

**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: January 30, 2023  
Item No.: 10.g

Department Approval

*Janice Gundlach*

City Manager Approval

*Sam J. Truog*

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Item Description: Approve issuance of a Short-Term Rental License for 770 Heinel Drive

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1 **BACKGROUND**

2 Chapter 909 of City Code requires the licensing of non-owner occupied short-term rentals of dwelling  
3 units, subject to certain exemptions. On December 2, 2022, an application for a short-term rental  
4 license was submitted by the property owner. The property is a four bedroom, single family home.  
5 The property owner has certified and attested to the requirement of lodging tax payment, as well as,  
6 the maximum occupancy of four or less unrelated adults or one family. There have been no nuisance  
7 or property maintenance violations in the last five years that impact the ability of the license to be  
8 issued. Short-term rental licenses include the requirement of minimum stays based on on-season (10  
9 days) and off-season (7 days) times of the year.

10 Upon issuance, the license will be valid for 365 days from issue date. A current copy of the license  
11 must be posted in the rental unit, along with current copies of City Code Sections 405, 407 and 602.  
12 A draft of the license is provided as Attachment B.

13 The applicant has supplied all required license information and paid the license fee of \$515. In  
14 accordance with Section 909.03, the process for licensure is outlined in Chapter 301, which requires  
15 presentation to the City Council. Based upon the requirements outlined in ordinance, the property  
16 owner is entitled to the license.

17 **POLICY OBJECTIVE**

18 Licensing required by Section 909, effective as of February 8, 2021.

19 **BUDGET IMPLICATIONS**

20 The correct fees were paid to the City at the time of application submittal.

21 **RACIAL EQUITY IMPACT SUMMARY**

22 Staff has not identified any racial equity impacts related to this action.

23 **STAFF RECOMMENDATION**

24 Staff recommends the approval of a one year Short-Term Rental License for 770 Heinel Drive.

25 **REQUESTED COUNCIL ACTION**

26 By Motion, approve the Short-Term Rental License for 770 Heinel Drive.

27 Prepared by: David Englund, Building Official, [David.englund@cityofroseville.com](mailto:David.englund@cityofroseville.com) 651-792-7087

28 Attachments: A: Short-Term Rental License Application

29 B: Draft copy of license

# Attachment A

STR-A22-007

Menu Reports Help

File Date: [12/01/2022](#)

Application Status: [In Review](#)

Application Detail: [Detail](#)

Application Type: [Short-Term Rental License Application](#)

Address: [770 Heinel Dr W Roseville MN 55113](#)

Custom Fields: UNIT DETAILS

Unit Type	Number of Bedrooms
<a href="#">Single-Family Home</a>	<a href="#">4</a>

CERTIFICATION AND ATTESTATION

Attestation to Occupancy Limits	Attestation to Payment of Lodging Tax
<a href="#">√</a>	<a href="#">√</a>

Contact Info:	Contact Type	Organization Name	Contact Primary Address	Status	Name
	Property Owner		<a href="#">Mailing, 3093 Avon St.,</a>	Active	<a href="#">Tim Nguyen</a>

Owner Name:

Owner Address:

DBA Name:

Total Fee Assessed: [\\$525.30](#)

Total Fee Invoiced: [\\$525.30](#)

Balance: [\\$0.00](#)

Workflow Status:	Task	Assigned To	Status	Status Date	Action By
	<a href="#">License Issuance</a>	Jan Rosemeyer			

Initiated by Product: ACA

# ATTACHMENT B

## City of Roseville Short-Term Rental License This certificate must be posted in the rental unit

This rental dwelling unit is hereby licensed in accordance with Chapter 909 of Roseville City Code.

- The Property Owner must comply with all requirements set forth in Roseville City Code. This license may be suspended or revoked for violations of that code.
- Property owners must notify the City of any changes in ownership or type of occupancy.
- Licenses are non-transferable; new owners must apply for a new license.

License Number: STR23-XXX

Owner: Tim Nguyen

Phone: 651-XXX-XXXX

Email: [tbnguye@gmail.com](mailto:tbnguye@gmail.com)

Address: 770 Heinel Dr. W

Expiration: 2/1/2024

*The City, its designees, the City Council, or its officers, agents, or employees do not warrant or guarantee the safety, fitness, or suitability of any dwelling in the City. Owners or occupants should take whatever steps they deem appropriate to protect their interests, health, safety, and welfare.*

### MINIMUM STANDARDS AND CODES FOR RENTAL UNITS including but not limited to:

#### In the Unit:

**Carbon Monoxide (CO) Detectors** must be within 10 feet of bedrooms; **Smoke Detectors** must be in each sleeping room, each hallway outside sleeping rooms, and on each story, including the basement but not uninhabitable attics/crawl spaces. **CO and Smoke Detectors must NOT be disabled.**

**Exits** must be free from obstruction inside and out and **Exterior Doors** should open and close easily, be weather tight, and lock/unlock from the inside without a key or special knowledge.

The **Water Heater and Furnace** must be clear (by at least 3 feet) of boxes, junk, or flammable materials; the **Water Heater must have a TPR valve and relief valve discharge pipe.**

**Toilets** must flush and **Bathrooms** must have an exhaust fan or window.

**Taps** must have working hot and cold water; no leaking pipes or dripping **Faucets**.

**Outlets, Switches, and Panel Boxes** must have covers; kitchens and bathrooms should have grounded **GFCI Outlets**.

**Rooms used for sleeping** should have 1 window or 2 approved means of egress.

**Interior Walls, Ceilings, and Window Sills** must be clean and free of peeling paint.

**Floors** must be structurally sound and **Flooring** in good condition with no trip hazards such as ripped carpet or missing tiles.

**Working Light Fixtures** must be in all halls, stairways, laundry rooms, and furnace rooms.

**Handrails** must be on all stairs with more than 4 steps and be firmly attached with no missing or loose spindles.

**Extension Cords** may be used only for portable appliances.

**Address Numbers** must be clearly visible from the street.

#### Occupancy:

**Rental Units may house 4 unrelated adults or 1 family.**

#### Storage/Waste:

Rubbish must be stored in appropriate containers and removed regularly. Containers must be stored out of public view except on the day of collection and cannot remain at the curb for more than 24 hours. Outdoor Storage of junk is prohibited.

#### Vehicles/Driveway/Parking:

All Vehicles parked outside must be parked on an approved hard surface (not grass), street operable, and display current registration and proper license plates.

Please observe all No Parking signs. **Parking is not allowed on City streets after a snowfall of more than 2 inches until the streets have been plowed.** Do not put Snow into the street or onto neighboring properties.

#### Yard:

Grass/Weeds exceeding 8 inches are prohibited on any property.

#### Noise:

**Prohibited Music** is any music audible at the property line or from the adjacent apartment, common hallway, or 50 ft away from the

source between 10 PM and 7 AM. **Additionally, any Events (like parties) that disturb others are prohibited.**

Power Lawn Mowers or other Power Equipment may be operated outside only between 7 AM and 9 PM on weekdays or between the hours of 9 AM and 9 PM on weekends or legal holidays. Snow removal equipment is exempt.

#### Pets:

Keeping more than 2 Dogs requires a kennel license from the Police Department. Animal Waste must be removed regularly.

### WHEN ISSUES ARISE

For an emergency, call 9-1-1

- For maintenance issues, contact the property owner (see contact information in box above).
- For legal matters (such as leases), contact the Minnesota Attorney General's Office at 651-296-3353 or [www.ag.state.mn.us](http://www.ag.state.mn.us)
- If the property owner is not maintaining the property, call Roseville Code Enforcement at 651-792-7014.

Minnesota Statute 504B.181, subd.2(b) requires landlords to notify residential tenants that the handbook Landlords and Tenants: Rights and Responsibilities is available to them. Published by the Office of the Minnesota Attorney General, the handbook can be accessed at [www.ag.state.mn.us](http://www.ag.state.mn.us)