

Short-Term Rental Housing Unit (Non-Owner-Occupied Units) Interim Use Permit Required

The Initial Application Process and Timeline for an Interim Use Permit is as follows:

1. Apply for Lodging License with Minnesota Department of Health
2. Apply for Interim Use Permit (General Zoning Application and supplemental STR Form) with (non-owner-occupied units) from the City of Red Wing Community Development Office.
Incomplete applications will not be accepted. Completed applications should be delivered to:
 - a. Community Development Office, 419 Bush Street, Red Wing, MN 55066
 - b. Questions can be directed to Steve Kohn, Planning Manager or Lisa Acker, Permits & License Manager by calling 651-385-3623 or steve.kohn@ci.red-wing.mn.us or lisa.acker@ci.red-wing.mn.us.
3. Once an Interim Use Permit (IUP) application is deemed complete by City Staff (all required materials have been submitted and fees have been paid), staff will forward the Interim Use Permit to the Advisory Planning Commission (APC) for a recommendation. The APC meets the **Third Tuesday of each month**. Items for each meeting must be submitted by the application deadline set forth at the beginning of each calendar year (see attached calendar). Adequate time must exist to meet the public notice requirements for Interim Use Permits as provided in Chapter 11, Division 90, Section 90-045.
 - a. Interim Use Permits (IUP's) require the APC to hold a public hearing on each complete application for an IUP. Public hearings require **ten days** public notice. Notice must be published in the local newspaper and mailed notice must be sent to anyone within 500 feet of the proposed STR with same amount of notice.
 - b. After close of the public hearing on a proposed IUP, the APC shall consider findings and shall submit the same together with its recommendation to the City Council (outlined in Section 90-040).
4. The IUP is added to the next City Council meeting, once through the APC process. Typically, this occurs the following week. Council meets the 2nd and 4th Mondays of each month. The City Council shall consider the report of the APC and any other information provided. The City may attach conditions to approval of a permit to mitigate anticipated adverse impacts associated with the use, to ensure compliance with the standards of approval, to protect the value of other property, and to achieve the goals and objectives of the comprehensive plan.
5. If the City Council approves the IUP and proof of licensure from MDH (or proof of application in process with MDH), along with proof of having passed the MDH inspection has been provided, then the City will issue the Short-Term Rental an Interim Use Permit for a period of up to **five (5) years**.
6. All IUP renewals must be submitted no later than 90 days prior to the expiration date of the current interim use permit.
 - a. The renewal process will follow the guidelines in Division 90-045, Section 6, Item 2 Review.