

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 06/29/09
Item No.: 10.b

Department Approval

City Manager Approval



Item Description: Rental Registration Update

BACKGROUND

In 2008, the City of Roseville, after the completion of a study by a Citizens Advisory Group, adopted an ordinance which required registration of properties that were rented and had between 1 to 4 units. Staff sent out notices to property owners that were thought to be renting and required them to be registered by July 1, 2008. In December 2008, staff sent out a second mailing to property owners informing them that if they were renting, they needed to register.

For the 2008-2009 registration period, 339 housing units registered with the City as being offered for rent. The breakdown of type of units is indicated on the chart below:

| Type of Unit | # of units |
|--------------|------------|
| SF-1 unit | 139 |
| Duplex | 55 |
| Triplex | 6 |
| Quad | 0 |
| Condo | 132 |
| Townhome | 7 |

Initially, staff sent out 898 notices to property owners thought to possibly be renting. Of those, 158 property owners indicated that they were not renting on forms sent back to the City. Seven property owners signed affidavits indicating that they are renting to family members and eight of the properties were group homes licensed through the state.

The City did not hear back from approximately 401 property owners whether or not they were renting. (It should be pointed out that staff's only basis for thinking that the property may be rented is the fact that the property is classified as a "non-homesteaded" property. However, being classified as "non-homestead" property does not necessarily mean that the property is being rented).

The goal of the first year of rental registration was to begin to track the amount and location of rental units throughout Roseville. The first year was also intended to allow for the City to educate property owners about our rental regulations. Staff took several opportunities to inform property owners through the City newsletter, direct mailings, and letters to non-homesteaded properties. Nevertheless, staff

35 spent considerable time discussing the new ordinance with property owners, some who were not
 36 pleased with the new regulations. As we head into the second year, staff has a stronger sense of
 37 what units are being rented and will continue to educate property owners and follow-up on those
 38 property owners that did not respond.

39
 40 Attachment A shows the distribution of properties that have between 1-4 units that are being rented
 41 throughout the City. The map indicates that the single-family homes which are being rented are
 42 fairly spread out through the City. There is a small cluster of rental single-family homes around
 43 Northwestern College and another small cluster of single-family rentals between Hamline and
 44 Lexington, south of Roselawn. The condos are concentrated in certain areas, probably more due to
 45 the fact that these are associated with higher-density developments that are only allowed in certain
 46 parts of the City.

47
 48 Staff looked at the data to determine if any trends can be correlated with a property being rented.
 49 Most significantly, staff found that the incidence of code violations were greater with properties that
 50 were being rented. Typically, the City has about 1 code violation case for every 10 residential
 51 properties. For rental properties, the City has 1 code violation for every 5 properties. (Note that
 52 these statistics are for properties that have 1 to 4 residential units and do not include larger multi-
 53 family units and/or commercial properties). Staff has found that the information required as part of
 54 rental registration has expedited our contact with the property owner to get the violation(s)
 55 corrected.

56
 57 Staff also found that 57% of the property owners that rent single-family homes live outside of
 58 Roseville, meaning that 43% of our residents own single-family property in Roseville that they rent.
 59 Below is some other interesting information comparing rental units versus owner occupied units.

60

| Single Family Home Rentals | Registered Rentals | Non-Rentals (Everyone Else) |
|----------------------------|--------------------|-----------------------------|
| Median Living Area (sq ft) | 1,368 | 1,452 |
| Median Structure Age | 54 | 52 |
| Median Rooms | 6.0 | 6.0 |
| Median Value (2009) | \$230,500 | \$250,000 |

61

| Townhome/Condo Rental Units | Registered Rentals | Non-Rentals (Everyone Else) |
|-----------------------------|--------------------|-----------------------------|
| Median Living Area (sq ft) | 840 | 1,130 |
| Median Structure Age | 38 | 36 |
| Median Rooms | 4.0 | 5.0 |
| Median Value (2009) | \$115,100 | \$145,200 |

62
 63 As can be seen, rental units, whether they are single-family homes, townhomes, or condos are
 64 smaller, older, and are valued less than owner-occupied properties.

65
 66 Staff has improved and streamlined the application process for 2009-2010 that will make it easier for
 67 the property to fill out the information and allow staff to more easily track the information on rental
 68 units. On June 1st, staff sent out notices to property owners that previously registered or had their
 69 property classified as “non-homesteaded”. To date, 96 properties registered their property as being
 70 rented and 81 property owners have indicated that they are not renting or are exempt (group home or
 71 renting to a relative). Included for your information is the application materials used this year.

72 **POLICY OBJECTIVE**

73 Staff is reporting back to the Council on the first year of the rental registration ordinance, which
74 was created as a result of community input and the work of the Rental Housing Citizen Advisory
75 Group, the Roseville HRA, and the City Council.

76 **BUDGET IMPLICATIONS**

77 Property owners are charged \$25.00 for each unit that they are renting. Given 341 units, the City
78 generated \$8,525 in revenue in the first year of the ordinance. The administration of the rental
79 registration ordinance is conducted by existing staff. Staff estimates that approximately 250
80 hours of staff time was spent getting the program set up, mailing out the information, and
81 responding to inquires. Costs for the program include approximately \$10,500 in staff costs and
82 \$900 in material costs.

83 **STAFF RECOMMENDATION**

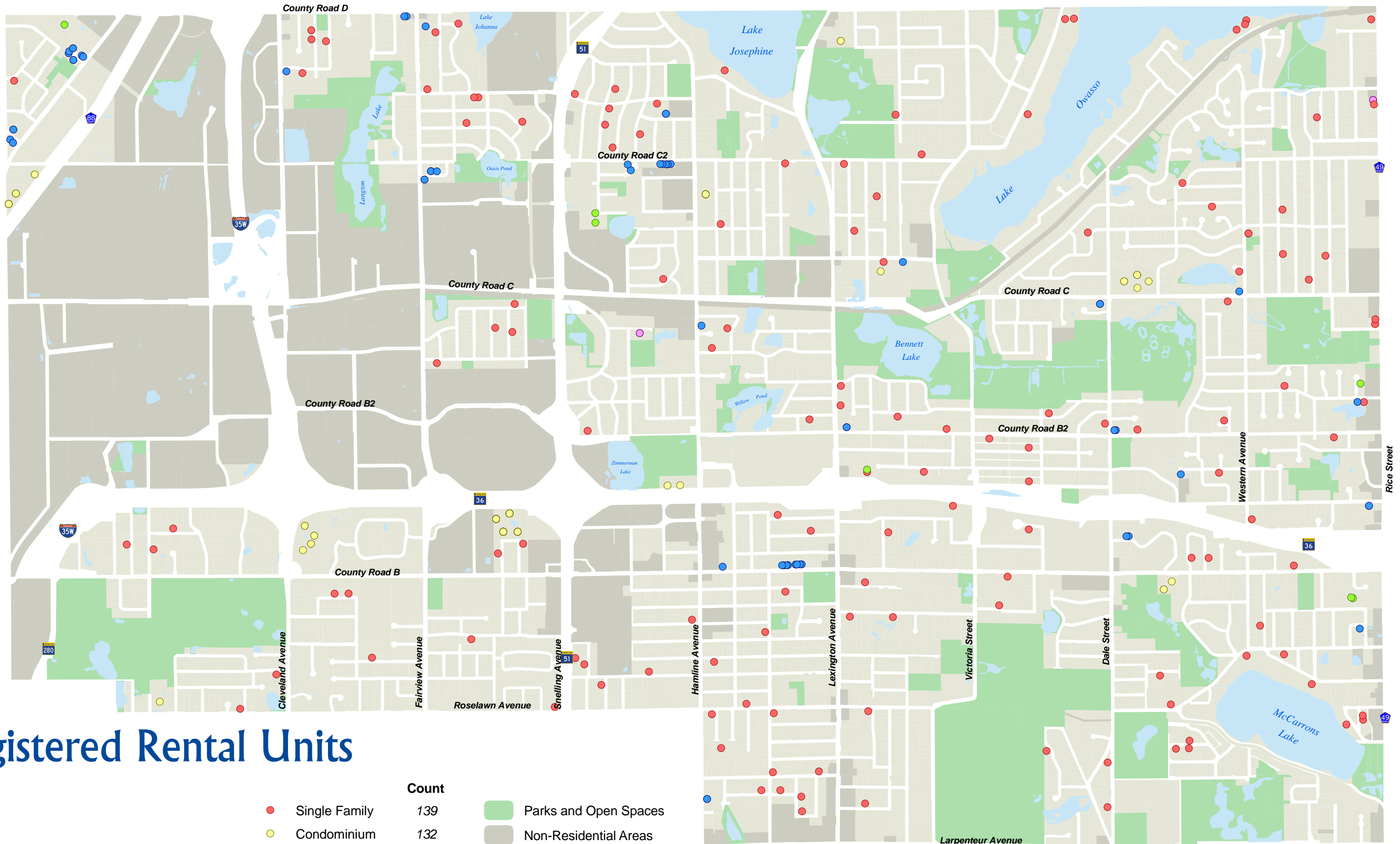
84 Staff is providing this report to the City Council for information purposes. When the rental
85 registration ordinance was adopted, it was intended that information about rental units was to be
86 collected for a period of two years before further decisions were made about modifying the
87 regulation of rental units.

88 **REQUESTED COUNCIL ACTION**

89 No specific action is being requested by staff as part of this presentation. However, the City
90 Council may want to continue discussing the impact of rental housing within the community and
91 provide staff with direction for further action.

Prepared by: Patrick Trudgeon, Community Development Director (651) 792-7071

Attachments: A: Map showing location of rental units
B: 2009-2010 Rental Registration Application Materials



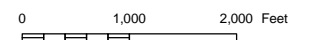
Registered Rental Units

| | Count | |
|---|-------|--|
| ● Single Family | 139 | ■ Parks and Open Spaces |
| ● Condominium | 132 | ■ Non-Residential Areas |
| ● Duplex | 55 | ■ Residential Areas |
| ● Townhome | 7 | |
| ● Triplex | 6 | |



Printed by:
Community Development
June 2009

Sources:
Ramsey County GIS (6/1/2009)
City of Roseville





June 2009

RE: Residential Rental Property Registration Program

Dear Property Owner:

As part of its Rental Registration Program, the City of Roseville requires the annual registration of residential properties with one to four rental units. The Rental Registration Program enables the City to identify and quantify rental units within the City, and it helps to ensure that the City has correct contact information for the property owner. Without registration, the City does not have a systematic method to identify rental properties. Copies of the rental registration ordinance and related forms are available at the Community Development Department in Roseville City Hall or electronically at www.cityofroseville.com/rentalhousing.

Which properties need to be registered? All one- to four-unit rental properties, including single-family houses, duplexes, twin homes, triplexes, fourplexes, condos, and townhomes that are rented to a third party must be registered. There are two exceptions to this requirement: Licensed group homes and units rented to an immediate relative/step-relative. If you claim the relative exemption, you must complete an affidavit attesting that you are renting to a relative

Enclosed with this letter are two forms—the Rental Registration Program form and the Affidavit of Exemption—and a return envelope. The reverse side of the Rental Registration Program form has the directions as to how to complete these forms.

Finally, on the reverse side of this letter is the City Code related to registration suspension and revocations. If you have a rental property that does not qualify for one of the above exemptions, please read these rules.

Should you have any questions or comments, please contact (651) 792-7016 or rentalhousing@cityofroseville.com.

Sincerely,

A handwritten signature in black ink that reads "P. Trudgeon".

Patrick Trudgeon
Community Development Director

Reference #: 16

Registration Suspension and Revocation
Section 907.07 of the Roseville City Code

907.07. Registration Suspensions and Revocation. Property registration may be revoked or suspended at any time during the life of said registration for grounds including, but not limited to, the following:

1. False or misleading information given or provided in connection with a registration application.
2. Failure to maintain the rental property in a manner that meets pertinent provisions of City Code including, but not limited to, Code Chapters 407 and 906.
3. Violations committed or permitted by the owner or the owner's agent, or committed or permitted by the tenant or the tenant's guests or agents, of any rules, codes, statutes and ordinances relating to, pertaining to, or governing the premises including, but not limited to, the following:
 - A. Minn. Stat. 609.75 through 609.76, which prohibit gambling;
 - B. Minn. Stat. 609.321 through 609.324, which prohibit prostitution and acts relating thereto;
 - C. Minn. Stat. 152.01 through 152.025 and 152.027, subs. 1 and 2, which prohibit the unlawful sale or possession of controlled substances;
 - D. Minn. Stat. 340A.401, which regulates the unlawful sale of alcoholic beverages;
 - E. Minn. Stat. 609.33, which prohibits owning, leasing, operating, managing, maintaining, or conducting a disorderly house, or inviting or attempting to invite others to visit or remain in a disorderly house;
 - F. Minn. Stat. 97B.021, 97B.045, 609.66 through 609.67 and 624.712 through 624.716 and Chapter 103 of the City Code, which prohibit the unlawful possession, transportation, sale or use of weapons;
 - G. Minn. Stat. 609.72, which prohibits disorderly conduct;
 - H. Roseville City Code Section 407, prohibiting public nuisances, Section 405, noise control, Section 906, property maintenance, Sections 1004 and 1005, land use and Section 1018, parking; and
 - I. Minn. Stat. 609.221, 609.222, 609.223, 609.2231 and 609.224, regarding assaults in the first, second, third, fourth and fifth degree.

A suspended or revoked rental registration may be reinstated when the circumstances leading to the suspension or revocation have been remedied.

RENTAL REGISTRATION PROGRAM 2009-2010

1. RENTAL STATUS

Please complete one application per unit

PROPERTY ADDRESS:

PIN:

The above referenced property is:

RENTED to a non-relative and non-group home provider
Required to register property. Complete remainder of form. Return form and \$25 fee to the City of Roseville.

EXEMPT: Rented to a relative/step-relative (Complete Affidavit of Exemption)

EXEMPT: Rented to/owned by a group-home provider

NOT RENTED

2. RENTAL REGISTRATION RENTAL UNIT INFORMATION

Registrations are valid from July 1, 2009 to June 30, 2010

REGISTRATIONS ARE NON-TRANSFERABLE. NEW OWNERS MUST APPLY FOR A NEW REGISTRATION.

of Renters:

of Bedrooms:

of Bathrooms:

PROPERTY OWNER INFORMATION

The owner is: An Individual

A Company/Corporation

Name of Property Owner (Individual):

Name of Property Owner (Company/Corporation):

Name of Partner or Corporate Officer:

Address:

Address:

City:

State:

Zip Code:

City:

State:

Zip Code:

Home Phone:

Cell Phone:

Office Phone

Fax:

PROPERTY CONTACT INFORMATION

The property contact is:

Property Owner (if so, proceed to the next Section)

Designated Agent for Property Owner (any person authorized to make or order repairs or services on behalf of the Property Owner)

Name of Designated Agent for Property Owner :

Address:

City:

State:

Zip Code:

Fax:

Home Phone:

Cell Phone:

Office Phone

3. PROPERTY OWNER SIGNATURE AND ACKNOWLEDGEMENT

I certify that the information contained in this form is true to the best of my knowledge. I certify that I have read and that I understand the conditions under which my rental registration, if not exempt, may be suspended or revoked. I hereby agree to notify the City of any changes in ownership or type of occupancy.

Signature (of Owner, Partner or Corporate Officer)

Date

Printed Name (of Owner, Partner or Corporate Officer)

Rental Registration Program Directions

Rental Registration Program Form

Please complete the Rental Registration Program form. If you are exempt or your property is not a rental unit, submitting this form to the City will remove your name from future mailing lists. The following are directions to complete this form.

Section 1: Rental Status Identification

Check one of the listed options.

- If RENTED to a non-relative or non-group-home provider, go to Section 2 of the form.
- If EXEMPT: Rented to a relative/step-relative, go to Section 3 of the form and complete the Affidavit of Exemption. Directions for this form are explained below.
- If EXEMPT: Rented to a group-home provider, go to Section 3 of the form.
- If NOT RENTED, go to Section 3 of the form.

Section 2: Rental Registration

Please fill in all the rental information, property owner information, and property contact information. If information is omitted, City staff will contact you to complete the information prior issuing the Rental Registration certificate. After completing, go to Section 3.

Section 3: Property Owner Signature

Sign the form and return it to the City of Roseville. If you are required to register, include a check to cover the \$25 registration fee. Make checks payable to the City of Roseville. A Rental Registration certificate will not be issued prior to receiving the required fee.

Affidavit of Exemption

Property owners claiming the relative/step-relative exemption from registering their rental property must complete the Affidavit of Exemption. This form must be notarized, which requires completing and signing the document in the presence of a notary public. There are several notary publics at Roseville City Hall who are available to notarize this document at no charge during working hours (8:00 a.m. to 4:30 p.m.). If you cannot make it to City Hall, contact your local bank or post office to see if they have someone on staff certified as a notary public. After completing, please return this form to the City of Roseville.

Form Submission

Return your completed form(s) to:

Community Development Department
Attn: Rental Registration
City of Roseville
2660 Civic Center Dr.
Roseville, MN 55113

OR

Fax: (651) 792-7070

Email: rentalhousing@cityofroseville.com

Questions

Please telephone (651) 792-7016 or email your questions to rentalhousing@cityofroseville.com.

CITY OF ROSEVILLE

AFFIDAVIT OF EXEMPTION FROM RESIDENTIAL RENTAL PROPERTY REGISTRATION PURSUANT TO CITY CODE CHAPTER 907.06

STATE OF MINNESOTA)
) ss.
COUNTY OF RAMSEY)

_____, being first duly sworn on oath, states and alleges as follows:

1. I am the owner of a rental dwelling unit, as defined in Chapter 907 of the City of Roseville City Code, located at _____ in the City of Roseville, Minnesota ("Rental Property").

2. I am exempt from the registration requirements of Chapter 907 of the City of Roseville City Code because all renters residing in the Rental Property are related to me as a parent, child, sibling, grandparent, grandchild, step-parent, step-child, step-grandparent, or step-grandchild.

3. The following renters reside in the Rental Property:

Table with 2 columns: Renter, Relation. Includes 7 rows of blank lines for data entry.

4. Other than those persons listed in this Affidavit, no other person resides at the Rental Property.

FURTHER YOUR AFFIANT SAYETH NOT.

Owner of Rental Property

Subscribed and sworn to before me
this ____ day of _____, 2009.

Notary Public

RRM: #120201