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PLANNING &
DESIGN SERVICES

RE: 622 E St Catherine St CUP Letter of Explanation.

To the Attention of: Ms. Beth Jones,

Mike Craft, on site property manager of Rooming House requests a Conditional Use Permit be granted for the site located at 622 E St Catherine St. The existing structure is currently being used as a rooming house and renting five single units. Two units on the first floor front sharing one bath, and three units on the second floor sharing one bath.

The property is already existing, managed and upkeep by Manager/Mike Craft which resides in the rear of the building. The property has 15 monitored and 24 hour recording security cameras, located at the front, rear, and side entrance, the rear of the property, front and back side of the property and in all common hallways.

The rental terms are on month to month although, most tenants stay for a much longer period of time. Two of our current tenants have resided on the property for over three years and the remaining three tenants for over three months or more. The rental rooms are offered to the general public. There is no maximum stay for each tenant. There are no support services offered on the property as of, rehab services or substance abuse services or meals provided. All tenants that are to reside on the property are required to present proof of identity / a personal I.D. / and or drivers license before renting. At that time the I.D. information of that person is copied / recorder by the building manager.

Rules of conduct are as follows:

Emergency: Please call the manager at 502-694-2340

1. No loud music or noise after 8:30 PM weekdays and 11:00 PM on weekend.
2. No other persons are to reside in room or on the property other than person renting.
3. No excessive overnight guest stays will be permitted.
4. Main entrance door is to be kept shut and locked at ALL times.
5. It is the responsibility of the person renting the room to keep the room free of trash, dirt, leftover exposed food and any stale liquids at all times as to avoid infestation of bugs and so on.
6. It is everyone's responsibility to keep their personal trash receptacle and their room clean at all times.
7. Toiletries, brooms, mops, and cleaning supplies are not furnished by the property manager/owner. It is the renters responsibility to keep these items on hand at all times as to keep the building clean and free of rubbish.
8. There will be NO excessive drinking allowed on the property and no loud parties allowed at ANYTIME.
9. There will ABSOLUTELY "NO DRUGS" ALLOWED OR TOLERATED ON THE PROPERTY, unless you are prescribed them.
10. No alcoholic drinking will be allowed outside the building at all, as to respect other property owners.
11. If you have a heater it must be turned off when you are not home. Leaving them running while not home presents a fire hazard and will not be tolerated. Heater must stay mounted on the wall at all times and no loose clothing or any other article should be near or around the heater at any time.

Please feel free to contact me at my personal number, 502-500-1586 should you need anything additional information or have any other questions.

Thank you.
Mike Craft.

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