



**CITY COUNCIL WORKSESSION AGENDA
MONDAY, APRIL 07, 2025**

SPRING LAKE PARK CITY HALL, 1301 81ST AVE NE at 5:30 PM

- 1. CALL TO ORDER**
- 2. DISCUSSION ITEMS**
 - A. Potential Use and Zoning Considerations for 8406 Sunset Road NE (former RISE Property)
 - B. Discussion on Planning Consultant Options
- 3. REPORT**
 - A. Council Member and Staff Reports
- 4. ADJOURN**



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

Date: March 4, 2025

Subject: 8406 Sunset Road NE

Background

Optimize Physical Therapy and Elite Sports Performance is considering purchasing the former RISE building located at 8406 Sunset Road NE. They are proposing to utilize the property as a combined outpatient orthopedic physical therapy clinic and sports training facility. This includes use for physical therapy treatment, youth sports training (softball, baseball, basketball, volleyball), a home-school co-op, and potential community access to the gym and weight room during daytime hours.

Optimize is currently under contract to purchase the building, with the end of their initial due diligence period approaching. They are requesting feedback from the City regarding whether their intended use aligns with the City's long-term vision for this property.

Zoning Consideration

The property is zoned I-1, Light Industrial. The intended use by Optimize PT is not currently permitted within the I-1 district, either as a permitted or conditional use. According to City Planner Phil Carlson, the proposed use is most similar to a medical clinic or athletic training facility, both of which are typically found in commercial districts, not industrial ones.

While the proposed use does not align with the specific employment/manufacturing uses intended by the I-1 district, staff and the City Planner have noted that the building, originally developed and used by RISE (a non-profit with a specialty use), is not well-suited for typical industrial users. The broker representing Optimize indicates that the property has been on the market since August 2023 with limited interest from industrial users, despite several price reductions.

The City would need to consider a zoning code amendment to add clinics or athletic/sports performance training facilities as a conditional use in the I-1 district. If the Council is supportive, this could be coordinated concurrently with a Conditional Use Permit (CUP) process to allow the use at this specific site.

Site Suitability and Use Details

Optimize has provided detailed responses regarding their proposed operation:

- Hours of Operation: Weekdays 9am–9pm (split between general therapy during the day and youth training in the evenings); weekends 9am–9pm.
- Occupancy: Estimated peak occupancy of 150 individuals during weekday evenings (athletes and staff), primarily drop-off/pick-up with minimal lingering traffic.
- Staffing: 6 full-time employees, with additional part-time staff during peak seasons.
- Parking: 97 parking stalls exist on site. Peak traffic appears manageable based on provided use patterns.
- Interior Use: Offices, treatment rooms, three basketball/volleyball courts, turfed areas for softball/baseball, two weight rooms, and bullpen area. No changes are planned for the building exterior.
- Additional Uses: Occasional youth sports tournaments (primarily weekends); operation of a small apparel company and home-school co-op (both owned by Optimize's principal).

Optimize has provided a graphic depiction of how their use would fit within the building.



Parking Consideration

While the site includes 97 parking spaces, staff has some concern about whether this will be sufficient during peak usage—particularly on Saturdays when youth basketball tournaments are expected to occur. These events may result in overlapping use of all three courts, potentially drawing significant vehicle traffic in a short timeframe. This issue could be further evaluated and addressed as part of the Conditional Use Permit process through parking management strategies, occupancy limitations, or event scheduling conditions.

Other Considerations

As you know, the RISE property is tax exempt. The sale of the RISE property will bring this property onto the property tax rolls for Pay 2026 property taxes. This classification change will add between \$3.5-\$4 million in new taxable market value to the City, generating approximately \$18,000/year in new tax revenue.

Next Steps

Staff seeks direction from the City Council on whether to proceed with a zoning code amendment to allow clinic/sports training uses in the I-1 district. If the Council is supportive, we can work with Optimize to process both a zoning code amendment and CUP simultaneously. A complete application would allow for potential Council consideration by the June 2 or June 16 meetings.

Abby Rehberger, owner of Optimize Physical Therapy and Elite Sports Performance, will attend the April 7, 2025, work session to answer any specific questions regarding the proposed use of the property and her business operations.

If you have any questions, please do not hesitate to contact me at 763-784-6491.

271'-0" O.A.

83'-0"

204'-0"

15'-0" 14'-0" 19'-0" 14'-0" 26'-0" 26'-0" 26'-0" 19'-0" 9'-0" 3'-0"



ELITE SPORTS PERFORMANCE

ELITE SPORTS PERFORMANCE

OFFICE
17,941 S.F.
17941

Golf sim

Weight Room

Weight Room

26'-0" O.A.

80'-0"

48'-0"

271'-0" O.A.

76'-0"

80'-0"



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

Date: April 3, 2025

Subject: Consultant Planning Services RFP

City Planner Phil Carlson has announced his upcoming retirement from his position at Stantec this summer. Phil has served the City with dedication and professionalism, and we are grateful for his contributions.

With Phil's retirement, staff is seeking direction from the City Council on how to proceed with planning services moving forward. The City has two options:

1. *Continue with Stantec* – While Stantec has expressed interest in continuing to provide City Planner services, we do not yet know who would be assigned to replace Phil Carlson.
2. *Issue a Request for Proposals (RFP)* – Staff has prepared a draft RFP (attached) for professional planning services. This would allow the City to evaluate multiple firms and select the one best suited to meet the City's needs.

Staff requests City Council input on which direction to pursue. If the Council chooses to issue the RFP, staff recommends the City Council authorize the RFP at its April 7, 2025 meeting with a release date of Friday, April 11, 2025. The RFP deadline would be May 2, 2025. Staff will narrow the list down to 3-5 firms who will interviews with the City Council at the May 19, 2025 City Council Work Session. A final decision could be made on either the May 19 or June 2 meetings.

If you have any questions, please do not hesitate to contact me at 763-784-6491.



REQUEST FOR PROPOSALS CONSULTANT PLANNING SERVICES

The City of Spring Lake Park, Minnesota, is requesting proposals from qualified consulting firms or individuals to provide professional City Planner services. The selected consultant will serve as the City Planner for Spring Lake Park and work closely with City staff, elected and appointed officials, developers, and the public to administer and guide the City's planning, zoning, and land use functions.

CITY OVERVIEW

The City of Spring Lake Park is a fully developed, first-ring suburban community located in southern Anoka County, with small portions extending into Ramsey County. Incorporated in 1953, the City covers approximately 2.2 square miles and is home to roughly 7,100 residents. Spring Lake Park is bordered by the cities of Blaine, Fridley, and Mounds View and is served by major regional transportation corridors including Highway 65 (Central Avenue), Highway 47 (University Avenue) and County Road 10, providing excellent access to downtown Minneapolis and St. Paul.

Land use is primarily residential, with commercial and light industrial areas concentrated along major corridors. As a built-out community, planning activity focuses on redevelopment, infill development, zoning administration, and maintaining neighborhood character.

The City is governed by a Mayor and four Councilmembers and is supported by a professional staff. The Planning Commission consists of seven members who meet monthly (4th Monday of each month, no meeting in December) to review zoning and land use matters.

Additional information about the City is available in the City's 2040 Comprehensive Plan, available at <https://slpmn.org/bc-pc/page/planning-documents>.

SCOPE OF SERVICES

The selected consultant will provide professional planning services to support the City of Spring Lake Park's land use, zoning and development review functions.

1. *Planning and Zoning Administration.* The consultant will interpret and administer the City's Zoning and Subdivision Ordinances, prepare staff reports and recommendations for the Planning Commission and City Council, and respond to inquiries from developers, residents, and the public regarding zoning and land use regulations.

2. *Development Review.* The consultant will conduct site plan, variance, conditional use permit, rezoning, and subdivision reviews; participate in pre-application meetings; and coordinate development review with other City departments including engineering, building, and public works.
3. *Comprehensive Plan Implementation.* The consultant will provide ongoing support for the implementation of the 2040 Comprehensive Plan and propose amendments as necessary to align with evolving community needs and development trends.
4. *Zoning Code Modernization.* The planner will review the City's Zoning Ordinance and recommend updates as required to address inconsistencies, improve usability, and ensure alignment with the Comprehensive Plan. This may include targeted updates to individual sections or recommendations for broader revisions over time.
5. *Economic Development Support.* The consultant will assist with planning efforts that promote commercial corridor revitalization, encourage business retention and attraction, and address signage, aesthetics, and land use compatibility issues that support economic growth.
6. *Meeting participation.* The planner will attend Planning Commission and City Council meetings as needed to present reports and provide planning guidance.

PROPOSAL REQUIREMENTS

Proposals should include the following components:

1. *Cover Letter.* Include a cover letter introducing your firm or yourself, expressing interest in providing planning services to the City of Spring Lake Park. The letter should briefly summarize your understanding of the City's needs and include the name, title, phone number, and email address of the primary contact person.
2. *Firm/Consultant Qualifications.* Provide a summary of the qualifications and experience of the consultant or consulting firm, with a focus on municipal planning. Include a description of the key personnel who would be assigned to work with the City, their relevant experience, and their roles. Attach résumés for all key team members.
3. *Project Approach.* Describe your approach to providing planning services in a built-out suburban community. Address how you would deliver services such as zoning administration, development review, and Comprehensive Plan implementation. Please include your philosophy on collaboration, communication with staff and officials, and responsiveness to the City's needs.

4. *Relevant Experience.* Provide a brief summary of your experience delivering similar planning services to other municipalities. Highlight projects that involved zoning administration, ordinance updates, redevelopment planning, or comprehensive plan implementation. To demonstrate the quality of your work, please include one sample such as a staff report, ordinance amendment, or planning memo from a previous engagement.
5. *Availability.* State your availability and proposed level of commitment to the City. Indicate your capacity to meet deadlines, respond to requests in a timely manner, and attend meetings.
6. *Fee Proposal.* Include your hourly billing rates for all personnel who may perform services for the City. Detail any reimbursable costs, including travel or materials, and the conditions under which they would apply.
7. *References.* Provide the names, titles, and contact information for at least three municipal clients familiar with your work. Briefly describe the services provided for each and the duration of the engagement.

The City of Spring Lake Park reserves the right to waive any irregularity in the submittal or reject any or all proposals. Any costs incurred by candidate firms or consulting teams in preparing the proposals are the sole responsibility of the respondent.

SUBMISSION INFORMATION

Please submit one (1) electronic PDF version of your proposal to:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer
 Email: dbuchholtz@slpmn.org
 Phone: (763) 784-6491

Proposals must be received no later than Friday, May 2, 2025.

ANTICIPATED TIMELINE

Submittals will be reviewed by a selection committee which will make a recommendation to the City Council. The following timeline is subject to change.

RFP Issued	Friday, April 11, 2025
Proposals Due	Friday, May 2, 2025
Evaluation	Week of May 5-9
Interviews	Monday, May 19, 2025 at 5:30pm
Selection of Firm	Monday, May 19 at 7:00pm

Proposals will be reviewed for demonstrated capacity and experience, project approach and organization, cost-efficiency, and project timeline. The selection committee will pare candidate proposals to no more than five consultants for presentation and interview based on the selection criteria.