



CITY OF HOWARD LAKE

PARKS AND PLANNING COMMISSION

*The City of Howard Lake strives to build upon its good neighbor traditions –
A welcoming community for all, supported by vibrant and engaged businesses and community organizations, involved
citizens, and diverse amenities that provide a well-rounded quality of life.*

Howard Lake City Hall
TENTATIVE AGENDA
June 8, 2022 – 6:00 pm

- A. **CALL TO ORDER**
- B. **APPROVAL OF AGENDA**
 - Any additions, deletions, modifications to the agenda will be done at this time.
- C. **CONSIDER APPROVAL OF MINUTES**
 - a. May 11, 2022 PPC Meeting Minutes
- D. **PRESENTATIONS, PUBLIC HEARINGS & RELATED APPROVALS**
- E. **NEW BUSINESS**
 - a. Short Term Rental Ordinance Review
- F. **OLD BUSINESS**
- G. **ADJOURN**



CITY OF HOWARD LAKE

625 8TH Avenue - PO Box 736 - Howard Lake, MN 55349
Phone: 320-543-3670 | cityadmin@howard-lake.mn.us | www.howard-lake.mn.us

HOWARD LAKE PARKS AND PLANNING COMMISSION

Howard Lake City Hall

May 11, 2022 – 6:00 pm

MEETING MINUTES

MEMBERS PRESENT

April Debner
Jason Deiter
Gene Gilbert
Barb Guenigsman
Vern Kleve

MEMEBERS ABSENT

Molly Hibbard

OTHERS PRESENT

Nick Haggemiller, City Administrator
Meagan Theisen, Assistant City Administrator
Nate Sparks, City Planner

A. CALL TO ORDER

Chair Debner called the meeting to order at 6:00 pm.

B. APPROVAL OF AGENDA

The agenda was approved as presented.

C. APPROVAL OF MEETING MINUTES

Commissioner Kleve moved to approve the April 13, 2022 PPC Meeting minutes. The motion was seconded by Commissioner Deiter and passed unanimously.

D. PRESENTATIONS, PUBLIC HEARINGS & RELATED APPROVALS

a. CONTINUED PUBLIC HEARING: Short Term Rental Ordinance

Commissioner Debner closed the regular meeting and opened the public hearing at 6:01.

Sparks reviewed the staff report and shared regulations that other cities has set.

Deneen Schoenke – 5842 Co Rd 6 SW – Deneen shared she has been operating an AirBnB/VRBO for 3 years and it is nearly always booked. She has only had trouble on one occasion when she first started renting out her second house and since then it has gone really well for her.

Rod Werner – 5580 Co Rd 6 – Shared that he brought this issue forward to the City because of a friend of his had a bad experience with a neighbor who was operating a short term rental. He would like the City to come up with something to be proactive, instead of reactive.

Kelli Burau – 12448 90th St Sw – Shared she owns a long term rental property at 508 12th Street in Howard Lake. She feels that short term rental properties will be a minimal amount in Howard Lake.

Debner closed the public hearing and reopened the regular meeting at 7:12 pm.

Haggenmiller requested the Commissioners to share what they would like to see.

Commissioner Kleve stated that if we do regulate, he would like to keep the process simple.

Commissioner Deiter would like to see regulations with a permit.

Commissioner Kleve would like to see regulations with a permit.

Commissioner Debner would like to see regulations with a permit.

Commissioner Guenigsman prefers to not allow them in neighborhoods.

Commissioner Gilbert would like to see regulations with a permit.

Commissioner Schmidt would like to see regulations with a permit and to enforce the regulations.

Commissioner Deiter moved to direct staff to draft an ordinance. The motion was seconded by Commissioner Schmidt and passed unanimously.

NEW BUSINESS

a. Discuss Comp Plan Update

Sparks reviewed the results from the community survey.

b. OLD BUSINESS

c. ADJOURN

The Parks and Planning Commission meeting adjourned at 7:40 p.m due to severe weather.

Chair, April Debner

Secretary, Meagan Theisen



HOWARD LAKE PARKS & PLANNING MEETING

June 8, 2022

AGENDA ITEM: Ordinance Review - Short Term Rentals

SECTION: New Business

FROM: Nick Haggemiller, City Administrator
Meagan Theisen, Assistant City Administrator

BACKGROUND: As discussed at previous Parks and Planning Meetings, staff has drafted an Ordinance as it relates to Short Term Rentals within the City of Howard Lake.

PLANNING COMMISSION ACTION REQUESTED: Approve Short Term Rentals Ordinance to submit to the Howard Lake City Council

ATTACHMENTS:

1. Draft Short Term Rental Ordinance

Ordinance No. ____

CITY OF HOWARD LAKE
COUNTY OF WRIGHT
STATE OF MINNESOTA

AN ORDINANCE AMENDING THE HOWARD LAKE CITY CODE REGARDING
SHORT TERM RENTALS OF RESIDENTIAL DWELLING UNITS

THE CITY COUNCIL OF HOWARD LAKE ORDAINS:

Section 1. Chapter 17-21-07 of the Howard Lake Zoning Ordinance is hereby amended to read as follows:

17-21-07 Short Term Rentals of Residential Dwellings

A. Purpose. The use of a residential dwelling unit....

B. Definitions. For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

AUTHORIZED AGENT. A person who has written designation to act on behalf of an owner as placed on record and supplied as part of the application process for a short term rental license.

SHORT TERM RENTAL. Any residential dwelling unit or portion thereof that is used for renting or boarding for a period of less than 30 days. This does not include any unit within a hotel, resort, or bed and breakfast.

C. Interim Use Permit Required. The operation of a short term rental shall require an interim use permit pursuant to Section 17-6 of the Zoning Ordinance and a license when located within the R-1, R-1A, R-2, R-3, R-5, R-6, and R-7 Zoning Districts and any residential Planned Unit Development. Any short term rental operating within a legal residential dwelling or portion thereof in the R-4, or any mixed use or non-residential is permitted with a license only.

D. License Required. All short term rentals shall require an license from the City.

1. License Application. All applications for licenses under this Section shall be made on forms furnished by the City. The application shall be executed by the owner of the short-term rental.
2. Inspections. The City may elect to inspect any premises to confirm compliance with the terms of this Section and Chapter 17.06 of the City Code. If requested, the owner shall submit to the inspection within 14 days of the request, unless otherwise

extended by the City Administrator for good cause.

3. Application Fees. Any application shall be accompanied by a fee in the amount as required by the City's Fee Schedule.
4. License Duration. Any license granted shall be good for one year from the date of issuance.
5. Change In Ownership. Licenses are not transferrable. A change in ownership shall require an application for a new license.
6. Owner or Authorized Agent. All license applications must state an owner or authorized agent who is responsible for the property and is on-call for all issues. The City must be notified immediately if the authorized agent is changed. The name and contact information of the owner and/or authorized agent must be provided to guests.
7. Application Review. If an interim use permit is required, the license application will be deemed incomplete until the successful receipt of the interim use permit.

E. General Performance Standards.

1. Residential Use. Any short term rental shall be maintained as a residential use of property and is not permitted to change the residential character of the dwelling unit. No short term rental shall require internal or external alterations or involve features not customarily found in residential dwellings.
2. Signage. No commercial signage is permitted advertising the use of the property as a short term rental.
3. Parking. All short term rentals shall provide a minimum of two parking spaces and are required to have at least one parking space per bedroom. Parking spaces may be provided in a garage and driveway but not within a public right-of-way but cannot impede ingress and egress to the property for emergency vehicles, if necessary. The maximum number of vehicles permitted to be on site shall be limited to the number of off- street parking spaces provided. All parking spaces are subject to the zoning requirements for residential parking. Parking beyond what is accommodated by the Zoning Ordinance for a residential dwelling unit is not permitted. Parking for boats, trailers, and recreational vehicles shall meet the requirements of the Zoning Ordinance. All outdoor storage shall meet the requirements of the Zoning Ordinance.
4. Occupancy Limits. The overnight occupancy shall not exceed more than two guests per bedroom plus two additional guests. The use of tents, recreational vehicles, or accessory structures to obtain additional occupancy is prohibited. Use of said vehicles or structures for overnight or sleeping accommodations is prohibited.
5. Registration of Guests. The owner or authorized agent shall keep a registration report detailing use of the short term rental by recording the full name, address, phone number, and license plate number of guests using the property. The primary occupant shall be an adult at least 18 years of age.
6. Noise. Activity on site where noise is audible from beyond the property lines, in a manner that disturbs the peace, is prohibited from 10 pm to 8 am. Conditions on the placement of structures on the site may be placed on a license to lessen the

impacts of outdoor and/or activity areas. Outdoor gathering spaces must be located in a manner that minimizes direct noise disturbance of adjacent properties.

7. Conformance with Existing Regulations. Short term rentals shall conform to all existing standards listed in Minnesota Statutes and Rules and City Ordinances. It is the owner's responsibility to conform to all required building, fire, and Department of Health codes. All short term rentals shall be maintained in compliance with the Housing Maintenance Regulations of Chapter 17.06 of the City Code.
8. Prohibited Activities. Any documented violation of any State law

F. Revocation of License.

1. Revocation. If the City has notified an owner or the authorized agent of three violations of the terms of their license or other violations of City Code or relevant statutes, the City may issue an administrative revocation of a license. All renting of the property shall cease upon issuance of the revocation notice.
2. Appeal. The owner may appeal the decision of revocation in the manner identified in the Administrative Penalty Ordinance.

Section 2. This ordinance is in effect upon publication.

Approved by the City Council of Howard Lake this 20th day of June, 2022.

Peter Zimmerman, Mayor

ATTEST:

Nicholas Haggemiller, City Administrator-Clerk