

**City of Falcon Heights  
Planning Commission Minutes  
February 26, 2013**

**PRESENT:** Commissioners Black, Brown, Gustafson, Minns, Wartick, Council Member Harris, Staff Liaison Jones, City Attorney Soren Mattick.

**ABSENT:** Commissioner Fite (with notice)

The meeting was called to order at 7:00 p.m. by the 2012 Chair, Commissioner Black, who noted that a quorum was present.

Commissioner Black was re-elected Chair and Commissioner Wartick was elected Vice-Chair by consensus

The minutes for November 27, 2012 were approved.

**Public Hearing on an ordinance to allow certain types of special events**

Ms. Jones presented the staff report on this ordinance, which has been under study by the Commission since the spring of 2012, and gave a detailed summary of the contents. The ordinance would allow and regulate by permit certain kinds of special events conducted by local businesses. In particular, two restaurants in the City have expressed an interest in putting on one to three special occasion events per year in tents on their parking lots. Their usual operation would be expanded into the outdoor space for occasions such as St. Patrick's Day, Back to the 50s and Oktoberfest. Existing code does not allow this. The ordinance as written would exempt events with attendance below 150 persons where no alcohol is served. Thus, the neighborhood events run by the Coffee Grounds for many years would not be required to get a permit.

Commissioner Black opened the public hearing. No member of the public came forward to speak. The public hearing was closed.

**Planning Commission Discussion and Action**

Commissioners were concerned about the 7:00 a.m. allowed start and noise that might be generated during the set-up and take-down phases of an event. Being informed that the City does not have a strong noise ordinance, several Commissioners asked for explicit hour limits on this activity and settled on a provision that the set up and take down activities of event equipment should not take place after 11 p.m. and before 7 p.m. City Attorney Mattick said he would provide for the Council a new draft to include that provision.

Brown moved, Wartick seconded, that a motion that the Planning Commission recommend approval of the ordinance with the addition of the new set-up and clean-up provision. The motion was approved unanimously. The ordinance will go to the Council for final approval.

## **Annual Review of the Planning Commission's Standing Rules**

Commissioners did not ask for any changes to the standing rules.

### **Information and Announcements:**

Councilmember Harris said that she would report on the Planning Commission's actions this evening at the City Council meeting tomorrow night. She had additional comments on the special event ordinance recommended, particularly regarding new demands on staff time. Commissioners joined the discussion of how the ordinance could work going forward, the process and timetable of implementation, and the learning process during the first year the ordinance is in effect.

Staff liaison Jones reminded the audience of AARP tax assistance available at City Hall on Tuesday and Thursday mornings until April 9.

The City newsletter is about to hit mailboxes with the spring and summer Parks and Recreation programs attached. Registration opens March 1.

The Spring Together event is coming up May 21. More information will be available in the newsletter and on the website.

Commissioner Gustafson pointed out that there is still a vacancy on the Planning Commission. Residents are encouraged to apply. Appointments are made by the Mayor.

**ADJOURNMENT:** The meeting was adjourned at 8:02 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Deborah Jones". The signature is written in a cursive, flowing style.

Deborah Jones, Staff Liaison