

Additional Conditions – February 17, 2011

- 1. Licensing and permits.** The owners shall obtain any and all licenses, permits, or other governmental approvals required by any governmental agency, board, department, or other governmental entity with jurisdiction, and keep the same in full force throughout the duration of this conditional use permit. This may include, but is not limited to, a Minnesota Department of Health license for offering sleeping accommodations to the public for periods of less than seven days (MN Statutes Chapter 157), and a permit to charge sales or other applicable taxes from the Department of Revenue. Copies of these licenses/permits/approvals shall be provided to the Township Planning Director each calendar year, no less than 30 days in advance of any rental of the property. Failure to provide the documentation described above during a calendar year shall be evidence that the short-term rental use was discontinued during that calendar year.
- 2. Rental Records.** A log shall be kept of the renter, date of arrival, date of departure, and number of guests for all rentals. A copy of the log shall be provided to Planning Director twice annually, covering the periods from May 1 to October 31st, and from November 1 to April 30. This copy shall be provided no later than 30 days following these periods. Redaction of personally identifying information is allowed, though it must be provided to the Planning Director if necessary to investigate compliance with terms of this permit or the Zoning Ordinance.
- 3. Property Oversight and Complaint Response.** Thirty days prior to rental of the property in any calendar year, the property owner shall provide to the Township Planning Director the name and phone number of a contact person with the capability and authority to address complaints or concerns regarding the property. This phone number shall also be provided to all other property owners within 500 feet of the lot boundary. For complaints such as noise or other conditions which require immediate remedy, this contact person or their designate must be able to respond to the site within one hour of a complaint being registered at any time the property is rented. If someone other than the owner shall be responsible for such response, then the owner shall provide to the Town a signed statement by that party indicating their willingness to respond as specified in this paragraph, and this statement must be received by the town thirty days prior to the rental of the property and any time there is a change in this third party. Failure to provide contact information and consent outlined in this paragraph during a calendar year shall be evidence that the short-term rental use was discontinued during that calendar year.
- 4. Contact/Complaint Log.** The owner or a designate shall maintain a log of all complaints or concerns received when the property is not occupied by the owner. At a minimum, this log shall include the time and date contact was made, the person or persons making the contact, the nature of the concern or complaint, the name of the person making any required follow-up or corrective action, the nature of those actions, and the time and date they were taken. Copies of this log shall be provided to the Township Planning Director twice annually, covering the periods from May 1 to October 31st, and from November 1 to April 30. These copies shall be provided no later than 30 days following these periods.

5. **Prompt Response to Complaints.** Owner or owner's designate must respond to complaints regarding compliance with the terms of this permit within an appropriate time frame. The Town recognizes that social norms may make immediate response to some complaints inappropriate. For example, a complaint regarding excess occupants received in the middle of the night would be more appropriately responded to in the morning. In contrast, complaints regarding active nuisances, such as excessive noise, warrant immediate attention to limit disturbance to adjoining properties.
6. **On-site Contact with Renters.** Within 24 hours of the initiation of a rental, the owners or their designate must meet in person with one or more of the renters. Communication with the renters shall include making the renter's aware that the rental is in a residential neighborhood, and explaining the relevant conditions of the rental that insure compliance with CUP conditions. If the renters are not at the property when the owner or designate attempts to meet with the renters, a written message conveying the information above and identifying the person making the contact shall satisfy this requirement. Owner or designate shall maintain a log of these personal contacts, including the name of the person initiating the contact and the time and date of the contact. Copies of this log shall be provided to the Township Planning Director twice annually, covering the periods from May 1 to October 31st, and from November 1 to April 30. These copies shall be provided no later than 30 days following these periods.
7. **Permit Requirements Reflected in Rental Contract.** Rental agreements between the owner/designate and renters shall include clear delineation of renter actions required or prohibited by the terms of this conditional use permit. This requirement includes making clear that failure to comply with occupancy limits shall be grounds for immediate termination of the rental.
8. **Overnight Occupancy Requirements.** Other conditions of this permit require that overnight occupancy of the property shall not exceed 6 persons. For purposes of determining compliance, overnight occupancy shall be defined as the number of persons present on the property between the hours of 10 PM and 7 AM, and shall not exceed the 6-person limit.
9. **Rental Frequency.** Per previous decision by the Town, rentals are limited to once per week. In this context, once per week means that a subsequent rental shall not begin until at least 7 days after the initiation of the prior rental.
10. To the extent that any of these additional conditions conflict with the original conditions, these additional conditions shall apply.