

BRAINERD PLANNING COMMISSION

Wednesday, August 18, 2021
6:00 p.m.
City Council Chamber
501 Laurel St.

Members of the public may attend the meeting in-person or monitor the meeting via phone.
Meeting Number: 1-844-992-4726
Access Code: 146 533 0836

1. Call To Order
2. Roll Call
3. Pledge Of Allegiance
4. Approval/Amendment Of Agenda
5. Approval Of Minutes
 1. Regular Meeting Held on July 21, 2021

Documents:

[2021-07-21 DRAFT.PDF](#)

6. Old Business
 - 6.a. Final Plat - Lots 1 Through 17, Block 1, Northtown First Addition

Documents:

[FINAL PLAT - LOTS 1-17, BLOCK 1, NORTHTOWN FIRST ADDITION.PDF](#)

- 6.b. Sober Home Request For Accommodation Form

Documents:

[SOBER HOME REQUEST FOR ACCOMMODATION FORM .PDF](#)

7. New Business
8. Public Forum

Time allocated for citizens to bring matters not on the agenda to the attention of the Planning Commission - time limits may be imposed
9. Community Development Director's Report

10. Commissioner Questions/Comments

11. Adjourn

PLANNING COMMISSION

Wednesday, July 21, 2021

#1 Call to Order

Planning Commission Chair Duval called the meeting of the Brainerd Planning Commission to order at 6:00 p.m. in the City Hall Council Chambers.

#2 Roll Call

Noted present were Commissioners Yeager, Kallroos, Gorham, Erickson, and Duval. Commissioner Woodward attended the meeting remotely. Commissioner Foley was noted as absent. Community Development Director Chanski, and City Attorney Langel were also noted as present.

Due to a member participating remotely, all motions will be voted on by roll call vote for accuracy.

#3 Pledge of Allegiance

Commissioner Yeager opened the meeting with the Pledge of Allegiance to the flag.

#4 Approval/Change of Agenda

MOVED AND SECONDED BY COMMISSIONERS YEAGER AND GORHAM TO AMEND THE AGENDA BY REMOVING THE APPROVAL OF THE JUNE 23, 2021 WORKSHOP MINUTES AND MOVE NEW BUSINESS UP TO #6 AND OLD BUSINESS DOWN TO #7.

Upon roll call, members Yeager, Kallroos, Gorham, Woodward, Erickson, and Duval voted "aye". No member voted "nay". The Chair declared the motion carried.

#5 Approval of Minutes

MOTION AND SECONDED BY COMMISSIONERS GORHAM AND ERICKSON TO APPROVE THE MINUTES FROM THE JUNE 16, 2021 REGULAR MEETING.

Upon roll call, members Yeager, Kallroos, Gorham, Woodward, Erickson, and Duval voted "aye". No member voted "nay". The Chair declared the motion carried.

#6 New Business

6a. Conditional Use Permit – 310 N 7th Street

Community Development Director Chanski explained the details of the application for a conditional use permit to operate a private learning center at 310 N 7th Street.

Commissioner Gorham asked if there are similar uses currently in Brainerd. Community Development Director Chanski indicated he does not think so, as it would require a home business license. He stated the reason this needs a conditional use permit is because the home is not the primary residence of the property owner.

The Chair opened the public hearing at 6:10 p.m.

The Chair recognized James Erfurth, 13216 Hwy 18, Brainerd, who is the applicant and owner of the property. He stated the information that was provided is correct and he has nothing further to add.

The Chair recognized Pamela Stock, 317 N 7th Street, who stated she does not agree with approving the conditional use permit. She said the use will be a commercial use that does not belong in a traditional residential neighborhood. She indicated the Comprehensive Plan urges the preservation of historic structures and traditional neighborhoods. She voiced concerns regarding zoning, street access, and off-street parking.

The Chair recognized Mike Brusseau, 307 N 7th Street, who is against the conditional use permit for the same concerns as Ms. Stock stated as well as increased traffic concerns. He said the City states they want to protect traditional neighborhoods and this use does not fit in with a traditional neighborhood.

The Chair recognized three young students that attend the school. They spoke in favor of this use and how much they enjoy learning in the home environment.

The Chair recognized Jessica Sampson, 15264 Riverside Drive, who is a parent of students at the school. She stated some of the comments mentioned destruction, which is not at all the case. She said this is a positive atmosphere for children.

The Chair recognized Shannon Himley, 8073 Travis Trail, who is a parent of students at the school. She stated this is a wonderful opportunity for the children to learn about the historic neighborhood properties in the area. They offered a critical need during the pandemic so parents that were essential workers could continue to do their jobs.

The Chair recognized Al Gardner, 317 N 7th Street, who indicated the word destruction was taken out of context and did not mean the physical destruction. He stated it refers to the financial destruction of operating an income-based business out of a residential home. He voiced concerns regarding the proposed fence and the safety of the children in case of a fire.

The Chair recognized Kathleen Maloney-Hermerding, 116 Juniper Street, who is does not approve of the use. She said there have been other businesses able to operate in the neighborhood such as the Fine Line Hair Salon. She stated increased traffic is another concern to many of the residents.

The Chair recognized Ray Horton, 218 SE 2nd Ave., Aitkin, who is a parent of students in the Montessori school. He said he chooses to drive the 30 miles one way to bring his children, because of the exceptional program they offer, as many other parents do.

The Chair recognized April Erfurth, the applicant and owner of the home, who spoke to some of the concerns brought up by the residents. She said all the safety concerns have already been addressed, and the second floor of the home will be unused by the students. She stated the home will remain as it is with no modifications.

The Chair recognized Jordan Benson, 9622 S Lively, who is a parent of the school and spoke in favor of approving the request. She is very grateful to the Erfurth family for providing this as an opportunity for her children.

Commissioners asked questions of the applicants, which were answered.

Community Development Director Chanski gave a brief explanation of what a Conditional Use Permit is and the reasons it is needed.

The Chair closed the public hearing at 6:57 p.m.

Commissioners gave their individual views, as well as their reasons for their decision to approve.

MOVED AND SECONDED BY COMMISSIONERS ERICKSON AND YEAGER TO RECOMMEND APPROVAL OF THE CONDITIONAL USE PERMIT AT 310 N 7TH STREET WITH THE CONDITION THAT THE REQUIREMENTS FROM THE STATE OF MINNESOTA AND THE CITY OF BRAINERD BUILDING OFFICIAL ARE MET.

Upon roll call, members Yeager, Kallroos, Gorham, Woodward, Erickson, and Duval voted "aye". No member voted "nay". The Chair declared the motion carried.

6b. Conditional Use Permit – 210 NW 5th Street

Community Development Director Chanski stated Derrick Taylor, on behalf of Seeltay LLC has submitted a conditional use permit application to operate a service station and retail auto sales business. Mr. Chanski gave a brief review of the findings of fact for the request.

Commissioners discussed the lighting standards in a B-4 (General Business) District.

The Chair opened the public hearing at 7:23 p.m.

The Chair recognized Derrick Taylor, 7305 Blue Heron Lane, Nisswa, who indicated he has nothing further to add. He did agree to any lighting requirements that the Commissioners suggest.

The Chair closed the public hearing at 7:26 p.m.

MOVED AND SECONDED BY COMMISSIONERS GORHAM AND ERICKSON TO RECOMMEND APPROVAL OF THE CONDITIONAL USE PERMIT AT 210 NW 5TH STREET WITH THE CONDITION THAT THE CITY ENGINEER AND COMMUNITY DEVELOPMENT DEPARTMENT COMPLETE NUMBER SIX (6) OF THE FINDINGS OF FACT PRIOR TO CONSTRUCTION AND ALSO CREATE A LIGHTING PLAN.

Upon roll call, members Yeager, Kallroos, Gorham, Woodward, Erickson, and Duval voted "aye". No member voted "nay". The Chair declared the motion carried.

#7 Old Business

7a. Discussion of Findings on Sober Home Regulations

City Attorney Langel gave his responses to the questions that were raised by the Commission regarding the definition, legal details, and regulations of sober homes.

Commissioners discussed and asked questions of Attorney Langel.

Commissioners directed staff to research an application process and form that could be implemented similar to the one currently used in St. Paul. Attorney Langel stated it could be used as an additional document to the Rental Housing License.

#8 Public Forum

The Chair opened the public forum at 8:30 p.m.

No one came forward.

The Chair closed the public forum at 8:30 p.m.

#9 Community Development Director's Report

Community Development Director Chanski made the following announcements:

- City Council did not pass the resolution to adopt the Annotated Outline presented by Swanson Haskamp for the zoning code update. After discussion, the motion from Council was "TO USE THE ANNOTATED OUTLINE TO MAKE A RECOMMENDATION FOR THE PLANNING COMMISSION TO TRANSITION THE ADOPTED ZONING CODE TO A HYBRID CHARACTER-BASED ZONING CODE TO BETTER ALIGN WITH THE 2035 COMPREHENSIVE PLAN."
- City Council held the first reading of an ordinance to institute a temporary moratorium on applications for text amendments to the Zoning Code through January 31, 2022.

#10 Commissioner's Questions/Comments

Commissioner Gorham suggested a letter be drafted and submitted regarding the Commission's views, opinions, and importance of implementing the Comp Plan for the Highway 210 Reconstruction project. Community Development Director Chanski indicated City Engineer Sandy is the representative for the City and has been working with MnDOT. Commissioner Erickson also serves on that committee for Region 5, and stated public input is welcomed. Community Development Director Chanski will provide a draft at the August 18th meeting.

#11 Adjourned at 8:50 p.m.

Michael Duval, Planning Commission Chair

MEMO



TO: Planning Commission
FROM: James Kramvik, Assistant Planner
DATE: August 18, 2021
RE: Final Plat– Lots 1 through 17, Block 1, Northtown First Addition

Thomas Dehn has submitted a request on behalf of 3 Dehns LLC for a final plat Lots 1 through 17, Block 1, Northtown First Addition. The purpose of this final plat request is to consolidate Outlot C into Lots 24 through 40, Northtown Addition to Brainerd.

Findings of Fact

1. The Preliminary Plat for Lots 24 through 40, Block 9, and Outlot C in the Northtown addition to Brainerd was considered by the Planning Commission on April 21, 2021, and approved by the City Council on May 3, 2021, with the condition that a conservation easement would be placed on Outlot C.
2. Per Section [500-5-2.C](#), consideration of a Final Plat shall be made upon the following requirements being met:
 - a. The final plat shall substantially conform to the approved preliminary plat and phasing plan.
 - i. The proposed final plat does conform with the approved preliminary plat.
 - b. Completed development contract including all required financial securities and time frame for final plat and final grading.
 - i. No development contract is being required for this replat.
 - c. Conditions attached to approval of the preliminary plat shall be fulfilled or secured by the development agreement, as appropriate.
 - i. Thomas Dehn has provided the required conservation easement document for Lots 1 through 17, Block 1, Northtown First Addition.
 - ii. The Landowner, for itself, and its successors and assigns, covenants and agrees that it shall not itself perform nor shall it give permission to any third party to perform any of the following activities within the Easement Area:
 - a. Constructing, installing, storing or maintaining anything made by man, including, but not limited to, buildings, structures, fences, walkways, clothes line poles, and playground equipment.
 - b. Parking of vehicles
 - c. Planting of gardens, trees, shrubs, bushes or other landscaping vegetation
 - d. Storage of firewood

- e. Clear-cutting or removal of native vegetation or trees
 - iii. The Landowner, for itself and its successors and assigns, further covenants and agrees that the Easement Area shall be continued in its present condition, save and except as may be required to:
 - a. Control, manage, and eliminate noxious weeds and prohibited invasive species. "Noxious Weeds," both "primary" and "secondary" as defined, adopted and listed by the Crow Wing County Soil and Water Conservation District, shall be removed, but only in accordance with recommended and accepted control methods. Vegetation that is considered to be a nuisance (e.g., overhanging, damaged or dead limbs or vegetation protruding through fences), or presents a real or potential hazard to personal property, may be trimmed in accordance with accepted standards.
 - b. Allow the City to use and exercise its easement rights to that portion of the Easement Area that may be encumbered by a drainage and utility easement; or
 - c. Allow any federal, state or local government agency, other than the Landowner, which may have jurisdiction over the Easement Area to enforce any rule, ordinance, statute or regulation.
 - d. All fees, charges, and escrow related to the preliminary or final plat be paid in full.
 - i. The applicant has paid all fees in full.
- 3. The plat for Lots 24 through 40, Block 9 and Outlot C was originally approved by the City Council on June 7, 2004.
- 4. Lots 24 through 40, Block 9 and Outlot C are all zoned R-1A (Single Family Residential) District.
- 5. Outlot C does not serve as any kind of easement or for stormwater retention.
- 6. Lots 24 through 40, Block 9 are all relatively consistent in size with average dimensions of approximately 78'x150'.
- 7. Outlot C is approximately 5.24 acres in size.
- 8. Lots 24 through 40, Block 9 experience a significant topography change of approximately 20 feet from their front property lines to their current rear property lines.
 - a. Outlot C has a further topography change of approximately 18 to 26 feet from the rear property lines.
- 9. All utilities, including water, sewer, and electric, are already in place and will experience no change with this requested plat change.
- 10. There should be no increased stormwater impacts not accounted for upon the development of these lots with the requested plat change.
- 11. For property tax pay year 2021, Outlot C has an assessment of \$640.00 while Lots 24 through 40, Block 9 (which are currently undeveloped) have assessments of around \$200.00 each.
 - a. It is staff's opinion that replatting Lots 24 through 40 to include Outlot C will increase the lots' taxable values at a higher rate than if they would remain in their current configuration.

As of this writing, the Community Development Department has not received any questions or concerns about this request.

Staff Opinion

Staff recommends approval of this Final Plat and Conservation Easement with no alterations or conditions.



City Planning Department

City Hall – 501 Laurel Street
Brainerd, MN 56401
218-828-2309/Fax 218-828-2316
www.ci.brainerd.mn.us

Receipt # _____
Check # _____
Date Paid: _____

PRELIMINARY PLAT/FINAL PLAT APPLICATION

- PRELIMINARY PLAT (\$500.00 + \$30.00/lot residential + \$1,000.00 escrow deposit)**
(\$600.00 + \$50.00/lot commercial + \$1,000.00 escrow deposit)
- FINAL PLAT (fee included with Preliminary Plat)**

PROPERTY ADDRESS: Lots 24 - 40, Viking Street, Brainerd, MN

LEGAL DESCRIPTION: Lot(s): 24 -40 Block: 9 Addition: Northtown
(attach description if lengthy)

Property Owner Name: 3 Dehns LLC

Street Address: 17821 Hwy 371 N **City:** Brainerd **State:** MN **Zip Code:** 56401

Phone Number: 218-822-3500 **Fax:** _____ **E-mail:** tom.dehn@powerlodge.com

Applicant Name: (if different than Property Owner) Same

Street Address: _____ **City:** _____ **State:** _____ **Zip Code:** _____

Phone Number: _____ **Fax:** _____ **E-Mail:** _____

Description of Request: Extending lot lines for Lots 24 - 40 of Block 9 to include Outlot C of Northtown Addition.

August 12, 2021

Property Owner Signature

Thomas A Dehn

(Please print name)

Applicant Signature

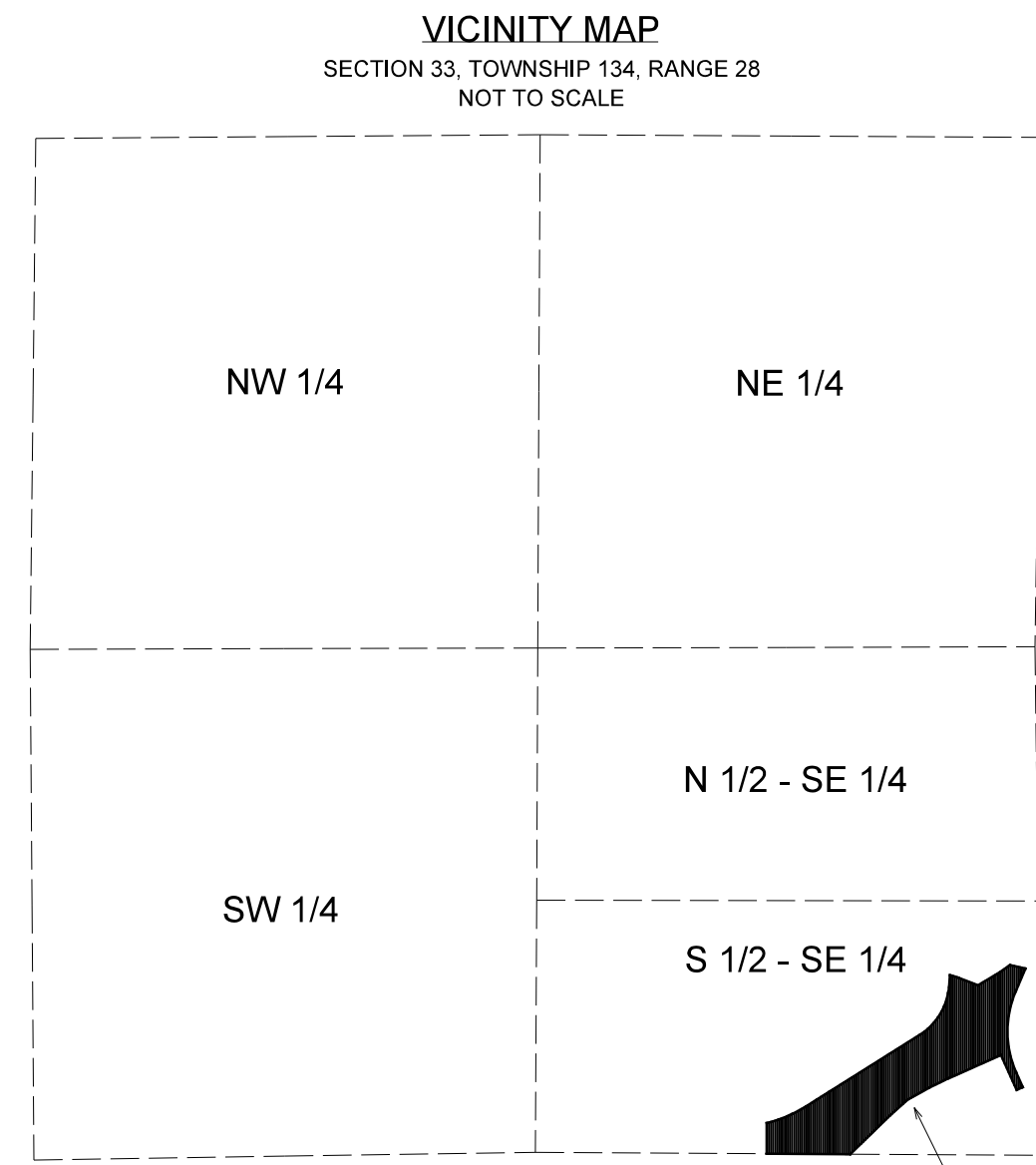
(Please print name)

Date

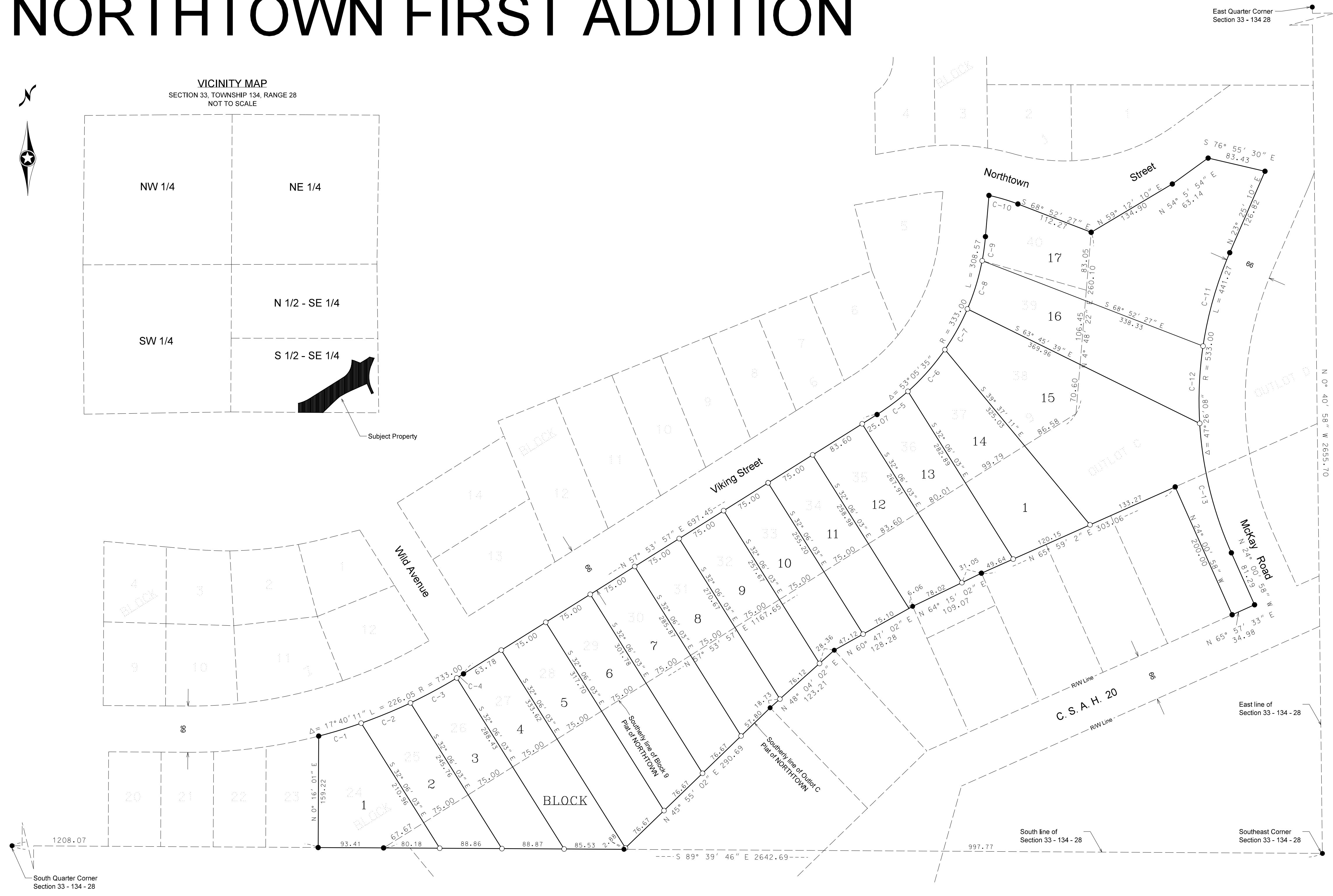
8/12/21

Date

NORTHTOWN FIRST ADDITION



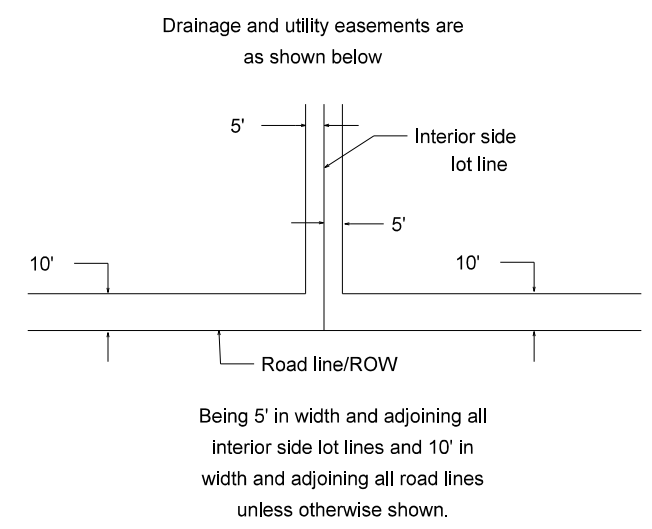
Subject Property



CURVE TABLE

CURVE	DELTA	LENGTH	RADIUS
C-1	4°57'51"	63.51'	733.00
C-2	5°57'03"	76.13'	733.00
C-3	5°52'41"	75.20'	733.00
C-4	0°52'37"	11.22'	733.00
C-5	9°29'47"	55.19'	333.00
C-6	13°44'17"	79.85'	333.00
C-7	11°27'19"	66.58'	333.00
C-8	12°24'42"	72.14'	333.00
C-9	5°59'30"	34.82'	333.00
C-10	9°16'13"	43.20'	267.00
C-11	14°58'33"	139.31'	533.00
C-12	11°54'31"	110.78'	533.00
C-13	20°33'04"	191.18'	533.00

- Indicates iron monument found
 - Indicates iron monument set, marked RLS 42619
- Orientation of this bearing system is the North American Datum of 1983.



East Quarter Corner Section 33 - 134 - 28

South Quarter Corner Section 33 - 134 - 28

KNOW ALL PERSON BY THESE PRESENTS: That 3 Dehns, LLC a Minnesota limited liability company, owner of the following described property:

Lots 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39 and 40 all in Block 9 and Outlot C, NORTHTOWN, Crow Wing County, Minnesota.

Has caused the same to be surveyed and platted as NORTHTOWN FIRST ADDITION and hereby does dedicate to the public for public use the drainage and utility easements as created by this plat.

In witness whereof said 3 Dehns LLC, a Minnesota limited liability company, has caused these presents to be signed by it's proper officer this ___ day of ___, 20__.

_____, Chief Manager
Thomas A. Dehn

State of Minnesota
County of Crow Wing

This instrument was acknowledged before me on ___ by Thomas A. Dehn, Chief Manager 3 Dehns, LLC, a Minnesota limited liability company.

Notary Public, _____
My Commission Expires: _____

In witness whereof RiverWood Bank, a Minnesota corporation, has caused these presents to be signed by it's proper officer this ___ day of ___, 20__.

_____, Vice President
Benjamin Duhn

State of Minnesota
County of Crow Wing

This instrument was acknowledged before me on ___ by Benjamin Duhn, Vice President RiverWood Bank, a Minnesota corporation.

Notary Public, _____
My Commission Expires: _____

I Jarrett M Leas do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this ___ day of ___, 20__.

Jarrett M. Leas, Licensed Land Surveyor
Minnesota License No. 42619

State of Minnesota
County of Crow Wing

This instrument was acknowledged before me on ___ by Jarrett M. Leas.

Notary Public, _____
My Commission Expires: _____

County Auditor/Treasurer
Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable in the year 20__ on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfers entered this ___ day of ___, 20__.

Crow Wing County Auditor/Treasurer

This plat of NORTHTOWN FIRST ADDITION was approved by the Planning Commission of the City of Brainerd, Minnesota on this ___ day of ___, 20__.

Chairman

Secretary

This plat of NORTHTOWN FIRST ADDITION was approved by the Council for the City of Brainerd, Minnesota on this ___ day of ___, 20__.

City Administrator

Mayor

CONSERVATION EASEMENT

THIS CONSERVATION EASEMENT is made this 21st day of June, 2021, by and between **THOMAS ALLEN HOMES, LLC**, a Minnesota limited liability company, (hereinafter referred to as “Landowner”), and **CITY OF BRAINERD**, a municipal corporation, organized under the laws of the State of Minnesota, (hereinafter referred to as the “City”).

WITNESSETH:

That the Landowner, in consideration of the sum of One Dollar (1.00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, does hereby grant and convey unto the City, its successor and assigns, a permanent conservation easement for the purpose of preserving and protecting the natural character of the easement area, over and across that part of Northtown First Addition, according to the recorded plat thereof, Crow Wing County, Minnesota described as follows:

Lots 1 through 17, Block 1, Northtown First Addition,

See also, Exhibit “A” attached hereto and incorporated herein.

(hereinafter referred to as the “Easement Area”).

CONSERVATION RESTRICTIONS. The Landowner, for itself, and its successors and assigns, covenants and agrees that it shall not itself perform nor shall it give permission to any third party to perform any of the following activities within the Easement Area:

- A. Constructing, installing, storing or maintaining anything made by man, including, but not limited to, buildings, structures, fences, walkways, clothes line poles, and playground equipment.
- B. Parking of vehicles;
- C. Planting of gardens, trees, shrubs, bushes or other landscaping vegetation;

- D. Storage of firewood; or
- E. Clear-cutting or removal of native vegetation or trees,

except the permitted activities listed as items 1, 2, and 3 below.

The Landowner, for itself and its successors and assigns, further covenants and agrees that the Easement Area shall be continued in its present condition, save and except as may be required to:

1. Control, manage, and eliminate noxious weeds and prohibited invasive species. “Noxious Weeds,” both “primary” and “secondary” as defined, adopted and listed by the Crow Wing County Soil and Water Conservation District, shall be removed, but only in accordance with recommended and accepted control methods. Vegetation that is considered to be a nuisance (e.g., overhanging, damaged or dead limbs or vegetation protruding through fences), or presents a real or potential hazard to personal property, may be trimmed in accordance with accepted standards.
2. Allow the City to use and exercise its easement rights to that portion of the Easement Area that may be encumbered by a drainage and utility easement; or
3. Allow any federal, state or local government agency, other than the Landowner, which may have jurisdiction over the Easement Area to enforce any rule, ordinance, statute or regulation.

Landowner, its successors and assigns does covenant with the City, its successors and assigns, that it is the Landowner of the premises aforesaid and has good right to grant and convey this conservation easement.

THOMAS ALLEN HOMES, LLC,
a Minnesota limited liability company,

By: _____
Thomas A. Dehn,
Its Chief Manager

ACKNOWLEDGMENT

STATE OF MINNESOTA)
) ss.
COUNTY OF HENNEPIN)

On this ____ day of _____, 2021, before me personally appeared **Thomas A. Dehn**, the Chief Manager of Thomas Allen Homes, LLC, a Minnesota limited liability company, on behalf of the limited liability company.

Notary Public

CITY OF BRAINERD
a Minnesota municipal corporation,

By: _____

Its _____

ACKNOWLEDGMENT

STATE OF MINNESOTA)
) ss.
COUNTY OF CROW WING)

On this ____ day of _____, 2021, before me personally appeared _____, the _____ of the City of Brainerd, a Minnesota municipal corporation, on behalf of the municipal corporation.

Notary Public

THIS INSTRUMENT WAS DRAFTED BY:
G. Scott Hoke, Esq.
G. SCOTT HOKE, P.A.
12201 Champlin Drive
Champlin, MN 55316
Telephone: (763) 712-3777
E-mail: shoke@hokelawmn.com

MEMO



TO: Planning Commission

FROM: David Chanski, Community Development Director

DATE: August 18, 2021

RE: Sober Home Request for Accommodation Form

After discussing the issue of sober home regulations with the City Attorney during the July 21 Planning Commission meeting, the Commission directed staff to draft a request for accommodation form for sober homes. The attached form is adapted from the City of St Paul's Request for Accommodation form and sober house addendum.

Staff recommends the Commission review the form for any eliminates that should be added or removed and make recommendation to the City Council for adoption of this form to be used as part of the rental housing licensing program.

**REQUEST FOR REASONABLE ACCOMODATION
SOBER HOUSE**

Applicant Information

Name: _____

Street Address: _____

City: _____

State: _____

Zipcode: _____

Phone: _____

Email: _____

Property Information

Street Address: _____

Property Owner: _____

Phone: _____

Email: _____

Property Manager: _____

Phone: _____

Email: _____

Request

Application is hereby made for Reasonable Accommodation by providing an exception to the City Code requirement(s) in Section(s) _____ of the City Code.

Reason for Request:

Supporting Information

The following information is necessary for the City to determine whether a reasonable accommodation is or is not warranted:

- How do the requested accommodation benefit persons with a disability, and why is the accommodation necessary to meet their particular needs?

- What is the maximum number of residents you propose to occupy the house now or in the future? If the house has more than one unit, please specify the number of units and the number of residents in each unit to be used for this use.

- Is there a house manager that is one of the residents of the facility and is involved in the operation of the facility?

Yes _____ No _____

- Alternatively, is there an operator involved in the operation of the facility but does not live in the facility?

Yes _____ No _____

- Does the facility receive financial or other support from a governmental agency?

Yes _____ No _____

- Is the facility licensed or registered with a governmental agency?

Yes _____ No _____

- If yes, explain:

- Is this facility associated with a religious institution?

Yes _____ No _____

- Are residents placed in this house by an outside entity?

Yes _____ No _____

- If yes, explain:

- Can a resident live in the house indefinitely?

Yes _____ No _____

- If no, explain:

- Do residents have access to the entire house, including all household facilities such as the kitchen, common areas, and bathrooms?

Yes _____ No _____

- If no, explain:

- Does the whole house function as a single household unit, where the residents share in common duties such as cleaning and general maintenance of the house?

Yes _____ No _____

- If no, explain:

- Do residents make decision in a democratic manor regarding the operation of the house?

Yes _____ No _____

- If no, explain:

- Do residents have input in reviewing and accepting new residents?

Yes _____ No _____

- If no, explain:

- Does the house have a written policy banning alcohol and controlled substance use and possession by residents?

Yes _____ No _____

- If no, explain:

- Do services or meetings related to the residents' recovery take place at the house?

Yes _____ No _____

- If no, explain:

- Are any of these services or meetings open to persons not residing in the sober house?

Yes _____ No _____

- If yes, explain:

- Generally, do residents go through alcohol or controlled substance treatment programs prior to arrival at the house?

Yes _____ No _____

- If no, explain:

- Who refers residents to the house?

Required Attachments

- Parking Site Plan
- Copy of house rules
- Floor plan showing the layout and specifying the number of beds in the house
- Any additional information to further explain any of the answers to the above questions

Applicant Acknowledgement:

I, _____, herein certify that the provided information is true, correct, and complete, to the best of my knowledge.

Signature _____

Date _____