



PLANNING COMMISSION AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Wednesday, September 20, 2023 @ 6:00 PM

The public is invited to attend these meetings in person
Attend by phone: 1-844-992-4726
Meeting Access Code: 2480 760 5792

Meetings are broadcast on CTC ch 8, Charter ch 181, YouTube, AppleTV, Roku, and Amazon FireTV

1. **Call To Order**

2. **Roll Call**

___ M. Duval ___ D. Gorham ___ J. Grunenwald ___ C. Marohn
___ J. Norwood ___ T. Stenglein ___ K. Yeager

3. **Pledge of Allegiance**

4. **Approval Of Agenda - Voice Vote**

5. **Approval Of Minutes**

A. **Draft Minutes from August 16, 2023 Regular Meeting**

6. **New Business**

A. **Consider Conditional Use Permit for an Animal Clinic at 1606 Mill Ave.**

B. **Consider Interim Use Permit for a Short-Term Rental at 502 Juniper St.**

7. **Unfinished Business**

A. **Consider Off-Street Parking Ordinance and Hold Public Hearing**

B. **Review Draft Ordinance for Short-Term Rentals**

8. **Public Forum**

Time allocated for citizens to bring matters not on the agenda to the attention of the Commission -
Time limits may be imposed

9. **Staff Reports**

(Verbal: Any Updates since Packet)

10. **Commission Member Reports**

11. **Adjourn**

Visit the City's Website at www.ci.brainerd.mn.us

MISSION

"Provide high quality, cost effective public services and leadership in creating a sustainable city"

PLANNING COMMISSION
Wednesday, August 16, 2023
6:00 pm

#1 Call to Order

Planning Commission Chair Yeager called the meeting of the Brainerd Planning Commission to order at 6:00 pm in the City Hall Council Chambers.

#2 Roll Call

Noted present were Commissioners Duval, Gorham, Stenglein, Norwood, Grunenwald, and Yeager. Also noted as present were Community Development Director Kramvik and Assistant Planner Edwards. Commissioner Marohn was noted as absent.

#3 Pledge of Allegiance

Commission Chair Yeager opened the meeting with the Pledge of Allegiance to the flag.

#4 Approval of Agenda

MOVED AND SECONDED BY COMMISSIONERS DUVAL AND NORWOOD, DULY CARRIED, TO APPROVE THE AGENDA AS PRESENTED.

#5 Approval of Minutes

MOVED AND SECONDED BY COMMISSIONERS NORWOOD AND GRUNENWALD, DULY CARRIED, TO APPROVE THE MINUTES FROM THE JULY 19, 2023 MEETING.

#6 Unfinished Business

6a. Consider Variance Request for a 6' Fence at 431 B St NE (canceled)

This variance request is no longer needed at this property.

6b. Consider Variance Request for an Accessory Structure at 11617 Andrew St.

Community Development Director Kramvik gave details of the application to construct a 60' x 100' structure on this commercial site. The variance is to allow a structure that exceeds the 500 square foot maximum size.

The Chair opened the public hearing at 6:07 p.m.

The Chair recognized the owner and applicant, Don Booth, who explained the storage facility will be used for nondestructive testing. The building that is on site was an old hotel that he remodeled and is already being used as the offices and student housing for the American Institute of Nondestructive Testing. He indicated that if the storage building was to be connected to the existing structure, there would be a loss of housing rooms, and classrooms. He stated the project is ready to start as soon as this variance is voted on.

The Chair closed the public hearing at 6:13 p.m.

Commission discussion took place, and alternate options were deliberated.

MOVED AND SECONDED BY COMMISSIONERS DUVAL AND STENGLEIN TO RECOMMEND DENIAL OF THE VARIANCE REQUEST FOR CONSTRUCTING AN ACCESSORY STRUCTURE AT 11617 ANDREW STREET, BASED ON THE REQUEST DOES NOT MEET THE CRITERIA SHOWN IN SECTION 515-5-4.B.4 ECONOMIC CONSIDERATIONS OR STATE STATUTE.

Upon roll call, members Duval, Stenglein, and Yeager voted “yea”. Members Gorham, Grunenwald, and Norwood voted “nay”. The Chair declared a tie vote.

6c. Consider Variance Requests for an Accessory Structure at 219 W. Laurel St.

Assistant Planner Edwards indicated the property owner has requested two variances to construct an additional accessory structure at 219 W. Laurel Street, which is a rental property of four units. The proposed garage would exceed the total number of allowed accessory structures and the maximum allowed square footage of accessory structures on the property. The additional structure would supply the residents currently without a garage the accommodation to have one single stall each.

The Chair opened the public hearing at 6:34 pm.

The Chair recognized Bill Simon, the property owner and applicant for the variance requests. He stated the residents at the property expressed interest in having a garage available to them and this would also be an asset to the property.

The Chair closed the public hearing at 6:35 pm.

Commission discussion took place.

MOVED AND SECONDED BY COMMISSIONERS GORHAM AND DUVAL, DULY CARRIED, TO RECOMMEND APPROVAL OF THE VARIANCE REQUESTS FOR CONSTRUCTING AN ACCESSORY STRUCTURE AT 219 W LAUREL STREET, BASED ON THE FINDINGS OF FACT PRESENTED AND THE REQUESTS MEET THE CRITERIA FOR APPROVAL.

6d. Consider Interim Use Permit Request for a Short-Term Rental at 203 Hawkins Dr.

Community Development Director Kramvik explained the property owners of 203 Hawkins were unaware of the process required to operate a short-term rental, as staff noticed the home listed online.

The Chair opened the public hearing at 6:45 pm.

The Chair recognized Bobby Safaie, who is the owner with his wife Alexandra Derasmo. He stated they have family in the area and purchased the home as a vacation home and offering short-term rental provides supplemental income. He said they will follow all rules and regulations in order to meet the requirements.

The Chair recognized Joan Biegner, who has lived at 207 Hawkins Drive with her husband Paul for 34 years. She said they have no issues with the property or ownership but would like to comment on the amount of traffic, vehicles, and number of people at the property. She indicated they travel at a speed too high for ending at a cul-de-sac and there are too many parked along the curb many times. She suggested posting a speed limit sign or having a police officer monitor the area.

The Chair recognized Paul Biegner, who stated he has almost been hit backing out of his driveway. There are way too many cars, and they are traveling too fast.

The Chair recognized a tenant who lives across the street from 203 Hawkins. She stated she has small grandchildren that she often babysits, and the cul-de-sac has been a dangerous area for them to be around due to the extra traffic.

MOVED AND SECONDED BY COMMISSIONERS NORWOOD AND STENGLEIN, DULY CARRIED, TO RECOMMEND APPROVAL OF THE INTERIM USE PERMIT FOR A SHORT-TERM RENTAL AT 203 HAWKINS DRIVE, WITH THE CONDITIONS LISTED, ADDING THE CONDITION OF A TWO VEHICLE LIMIT FOR ON STREET PARKING AND ADDING A DECEMBER 31, 2025 EXPIRATION DATE.

#7 New Business

7a. Discussion on Short-Term Rentals

Community Development Director Kramvik stated with the influx of interest in short-term rentals, a discussion on the current ordinance may be beneficial. Staff has compiled data on several other municipality's rules and regulations, which was included in the packet.

Commissioner discussion took place. Some ideas that were gathered:

- Include septic compliance language for applicable properties.
- Short-term rentals not to exceed 4% of the housing stock or establish a different limit.
- Ban the short-term rental program completely.

Commissioner Duval requested the number of single-family homes located in the City. This information was provided in the Crow Wing County Housing Study completed last year.

Staff has been directed to draft an ordinance with the changes and additions discussed.

(Commissioner Gorham departed at 7:20 pm.)

7b. Planning Commission Itinerary Update

Community Development Director Kramvik reviewed the itinerary of topics that the Planning Commission and staff have worked on, as well as future items ordered by priority.

It was agreed that the list is correctly organized as presented.

7c. Discussion on Proposed Off-Street Parking Ordinance

Community Development Director Kramvik indicated the Parking Commission met on August 2nd and the off-street draft ordinance was discussed. The comments from both Commissions were compiled and revisions were made to the draft ordinance.

#8 Public Forum

The Chair opened the public forum at 7:51 pm.

No one came forward.

The Chair closed the public forum at 7:51 pm.

#9 Staff Reports

Community Development Director Kramvik gave the following updates:

- Staff has been working on a more detailed Community Development Report for City Council agendas to provide more information on applications.

#11 Commission Member Report

Commissioner Duval indicated the new agenda packet process did not allow him to view the packet online and would like to alert staff to the problem.

#12 Adjournment

MOVED AND SECONDED BY COMMISSIONERS NORWOOD AND DUVAL, DULY CARRIED, TO ADJORN AT 7:55 PM.

Kevin Yeager, Planning Commission Chair

MEMO



TO: Planning Commission

FROM: James Kramvik, Community Development Director
Dylan Edwards, Assistant Planner

DATE: September 20, 2023

RE: Consider Conditional Use Permit for an Animal Clinic at 1606 Mill Ave.

REQUEST

Public Hearing. Conditional Use Permit (CUP) for Northern Lakes Rescue to operate an animal clinic at 1606 Mill Ave. Brainerd, MN 56401.

Northern Lakes Rescue is a foster based dog rescue. All the dogs that they intake live in foster homes from the day they arrive to the day they are adopted. Intakes consist of bringing dogs into the building, walking, feeding, watering, microchipping, providing needed vaccinations, grooming if needed, and preparing them for their foster home. Intake generally happens every 3-4 weeks on a Saturday or Sunday depending on availability of volunteers. Intakes can vary from 1 dog to 30 dogs with some being puppies/ litters. Along with the animal rescue clinic, NLR is offering a retail space selling animal related products and NLR apparel.

CONTEXT

Parcel Numbers: 41180620 & 41180621

Zoning District: Traditional Neighborhood Two (TN-2)

Property Area: 0.3214 Acres

Adjacent Uses: North: Single Family Dwelling
East: Single Family Dwelling
South: Car Wash
West: Miscellaneous Industrial Uses

Adjacent Zoning: North: Traditional Neighborhood Two (TN-2)
East: Traditional Neighborhood One (TN-1)
South: Traditional Neighborhood Two (TN-2)
West: General Industrial (GI)

AERIAL MAP



FINDINGS OF FACT

1. 1606 Mill Ave. Brainerd, MN 56401 is in a Traditional Neighborhood Two (TN-2) Zoning District and Zoning Ordinance [515-3 Allowed Uses. Appendix A: Table of Uses](#) allows for Animal Clinics as a Conditional Use in the TN-2 District.
2. According to [Section 900.11 Subd. 1.](#) of the City Code, the Definition of Commercial Kennel is the keeping of five (5) or more dogs on the same premises, whether owned by the same person or not and for whatever purpose kept, shall constitute a “commercial kennel”; except that a fresh litter of pups may be kept for a period of four months before such keeping shall be deemed to be a “commercial kennel.”
3. Section 900.11 Subd. 2. states the keeping of five (5) or more dogs on the same premises is subject to great abuse, causing discomfort to persons in the area by way of smell, noise, hazard, and general aesthetic depreciation, the keeping of five or more dogs on the premises is hereby declared to be a nuisance and no person shall keep or maintain a commercial kennel within the City.
4. According to [Section 515-3-5 Animal Hospital, Veterinary Clinic or Kennel](#). An Animal Clinic shall be allowed as a principal use, provided that the clinic meets all the applicable provisions of this Section:

- A. All areas in which animals are confined are located indoors and are properly soundproofed from adjacent properties.
 - i. *Upon review of the submitted applications, all animals are proposed to be kept indoors on the third level where there are no windows. Sound should not be an issue to neighboring properties.*
- B. Animal carcasses are properly disposed of in a manner not utilizing on-site garbage facilities or incineration and the carcasses are properly refrigerated during periods prior to disposal.
 - i. *The applicant does not propose the disposal or incineration of animal carcasses as part of the business.*
- C. A ventilation system shall be designed so that no odors or organisms will spread between wards or to the outside air and will be capable of completely exchanging internal air at a rate of at least twice per hour. Air temperature must be maintained between sixty (60) and seventy-five (75) degrees Fahrenheit.
 - i. *The facility has a heating and ventilation system that will maintain a constant temperature in the building. The owner of the building recently serviced the air conditioning unit to ensure that it is working properly.*
- D. A room separate from the kennel area shall be provided of sufficient size to adequately separate animals that are sick or injured from healthy animals.
 - i. *The applicant is not proposing to kennel animals other than an occasional one-night stay for late intakes. Keeping more than four (4) dogs overnight would constitute a commercial kennel which is prohibited by City Code.*
- E. Indoor animal kennel floors and walls shall be made of non-porous materials or sealed concrete to make it non-porous.
 - i. *The applicant removed carpeting and exposed the concrete floor in the area that dogs will be kenneled during the day. Staff made the applicant aware of the need to seal the floor and is recommending it as part of the conditions before the facility can operate as an animal clinic.*
- F. Animal wastes shall be flushed down an existing sanitary sewer system or enclosed in a container of sufficient construction to eliminate odors and organisms and shall be properly disposed of at least once a day.
 - i. *The applicant's operational plan details the immediate disposal of all animal wastes in closed waste bags. These tied closed waste bags are suitable for the elimination of odors and the prevention of organisms spread in the fecal material.*
- G. All State Health Department and Minnesota Pollution Control Agency requirements for such facilities are met.
 - i. *These requirements will need to be met prior to operation of the proposed animal clinic and is included as a condition of the permit.*
- H. An animal kennel in the TN-2, TN-3 and CC Zoning Districts is permitted as an accessory use to a veterinary clinic provided that:
 - i. The number of animals boarded shall not exceed twenty (20).
 - 1. *The applicant is not proposing to kennel animals other than an occasional one-night stay if intake occurs at night. As a*

recommended condition, the clinic will not be able to kennel more than four dogs overnight.

- ii. An indoor or outdoor exercise area shall be provided to accommodate the periodic exercising of animals boarded at the kennel.
 - 1. *The applicant proposes to rotate volunteers to bring dogs outside and spend time outside of the kennel. All dogs will always be leashed outside of the building.*

5. **Criteria for Granting Conditional Use Permits.** In granting a Conditional Use Permit, the City Council shall consider the advice and recommendations of the Planning Commission and the effect of the proposed use upon the health, safety, morals and general welfare of occupants or surrounding lands. Among other things, the City Council shall make the following findings where applicable.

- A. The proposed use conforms to the Zoning District and is a permitted Conditional Use identified on Appendix A: Table of Uses.
 - i. *The applicant has proposed using the premises at 1606 Mill Ave as an animal clinic which is a Conditional Use in a TN-2 Zoning District as identified in the Appendix A: Table of Uses.*
- B. The proposed use meets the regulations and standards established in this Ordinance.
 - i. *The proposed use meets all regulations and standards set forth in the Zoning Code and City Code.*
- C. The proposed use shall not involve any element or cause any condition that may be dangerous, injurious, or noxious to any other property or persons.
 - i. *The applicant's proposed use avoids activities that would prove dangerous, injurious, or noxious to any persons or property based on the procedures outlined in their operational plan. Staff has recommended conditions to ensure neighboring properties are not impacted by the proposed use.*
- D. The proposed use shall be sited, oriented, and landscaped to produce a harmonious relationship of buildings and grounds to adjacent buildings and properties.
 - i. *The existing building on the premises is already properly oriented and in harmony with its neighboring adjacent properties and no changes have been proposed by the applicant.*
- E. The proposed use shall produce a total visual impression and environment which is consistent with the environment of the neighborhood.
 - i. *The applicant has proposed no exterior changes to the premises thus the total visual impression with the neighborhood will remain unchanged by the proposed use.*
- F. The proposed use shall organize vehicular access and parking to minimize traffic congestion in a residential neighborhood.
 - i. *The property has an off-loading area adjacent to P St. with an overhead door to minimize traffic congestion. The property also has 9 spaces for retail customers with additional parking for employees along the North and East side of the building. The previous use of the property was office/ retail. The*

new proposed use of the premises is office/retail/animal clinic. The previous and proposed use have the same required off-street parking space calculation requirements so no additional parking is required or recommended.

- G. The proposed use shall preserve the objectives of this Ordinance and shall be consistent with the [Comprehensive Plan](#).
 - i. *This Conditional Use is consistent with the following goals and policies of the 2021 Comprehensive Plan for the City of Brainerd.*
 - 1. *Land Use GOAL 3: Support and invest in the incremental enhancements of quality of life. Policies: 2. Encourage and attract stores and services for the daily needs of our community.*
 - a. *The applicant proposes to utilize this space for a nonprofit that seeks to provide care for rescue animals as well as certain veterinary services that are accessible to the public. This ultimately fulfills a need for these services in an area of the city where they are absent.*
 - 2. *Economic Development GOAL 1: Support infill and redevelopment throughout Brainerd as a strategic component of growth. Policies: 1. Drive infill development and redevelopment towards areas where current infrastructure is present, or places where high levels of blight or disinvestment exists.*
 - a. *The applicant seeks to utilize an existing rental property that is currently vacant.*

6. **Section 515-2.B.7 Conditions.** In reviewing applications for conditional use permits, the City may attach whatever reasonable conditions are deemed necessary to mitigate anticipated adverse impacts associated with the proposed use, to protect the value of property within the Zoning District, and to achieve the goals of the City's Comprehensive Plan. In determining such conditions, special consideration shall be given to protecting nearby properties from objectionable views, noise, traffic, and other characteristics associated with such uses. Such conditions may include, but are not limited to, the following:

- A. Increasing the required lot size or yard setback dimension.
- B. Limiting the height, size, or location of buildings.
- C. Regulating ingress and egress to the property and the proposed structures thereon with references to vehicle and pedestrian safety and convenience, traffic flow and control, and access in case of fire or another catastrophe.
- D. Regulating the street width.
- E. Increasing the number of required off-street parking spaces.
- F. Limiting the number, size, location, or lighting of signs.
- G. Requiring a berm, fencing, screening, landscaping, or other facilities to protect adjacent or nearby property.
- H. Requiring dedication of some open or green space.
- I. Regulating the appearance of the facilities or site so that they are harmonious with the neighborhood and City.

As of this writing, no parties have contacted the Community Development Department for more information on the Conditional Use Permit application for the proposed Animal Clinic at 1606 Mill Ave.

STAFF RECOMMENDATION

The Community Development Department recommends approval of the Conditional Use Permit for an animal clinic at 1606 Mill Ave. Brainerd, MN 56401 with the following conditions:

1. Dogs cannot be kept or left unattended outside of the building.
2. No more than 20 dogs can be at the premise at any one time, this number excludes puppies under the age of four months.
3. No more than four dogs can be kept overnight at the premise.
4. That the building is properly soundproofed to negate noise pollution created by the proposed use.
5. The property is free of animal feces at all times and is properly disposed of to mitigate any noxious smells to the neighboring properties.
6. All State Health Department and Minnesota Pollution Control Agency requirements for the facility are met.

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that Stephanie Tangen on behalf of Northern Lakes Rescue has submitted a request for a Conditional Use Permit to operate an Animal Clinic at 1606 Mill Ave. Brainerd, MN 56401 which is owned by TKT Holdings LLC. The property included in this application is described as:

*LOT 05 BLOCK 01
KOOP & WALKERS ADDITION TO THE CITY OF BRAINERD
Parcel #: 41180620
Section 18, Township 45, Range 30*

The property is zoned TN-2 (Traditional Neighborhood Two) District, and Zoning Ordinance Section 513-3 [Appendix A: Table of Uses](#) allows Animal Clinics as a conditional use in the TN-2 District. A copy of the application and submitted documents are on file for review at the Community Development Department.

A Public Hearing will be conducted by the Brainerd Planning Commission at 6:00 p.m. Wednesday, September 20, 2023, in the Council Chambers at Brainerd City Hall, 501 Laurel Street, to consider the Conditional Use Permit request.

Any individual needing special accommodations or would like more information about this request, please call (218) 828-2307.

Dated this 6th day of September, 2023



James L. Kramvik
Community Development Director

Publication Date: September 9, 2023



Community Development Department

City Hall—501 Laurel Street Brainerd, MN 56401

218-828-2307

www.ci.brainerd.mn.us

CONDITIONAL USE/REZONING/VARIANCE APPLICATION

	RESIDENTIAL	COMMERCIAL
CONDITIONAL USE PERMIT	☐ (\$250.00)	☒ (\$400.00 + \$500.00 escrow deposit)
REZONING	☐ (\$300.00)	☐ (\$500.00)
VARIANCE	☐ (\$250.00)	☐ (\$400.00 + \$500.00 escrow deposit)
ZONING TEXT AMENDMENT	☐ (\$250.00)	☐ (\$400.00)

PROPERTY ADDRESS: 1606 Mill Avenue, Brainerd MN 56401

LEGAL DESCRIPTION: Lot(s): 4-6 Block: 1 Addition: KOOP & WALKERS ADDITION TO THE CITY OF
(attach description if lengthy)

Property Owner Name: Tom Terhaar - TKT Holdings

Street Address: 2421 Tiffany Ct City: St Cloud State: MN Zip Code 56301

Phone Number: 320-493-4445 Fax: E-mail: tcpr_s@yahoo.com

Applicant Name: (If different than Property Owner) Northern Lakes Rescue

Street Address: 1606 Mill Avenue City: Brainerd State: MN Zip Code: 56401

Phone Number: 218-821-1767 Fax: E-mail: Board@northernlakesrescue.org

Description of Request: Northern Lakes Rescue is a 501c3, all volunteer, foster based dog rescue. All the dogs we intake live in foster homes from the day they arrive to us until the day they are adopted. NLR is requesting a conditional use permit to be able to intake dogs into our rescue at 1606 Mill Avenue. Intake consists of bringing dogs into the building, walking, feeding, watering, microchipping, providing needed vaccinations (rabies vaccines are completed at a vets office per MN law), grooming if needed and getting them out to their foster homes. Fosters are scheduled pick up times so there is not an influx of people picking up at the same time. They are provided any supplies necessary (food, treats, toys, beds, etc) which we keep here at the building. (cont next page)

Property Owner Signature

Tom Terhaar

(Please print name)

08/22/2023

Date

Applicant Signature

Stephanie Tangen - board treasurer

(Please print name)

08/22/2023

Date

Conditional Use Permit Application con't - 1606 Mill Ave

Intakes generally happen every 3-4 weeks on a Saturday or Sunday depending on availability of volunteers. Occasionally, a mid week transport occurs in the evening, but that is very seldom or very small (2-3 dogs). Intakes can vary from 1 dog to 30 dogs, some being puppies/litters. Our largest intake to date (6 years running) was 83 dogs (2 years ago) but 40+ of those were new puppies. We had 5 litters of puppies come in that intake and have no intention of doing a transport that large in the future..

When we run an intake, all dogs are leashed as soon as they come off the transport vehicle, walked to go potty (IMMEDIATELY cleaned up after as all volunteers have waste bags with them at all times), brought in the building and placed in a wire crate/kennel. They are given food and water at this time. After all dogs are in the building, volunteers rotate through the dogs to again bring them outside and spend time with them outside of the kennel. During this time, other volunteers are vetting the dogs - weights, shots, microchips, nail trims, bathing if needed, fitting collars with NLR tags. Fosters are contacted with a pick up time shortly after the transport vehicle arrives as some of our fosters come from Duluth or the cities. After all the dogs have been picked up, volunteers stay to clean up and disinfect all areas.

In this building, NLR is offering a retail space selling animal related products along with our logo clothing. We offer low cost microchipping services, assistance with lost dogs - providing signage and tips, microchip scanning on found animals (if no chip, AC is contacted), and one of our main reasons for choosing this space is the need from the community. We offer assistance, whether that be food, help with vet bills, or assisting owners keep a pet they may think they can not afford for whatever reason. Our hope is to also be able to hold adoption events in the space, birthday parties, and at some point training sessions. We also work with MNSNAP offering low cost spay and neuter services where they come up from the cities and we allow them to use our space to hold dogs while they are waiting to get spayed or neutered. Pets are dropped off by their owners, stay the day for their surgery and picked up by their owners at the end of business. This is a 2 day event, MNSNAP parks their camper on the property that they use for surgeries and an NLR volunteer is present during the event.

As we are all volunteers, NLR does not have regular business hours. We are open 2 evenings per week and by appointment. There is a possibility that will fluctuate depending on availability of volunteers.

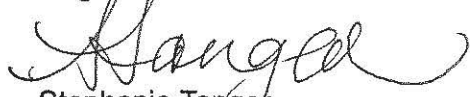
We invite you to come and take a look at what we have set up. Because this building has "4 levels" it can be a little confusing explaining, but I will give it a shot. Level 1 - "Showroom" is our retail space and the area we would hold public events. It is approximately 2500sqft. Level 2 - "Office space. This level is used for offices and a breakroom, also approx 2500sqft. Level 3 - "Intake" - this space is upstairs (there are no windows so sound should not be an issue to neighbors) also approx 2500sqft, where intake processing will take place. Level 4 - the basement - is landlord storage at this time.

NLR dogs will always have a handler and be leashed when outside the building. NLR does not believe in using outdoor kennels to hold dogs so there will never be a dog outside in a kennel at

our facility. As stated earlier, all volunteers have waste bags when walking a dog and clean up immediately after. All dog waste is thrown in the dumpster on site.

If you have any questions, or would like a tour, please do not hesitate to contact us. We would be more than happy to show you around and tell you about our programs.

Regards,

A handwritten signature in cursive script, appearing to read 'Stephanie Tangen', written in black ink.

Stephanie Tangen

Board Treasurer

651-775-5656

Shannon Steele - Director/Board President 218-821-1767

Melissa Kraklau - Board Secretary 218-839-6916

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Fan Storage

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rows - beds - x-lr str.

A hand-drawn sketch of a building. On the left side, there is a sign that reads "Puzzle Pods/diapers". On the right side, there is a label that reads "Lockable door". The building has a simple rectangular shape with a small square extension on the right.

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UCC-1

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50000

str. supplies

Handwritten notes and a diagram. The notes include "S. 102" and "S. 103". The diagram shows a rectangular area with a diagonal line and a small square at the bottom right corner.

25

5. 10. 1965

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test ground 8108

Foster bags / folder making etc

Basic cleaning supplies in cabinet

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Water main

64-2115

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2000

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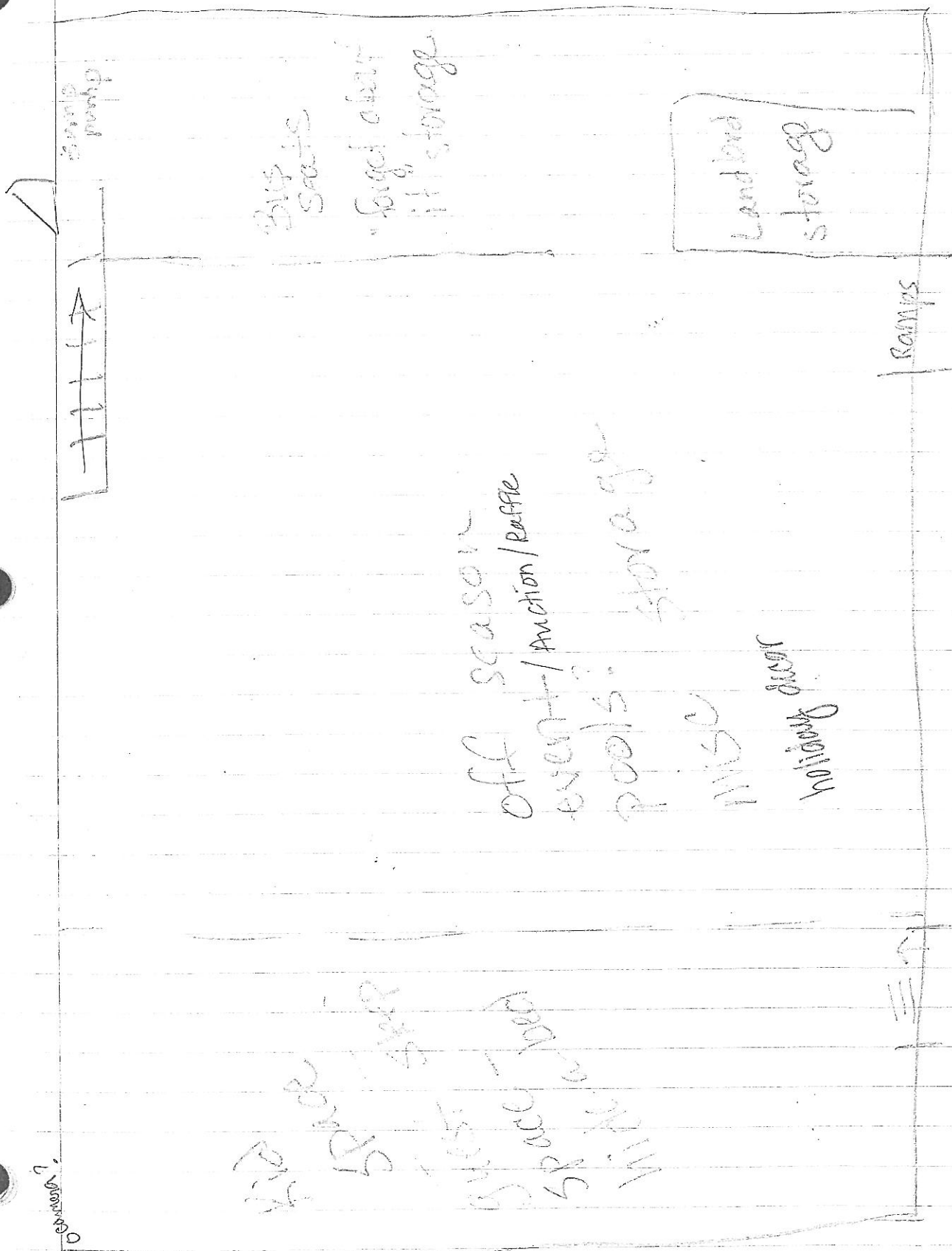
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basement



INDOOR KENNEL ROOM



ADOPTION PHOTO ROOM



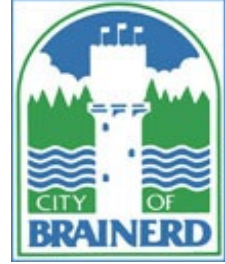
OFFICES



WIRE KENNELS



MEMO



TO: Planning Commission

FROM: James Kramvik, Community Development Director
Dylan Edwards, Assistant Planner

DATE: September 20, 2023

RE: Consider Interim Use Permit for a Short-Term Rental at 502 Juniper St.

REQUEST

Public Hearing. Interim Use Permit applied by Michael Fish on behalf of property owner Brian Knoll for a Short-Term Rental at 502 Juniper St. Brainerd, MN 56401.

Staff periodically reviews short-term rental listings online and discovered this property was operating without an interim use permit. Staff reached out to the property manager and required them to apply for an interim use permit for a short-term rental within 10 days, which the applicant did. Also, staff directed the property manager to only advertise for rentals longer than 28 days. The rental license has been issued and the property has been inspected by the Housing Inspector and is scheduled to be inspected by the Fire Marshal.

CONTEXT

Parcel Numbers: 41241262

Zoning District: Traditional Neighborhood-One (TN-1) District

Property Area: 6,579 SQFT

Adjacent Uses: North: Public Park
East: House of Worship
South: Single Family Dwelling
West: Single Family Dwelling

Adjacent Zoning: North: Park
East: Traditional Neighborhood-One (TN-1) District
South: Traditional Neighborhood-One (TN-1) District
West: Traditional Neighborhood-One (TN-1) District

AERIAL MAP



FINDINGS OF FACT

1. 502 Juniper St. Brainerd, MN 56401 is located in a TN-1 (Traditional Neighborhood-One) District. The TN-1 District allows short-term rentals as an Interim Use according to Zoning Code [Appendix A: Table of Uses](#).
2. Short-term rentals must comply with the following minimum standards as required by the [Section 515-3-34](#) of the Zoning Code:
 - a. The maximum rental period shall not be more than 28 consecutive nights.
 - i. *The applicants' proposal will not exceed 28 consecutive nights for a rental period.*
 - b. The permit holder (owner) of a short-term rental must apply for and receive an interim use permit.
 - i. *The applicant has applied for the Interim Use Permit for the operation of a short-term rental.*

- c. The application for an interim use permit shall include:
 - i. The number of bedrooms with dimensions and all other sleeping accommodations
 - 1. *The proposed short rental has four (4) bedrooms.*
 - 2. *The dimensions of each of these respective bedrooms are 10.5' x 11.5', 13.5' x 19', 14' x 14', and 7' x 13.5.'*
 - ii. The number of off-street parking spaces available to guests.
 - 1. *There are four off-street parking spaces allocated to guests in the driveway and the applicant does not permit short term renters to utilize on street parking.*
 - iii. All accessory structures and outdoor recreational features available for guest use
 - 1. *The yard is available for guest use along with a fire pit. Guests are responsible for making sure that all the fires are completely extinguished when they are done tending them. If the property manager receives a call from a neighbor concerned about a fire that is unattended or too large, the manager will deal with it immediately.*
 - iv. A pet, garbage, and noise policy.
 - 1. *There are no pets allowed on the property in their submitted policies noted as, "House Rules".*
 - 2. *Two garbage bins for use are located at the property with a capacity of six bags.*
 - 3. *There is a rule imposing quiet hours after 10:00 PM until 9:00 AM.*
 - v. The permit holder shall post emergency contact information (police, fire, hospital) and show renters the location of fire extinguishers in the short-term rental unit.
 - 1. *The housing inspector confirmed this during the inspection.*
- d. A permit holder must disclose in writing to their renters the following information regarding property policies and City codes:
 - i. Contact Information. The managing agent or local contact's name, address, and phone number. The agent shall be available 24 hours a day, seven days a week, whenever the property is being rented. Property contact information will always be accessible to the public on the City of Brainerd website.
 - 1. *Mr. Fish is the responsible party for this rental unit, and he resides within 50 miles of the premises.*
 - ii. Occupancy. The maximum number of guests allowed at the property.
 - 1. *The posted rules for the short-term rental state a guest maximum of 8 guests and parties are prohibited.*
 - iii. Vehicles. The maximum number of vehicles, recreational vehicles, and trailers allowed on the property and where they are to be parked. Parking in a yard that fronts a street as well as along an interior side of a house is required to be on an improved surface. Recreational vehicles

shall not be parked in any right-of-way or utility easement. No vehicle or trailer shall be parked on a street more than forty-eight (48) continuous hours.

1. The rules state that there is parking available in the driveway. This would include trailers, however not recreational vehicles, as they are specifically prohibited by the rules.

- iv. Garbage. Garbage and refuse containers shall be placed out for collection no earlier than 6:00 P.M. the day before collection and removed by the end of the day of collection. Garbage shall be placed in fly tight containers sufficient to receive all garbage which may accumulate between times of collection.

1. The weekly garbage schedule is provided for renters per the provided rules.

- v. Noise. No person shall, between the hours of 10:00 P.M. and 7:00 A.M. congregate at, or participate in any party or gathering of two or more people from which noise emanates of a sufficient volume to disturb the peace, quiet, or repose of another person.

1. The short-term rental rules impose quiet hours after 10:00pm and until 9:00 AM.

- vi. Pets. No person shall keep, maintain, or otherwise house more than a total of four cats or dogs within any household in the City of Brainerd. It shall be unlawful for any person to allow a dog or cat to run at large and to keep or harbor a dog that habitually barks, yelps, howls, cries, or whimpers to unreasonably disturb the peace and quiet of any person in the vicinity. The owner of any animal shall be responsible for cleaning up any feces of the animal and disposing of such feces in a sanitary manner.

1. The rental rules prohibit pets.

- e. The occupancy of a short-term rental shall be limited to no more than 3 people per bedroom or the occupancy set by the Building Official.

- i. *According to [Section 404.4.1 of the Property Maintenance Code](#), every bedroom shall contain not less than 70 square feet (6.5 m2) and every bedroom occupied by more than one person shall contain not less than 50 square feet (4.6 m2) of floor area for each occupant thereof, whichever is less.*
- ii. *There is no proposed limit on guests to the property.*
- iii. *Bedroom one is 120 SQFT which exceeds the 120 SQFT requirement to room two guests.*
- iv. *Bedroom two is 256 SQFT which exceeds the 150 SQFT requirement to room three guests.*
- v. *Bedroom three is 196 SQFT which exceeds the 150 SQFT requirement to room three guests.*
- vi. *Bedroom four is 94.5 SQFT which exceeds the requirement to room one guest.*

- vii. *Total occupancy of the short-term rental is 9 guests based on the square footage calculation; the applicant states the occupancy is 8 within the house rules.*
- f. Rooms used for sleeping shall be provided with egress windows and smoke detectors in locations that comply with the Minnesota State Building Code or the requirements of the Building Department, whichever is stricter.
 - i. *The rooms used for sleeping have egress windows and smoke detectors that comply with the Minnesota State Building Code and were inspected by the Housing Inspector and is scheduled for inspection by the Fire Marshal.*
- g. The short-term rental shall be connected to city sewer and water or an approved septic system. A valid septic system certificate of compliance is required at the time of rental license issuance and annual renewal. A short-term rental shall have a full bathroom (sink, toilet, and tub or shower).
 - i. *The short-term rental is connected to the city sewer and water system. The building plans show a full bathroom with a toilet, tub/shower, and sink.*
- h. Additional occupancy by use of recreational vehicles, tents, accessory structures, or fish houses is not permitted.
 - i. *The applicant is not proposing occupancy by use of recreational vehicles, tents, accessory structures, or fish houses. Their policies for the property explicitly prohibit them.*
- i. The permit holder shall keep a report detailing use of the short-term rental by recording the full name, address, phone number and vehicle license number of the guest reserving the rental. A copy of the report shall be provided to the Zoning Administrator upon request.
- j. A short-term rental shall be a licensed rental unit by the City and shall meet the requirements of all statutes, rules, regulations, and ordinances including, but not limited to, the City of Brainerd's rental housing maintenance code. Each unit shall be inspected annually by the rental housing inspector and the Fire Marshal.
 - i. *The premises has been inspected by the Housing Inspector and is scheduled for inspection by the Fire Marshal.*
- k. The Planning Commission may impose conditions that will reduce the impacts of the proposed use on neighboring properties, public services, nearby water bodies, public safety, and safety of renters. Said conditions may include but not be limited to – fencing or vegetative screening, native buffer along the shoreline, noise standards, duration of permit, restrictions as to the docking of watercraft, and number of renters.
- l. A permit holder must post their rental license permit number on all print, poster, or web advertisements.
- m. It is the owner's responsibility to apply for state and local sales tax numbers, including hotel and motel use sales tax. It is the owner's responsibility to contact the Minnesota Department of Health about lodging license requirements.

- i. The application for short-term rentals includes an application for local sales tax that must be submitted to the City's Finance Department. It is the owner's responsibility to contact the MN Department of Health.*

As of this writing, one party has contacted the Community Development Department regarding the Interim Use Permit and did not have concerns.

STAFF RECOMMENDATION

Staff recommends approval of the Interim Use Permit for one short term rental unit at 502 Juniper St. Brainerd, MN 56401 with the following conditions:

- 1) The short-term rental cannot operate until there is an approved inspection by the Fire Marshal.
- 2) Submittal of the local option sales tax form to the Finance Department.
- 3) The Interim Use Permit for a short-term rental at 502 Juniper St. Brainerd, MN 56401 terminates on 12/31/2024.

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that Michael Fish on behalf of property owner Brian Knoll has submitted an Interim Use Permit to operate a short-term rental at 502 Juniper St. Brainerd, MN 56401. The property included in this application is described as:

*Lot 16, Block 72
TOWN OF BRAINERD & FIRST ADDITION TO BRAINERD
P.I.N. 41241262
Section 24, Township 45, Range 31*

The property is zoned TN-1 (Traditional Neighborhood One) District. [Appendix A: Table of Uses](#) of the Zoning Code requires an Interim Use Permit for the operation of a short-term rental in a TN-1 District as regulated by Section 515-3-34 Short-Term Rentals. Information on the proposed short-term rental is on file for review at the Community Development Department.

A Public Hearing will be conducted by the Brainerd Planning Commission at 6:00 p.m. Wednesday, September 20, 2023, in the Brainerd City Hall Council Chambers, 501 Laurel Street, to consider the Interim Use Permit.

Any individual needing special accommodations or would like more information about this request, please call (218) 828-2307.

Dated this 6th day of September, 2023



James L. Kramvik
Community Development Director

Publication Date: September 9, 2023



Community Development Department

City Hall – 501 Laurel Street Brainerd, MN 56401
218/828-2309/Fax 218-828-2316 www.ci.brainerd.mn.us

INTERIM USE PERMIT for SHORT-TERM RENTAL

Application Form (residential - \$250.00 / commercial - \$500.00 +\$500.00 escrow deposit)

(This form must be filled out completely before your application will be accepted)

Property Address for this *Interim Use Permit*: 502 juniper st brainerd mn 56401

I (We) the undersigned, do hereby respectfully request the Brainerd City Council to grant an Interim Use Permit to allow Short term rentals

Short Term Rental for traveling medical personnel

The property will be professionally managed and maintained by MN Real Estate

and Management LLC at the property address listed above until the date of

Legal Description (attach, if lengthy): Lot 16-18 Block 72 Addition

N 87 1/2 FT OF LOTS 16 THRU 18 INCLUSIVE BLOCK 72

Property Owner: Brian Knoll

Address: 4055 Wild Rose Dr, West Linn OR 97068

(Street)

(City)

(State)

(Zip)

Contact Information #: 7022739692

(Home)

(Business)

knoll.brian@gmail.com

(E-mail)

Applicant: (if different than Property Owner) Mike Fish (MN Real Estate & Management LLC)

Address: 1533 180th Ave Pierz MN 56364

(Street)

(City)

(State)

(Zip)

Contact Information #: 218 232 7079

(Home)

MN RE&M

(Business)

mike@MNREandM.com

(E-mail)

Contact Person: (if different than Property Owner) Mike Fish (MN Real Estate & Management LLC)

Address: 1533 180th Ave Pierz MN 56364

(Street)

(City)

(State)

(Zip)

Contact Information #: 2182327079

(Home)

(Business)

mike@MNREandM.com

(E-mail)

This Interim Use Permit may be approved if sufficient facts are presented at the Planning Commission and City Council meetings to support a finding that all of the attached criteria for granting an Interim Use Permit have been met.

Obtaining this *Interim Use Permit* does not absolve the applicant from obtaining all other applicable permits, such as Building Permits, MnDOT access permits, etc.

I (We) certify that I (we) have submitted all the required information to apply for an Interim Use Permit and that the information is factual.

Signed by: Brian Knoll Date: 8/16/2023
(Property Owner)

Brian Knoll

(Property Owner-Please print Name)

Authentisign
Michael Fish 08/16/23 Date: 8/16/2023
(Applicant-If different than owner)

Mike Fish

(Applicant - Please print name)

Interim Use Permit Supporting Information

The City Council may approve an Interim Use Permit if all of the "Criteria for Review of Interim Use Permits" are met. In order to facilitate review of this application for an *Interim Use Permit*, the applicant must address each of the "*Criteria*", referred to in Section 515-5-3 of the Zoning Ordinance.

1. **Public Health/Safety/Welfare.** The *Planning Commission* and the *City Council* shall review each application for the purpose of determining that each proposed use meets the following criteria referenced to in Section 515-5-2 and in addition, shall find adequate evidence that each use in its proposed location will address the following:
 - (a) The proposed use conforms to the district and conditional use provisions and all general regulations of this Ordinance.
 - (b) The proposed use meets all special standards which may apply to its class of conditional uses as set forth in this section.
 - (c) The proposed use shall not involve any element or cause any condition that may be dangerous, injurious, or noxious to any other property or persons.
 - (d) The proposed use shall be sited, oriented and landscaped to produce a harmonious relationship of buildings and grounds to adjacent buildings and properties.
 - (e) The proposed use shall produce a total visual impression and environment which is consistent with the environment of the neighborhood.
 - (f) The proposed use shall organize vehicular access and parking to minimize traffic congestion in the neighborhood.
 - (g) The proposed use shall preserve the objectives of this Ordinance and shall be consistent with the Comprehensive Plan.

(con't)

To whom it may concern,

I am writing to formally request a Conditional Use Permit (CUP) for a short-term rental property located at 502 Juniper within the city of Brainerd MN. The purpose of this rental property is to accommodate traveling medical personnel and short-term rental guests, providing a convenient lodging option for those associated with the hospital, which is situated nearby.

The proposed short-term rental is intended to serve as a suitable and safe accommodation option for traveling medical personnel who require temporary housing during their assignments as well as to cater to other guests travel to Brainerd for business or medical care. The objective of this endeavor is to bridge the gap between the medical facility and lodging needs and provide a quiet and comfortable stay.

To ensure a responsible operation that does not bother the neighbors and community, the property will be professionally managed by MN Real Estate and Management. Our management team is committed to maintaining a high standard of property management, overseeing the adherence to strict house rules, and promptly addressing any concerns or issues that may arise.

The property will consist of one rental unit with three bedrooms, capable of accommodating a maximum of eight individuals. This configuration has been chosen to accommodate medical teams or groups of traveling medical personnel, while maintaining a comfortable environment.

We have attached our general house rules for this property which we believe guarantee a peaceful coexistence with the neighborhood and foster a comfortable living environment. Strict house rules will be implemented. These rules will address issues such as noise control, parking regulations, waste disposal, and adherence to local laws and regulations. Our commitment to maintaining a respectful and responsible atmosphere is of utmost importance to us.

Over the years we have managed about 900 bookings and 50 properties and believe our experience and track record of good interactions with neighbors and communities throughout Crow Wing should ease any concerns.

We believe that the proposed short-term rental aligns with the overall community and needs for short term housing. By facilitating suitable lodging for traveling medical personnel, we aim to contribute positively to the city's healthcare sector while adhering to the highest standards of property management.

We kindly request the opportunity to present and answer questions before the appropriate zoning and planning authorities, and to discuss in detail how our operation will contribute positively to the community and align with the city's vision. We are fully prepared to provide any additional information or documents as required during the evaluation process.

Thank you for considering our application. We are eager to work collaboratively to ensure that the proposed short-term rental meets all necessary requirements while serving the best interests of the community.

Please let me know if you need any more information.

Sincerely,
Mike Fish Broker/ Owner/ Property Manager
MN Real Estate and Management LLC
Cell: 218 232 7079
mike@MNREandM.com

 Authentisign
Michael Fish 08/16/23

502 JUNIPER GENERAL HOUSE RULES

All guests are responsible for reviewing and following all basic house rules. Any violation of these rules MAY result in immediate eviction and forfeiting of all monies. Any breach of House Rules (including extraordinary cleaning) will also result in a charge to the credit card on file for no less than \$250 & up to \$500 per violation plus damage to property. This Charge will be discussed with the guest beforehand and processed on the card on file or billed out to the responsible guest with a 30 net demand for payment.

We want you to have an enjoyable stay! However, the following rules are necessary to protect our guests, neighbors, property, and make it possible for us to continue running as a successful short-term rental. Most guests appreciate and understand the general house rules. Let us know if you have questions. We always accommodate when we can.

Let us start by stating that we ask every guest to have the utmost consideration for our neighbors and community. After all, they did not choose to live next to a vacation rental. Many enjoy and appreciate the guests that rent from us. Some are not so appreciative, so we make our best effort. We must work closely with our neighbors and community if we are going to be able to continue to provide Short Term Rental opportunities for years to come.

Aside from the sign in the yard, all neighbors have our cell phone number and have been asked to call or text 24/7 with any concerns. We also strongly encourage our owners to have a ring camera on the front door. We want everyone to have a good time; however, our basic house rules must be followed. Problems for us are rare, but if you have questions please reach out.

SMOKING OR VAPING INSIDE

Smoking and vaping are strictly prohibited. A guest who smokes in a property without authorization will be charged for carpet cleaning and deodorizing if any evidence of smoking is found.

FIREWORKS

Fireworks of any kind ignited on the property are not allowed. There is just too much clean up, accidental damage, and neighbor complaints to allow fireworks of any kind.

PETS

There are no pets allowed on the property.

Illegal Drugs or other Illicit Activity

No drugs or illegal activity is allowed on the property. Any suspected illegal activity will be immediately turned over to the authorities.

HARD TO CLEAN MESSES

Confetti, glitter, balloons, silly string are not allowed on the property. Please be very careful that gum does not get on furniture, pillows etc. Small, excessive debris of any kind thrown around

the property can make housekeeping very difficult and expensive. We reserve the right to run an extra charge on the CC on file if there is an unreasonable mess left for housekeeping.

YARD DEBRIS

Any garbage or debris thrown in the yard may cause environmental issues and severely impact our relations with neighbors. This most definitely includes water balloons & garbage left in the yard. Water balloons are strictly prohibited, and we ask that you please clean up any outside mess.

GARBAGE

Two garbage cans are provided at the home for each stay. This covers about six bags of trash, which is more than enough for most groups. Please let us know if for some reason you have an excess of garbage. We must hire someone to come and pick up the excess garbage and dispose of it. We do ask that guests let us know if they do have an extraordinary amount of garbage and we ask that they cover the cost of removal. See your specific house rules for pick up times.

UNAUTHORIZED GUESTS OVERNIGHT

Only registered guests can be on the property after dark. See the GUESTS section for more details. We are strictly regulated by the Short-Term License as to how many guests are allowed. This is based on the size of the home. Please be respectful of our rules so our owners do not get in trouble. We prohibit any tents or camping in yards.

NEIGHBOR OR POLICE CALL

Avoiding a complaint or nuisance call by the neighbors or incident involving the police are the reason for all the other rules! The four most common calls we receive are for 1) Too many guests 2) Noise pollution 3) Unauthorized dogs 4) Too many cars. PLEASE ask us if you have questions concerning any of the house rules. Of course, we take each individual situation into account and work closely with our guests to ensure fairness.

EXCESSIVE OR INDECENT NOISE

All neighbors have been given a cell phone number and asked to call or text 24/7 if they have issues. We know you're coming to enjoy your time and that may involve making some noise. However, please be considerate of our neighbors. Quiet hours are 10 PM to 9 AM. Loud music, at any time or music with obscene language or containing explicit sexual content is prohibited. Constant screaming or yelling with obscene language is prohibited. We have some neighbors with small children who may be offended at any loud obscenities. We appreciate your patience and cooperation with this issue.

SELF TANNING LOTION, FINGERNAIL POLISH & REMOVER

Accidents happen and fingernail polish/remover & Self-tanning lotion is prohibited from all properties. It destroys towels, bed linens, and permanently stains furniture.

EXTRA DAYTIME GUESTS

If you do plan to have company during your stay you **MUST** get prior approval from Management. Daytime guests must never exceed more than the number of registered guests and must be off the property by nightfall.

PARKING

The county license allows up to one vehicle per bedroom. There can be no parking on a public road or in a yard. Please let us know if there is a need to make an exception. This is a common complaint call from neighbors, and we need to follow the rules.

USE OF AMENITIES

Due to liability and insurance concerns only guests who are listed on the rental agreement and registered as guests are allowed to use any amenities.

OPERATION OF ATVs & SNOWMOBILES

No motorized vehicles of any kind are allowed at this rental. (expectation of course it he vehicle used to transport guest to the property)

USE OF FIREARMS

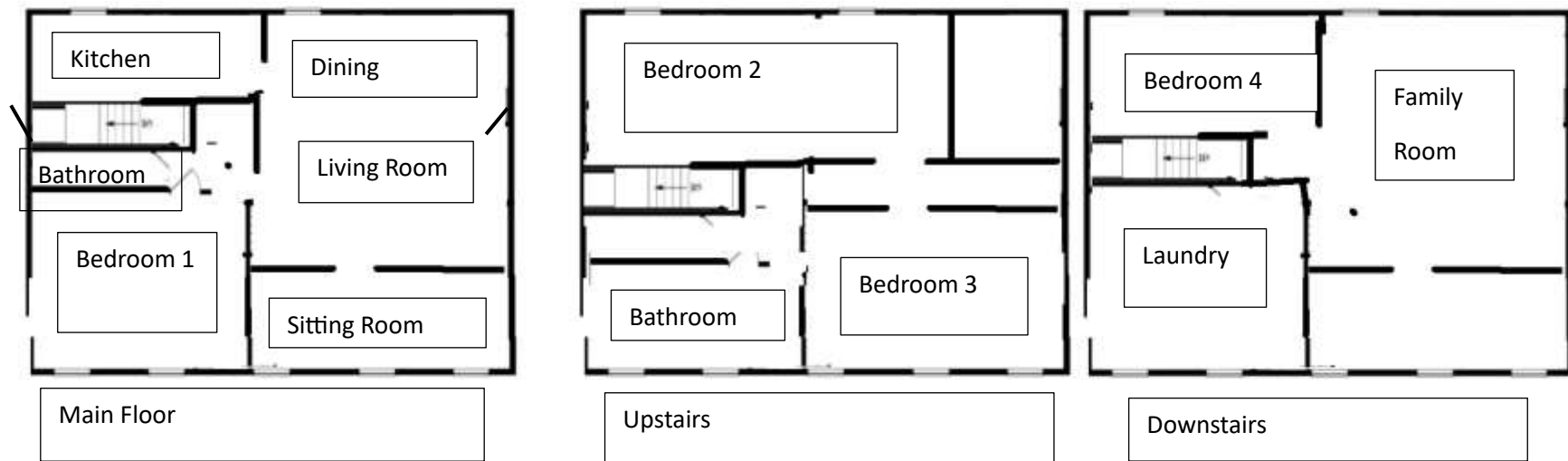
As much as we support your right to carry and use firearms, a short-term rental is not the place for them. MN RE&M strictly prohibits firearms from all properties.

OUTSIDE FIRES

We provide a great firepit for our guests to use. It is very important that guests use proper fire safety. When things get dry and the wind picks up flames can easily flare up, get blown into nearby grass and start a serious fire. Guests are responsible for making sure that all fires are completely extinguished when they are done tending them. If we get a call from a neighbor concerned about a fire that is unattended or too large, we must deal with it immediately by calling the guest and asking them to put it out. If they are not reached, all costs of having someone come to put the fire out will be billed to the guest's credit card on file.

LARGE GROUPS, MEETINGS, PARTIES

The Guest must not hold events (such as parties, celebrations, or meetings that exceed the capacity of the home) Any of these cases will allow the Owner to terminate the Agreement without providing a refund of any payment the Guest has paid for the booking and the Owner will not be legally responsible to find any alternative accommodation.



Floor plan for: 502 Juniper St, Brainerd, MN 56401, USA

Bedroom Dimensions:

Bedroom 1: $10.5 \times 11.5 = 120 \text{ ft}^2$

Bedroom 2: $13.5 \times 19 = 256.5 \text{ ft}^2$

Bedroom 3: $14 \times 14 = 196 \text{ ft}^2$

Bedroom 4: $7 \times 13.5 = 94.5 \text{ ft}^2$

MEMO



TO: Planning Commission

FROM: James Kramvik, Community Development Director

DATE: September 20th, 2023

RE: Consider Off-Street Parking Ordinance and Hold Public Hearing

PUBLIC HEARING. Ordinance Text Amendment to amend Sections 515-4-12 Off-Street Parking and 515-3-28 Outdoor Storage.

INTRODUCTION

After research into the regulations in other communities related to off-street parking and a review of the City's parking infrastructure, the Community Development Department presents a final draft of the amended off-street parking ordinance for the Brainerd Zoning Code. The proposed ordinance has been reviewed by the Planning Commission and the Parking Commission. The final draft reflects staff's recommendations as well as input from Commissioners during the review process.

OBJECTIVES

- Remove parking minimums for all non-residential uses.
- Create parking maximums in all non-residential zoning districts.
- Determine a new standard for the minimum residential parking required, that prioritize a more compact and less burdensome parking footprint by creating a tiered approach for multi-family buildings.
- Include the Accessory Dwelling Unit in the parking minimum formula.
- Incentivize bicycle spaces for multi-family buildings.
- Require fully enclosed unattended trailers to be closed and secured at all times.
- Regulate parking on unimproved surfaces in the rear yard.

STAFF RECOMMENDATION

- 1) Hold a public hearing on the Proposed Ordinance amending Sections 515-4-12 Off-Street Parking and 515-3-28 Outdoor Storage.
- 2) Recommend approval of Proposed Ordinance amending Sections 515-4-12 Off-Street Parking and 515-3-28 Outdoor Storage.

NOTICE OF HEARING

The City of Brainerd Planning Commission will be conducting a public hearing to consider a proposed ordinance amending Section 515-4-12 and Section 515-3-28 of the Brainerd Zoning Code relating to Off-Street Parking and Outdoor Storage. The proposed ordinance would require all doors and windows on fully enclosed unattended trailers to be closed and secured at all times, eliminate parking minimums in all non-residential zones, create parking maximums in non-residential zones, incentivize bicycle parking spaces for residential buildings, create a tiered minimum parking requirement for multifamily buildings, create parking minimums in the Town Center and Main Street Districts, and require off-street parking in the rear yard exceeding thirty feet from the rear property line to be parked on an improved surface or screened by a six foot privacy fence.

A Public Hearing will be conducted by the Planning Commission at 6:00 p.m. Wednesday, September 20, 2023, in City Hall Council Chambers, 501 Laurel Street, Brainerd.

The public is invited to attend the hearing to offer input regarding the proposed ordinance. Any individual needing special accommodations please call (218) 828-2307.

Dated this 6th day of September 2023

Publication Date: September 9th, 2023



James L. Kramvik
Community Development Director

ORDINANCE
NO. 15__

**AN ORDINANCE AMENDING SECTION 515-4-12 OFF-STREET PARKING & 515-3-28
OUTDOOR STORAGE**

THE CITY COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

SECTION ONE: Section 515-4-12.B of the Zoning Code is hereby amended as indicated, with deleted language struck out and new language underlined:

B. Application of Off-Street Parking Regulations. The regulations and requirements set forth herein shall apply to all off-street parking facilities, ~~except single family detached and duplex dwellings,~~ in all of the Zoning Districts of the City.

SECTION TWO: Section 515-4-12.D of the Zoning Code is hereby amended as indicated, with deleted language struck out and new language underlined:

~~D. Exemptions from Parking Requirements. All uses located within the Commercial Corridor (CC), General Commercial (GC), Town Center (TC), Main Street (MS), and General Industrial (GI) Zoning District shall be exempt from the following off-street parking requirements of this Ordinance.~~

SECTION THREE: Section 515-4-12.DE of the Zoning Code is hereby amended as indicated, with deleted language struck out and new language underlined:

DE. General Provisions

8. Fully Enclosed Unattended Trailers. All doors and windows on fully enclosed unattended trailers shall be closed and secured at all times.

SECTION FOUR: Section 515-4-12.EF of the Zoning Code is hereby amended as indicated, with deleted language struck out and new language underlined:

EF. Calculating Space.

~~1. The term "floor area" for the purpose of calculating the number of off-street parking spaces required shall be determined on the basis of the exterior floor area dimensions of the buildings, structure or use times the number of floors, minus ten (10) percent, except when floor plans are submitted that identify net usable floor area of the building exclusive of ancillary floor areas that do not generate parking demand (e.g., stair wells, hallways, restrooms, closets, utility rooms).~~

1. The term "building footprint area" is the total area of surface coverage of a structure and shall be determined by the exterior walls of the primary structure's first floor for the purposes of calculating the maximum number of parking spaces allowed.

2. When determining the number of off-street parking spaces results in a fraction, each fraction of one-half ($\frac{1}{2}$) or more shall constitute another space.

~~3. In gymnasiums, places of worship and other places of public assembly in which patrons or spectators occupy benches, pews, or other similar seating facilities, each twenty-four (24) inches of such seating facilities shall be counted as one (1) seat for the purpose of determining requirements.~~

43. Except as provided for under joint parking and shopping centers, should a building contain two (2) or more types of use, each use shall be calculated separately for determining the total off-street parking spaces required. ~~Warehouse area associated with retail uses shall have parking requirements calculated separately from the retail requirements.~~

SECTION FIVE: Section 515-4-12.~~JK~~ of the City Code is hereby amended as indicated, with deleted language struck out and new language underlined:

~~JK~~. **Maximum and Minimum Off-Street Parking Spaces Required.**

1. The following ~~minimum number~~ maximum number off-street parking spaces shall not exceed the allowable maximum parking space calculation depicted in Table 515-4-12.2 for the affected Zoning Districts. ~~be provided and maintained by ownership, easement and/or lease for and during the life of the respective uses hereinafter set forth.~~

- a. Permitted outdoor sales and storage areas, motor vehicle fueling spaces, and required ADA spaces are exempt from the maximum parking space calculation.
- b. Any proposed off street parking facility exceeding the maximum parking space calculation may only be allowed to exceed the maximum number of spaces if the building has more than one level or for designated employee parking and upon approval of a Conditional Use Permit.
 - i. Conditional Use Permit approval for designated employee parking cannot exceed ten (10) spaces.

Table 515-4-12.2 Parking Space Maximum

<u>Zoning Districts</u>	<u>Maximum Parking Space Calculation</u>
<u>Town Center (TC), Main Street (MS), Commercial Corridor (CC), Public/Semi-Public (PSP)</u>	<u>One (1) space per two hundred (200) square feet of building footprint area.</u> <u>One (1) tractor trailer parking space per one thousand (1,000) square feet of building footprint area.</u>
<u>General Commercial (GC), Makers and Employment (ME), General Industrial (GI)</u>	<u>One (1) space per one hundred fifty (150) square feet of building footprint area.</u> <u>One (1) tractor trailer parking space per five hundred (500) square feet of building footprint area.</u>

2. The following number of off-street parking spaces shall be provided and maintained by ownership, easement and/or lease for and during the life of the respective uses hereinafter set forth for the following Zoning Districts.

- a. Five bicycle parking spaces may be utilized to replace one required parking space for mixed-use buildings or multi-family attached dwelling units (5+ Units) in zones where a minimum parking area is required. This may only be used to replace one (1) space per every ten (10) required parking spaces.

i. For this paragraph “bicycle parking space” means an area equipped with bicycle racks that is used for the purpose of parking and securing a bicycle with a minimum dimension of 30” wide by 72” deep per bike space.

Table 515-4-12.3 Parking Space Minimum

<u>Zoning Districts</u> <u>Rural Living One (RL-1), Rural Living Two (RL-2), Garden Living (GL), Contemporary Neighborhood One (CN-1), Contemporary Neighborhood Two (CN-2), Traditional Neighborhood One (TN-1), Traditional Neighborhood Two (TN-2), and Traditional Neighborhood Three (TN-3)</u>	
<u>Use in Zoning Districts</u>	<u>Maximum Parking Space Calculation</u>
<u>Bed and breakfasts</u>	<u>One (1) space per rental room/suite.</u>
<u>Boarding houses</u>	<u>One (1) parking space per boarding room.</u>
<u>Attached Single-Family Dwellings, Accessory Dwelling Units, Multi-Family and Manufactured Homes within Manufactured Home Parks</u>	• <u>Studios = one (1) space per dwelling unit</u> • <u>One (1) bedroom = one and a half (1.5) spaces per dwelling unit</u> • <u>Two (2) bedrooms = Two (2) spaces per dwelling unit</u> • <u>3 bedrooms = Two and a half (2.5) spaces per dwelling unit</u> • <u>*Each additional bedroom in a Dwelling unit over three (3) bedrooms = + one half (.5) Space per dwelling unit</u>
<u>Single Family</u>	<u>Two (2) spaces per unit</u>

Table 515-4-12.4 Parking Space Minimum

<u>Zoning Districts</u> <u>Town Center (TC), Main Street (MS)</u>	
<u>Use in Zoning Districts</u>	<u>Minimum Parking Space Calculation</u>
<u>Bed and breakfasts</u>	<u>One (1) space per rental room/suite.</u>
<u>Boarding houses</u>	<u>One (1) space per boarding room.</u>
<u>Single Family, Attached Single-Family Dwellings, and Multi-Family</u>	<u>One (1) space per dwelling unit.</u>
<u>Commercial Uses</u>	<u>One (1) space per commercial unit.</u>

Required parking spaces may be owned or leased by the owner of the property or business.

- ~~1. Auto, Boat, Trailer, Farm Equipment and Other Outdoor Sales Lots. One (1) space per four hundred (400) square feet gross sales and office floor area and of the building plus one (1) space per each two thousand (2,000) square feet of gross outdoor sales lot area.~~
- ~~2. Auto Repair. Two (2) spaces per serving bay; the service bay is not a parking space, plus one (1) for each employee on the maximum shift.~~
- ~~3. Boarding House. At least one and one-half (1½) parking spaces per boarding room.~~
- ~~4. Bowling Alleys. Five (5) spaces for each alley plus additional spaces for related uses.~~
- ~~5. Car Washes (Drive Through and Self Service). One (1) space per employee plus: Drive through: Six (6) stacking spaces. Self-service: One (1) stacking space per wash bay.~~
- ~~6. Places of Worship. At least one (1) parking space for each four (4) seats based on the design capacity of the main assembly hall, plus one (1) space for each church employee. Facilities as may be provided in conjunction with such buildings or uses shall be subject to additional requirements which are imposed by this Ordinance.~~
- ~~7. Community Centers, Libraries, Private Clubs, Lodges, Museums, Art Galleries. One (1) space for each three hundred (300) square feet of floor area in the principal structure.~~
- ~~8. Contractors' Offices, Shops and Yards. One (1) per 1,000 square feet of shop area or warehousing, plus one (1) per 300 square feet of office space.~~
- ~~9. Day Care Facilities.~~
 - ~~a. Day care facilities serving fourteen (14) or fewer persons. In addition to residential parking requirements, one (1) space per seven (7) children capacity.~~
 - ~~b. All other day care facilities. One (1) space per teacher on the largest shift, plus one (1) space per ten (10) students/children based on maximum capacity of the facility.~~
- ~~10. Elderly (Senior Citizen) Housing. Reservation of area equal to one (1) parking space per unit. Initial development is, however, required of only one-half (½) space per unit and said number of spaces can continue until such time as the City Council considers a need for additional parking spaces has been demonstrated.~~
- ~~11. Financial Institutions, Banks, Savings and Loan. Four (4) spaces for every 1,000 square feet.~~
- ~~12. Funeral Undertaking Establishments. At least 20 parking spaces for each chapel or parlor, plus one (1) parking space for each funeral home vehicle. Drive aisle space shall also be provided off the street for making up a funeral procession.~~
- ~~13. Furniture Store/Household Appliances. One (1) space per 400 square feet of gross sales floor area. One (1) space per 1,500 square feet of warehousing.~~
- ~~14. Garden Supply Stores, Building Material Sales in Structures. Eight (8) off-street parking spaces, plus one (1) additional space for 800 square feet of floor area over 1,000 square feet.~~
- ~~15. Golf Courses. Four (4) spaces per hole, plus fifty (50) percent of the requirements for any other associated use.~~

16. ~~Golf Driving Ranges, Miniature Golf Courses and Other Outdoor Commercial Recreational Uses. Ten (10) off-street parking spaces plus one (1) for each two hundred (200) square feet of activity area.~~
17. ~~Health Clubs. One (1) space per two (2) exercise stations (e.g., strength machine or cardiovascular) plus one (1) space per employee on the largest shift plus additional parking for ancillary uses (e.g., gymnasiums, auditoriums, offices, restaurants).~~
18. ~~Hospitals. Three (3) spaces per bed.~~
19. ~~Manufacturing Facilities. One (1) space for every 800 square feet of gross floor area, plus one (1) space for every company owned vehicle.~~
20. ~~Motels and Hotels. One (1) space per each rental room/suite plus one (1) space for each eight (8) units, and one (1) space for each employee on any shift.~~
21. ~~Motor Fuel Stations. At least four (4) off-street parking spaces plus one (1) space for each employee on duty. Those facilities designed for sale of other items than strictly automotive products, parts or service shall be required to provide additional parking in compliance with other applicable sections of this Ordinance.~~
22. ~~Office Buildings, Animal Hospitals and Clinics, Professional Offices and Medical Clinics. One (1) space for every 200 square feet of floor area.~~
23. ~~Sales Lots. Ten (10) spaces or one (1) per 2,000 square feet gross land area devoted to sales lot, whichever is larger.~~
24. ~~Racquetball, Handball and Tennis Courts, Commercial. Not less than six (6) spaces per each court.~~
25. ~~Rest Home, Nursing Home, Convalescent Center, or Institution. One (1) space for each six (6) beds based upon maximum design capacity, plus one (1) space for each two (2) employees.~~
26. ~~Restaurants, Cafes, Private Clubs Serving Food and/or Drinks, Bars, On-Sale Nightclubs. One (1) space per 40 square feet of dining or bar area and one (1) space per 80 square feet of kitchen area.~~
27. ~~Restaurants, Fast Food. Fifteen (15) spaces per 1,000 square feet of gross floor area.~~
28. ~~Retail Sales and Service Business with Fifty (50) Percent or More of Gross Floor Area Devoted to Storage, Warehouses and/or Industry. At least eight (8) spaces or one (1) space per 200 square feet devoted to public sales or service, plus one (1) space per 500 square feet of storage area.~~
29. ~~Retail Stores and Service Establishments. At least one (1) off-street parking space per 200 square feet of floor area.~~
30. ~~Schools: Colleges and Universities. At least one (1) parking space for each two (2) students based on the design capacity plus one (1) space for each classroom. Auditorium or event space shall be subject to separate, additional calculations.~~
31. ~~Shopping Centers. Five and one half (5 ½) spaces per 1,000 square feet of gross leasable floor area (exclusive of common areas).~~
32. ~~Single Family, Duplex, and Accessory Apartments. Two (2) spaces per unit.~~
33. ~~Theaters, Civic Centers, Auditoriums, Stadiums, Sports Arenas or Similar Uses. One (1) space for each four (4) seats plus one space for each two (2) employees.~~

~~34. Attached Single-Family Dwellings, Multi-Family and Manufactured Homes within Manufactured Home Parks. At least two and one-fourth (2 ¼) rent-free spaces per unit. In projects involving eight (8) or more units, the City may require additional clustered guest parking spaces based upon calculation of required demand.~~

~~35. Warehousing, Storage of Handling of Bulk Goods. That space which is solely used as office shall comply with the office use requirements and one (1) space per 1,500 square feet of floor area, and one (1) space for each company-owned truck (if not stored inside principal building) or one (1) space for each employee, whichever is greater.~~

~~36. Other Uses. Other uses not specifically mentioned herein shall be determined on an individual basis by the City Council upon recommendation by the Planning Commission. Factors to be considered in such determination shall include (without limitation) the national parking standards for size of building, type of use, number of employees, expected volume and turnover of customer traffic and expected frequency and number of delivery or service vehicles.~~

SECTION SIX: Section 515-3-28.B.2.a.vi of the City Code is hereby amended as indicated, with deleted language struck out and new language underlined:

vi. Off-street parking of licensed and operable passenger automobiles and pick-up trucks (does not include racing cars or stock cars) may be stored in the front yard on a designated driveway or parking area and on an improved surface according to Section 515-4-12.H.

a. Off-Street parking in the rear yard exceeding thirty (30) feet from the rear property line must be parked on an improved surface or screened by a six (6) foot privacy fence with ninety (90) percent opacity from neighboring properties and the right-of-way.

SECTION SEVEN: This ordinance shall take effect and be in full force one week from and after its publication.

Adopted this _____ day of _____, 2023

KELLY BEVANS
President of the Council

Approved this _____ day of _____, 2023

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator

Published: One Time – _____

MEMO



TO: The Planning Commission

FROM: Dylan Edwards, Assistant Planner

DATE: September 20, 2023

RE: Short-Term Rentals

INTRODUCTION

Upon discovering several Short-Term Rental properties in the City of Brainerd operating without a valid Interim-Use Permit, staff worked with existing operators to bring their properties into compliance with the Zoning Code. In addition to working with property owners to bring their short-term rentals into compliance, staff received direction from the Planning Commission to discuss further regulations or capping the number of short-term rentals allowed in the City. The concern with short-term rentals is the potential loss of long-term workforce housing, in which the City is experiencing a shortage. The subtraction of long-term housing is a concern in relation to Brainerd's Comprehensive Plan and has an impact on future economic development of the community. The attached draft ordinance is the product of an initial discussion with the Planning Commission at the August 16th regular meeting in which staff presented research from numerous Minnesota cities regarding short-term rentals.

PROPOSED ORDINANCE SUMMARY

- 1) Defines 3 types of Short-Term Rentals.
 - Accessory Home Share (AHS) – Renting a room in an owner-occupied dwelling.
 - Accessory Vacation Dwelling Units, Limited (AVDUL) – Renting an owner-occupied dwelling while the owner is not on premises.
 - Vacation Dwelling Unit (VDU) – Renting a non-owner-occupied dwelling.
- 2) Allows for property owner-occupied residence to be used as an AHS or AVDUL upon receipt of a rental certification and Interim Use Permit for their personal residence.
 - Does not limit AHS's or AVDUL's as they do not affect housing stock.
- 3) Limits the total number of VDU Short-Term Rentals in the City of Brainerd to 20.
 - Limits applicants to ownership of one VDU in the City of Brainerd.
 - Caps the number of VDUs allowed in the Traditional Neighborhood Zoning Districts at 10.
 - Caps the number of VDUs allowed in the Contemporary Neighborhood Zoning Districts at 10.
 - Caps the number of VDUs in any multifamily-dwelling building to one unit.

STAFF RECOMMENDATION

Review and recommend changes for staff to draft a final ordinance for the October meeting.

**ORDINANCE
NO. 15XX**

AN ORDINANCE AMENDING SECTION 515-3-34 – SHORT-TERM RENTALS

THE CITY COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

SECTION ONE: Section 515-3-34 of the Zoning Code is hereby amended as indicated, with deleted language struck out and new language underlined:

515-3-34 Short-Term Rentals

A. **Definitions:** For the purposes of this article, the following definitions apply:

1. **Accessory Home Share (AHS):** A rental where the property owner is a permanent resident of the unit and is present on the premises during the rental period.
2. **Accessory Vacation Dwelling Units, Limited (AVDUL):** A rental where the property owner permanently resides at the unit but does not need to be present during rental period.
3. **Vacation Dwelling Unit (VDU):** A rental where the property owner is not a permanent resident of the unit, and the entire unit is rented without the property owner present during the rental period.

B. **Short-term rentals are subject to the following length of stay and total number of annual rental days:**

1. **Accessory Home Share (AHS):** May allow a maximum of four (4) guests to stay on the premises a total of one (1) to twenty-eight (28) days.
2. **Accessory Vacation Dwelling Units, Limited (AVDUL):** May allow a maximum number of guests as determined by Section 515-34.C.4 to stay on the premises a total of two (2) to seven (7) consecutive nights. AVDUL's may not be operated more than 21 rental days per calendar year.
3. **Vacation Dwelling Units (VDU):** May allow a maximum number of guests as determined by Section 515-3-34.C.4 to stay on the premises a total of one (1) to twenty-eight (28) days.

A.C. **Regulation:** Any short-term rental must comply with the following minimum standards:

1. ~~The maximum rental period shall not be more than 28 consecutive nights.~~
- 2.1. The permit holder (owner) of a short-term rental must apply for and receive an Interim Use Permit.
- 3.2. The application for an Interim Use Permit shall include:
 - a. The number of bedrooms with dimensions and all other sleeping accommodations.
 - b. The number of off-street parking spaces available to guests.
 - c. All accessory structures and outdoor recreational features available for guest use.
 - d. A pet, garbage, noise, and parking policy.
 - e. The permit holder shall post emergency contact information (police, fire, hospital) and show renters the location of fire extinguishers in the short-term rental unit.
- 4.3. A permit holder must disclose in writing to their renters the following information regarding property policies and City codes:

- a. **Contact Information.** The managing agent or local contact's name, address, and phone number. The agent shall be available 24 hours a day, seven days a week, whenever the property is being rented. Property contact information will be accessible to the public at all times on the City of Brainerd website.
 - b. **Occupancy.** The maximum number of guests allowed on the property.
 - c. **Vehicles.** The maximum number of vehicles, recreational vehicles, and trailers allowed on the property and where they are to be parked. Parking in a yard that fronts a street as well as along an interior side of a house is required to be on an improved surface. Recreational vehicles shall not be parked in any right-of-way or utility easement. No vehicle or trailer shall be parked on a street for a period of time in excess of forty-eight (48) continuous hours.
 - d. **Garbage.** Garbage and refuse containers shall be placed out for collection no earlier than 6:00 P.M. the day before collection and removed by the end of the day of collection. Garbage shall be placed in fly tight containers sufficient to receive all garbage which may accumulate between times of collection.
 - e. **Noise.** No person shall, between the hours of 10:00 P.M. and 7:00 A.M. congregate at, or participate in the any party or gathering of two or more people from which noise emanates of a sufficient volume so as to disturb the peace, quiet, or repose of another person.
 - f. **Pets.** No person shall keep, maintain, or otherwise house more than a total of four cats or dogs within any household in the City of Brainerd. It shall be unlawful for any person to allow a dog or cat to run at large and to keep or harbor a dog that habitually barks, yelps, howls, cries, or whimpers so as to unreasonably disturb the peace and quiet of any person in the vicinity. The owner of any animal shall be responsible for cleaning up any feces of the animal and disposing of such feces in a sanitary manner.
- 5.4. The occupancy of a short-term rental shall be limited to not more than 3 people per bedroom or the occupancy set by the Building Official, whichever is less.
- 6.5. Rooms used for sleeping shall be provided with egress windows and smoke detectors in locations that comply with the Minnesota State Building Code or the requirements of the building department, whichever is stricter.
- 7.6. The short-term rental shall be connected to city sewer and water or an approved septic system. A valid septic system certificate of compliance is required at the time of rental license issuance and annual renewal. A short-term rental shall have a full bathroom (sink, toilet, and tub or shower).
- 8.7. Additional occupancy by use of recreational vehicles, tents, accessory structures, or fish houses is not permitted.
- 9.8. The permit holder shall keep a report detailing use of the short-term rental by recording the full name, address, phone number and vehicle license number of the guest reserving the rental. A copy of the report shall be provided to the Zoning Administrator upon request.
- 10.9. A short-term rental shall be a licensed rental unit by the City and shall meet the requirements of all statutes, rules, regulations, and ordinances including, but not limited to the City of Brainerd's Rental Housing Maintenance Code. Each unit shall be inspected annually by the rental housing inspector and the Fire Marshal.
- 11.10. The Planning Commission may impose conditions that will reduce the impacts of the proposed use on neighboring properties, public services, nearby water bodies, public safety, and safety of renters. Said conditions may include but not be limited to – fencing

or vegetative screening, native buffer along the shoreline, noise standards, duration of permit, restrictions as to the docking of watercraft, and number of renters.

12.11. A permit holder must post their rental license permit number on all print, poster, or web advertisements.

12. It is the owner's responsibility to apply for state and local sales tax numbers, including hotel and motel use sales tax. It is the owner's responsibility to contact the Minnesota Department of Health about lodging license requirements.

D. Ownership, Limitations, And Municipal Caps:

1. Any Property owner may utilize their permanent residence as an AHS or AVDUL upon the receipt of a rental permit and the approval of an interim use permit.

2. Property owners are limited to the operation of one (1) VDU upon approval of an interim use permit in the city at any given time.

3. There are to be no more than twenty (20) operational VDUs at any given time in the City and is granted on a first-come-first-serve basis.

A. There may be no more than ten (10) total VDUs permitted in the Traditional Neighborhood Zoning Districts.

B. There may be no more than ten (10) total VDUs permitted in the Contemporary Neighborhood Zoning Districts.

C. There are no defined limits on the number of permitted VDUs in the other residential zoning districts.

13.4. No multifamily dwelling unit may contain more than one-short term rental of any type at any given time.

SECTION TWO: This ordinance shall take effect and be in full force one week from and after its publication.

Adopted this _____ day of _____, 2023

KELLY BEVANS
President of the Council

Approved this _____ day of _____, 2023

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator

Published: One Time – _____

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