

**CITY OF FALCON HEIGHTS**  
City Council Workshop  
City Hall  
2077 West Larpenteur Avenue

**AGENDA**

Wednesday, May 27, 2026  
6:00 P.M.

- A. CALL TO ORDER:
- B. ROLL CALL: GUSTAFSON\_\_\_ MAY\_\_\_  
MIELKE\_\_\_ MOGEN \_\_\_ WASSENBERG\_\_\_
- STAFF PRESENT: LINEHAN\_\_\_
- C. POLICY ITEMS:
1. City Alley Plowing Discussion / Proposal (6:00 P.M.)
  2. Parkland Dedication Ordinance (6:25 P.M.)
  3. Goff Public Proposal (6:35 P.M.)
  4. Commercial Lot License
- D. ADJOURNMENT:

*DISCLAIMER: City Council Workshops are held monthly as an opportunity for Council Members to discuss policy topics in greater detail prior to a formal meeting where a public hearing may be held and/or action may be taken. Members of the public that would like to make a comment or ask questions about an item on the agenda for an upcoming workshop should send them to [mail@falconheights.org](mailto:mail@falconheights.org) prior to the meeting. Alternatively, time is regularly allotted for public comment during Regular City Council Meetings (typically 2nd and 4th Wednesdays) during the Community Forum.*

BLANK PAGE



## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	May 27, 2026
<b>Agenda Item</b>	C1
<b>Attachment</b>	Snow Policy; Maps
<b>Submitted By</b>	Jack Linehan, City Administrator

<b>Item</b>	Discussion on Alleyway Snow Plowing
<b>Description</b>	<p>The administrative manual regarding guidelines for snow and ice control was updated in September 2022 to include Lauderdale as part of the plowing responsibilities of the city. Then, in November of 2023, after the conclusion of the 2023 pavement management project, the City Council supported adding the Garden Avenue sidewalk, Ruggles Pathways and commercial properties along Snelling/Larpenteur to areas the city would maintain.</p> <p>Alleyways within Falcon Heights have been the responsibility of adjacent residents to clear within 24 hours of the end of a snow event. At the request by a council member to include the alleyways in Northome and Northeast Quadrant to othe city's responsibility, Council discussed the idea during the September 3, 2025 workshop.</p> <p>It was determined at that time that the city would need time to solicit feedback from alley plow captains before making a final determination.</p> <p>Alley plowing organizers were invited by mail to an Open House held prior to this workshop, and the city also allowed for their written comments to be received prior to Council's consideration.</p> <p>If there is support from the Council for adding alleyway plowing for the 2026/2027 season, staff will bring this to a future council meeting so updates can then be made to our snow and ice control policy of the administrative manual to include these areas.</p>
<b>Budget Impact</b>	Estimated up-to \$5,000 annually in overtime costs.
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Admin Manual Snow and Ice Control Policy</li> <li>• Alleyway Map</li> </ul>
<b>Action(s) Requested</b>	Staff recommends that the City Council discuss the proposed maintenance of alleyways to determine whether there is support to amend the policy and proposed map at a future council meeting.

## Administrative Manual Section VII

### **D. GUIDELINES FOR SNOW AND ICE CONTROL**

#### **1. Introduction**

The City of Falcon Heights believes that it is in the best interest of the public for the city to assume basic responsibility for control of snow and ice on city streets. Reasonable ice and snow control is necessary for routine travel and emergency services. The city will provide this in a safe and cost effective manner, keeping in mind safety, budget, personnel and environmental concerns. City crews remove snow on local streets, public alleys, streets designated by contract within the City of Lauderdale, some public pathways, designated city parking lots at City Hall, Community Park and Curtiss Field, and ice rinks.

#### **2. Commencement of Operations**

The city's Public Works Director will decide when to begin snow or ice control operations on city streets. The criteria for that decision are:

- a. Accumulation of 2 inches or more, with continual snowfall, warrants commencement of plowing operations;
- b. Drifting of snow may warrant partial or full operations depending on conditions;
- c. Icing of pavements may warrant partial or full sanding operation depending on conditions;
- d. Time of snowfall in relationship to anticipated level of use of streets.

Snow and ice control operations are expensive due to personnel and equipment costs. Consequently, street snowplowing operations will not generally be conducted for snowfalls of less than 2 inches.

#### **3. Procedures**

Snow will be plowed in a manner so as to minimize any traffic obstructions. The snow shall be pushed from left to right. The discharge shall go onto the boulevard area of the right-of-way without regard for driveways or sidewalks.

It is the city's goal to have the entire street system cleared after a "typical" snowfall in approximately 5 hours. Depending on snowfall conditions, duration of the storm, equipment and personnel, cleanup operations can fluctuate.

One of the most frequent and most irritable problems in removal of snow from the public streets is the snow deposited in driveways during plowing operations. Snow being accumulated on the plow blade has no place to go but in the driveway. It is not possible to comply with special requests or conduct special maneuvers in attempt to minimize snow in driveways.

Public alleys maintained by the City will generally be plowed after street plowing operations have been substantially completed. Due to the narrower width of alleys, limited snow storage space, parked vehicles, garages, and other obstructions, alley plowing operations may take additional time and may not achieve bare pavement conditions

**4. Priorities and Schedules**

a. Street snowplowing

The city has designated Prior Ave. (off of Larpenteur Ave.) and Garden Ave. (Hamline to Snelling Aves.) as top priorities. This classification is based on need to provide access for emergency vehicle fire and medical services and for access to the elementary school. Clearing of these streets is followed by the following neighborhoods subject to weather conditions, weather forecasts, equipment, and availability of crews.

Typical routes if equipment and crews are available:

<u>East Plow</u>	<u>West Plow</u>
1. Northome	1. University Grove
2. Northeast	2. Falcon Woods
3. Snelling West	3. Lindig/Tatum
4. Hollywood Court	4. Lauderdale

b. Public alleys within the city will be plowed by City crews as conditions permit following completion of priority street routes. Alley plowing operations may be delayed during extended or severe snowfall events due to staffing, equipment availability, parked vehicles, and limited maneuvering space. Property owners are encouraged to keep alleys free of obstructions, including vehicles, basketball hoops, garbage containers, and other items that may impede snow removal operations.

bc. City Hall parking lot

Clearing of snow from the city hall parking lot will be the first priority of the work week day for the Parks/Public Works staff. Evening and weekend snow removal will be done at the discretion of the Public Works Director based on scheduled meetings and facility rentals.

Formatted: Indent: Left: 0.5"

ed. Public pathways

There are approximately 6 miles of paved public pathways for commuter and recreational pedestrian use. The city will plow all trails and sidewalks that abut city property and parks as conditions permit, as well as the areas indicated on the map in Appendix A. Conditions that challenge the crews ability to clear snow include: 1) recurring snowfalls resulting in snow accumulation; 2) drifting; 3) limited space for snow storage and 4) availability and condition of the equipment. Pathway clearing is conducted by the Parks/Public Works staff between 8:00 am and 4:00 pm. A map of sidewalks and trails is included as Appendix A to these guidelines.

ed. Ice Skating Rinks

Ice rinks are maintained for the recreational pleasure of the community. Given the high level of community use of the rinks outside of the traditional workday and workweek, rinks are kept free of snow and open for use during these times. Removal of snow from the ice rinks will be done at the discretion of the Public Works Director. Generally, if a “weekend” snowfall should occur and cease prior to noon Sunday, an attempt will be made to clear the rinks and make them available for the weekend. Generally, if a “weekday” snowfall ceases prior to 4:00 p.m., an attempt will be made to make the rinks available for the evening. Consideration of the following factors will be given in the scheduling of ice rink snow removal: condition of pathways (passable), current weather conditions and forces (favorable for skating).

**5. Use of Sand and Salt**

The city limits the use of sand and salt because it can have adverse effect on the environment. Application is limited to steep grades, curves and intersections and is not intended to provide for widespread bare pavement during winter conditions. The city is not responsible for damage to grass caused by the sand/salt mixture and therefore will not make repairs or compensate residents for salt damage to turf areas in the right-of-way.

**6. Property Damage**

Snowplowing and ice control operations can cause property damage even under the best of circumstances and care on the part of the operators. The most common types of damage are to improvements in the right-of-way which extends about 10 to 15 feet beyond the curb. The intent of the right-of-way is to provide room for snow storage, utilities, sidewalks and other city uses. The city will assume no liability for personal property that is stored in the right-of-way. Damage to fences, trees or other structures will be repaired or replaced by the city if they are on private property and if the damage could have been avoided. Turf that is scraped or gouged by plow equipment will be repaired by

top dressing and seeding the following spring if the damage could be avoided. Residents are requested to assist by watering the areas that are repaired. The city will assume liability for mailboxes damaged during plowing, if it is determined that the plow made direct contact with a mailbox. If a mailbox is damaged due to indirect contact, including the force of snow, the city assumes no responsibility. Final cleaning adjacent to mailboxes is the responsibility of each property owner.

**7. Fire Hydrants**

Each of the 150 or so fire hydrants scattered throughout the city are equipped with a marker for the purpose of providing increased visibility during the winter season. In addition, the city will encourage residents to keep hydrants clear of snow. Hydrants at major intersections and covered by heavy snow from plows will be kept accessible as needed and as feasible with city crews and equipment.

**8. Parking Restrictions**

Providing quality snow removal on city streets requires the street to be free of vehicles or other obstacles. Vehicles left parked on the street for extended periods of time created significant operational problems for snowplow operators as well as safety problems due to packed snow and ice remaining on the roadway around the vehicle.

Parking on city streets is not allowed after a 2 inch accumulation of snow. Vehicles must remain off the streets for up to 48 hours or until a street have been plowed full-width, whichever comes first. In the instance that streets have been plowed but an additional 2 inches or more of snowfall occurs, vehicles must remain off the street (see City Code Section 46-28). Any vehicle parked in violation of the City Code is subject to a parking citation and is also declared to be a public nuisance. This nuisance may be abated by removing and towing away vehicles under the direction of the [City's contracted police agency, Ramsey County Sheriff's Department. Vehicles or equipment parked within public alleys during snow events may impede snow removal operations and may be subject to enforcement under applicable City Code provisions.](#)

From November 15 to April 1, residents may park one passenger vehicle on the unsurfaced portion of their front yard. This provision only applies to properties with a single-width driveway. The vehicle must be parked parallel to the driveway (see City Code Section 113-310).

**9. Responsibility of Property Owners**

Residents and/or their contracted snow removal company must keep all snow on the private property. It is a public nuisance to shovel or plow snow into or across the streets or alleys.

~~Clearing of alleyways is the responsibility of property owners adjacent to the alley. The alley must be cleared within 24 hours after snowfall has ended. Residents are encouraged to manage the alley with one contractor so as to have a uniform plowing.~~

Public alleyways will be plowed by the City as conditions permit. Residents and property owners adjacent to alleys are responsible for keeping alleys free from obstructions that may interfere with snowplowing operations, including parked vehicles, refuse containers, trailers, basketball hoops, or other encroachments.

The City is not responsible for snow windrows left adjacent to garages, parking pads, or drive approaches as part of normal alley plowing operations, nor for the damage done to any private property within the right-of-way of alleys.

Some sidewalks in the city must be cleared by the adjacent property owners (see Appendix A). Public sidewalks must be cleared of snow and ice within 24 hours after a storm has ended. Failure to do so is a public nuisance. City staff will monitor the sidewalks and will leave door hangers to remind residents of the sidewalk snow removal regulations. Sidewalks that are not cleared in the appropriate timeframe may be cleared by city staff or a contracted party. The cost of abatement will be billed to the property owner (see City Code Section 22-48). In only the most extreme instances will City staff provide a courtesy plow of sidewalks that are not usually maintained by the City.

If snow removal occurs during a day of trash collection, receptacles awaiting pickup should be set back at least two feet behind the curb line, not in the street.

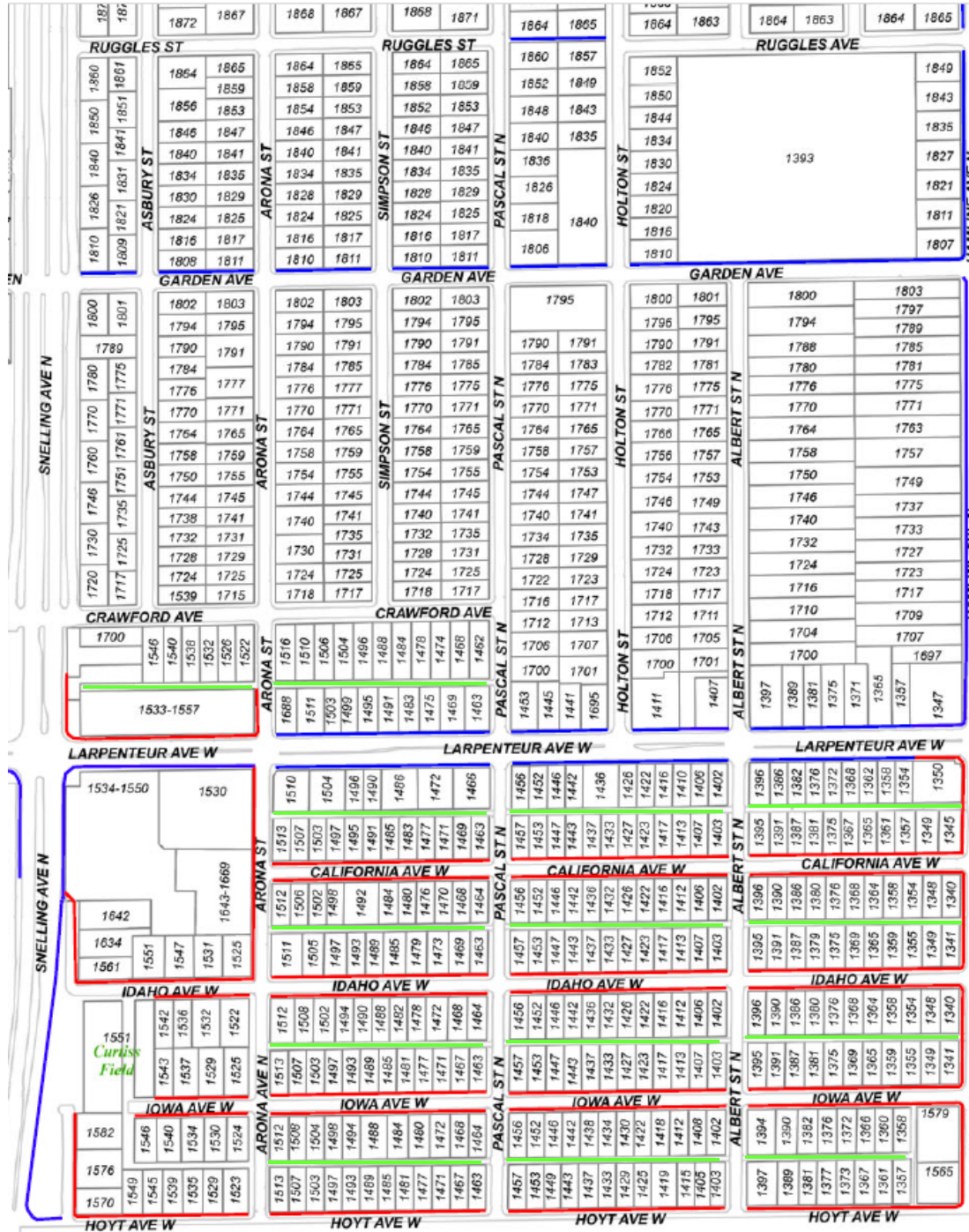
#### **10. Information and Comments**

Comments and complaints will be taken during normal working hours at city hall. Complaints that warrant a short term response will typically be responded to within 24 hours of receiving the complaint, whenever feasible to do so.

*Policy amended by City Council on November 15, 2023*

- State Fair Maintained
- UofM Maintained
- City Maintained
- Not Maintained by City

— Proposed Alleyways



BLANK PAGE



## ITEM FOR DISCUSSION

<b>Meeting Date</b>	May 27, 2026
<b>Agenda Item</b>	Policy C2
<b>Attachment</b>	See below.
<b>Submitted By</b>	Hannah Myhren, Community Development Coordinator

<b>Item</b>	Ordinance 26-05 Amending Chapter 109 of the Falcon Heights City Code Concerning Parkland Dedication for Subdivisions
<b>Description</b>	<p>With the Les Bolstad Golf Course Redevelopment in the future, the City will eventually receive a request for a new subdivision. As a part of this, all subdivisions are required to have land dedicated for parkland purposes, or be paid a fee-in-lieu. To provide more clarity to this section of City Code, two small changes have been proposed. These are intended to clarify that parkland dedicated as part of the subdivision process is to be “city-owned”, and clarifies the different “B” districts.</p> <p>This was discussed at the May 13, 2026 City Council meeting and was tabled for further discussion and clarification from the City Attorney. Below are answers from the Attorney (<b>in red</b>) based on discussion from Council.</p> <p><b><u>Language in Question</u></b></p> <p><b>Old Language:</b> <i>“The area of land required to be dedicated for said purposes shall be reduced by not more than one-half by the area of land in the subdivision which by restrictive covenant or other instrument on terms satisfactory to the city will be available as a common area for use by owners or occupants of such land.”</i></p> <p><b>New Language:</b> <i>“Privately-owned open space for public park and recreation purposes is provided in a proposed subdivision, such areas may be used for credit, at the discretion of the city council, against the land or cash dedication requirement for park and recreation purposes, provided the city council finds it is in the public interest to do so.”</i></p> <ol style="list-style-type: none"> <li>1. Would this allow an HOA to have open space that would not be publicly-accessible, and City Council would allow credit for that toward the required green space? <b>Yes, but it would only be at the Council’s discretion.</b></li> <li>2. Could we change the first sentence slightly to state, "Privately owned open space for public park and recreation purposes?" Would this allow an HOA to maintain but allow public access? <b>Yes. It would require an easement over the private area for public use, but HOA maintenance.</b></li> </ol>

	<p>3. Can Council add additional terms/conditions to this if they give credit for it? <b>Maybe (e.g., private open space that provides an easement for public use). Depends on the facts and conditions.</b></p> <p>4. Would this be full or partial credit? Should that be spelled out? <b>It would depend on the specific fact situation. So I don't think you could come up with terms in advance for the ordinance.</b></p>
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Posted Notice of Ordinance 26-05</li> <li>• Ordinance 26-05 Amending Chapter 109 of the Falcon Heights City Code Concerning Parkland Dedication for Subdivisions</li> <li>• Summary Ordinance 26-05 Amending Chapter 109 of the Falcon Heights City Code Concerning Parkland Dedication for Subdivisions</li> </ul>
<b>Action(s) Requested</b>	Staff recommends discussion of Ordinance 26-05 Amending Chapter 109 of the Falcon Heights City Code Concerning Parkland Dedication for Subdivisions.

# **CITY OF FALCON HEIGHTS, MINNESOTA**

## **NOTICE OF PROPOSED ORDINANCE 26-05**

NOTICE IS HEREBY GIVEN, that the Falcon Heights City Council will meet on May 13, 2026 at approximately 7:00 p.m. at Falcon Heights City Hall, 2077 Larpenteur Avenue West, Falcon Heights, Minnesota 55113, to consider adopting an ordinance 26-05 concerning parkland dedication for subdivisions. A copy of the proposed ordinance is available at City Hall or online at [www.falconheights.org](http://www.falconheights.org).

Additional information can be obtained by contacting the City of Falcon Heights at (651) 792-7600 or online at [www.falconheights.org](http://www.falconheights.org).

Dated: April 29, 2026



---

Hannah B. Myhren, Community Development Coordinator  
City of Falcon Heights, Minnesota

ORDINANCE NO. 26-05

CITY OF FALCON HEIGHTS  
RAMSEY COUNTY, MINNESOTA

AN ORDINANCE AMENDING CHAPTER 109 OF THE FALCON HEIGHTS CITY  
CODE CONCERNING PARKLAND DEDICATION FOR SUBDIVISIONS

THE CITY COUNCIL OF FALCON HEIGHTS ORDAINS:

**SECTION 1.** Section 109-53 of the City Code of Falcon Heights, Minnesota is hereby amended to read as follows (additions are underlined and deletions are shown with strikethrough):

***Section 109-53 – Parkland dedication***

- (a) As a condition to approval of any subdivision of land, the owner shall dedicate a portion of the gross area of such land for a city-owned public park, playground, open space, trail system or other public recreational purposes according to the following schedule:
  - (1) Eight percent for land zoned R-1 one-family residential district;
  - (2) Nine percent for land zoned R-2 two-family residential district;
  - (3) Ten percent for land zoned R-4 medium density multiple-family district - apartment buildings;
  - (4) Ten percent for land zoned R5-M mixed use high density residential district;
  - (5) Ten percent for land zoned B-1, B-2, or B-3 business district; and
  - (6) Prorated percentage according to subsections (1)-(4) of this section for land zoned planned unit development district.
- (b) The land to be dedicated for public purposes under subsection (a) of this section shall be reasonably adaptable to the use intended, shall be at a location convenient to people to be served thereby, and shall not be used in computing compliance with open space or density requirements under chapter 113, zoning.
- (c) Where privately owned open space for public park and recreation purposes is provided in a proposed subdivision, such areas may be used for credit, at the discretion of the city council, against the land or cash dedication requirement for park and recreation purposes, provided the city council finds it is in the public interest to do so.
- ~~(e) The area of land required to be dedicated for said purposes shall be reduced by not more than one-half by the area of land in the subdivision which by restrictive covenant or other instrument on terms satisfactory to the city will be available as a common area for use by owners or occupants of such land.~~
- (d) At the option of the city and in lieu of such dedication, the owner shall pay to the city for such purposes a cash payment equal to the fair market value of the land that would otherwise be required to be dedicated under this section.

- (e) The dedication requirements are presumptively appropriate. A subdivider may request a deviation from the presumptive requirements based upon the anticipated impact of that particular subdivision. The request must be made before final subdivision approval by the city.
- (f) Property being subdivided without an increase in the number of lots shall be exempt from the dedication requirements if similar requirements were satisfied in conjunction with an earlier subdivision. If the number of lots is increased, then the dedication shall be based on the additional lots created.

**SECTION 2. Effective Date.** This ordinance is effective immediately upon its passage and publication.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_ 2026, by the City Council of Falcon Heights, Minnesota.

CITY OF FALCON HEIGHTS

BY: \_\_\_\_\_  
Randall C. Gustafson, Mayor

ATTEST:

\_\_\_\_\_  
Jack Linehan, City Administrator

**SUMMARY ORDINANCE NO. 26-05**

**CITY OF FALCON HEIGHTS  
RAMSEY COUNTY, MINNESOTA**

**AN ORDINANCE AMENDING CHAPTER 109 OF THE FALCON HEIGHTS CITY  
CODE CONCERNING PARKLAND DEDICATION FOR SUBDIVISIONS**

Pursuant to Minnesota Statutes Section 412.191, in the case of a lengthy ordinance, a summary may be published. While a copy of the entire ordinance is available without cost at the office of the City Clerk, the following summary is approved by the City Council and shall be published in lieu of publishing the entire ordinance:

NOTICE IS FURTHER GIVEN that the ordinance adopted by the City Council does the following:

- Clarifies that parkland dedicated as part of a subdivision is to be city-owned parkland; and
- Clarifies the business zoning district names.

This ordinance shall be effective upon passage.

APPROVED for publication by the City Council of the City of Falcon Heights, Minnesota this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

CITY OF FALCON HEIGHTS

BY: \_\_\_\_\_  
Randall C. Gustafson, Mayor

ATTEST:

\_\_\_\_\_  
Jack Linehan, City Administrator

BLANK PAGE



## REQUEST FOR COUNCIL ACTION (RCA)

<b>Meeting Date</b>	May 27, 2026
<b>Agenda Item</b>	Consent Agenda G3
<b>Attachment(s)</b>	Memorandum
<b>Submitted By</b>	Jack Linehan, City Administrator

<b>Item</b>	Goff Public Proposal
<b>Description</b>	<p>The City previously entered into an agreement with Goff Public in 2024 to help us with outreach and messaging surrounding the exploration of a potential police partnership with the City of St. Anthony Village. That agreement expired when funds were utilized, or on 12/31/24, whichever came first.</p> <p>The City Council was then requested during the April 9, 2025 City Council meeting to authorize the City to partner with Goff Public and approved an amount not to exceed \$5,000 total in 2025 to assist us with messaging and media relations related to the implementation of PayMobile parking.</p> <p>City Council is now asked to consider a proposal from Goff Public for the communication efforts related to the potential sale and redevelopment of the Les Bolstad Golf Course. Goff Public would assist city staff with the coordination of media relations activities and develop communication materials through the city's existing channels (e-newsletter, website content, social media posts and FAQs).</p> <p>If Council is supportive of partnering with Goff Public for strategic advice and proactive outreach related to the Les Bolstad Golf Course redevelopment, then staff will bring this item forward for Council approval during the June 10, 2026 City Council Meeting.</p>
<b>Budget Impact</b>	There are available funds in the budget for consulting services and communications support.
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Goff Public Proposal</li> </ul>
<b>Action(s) Requested</b>	The City Council is requested to discuss a contract with Goff Public for outreach and messaging related to the sale of Les Bolstad Golf Course.

TO: JACK LINEHAN

FROM: SARA SWENSON

DATE: MAY 14, 2026

RE: COMMUNICATIONS SERVICES

Thank you for the opportunity to partner with the City of Falcon Heights to support communications efforts related to the sale and development of the Les Bolstad Golf Course. Our extensive experience working with local governments positions us to help city leaders respond to media inquiries with clarity and confidence.

Founded in 1966, Goff Public is an independent communications agency and a WBENC-certified Women's Business Enterprise based in Minnesota offering public relations, public affairs, community engagement, digital and creative services. Clients rely on our team of committed, well-connected advocates for straightforward, strategic advice. We will partner with you to build and execute intentional, meaningful avenues to engage supporters, manage stakeholder influence, and elevate your organization's profile with the right audiences.

To assist, Goff Public will work at the direction of city staff to coordinate media relations activities and develop communications materials for distribution through the city's existing channels. Materials may include e-newsletter content, website content, social media posts and FAQs. We will also assist with developing media statements, proactive media outreach and preparing city spokespersons for interviews, as needed.

We pride ourselves on delivering excellent service — always on time and on budget. We are committed to working with you to determine a scope of work that is respectful of your budget and needs. For the services outlined in this document, we will bill monthly at our hourly rate of \$235. Our initial budget to start working with the city is \$10,000.

Thank you for the opportunity to share our team's qualifications and ideas. We look forward to a potential partnership with you.

BLANK PAGE



## REQUEST FOR ACTION

<b>Meeting Date</b>	May 27, 2026
<b>Agenda Item</b>	C4
<b>Attachment</b>	Ordinances
<b>Submitted By</b>	Jack Linehan, City Administrator

<b>Item</b>	Commercial Parking Lot Licensing
<b>Description</b>	<p>In the 2023 State Fair Task Force Report and the 2024-2025 State Fair Task Force Report, it was noted that the regulation of commercial parking lots should be a future goal. It was reviewed again at the February 2025 workshop and supported to move forward, but it was put on hold to focus on the consideration of pay-by-mobile parking and the staff time that would require.</p> <p>As a reminder, the city does not allow parking in residential districts but does allow paid State Fair parking in commercial lots. The city does not regulate further beyond that, other than working with operators when complaints arise to ensure they are operating safely.</p> <p>A concern over special event commercial lots is that some that operate lots that are not in commercial areas, and some businesses no longer have sufficient parking to operate, and parking lot operations often spill into roadways, causing safety concerns. A licensing system would also give staff a point of contact in the event of an issue, as often the operator of a commercial lot is not the same individual as the owner.</p> <p>The City Attorney and staff worked on additional modifications to the draft ordinance to improve enforceability. The proposed fees for the license would be low to cover the staff time required to issue the license.</p> <p>If supported by Council to consider moving forward with commercial lot licensing in 2026, staff would reach out to the businesses in Falcon Heights that are known to sell parking during the State Fair to communicate the potential change. We've had discussions with most, and they generally see the benefit of having some regulations around parking lot licensing.</p>
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Draft Ordinance 26-XX – Commercial Parking Lots Licensing</li> </ul>
<b>Action(s) Requested</b>	The City Council is requested to view the ordinance, and provide staff guidance on the draft.

ORDINANCE NO. 26-XX

**CITY OF FALCON HEIGHTS  
RAMSEY COUNTY, MINNESOTA**

**AN ORDINANCE AMENDING TITLE 14 OF THE FALCON HEIGHTS CITY CODE  
TO LICENSE SPECIAL EVENT COMMERCIAL PARKING LOTS**

**THE CITY COUNCIL OF THE CITY OF FALCON HEIGHTS ORDAINS:**

**Section 1. Title 14 of the Falcon Heights City Code is hereby amended to add a new Article X to read as follows:**

**ARTICLE X. SPECIAL EVENT COMMERCIAL PARKING LOTS**

**Sec. 14-311. Definitions.** Except where otherwise expressly stated, the following terms, wherever used in this chapter, shall have the meanings respectively ascribed to them in this section:

- **Special event commercial parking lot:** Any commercially zoned premise (B-1, B-2 or B-3 zoning) where motor vehicles are parked, stored, or allowed to remain for a fee at any point.
- **Licensee:** The person or entity to whom a license is issued to operate a special event commercial parking lot.

**Sec. 14-312. License required.**

(a) No person shall engage in the business of operating a special event commercial parking lot without a license required under this article.

(b) Each license issued under this article shall be subject to the provisions of this chapter and shall be valid only for the period specified in the license.

**Sec. 14-313. License fees.** The license fee for operating a special event commercial parking lot shall be as established in the City Fee Schedule. The fee shall be paid at the time of application.

**Sec. 14-314. Licensing requirements.**

(a) Application. Any person desiring a license to operate a special event commercial parking lot shall submit an application on forms provided by the city. The application shall include:

1. The name, address, and telephone number of the applicant.
2. The name, address, and telephone number of the on-site contact for the proposed parking lot.
3. The location and size of the proposed parking lot.

4. The maximum number of vehicles to be parked on the lot.
5. A general description of the security measures to be provided.
6. Any other information deemed necessary by the city.

(b) Review and approval. The city shall review the application, inspect the proposed site, and approve or deny the license based on compliance with city standards and regulations.

(c) Issuance. Upon approval, the city shall issue the license, which shall be prominently displayed at the entrance to the parking lot.

**Sec. 14-315. License expiration.** Licenses issued under this article shall expire on December 31st of each year.

**Sec. 14-316. Operational requirements.**

(a) A special event commercial parking lot license will only be eligible to properties in a commercial zoning district.

(b) The charge for parking shall be clearly posted at the entrance to the parking lot in letters of sufficient size to be readily seen from the street.

(c) The parking lot shall be maintained in a clean and orderly manner, free from litter and debris.

(d) Adequate lighting shall be provided to ensure the safety and security of patrons.

(e) The parking lot shall comply with all applicable federal, state, and local traffic laws.

(f) The licensee shall ensure that no vehicles are parked in a manner that obstructs sidewalks, driveways, or other access points.

(g) The licensee shall ensure that all vehicles are parked in designated parking stalls as required by building codes.

**Sec. 14-317. Insurance requirements.**

No license shall be issued or renewed without proof of general liability insurance in an amount not less than one hundred thousand dollars (\$100,000) for injury or death to one person, three hundred thousand dollars (\$300,000) for each occurrence, and one hundred thousand dollars (\$100,000) for property damage. The certificate of insurance must be issued by an insurance company authorized to do business in the State of Minnesota.

**Sec. 14-318. Enforcement and penalties.**

Any violation of this article shall be subject to the enforcement and penalty provisions set forth in Chapter 1, Article II, General Penalty, of the Falcon Heights City Code, as may be amended from time to time. In addition, the city may suspend or revoke a license issued under this article for violations of this article or other applicable law.

**Sec. 14-319. Severability.** If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this ordinance.

**ADOPTED** this [XX] day of [Month], 2025 by the City Council of Falcon Heights, Minnesota.

**CITY OF FALCON HEIGHTS**

BY: \_\_\_\_\_

Randall C. Gustafson, Mayor

ATTEST:

\_\_\_\_\_

Jack Linehan, City Administrator