

City of Falcon Heights
Regular Meeting of the City Council
City Hall
2077 W. Larpenteur Avenue

December 16, 1998
A G E N D A

- A. CALL TO ORDER: 7 p.m.
- B. ROLL CALL: GEHRZ ___ GIBSON TALBOT ___ HUSTAD ___
JACOBS ___ KUETTEL ___ HOYT ___ ASLESON ___
ATTORNEY ___ ENGINEER ___
- C. COMMUNITY FORUM
- D. APPROVAL OF MINUTES: December 7, 1998
- E. CONSENT AGENDA:
 - 1. General disbursements through 12/11/98, \$76,361.64
Payroll will be provided to council on 12/16/98
 - 2. Licenses
 - 3. Consideration of a resolution authorizing the administrator
to award a standard compensation increase for 1999 to regular
employees at 3%
 - 4. Request to continue as the fiscal agent for the Mayor's
Commission Against Drugs (MCAD) grant and to approve the
agreement between the city and the MCAD consultant
 - 5. Change Order #3 - Fire Truck Refurbishing
- F. POLICY AGENDA:
 - 1. Public Hearing on the proposed 1999 street improvements
in the Northeast Quadrant and consideration of Resolution
98-32
 - 2. Request for a rezoning from R-1 to Planned Unit Development
(PUD) and approval of a preliminary plan for the Questwood
Townhome Development at 1859 North Snelling Drive
 - 3. Adopt resolution certifying the 1999 tax levy of \$597,078
 - 4. Adopt the 1999 budget
 - 5. Approve resolution removing general obligation bonds from the
tax levy
 - 6. Consider acquisition of public easement area along Lindig Street
through tax forfeiture
 - 7. Update on the 50th birthday party dance and scarecrow auction
 - 8. Report on the status of the city's Y2K efforts
- H. INFORMATION AND ANNOUNCEMENTS:
- I. ADJOURN

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- B. ROLL CALL: GEHRZ ___ GIBSON TALBOT ___ HUSTAD ___
 JACOBS ___ KUETTEL ___ HOYT ___ ASLESON ___
 ATTORNEY ___ ENGINEER ___
- C. COMMUNITY FORUM
- D. APPROVAL OF MINUTES: December 7, 1998 (Tab #1)
- E. CONSENT AGENDA:
 - 1. General disbursements through 12/11/98, \$76,361.64
Payroll will be provided to council on 12/16/98 (Tab #2)
 - 2. Licenses (Tab #3)
 - 3. Consideration of a resolution authorizing the administrator
to award a standard compensation increase for 1999 to regular
employees at 3% (Tab #4)
 - 4. Request to continue as the fiscal agent for the Mayor's
Commission Against Drugs (MCAD) grant and to approve the
agreement between the city and the MCAD consultant (Tab #5)
 - 5. Change Order #3 - Fire Truck Refurbishing (Tab #6)
- F. POLICY AGENDA:
 - 1. Public Hearing on the proposed 1999 street improvements
in the Northeast Quadrant and consideration of Resolution
98-32 (Tab #7)
 - 2. Request for a rezoning from R-1 to Planned Unit Development
(PUD) and approval of a preliminary plan for the Questwood
Townhome Development at 1859 North Snelling Drive (Tab #8)
 - 3. Adopt resolution certifying the 1999 tax levy of \$597,078 (Tab #9)
 - 4. Adopt the 1999 budget (Tab #10)
 - 5. Approve resolution removing general obligation bonds from the
tax levy (Tab #11)
 - 6. Consider acquisition of public easement area along Lindig Street
through tax forfeiture (Tab #12)
 - 7. Update on the 50th birthday party dance and scarecrow auction
(Tab #13)
 - 8. Report on the status of the city's Y2K efforts (Tab #14)
- H. INFORMATION AND ANNOUNCEMENTS:
- I. ADJOURN

**CITY OF FALCON HEIGHTS
SPECIAL CITY COUNCIL MEETING
MINUTES OF DECEMBER 7, 1998**

DRAFT

Mayor Gehrz convened the meeting at 7:04 p.m.

PRESENT

Gehrz, Gibson Talbot, and Jacobs. Also present was Hoyt, Asleson, Kriegler, and Olson.

ABSENT

Hustad and Kuettel.

COMMUNITY FORUM

There was no one wishing to take advantage of the community forum.

MINUTES OF NOVEMBER 25, 1998

Minutes were approved by unanimous consent.

CONSENT AGENDA

Councilmember Gibson Talbot moved approval of the following consent agenda. The motion passed unanimously.

1. Disbursements
2. Licenses
3. Amendment to change order with Jay Brothers and authorization to contract with Lawrence Sign Company for Thatcher sign work at a cost of \$9,635.00.

PUBLIC HEARING

**PRESENTATION AND HEARING ON THE PROPOSED 1999 BUDGET AND RELATED
PROPERTY TAX LEVY**

Mayor Gehrz opened the public hearing at 7:06 p.m.

Administrator Hoyt presented the proposed 1999 budget and associated property tax levy. Hoyt explained the budget process, the goals that guide the budget, and the budget's anticipated revenue and expenditures. The total proposed budget is \$4,682,731, or a 22% increase in the total budget over 1998. This increase in the total budget is due primarily to the proposed 1999 street improvement project in the Northeast Quadrant of the city, budgeted at \$1,500,000. The general fund budget is \$1,235,773, or a 2.4% increase over 1998. The proposed total tax levy of \$597,078 is a 1.3% increase over 1998 and the net ad valorem tax levy of \$467,960 represents a 0.3% decrease. Hoyt also explained the property tax impact of the city's proposed levy on a median valued residential property.

There being no one wishing to speak, Mayor Gehrz closed the public hearing at 7:42 p.m.

DRAFT

POLICY AGENDA

CONSIDERATION OF RESOLUTION 98-31, REQUESTING AN EXTENSION TO SUBMITTING REVISIONS TO THE COMPREHENSIVE PLAN TO THE METROPOLITAN COUNCIL

Administrator Hoyt reported that the proposed resolution would provide an extension to the statutory deadline of December 31, 1998 for submitting revisions to the city's comprehensive plan to the Metropolitan Council. The December 31, 1999 extension is being requested due to an increased workload over the past summer and the city council's desire to incorporate a citizen participation element into the revision process. The changes to the plan will likely be minor since the city is fully developed.

Councilmember Gibson Talbot moved approval of Resolution 98-31, requesting a 12 month extension of the December 31, 1998 due date for review of the City of Falcon Heights' comprehensive plan. The motion passed unanimously.

CONSIDERATION OF ORDINANCE 98-07, AMENDING CHAPTER 8 ADDING GRAFFITI AS A NUISANCE

Administrator Hoyt explained that the proposed ordinance defines graffiti and makes it a nuisance code violation. It also allows for a waiver by a property owner to have the city remove the graffiti. The purpose of the ordinance is to give the city an enforcement mechanism for graffiti removal in the event that a property owner does not have it removed.

Councilmember Jacobs moved approval of Ordinance 98-07, amending Chapter 8 of the city code related to graffiti. The motion passed unanimously.

CONSIDERATION OF ADDITION TO THE CITY ADMINISTRATIVE MANUAL ENTITLED "GUIDELINES FOR SNOW AND ICE CONTROL"

Ms. Carol Kriegler, Director of Parks, Recreation, and Public Facilities, explained that the proposed guidelines for snow and ice removal are intended to reflect how the city has traditionally handled snow removal on streets, pathways, parking lots, and ice rinks. Ms. Kriegler noted that Ramsey County will be continuing to provide snowplowing for city streets and will begin by plowing Garden Avenue by the elementary school and Prior Avenue by the fire department. The parks/public works staff will continue to clear snow from the public pathways. Every effort will be made to keep the pathways open, but there may be times when plowing will not be possible, especially on the Larpenteur Avenue pathways due to drifting from the agricultural fields and the quantity of snow plowed on to them off of the road. The city crews will concentrate efforts on clearing snow from the pathways on one side of Larpenteur and in keeping the areas adjacent to intersections clear of snow.

DRAFT

Mayor Gehrz noted that the city council had discussed possible snow removal difficulties when deciding whether to have pathways installed on Larpenteur Avenue. They decided to proceed with pathway construction even though it might not be possible to keep them clear throughout the winter.

Councilmember Gibson Talbot moved approval of the "Guidelines for Snow and Ice Control" as an addition to the city's administrative manual. The motion passed unanimously.

ADJOURNMENT

The meeting adjourned at 8:10 p.m.

Susan L. Gehrz, Mayor

Carla Asleson
Recording Secretary

CONSENT 1
Meeting Date: 12/16/98

ITEM DESCRIPTION: Disbursements

SUBMITTED BY: Roland Olson, City Accountant

EXPLANATION/SUMMARY:

1. General disbursements through 12/11/98, \$76,361.64
2. Payroll will be run on 12/15/98 and will be provided to council at the meeting on the 16th.

ACTION REQUESTED: Approval

APPROVAL OF BILLS
PERIOD ENDING: 12-10-98

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	GFOA	99 MEMBERSHIP	-----	125.00
	METROPOLITAN COUNCIL	1/99 SS CHARGES	-----	56,311.42
	MINNESOTA GFOA	99 MEMBERSHIP	-----	30.00
	*** TOTAL FOR DEPT 00			56,466.42
	FOCUS NEWS	HEARING ON TOWNHOUSES	LEGISLAT	22.95
	*** TOTAL FOR DEPT 11			22.95
	CARLA ASLESON	MILEAGE REIMB	ADMINIST	23.84
	FALCON HEIGHTS/LAUDERDALE	OVERPYMT BUS LIC REFUND	ADMINIST	25.00
	INSTY-PRINTS PLUS	PUBLIC HEARING LETTER	ADMINIST	16.99
	PHILLIPS, PATRICIA	MILEAGE REIMBURSEMENT	ADMINIST	4.35
	PHILLIPS, PATRICIA	NAME TAGS	ADMINIST	3.72
	RAMSEY CTY HISTORICAL SOC	HISTORICAL BOOK	ADMINIST	7.44
	*** TOTAL FOR DEPT 12			81.34
	KINKO'S INC.	BUDGET COPIES&OVERHEADS	FINANCE	75.53
	*** TOTAL FOR DEPT 13			75.53
	INSTY-PRINTS PLUS	NEWSLETTER	COMMUNIC	1,307.44
	*** TOTAL FOR DEPT 16			1,307.44
	DAHLGREN SHARDLOW & UBAN	REVIEW TOWNHOUSE PLANS	PLANNING	1,990.49
	*** TOTAL FOR DEPT 17			1,990.49
	HUGHES & COSTELLO	12/98 PROSECUTIONS	PROSECUT	2,300.50
	*** TOTAL FOR DEPT 23			2,300.50
	JANKE, KATHLEEN	12/98 CLEANING FIRE HALL	FIRE FIG	100.00
	USWEST COMMUNICATIONS	TELE CHRGS TO 12/1	FIRE FIG	176.14
	*** TOTAL FOR DEPT 24			276.14
	CY'S UNIFORMS	UNIFORM SHIRTS	FIRE PRE	110.00
	IVERSON, TERRY	MILEAGE & INS REIMBRSMT	FIRE PRE	113.68
	*** TOTAL FOR DEPT 25			223.68
	BROWNING-FERRIS IND.	12/98 WASTE REMOVAL	CITY HAL	209.71
	BROWNING-FERRIS IND.	01/99 WASTE REMOVAL	CITY HAL	209.71
	GLENWOOD INGLEWOOD	12/98 COOLER RENT	CITY HAL	10.00
	HOLMLUND MASONRY	REPAIR BRICK WALLS	CITY HAL	1,130.00
	LINDERS GREENHOUSES	WREATH FOR CITYHALLOBBY	CITY HAL	59.87
	M-75 BUILDING MAINTENANCE	11/98 CLEANING SVCS	CITY HAL	206.88
	NSP	GAS TO 12-1	CITY HAL	337.37
	NSP	ELECT TO 12-1	CITY HAL	802.70
	SUBURBAN HARDWARE	TOILET PARTS,LIGHT CORDS	CITY HAL	31.95
	USWEST COMMUNICATIONS	TELE CHRGS TO 12.-1	CITY HAL	622.56
	*** TOTAL FOR DEPT 31			3,620.75
	SUBURBAN HARDWARE	PWR EQUIP PARTS/BATTERIE	STREETS	14.46
	*** TOTAL FOR DEPT 32			14.46
	KNOX LUMBER CO.	2 X 4 WOOD AND GLOVES	PARK & R	38.61
	NSP	CUSTIS ELECT 12-3	PARK & R	45.55

APPROVAL OF BILLS
 PERIOD ENDING: 12-10-98

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	NSP	ELECT TO 12-1	PARK & R	21.70
	ON SITE SANITATION	12/98 PARTIAL MONTH RENT	PARK & R	19.63
	ON SITE SANITATION	11/98 PORTABLE TOILET RT	PARK & R	68.65
	SUBURBAN HARDWARE	MARKERS,NAILS,GLOVES,BAT	PARK & R	65.56
	*** TOTAL	FOR DEPT 41		259.70
	OFFICE MAX CREDIT PLAN	WHITE FOAMBOARD	PARK PRO	33.52
	*** TOTAL	FOR DEPT 50		33.52
	NSP	ELECT TO 12-1	STREET L	87.14
	NSP	ELECT TO 12-2	STREET L	95.10
	NSP	ELECT TO 12-2	STREET L	21.58
	NSP	ELECT TO 12-1	STREET L	18.31
	NSP	ELECT TO 12-1	STREET L	2,033.98
	*** TOTAL	FOR DEPT 54		2,256.11
	CARLA ASLESON	MILEAGE REIMBURSEMENT	SOLID WA	5.85
	INSTY-PRINTS PLUS	RECYCLING INFO	SOLID WA	1,535.69
	*** TOTAL	FOR DEPT 56		1,541.54
	CUSTOM FIRE APPARATUS	CHG ORDER #3/DOOR RESTRC	FIRE & R	228.60
	*** TOTAL	FOR DEPT 64		228.60
	NSP	ELECT 12-3	SANITARY	8.12
	NSP	ELECT TO 12-2	SANITARY	129.33
	NSP	ELECT TO 12-1	SANITARY	16.25
	*** TOTAL	FOR DEPT 75		153.70
	INVER HILLS COMM COLLEGE	9 MEMBERS EMT REFRESHER	RESCUE S	1,391.00
	*** TOTAL	FOR DEPT 76		1,391.00
	SUBURBAN HARDWARE	PAINT FOR STREET LIGHTS	LARPENTE	10.64
	*** TOTAL	FOR DEPT 82		10.64
	ROSEVILLE PARKS AND RECRE	TEEN PROG COORDINATORS	MCAD	2,880.00
	BERNARDY, CONNIE LANNERS	12-16 TO 12-31 PROF SVCS	MCAD	1,227.13
	*** TOTAL	FOR DEPT 84		4,107.13
	*** TOTAL	FOR BANK 01		76,361.64
	*** GRAND TOTAL ***			76,361.64

ITEM DESCRIPTION: Licenses

SUBMITTED BY: Pat Phillips, Licensing Coordinator

REVIEWED BY: Carla Asleson, AA/Planner

EXPLANATION/SUMMARY:

RESTAURANT AND 3.2 BEER

Pizza Hut #426009

Lic. #99-401

ON-SALE LIQUOR, SUNDAY LIQUOR, RESTAURANT, TOBACCO

Superior Concepts, Inc. d/b/a Ciatti's

Lic. #99-402

OFF-SALE LIQUOR, TOBACCO, BUSINESS

J's Liquor, Inc.

Lic. #99-403

BOTTLE CLUB, 3.2 ON-SALE BEER, BUSINESS

J.L. & B, Inc. d/b/a Falcon Bowl

Lic. #99-404

RESTAURANT, WINE, BEER

Tung Kwan, Inc. d/b/a Chinatown

Lic. #99-405

ACTION REQUESTED: Approval

ITEM DESCRIPTION: Consideration of a resolution authorizing the administrator to award a standard compensation increase for 1999 to regular employees at 3%

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/SUMMARY:

Summary and action requested. The 1999 budget includes a 3% standard compensation increase for regular employees. The attorney advised the administrator that a resolution should be adopted to permit her to authorize this compensation increase. The administrator's salary is not subject to this increase at this time.

Meets goal 4: To have an effective and responsive city government.
Strategy 5: Effectively manage the city's consulting and personnel resources.

ATTACHMENT: Resolution 98-38

ACTION REQUESTED: Adopt resolution to provide for the 1999 standard compensation increase for regular employees.

CITY OF FALCON HEIGHTS

COUNCIL RESOLUTION

Date: December 16, 1998

RESOLUTION AUTHORIZING COMPENSATION INCREASE FOR
REGULAR EMPLOYEES

WHEREAS, the 1999 budget includes a 3% standard compensation increase for regular employees; and

NOW THEREFORE, BE IT RESOLVED that the city administrator is hereby authorized to award a 3% compensation increase for regular employees for the year 1999.

Moved by: _____

Approved by: _____

GEHRZ _____ In Favor
GIBSON TALBOT _____
HUSTAD _____ Against
JACOBS _____
KUETTEL _____

Mayor
December 16, 1998
Date

Attested by: _____

City Clerk
December 16, 1998
Date

ITEM: Request to continue as the fiscal agent for the Mayor's Commission Against Drugs (MCAD) grant and to approve the agreement between between the city and the MCAD consultant

SUBMITTED BY: Sue Gehrz, Mayor

REVIEWED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

Summary and Action Requested. The city has served as the fiscal agent for the Mayor's Commission Against Drugs (MCAD) since 1996. The State of Minnesota Human Services' Chemical Dependency Division will soon be considering another grant for MCAD activities to run from July 1, 1999 to June 30, 2001 for a sum of \$83,970. The council is asked to approve city's continuation as the MCAD fiscal agent and the agreement between the city and MCAD consultant Connie Lanners Bernardy, if that grant is awarded.

Meets Goal 1: To protect the public health and safety

Strategy 3: Participate in initiatives to prevent crime and the need for emergency responses.

Action Item: Participate in the MCAD and Teen Court programs.

Attachment: Draft agreement between City of Falcon Heights and Connie Lanners Bernardy

ACTION REQUESTED: Approve the city's continuation as the MCAD fiscal agent and the agreement between the city and Connie Lanners Bernardy, if the grant of \$83,970 is approved by the State of Minnesota Human Services' Chemical Dependency Division for the term of July 1, 1999 to June 30, 2001.

December 9, 1998

Ms. Connie Lanners Bernardy
6840 Severts Lane NE
Fridley, MN 55432

Dear Ms. Bernardy:

This letter is to extend the contract executed for the Mayor's Commission Against Drugs between the City of Falcon Heights and Connie Lanners Bernardy dated July 2, 1997. This new letter sets out the arrangements for services you are to perform during the period of July 1, 1999 - June 30, 2001 to meet the requirements of the Department of Human Services Chemical Dependency Division grant that has been submitted by the City of Falcon Heights. This contract becomes effective when the Department of Human Services Chemical Dependency Division executes the grant for July 1, 1999-June 30, 2001 with Falcon Heights.

- 1.) You will serve as a consultant to the Roseville, Falcon Heights, Lauderdale and Little Canada Mayors' Commission[®] Against Drugs.
- 2.) The objectives to be accomplished through your leadership are in the Roseville, Falcon Heights, Lauderdale, and Little Canada Mayors' Commission grant work plan.
- 3.) Your fee for the two year period from July 1, 1999 - June 30, 2001 for 2,184 hours will be \$58,902. Forty-eight equal installments of \$1,227.13 will be paid to you on a semi-monthly basis. The first payment will be on July 15, 1999. These payments will continue throughout the two year period, including the period you planned ten days of vacation.
- 4.) You will be an independent contractor. Additional requirements of this arrangement are that you work out of your home, supply your own office equipment, computer, fax, car mileage expenses, equipment and general supplies.

Page 2
December 9, 1998
Connie Lanners Bernardy

- 5.) You will give the City of Falcon Heights a 30 day notice prior to terminating your contract. The City of Falcon Heights will identify to you any delinquencies towards contract work and allow a 60 day correction period, if not satisfied at the end of corrective action period, then a 30 day notice will be given for termination of contract.

If the arrangements are acceptable, please sign above and return to me. A copy will then be sent to you. If you have any questions in the meantime, please feel free to contact me.

Sincerely,

The Honorable Mayor Susan Gehrz
Falcon Heights Mayor

Approved by:

Signature

Date: _____, 1998.

CONSENT #5
Date: 12/10/98

ITEM: Change Order # 3 Fire Truck Refurbishing

SUBMITTED BY: Clem Kurhajetz, Fire Department

REVIEWED BY: Susan Hoyt, City Administrator and Roland Olson, City
Accountant

EXPLANATION/DESCRIPTION:

Summary and action requested: Request change order # 3 for the refurbishing of the American LaFrance Fire Truck. Additional items were ordered to protect the newly refurbished fire truck. Door chain restrictors were order to prevent the doors from slamming open into the newly painted sides of the fire truck. A cab post cover plate was ordered to safely cover exposed wires within the cab of the truck by the driver side.

Meets goal # 1: To protect the public health and safety.
Strategy 1: To provide public safety services to citizens.

ACTION REQUESTED:

Approve Change Order # 3 costing \$228.60

PUBLIC HEARING
POLICY 1
12/16/98

ITEM: Public hearing on the proposed 1999 street improvements in the Northeast Quadrant and consideration of Resolution 98-32

SUBMITTED BY: Terry Maurer, City Engineer

REVIEWED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

Summary and Action Requested. The council is being asked to hold a public hearing and to consider ordering the improvement and preparation of plans for the 1999 street improvement project in the northeast quadrant. The proposed improvement is budgeted in the 1999 capital projects budget and is estimated to cost \$1,408,000. The proposed assessment for taxpaying residential properties is \$26.50 per front foot. The purpose of the public hearing is to receive comments on the proposed street project, not to address the proposed assessment, which will come at a later date if the project proceeds. The council approved the project feasibility study on October 14, 1998.

Goal 2: To maintain and enhance the assets of the city's unique neighborhoods including commercial, residential, and open space uses for present and future generations.

Strategy 4: Maintain the city's infrastructure.

Action Item: Plan for future street improvements, including the Northeast quadrant.

Staff report. The city's capital improvement program includes improvements to the following streets in the Northeast quadrant:

Asbury Street, Crawford to Roselawn
Simpson Street, Crawford to Roselawn
Pascal Street, Larpenteur to Roselawn
Holton Street, Larpenteur to Roselawn
Albert Street, Ruggles to Roselawn
Ruggles Avenue, Snelling to Hamline
Crawford Avenue, Simpson to Pascal

The city held two informal neighborhood meetings on the proposed project on September 30 and October 1, 1998. There were 71 property owners in attendance at these meetings. At these meetings, residents raised a specific question about how the city will handle incorporating the driveways which are asphalt and concrete combined. Engineer Terry Maurer will explain this issue in some detail and lay out options for the council.

The next step in the proposed \$1,408,000 project is for the council to hold a public hearing on the improvements and, if desired, to order the improvements and the preparation of the plans and specifications. Property owners were notified of the public hearing by mail and a hearing notice was published in the Focus on December 3rd and December 10th.

ATTACHMENTS:

1. Engineer's summary of the proposed project
2. Summary from neighborhood meetings
3. Letter from fiscal consultant
4. Resolution 98-32, ordering the improvement and ordering the preparation of plans and specifications.

ACTION REQUESTED:

1. Review of proposed improvements from City Engineer Terry Maurer, with questions from councilmembers
2. Open public hearing and receive testimony from interested parties
3. Close public hearing
4. Adopt Resolution 98-32, ordering the improvement and ordering the preparation of plans and specifications



CITY OF
FALCON HEIGHTS

INFORMATIONAL HEARING
1999 STREET IMPROVEMENTS
NORTHEAST AREA

SEPTEMBER 30, 1998

AND

OCTOBER 1, 1998

Susan Hoyt, City Administrator
Terry Maurer, City Engineer
John Anderson, Project Engineer



Howard R. Green Company
CONSULTING ENGINEERS

NORTHEAST AREA INFORMATIONAL MEETING

- I. INTRODUCTION
- II. PAVEMENT MANAGEMENT HISTORY
- III. PROJECT INFORMATION
- IV. ESTIMATED PROJECT COSTS
- V. CITY OF FALCON HEIGHTS ASSESSMENT POLICY
- VI. ASSESSMENTS
- VII. PROJECT SCHEDULE
- VIII. QUESTION & ANSWER

PAVEMENT MANAGEMENT HISTORY

STREET AND ALLEY EVALUATION REPORT 5 YEAR CAPITAL IMPROVEMENT PLAN	AUGUST 7, 1988
ADOPT ASSESSMENT MANUAL	NOVEMBER 1989 (Revisions-1991 and 1996)
ALBERT STREET, ARONA STREET AND MAPLE KNOLL AREA STREET IMPROVEMENT PROJECT	1991
FALCON WOODS AND GROVE AREA STREET IMPROVEMENT PROJECT	1993
ALLEYS IN NORTHOME AREA IMPROVEMENT PROJECT	1995
LINDIG STREET IMPROVEMENT PROJECT	1997
LARPENTEUR AVENUE IMPROVEMENTS (FULHAM AVENUE TO HAMLINE AVENUE)	1997-2000
PROPOSED NORTHEAST AREA STREET IMPROVEMENT PROJECT	1999

ROSEVILLE

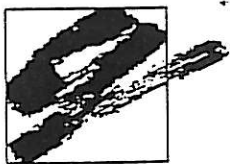
ROSELAWN AVENUE



PROPOSED 1999 STREET RECONSTRUCTION



FHMAP-IMP99

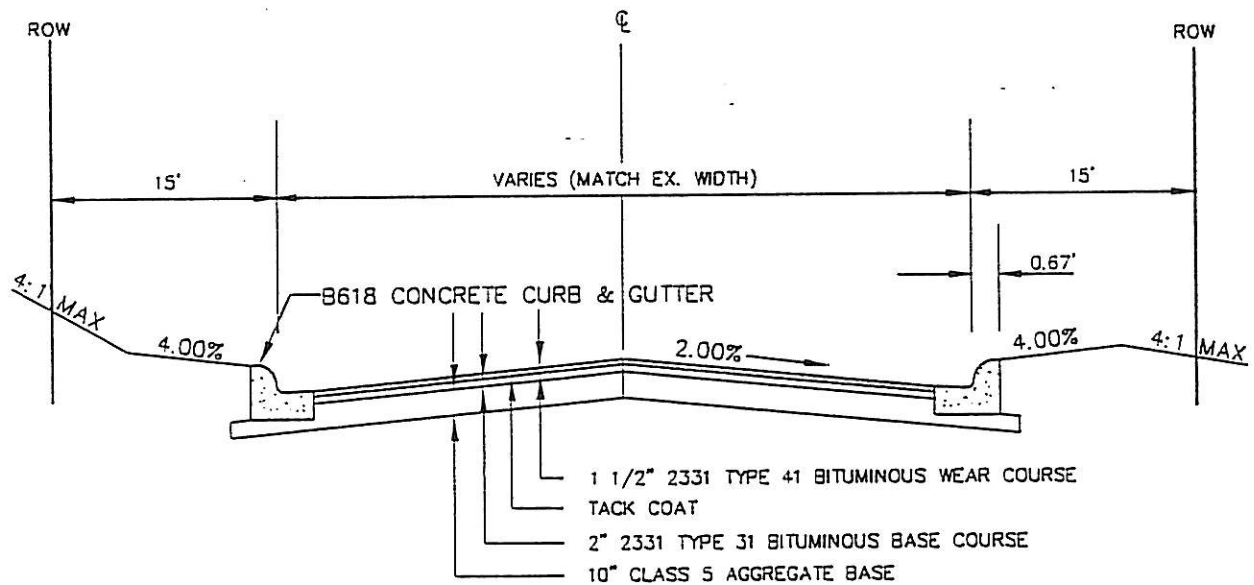


Howard R. Green Company
CONSULTING ENGINEERS

1999 STREET IMPROVEMENTS NORTH EAST AREA



CITY OF
FALCON HEIGHTS



TYPICAL STREET SECTION

FHMAP-IMP99



Howard R. Green Company
CONSULTING ENGINEERS

**1999 STREET IMPROVEMENTS
NORTH EAST AREA
TYPICAL STREET SECTION**



CITY OF
FALCON HEIGHTS

NORTHEAST AREA

ESTIMATED STREET CONSTRUCTION COST*	\$1,100,000
ESTIMATED OVERHEAD COST 28% (Engineering, City Administration, Legal, Fiscal, Interest During Construction, Assessment Roll Preparation, Contingencies)	\$308,064
TOTAL PROJECT COST	\$1,408,000

*Estimated Construction Cost includes limited storm sewer improvements on Crawford Street, Asbury Avenue, Simpson Avenue and Pascal Avenue.

CITY OF FALCON HEIGHTS

EXCERPTS FROM ASSESSMENT POLICY

STREET RECONSTRUCTION

A. Residential Equivalent Assessment Rate

All residentially zoned properties with frontage abutting a street which is reconstructed shall be assessed on a front foot basis at the residential equivalent assessment rate. This rate shall apply regardless of the street's classification (local, collector, arterial, trunk highway); designation (County State-Aid Highway, Municipal State-Aid Street); or jurisdiction (State, County, or City).

The residential equivalent assessment rate shall be based on $\frac{1}{2}$ of the cost of street construction for a typical residential street section. This residential equivalent assessment rate shall be determined by the City Council and established by resolution from time to time based upon comparable project data available to the City.

B. Front Footage – Single Frontage Lots

In platted areas, the front footage for purposes of front footage assessments shall be determined at the building set back line as described in the Falcon Heights Zoning Ordinance, and shall be measured parallel to the property line abutting the improvement.

C. Front Footage – Corner Lots

In the case of a street improvement project which abuts both sides of a corner lot, the front footage shall be the short side of the lot. There will not be additional assessment against corner lots for the side lot dimension. When the street improvement is only along the long side of the lot, the short side of the lot will be used for determination of assessable front footage.

For all other improvements, such as sanitary sewer or watermain, the front footage shall be the footage established for the smaller of the two sides of the lot. Where the proposed improvement project is only along one side of a corner lot, the front footage established for that side shall be used.

D. Tax Exempt Properties

All properties with tax exempt status and abutting street reconstruction improvements shall be assessed 100% of the cost of the improvement on a front footage basis.

E. Appurtenances

Appurtenances to street projects either required by the City or requested by the abutting properties may be assessed along with the cost of the street with the following exception:

Pathways designated on the City's pathway plan are considered to be of City wide benefit and are funded by the City.

PROPOSED 1999 ASSESSMENT RATES

(Established 1997 with First Larpenteur Avenue Phase)

STREET CONSTRUCTION

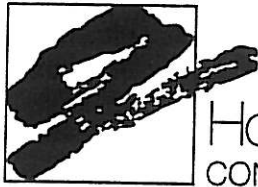
Residential Property	\$26.50/Front Foot
Commercial Property	\$35.00/Front Foot
Tax Exempt Property	\$52.50/Front Foot

TYPICAL LOT ASSESSMENT (70' FRONTAGE)

STREET	70 FT x \$26.50 =	\$1,855.00
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PROJECT SCHEDULE

Order Feasibility Study	May 13, 1998
Informational Meetings Northeast Area	September 30, 1998 October 1, 1998
City Council Receives Feasibility Study and Orders Public Hearing	October 14, 1998
Public Hearing, Order Preparation of Plans and Specifications	November 25, 1998
Prepare Plans and Specifications	60 – 90 days
Approve Plans and Specifications and Authorize Advertisement for Bids	February 24, 1999
Order Preparation of Assessment Roll	February 24, 1999
Bid Opening	March 30, 1999
Assessment Hearing	April 14, 1999
Award Contract	May 12, 1999
Begin Construction	Late May 1999
Complete Construction	September 1999
First Payment Due with Real Estate Taxes	May 2000



Howard R. Green Company
CONSULTING ENGINEERS



Formerly MSA
Consulting Engineers

MEETING MINUTES

Informational Meeting
September 30, 1998

Falcon Heights
1999 Street Reconstruction

The meeting was opened at 7:05 p.m. by Susan Hoyt, City Administrator. She gave a brief introduction. Terry Maurer, City Engineer, reviewed the agenda for the meeting, including the scope of the project, estimated cost, excerpts from the City Assessment Policy, assessment rates, and project schedule. Question and answer period followed.

Question: Will construction all take place at once/ Will all the streets be torn up at the same time. Response: Street construction will take place in an assembly line fashion, and the Contractor will methodically move through the streets. Specifics as to how the Contractor accomplishes his work will not be specified.

Question: There is an unimproved trail noted on the plans. Are there any plans to upgrade that? Response: There is no proposal at this time to improve it. It is merely shown to open up discussion if residents were interested in improving the trail.

Question: My street seems to be in good condition. Is it necessary to rebuild it? Response: Conditions of the streets vary in the area. Some streets are in better condition than others. In general, streets are all in poor condition.

Question: What are the plans for storm sewer? Holton is not listed. Are there plans to install the storm sewer on Holton? Response: Specific storm sewer plans have not been established, and will not be until we have surveyed data. Storm sewer has been estimated, but will need to be defined once base plans are available.

Question by Don Costi, 1874 Holton: We had a gas leak, and the gas company replaced my line from the street to my house with plastic. Will the gas company be notified, and will gas repairs take place in conjunction with the project. Response: Gas would be a private utility, and all private utilities would be informed of the project. Comments would be asked for from the private utilities, in order to coordinate all improvements they feel necessary for their systems.

Question: Holton Street used to have ditches and metal culverts. The ditches and the culverts were filled in, and many of them still exist under the driveways, and many driveways have cracks at the culvert locations. Are there any plans to remove those culverts? Response: We will consider this in our design, and determine what we feel is necessary as far as culvert removal and regrading.

Question: Will homes with lead services be notified as to the lead service's existence?
Response: The City will keep owners up to date as they get information. St. Paul Water Utility will remove all lead services on the streets that they are aware of. The owner would be responsible to replace lead service from the right-of-way to the home if they wish to; it will not be required by the City.

Question: Will sidewalks be included? Response: The City will add sidewalks if requested, but assessment for sidewalks would be a separate assessment, and be assessed at 100% of the cost. Susan Hoyt added that the City is considering some sidewalk improvements along Garden Avenue that would be part of the citywide pathway system. The sidewalks on that would not be assessed, based on the City's assessment policy, and would be included in this project if the City wishes to install that sidewalk.

Question: How many years can an assessment be spread on taxes? Response: Ten years.

Question: Would there be interest over those ten years? Response: Assessments that are spread out over a period of years are collected by the County, and interest is collected by the County, along with the property tax statement.

Question: Does the project include driveways? Response: Included in the project would be a 4-foot concrete apron plus approximately 5 feet of like material beyond the apron, matching into the existing driveways.

Question: Can material upgrades be made on driveways? Response: Yes, if you have bituminous apron on your driveway, and you wish to replace that with concrete, it can be worked into the project. However, the cost difference must be paid 100% by the property owner, and the property owner must notify the City that they are interested in doing this.

Question: My sidewalk has a ramp for my wife, who is in a wheelchair. Will that ramp be replaced? Response: Yes, we will replace sidewalk to the existing condition, and if there is a special need, it can be addressed.

Question: I live on Pascal Street, and it seems there is quite a bit of life left in my street. What method is used to assess the condition of the streets? Response: Many cities and counties use a number of methods for pavement management, actually going out and doing core tests, magnetic tests, and other. Approximately 10 years ago, the City of Falcon Heights assessed the condition of all the streets in the City and established a reconstruction schedule for those streets. This is the last neighborhood in the City scheduled to be reconstructed.

Question: There seems to be more traffic on Pascal, because it is a through street. Does it need a thicker design, to handle the increased traffic? Response: All streets will be designed to the City standard section, which is a 9-ton design and handles some delivery truck traffic, garbage trucks and school buses.

Question: My property has two driveways. Will both driveways be rebuilt with entrances? Response: Yes, driveways will be replaced to the existing condition.

Question: Where does the existing storm sewer system drain? Response: I believe it drains to Godfried Pit in Roseville, which is a low area, and is pumped out.

Question: I have a large tree on Holton Street, near the street. Will that be removed?
Response: We do not anticipate any tree removal associated with this project. If necessary, we will even narrow the streets, if required to avoid tree removal. Storm sewer installation will be put on the opposite side of the street from trees, if necessary, to avoid impacts on trees.

Question: What is the City's seal coating policy? Response: The City of Falcon Heights has an aggressive seal coating policy, in which a quarter of the City is done every year. This means that streets are generally seal coated every four years.

Question: Are bid prices accurate, or will they double, as in the case of the Larpenteur Avenue project? Response: Bid prices have been put together based on our best knowledge of contractors who would bid on the project, and prices that contractors would charge, and quantities have been based on estimates to our best knowledge. Bids will be available at the time of the assessment hearing.

Question: What impact does storm sewer costs have on my assessment? Response: The assessment rate is a fixed rate per front foot. The cost of storm sewer does not impact your assessment. The fact that some streets need storm sewer and some do not does not have an impact on anyone's assessment. The assessment is a set front foot rate.

Question: I am concerned about the aesthetics of having a concrete apron and an asphalt section for 10 feet, and then a concrete driveway. There are a number of driveways that have concrete installed to the right-of-way, and have bituminous section out to the street. What is the City's policy or stance on the aesthetics of this? Response: The City's standard policy is to install a 4-foot apron and replace like material out to the limits of the grading. This special concern could be noted to the City Council. Susan Hoyt added that plans would be available at the City. This is the best time to address specific concerns about driveway materials, once plans are established, and you can see the effects.

Question: Will the wear course and base course be paved in 1999? Response: Yes, wear and base will be paved all in 1999.

Question: Will trench settlement be anticipated as a problem? Response: The Contractor will be required to give a one-year warranty. Compaction tests on trenches will be taken. There will be some time for the trenches to settle prior to paving, and one of the largest concerns is: if the final wear is not paved, the street is not to full section in the following Spring, and could be susceptible to damage.

Question: Will inspection be included in this job? Response: Yes, full-time inspection will be provided to cover quality and quantity of work by the Contractor, to handle residents' concerns and questions. A schedule of construction will be sent out to the residents once it has been established.

Question: How old are the streets in this area? Response: We are not quite sure. We believe that this area was developed sometime in the 1950's.

Question: When can construction take place? Will it be early in the morning, or late at night, or on the weekends? Response: The City's policy on construction, I believe, is 7:00 a.m. to 7:00 p.m., Monday through Saturday.

Question: On the typical section, it shows 4% up from the curb. Will that 4% be graded out? Response: What typically happens is that the streets will be replaced at the grade, and that the 4% does not come into play. In some situations, some grade change will be necessary, but for the most part, that 4% does not apply in this situation.

Question: How wide will the driveway aprons be? Response: Driveway aprons will match existing driveway widths, except in the case of extremely narrow driveways. The minimum driveway apron width is 12 feet.

Question: How far out from the street will the construction take place? Response: Typically, the grading for driveways will include the four-foot apron and about 5 feet beyond that. At that spot, the existing driveway will be either saw-cut or removed at an existing joint.

Question: I have a 20-foot wide driveway. Will the entire width of this driveway be replaced? Response: Yes, driveways wider than 12 feet will be replaced to their existing width, with a 4-foot concrete apron and like material matching into the existing driveway.

Question: I live on Roselawn, and the street there seems to be in fairly poor condition. I know that Roseville is on the north side of Roselawn. Are there any plans to reconstruct this street? Response: We believe that Roselawn is scheduled a County turn-back in the year 2003. There are certain standards of condition for streets to be turned back, and the street will be brought to that level at that time, or an alternate plan will be worked out with the County to upgrade the street.

Question: I have a steep driveway. Will the condition of my driveway be worsened by the project? Response: We are not able to determine exactly the impact on driveways until the survey work and plans have been prepared. It is not the intention of the City to make any existing conditions worse, but to improve them if possible. In some cases, driveways have been removed as far back as the garage, in order to establish a driveway grade. These details will have to be worked out once plans and survey data are available.

With no further questions, the meeting was closed at 8:05 p.m. As a closing comment, Susan Hoyt announced that minutes of the neighborhood meeting would be sent out to all residents who were invited to the meetings. Along with the minutes, indications of property addresses that have been identified by St. Paul Water to have lead services will be included, and a name and phone number for people to contact regarding those lead services.

Properties identified by St. Paul Water Utility to have lead services:

1717 Asbury	1756 Holton	1776 Holton	1795 Holton
1701 Holton	1757 Holton	1783 Holton	
1707 Holton	1775 Holton	1791 Holton	

These addresses will have the lead services from the cast iron main to the right-of-way removed and replaced by St. Paul Water. Residents will not be required to replace lead services from the right-of-way to the home if they exist, but they can at their option and their cost.

The contact person at St. Paul Water is Jerry Krenner, 917-4783.



Howard R. Green Company
CONSULTING ENGINEERS



MEETING MINUTES

Informational Meeting
October 1, 1998

Falcon Heights
1999 Street Reconstruction

The meeting was opened at 7:00 p.m. by Susan Hoyt, City Administrator. She gave a brief introduction. Terry Maurer, City Engineer, reviewed the agenda for the meeting, including the scope of the project, estimated cost, excerpts from the City Assessment Policy, assessment rates, and project schedule. Question and answer period followed.

Question: Will all the pavement and curb be removed with this project? Response: Yes, all curb and pavement will be removed, and approximately 18 inches of the street will be excavated for placing gravel, pavement, and curb.

Question: Will sod be replaced? Response: Yes, all sod that is disturbed will be replaced.

Question: Will sod be watered by the Contractor? Response: The Contractor will be required to maintain the sod for 30 growing days, at which time the condition of the sod will be reviewed with the Contractor and accepted or replaced. At that point, it will be the homeowner's responsibility to maintain the sod.

Question: What are the work hours that will be specified for the Contractor? Response: The City has an ordinance limiting work from 7:00 a.m. to 7:00 p.m. If the Contractor wants to deviate from that, he would need to ask for permission from the City Council.

Question: Will dust control be specified for the Contractor? Response: Watering the streets will be included in the bid, to provide dust control. The Contractor will provide dust control as requested by the inspector.

Question: Have you contacted the gas company regarding this project? Response: We have not contacted the gas company at this time. Once the public hearing has been held and the City Council approves going forward with the project, we would contact the gas company as well as all other private utility companies. We would continue to work with the companies throughout the project, to coordinate replacement of their utilities that they feel is necessary, and location of existing utilities that we may need to avoid during construction.

Question: Are you going to work on Larpenteur all the way down to Oxford? Response: No. That is part of the County's project.

Question: Will they have Larpenteur and all these streets torn up at the same time? Response: No, as I indicated earlier, the County's project will be in the year 2000, and this project will be in 1999.

Question: How long will we be blocked off from using our driveways? Response: The only time that you should be inconvenienced in not being able to use your driveway will be when they pour the concrete curb, and that will take 3-5 days to set. Other than that, the Contractor should have the streets driveable at most times, and access to driveways should be cleared every evening. Full-time inspection will be provided on this project, and the inspector is there to take your comments and concerns and relay them to the Contractor. The inspectors all have cell phones and pagers. You can always call City Hall or our office if you have any concerns as well.

Question: Are corner lots assessed for the boulevard as well as the lot width? Response: No. Corner lots are only assessed based on the width to the right-of-way, and not the entire width of the grass.

Question: Is State Aid available for any of these streets? Response: No. None of these streets are included in the State Aid system, and if State Aid were available, it would not reduce the assessment; it would only reduce the City's share.

Question: Who is responsible for damage to trees connected with this project? Response: If the Contractor directly causes damage to a tree, the Contractor will be responsible. If there are trees that we are concerned about damage to, we will involve the City Forester to make recommendations as to construction around the trees and to monitor the trees after construction is complete.

Question: Does existing curb and gutter not meet some City standards? What is the reason for replacing the existing curb and gutter? Response: As far as we are aware, none of these streets have curb and gutter. Some streets have a vertical curb with no gutter. A gutter is an integral part of the drainage system; it carries the water to the catch basins. It prevents the water from infiltrating the sub-base through the crack between the pavement and the curb. For this reason, we are proposing to replace the existing vertical curb with a curb and gutter.

Question: The water on our block seems to drain well. Why does it need to be replaced? Response: Some areas drain better than others do. In general, the streets are in poor condition, and it is not cost-effective to reconstruct streets in a piece-meal fashion.

Question: Why are some of the streets left out on the reconstruction project? Response: The only streets in this area that are not included in the project have already been reconstructed.

Question: Is \$26.50 per foot the total cost for the project? Does that cover sanitary sewer, streets and everything? Response: Yes, \$26.50 would be the total cost per foot. We do not see any sanitary improvements necessary. Sanitary sewer was televised and reviewed. The watermain is owned by St. Paul Water Utility, and they will make a few modifications at their cost, mostly lead services that need to be replaced within the right-of-way. There is minimal storm sewer that needs to be added to the existing drainage system, and that will be included in this assessment. There will not be a separate storm sewer assessment.

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Question: Was there ever a plan to do one street at a time? Response: No. If you look back at the project the City has done, there have been a large number of streets involved. Some may be a little smaller than this; this is probably on the larger side. However, there was never intent to do one at a time, mostly due to the cost involved in doing one street versus a large project. The cost would be driven up much higher.

Question: How does the Contractor go about completing his job? Does he work on one street at a time, or tear up all of them at once? Response: Most likely, the Contractor will remove all of the blacktop at once, and then begin grading out the base for each street. Then he will place the gravel base, pour the concrete curb, and lay the pavement, then finish up with the driveways.

Question: It seemed like there was a lot of downtime on the project on Arona. Will that be the case in this situation? Response: The Arona project was done in conjunction with the Maple Knoll project, which is on the other side of town, so when the Contractor was not working on Arona, he was most likely working west of Snelling on the Maple Knoll project.

Question: You said that the remaining costs for this will come out of our taxes. Should we expect a tax increase? Response: No.

Question: You said we would be assessed over a 10-year period. I assume we will pay interest on that as well. If it is our choice, can we pay that in one lump sum without interest? Response: Yes. Within 30 days following the assessment hearing, if the assessment is approved, you have the opportunity to pay the assessment in full, without being charged any interest.

Question: Is there anything we can do to prevent this project from going forward? Response: Yes, the City Council makes a final decision on the project, and there will be a public hearing on the project at City Council meeting. You can give your comments at that time, or you can submit your comments in writing to the City, and they will take that into consideration.

Question: Why was this area not incorporated into the City of St. Paul? Response: I can't answer that.

Question: Can you explain, from an engineering standpoint, why these streets need to be replaced? Response: The lack of drainage in certain locations, the alligator cracking that is consistent throughout most of the streets, the uneven pavement, and latitudinal and longitudinal cracking that exists in the pavement are all classic signs of failing pavement. These streets have outlived their useful life.

Question: I am concerned with changes in elevation in the street that might produce a backflow condition, where drainage would drain from the street into my garage. Response: Most streets in this project will be lowered slightly, not raised. Driveways with special concerns will be looked at in detail on a case by case basis, to review any drainage concerns. If you have any drainage concerns, you are welcome to express them to the Engineer. The Engineer will be able to meet with you on-site, if necessary, to make sure that all drainage issues are addressed. We have included some costs for storm sewer, in order to allow us flexibility to create low points in the street, to avoid having to make drastic changes in street grade, which would negatively affect properties.

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Question: Will the plans be available for review by the homeowners? Response: Yes, we usually have an open house where the plans can be reviewed with the Engineer.

Question: Will the homeowners have the opportunity to make improvements on their driveway related to this project? Response: Yes. First, the minimum driveway width will be 12 feet. Curb openings will be 12 feet wide. If residents wish to widen their driveway, the City will put the homeowner in contact with the Contractor, and let them work out a deal between the two of them for that work. The Contractor is not required by the City to do this work. Second, if a homeowner would like to change material on the driveway, it can be arranged as well.

Question: When is the first payment due? Response: If the payments are spread out over a period of time, the assessment will be on your taxes in May of the year 2000, approximately 18 months from now.

Question: Will widening of the streets be involved in this project? Response: No. The streets will be rebuilt to the existing width.

Question: Should the assessments be covered by 100% tax money, and not assessed to property owners? Response: The City's policy, which was set up in the Assessment Manual, had the intent that the homeowner would pay for half. This is the last area in this City to be reconstructed. It would not be fair to the rest of the residents, who have paid for their assessments, if this area did not pay their share as well.

Question: Will we be notified for the public hearing? Response: Yes, there will be a mailer sent out, much as there was for this meeting. At the public hearing, residents will be invited to give their comments, or you can submit comments in writing ahead of time.

Question: During construction, where would construction equipment be parked? Response: Most likely, construction equipment would be parked along one of the streets that is being reconstructed.

Question: If the assessment needs to be paid within 30 days after the assessment hearing, aren't we really paying for the improvement before it is done? Response: Yes, you are. That point has been brought up before, but that is how the system works.

With no more questions or comments, the meeting was closed at 8:00 p.m. Closing comments by Susan Hoyt were made. She stated that the City would send out comments from tonight's meeting, and we will notify the residents for the public hearing.

Howard R. Green Company

NOV 4 1998

SPRINGSTED
Public Finance Advisors

November 20 1998



Ms. Susan Hoyt, City Administrator
City of Falcon Heights
2077 W. Larpenteur Ave.
Falcon Heights, MN 55113

Dear Ms. Hoyt:

Recently you asked Springsted to review existing debt for the City of Falcon Heights to determine if the City could issue up to \$2,000,000 for street improvements in the coming year.

State statutes limit the amount of general obligation debt cities can issue. M.S. 475.53 establishes the municipal debt limit at 2 percent of a city's market value of taxable property. Based on the City's 1998 market value of \$196,136,700, Falcon Heights can issue debt of up to \$3,922,734.

The City's currently has outstanding debt of \$980,000 supported by taxes and special assessments and \$1,980,000 supported by tax increment payments. While the outstanding debt is backed by the full faith and credit of the City, it does not count against the legal debt limit because it is supported by special assessments and tax increment payments. If the new street improvement bonds are supported by special assessments, none of the City's debt will count against the legal debt limit.

Issuing up to \$2,000,000 of new debt would not jeopardize the city's financial position, particularly because the City will retire all of its outstanding special assessment-supported debt within the next five years. The City currently has an A1 credit rating from Moody's. The City can expect its credit rating to remain unchanged for a new issuance of street improvement bonds, assuming debt issued by overlapping taxing jurisdictions does not significantly increase which could indirectly affect the City's credit rating..

Springsted is constantly reviewing the City's debt to identify opportunities to refund existing bonds. In the current market, your existing debt could not be refunded at a lower interest rate to produce present value savings of 3 percent or more as required by state law. We will however continue to monitor the market for such opportunities.

We look forward to hearing from you when you are ready to proceed with the 1999 street improvement bond issue.

Sincerely,


Sharon G. Klumpp, Vice President
Client Representative

jam

cc: Mr. Robert Thistle
Enclosure

CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION

Date: December 16, 1998

A RESOLUTION ORDERING IMPROVEMENT AND PREPARATION OF PLANS

WHEREAS, a resolution of the city council adopted the 14th day of October, 1998, fixed a date for the council hearing on the proposed improvement of the following streets:

- Asbury Street, Crawford to Roselawn
- Simpson Street, Crawford to Roselawn
- Pascal Street, Larpenteur to Roselawn
- Holton Street, Larpenteur to Roselawn
- Albert Street, Ruggles to Roselawn
- Ruggles Avenue, Snelling to Hamline
- Crawford Avenue, Simpson to Pascal

AND WHEREAS, ten days' mailed notice and two weeks' published notice of the hearing was given, and the hearing was held thereon on the 16th day of December, 1998 at which all persons desiring to be heard were given an opportunity to be heard thereon,

NOW THEREFORE, BE IT RESOLVED by the City Council of Falcon Heights, Minnesota:

1. Such improvement is hereby ordered as proposed in the council resolution adopted on the 16th day of December, 1998.
2. The Howard R. Green Company is hereby designated as the engineer for this improvement. They shall prepare plans and specifications for the making of such improvement.

Moved by: _____

Approved by: _____

Mayor
December 16, 1998
Date

GEHRZ ___ In Favor
GIBSON TALBOT
HUSTAD ___ Against
JACOBS
KUETTEL

Attested by: _____

City Clerk
December 16, 1998
Date

POLICY 2
12/16/1998

ITEM: Request for a rezoning from R-1 to Planned Unit Development (PUD) and approval of a preliminary plan for the Questwood Townhome Development at 1859 North Snelling Drive

SUBMITTED BY: Mr. Gordy Howe, Masterpiece Homes
(purchasing from the property owners Mr. and Mrs. Wallin)

REVIEWED BY: Susan Hoyt, City Administrator
Roger Knutson, City Attorney
Terry Maurer, City Engineer
John Uban, Planner, DSU
Terry Iverson, Fire Marshal

EXPLANATION/DESCRIPTION:

Summary and action requested. The city council is being asked to consider approval of a preliminary PUD plan which requires a rezoning of 4.79 acres from single family to planned unit development (PUD) to construct ten townhome units and keep the single family home on the site. The planning commission held a public hearing on the preliminary PUD plan on Tuesday, December 7, 1998 and unanimously approved the preliminary PUD with conditions. The planner's report discusses the unique characteristics and requirements of a PUD. The city has up to a maximum of 120 days to decide on this planning request, which was received on November 1, 1998. If no decision is made within this time frame, the project is automatically approved. The planning consultant and city engineer find that the proposed development meets the requirements of the city's comprehensive plan and PUD requirements and recommend approval of the preliminary PUD plan.

Key points.

- Developing this site for single family homes would not require a zoning change from R-1. An R-1 subdivision would need to meet the requirements in the city's ordinances governing a single family development and go through the planning commission and city council for subdivision approvals. The city requires 10,000 square feet for a single family lot.
- Size of site 4.79 acres; 2.24 acres (46.8%) of project area is open space;
- 11 units total - 10 single townhomes in 5 structures and 1 existing single family home
- Proposed units are 22 feet high with look-out views; 3,508 square feet on two floors
- Price range for townhome units is estimated in \$300,000 plus range

- Anticipate about 22 residents, 'empty nesters' and perhaps 2 to 3 adult children
- Density is 2.3 units per acre, comprehensive plan permits 4 units per acre
- Access to townhomes is off of Snelling Drive on a private road 28 feet wide and 706 feet in length; traffic engineering standards estimate an additional 59 vehicle trips on Snelling Drive
- Several trees are currently on the site and 85 of them will be transplanted to new locations on the site.
- Utilities will be provided with easements for access for maintenance and repair. Sanitary sewer is connected to the city and water service is reviewed and connected by St. Paul Water Utility.
- The property use is consistent with single family residential use to the north along Snelling Drive and to the south along Garden Avenue. The University of Minnesota Agricultural fields are to the west and north of the site. The University has no plans to change the use of this site from agricultural to other uses. These are active agricultural research plots where pesticides are sprayed three times in the spring of the year and equipment is used to plant and plow the fields.
- The townhome units would be managed through a townhome association.
- The developer met with the abutting neighbors to the site including the University of Minnesota. Modifications in the layout of the structures and the drainage system on the north edge of the site were made as a result of these meetings.
- The fire marshal is requesting an additional public fire hydrant on Snelling Drive be considered at the same time as this development because the distance between the existing hydrants on Snelling Drive and Garden is over 700 feet rather than 400 feet.
- Exceptions with the PUD include a variance in the length of the cul de sac from 400 feet in the code to 706 feet and a variance in the rear yard setback for some of the structures on the north edge of the property because the rear of eight of the ten covered porches is setback less than 30 feet from the rear property line.
- The proposed development is over 4 acre as in area and, therefore, is subject to a financial contribution under the city's park dedication for a new development.
- If approved by a 4/5 vote of the city council, the PUD plan becomes the 'zoning code' for the site. Changes in the PUD plan after construction require approval by a 4/5 vote of the city council unless it is a minor modification to an existing building or structures (not to exceed 10% in volume) that can be authorized by the planning commission.

- The developer built a development that he describes as similar at Lakeview Court on County Road E2 on Snelling Drive in Arden Hills.

The process

- Whereas, the city, as a public entity, may choose to hold meetings and discussions on a proposed public improvement project with community members and potentially affected property owners months, or even years, before a project is considered or approved by the city council, private property owners are not using public funds when they consider various development or building plans on their property. Therefore, private property owners have the right to consider different land use, development and building options on their property without interference from the city and without any consultation from potentially affected property owners until the property owner requires action from the city on the proposed plans.
- Typically a private property owner interested in developing or building on his or her property approaches the city for information regarding zoning requirements to see if the plans conform to the city's zoning code.
- Once the property owner or developer becomes more serious about an idea, he or she typically consults with the city staff to determine whether the plans he or she is considering are in keeping with the city's intentions for the community including conformance to the comprehensive plan. Often, although not always, if the plans are not consistent a developer will not spend the money to proceed with plans that do not conform to the city's comprehensive plan.
- Once a developer submits a formal and completed application for a development, the city collects an escrow payment and has the plans reviewed by the appropriate consultants at the developer's expense. The city has 60 days to act on the application with a possible extension of an additional 60 days. If the city doesn't act on the application, the application is automatically approved.
- The city staff, developer, planning and engineering consultants meet to review the plans and to suggest any modifications necessary to make them better.
- When the consultants and staff have fully reviewed the plans, a public hearing is then scheduled before the planning commission with a notice published in the Focus news. Notices are also sent to the property owners within 350 feet of the proposed development ten days before the hearing.
- The planning commission holds the hearing and approves, disapproves or asks for changes in the plans.
- The city council takes final action on the plans. The PUD must pass by a 4/5 vote.

- The application for a PUD for Questwood weré submitted in complete form to the city on November 1, 1998.

Comments from neighbors of the property

The city administrator spoke with three abutting property owners about the project. All persons calling with an interest in the project were mailed a copy of this report, a site plan and the developer's statement.

- The neighbor to the south of the site on Garden Avenue wants assurances in the plan that the green area to the south of the proposed cul de sac will remain open space and not be used for other structures including accessory structures. (The plan currently calls for open space along the southern edge of the property including the ponding area.)
- The neighbor directly to the north of the site on Snelling Drive and adjacent to the existing single family home wants assurances that the plan does not provide for the redevelopment of the single family property into townhome units. If approved, the single family home becomes part of the PUD and will be subject to more stringent development conditions, including sideyard setbacks, than if it were to remain R-1. Ms. Harris confirmed these concerns at the public hearing. (A letter from Ms. Harris is in the materials.)
- The University of Minnesota expressed an interest in minimizing the drainage onto the site. The site currently drains onto the university property and the drainage should not increase. It will be distributed through 200 feet of tiling on the north edge of the site. University officials are also very concerned that future residents of the townhomes understand that they are purchasing property adjacent to a working agricultural research fields where pesticides are sprayed three times during the month of June and heavy equipment plants and plows on the fields. This activity is necessary to make the fields useful for agricultural research and it will take place just on the other side of the 15 foot wide field road from the units. The university plans to post a sign noting that this activity takes place in several locations around the fields. The university would welcome more trees along the northern edge of the property to buffer the fields from the planned townhomes.
- A resident along St. Mary's Avenue called with an interest in the amount of increased traffic as a result of the proposed development. The additional traffic volume on Snelling Drive is estimated at 59 trips a day.
- At the public hearing before the planning commission, most residents raised concerns about the traffic speeds and traffic enforcement along Snelling Drive and Snelling Avenue.
- The planning commission minutes from December 8, 1998 summarize comments from persons who spoke at the public hearing.

Recommendation

The planning commission approved the resolution on the Questwood PUD. The city's planning consultant and engineer reviewed the plans for consistency to the city's comprehensive plan, ordinances and accepted development and found the proposal to be consistent with all of these. The recommendation is to approve the rezoning to a PUD and the preliminary plan as submitted with specific requirements:

- Masterpiece homes submit a development agreement and timetable
- The single family unit be part and governed by the PUD plan.
- The variance be granted for rear yard setbacks for covered porches as needed and described in the plan.
- The variance be granted for length of the cul de sac form 400 feet due to unique circumstances governing the development of this site.
- The private road be platted as an easement with access for public use when needed.
- The townhome association not be permitted to turn the private road over to a public road at any future date.
- No new structures or paving be allowed except as identified in the preliminary plan.
- The developer work with the city to provide water access for an additional public fire hydrant, if feasible from an engineering analysis.
- The developer work with the city to generally satisfy park dedication requirements prior to receiving approval for the Final plan.

ATTACHMENTS:

- 1 Location map of the proposed PUD
- 2 Site plan for the proposed PUD
- 3 Planner's report
- 4 Engineer's report
- 5 Fire marshal's request for additional public hydrant
- 6 Developer's description of the project
- 7 Letter from Ms. Pam Harris, 1865 North Snelling Drive
- 8 Planning Commission Minutes, December 8, 1998
- 9 Findings required for approving a PUD in the city

- 10 Resolution finding that the proposed PUD meets the requirements set forth in the city's PUD ordinance with approval contingent on listed criteria
- 11 Section of PUD ordinance governing final approval and implementation of a PUD after development

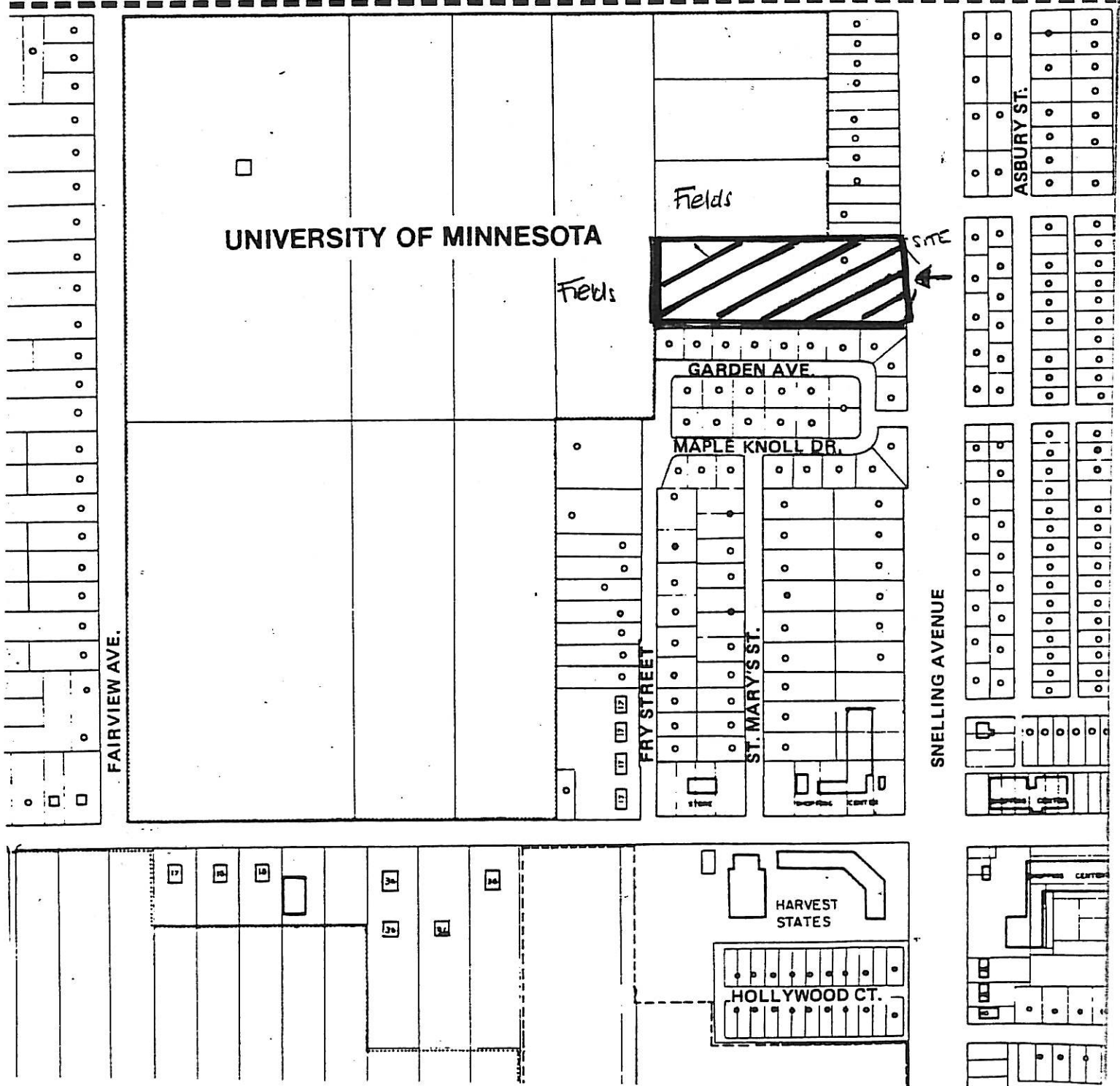
ACTION REQUESTED:

- Introduction (city administrator)
- Report from the planner (John Uban of Dahlgren, Shardlow and Uban)
- Summary of neighbors comments/questions to date (city administrator)
- Developer's presentation (Gordy Howe)
- Questions from the city council to staff and consultants
- Comments from the public
- Discuss the proposal and resolution on findings
- Recommend action

▨ SITE

● Single family homes

3



PRELIMINARY PLAT
of
QUESTWOOD
 For: MASTERPIECE HOMES
 127 East Co. Rd. C
 St. Paul, Minnesota
 Phone: 484-3244



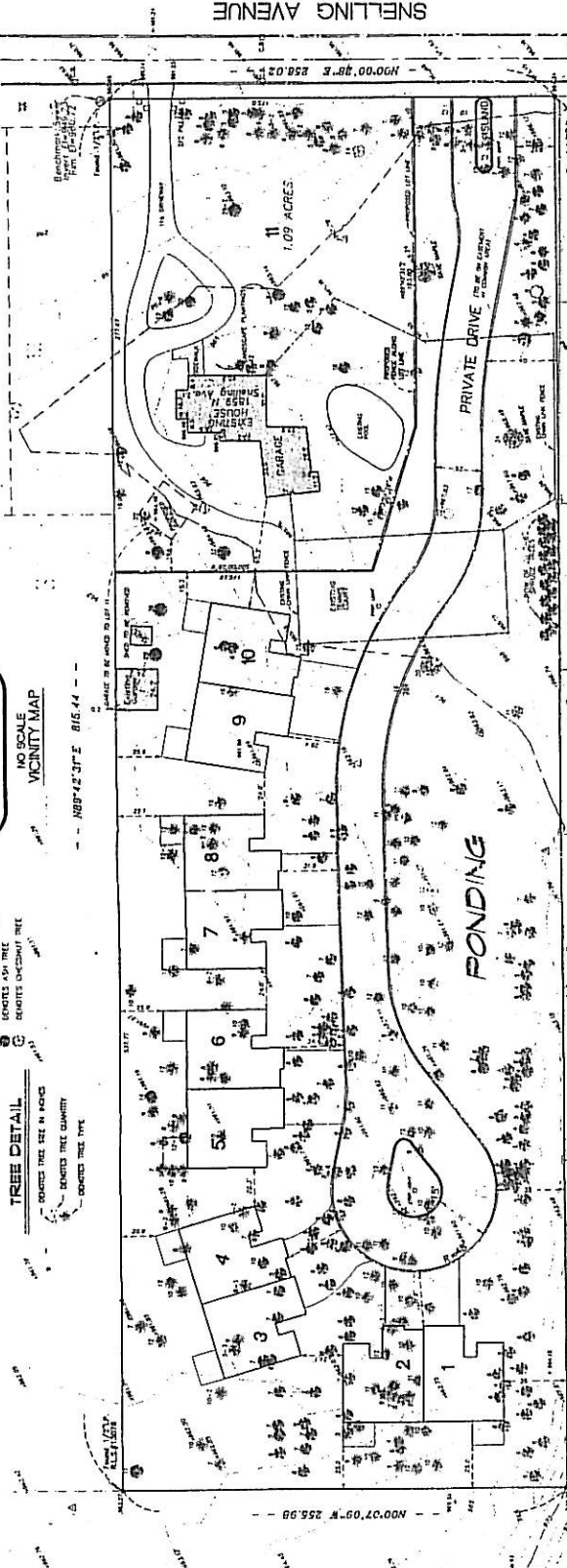
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 1 FOOT CONTOUR INTERVAL

TREE DETAIL
 SHOWS TREE SIZE IN FEET
 SHOWS TREE QUANTITY
 SHOWS TREE TYPE

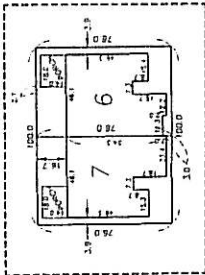
- LEGEND**
- SQUARES QUANTITY TREE
 - SQUARES ROW AND ROW SPACING
 - SQUARES PINE TREE
 - SQUARES MAPLE TREE
 - SQUARES WINDY TREE
 - SQUARES BAYBARK OAK TREE
 - SQUARES COTSWOOD TREE
 - SQUARES THORNAPPLE TREE
 - SQUARES BASSWOOD TREE
 - SQUARES BIRCH TREE
 - SQUARES ASPEN TREE
 - SQUARES DECIDUOUS TREE



SECTION 2
 TOWNSHIP 35 N
 RANGE 18 E
 SECTION 2



TYPICAL LOT

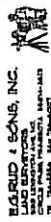


LEGAL DESCRIPTION:
 Lot 4, Clarke's 5 Acre Lots, Ramsey County, Minnesota.

CERTIFICATION

I, **Barold & Sons, Inc.**, a duly licensed and qualified professional engineer, hereby certify that this plat, plan or report was prepared in accordance with the laws of the State of Minnesota.

Barold & Sons, Inc.
 1123-88
 JOB NO. 95508FF



**DAHLGREN
SHARDLOW
AND · UBAN**

INCORPORATED

CONSULTING PLANNERS
LANDSCAPE ARCHITECTS
300 FIRST AVENUE NORTH
SUITE 210
MINNEAPOLIS, MN 55401
612-339-3300 PHONE
612-337-5601 FAX

CITY OF FALCON HEIGHTS

PLANNING REPORT

DATE: November 30, 1998

TO: Falcon Heights Planning Commission

APPLICANT: Masterpiece Homes
127 East County Road C
St. Paul, MN 55117

LOCATION: West of 1859 Snelling Avenue

REQUEST: PUD Preliminary Plan Approval

PREPARED BY: Dean Carlson, AICP, Dahlgren, Shardlow, and Uban, Inc.

BACKGROUND

Masterpiece Homes is requesting a rezoning to a PUD in order to develop 10 townhome units in five structures. The current site is zoned R-1 - One Family and is guided LR - Low Density Residential development. Access to the site will be via a private road that would access the Snelling Avenue Frontage Road. The 4.79 acre site is currently vacant except for one single family home located at the property's east end.

Masterpiece Homes is submitting a "Preliminary Plan" for the City's consideration. The purpose of the Preliminary Plan is to generally outline the development proposal, project density, type of uses, layout of streets, utilities, drainage, and landscaping for the City's review and approval. Through the Preliminary Plan, the City can either approve, approve with conditions, or deny a development project before the applicant spends a lot of money on final plans, architectural designs, legal costs, etc. By approving the Preliminary Plan, the City is indicating that the Plan generally follows the City regulations and that the applicant can move forward in finalizing the development project. By granting preliminary approval, the City is also protecting the applicant from any changes in zoning or other conditions of approval during the approval period. The applicant has 6 months from the date of approval to submit a Final Plan for City consideration.

PUD Proposal Summary

Total Acres:	4.79 acres
Number of Units:	11 total - 10 Townhome, 1 Single Family
Units Square Footage:	3,508 Square Feet
Single Family Residential:	1.06 Acres
Project Density:	2.3 units per acre
Private Road:	706 Feet Long; 28 Feet Wide
Open Space:	2.24 acres - 46.8% of total project
Pond:	6,098 Square Feet

Planned Unit Developments

PUDs are a much talked about, but often misunderstood, form of zoning approval. In simplest terms, the PUD is an approach to reviewing a specific development project. It allows the Planning Commission and City Council to look at the project as a whole, as a "planned unit," rather than as individual buildings on individual lots. In this approach we can set aside the strict numbers in the Zoning Code and ask if the project as a whole is well-designed and if it will benefit the community.

The City's PUD Code states up front (in Sec. 9-16.01) that a PUD consists of "multiple uses within a single use district" which is "intended to permit flexibility of site design and architecture for the conservation of land in open space... This flexibility can be achieved by waiving provisions of the [zoning] ordinance including uses, setbacks, heights, and similar regulations."

The PUD is a rezoning. But instead of rezoning to a standard zoning district with a list of uses and a set of setback numbers, the City is rezoning to a specific plan that shows the buildings, lot arrangement, streets, landscaping, grading, etc. The rezoning is to this specific PUD plan and no other. A significant change in the PUD means another rezoning. Since the PUD is considered a rezoning, a 4/5 vote is needed to grant approval.

PUD Process

Planned Unit Developments may be permitted by the sole discretion of the City Council following a public hearing and approval by the Planning Commission. There are generally three steps required of the applicant. An Application Conference, Preliminary Plan Approval, and Final Plan Approval.

Application Conference. Upon filing the proposal, the applicant arranges a meeting with City staff to informally present the proposal and to obtain guidance as to the general suitability of the proposal for the area in which it is proposed and the conformity to the provisions of the City ordinance before incurring substantial expense in the preparation of plans, surveys, and other data. This Application Conference was held November 18, 1998.

Preliminary Plan Approval. As mentioned above, this is the stage where the City grants preliminary approval to the plan based on the materials submitted. Issues to consider include location, site and proposed uses, project density, location and ownership of useable open space, plans for distribution of sanitary waste, storm water, and the provision of other utilities, transportation access, circulation, and parking, and project schedule. It is this approval that the applicant currently seeks. As part of the Preliminary Plan Approval, the Planning Commission holds a Public Hearing to receive public comments on the project. After the applicant receives Preliminary Plan Approval, he can not make any substantial changes to the uses, density, location of structures, open space, etc., unless specifically directed by the City.

Final Plan Approval. Based upon the Preliminary Plan Approval, and any conditions placed on the project by the City, the applicant finalizes all project details and submits them to the City Council for approval. As mentioned above, the applicant has six months to submit a Final Plan for approval. The applicant may also apply for a six month extension.

As part of the Final Plan Approval, the applicant will submit a Developer's Agreement which outlines in writing that the project will be built as approved, including the uses and open space, landscaping, ownership of common areas, and the time frame for final completion of the project. Included with the Developer's Agreement is a letter of credit. The City may access the letter of credit if the applicant can not fulfill its landscaping responsibilities.

Changes to the PUD

After the applicant has received Final Plan Approval, he may begin construction of the project. Substantial changes to the Plan, including land use, increases in density, or changes in provisions for open space require a Plan amendment and would follow the same procedures as described for the approval of the PUD, including a 4/5 vote of the Council.

Minor extensions, alterations, or modifications of existing buildings or structures may be authorized by the Planning Commission if they are consistent with the purpose and intent of the Final Plan. No change may increase the volume of any building or structure by more than 10 percent.

Under these rules, if the applicant wanted to add another townhome or convert the single family residential to multiple housing, he would have to make an amendment to the Plan and it would have the same level of review and approval as the original application, including a Public Hearing and 4/5 vote of the City Council. If the applicant wanted to make minor additions to the townhomes or single family home, the Planning Commission can approve the change on its own with a majority vote and no Public Hearing. The Planning Commission could chose to notify surrounding residents of a proposed minor addition if it believes neighborhood input was warranted.

Single Family Home

There is a single family home located on the site that will remain but is considered part of the PUD and will be rezoned to PUD. The home, however, will be separate from the townhome project and will not share in the costs or maintenance of the common areas. The single family home located on the site is treated differently than a home on a typical R-1 parcel. Major changes or additions to the home will be treated as an amendment to the plan with the approval procedure outlined above. Minor additions, (less than 10 percent of the volume of the home) will still need to be reviewed by the Planning Commission. If the single family home were located on a standard R-1 lot, these issues would most likely be addressed through a building permit.

PLANNING CONSIDERATIONS

- 1) The property is currently guided and zoned for residential use. The Comprehensive Plan encourages new developments to "maintain existing development densities of four or less units per gross acre." This proposal is consistent with the Comprehensive Plan.
- 2) Proposed density, including the single family home, is 2.29 units per acre. The buildings meet all applicable front and side setbacks and height requirements. However, due to the covered porches in the back of the units, most of the structures do not meet the rear setback requirement. The main structure meets the setback, it is only the covered porches that encroach upon the rear setback requirement of 30 feet. Six of the ten porches are setback 25 feet, one is setback 26 feet, one is setback 20 feet, and two are setback 40 feet.
- 3) The current site contains one single family home on 4.79 acres. The existing single family home will remain on the site and will be served by a separate driveway. There are two other existing structures on the site, a detached garage and a storage shed. The storage shed will be demolished and removed from the site; the detached garage will be relocated to a site near the existing single family home. The new location of the garage will be 18 feet from the lot line, City ordinance requires a setback of five feet for detached garages, thus the relocated garage will be in conformance with all yard regulations.
- 4) The site is surrounded on its west and north sides by the University of Minnesota-owned agricultural fields. Existing residential is located directly to the south and to the east across Snelling Avenue. There is also a series of single family homes located north of the project site, fronting on Snelling Avenue. The proposed development is compatible with the surrounding uses.
- 5) The City's PUD ordinance allows as a permitted use "any combination of dwelling units in single family, two family, town or row houses and apartments." PUDs are required to have no less than 200 feet of frontage on the public right-of-way. Because the PUD includes the single family home, street frontage is 256 feet. Without the single family home, street frontage is 80 feet.

6) The units will be constructed as twin homes in a lookout, rambler construction with full basements. The type of home proposed is similar to those built in Arden Hills just west of Old Snelling Avenue off of County Road E on Lakeview Court. This type of home complements the City's existing housing stock and should provide needed housing in the City. These homes will be marketed towards empty nesters and professionals. Density is anticipated to be at two adults per unit with a possibility of "temporary" residents of college age children. With the 10 units and the existing single family home, anticipated project population will be 22 adults and possibly two to three young adults.

7) The site is well served by parks, schools, shopping, and employment centers. It is anticipated that the residents of the project will work, shop and recreate in and around the area. Due to its relatively small population, it is not anticipated that any additional public or private facilities will be needed to serve the residents of the project.

8) Access to the site is via a private road connecting to the Snelling Avenue Frontage Road. The private road will have a 9-ton load capacity, which would allow trucks of any size to use the road year-round. The street will meet City design criteria and will have curbs and gutters. A Townhome Association will be responsible for upkeep and maintenance of the proposed road. The road is proposed to be 28 feet in width and 706 feet long. The street width is consistent with City standards and consistent with other metro area City's street width requirements, which typically range from 26 to 32 feet. The turn around radius of the cul-de-sac also meets City standards. The City requires a maximum cul-de-sac length of 400 feet. Cities typically require a maximum length of a cul-de-sac to assist in fire fighting with the thought being the longer the end of a street is from its access street, the more difficult it is to get fire fighting equipment to a fire. It should be noted, however, that many Cities have 600 feet as their cul-de-sac maximum length and there is little, if any, evidence that a long cul-de-sac has inhibited a Fire Department's ability to fight a fire. In order to assist with fire protection, a fire hydrant will be located at the end of the cul-de-sac. In addition, all the homes are located on one side of the street which would also assist in the Fire Department's ability to fight a potential fire at the site.

9) Parking will be provided within each unit's garages and associated driveways. City Code requires at least two and not more than four parking spaces per unit. One such parking space must be in a garage. This project proposes that each unit have a two car garage and two spaces in the driveway, for a total of four parking spaces, which meets the City's parking requirements. Event parking would occur on the south side of the street, thus allowing fire truck access. This parking area would not be marked unless the issue arose.

10) According to the Institute of Traffic Engineers (ITE), this type of development will produce 5.86 vehicle trips per day per unit. Based on these figures, it is anticipated that this development will created an additional 59 vehicle trips per day and should not have a noticeable traffic impact on the Snelling Avenue Frontage Road.

11) Sanitary sewer and water utilities will be provided via an extension from the Snelling Avenue Frontage Road. A storm water detention pond is planned for the area south of the proposed road. Utilities will be built to City standards and will be properly sized. Water will be provided by St. Paul Water Works. All other utilities, including electricity, gas, phone, and cable will be provided to the site. Street lights will consist of those similar to the old street lights still found in some St. Paul neighborhoods. The Engineer's report will outline any concerns with storm water drainage.

12) The open area not included with the single family home will be designated as common property owned by the Townhome Association. The Association will be responsible for the maintenance and upkeep of the common areas.

13) The developer is proposing to transplant many of the removed trees to appropriate locations on the site, including 46 Spruce, 32 Tamarack, 2 Ash, and 5 Pine. The buildings will be landscaped in accordance with developer's plans. Most transplanted coniferous trees are to be located along the north and south property line to buffer adjacent uses. An irrigation system will be in place around the buildings and in the common areas. The Developer's Agreement will outline in detail the landscaping and will include a letter of credit that can be used by the City if the applicant fails to complete the landscaping or entrance island as outlined. There is no entry monument indicated on the submitted plans.

14) The applicant has met with the adjacent neighbors and has attempted to address their concerns and questions. One building was moved to the north as a result of this meeting. In addition, the University of Minnesota raised the issue of drainage on to its fields. The developer modified its drainage plan to address those issues.

RECOMMENDATIONS

In accordance with Section 9-16.08 of the City's Zoning Ordinance, we recommend approval of the PUD Preliminary Plan with the following conditions.

1) Masterpiece Homes submits a Developer's Agreement outlining the development program and development timeframe, anticipated start date for construction, administration and ownership of the common areas and the private road, and landscape treatments. Along with the Developer's Agreement, Masterpiece Home shall submit a letter of credit sufficient to cover the cost of the landscaping and tree preservation.

2) The single family residential unit will have to be included as part of the platted PUD. The City requires 200 feet of public street frontage and only by including the single family home can that frontage requirement be met. As part of the PUD agreement, the developer can differentiate between the townhome development and the single family home, allowing the single family home to be owned and maintained separately from the townhome development. Also the Single Family home can not be developed as townhomes or any other use without an amendment to the PUD.

3) Due to the fact that the porches on the units will be covered, they are considered part of the principal structure and will be in need of a variance. The PUD ordinance states that setbacks on the perimeter of the site shall comply with the setbacks of the underlying district. The rear setback requirement in the R-1 District is 30 feet. The porch setbacks, as shown on the plan, range from 18 to 46 feet with the majority of them setback about 25 feet. A variance is justified if there is an undue hardship or practical difficulty in meeting the terms of the Code. In this case, the storm drainage pond located on the project's southern side prohibits the road and the units from moving to the south to meet the setback requirements. It should also be pointed out that the structures in question abut University of Minnesota agricultural fields and not other residential structures. Further, the main structures meet the setback requirement and it is the covered porches that cause the need for a variance

4) The length of the private road is in need of a variance due to the fact that it extends beyond the City requirement of a maximum of 400 feet for a dead-end road. A variance is justified if there is an undue hardship or practical difficulty in meeting the terms of the Code. In this case, the site is bounded by University of Minnesota farm land which has been declared "sacred" and will never develop. In order to properly access the entire site, the longer street length is required. The alternative is to build a street 400 feet and then provide access to the remaining units via a private driveway. This alternative is considerably less desirable than a longer street and it could be argued offers even more difficulties for fire protection access than a longer street would provide. The private road can not be converted to a public road in the future and must be maintained by the Townhome Association.

5) The private road shall be platted with an easement allowing the community to use the road and road right-of-way for any reasonable public purpose including but not limited to travel by emergency vehicles and the installation of public utilities.

6) The Developer shall generally satisfy the City's park dedication requirement (Section 9-17.04, Subd. 7), and dedicate a cash payment in lieu of a land dedication. Such payment shall be due at the time of Final Plan approval.

7) No new structures or new paving will be allowed other than those outlined in the Preliminary Plan.

8) The developer should provide any information and revisions required by the City Engineer.

RECOMMENDED PLANNING COMMISSION ACTION

In accordance with Section 9-16.08 of the City's Zoning Ordinance, recommend approval of Masterpiece Homes application for a PUD Preliminary Plan to the City Council with the above listed Conditions.

NEXT STEPS

If recommended for approval by the Planning Commission, the City Council will take up the matter. Assuming the City Council approves the Preliminary Plan, the applicant has 6 months to submit a Final Plan and Developer's Agreement to the City for its review and approval.

The City Council will then have a chance to review the Final Plan to ensure it meets all City requirements and any conditions placed on it during the Preliminary Plan approval. Final Approval will come from the City Council with a 4/5 vote.

Assuming the applicant receives final approval, it is anticipated that construction will commence in the Spring of 1999. A more detailed construction timeline will be included in the Developer's Agreement.



Howard R. Green Company
CONSULTING ENGINEERS



CONSULTING ENGINEERS
Formerly MSA
Consulting Engineers

December 2, 1998
File: 805580J-0240

Ms. Susan Hoyt
City Administrator
City of Falcon Heights
2077 W. Larpenteur Avenue
Falcon Heights, MN 55113-5594

RE: QUESTWOOD SITE PLAN REVIEW

Dear Ms. Hoyt:

As you requested, we have reviewed the submittal package for the proposed Questwood Addition in the City of Falcon Heights. As you are aware, this is the approximately 4.8-acre site located along Snelling Avenue just north of Garden Avenue. The proposal is to develop 10 townhouse units while maintaining the existing single family home on the site. Based upon our review and meetings with the developer and his engineer, we would offer the following comments:

A. GENERAL

1. The information we reviewed consisted of a Preliminary Plat prepared by E. G. Rud & Sons, Inc., dated November 23, 1998; a Preliminary Grading Plan, Preliminary Utility Plan, and drainage calculations prepared by Passe Engineering, Inc., dated November 23, 1998. The final two pieces of information were a Tree Preservation Plan and a Typical Unit/Island Landscaping Plan prepared by Morse Associates, dated November 24, 1998.
2. The proposal is to build five buildings, each containing two townhouse units. The total building footprint is 52 feet deep by 92 feet wide and 22 feet high. Each unit has a total square footage of 3,508 plus an optional porch which may add another 259 square feet. The units are all proposed to be single story with a lookout in the basement. The outside of the buildings will consist of stone and shakes in the front with steel fascia and aluminum siding on the other sides.
3. It is our understanding that the entire development will be placed into a planned unit development (PUD). This will include the 10 townhouse units and the existing single family home. If the single family home is included in the density calculation, the density of the site is approximately 2.3 units per acre, well below the ordinance requirement of 4.0 units per acre. If the single family home is not included in the density calculation, the density of the townhomes rises to approximately 2.7 units per acre, still well below the ordinance requirement.

4. On Tuesday, December 1, 1998, we met with Tom Warneke and Beverly Dugan of the University of Minnesota concerning the agricultural fields. They had concerns about the reaction new neighbors will have to their farming activities. They pointed out that the fields typically have three applications of pesticides, some of which would be applied within 30 to 35 feet of the proposed townhomes. Tom and Beverly indicated they would like to see a heavy tree buffer planted along the plat boundaries with those fields. They expressed a concern that the Developer accurately disclose their farming operation to potential buyers. Finally, we discussed the proposed storm sewer system. They seemed to feel this issue was adequately addressed.
5. There is an existing garage on the site that is proposed to be relocated closer to the single family home to be part of that lot. There is an existing shed on that site that is planned to be removed from the site.

B. GRADING AND DRAINAGE

1. It appears from the Grading Plan that at the most severe point, the proposed road to serve the site will be raised from the existing grade approximately three feet. The proposed road will come off of Snelling Drive at approximately 963, rise to a high point of 966, and then back down to a low point of 964.7, before rising to a high point at the west end of 966.5. The first floors of the proposed buildings will be 967 for the three easterly buildings, and the two westerly buildings will be 967.5. As a reference point, the lowest existing house to the south appears to have a walkout elevation of approximately 967. In other words, the first floor of the proposed townhomes will be the same elevation as the basements of the homes to the south.
2. It is the Developer's intent to only grade the road and to not grade the townhome pads until the units are sold and the style of home for each one is determined. This will help to minimize any tree loss by not grading a larger pad area than necessary for the building itself. It is our understanding that each of the pad areas should balance and no additional fill or export material will need to be hauled on the newly constructed road.
3. The Developer has provided a Drainage Plan that shows that in a 100-year storm event, the peak discharge from the site will be maintained at a level equal to the peak discharge from the existing site in the same 100-year storm. In other words, peak discharge after development will be equal to or less than pre-development peak discharge. This will be accomplished by constructing a small detention pond south of the proposed road. In a 100-year storm, the peak discharge from this retention pond is 2.4 cubic feet per second (cfs). To minimize the impact of even this minor concentrated flow to the University property to the north, the proposed discharge system consists of 200 feet of 8-inch drintile. We believe that this approach will do an adequate job of minimizing if not eliminating any adverse affects to the University fields to the north from the development of this property.

C. SANITARY SEWER/WATERMAIN

1. The existing sanitary sewer and water facilities to service this site are located at the northeast corner along Snelling Drive. Sanitary sewer is proposed to be brought through the single family lot with a manhole placed in the driveway and the next manhole south in the proposed street. Then the sanitary sewer is proposed to be extended westerly along the proposed street. Sanitary sewer is proposed to be 8-inch diameter plastic pipe. Each townhome unit will have an individual 4-inch service.
2. Watermain service is provided along the same alignment by 6-inch ductile iron pipe. There are two hydrants proposed, one at the east end of the townhome units and one at the west end of the cul-de-sac. These two hydrant locations will provide adequate fire protection. Since the City of Falcon Heights just recently turned over its water system to the St. Paul Water Utility, it will be important that the Developer designs and builds the proposed water improvements to the criteria provided by the St. Paul Water Utility.
3. The City's Fire Chief and Fire Marshall reviewed the Plan and raised five issues concerning this development. On Wednesday, November 25, 1998, we had an opportunity to meet with the Fire Marshall to review these issues. The following is a summary of that discussion:
 - The memo asked for the private road to be a minimum of 7-ton design to support fire equipment. I indicated that the City PUD ordinance requires that the road be up to City standards. We have provided that information to the Developer and believe that the road construction will meet or exceed the 7-ton weight requirement requested.
 - The memo requested that a fire lane be provided along the north side of the property or, in lieu of providing this fire lane, that the buildings all be sprinklered. When we met, I indicated that I had not had any experience with developments such as this being required to place a fire lane in the design. I also indicated that it was my understanding that sprinklering of buildings was dictated by fire code and not necessarily by the City. Given the size of these buildings, which are not much larger than today's largest single family homes although they are larger than most single family structures in the City of Falcon Heights, I did not feel it was appropriate to support the recommendation that a fire lane be provided along the north side of the site. I felt that the fire lane would be contrary to many of the other things trying to be accomplished by this development, such as moving the townhome units as far away from the existing single family homes to the south and also tree preservation wherever possible.
 - The memo asked for a 20-foot access for fire department use along the proposed street. We discussed this and indicated that the proposed street is 28 feet in width. Given the driveways, hydrants, and mailboxes to be located along the north side, it is unlikely that there will be much, if any, on-street parking on the north. Given the size of the units with 2-car garages and large

driveways, on-street parking will be likely minimal and when needed would likely occur on the south side of the street, maintaining at least 20 feet for emergency vehicle access. I suggested that the situation be monitored and if a problem does occur, signs can always be installed at a later date restricting parking for emergency vehicle access.

- The next issue mentioned in the memo was the amount of water necessary for fire suppression. The memo indicates that 3,000 gallons per minute would be needed based on the size of the units. I expressed my concern that this type of multi-family dwelling unit, in my experience, does not have a fire flow much above 1,000 or 1,500 gallons per minute over a period of three to four hours. I believe with lot lines down the middle of the units the building code requires fire walls between the units. This type of construction would likely create a situation where we would be looking at the equivalent of a single family home for fire purposes. The Fire Marshall agreed with this analysis. We also talked about the location of the two proposed hydrants and their availability to each of the proposed townhome units being within 200 to 250 feet. The Fire Marshall did question whether or not the St. Paul Water Utility design criteria would allow for a dead-end watermain. I indicated that the Developer is aware that they will have to design to meet St. Paul Water Utility design criteria, and if that requires a looped watermain system, this will have to be accomplished.
 - The last issue in the memo concerns the proper placement of the addresses and street name signs relative to emergency vehicle identification of the units. We concur with this issue and recommend that it be followed. We did discuss briefly the naming of the street and whether it would be better to let the Developer name the street or name it based on the grid system. The Fire Marshall indicated that he felt it would be easier to identify this area if the Developer named the street.
4. The sanitary sewer and water to serve this development will be publicly owned and therefore necessary easements will need to be granted to the City for the purpose of accessing for maintenance. In the case of the single family home, we have suggested that an easement covering the lines be granted along with an access easement over the driveway to get to the lines. Within the townhouse area, the Developer has indicated he is considering a general easement over the common area. This would be acceptable or, if the Developer wishes to narrow that down somewhat as long as the City has reasonable access for maintenance and operation of the utility system, that would also be acceptable.

D. STREET

1. The proposed street service area is 28 feet wide. This will allow parking on one side, probably the south side of the street because of the lack of driveways and hydrants to preclude parking, while still maintaining 2-way access in the remaining width.

2. The street length does exceed the City ordinance requirement for length of cul-de-sac. The ordinance requires a maximum cul-de-sac length of 400 feet. This proposal has a cul-de-sac of 705 feet. I believe that this length is reasonable given the nature of the property surrounding the parcel. With the University fields on the west and north, it is unlikely any development will ever occur in this area, and with the existing development to the south there is no opportunity to connect streets.
3. Street section is required by the PUD ordinance to be the City standard. We have indicated to the Developer what standard we use in the reconstruction of City streets, and suggested that they either build the street to that standard or provide a soils report from a professional registered engineer indicating a lesser section.
4. There are three proposed street lights within this development. One is near Snelling Drive, one is near the west side of the single family lot, and the third one is in the cul-de-sac area.
5. The proposed street and drainage improvements within this development are to be private; therefore, the City will have no responsibility for snow removal or ongoing maintenance.

If you have questions regarding any of these concerns, please call.

Sincerely,

Howard R. Green Company



Terry J. Maurer, P.E.

TJM:tw

MEMO

TO: SUSAN

FROM: TERRY

*RE: PROPOSAL FOR ADDING A NEW FIRE HYDRANT TO THE 1859
SNELLING TOWN HOUSE SITE WATER SUPPLY LINE*

THANKYOU AGAIN FOR REVIEWING THE 1859 SNELLING PROPOSED TOWNHOUSE SITE WITH ME REGARDING WATER SUPPLY FOR FIRE HYDRANTS. AS WE DISCUSSED I REVIEWED THE HALF SECTION MAP FOR THE AREA AND FOUND THE CURRENT FIRE HYDRANT SPACING FOR THIS LOCATION ON WEST SNELLING DRIVE IS 715 FEET. THE NEW FIRE HYDRANT SYSTEM SHOULD HAVE SPACING OF FIRE HYDRANTS EVERY 500 FEET BECAUSE THE SYSTEM ISN'T LOOPED ON BOTH ENDS TO A SEPARATE WATER SUPPLY. THE NORMAL SPACING OF FIRE HYDRANTS FOR OUR CITY IS 600 FEET PER THE ST. PAUL WATER AUTHORITY. MR. JERRY KRENNER HAS GIVEN THIS MINIMUM STANDARD FOR HYDRANT SPACING TO US.

THEREFORE I WOULD REQUEST THE CITY OF FALCON HEIGHTS TO CONSIDER A UPGRADE TO THIS PROJECT IF FEASIBLE WITH THE NEW PROJECT WATER SUPPLY TO INSTALL A FIRE HYDRANT AT THE TOWNHOUSE ACCESS ROAD, THE FURTHEST EASTERN POINT OF THE NEW WATER LINE PROVIDED BY THE DEVELOPER. I UNDERSTAND THE CITY OF FALCON HEIGHTS CANNOT PUT A NEW WATER SUPPLY AND FIRE HYDRANT IN ON SNELLING DRIVE WEST BECAUSE OF THE EXTREME COST. THIS WOULD BE AN ALTERNATIVE TO THIS INSTALLATION.

THANKYOU ONCE AGAIN FOR ASKING FOR OUR INPUT INTO THIS PROJECT.

TERRY

A handwritten signature in black ink, appearing to read "Terry". The signature is written in a cursive style with a large initial "T".



127 East County Road C ■ St. Paul, MN 55117

WHERE QUALITY MATTERS

(612) 484-3244 FAX 484-7723

November 6, 1998

"Questwood" will be a Townhome development consisting of 5 buildings, 2 units each building. The present single family home is part of the preliminary plan, with the townhomes being built to the west of the existing home at 1859 Snelling Avenue. The townhomes will be built in a manner which coordinates with and enhances the current single family home. The townhomes will be lookout, rambler construction, with full basements. Most basements will be finished basements. The proposed selling price of the townhomes will be in the \$300,000.00 plus range.

There is definitely a need for this type of housing in Falcon Heights. Our target purchaser will be empty nesters, professionals, potential leaders of the community, with a density of 2 adults per unit and a possibility of "temporary" residents of college age children. With 10 units and the existing single family home, there will probably be a total of 22 adults and possibly 2 - 3 young adults.

The property on the west side is owned by the University of Minnesota. The property on the north side is owned by the University of Minnesota and Pamela Harris, a single family home. The properties on the south side are single family residences. We have had a neighborhood meeting with these people. The property on the east side is the frontage road on Snelling Avenue.

An association will be set up for the townhomes. The existing single family home at 1859 Snelling Avenue North will not be part of the association. The association will be responsible for upkeep and maintenance of the proposed private road, which will be 28 feet wide at the entrance and 32 feet wide in front of the townhomes. The association will also be responsible for upkeep and maintenance of all common property not included with the single family home. All maintenance associated with the buildings will also be handled by this association, along with insurance on the buildings. Each unit will pay a monthly fee for the association maintenance.

All parking of vehicles will be in the existing driveways and on one side of the street. Streets, curbs, gutters landscaping are included as part of the association for maintenance and repairs.

The townhomes we will be building in Falcon Heights are like the townhomes built in Lake Valentine - on Lakeview Court - in Arden Hills.

Each side by side townhome building is 52 feet deep by 92 feet wide, 22 feet high with a total square footage of 3508 for each unit plus the porch, when chosen. The porch adds another 259 square feet.

If you wish to view the Townhomes of Lake Valentine, they are located just west of Old Snelling Avenue off County Road E2 on Lakeview Court.

The outside, front, of the building will be stone and shakes, with fascia of steel. The siding will be aluminum.

This property is very unique. In order to build, we need a long drive and cul de sac of 705 feet. There are no roads to the west and north and single family homes to the south. Basically, the property is land locked without the long drive and cul de sac,

The total density for the 11 dwellings, including the single family home, on 4.79 acres is 2.3 units per acre. All property surrounding the townhomes will be common property owned by the association, with a density of 2.68 units per acre on 3.73 acres.

Questwood will be a positive addition to the City of Falcon Heights with an increase in the tax base as well as drawing positive influence and energy into the community.

● Letter from Pam Harris, property owner of 1865 North Snelling Drive, to the North of the proposed development

From: "PAM HARRIS" <PMH11@[REDACTED]>
To: <shoyt@ci.falcon-heights.mn.us>
Date: Wed, Dec 2, 1998 7:51 PM
Subject: Planning Commission Hearing - 1859 North Snelling Drive

Thank you very much for taking the time last month to speak with me in detail about the proposed PUD project. As the owner of the property directly adjacent to the north of 1859 North Snelling, 1865 North Snelling, I am concerned about the impact of the development on the value of my property.

However, I am reassured that the project would, in fact, not impact my property value adversely by the facts that: (a) the units would be built to the south and west of my lot and not directly adjacent to it; and (b) the lot directly adjacent to mine would remain as is and continue its use as a single family home; and (c) the roadway to be built leading to the proposed townhouses is to be placed south of the existing home.

I am, however, concerned that the new owner of the single family home, who is also the developer of the townhouses, might in the future desire to tear down the existing structure and replace it with more townhouses. If that happened, the new townhouses would be placed directly adjacent to my lot, and, although permission would again be needed from the planning commission, at that point I would probably be the only property owner with potential objections, and, thus, not in the position to have much impact.

Therefore, it is important to me that the city take whatever action is possible at this time to ensure that such a change not take place in the future, or that, if it should be proposed, it would be very carefully scrutinized.

I will look forward to seeing you at the hearing on December 8, 1998. Thank you.

**MINUTES
CITY OF FALCON HEIGHTS
PLANNING COMMISSION MEETING
December 8, 1998**

COMMISSIONERS PRESENT

Tom Brace
Wayne Groff
Ken Salzberg
Irene Struck
Wendy Treadwell

ALSO PRESENT

Susan Hoyt, City Administrator
Carla Asleson, Planner
Sue Gehrz, Mayor
John Uban, Consulting Planner
Frank Kriz, Consulting Engineer
Roger Knutson, City Attorney

COMMISSIONERS ABSENT: Paul Kuettel (arrived later), Toni Middleton

CALL TO ORDER

Meeting was called to order at 7:00 p.m. by Chair Treadwell.

APPROVAL OF SEPTEMBER 22, 1998 PLANNING COMMISSION MINUTES

A motion was made by Commissioner Brace, seconded by Commissioner Struck, to approve the minutes of the September 22, 1998 planning commission meeting. The motion passed unanimously.

Commissioner Kuettel arrived at 7:02 p.m.

**PUBLIC HEARING ON THE PROPOSED REZONING AND PRELIMINARY PLAN FOR
QUESTWOOD TOWNHOMES AT 1859 N. SNELLING DRIVE**

Consulting Planner John Uban explained that the property at 159 N. Snelling Drive is designated as low density housing, four units per acre or less, in the city's comprehensive plan. It is presently zoned as R-1 single family residential, which allows for a minimum lot size of 10,000 square feet. The proposed development is for five townhomes (10 units total) on 4.79 acres of land, or 2.29 units per acre. The developer, Mr. Gordy Howe of Masterpiece Homes, wishes to develop the parcel as a Planned Unit Development (PUD), which requires a rezoning from R-1 Single Family. A PUD is a zoning classification that allows multiple uses within a single use district and allows for creativity of design. Once the elements of a PUD are approved, it takes a 4/5 vote of the city council to change them, which gives the city more control over the design of a site than other zoning classifications, which are required only to meet general zoning requirements for items such as setbacks and height. Planner Uban walked through the design elements of the proposed development, including landscaping, street, on-site ponding and storm drainage, layout of homes, and the two variances which would be a part of the PUD including one for porch setbacks and another for cul-de-sac length. After describing the proposal and how its

land use and design will be compatible with the site, the neighborhood, and the community, Uban concluded by stating that it was his opinion that this development would be good for the community.

Administrator Hoyt reported that the developer had met with neighbors of the proposed development independently of the city. She also summarized comments that she had from neighbors of the project prior to the eventing. A neighbor to the south on Garden Avenue wishes to see the green space between the properties to the south and the townhomes to remain open space and not be taken up by structures. The owner of 1865 Snelling, just to the north of 1859 Snelling, is comfortable with the development, with the understanding that 1859 Snelling remain a single family home and that the townhomes remain to the south and west of her property and that the city place maximum control in restricting the single family part of the project from changing to townhome use. The University of Minnesota wants people buying the new homes to be aware that the adjacent agricultural fields are sprayed three times each year. There was also an inquiry about an increase in traffic to the area. Hoyt noted that traffic calculations predict an additional 59 vehicle trips to the area as a result of this development.

Mr. Gordy Howe, Masterpiece Homes, explained the various elements of the plan to the planning commission and audience members, including photos of the proposed new homes.

Commissioner Treadwell asked about the existing trees on the site. Howe replied that they will save as many as possible and transplant at least 85 trees.

Commissioner Salzberg asked for clarification on the maintenance of the new development. Planner Uban explained that a homeowner's association would be established as part of the PUD and the association would have the responsibility for maintaining the property.

Commissioner Groff inquired about the length of the cul-de-sac, which would require a variance. Planner Uban explained that Falcon Heights has a maximum cul-de-sac length of 400 feet, which is short when compared to other cities. The reason for limiting cul-de-sac length is to allow for fire department access to the end of the road. The proposed cul-de-sac is 706 feet, which should be adequate. There will be a fire hydrant at the end of the road and at the midway point of the road. Also, the fact that there are a low number of units on the cul-de-sac and that they are all built on the same side of the road makes it less likely that the road will be blocked by parked vehicles.

Commissioner Brace commented that parking may need to be restricted on one side of the road in order to allow for the passage of emergency vehicles. Administrator Hoyt replied that each unit has four off-street parking spaces. She said that the parking is planned for the south side of the road, but the north side would not be

posted "no parking" unless a problem resulted from parking on both sides of the road.

Commissioner Brace asked about the existing detached garage on the site that is going to be moved and whether the garage's existence or setback would run afoul of any zoning ordinances. Administrator Hoyt answered that because this is a PUD and R-1 zoning ordinances do not apply. Planner Uban explained that the garage is a pre-existing condition.

Commissioner Brace asked how prospective buyers would be made aware of the pesticide use on the University fields. Mr. Howe replied that he will be making buyers aware of the practice before purchase.

Mayor Gehrz inquired as to whether research had shown a market for \$300,000 townhomes. Mr. Howe replied that he is confident that the units will sell to empty nesters and young professionals. He did a similar development in Arden Hills and the entire project was built and all the units sold within 10 months. He has three buyers already lined up to purchase units in this development if it is approved.

Commissioner Struck asked about the layout of the homes themselves. Howe replied that they would two bedrooms, master bath, 1/2 bath, great room, dining room and kitchen upstairs and two bedrooms, rec room, and a 3/4 or full bath downstairs. Each unit would have a double car garage with double car driveway.

Chair Treadwell opened the public hearing at 7:55 p.m. (Some comments by unidentified persons are not included.)

Ms. Pam Harris, 1865 N. Snelling Avenue, noted that she lives to the north and adjacent to the existing single family home. She stated that she is generally okay with the development as long as the existing single family home remains single family in use. She asked if her front yard would be torn up to put in new utility lines and if there would be any service interruptions. Engineer Kriz responded that there would be some excavation done in the right-of-way and that the grass would be restored. Water service will likely be interrupted for a few hours during this process.

Ms. Melissa Maher, 1626 Garden Avenue, inquired about noise levels during construction and the hours that construction would occur. Mr. Howe answered that typical construction hours are 7:00 a.m. to 4:00 p.m.

Mr. Joel Toso, 1734 St. Mary's Street, asked for further clarification regarding the proposed ponding and water run-off from the development. Engineer Kriz answered that on-site ponding will take care of the new homes on the development. Very little water will be leaving the site. Water run-off is designed to go north between the townhomes. Planner Uban stated that his recollection is that the pond is larger than necessary to accommodate water from the development. It will have a "damp

bottom" and will hold water long enough to allow sediment to leave the water before the water leaves the site.

An unidentified female, 1643 Maple Knoll Drive, stated that she had no problem with the look of the proposed development. Her concerns are traffic noise and speed on Snelling Drive and Snelling Avenue. There have also been problems with people disregarding the stop signs at Garden and Snelling Drive. Ms. Savanna Borne, 1635 Garden Avenue, concurred with the above speaker's comments, stating that she also notices traffic noise and traffic violations. Administrator Hoyt responded that the city's police provider will be instructed to monitor the area for stop sign violations and speeders. However, the city does not have jurisdiction over the speed limit set on streets. This is established by the State of Minnesota.

Mr. Perry Toso, 1654 Maple Knoll Drive, stated that his forthcoming comments were not meant to be a reflection on this particular development. He stated that it is unsettling that the neighborhood was not involved in the planning of this development before this meeting. The public hearing notice was the first notification he'd received about development of this land. The proposed development seems to be a done deal.

Mr. Randy Gustafson, 1775 St. Mary's Street, asked for further clarification of the park dedication and about the effect of the proposed development on the valuation of nearby homes. Administrator Hoyt replied that the park dedication is a fee that is paid by the developer to the city's park fund. As for the valuation of nearby homes, Planner Uban noted that while the tax impact can't be known, he could not see that the development would have a potential negative impact on nearby valuations.

Administrator Hoyt clarified that no decisions about the proposed development have been made as of yet. The developer and the city council have not discussed the development. The city staff typically works with a developer to bring forward a plan that would meet the minimum requirements of the city, when it is possible to do so.

Attorney Knutson reported on the state law that gives the city up to 60 days, with the option of a 60 day extension, to approve or deny a land use request. If the city does not take action within that time frame, the plan is automatically approved. The application for this development was received on November 1, 1998.

Ms. Maher, 1626 Garden Avenue, asked, hypothetically, what would happen if the city were to deny the project? Attorney Knutson responded that the city has some discretion over whether to approve the rezoning from R-1 to PUD. It has much less discretion over whether to approve a subdivision; if a developer meets the city's subdivision requirements, the city usually must approve it. If this rezoning to PUD is denied, the property owner could divide the land into single family home lots without much discretionary action from the city council.

Mr. Gustafson, 1775 St. Mary's Street, noted his concern for the safety of pedestrians in the area. Administrator Hoyt reiterated that the city's police provider would be directed to enforce the speed and stop sign violations in the area. She also stated that Snelling Drive might be a candidate for pathways, although pathways are probably not likely in the near future given that Snelling was just recently reconstructed. Planner Uban noted that the traffic count forecasts would amount to six trips per unit per day. During a peak traffic hour, this might mean an additional six to ten vehicles using the road.

Mr. Jim Bykowski, 1745 St. Mary's Street, inquired about the city's ability to ensure the maintenance of the private road. Planner Uban answered that the road would initially be built to city standards and would be maintained by a homeowner's association, which escrows money for routine maintenance and long term needs. Attorney Knutson explained that the requirements of the PUD would be recorded against the property and that this development would also be subject to the same property code requirements as single family homes.

Ms. Borne, 1635 Garden Avenue, asked the developer what he would be doing to ensure that there would not be water damage in the basements of the new homes. Mr. Howe reported that soil borings performed had shown no threat of water leakage. However, he will still be installing drain tile in the basements, just in case. Ms. Borne then noted her appreciation to the developer and the present property owner for being allowed to have input into the process. She also noted that she's grateful that a compatible design is being proposed for the area.

Ms. Maher, 1626 Garden Avenue, asked if the property was going to be developed into housing even if this proposal failed. The property owner, Ms. Janet Wallin, said it would be sold to a developer unless it was purchased by a single family for a single family home. Given this, Ms. Maher stated that this design is probably the best choice for the property given the other options that are available. The people moving into the new houses are going to care about their neighborhood and will not be creating a traffic safety issue that isn't already there.

Ms. Sheila Toso, 1654 Maple Knoll Drive, requested clarification as to the size of the proposed homes. Mr. Howe clarified that each unit would be 3500 square feet. The number of bedrooms can be altered, but typically there are two bedrooms upstairs and two downstairs. Empty-nesters typically live upstairs and use those bedrooms for sleeping and office space, with the downstairs bedrooms used for visitors and storage.

There being no one else wishing to comment, Chair Treadwell closed the public hearing at 8:50 p.m.

The planning commission discussed a resolution recommending approval of the PUD to the city council. A motion was made by Commissioner Salzberg, seconded by Commissioner Kuettel, to approve the following resolution:

WHEREAS, the PUD preliminary plan for the Questwood Development meets the requirements of the city's comprehensive plan with a planned density of 2.29 units per acre; and

WHEREAS, the PUD site plan with the layout of the structures, mixed townhome and single family use, road access and ponding area form a desirable and unified development within its own boundaries; and

WHEREAS, the PUD proposed townhome and single family home use is consistent and compatible with the surrounding land uses of single family residential and is compatible with the agricultural research fields; and

WHEREAS, the PUD exceptions to the standard ordinance regarding the rear setback for eight (8) porches and the length of the cul-de-sac at 706 feet are justified by the design of the development internally and related to surrounding land uses; and

WHEREAS, the PUD plan will not pose an excessive burden on public infrastructure; and

WHEREAS, the PUD preliminary plan provides a landscaped buffer between the development and the properties to the south and the landscaped yard of the single family home buffers the residence to the north; and manages stormwater to minimize issues on the agricultural fields, the PUD will not have an adverse impact on the reasonable enjoyment of neighboring property.

THEREFORE, BE IT RESOLVED that the planning commission approves the rezoning from R-1 to PUD and approves the preliminary plan for the Questwood Development.

This approval is contingent upon:

- Masterpiece Homes submitting a development agreement and timetable.
- The single family unit be part and governed by the PUD plan.
- The variance be granted for rear yard setbacks for covered porches as needed and described in the plan.
- The private road be platted as an easement with access for public use when needed.
- The townhome association not be permitted to turn the private road over to a public road at any future date.
- No new structures or paving be allowed except as identified in the preliminary plan.
- The developer work with the city to provide water access for an additional public fire hydrant.
- The developer work with the city to generally satisfy park dedication requirements prior to receiving approval for the final plan.

DRAFT

The motion passed unanimously.

UPCOMING BUSINESS

Administrator Hoyt updated the commission on anticipated business items for 1999, including a request to extend Lindig Street and the comprehensive plan update.

ADJOURNMENT

A motion was made by Commissioner Kuettel, seconded by Commissioner Salzberg, to adjourn the meeting. The motion passed unanimously and the meeting was adjourned at 8:50 p.m.

Respectfully submitted,

Carla Asleson
Planner/Recording Secretary

9-16.07, 16.08, 16.09

9-16.07 Final Development Plan Specifications

The Final Development Plan filed with the City Administrator shall contain in final form all of the information required in the preliminary development plan. Within six (6) months following the approval of the preliminary development plan by the City Council, the applicant shall file with the City Administrator a Final Development Plan containing in final form and information required in the preliminary plan. The City Council at its discretion may extend for six (6) months the period for filing of the Final Development Plan.

→ 9-16.08 Findings Required

The written findings necessary for approval of the Preliminary Development Plans shall be based on the following and shall describe in what respects the plan would or would not be in the public interest:

- a. The plan is consistent with the City's Comprehensive Land Use Plan.
- b. The Plan is designed to form a desirable and unified development within its own boundaries.
- c. The proposed uses will not be detrimental to present and future land uses in the surrounding area.
- d. Any exceptions to the standard requirements of the zoning and subdivision ordinances are justified by the design of the development.
- e. The plan will not create an excessive burden on parks, schools, streets and other public facilities and utilities which serve or are proposed to serve the Planned Unit Development.
- f. The Planned Unit Development will not have an undue and adverse impact on the reasonable enjoyment of neighboring property.

9-16.09 Zoning

When the Planned Unit Development plan has been approved, it shall be appropriately identified on the zoning map.

Proposed Resolution 98-37

**City of Falcon Heights
City Council**

WHEREAS, the PUD preliminary plan for the Questwood development meets the requirements of the city's comprehensive plan with a planned density of 2.29 units per acre;

WHEREAS, the PUD site plan with the layout of the structures, mixed townhome and single family use, road access and ponding area form a desirable and unified development within its own boundaries;

WHEREAS, the PUD proposed townhome and single family home use is consistent and compatible with the surrounding land uses of single family residential and is compatible with the agricultural research fields;

WHEREAS, the PUD exceptions to the standard ordinance regarding the rear yard setback for 8 porches and the length of the cul de sac at 706 feet are justified by the design of the development internally and related to surrounding land uses;

WHEREAS, the PUD plan will not pose an excessive burden on local school, park and other services;

WHEREAS, the PUD preliminary plan provides a landscaped buffer between the development and the properties to the south and the landscaped yard of the single family home buffers the residence to the north; and manages stormwater to minimize issues on the agricultural fields, the PUD will not have an adverse impact on the reasonable enjoyment of neighboring property;

WHEREAS, following a public hearing, the Planning Commission unanimously adopted a resolution approving the preliminary PUD plan;

THEREFORE, BE IT RESOLVED that the city of Falcon Heights approves the preliminary PUD plan for the Questwood Development with the following conditions

Approval contingent upon:

- Masterpiece homes submitting a development agreement and timetable.
- The single family unit be part and governed by the PUD plan.
- The variance be granted for rear yard setbacks for covered porches as needed and described in the plan.
- The private road be platted as an easement with access for public use when needed.
- The townhome association not be permitted to turn the private road over to a public road at any future date.
- No new structures or paving be allowed except as identified in the preliminary plan.
- The developer work with the city to provide water access for an additional public fire hydrant.
- The developer work with the city to generally satisfy park dedication requirements prior to receiving approval for the final plan.

9-16.10, 16.11, 16.12

9-16.10 Annual Review

The Planning Commission shall review all unfinished Planned Unit Developments within the City at least once each year and shall make a report to the City Council on the status of the development in each of the Planned Unit Developments. If the City Council finds that development has not occurred within twelve (12) months from the original approval, the City Council may instruct the Planning Commission to remove the Planned Unit Development district from the zoning map and withdraw all approvals of the PUD.

9-16.11 Control of Planned Unit Development Following Completion

Subdivision 1. Modifications of Structures. After the certificate of occupancy has been issued, the use of the land and the construction, modification or alteration of any buildings or structures within the planned development shall be governed by the final development plan.

Subdivision 2. Changes in Final Development Plan. After the certificate of occupancy has been issued, no changes shall be made in the approved final development plan except upon application as provided below:

a. Any minor extensions, alterations or modifications of existing buildings or structures may be authorized by the Planning Commission if they are consistent with the purposes and intent of the final plan. No change authorized by this section may increase the volume of any building or structure by more than ten percent (10%).

b. Any building or structure that is totally or substantially destroyed may be reconstructed only in compliance with the Final Development Plan unless an amendment to the Final Development Plan is approved.

c. Changes in the use of common open space or any other substantial changes in the Final Development Plan may be authorized by an amendment to the Final Development Plan.

9-16.12 Amendment of Plan

Any substantial changes in the Final Development Plan, including but not limited to changes in land use,

increases in development density or intensity or changes in the provisions for common open spaces shall require an amendment of the Final Development Plan. The amendment process for Planned Unit Developments shall be the same as that for all other amendments to the Zoning Code. (See 0-15.05)

9-16.13 Effect of Approval of PUD

Subdivision 1. Nonconformity.

a. No building permit shall be issued for any building on land for which a plan for a Planned Unit Development has been approved which does not conform to the approved Final Development Plan.

b. Development of land, for which a Planned Unit Development has been approved, which does not conform to the Final Development Plan shall only be allowed after one of the following:

1. Amendment to the approved Final Development Plan as provided for in this Part 16.
2. Vacation of the Planned Unit Development by the City Council after a public hearing in the same manner as required for approval of a Planned Unit Development. The Council may condition its approval of the vacation of a Planned Unit Development in order to better protect the public health, safety and welfare.

Subdivision 2. Severability. Each provision of this ordinance is separable and a declaration of invalidity of any one provision thereof shall not invalidate the remainder.

Subdivision 3. Full Force and Effect. This ordinance shall have full force and effect from and upon its adoption and publication according to law.

POLICY 3
12//16/98

ITEM: Adopt resolution certifying the 1999 tax levy of \$ 597,078 .-

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

Summary and action requested. The council is being asked to certify the final levy for 1999 at \$ 597,078 to fund city services in 1999. This is a 1.3% increase over the 1998 total levy.

Overall goal: To provide a community that is a good place to live, work and visit.

ATTACHMENT:

Resolution 98 - 33

ACTION REQUESTED:

Adopt the resolution certifying the 1999 property tax levy at \$597,078.

CITY OF FALCON HEIGHTS

COUNCIL RESOLUTION

Date: December 16, 1998

A RESOLUTION CERTIFYING THE 1998 TAX LEVY

BE IT RESOLVED that the city council authorizes the city to levy taxes in the amount of \$597,078 for the year 1999; and

BE IT FURTHER RESOLVED that the county auditor should extend the tax levy in the amount of \$597,078 for the year 1999.

Moved by: _____

Approved by: _____

GEHRZ _____ In Favor
GIBSON TALBOT _____
HUSTAD _____ Against
JACOBS _____
KUETTEL _____

Mayor
December 16, 1998
Date

Attested by: _____

City Clerk
December 16, 1998
Date

POLICY 4
12/16/98

ITEM: Adopt the 1999 budget

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

Summary and action requested. The council is being asked to adopt the 1999 general fund budget of \$1,235,773 to fund city services in 1999. This is a 2.4% increase over the 1998 general fund budget.

Overall goal: To provide a community that is a good place to live, work and visit.

ATTACHMENT:

Resolution 98 -34

ACTION REQUESTED:

Approve the resolution adopting the 1999 budgt of \$1,235,773

No. 98-34

CITY OF FALCON HEIGHTS

COUNCIL RESOLUTION

Date: December 16, 1998

A RESOLUTION ADOPTING THE 1999 BUDGET

BE IT RESOLVED by the city council of the City of Falcon Heights that the General Operating Budget for the year 1999 in the amount of \$1,235,773 is adopted.

Moved by: _____

Approved by: _____

GEHRZ _____ In Favor
GIBSON TALBOT _____
HUSTAD _____ Against
JACOBS _____
KUETTEL _____

Mayor
December 16, 1998
Date

Attested by: _____

City Clerk
December 16, 1998
Date

POLICY 5
12/16/98

ITEM: Approve resolution removing general obligation bonds from the tax levy

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

Summary and action requested. The council is being asked to approve a resolution removing the city's general obligation bond debt from the property tax levy because the city has funds to pay for the debt service on these bonds without levying the debt. This is required by the state as a way to make sure that cities are aware of their outstanding debt and determine how to pay for it.

1990 G. O. Bonds	\$ 5,800
1991 G. O. Bonds	\$ 25,800
1993 G. O. Bonds	\$114,900

ATTACHMENT:

Resolution 98 - 35

ACTION REQUESTED:

Approve the resolution removing the G.O. Bond debt from the tax levy.

CITY OF FALCON HEIGHTS

COUNCIL RESOLUTION

Date: December 16, 1998

A RESOLUTION ELIMINATING THE 1999 DEBT LEVY ON
GENERAL OBLIGATION DEBT

WHEREAS, the city council of the City of Falcon Heights has sufficient funds on hand in the Debt Service Funds; and

WHEREAS, this amount is strictly reserved for the debt payment on the General Obligation Improvement Bonds of 1993, General Obligation Improvement Bonds of 1991, and General Obligation Improvement Bonds of 1990.

NOW THEREFORE, BE IT RESOLVED by the city council of the City of Falcon Heights that the following be removed from the 1999 tax levy;

G.O. Improvement Bonds 1993	\$114,900.00
G.O. Improvement Bonds 1991	25,800.00
G.O. Improvement Bonds 1990	<u>5,800.00</u>
TOTAL REDUCTION:	\$146,500.00

Moved by: _____

Approved by: _____

GEHRZ _____ In Favor
GIBSON TALBOT
HUSTAD _____ Against
JACOBS
KUETTEL

Mayor _____
December 16, 1998
Date

Attested by: _____
City Clerk
December 16, 1998
Date

ITEM: Consider acquisition of public easement area along Lindig Street through tax forfeiture

SUBMITTED BY: Susan Hoyt, City Administrator

REVIEWED BY: Carla Asleson, Administrative Assistant/Planner

EXPLANATION/DESCRIPTION:

Summary and action requested. The council is being asked to consider purchasing a one foot strip of property along a parcel of land on Lindig Street that is tax forfeit. The strip of land is in the area that would be considered city right of way and, therefore, serves a public use. The land is privately owned because when Lindig Street developed, the city required that a new property owner who wanted to get access to sewer and water (that were built at the developer's expense), the new property owner would need to buy the one foot strip from the developer (Art Lindig) for the sewer and water access and dedicate the one foot strip to the city. The new property owner couldn't get sewer and water to his property without having the connection go through the 'strip' that would become easement so it guaranteed the developer he would get reimbursed for his sewer/water investment as the properties along Lindig Street developed over time. This particular property has not been split off from Fairview so no new home has been built on Lindig Street at this location and the land has been tax forfeited. The staff recommends purchasing the one foot strip for the public easement that it was designed for and passing these costs along to the property owner, if and when this lot develops. The city purchased a similar strip in 1990 at a cost of \$139.95. Ramsey County is getting back to the city on the cost of this piece of land.

ATTACHMENTS

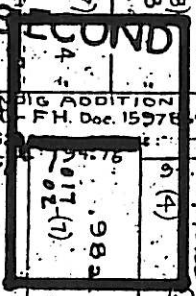
1. Map of Lindig Street one foot strip
2. Resolution 98-36

ACTION REQUESTED

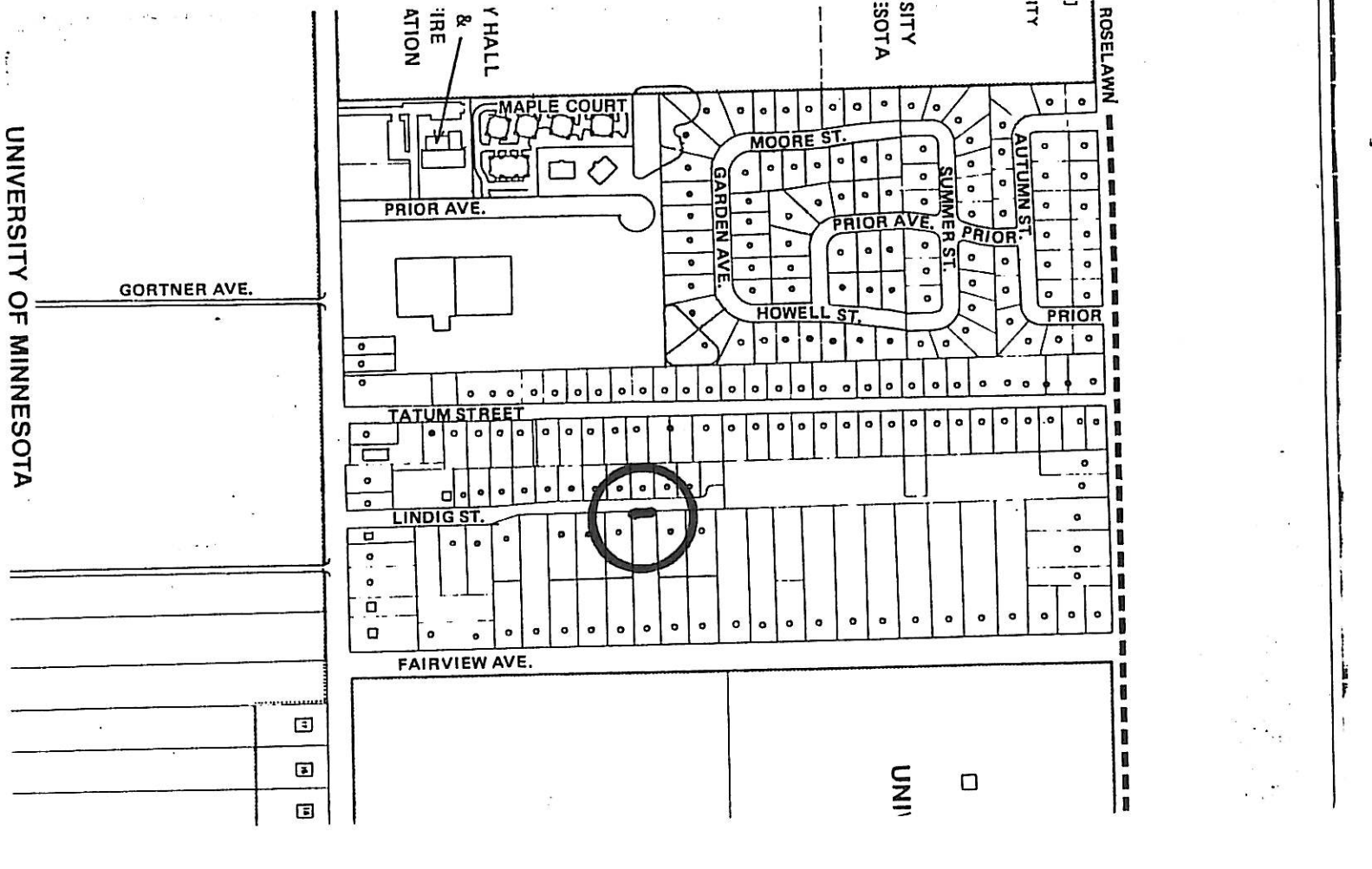
Discuss.

Approve Resolution 98-36, approving the purchase of tax forfeited land.

1500	1525	1550	1575	1600	1625	1650	1675	1700	1725	1750	1775	1800	1825	1850	1875	1900	1925	1950	1975	2000	2025	2050	2075	2100	2125	2150	2175	2200	2225	2250	2275	2300	2325	2350	2375	2400	2425	2450	2475	2500	2525	2550	2575	2600	2625	2650	2675	2700	2725	2750	2775	2800	2825	2850	2875	2900	2925	2950	2975	3000	3025	3050	3075	3100	3125	3150	3175	3200	3225	3250	3275	3300	3325	3350	3375	3400	3425	3450	3475	3500	3525	3550	3575	3600	3625	3650	3675	3700	3725	3750	3775	3800	3825	3850	3875	3900	3925	3950	3975	4000	4025	4050	4075	4100	4125	4150	4175	4200	4225	4250	4275	4300	4325	4350	4375	4400	4425	4450	4475	4500	4525	4550	4575	4600	4625	4650	4675	4700	4725	4750	4775	4800	4825	4850	4875	4900	4925	4950	4975	5000	5025	5050	5075	5100	5125	5150	5175	5200	5225	5250	5275	5300	5325	5350	5375	5400	5425	5450	5475	5500	5525	5550	5575	5600	5625	5650	5675	5700	5725	5750	5775	5800	5825	5850	5875	5900	5925	5950	5975	6000	6025	6050	6075	6100	6125	6150	6175	6200	6225	6250	6275	6300	6325	6350	6375	6400	6425	6450	6475	6500	6525	6550	6575	6600	6625	6650	6675	6700	6725	6750	6775	6800	6825	6850	6875	6900	6925	6950	6975	7000	7025	7050	7075	7100	7125	7150	7175	7200	7225	7250	7275	7300	7325	7350	7375	7400	7425	7450	7475	7500	7525	7550	7575	7600	7625	7650	7675	7700	7725	7750	7775	7800	7825	7850	7875	7900	7925	7950	7975	8000	8025	8050	8075	8100	8125	8150	8175	8200	8225	8250	8275	8300	8325	8350	8375	8400	8425	8450	8475	8500	8525	8550	8575	8600	8625	8650	8675	8700	8725	8750	8775	8800	8825	8850	8875	8900	8925	8950	8975	9000	9025	9050	9075	9100	9125	9150	9175	9200	9225	9250	9275	9300	9325	9350	9375	9400	9425	9450	9475	9500	9525	9550	9575	9600	9625	9650	9675	9700	9725	9750	9775	9800	9825	9850	9875	9900	9925	9950	9975	10000
1316	1317	1318	1319	1320	1321	1322	1323	1324	1325	1326	1327	1328	1329	1330	1331	1332	1333	1334	1335	1336	1337	1338	1339	1340	1341	1342	1343	1344	1345	1346	1347	1348	1349	1350	1351	1352	1353	1354	1355	1356	1357	1358	1359	1360	1361	1362	1363	1364	1365	1366	1367	1368	1369	1370	1371	1372	1373	1374	1375	1376	1377	1378	1379	1380	1381	1382	1383	1384	1385	1386	1387	1388	1389	1390	1391	1392	1393	1394	1395	1396	1397	1398	1399	1400	1401	1402	1403	1404	1405	1406	1407	1408	1409	1410	1411	1412	1413	1414	1415	1416	1417	1418	1419	1420	1421	1422	1423	1424	1425	1426	1427	1428	1429	1430	1431	1432	1433	1434	1435	1436	1437	1438	1439	1440	1441	1442	1443	1444	1445	1446	1447	1448	1449	1450	1451	1452	1453	1454	1455	1456	1457	1458	1459	1460	1461	1462	1463	1464	1465	1466	1467	1468	1469	1470	1471	1472	1473	1474	1475	1476	1477	1478	1479	1480	1481	1482	1483	1484	1485	1486	1487	1488	1489	1490	1491	1492	1493	1494	1495	1496	1497	1498	1499	1500																																																																																																																																																												



Plot 4



UNIVERSITY OF MINNESOTA

CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION

Date: December 16, 1998

RESOLUTION APPROVING CLASSIFICATION AND REQUESTING ACQUISITION OF TAX
FORFEITED LAND

WHEREAS, Ramsey County has classified as non-conservation land lying within the limits of the City of Falcon Heights; and

WHEREAS, a copy of the Classification Resolution together with a list of the land classified has been submitted for approval of the classification in accordance with Minnesota Statutes 281.01, subd. 1; and

WHEREAS, the City of Falcon Heights has determined that the land identified by Parcel Identification No. 16-29-23-34-0007-7 is required for public street purposes;

NOW, THEREFORE, BE IT RESOLVED, that the classification of the land identified by Parcel Identification No. 16-29-23-34-0007-7 and shown on said list as non-conservation land is hereby approved; and

BE IT FURTHER RESOLVED, that the proper City officials be and hereby are authorized to make application for conveyance of said tax forfeited land identified by Parcel Identification No. 16-29-23-34-0007-7 for public street purposes; and

BE IT FURTHER RESOLVED, that the City Clerk be and hereby is authorized to file a certified copy of this Resolution and application for conveyance of said tax forfeited land in the Tax Forfeited Land Section.

Adopted by the Falcon Heights City Council this 16th day of December, 1998.

Moved by: _____

GEHRZ ___ In Favor
GIBSON TALBOT
HUSTAD ___ Against
JACOBS
KUETTEL

Approved by: _____

Mayor
December 16, 1998
Date

Attested by: _____

City Clerk
December 16, 1998
Date

POLICY 7
12/16/98

ITEM: Update on the 50th birthday party dance and scarecrow auction

SUBMITTED BY: Sue Gehrz, Mayor

EXPLANATION/DESCRIPTION:

Summary and action requested. Plans are moving forward for a Sunday evening dance in the Ciatti's area of the city this coming fall as well as a scarecrow auction among the businesses. Mayor Gehrz wants to update the council on the plans and get ideas and suggestions for the event as well as ideas for a charity to receive donations from the scarecrow auction. Mayor Gehrz suggests that perhaps the Teen Court would be a good recipient of the funds.

ACTION REQUESTED:

Update from Mayor Gehrz
Discussion and direction to the Mayor

ITEM: Report on the status of the city's Y2K efforts

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

Summary and action requested. Kris Grangaard, the city's volunteer Y2K coordinator, held an informational meeting on Y2K following the publication of an article in the city newsletter. Fifteen people attended the meeting to learn about the issue and to discuss how the community can become better prepared about it. In addition, Kris is completing the city's inventory of items that may be affected by Y2K. Following her work, the city staff will take over the follow-up on this. The council is being asked to discuss having a councilmember act as liaison to the Y2K task force to assure maximum communication on this important, time sensitive effort..

Meets goal #1. To protect the public health and safety; Meets goal # 2. To expand opportunities for the interaction and involvement of citizens of all ages in their neighborhoods and communities.

Key items.

The city's responsibility in the Y2K issue is to make sure that city controlled systems are working and an emergency management plan is in place. Since the city contracts for most services, including its emergency services like police, dispatching and paramedic service, as well as water service, Falcon Heights has more limited liability than many other communities on this topic. However, the city also wants to make sure that its emergency services including the police, fire, dispatching and Ramsey County Emergency Management team are well prepared for possible Y2K emergencies. A key part of this effort will be to organize our community to provide assistance to each other through our neighborhood connections. Kris is very informed and interested in moving forward with this effort.

Kris may cover some of the following items:

- The purpose and information shared at the first meeting of the Y2K group and directions it is going
- Next steps in reaching out with information to service clubs
- Developing a community network to deal with potential disasters – starting with neighborhood watch block captains
- Providing information and a meeting space for businesses that wish to get together and share ideas on this issue
- Asking for a proclamation from the Mayor and Council about the city's interest in preparedness for Y2K
- A Y2K emergency practice drill in the future months

The staff provides support services for the Y2K effort. However, it may be useful for a councilmember to act as liaison to this task force to make sure that maximum communication on this important, and time sensitive, activity is maintained.