



CITY OF LAKE GENEVA

626 Geneva Street, Lake Geneva, WI 53147- (262) 248-3673-www.cityoflakegeneva.gov

CITY OF LAKE GENEVA SHORT-TERM RENTAL (STR) AD HOC COMMITTEE

WEDNESDAY, APRIL 17, 2024 - 5:00 PM

LAKE GENEVA CITY HALL-CONFERENCE ROOM 2A (SECOND LEVEL)

(Conference Room Space is Limited)

Members:

Chairman Joel Hoiland, Alder Joan Yunker, Emily Hummel, Caroll Pearson, Neal Kolb, Tom Keefe, Luke Pfeifer, Jason Smolarek, Advisory Staff Member: Fred Walling or Jason Renz

CITY HALL WILL BE OPEN TO THE PUBLIC DURING ALL MEETINGS.

AGENDA

COMMITTEE REVIEW MEETING

1. Call to Order
2. Roll Call
3. Approval of the STR Ad Hoc Committee Minutes from April 3, 2024
4. Review and discuss language changes to the Short-Term Rental (STR) Ordinance - Sec. 98-206
5. Future Meeting Schedule
6. **Adjournment**

This is a meeting of the Short-Term Rental Ad Hoc Committee. No official Council action will be taken; however, a quorum of the Council may be present.

**Short-Term Rental (STR) Ad Hoc Committee
Public Listening Session
City Hall, Police Training Center, Lake Geneva, WI
April 3, 2024 - 5:00 – 6:00 p.m.**

Committee Members present: Joan Yunker (Aldersperson District #1), Tom Keefe, Neal Kolb, Luke Pfeifer, Jason Smolarek, Carol Pearson, Jason Renz (Code Enforcer, Assistant Building Inspector), Fred Walling (Building Inspector), and Joel Hoiland (Aldersperson-Elect District #3).

Residents in attendance: Jo Etta Stotko, Peg Esposito (Aldersperson District #3), Tom Bauman, Brian E. Holt, Jim Flower, Brian Dalton, Paul Hummel, Sherri Ames, Todd Krause (Mayor-Elect), Thomas Cincotta, Trisha Bennett, Linda Robinson, Scott Robinson, Mary Jo Fesenmaier. (Aldersperson District #2), Cindy Yager (Aldersperson District #4).

Joel Hoiland calls the meeting to order at 5:03 p.m.

Joel reviews the definition of an Ad Hoc Committee: a committee that is formed to address specific issues. The purpose of Our STR Ad Hoc group's purpose is to review the current STR ordinance and recommend changes to the planning commission. At that point, the planning commission will review and provide recommendations to the City Council.

Joel states that the fact is that there are 73 STRs in Lake Geneva that are licensed. We know there are others, and we hope to find ways to identify the unofficial STRs and bring them into compliance with state and city rules and regulations.

We think it is important that residents are able to report issues and know their concerns will be taken seriously.

Joel clarifies that we are not including Bed and Breakfasts (of which there are 5 in Lake Geneva) or commercial indoor lodging facilities (of which there are 40 in Lake Geneva), which have different sets of ordinances.

At this Listening Session, the public is invited to speak about their concerns. Speakers step up one by one as follows:

Sherri Ames (Aldersperson-Elect District #1)

Sherri thinks there should be changes in the committee now that the STR Chairman, Mr. Hoiland, is a new Alderman-Elect (for District #3). She also stated that the Alder/Plan Commissioner should also change because Ms. Yunker will no longer be on the City Council.

Sherri states that 32 of the 73 STRs are in the First District alone. This is a problem of oversaturation.

Sherri said, "I know of an STR house in one of the neighborhoods. Someone, an STR guest was smoking pot. The resident called the LG police to report it and was told, 'We will see if that is something we will address. They (the police) never came.'" Sherri said that we as a city need to protect the residents, not just the business owners.

Sherrri stated that it is a problem that residents were not aware that a STR (sub) committee was meeting ahead of being approved by the council.

Peg Esposito – Alderperson District #3

Peg states that one of the things we, City Council members, were working on was to hire a company to do the reporting of STR violations, not leave it to the residents. Hiring a company that has a reporting component. If this group does not recommend that, I hope that you will look at this problem and try to figure out how to make it easy to report and how to do something when there is a valid report.

Paul Hummel – Resident

Paul points out that one of the problems that is partly due to the STR problem in District #1 is declining school enrollment. Families with young children cannot afford the house prices that have gone up due to the STR market. We used to have a lot of kids in our Maple Park neighborhood when we moved in in 2006. For example, at neighborhood block parties, where close to 100 people attended, there was a significant group of children. Now, no longer.

Paul said “I would like to have access to information about who owns the STRs. I would like to see and know what the procedure for processing violations is, and whether Owners are being held accountable when ordinances are violated.”

Cindy Yager – Alderperson District #4

Cindy states that there are a lot of ideas and issues surrounding STRs. She said “I use STR’s when I am on vacation. But there are several things I look for 1) that there is a manager on site to address issues immediately and 2) that the advertised rental is accurate as far as location information.”

Cindy tells the group about an unfortunate STR experience she had when she and her family were on vacation out of town. The STR house was not accurately depicted; it was in fact far from the center of town rather than “within walking distance,” as it was described in the STR platform. Cindy thinks an outside company that specializes in STR oversight would be the best use of our time and resources to help bring integrity to the local STR market.

Cindy’s third point is that she thinks there needs to be a central place to report offenses and not have the homeowner/resident have the burden of reporting, which can put residents in vulnerable positions.

NOTE that there is a brief discussion about STR platforms and problems with accurate mapping. Joel notes that some of the maps are wrong because of issues within the platforms, such as Airbnb or VRBO. Owners can suppress the location up until the time of booking. Others present concur.

Mary Jo Fesenmaier – Alderperson District #2

Mary Jo does not want to believe that the State intended for the situation to turn into what it has become when it changed the laws about STRs in 2017. “It is unfortunate that the decision to allow STRs in neighborhoods has impacted so many residents and communities in negative ways.”

Mary Jo wants to make sure that all violation notices and fines are given not only to the STR renters but to the STR Owners as well.

Mary Jo said that the City Council did review and approve Avenu Software, a company that specializes in helping communities monitor STR issues, but that item is now “stuck” in a financing committee. She hopes that this committee will work to move that process along. She believes that one advantage to having a company such as Avenu work with the city is that documentation of proper code enforcement and violations will be centralized and will not go away.

Mary Jo says she and many other residents are very concerned that we do not have adequate enforcement on weekends. She encourages the STR committee to “Please be thorough and take your time. Bring your ideas to the Planning Commission on a regular basis.”

NOTE Alderwoman Fesenmaier stated that “the City Council approved Avenu Software, a company that specializes in helping communities monitor STR issues, but that item is now “stuck” in a financing committee.” This statement is incorrect. The City Council has not approved contracting with Avenu nor was funding allocated in the 2024 budget. It is also noted that Alderwoman Fesenmaier is a member of the Finance, Licensing, and Regulation (FLR) Committee and actively participates in FLR deliberations.

Scott Robinson – STR Owner

Scott says that he is here to represent the voice of STR Owners who are following the city and state requirements. He and his wife own an STR at 1201 Madison Street. “We know our neighbors and they all have our contact information. We have friendly relationships with them.”

Scott sees that the problems the City is having with STRs is not an STR problem, but an (STR) Owner problem. Whatever rules and procedures are being violated is because the Owners are not doing their job. For example, his house rules are really tight. We STR owners are taxpayers, we pay lodging tax, and we pay more money to the city than many residents. We maintain our property and believe that we are enhancing Lake Geneva. We have made major investments and want to be wise in how we maintain and steward them.

He hopes that this committee helps to solve the problem of Owners who are not licensed and not adhering to the regulations. “Please address the real problems rather than penalize everybody.” He hopes the Committee will hone in on the issues that are real issues. He points out that other issues brought up this evening are not specific to STRs, such as the pot smoking violation, lack of affordable housing, the reduced number of children in neighborhoods, and the decline of Block Parties.

Scott says he is not clear about why the City enforces a 180-day-per-year occupancy limit. Owners want to bring up the issue of why the city needs to have a 180-day limit.

Trisha Bennett – STR Owner

Trisha says she is also an STR Owner. “I have three properties. I have been in the business for seven years. I also wonder what the 180-day limit is all about.” She said that one of the things she has done is to have a very thorough and signed contract that all my guests need to sign. I have a curfew. All outside noise has to stop at 10 pm. She suggests that all STR Owners have such a contract and wonders if this committee would encourage the City to have such a contract for all STR Owners to have all of their guests sign.

Trisha said that she sees that it is in the Businessperson’s interest to weed out the bad players.

At this point, Scott Robinson stands up and addresses all the people present, asking if anyone knows the reason for the 180-day rule. Among the replies:

- Mary Jo Fesenmaier says “It is a state rule, which the City of Lake Geneva upholds for the sake of the City residents.”
- Emily Hummel says the limit on rentable days helps the residents know that their neighborhoods are still residential neighborhoods. “If STR guests are constantly coming and going, it feels like we live in a business district, a hotel district, not a residential neighborhood. For many residents, our home is our primary investment, and we need and want to protect it, our neighborhoods, and our quality of life.” The 180-day limit helps do that.
- Joel Hoiland points out that during the off-season, per the existing ordinance STR owners can rent once per month. Short clarification and discussion follow.

Joel asks if there are any more comments. As no one else responds, he then consults with the committee to determine the date and time for the next meeting. After discussion, it was agreed that the next meeting of the Ad Hoc Committee will be on Wednesday, April 17th from 5 – 7 pm.

Mayor-Elect Todd Krause asked if the next meeting could be held in the City Hall Chambers so it could be recorded and for Zoom capabilities to be available. Joel said that if the space is available on April 17 he would work to schedule it there. When it is decided where the meeting will take place within City Hall, it will be posted on the City website.

At the next meeting, we will review the public comments made at this meeting. Our first task, Joel says, is to review the Ordinance. We will be discussing it, revising it, getting feedback, and then will present it to the Plan Commission. Our target is to get it done by May.

The following meetings will be held every two weeks on Wednesday evenings until we reach that goal: April 17th, May 1st, May 15th. Members of the public will be able to observe these meetings, and future opportunities will be made available to receive feedback on a draft ordinance, once the committee is ready for outside review.

NOTE *No other Ad Hoc Committees, in recent years, have met in City Hall Chambers nor have the committee meetings been recorded.*

The meeting is adjourned at 6:15 pm.

SHORT-TERM RENTAL ORDINANCE

Sec. 98-206. Short-term rental.

Description: Includes all lodging places and tourist cabins and cottages, other than hotels and motels, in which sleeping accommodations are offered for pay to tourists and transients for more than six but fewer than 29 consecutive days. It does not include private boardinghouses or rooming houses not accommodating tourists or transients, or bed-and-breakfast establishments regulated under ACTP 73. [Ord. No. 19-16]

1. Permitted by right: all zoning districts where "residential dwellings" are permitted, as that term is defined in § 66.1014, Wis. Stats. [Ord. No. 19-16]

a. **Land use requirement.** A short-term rental shall only be located as an accessory land use within zoning districts that allow residential dwellings, as that term is defined in § 66.1014, Wis. Stats.

b. **Annual city license required.** Short-term rentals shall operate only during the valid period of an annual City of Lake Geneva short-term rental license (hereinafter "annual license") for each consecutive 365-day period. If the short-term rental is transferred or there is any change of ownership of the short-term rental during the valid period of an annual license, the license may only be assumed by the transferee for the remaining period of the license. **When the license is issued, it will include a registration number, "STR License Number," that must be displayed as defined in this ordinance.** Operating a short-term rental without a current version of a valid annual license shall be considered a violation of this chapter, and subject to the penalties of Section 98-936. The following information shall be provided on an annual basis, ~~prior to~~ **before** issuance of said annual license:

- i. Completed City of Lake Geneva short-term rental application, which includes the property owner's name, address, and phone number; the designated operator's name, address, and phone number; and the period of operation of up to 180 days in a 365-day period, which must be consecutive;
- ii. A current floor plan for the short-term rental, at a minimum scale of one-inch equals four feet, and a site plan of the property at a minimum scale of one-inch equals 10 feet showing on-site parking spaces and trash storage areas;
- iii. General Building Code inspection by the City, and submittal of official Building Code inspection report with no outstanding compliance orders remaining;
- iv. Proof of valid property and liability insurance for the dwelling unit; [5]

[5] Editor's Note: Former Subsection b. iv, requiring a Fire Code inspection and report, was repealed on 3-28-2022 by Ord. No. 22-02. This ordinance also redesignated former Subsection (8)(y)1bv through x as Subsection (8)(y)1biv through viii, respectively.

- v. State of Wisconsin tourist rental house license;
- vi. City of Lake Geneva room tax permit;
- vii. City of Lake Geneva general business license; [6]

[6] Editor's Note: Former Subsection (8)(y)1bvii, requiring a seller's permit, was repealed on 3-28-2022 by Ord. No. 22-02. This ordinance also redesignated former Subsection (8)(y)1bv through x as Subsection (8)(y)1biv through viii, respectively.

viii. Payment of an administrative fee, set by City Council resolution, to cover the costs to the City of administering the above. The City of Lake Geneva short-term rental license shall be issued with the completion of the above requirements and compliance with the City's Room Tax Ordinance. [7]

[7] Editor's Note: See Ch. 70, Taxation, Art. III.

c. **Property management requirements.** Each short-term rental shall be managed consistent with the following requirements:

i. The total number of days of operation within any 365-day period of an annual license shall not exceed 180 consecutive days of "Rental Season". This period of short-term rental operation shall be specified by the property owner in the required Lake Geneva short-term rental application.

ii. The minimum rental booking period shall be a minimum of seven consecutive days by any one party. *(Or ... a different interpretation)*

The minimum rental booking period shall be a minimum of seven consecutive days by any one party. ("Rental Booking Period" shall be identified as 2-7 days of rental in a calendar week Monday through Sunday).

iii. During the "off-season" (the other 182 days) the property can be rented a minimum of 30 days or month-to-month. For example, if the property is rented November 1-7, it cannot be rented again until December 1.

iv. The stay of a guest in a short-term rental "Rental" is calculated on the number of nights stayed between the arrival date and departure date.

v. A Rental must be for at least two nights and may not arrive within 6 days of the prior guest staying at the short-term rental. For example, if a rental arrives on June 1, the earliest the next Rental could arrive is on June 8.

vi. The maximum rental period within a 365-day period of an annual license shall be no more than 180 consecutive days.

vii. Similar facilities in which single-family detached homes are available for less than seven days, more than 180 days, or throughout the year, are a different land use that falls within the indoor commercial lodging land use category.

viii. The maximum number of occupants shall not exceed the total number licensed by the State of Wisconsin ~~or two per bedroom plus two additional occupants, whichever is less.~~

ix. The short-term rental shall be operated by the property owner or by a property manager explicitly designated in the valid Lake Geneva short-term rental application as the "designated operator."

x. The property owner's and the designated operator's names, addresses, and twenty-four-hour phone numbers shall be provided in the City of Lake Geneva short-term rental application and shall be updated within 24 hours upon any change in the property manager or the property manager contact information.

xi. The designated operator must reside within or have their business located within 25 miles of the short-term rental parcel.

xii. The designated operator must be available by phone 24 hours, seven days a week, during the period of operation designated in the Lake Geneva short-term rental application.

xiii. Each short-term rental **owner/operator** shall provide and maintain a guest register **for each short-term rental** and shall require **the primary** all-guests to register their true names and addresses before allowing occupancy. **The guest register shall also include the Rental arrival date, Rental departure date, and consideration paid for the rental.** The guest register shall be kept intact and available by the designated operator for inspection by representatives of the City for at least one year from the day of the conclusion of the period of operation.

Optional Language

xiii. Each short-term rental **owner/operator** shall **submit a quarterly report containing the following items** ~~maintain the following written business record for each rental of the **for each** short-term rental:~~

- a. ~~the~~ **The** true names and addresses of any person renting the property.
 - b. ~~the~~ **The** dates of ~~the~~ **each** rental period **stay for all guests in the previous quarter (booking** ~~which~~ must be a minimum of seven consecutive days **as identified in (c. ii. above).**
 - ~~and~~ ~~c. the~~ **The** monetary amount or consideration paid for the rental. ~~The business record shall be kept intact and available by the designated operator for inspection by representatives of the City for at least one year from the day of the conclusion of the period of operation.~~
 - d. The amount of room tax paid to the City by the owner-operator and/or the online rental marketplace on the owner/operator's behalf, a quarterly earnings report, and a screenshot of Airbnb and/or VRBO transaction history for that quarter (in digital format).**
- Reporting will be due on the following Schedule:**
Quarter 1: April 30th (for Jan, Feb, Mar)
Quarter 2: July 31st (for Apr, May, Jun)
Quarter 3: October 31st (for Jul, Aug, Sep)
Quarter 4: January 31st (for Oct, Nov, Dec)
- e. **Failure to submit the required reports will be considered a violation of this chapter and shall be subject to all applicable penalties up to and including revocation of their short-term rental license.**
 - f. **Upon request from an inspector with the building and zoning department, the property owner or designated operator shall provide booking data from all advertising platforms used to advertise the short-term rental; specifically, the six months preceding the inspector's request.**

xiv. Each short-term rental shall maintain the following written business record for each rental of short-term rental: the true names and addresses of any person renting the property, the dates of the rental period (which must be a minimum of seven consecutive days), and the monetary amount or consideration paid for the rental. The business record shall be kept intact and available by the

designated operator for inspection by representatives of the City for at least one year from the day of the conclusion of the period of operation.

xii. Short-term rental license and emergency contact information must be posted in a conspicuous area within the property at all times.

d. **Property operational requirements.** Each short-term rental shall be operated per the following requirements:

i. The "Requirements for Short-Term Rental Guests" form provided by the City of Lake Geneva to summarize City requirements for short-term rental, and the site plan for the subject property clearly depicting guest parking spaces and the rear yard, shall be posted on the inside of the front door of each short-term rental throughout its period of operation.

ii. **Parking requirements:**

a. A minimum of two off-street parking spaces shall be provided on the subject property for each short-term rental. If the short-term rental provides three or more bedrooms, an additional on-site parking space is required for each additional bedroom over two, plus one space for each employee on the largest shift, if applicable.

b. ~~All guest parking for vehicles and trailers shall be within a parking space designated on the site plan, on an area paved with concrete or asphalt.~~

c. ~~All guest vehicles and trailers may only park on site. Street parking for guests is not permitted.~~

d. No parking is permitted on gravel, lawn, or planter bed areas.

iii. **Site appearance requirements:**

a. Aside from a changing mix of guests and their vehicles, there shall be no evidence of the property being used as a short-term rental visible on the exterior of the subject property.

b. No exterior sign age related to the short-term rental is permitted, other than the property address.

c. No outdoor storage related to the short-term rental land use is permitted, except for typical residential recreational equipment, seating, and outdoor cooking facilities which are permitted only within the rear **not permitted in the front yard. The Short-term rental and property must abide by the Zoning Ordinance defined in Municipal Code section 98.**

d. No recreational vehicle, camper, tent, or other temporary lodging arrangement shall be permitted to accommodate guests. iv.

iv. **Neighborhood impact requirements:**

a. **Short-term rentals, including guests, must abide by City ordinances, including those defined in Municipal Code section 46-4 regarding loud and/or unnecessary noise.**

Municipal Code section 46-4(b) Loud and/or unnecessary noise prohibited. It shall be unlawful for any person to make, continue or cause to be made or continued any loud and/or unnecessary noise

between the hours of 9:00 p.m. and 7:00 a.m. on weekdays and between the hours of 9:00 p.m. and 8:00 a.m. on weekends. [Amended 6-22-2020 by Ord. No. 20-05]

~~No outdoor activity shall occur between the hours of 9 p.m. and 7:00 a.m.~~

~~b. At all times, no noise, lighting, odor or other impacts from the subject property shall be detectable at the property line at levels exceeding the requirements of Article 7 of this chapter.~~

~~c. No vehicular traffic shall be generated by the short term rental at levels exceeding those typical for a detached single family dwelling unit.~~

v. Short-term rental advertising:

a. No outdoor advertising is allowed on the subject property.

b. The short-term rental shall not be advertised for availability in any form of media unless the required **State of Wisconsin Tourist Rooming House and the City of Lake Geneva short-term rental license have** been issued.

c. The short-term rental shall not advertise a maximum capacity that exceeds the license provided by the State of Wisconsin.

d. All listings on websites, including direct websites, must include the Lake Geneva STR License Number.

e. All listings must include the maximum on-site parking spaces available at the Property per this ordinance.

e. Access and inspections.

i. The City shall be authorized at all reasonable times upon reasonable notice to the owner, and with either the owner's consent or a special inspection warrant under § 66.0119, Wis. Stats., except in cases of emergency where no special inspection warrant is required, and as provided in § 66.0119(2), Wis. Stats., to enter and examine any building, structure, or premises, for the purpose of ensuring compliance with this chapter. If the owner declines to consent to an inspection without a warrant, the City may not conduct an inspection under this section without first obtaining a special inspection warrant under § 66.0119, Wis. Stats., except in cases of emergency where no special inspection warrant is required, and as provided in § 66.0119(2), Wis. Stats. The owner, agent or occupant of any such premises who refuses to permit, or prevents or interferes with any entry into or upon the premises by any such inspector with a special inspection warrant or in cases of emergency where no inspection warrant is required and as provided in § 66.0119(2), Wis. Stats., shall be in violation of this section. It is not a violation of this section to refuse to grant voluntary consent to an inspection.

ii. The City has adopted the Knox-Box[®] key box system providing for the installation of miniature vaults that are placed upon the exterior buildings, gateposts or other applicable locations. Contained within the vault are the keys that will allow access to the short-term rental in emergency situations.

iii. Designated operators and owners are encouraged, but not required to install the Knox-Box[®] Systems on their short-term rentals. Designated operators and owners of short-term rentals acknowledge that the City shall not be obligated for damages occurring to short-term rentals in the event emergency access to a short-term rental is required and there is no Knox-Box[®] System installed

on the property.

f. Penalties and license revocation.

i. Operating a short-term rental with a Tourist Room House License from the State of Wisconsin and a Short-Term Rental License from the City of Lake Geneva is not prohibited. Properties found to be operating without the proper permits will be fined \$1,000 and required to pay room taxes for prior rentals if not yet paid with penalty per Municipal Code 70. Violations of the requirements for short-term rental, the provisions of the short-term rental license, and all others of this subsection (8)(y) are subject to separate daily fines per Section 98-936. Citations for violations of this chapter will be issued to and will be the responsibility of the property owner.

ii. Major violations of this ordinance are subject to fines and license revocation. The following are considered major violations:

- a. Not advertising or falsely advertising maximum capacity
- b. No property manager within 25 miles
- c. Failure to display the STR License Number on all booking platforms/websites (company website, Airbnb, VRBO, Booking.com, etc.)
- d. Failure to pay Room Tax
- e. Renting outside the requirements defined in 1(c) of this ordinance, including but not limited to
 - 1) Having more than one Rental arrive in a 7-day period during the Rental Season
 - 2) Renting to more than 1 party per month outside of the Rental Season

iii. Penalties for major violations of this ordinance are based on the number of violations in 12 months as follows:

- a. 1st: Written warning & possible citations, (citations are per day of violation). For example: the owner rents a 4-day weekend beyond the permitted time, which equals four tickets for the one booking.
- b. 2nd: \$250 fine to include citations
- c. 3rd: \$1,000 fine
- d. 4th: Suspension of license for 3 months
- e. 5th Suspension of license of 1 year
- f. 6th: Permanent revocation of license

iv. Minor violations, caused by renters.

- a. Examples include excessive noise, disruptive behavior, and related incidents that require law enforcement intervention.

v. Minor violations penalty method, issued to the property owner, including the property. If owners/operators receive five citations from the Police Department within 12 months, this shall constitute a major violation of this ordinance.

vi. The annual short-term rental license **and the property** may be revoked for more than two violations of the requirements specific to the short-term rental, the license, or the remainder of this chapter. Short-term rental operators found noncompliant with the terms of this subsection (8)(y) shall be considered in violation and shall be subject to all applicable penalties up to and including revocation of their short-term rental license.

2. Resident Reporting. Residents who witness and experience major or minor STR violations are encouraged to report violations to the property owner, the property operator, the City of Lake Geneva Citizen Action Request / Complaint Form, or the Police Department (911). In addition, it may be helpful to document the violations. The reporting method is dependent on the severity of the violation. No adverse action will be taken against a resident for reporting STR violations. However, if a resident is involved in an altercation with renters, owners, operators, city staff, or law enforcement officers the resident may be held accountable for his/her actions.

- a. **Chronic Nuisances.** If a resident is determined to be a chronic nuisance concerning short-term rentals, the City of Lake Geneva will act according to Chapter 46, Article II. Nuisances. Chronic Nuisances.

3. A committee appointed by the Mayor and approved by the Common Council will be formed to review and recommend license suspensions as well as appeals by Property Owners of violations issued. This committee shall be comprised of 1 Alderperson, 2 City of Lake Geneva Residents, The Building and Zoning Administrator, 1 Plan Commissioner who is not an Alderperson, and 1 Short Term Rental Operator. A Short-Term Rental Operator may not participate or otherwise vote regarding any violations to properties they own or operate.