CITY OF FALCON HEIGHTS

Regular Meeting of the City Council City Hall 2077 W. Larpenteur Ave.

AGENDA October 10, 2001

| A. B. | CALL TO ORDER: 7 p.m. ROLL CALL: GEHRZ KUETTEL LAMB LINDSTROM TALBOT WORTHINGTON PHILLIPS ATTORNEY ENGINEER |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| C. D. E. | COMMUNITY FORUM: APPROVAL OF MINUTES: September 26, 2001 PUBLIC HEARING: None |
| F. | CONSENT AGENDA: |
| | General disbursements through 10/4/01, \$53,517.70 Payroll, 9/16/01 to 9/30/01, \$9,420.86 License Approval of election judges for 11/6/01 election Consideration of 2002 SCORE Contract, and adoption of Resolution 01-26 Approval of purchase of memorial bench for Vincent Wright Step increase for Colin Callahan, Public Works Maintenance Worker |
| G. | POLICY AGENDA: |
| | Variance request for a 3 foot, 10 inch, encroachment into rear setback for an attached garage at 1912 Simpson St. Consideration of Resolution 01-20 continuing participation in the Local Housing Incentives Account Program under the Metropolitan Livable Communities Act Amendment to Chapter 9 of the Falcon Heights City Code concerning amendments to the city's zoning ordinance and garages |
| Н. | PRESENTATION: |
| | Emergency Management Discussion - Chief Kurhajetz, Lt. Dominic Cotroneo and Heather Worthington presenting |
| I. | REPORTS FROM COUNCILMEMBERS: |
| J. | INFORMATION AND ANNOUNCEMENTS: |

K.

ADJOURN

CITY OF FALCON HEIGHTS

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|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| C. D. E. | ATTORNEY ENGINEER COMMUNITY FORUM: APPROVAL OF MINUTES: September 26, 2001 (Tab #1) PUBLIC HEARING: None |
| F. | CONSENT AGENDA: |
| | General disbursements through 10/4/01, \$53,517.70 Payroll, 9/16/01 to 9/30/01, \$9,420.86 (Tab #2) License (Tab #3) Approval of election judges for 11/6/01 election (Tab #4) Consideration of 2002 SCORE Contract, and adoption of Resolution 01-26 (Tab#5) Approval of purchase of memorial bench for Vincent Wright (Tab #6) Step increase for Colin Callahan, Public Works Maintenance Worker (Tab #7) |
| G. | POLICY AGENDA: |
| | Variance request for a 3 foot, 10 inch, encroachment into rear setback for an attached garage at 1912 Simpson St. (Tab #8) Consideration of Resolution 01-20 continuing participation in the Local Housing Incentives Account Program under the Metropolitan Livable Communities Act (Tab #9) Amendment to Chapter 9 of the Falcon Heights City Code concerning amendments to the city's zoning ordinance and garages (Tab #10) |
| Н. | PRESENTATION: |
| | Emergency Management Discussion - Chief Kurhajetz, Lt. Dominic Cotroneo and Heather Worthington presenting |
| I. | REPORTS FROM COUNCILMEMBERS: |

INFORMATION AND ANNOUNCEMENTS:

J.

K.

ADJOURN



City of Falcon Heights City Council Minutes September 26, 2001

The meeting was called to order by Mayor Gehrz at 7 p.m.

PRESENT: Gehrz, Kuettel, Lamb, Lindstrom, Talbot. Also present was Heather Worthington, City Administrator, Pat Phillips, Deputy Clerk

COMMUNITY FORUM: There was no one present wishing to speak.

APPROVAL OF MINUTES: The minutes of August 22, 2001 and September 12, 2001 were approved.

CONTINUATION OF PUBLIC HEARING: Hearing on the establishment of TIF District 1-3, and requested adoption of Resolution 01-24

Mayor Gehrz opened the public hearing at 7:03 p.m. which was continued from the September 12, 2001 council meeting. Gehrz asked Jim Prosser of Ehlers and Associates if there were any updates to the TIF plan that he presented at the September 12, 2001 council meeting. Prosser spoke about a couple of minor modifications and councilmember Kuettel asked for explanation of a few sections of the report. Mayor Gehrz asked for clarification of a number of sections as well. Councilmember Lindstrom said the Planning Commission had reviewed and recommended approval of the resolution adopting the plan. There being no other persons with comments or questions, Gehrz closed the public hearing at 7:30 p.m. Councilmember Lindstrom made a motion to approve resolution 01-24 adopting the modification to the development program for Development District No. 1; and establishing tax increment financing district No. 1-3 within Development District No. 1 and adopting the tax increment financing plan therefor. The motion passed unanimously.

CONSENT AGENDA

Councilmember Kuettel moved to approve the following consent agenda. The motion passed unanimously.

- 1. General disbursements and payroll.
- 2. Increase budget line item in the Community Development Fund to reflect current costs for community development on the SE corner redevelopment project.
- 3. Transfer of funds from Infrastructure Fund to the 1990 Hamline Avenue Bond Fund and amendment of the budget line items associated with this transfer of funds.
- 4. Increase the 2001 budget for sidewalk replacement from \$10,000 to \$20,000 in the Infrastructure Fund

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POLICY AGENDA

Joint Powers Agreement with Ramsey County for Election System Replacement

Administrator Worthington explained that the city's election equipment is about thirteen years old and is becoming less reliable and parts for repairs are scarce. Ramsey County and a number of municipalities had been working to decide on a replacement for the current election equipment. Worthington said new equipment has been selected and the city is now being asked to approve the JPA agreement with the county for purchase of two tabulators at a cost of \$12,719.00. The fee schedule would be \$752 for the first year of service and \$447 for each year thereafter for five years. The contract may be renegotiated after five years. Mayor Gehrz introduced Dorothy McClung, Director of Ramsey County Property Records and Revenue, who addressed other issues relating to the election and answered questions from councilmembers Lindstrom and Lamb. Councilmember Talbot made a motion to approve resolution 01-25, approving a Joint Powers Agreement with Ramsey County for the purchase of elections equipment. The motion passed unanimously.

INFORMATION

Administrator Worthington gave a brief report on the summer/fall 2001 youth recreation season. During the summer session, 220 children were involved in the programs. Fall soccer has approximately 45 participants. The children were from Falcon Heights, Roseville, Lauderdale, St. Paul, Fridley and Maplewood.

REPORTS FROM COUNCILMEMBERS

Councilmember Talbot thanked the residents of the Northome area for their patience during the summer street and curb project, Xcel Energy's gasline project, and sodding of yards and boulevards. He also mentioned again the Senior Chore Service of Northwest Youth & Family Services for residents who need assistance with household chores.

ANNOUNCEMENTS

Mayor Gehrz said Ramsey County League of Local Governments is sponsoring a meeting on juvenile crime on September 27, 2001 at Maplewood City Hall from 7-8:30 p.m.

Councilmember Kuettel announced that Mayor Gehrz had been elected president of the Minnesota Mayor's Association for a one year term. The association is comprised of mayors from 500 cities of all sizes. Mayor Gehrz had served on the Board of Directors since 1997.

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Administrator Worthington reminded everyone of the upcoming Clean-up Day at the fairgrounds from 8 a.m. to 2 p.m. Residents are to enter on Larpenteur Avenue at Underwood and move to Hoyt (the Camel Lot) and exit on Snelling Ave.

ADJOURN

The meeting adjourned at 8:30 p.m.

Respectfully submitted,

Pat Phillips Deputy Clerk

CONSENT 1

Meeting Date: 10/10/01

ITEM DESCRIPTION: Disbursements

SUBMITTED BY: Roland Olson, Finance Director

EXPLANATION/SUMMARY:

1. General disbursements through 10/4/01, \$53,517.70

Payroll, 9/16/01 to 9/30/01, \$9,420.86

ACTION REQUESTED: Approval

APPROVAL OF BILLS PERIOD ENDING: 10-05-01

| CHECK# | VENDOR NAME | | DEPT. | AMOUNT |
|--------|-------------------------------------------------------------------------------------------|------------------------------------------------------|----------|------------------|
| | | | | |
| | PETER LINDSTOM | CROOKSTON-MI MAYORS CONE | LEGISLAT | 2//.05 |
| | GEHRZ, SUE *** TOTAL | FOR DEPT 11 | 585 | 5.03 |
| | AMEDICAN OFFICE PRODUCTS | DENC/EDACED/I AMINATE CUT | ADMINIST | 20 7n |
| 40452 | CITY OF CRYSTAL | CONF - 5 STAFF | ADMINIST | 165.00 |
| | GOVERNING | SUBSCRIPTION | ADMINIST | 39.95 |
| 40453 | PERA | PERA WSEPT 16-30 | ADMINIST | 1,097.08 |
| | AMERICAN OFFICE PRODUCTS CITY OF CRYSTAL GOVERNING PERA *** TOTAL | FOR DEPT 12 | 1,382 | 2.73 |
| | | | | |
| | ESCHELON TELECOM, INC. FBN, INC | NEW FAN PHONE MICROPROSR NEW INTERNET BROWSR ISSU | COMMUNIC | 237.17 |
| | MCI HODEDCOM DEC CVC | LONG DISTANCE CURCS | COMMUNIC | 8 67 |
| | *** TOTAL | FOR DEPT 16 | 415 | 5.84 |
| | | | | |
| 40455 | PAKOY, GENE | 3RD QTR MECHANICAL PERMT | | |
| | PAKOY, GENE *** TOTAL | FOR DEPT 17 | 925 | 5.50 |
| | ST ANTHONY VILLAGE | | POLICE | 34 221 17 |
| | *** TOTAL | FOR DEPT 22 | 34,221 | .17 |
| | | | | |
| | AMERIPRIDE LINEN&APPAREL | LINEN CLEANING | FIRE FIG | 43.55 |
| | BEARCOM | EXTENDED WARRANTY-RADIO FREIGHT ON BATTERIES | FIRE FIG | 80.94 |
| | BEARCOM | FREIGHT ON BATTERIES | FIRE FIG | 9.20 |
| | FIRE EQUIPMENT SPECIALTIE | | | |
| | FIRE INSTRUCTORS ASSN. MN OXYGEN SERVICE COMPANY | COMPRESSED AIR | FIRE FIG | 92.72 |
| | OXYGEN SERVICE COMPANY | TANK RENTAL | FIRE FIG | 22.50 |
| | SUBURBAN ACE HARDWARE | CLEANING SUPPLIES | FIRE FIG | 30.63 |
| | OXYGEN SERVICE COMPANY OXYGEN SERVICE COMPANY SUBURBAN ACE HARDWARE SUPERAMERICA | FUEL | FIRE FIG | 117.88 |
| | *** TOTAL | FOR DEPT 24 | 803 | .65 |
| | BOARD OF WATER COMMISSNRS | H20 | CITY HAL | 787 07 |
| | BOARD OF WATER COMMISSING | S.S. | CITY HAL | 11.69 |
| | D-ROCK CENTER LANDSCAPE | ROCK FOR PATH/PAVILION | CITY HAL | 41.00 |
| 40454 | HOME DEPOT CRC/GECF | PAINT AND 2 TROWELS | CITY HAL | 52.15 |
| 40454 | HOME DEPOT CRC/GECF | 12 MUM PLANTS | CITY HAL | |
| | GRAINGER, W. W., INC. | | | 113.57 |
| | | TOWELS/WRENCH | CITY HAL | 78.02 |
| | M-75 BUILDING MAINTENANCE XCEL ENERGY | ELECT TO 9/28 | CITY HAL | 285.31 730.53 |
| | XCEL ENERGY | GAS AT CITY HALL 9/27 | CITY HAL | 41.50 |
| | OXYGEN SERVICE COMPANY | [1] [1] [1] [1] [1] [1] [1] [1] [1] [1] | CITY HAL | 9.00 |
| | | GRASS SEEN/PLUNGER | CITY HAL | 44.74 |
| | VERIZON WIRELESS | CELL PHONE CHRGS | CITY HAL | 38.01 |
| | *** TOTAL | FOR DEPT 31 | 2,258 | .01 |
| | BATTERIES PLUS | BATTERY | STREETS | 52.72 |
| 40454 | HOME DEPOT CRC/GECF | CONCRETE:STREET SIGNS | STREETS | 31.84 |
| | | LANDSCAPE MATERIALS | STREETS | 76.17 |
| | XCEL ENERGY | ELECT TO 9/27 | STREETS | 73.89 |
| | XCEL ENERGY | ELECT TO 9/27 ELECT TO 9/27 | STREETS | 7.42 |
| | XCEL ENERGY | LLLUI 10 7/21 | STREETS | 64.28 |

APPROVAL OF BILLS PERIOD ENDING: 10-05-01

| | VENDOR NAME | DESCRIPTION | DEPT. | |
|-------|-------------------------------------------------------------------------------------|---------------------------------------|------------------------------|----------|
| | | | | |
| 1 (4) | XCEL ENERGY | ELECT TO 9/27 | STREETS | 9.07 |
| | XCEL ENERGY | ELECT TO 9/30 | STREETS | 94.28 |
| | XCEL ENERGY | ELECT TO 9/30 | STREETS | 58.06 |
| | XCEL ENERGY | ELECT TO 9/30 | STREETS | 8.21 |
| | XCEL ENERGY | ELECT TO 9/30 | STREETS | 1,956.24 |
| | XCEL ENERGY | ELECT TO 10/1 | STREETS | 7.34 |
| | SUBURBAN ACE HARDWARE SUPERAMERICA | PRUNING SAW/BLACKTOPPATC | STREETS | 64.90 |
| | SUPERAMERICA | FUEL | STREETS | 73.61 |
| | T.A. SCHIFSKY & SONS, INC *** TOTAL | ASPHALT PATCH | STREETS | 32.54 |
| | *** TOTAL | FOR DEPT 32 | 2,610. | .57 |
| | PRECISION TREE COMPANY | THE DEMOVALS | TREE PRO | 2 525 45 |
| | PRECISION TREE COMPANY *** TOTAL | FOR DEPT 34 | 2,525. | |
| | IOIAL | TOR DELT 34 | ۵,525. | .03 |
| | BOARD OF WATER COMMISSNRS | H20 S.S. | PARK & R | 19.44 |
| | BOARD OF WATER COMMISSNRS | s.s. | PARK & R | 23.38 |
| | BOARD OF WATER COMMISSNRS GRAINGER, W. W., INC. | TISSUE/TOWELS/HAND SOAP | PARK & R | 113.50 |
| | ICMA RETIREMENT TRUST 457 ICMA RETIREMENT TRUST 457 | OCT/01 TRETSVEN | PARK & R | 100.00 |
| | ICMA RETIREMENT TRUST 457 | OCT/01 MAERTZ | PARK & R | 100.00 |
| | XCEL ENERGY | GROVE PARK PROTECT LITES | PARK & R | 20.97 |
| | XCEL ENERGY XCEL ENERGY XCEL ENERGY | CURTIS FIELD ELECT | PARK & R | 40.13 |
| | XCEL ENERGY | ELECT&GS COMM PARK | PARK & R | 305.83 |
| | SUBURBAN ACE HARDWARE QWEST | MOWER PARTS/HARDWARE PRT | PARK & R | 77.01 |
| | QWEST | COMM PARK TELEPHONE 9/22 | | |
| | *** IOIAL | FOR DEPT 41 | 1,069. | 25 |
| | E-Z RECYCLING, INC. | SEPT/01 RECYCLING CHRGS | SOLID WA | 2 599.40 |
| | | FOR DEPT 56 | 2,599. | |
| | | | 57.00 € (7)9751 VYVES | |
| | XCEL ENERGY SUPERAMERICA | LIFT STA ELECT | SANITARY | 13.63 |
| | SUPERAMERICA | FUEL | SANITARY | 253.73 |
| | *** TOTAL | LIFT STA ELECT FUEL FOR DEPT 75 | 267. | 36 |
| | | | | |
| | SHORT ELLIOTT HENDRICKSON | | | |
| | TOTAL | FOR DEPT 79 | 2,770. | 21 |
| | CAROLE L. SMITH | OCT 1-15 PROF SVCS | MCAD | 1.083.33 |
| | CAROLE L. SMITH *** TOTAL | FOR DEPT 84 | 1.083. | 33 |
| | | | 1 F T T T T | over 500 |
| | | | | |
| | *** TOTAL | FOR BANK 01 | 53,517. | 70 |
| | | | | |
| | *** GRAND | TOTAL *** | 53,517. | 70 |
| | 2.0.00 | US MANAGE | , | 10.00 |

CHECK REGISTER

| CHECK | CHECK | EMPLOYE | E NAME | CHECK | CHECK |
|-------|---------|---------|----------------------|--------|---------|
| TYPE | DATE | NUMBER | | NUMBER | AMOUNT |
| | | | | | |
| COM | 9 28 01 | 6 | SUSAN GEHRZ | 31246 | 302.45 |
| COM | 9 28 01 | 12 | LAURA A. KUETTEL | 31247 | 277.05 |
| COM | 9 28 01 | 13 | PETER C. LINDSTROM | 31248 | 277.05 |
| COM | 9 28 01 | 14 | RICHARD P. TALBOT JR | 31249 | 277.05 |
| COM | 9 28 01 | 15 | ROBERT E LAMB | 31250 | 277.05 |
| COM | 9 28 01 | 34 | CLEMENT KURHAJETZ | 31251 | 276.98 |
| COM | 9 28 01 | 35 | LEO LINDIG | 31252 | 64.64 |
| COM | 9 28 01 | 42 | MICHAEL D. CLARKIN | 31253 | 94.67 |
| COM | 9 28 01 | 74 | MARK J. ALLEN | 31254 | 55.41 |
| COM | 9 28 01 | 1003 | HEATHER WORTHINGTON | 31255 | 1237.27 |
| COM | 9 28 01 | 1007 | PATRICIA PHILLIPS | 31256 | 1033.21 |
| COM | 9 28 01 | 1013 | WILLIAM MAERTZ | 31257 | 1382.30 |
| COM | 9 28 01 | 1033 | DAVE TRETSVEN | 31258 | 1049.33 |
| COM | 9 28 01 | 1038 | DEBORAH K JONES | 31259 | 494.18 |
| COM | 9 28 01 | 1039 | CRAIG A. STIER | 31260 | 144.07 |
| COM | 9 28 01 | 1089 | KATHLEEN A. CIERNIA | 31261 | 255.32 |
| COM | 9 28 01 | 1136 | ROLAND O. OLSON | 31262 | 1100.00 |
| COM | 9 28 01 | 1143 | COLIN B. CALLAHAN | 31263 | 519.24 |
| COM | 9 28 01 | 1173 | ELIZABETH M. POSTIGO | 31264 | 303.59 |
| | | | | | |
| | | | | | |
| | | | COMPUTER CHECKS | | 9420.86 |
| | | | MANUAL CHECKS | | .00 |
| | | | NOTICES OF DEPOSIT | | .00 |
| | | | | | |
| | | | | | |
| | | | ****TOTALS**** | | 9420.86 |

CONSENT 2

Meeting Date: 10/10/01

ITEM DESCRIPTION:

Licenses

SUBMITTED BY:

Pat Phillips, Licensing Coordinator

REVIEWED BY:

Heather Worthington, City Administrator

EXPLANATION/SUMMARY:

GENERAL CONTRACTOR

West Metro Windows

Lic. #01-910

Grant Utilities

Lic. #01-911

ACTION REQUESTED: Approval

Consent 3 10/10/01

ITEM: Approval of election judges for the November 6 General Election

SUBMITTED BY: Kathy Ciernia, Election Administrator

REVIEWED BY: Heather Worthington, City Administrator

EXPLANATION:

<u>Summary:</u> State statutes require that the city council formally approve the hiring of election judges. The following individuals have agreed to work on November 6, 2001:

Precinct One:

Tai Shigaki (6 a.m.-closing)
Val Gyurci (6 a.m.-2 p.m.)
Carolyn Ritchie (6 a.m.-2 p.m.)
Manley Olson (6 a.m.-2 p.m.)
Steve Graham (2 p.m.-closing)
Delaine Meyer (2 p.m.-closing)
Donna Reynolds (2 p.m.-closing)

Precinct Two:

Mary McGuire (6 a.m.-2 p.m.)
Marty Everest (6 a.m.-2 p.m.)
Mary Ellen Tapio (6 a.m.-2 p.m.)
Florence Richards (6 a.m.-2 p.m.)
Sarah Brand (2 p.m.-closing)
Gladys Brown (2 p.m.-closing)
Kathy Baldwin (2 p.m.-closing)
Margaret Barrett (2 p.m.-closing)

Emergency/on-call:

Sally Jernberg Jane Dehlin

ACTION REQUESTED:

Motion to approve slate of election judges for the November 6, 2001 General Election

ITEM:

Consideration of 2002 SCORE Contract, and adoption of Resolution

01-26

SUBMITTED BY: Heather Worthington, City Administrator

EXPLANATION/SUMMARY:

The Council is being asked to authorize the Mayor and Administrator to sign the 2001 SCORE recycling grant contract from Ramsey County, adopt the attached resolution. The grant is in the amount of \$10,906.00.

ATTACHMENT:

- Letter from Saint Paul/Ramsey County Dept. of Public Health
- 2002 SCORE Grant
- Resolution 01-26

ACTION REQUESTED:

Authorize Mayor and Administrator to sign the 2002 SCORE Grant, and adopt Resolution 01-26.





Saint Paul - Ramsey County Department of Public Health

Rob Fulton, Director

Environmental Health Section 1670 Beam Avenue - Suite A Maplewood, MN 55109-1176 651-773-4444 Fax: 651-773-4454

SEP 2 5 2001

WEEKE

DATE:

September 19, 2001

TO:

Municipal Recycling Coordinators

FROM:

Dan Donkers, Program Analyst

RE:

2002 SCORE Grant Applications

<<APPLICATION DUE NOVEMBER 9, 2001>>

Attached are the materials for the 2002 SCORE Funding Grants, including the SCORE Funding Guidelines, the 2001 SCORE Funding Grant Application, and a table showing the funds available for each municipality.

You will notice the Application form has been redesigned. Although some items are the same as in past applications, please take a close look at the questions and instructions. ALL QUESTIONS must be answered fully in order to process the application. Adequate level of detail and description will avoid the need for follow-up, speed up the process of getting the agreement to your municipality, and increase the chance of receiving the full grant amount for which you are eligible. In short, it makes things easier for everyone!

The Grant Guidelines also offer greater detail on examples of eligible expenses, as well as clarifications on restrictions and conditions on the use of SCORE funds. Please read these carefully as you consider what to propose in your grant application. We have recently been audited by the State and want to be sure that it is clear what funds are being used for and that requests for reimbursement are consistent with the grant application. Any questions, please call me before you submit your application.

If you do not have your council/ board resolution authorizing submission of the application and acceptance of the funds by November 9, submit the application with a note stating that the resolution is in process and when the resolution will be approved. The adopted resolution MUST be submitted no later than December 14, 2001.

Cities with Joint Powers Agreements for collection of the City Recycling Fee must have the City Recycling Fee amounts included as an attachment to the SCORE Grant Application.

If you have any questions about the application or the guidelines, please call me at 651-773-4451.

Thanks, and let's make the most of our reduction and recycling programs!



SAINT PAUL - RAMSEY COUNTY DEPARTMENT OF PUBLIC HEALTH ENVIRONMENTAL HEALTH SECTION

2002 MUNICIPAL GRANT GUIDELINES: SCORE FUNDING GRANTS

SCORE FUNDING GRANTS are provided to municipalities in Ramsey County. Grants are provided to a municipality pursuant to an Agreement between the County and municipality following application for a grant by the municipality. The grant funds are capped for each municipality, and are calculated on a per capita basis.

Eligible Expenses

General Information

- SCORE funds are granted by the State. Ramsey County must follow State law that sets out
 restrictions on how funds may be used, including how funds are used by grantees. Inappropriate
 uses may result in the County (and, by extension, grantees) receiving less funding.
- SCORE funds can only cover expenses that are not reimbursed by another source (e.g., clean-up fees, recycling service charge, outside grant program, etc.).
- Changes from the budget adopted in the grant agreement are possible (such as moving money from one budget area to another, replacing a project in the budget with a new one, etc.), but requests to do so must be made in writing. County staff must obtain the County Manager's written approval to change the budget once it is adopted.
- Creative and innovative ideas are encouraged! Do not let these guidelines limit your ideas. However, if you would like to use SCORE funds for a project that does not seem to fit the guidelines, please talk to County staff first to make sure you have the funding support you need for a successful project.

Equipment: All equipment must remain the property of the Municipality. Examples of eligible expenses include:

- Purchase or lease of equipment used only for collection and transportation of recyclable materials, or collection and storage of recyclable materials at municipal drop-off centers (e.g., trucks, storage containers, sorting equipment, etc.)
- Recycling collection containers, bins, totes, bags, etc.
- Purchase or lease of computer/data processing equipment used for managing recycling data (e.g., bar coding equipment, etc.)
- Recycled content products that contain post consumer waste (not just pre-consumer/post-industrial recycled content), but only the "premium," if any, above the price of a comparable virgin product (examples of eligible recycled content products include plastic lumber, plastic picnic tables, copy paper and other office supplies, paint, glass road aggregate, garbage bags, carpet, etc.)
- Brush/wood waste chipping equipment: purchase, rental, maintenance expenses
- Equipment that results in waste reduction, approved on a case-by-case basis (e.g., duplexing units for laser printers, air hand dryers for restrooms)

Promotion: Must address waste/toxicity reduction, recycling, recycled products, composting, cleanups, or other waste-related issues to qualify for SCORE funding. Audiences may include businesses, residents, and municipal employees. SCORE funds may be used to cover costs of production and distribution of paper materials (brochures, newsletters, etc.) that model environmentally preferable printing practices, such as using paper made with a minimum of 30% post-consumer recycled content, using agri-based inks, and including a tag line promoting how the publication demonstrates environmentally preferable printing practices. Examples of eligible expenses include:

- Production and distribution of printed materials (e.g., "how to" recycling guides or brochures, waste reduction posters, recycling reminder lawn signs, etc.)
- Features, articles, etc. in municipality newsletters (coverage of SCORE-related issues must comprise a significant portion of the newsletter's content if seeking full cost reimbursement)
- Advertising in the media (e.g., newspaper, radio, etc.)
- Postage for distribution of promotional information (e.g., newsletters, direct mail, etc.)
- Promotional goods (e.g., magnets, pencils, cloth bags, mugs, key chains, clothing, etc.)
- Environmental education activity materials (e.g., coloring books, displays, educational performing troupes, videos, etc.)
- Video productions
- Web design/hosting expenses (only the costs <u>directly</u> associated with waste/toxicity reduction, recycling, composting, or other waste management issues)
- Cash prize drawings as incentives are eligible if included in the grant application

>>>REMINDER: The SCORE grant agreement requires that Ramsey County and the State of Minnesota SCORE fund be credited as funding sources in any public education materials paid for in part or in full with SCORE funds. Materials not so labeled are not eligible for reimbursement.

Recycling Collection: For collection activities that will maintain and increase the level of recycling beyond the level achieved in 2001. Examples of eligible expenses include:

- Contractor costs for municipal-sponsored residential collection (any and all residences)
- Grants to multi-unit or manufactured home park property managers to help cover cost of collection (if not provided by municipal contractor)
- · Recycling services for municipal facilities
- Recycling collection programs for small businesses
- Reuse, recycling, or source-separated organizes composting of materials collected at community clean-up events (Disposal costs are NOT an eligible expense. Also, if clean-up patrons are asked to pay a fee for specific items, such as appliances, electronics, tires, etc., SCORE can be used only to pay the difference between what the patron pays and the cost to the municipality to recycle that item.)

Administration

Salary and benefits to cover that portion of employee time (full- or part-time) dedicated to
planning, coordinating, implementing, or operating the recycling program; yard/tree waste
recycling/composting program; public education efforts for recycling, waste reduction, HHW
management, clean-up events at which at least a portion of materials collected are reused or
recycled, etc.

Submitting a Grant Application

The Municipality must complete a grant application, on a form provided by the County, which includes the following information:

- 1. A description of the Municipality's curbside recycling program and long-term source of funding;
- 2. A description of programs or provisions for assuring residential recycling service is available to residents on-site at all multi-unit housing and manufactured home parks;
- 3. A description of promotional efforts in the Municipality;
- 4. A description of the Municipality's in-house recycling program, established pursuant to Minn. Stat. Section 115A.151;
- 5. A description of proposed uses for SCORE Funding Grants and a budget itemizing proposed costs; and,
- 6. A resolution from the governing body of the municipality requesting the funding allocation, or a certified copy of the official proceedings at which the request was approved.

Use of Grant Funds

FOR ALL MUNICIPALITIES:

- A. The Municipality shall submit two reports to the County: the first is due in August of the grant year and the second in February of the following year. The due dates are specified in the grant agreements. The reports cover the periods of January 1 June 30, and July 1 December 31, respectively. The reports are to be on forms provided by the County. These reports are to include information on recycling at all residential units, including multi-unit housing and manufactured home parks, even if the municipal program does not serve them.
- B. The Municipality shall, upon request, submit an audited financial report to the Ramsey County Budget and Accounting Office. The report shall show how funds received from Ramsey County were disbursed.
- C. Any public education materials produced by the Municipality or its subcontractor(s) using SCORE funds shall credit the County and the State of Minnesota's SCORE fund as funding sources.

FOR MUNICIPALITIES THAT DO NOT ENTER INTO A JOINT POWERS AGREEMENT FOR RECYCLING FUNDING:

A. The Municipality shall incur expenses for reimbursement according to a budget attached to the Agreement. The total amount available shall be capped at a specific amount. The Municipality shall not use grant funds for expenses, or a portion of expenses, which have been or will be reimbursed by other parties.

- B. To receive reimbursement the Municipality shall submit a claim using a form provided by the County, and shall include proper documentation for expenses including photocopies of contractor's bills, bills for education expenses, staff time records, receipts for equipment purchases, and other information to verify expenses.
- C. Requests for reimbursement may be submitted at any time, but funds will be distributed to the Municipality four times each year, according to the schedule in the table below:

For activities during the period of: Reimbursement will occur after:

January 1 - March 31 January 1 - June 30

January 1 - September 30

January 1 - December 31

April 1

July 1

October 1

January 1 of Following Year

Funds will be distributed on the condition that the Municipality is current in submittal of complete semiannual reports due to the County. In the event that the Municipality's expenses are less than the amount available to the Municipality pursuant to the Grant Agreement, the County will reimburse only the eligible amount expended by the Municipality. In the event that the Municipality's eligible expenses exceed the amount available to the Municipality pursuant to the Grant Agreement, the County will reimburse only the eligible amount in the Grant Agreement.

FOR CITIES THAT ENTER INTO A JOINT POWERS AGREEMENT:

- A. The Municipality shall receive two payments from the County pursuant to the Joint Powers Agreement. The first distribution shall occur in early February and shall be in the amount of one half of the SCORE funds allocated to the Municipality. The second distribution will be in early May, and shall be for the balance of the funds. The total amount available shall be capped at a specific amount. The Municipality shall not use grant funds for expenses, or a portion of expenses, which have been or will be reimbursed by other parties, or for any purposes besides those approved in the SCORE Funding Agreement and the Joint Powers Agreement, if present
- B. The Municipality shall submit two reports to the County: the first is due in mid-August and the second in February of the following year. The due dates are specified in the grant agreements. The reports cover the periods of January 1 June 30, and July 1 December 31, respectively. The reports are to be on forms provided by the County. These reports are to include information on recycling at all residential units, including multi-unit housing and manufactured home parks, even if the municipal program does not serve them.
- C. The Municipality shall submit a letter, which certifies that the SCORE funds have been used pursuant to the Joint Powers Agreement and the SCORE Funding Agreement.

SAINT PAUL - RAMSEY COUNTY DEPARTMENT OF PUBLIC HEALTH ENVIRONMENTAL HEALTH SECTION

2002 SCORE FUNDING GRANT APPLICATION ...

| CITY/TOWNSHIP |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CONTACT PERSON |
| ADDRESS |
| PHONE FAX |
| |
| A. DESCRIPTION OF 2002 RESIDENTIAL RECYCLING PROGRAM |
| 1. In 2002, will any collection services be provided under a contract? Yes No |
| a. If so, provide contractor(s), address, and contact name. |
| |
| |
| b. Which type of households are expected to receive service under the contract? |
| Single-family: Duplex: Triplex: 4plex: |
| Townhome: Condominium: Manufactured Home Park: |
| Multi-unit buildings (up to units): |
| c. What is the total number of households expected to receive service under the contract? |
| Single-family thru 4-plex: Multi-unit buildings with 5 or more units: |
| Single-fullity file is please Multi-drift buildings with 5 of hisre-drifts. |
| d. What materials will be collected? (If different materials will be collected based on type of housing, please describe differences.) |
| |
| • |
| |
| e. What is the collection frequency? (If frequency is different based on type of housing, plea |

describe differences.)

| How will the municipality ass not receive recycling collect provisions, licensing requires collected, and at what frequ | tion services under i ments, other mecha | a municipally-arran | ged contract? (e. | ordinanca |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|-------------------------------------------|----------------------------------------------|---------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| 3. What changes are planned or | r anticipated for 20 | 0022 | | |
| | · · · · · · · · · · · · · · · · · · · | | Į. | |
| | a A | | | • |
| 4. How are recycling services ir term funding source is in place | n 2002 to be paid fo ce for recycling ser | or, beyond any use vices? | of SCORE funds? | - What long- |
| | | | | |
| | | | | |
| Describe the municipality's so materials to be used, intender | ource reduction and d audiences, and me | recycling promotic | onal efforts. List y of distribution. | types of |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| 4 3.54 | | | | |
| What measurable goals do you describe how you will measure | ı have for source re progress toward th | eduction and recycl nose goals and how | ing activities in 20 activities will be e | 002? Please evaluated. |
| | | | | |
| | | | | |
| | | | | |
| 7. If any activities will be conduct to monitor and audit (sub)cont | ted by a contractor ractor activities? | r or subcontractor | , what provisions w | vill be made |
| | | | | |

| В. | SCORE GRANT REQUEST |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Please describe how a SCORE grant would enhance or improve source reduction and recycling efforts in your community. List specific activities for which SCORE funding would be used. |
| | |
| | |
| 2. | Please show how you intend to allocate your 2002 SCORE grant. Detail how you intend to use SCORE funds within each applicable budget area. Attach a copy of your 2002 municipal budget for all recycling activities, including all funding sources. (If the budget has not been adopted by your governing body, attach the most current draft budget.) |
| | PROPOSED SCORE BUDGET—SCORE EXPENSES ONLY |
| | - |
| | ADMINISTRATION: \$ |
| | PROMOTION ACTIVITIES \$ Please detail: |
| | |
| | |
| | EQUIPMENT \$ Please detail: |
| | |

TOTAL SCORE GRANT

Please detail:

COLLECTION OF RECYCLABLES \$_____

\$_____

| C. | IN-HO | JSE | RECYCL | ING | PROGR | MAS | ٠. |
|----|-------|-----|--------|-----|-------|-----|----|
|----|-------|-----|--------|-----|-------|-----|----|

Please describe the recycling program for materials generated at municipal facilities, per requirements in Minn. Stat. Sec. 115A.151. List materials collected and service provider(s). If any materials are brought to a drop-off center or otherwise not handled by a collection service, list those materials and describe how they are transferred.

D. RESOLUTION

Please attach a resolution from your governing body requesting the funding allocation or a certified copy of the official proceedings at which the request was approved. SCORE grants agreements cannot be issued without such an attachment.

| NAME OF PERSON AUTHO | RIZED TO SUBMIT GRANT |
|----------------------|-----------------------|
| TYPE OR PRINT | |
| | |
| SIGNATURE | |
| | × |
| TITLE | |
| | |
| DATE | |

Please return the completed grant application form by NOVEMBER 9, 2001, to:

DAN DONKERS, PROGRAM ANALYST
SAINT PAUL - RAMSEY COUNTY DEPARTMENT OF PUBLIC HEALTH
ENVIRONMENTAL HEALTH SECTION
1670 BEAM AVENUE, SUITE A
MAPLEWOOD, MN 55109

2002 Municipal SCORE Grant Availability

| Municipality | 2000 pop. (Census) | % of Total- | Grant | Available |
|------------------------|-----------------------------------------|-------------|-------|-----------|
| | 2 0 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 | | | |
| Arden Hills | 9,652 | 1.9% | \$ | 18,891 |
| Falcon Heights | 5,572 | 1.1% | \$ | 10,906 |
| Gem Lake | 419 | 0.1% | \$ | 820 |
| Lauderdale | 2,364 | 0.5% | \$ | 4,627 |
| Little Canada | 9,771 | 1.9% | \$ | 19,124 |
| Maplewood | 34,947 | 6.8% | \$ | 68,399 |
| Mounds View | 12,738 | 2.5% | \$ | 24,931 |
| New Brighton | 22,206 | 4.3% | \$ | 43,462 |
| North Oaks | 3,883 | 0.8% | \$ | 7,600 |
| North Saint Paul | 11,929 | 2.3% | \$ | 23,348 |
| Roseville | 33,690 | 6.6% | \$ | 65,938 |
| St. Anthony (part) | 2,348 | 0.5% | \$ | 4,596 |
| Saint Paul | 287,151 | 56.2% | \$ | 562,015 |
| Shoreview | 25,924 | 5.1% | \$ | 50,739 |
| Vadnais Heights | 13,069 | 2.6% | \$ | 25,579 |
| White Bear Twp | 11,293 | 2.2% | \$ | 22,103 |
| White Bear Lake (part) | 23,974 | 4.7% | \$ | 46,922 |
| Total | 510,930 | 100.0% | \$ | 1,000,000 |

CITY OF FALCON HEIGHTS

No. <u>01-26</u>

COUNCIL RESOLUTION

| | | | Date: <u>October 10, 2001</u> |
|--------------------------------------------------|-----------------------------------------------------------|-------------------------------|-----------------------------------|
| | ON AUTHORIZING THE MAYO | | |
| WHEREAS | The City of Falcon Heights ha | as a recycling program, | which serves the residents of the |
| WHEREAS | The City utilizes the SCORE fu | unding to offset costs of t | hat program each year; and |
| WHEREAS | The City Council has determi residents of Falcon Heights; | ined that participation in | this program is beneficial to the |
| NOW, THEREF | FORE, BE IT RESOLVED by the | e City Council of the City | of Falcon Heights, Minnesota: |
| anding under the | ne 2002 SCORE Grant. | | reement with Ramsey County for |
| Add | opted by the Council this tenth d | ay of October 2001. | |
| Moved by: GEHRZ KUETTEL AMB INDSTROM | In Favor | Approved by: _ Attested by: _ | Mayor October 10, 2001 Date |
| ALBOT | | · | City Clerk October 10, 2001 |

ITEM: Approval of purchase of memorial bench for Vincent Wright

SUBMITTED BY: Roland O. Olson, Finance Director

REVIEWED BY: Heather Worthington, City Administrator

EXPLANATION:

<u>Summary</u>: Vince Wright, retired public works director and dedicated employee of Falcon Heights for 22 years, passed away on May 17, 2001. A memorial bench with a plaque honoring his service has been chosen. Several citizens of Falcon Heights have honored Vince by donating to his memorial. Request approval of purchase of this memorial bench. Total cost to include the plaque is \$1,137.60.

Donations received to date total \$225.00.

ACTION REQUESTED:

Approve the purchase of the memorial bench for Vincent Wright

ITEM:

Step increase Colin Callahan, Public Works Maintenance Worker

SUBMITTED BY:

Bill Maertz, Director of Parks and Public Works

REVIEWED BY:

Heather Worthington, City Administrator

EXPLANATION:

Summary: Colin Callahan has been with the city on a permanent, part-time basis for six months. According to the city's personnel policy, employees are entitled to a step increase on their six month anniversary of employment with the city if they have satisfactory performance. Mr. Callahan has had excellent performance, and so the Public Works Director is recommending a \$1.00 per hour increase for him, from \$11.00/hour to \$12.00/hour.

ACTION REQUESTED:

Approval of step increase for Colin Callahan, Public Works Maintenance Worker.

ITEM:

Variance request for a 3 foot, 10 inch, encroachment into rear setback for an

attached garage at 1912 Simpson St.

SUBMITTED BY: Kathleen A. Riewe, owner

REVIEWED BY:

Deborah Jones, Zoning and Planning Coordinator

Heather Worthington, City Administrator

EXPLANATION:

Summary: 1912 Simpson is the southeast corner property at the intersection of Simpson Street and Roselawn Avenue at the north edge of Falcon Heights. There is no alley; the existing garage faces Roselawn, with a driveway opening onto Roselawn. The applicant and her father, who recently purchased the property, want to build an additional attached garage behind their existing attached garage in order to provide covered parking for two cars. The proposed addition would extend to 26 feet, 2 inches from the rear property line, encroaching on the required 30-foot rear yard setback. They also wish to widen their existing driveway to 26 feet to accommodate the garage addition. This is 2 feet wider than the 24-foot maximum permitted by the city code.

Analysis:

a. That the granting of the variance will not be detrimental to the public

Not applicable.

b. That the granting of the variance will not substantially diminish or impair property values or improvements in the area.

Staff finds that the denial of this variance will not substantially diminish or impair property values in the area.

c. That the granting of the variance is necessary for the preservation and enjoyment of substantial property rights.

Staff finds that the granting of this variance is not necessary for the preservation and enjoyment of substantial property rights. A reasonable alternative exists that would allow the owners the benefit of a two-car garage without encroaching into the required rear yard of the property. Replacing the existing one-car attached garage with an attached standard double garage (24-foot width) with a single double overhead door would meet their needs and give a clearance of approximately 32 feet from the rear property line. Such a plan would also remove the need for an over-width driveway, as a 24-foot width would be adequate.

d. That the variance will not impair an adequate supply of light and air to adjacent property.

Staff finds that the variance will not impair an adequate supply of light and air to the adjacent property at 1912 Simpson.

e. That the variance will not impair the orderly use of the public streets;

Not applicable.

f. That the variance will not increase the danger of fire or endanger the public safety;

Not applicable.

g. Whether the shape, topographical condition or other similar characteristic of the tract is such as to distinguish it substantially from all of the other properties in the zoning district of which it is a part, or whether a particular hardship, as distinguished from mere inconvenience to the owner, would result if the strict letter of the Chapter were carried out.

This property is similar to a number of other corner properties in the northeast quadrant of Falcon Heights and has no feature that substantially distinguishes it from those properties or which would create a particular hardship for the owner if the strict letter of the Chapter were carried out.

h. Whether the variance is sought principally to increase financial gain to the owner of the property, and to determine whether a substantial hardship to the owner would result from a denial of the variance.

Staff finds that no material or financial gain will occur in the granting of this variance. Staff finds that no substantial hardship to the owner would result from a denial since a reasonable alternative exists that does meet the strict letter of the Chapter.

i. Whether the conditions which give rise to the application for the variance arose after the adoption of this Chapter of the Code of the City of Falcon Heights or any amendment thereto which placed the tract in a zoning district different from what it was under the Chapter. In the consideration of this item, the City shall make diligent inquiry as to all changes in the property and shall refuse to grant the variance if the problem is one that can be solved through a proper application of a conditional use permit or an amendment of the Zoning code. Financial hardship shall not be a basis for the granting of a variance when the owner purchased the property in reliance on a promise that a variance would be granted, and the City shall dismiss the appeal if it shall appear that the property was purchased on such reliance.

Not applicable.

Staff Recommendation:

Staff recommends denial of the variance for the following reasons:

1. No substantial hardship to the owner is proven.

2. There is an option available, as outlined in "c" of above staff report that would meet the needs of the owners without requiring a variance.

At their regular, September 25th meeting, the Planning Commission voted in a majority to deny the variance, and recommend adoption of the attached resolution to the City Council. The vote was 5 in favor, 2 opposed, one abstention.

On October 1, 2001, staff met with the owners of the property, and a compromise on the garage addition was reached. The owners have re-applied for their permit, and are in the process of submitting paperwork and plans through their builder.

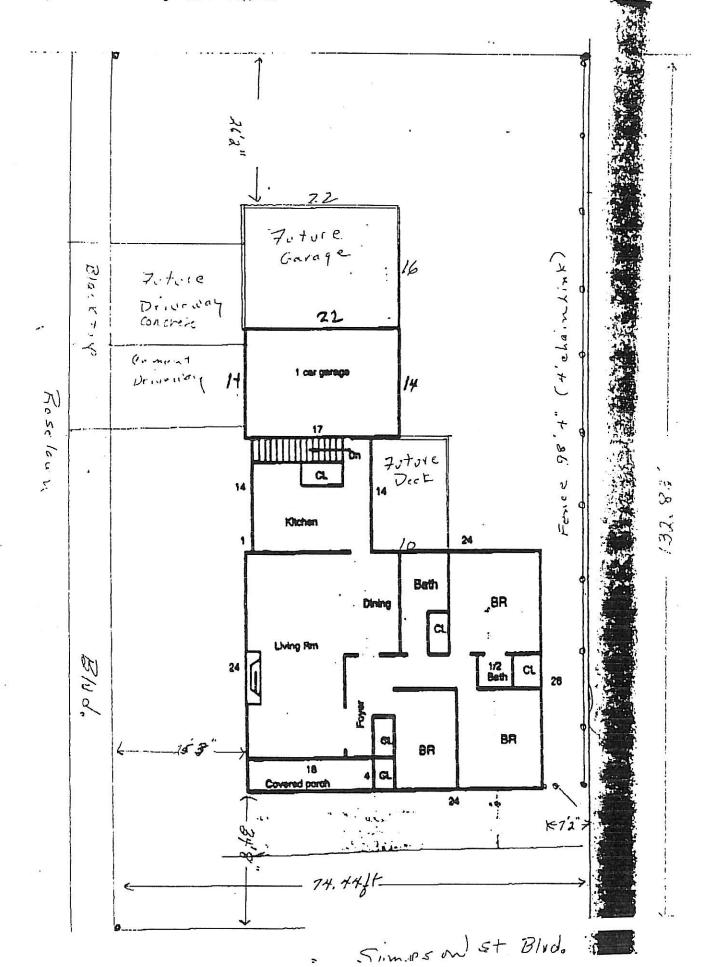
ATTACHMENTS:

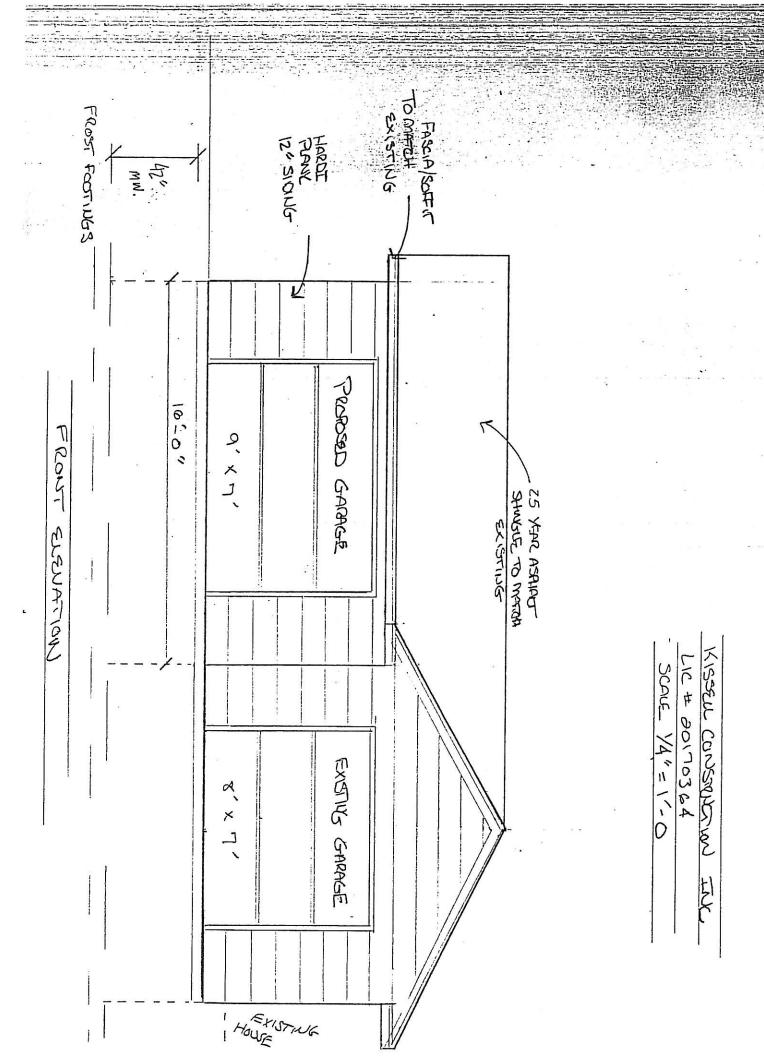
Site Plan
North elevation drawing of existing garage and planned addition
Variance request
Permit/Plan Review and Inspection Record Worksheet
Site plan with recommended alternative
Letter to adjacent property owners (delivered September 20, 2001)
Chapter 9-4.01 subdivision 4 (c)
Chapter 9-13.04 subdivision 5 (h)
Resolution 01-22

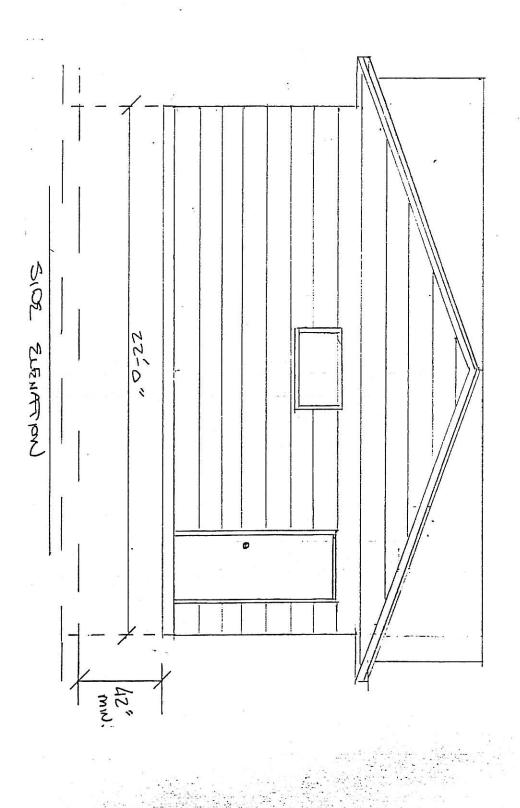
ACTION REQUESTED:

Approval of Resolution 01-22 to the City Council, denying the requested variance of 3 feet, 10 inches, in the rear setback of a principle structure as outlined in Chapter 9-4.01, subdivision 4 (c) of the zoning code, and the requested variance of 2 feet in the maximum driveway width as outlined in Chapter 9-13.04, subdivision 5(h) of the zoning code, which variances do not meet all of the regulations outlined above and in Chapter 9.15 Subdivision 4 (g), in that the property is not unique and that no substantial hardship would result if the strict letter of the chapter were carried out.

P.02



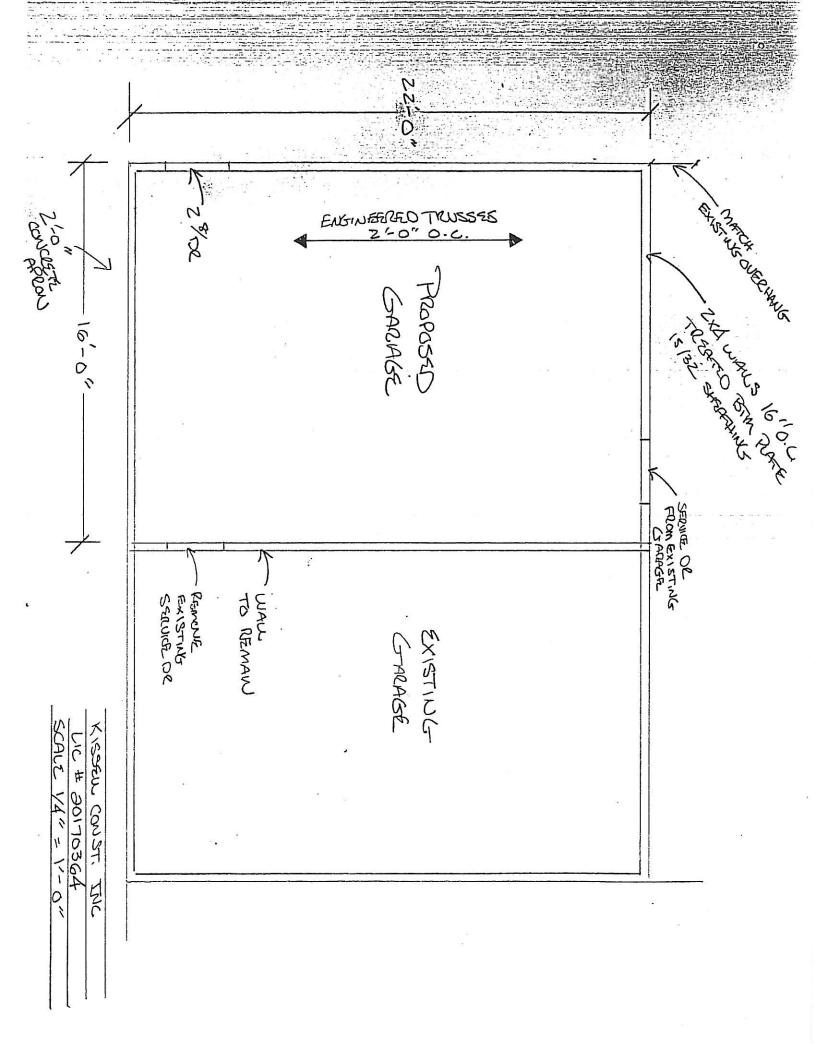


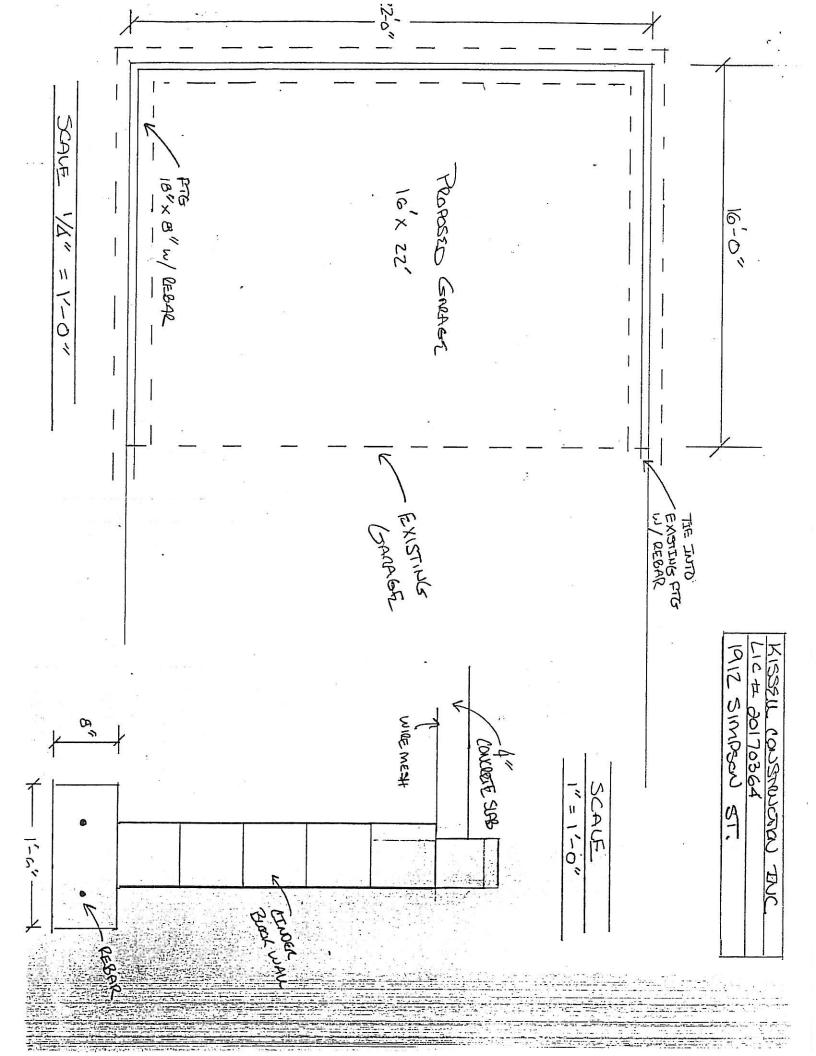


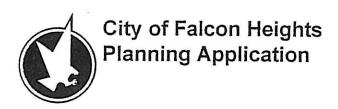
KISSELL CONSTRUCTION INC

Min. EXISTING 14'-0 REAR ELEVATION 16,0 Jeses Cresson L

LIC# 20170364







| Action Requested By: | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| Name of Property Owner Kathleen | A. Riewe |
| Phone (h) 65/-644-9754 (w) | 651-632-1421 |
| Address of Property Owner 1912 5im | |
| Name of Applicant (if different) Lowe. () | |
| Address Same | |
| | |
| Property Involved: | |
| Address 1912 51mps on 5+ | |
| Legal Description Lot 16 Block | 3 Julis Roselawn Addition |
| #2 | |
| | |
| Property Identification Number (PIN) | |
| Present Use of Property (check one): | |
| Single Family Dwelling Duplex/Two Family Dwelling | ☐ Business/Commercial ☐ Government/Institutional |
| ☐ Multi-Family Complex | ☐ Vacant Land |
| Action Requested: NON-REFUNDABLE | |
| ☑ Variance (\$65.00) ☐ Conditional Use Permit (\$165.00) ☐ Rezoning (\$500.00) | ☐ Lot Split (\$250.00) ☐ Site Plan Review (\$100.00) ☐ Other (Please specify): |
| Brief Summary of Request (applicant may submit of request): Request Variance of 30 Rear garage Previous Verbal Request & Request & Reguest & Variance of 100 Means of 100 Mea | avoided Hewith detached only an told he detached only an told he detached |
| I certify that all statements on this application are | true and correct: |
| Signature of Property Owner (required) | Signature of Applicant (if applicable) |

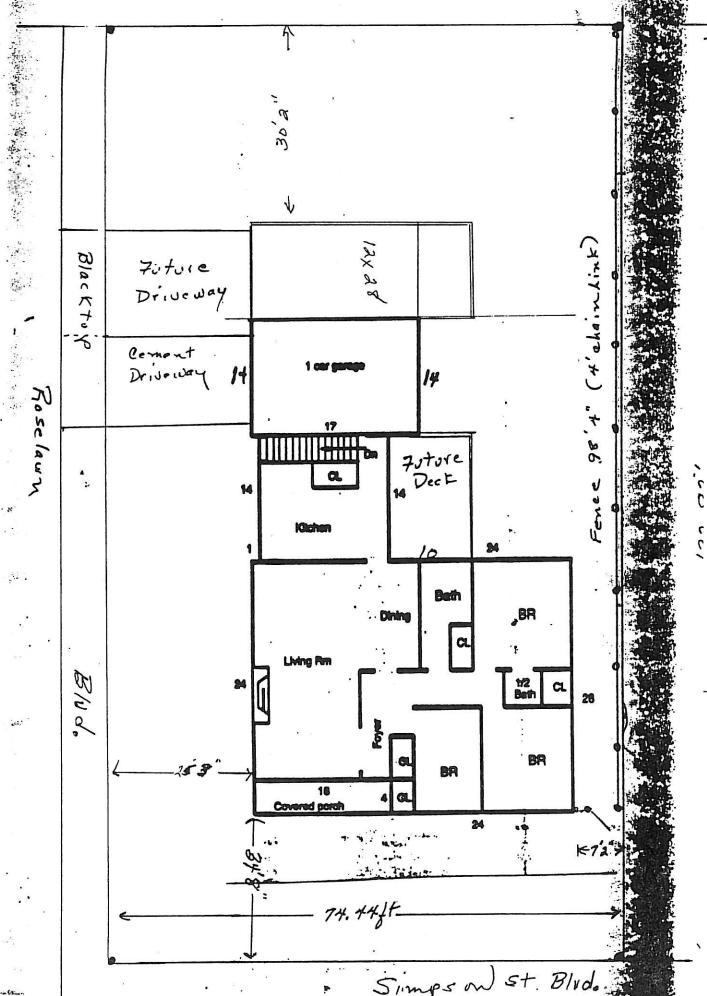
Original

| RECORD W | N REVIEW AND INSPECTION DRKSHEET | ADDRESS: [9]: OWNER: CONTRACTOR: APPROVED:BY: | |
|---------------------------------|------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| COMMERCIA USE: Perm | L OR RESIDENTIAL ZONE itted Conditional Accessory | Q-1 Home Occupation | Not Approved: rev |
| PROPOSED Com | ACTIVITY: nerical:new_use | expanded use | |
| • Com | nercial or residential:addition shed/or gazebodriveway | The state of the s | |
| ZONING CO | DE REQUIREMENTS (check special site plan attached (if applicable) type of requirement setback/ | 3.年基本区外主要 | |
| 0K 0K 0k | parking front setback sideyard setback | 0% of 74.44 on | Roselainn side = 14.79 CL |
| NO OK M M Not-given | lot coverage | and the second second | other side not changed. Plan shows 26,2" ut maximum y width permitted. |
| ok M | lot coverage (40% of rear yard for Not residential detached accessory) | r: 29'isthe abso duvewa | utc maximum y width permitted. |
| OK MA NOT GIVEN | lot coverage (40% of rear yard for | r: 29'isthe abso duvewa | - Plan shows 26,2 |
| INSPECTION INSPECTED | lot coverage (40% of rear yard for | r: 29'isthe abso duvewa | utc maximum y width permitted. |

CITY OF FALCON HEIGHTS

2077 Larpenteur Ave. West, Falcon Heights, Minnesota 55113 Phone: 651-644-5050 Fax: 651-644-8675

| | BUIL | DING PER | MIT NO: | | | DOMESTICS. | | | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|-------------------------------------------------------------------|----------------------------|-----|-----------------------|------------|-----|---------------------|
| | Name | | | | \neg | DO NOT WRITE IN THIS SPACE | | | | | |
| EB | CC Address Phone No. | | | | | Permit Fee | | | | | |
| N N | § 1912 Simpson St. | | | | | State Surcharge | | | | | |
| 6 City Fahrn Iths 55/13 | | | | | | Plan Check Fee | | | | | |
| | Name | 10000 | Construct | hico | | · | | SAC Charge (Units) | | | |
| | Addres | 202 61 | | 4 000 | 2 . 230 | 2 | | Other | | | |
| OR | Cipy | 12 1 2K | 38V Bre | | Zip Code | <u> </u> | | s | | | |
| ACT | Tel No | April | txx | Fax No. | 2211 | 1, | _ | s | | | |
| CONTRACTOR | 0 | 51-77 | 8-1302 | | 551-7 | 74-971 | 13 | PenaltyS | | | |
| Ō | Pager | Cellular SIA — 6 | 120 - 851 | 5 | | | | TOTAL FEE PAID | | | |
| | MN Lic | | 2011 | | | | | Receipt NoDate | | | |
| | Addres | EST 10 | 254 | | | | | Class of Work: | ☐ New | | ☐ Addition |
| a ESS | Proper | ty I.D. No. | | | | * | _ | ☐ Alteration ☐ Repair | | | |
| JOB ADDRESS | | | | | | | | | ☐ Garage | | other o |
| AL | Proper | ty Type: Residen (| tial Commercial (Circle one) | | | | | Total Sq. Ft | | | |
| | | | | | | | | | | | |
| | | WIDTH | DEPTH | | SIDE YAF | RD SETBA | ACK | SIDE YARD | SETBACK | - 1 | FRONT YARD SET BACK |
| LOT | | | | | | | | | | | |
| | | | WIDTH | L | ENGTH | HEIG | SHT | TYPE OF CO | NSTRUCTION | ٧ | ESTIMATED VALUE |
| STRU DETA | | RE | 16-0 | 8 | 6-2-6 | | | Gerege | Addition | ev. | \$18800-51 |
| *************************************** | | | | | De | escribe Wo | rk: | | | | VAL FOR SURCHARGE |
| | | | | | | | | | | | |
| · | | | | | | | | | | | |
| • SITE DI | AN DEC | | NOTICE ADDITIONS, GARAGES, FE | ENCES | DECKS | | | SPECIAL CONDITIONS | | | |
| | | | | | | NTILAT- | | | | | |
| SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, PLUMBING, HEATING, VENTILAT- ING OR CONDITIONING. | | | | | | | | | | | |
| PERMITS REQUIRE A MINIMUM OF 48 HOURS OF APPROVAL DEPENDING UPON PROJECT. DURING THE SERVING THAM BERIOD, CONTRACTORS MUST OBTAIN BERMISSION TO | | | | | | | | | | | |
| BRING | DURING THE SPRING THAW PERIOD, CONTRACTORS MUST OBTAIN PERMISSION TO BRING IN LOADS WEIGHING OVER THREE (3) TONS. | | | | | | | | | | |
| THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 120 DAYS OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 120 DAYS AT ANY TIME AFTER WORK IS COMMENCED. | | | | | | | | | | | |
| THE SA GOVER IN OR N VIOLAT | ME TO NING TI NOT, TH E OR C | BE TRUE AND CO HIS TYPE OF WOR! E GRANTING OF A ANCEL THE PROV | E READ AND EXAMINED DRRECT. ALL PROVISION K WILL BE COMPLIED WIT PERMIT DOES NOT PRE VISIONS OF ANY OTHER PERFORMANCE OR COM | N OF L TH WHE SUME STATE | AWS AND ORDIN THER SPECIFIED TO GIVE AUTHOR OR LOCAL LAW | ANCES HERE- RITY TO | | | | | |
| SIGNAT | THEOF | GON RACTOR O | R AUTHORIZED AGENT | | 8/37/ | a | | | | | |
| SIGNATURE OF OWNER (IF OWNER IS BUILDER) (DATE) PERMIT ISSUED | | | | | | | | | | | |
| - | | | BUILDING OFFICIAL | | | | | | | | |
| ZONING CODE REVIEW (IF APPLICABLE) | | | | | | | | | | | |



Subdivision 4. Lot Area, Height, Lot Width and Yard Requirements.

- a. No structure or building shall exceed two (2) stories or twenty-five (25) feet in height above ground level, whichever is lesser in height, except as provided in section 9-2.07 of this Chapter.
- b. A side yard abutting a street shall be at least 20 percent of the width of the lot.
- c. The following minimum requirements shall be observed subject to the additional requirements, exceptions and modifications as set forth in this section and section 9-2.03.

| Rear Yard | Lot Area | Lot Width | Front <u>Yard</u> | Side <u>Yard</u> |
|--------------|---------------|--------------------------------|----------------------|---------------------|
| 30' | 10,000 sq.ft. | 75' interior lot 90' corner | 30' | 5' |

Flexibility may be provided by allowing the side yard to be decreased to a minimum of three feet if a maintenance easement is recorded on the deeds of all affected properties. (No fences or significant landscaping could be installed in the easement areas.) (Amended by ordinance 89-12, 7/26/89)

Subdivision 5. General Provisions.

- a. Existing off-street parking spaces and loading spaces upon the effective date of this Code shall not be reduced in number unless the result exceeds the requirements set forth herein.
- b. In stadiums, sport arenas, churches and other places of public assembly, in which patrons or spectators occupy benches, pews or other similar seating facilities each twenty (20) inches of such seating facilities shall be counted as one (1) seat for the purpose of determining requirements for off-street parking facilities under this Code.

c. Parking Spaces.

- 1. Each parking space shall not be less than nine (9) feet wide and twenty (20) feet in length exclusive of an adequately designed system of access drives. Smaller spaces for parking to be used only by compact cars may be permitted if approved by the City Council.
- 2. Parking lots that separate vehicles based on size may be designed with parking spaces less than or greater than nine (9) feet wide and twenty (20) feet in length depending upon the size of the vehicle as long as adequate space is provided for easy and safe ingress and egress for the vehicle.
- 3. Proposed reductions in or additions to the parking space size must be submitted in a dimensioned site plan with the sizes of the vehicles to use parking spaces indicated to the zoning administrator for review and approval.
- 4. Signs specifying the vehicle size to use the parking space may be required by the zoning administrator.
- 5. Parking spaces for the handicapped shall not be less than twelve (12) feet wide and twenty (20) feet in length.
- d. <u>Use of Parking Facilities</u>. Off-street parking facilities accessory to residential use shall be utilized solely for the parking of passenger automobiles and/or one (1) truck not to exceed 7,000 pounds gross capacity for each dwelling unit. Under no circumstances shall required parking facilities accessory to residential structures be used for the storage of commercial vehicles or for the parking of automobiles belonging to the employees, owners, tenants or customers of nearby business or manufacturing establishments.
- e. <u>Joint Parking Facilities</u>. Off-street parking facilities for a combination of mixed buildings, structures or uses may be provided collectively in any "district" (except residential districts) in which separate parking facilities for each separate

building, structure or use would be required, provided that the total number of spaces provided shall equal the sum of the separate requirements of each use during any peak hour parking period and a copy of the private joint parking agreement is approved by the zoning administrator and placed on file with the City along with a certificate of occupancy for all land area involved.

- f. <u>Control of Off-Street Facilities</u>. When required, accessory off-street parking facilities are provided elsewhere than on the lot in which the principal use served is located shall be in the same ownership or control, either by deed or long-term lease, as the property occupied by such principal use, and the owner of the principal use shall file a recordable document with the Zoning Administrator requiring the owner and his or her heirs and assigns to maintain the required number of off-street parking spaces during the existence of said principal use.
- g. <u>Use of Parking Area.</u> Required off-street parking space in any district shall not be utilized for open storage of goods or for the storage of vehicles which are inoperable, for sale or for rent or other non-parking purposes except by the granting of a variance.
- h. <u>Lot Coverage</u>. In residential districts, no more than thirty two percent (32%) of the required front yard area shall be surfaced or utilized for driveway or vehicle storage space, but in no case shall a driveway in a required front yard exceed 24 feet in width as measured at the property line.

DRIVEWAY WIDTHS

| Lot | Driveway 32% Standard | | |
|--------------|----------------------------------|--|--|
| <u>Width</u> | Width (Examples with 30' length) | | |
| | | | |
| 50' | 16' | | |
| 60' | 19' | | |
| 64' | 20.2' | | |
| 70' | 22.4' | | |
| 80' | Maximum 24' | | |
| 100' | Maximum 24' | | |
| | | | |

(Amended 6/19/91, Ordinance O-91-10)

- i. The number of off-street parking spaces required for various land uses as specified herein shall be considered as absolute minimum requirements. Additional off-street parking spaces may be required by the Zoning Administrator or Planning Commission based upon the following:
 - 1. It is the intent of this Chapter that all land uses except those in exempted areas, such as the central business district, provide off-street parking in sufficient numbers to accommodate for all vehicles having an

origin or destination generated by said land use.

- 2. It is public policy that all public streets in the City are intended primarily for the movement of traffic; on-street curb parking shall be considered a privilege which may or may not be granted on a street-by-street basis.
- 3. Additional off-street parking spaces may be required for any land use which, as determined by the Zoning Administrator or Planning Commission, who may, for any reason, generate more parking demand than called for by the minimum parking standards contained herein. Factors such as anticipated business volume, numbers of employees, number of visitors, hours and nature of business operation and other such factors affecting potential parking needs may be considered.
- j. Parking shall be permitted on hard surfaced areas designed for such use only; parking shall not be permitted in landscaped yards, boulevards, grass portion of street right-of-way or other such areas except as provided in 9-4.01 Subd. 5(d).



2077 W. LARPENTEUR AVENUE FALCON HEIGHTS, MN 55113-5594 PHONE (651) 644-5050 FAX (651) 644-8675

September 18, 2001

Dear Property Owner:

The owner of 1912 Simpson Street, Kathleen A. Riewe, has requested a three-foot, 10-inch variance from city code in order to erect an addition to an existing one-car, attached garage. In addition, the owner has requested a two-foot variance in driveway width to construct a 26-foot wide driveway. The city code requires a thirty-foot rear yard, and no part of the principal building is allowed to encroach into that area, including attached garages. The city code allows for a 24-foot wide maximum driveway width.

I have enclosed a copy of the relevant portion of the site plan, and I encourage you to attend the Planning Commission meeting where this will be considered. It will be held:

Tuesday, September 25, 2001 7:00 p.m.
City Hall Council Chambers

Please call me at 651/644-5050 if you require further information. You may also send written comments to me at hworthington@ci.falcon-heights.mn.us or by U.S. Mail at the address below.

Thank you,

Heather Worthington

City Administrator

cc: Planning Commissioners

eather M. Worthington

Kathleen A. Riewe, 1912 Simpson Street





City of Falcon Heights

City Council Resolution

Date: October 10, 2001

RESOLUTION DENYING VARIANCES FOR 1912 SIMPSON STREET

WHEREAS, Kathleen A. Riewe has requested variances to garage setback and driveway width requirements for property at 1912 Simpson Street legally described as Lot 16, BLOCK 3, JUHL'S ROSELAWN ADDITION No. 2; and

WHEREAS, the Planning Commission has reviewed the application at a duly called public hearing and recommends denial.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Falcon Heights that it does hereby deny the requested variances based upon the following findings:

- 1. The staff report dated 9/22/01 is incorporated herein by reference.
- 2. There is no undue hardship creating a need for the variances. The applicant currently has a reasonable use of the property. A garage is already on the property. A two car garage could also be constructed without any variances. The "plight" of the property owner is not a result of any unique characteristics of the property.
- 3. Granting the variance is not necessary for the preservation and enjoyment of substantial property rights. Again, the property already has a garage and that garage could be expanded to a two car garage without any variances.

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|-----------|----------|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Moved by: | | Approved by | | |
| | | | Mayor | |
| | | | October 10, 2001 | |
| Gehrz | In Favor | | Date | |
| Hustad | | | | |
| Kuettel | Against | Attested by: | | |
| Lindstrom | | - | City Clerk | |
| Talbot | | | October 10, 2001 | |
| | | | Date | |

ITEM: Consideration of Resolution 01-20 continuing participation in the Local Housing Incentives Account Program under the Metropolitan Livable Communities Act

SUBMITTED BY: Heather Worthington, City Administrator

EXPLANATION:

Summary: The council is being asked to consider a resolution continuing the city's participation in the Metropolitan Council's Livable Communities program. The program is designed to encourage cities to provide affordable housing through financial incentives. There is no charge for participating in this program. Participation is required if a municipality wants to apply for loans or grants under the Local Housing Incentives Account Program.

The city's participation in the LCA program in 2001 allowed us to apply for a grant to fund the Southeast corner redevelopment project. We have been recommended for Phase II of this grant process.

ATTACHMENT:

Resolution 01-20 continuing participation in the Livable Communities Program.

ACTION REQUESTED:

Discussion Approval of Resolution 01-20

CITY OF FALCON HEIGHTS COUNCIL RESOLUTION

No. <u>01-20</u>

Date: October 10, 2001

RESOLUTION ELECTING TO CONTINUE PARTICIPATING IN THE LOCAL HOUSING INCENTIVES ACCOUNT PROGRAM UNDER THE METROPOLITAN LIVABLE COMMUNITIES ACT

WHEREAS, the Metropolitan Livable Communities Act (Minnesota Statutes Section 473.25 to 473.254) establishes a Metropolitan Livable Communities Fund which is intended to address housing and other development issues facing the metropolitan area defined by Minnesota Statutes section 473.121; and

WHEREAS, the Metropolitan Livable Communities Fund, comprising the Tax Base Revitalization Account, the Livable communities Demonstration Account, the Local Housing Incentive Account and the Inclusionary Housing Account is intended to provide certain funding and other assistance to metropolitan area municipalities; and

WHEREAS, a metropolitan area municipality is not eligible to receive grants or loans under the Metropolitan Livable Communities Fund or eligible to receive certain polluted sites cleanup funding from the Minnesota Department of Trade and Economic Development unless the municipality is participating in the Local Housing Incentives Account Program under the Minnesota Statutes section 473.254; and

WHEREAS, the Metropolitan Livable Communities Act requires the Metropolitan Council to negotiate with each municipality to establish affordable and life-cycle housing goals for that municipality that are consistent with and promote the policies of the Metropolitan Council as provided in the adopted Metropolitan Development Guide; and

WHEREAS, each municipality must identify to the Metropolitan Council the actions the municipality plans to take to meet the established housing goals through preparation of the Housing Action Plan; and

WHEREAS, the Metropolitan Council adopted, by resolution after a public hearing, negotiated affordable and life-cycle housing goals for each participating municipality; and

WHEREAS, a metropolitan area municipality which elects to participate in the Local Housing Incentives Account Program must do so by November 15 of each year; and

WHEREAS, for calendar year 2002, a metropolitan area municipality that participated in the Local Housing Incentive Account Program during the calendar year 2001, can continue to participate under Minnesota Statutes section 473.254 if: (a) the municipality elects to participate in the Local Housing Incentives Program by November 15, 2001; and (b) the Metropolitan Council and the municipality have successfully negotiated affordable and life-cycle housing goals for the municipality:

NOW, THEREFORE BE IT RESOLVED THAT the City of Falcon Heights, Minnesota, hereby elects to participate in the Local Housing Incentives Program under the Metropolitan Livable Communities Act during the calendar year 2002.

Adopted by the Council this 10th day of October, 2001.

| Moved by: | | Approved by: |
|--------------------------|----------|------------------------------------------|
| GEHRZ KUETTEL LAMB | In Favor | Mayor <u>October 10, 2001</u> Date |
| LINDSTROM TALBOT | Against | Attested by: |
| | | City Clerk <u>October 10, 2001</u> Date |

ITEM: Amendment to Chapter 9 of the Falcon Heights City Code concerning amendments to the City's zoning ordinance and garages

SUBMITTED BY: Heather Worthington, City Administrator

REVIEWED BY: Planning Commission

EXPLANATION:

Summary: This amendment seeks to clarify that garages must be located entirely within the rear 30 feet of the lot if they are accessed off an alley. For many years, this has been the interpretation of the code which city staff has used in reviewing site plans and processing variance requests, however, the code was not explicit in this directive.

At their regular September 25th meeting, the Planning Commission recommended that this ordinance be adopted by the City Council. The vote was unanimous.

ATTACHMENTS:

Ordinance 01-02, amending Chapter 9 of the Falcon Heights City Code

ACTION REQUESTED:

Adoption of Ordinance 01-02

CITY OF FALCON HEIGHTS RAMSEY COUNTY, MINNESOTA

ORDINANCE NO. 01-02

AN ORDINANCE AMENDING CHAPTER 9 OF THE FALCON HEIGHTS CITY CODE CONCERNING GARAGES

THE CITY COUNCIL OF FALCON HEIGHTS ORDAINS:

SECTION 1. Section 9-2.04, Subd. 2 of the Falcon Heights City Code is amended by adding paragraph g to read as follows:

g. <u>Detached Garages</u>. Detached garages in a Residential District must be located entirely within the rear 30 feet of the lot.

SECTION 2. This ordinance shall be effective immediately upon its passage and publication.

ADOPTED this 10th day of October, 2001, by the City Council of Falcon Heights.

CITY OF FALCON HEIGHTS

BY: ______
Sue Gehrz, Mayor

ATTEST:

Heather Worthington, City Clerk

Emergency plan presentation October 10, 2001

Mayor Gehrz, Councilmembers. Tonight I would like to give you a brief overview of the Falcon Heights Emergency Management Plan. The city last updated and revised the plan in October, 1998. Staff plans to revise and update the plan in early 2002 to better reflect current trends in emergency management, and address the issue of terrorism and bioterrorism more completely.

The plan exists to provide a guide for emergency operations. It is intended to assist key officials and emergency organizations within the city, such as police and fire, to carry out their responsibilities for the protection of life and property under a wide range of emergency conditions.

The plan itself is a guiding document for those who respond to the scene of an emergency, and is the documentary record which can be referred to if necessary. The revision of this document will include fire, police, public works staff, and other city staff as needed. There is a chain of responsibility established in the plan, which begins with the Mayor or Acting Mayor, and then goes to the City Emergency Management Director. That position is filled by the City Administrator, who acts in concert with the Fire Chief, City Clerk, and the Finance Director to establish direction and control in response to an emergency.

The plan addresses a variety of natural, man-made, and military scenarios, including fire, flood, tornadoes, blizzards, releases of hazardous materials, and enemy attack, including terrorism and bio-terrorism.

The plan stresses the importance of the City of Falcon Heights working in concert with non-government and business institutions in the city, as well as neighboring local governments, and county, state, and federal authorities. I want to stress that the city will not be alone in responding to any emergency situation. We have mutual aid agreements in place with all municipal governments in Ramsey County, as well as regular communication and training with Ramsey County and State authorities.

During an emergency, the protection of life and property is the primary responsibility of government at all levels, and this plan reflects that mission. The City has established an Emergency Operating Center (EOC) at City Hall, and this will serve as the command and control center during an emergency. We have an emergency back-up generator in case of a loss of power.

The Emergency Management Director also serves as the Public Information Officer (PIO), and if that person is unavailable, the Mayor is the alternate. Prepared public information supplements for release to radio, TV and newspapers will be supplied.

The plan outlines the Health and Medical care needs of residents in a major disaster, and stipulates facilities, services, and various operations which would be utilized if necessary.

In the case of an evacuation, the St. Anthony Police Department would be responsible for stipulating the evacuation routes, notifying the public, and providing traffic control for the duration of the evacuation. Traffic control points would be established at Snelling and Larpenteur Avenues, as well as at Larpenteur and Cleveland Avenues. Other emergency vehicles and personnel would be available to assist the police in this operation.

Damage assessments would be completed by the Emergency Management Director working as a team with the city building inspector. Congregate care (emergency housing, feeding, and clothing, as well as counseling) would be provided by the Red Cross and Salvation Army. The Public Works Department is responsible for debris clearance, and additional equipment and resources could be obtained from neighboring communities per agreements in place with them. The city would work with Xcel Energey, Qwest, and other providers to ensure that utilities would be restored as soon as possible following a disaster or other emergency. In cases of hazardous materials, radiological, or biological attacks, the city would work in concert with the Minnesota Pollution Control Agency, the Red Cross, Minnesota State Poison Control Center, and State Epidemiologist.

The city maintains and tests monthly our public warning system, at 1:00 p.m. the first Wednesday of each month. During this test, communication with Ramsey County Dispatch is established, and an audible test of the siren is conducted. The City Council has allocated funds for the replacement of this siren, should it malfunction during a routine test, or be damaged.

In addition to the Emergency Management Plan, the city has established a set of standard operating procedures to follow in the event of a disaster, emergency, or other threat. The city also has established a Readiness Condition Action plan, which is implemented at the direction of the Federal Emergency Management Agency (FEMA) through the National Warning System via the Ramsey County Emergency Management Agency.