July 31, 2025

City Staff Comments on CU 25.06, 25.07, 25.08, Short-term rental, Northside Drive

City staff received no written public comment on this conditional use request as of the date of this letter. This application was generated in response to the owner receiving a letter from the planning department inquiring if the owner was operating a short-term rental.

Owner states this property is used both as long-term and short-term rentals. The short-term rental application includes a set of rules and regulation. The application is in order and all three units meet the requirements for off-street parking.

Owner is aware of the requirement to pay WY lodging taxes, and the annual fire inspection required to maintain the Conditional Use permit.

City staff recommend approval of permits CU 25.06, 25.07, 25.08 conditional on the following.

- owner receiving the required annual inspections.
- owner can show proof of capacity to collect WY lodging tax receipts.

RaJean Strube Fossen