall last no longer than one day and must occur between the hours of 8:00 a.m. and 10:00 p.m. Any activities shall be in compliance with other noise regulations of the Village.
  - (11) Compliance with all applicable state, county, and local codes and regulations is required.
  - (12) A local property management contact must be on file with the Village at the time of application. The local Property Manager must be within 60 minutes of the tourist rooming house property and must be available 24 hours a day. The Property Owner must notify the Village within 24 hours of a change in management contact information for the tourist rooming house.
  - (13) Tourist rooming house licenses are issued for a calendar year and must be renewed annually subject to Village approval or denial.

- (14) Each tourist rooming house shall provide a register within the facility and require all guests to register and sign their true names and addresses before beginning occupancy. The room number to be occupied and the date and hour of rental shall be written after the guest name. The register shall be kept intact and available at all times for inspection by representatives of the Village and any police officer for at least one license year after the license year of the rental. No person shall write or cause to be written in any register any other or different name than the person's true name or the name by which the person is generally known.
- (15) Each tourist rooming house shall maintain the following written records for each rental of a unit: the full name and current address of any person renting the property, the time period for that rental, and the monetary amount or consideration paid for that rental.

## Sec. 7-12-9. Standards for tourist rooming house.

Each tourist rooming house shall comply with this Chapter's requirements or any other applicable Village ordinance. The following are minimum requirements for each tourist rooming house:

- (a) One (1) internal bathroom for every four (4) occupants.
- (b) Not less one hundred fifty (150) square feet of floor space for the first occupant and at least an additional one hundred (100) square feet of floor space for every additional occupant. The floor space shall be calculated on the basis of total habitable room area, using interior measurements of each room. Floor space does not include kitchens, bathrooms, closets, garages, or rooms not meeting Uniform Dwelling Code requirements for occupancy. The maximum occupancy for any premises without a separate enclosed bedroom is two (2) people.
- (c) Not less than one (1) onsite off-street parking space for every four (4) occupants based upon maximum occupancy of the structure.
- (d) A safe, unobstructed means of egress from the tourist rooming house leading to safe, open space at ground level.
- (e) Individual numbering or similar identification placed on the outside of or on the door to each unit in a plain and conspicuous manner. No two doors shall bear the same identification. No number of any unit shall be changed to any other number without first securing the written approval of the Village.
- (f) Separate, operable lock on the primary access door to each unit.
- (g) Functional smoke detectors and carbon monoxide detectors in accordance with the requirements of Chapter SPS 321 of the Wisconsin Administrative Code.
- (h) No accessible wood burning fireplace onsite unless the Property Owner provides a certificate from a properly licensed inspector, dated not more than thirty (30) days prior to submission, certifying that the fireplace and chimney have been inspected and are in compliance with National Fire Prevention Association Fire Code Chapter 211 Standard for Chimneys, Fireplaces, Vents, and Solid Fuel-Burning Appliances.
- (i) No hibachi, gas-fired grill, charcoal grill, or other similar device used for cooking or any other purpose located on any balcony, deck, or under any overhanging structure or within ten (10) feet of any structure.
- (j) No fire pit or other similar device used for heating or any other purpose located on any balcony, deck, or under any overhanging structure or within twenty-five (25) feet of any structure.
- (k) No guest access to basements, furnace rooms, building mechanicals, garages, or accessory buildings unless specifically identified as part of the unit.
- (l) Recreational water facilities, including swimming or wading pools, shall be licensed by the Wisconsin Department of Agriculture, Trade, and Consumer Protection, and kept secured except when in use, at which time there shall be onsite supervision by a competent adult.
- (m) Certification of compliance signed by the Property Manager certifying that each managed property is in compliance with the terms and conditions of the license and this Chapter.