

## **BRAINERD PLANNING COMMISSION**

Wednesday, October 20, 2021  
6:00 p.m.  
City Council Chambers  
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: 2494 565 2638

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 September 15, 2021
  2. Workshop Held on September 22, 2021
  3. Workshop Held on October 13, 2021

Documents:

[2021-09-15 DRAFT.PDF](#)  
[2021-09-22 WORKSHOP.PDF](#)  
[2021-10-13 WORKSHOP.PDF](#)

### 6. Old Business

#### 6.a. Hwy 210 Discussion With MNDOT

Documents:

[HWY 210 DISCUSSION WITH MNDOT.PDF](#)

### 7. New Business

#### 7.a. Warming Shelter Ordinance Amendment Request

Documents:

[WARMING SHELTER ORDINANCE AMENDMENT REQUEST.PDF](#)

#### 7.b. Request To Amend Tiny Home Regulations To Accommodate Supportive Housing Village

Documents:

[REQUEST TO AMEND TINY HOME REGULATIONS TO ACCOMMODATE SUPPORTIVE HOUSING VILLAGE.PDF](#)

### 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, September 15, 2021

**#1 Call to Order**

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

**#2 Roll Call**

Noted present were Commissioners Yeager, Woodward, Erickson, Kallroos, Foley, Gorham, and Duval. Community Development Director Chanski, and Assistant Planner Kramvik were also noted as present. City Attorney Langel attended the meeting remotely via Webex.

**#3 Pledge of Allegiance**

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

**#4 Approval/Change of Agenda**

MOVED AND SECONDED BY COMMISSIONERS YEAGER AND ERICKSON, DULY CARRIED, TO APPROVE THE AGENDA.

**#5 Approval of Minutes**

MOVED AND SECONDED BY COMMISSIONERS ERICKSON AND YEAGER, DULY CARRIED, TO AMEND THE MINUTES OF THE AUGUST 18, 2021 REGULAR MEETING TO ADD ADDITIONAL VERIBAGE TO PARAGRAPH ONE AND TWO UNDER ITEM 6A.

MOVED AND SECONDED BY COMMISSIONERS YEAGER AND GORHAM, DULY CARRIED, TO APPROVE THE MINUTES FROM THE JUNE 23, 2021 WORKSHOP.

**#6 Old Business**

**6a. Request for Accommodation Forms and Sober Homes Discussion**

Community Development Director Chanski gave a brief review of the sober home request forms that have been updated with the suggestions from the Commission's last meeting. He explained the Request for Reasonable Accommodation form may be used for any reasonable request for an exception to a City Code requirement, with a second form available as an addendum for a sober home.

Commissioner discussion took place regarding density and the concern of parking regulations. City Attorney Langel stressed the importance of not creating regulations for these types of facilities, as they are protected under state law and should be treated in the same manner as a single-family dwelling.

MOVED AND SECONDED BY COMMISSIONERS GORHAM AND ERICKSON, DULY CARRIED, TO RECOMMEND APPROVAL OF THE SOBER HOME REQUEST FOR ACCOMMODATION FORMS AS PRESENTED.

## **#7 New Business**

### **7a. Discussion on Issuing Letter to MnDOT Regarding the Proposed 2025 Hwy 210 Reconstruction Project**

Community Development Director Chanski indicated MnDOT is in the process of gathering public input regarding the proposed 2025 Highway 210 reconstruction project. He stated the Commission members have voiced interest in reviewing the conceptual layout ideas and submitting their input to MnDOT.

Commissioner Gorham expressed his disappointment in the reconstruction concepts presented, as they seem to focus on just moving traffic along the highway with no consideration for pedestrians or bicyclists. Commissioner Foley agreed and added that improvements to the traffic lights would also be beneficial.

Commissioner Woodward said she spoke with the project managers involved in the project and believes they are willing to review the comprehensive plan and future land use map for a better idea of what the City is looking for. She indicated the goal is to create a community that people want to live in and not something they want to drive through as fast as possible. As a small business owner, she is concerned about access to businesses along the corridor. She also suggested the intersection at Washington and South 6<sup>th</sup> Street return to allowing eastbound left turns.

Commissioner Duval said he is concerned about the elimination of several left turns, which may result in increased traffic on residential streets.

Commissioner Erickson stated the proposal seems out of balance and questioned why the proposal shows the trail going right through a roundabout. He said he would feel more comfortable if the trail crossed Highway 210 at a different intersection.

Commissioner discussion continued.

Community Development Director Chanski indicated City Engineer Sandy recommends the Commission invite the representatives from MnDOT and Short Elliott Hendrickson (SEH) to a future PC meeting to discuss these concerns.

Community Development Director Chanski will take the information and input gathered to draft a letter to MnDOT of the Commissioner's concerns.

## **#8 Public Forum**

The Chair opened the public forum at 7:38 p.m.

The Chair recognized Mr. Mike Higgins, owner of Brainerd Industrial Center (BIC) and the Northern Pacific Center (NPC) who stated he appreciates the Commission taking the Highway 210 project issues into consideration. He also wanted to inform the Planning Commission he intends to submit a request to rezone the BIC property into a mixed-use district in the future.

The Chair closed the public forum at 7:48 p.m.

**#9 Community Development Director's Report**

Community Development Director Chanski made the following announcements:

- A Planning Commission workshop is scheduled for September 22<sup>nd</sup>, at 6:00 pm in the Fire Department training room with Michael Lamb and Jennifer Haskamp to write zoning code language on residential standards. Earlier in the day, there will be a Pop-Up Open House taking place downtown for public engagement.
- The City Council will be holding a workshop on October 11<sup>th</sup> to discuss the results and suggested zoning code draft of residential standards. The location has yet to be determined.
- The Planning Commission will be tentatively holding a workshop on October 27<sup>th</sup> to write zoning code language on commercial and industrial standards. Community Development Director Chanski will submit a doodle poll to attendees to obtain other possible dates if the 27<sup>th</sup> is not feasible. There will be another City Council workshop scheduled in November to discuss these commercial and industrial standards.
- On December 15<sup>th</sup>, the City Council will be invited to attend the regularly scheduled Planning Commission meeting to discuss special areas and others that did not fit within either residential or commercial.
- The Parking Commission will be presenting their "Parking Plan" recommendations to City Council at the October 11<sup>th</sup> Council workshop.

**#10 Commissioner's Questions/Comments**

Commissioner Woodward commented (on the Highway 210 reconstruction) that infrastructure should be created to add value to property and prosperity to a community. If this is not the result, the infrastructure was not created properly.

All Commissioners agreed the meeting went well and all had strong feelings on the Highway 210 reconstruction property.

**#11 Adjourn**

MOVED AND SECONDED BY COMMISSIONER ERICKSON AND WOODWARD, DULY CARRIED, TO ADJORN AT 8:05 P.M.

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Michael Duval, Planning Commission Chair

## PLANNING COMMISSION WORKSHOP

Wednesday, September 22, 2021  
6:00 p.m.

### **#1 Call to Order**

Planning Commission Chair Duval called the Planning Commission Workshop to order at 6:05 p.m. in the Fire Department training room.

### **#2 Roll Call**

Noted present were Commissioners Gorham, Kallroos, Woodward, and Duval. Community Development Director Chanski, and Assistant Planner Kramvik were also noted as present along with Jennifer Haskamp, and Michael Lamb from Swanson Haskamp Consulting. Commissioners Foley, Yeager, and Erickson were noted as absent.

### **#3 Approval/Amendment of Agenda**

MOVED AND SECONDED BY COMMISSIONER GORHAM AND WOODWARD, DULY CARRIED, TO APPROVE THE AGENDA.

### **#4 Draft Residential Districts Discussion**

The Chair welcomed Jennifer Haskamp and Michael Lamb, who will be presenting and discussing the proposed language for the residential portion of the zoning code update.

Community Development Director Chanski explained the City Council's decision to reject the resolution to adopt the Annotated Outline that was presented to them at the July 19<sup>th</sup> council meeting. They indicated their opposition to the resolution was because it pertains to the specific details of the Annotated Outline, and they were anticipating approving this conceptually. However, portions of the Annotated Outline and Resolution were agreeable, and a motion passed to use the Annotated Outline to make a recommendation to the Planning Commission to transition the adopted zoning code to a hybrid character-based zoning code to better align with the 2035 Comprehensive Plan. Ms. Haskamp added that it may also have been the term "*conservation neighborhood*" that was defined in the outline that was questioned. There was also the misconception of some neighborhoods being perceived as better than others by the abbreviation -1,-2 classifications, which is not the case and is merely a way to categorize. Community Development Director Chanski agreed.

Ms. Haskamp gave a review of the Pop-Up Open House that took place downtown this afternoon. She said Laurel Street was rated as a favorite street in Brainerd, with Washington Street being a least favorite. The four detailed zoning posterboards displayed received a lot of attention, comments, and questions from passersby.

Ms. Haverkamp explained in the summary of residential zoning, all parcels within the City will be zoned with a Base Zoning District and may also be zoned within an Overlay District. There will be discussion on the draft districts as provided in the packet. Mr. Lamb stated they are looking for input from the Commission on the Table of Uses, as the table included in the packet are all existing definitions and many may be changed or eliminated.

Mr. Lamb started with reviewing the details of each Dimensional Standards summary tables with discussion taking place as follows:

- Base Zoning Districts – Rural Living vs. Garden Living lot sizes were discussed.
- Rural Living Zoning District (RL-1) – dimensional standards shown are comparable to the existing zoning code dimensions of R-A. Suggestion was made about possibly creating a

Rural Living (RL-2) District that would not have the 4 unit per 40 acres density or the intention of sewer/water services, but development is encouraged.

- Garden Living District (GL-1) – combining current R-R and R-E and does have sewer/water developed. A larger lot size with a rural feel – accessory building quantity limits were discussed. Suggestion that impervious surface percentages should be shown with a range and not a maximum percentage.
- Contemporary Neighborhood 1 (CN-1) – modified R-1A with essentially same standards with larger lot options and include sidewalk standards.
- Contemporary Neighborhood 2 (CN-2) – comparable to the current R-1A District. Discussion took place regarding accessory building requirements and setbacks, the density differences and sidewalk standards.
- Traditional Neighborhood 1 (TN-1) – comparable to R-1 with expanded lot size range - permitting by right an ADU (attached or detached) on corner lot and permitted conditionally on interior locations. Discussion took place on maximum size, principal structure must be owner occupied, include covered and not covered porches, as well as open and enclosed porches.
- Traditional Neighborhood 2 (TN-2) – some features of current R-1, R-2, B-1, B-2 which allows for smaller lot sizes, higher density, front yard setbacks are 0-20' – ADU's permitted, there are higher impervious coverages and commercial uses B-1 and B-2 condensed together.
- Traditional Neighborhood 3 (TN-3) – similar features of current high-density R-3, B-1, B-2 allows for larger sites with maximum lot and density sizes. Created like the existing Planned Unit Development (PUD) district.
- Table of Uses – brief discussion on permitted, accessory, interim and conditional uses. The Commissioners were directed to review these and indicate any updates, additions, or changes that should be considered and discussed at the next meeting.

Ms. Haskamp requested any updates, comments or suggestions be communicated to her by October 1<sup>st</sup> to be included in the October 11<sup>th</sup> City Council workshop packet.

**#5     Adjourn**

MOVED AND SECONDED BY COMMISSIONER GORHAM AND WOODWARD, DULY CARRIED, TO ADJORN AT 8:10 P.M.

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Michael Duval, Planning Commission Chair

**PLANNING COMMISSION WORKSHOP**

Wednesday, October 13, 2021  
6:00 p.m.

**#1 Call to Order**

The Planning Commission workshop in the Fire Department training room did not have a quorum in attendance to hold the meeting as scheduled.

**#2 Roll Call**

Noted present were Commissioners Gorham, and Duval; Community Development Director Chanski, and Assistant Planner Kramvik along with Jennifer Haskamp, and Michael Lamb from Swanson Haskamp Consulting. Commissioner Foley, Yeager, Woodward, Kallroos, and Erickson were noted as absent.

**#3 Approval/Amendment of Agenda**

N/A

**#4 Zoning Code Commercial Standards Discussion**

N/A

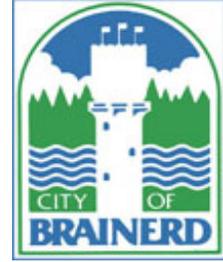
**#5 Adjourn**

Community Development Director Chanski will contact the Commission regarding other dates to reschedule if necessary.

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Michael Duval, Planning Commission Chair

# MEMO



**TO:** Planning Commission

**FROM:** David Chanski, Community Development Director

**DATE:** October 15, 2021

**RE:** Hwy 210 Discussion with MNDOT

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During the September 15 Planning Commission meeting, the Commission held discussion about the proposed Hwy 210 reconstruction project in 2025. While the Commission had a number of comments on the proposed layout, the main discussion center around pedestrian movement, especially north and south across 210, and business access.

As a result of this discussion, staff reached out to Luke Wehseler, who is the project manager for the Hwy 210 reconstruction project. Luke has agreed to join the Commission virtually the October 20 meeting and discuss the project with the Commission and hear the Commission's comments.

# MEMO



**TO:** Planning Commission  
**FROM:** David Chanski, Community Development Director  
**DATE:** October 15, 2021  
**RE:** Warming Shelter Ordinance Amendment Request

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A group of community partners has been meeting throughout the year to explore that concept of starting a warming shelter for the homeless in the Brainerd Lakes Area. Partners in the project include Bridges of Hope, the City of Baxter, the City of Brainerd, Crow Wing County, Brainerd HRA, Lutheran Social Services, the Initiative Foundation, the Brainerd Lakes Area Community Foundation, Sharing Bread Soup Kitchen, Crow Wing Power Foundation and Crow Wing Power Community Trust, and Brainerd Area Churches for the Homeless.

After months of work, the group (headed by Bridges of Hope) has developed a program model, is actively acquiring funding, has hired a shelter director, and has identified a location for the proposed shelter. During the process, it became clear that the best location for such a shelter is within the City of Brainerd due to the proximity of services that service the County's homeless population (such as Crow Wing County Community Services, Sharing Bread Soup Kitchen, Salvation Army, Bridges of Hope, etc.). However, homeless/warming shelters are not an identified use in any zoning district within the Zoning Code.

Therefore, the attached letter, requesting that the City of Brainerd consider amending the Zoning Code to allow for such a use, has been submitted by Jana Shogren, Bridges of Hope Executive Director, on behalf of the warming shelter group. The letter requests, "We would ask that a conditional use permit be allowed to serve this population this winter season ending at identified date such as December 31, 2023, or until the Brainerd City Council adopts new codes regulating homeless shelters, if that occurs sooner."

Upon hearing testimony from representatives of the warming house group, staff has identified the following options that the Commission may take:

- Direct staff to work with Swanson Haskamp to incorporate warming shelters as a use in the new zoning code, to be adopted in early 2022.
- Direct staff to draft language to amend the current code to allow the use of warming shelters.
- Take no action.

Due to the existing moratorium on amendments to the Zoning Code, action on any requests to amend the Zoning Code is at the discretion of the City Council.

October 11<sup>th</sup>, 2021

Brainerd City Council  
City of Brainerd  
501 Laurel Street  
Brainerd, MN 56401

Brainerd City Council,

Please accept this letter from Bridges of Hope as a request for land use for an emergency warming shelter at 1919 S. 6<sup>th</sup> Street, Brainerd. We are asking that Bridges of Hope be allowed to operate (a cold weather) overnight homeless shelter in this building. It is our understanding that the building is currently located in a General Business B-4 zoning district. The shelter would operate from 8:00 pm to 8:00 am, and serve up to 20 adults each night. The land-owner is in agreement to this use as described and has signed this letter in support of the project.

Poverty, unemployment, and lack of affordable housing are common causes of homelessness. These risk factors can get worse by personal vulnerabilities such as mental and substance use disorders, trauma and violence, domestic violence, justice involvement, sudden illness and disabilities. Per the Homeless Point in Time (PIT) Count, Crow Wing County has approximately 20 people facing homelessness on any given night.

During the pandemic, the county provided Protective Sheltering to keep people safe and reduce the spread of COVID-19. The numbers served between March 2020-May 2021 was 386 with an average number of homeless each night in our community at 32 people. Bridges of Hope along with several community partners (list attached) have been working toward offering a shelter program that can offer a safe nights rest and help address root causes of homelessness.

We understand that the zoning code in the City of Brainerd is currently being reviewed and emergency shelters may be considered as part of these new regulations. We would ask that a conditional use permit be allowed to serve this population this winter season ending at identified date such as December 31, 2023 or until the Brainerd City Council adopts new codes regulating homeless shelters, if that occurs sooner.

  
\_\_\_\_\_  
Ronald Madison, Building Owner  
*Eogreosa Homes Inc*

  
\_\_\_\_\_  
Jana Shogren, Bridges of Hope

October 11, 2021

Nate Grotzke and Chris Close  
Close Converse  
PO Box 327  
Brainerd, MN 56401

Dear Nate,

I have signed the attached letter addressed to the Brainerd City Council from Bridges of Hope in support of exploring this opportunity to help the homeless in our area.

While I fully support this cause, we have not yet begun talking about a lease or items for the building specific to this use. We would have several next steps to talk through upon conditional use approval before entering into an agreement that works for the city, Bridges of Hope, my current tenants, and me. I believe we could work through these items fairly quickly, and upon agreeing to terms, we could have a lease in place in plenty of time for the building to be used for this cause beginning this fall/winter season.

I look forward to hearing the council's decision and moving forward in discussions with you and Bridges of Hope about this important way to assist those in need in our community.

Sincerely,



Edgewood Homes, Inc.  
Ronald R. Madison, President

## Collaborative Partners

- Baxter Police Department
- Brainerd Housing Redevelopment Authority (HRA)
- Brainerd Fire Department
- Brainerd Police Department
- Bridges of Hope
- Brainerd Area Churches for the Homeless (BACH)
- Brainerd Lakes Area Community Foundation
- Crow Wing County Community Services
- Crow Wing County Sheriff's Department
- Crow Wing Power Community Foundation
- Crow Wing Power Community Trust
- Initiative Foundation
- Lutheran Social Services
- Representatives from area churches
- Sharing Bread Soup Kitchen

# MEMO



**TO:** Planning Commission

**FROM:** David Chanski, Community Development Director

**DATE:** October 15, 2021

**RE:** Request to Amend Tiny Home Regulations to Accommodate Supportive Housing Village

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The City of Brainerd has received a request from Vicky Kinney on behalf of My Neighbor to Love Coalition (MNTLC) to consider amending the Zoning Code to allow for tiny homes under 500 square feet to support the development of a supportive housing village.

MNTLC is looking to develop a supportive housing village for “the disabled, homeless, and housing insecure, where everyone who qualifies and follows the basic rules can have a permanent home.” Their concept is comprised of a collection of cottages of about 400 square feet with a community center that contains laundry facilities, offices, therapy room, educational areas, employment training, support group meetings, and social events.

Currently, this concept could potentially fit in any of the City’s residential zoning districts as the dwelling units would be single-family structures and would operate very similarly to a homeowner’s association. However, the City Code currently restricts dwelling units to a minimum of 750 square feet. Amendments are made of structures between 500 square feet and 750 square feet, but such structures are only allowed by Conditional Use Permit on nonconforming lots that existed prior to 1989. Therefore, the proposed structure size is not permitted in any way in the City.

MNTLC is requesting that the City consider amending the Zoning Code to allow for tiny home structures smaller than 500 square feet.

Upon hearing testimony from representatives of MNTLC, staff has identified the following options that the Commission may take:

- Direct staff to work with Swanson Haskamp to incorporate tiny homes under 500 square feet as a use in the new zoning code, to be adopted in early 2022.
- Direct staff to draft language to amend the current code to allow for tiny homes under 500 square feet.
- Take no action.

Due to the existing moratorium on amendments to the Zoning Code, action on any requests to amend the Zoning Code is at the discretion of the City Council.

9/27/21

Dear Brainerd City Council and Planning Commission:

We are a recently formed non-profit, My Neighbor to Love Coalition (MNTLC), with the purpose to end homelessness and extreme poverty in the Brainerd Lakes area. We are so happy that the process of providing a warming house/shelter has begun to meet the emergency needs of the homeless; it frees us to turn our attention to long range solutions. **The goal is not to keep people more comfortably homeless, but to get them into permanent homes with the support they need to live a healthier and more productive life.**

#### **The Problem:**

Data shows over **944 known people experienced homelessness in central MN in 2018 and in 2019, there were over 50 known homeless people in Crow Wing County alone.** Those figures don't count those doubling up or not showing up to be counted. **A Covid-19 grant allowed Crow Wing County to house 263 unduplicated households in 2020/2021.** The need is sobering. People living outside with no home have experienced trauma and isolation. They feel rejected by their community; outcast and abandoned. Many self-medicate, or go into survival mode and resort to shoplifting and theft to meet their needs. Housing alone isn't the solution. For many of the more vulnerable people, apartment living may keep their bodies warm but their souls are still hurting. Isolation and depression remain a problem. Additionally, many are one paycheck away from becoming homeless and others are living in substandard conditions. **Crow Wing County reports 10.5% of their population is below the federal poverty guideline.**

According to the Interagency Council on Homelessness (figures from 2009 so likely higher today), housing people alone can reduce the cost to taxpayers by an annual average of \$20,000 per person due to less usage of emergency, jail, court, and other services. **Housing 50 people would be an average savings to taxpayers of about \$1,000,000 per year.** Our project will directly impact not only the lives of disabled homeless people and those living in extreme poverty, but the entire community.

#### **The Plan:**

We would like to build a **supportive housing village** for the disabled, homeless, and housing insecure, where everyone who qualifies and follows the basic rules can have a permanent home. Residents will be required to pay rent and will be able to learn life skills, access job training and therapy services, socialize in the community center or park areas, and see their neighbors as they pass by their house. They will learn to work together and develop a sense of belonging with each other and with the volunteers. Young adults aging out of foster care or who are homeless for other reasons are also welcome to be a part of the village in transitional housing, while we prepare them with what they need to be launched into adulthood. Our goal is to lift people out of poverty and help them reach their full potential. The antidote to addiction and many other life challenges is connection, and that is what our organization will provide.

The village will be fenced and gated, and contain 20 to 30 cottages (a footprint of about 400 square feet and all with front porches) in Phase One. It will also contain a community center with laundry facilities, an office, therapy room, and areas for education, employment training, support group meetings, and social events. The grounds will be inviting and beautifully landscaped, with communal gardens, a park,

and playground area. This will be an environment for healing, growth, and a place anyone would feel comfortable, and potentially an asset to the surrounding neighborhoods. The model we are following has a proven track record and has seen success in other states. Property values have increased surrounding these villages and crime rates have been reduced by about 12%. Visit these websites to see other similar villages: [www.elevatebranson.org](http://www.elevatebranson.org), [www.edenvillageusa.org](http://www.edenvillageusa.org), [www.mlf.org](http://www.mlf.org).

**What we need from you:**

We'd like your feedback about our plan and help with making it a reality. I'd like to meet and discuss in more detail how we can proceed. I realize there is a lot involved both in site plan preparation and getting support from the neighbors. Currently, we are looking at land in the Buffalo Hills area (Blue Jay Court) being it is already approved for a PUD (and we are having trouble finding property). We'd love to see Brainerd be the example for other towns to follow, the first in our state to combine housing with comprehensive solutions to end homelessness and poverty. Supporting this project sends the message that we want to be the kind of community who welcomes and values all of its residents.

**We also request that you make changes to Brainerd's ordinances to include "tiny houses".** These types of neighborhoods have been springing up all over the country and provide a need for the supportive housing we're proposing, and also for those who want to live a more minimalistic lifestyle and for those who are unable to afford the costs of purchasing a larger home. After WWII, the trend was to build neighborhoods with small homes for the returning veterans and it provided a need for that time. With housing costs today, the need is there again. I believe it is better for a city to promote home ownership and work toward making that possible, than increasing the number of rental units.

I've included a sample of Permitting Regulations for Tiny Homes from Cococino County in Arizona in case it might be helpful. I'm also including an Overview of the MN Residential Code for Tiny Homes, and examples of floor plans and elevations, and images of other villages to help you visualize what we want to do.

Please contact me with any questions at 218-963-2122 (home), 218-821-7875 (cell), or by email at [vickyjokinney@yahoo.com](mailto:vickyjokinney@yahoo.com).

Thank you,

Vicky Kinney



Above is an image of another cottage village. While our site plan will be different, this gives an idea of the look of the cottages and park like feel we will attempt to develop.



This is a sample site plan for Elevate Branson (they have made changes since). Again, ours will have a different layout depending on the property we end up with, but this gives an idea. We plan on fewer homes and more green space/communal areas such as a park, playground, and gardens.

Sample of ordinance change from Coconino County, AZ

[http://azdailysun.com/news/local/coconino-county-hosts-open-house-on-tiny-home-rules/article\\_9653d1dd-d2a5-521b-9ad9-86fa43641278.html](http://azdailysun.com/news/local/coconino-county-hosts-open-house-on-tiny-home-rules/article_9653d1dd-d2a5-521b-9ad9-86fa43641278.html)

### **Permitting Regulations for Tiny Houses in Coconino County Draft- August 19, 2016**

Definition: Coconino County Community Development defines a Tiny House as a house smaller than 400 square feet; it can be site-built, partially site-built, or on an approved trailer. Houses shall not be smaller than 200 square feet.

#### **Zoning Code Requirements for Tiny Houses:**

- Site built tiny houses built on an approved foundation system shall be permitted in zones allowing detached single family dwellings; must meet Community Development regulations for Tiny Houses
- Tiny houses built on trailers, where the suspension/axle components have been removed and the chassis permanently attached on an approved foundation shall be permitted in zones allowing detached single family dwellings; must meet Community Development regulations for Tiny Houses
- Tiny houses on mobile chassis where the suspension/axle components remain are considered semi-permanent and the chassis shall be attached on an approved foundation system, and shall be permitted in zones allowing for manufactured and mobile homes; must meet Community Development regulations for Tiny Houses
- Tiny houses licensed as Travel Vehicles by the State of Arizona are non-permanent housing and must be self-contained, these shall be permitted for uses similar to recreation vehicles; these homes fall under ADOT jurisdiction
- Site built tiny houses or tiny houses on trailers where the suspension/axle components have been removed and the chassis permanently attached on an approved foundation, and meeting all other multifamily zoning and Community Development Tiny House requirements, shall be permitted in multifamily zoning
- Site built tiny houses, or tiny houses on trailers where the suspension/axle components have been removed and the chassis permanently attached on an approved foundation, and meeting all other Accessory Dwelling Unit zoning and Community Development Tiny House requirements, shall be permitted in zones allowing for Accessory Dwelling Units.

#### **Building Code Requirements for Tiny Houses:**

- Tiny houses shall be built and inspected in accordance with the Coconino County adopted building code and ordinance.
- The house can be partially or entirely built on-site or off-site. If built off-site, it needs to have been inspected and approved by a recognized agency approved by the Building Official. All Tiny Houses on Wheels (THOWs) that are built off-site and brought to Coconino County as a dwelling unit will require a plan review and special inspection by

Coconino County Community Development to ensure the structural and life safety aspects of the THOW. The County can request additional remodel permits, inspections and engineering of off-site THOWs that have not been inspected and certified by another jurisdiction or third party agency-on a case by case bases.

- **The County has made the following building code adjustments to accommodate tiny houses:**
  1. Minimum room dimension is 6'6" with no room smaller than 65 square feet, excluding storage areas and bathrooms
  2. Ceiling height is 6'4" in open livable areas, creating a non-obstructed path for egress and ingress
  3. Egress and ingress must be provided in sleeping and living areas
  4. Lofts built as storage shall not be permitted as bedrooms, unless meeting ceiling height and egress/ingress requirements
  5. Bathroom and kitchen required, clearance in the front of the toilet needs to be no less than 15" from center of toilet to wall or cabinets
  6. Ladders/ladders may replace stairways to loft areas (must have uniform run and rises, provide stair or ladder detail on plans)
  7. Loft areas used for storage may have reduced fall protection
  8. Number of electrical circuits may be reduced to reflect loads
  9. A minimum of 60 amp electric panel required
  10. Energy Code Concessions: R-15 minimum in framed floors, ceiling insulation and wall insulation.
- Tiny houses built on trailers will need to have a Manufacturer's Statement of Origin (MSO), or a Manufacturer's Certificate of Origin (MCO), or be registered with the Department of Motor Vehicle (DMV). Documentation must show the load capacity for the trailer. Before a Certificate of Occupancy can be issued, documentation must be provided to Coconino County Community Development verifying the load of the tiny house is within the load capacity of the trailer.
- A Certificate of Occupancy will only be issued for tiny houses set on permanent foundations. If the home is removed, the Certificate of Occupancy is no longer valid for the mobile tiny home on wheels. If the tiny home is re-set on a permanent foundation within Coconino County, a foundation permit and special inspection of the tiny house shall be required to obtain a new Certificate of Occupancy.

**Wastewater Requirements:**

- Tiny houses set on a permanent foundation will be required to have a wastewater system sized to accommodate the occupancy and fixture count.
- Tiny houses used as RVs and sited at an RV park must be fully self-contained
- Compost toilets need to meet ADEQ approved list

- Graywater needs to be approved for permanently sited tiny houses, to ensure no issues with wastewater system function, as well as environmental considerations like high ground water, wells, and permeability of soils.
- Tiny Houses on Wheels (THOWs) can include plumbing for graywater-but if permanently sited, the THOWs must go through an approval process

**Engineering Division Requirements:**

- Permanently sited Tiny Homes need to meet all Engineering requirements, including drainage, road encroachments, floodplain and roads.

Source for draft

code: <http://www.coconino.az.gov/DocumentCenter/View/12940>