

# *City of Falcon Heights Planning Commission*

City Hall  
2077 W. Larpenteur Avenue

Tuesday, February 22, 2011  
7:00 p.m.

## **A G E N D A**

- A. CALL TO ORDER: 7:00 p.m.
- B. ROLL CALL:       Black\_\_\_ Brown \_\_\_ Gustafson \_\_\_  
                          Minns \_\_\_ Noble \_\_\_ Wartick\_\_\_  
                          Council Liaison Harris \_\_\_ Staff Liaison Jones \_\_\_  
                          City Administrator Miller\_\_\_ City Attorney \_\_\_
- C. AGENDA
  - 1. Welcome and introductions (Staff)
  - 2. Election of Planning Commission Chair and Vice-Chair for 2011  
(2010 Chair Gustafson will preside until this point)
  - 3. Annual review of Planning Commission policies and standing rules
- D. APPROVAL OF MINUTES for August 24, 2010
- E. INFORMATION AND ANNOUNCEMENTS
- F. ADJOURN to training workshop: Orientation/review on zoning action procedures, comprehensive plan, city zoning map and portions of the zoning code, including recap of 2010 Planning Commission actions.

*If you have a disability and need accommodation in order to attend this meeting, please notify City Hall 48 hours in advance between the hours of 8:00 a.m. and 4:30 p.m. at 651-792-7600. We will be happy to help.*

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**City of Falcon Heights  
Planning Commission Minutes  
August 24, 2010**

**PRESENT:** Commissioners Black, Gustafson, Hasegawa, Minns, Noble, and Rodich, Council Liaison Harris, City Attorney Tom Scott, Staff Liaison Jones.

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

A quorum being present, the meeting was called to order by the Chair at 7:02 p.m.

The Planning Commission minutes for May 25, 2010, were approved.

**Public Hearing: Amending the Falcon Heights City Code to establish a mixed use, high density residential zoning district R-5M and the rezoning of certain properties to R-5M to be consistent with the City's adopted Comprehensive Plan**

At the invitation of the Chair, Staff Liaison Deb Jones presented a comprehensive introduction to the matter at hand, including an outline of the City's obligations under the Metropolitan Planning Act to meet expected growth in population, a summary of the years of City process that led to the adoption of the present comprehensive plan and the reasoning behind the selection of the properties proposed for rezoning tonight, as well as the proposed character of the new R-5M zone.

In a nutshell, Falcon Heights is required to designate sufficient land to accommodate housing for the 250 additional households projected to be added to the city by 2030 and to revise its zoning code to allow for that housing to be built. The proposed code amendments would establish a new mixed-use multi-family residential zone that would also allow the commercial uses currently allowed in the B-2 business district. The properties proposed for this new zoning district, R-5M, are portions of TIES and Spire properties, Larpenteur Manor and Hermes. At 28 housing units per acre (the average density of existing apartment building properties in Falcon Heights) this would be enough land to add 250 housing units in the next 20 years.

Ms. Jones emphasized that redevelopment is not required and that there are no known plans to build at this time. All that is happening is that the City is making sufficient land available for possible future housing development, as required by the Metropolitan Planning Act. She introduced Tom Scott, city attorney, who was present to help answer questions from the public and to advise the Commission.

In addition to the new zone, the R-4 section is being revised to bring it into line with the actual average housing density in the city's existing R-4 zones, which averages approximately 28 units per acre. Also, the R-3 zone (12 units per acre) is being restored to the code to allow for future town home type redevelopment. Although the comp plan identified some areas where this type of development could take place in the future, no land is being rezoned R-3 at this time.

Commissioner Gustafson opened the public hearing. The first person to speak was Florian Lauer of 1736 Tatum. Mr. Lauer said he thought the hearing was about the conditional use

permit at Spire Credit Union. Upon being informed by the Chair that the hearing on that matter had taken place in May and having the current issue recapped for him, Mr. Lauer said it seemed to him to be the city giving the green light for “anything goes” and “maximum zoning” regardless of the impact on neighborhoods.

Commissioner Black asked staff if it wasn't the case that these matters of housing density and where to locate new housing had been extensively discussed during the formation of the comprehensive plan and that the present rezoning is simply a matter of carrying out a plan already approved and adopted. Ms. Jones confirmed this is the case.

Mr. Choong Sihm Youn of 1742 Tatum came next to the podium. He said he is an architect and has witnessed at first hand the cozy relationship between developers and cities. He pointed out an apartment development in Lauderdale that he said has destroyed the quiet character of that city. He feels the properties proposed for rezoning will be prime targets for profit-motivated developers who will bring similar changes to Falcon Heights and make it a less desirable community.

Mr. Lauer spoke from the audience to ask if Falcon Heights could not rezone at a “lower level” – say, as R-4, so as not to give the green light for “maximum development.”

Ms. Jones asked the chair if she could take a moment to clarify the meaning of the zoning designations. She said zoning district names and definitions are not standardized definitions “out of a box.” They are defined by individual cities and “tailor-made” by each city to fit its own circumstances. The new zoning district description was crafted by the Falcon Heights city attorneys specifically and carefully to meet the requirements of the comprehensive plan and is unique to Falcon Heights. It creates a zone – unique to Falcon Heights – that allows the kind of apartments the city already has on its R-4 properties plus the business uses in the present B-2 district and gives owners some flexibility to have commercial, residential or mixed use on these four properties. The “M” stands for mixed, not maximum. The “5” is used because it is the next number after 4, not because it represents some kind of “ramping up” of density or intensity of use.

In answer to questions from commissioners, she confirmed that the new zone would permit greater densities (up to 40 units per acre, which is comparable to the highest density multi-family properties already existing in the city) only if the property is not adjacent to any R-1 district and there is parking under the building. Effectively, this means only south of Larpenteur and west of Snelling.

Judy Bailey of Hollywood Court had a question about the map. She pointed out that the map appears to show that the State Fair parking area south of Hollywood Court is part of the TIES property and asked if this is so. Ms. Jones apologized for not making the map more clear and confirmed that the number was just there to relate the cross-hatched TIES area to the map legend. The parking lot in question is indeed State Fair property.

Mr. Youn came to the podium again to ask why the P.U.D. zones were not under discussion. Ms. Jones said that the map he was looking at was one of a couple of color copies that had been placed out for display only and that the colors for R-4 and the existing P.U.D. properties are very similar, but those are P.U.D. zones that exist already in the city, not part of the present rezoning matter or any future plan.

Mr. Youn then asked if the parcel that is part of the Spire property nearest to his home could be taken out of the rezoning proposal. Would it leave enough room for the 250 units on the remaining properties. Ms. Jones replied that it was very likely that all of the proposed R-5M parcels would not be needed to provide the needed housing, but eliminating any one of them would possibly constrain the city's housing options too much. That one was included because it seemed like a good candidate. The candidate parcels are all in the comprehensive plan, which is not up for change at this time.

The next speaker was Tom Bertz, resident of Roseville, who spoke on behalf of TIES, 1667 Snelling. He is the Special Activities Director for TIES and had spoken at length with city staff and the TIES counsel and board about the proposed changes. He said TIES fully supports the planning changes but has no plans to alter the use that part of its property which is included in the rezoning.

There being no further public comment, the public hearing was closed.

#### **Discussion and Recommendations on the code amendments and rezoning.**

The Commission having worked on these matters for seven months, there was no additional discussion. Commissioner Minns moved that the amendments be recommended for approval, Commissioner Black seconded. Motion approved unanimously.

Commissioner Rodich moved, Commissioner Minns seconded, that the rezoning be recommended for approval. Motion approved unanimously.

#### **INFORMATION AND ANNOUNCEMENTS:**

Staff Liaison Jones gave "profound" thanks to the commissioners, city attorneys and Ms. Harris for their many hours of hard work over many months on this implementation of the comprehensive plan. The Commission's action is not the final word. The matter will go to the City Council in September.

Ms. Jones reminded the audience that the customary additional parking restrictions are in place for the State Fair. Those who need parking permits should have received a letter and need to make sure they get their permits before the Fair opens. She reminded those who are new to Falcon Heights that parking on lawns is not allowed.

The Citywide garage sale is coming up Saturday, September 18. Residents hold their garage sales and the City pays for the ad. Interested residents should sign up no later than the Tuesday before.

The annual neighborhood clean-up is the following Saturday, September 25, at the State Fairground. Residents should receive a mailing with instructions and prices. Proof of residency is required. Volunteers are needed to help unload vehicles.

Commissioner Gustafson thanked staff, Mr. Scott and the other commissioners for all their work leading up tonight's hearing. He called for an adjournment motion.

**ADJOURNMENT:** The meeting was adjourned at approximately 8:15 p.m.

Respectfully submitted,

Deborah Jones, Staff Liaison



**The City That Soars!**

## REQUEST FOR PLANNING COMMISSION ACTION

<b>Meeting Date</b>	February 22, 2011
<b>Agenda Item</b>	1
<b>Title</b>	Annual Review of Commission Standing Rules
<b>Submitted By</b>	Deborah Jones, Staff Liaison

<b>Description</b>	Commission standing rules and policies are to be reviewed annually in January.
<b>Background</b>	The attached policies and procedures documents are provided to planning commissioners for reference in support of any work that may come to the commission this year. These documents were extensively reviewed and updated in 2008, with additional corrections in 2009. No changes were made by the Commission on the occasion of the annual review in 2010.
<b>Budget Impact</b>	None
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Falcon Heights Planning Commission Standing Rules, February 26, 2008.</li> <li>• Sikkink's Seven Motion System (corrected 2009)</li> <li>• Falcon Heights City Code, Chapter 2 Administration, Section 2-118 Planning Commission</li> <li>• Planning Commission Policies (Title: "B. Planning Commission") from the Falcon Heights Administrative Manual and City Policies</li> </ul>
<b>Action(s) Requested</b>	<p>Staff requests that Commissioners review the standing rules and make any necessary recommendations for amendment. If no changes are recommended, no action is needed at this time.</p> <p>Staff recommends that commissioners add these documents to their code binders or computer files for future reference.</p>

**FALCON HEIGHTS PLANNING COMMISSION**  
**PLANNING COMMISSION STANDING RULES**

**February 26, 2008**

**INTRODUCTION**

In the belief that the best decisions are made by the best informed decision makers and that the public decision process is best served when the public has every opportunity to present views, the following rules are established to govern regular and special commission meetings as well as formal public hearings. There are several goals behind these rules.

1. In general, free and open discussion by all interested parties should be an essential part of the decision making process.
2. The commission process should have as little procedural overhead as possible.
3. Time is better spent on substantial matters rather than proforma matters.

**MEMBERSHIP**

The formal commission membership consists of seven to nine appointed commissioners. All seven to nine have one vote each and all can introduce motions. For purposes of leading the meeting, the chair, or in the absence of the chair, the vice-chair will be considered the chairperson. In the absence of the chair and vice-chair, the Commission shall name an acting chair for the duration of the meeting.

**RULES**

Agenda

1. To be considered, an item must be on the agenda and the agenda must be distributed to all the commission members and any other persons having responsibility for an item at least three working days prior to the meeting. Distribution may be made by electronic media, including the city website. An agenda can be modified with addenda by a majority vote but this should be used only for minor items or items with extreme time constraints.
2. Since there will be audience and possibly cable TV viewers not familiar with each item, the chair, or person appointed by the chair, will give a brief explanation of each item as it is addressed.



3. The order of items on the agenda need not be followed absolutely. The chair may adjust the order in the interest of:
  - a. Filling in time before a scheduled item, i.e., a public hearing.
  - b. Grouping several items to best make use of consultant time.
  - c. Accommodating individuals who have attended the meeting specifically to provide input on an item.

Process - Regular and Special Planning Commission Meetings

1. For these proceedings the commission will use the 'open discussion' procedure. That is, discussion is open to any member before or after a motion is made. This privilege is also extended to the city planner and any of the consultants who may have an interest in or can contribute to the item at hand.
2. At the discretion of the chair, this privilege is also extended to those members of the audience who wish to provide input. The chair may also rule out of order any input felt to be redundant, superfluous or irrelevant.
3. The chair can make liberal use of the "unanimous consent" procedure. That is, items that in the judgment of the chair are likely to be unanimously approved, can be introduced for approval with the statement "If there are no objections, ... stands approved (or denied)." If any commissioner has an objection, then the item reverts to the standard motion procedure. This "unanimous consent" procedure cannot be used for items requiring formal votes, i.e. resolutions.
4. The standard motion procedure is changed to not require a second. A motion need only be made to be considered. This also applies to amendments.
5. To eliminate confusion, only one amendment will be considered at a time and that amendment must be germane to the motion. An amendment cannot itself be amended. If a change to an amendment is deemed appropriate, the amendment should be withdrawn and reintroduced accordingly.
6. The general mode of voting will be by acclamation but with enough clarity that the individual votes can be recorded in the minutes. If in doubt, the secretary can request a clarification.

7. The meeting will be electronically recorded and the recording will be retained for at least 6 months following approval of the minutes for that meeting and shall, if possible, be made accessible on the city website during that period. The standard retention can be extended if in the judgment of the city planner such action is warranted.

8. If the commission action is the result of a resident request and that request is denied in whole or in part, reasons of fact supporting the denial will be made part of the public record.

9. No commission meeting will extend beyond 10:00 P.M. except by unanimous vote. This rule is not subject to the modification or suspension provisions of the Standing Rules.

### Process - Public Hearings

Since a public hearing is a more formal procedure and often requires certain procedures and actions to be legal, the meeting rules are changed accordingly.

1. The primary aim of a public hearing is to take input from the public. To accomplish this in the most effective manner the chair will introduce the hearing with an explanation of the issues. This explanation will be given by the chair or a person designated by the chair. The use of explanatory visual aids is encouraged.

2. Following the explanation, input from the public will be taken. Prior to accepting input, though, the chair will state the areas where input will be appropriate, the maximum time to be allotted to any individual presenter and any other procedural rules deemed appropriate to guarantee that all concerned parties have a fair and adequate opportunity to be heard.

3. At the discretion of the chair, all individuals wishing to speak must fill out and submit an identification form and speak into a recording microphone. Individuals not wishing to speak in public may provide a written statement. The commission may take up to 15 minutes to review written statements presented at the meeting. If the commission decides to not act on the issue at the public hearing meeting, it may by majority vote extend the time where written input will be taken to a day no later than 1 week before the next meeting where a deciding vote is planned.

4. All speakers are expected to be business-like, to-the-point and courteous. Anyone not abiding by these rules will be considered out-of-order.

5. The commission will refrain from initiating a discussion during the public input phase of the hearing except to clarify points brought up. These 'point of information' requests should be held to a minimum.

6. Once the public testimony phase is complete the chair will announce the public hearing to be closed and the commission will revert back to its open discussion mode of operation. From this point on, public input will only be appropriate when solicited by the commission.
7. Voting on any motion that results from a public hearing may be by roll call if requested by a commissioner.
8. It shall be the intent of the commission to vote on the issue at the same meeting as the public hearing and as close in time to the public hearing as possible. Should it be necessary to defer voting until a later date, that procedure will be clearly explained to the audience.
9. No public hearing will extend beyond 9:30 p.m.
10. If the motion contains conditions, as may occur in conditional use or variance requests, those conditions will be conveyed in writing to the requestor.
11. If the public hearing is the result of a resident request and that request is denied in whole or in part, reasons of fact supporting the denial will be made part of the public record.

#### ADOPTION/MODIFICATION/SUSPENSION

These rules with the exception of the mandatory 10:00 P.M. adjournment, can be adopted, modified or suspended in whole or in part by a 3/4 vote of the commission. If suspended, they are automatically reinstated at the next meeting. Should they be suspended or a situation occurs that is not covered by the standing rules, Sikkink's Seven Motion System (attached) will apply.

#### ANNUAL REVIEW

These rules will be reviewed annually in January.

#### INTERPRETATION

The chair will interpret the rules. However, the chair's interpretation can be appealed by any commission member and can be overruled by a majority vote.

#### *History*

- *Annual review by the Commission on 2/24/09 – No changes*

## SIKKINK'S SEVEN MOTION SYSTEM

### General Rules for a Simplified System of Parliamentary Procedure

1. The purpose of this decision making system is to allow efficient decision making that represents a majority position. Any motion, request, discussion or proposal, which seems to have as its purpose unreasonable delay, manipulation, or the goal of serving individual ends rather than group ends, can be ruled out of order by the chair. Such a ruling by the chair will be subject to the motion called appeal.
2. Free and open discussions are valued in this decision making system. For that reason, most motions are discussable and the motion to restrict discussion requires a 2/3 vote in order to pass. In recognizing persons for discussion, the chair first recognizes the person who made the motion, next recognizes other persons and always recognizes a person who has not spoken over a person who has already participated in the discussion. As far as possible, the chair should try to alternately recognize persons representing different viewpoints.
3. In examining the chart on the following page, you will note that five of the seven motions are amendable. However, only one amendment at a time may be considered. As soon as that amendment is passed or defeated, another amendment may be proposed.
4. The number in front of the motion listed indicates the rank of each motion. Thus, #1 – General motions are lowest in rank, and #7 – Restrict Debate motions are highest in rank. Two rules apply:
  - (1) You usually cannot consider two motions of the same rank at the same time, and
  - (2) If a motion of one rank is being considered, a motion of the same rank or lower rank is usually out of order, but a motion of higher rank is in order.

While these rules generally apply, the chair may allow some flexibility in certain circumstances. These situations almost always occur with motions #5, 6 and 7. For example, if #7 - "Restrict Discussion" is being discussed and a member wants a secret ballot vote on the matter, Request, while lower in rank, could be used to accomplish this purpose. The chair is allowed to make all decisions on exceptions, but all such decisions are subject to appeal.

**Important Note:** The previous page and the chart below are taken verbatim from the existing Administrative Manual of the City of Falcon Heights, now in revision. Please note that in the chart, the motions were put in order of rank from highest (#7) to lowest (#1).

Type of Motion/Rank	Purpose	Applies To What Situations	Needs Recognition	Needs Second	Can Be Discussed	Amendable	Vote Required
7. Restrict Discussion (highest rank)	To stop or limit discussion	All discussable motions	Yes	Yes	Yes	Yes	2/3
6. Appeal	To let the group vote on a chair's decision	To decision of the chairperson	No	Yes	Yes	No	Majority
5. Request	Not a motion but a way to question, challenge, or seek help	Any appropriate situation	No	No	No	No	Chair decides subject to appeal
4. Postpone	To delay action on any general motion to a future time	General motions	Yes	Yes	Yes	Yes	Majority
3. Refer	To have a general motion studied by a committee	General motions	Yes	Yes	Yes	Yes	Majority
2. Meeting Termination	To recess during a meeting or to end a meeting	Made to recess or adjourn	Yes	Yes	Yes	Yes	Majority
1. General (lowest rank)	To bring up business for majority decisions by the group	For doing business	Yes	Yes	Yes	Yes	Majority

**Falcon Heights City Code**  
**Sec. 2-118. Planning commission.**

- (a) The commission shall be the city planning agency authorized by Minn. Stats. § 462.354, subd. 1.
- (b) The duties of the planning commission are:
  - (1) To guide future development of land, services, and facilities;
  - (2) To ensure a safe, pleasant and economical environment for residential, commercial, and public activities; and
  - (3) To promote the public health, safety, and general welfare of the community.
- (c) These duties are to be carried out by:
  - (1) Establishing community objectives and policy;
  - (2) Making recommendations to the council regarding petitions and applications for rezoning, special use permits, etc.;
  - (3) Reviewing and making recommendations on all matters relating to or affecting the physical development of the city.

(Code 1993, § 2-4.05; Ord. No. 98-02, § 3, 4-8-1998)

**City of Falcon Heights  
Administrative Manual and City Policies  
Section II: Commissions**

**B. PLANNING COMMISSION**

1. Purpose. The commission shall be the city planning agency authorized by Minnesota Statutes, Section 462.354, Subd. 1, which includes guiding future development of land, services, and facilities to ensure a safe, pleasant and economical environment for residential, commercial, and public activities; and to promote the public health, safety, and general welfare of the community by:
  - a. establishing community objectives and policy;
  - b. making recommendations to the council regarding petitions and applications for rezoning, special use permits, etc.
  - c. reviewing and making recommendations on all matters relating to or affecting the physical development of the city.
2. Composition & Qualifications. The commission shall consist of not less than seven nor more than nine members to be appointed by the mayor and approved by the council as follows:
  - a. Members of the commission shall be appointed according to their ability to contribute to and perform the functions, powers and duties imposed upon the commission.
  - b. Members of the commission shall be eligible voters residing within the city.
3. Terms, Vacancies, Oaths. The term of office of all commission members shall be three years. Except for appointments to fill a vacancy, an appointment in any year shall be deemed effective as of January 1 of such year for purposes of computing the term. No member shall serve more than two consecutive three year terms or more than eight consecutive years on the Planning Commission and until an existing term of office expires.

Members shall hold office until their successors are appointed. All members shall serve without compensation, but may be reimbursed for expenses as authorized and approved by the city council.

4. Removal. Commission members shall be subject to removal for cause, by a four-fifths vote of the city council. Failure to attend meetings regularly shall be one basis for removal.
5. Organization, Officers. Each commission shall elect a chairperson from among its appointed members for a term of one year. The commissions may create and fill such other offices as determined necessary.
6. Meetings, Records, Reports. The commissions shall hold scheduled meetings, not less than one per calendar quarter. They shall adopt rules for the transaction of business and shall keep written public records of resolutions, recommendations and findings. On or before February 15 of each year, the commissions shall submit to the council work reports for the preceding calendar year.
7. Commission's Duties. In fulfillment of its purpose the commission's duties and responsibilities shall be to:
  - a. exercise duties given planning agencies by law and any duties conferred upon it by the zoning code and by the city council.
  - b. periodically, but at least once every two (2) years, review the comprehensive plan, any additions or amendments, and any capital improvement program the council has adopted to implement the plan; and if deemed necessary, revise the comprehensive plan, adopt the amendments or the new comprehensive plan, amend the capital improvement program, and make recommendations to council.





**The City That Soars!**

## REQUEST FOR PLANNING COMMISSION ACTION

<b>Meeting Date</b>	February 22, 2011
<b>Agenda Item</b>	Workshop 1
<b>Title</b>	Orientation/ Review of Planning Commission Procedures and Resources (Workshop)
<b>Submitted By</b>	Deb Jones, Staff Liaison

<b>Description</b>	Orientation for new commissioners and review for continuing commissioners in preparation for the year's work.
<b>Background</b>	<p>The Planning Commission provides formal recommendations to the City Council on certain zoning matters and cases, including amendments to the zoning code, zoning changes, amendments to the Comprehensive Plan, conditional use permits and other special permits and variances.</p> <p>The procedures for all of these actions follow a similar pattern: (1) published notice of a public hearing, (2) public hearing before the Planning Commission, (3) Planning Commission vote on a recommendation, (4) City Council action.</p> <p>Planning Commissioners use a variety of resources in their official duties for the City. These include the Falcon Heights Comprehensive Plan and the Falcon Heights Zoning Code (Chapter 113 of the city code), as well as supporting documents and research materials put together by staff for individual cases.</p>
<b>Budget Impact</b>	None
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Copy of the Falcon Heights zoning application form</li> </ul>
<b>Action(s) Requested</b>	<p>None.</p> <p>Staff will conduct a brief review/training for commissioners on public hearing procedures and give a general overview of the zoning code and comprehensive plan. An update will be given on recent court actions that have impacted cities' ability to grant variance. Actions of the previous year will also be reviewed.</p> <p>It is recommended that commissioners bring their copies (paper or electronic) of the zoning chapter and the comprehensive plan for reference during the workshop. Commissioners may also wish to re-read documents from public hearing meetings in 2010 to refresh their memories of the work done last year.</p>



# City of Falcon Heights Planning Application

**Action Requested By:**

Name of Property Owner \_\_\_\_\_

Phone (h) \_\_\_\_\_ (w) \_\_\_\_\_

Address of Property Owner \_\_\_\_\_

Name of Applicant (if different) \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

**Property Involved:**

Address \_\_\_\_\_

Legal Description \_\_\_\_\_

Property Identification Number (PIN) \_\_\_\_\_

**Present Use of Property (check one):** Single Family Dwelling Duplex/Two Family Dwelling Multi Family Complex Business/Commercial Government/Institutional Vacant Land**Action Requested (NON-REFUNDABLE):** Variance (\$150.00) 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 letter to Planning Commission with details of request):**


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*I certify that all statements on this application are true and correct:*\_\_\_\_\_  
**Signature of Property Owner (required)**\_\_\_\_\_  
**Signature of Applicant (if applicable)**