



733 Marquette Avenue, Suite 1000, Minneapolis, MN 55402

Proposal - DRAFT

DATE: July 13, 2020

TO: Dan Buchholtz, City Administrator, City of Spring Lake Park

FROM: Phil Carlson, AICP, Stantec

RE: Proposal for Professional Planning Services Related to the Impact of Rental Housing in Single Family Zoning Districts

INTRODUCTION

The Spring Lake Park City Council is exploring possible revisions to the Zoning Code to limit the conversion of single family homes to rental properties and is asking Stantec's assistance in researching the impacts of rental housing in single family residential zoning districts that might inform this effort.

Any changes to the Zoning Code need to have a rational basis and be grounded in clear, reasonable findings. In this case, such findings might include:

- Information on Spring Lake Park's current policies and regulations dealing with rental properties;
- Documented issues and problems with rental housing in Spring Lake Park as compared to owner occupied housing;
- The experiences of other cities in the metropolitan area that have similar issues;
- Studies locally or nationally dealing with the impacts of rental housing; and
- Background information, findings, and sample ordinances from other cities in Minnesota that have adopted or considered limitations to rental housing in their zoning codes;

PROPOSAL

Stantec proposes to assist the City of Spring Lake Park in conducting a study of the impacts of rental housing in the City's single family residential zoning districts as follows:

- 1) Meet with City staff to discuss and agree on the issues, schedule, and deliverables for the study.
- 2) Research and summarize available information on Spring Lake Park's current policies and regulations dealing with rental properties, including if applicable, rental licensing, housing maintenance codes, enforcement policies and practices, and other information to be provided by the City.



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- 3) Research and summarize available information provided by the City on complaints, police calls, or other documented problems with Spring Lake Park rental properties, as well as similarly situated owner-occupied properties for comparison.
- 4) Research the experiences of up to five other cities in the region on issues associated with rental housing in single family neighborhoods, to understand the nature and scope of the issue elsewhere.
- 5) Research and summarize national studies, if available, on the impact of rental housing in single family neighborhoods.
- 6) Research the background information, findings, and ordinances from other cities in Minnesota that have adopted or considered limitations on rental housing in single family neighborhoods, including Winona, Mankato, Northfield, Duluth, and others.
- 7) Meet with City staff to discuss the results of the research.
- 8) Prepare a memorandum summarizing the preliminary findings of the research for the Planning Commission and City Council, including written summaries, sample polices and ordinances, and maps and graphics as needed to explain and illustrate the issues.
- 9) Meet with the Planning Commission and City Council, separately or jointly, to discuss informally the preliminary findings of the research.
- 10) Meet with rental property owners, property managers, community members, or others to discuss the study and gather input.
- 11) Based on the results of the discussion with the Planning Commission and City Council, conduct additional research if requested, prepare draft ordinance language, or other information requested.
- 12) Meet with the Planning Commission and City Council, separately or jointly, to discuss the additional research or draft ordinance language.
- 13) Finalize recommendations, including ordinance language if applicable.
- 14) Prepare and attend a Planning Commission public hearing on the draft ordinance, if applicable.
- 15) Prepare and attend a City Council meeting on the draft ordinance, if applicable.
- 16) Phone calls, emails, online meetings, and other typical communication over the course of the work.



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COST OF SERVICES

The above tasks will be performed on an hourly basis in accordance with Stantec's hourly rates referenced in our master services agreement with the City.

SCHEDULE

Stantec will proceed immediately upon acceptance and approval of this proposal, in writing or by email. We will work at your direction but do not guarantee a specific schedule of completion of the work.

We look forward to assisting you on this study.

Sincerely,

Stantec

A handwritten signature in black ink, appearing to read "Phil Carlson".

Phil Carlson, AICP

Associate
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