

City of Falcon Heights

A G E N D A

Regular Meeting of the City Council
December 20, 1995

I. CALL TO ORDER: 7 p.m.

II. BALDWIN _____ GEHRZ _____ GIBSON TALBOT _____ HUSTAD _____
JACOBS _____ HOYT _____ ASLESON _____
ATTORNEY _____ ENGINEER _____

III. COMMUNITY FORUM

IV. APPROVAL OF MINUTES: December 7, 1995

V. PUBLIC HEARING: None

VI. CONSENT AGENDA:

C-1. Disbursements
a. General disbursements through 12/14/95, \$15,633.25
b. General disbursements through 12/17/95, \$82,945.93
c. Payroll, 12/1/95 to 12/15/95, \$13,383.08

C-2. Licenses

C-3. Fund Transfers

C-4. Approval of the standard compensation increase for employees in 1996

C-5. Revision of Public Works/Parks Superintendent's job description

C-6. Approve the job description and related compensation for the director of facilities, parks, recreation and open space

C-7. Scheduling the January and February workshop meeting

VII. POLICY AGENDA:

P-1. Proposed Resolution 95-34 adopting the 1996 budget and certifying the 1996 property tax levy

ACTION: _____

P-2. A resolution reducing the 1996 debt levy on general obligation debt

ACTION: _____

P-3. Request for a variance in the front yard setback at 1596 Northrop St.

ACTION: _____

P-4. Resolution scheduling a public hearing on an amendment to the tax increment districts and plan

ACTION: _____

P-5. Priorities for the 1996 Community Development Block
Grant Program (CDBG)

ACTION: _____

VIII. INFORMATION AND ANNOUNCEMENTS:

IX. ADJOURNMENT

**CITY OF FALCON HEIGHTS
REGULAR CITY COUNCIL MEETING
MINUTES OF DECEMBER 7, 1995**

DRAFT

Mayor-Elect Gehrz convened the meeting at 7:03 P.M.

PRESENT

Gehrz, Gibson Talbot, Hustad and Jacobs. Also present were Hoyt, Rigdon and Phillips.

COMMUNITY FORUM

There were no comments from the floor.

MINUTES OF NOVEMBER 22, 1995

Minutes were approved unanimously as presented.

CONSENT AGENDA APPROVED

The council approved the consent agenda by unanimous consent as follows:

1. Disbursements
 - a. General disbursements through 12/1/95, \$53,192.78
 - b. Payroll, 11/15/95 to 11/30/95, \$10,645.18
2. Licenses
3. Request to ask for a donation for a computer printer from Hewlett Packard

ADDENDUM TO POLICY AGENDA

Mayor-Elect Gehrz noted the addition of Item P-3 to the policy agenda as an addendum.

PUBLIC HEARINGS

HEARING ON THE CITY'S PROPOSED 1996 BUDGET AND PROPOSED TAX LEVY

Administrator Hoyt presented information on the city's land use and demographic data trends in the city as a back-drop to the discussion on how the city spends its money. She also explained how the city's budget process works and introduced the city's accountant, Joe Rigdon, who provided a breakdown of city revenues and expenditures. Rigdon said the total city budget amounts to \$2,792,054 with a general

operating budget of \$1,134,690. The city proposed to levy \$549,081 for 1996 including ad valorem property tax revenue and fiscal disparities tax revenue.

Administrator Hoyt said a 5.4% increase in overall property taxes is budgeted for 1996, with an actual ad valorem levy increase of 3.2%. Hoyt also pointed out the city's share is 11% of the total property tax statement. She stated that the city's tax rate actually fell slightly but since property taxes are tied to market value, its property taxes will increase for 1996.

Mayor-Elect Gehrz asked for questions or comments from the council. Councilmember Hustad asked if the city's fine revenue went up. He was told it was up by \$21,000 over last year.

Mayor-Elect Gehrz opened the public hearing at 7:52 p.m. There being no one wishing to be heard, Mayor-Elect Gehrz immediately closed the public hearing. The levy will be scheduled for adoption on December 20, 1995.

HEARING ON DELINQUENT UTILITY CHARGES

City Accountant, Joe Rigdon explained that, on an annual basis, the city assesses delinquent utility fees to the property tax rolls. The proposed assessment includes the actual amount due, the standard 10% penalty fee, 3% administrative fee, and a 8% assessment rate.

Mayor-Elect Gehrz opened the public hearing at 7:54 p.m. There being no one wishing to be heard on this subject, the public hearing was immediately closed.

Councilmember Jacobs moved adoption of Resolution 95-32 levying special assessments for delinquent utility charges. The motion passed unanimously.

POLICY AGENDA

APPROVAL OF THE REVISED FALCON HEIGHTS/LAUDERDALE FIRE AGREEMENT

Administrator Hoyt explained that the revised fire agreement more accurately identifies how the city charges for services, specifically HAZMAT services. There are also some additional changes that clarify the language. Councilmember Hustad moved to approve the revised agreement and motion passed unanimously.

**ADOPTION OF A GOAL STATEMENT FOR COMPLIANCE WITH THE
LIVABLE COMMUNITIES ACT**

As part of the agreement to participate in the 1995-1996 Livable Communities Act, the city was asked to submit goals to the Metropolitan Council for approval. The goal statement states that there are no plans to change the current mix of housing and land use in the city. Administrator Hoyt stated that the major focus will be on maintaining the existing housing stock. Motion to approve the adoption of the goals statement was made by Councilmember Hustad. The motion passed unanimously.

MAYOR BALDWIN ARRIVED AT 8:01 P.M.

**APPROVAL OF REQUEST TO JOIN THE DIRECTORS FOR THE
ROSEVILLE AREA FAMILY COLLABORATIVE**

Mayor-Elect Gehrz reported the Roseville Area Schools is forming a group called The Roseville Area Family Collaborative and requested that Falcon Heights participate in the board of directors of the organization. The group is designed to expand opportunities for collaboration among a variety of organizations and would complement, not replace, Mayors' Commission Against Drugs and Keeping Connected. Mayor-Elect Gehrz indicated she would be willing to be the liaison to the group. After a short discussion, Councilmember Hustad moved to join the Board of Directors of the Roseville Area Family Collaborative and motion passed unanimously.

ANNOUNCEMENTS

Administrator Hoyt said the skating rinks were being flooded and hoped to be open by the school winter holidays or sooner depending on weather conditions.

Hoyt also stated it is not feasible for county snowplows to plow so snow does not block entrances to private driveways.

ADJOURNMENT

The meeting adjourned at 8:14 P.M.

Tom Baldwin, Mayor

Patricia Phillips
Acting Recording Secretary

Meeting Date: 12/20/95

Agenda Item: C - 1

CITY OF FALCON HEIGHTS
REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION: Disbursements

SUBMITTED BY: Joe Rigdon, City Accountant

EXPLANATION/SUMMARY:

- a. General Disbursements through 12/14/95, \$15,633.25
- b. General Disbursements through 12/27/95, \$82,945.93
- c. Payroll, 12/1/95 to 12/15/95, \$13,383.08

ACTION REQUESTED: Approval

a.

APPROVAL OF BILLS
PERIOD ENDING: 12/20/95

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	AT&T	MAINTENANCE 11/26-12/25	BUILDING	73.39
31509	AESOP'S TABLE	CHRISTMAS DINNER	EMPLOYEE	150.00
	AMERICAN LINEN SUPPLY CO.	LINEN CLEANING	FIRE FIG	1.69
	BLI AMERI-STAR LIGHTING	ARTIC LITES	BUILDING	179.66
	BROWNING-FERRIS IND.	12/95 REFUSE SERVICE	BUILDING	141.24
	DAHLGREN SHARDLOW & UBAN	10/29-11/25 PLANNING SVC	PLANNING	118.50
	CITY OF FALCON HEIGHTS	4TH QTR SEWER	BUILDING	50.70
	CITY OF FALCON HEIGHTS	4TH QTR SEWER	PARK MAI	217.50
	*** TOTAL FOR CITY OF FALCON HEIGH			268.20
	FOCUS NEWS	BUDGET HEARING NOTICE	LEGISLAT	172.80
	GLENWOOD INGLEWOOD	10 GALLONS WATER	BUILDING	11.50
	HERMES FLORAL COMPANY	WREATH, POINSETTIAS	BUILDING	56.00
	HOISINGTON KOEGLER GROUP	11/95 PLANNING & DESIGN	LARPENTE	2,400.77
	HOISINGTON KOEGLER GROUP	11/95 PLANNING	TIF #2	646.72
	*** TOTAL FOR HOISINGTON KOEGLER G			3,047.49
	ICMA RETIREMENT TRUST-457	12/95 CONTRIBUTIONS	ADMINIST	50.00
	ICMA RETIREMENT TRUST-457	12/95 CONTRIBUTIONS	ELECTION	15.00
	ICMA RETIREMENT TRUST-457	12/95 CONTRIBUTIONS	PLANNING	15.00
	ICMA RETIREMENT TRUST-457	12/95 CONTRIBUTIONS	SOLID WA	20.00
	ICMA RETIREMENT TRUST-457	12/95 CONTRIBUTIONS	FINANCE	82.50
	ICMA RETIREMENT TRUST-457	12/95 CONTRIBUTIONS	SANITARY	60.00
	ICMA RETIREMENT TRUST-457	12/95 CONTRIBUTIONS	RESCUE S	7.50
	*** TOTAL FOR ICMA RETIREMENT TRUS			250.00
	INSTY PRINTS PLUS	RUBBER STAMPS	ADMINIST	10.11
	JANKE, KATHLEEN	12/95 CLEANING	FIRE FIG	80.00
	LEONARD, STREET & DEINARD	LEGAL SVC THROUGH 11/30	TIF #1	380.00
	LEONARD, STREET & DEINARD	LEGAL SVC THROUGH 11/30	LEGAL	285.00
	*** TOTAL FOR LEONARD, STREET & DE			665.00
	MIDWEST BUSINESS PRODUCTS	MISC. OFFICE SUPPLIES	ADMINIST	110.70
	MN RECREATION/PARK ASSOC.	MRPA MEMBERSHIP-PETE	-----	110.00
	MUSKA ELECTRIC CO.	REPAIR COMM. PARK LIGHTS	PARK MAI	387.16
	NSP	11/95 ELECTRIC	BUILDING	710.34
	NSP	11/95 GAS	BUILDING	516.56
	NSP	11/95 ELECTRIC	PARK MAI	22.14
	NSP	11/95 ELECTRIC	SANITARY	16.56

APPROVAL OF BILLS
PERIOD ENDING: 12/20/95

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	NSP	11/95 ELECTRIC	SANITARY	118.74
	NSP	11/95 ELECTRIC	SANITARY	12.95
	NSP	11/95 GAS & ELECTRIC	PARK MAI	95.09
	*** TOTAL FOR NSP			1,492.38
	OFFICE MAX CREDIT PLAN	DESK JET CARTRIDGE	ADMINIST	42.76
	PERA LIFE	BAUMANN 12/95 PREMIUM	FIRE FIG	12.00
	PERA LIFE	IVERSON 12/95 PREMIUM	FIRE PRE	12.00
	PERA LIFE	PHILLIPS 12/95 PREMIUM	ADMINIST	12.00
	*** TOTAL FOR PERA LIFE			36.00
	RAMSEY CLINIC ASSOCIATES	EMT REFRESHER	RESCUE S	175.00
	RAMSEY CLINIC	IMMUNIZATIONS	RESCUE S	116.00
	RAMSEY COUNTY	12/95 INSURANCE PREMIUMS	ADMINIST	3,505.08
	RAMSEY COUNTY	12/94-12/95 CITATIONS	PROSECUT	950.00
	*** TOTAL FOR RAMSEY COUNTY			4,465.08
	CITY OF ROSEVILLE	MCAD OPEN GYMS 1995	MCAD	44.00
	S & S TREE SPECIALISTS	IN TREE REMOVALS	TREE PRO	381.27
	ST. PAUL PIONEER PRESS	96 NEWSPAPER	-----	85.80
	SCHARBER & SONG	JOHN DEERE #955 PARTS	STREETS	125.47
	STAR TRIBUNE	26 WEEK PAPER SUBSCRIPT.	-----	48.10
	31508 SUBURBAN HARDWARE	LIGHT BULB	EMERGENC	0.95
		TOILET REPAIR	FIRE FIG	11.01
		SALT BAGS, TANK	BUILDING	45.93
		STAPLES-SIGN POSTING	STREETS	2.58
		HOCKEY BOARD NAILS	PARK MAI	3.99
	*** TOTAL FOR SUBURBAN HARDWARE			64.46
	TAFF, SUSAN HOYT	12/95 MILEAGE	ADMINIST	165.00
	TAFF, SUSAN HOYT	PUBLIC WORKS CLNDR/MGR	ADMINIST	19.44
	*** TOTAL FOR TAFF, SUSAN HOYT			184.44
	TOLL GAS & WELDING SUPPLY	COMPRESSED AIR	FIRE FIG	58.46
	TOLL GAS & WELDING SUPPLY	COMPRESSED AIR	FIRE FIG	46.07
	*** TOTAL FOR TOLL GAS & WELDING S			104.53
	USWEST CELLULAR	10/95 CELLULAR PHONE	RESCUE S	23.42
	USWEST CELLULAR	11/95 CELLULAR PHONE	RESCUE S	19.04
	*** TOTAL FOR USWEST CELLULAR			42.46
	USWEST COMMUNICATIONS	12/95 PHONE	BUILDING	386.66
	USWEST COMMUNICATIONS	12/95 PHONE	FIRE FIG	62.03
	*** TOTAL FOR USWEST COMMUNICATION			448.69
	RCLLO	96 RCLLO MEMBERSHIP DUES	-----	366.40

APPROVAL OF BILLS
 PERIOD ENDING: 12/20/95

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	BRODERICK, BERNARD	DELIVERY MILEAGE	ADMINIST	2.67
	NEXTEL COMMUNICATIONS, INC	REPAIR PAGER	FIRE FIG	40.00
	HUGHES & COSTELLO	12/95 PROSECUTION	PROSECUT	1,526.30
		*** TOTAL FOR BANK 01		15,633.25
		*** GRAND TOTAL ***		15,633.25
		*** GRAND TOTAL ***		15,633.25

6.

APPROVAL OF BILLS
PERIOD ENDING: 12/27/95

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	GFOA	96 GFOA MEMBERSHIP	-----	115.00
	IVERSON, TERRY	4TH QTR AUTO INSURANCE	FIRE PRE	75.00
	DAVID W. KRIESEL, INC.	12/95 BUILDING INSPECT	PLANNING	500.00
	LEAGUE OF MN CITIES	96 WORKERS COMP PREMIUM	-----	10,688.00
	METROPOLITAN COUNCIL	1/96 SEWER SERVICE	-----	37,950.00
	MIDWEST CONCRETE DRIVEWAY SIDEWALK REPAIR		INFRASTR	3,267.00
	PRECISION COMPUTER SYSTEM	96 ANNUAL LICENSE FEES	-----	1,065.00
	PRECISION COMPUTER SYSTEM	96 ANNUAL LICENSE FEES	-----	426.00
	*** TOTAL FOR PRECISION COMPUTER S			1,491.00
	RBW INSURANCE	PUBL OFFICIAL BOND-ADMIN	-----	350.00
	RBW INSURANCE	PUBL OFFICIAL BOND-AGST	-----	350.00
	*** TOTAL FOR RBW INSURANCE			700.00
	SENSIBLE LAND-USE COALIT.	96 MEMBERSHIP DUES	-----	75.00
	UNITED WAY	4TH QTR DONATIONS	ADMINIST	33.00
	UNITED WAY	4TH QTR DONATIONS	FIRE PRE	20.40
	UNITED WAY	4TH QTR DONATIONS	PARK & R	30.00
	UNITED WAY	4TH QTR DONATIONS	PARK MAI	30.00
	*** TOTAL FOR UNITED WAY			113.40
	UNIVERSITY OF MINNESOTA	BUILDING OFFICIALS INST.	-----	84.00
	BERNARDY, CONNIE LANNERS	12/31/95 MCAD SERVICES	MCAD	1,470.86
	ST. ANTHONY VILLAGE	12/95 POLICE SERVICES	POLICE	26,416.67
	*** TOTAL FOR BANK 01			82,945.93
	*** GRAND TOTAL ***			82,945.93
	*** GRAND TOTAL ***			82,945.93

PERIOD END DATE 12/15/95
SYSTEM DATE 12/15/95

FILE NOT UPDATED

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C H E C K R E G I S T E R

CHECK TYPE	CHECK DATE	EMPLOYEE NAME	CHECK NUMBER	CHECK AMOUNT
COM	12 15 95	30 NICHOLAS BAUMANN	23906	118.34
COM	12 15 95	31 ROSS BERNDT	23907	41.42
COM	12 15 95	32 RAYMOND BROWN	23908	275.66
COM	12 15 95	33 JOHN HOLMGREN SR.	23909	193.13
COM	12 15 95	34 CLEMENT KURHAJETZ	23910	241.78
COM	12 15 95	35 LEO LINDIG	23911	73.22
COM	12 15 95	40 KEVIN ANDERSON	23912	141.02
COM	12 15 95	41 DAVID P. BIANCHI	23913	14.54
COM	12 15 95	42 MICHAEL D. CLARKIN	23914	215.76
COM	12 15 95	45 JAMES D. FULLER	23915	160.92
COM	12 15 95	47 NATHANIEL HEROLD	23916	181.24
COM	12 15 95	48 JOHN H. HOLMGREN	23917	148.98
COM	12 15 95	49 DOUGLAS LEMAY	23918	21.01
COM	12 15 95	50 JOSEPH L. MARTINEZ	23919	146.26
COM	12 15 95	51 CINDY K. MCDERMOND	23920	71.92
COM	12 15 95	56 GREGORY S. PETERSON	23921	226.65
COM	12 15 95	59 GREGORY M. FULLER	23922	258.32
COM	12 15 95	60 TERRY D. IVERSON	23923	69.85
COM	12 15 95	61 DENNIS G. LEMAY	23924	69.70
COM	12 15 95	62 BRYON A. SCHULTZ	23925	226.87
COM	12 15 95	63 RACHELLE L. MARVIN	23926	172.16
COM	12 15 95	66 ALFRED HERNANDEZ	23927	158.39
COM	12 15 95	67 BRENT W. KOSKELA	23928	386.35
COM	12 15 95	69 JASON J. HYATT	23929	151.04
COM	12 15 95	70 JUSTIN T. NOVAK	23930	218.17
COM	12 15 95	71 THOMAS R. REITAN	23931	314.20
COM	12 15 95	72 JOHN R. WOLFSBERGER	23932	141.42
COM	12 15 95	1002 SUSAN HOYT TAFF	23933	1443.58
COM	12 15 95	1003 TERRY IVERSON	23934	937.16
COM	12 15 95	1005 CAROL KRIEGLER	23935	480.12
COM	12 15 95	1006 JAY MORGAN	23936	856.89
COM	12 15 95	1007 PATRICIA PHILLIPS	23937	765.51
COM	12 15 95	1008 DELORIS SWENSON	23938	753.75
COM	12 15 95	1010 CARLA ASLESON	23939	916.58
COM	12 15 95	1011 LAWRENCE A. KLINGENBERG	23940	1127.23
COM	12 15 95	1012 JOSEPH M. RIGDON	23941	835.90
COM	12 15 95	1026 JASON CIERNIA	23942	51.72
COM	12 15 95	1031 LINDA TREEFUL	23943	64.63
COM	12 15 95	1033 DAVE TRETSEVEN	23944	265.27
COM	12 15 95	1078 MICHAEL R. SHIER	23945	119.27
COM	12 15 95	1102 AUSTIN M. PETERSON	23946	129.52
COM	12 15 95	1103 DIANE MEYER	23947	152.38
COM	12 15 95	1111 NANCY L. KNUTSEN	23948	45.25
****TOTALS****				13383.08

Meeting Date: 12/20/95

Agenda Item: C-2

CITY OF FALCON HEIGHTS

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION: Licenses

SUBMITTED BY: Dee Swenson

BUSINESS

Insty Prints #3261
Hamline Hoyt Service #3262
Nan's Fashions #3263
Suburban Credit #3264
Source Comics & Games #3265
Warners' Stellian #3266
Northern Clearwater #3267

MECHANICAL

Krinkie Htg & A/C #3268

* Denotes new business

Meeting Date: 12/20/95

Agenda Item: C - 3

CITY OF FALCON HEIGHTS

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION: Fund Transfers

SUBMITTED BY: Joe Rigdon, City Accountant

REVIEWED BY: Susan Hoyt, City Administrator

EXPLANATION/SUMMARY:

1. As described in the 1996 budget, a total of \$280,000 in transfers from the general fund to various capital projects funds are scheduled. These transfers are necessary to support future capital acquisitions and infrastructure projects.

Transfer From:	General Fund	\$280,000	
Transfer To:	General Capital Improvements		\$25,000
	Public Safety Capital Improvements		145,000
	Public Works Capital Improvements		25,000
	Infrastructure Improvements	_____	<u>85,000</u>
	TOTAL:	\$280,000	\$280,000

2. A transfer in the amount of \$95,888.62 from the Infrastructure Fund to the 1995 Alley Reconstruction Fund is necessary in order to close the alley fund. In addition, a \$5,000 contract payable (retainage on the alley project) will be transferred to the Infrastructure Fund.

ACTION REQUESTED: Approve the fund transfers as detailed.

Meeting Date: 12/20/95

Agenda Item: C - 4

CITY OF FALCON HEIGHTS

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION: Approval of the standard compensation increase for employees in 1996

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/SUMMARY:

The 1996 budget includes a 3% standard compensation increase for regular employees as of January 1, 1996. It is appropriate to approve this item so it becomes effective on January 1, 1996.

(The city administrator's salary is reviewed in August of each year - - not at this time).

ACTION REQUESTED:

Approve budgeted 1996 standard compensation increase of 3% for regular employees (except the city administrator).

Meeting Date: 12/20/95

Agenda Item: C - 5

CITY OF FALCON HEIGHTS

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION: Revision of Public Works/Parks Superintendent's Job Description

SUBMITTED BY: Carla Asleson, Administrative Assistant/Planner

EXPLANATION/SUMMARY:

Staff is proposing a minor change to the job description of the Public Works/Parks Superintendent, namely to delete the requirement that the employee hold a Class B commercial driver's license. When the position was created, the job duties and minimum requirements, including the requirement for the Class B commercial driver's license, were drafted using job descriptions from larger cities. However, Falcon Heights does not own nor operate machinery requiring the possession of a commercial driver's license.

Commercial motor vehicles are defined as vehicles rated for more than 26,000 pounds. Some examples include snowplows, garbage trucks, and sludge trucks, none of which the city now owns or plans to purchase in the future.

This oversight was noted when staff learned of the Federal Omnibus Transportation Employee Testing Act, which effective January 1, 1996 requires random drug testing of employees that operate commercial motor vehicles. Even though the city has no vehicles requiring a commercial driver's license, the city will still have to test the Public Works/Parks Superintendent if the Class B requirement remains on his job description.

ACTION REQUESTED: Removal of the requirement of a Class B driver's license from the Public Works/Parks Superintendent's job description.

Meeting Date: 12/15/95

Agenda Item: C- 6

CITY OF FALCON HEIGHTS

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION: Approve the job description and related compensation for the director of facilities, parks, recreation and open space

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/SUMMARY:

It is the administrator's responsibility to annually review or supervise the review of each employee's performance. Part of this review requires determining if each employee's job description and compensation reflect the responsibilities of the job and the typical compensation for that position in similar sized metro cities. In carrying out that responsibility in 1995, it became evident that the park and recreation director's responsibilities and related compensation no longer accurately reflected the actual job responsibilities for which she is accountable.

When the city's park and recreation director, Carol Kriegler, was hired in 1988, she was expected to primarily focus on the city's expanding recreation programming. Shortly after coming on board, the city undertook a comprehensive park plan which led to the development of three city parks and the Falcon Heights School site. Carol not only coordinated these activities; she was responsible for implementing a community/neighborhood involvement process, detailing specifications for park and recreation facilities, getting bids and proposals, managing the details of each project and being accountable for the timeliness and quality of the work and continues to be responsible as the parks age. In conjunction with this, her responsibilities expanded when she took over the management and planning responsibility for the public facilities and grounds as well as parks in 1994. In the fall of 1995 she has been charged with developing a detailed management program for all city facilities and open spaces. This plan will allow the city to much more efficiently schedule, implement and budget for its maintenance and improvement activities. Her planning and management skills mesh nicely with the hands-on knowledge and talents of the parks and public works superintendent who is working closely with her on this management plan. In addition to these responsibilities, on an annual basis, Carol is responsible for hiring, training and maintaining a staff for the city's recreation programs and park maintenance staff. This includes at least eight summer recreation leaders, the playroom supervisors, the eight ice rink flooders, rink attendees, recreation staff for the open gyms and temporary grounds workers. Carol has a bachelor's degree in recreation management and worked as the recreation coordinator at Hamline University for five years before coming to the city in 1988.

The administrator is recommending retitling the position to the Director of Facilities, Parks, Recreation and Open Space with a compensation rate of \$19 an hour starting on January 1, 1996 rather than the \$16.81 per hour that she would receive without revising this job. This brings her salary closer to other salaries for similar job responsibilities in smaller metro cities and with assistant positions in larger cities. This is a potential cost increase to the city of \$2,200 a year which can be accommodated in the 1996 budget.

ATTACHMENTS:

- 1 - Job description

ACTION REQUESTED:

Approve the position title of director of facilities, parks, recreation and open space with the accompanying job description at a rate of \$19 per hour for Carol Kriegler.

DIRECTOR OF FACILITIES, PARKS, RECREATION
AND OPEN SPACE

1. RECREATION PROGRAM DEVELOPMENT AND ADMINISTRATION.

- Coordinate, plan and implement a comprehensive recreation program.

Special Tasks:

- Recruit, select, train and evaluate recreation program staff
- Prepare brochures, program information, registration information and procedures
- Establish fee structures based on staff and material costs
- Conduct periodic program and activity checks to evaluate and ensure program quality
- Plan, promote and conduct special events and activities
- Assess community recreation programming needs and explore and propose activities and programs to meet needs
- Evaluate programming and recommend program changes, additions, or elimination
- Develop and maintain good communication about programming with other city employees

2. PARKS, OPEN SPACE AND FACILITY DEVELOPMENT AND MANAGEMENT DEVELOPMENT. Responsible for:

- Developing and managing the city's parks, facilities and open spaces.
 - Specific Tasks:
 - Work with staff, the Parks and Recreation Commission and City Council, to develop a long-term plan for facilities and open spaces.
 - Organize a regularly scheduled park inspection program
 - Develop a long-range financial plan for facilities
 - Seek outside funding sources for facility, park and open space improvements and development
 - Develop, implement and oversee a maintenance plan outlining the schedules for routine annual, monthly, weekly and daily maintenance activity associated with the city's parks, open space, facilities and public works.
 - Develop, implement and oversee a management plan outlining the schedules for special projects associated with the city's parks, open space, facilities and public works
 - Develop and implement a weekly work plan detailing proposed park, grounds, facility and public works tasks to be conducted in the coming week in consultation with the public works/parks

- superintendent
- Maintain daily communication with the public works/parks superintendent regarding weekly work plan progress and adjustments and follow-up on uncompleted tasks.
- Develop, implement and evaluate a flexible staffing model to accompany the work plan.

3. STAFF THE PARKS AND RECREATION COMMISSION.

- Specific Tasks:
 - Prepare meeting materials and agendas
 - Attend meetings
 - Report to city council on plans and programs

4. PREPARE AND MANAGE THE FACILITIES, PARKS, RECREATION AND OPEN SPACE BUDGETS.

- Specific Tasks:
 - Prepare and manage the annual budget in all related areas.
 - Prepare capital improvement plans/budget

***CITY OF FALCON HEIGHTS
REQUEST FOR COUNCIL CONSIDERATION***

ITEM DESCRIPTION: Scheduling the January and February workshop meeting

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/SUMMARY:

The city council has scheduled a workshop for the first Wednesday of each month on an **as-needed** basis. Staff is recommending that the January and February workshop be scheduled for January 17, 1996 at 6 PM and that no workshop be scheduled for February.

This workshop would be an opportunity to discuss the city's opportunities and long-term financial plans for its tax increment development districts, the police contract negotiations including an informal meeting with the police chief and a discussion on city events planned for the coming year.

ACTION REQUESTED:

Schedule January and February workshops for January 17, 1995 at 6: 00 PM until 8:00 PM.

Meeting Date: 12/20/95
Agenda Item: C-8

*CITY OF FALCON HEIGHTS
REQUEST FOR COUNCIL CONSIDERATION*

ITEM DESCRIPTION: Minor revision in the Falcon Heights/Lauderdale fire agreement

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/SUMMARY:

At the last council meeting, the council approved the revised fire agreement between Falcon Heights and Lauderdale based upon recommendations from both cities' staffs. Since that time, Lauderdale asked that some dates be changed slightly to better accommodate the city's budget cycle.

These are:

- Providing Lauderdale with a preliminary cost estimate for the service for the coming year as of June 1 with a final cost estimate by August 31. (The approved agreement only includes the final cost estimate by August 31.)
- Providing for a notice of termination of the agreement by either party by July 15 of the calendar year for termination no earlier than December 31 of that calendar year. (The approved agreement has a June 1 date.)

These changes should not affect the administration of the agreement and can be worked into the city's budgeting cycle.

ACTION REQUESTED:

Approve minor revisions to the Falcon Heights/Lauderdale fire agreement.

Meeting Date: 12/20/95

Agenda Item: P - 1

CITY OF FALCON HEIGHTS

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION: Proposed Resolution 95-34 adopting the 1996 budget and certifying the 1996 property tax levy

SUBMITTED BY: Joe Rigdon, City Accountant

EXPLANATION/SUMMARY: On December 7, 1995, the city held its Truth-in-Taxation hearing on its proposed 1996 budget of \$2,792,054 with a general operating budget of \$1,134,690. This requires a levy of \$549,081 including ad valorem property tax revenue and fiscal disparities tax revenue.

At this meeting it is appropriate to pass a resolution adopting the proposed 1996 budget and certifying the 1996 property tax levy. This action finalizes the city's budget process for 1996 and directs the county to levy the associated property taxes. A certified copy of the resolution will be forwarded to the county to place the levied taxes on the tax roll.

ATTACHMENTS: Resolution 95-34

ACTION REQUESTED: Adoption of Resolution 95-34 authorizing a city operating budget of \$1,134,690 for 1996 and a certified tax levy of \$549,081.

No. 95-34

CITY OF FALCON HEIGHTS

C O U N C I L R E S O L U T I O N

Date: 12/20/95

A RESOLUTION ADOPTING THE 1996 BUDGET AND
CERTIFYING THE 1996 TAX LEVY

BE IT RESOLVED by the city council of the City of Falcon Heights that the General Operating Budget for the year 1996 in the amount of \$1,134,690 is adopted, and

BE IT FURTHER RESOLVED, that the city council authorizes the city to levy taxes in the amount of \$549,081 for the year 1996; and

BE IT FURTHER RESOLVED, that the county auditor should extend the tax levy in the amount of \$549,081 for the year 1996.

Moved by: _____

BALDWIN
GEHRZ ___ In Favor
GIBSON TALBOT
HUSTAD ___ Against
JACOBS

Approved by: _____

Mayor

December 20, 1995

Date

Attested by: _____

City Clerk

December 20, 1995

Date

Meeting Date: 12/20/95

Agenda Item: P - 2

CITY OF FALCON HEIGHTS

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION: A resolution reducing the 1996 debt levy on general obligation debt

SUBMITTED BY: Joe Rigdon, City Accountant

EXPLANATION/SUMMARY: The following debt issued by the city shall be removed from the 1996 tax levy because the city proposes to cover these costs with its available debt service funds.

G.O. Improvement Bonds 1993	\$106,900
G.O. Improvement Bonds 1991	<u>22,100</u>
TOTAL:	\$129,000

A resolution removing these general obligations from the tax levy must be adopted by the council and forwarded to the Ramsey County Auditor.

ATTACHMENTS: Resolution 95-35

ACTION REQUESTED: Adopt Resolution 95-35 reducing the 1996 debt levy on general obligation debt.

No. 95-35

CITY OF FALCON HEIGHTS

C O U N C I L R E S O L U T I O N

Date: 12/20/95

A RESOLUTION REDUCING THE 1996 DEBT LEVY ON
GENERAL OBLIGATION DEBT

WHEREAS, the city council of the City of Falcon Heights has funds on hand in the Debt Service Funds in the amount of \$129,000.00; and

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

NOW, THEREFORE, BE IT RESOLVED by the city council of the City of Falcon Heights that the following be removed from the 1996 tax levy:

G.O. Improvement Bonds 1993	\$106,900.00
G.O. Improvement Bonds 1991	<u>22,100.00</u>

TOTAL REDUCTION: \$129,000.00

Moved by: _____

BALDWIN

GEHRZ ___ In Favor

GIBSON TALBOT

HUSTAD ___ Against

JACOBS

Approved by: _____

Mayor

December 20, 1995

Date

Attested by: _____

City Clerk

December 20, 1995

Date

Meeting Date: 12/20/95

Agenda Item: P - 3

CITY OF FALCON HEIGHTS

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION: Request for a variance in the front yard setback for 1596 Northrop

SUBMITTED BY: Eric Schiffman and Karen Kloser, on behalf of the property owners

REVIEWED BY: Carla Asleson, Administrative Assistant/Planner
Phil Carlson, Planning Consultant, DSU

EXPLANATION/SUMMARY: On December 11, 1995, the planning commission reviewed a request for a variance of 7 feet in the front yard setback of 1596 Northrop to construct a double garage. Four commissioners were present and the vote to approve the variance was tied. The two commissioners that voted against the proposed variance felt that there were other ways to build a double car garage on the lot and that there was no particular hardship to this property that justified granting a variance. The two commissioners that voted in favor of the variance felt that the lot in question was unique, that the proposed garage encroached minimally into the front setback, and that putting a garage in any location other than the one proposed would impair sightlines along Folwell Avenue and/or Northrop Street.

Since that time, staff prepared additional information to highlight how the request and some possible alternatives impact the setbacks along both streets by using aerial photos. These aerial photos have revealed additional information about how the site might be used. In addition, on December 14, the applicants amended their front setback request from 7 feet to 4 feet. Therefore, the attached staff report and recommendation are revised since the planning commission meeting.

On a separate note, the Grove Homeowners Association reviews proposed exterior improvements on Grove properties. The city's review and requirements are independent from any private neighborhood, home or townhome association's review processes and covenants. Therefore, the city treats requests for building permits, variances and other land use items from the Grove property owners the same way as any other Falcon Heights property owners' requests.

ATTACHMENTS:

1. Staff report (including draft resolutions)
2. Request from property owners (now revised)

ACTION REQUESTED:

1. Staff report and recommendation given by Phil Carlson
2. Questions of the staff from the council
3. Planner Carlson's comments
4. Questions of the property owners from the council
5. Council discussion
6. Act on request - (note: recommendation is in staff report)



INCORPORATED

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

City of Falcon Heights
Planning Report

DATE: December 15, 1995

TO: Falcon Heights City Council

FROM: Philip Carlson, AICP, Dahlgren, Shardlow, and Uban, Inc.

RE: Variance Request - Front Yard Setback
1596 Northrop Street (Applicants: Schiffman/Kloser)

INTRODUCTION

The above variance request was presented and discussed at the Planning Commission meeting on December 11, 1995, and was forwarded to the City Council with a split vote (2-2) on the motion to approve. Since that meeting, I have uncovered new and more detailed information about the site, further analyzed the impacts on the surrounding neighborhood at the request of City staff, and have had further discussions with the applicant. Based on this, I have modified somewhat my recommendation to the Planning Commission. My planning report to the Planning Commission of December 8 contains much information that is still valid, but this report will update and supersede that report.

BACKGROUND

Dr. Eric Schiffman and his wife, Karen Kloser, have a purchase agreement to buy the single-family home at 1596 Northrop Street (at the corner with Folwell Street) in the old University Grove neighborhood. The house is owned now by the Ziebarths and has a one-car garage. Schiffman and Kloser want to be able to build a two-car garage sometime in the future, but the design they propose would encroach on the front yard (Folwell Street) setback. They report that the purchase agreement is contingent on approval from the City of a variance to construct a two-car garage in accordance with the basic design they developed, and have applied to the City for a variance to the front yard setback to accomplish their garage project.

The lot in question is a corner lot whose short side fronts on Folwell (see attached sketch and aerial photo, Figures 1 and 2). According to City Zoning Code definitions for corner lots, the full 30-foot front yard setback is required on only one side of the lot. Requiring it on both streets could make it very difficult to have sufficient buildable area on some lots. Since most interior lots (those not on a corner) are deeper than they are wide, the same principle is applied to corner lots, so that the front yard is considered the one with the narrowest dimension. This makes Folwell Street the front yard for zoning purposes and requires a 30-foot setback for buildings and attached garages.

The Northrop Street side, although it is the home's address and the side the front door faces, is considered the "street side" yard, and requires a lesser setback - 20% of the lot width. This particular lot varies in width from 53 feet at the south edge to about 89 feet at the widest point. Therefore, the street side yard setback also varies, from 10.6 feet to 18.8 feet.

The required rear yard setback (opposite the front) is 30 feet for an attached garage, 5 feet for a detached garage. I have not been able to verify exact lot dimensions (several map sources give conflicting numbers) but I have revised the site sketches slightly from the Planning Commission report to reflect information from aerial photos which seems to verify one set of numbers. In any event, the numbers in question do not significantly affect the conclusions about the variance request. Given this situation, a current lot survey should be submitted before any building project is started.

The existing one-car garage is attached at the northeast corner of the house with the driveway and garage door facing out to Folwell Street. The applicants' original request (attached sketch, Figure 3) is to use part of the existing garage and construct additional garage space to achieve a new 22' wide x 24' deep two-car garage. The south half of the existing garage would be remodeled internally to be part of the kitchen.

I have spoken with the applicants on the phone and met with Dr. Schiffman to review his plans and my recommendation.

NEW INFORMATION

Among the new pieces of information I mentioned is an aerial photo of the neighborhood obtained from Ramsey County. In particular, this shows the location of the large oak tree in the front yard. Previously we relied on old site plans of the lot at 1596 Northrop that showed several oaks in the front yard, only one of which has survived. It was unclear which tree this was and, therefore, how it might be effected by the location of some of the design alternatives.

Also new is additional information on the size of a reasonable garage stall and the applicants' revised request. I consulted "Architectural Graphic Standards", a reference book for such information, which indicates a 20-foot deep garage stall is considered adequate versus the 24-foot deep space we had been considering earlier. I have attached an excerpt from that book. The applicants have agreed to modify their request to reduce the depth of the garage and therefore the size of the variance needed.

PLANNING CONSIDERATIONS

Based on my understanding of conversations with the applicants, they have three wishes in this case:

- 1) To have a two-car garage attached to the house
- 2) To expand the existing kitchen
- 3) To preserve the existing yard space and views to and from the house

Many homes in Falcon Heights were built with one-car garages, but variances have been granted to allow two-car garages, depending on the individual circumstances. Considering modern reliance on the automobile, adding a typical two-car garage is not unreasonable. This approach is followed in many Twin Cities communities. The first consideration above is therefore a reasonable starting point in discussing the variance request.

The second issue above is created by the applicants themselves and is not considered a necessity for this lot and house. We can certainly sympathize with their desire, and we encourage investment in properties, but it should not be considered a necessity.

The third issue above has some bearing on the variance consideration, but this private benefit must be weighed against the overall public interest of establishing and maintaining a front yard setback to public streets. One consideration in the current yard situation is the large oak tree in the northwest corner of the lot which may be affected by the proposed plan or another plan. The applicant should proceed carefully with any building project that would affect the drip line of this tree. This can be done with careful planning, pruning, and careful treatment of the ground under the tree. As noted above, I have been able to fairly accurately verify the location of this tree on the aerial photo relative to the various options.

Another consideration for this part of the City is the connected yard areas or green spaces that are an integral part of the Grove neighborhood. The many options for providing garage space on the site would have very different effects on the surrounding green space. Again, this impact must be weighed against the impact on the front yard.

SETBACKS & VARIANCES

The reason for setbacks in the Zoning Code goes back to the very dawn of planning and zoning regulations in England in the Middle Ages, when buildings were first required to be separated from the public street and from each other in order to provide light and air to all living spaces. This was in response to the crowded, unsanitary conditions that helped spread the Black Plague. It was literally a matter of life and death. In modern times, these and other regulations come under the general banner of "public health, safety, and welfare". This has been broadened to include issues that, although not life-threatening, are considered essential for buildings and communities to be built well and function well. The front setback to public streets is established to maintain a common appearance of the houses built along it and to provide a common green space - the front yard and boulevard.

As important as the rationale for zoning regulations is the fact that, according to our U.S. Constitution, these regulations must be applied equally ("equal protection" clause). Therefore, everyone in similar circumstances must be treated equally: the same liberties and the same restrictions. Exceptions can only be granted if there are truly unusual circumstances that justify varying from the standards - giving a "variance".

The City has nine criteria under "Standards for Granting a Variance" in the Zoning Code. These standards are similar to those found in other cities; they are more detailed and clear than many cities. They follow closely the justification for variances found in Minnesota's state enabling legislation. This is the law that every state has that gives cities the right to set and enforce land use law (without it, cities do not automatically have such powers).

Among all the legal phrases and jargon, variances come down to three simple tests in my experience:

- 1) Are there truly unique circumstances associated with the property *that prevent the applicant from meeting the zoning standard*? If so, a variance is justified.
- 2) Did the applicant create the conditions that require the variance? If so, a variance is not justified.
- 3) If a variance is justified, what is the *minimum variance necessary* to overcome the hardship? Just because there are unusual circumstances does not mean the applicants are entitled to everything they might want.

Before considering these three questions or the nine Falcon Heights standards, I would ask the basic question: can the desired result in this case be achieved without a variance? I believe it can. Equally important is the impact of other variances that might be needed to achieve various options, since not all variances are created equal.

DESIGN OPTIONS & IMPACTS

In this case, the result that the applicant and the City agree on is to try and provide a two-car garage on the lot. The applicants presented an original plan in their application, but have agreed to modify it somewhat to reduce the size of the variance needed. These two plans are called Applicants I and Applicants II (Figures 3 and 4). It is not the City's job to design the project for the applicant, but if we are saying that the result can be achieved in other ways without a substantial variance, it is reasonable to show how this might be done. The attached sketches, Figures 5, 6, 7 and 8 (Concepts A, B, C, and D) illustrate four other ways to provide a two-car garage on the lot without a substantial variance. The applicants' plans and these four other concepts are described below and analyzed with respect to the following criteria:

1. Sight Lines on Folwell Street:
Does the design interrupt the consistent view along Folwell Street and stick out significantly from other houses?
2. Sight Lines on Northrop Street:
Does the design interrupt the consistent view along Northrop Street and stick out significantly from other houses?
3. Impact on Oak Tree:
Does the design require encroaching in the drip line of the large oak on the corner of the lot?
4. Rear Yard Green Space:
Does the design interrupt the continuous green space in the rear yards of this and adjacent homes?
5. Front Yard Variance:
Is a front yard setback variance needed for this design?
6. Rear Yard Variance:
Is a rear yard setback variance needed for this design?
7. 2nd Driveway Variance:
Is a variance for a second driveway needed for this design?

Not all of these factors have equal weight and it will be the City Council's job to determine in your own minds the relative importance of these issues on this case. A summary of these impacts is included at the end of this section.

Figure 3 - Applicants I. The original request was for a 24'-deep garage which would be setback only 23 feet from Folwell Street, needing a variance of 7 feet from the required 30-foot setback. This would be quite noticeable, I believe, along Folwell Street and specifically from the adjacent neighbors' balcony. This design would also present a double garage door to the street, much more than the current house. It would not affect the Northrop Street side of the lot, nor would it impact the oak tree at all. It would not impact the rear yard green space at all, nor would any other variances be needed except the front yard setback.

Figure 4 - Applicants II. I spoke to Eric Schiffman after the Planning Commission meeting and discussed the new information and how it might affect his request. He agreed to modify his request to only a 20-foot deep garage stall (inside measurement). This would be the new space added on the north side of the house; the other space occupying the existing garage could be deeper, since it could extend further back into the existing stall (see sketch). Allowing for wall thickness, this would be almost a 21-foot deep structure. The existing house (not the protruding garage) is 47 feet from the Folwell Street property line. This modified design would result in a setback of 26 feet, needing a variance of only 4 feet.

This design would encroach somewhat on the Folwell Street sight lines, but only about half as much as the original plan. This design would also present a double garage door to the street, much more than the current house, but it would be 3 feet farther from the street than the original plan. It would not affect the Northrop Street side of the lot, nor would it impact the oak tree at all, even if it were made wider to include extra storage space. It would not impact the rear yard green space at all, nor would any other variances be needed except the front yard setback.

Figure 5 - Concept A. This design consists of another one-car stall added to the north side of the house next to the existing garage, without encroaching on the front setback. The stall is added perpendicular to the existing single garage stall, with its own driveway out to Northrop Street. While not the most elegant solution, it does accomplish the desired result, and could be made interesting and attractive. It is similar to another garage in this neighborhood in which two cars enter the same garage from different sides, with different driveways. There are also cases in the City where two cars are parked end-to-end in a garage. This second driveway would need a variance, which might be reasonable given the lot's large size and corner location. Concept A would take up some yard space near the front door (Northrop Street side) but encroach only very little on the drip line of the oak tree.

Figure 6 - Concept B. This design adds an entirely new two-car garage on the north side of the house, completely within the setbacks. Driveway access would be off of

Northrop Street. I have suggested one way that access to the house could be taken, through the existing front closet. I am certain there are other ways this could be done too. a design like this one would use a larger portion of the existing yard on the north side of the lot. This would infringe on the views across the corner of the lot, to and from the front of the house, which the applicants would like to avoid if possible. This plan would also significantly impact the oak tree, more than any other option. It would not effect the rear yard at all, nor it would need any variances.

Figure 7 - Concept C. a new two-car garage could be added on the south side of the house as well. This solution would need a rear yard variance, which might be looked on more favorably than a front yard variance to a public street, however. This design would block use and view of the rear yard - the south end of the lot - and the adjacent green spaces in neighboring lots. It would not effect sight lines on either Folwell or Northrop, nor would it impact the oak tree, although there are other trees in the back yard that would be effected or removed depending on the exact location of the garage.

Figure 8 - Concept D. a new two-car detached garage could be built at the south edge of the lot as well. City Code would require it to be at least 12 feet from the house to qualify as a detached accessory structure, but then it would only need a 5-foot setback to the south lot line. This design would also block use and view of the rear yard green space as noted above. It would not effect sight lines on either Folwell or Northrop, nor would it impact the oak tree, although there are other trees in the back yard that would be effected or removed depending on the exact location of the garage.

Without going into too much detail we have shown that, besides the applicants' plans, there are at least four other ways to get two cars on site - two of them without resorting to a variance, the others needing a second driveway variance or a rear yard variance. Below is a summary of the issues noted previously. Items in **bold** mean the impact is significant.

SUMMARY OF IMPACTS (Does the option have an impact?)

<u>Issue/Impact</u>	<u>Appl.</u> <u>I</u>	<u>Appl.</u> <u>II</u>	<u>Concept</u> <u>a</u>	<u>Concept</u> <u>B</u>	<u>Concept</u> <u>C</u>	<u>Concept</u> <u>D</u>
Sight Lines on Folwell Street	Yes	Yes	No	No	No	No
Sight Lines on Northrop Street	No	No	*	Yes	No	No
Impact on Oak Tree	No	No	No	Yes	No	No
Rear Yard Green Space	No	No	No	No	Yes	Yes
Front Yard Variance	Yes	Yes	No	No	No	No
Rear Yard Variance	No	No	No	No	Yes	No
2nd Driveway Variance	No	No	Yes	No	No	No

* very little

From this analysis, it can be seen that **Applicants II** and **Concept A** have the least impact on the fewest issues of those that were considered. **Concepts B** and **D** need no variances at all, although they would have significant impacts on other issues.

STANDARDS FOR GRANTING a VARIANCE

I have analyzed each of the criteria in Sec. 9-15.03, Subd. 4 of the Zoning Code (the standards for granting variances) in relation to the applicants' *modified* variance request (Applicants II). Following is my analysis:

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

It is well established in planning law that community aesthetics are considered part of the "public welfare" that can be controlled by zoning regulations. The history of the Old Grove neighborhood with respect to variances is one of jealously guarding the front yard setback to protect the continuity of design along the public streets. Granting the variance would be somewhat detrimental to this part of the public welfare, I believe.

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

This is a difficult criterion to quantify, but to the extent that surrounding properties adhere to the setbacks and rely on neighboring properties to do likewise, there could be some negative effect on property values by encroaching in the setback.

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

We agree that having a two-car garage is desirable but may not be considered a "substantial property right". We have also shown that there are other ways to build a garage on site without needing this variance. Therefore, the variance is not necessary in order to get a two-car garage. There is another option that would not need a front yard variance, only a second driveway variance. The applicants believe that putting a garage in any location other than their plan would result in loss of enjoyment of some of their yard space and views. This is certainly true, but the question is how significant is this loss (assuming an attractive, compatible, well-built garage is constructed), and does this outweigh the public's substantial interest in a consistent public street frontage? In my opinion, another option (Concept A) would preserve their property rights, allow two cars to be parked on site, and would have less impact than the requested variance.

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

The variance would affect adjacent properties very minimally, if at all. Views from the neighbor's balcony to the east would be limited somewhat by the proposed garage.

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

The variance request poses no direct impact on the use of the street by vehicles or pedestrians from an operations or safety standpoint.

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

There are no fire or safety issues involved in the variance request.

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;

The property in question is not substantially different from other lots in the Old Grove neighborhood or other parts of Falcon Heights. In fact, it is larger in both dimensions than many surrounding lots and other lots in the R-1 District. There is considerable green space in the front and rear yards, which the neighborhood relies on in maintaining its character. There is a large oak tree in the front yard which would be severely impacted by some options to the requested variance. There is another variance that could be granted (Concept A - second driveway variance) that would relieve these concerns. There are significant characteristics of the site which require a creative solution, but these do not constitute in my mind a hardship for the owner in meeting the front yard setback.

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;

I do not believe the variance request would result in financial gain for the applicant, in fact Concept A would probably be less costly than the applicants' plan. As noted previously, I also do not believe a substantial hardship exists in attempting to get two garage spaces on the site.

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 the 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.

None of the conditions cited apply to this property. The applicants in this case have proceeded properly: their purchase agreement is contingent on City approval of a variance for their desired plan, but the City is under no obligation to grant the variance.

TIMING OF THE REQUEST

The applicants have indicated that they may not build the garage for another five years if the variance is granted. Sec. 9-15.03, Subd. 3 of the Code states that a variance terminates after one year unless the decision granting the variance states otherwise. Five years in my opinion is a long time to be tied to a variance decision, since site conditions and surrounding conditions could change. I would suggest granting a two-year extension of the variance, which could then be renewed by a decision of the Planning Commission and Council for another year or two at any time before the two years lapse. The renewal would be based on a review and decision that conditions affecting the variance have not significantly changed since the variance was granted.

CONCLUSION & RECOMMENDATION

The applicants are hoping to purchase a home that has only a one-car garage and they want to improve the property by building a two-car garage. If there were no reasonable way to fit a two-car garage (or an additional one-car garage space) on the lot, the City would look more favorably on the minimum variance necessary to overcome this limitation. In the situation at 1596 Northrop, there appears to be a reasonable alternative to granting the variance to the front yard setback. This solution (Concept A) would involve a variance for a second driveway which in my opinion is less onerous than the requested variance to the front yard setback. This alternative also has few other impacts on the site and surrounding neighborhood. Because the applicants' request is not the minimum variance necessary to overcome the site's limitations, I recommend that the City Council deny the variance request.

Recognizing that the impacts on neighborhood aesthetics, views, and green space are very subjective, I believe that the City Council must rely on their own understanding and perception of the situation and not necessarily take my advice and recommendation. The request hinges on two issues: encroachment of 4 feet into the front yard setback on Folwell Street (the Applicants II plan) versus the encroachment of an additional driveway onto Northrop Street (Concept A). All other impacts of the two plans are relatively equal, minor or non-existent.

If the Council agrees with my recommendation that the front yard impact is more serious than the second driveway, then they should vote to deny the variance.

If the Council believes that the impact of the second driveway is more serious than the front yard encroachment, then they should vote to approve the variance.

If the Council votes to approve of the variance, the approval should be for a specific time (a year or two) and should be conditioned on an accurate lot survey to verify dimensions and locations of existing and proposed site improvements.

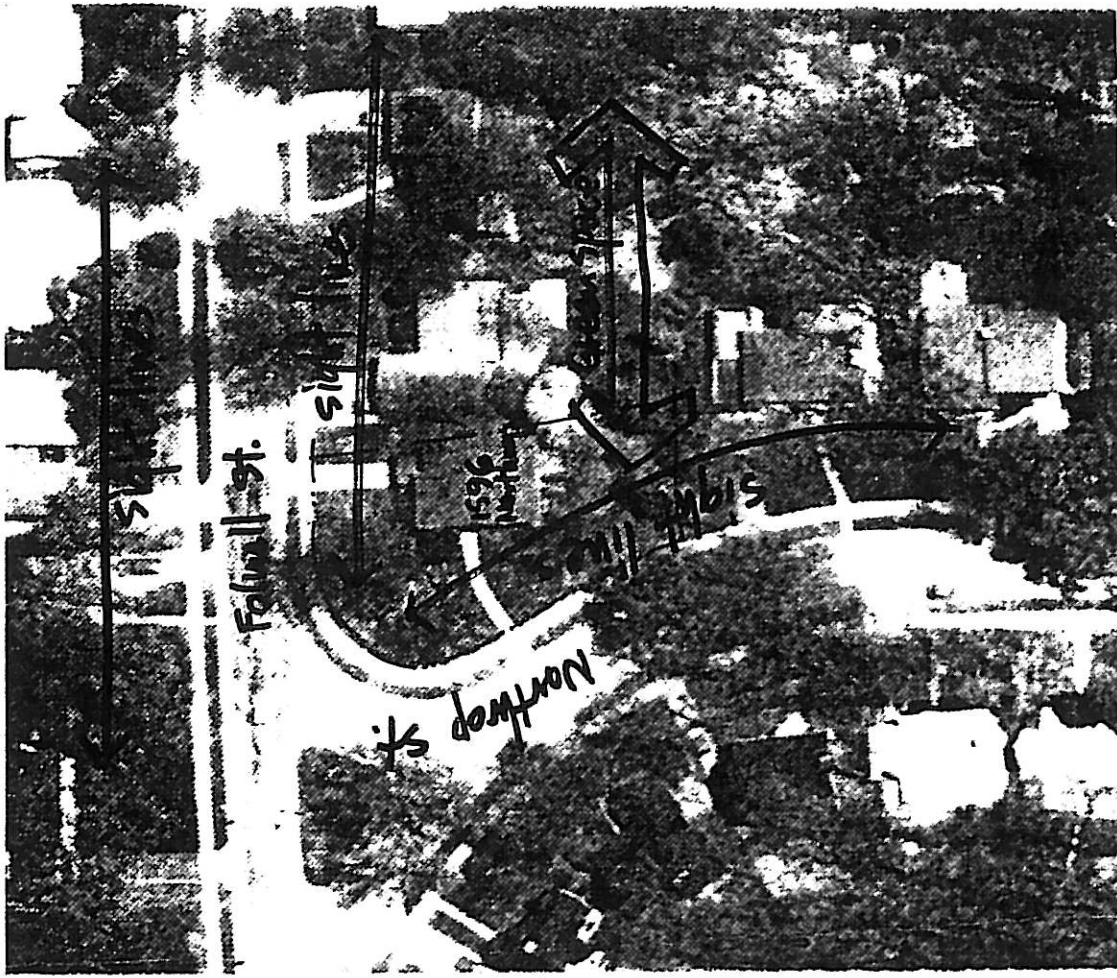


Figure 2
Aerial Photo

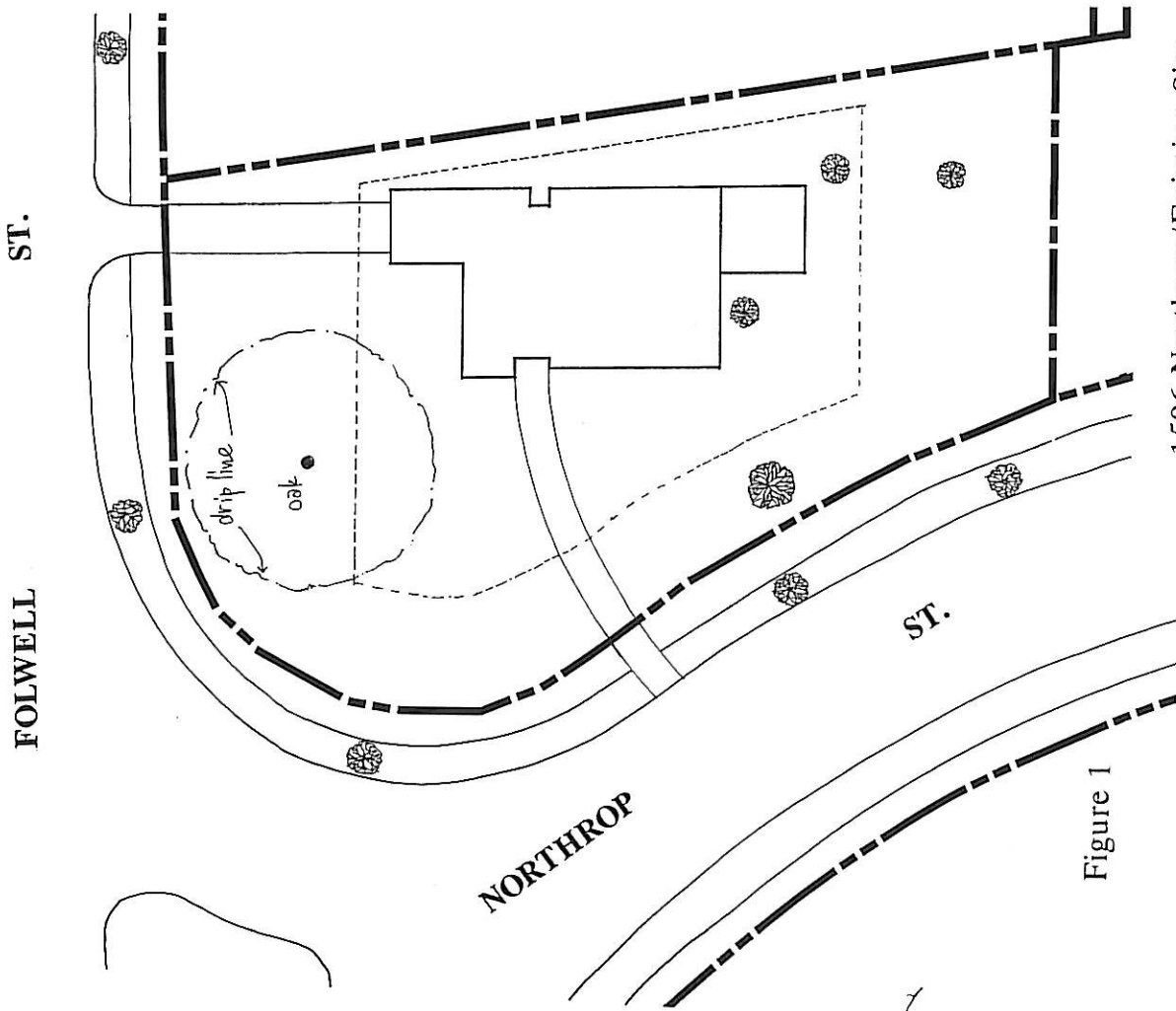
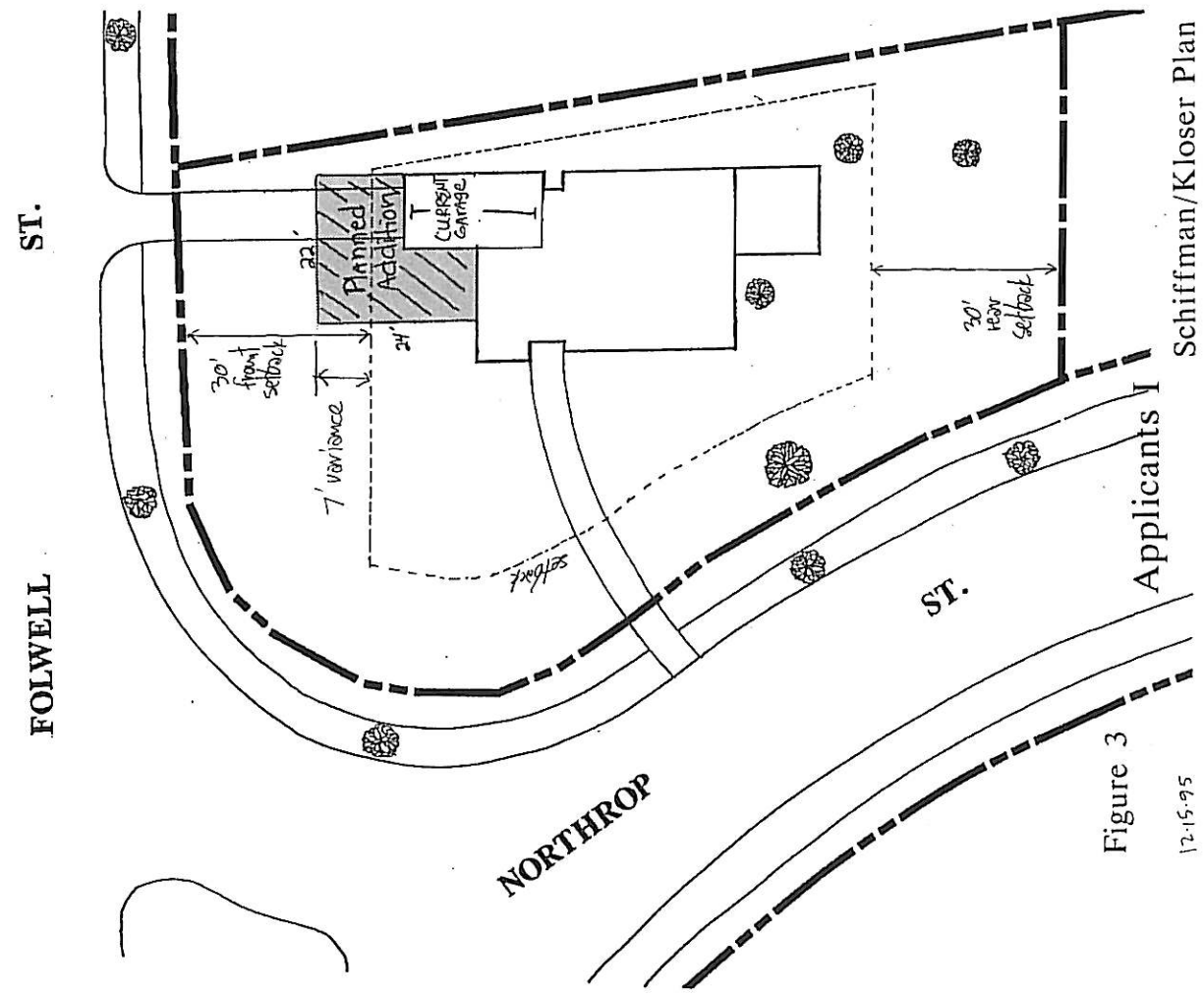
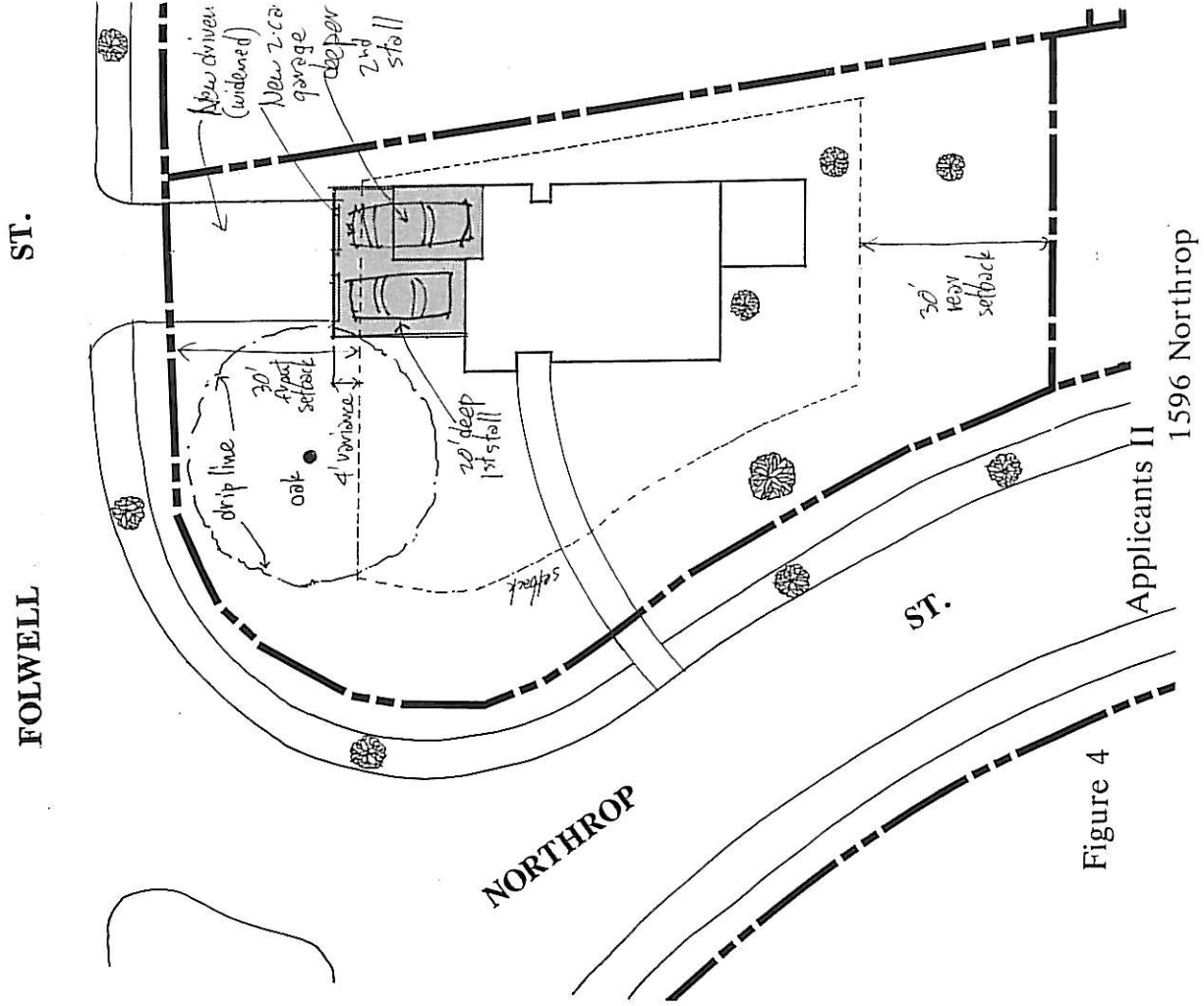


Figure 1



12-15-95

FOLWELL ST.

FOLWELL ST.

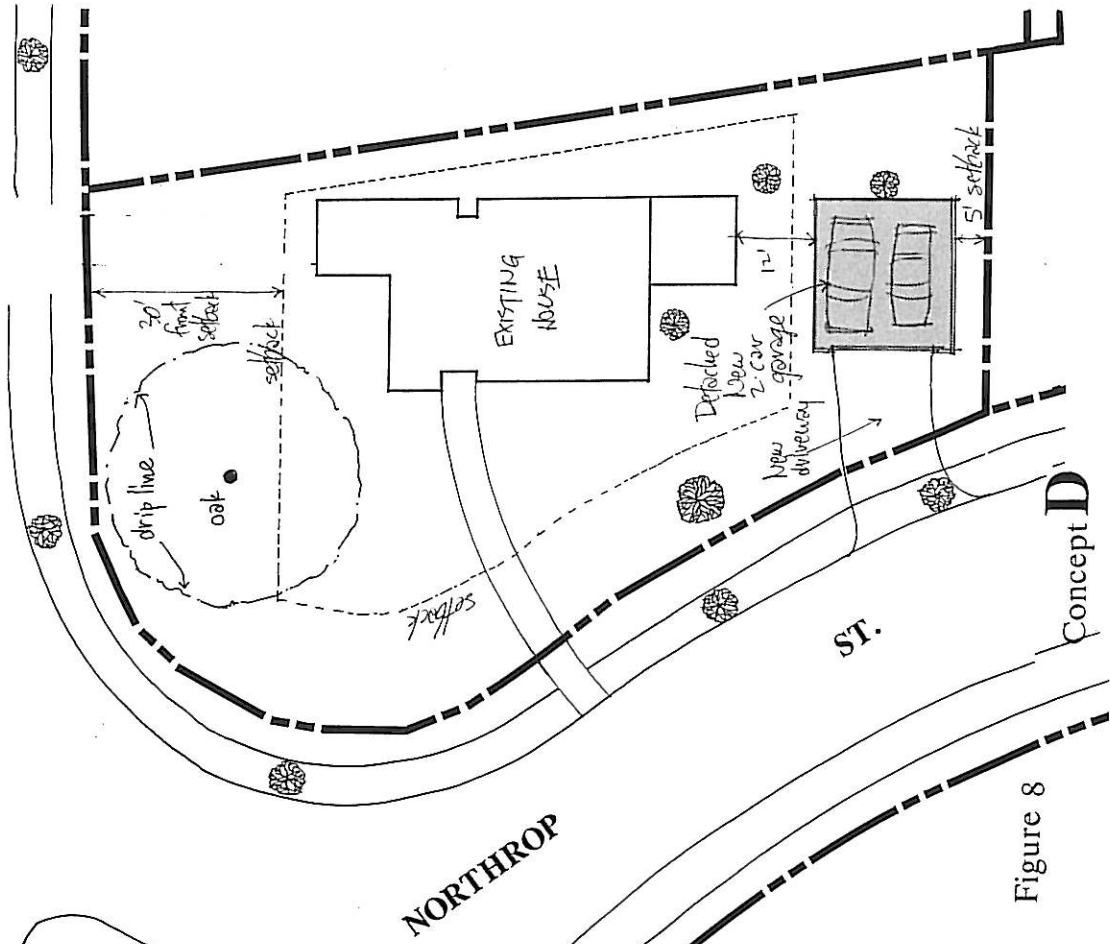


Figure 8

Concept D

1596 Northrop Garage Addition

FOLWELL ST.

FOLWELL ST.

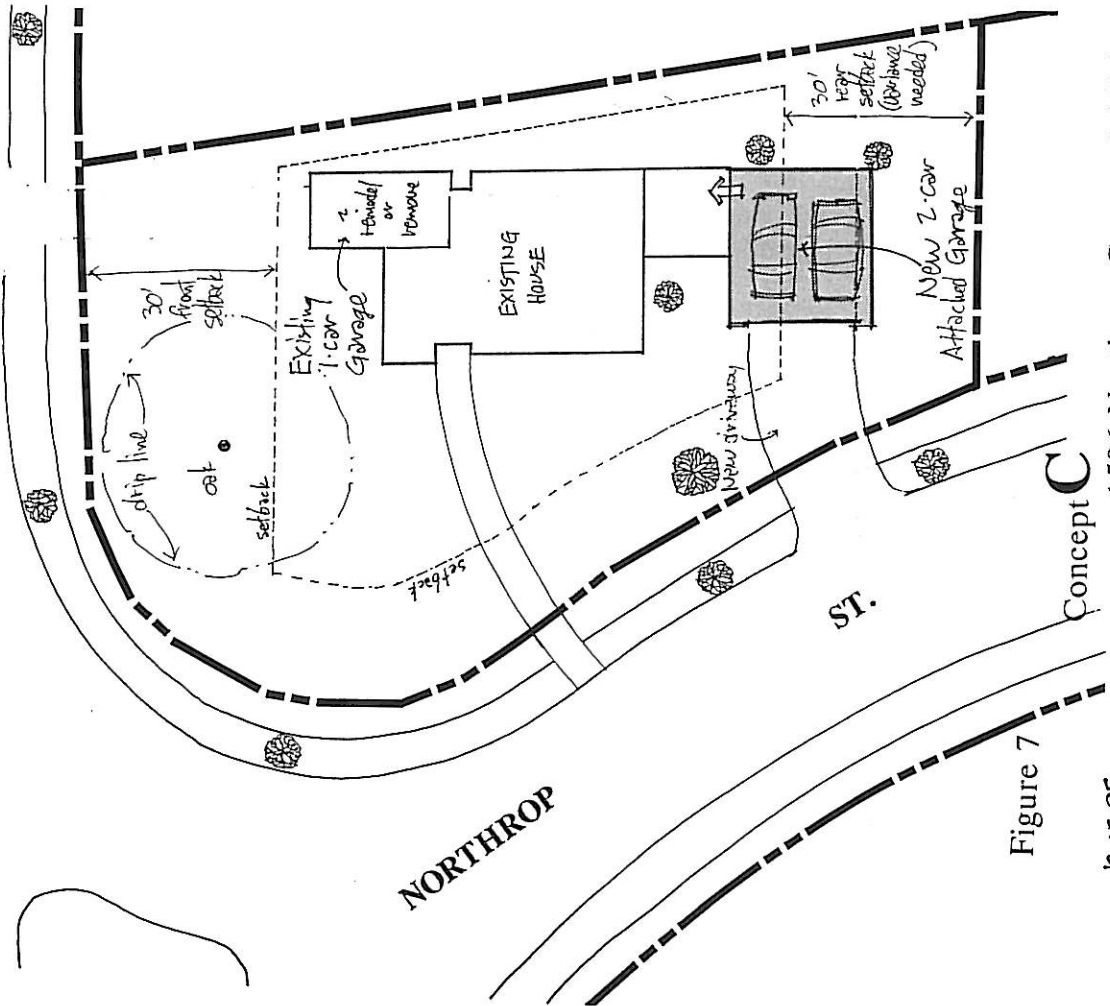
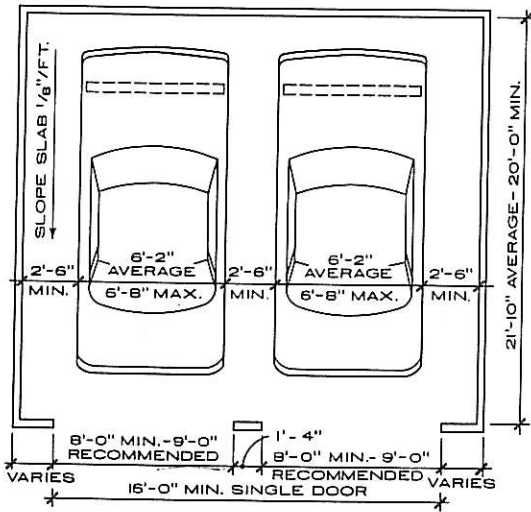


Figure 7

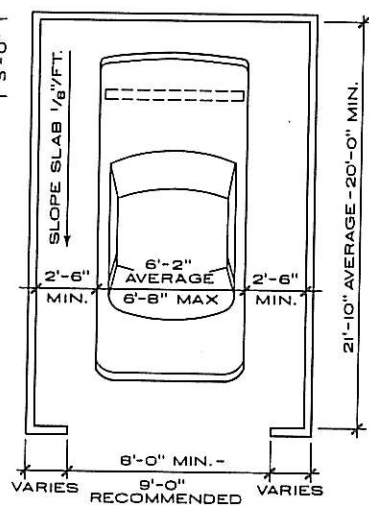
Concept C

1596 Northrop Garage Addition

12-15-95



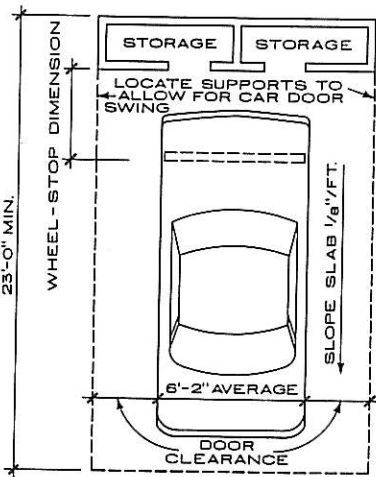
TWO-CAR GARAGE



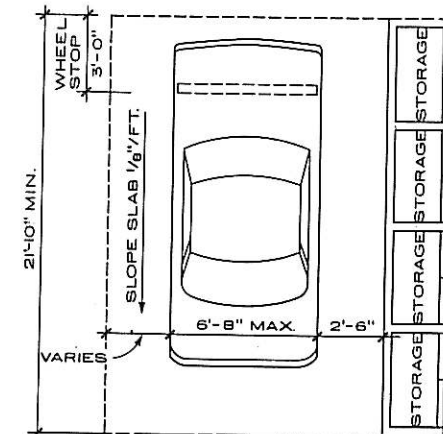
ONE-CAR GARAGE

NOTES

1. Site location varies because of site constraints and design concept. Design considerations include circulation, visual safety for backing out, and visual consideration if garage is exposed to public view.
2. Garages may be enlarged to provide circulation ease by allowing spaces of 2 ft 6 in. minimum between all walls and other vehicles, and to provide space for work areas, photography laboratories, laundry room, and storage.
3. Garages may be attached directly to the house or be connected by a covered passage. Connection is preferable at or near the kitchen or utility area off the kitchen. If attached, refer to local code requirements.



BACKOUT TYPE CARPORT



PASS THROUGH TYPE CARPORT

SECTIONAL DOOR SIZES

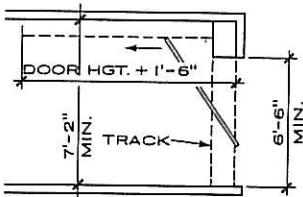
DOOR WIDTH	NUMBER OF PANELS ACROSS
To 8'-11"	2
9'-0"-11'-11"	3
12'-0"-14'-11"	4
15'-0"-17'-11"	5

NOTE: Doors up to 8'-6" high require 4 sections.

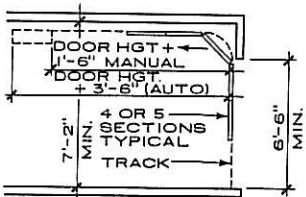
HINGED GARAGE DOOR WIDTHS

OPENING	TWO-DOOR	THREE-DOOR	FOUR-DOOR
8'-0"	4'-0"	2'-8"	2'-0"
8'-6"	4'-3"	2'-10"	2'-1½"
9'-0"	4'-6"	3'-0"	2'-3"

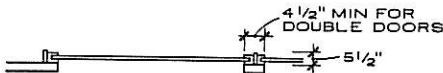
CARPORTS



ONE-PIECE DOOR



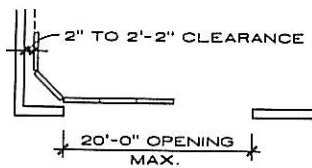
SECTIONAL DOORS



JAMB CONSIDERATIONS

LIFT DOORS - MOST WIDELY USED - AUTOMATIC OPTIONAL

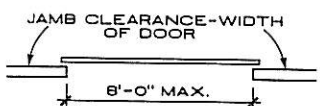
NOTE: HEIGHTS 6'-6", 6'-10", 7'-0", 7'-6" AND 8'-0"



HINGED SECTION



MULTIPLE DOORS - TWO OR MORE CARS



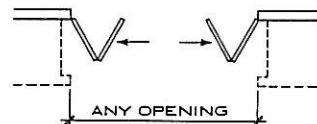
SINGLE DOOR

NOTE: 6½ to 9 in. necessary from top of opening to ceiling (all sliding doors).

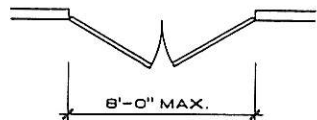
SLIDING DOORS



OFFSET HINGE - MULTI-LEAVE



MULTIPLE HINGED DOOR TWO OR MORE CARS



DOUBLE OR TRIPLE HINGED

NOTE

For multiple and offset hinged doors, swinging to one or both sides, hinged in or out, and used for two or more cars: 6½ to 11 in. necessary from top of opening to ceiling.

HINGED DOORS

William T. Cannady, FAIA; Houston, Texas
DeChiara and Koppelman, see data sources

from "Architectural Graphic Standards"

DRAFT

No. 95-33

CITY OF FALCON HEIGHTS

COUNCIL RESOLUTION

Date: December 20, 1995

RESOLUTION APPROVING A VARIANCE FOR 1596 NORTHROP STREET

On December 20, 1995, the Falcon Heights city council approved the following variance for 1596 Northrop Street:

Chapter 9-4.01 subd. 4 (c), which establishes a minimum front yard setback of 30 feet in an R - 1 zone.

A variance to allow the construction of a double car garage at a setback of 26 feet on the Folwell Avenue side of the lot.

The city council approved this variance with the following conditions:

1. The approval of the variance is contingent upon the submission of lot survey to verify the dimensions and locations of existing and proposed site improvements prior to the issuance of a building permit. If the survey reveals information substantially different than what was submitted with the request, a building permit will not be issued and the applicant will need to reapply for the variance or alter the plans accordingly. The survey and proposed plans must also show that the required side yard setback of five feet is met and that no building or driveway will extend into the side setback or onto the adjoining property.
2. The variance shall be approved for two years from the date of issuance. It may be renewed for an additional year by the city council and city council at the request of the applicant and upon determination that conditions affecting the variance have not significantly changed.

The city council adopted the following findings for the granting of the variance at 1596 Northrop Street:

- a. That the granting of the variance will not be detrimental to the public welfare;
- b. That the granting of the variance will not substantially diminish or impair property values or improvements in the area;
- c. That the granting of the variance is necessary for the preservation and enjoyment of substantial property rights;
- d. That the variance will not impair an adequate supply of light and air to adjacent property.
- e. That the amended variance will not impair the orderly use of the public streets;

- f. That the variance will not increase the danger of fire or endanger the public safety;
- g. That a particular hardship, as distinguished from mere inconvenience to the owner, would result if the strict letter of the chapter were carried out;
- h. That the variance is not sought principally to increase financial gain of the owner of the property and that a substantial hardship to the owner would result from a denial of the variance;
- i. That the property is unique in that it abuts two street frontages and that the variance granted will have the least impact upon the visual streetscape and public open space;
- j. That the proposed plan is the minimum variance needed to alleviate the hardship associated with the property.

Moved by: _____

BALDWIN
 GEHRZ ___ In Favor
 GIBSON TALBOT
 HUSTAD ___ Against
 JACOBS

Approved by: _____

Mayor
 December 20, 1995

 Date

Attested by: _____

City Clerk
 December 20, 1995

 Date

DRAFT

No. 95-33

CITY OF FALCON HEIGHTS

COUNCIL RESOLUTION

Date: December 20, 1995

RESOLUTION DENYING A VARIANCE FOR 1596 NORTHROP STREET

On December 20, 1995, the Falcon Heights city council denied the following variance for 1596 Northrop Street:

Chapter 9-4.01 subd. 4 (c), which establishes a minimum front yard setback of 30 feet in an R - 1 zone.

A variance to allow the construction of a double car garage at a setback of 23 feet on the Folwell Avenue side of the lot.

The city council adopted the following findings for the denial of the variance at 1596 Northrop Street:

- a. That the granting of the variance would be detrimental to the public welfare;
- b. That the granting of the variance will diminish or impair property values or improvements in the area;
- c. That the granting of the variance is not necessary for the preservation and enjoyment of substantial property rights;
- d. That a particular hardship, as distinguished from mere inconvenience to the owner, will not result if the strict letter of the chapter is carried out.
- e. That there are alternative, less intrusive ways that garage space for two cars can be constructed on this property.

Moved by: _____

BALDWIN
 GEHRZ In Favor
 GIBSON TALBOT
 HUSTAD Against
 JACOBS

Approved by: _____

Mayor
December 20, 1995
 Date

Attested by: _____

City Clerk
December 20, 1995
 Date

Meeting Date: 12/20/95

Agenda Item: P - 4

CITY OF FALCON HEIGHTS

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION: Resolution scheduling a public hearing on an amendment to the tax increment district and plan

SUBMITTED BY: Jim Casserly and Mary Molzahn, Casserly and Molzahn

REVIEWED BY: Susan Hoyt, City Administrator

EXPLANATION/SUMMARY:

Over the past year (April 5, November 1 and November 8) the council has discussed updating the city's tax increment plan to include the costs for future activities that were not known at the time the 1988 tax increment plan was completed. This is particularly important for continuing with the Larpenteur Avenue project, which is budgeted for tax increment financing, and will move forward over the coming year as the county's 1997 construction date gets nearer.

Jim Casserly and Mary Molzahn specialize in municipal tax increment financial planning. They have reviewed the status of the city's districts and prepared the necessary materials for amending the plan. Their recommendations include expanding and combining the two development districts to allow the city maximum flexibility for using its tax increment resources. They will present the information to the council.

ATTACHMENTS:

- 1 - Memo from Casserly Molzahn on the process for amending the TIF plan
- 2 - Resolution scheduling a public hearing for January 24, 1996
- 3 - Proposed chronology for tax increment plan amendment
- 4 - Examples of eligible TIF activities

ACTION REQUESTED:

- Information from Jim Casserly and Mary Molzahn
- Adopt resolution scheduling a public hearing for January 24, 1996

Molzahn & Associates, Inc.

ipoint Office Center • 1650 West 82nd Street • Minneapolis, Minnesota 55431-1447
1298 • Fax (612) 885-1299

M E M O R A N D U M

TO: Mayor and City Council
City of Falcon Heights

FROM: Mary E. Molzahn
James R. Casserly

RE: Modifications to Development District #1/Tax Increment
Financing District #2 and Development District #2/Tax
Increment Financing District #1.

DATE: December 15, 1995

Enclosed please find a resolution calling for a public hearing on the modifications to Development District No. 1 ("Project Area No. 1") and Tax Increment Financing District No. 2 ("Housing District") located therein and Development District No. 2 ("Project Area No. 2") and Tax Increment Financing District No. 1 ("Commercial District") located therein. The purpose of this resolution is to publicly set a date and time at which a public hearing will be held on the proposed modifications and to authorize City staff to publish the required notice of public hearing, a copy of which is attached as an exhibit to the resolution. Also enclosed is a chronology outlining the additional activities which must be accomplished prior to the public hearing.

By law tax increments can only be spent within the tax increment financing district within which they are generated and within the project area within which they are located. The proposed modifications to Project Areas No. 1 and No. 2 will expand the existing geographic boundaries to be inclusive of each other and will be further expanded to include the properties located east of Snelling Avenue, south of Crawford Avenue, west of Hamline Avenue and north of Hoyt Avenue. This will allow the City greater flexibility in its development/redevelopment activities because tax increments generated from the Housing District and the Commercial District will now be able to be spent anywhere within this enlarged combined area.

The proposed modifications to the Housing and Commercial Districts will increase the City's capacity for bonded debt to be supported by tax increment revenue and will increase the amount of eligible expenditures that can be paid for by tax increments. Eligible tax increment expenditures include land acquisition, public improvements and site costs. A list of the activities included in public improvements and site costs is also attached.

If the Council adopts the modifications proposed in the resolution, it will provide itself with greater flexibility and can more easily satisfy its development/redevelopment objectives. Most cities have designed an integrated development to provide this flexibility and these modifications will allow Falcon Heights to have the same advantages. We will be at your December 20th City Council meeting to answer questions about the resolution and your program. We look forward to meeting with you.

2.

Council Member _____ introduced the following resolution, the reading of which was dispensed with by unanimous consent, and moved its adoption.

CITY OF FALCON HEIGHTS
COUNTY OF RAMSEY
STATE OF MINNESOTA

RESOLUTION NO. _____

A RESOLUTION CALLING FOR A PUBLIC HEARING ON THE MODIFICATIONS TO THE DEVELOPMENT PROGRAM FOR DEVELOPMENT DISTRICT NO. 1 INCLUDING THE TAX INCREMENT FINANCING PLAN FOR ITS TAX INCREMENT FINANCING DISTRICT NO. 2, AND THE DEVELOPMENT PROGRAM FOR DEVELOPMENT DISTRICT NO. 2 INCLUDING THE TAX INCREMENT FINANCING PLAN FOR ITS TAX INCREMENT FINANCING DISTRICT NO. 1 TO REFLECT INCREASED GEOGRAPHIC AREA, INCREASED BONDED INDEBTEDNESS AND INCREASED PROJECT EXPENSES WITHIN DEVELOPMENT DISTRICTS NO. 1 AND NO. 2

BE IT RESOLVED by the City Council (the "Council") of the City of Falcon Heights, Minnesota (the "City"), as follows:

Section 1. Public Hearing.

1.01. This Council shall meet on Wednesday, January 24, 1996 commencing at 7:30 o'clock p.m. at City Hall, 2077 West Larpenteur Avenue, Falcon Heights, Minnesota, to hold a public hearing on the following matters: (a) the modification of the Development Program for Development District No. 1 and the Tax Increment Financing Plan for Tax Increment Financing District No. 2 located therein, to reflect increased geographic area, increased bonded indebtedness and increased project expenses within Development District No. 1; and (b) the modification of the Development Program for Development District No. 2 and the Tax Increment Financing Plan for Tax Increment Financing District No. 1 located therein, to reflect increased geographic area, increased bonded indebtedness and increased project expenses within Development District No. 2. All modifications are pursuant to Minnesota Statutes, Sections 469.124 to 469.134 and 469.174 through 469.179, inclusive, as amended and supplemented from time to time

Section 2. Notice of Hearing; Filing of Plans.

2.01. The City Clerk is authorized and directed to cause notice of the public hearing, substantially in the form attached hereto as

Exhibit A, to be published as required by law, to place a copy of the Modified Development Programs and Modified Tax Increment Financing Plans (collectively the "Plans") on file in the City Clerk's office and to make such Plans available for inspection by the public.

Passed and adopted by the Council of the City this 20th day of December, 1995.

The motion for the adoption of the foregoing resolution was duly seconded by Council Member _____, and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted, and was signed by the Mayor and attested to by the City Clerk.

MAYOR

ATTEST:

CITY CLERK

CERTIFICATION

I, _____ the duly qualified Clerk of the City of Falcon Heights, County of Ramsey, Minnesota, hereby certify that the foregoing is a true and correct copy of Resolution No. _____ passed by the City Council on the 20th day of December, 1995.

CITY CLERK

EXHIBIT A
NOTICE OF PUBLIC HEARING
CITY OF FALCON HEIGHTS
COUNTY OF RAMSEY
STATE OF MINNESOTA

NOTICE IS HEREBY GIVEN THAT the City Council (the "Council") of the City of Falcon Heights, Minnesota, will hold a public hearing on Wednesday, January 24, 1996 at 7:30 o'clock p.m., to be held at the Falcon Heights City Hall, 2077 West Larpenteur Avenue, Falcon Heights, Minnesota, relating to the approval and adoption of a modified Development Program and Tax Increment Financing Plan for Development District No. 1 and Tax Increment Financing District No. 2 located therein, and a modified Development Program and Tax Increment Financing Plan for Development District No. 2 and Tax Increment Financing District No. 1 located therein to reflect increased geographic areas, increased bonded indebtedness and increased project expenses, pursuant to Minnesota Statutes, Sections 469.1247 to 469.134 and 469.174 to 469.179, inclusive. Copies of the documentation relating to the above proposed actions will be on file and available for public inspection in the City Clerk's office.

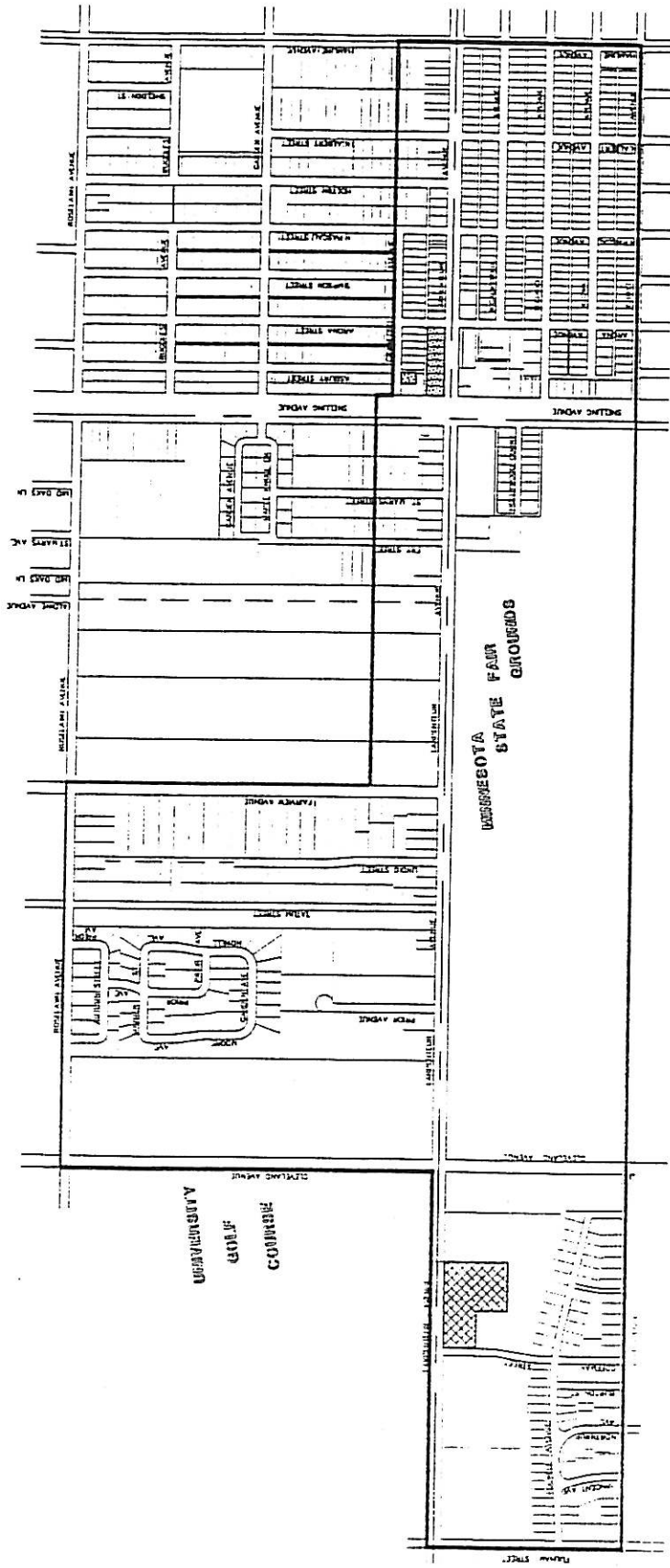
The amended legal descriptions of Development Districts No. 1 and No. 2 are described below and illustrated on the attached map:

Beginning at the intersection of the North side of the right-of-way of Roselawn Avenue and the West right-of-way of Cleveland Avenue; thence East along the Northern right-of-way of Roselawn Avenue to the East right-of-way of Fairview Avenue; thence South along the East right-of-way of Fairview Avenue to a point 476.4 feet North of the Northern right-of-way of Larpenteur Avenue; thence East along this line, which is parallel to the Northern right-of-way of Larpenteur Avenue, to the Eastern right-of-way of Snelling Avenue; thence South along the Easterly right-of-way of Snelling Avenue to the Northern right-of-way of Crawford Avenue; thence East along the Northern right-of-way of Crawford Avenue and its Easterly extension, to the centerline of Hamline Avenue; thence South along the centerline of Hamline Avenue to the centerline of Hoyt Avenue; thence West, along the centerline of Hoyt Avenue and its westerly extension, to the West right-of-way of Fulham Street; thence North along the West right-of-way of Fulham Street to the Northerly right-of-way of Larpenteur Avenue; thence East along the Northerly right-of-way of Larpenteur Avenue to the West right-of-way of Cleveland Avenue; thence North along the West right-of-way of Cleveland Avenue to the point of beginning.

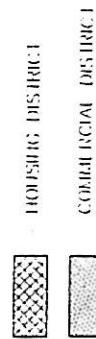
All interested persons may appear at the hearing and present their views orally or in writing.

BY ORDER OF THE CITY COUNCIL

City Administrator

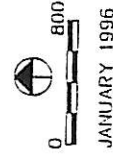


Tax Increment Financing Districts: areas in which tax increments are generated.



Development Districts: area in which tax increments may be spent.

PROJECT AREAS HO.1 AND HO.2



CITY OF
FALCON HEIGHTS

CITY OF FALCON HEIGHTS

PROPOSED CHRONOLOGY

FOR

THE MODIFICATION OF TIF DISTRICT #2/DEVELOPMENT DISTRICT #1
(HOUSING DISTRICT/PROJECT AREA #1)

and

THE MODIFICATION OF TIF DISTRICT #1/DEVELOPMENT DISTRICT #2
(COMMERCIAL DISTRICT/PROJECT AREA #2)



- Wednesday, December 20, 1995 City Council Meeting: call for public hearing

- Friday, December 22, 1995 Modified Development Programs and TIF Plans delivered to County and School Boards (30 days prior to public hearing)

- Wednesday, January 3, 1996 Notice of public hearing delivered to City's official newspaper office

- Thursday, January 11, 1996 Notice of public hearing published in City's official newspaper (not later than 10 days nor more than 30 days prior to public hearing)

- Monday, January 22, 1996 Planning Commission Meeting: review and recommendation on expansion of Project Areas No. 1 and No. 2

- Wednesday, January 24, 1996 Public Hearing: City Council review, approval and adoption of proposed modifications to the Housing District, Project Area #1, the Commercial District and Project Area #2.

PUBLIC IMPROVEMENTS AND SITE COSTS

Site Costs include the following types of expenses for the Redevelopment Property

- Demolition/Site Clearance/ Relocation Expenses
- Grading/Back Filling/Compaction of Fill
- Erosion Control/Silt Fence
- Paving - Include Costs of Base Construction excluding Asphalt Retaining Walls
- Soil Corrections
- Landscaping and Sprinklers per City Requirements
- Testing and Environmental
- Well Capping
- Curb Cuts and Aprons
- Actual Interest Costs, but not to exceed 10%, on all Site costs from Time They are Incurred
- Supervision
- Contractor's Fee
- Inspection Fee
- Customary Overhead (limited to eligible site costs)
- Environmental Costs
- Environmental Assessments
- Environmental Work Programs
- Environmental Abatement/Cleanup
- Environmental Wet Lands/Biologist
- Consultant's Fee (paid to City)
- Architectural/Design Fee (Site only)
- Engineering Fees (Site only)
- Financial Consulting (paid to City)
- Legal and Title for Redeveloper (paid to City)
- Legal/Bond Counsel (paid to City)
- Preparation of Modification of Development Program, Tax Increment Financing Plan, Contract for Private Redevelopment (paid to City)
- Flag Poles and Park Sinage
- Fences
- Tree Removal
- Ponding and Storm Water Retention
- Boulevard Trees and sprinklers on the public right-of-ways
- Purchase Price for Site and related expenses including legal expenses related to this acquisition, title and survey expenses
- Platting and Zoning Fees
- Utility Hook-up and Park Dedication Fees
- Traffic Control Lights/Signs
- Public Right-of-Way Costs including:
 - Lighting
 - Signage
 - Driveway Aprons
 - Sidewalks
 - Boulevards
 - Berms and Trails

City Assessments for:

Sanitary Sewer

Storm Sewer

Streets

Other Assessable Public Improvement Costs

Meeting Date: 12/20/95

Agenda Item: P - 5

CITY OF FALCON HEIGHTS

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION: Priorities for the 1996 Community Development Block Grant Program (CDBG)

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/SUMMARY: Ramsey County administers the suburban cities block grant. In an effort to meet several cities' needs rather than serve only a few, the county is asking that cities set priorities on how to spend funds. Projects must benefit low and moderate income people. The county will use these priorities, along with a committee of representatives from each city.

From Falcon Heights' perspective, housing rehabilitation is a valuable program. Four low income homeowners received assistance for housing repairs from the county CDBG program. The city cannot effectively administer a program like this on its own. Some funding may go to social services like Northwest Youth and Family Services.

ATTACHMENTS:

1. CDBG program guidelines
2. CDBG ranking sheet
3. Low and moderate income guidelines

ACTION REQUESTED:

1. Discuss
2. Direct staff on how to respond to this request

RAMSEY COUNTY CDBG/HOME PROGRAM

HUD developed a new criteria in 1995, a requirement that in addition to meeting a national objective, proposed projects must demonstrate how they will meet statutory goals for the programs.

National Objectives:

- Benefitting low and moderate income persons (in Ramsey County this is a family income below \$40,000 for a family of four.)
- Addressing slums or blight.
- Meeting a particularly urgent community Development need.

The statutory goals have been consolidated into three clusters:

Provide decent housing. Activities addressing this goal will assist in housing the homeless, maintaining the affordable housing stock, increasing the availability of housing for households at 50 percent of median income and/or increase the supply of supportive housing for special needs populations.

Provide a suitable living environment. Activities addressing this goal will improve the safety and liveability of neighborhoods, revitalize deteriorating neighborhoods, conserve energy resources, preserve properties with special value and reduce spatial concentration of limited income populations.

Expand economic opportunities. Activities addressing this goal include creating jobs accessible to low income persons, making affordable financing available and self-sufficiency efforts that will reduce generational poverty.

For Fiscal Year 1995, Ramsey County, in cooperation and consultation with suburban jurisdictions, initiated a priority ranking system for allocating funding available from these programs. Determination of priorities is part of the Consolidated Planning Process required by HUD. Ramsey County CDBG/HOME funding priorities developed for FY 1995 were:

- Rehabilitation of owner-occupied property
- Rehabilitation of rental property
- Removal of dilapidated structures
- Job creation
- Homeownership
- New construction
- Neighborhood revitalization
- Social services

RAMSEY COUNTY CDBG/HOME PROGRAM ELIGIBILITY CRITERIA

CLUSTER DEFINITIONS

DH - Decent Housing
SLE - Suitable Living Environment
LMI - Low / Moderate Income

EO - Expanding Economic Opportunity/
 Self-Sufficiency

<u>ELIGIBLE ACTIVITIES</u>	<u>FEDERAL OBJECTIVE</u>	<u>CLUSTER</u>
Single Family Rehab	_____	_____
Rental Rehab	_____	_____
Energy Efficient Improvements	_____	_____
Removal of Dilapidated Structure	_____	_____
Reuse of Property [NOTE: Reuse must meet eligibility requirements.]	_____	_____
Park Improvements	_____	_____
Handicapped Accessibility Improvements	_____	_____
Acquisition of Existing Building	_____	_____
Provision of New/Expanded Public Service	_____	_____
Commercial Building Rehab	_____	_____
Residential Relocation	_____	_____
Business Relocation	_____	_____

<u>ELIGIBLE ACTIVITIES</u>	<u>FEDERAL OBJECTIVE</u>	<u>CLUSTER</u>
Water/Sewer Line Improvements	_____	_____
Acquisition of Land for Housing	_____	_____
Acquisition of Land for Business/ Industry	_____	_____
Business Loans to Purchase Equipment/Machinery	_____	_____
New Multi-Family Housing Construction	_____	_____
Purchase existing Multi-Family Housing	_____	_____
Neighborhood Revitalization	_____	_____
Job Training Programs	_____	_____
Home-Share Programs	_____	_____
Rehabilitation of Facility for Developmentally Disabled	_____	_____
Traditional Housing Development	_____	_____
Senior Housing Development	_____	_____
Aids Hospice	_____	_____
Financial Counseling	_____	_____

Low Income Guidelines
 established by HUD for Ramsey County
 for FY 1995

FAMILY SIZE	1	2	3	4	5	7	8
Median Income	\$35,700	\$40,800	\$45,900	\$51,000	\$55,080	\$59,160	\$63,240

Household Size	Low Income (HOME/Tax Credit) HH Income Less Than	Low to Moderate (CDBG)	Not Eligible HH Income More than
1	\$17,850	\$17,851 to \$28,150	\$28,151
2	\$20,400	\$20,401 to \$32,150	\$32,151
3	\$22,950	\$22,951 to \$36,200	\$36,201
4	\$25,500	\$25,501 to \$40,200	\$40,201
5	\$27,550	\$27,551 to \$43,400	\$43,401
6	\$29,600	\$29,601 to \$46,650	\$46,651
7	\$31,600	\$31,601 to \$49,850	\$49,851

Fair Market Rents for Minneapolis/St. Paul
 Effective October 1, 1995

Rents	EFF.	1 BD	2 BD	3 BD	4 BD	5 BD	6 BD
FMR	\$369	\$474	\$605	\$820	\$928	\$1,067	\$1,206
HOME Limits (50%)	\$446	\$478	\$574	\$663	\$740	\$816	\$893
(65%)	\$560	\$601	\$724	\$828	\$904	\$979	\$1,054