

City of Falcon Heights State Fair Task Force

City Hall
2077 Larpenteur Avenue West

AGENDA

Wednesday, July 17, 2024
6:30 p.m.

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

B. ROLL CALL: Chairperson McGarthwaite____ Vice Chairperson Porter ____
Secretary Johnson__

Allard ____
Hausman ____
Davis ____
Prather____

May____
Brace ____
Paulus ____

Staff Liaison Linehan ____
Council Liaison Mielke ____

C. APPROVAL OF AGENDA

D. APPROVAL OF MINUTES

1. June 20, 20224

E. NEW BUSINESS -

1. Law Enforcement During Fair - Invite to RCSO
2. Car Shows
 - i. Back to the 50s Recap - June 21-23, 2024
 - ii. Street Machine Nationals - July 19-21, 2024
3. Commercial Parking Lot Regulations

F. INFORMATION AND ANNOUNCEMENTS

1. City Council Liaison Update
2. Staff Liaison Update
 - i. Pedicab Ordinance Update

G. ADJOURN

Next regular meeting date: August 21st at 6:30 p.m.

City of Falcon Heights

2024 State Fair Task Force Meeting

City Hall
2077 Larpenteur Avenue West

MINUTES

Thursday June 20, 2024
6:30 p.m.

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

B. ROLL CALL: Chairperson McGarthwaite (R) ☒ Vice Chairperson Porter
☒ Secretary Johnson ☒

Allard ☒

Brace ☒

Davis ☒

Hausman ☒

May ☐

Prather ☒

Paulus ☒

Staff Liaison Linehan ☒ City Council Member (PENDING
APPOINTMENT) ☐

Voting members. 9 Present. 5 Required for a Quorum. Quorum
has been achieved.

C. APPROVAL OF AGENDA

1. Motion **APPROVED 9-0**

D. APPROVAL OF MINUTES

1. May 15, 2024 Minutes **APPROVED 9-0**

E. NEW BUSINESS

1. Minnesota State Fair Representatives

- i. Christine Noonan, Marketing and Mike Hagen, Operations Manager

1. Transportation Plan legislation passed. Report due 8/1 each year.

- a. 30+ lots available every year. Number goes up and down
based on contractual arrangements, etc.

- b. Express lots (further out) are down to decrease in available
Metro Transit bus drivers

- i. 3-4 lots since COVID, expect 6 lots in 2024

- ii. Other Bus companies have the same hiring issues

- c. Approx. 1000 bike spots (free)
 - d. No new Transit hub—1 FT staff member is in charge of locating and negotiating parking options.
 - i. Suggestion to have an Updates &/or Crisis Page
 - ii. Suggestion to continue to approach Har Mar Cub Manager
 - e. \$20/car; \$15/motorcycle for fair parking lots
- 2. Fair Hours 7am-11pm. 9pm on Labor Day. No Labor Day Fireworks.
- 3. Cell Phone Coverage is up to individual companies
- 4. Security
 - a. Working to replace fence
 - b. Increased officer presence
 - c. More use of Cameras
- 5. MSRA: They are biggest (non-fair) event
 - a. <http://msrabacktothe50s.com> is the website for updated information/contacts.
 - b. Noise is always an issue. MSRA will police noise if they are made aware.
 - c. In the future a temporary “don’t block intersection” sign at The Henderson will aid residents in access to their building
- 2. City Council Liaison
 - i. City Council willing to appoint liaison if Task Force Approves. Davis Motioned to recommend that the Falcon Heights City Council appoint a City Council Liaison to the Task Force. **APPROVED 9-0.**
- 3. Parking
 - i. Commercial Parking
 - ii. Resident Parking
 - iii. Steet Parking Motion by Brace to recommend an ordinance to the Falcon Heights City Council to include Fines that: “Both sides of the street at the 30ft mark be labeled “NO PARKING. FINES DOUBLE” for the duration of the State Fair” **APPROVED 9-0**
 - 1. Temporary Signage
 - a. Allard requests all previously mentioned corners and park-able sides are covered by signage
 - b. Recommendation for Public Works to add Temporary 30 ft signs and markings on the curbs
 - 2. Permit Only Areas
 - a. Motion made and **APPROVED 9-0** for additional “By Permit Only - Fines Double.” signage to be place east side of Snelling Drive (NE Corner of Hoyt and Snelling). Specifically in front of 1582 Snelling Drive
- 4. Sanitation

- i. Temporary Portable Toilets
 - 1. Will not be funded by the MN State Fair. In the future, suggest getting sponsorship to cover costs.
 - 2. Falcon Heights willing to rent 2 extra this year.
 - a. Motion made and **APPROVED 9-0** for: “Portable toilet placements should include the current location in the parking lot, a additionally for the duration of the fair there is a recommendation for a second toilet on the grassy berm between Snelling Avenue North and Snelling Drive next to the sidewalk on Hoyt (NE corner of Snelling and Hoyt). Thirdly, if costs allow, to place another at the Corner of Underwood/Larpenteur (SW corner) or Fry/Larpenteur (NW or NE corner).
 - ii. Garbage Can Placements
 - 1. Motion by VC Porter and **APPROVED 9-0** for “additional can placement at entrance to Hollywood Court, SW corner of Larpenteur and Snelling (Amber Union) and move existing can placement from south entrance to Curtiss Field to east side of Snelling drive (between 1576 and 1582)”
5. Pedicab Ordinances
- i. Ordinance will be wordsmithed at July Workshop with final approval at July Meeting
 - ii. No licensure for 2024 due to limited time, however ordinance will allow enforcement.
 - iii. Motion made and **APPROVED 9-0** to “recommend FH City Council complete regulation and legislation regarding pedicabs. Specific request to include a change to K8. To include active vaping.”
6. State Fair Resource Guide
- i. Review prior to next meeting

F. INFORMATION AND ANNOUNCEMENTS

- 1. Staff Liaison Report
 - i. July 18. Community Park Ice Cream Social
 - ii. Update on July Workshop for Codification/Legislation

G. ADJOURN 8:40PM

Next regular meeting date: July 17th, 2024



REQUEST FOR ACTION

Meeting Date	July 17, 2024
Agenda Item	E1
Attachment	N/A
Submitted By	Jack Linehan, City Administrator

Item	Law Enforcement During State Fair - RCSO
Description	The Ramsey County Sheriff's Office has been invited to attend the meeting to discuss trends they see during the State Fair and to identify ways for the task force to work collaboratively to improve safety during the Minnesota State Fair.
Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	Staff recommends the task force have positive discussions with the Sheriff's Office staff.



REQUEST FOR ACTION

Meeting Date	July 17, 2024
Agenda Item	E2
Attachment	N/A
Submitted By	Jack Linehan, City Administrator

Item	Car Shows
Description	An opportunity to recap the 50th annual Back to the 50s event, including what went well and what needs improvement. At the June meeting the task force felt no parking restrictions were necessary, so it will be good to gauge whether that was the case again. Staff will discuss the upcoming Street Machine Nationals event in July.
Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	Staff recommends the task force discuss the car shows and consider whether any policy changes need to be recommended moving forward.



REQUEST FOR ACTION

Meeting Date	July 17, 2024
Agenda Item	E3
Attachment	Ordinances
Submitted By	Jack Linehan, City Administrator

Item	Commercial Parking Lot Licensing
Description	In the 2023 State Fair Task Force Report, it was noted that the regulation of commercial parking lots should be a future goal. As a reminder, the city does not allow parking in residential districts but does allow parking in commercial lots. The city does not regulate further beyond that, other than working with operators when complaints arise to ensure they are operating safely. A concern over temporary commercial lots is that some that operate lots should not be doing so, some businesses no longer have sufficient parking to operate, and parking lot operations often spill into roadways, causing safety concerns. A temporary licensing system would also give staff a point of contact in the event of an issue, as often the operator of a commercial lot is not the same individual as the owner. Staff has attached St. Paul's ordinance, and Minneapolis' license application and fee schedule as examples. Using this language, staff drafted a sample ordinance that could be considered for approval. Due to timing it wouldn't be able to be completed before the 2024 Minnesota State Fair, but could be explored and analyzed during the fair.
Budget Impact	N/A
Attachment(s)	• St. Paul Chapter 417 – Parking Lot and Parking Garage Licensing • Minneapolis Parking Lot License Application • Minneapolis License Fees • Draft Ordinance 24-XX – Temporary Licensure of Commercial Parking Lots
Action(s) Requested	The staff recommend the Task Force review the draft ordinances and provide feedback on the suggested next steps.

Chapter 417. Parking Lots and Parking Garages¹

Sec. 417.01. License required.

No person shall engage in the business of keeping, conducting or operating any parking lot or parking garage in Saint Paul without a license.

(Code 1956, § 344.02; C.F. No. 98-311, § 1, 5-13-98)

Sec. 417.02. Definitions.

Except where otherwise expressly stated, the following terms, wherever used in this chapter, shall have the meanings respectively ascribed to them in this section:

"Government parking garage" means any garage owned by a governmental unit where the owner or person storing or parking such vehicle is not charged a fee.

"Light color" means any surface color with a minimum light reflective value of seventy-five (75) percent or more as indicated by standard paint color charts.

"Parking garage" means a building or structure, or part thereof, in which the primary use of at least one structural level (a structural level is a level with space below) is for parking, storing, or maintaining motor vehicles.

"Parking lot" or "parking lot or building" means and includes any premises where ten (10) or more motor vehicles are parked, stored or allowed to remain, and where the owner or person storing or parking such vehicle is charged a fee therefor. "Parking lot" excludes any parking area other than a parking garage that is exclusively used by or leased to occupants of a residence on the same or other premises for use only in connection with and as accessory to the occupancy of such residence.

"Private parking garage" means any parking garage which is exclusively used by or leased to occupants of a residence or business on the same or other premises for use only in connection with and as accessory to the occupancy of such residence or business, and where the owner or person storing or parking such vehicle is not charged a fee.

"Type I structural condition survey" means visual observations performed under the direct supervision of a professional engineer licensed by the State of Minnesota of all structural components including, but not limited to, the top and bottom side of all structural floors, helices, and all supporting beams, columns, or walls.

"Type II structural condition survey" means a Type I survey plus nondestructive tests such as, but not limited to, chain dragging, half-cell testing, and drilling for chloride ion concentration tests, and/or destructive tests such as, but not limited to, removal of concrete for compression strength tests, or to observe steel reinforcing, pre-stressed or post-tensioned tendons, post-tension anchors, expansion or contraction joints, or any other buried steel.

(Code 1956, § 344.01; Ord. No. 16973, 11-16-82; Ord. No. 17658, § 1, 6-8-89; Ord. No. 17828, § 1, 5-9-91; C.F. No. 98-311, § 1, 5-13-98; C.F. No. 99-233, § 1, 4-14-99; C.F. No. 09-390, § 1, 5-13-09)

¹Cross reference(s)—For general provisions pertaining to parking, see Title XV; city-owned parking lots, Ch. 164.

Sec. 417.03. Separate licenses.

Whenever any person operates more than one (1) parking lot or parking ramp, a separate license must be obtained for each such parking lot. No licenses issued hereunder shall be transferable from person to person or place to place.

(Code 1956, § 344.03; C.F. No. 98-311, § 1, 5-13-98)

Sec. 417.04. Fees.

The license fees for such parking lots or parking garages shall be as set forth in section 310.09(b) and 310.18 of the Saint Paul Legislative Code.

(Code 1956, § 344.03; C.F. No. 98-311, § 1, 5-13-98; C.F. No. 99-233, § 2, 4-14-99)

Sec. 417.05. Licensing requirements.

- (a) *Application.* Any person desiring a license to operate a parking lot or parking garages shall deposit with the department of safety and inspections the amount of the license fee herein provided, and the department of safety and inspections shall thereupon take the application upon forms provided by the department, which forms shall afford information relative to the owner, address, size of such parking lot or parking garages and the number of cars proposed to be parked thereon, together with any other information deemed necessary by the department of safety and inspections. The department of safety and inspections shall refer such application to the director of the department of police. It is hereby made the duty of the director of the department of police to inquire into the character of the applicant and report the result of such inquiry to the department of safety and inspections, together with his opinion whether such applicant is a proper person to receive such a license. It is hereby made the duty of the director of the department of safety and inspections to inspect and examine, or to have inspected and examined, the premises described in the application, and report the result of such inspection to the inspector, together with his opinion whether the premises are proper for the conduct of such a business. Upon receipt of such report and opinions, the director of the department of safety and inspections shall transmit the same, together with the director's own opinion of the premises and applicant, to the city council for its consideration, and the city council shall then, by resolution, grant or deny the application.
- (b) *Plans; building; zoning.* Applicants for licenses are hereby required to furnish to the department of safety and inspections plans containing a general description of the security system to be provided, the layout showing driveways of the proposed lot or parking garage and the legal description of the property. All plans for new parking lots or parking garages shall be referred by the department of safety and inspections to the planning division of the department of planning and economic development for "site plan" review and approval prior to the issuance of any license. The plans will be reviewed for compliance with sections 417.07 and 62.104 of the Saint Paul Legislative Code as well as any other applicable city standards, including the structural review requirement of the certificate of occupancy and of section 417.07(10).
- (c) *Enclosure.* Except for places of entrance and exit, every such parking lot or parking garages shall be completely enclosed in the manner hereinafter specified: Said enclosures shall be constructed and maintained so as to withstand the shocks and stresses to which they will normally be subjected and be such as to ensure that no portion of any vehicle parked on said parking lot shall project beyond the property line of said lot. Where such motor vehicle parking lot abuts a building, such enclosure shall be so placed that it will prevent motor vehicles from striking such building.

Said enclosure may be posts and rails eighteen (18) inches high which will engage the bumper of any motor vehicle parked in said lot, or it may be concrete wheel stops conforming to the following:

- (1) Precast concrete units shall be a minimum of eight (8) inches high and shall be securely fastened in place in a manner approved by the building official.
- (2) Cast-in-place monolithic concrete curbs shall extend at least six (6) inches above the finished grade of the lot and shall be of a design approved by the building official.

Said enclosure may be of a standard type as designated by the building official or any other type approved by him following submission of plans and specifications thereof. The type and arrangement of the enclosure shall be such as to ensure that the vehicles parked on said lot shall not project over the property line or strike any building abutting such parking lot and shall be specifically approved by the building official for each location.

A permit for the construction or erection of every such enclosure shall be obtained from the director of the department of safety and inspections in accordance with the procedures of the building code.

Every such parking lot shall be suitably surfaced with a dustless surface approved by the director of the department of safety and inspections or his or her designee, who shall cause regular inspections to be made of all such parking lots to determine that all conditions contained in this chapter or special conditions specified by the city council under the provisions of the zoning code shall have been complied with. The director shall report to the inspector and the city council any and all violations or failures to so comply. All plans and specifications for enclosures shall be approved by the building official.

(Code 1956, §§ 344.04—344.06; Ord. No. 17658, § 2, 6-8-89; Ord. No. 17828, § 2, 5-9-91; C.F. No. 98-311, § 1, 5-13-98; C.F. No. 99-233, § 3, 4-14-99; C.F. No. 07-149, § 183, 3-28-07)

Sec. 417.06. Regulations.

The following regulations shall apply to all licensed parking lots or parking garages:

- (1) The charge, if any is to be made for parking any motor vehicle, shall be posted at the entrances to any such parking lot or parking garages in letters of sufficient size to be readily seen from the street, and no licensee shall charge or permit to be charged any greater fee than such posted amount; provided, however, that weekly or monthly charges need not be posted. The price posted at the time of entry shall govern the charge for the period of parking. A violation of this or any other provision of this chapter shall be deemed sufficient cause for revocation of any license granted hereunder.
- (2) No operator or employee of any parking lot or parking garage shall operate or drive an automobile on, over or along any sidewalk other than on driveways provided therefor.

It shall be unlawful for any licensee hereunder, or other person herein permitted to operate a parking lot without a license, to park any automobile on any street, driveway or sidewalk.
- (3) No licensee shall permit more cars to be parked or stored in his parking lot than can be readily accommodated without encroaching upon any sidewalk, street or alley, nor upon the property of any other person unless permission of such person has been given.
- (4) No licensee or other person herein permitted to operate with or without a license shall solicit business for any parking lot or parking garage while on the street or sidewalk.
- (5) No licensee shall at any time place upon the street, curb or sidewalk any accumulation of snow, ice or rubbish; licensees shall at all times keep all driveways leading to their parking lot or parking garage, and sidewalks and curbs along such parking lot or parking garage, free and clear of all accumulations of snow, ice and rubbish.

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- (6) Every licensee shall at all times keep such parking lot thoroughly treated with oil or other substance so that dust will not be raised or blown about upon public streets and adjoining property.
 - (7) Every licensee shall keep posted in a conspicuous place in or upon the premises a legibly written or printed sign with letters at least three (3) inches high bearing the following words: "This parking lot or parking garage operated under City License No...." and shall insert therein the number of his license.
 - (8) It is hereby made the duty of every licensee to notify the director of the department of police whenever any automobile remains in any such parking lot or parking garage for a period of time exceeding seven (7) consecutive days.
 - (9) In parking lots or parking garages which require or allow patrons to leave keys in parked cars, the attendant in charge shall, before leaving the lot or garage at the closing hour, lock all unlocked cars remaining on the lot. This shall include the locking of all doors of cars equipped to be so locked, as well as locking the ignition or dash lock.
 - (10) The keys shall then promptly be delivered by said attendant to a responsible party within two (2) blocks of said lot or garage, who shall deliver the keys to the owner upon proper identification and presentation of the claim check, and without any additional charge to the owner.
 - (11) There shall be posted in a prominent place in each parking lot or parking garage coming within the provisions of this chapter a sign or signs notifying patrons of the time of closing, that the lot will be unattended after closing time, and the address where patrons may pick up the keys to their cars.
 - (12) The above-mentioned sign or signs shall be not less than two (2) feet by one (1) foot in size, made of wood or metal, printed in legible black letters not less than one (1) inch in height on a white background. Said sign or signs shall be lighted in such a manner that they may be easily seen and read at night, after the parking lot or parking garage has closed. Said signs need not be kept lighted if at the time the attendant closes the lot or garage and leaves it unattended no cars remain parked in said lot.
 - (13) No person, firm or corporation operating a parking lot or parking garage shall require, as a condition for permitting any person to park a car in such lot or garage, any customer to purchase gasoline, oil or any other substance from the operator of said parking lot.
 - (14) All parking lots or parking garages shall post the street address (number and name of street) at all vehicular entrances on a sign at least four (4) inches by one (1) foot. Signs must be made of wood, plastic or metal, printed in legible black letters not less than one (1) inch in height on a white background.

(Code 1956, § 344.07; Ord. No. 17828, § 3, 5-9-91; C.F. No. 98-311, § 1, 5-13-98)

Sec. 417.07. Safety requirements.

The operator of parking lots or parking garages shall maintain each lot or garage in a condition so as not to constitute a hazard to its patrons or the motor vehicles parked therein, and shall also comply with the following requirements:

- (1) All open lots shall be lit so that all spaces may be observed from the adjoining public streets, alleys or walkways or, if the open lot is one that is not observable from adjoining public streets, alleys or walkways, it shall comply with the licensing and safety requirements for enclosed parking lots applicable to that particular open lot.
- (2) On and after January 1, 1991, the lighting in every part of all enclosed parking lots or buildings in which attendants do not park all vehicles shall be maintained to the standards contained in "Horizontal Illuminances for Parking Facilities," as adopted by the *Illuminating Engineering Society Handbook*, 1987

Edition, which is incorporated herein by reference. Consistent with such standards, floor level illumination throughout the ramp excluding areas between parked vehicles shall be maintained at an average of five (5) footcandles with a minimum measured light level of one and one-half (1.5) footcandles within pedestrian and driving areas. Pedestrian areas are defined by the handbook as the area between bumpers of parked vehicles plus walkways to stairways and elevators including open areas with the ramp which are not occupied by parked vehicles. Exit corridors shall be lighted to I.E.S. (Illuminating Engineering Society) standards of five (5) footcandles in corridors and ten (10) footcandles in stairways. Emergency lighting requirements must meet the standards established in the Minnesota Uniform Building Code. The license holder shall provide evidence that lighting requirements have been met. On and after January 1, 1990, interior walls shall be of a light color, at least four (4) feet wide and one (1) foot up from the floor. The license division may grant an extension for compliance with this provision to any parking lot or building for the minimum period required to complete renovations for any parking lot or building that began planning renovations prior to September 1, 1989, but could not complete those renovations which include new lighting by January 1, 1991.

- (3) All enclosed parking lots or buildings in which attendants do not park all of the vehicles shall be in compliance with the Minnesota State Fire Code and Building Code regulations, and in particular fire suppression equipment.
- (4) All enclosed parking lots or buildings in which attendants do not park all of the vehicles shall provide, during all normal operating hours, either:
 - a. A phone or push button or sound-activated alarm on each floor, which equipment will be strategically located, visibly marked and accessible to the handicapped; or
 - b. Escort services by an employee readily identifiable as a representative of the parking lot, the times for which are clearly posted on signs as required in subsection (7) below. Where a security guard is employed, the security guard may provide the required escort services.
- (5) All enclosed parking lots or buildings or parking garages that provide escort service shall post a sign at all pedestrian entrances clearly defining how to obtain escort services. All signs shall be in the shape of a rectangle and shall be posted in a conspicuous location. All signs shall be made of a durable substance to avoid allowing vandalism and weather conditions to destroy the message offered by the sign.
- (6) All parking lots or parking garages shall post a sign as required in subsection (7) below at all entrances in a conspicuous location, clearly advising customers of the type of security system that is provided on the premises. All parking lots or parking garages that do not provide escort services shall post a sign as required by subsection (7) below at all entrances and in a conspicuous location, clearly advising customers that no escort services are provided on the premises.
- (7) All signs shall be uniform in dimensions and colors as established by the department of public works, traffic division. The license division shall make signs available to licensees but licensees shall not be required to purchase signs produced by the traffic division. Signs shall be posted in a conspicuous location approved by the license inspector. Other signs may be posted in conjunction with or separately from escort or security system signs.
- (8) All parking lots or parking garages shall be maintained in a clean and sanitary manner, including the removal of all hazardous and nonhazardous obstacles, so as to avoid the appearance of clutter.
- (9) The proper maintenance of a parking lot or parking garage is essential to security. Therefore, management shall be responsible for checking for abandoned vehicles or the storage of items such as off-season machine equipment, construction material, crates or other material, and removal of these materials.

(Ord. No. 17658, § 3, 6-8-89; Ord. No. 17828, § 4, 5-9-91; C.F. No. 98-311, § 1, 5-13-98)

Sec. 417.08. Structural condition surveys and ongoing maintenance.

- (a) *Structural condition surveys.* Unless otherwise waived every parking garage shall have a structural condition survey performed yearly per the following schedule:
- (1) No structural condition survey is required for five (5) years after initial construction.
 - (2) A minimum of a Type I structural condition survey is required by the end of the sixth year.
 - (3) A minimum of a Type I structural condition survey is required by the end of the seventh year.
 - (4) A Type II structural condition survey is required by the end of the eighth year.
 - (5) Following the end of the eighth year, as a minimum, a three-year cycle of a Type I condition survey, followed by another Type I condition survey, and then a Type II condition survey shall be maintained.

In the event that structural condition surveys have not been performed per the schedule above DSI's staff structural engineer must approve the level of survey to be performed.

A written report documenting the results of the survey shall be provided to the department of safety and inspection's (DSI) staff structural engineer. The report shall identify scope-of-services, background information (history, or information provided by others), procedures, factual results, and the engineer's opinion of the severity of deterioration and recommended prioritizing for repair.

- (b) *Ongoing maintenance.* Based on the reported results the parking garage shall be maintained as required in order to minimize the risk of localized or catastrophic structural collapse, and such that the rate of ongoing restoration work does, at a minimum, keep pace with the rate of deterioration. Restoration work shall be performed under permit.

Deviation from the above schedule may be permitted when judged most appropriate by the reviewing engineer and accepted by DSI's staff structural engineer. The reviewing engineer must substantiate his/her recommendation that the deviation is appropriate. Such substantiation is to include, but not be limited to, the following:

- (1) Documentation of previous repair work and/or maintenance to the structure or portions of the structure resulting in the actual age of the structure not being a true indicator of potential distress.
- (2) Documentation of on-site engineering involvement during recent restoration work.

(C.F. No. 98-311, § 1, 5-13-98; C.F. No. 09-390, § 2, 5-13-09)

License Application: Parking Lots

Definitions:

Parking Lot: Any open air place with 10 or more parking spaces used for the parking or storing of motor vehicles.

Commercial Parking Lot: A parking lot that charges a fee.

Free Parking Lot: A parking lot for which no fee is charged and it used by employees, members, customers, patrons, clients, or visitors. A license is not required.

Licenses Available:

☐ **Class A Parking Lot:** A commercial parking lot that may charge customers by the hour, day, week, month, or for special events.

☐ **Class B Parking Lot (L010):** A commercial parking lot that is limited to charging customers for parking on a month-to-month contractual basis only. No other type of fee can be charged.

☐ **Class C Parking Lot – Temporary Events:** A commercial parking lot, located in the geographical area near the Huntington stadium that may charge customers a fee for event parking for up to 24 days per year. Additional days may be approved for special events. Talk to your [License Inspector](#). No new license surcharge.

If you have questions, send an email to businesslicenses@minneapolismn.gov or call 612-673-2080.

1. Application Requirements

1. Complete the application and include all the requirements listed below. Incomplete applications may be returned. You may send your application by email (businesslicenses@minneapolismn.gov), US mail, or drop it off at our office.
2. There is a [fee](#) and a new license processing charge for this application. You can pay by
 - ☐ **Cash:** Drop off your application at our office.
 - ☐ **Check:** Mail or drop off your application at our office.
 - ☐ **Credit Card:** Mail, drop off or email your application to businesslicenses@minneapolismn.gov. **Do not add your credit card information on this application.** We will call you to securely charge your credit card.
3. **[Certificate of Liability Insurance \(Sample Form #1\)](#)**
 - ☐ Attach a copy. This must be furnished by your insurance agent. You are required to have
 - ☐ \$25,000 per occurrence and \$50,000 aggregate for personal injury or death.
 - ☐ \$5,000 per occurrence for property damage.
4. ☐ **Plot Plan** which will be approved by the Department of Inspections.
5. ☐ **Attach a summary of the following:**
 - a. **How is this lot operated?** Attendant, Pay Boxes, or Other (Explain)
 - b. **Are customers required to leave their keys at the lot?** If yes, do you have a suitable place within 150 feet distance from your lot where owners can pick up the keys to their vehicles when an attendant is not on duty? ☐ Yes ☐ No If you do not have a suitable place within 150 feet, specify the location of the nearest suitable place where vehicle owners can pick up their keys when an attendant is not on duty.
 - c. **Actual Number of Vehicle Parking Spaces**
 - d. **Parking Fees:** Monthly, Weekly, Bi-weekly, Daily, Hourly, Special Event, and Other
6. ☐ **Class C Temporary Event Parking Lots:** Attach a list of dates of operation, up to 24 days per year.

2. Applicant Information

Legal Company Name	Business Name/DBA		
Name (Last, First, MI)	☐ Owner ☐ Partner ☐ On Site Manager		
Business Address	City	State	Zip Code
Mailing Address (if different than business address)	City	State	Zip Code
E-mail Address	Cell Phone Number	Business Telephone Number	
<u>Minnesota Sales Tax ID Number</u> Required	<u>Social Security Number</u> Required		
Type of Ownership: ☐ Corporation ☐ LLC ☐ Sole Proprietor ☐ Partnership ☐ Non-Profit	Date of Incorporation	State of Incorporation	
Is this business publicly traded? ☐ Yes ☐ No	Proposed Opening Date:		

3. Owners

List all owners and partners. Ownership must add up to 100%. Attach additional sheets if necessary.			
Full Name: Last, First, Middle			Telephone
Home Address	City	State	Zip
Title	Date of Birth	Ownership %	
Full Name: Last, First, Middle			Telephone
Home Address	City	State	Zip
Title	Date of Birth	Ownership %	
Full Name: Last, First, Middle			Telephone
Home Address	City	State	Zip
Title	Date of Birth	Ownership %	

List any licenses you currently have or previously held in Minneapolis (business or individual).

Have you ever had a business license denied or revoked by any government entity? ☐ Yes ☐ No
 If Yes, Indicate the Date of Denial/Revocation, Government Agency, and Reason for Denial or Revocation.

4. Workers Compensation

Workers' Compensation Company

Policy Number

Dates of Coverage

-----Or-----

I certify that I am not required to carry workers compensation insurance because ☐ I am self-insured. ☐ I am the sole proprietor and I have no employees. ☐ I have no employees who are covered by workers compensation law. Only employees who are specifically exempted by statute are not covered by the workers compensation law. These include spouse, parents, and children regardless of age. All other workers whose work is controllable by the employer must be covered.

5. Verification

The City of Minneapolis uses the information on this application to determine qualifications for a license. You are not legally required to provide this information. If you refuse, we cannot approve your application. MN Statute 270C.72 requires your Minnesota Tax ID Number and either a Social Security Number or Individual Tax ID Number. These may be given to the Minnesota Commissioner of Revenue if requested. After we approve your license, all information except your Social Security Number is public (MN Statutes, Chapter 13).

A signature is required.

☐ I have read and agree to the [Terms and Conditions](#) for electronic signatures, records and payment.

I, (print name) _____, certify or declare under penalty of perjury under the laws of the State of Minnesota that the information on this application, checklist, and attached documents is true and correct. All information is subject to verification by the State of Minnesota. I understand that false information may result in the denial, suspension or revocation of my business license.

By typing your name, you are electronically signing this application.

Signature of Applicant _____ Title _____ Date _____

6. Additional Information

1. No license will be issued for longer than one year.
2. You cannot transfer your license to any other person or location.
3. For reasonable accommodations or alternative formats, please call us at 612-673-2080 or send an email to businesslicenses@minneapolismn.gov. Individuals who are deaf or hard of hearing can use a relay service by calling 311 at 612-673-3000.
4. Information in other languages: Para asistencia 612-673-2700. Rau kev pab 612-673-2800. Hadii aad Caawimaad u baahantahay 612-673-3500.

City of Minneapolis

Requirements for Insurance Certificates

Certificate of Liability Insurance

#1

Certificate cannot be pending,
binder or TBA.

The Legal/Corporate Name
must match exactly
(word for word) to the
Approved Licensee Name
(including Inc, or LLC),
Trade Name (DBA)
and address of premises.

PRODUCER Agency Address City, State, Zip	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
INSURED	INSURERS AFFORDING COVERAGE INSURER A: _____ INSURER B: _____ INSURER C: _____ INSURER D: _____ INSURER E: _____

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	GENERAL LIABILITY ☐ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☐ OCCUR ☐ _____ ☐ _____				EACH OCCURRENCE \$ _____ FIRE DAMAGE (Any one fire) \$ _____ MED EXP (Any one person) \$ _____ PERSONAL & ADV INJURY \$ _____ GENERAL AGGREGATE \$ _____
	GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS				PRODUCTS – COMPO/AGG \$ _____ COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY \$ _____ (Per person) BODILY INJURY (Per accident) \$ _____ PROPERTY DAMAGE \$ _____ (Per accident) \$ _____ AUTO ONLY – (Ea Accident) \$ _____ OTHER THAN AUTO ACC \$ _____ ONLY: AGG \$ _____
	☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON – OWNED AUTOS ☐ _____				
	☐ _____ GARAGE LIABILITY				
	☐ ANY AUTO ☐ _____				
	EXCESS LIABILITY ☐ OCCUR ☐ CLAIMS MADE ☐ DEDUCTIBLE ☐ RETENTION				EACH OCCURRENCE \$ _____ AGGREGATE \$ _____ \$ _____ \$ _____
	WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY				W/C STATUTORY LIMITS / OTHER E.L. EACH ACCIDENT E.L. DISEASE – EA EMPLOYEE E.L. DISEASE – POLICY LIMIT
	OTHER				

Original signature or stamp of agent

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS:
 ADDITIONAL INSURED; INSURER LETTER
 CERTIFICATE HOLDER
 City of Minneapolis
 Licenses and Consumer Services
 505 Fourth Ave. S., Room 220
 Minneapolis, MN 55415
 AUTHORIZED REPRESENTATIVE

Applications will be returned if requirements are not complete.

Vehicle Services License Fees

1			
2	License Type	2024 License Fee	New License Processing Fee
3	Car Sharing	\$480.00	\$140.00
4	Car Wash	\$270.00	\$140.00
5	Gasoline Filling Station, 4 or less	\$305.00	\$140.00
6	Gasoline Filling Station, 5 - 8	\$475.00	\$140.00
7	Gasoline Filling Station, 9 or more	\$645.00	\$140.00
8	Motor Scooter Leasing	\$135.00	\$140.00
9	Motor Vehicle Dealer, Auctioneer	\$200.00	\$140.00
10	Motor Vehicle Dealer, Broker	\$440.00	\$140.00
11	Motor Vehicle Dealer, Cycles, Scooters and Motor Bikes	\$200.00	\$140.00
12	Motor Vehicle Dealer, New and Used	\$385.00	\$140.00
13	Motor Vehicle Dealer, Used Only	\$420.00	\$140.00
14	Motor Vehicle Dealer, Wholesaler	\$235.00	\$140.00
15	Motor Vehicle Dealer, Additional Places of Business	\$205.00	
16	Motor Vehicle Dealer, Immobilization Service (Booting)	\$400.00	\$140.00
17	Motor Vehicle Repair Garage, Each Location	\$465.00	\$140.00
18	Motor Vehicle Repair Garage, with Accessory	\$165.00	\$140.00
19	Motor Vehicle Used Parts Dealer, One Location	\$685.00	\$140.00
20	Motor Vehicle Dealer, Used Parts Dealer, Each Additional Lot	\$65.00	
21	Parking Lot, Commercial, Class A, 1 to 50 Spaces	\$370.00	\$140.00
22	Parking Lot, Commercial, Class A, 51 to 100 Spaces	\$550.00	\$140.00
23	Parking Lot, Commercial, Class A, 101 to 200 Spaces	\$930.00	\$140.00
24	Parking Lot, Commercial, Class A, 201+ Spaces	\$1,480.00	\$140.00
25	Parking Lot, Commercial, Class B, 1 to 50 Spaces	\$105.00	\$140.00
26	Parking Lot, Commercial, Class B, 51 to 100 Spaces	\$200.00	\$140.00
27	Parking Lot, Commercial, Class B, 101 to 200 Spaces	\$290.00	\$140.00

	.	..	...
28	Parking Lot, Commercial, Class B, 201+ Spaces	\$580.00	\$140.00
29	Parking Lot, Commercial, Class C, Temporary Events	\$140.00	
30	Valet Parking, One Authorized Zone	\$685.00	\$140.00
31	Valet Parking, Each Additional Zone	\$140.00	
32	Valet Parking, Zone Operated by Employees of Existing Licensed Business	\$140.00	

ORDINANCE NO. 24-XX

**CITY OF FALCON HEIGHTS
RAMSEY COUNTY, MINNESOTA**

**AN ORDINANCE AMENDING TITLE 14 OF THE FALCON HEIGHTS CITY CODE
TO LICENSE TEMPORARY COMMERCIAL PARKING LOTS DURING THE
MINNESOTA STATE FAIR**

THE CITY COUNCIL OF THE CITY OF FALCON HEIGHTS ORDAINS:

Section 1. Title 14 of the Falcon Heights City Code is hereby amended to add a new Article X to read as follows:

ARTICLE X. TEMPORARY COMMERCIAL PARKING LOTS

Sec. 14-311. Definitions. Except where otherwise expressly stated, the following terms, wherever used in this chapter, shall have the meanings respectively ascribed to them in this section:

- **Temporary commercial parking lot:** Any commercially zoned premise where motor vehicles are parked, stored, or allowed to remain for a fee during the Minnesota State Fair, specifically between August 15th and September 15th of each year.
- **Licensee:** The person or entity to whom a license is issued to operate a temporary commercial parking lot.

Sec. 14-312. License required.

(a) No person shall engage in the business of operating a temporary commercial parking lot during the Minnesota State Fair without a license required under this article.

(b) Each license issued under this article shall be subject to the provisions of this chapter and shall be valid only for the period specified in the license.

Sec. 14-313. License fees. The license fee for operating a temporary commercial parking lot shall be as established in the City Fee Schedule. The fee shall be paid at the time of application.

Sec. 14-314. Licensing requirements.

(a) Application. Any person desiring a license to operate a temporary commercial parking lot shall submit an application on forms provided by the city. The application shall include:

1. The name, address, and telephone number of the applicant.
2. The location and size of the proposed parking lot.
3. The maximum number of vehicles to be parked on the lot.

4. A general description of the security measures to be provided.
5. Any other information deemed necessary by the city.

(b) Review and approval. The city shall review the application, inspect the proposed site, and approve or deny the license based on compliance with city standards and regulations.

(c) Issuance. Upon approval, the city shall issue the license, which shall be prominently displayed at the entrance to the parking lot.

Sec. 14-315. License expiration. Licenses issued under this article shall expire on September 15th of each year.

Sec. 14-316. Operational requirements.

(a) The charge for parking shall be clearly posted at the entrance to the parking lot in letters of sufficient size to be readily seen from the street.

(b) The parking lot shall be maintained in a clean and orderly manner, free from litter and debris.

(c) Adequate lighting shall be provided to ensure the safety and security of patrons.

(d) The parking lot shall comply with all applicable federal, state, and local traffic laws.

(e) The licensee shall ensure that no vehicles are parked in a manner that obstructs sidewalks, driveways, or other access points.

Sec. 14-317. Insurance requirements.

No license shall be issued or renewed without proof of general liability insurance in an amount not less than one hundred thousand dollars (\$100,000) for injury or death to one person, three hundred thousand dollars (\$300,000) for each occurrence, and one hundred thousand dollars (\$100,000) for property damage. The certificate of insurance must be issued by an insurance company authorized to do business in the State of Minnesota.

Sec. 14-318. Enforcement and penalties.

(a) The city shall have the authority to inspect any licensed temporary commercial parking lot to ensure compliance with this article.

(b) Any violation of the provisions of this article may result in the revocation or suspension of the license and/or a fine as established in the City Fee Schedule.

Sec. 14-319. Severability. If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this ordinance.

ADOPTED this [XX] day of [Month], 2024 by the City Council of Falcon Heights,
Minnesota.

CITY OF FALCON HEIGHTS

BY: _____

Randall C. Gustafson, Mayor

ATTEST:

Jack Linehan, City Administrator