

**City of Falcon Heights Planning Commission**  
**Minutes of the Planning Commission Workshop: Special Event Ordinance**  
**January 22, 2013, 7:00 p.m.**

Commissioners met for the workshop at 7:00 p.m. Present were Commissioners Gustafson, Black, Brown and Wartick, Council Member Harris, Staff Liaison Jones.

Commissioners were provided with the draft special event ordinance written by the City Attorney based on the result of the November workshop. During the discussion, staff noted requests for changes and questions for the attorney.

Council Member Harris asked why the State Fair was blocked out but not the “Back to the 50s” fairground event, as the latter has a worse impact in her opinion. Commissioners explained that they had decided at the November workshop to “try it.” If an initial event did not go well, that could be a basis for denying future permits or placing additional conditions on a permit, which the ordinance allows.

Again, Commissioners expressed concerns about the mechanics of denying a permit. Do we need specific grounds for denial? Or is failure to meet the conditions of the ordinance enough? Can a permit be denied at the discretion of the City Administrator or designated staff? Can the ordinance say this? More attorney advice is needed on the denial issue.

Commissioners also questioned the revocation provision’s ten day appeal provision. How would this serve in the case of a permit that needs to be revoked during the event itself due to failure to meet permit conditions? Does the abatement clause in the enforcement section cover this?

The exempting of events of less than 200 people from the permit requirement (unless alcohol is served, in which case any event needs a permit) also came in for some questions from Commissioners. The consensus was that 200 is a very large number relative to the city’s small venues and their close proximity to residential zones. A 100 person cut-off was proposed, but this might draw in some of the specific neighborhood events Commissioners wanted to exclude from the permit requirement. The compromise number was 150.

The 7 a.m. start time for set up was also questioned. Commissioners may look at restricting the hours further but did not do so at this workshop.

Staff was directed to change the wording of the paragraph that gives the City Administrator authority to waive provisions under some circumstances so that it applies to individual provisions, not the whole ordinance.

The draft has no provision for charging additional fees for the use of “Special Services” as defined in Section 1, except for clean-up charges in paragraph (8) of the standards section. The City of Medina has a section for special services fees and a deposit. Does Falcon Heights need to add this? It was noted that indemnification is covered in paragraph (15) Insurance.

Commissioners requested the presence of an attorney at the hearing for the ordinance. The workshop was ended by consensus at about 9:00 p.m.