



Our Vision

Red Wing thrives as a vibrant, creative river town that values its natural environment, welcomes all people, and unlocks opportunity for everyone.

Our Mission

We strive to create a sustainable, healthy, accessible, resilient, and equitable community where every person feels at home.

Meeting Announcement and Agenda Advisory Planning Commission Regular Meeting City Council Chambers, 315 West 4th Street, Red Wing, MN & Virtually Tuesday, September 16, 2025, at 7:00 PM

This meeting will be held in the City Hall Council Chambers and virtually via Webex at the same time. Members of the public can join this meeting either in person at City Hall or virtually. To join this meeting via Webex, [click this link](#) and use the password 2025. To join via telephone, please dial (415) 655-0001. Enter access code 2557 079 6148 and password 2025 when prompted.

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

4. Approval of Agenda

5. Approval of Minutes

5.A. Motion to Approve August 19, 2025, Minutes and August 26, 2025, Special Meeting Minutes.

6. Public Comment

We now invite anyone to share their thoughts on a topic that is not on the agenda. We welcome all opinions and ideas. We appreciate you stating your name at the lectern, and please remember that personal attacks may be ruled out of order. You will have up to three minutes to comment, and we appreciate your time in coming tonight.

7. Motions & General Business

7.A. Public Hearing on Short-Term Rental at 458 11th Street for Terence Glommen-McCloskey and Emilie Thiessen, Project Pursuit Properties, LLC.

8. Communication Items

8.A. Status Report

8.A.1. Project Update - Jefferson School

8.B. Commissioner Comments

9. Adjournment

Accommodations for signing interpreter, Braille, large print, etc. can be made. Call City Hall at 385.3600 seven days prior to the need. Hearing assistance devices are available during meetings.

**Red Wing Advisory Planning Commission
Regular Meeting
City Council Chambers
August 19, 2025**

Commissioners Present: Chair Brad Wronski; Commissioners George Hintz, Susan Langer, Bryan Soper, Chris Mahoney, and Sue Guerber

Commissioners Absent: Commissioner Ethan Seaberg

Others Present: Steve Kohn, Planning Manager / Staff Liaison; Brandy Howe, Community and Economic Development Facilitator; Ron Goggin, Council Liaison

1. Call to Order

Chair Wronski called the meeting to order at 7:00 p.m.

2. Pledge of Allegiance

Chair Wronski led the recitation of the Pledge of Allegiance.

3. Roll Call

Chair Wronski reported that Commissioner Seaberg was not in attendance and that his absence was excused.

4. Approval of Agenda

A motion was made by Commissioner Langer, seconded by Commissioner Hintz and unanimously carried, to approve the agenda as presented.

5. Approval of Minutes

A. Motion to Approve Draft Minutes from the July 15, 2025, Regular Meeting.

A motion was made by Chair Wronski, seconded by Commissioner Guerber and unanimously carried, to approve the meeting minutes as drafted.

6. Public Comment

There was no public comment.

7. Motions & General Business

A. Public Hearing: Repeal and Replace Chapter 11, Division 25 - Residential District Regulations and Amend Chapter 11, Division 10 - Definitions and Division 60 - Off-Street Parking and Loading Regulations.

Chair Wronski referenced past APC discussion of this item. Community and Economic Development Facilitator Howe provided background information and an overview of the proposed changes to Chapter 11 of the City Code. She reviewed the purposes of the proposed changes:

- Reorganize Division 25 for simplicity and eliminate redundancy.
- Modify residential district standards for incremental density increases.

- Clarify the method of calculating density.
- Create new RM-3 zoning district.
- Reduce parking requirements for multifamily residential.
- Establish consistency between zoning districts and the planned use categories in the 2040 Comprehensive Plan.

Ms. Howe reviewed the proposed language changes:

- New definitions for duplex, triplex, and fourplex.
- Pre-fab, duplex, and 2-family residential uses allowed by right in R-1 and R-2 zoning districts.
- Multifamily (5-8 unit) residential uses allowed by right in RM-1 and RM-2 zoning districts.
- Remove lot dimension standards in favor of lot area standards by dwelling type.
- Reduce maximum height in the RM-2 zoning district from 9 stories to 50 feet.
- Create new RM-3 zoning district.

Ms. Howe discussed the creation of a new RM-3 zoning district to provide opportunities for greater residential density. She noted that the other proposed changes would provide greater flexibility in residential zoning districts.

Ms. Howe and Manager Kohn clarified the definitions of pre-fabricated and modular homes and referenced the districts where these residential uses would be allowed. It was noted that manufactured homes would be allowed in the R-1 and R-2 zoning districts in a manufactured home park with a Conditional Use Permit.

Ms. Howe and Manager Kohn reviewed a proposed reduction to the parking requirement for accessory commercial apartments in the Downtown area. It was suggested to base the parking requirement on the number of bedrooms.

Commissioner Langer requested clarification of language referencing 3-5 residential units per acre and asked why this language would not state 1-5 units per acre. Manager Kohn and Ms. Howe provided additional information. It was noted that this language should mirror language in the Comprehensive Plan pertaining to maximizing density in residential areas where infrastructure has been installed. Manager Kohn referenced the regulations in Ag-Residential zoning districts, where homes on large lots are allowed.

Ms. Howe reviewed suggested Findings of Fact to support the proposed amendments in terms of consistency with Comprehensive Plan goals and action steps related to housing and in terms of whether the proposed amendments would benefit the public interest. It was requested that the APC consider taking action on the proposed amendments after conducting a Public Hearing.

Chair Wronski reviewed the Public Hearing procedure and opened the Public Hearing for this item at 7:22 p.m. No one spoke during the Public Hearing. A motion was made by Commissioner Hintz, seconded by Commissioner Mahoney and unanimously carried, to close the Public Hearing. The Public Hearing was closed at 7:23 p.m.

Commissioners spoke in support of the proposed amendments.

A motion was made by Commissioner Mahoney, seconded by Commissioner Guerber and unanimously carried, to endorse the Findings of Fact and recommend approval of the proposed amendments to Chapter 11 – Division 25, Division 10, and Division 60 – as presented.

B. Public Hearing: Repeal and Replace Chapter 11, Division 65 - Sign Regulations.

Community and Economic Development Facilitator Howe provided background information and an overview of the proposed changes to the sign regulations. She reviewed the purposes of the proposed updates:

- Comply with new legal standards.
- APC Work Plan objective.
- Improve organization and clarity.
- Implement best practices.
- Address technology.

Ms. Howe commented that the B-2A zoning district has not been referenced in the proposed sign regulations, as there are currently no B-2A zoning districts and this district may be eliminated. Manager Kohn provided additional background information.

Ms. Howe commented that the majority of the sign regulations will remain the same. She referenced concerns that were expressed during a public outreach meeting relating to the rules for garage sale signs. Ms. Howe and Manager Kohn clarified the regulations for signage in the B-2 zoning district.

Ms. Howe provided rationale for the proposed changes to the sign regulations, including the elimination of permit requirements for temporary signs. A-frame and canopy signs were discussed. Proposed language relating to electronic signs, freestanding signs, wall signs, and temporary signs was reviewed.

Ms. Howe reviewed suggested Findings of Fact to support the proposed sign regulation updates in terms of consistency with Comprehensive Plan. She stated that staff recommends approval of the repeal and replacement of Chapter 11, Division 65, as proposed.

Complaint-based sign regulation enforcement was discussed.

Chair Wronski reviewed the Public Hearing procedure and opened the Public Hearing for this item at 7:39 p.m. No one spoke during the Public Hearing. A motion was made by Commissioner Guerber, seconded by Commissioner Langer and unanimously carried, to close the Public Hearing. The Public Hearing was closed at 7:40 p.m.

Ms. Howe commented that the draft sign ordinance language has been submitted to the City Attorney for a legal review.

Commissioners further discussed the proposed sign regulation changes.

A motion was made by Commissioner Hintz, seconded by Commissioner Mahoney and unanimously carried, to recommend the repeal and replacement of Chapter 11, Division 65, including the modification that was discussed related to pylon signs and contingent upon a review by the City Attorney. Following discussion a vote was conducted, and the motion carried unanimously.

8. Communication Items

A. Status Report.

Manager Kohn noted that a special meeting has been scheduled on August 26 for discussion of a variance request by the Environmental Learning Center pertaining to an accessory building.

Manager Kohn reported that the City Council recently approved the first reading of the rezoning request by the Second Amendment Club by a 5:2 vote and unanimously approved the CUP request.

An update was requested regarding the former maltery site. Manager Kohn discussed an environmental review process and noted that the Heritage Preservation Commission approved demolition of the current building.

B. Commissioner Comments.

There were no Commissioner comments.

C. Council Liaison Comments.

Council Liaison Goggin indicated that he had no comments.

9. Adjournment

The meeting adjourned at 7:46 p.m.

**Red Wing Advisory Planning Commission
Special Meeting
City Council Chambers
August 26, 2025**

Commissioners Present: Chair Brad Wronski; Commissioners George Hintz, Bryan Soper, and Chris Mahoney

Commissioners Absent: Commissioners Ethan Seaberg, Susan Langer, and Sue Guerber

Others Present: Kyle Klatt, Community Development Director; Ron Goggin, Council Liaison

1. Call to Order

Chair Wronski called the meeting to order at 7:00 p.m.

2. Pledge of Allegiance

Chair Wronski led the recitation of the Pledge of Allegiance.

3. Roll Call

Chair Wronski reported that Commissioners Seaberg, Langer, and Guerber were unable to attend the meeting but that a quorum of members was in attendance.

4. Approval of Agenda

A motion was made by Commissioner Hintz, seconded by Commissioner Mahoney and unanimously carried, to approve the agenda as presented.

5. Motions & General Business

A. Public Hearing: Variance Request by the Red Wing Environmental Learning Center for a New Structure at 442 Guernsey Lane.

Community Development Director Klatt provided background information and an overview of the variance requests by the Environmental Learning Center. He stated that a variance has been requested relating to the number and size of accessory buildings that are allowed in a B-1 zoning district. He noted that a variance has also been requested relating to exception from the design standards in the B-1 zoning district. He noted that the proposed accessory building is intended to replace an existing patio structure that is used for gatherings and other activities. He stated that the applicant is proposing to replace the existing structure with a larger building. He discussed the other structures on the property and reviewed the proposed design for the accessory building.

Director Klatt summarized information from the staff report related to the original intent for the area and information relating to the unique circumstances of this property.

Director Klatt reviewed information that was provided by the applicant to support the variance requests.

- The building would provide a larger covered space for events and activities and would support the center's programming.
- The building would be located close to the house and would be a natural fit for expanding ELC operations.
- The existing structure is old and needs to be replaced.
- The proposed structure would match another structure on the property in terms of style and materials.
- The property is located next to an I-1 zoning district.
- The addition of exterior brick or stone would render the project cost prohibitive.

Director Klatt reviewed suggested Findings of Fact to support the variance requests:

- The application meets the variance requirements in terms of practical difficulty and circumstances.
- The applicant did not create the problem.
- The proposed structure would not alter the essential character of the area.
- The proposed structure would not increase congestion in the area or cause other problems.
- The property is unique in that it is located in a PUD that was zoned for neighborhood business uses, but the area was never developed as intended.
- The property is adjacent to an existing light industrial area.

Director Klatt detailed the proposed project and discussed the location of the proposed structure using a map and current photo images. Director Klatt stated that staff recommends approval of both variances.

Chair Wronski reviewed the Public Hearing procedure and opened the Public Hearing for this item at 7:17 p.m. No one spoke during the Public Hearing. Director Klatt reviewed an email that was received prior to the meeting from Q Media Group, which is located near the property under discussion, in support of the variance requests. A motion was made by Commissioner Hintz, seconded by Commissioner Mahoney and unanimously carried, to close the Public Hearing. The Public Hearing was closed at 7:19 p.m.

Commissioners spoke in support of granting the variances.

A motion was made by Commissioner Soper, seconded by Commissioner Mahoney and unanimously carried, to adopt Resolution 2025-4, approving both variances as requested.

6. Adjournment

The meeting adjourned at 7:22 p.m.



Planning Commission Meeting, September 16, 2025

Agenda Item

07.A. – Public Hearing - Interim Use Permit Request to Operate a Short-Term Rental at 458 11th Street

Action Requested

Motion to Adopt Staff Recommendation

Prepared By

Lisa Acker, Permits and License Manger

Attachments

- Public Hearing Notice
- Application
- Submittals
- Aerial Photo of Area
- STR Regulations (Division 55-119)

Background

Terence Glommen-McCloskey and Emilie Thiessen, Project Pursuit Properties, LLC, 462 11th Street, Red Wing, has applied to allow a "Short-Term Rental" use at 458 11th Street. The applicant is specifically proposing to operate a Short-Term Rental by leasing the three-bedroom structure to guests on a short-term basis. The unit can be rented entirely or as two units (like a duplex). This was previously a single-family home but at one time was also used as a duplex. Both uses are permitted in the R-2 zoning district. The property will not be owner occupied. However, Terence Glommen-McCloskey and Emilie Thiessen reside next door at 462 11th Street. The property is zoned Two Family Residential (R-2); the Red Wing Zoning Ordinance requires an IUP for Short-Term Rentals in the R-2 District.

Short-Term Rentals: An entire dwelling unit or room within a larger dwelling unit where transient lodging is provided for compensation for stays of between one and 30 consecutive nights, and where the dwelling unit would normally be considered a residential living unit not associated with regulated commercial activities such as a hotel, motel, boarding house, or bed and breakfast. A short-term rental can be owner-occupied or non-owner occupied.

07.A.

The entire rental home contains three bedrooms. The maximum number of guests allowed to stay on the property during rental (as a whole home) would be seven. However, if the units are rented separately by two different parties, then the home can accommodate eight. The lower unit is a one-bedroom (2 + 1 = 3) and the upper unit is a two bedroom (4 + 1 = 5). The application states there are three off street parking stalls. One stall is on the driveway facing 11th Street and the other two are in a rear yard next to an old garage/carriage house behind the home. There will be a 18' x 36' gravel parking pad installed by the owner. This is accessed by an unfinished "driveway" between 462 and 458 11th Street that measures just over 10 feet in width. The owner does plan to do some type of finish on the driveway prior to winter so this space can be safely cleared and accessed. This rental would require two off-street stalls per code for short-term rental use. The applicant has not requested permission to hold events at the site.

The applicant has submitted multiple documents and plans for the proposal, including proof that a license application has been submitted to the Minnesota Department of Health; please see attached.

Analysis

The property is in J Brooks Replat, Lot 7 and Southeasterly 11 ½ feet of Lot 14, City of Red Wing. The property is .20 acre or 8,900 square feet. The house faces 11th Street. Any activity that would transpire would be like a single-family home. There appears to be significant mature tree coverage on the northeast side of the home to create separation from the adjacent properties to the east and the depth of the lot creates separation from the property to the north. As previously mentioned, the operators and owners of the STR live on the property directly to the west.

No major exterior changes to the structure or property are planned currently. Mr. Glommen-McCloskey did provide a property plan for 458 11th Street that outlines minor improvements and renovations they will be making to the home prior to rental. Their plan is to have the lower-level unit ready to be inspected by the state and operational in the fall/winter of 2025. The upper-level unit will be completed in the fall/winter 2025-26 as it requires more substantial improvements and additions. City staff have advised them on the need to obtain proper permits from the community development department for portions of the improvements. Both units will be inspected by the MN Department of Health prior to them approving the units and issuing them a license. The City works in tandem with MDH on the final approval.

Staff from Public Works, Community Development, Engineering, Police, and Fire reviewed the proposal and general site development plans and found them adequate. The Minnesota Department of Health has not yet inspected the property for compliance with its regulations; the City of Red Wing has not yet inspected the property either as previously it was used as a single-family home and was not a part of the long-term rental program. The applicant has been advised that if the home would cease operates as a short-term rental but continue as a "duplex" then he would be required to meet zoning codes for off-street parking for a long-term rental duplex. This would require covered parking spaces for two cars and a total of four parking stalls (2 covered, 2 uncovered) under current zoning code requirements.

It appears that the proposal meets all the requirements found in Division 55-119 and other

07.A.

sections of the Zoning Ordinance. There are no other short-term rentals within the 400' radius of this home and thus the spacing requirements found in Division 55-119 would be met. The closest STR is approximately 600' away on East Avenue. Recommending approval of this unit would bring the total number of short-term rentals to 27. This number is staying fairly static as we have had a few that were permitted return to single family homes and leave the STR program.

The Comprehensive Plan does not specifically address this property or situation. The Comprehensive Plan does encourage continued maintenance and investment in structures and neighborhoods. The proposed use of the property appears to be consistent with the use character of the residential neighborhood. Based on these characteristics, it appears the proposed IUP is consistent with the Comprehensive Plan.

The Planning Commission and City Council shall make findings with respect to the following prior to taking action on the request; Staff recommended findings are in **bold**):

1. The extent, location, and intensity of the use will be in substantial compliance with the comprehensive plan. **It appears that the proposal is consistent with the Comprehensive Plan. The proposed use will function in a manner like the former full-time residential use.**
2. The use will provide adequate ingress and egress to minimize traffic congestion in the public streets. **The site provides at least two (2) off-street parking stalls and has access from 11th Street.**
3. The use will not be detrimental to the existing character of the development in the immediate neighborhood or endanger public health, safety, and general welfare. **The proposed use will not change the physical character of the property and will function in a manner like the former full-time residential use.**
4. The use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district. **The use of the property for a short-term rental, with no events allowed, is consistent with the existing residential uses in the area. No exterior changes are proposed to the property and the property owner indicates it will be well maintained.**
5. The use shall, in all other respects, conform to the applicable regulations of the district in which it is located. **The use conforms to the R-2 District and applicable regulations found in the Zoning Ordinance.**

Staff Recommendation

Staff recommend the Planning Commission conduct the public hearing and take any testimony into consideration before acting on the request. Based on the information and analysis above, staff is recommending approval of the request, as submitted.

07.A.



PUBLIC HEARING NOTICE

Notice is hereby given that the City of Red Wing Advisory Planning Commission will hold a public hearing in the City Council Chambers at City Hall on Tuesday, September 16, 2025, at 7:00 p.m., to hear and make a recommendation on an Interim Use Permit (IUP) request by Terence Glommen-McCloskey and Emilie Thiessen, Project Pursuit Properties, LLC, 462 11th Street, Red Wing, MN, to allow a "Short-Term Rentals" use at their property located at 458 11th Street, Red Wing. The applicant is specifically proposing to operate a Short-Term Rental by converting the single-family structure to a duplex leasing a lower level one bedroom unit and a second story two-bedroom unit on a short-term basis. The property will not be occupied by the owner; however they live in the home next door and will be managing it. . The property is zoned Two Family Residential (R-2); the Red Wing Zoning Ordinance requires an IUP for Short-Term Rentals in the R-2 District.

Plat and Parcel Number: 55-005-0010. The legal description of this property is as follows: J Brooks Replat, Lot 7 and Southeasterly 11 ½ feet of Lot 14, City of Red Wing, Goodhue County, State of Minnesota. More commonly known as 458 11th Street.

Written or oral comments to said Interim Use Permit may be presented at this public hearing or filed with the City Clerk prior to this hearing. Each response will be duly considered and evaluated before any formal action is taken by the Planning Commission. This meeting will also be held virtually. If you wish to share a public comment regarding the proposal, you may send an email with your comments by 3:00 p.m. on Tuesday, September 16, 2025, to steve.kohn@ci.red-wing.mn.us or by calling 651-385-3622 to leave your contact information and a voicemail with your comments. You may also request a link to join the meeting via Webex.

The applicant and the public will have the opportunity to present comments on the Advisory Planning Commission's recommendations at a City Council meeting. The purpose of allowing comments is to provide the applicant and the public with the opportunity to directly address the Council on the matter. The comment period cannot be used for the presentation of new information as all relevant information needs to be provided to the Advisory Planning Commission at the public hearing. If new information is presented to the City Council that was not considered at the public hearing of the Advisory Planning Commission, the Council may vote to send the matter back to the Advisory Planning Commission. All comments will be kept to the customary 3-minute limit. The City Council meeting is scheduled for 6:00 p.m. on September 22, 2025.

Melissa Hill
City Clerk

City of Red Wing, Minnesota

Date: **September 2, 2025**

Publish once in the Republican Eagle: **September 6, 2025**

NOTE: The City of Red Wing Zoning Ordinance requires that this notice be mailed to each of the owners of all property located within 500 feet of the property described above.



Project Number: PL 2025-003

General Zoning Application Form

This application form is required as part of any request to process the planning actions listed below. The City of Red Wing requires specific material to be submitted in conjunction with this form.

Applicant's Name: <u>Project Pursuit Properties, LLC</u> Address: <u>462 11th Street</u> Red Wing MN 55066 City State Zip Telephone: <u>[REDACTED]</u> Email: <u>[REDACTED]</u>	Owner's Name: <u>Emilie Thiessen & Terence Glommen-McCloskey</u> Address: <u>462 11th Street</u> Red Wing MN 55066 City State Zip Telephone: <u>[REDACTED]</u> Email: <u>[REDACTED]</u>
Do you have a developer on this project? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Name: _____ Address: _____ Phone: _____ Email: _____	Do you have an architect /engineer on this project? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Name: _____ Address: _____ Phone: _____ Email: _____

Parcel Number: 55 -105 -0010 Gross Acres: 0.20 Zoning: R2 (Full legal must be attached)

Address of Project: 458 11th Street, Red Wing, MN 55066

<input type="checkbox"/> Administrative Subdivision	<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Preliminary Plat
<input type="checkbox"/> Annexation Application	<input type="checkbox"/> Easement Vacation	<input type="checkbox"/> Rezoning
<input type="checkbox"/> Bed and Breakfast	<input type="checkbox"/> Environmental Assessment	<input type="checkbox"/> Street & Alley Vacation
<input type="checkbox"/> Certificate of Compliance (STR - Owner Occupied, Fence Permit)	<input type="checkbox"/> Final Plat	<input type="checkbox"/> Variance
<input type="checkbox"/> Certificate of Design Review	<input type="checkbox"/> Grading Permit	<input type="checkbox"/> Zoning Appeal
<input type="checkbox"/> Combination of Parcels	<input type="checkbox"/> Minor Subdivision	<input type="checkbox"/> Zoning Text Amendment
<input type="checkbox"/> Comprehensive Plan Amendment	<input checked="" type="checkbox"/> Interim Use - STR Non -Owner Occupied	<input type="checkbox"/> Other _____

Description of request: Requesting Interim Use Permit for a two-unit Short Term Rental.

Property is currently zoned as a single family dwelling, but is built to be convertible to a duplex. Conversion to duplex will require re-zoning and parking modifications to comply with zoning requirements. We are requesting approval for operation [REDACTED]

[REDACTED] completion of re-zoning to two family occupancy and approval by Community Development and Building Inspections with appropriate approved parking in compliance with City Code.

Community Development Department • 419 Bush Street • Red Wing, MN 55066 • (651) 385-3622 • (651) 388-4782 – FAX

as 2 units (duplex), short-term rentals only. Lower unit rent first, upper needs work. LTR would req. covered parking in/out.

Residential Development How many residential units are being requested? Total units: _____

Single Family: _____ Condominiums: _____ How many lots will be created? _____

Duplex: _____ Townhomes: _____ Do you intend to market the units for sale? Yes No

Other: _____ Apartments: _____ Do you intend to market the units for rent? Yes No

Authority to file application: Ownership Power of Attorney Contract to purchase Other

I hereby certify that the above information and accompanying documents are true and accurate to the best of my knowledge and acknowledge that the process of this application may require additional fees and expenses for the preparation of necessary environmental documentation and planning studies.

[Signature] _____ Date 08/04/2025

Applicant's signature _____ Date

For City of Red Wing Use Only

Application Base Fee: \$ 550 - Receipt Number: _____

Escrow Account Fee: _____ Date Application Received: 8/4/25

Total Paid: 550 - Date to APC: 9/16/25

City Review Expenses: _____ Date to CC: _____

Escrow Acct. Balance _____

Add'l Amount Owed / (Refund): _____ Receipt Number: _____

Date Application is Complete: 8/30/25 60 day review deadline: _____

Request for Extension Filed: _____ Extension deadline: _____

Approved Date: _____

Conditions for (IUP's, CUP's, planned developments, plats, and variances please see attached resolution)

Denied Reasons for denial: _____

Rosa Acker
Zoning Administration



Project Number: PL 2025-003

Short - Term Rental (STR)

Certificate of Compliance or Interim Use Permit Application

1. Will the home be Owner Occupied? Yes or No

2. Will the property be operated by someone other than the owner? Yes or No If yes, add operator/property Manager's information: Name: Emilie Thiessen & Terence Glommen-McCloskey Phone: [REDACTED]
Address: 462 11th Street, Red Wing, MN 55066 E-mail: [REDACTED]

3. I have contacted the Minnesota Department of Health about lodging license requirements: Yes or No Minnesota Lodging Rules, Chapter 4625: Lodging Establishments.

1. Number of legal bedrooms: 3 (Provide floor plan w/sq footage) Number offered to guests: 8 *if duplex and 2 units*

2. Maximum number of guests allowed by City code (formula is # of bedrooms for guests x 2 = + 1): [REDACTED] *Lower, upper*

3. Number of off-street parking spaces on the property total: 3 How many for guests: 3 (provide site plan)
Will the on-site parking be on an improved driveway, parking surface, or in a garage located on site: Yes or No If no, where will parking be provided for guests? _____

4. Is this Dwelling, one family or multiple family? One / Two Family If multiple family, how many units are within the dwelling: 2 How many will be used for short term rental? 2

5. Per Division 55 -119 Short Term Rentals (STR), I agree to keep a report detailing use of the short-term rental by recording the full name, address, and phone number of the guest reserving the rental and a copy shall be provided to the Zoning Administrator upon request: Yes or No

6. I agree the short-term rental unit will be properly maintained and comply with all applicable building code, fire code, animal regulations, public nuisance regulations, and pass an initial state inspection: Yes or No

7. What websites will this Short-term rental be listed (VRBO, AirBnB, etc)? AirBNB, VRBO

8. Will the short-term rental be listed or advertised anywhere else? If so where: Future website, currently unknown addr

Please attach the following:

- A current exterior photo of the home, showing the address (can be submitted electronically to lisa.acker@ci.red-wing.mn.us) along with a site plan showing the location of on-site parking, if required in that zoning district, for short term guests.
- A floor plan of the interior of the home, showing the square footage and location of rooms that will be used as guest bedrooms and baths, along with the total square footage of space to be occupied by guests (may be hand drawn)
- \$550 application fee for interim use permit (non-owner occupied) or \$110.00 for certificate of compliance (owner occupied).
- Copy of lodging license from the MN Department of Health or proof of application **A copy of your lodging license from MDH must be submitted to the City prior to the arrival of your first guest. Contact MDH for license application, schedule inspection, license is issued after approval by MDH and fees have been paid to the State.**
- Provide proof of passing initial state home inspection (MDH requires at least 14 days advance notice of intended opening to schedule a preoperational inspection.)
- I have obtained an application to submit Hotel and Motel Sales Tax Return from the City of Red Wing and will begin submitting the monthly applicable tax upon on approval of this application.

Applicants Name: Project Pursuit Properties, LLC
 Applicant's signature: [Signature]

Date: 03/04/2025

2nd unit - parking in place
↓ State before operating

Property Plan
458 11th Street, Red Wing

Spring/Summer 2025

Construction will begin to convert the home at 458 11th Street in Red Wing to a functioning duplex again. Minor updates are needed on the lower level, and minor to moderate updates are needed on the second level. The lower level (Unit One) will be renovated first, while the second level (Unit Two) will be renovated during the fall/winter of 2025.

There are two dedicated and functioning entrances, one for each unit. The entrance locks have been updated to smart locks to accommodate short-term renters. The Door between the units will be temporarily sealed to keep guests in both units separate and safe.

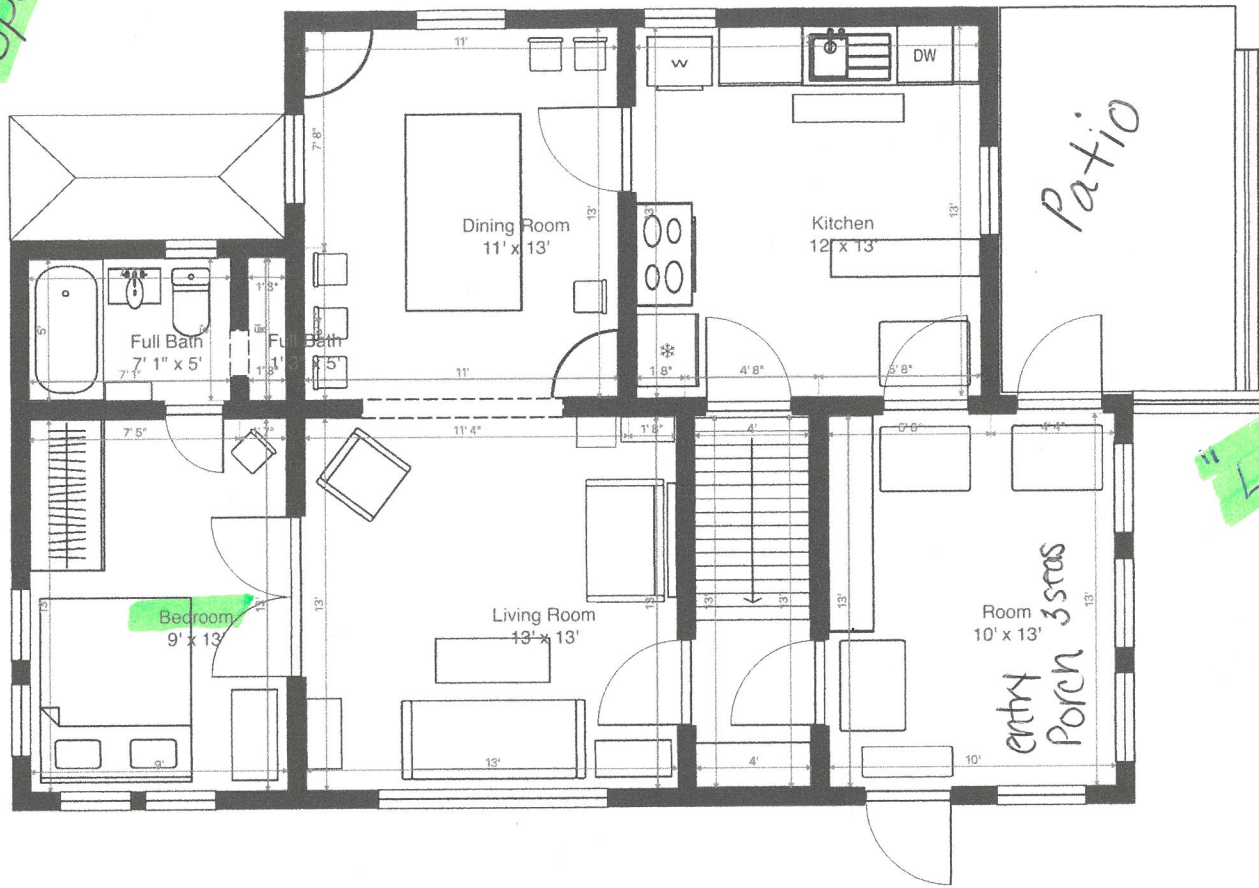
On the lower level, the bathroom and kitchen require the most work. Minor updates have already been completed in the bedroom, living room, and dining room. This included new light fixtures, window coverings, and paint. There are a few cracked windows that still need to be replaced. The bathroom and kitchen renovations are in progress and will be completed during the fall of 2025. The bathroom renovation includes Sheetrock, tile, vanity, shower fixtures, and a closet. The kitchen renovation includes new appliances, including a combination washing machine/dryer, dishwasher, and updated cabinets. The entryway will be updated with new interior walls, fresh paint, new light fixtures, and new storm doors. Finally, the exterior of the home will be fitted with safety cameras and lighting.

Fall/Winter 2025/2026

The second-level unit is expected to be completed during the fall/winter of 2025. Much of the work upstairs is superficial, including paint from floor to ceiling. Currently, the walls are painted beadboard, and the floors are painted wood. However, a new kitchen/kitchenette will be installed in the back right bedroom. That will include new cabinets and standard appliances—including a combo washing machine and dishwasher—along with a new sink. The bathroom will remain essentially the same, though a new floor will be installed. Additionally, the stair railing will be brought to code, new light fixtures will be installed, and any cracked windows will be repaired.

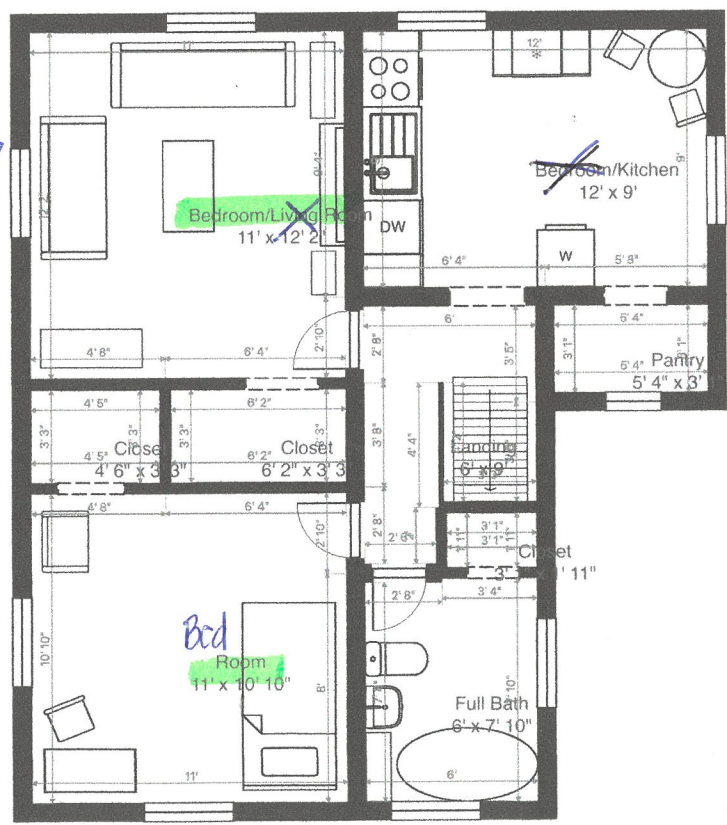
2026
TBD

Rent first
1 Bedroom = 3 people



"Lower"

Rent later, after work is done
2 Bed L
= 5 people



Livingroom/Kitchen
"Upper"

458 11th St









Not usable currently



© RMLSMN



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Division 55: Special Provisions

55-119 Short Term Rentals (STR)

A) In all zoning districts, except those in which off-street parking is not otherwise required, guest parking for a short-term rental unit must be on an improved driveway or improved parking surface that is located on-site. In addition, the rental dwelling or rental dwelling unit must meet the parking requirements of the applicable zoning ordinance for that use.

B) Events are not allowed to be hosted by guests on the premises unless approved and documented as part of a Short Term Rental Interim Use Permit. For purposes of this section, an event means a gathering on the premises of more than three un-registered guests. Events hosted by the primary resident are allowed but must comply with all applicable city ordinances and policies.

C) A short-term rental unit must be properly maintained and comply with all applicable building code, fire code animal regulations, public nuisance regulations and pass an initial state inspection. Proof of licensing shall be submitted to the Red Wing Community Development Department by the property owner prior to commencement of operation.

D) The building official, building inspector, fire department personnel, police officers and their respective representatives, are authorized to make inspections reasonably necessary to enforce this ordinance. All authorized inspectors have the authority to enter any rental dwelling or rental dwelling unit at all reasonable times. Each owner of a rental dwelling or rental dwelling unit shall give the authorized city official access to any part of such rental dwelling or rental dwelling unit at reasonable times for the purpose of inspection, maintenance, repairs or alterations as are necessary to comply with the provisions of this ordinance. If any owner, owner's agent or occupant of a rental dwelling or rental dwelling unit fails or refuses to permit entry to a rental dwelling or rental dwelling unit for an inspection pursuant to this subdivision, the inspector may seek an administrative search warrant authorizing such inspection.

E) The total number of persons that may occupy the short-term rental unit is one person plus the number of bedrooms multiplied by two. If the short-term rental is a room, the occupancy shall be two people per bedroom.

F) One unlighted exterior sign shall be permitted. The sign shall not exceed two square feet in area and be attached flat to the wall of the principal structure.

G) The primary overnight and daytime occupant of a short-term rental dwelling unit must be an adult eighteen (18) years of age or older. This adult must provide a telephone number to the owner and shall be accessible to the owner by telephone at all times.

H) The permit holder shall keep a report, detailing use of the short-term rental by recording the full name, address, and phone number of the guest reserving the rental. A copy of the report shall be provided to the Zoning Administrator upon request.

J) 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.

K) The Planning Commission and the City Council reserve the right to review the interim use permit annually and either continue or modify the conditions of the permit, for at least a period of five years after approval.

L) The Planning Commission and the City Council reserve the right to terminate the interim use permit any time the owner fails to adhere to the standards or conditions established by this section or contained in the interim use permit.

M) The interim use permit shall expire upon the sale of the property, when the use ceases, or if the owner or operator changes. All interim use permits for short term rentals shall be valid for a period of five years from the date of approval and may be renewed in accordance with Section 90-045 (G).

1) An application to renew an Interim Use Permit for a short term rental use shall follow the renewal process described in Section 90-045 (G) except that a renewal request for a short term rental with no objections shall be automatically renewed for another five-year period with no further action required by the City Council.

N) Outdoor activities by patrons of the short-term rental must cease by 10pm.

O) No more than two (2) non-owner-occupied short term rental units may be located closer than four hundred (400) feet from another non-owner-occupied short term rental unit unless located within the same multi-family building in accordance with Section 55-119 (Q).

P) The maximum number of non-owner-occupied short term rentals allowed within the City of Red Wing is limited to fifty (50). No additional Interim Use Permits for non-owner-occupied short terms rentals above this number will be issued.

Q) In multi-family structures up to 33% of the total number of units in a structure with 12 or fewer units may be short-term rentals, 25% of the total number of units in a structure with 13-24 units may be short term rentals, and 10% of the total number of units in a structure with more than 25 units may be short term rentals. Each STR unit must comply with all conditions of this section of the ordinance.