

# City of Falcon Heights State Fair Task Force

City Hall  
2077 Larpenteur Avenue West

## AGENDA

Thursday, June 15, 2023  
6:30 p.m.

A. CALL TO ORDER: 6:30 p.m.

B. ROLL CALL: Allard \_\_\_\_ Mielke \_\_\_\_  
Brace \_\_\_\_ Paulus \_\_\_\_  
Brand \_\_\_\_ Rudd \_\_\_\_  
Davis \_\_\_\_ Tomlinson \_\_\_\_  
McGarthwaite \_\_\_\_  
Staff Liaison Linehan \_\_\_\_

C. APPROVAL OF AGENDA

D. APPROVAL OF MINUTES

E. NEW BUSINESS

1. Officer Position Nominations (Chair, Vice-Chair, Secretary)
2. Adopt the Standing Rules
3. Review of Current State Fair Policies / Procedures
4. Review of State Fair Parking Map
5. Discussion – 2023 Priorities and Schedule
  - i. Meeting Schedule
  - ii. Meeting Topics

F. INFORMATION AND ANNOUNCEMENTS

1. Staff Liaison Report
  - i. Update from meeting with new State Fair CEO Renee Alexander

G. ADJOURN

*Next regular meeting date: Thursday, July 6, 2023*



## REQUEST FOR ACTION

|                     |                                  |
|---------------------|----------------------------------|
| <b>Meeting Date</b> | June 15, 2023                    |
| <b>Agenda Item</b>  | E1                               |
| <b>Attachment</b>   | Officer Elections                |
| <b>Submitted By</b> | Jack Linehan, City Administrator |

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Item</b>                | Officer Elections                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Description</b>         | <p>The State Fair Task Force should nominate and elect officers for 2023. Descriptions of these positions are as follows:</p> <p><b><u>Chairperson</u></b><br/>Main contact between the task force and staff, conducts the meeting by opens/closes, calls for votes, and helps set the agenda for upcoming meetings.</p> <p><b><u>Vice chairperson</u></b><br/>Fills duties in the Chair's absence and encouraged to work as a team and communicate needs with staff.</p> <p><b><u>Secretary</u></b><br/>Responsible for taking meeting minutes and sends to staff for review and approval at next meeting.</p> |
| <b>Budget Impact</b>       | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Attachment(s)</b>       | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Action(s) Requested</b> | Staff recommends nominating and electing officers for 2023. This may be postponed to July 6 <sup>th</sup> , when more members are available.                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

# **FALCON HEIGHTS STATE FAIR TASK FORCE**

## **STANDING RULES**

**June 15, 2023**

### **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 task force 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 task force process should have as little procedural overhead as possible.
3. Time is better spent on substantial matters rather than proforma matters.

### **MEMBERSHIP**

The formal task force membership consists of ten members. All ten 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 Task Force 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 task force 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 may be an audience 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 Task force Meetings

1. For these proceedings the task force 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 Staff Liaison 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 task force member 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. If the task force 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.
8. No task force 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.

#### 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 task force. 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.

## INTERPRETATION

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

## 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.

| 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                        |



## REQUEST FOR ACTION

|                     |                                  |
|---------------------|----------------------------------|
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| <b>Agenda Item</b>  | E1                               |
| <b>Attachment</b>   | Officer Elections                |
| <b>Submitted By</b> | Jack Linehan, City Administrator |

|                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Item</b>          | Current Policies and Procedures for State Fair                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Description</b>   | <p>The following attachments are the current policies in place surrounding the State Fair. Additionally, City Code references the State Fair as follows:</p> <p><b>Sec. 113-401 - Permit required (Special Events)</b><br/> No person on or after the effective date of this division shall conduct or allow to be conducted any special event as defined in this division without first obtaining a special event permit. No special event may be scheduled during the Minnesota State Fair or for one week prior and one week following the Minnesota State Fair. (Ord. No. 13-01, § 2, 4-10-2013)</p> <p><b>Sec. 113-180 - Public land (P-1)</b><br/> (3) State fair. This district also applies to lands utilized for buildings, structures, and activities of the Minnesota state fair or the various states of the United States of America. Permitted uses shall include year-round activities such as recreation and others not directly associated with normal and commonly known "state fair" activities and purposes as approved by the city council; such uses may include tennis courts, play fields, picnic areas, and others intended for local community and/or general public use. All uses shall be in accordance with a state fair development and operations plan on file with the city. The city shall be given not less than 30 days notice of any new development, construction, or change in use on any portion of the state fair property affecting city services, facilities and road system.</p> <p>Additionally, commonly cited ordinances cited during the State Fair include:</p> <p><b>Sec. 113-310 - Residential districts</b><br/> Off-street parking and loading shall be as required and regulated in specific sections of this chapter and by the applicable general provisions of this section herein. (1) The following provisions apply to the R-1 and R-2 districts: a. Parking shall be permitted on hard-surfaced areas designed for that purpose and for providing access to garage, carport or open parking area and provided that no driveway or off-street open parking area shall be located closer than five feet from the property line on that side.</p> |
| <b>Budget Impact</b> | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Attachment(s)</b> | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

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|--------------------------------|----------------------------------------------------------------------------|
| <b>Action(s)<br/>Requested</b> | Staff recommends reviewing the policies and procedures existing currently. |
|--------------------------------|----------------------------------------------------------------------------|

## **E. GUIDELINES DURING THE MINNESOTA STATE FAIR**

1. Purpose. To provide guidelines to explain in a practical, understandable way how the city codes and parking procedures are handled during the Minnesota State Fair. The guidelines are intended to simply re-state some sections of the city code that frequently come up during the State Fair. The guidelines are not intended to cover all codes and policies as they apply during the State Fair.
2. Applicability of codes. All city codes and ordinances are applicable during the Minnesota State Fair (attachment 1 identifies applicable codes).
3. Residential districts. No commercial activity is permitted in residential districts other than that permitted in the zoning code. Residential districts include both single family and multi-family dwellings. To clarify this, this includes:
  - a. No parking on front lawns.
  - b. No identifiable sales of parking or of State Fair parking permits.  
(License plates in driveways will not be checked for a local registration.  
However, the advertising of parking spaces for sale will be prohibited.)
  - c. No outside sales except garage sales as permitted in the zoning code and kids' "kool-aid" stands.
4. Commercial districts.
  - a. Businesses are permitted to sell parking spaces during the State Fair on paved surfaces designed for off-street parking. There shall be no parking on boulevards or rights of way.
  - b. Advertising for parking sales must be on ground signs or hand-held signs.  
It cannot be posted on trees, poles nor in residential neighborhoods.
  - c. No outside sales of merchandise that is not part of the adjacent business.
  - d. No inflated balloons that are mounted above the ground or go above the roof of a structure or are located in the right-of-way.
5. State Fair posted "no parking" and "permit parking only" areas:
  - a. The city shall post streets that may be heavily impacted from State Fair parking with no parking or permit parking only signs to eliminate hazards to public safety by protecting access by public safety vehicles. These streets and postings are included in attachment 2.
  - b. The State Fair parking postings are enforced from the first day of the State Fair, not from the first day that they are posted.

6. Parking permits and parking bags.

- a. Residents of multi-family dwellings along the street sections posted for State Fair permit parking are eligible for State Fair residential permit parking during the State Fair.
- b. State Fair parking permits will be issued to residents in these multi-family dwellings upon request at city hall by the resident and registration of their vehicle's license number at city hall. The vehicle's license number will be posted on the State Fair parking permit. (If necessary, staff will arrange for evening or Saturday hours for residents' registration for State Fair parking permits to make it as easy as possible.)
- c. Regular temporary parking permits will be available for residents upon a special request for unique occasions such as family reunions, weddings, or pre-scheduled events. Temporary parking permits will not be available for residents who wish to park on the street for a non-unique occasion or who wish to have friends or family park on the street for a non-unique event. Emergency situations shall be accommodated.
- d. "Parking bags" will not be available for covering parking signs during the State Fair.

Blocking of streets. The city will not issue wooden barricades to block streets for block parties or other events during the State Fair.

## CITY CODES AND POLICIES RELATED TO THE GUIDELINES FOR THE STATE FAIR

### 1. **Residential**

Single and multi-family: Chapter 9, Section 4.01 through 8.01

Home occupations: Chapter 9, Section 14.01, Subd. 24

### 2. **Commercial**

All districts: Chapter 9, Section 9.01 through 11.01

### 3. **Signs**

All districts: Chapter 9, Section 13.01

### 4. **Parking**

City parking policy III.D: Administrative Manual

"No Parking"

- 1) All of Northome, water side of street
- 2) All of Hollywood Court, water and alley
- 3) St. Mary's Street, Fry Street, Maple Knoll Drive, and Garden Avenue west of Snelling on both sides
- 4) Water side of all streets north of Larpenteur, between Snelling and Hamline running to Roselawn (Exceptions: Sheldon, Pascal and Simpson Streets north of Ruggles Avenue; Albert Street and Holton Street will not be posted)
- 5) Snelling Drive north and southbound both sides of Snelling Avenue
- 6) Tatum Street, water side
- 7) Lindig Street on water side, including cul-de-sac
- 8) Larpenteur Avenue from Snelling to Cleveland, both sides
- 9) Fairview Avenue 1,300 feet north of Larpenteur on both sides.

"Permit Parking Only"

- 1) East side of Arona from California to Crawford, except where presently posted  
"No Parking"
- 2) East Snelling drive from Idaho to alley between 1642 Snelling Drive and Pizza Hut
- 3) West side of Fry Street in front of the Fry apartments
- 4) Approximately two car lengths in front of the group home at 1746 Snelling Avenue

## Parking Policy

February 19, 1991

## I. PARKING POLICIES

### A. GENERAL

The city's parking philosophy is to provide a safe, orderly, and, when possible, convenient parking environment for residents, trade and visitors within the city, while keeping the streets primarily for safe and efficient traffic flow.

### B. SPECIFIC

1. Maintain the streets primarily for safe and efficient traffic flow.
2. Maintain the residential character of the city's neighborhoods and the 'small-scale' or 'village character of the overall city by attempting to alleviate parking conflicts between residential neighborhoods and non-residential uses when they appear; and by utilizing complementary new parking facilities when they are necessary.
3. Encourage property owners to accommodate parking demands generated by the property particularly redevelopment and new development, by enforcing the parking requirements in the zoning code and working with property owners, residents and/or proprietors when parking problems develop.
4. Cover the cost of parking administration and enforcement by charging fees to the individuals for these services, whenever possible.
5. Adopt temporary parking restrictions when necessary to accommodate the Minnesota State Fair and other special circumstances.
6. Consider a variety of on-street and off-street parking solutions to parking problems including posting restrictions, permit parking, shared parking, parking lots, parking ramps, and re-routing traffic. The simplest solution shall be selected.
7. Select the most efficient and least disruptive solution to a parking problem.

## II. PROCEDURES FOR HANDLING PARKING PROBLEMS

### A. ORIGINATION

Parking problems arise when parking demands conflict with fixed amounts of available on and off street parking to produce an unsafe and/or inconvenient parking situation.

## B. IDENTIFICATION

Parking problems come to the attention of the city when:

1. A city official reports a safety problem and/or inconvenience problem.
2. A resident(s), proprietor(s) and/or a property owner(s) reports a safety and/or an inconvenience problem.

## C. EVALUATION

1. Problem: A possible immediate threat to public safety:
  - a. The appropriate city staff shall immediately research the reported parking situation. The city staff must visit the site and assess the parking conditions at various times of the day as well as collect other useful information including state and county rules governing the street(s) in question. The city planner shall prepare a written report on the nature and severity of the reported parking problem and alternative solutions for the city administrator as soon as possible but no more than five working days after the reported problem.
  - b. If the parking situation is determined to be a threat to public safety, the city administrator must take the necessary action to alleviate the dangerous situation. A report of the steps taken shall be made to the planning commission and the city council at their earliest meeting dates. Any revisions in the action taken may be made at this time.
2. Problem: A possible, but not immediate, threat to public safety and/or inconvenience to residents, businesses, and/or institutions:
  - a. If notice of the parking problem arose from a city official, city staff shall research the reported parking problem. Staff shall visit the site, assess the parking conditions at various times of the day and collect other useful information including state and county rules governing the streets in question. The staff shall also determine whether the problem area is limited to the area specified in the complaint or broader in scope.
  - b. If notice of the parking problem arose from a resident(s), proprietor(s) and/or property owner(s) complaint, the city staff shall request a formal written request be submitted to the city defining the nature of the problem, the affected area and, whenever possible, the names of other affected property owners in agreement with the problem. The city staff shall research the reported parking problem. Staff shall visit the site, assess the parking conditions at various times of the day and collect other useful information

including state and county rules governing the streets in question. If appropriate, residents and/or property owners in the affected area shall be contacted for their opinion about the existence and/or extent of the parking problem. The staff shall also determine whether the problem area is limited to the area specified in the complaint or is broader in scope.

c. If staff research suggests that the city needs to take action to alleviate the parking situation, the city planner shall make a report with the proposed alternatives to the planning commission for its review and recommendation. The planning commission recommendation and staff report will go to the city council for final action.

d. If staff research suggests that the city does not need to take action to alleviate the parking situation, the city planner shall report the state of the request at the next planning commission and city council meetings. The initiator of the parking request will be notified of the report.

### III. PARKING RESTRICTIONS

#### A. POSTED PARKING RESTRICTIONS

1. Posting parking restrictions on streets may be used to control on-street parking problems in specific areas for various lengths of time. When such a solution is proposed, the affect on nearby streets must be taken into account.
2. Restrictions shall contain as few conditions as possible so they are easily understood and enforced.
3. Restrictions adopted to alleviate a specific parking problem shall be as consistent as possible in a neighborhood and throughout the city. For example, "two hour parking 8:00 A.M. to 4:00 P.M. Monday through Friday" should be used throughout the city rather than "one hour parking 8:00 A.M. to 4:00 p.m. Monday through Friday".

4. On-street posted signs shall include:

a) "No Parking Anytime"

"No Parking Anytime" is to be used when parking at anytime of day or night is a safety threat to the public or a chronic inconvenience to residents and/or property owners.

b) Parking for a specified period of time

Signs restricting parking for a specified period of time shall be used to control traffic turnover for commercial areas and prevent the inconvenience

to residents of long-term parking in residential neighborhoods near businesses and institutions. These shall include "15 Minute Parking", "Two Hour Parking from 8:00 A.M. to 4:00 P.M. Monday through Friday".

c) "No Parking" for a specified distance

Signs restricting parking for a specified distance are useful to eliminate safety hazards near alleys, driveways and stop signs. Examples include: "No parking between signs", "No parking here to corner".

## B. RESIDENTIAL PARKING PERMITS

### 1. Purpose/Policy

a. Residential permit parking shall be pursued as a solution to a parking problem only when all other solutions have been determined inadequate.

b. Residential districts congested because of heavy residential and non-residential traffic and parking are eligible to request residential permit parking. It is the purpose of this policy to reduce the flow of commuter traffic from year-round non-residential traffic from parking in an adjoining residential neighborhood; to reduce air pollution and other environmental effects of automobile commuting; to enhance the quality of life in the residential areas by reducing noise, traffic hazards and litter; to protect the residents from unreasonable burdens in gaining access to their residences; to preserve the character of the residential district; to promote efficiency in maintaining the streets in a clean and safe condition; to preserve the safety of children and other pedestrians; and to promote traffic safety; and to promote the peace, good order, comfort, convenience and welfare of the inhabitants of the city.

c. No residential parking permits shall guarantee any permit holder of a designated parking space, but shall provide general parking subject to availability in designated areas during the posted, specified times.

### 2. Procedures for Designating Residential Permit Parking Areas

#### a. Submitting a request

##### 1) Petition

The designation of a residential permit parking area shall be initiated by a petition filed with the city staff stating that residents of a particular residential area are encountering serious problems because of excessive parking by persons who are associated with nearby nonresidential uses. A filing fee shall accompany every petition. The fee is identified in the fee schedule portion of the city code.

## 2) Signatures

The petition must be signed by 75% of the owners of all residential structures in the area. One resident per structure may sign. No signature shall be valid where multiple residents in a household express disagreement on whether the area should have residential permit parking. Any signer may withdraw his/her name by filing a written request. If for any reason the number of signers falls below 75% prior to the public hearing, the petition shall be deemed defective and shall not be considered. The person and/or group responsible for submitting the petition will be notified of this finding prior to the public hearing.

## 3) Minimum Size

The request for residential permit parking must be a minimum of 600 linear feet or one block front.

### b. Request Review Process

#### 1) Staff Review

After receiving the petition, the city staff shall assess the nature of the problems, if any, caused by nonresidential parking in a residential area. The city planner shall submit a report to the Planning Commission. The report must include the following information:

- a. The need assessment for residential permit parking
- b. The specific area petitioned for residential permit parking
- c. The guidelines for who and how one may obtain a residential parking permit
- d. The potential implications of such a parking arrangement in the area
- e. If the permit parking area is recommended, the report must also include:
  - (1) A recommended review period to evaluate the residential permit parking district
  - (2) The specific area recommended for residential permit parking

### 3. Policy Review

The city planner shall submit the report with its recommendation to the planning commission. A public hearing shall be held on the request. The planning commission shall submit a recommendation to the city council. The city council shall make the final decision. If the city council designates a residential permit parking district, the resolution shall state the need for the district, the location, hours (if applicable), streets to be posted permit parking and the procedure for issuing permits to eligible residents.

#### 4. Permit Eligibility and Fees

##### a. Resident Permits

Residents living on streets designated in the residential permit parking district may apply for a non-transferable residential parking permit for each car owned or leased, currently licensed and in operating condition at the address. A non-refundable annual residential permit fee will be charged. The fee shall be identified in the fee schedule section of the city code. A false application shall be grounds for denial of the residential permit.

##### b. Lost Permits

A duplicate permit may be obtained for a fee, if the application submits a notarized, written statement to the city that the original permit was lost. The fee shall be identified in the fee schedule section of the city code.

##### c. Placement of Permit

Annual residential parking permit stickers shall be permanently affixed to the inside of the vehicle in the lower rear corner of the left side window closest to the rear of the vehicle.

#### 5. Review of an established district.

If antecedent conditions change and there is a lack of permit demand, the district may be reviewed and repealed.

### C. EXCEPTIONS

#### 1. Emergency Vehicles

Emergency vehicles are exempt from posted parking restrictions when responding to an emergency.

#### 2. Snow Emergencies

After a two inch snowfall, no on street parking is allowed until the street is plowed to its full width.

#### 3. State Fair Parking

a. Temporary "No Parking" signs shall be posted on streets so designated by the city council during the Minnesota State Fair.

b. Temporary parking permits shall be issued to residents and/or property owners of designated apartment buildings along streets designated "No Parking" by the city council during the Minnesota State Fair.

#### 4. Temporary Parking Permits

a. Temporary permits shall be issued for the following reasons:

(1) For construction and service vehicles necessary for performing work on a property

- (2) For special event parking or visitor parking in a restricted parking district
- (3) For visitor parking in a residential permit parking district

b. A temporary parking permit(s) shall be issued for a minimum of one day and a maximum of two weeks. The applicant shall identify the purpose for the permit(s) and the length of time required for the temporary parking permit(s).

c. A temporary parking permit shall be placed in the left lower rear corner of the left side window closest to the rear of the vehicle or in some other conspicuous spot inside the left rear of the vehicle where it is visible to law enforcement personnel.

d. A temporary parking arrangement using a bag over a sign to cover up the parking restrictions shall be issued for one to three days. The applicant shall identify the purpose for the bag(s) and the length of time required for this temporary parking arrangement. The bag(s) shall be returned by the person using it.

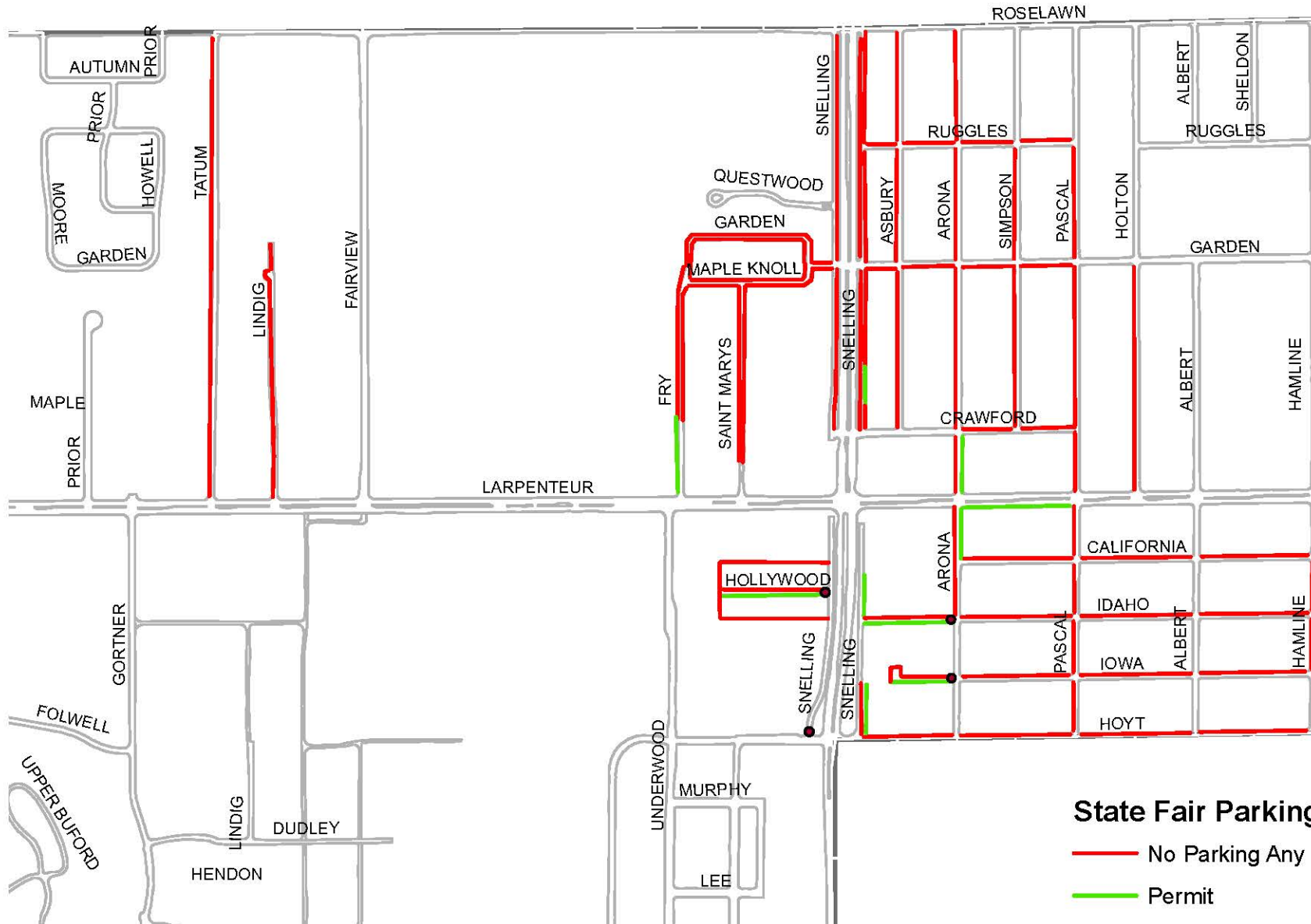
#### D. FEES

Parking permit fees are as established in the fee schedule section of the city code.

#### E. ENFORCEMENT

Violation of the city's parking restrictions are deemed a misdemeanor.

# Falcon Heights State Fair Parking Restrictions



## State Fair Parking Status

- No Parking Any Time
- Permit
- Access Control Sites

**Note:** Some streets have parking restrictions year round. Those parking limits are not indicated on this map but are still enforced.

# City of Falcon Heights State Fair Task Force Annual Meeting Agendas / Tasks / Events

*(1<sup>st</sup> and 3<sup>rd</sup> Thursday of each month through August, monthly thereafter until completed)*

|                               |                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| June 15, 2023                 | <ul style="list-style-type: none"> <li>• Officer Position Nominations (Chair, Vice-Chair, Secretary)</li> <li>• Adopt the Standing Rules</li> <li>• 2023 Schedule</li> <li>• Review of Current State Fair Policies / Procedures</li> <li>• Discussion – 2023 Priorities               <ul style="list-style-type: none"> <li>o Schedule of Meeting Topics</li> </ul> </li> </ul> |
| July 6, 2023                  | <ul style="list-style-type: none"> <li>• TBD</li> </ul>                                                                                                                                                                                                                                                                                                                          |
| July 20, 2023                 | <ul style="list-style-type: none"> <li>• ICE CREAM SOCIAL – CONFLICT</li> <li>• Move to new night?</li> </ul>                                                                                                                                                                                                                                                                    |
| August 3, 2023                | <ul style="list-style-type: none"> <li>• TBD</li> </ul>                                                                                                                                                                                                                                                                                                                          |
| August 17, 2023               | <ul style="list-style-type: none"> <li>• TBD</li> </ul>                                                                                                                                                                                                                                                                                                                          |
| August 24 – September 4, 2023 | <ul style="list-style-type: none"> <li>• STATE FAIR DATES</li> </ul>                                                                                                                                                                                                                                                                                                             |
| September 7, 2023             | <ul style="list-style-type: none"> <li>• TBD</li> </ul>                                                                                                                                                                                                                                                                                                                          |
| October 7, 2023               | <ul style="list-style-type: none"> <li>• TBD</li> </ul>                                                                                                                                                                                                                                                                                                                          |
| November 2, 2023              | <ul style="list-style-type: none"> <li>• TBD</li> </ul>                                                                                                                                                                                                                                                                                                                          |
| December 7, 2023              | <ul style="list-style-type: none"> <li>• TBD</li> </ul>                                                                                                                                                                                                                                                                                                                          |

## CITY EVENTS (2023 Dates)

|          |                  |                 |                                           |
|----------|------------------|-----------------|-------------------------------------------|
| May 20   | Spring Together  | 4:00 to 6:00 PM | Curtiss Field                             |
| July 20  | Ice Cream Social | 5:00 to 7:00 PM | Community Park                            |
| August 1 | Night to Unite   | Time TBD        | Neighborhoods                             |
| December | Human Rights Day | TBD             | Location TBD (Falcon Heights Elementary?) |