CITY OF FALCON HEIGHTS
Regular Meeting of the City Council
City Hall
2077 West Larpenteur Avenue
AGENDA
February 12, 2025 at 7:00 P.M.

A. CALL TO ORDER:

B. ROLL CALL: GUSTAFSON____ LEEHY___ MEYER ___

MIELKE ____ WASSENBERG___

STAFF PRESENT: LINEHAN___

C. APPROVAL OF AGENDA

D. PRESENTATION

E. APPROVAL OF MINUTES:
1. January 22, 2025 City Council Meeting Minutes

F. PUBLIC HEARINGS:

G. CONSENT AGENDA:
1. General Disbursements through 2/5/25: $60,654.20
   Payroll through 1/26/25: $26,277.56
   Wire Payments through 1/26/25: $17,078.70
   - Payroll: $15,785.46
   - BP Fleet Cards Payment: $1,293.24
2. Approval of City Licenses
3. Approval of Resolution 25-09 Accepting Resignation of Scott Wilson from the Planning Commission
4. Approval of Release of RFP for Falcon Heights City Hall Solar Panels
5. Approval of Resolution 25-10 Accepting Resignation of Mike Bradbury from the Parks and Recreation Commission
6. Approval of Resolution 25-11 Approving the Community Park Site Plan

H: POLICY ITEMS:
1. Consideration of Variance Request at 1375 Larpenteur Ave. W.

I. INFORMATION/ANNOUNCEMENTS:

J. COMMUNITY FORUM:
Please limit comments to 3 minutes per person. Items brought before the Council will be referred for consideration. Council may ask questions for clarification, but no council action or discussion will be held on these items.

K. ADJOURNMENT:

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CITY OF FALCON HEIGHTS
Regular Meeting of the City Council
City Hall
2077 West Larpenteur Avenue
AGENDA
January 22, 2025 at 7:00 P.M.

A. CALL TO ORDER: 7:00 PM

B. ROLL CALL: GUSTAFSON_X___ LEEHY_X__ MEYER _X__

MIELKE _X___ WASSENBERG_X__

STAFF PRESENT: LINEHAN_X__ HENRICKSEN_X_

C. APPROVAL OF AGENDA

Councilmember Wassenberg motions to approve the agenda;
Approved 5-0

D. PRESENTATION

E. APPROVAL OF MINUTES:
1. January 8, 2025 City Council Meeting Minutes
2. January 8, 2025 City Council Special Workshop Meeting Minutes

Councilmember Leehy motions to approve the meeting minutes;
Approved 5-0

F. PUBLIC HEARINGS:
1. Public Hearing for the 2025 Pavement Management Program and Resolution 25-06 Ordering Improvement and Preparation of Plans and Specifications

Mayor Gustafson provides instructions for the public hearing.

City Engineer Henricksen explains the neighborhoods and streets involved in the 2025 street improvement project and that they will all receive a full-depth reclamation. The north-south streets in the Northome neighborhood had the full-depth reclamation done around 2013/14. Henricksen explains what the proposed improvements are for both neighborhoods. The parking lot of Curtiss Field was identified for improvements; this will not be assessed. The trails in the Falcon Woods neighborhood will also be rehabilitated but not assessed. Henricksen continues to explain the other public agencies involved in the project and their responsibilities. There are also private utilities involved, and the city will coordinate any necessary relocations or improvements in conjunction with the project. This will be identified during the design process. Next, Henricksen explains the project cost estimates, which include contingencies. Actual project costs will become clearer once bids are received. Cost estimates are based on previous projects. Project funding comes from several sources. Part of the funding comes from assessments. The City's assessment policy explains that road costs are assessed at 40% to the benefiting parcel, and 60%

is taken on by the City. Streets are assessed by the front footage of each lot or by lot unit. For this project, both methods are used, and Henricksen explains why, as it has to do with neighborhood layouts. He then shows the proposed parcels to be assessed and explains that 40 parcels are not being assessed as they were included in a previous project or are not abutting a road that is being improved. For Falcon Woods, the estimated per-parcel assessment is $3,850, and for Northome, the range is $1,525 to $2,750. Once the final assessment roll is calculated and approved by the council, there is the option to pay partially or in full, interest-free for the first 30 days. Afterward, the assessments will be added to property tax rolls, and the first payment is due in 2026. The length and interest rate are set by the council. There is also hardship deferral. Henricksen explained that there was a neighborhood meeting on January 9th that was well attended. There were several comments regarding the coordination of private improvements in the public ROW. He explains that everyone involved will do their best to ensure these are not damaged or impacted and coordinate with homeowners. The contractor also has to maintain access to everyone's property. While there might be short periods where access is restricted, the contractors will communicate this with homeowners. Throughout the project, there will be newsletters and door hangers to provide updates, as well as weekly e-updates. Lastly, Henricksen goes over the project timeline and requested council actions.

Mike Tracy – 1998 Garden Avenue
Mike wonders how it is determined that the project needs to be completed and if residents are able to park at Blaze Credit Union when access to Falcon Woods becomes difficult.

Joan Hoium - 1997 Garden Avenue
Joan wonders why the path between the Falcon Woods neighborhood is going to be concrete and is hopeful the path between Prior Avenue and the neighborhood gets repaired.

Florence Gleason – 1954 Autumn Street
Florence wonders if sidewalks or road striping will be added in Falcon Woods to slow drivers down.

Paul Eberhard – 1497 Iowa Avenue West
Paul explains their landline has been down since Thanksgiving and CenturyLink has been lacking in their communications. He wonders if the damage to the landline is in the same area as the road project and if this can be repaired at the same time.

Mike Breen - 1492 California Avenue West
Mike makes a couple of comments. First, he hopes the city continues to prioritize amenities at the parks. Second, he points out there are a lot of speeding cars coming through California Avenue and is wondering what the possibilities are of not making it a through street or adding striping. Third, he wonders about making California Avenue permit parking during the State Fair.

Rick Seifert – 1485 California Avenue West
Rick believes the project is overdue, the road is not in great condition, and feels Falcon Heights has a fair assessment policy.

Gregg Hammerly – 1416 Idaho Avenue West
Greg wonders if homeowners will receive a separate bill from property taxes regarding the assessment, if boulevards will be included in the road project as they have some landscaping, if there will be water service disruption, and if parking on the street will be off-limits during the project.

Paul Eberhard – 1497 W. Iowa Avenue
Paul points out that the State Fair is earlier this year than normal.

Mike Breen - 1492 California Avenue West
Mike comments about having the State Fair pay partially for the road project.

Councilmember Meyer motions to close the public hearing

Councilmembers Leehy and Wassenberg thanked residents for commenting and sharing concerns.

Mielke wonders how the timeline of the Falcon Woods Road renovation aligns with the Community Park renovation.

Staff starts answering resident-raised questions. Henricksen answers various questions asked. Regarding the question of why the project is happening now, he explains Falcon Heights has a pavement management plan that gets updated frequently and outlines the strategy behind road rehabilitation projects. If followed, roads will maintain their conditions better and longer. Throughout, surveys and boring samples are done to determine what kind of rehabilitation is needed and to determine when. Roads in both Falcon Woods and Northome were identified as needing rehabilitation earlier. The overall goal is to stay away from a full reconstruction of the roads, as those are even more costly. Regarding the parking concerns, Henricksen explains the kinds of work that would prohibit parking temporarily and that it depends on the contractor's schedules. This will all be communicated with homeowners. Often, prohibited parking is during business hours. Henriksen explains the trail towards the park from the neighborhood will be concrete because putting in asphalt is difficult to accomplish with today's construction standards. The design engineers chose concrete as they feel it's the easiest to install and the least disruptive to the surrounding homeowners. The other trail connecting the neighborhood to Prior Avenue will have the low point addressed by looking at drainage and grading, but it's currently still in the design phase. Henricksen explains a sidewalk was not included in the scope for Falcon Woods because the speed limit and traffic volume does not warrant the need.

Linehan adds comments regarding the CenturyLink outage, saying copper wire theft is impacting the services severely, agrees their communication is lacking, but they are aware of the outages and working on repairs. State legislators are also pushing for improvements to ensure everyone can contact emergency services when needed. Homeowners need to work directly with CenturyLink on getting reimbursement. He continues to explain that improvements to Curtiss Field and other parks are not pushed aside for the road project, they are budgeted for using different funds. The parking lot at Community Park will be improved as well, including storm improvements, but this will need to be coordinated with the other renovations planned for the park to ensure heavy machinery doesn't damage a newly paved parking lot. Regarding State Fair concerns, Linehan notes the city has a State Fair

Task Force that reviews resident concerns and looks at solutions. Regarding payment of the assessment, Linehan goes over the schedule and explains once the contractor completes the work and submits their final invoice, that will be used to determine final assessment amounts. Once determined, a letter with the final amount and a date for an assessment hearing will be mailed to each property included in the project. If the final amount is adopted by the Council at the hearing, that's when the 30-day interest-free pre-payment period starts. Afterward, the remaining assessments will be certified to Ramsey County and added to property tax rolls.

Henricksen continues to explain that in general boulevards are not disturbed, only in some spots where curbs are being replaced. However, if residents do have private irrigation or landscaping in boulevards, there will be an opportunity to coordinate that with the contractors once a more detailed schedule is finalized and communications will be sent out. There will also not be water disruption as part of the project. However, St. Paul Regional Water Services will be replacing some lead service lines in Northome, and they will coordinate that. He also notes escalating schedules will not increase costs, and they're anticipating the project in both neighborhoods will be wrapped up quickly. However, there is always the potential for unforeseen disruptions in the schedule.

Linehan responds to comments from the audience and explains Falcon Heights is not allowed to install speed bumps. All street projects in Falcon Heights receive funding through Municipal State Aid, but this doesn't allow speed bumps. Traffic in the Falcon Woods neighborhood is all local, it is not a thoroughfare way. Additionally, the width and layout of the roads in the neighborhood generally do not warrant sidewalks or striping.

Henricksen responds to comments from the public and states they can conduct speed assessments, and he prefers to use the data to make decisions to address any speeding issues if those are warranted. Linehan adds citywide speed studies were conducted, which led to changing the overall speed limit down to 20 mph. There is also a speed trailer that will be deployed to keep collecting data.

Gustafson adds that the data on the conditions of the roads are available in the council's packet on the City's website as well. He notes that keeping roads in good shape allows the city to collect MSA and fund the maintenance.

Wassenberg comments that the Parks and Recreation Commission continues to discuss improvements for Curtiss Field.

Councilmember Wassenberg Motions to Approve Resolution 25-06 Ordering Improvement and Preparation Of Plans And Specifications For The 2025 Pavement Management Project;
Approved 5-0

G. CONSENT AGENDA:

1. General Disbursements through 1/16/25: $829,379.04
   Payroll through 1/12/25: $22,798.41
   - 1/7/25: $8,560.87
   - 1/12/25: $14,237.54

   Wire Payments through 1/12/25: $283,087.33

- Payroll: $12,087.33
- Bond and Interest Payment: $271,000

2. Approval of City Licenses
3. Approval of Resolution 25-07 Accepting Resignation of Mishy Wang from the Community Engagement Commission

Councilmember Leehy motions to approve the consent agenda;
Approved 5-0

H: POLICY ITEMS:

1. Consideration of Approving Resolution 25-08 and Proposal from DDA Human Resources, Inc. (DDA HR) as City Strategic Goal Setting Facilitator

Linehan explains DDA Human Resources, Inc. (DDA HR) is a specialized consulting firm dedicated to serving the human resources needs of local governments in Minnesota. Funds for consulting are available in the 2025 budget. The current strategic plan, adopted in 2019/20, has reached the end of its life cycle. Now is the time for the council to set new goals to provide staff direction. The two consultants have experience in this field and in going through the process with other municipalities. Linehan believes it will be a beneficial process for the city and its operations.

Mielke proposes the council comes together and determines goals on their own, without the consultants. Leehy and Wassenberg believe it is beneficial to have an objective consultant guide the goal-setting process and help with determining the mission and vision of the city. Meyer sees both sides but believes it is a good use of funds, and using a facilitator will require less staff time. Gustafson is in favor and also believes it's beneficial to bring in a consultant to facilitate the discussion and keep everyone on track.

Councilmember Leehy motions to approve Resolution 25-08 and Proposal from DDA Human Resources, Inc. (DDA HR) as City Strategic Goal Setting Facilitator;
Approved 5-0

I. INFORMATION/ANNOUNCEMENTS:

Leehy thanks Mishy Wang for her time serving on the CEC.

Wassenberg comments on the great condition of the ice rinks at Curtiss Field.

Mielke explains the environment commission met last week. Together with the City of Lauderdale, they are planning a sustainability fair for April 26. There was also the first meeting of the Climate Action Team. The State Fair Task Force met as well, and they are working on initiatives to address challenges with the fair. Lastly, she thanks the community for making donations to the International Institute.

Meyer provides a shoutout to Public Works for clearing the streets from snow effectively and efficiently.

Gustafson, along with Wassenberg, attended the League of Local Government event, which was a tour of the waste energy center last week. He explains their process.

Linehan notes staff is busy scheduling tax appointments. City Hall is a host site for free tax appointments provided by AARP. This time provides top call volume for staff. The contract with the St. Anthony Police Department is signed and staff is working on a transition plan as their start date is March 1st. Public Works is working on a watch station at Falcon Heights City Hall. Staff is also working on a series of Coffee with a Cop throughout February and March at various locations in the city. If residents are wondering about the ice rink opening hours, they can call the weather line at 651-792-7607.

Wassenberg comments on the size of the general disbursement on the consent agenda. Linehan explains these include four payments to the Ramsey County Sheriff's Department (November/December 2024 and January/February 2025) as well as scheduled bond payments.

J. COMMUNITY FORUM:

Please limit comments to 3 minutes per person. Items brought before the Council will be referred for consideration. Council may ask questions for clarification, but no council action or discussion will be held on these items.

K. ADJOURNMENT: 8:40 PM

Councilmember Mielke motions to adjourn the meeting;
Approved 5-0

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Randall C. Gustafson, Mayor

Dated this 12th day of February, 2025

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Jack Linehan, City Administrator

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1/21/2025 2:50 PM A/P Regular Open Item Register PAGE: 1

PACKET: 03296 JAN 21 PAYABLES
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

--------ID-------- T DATE	BANK CODE	---------DESCRIPTION---------	GROSS DISCOUNT	P.O. # G/L ACCOUNT	------ACCOUNT NAME------	DISTRIBUTION
01-03103 CANON FINANCIAL SERVICES						
I-37555936		JAN COPIER CHRGS	163.59			
1/21/2025	APBNK	DUE: 1/21/2025 DISC: 1/21/2025		1099: N		
		JAN COPIER CHRGS		101 4131-87010-000	CITY HALL MAINTENANCE	163.59
		=== VENDOR TOTALS ===	163.59			
01-04000 EHLERS AND ASSOCIATES						
I-1386		EST PAY AS GO 2025	285.00			
1/21/2025	APBNK	DUE: 1/21/2025 DISC: 1/21/2025		1099: N		
		EST PAY AS GO 2025		414 4414-81900-000	OTHER PROFESSIONAL SERVI	285.00
		=== VENDOR TOTALS ===	285.00			
01-06030 OLSON,ROLAND						
I-202501219081		FLEX REIMB	50.36			
1/21/2025	APBNK	DUE: 1/21/2025 DISC: 1/21/2025		1099: N		
		FLEX REIMB		101 21712-000	MEDICAL FLEX SAVINGS PAY	41.80
		FLEX REIMB		601 21712-000	MEDICAL FLEX SAVINGS PAY	7.55
		FLEX REIMB		602 21712-000	MEDICAL FLEX SAVINGS PAY	1.01
		=== VENDOR TOTALS ===	50.36			
01-05850 RECYCLE TECHNOLOGIES						
I-252236		LIGHT BULB RECYCLING	11.04			
1/21/2025	APBNK	DUE: 1/21/2025 DISC: 1/21/2025		1099: N		
		LIGHT BULB RECYCLING		206 4206-89000-000	MISCELLANEOUS	11.04
		=== VENDOR TOTALS ===	11.04			
01-05870 XCEL ENERGY						
I-202501219082		GAS	1,226.96			
1/21/2025	APBNK	DUE: 1/21/2025 DISC: 1/21/2025		1099: N		
		GAS		101 20200-000	ACCOUNTS PAYABLE	1,226.96
		=== VENDOR TOTALS ===	1,226.96			
		=== PACKET TOTALS ===	1,736.95			

PACKET: 03298 JAN 23 PAYABALES
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

--------ID-------- POST DATE	BANK CODE	---------DESCRIPTION---------	GROSS DISCOUNT	P.O. # G/L ACCOUNT	------ACCOUNT NAME------	DISTRIBUTION
01-01020 ASLIS						
I-25-01456		INTERPRETING SVCS 2025 PMP	138.00			
1/23/2025	APBNK	DUE: 1/23/2025 DISC: 1/23/2025		1099: N		
		INTERPRETING SVCS 2025 PMP		424 4424-89000-000	MISCELLANEOUS	138.00
		=== VENDOR TOTALS ===	138.00			
01-03025 COLIN CALLAHAN						
I-202501239083		OSHA EXP REMBURSE MULTI CITY	87.84			
1/23/2025	APBNK	DUE: 1/23/2025 DISC: 1/23/2025		1099: N		
		OSHA EXP REMBURSE MULTI CITY		601 4601-89000-000	MISCELLANEOUS	87.84
		=== VENDOR TOTALS ===	87.84			
01-06290 CITY OF ROSEVILLE						
I-242261		EMGINEERING NOV & DEC	22,907.24			
1/23/2025	APBNK	DUE: 1/23/2025 DISC: 1/23/2025		1099: N		
		EMGINEERING NOV & DEC		101 20200-000	ACCOUNTS PAYABLE	579.42
		EMGINEERING NOV & DEC		429 20200-000	ACCOUNTS PAYABLE	356.23
		EMGINEERING NOV & DEC		419 20200-000	ACCOUNTS PAYABLE	21,971.59
		=== VENDOR TOTALS ===	22,907.24			
01-05175 CONTINENTAL RESEARCH CORPORATI						
I-60371		WEED CONTROL SUPPLIES	530.00			
1/23/2025	APBNK	DUE: 1/23/2025 DISC: 1/23/2025		1099: N		
		WEED CONTROL SUPPLIES		101 4141-70100-000	SUPPLIES	530.00
		=== VENDOR TOTALS ===	530.00			
01-01012 COREMARK METALS						
I-5566785		ROLLED STEEL FOR SHOP SUPPLIE	232.53			
1/23/2025	APBNK	DUE: 1/23/2025 DISC: 1/23/2025		1099: N		
		ROLLED STEEL FOR SHOP SUPPLIES		101 4131-70110-000	SUPPLIES	232.53
		=== VENDOR TOTALS ===	232.53			
01-05032 FOREST LAKE CONTRACTING INC						
I-0008		GROVE STREET LIGHT REPAIRS	620.00			
1/23/2025	APBNK	DUE: 1/23/2025 DISC: 1/23/2025		1099: N		
		GROVE STREET LIGHT REPAIRS		209 4209-87120-000	REPAIR & MAINTENANCE	620.00
		=== VENDOR TOTALS ===	620.00			

PACKET: 03298 JAN 23 PAYABALES
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

--------ID-------- POST DATE	BANK CODE	---------DESCRIPTION---------	GROSS DISCOUNT	P.O. # G/L ACCOUNT	------ACCOUNT NAME------	DISTRIBUTION
01-06030 OLSON,ROLAND						
I-202501239084		FLEX REIMB	43.98			
1/23/2025	APBNK	DUE: 1/23/2025 DISC: 1/23/2025		1099: N		
		FLEX REIMB		101 21712-000	MEDICAL FLEX SAVINGS PAY	36.50
		FLEX REIMB		601 21712-000	MEDICAL FLEX SAVINGS PAY	6.60
		FLEX REIMB		602 21712-000	MEDICAL FLEX SAVINGS PAY	0.88
		=== VENDOR TOTALS ===	43.98			
01-06185 RAMSEY COUNTY						
I-PRRRV-003243		TNT NOTICES FOR 2025	443.28			
1/23/2025	APBNK	DUE: 1/23/2025 DISC: 1/23/2025		1099: N		
		TNT NOTICES FOR 2025		101 20200-000	ACCOUNTS PAYABLE	443.28
		=== VENDOR TOTALS ===	443.28			
01-06552 SUN CONTROL OF MINNESOTA INC						
I-58202		WINDOW FILM INSTALLATION	386.25			
1/23/2025	APBNK	DUE: 1/23/2025 DISC: 1/23/2025		1099: N		
		WINDOW FILM INSTALLATION		402 4402-91100-000	POLICE OFFICE RENOVATION	386.25
		=== VENDOR TOTALS ===	386.25			
		=== PACKET TOTALS ===	25,389.12			

PACKET: 03303 January 29 Payables
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

--------ID-------- POST DATE	BANK CODE	---------DESCRIPTION---------	GROSS DISCOUNT	P.O. # G/L ACCOUNT	------ACCOUNT NAME------	DISTRIBUTION
.6185 RAMSEY COUNTY						
I-PRRRV-003298		TIF Admin Fees 2024	706.61			
1/29/2025	APBNK	DUE: 1/29/2025 DISC: 1/29/2025		1099: N		
		TIF Admin Fees 2024		414 20200-000	ACCOUNTS PAYABLE	355.00
		TIF Admin Fees 2024		415 20200-000	ACCOUNTS PAYABLE	351.61
I-PUBW-021648		Gottfried Storm Maintenance	2,913.29			
1/29/2025	APBNK	DUE: 1/29/2025 DISC: 1/29/2025		1099: N		
		Gottfried Storm Maintenance		602 20200-000	ACCOUNTS PAYABLE	2,913.29
		=== VENDOR TOTALS ===	3,619.90			
		=== PACKET TOTALS ===	3,619.90			

PACKET: 03301 January 29 Payables
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

--------ID-------- POST DATE	BANK CODE	---------DESCRIPTION---------	GROSS DISCOUNT	P.O. # G/L ACCOUNT	------ACCOUNT NAME------	DISTRIBUTION
0028 ALLSTREAM						
I-21227386		Emergency Landline CH	134.34			
1/29/2025	APBNK	DUE: 1/29/2025 DISC: 1/29/2025		1099: N		
		Emergency Landline CH		101 4116-85010-000	TELEPHONE	134.34
		=== VENDOR TOTALS ===	134.34			
01-01034 BRAKE AND EQUIPMENT WAREHOUSE						
I-01LN1603		FUEL LINE FOR GENERATOR	28.50			
1/29/2025	APBNK	DUE: 1/29/2025 DISC: 1/29/2025		1099: N		
		FUEL LINE FOR GENERATOR		101 4132-70120-000	SUPPLIES	28.50
		=== VENDOR TOTALS ===	28.50			
01-01012 COREMARK METALS						
I-5567969		Rolled Steel Shop Supplies	34.66			
1/29/2025	APBNK	DUE: 1/29/2025 DISC: 1/29/2025		1099: N		
		Rolled Steel Shop Supplies		101 4131-70110-000	SUPPLIES	34.66
		=== VENDOR TOTALS ===	34.66			
01-05153 HOME DEPOT CRC/GECF						
I-202501299086		Remodeling Supplies	164.90			
1/29/2025	APBNK	DUE: 1/29/2025 DISC: 1/29/2025		1099: N		
		Remodeling Supplies		402 4402-91100-000	POLICE OFFICE RENOVATION	164.90
		=== VENDOR TOTALS ===	164.90			
01-05008 HUMANA INSURANCE CO						
I-673999262		Vision Feb	78.21			
1/29/2025	APBNK	DUE: 1/29/2025 DISC: 1/29/2025		1099: N		
		Vision Feb		101 4112-89000-000	MISCELLANEOUS	78.21
		=== VENDOR TOTALS ===	78.21			
01-05190 HYDRAULIC SPECIALTY CO						
I-90007914669		HYDRAULIC MOTOR REPAIRS	684.97			
1/29/2025	APBNK	DUE: 1/29/2025 DISC: 1/29/2025		1099: N		
		HYDRAULIC MOTOR REPAIRS SNOWB		101 4132-87000-000	REPAIR EQUIPMENT	684.97
		=== VENDOR TOTALS ===	684.97			

PACKET: 03301 January 29 Payables
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

ID / POST DATE	BANK CODE	DESCRIPTION	GROSS / DISCOUNT	P.O. # / G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
01-05582 MENARDS						
I-202501299087		AIR HOSE/LED BULBS/ REMODELIN	835.99			
1/29/2025	APBNK	DUE: 1/29/2025 DISC: 1/29/2025		1099: N		
		AIR HOSE LED LIGHT BULBS		101 4131-70110-000	SUPPLIES	108.47
		POLICE OFFICE REMODELING		402 4402-91100-000	POLICE OFFICE RENOVATION	727.52
		=== VENDOR TOTALS ===	835.99			
01-05585 METROPOLITAN AREA MANAGEMENT A						
I-2175		January Meeting - Jack	35.00			
1/29/2025	APBNK	DUE: 1/29/2025 DISC: 1/29/2025		1099: N		
		January Meeting - Jack		101 4112-86100-000	CONFERENCES/EDUCATION/AS	35.00
		=== VENDOR TOTALS ===	35.00			
01-05843 MN NCPERS LIFE INSURANCE						
I-458800022025		Feb 2025 Life Insurance	112.00			
1/29/2025	APBNK	DUE: 1/29/2025 DISC: 1/29/2025		1099: N		
		Feb 2025 Life Insurance		101 21709-000	OTHER PAYABLE	77.12
		Feb 2025 Life Insurance		204 21709-000	OTHER PAYABLE	1.60
		Feb 2025 Life Insurance		601 21709-000	OTHER PAYABLE	24.96
		Feb 2025 Life Insurance		602 21709-000	OTHER PAYABLE	8.32
		=== VENDOR TOTALS ===	112.00			
01-06024 ON SITE SANITATION						
I-1839318		Portable Toilet Curtiss Jan	260.00			
1/29/2025	APBNK	DUE: 1/29/2025 DISC: 1/29/2025		1099: N		
		Portable Toilet Curtiss Jan		601 4601-85080-000	PORTABLE TOILET PARKS	260.00
I-1839319		Portable Toilet Comm Park Jan	260.00			
1/29/2025	APBNK	DUE: 1/29/2025 DISC: 1/29/2025		1099: N		
		Portable Toilet Comm Park Jan		601 4601-85080-000	PORTABLE TOILET PARKS	260.00
		=== VENDOR TOTALS ===	520.00			
01-06053 OREILLY AUTO PARTS						
I-3243-463540		Battery	143.63			
1/29/2025	APBNK	DUE: 1/29/2025 DISC: 1/29/2025		1099: N		
		Battery		101 4132-70120-000	SUPPLIES	143.63
		=== VENDOR TOTALS ===	143.63			

PACKET: 03301 January 29 Payables
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

--------ID-------- POST DATE	BANK CODE	---------DESCRIPTION---------	GROSS DISCOUNT	P.O. # G/L ACCOUNT	------ACCOUNT NAME------	DISTRIBUTION
0. .5925		SECURIAN LIFE INSURANCE COMPAN				
I-55605061-00		Feb Life Insurance	321.16			
1/29/2025	APBNK	DUE: 1/29/2025 DISC: 1/29/2025		1099: N		
		Feb Life Insurance		101 4112-89000-000	MISCELLANEOUS	321.16
I-55976951-00		Jan Life Insurance	309.16			
1/29/2025	APBNK	DUE: 1/29/2025 DISC: 1/29/2025		1099: N		
		Jan Life Insurance		101 4112-89000-000	MISCELLANEOUS	309.16
		=== VENDOR TOTALS ===	630.32			
		=== PACKET TOTALS ===	3,402.52			

PACKET: 03305 FEB 3 PAYABLES
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

--------ID-------- POST DATE	BANK CODE	---------DESCRIPTION---------	GROSS DISCOUNT	P.O. # G/L ACCOUNT	------ACCOUNT NAME------	DISTRIBUTION
01-[illegible]875 BHE COMMUNITY SOLAR, LLC						
I-122000095		BHE COMMUNITY SOLAR, LLC	304.37			
2/03/2025	APBNK	DUE: 2/03/2025 DISC: 2/03/2025		1099: N		
		BHE COMMUNITY SOLAR, LLC		101 20200-000	ACCOUNTS PAYABLE	304.37
		=== VENDOR TOTALS ===	304.37			
01-03025 COLIN CALLAHAN						
I-202502039090		REIMB: FUEL FOR PLOW TRK	125.20			
2/03/2025	APBNK	DUE: 2/03/2025 DISC: 2/03/2025		1099: N		
		REIMB: FUEL FOR PLOW TRK		101 4132-74000-000	MOTOR FUEL & LUBRICANTS	125.20
		=== VENDOR TOTALS ===	125.20			
01-03120 CITY OF WHITE BEAR						
I-14124		2025 GIS FEES RAMSEY CTY	540.66			
2/03/2025	APBNK	DUE: 2/03/2025 DISC: 2/03/2025		1099: N		
		2025 GIS FEES RAMSEY CTY		101 4117-80500-000	GIS SUPPORT	540.66
		=== VENDOR TOTALS ===	540.66			
01-05451 MADISON NATIONAL LIFE INS CO I						
I-1673752		LTD AND STD FEB	129.71			
2/03/2025	APBNK	DUE: 2/03/2025 DISC: 2/03/2025		1099: N		
		LTD AND STD FEB		101 4112-89000-000	MISCELLANEOUS	129.71
		=== VENDOR TOTALS ===	129.71			
0[illegible]973 NORTH SUBURBAN COMMUNICATIONS						
I-2025-502		QTR 1 2025 COOPERATIVE NCSS	2,942.36			
2/03/2025	APBNK	DUE: 2/03/2025 DISC: 2/03/2025		1099: N		
		QTR 1 2025 COOPERATIVE NCSS		101 4116-85050-000	CABLE TV	2,942.36
		=== VENDOR TOTALS ===	2,942.36			
01-06030 OLSON,ROLAND						
I-202502039091		REIMB; MILEAGE JAN	61.88			
2/03/2025	APBNK	DUE: 2/03/2025 DISC: 2/03/2025		1099: N		
		REIMB; MILEAGE JAN		101 4113-86010-000	MILEAGE	61.88
		=== VENDOR TOTALS ===	61.88			

PACKET: 03305 FEB 3 PAYABLES
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

--------ID-------- POST DATE	BANK CODE	---------DESCRIPTION---------	GROSS DISCOUNT	P.O. # G/L ACCOUNT	------ACCOUNT NAME------	DISTRIBUTION
01-06053 OREILLY AUTO PARTS						
I-3243-463860		TRAILER BRAKE HARNESS	14.99			
2/03/2025	APBNK	DUE: 2/03/2025 DISC: 2/03/2025		1099: N		
		TRAILER BRAKE HARNESS		101 4132-70120-000	SUPPLIES	14.99
		=== VENDOR TOTALS ===	14.99			
01-06009 PALE BLUE DOT LLC						
I-1416		CLIMATE ACTIONN PLAN	4,500.00			
2/03/2025	APBNK	DUE: 2/03/2025 DISC: 2/03/2025		1099: N		
		CLIMATE ACTIONN PLAN		101 4137-80460-000	CLIMATE ACTION PLAN	4,500.00
		=== VENDOR TOTALS ===	4,500.00			
01-00935 ST PAUL REGIONAL WATER SERVICE						
I-202502039089		COMM PARK/CITY HALL SS H20	183.49			
2/03/2025	APBNK	DUE: 2/03/2025 DISC: 2/03/2025		1099: N		
		COMMUNITY PARK H20		101 4141-85040-000	WATER	43.39
		COMMUNITY PARK SS		601 4601-85075-000	CITY BUILDINGS SANITARY	12.33
		CITY HALL WATER		101 4131-85040-000	WATER	105.53
		CITY Hall ss		601 4601-85075-000	CITY BUILDINGS SANITARY	22.24
		=== VENDOR TOTALS ===	183.49			
01-05670 XCEL ENERGY						
I-202502039088		ELECT	47.18			
2/03/2025	APBNK	DUE: 2/03/2025 DISC: 2/03/2025		1099: N		
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	12.15
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	35.03
		=== VENDOR TOTALS ===	47.18			
		=== PACKET TOTALS ===	8,849.84			

PACKET: 03307 FEB 5 PAYABLES
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

--------ID------- POST DATE	BANK CODE	---------DESCRIPTION---------	GROSS DISCOUNT	P.O. # G/L ACCOUNT	------ACCOUNT NAME------	DISTRIBUTION
01 -.J879 BUSINESS IMAGES						
I-3400		SWEATSHIRTS AND T SHIRTS	871.95			
2/05/2025	APBNK	DUE: 2/05/2025 DISC: 2/05/2025		1099: N		
		SWEATSHIRTS AND T SHIRTS		101 4112-70100-000	SUPPLIES	871.95
		=== VENDOR TOTALS ===	871.95			
01-05115 GOPHER STATE ONE CALL						
I-5010393		LOCATES	71.60			
2/05/2025	APBNK	DUE: 2/05/2025 DISC: 2/05/2025		1099: N		
		LOCATES		601 4601-88030-000	LOCATES	71.60
		=== VENDOR TOTALS ===	71.60			
01-05440 LOFFLER COMPANIES, INC						
I-4928021		COPIER OVERAGE CHRGS	255.60			
2/05/2025	APBNK	DUE: 2/05/2025 DISC: 2/05/2025		1099: N		
		COPIER OVERAGE CHARGES		101 4112-87000-000	REPAIR OFFICE EQUIPMENT	255.60
		=== VENDOR TOTALS ===	255.60			
01-06053 OREILLY AUTO PARTS						
I-3243-462020		BATTERIES	8.99			
2/05/2025	APBNK	DUE: 2/05/2025 DISC: 2/05/2025		1099: N		
		BATTERIES		101 4132-70120-000	SUPPLIES	8.99
I-3243-463228		STOP LEAK	6.99			
2/05/2025	APBNK	DUE: 2/05/2025 DISC: 2/05/2025		1099: N		
		STOP LEAK		101 4132-70120-000	SUPPLIES	6.99
		=== VENDOR TOTALS ===	15.98			
01-06185 RAMSEY COUNTY						
I-PUBW-021655		NOV DEC SALT FOR ROADS	3,970.62			
2/05/2025	APBNK	DUE: 2/05/2025 DISC: 2/05/2025		1099: N		
		NOV DEC SALT FOR ROADS		101 20200-000	ACCOUNTS PAYABLE	3,970.62
		=== VENDOR TOTALS ===	3,970.62			

PACKET: 03307 FEB 5 PAYABLES
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

--------ID-------- POST DATE	BANK CODE	---------DESCRIPTION---------	GROSS DISCOUNT	P.O. # G/L ACCOUNT	------ACCOUNT NAME------	DISTRIBUTION
01-..218 SAFE ASSURE CONSULTANTS						
I-3752		2025 OSHA TNG	1,703.79			
2/05/2025	APBNK	DUE: 2/05/2025 DISC: 2/05/2025		1099: N		
		2025 OSHA TNG		101 4131-86100-000	CONFERENCES/EDUCATION/AS	852.00
		2025 OSHA TNG		601 4601-86100-000	TRAINING AND OSHA TNG	851.79
		=== VENDOR TOTALS ===	1,703.79			
01-06465 SAFE-FAST INC						
I-INV303488		CHAIN SAW SAFETY EQUIP	250.92			
2/05/2025	APBNK	DUE: 2/05/2025 DISC: 2/05/2025		1099: N		
		CHAIN SAW SAFETY EQUIP		101 4132-70120-000	SUPPLIES	250.92
		=== VENDOR TOTALS ===	250.92			
01-05374 TENNIS SANITATION LLC						
I-4208704		RECYCLING JAN	10,442.25			
2/05/2025	APBNK	DUE: 2/05/2025 DISC: 2/05/2025		1099: N		
		RECYCLING JAN		206 4206-82030-000	RECYCLING CONTRACTS	10,442.25
I-4208705		SWMT AND CED CHARFES JAN	73.16			
2/05/2025	APBNK	DUE: 2/05/2025 DISC: 2/05/2025		1099: N		
		SWMT AND CED CHARFES JAN		101 4131-87010-000	CITY HALL MAINTENANCE	73.16
		=== VENDOR TOTALS ===	10,515.41			
		=== PACKET TOTALS ===	17,655.87			

***** DIRECT DEPOSIT LIST *****

PAY PERIOD ENDING 1/26/2025
DIRECT DEPOSIT EFFECTIVE DATE 1/28/2025

EMP #	---------------- NAME ----------------	AMOUNT
( )022	RANDALL C GUSTAFSON	293.07
01-0023	MELANIE M LEEHY	262.05
01-0027	ERIC G MEYER	262.05
01-0028	JAMES J WASSENBERG	262.05
01-0029	PAULA MIELKE	262.05
01-1006	JACK LINEHAN	3,167.02
01-1027	KELLY A NELSON	2,533.35
01-1029	ELKE JOHNSON	1,771.60
01-1136	ROLAND O OLSON	3,333.65
01-1162	ALYSSA LANDBERG	2,480.14
01-1028	HANNAH B LYNCH	2,836.21
01-1168	DEAN T POPE	1,649.60
01-1033	DAVE TRETSVEN	1,970.93
01-1143	COLIN B CALLAHAN	2,895.02

TOTAL PRINTED: 14 23,978.79

1-28-2025 6:17 AM P A Y R O L L C H E C K R E G I S T E R PAGE: 1
PAYROLL NO: 01 City of Falcon Heights PAYROLL DATE: 1/28/2025

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
1	NEIS, ADRIAN J	R	1/28/2025	548.12	093875
1	SIMONS, DAVID S	R	1/28/2025	1,750.65	093876

1-28-2025 6:17 AM P A Y R O L L C H E C K R E G I S T E R PAGE: 2
PAYROLL NO: 01 City of Falcon Heights PAYROLL DATE: 1/28/2025

*** REGISTER TOTALS ***

REGULAR CHECKS:	2	2,298.77
DIRECT DEPOSIT REGULAR CHECKS:	14	23,978.79
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		--------------
TOTAL CHECKS:	16	26,277.56

*** NO ERRORS FOUND ***

** END OF REPORT **

Jan 28 payroll

Federal W/h	8,718.94
State W/h	1,684.89
PERA	5,181.63
ICMA	200.00
	15,785.46

BP GAS CARDS:	1,293.24

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REQUEST FOR COUNCIL ACTION

Meeting Date	February 12, 2025
Agenda Item	Consent G2
Attachment	N/A
Submitted By	Kelly Nelson Administrative Services Director / Deputy Clerk

Item	Approval of City License(s)
Description	The following individuals/entities have applied for a <u>Municipal Business License</u> for 2025. Staff have received the necessary documents for licensure. 1. Merwin Liquors Falcon Heights The following individuals/entities have applied for a <u>Tobacco License</u> for 2025. Staff have received the necessary documents for licensure. 1. Merwin Liquors Falcon Heights The following individuals/entities have applied for a <u>Multifamily Rental Dwelling License</u> for 2025. Staff have received the necessary documents for licensure. 1. 1687, 1697, 1707, 1717 Fry Street; 1717 Fry Company Ltd. Partnership 2. 1845 Larpenteur Ave. W.; Legacy Apartments, LLC 3. 1855 Larpenteur Ave. W.; Legacy Apartments, LLC 4. 1710, 1720, 1730 & 1740 Larpenteur Ave. W.; Larpenteur Manor LLC
	N/A
Attachment(s)	N/A
Action(s) Requested	Staff recommends approval of the City license applications contingent on background checks and fire inspections as required.

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REQUEST FOR COUNCIL ACTION

Meeting Date	February 12, 2025
Agenda Item	Consent G-3
Attachment	Resignation; Resolution 25-09
Submitted By	Hannah Lynch, Community Development Coordinator

Item	Resignation of Scott Wilson from the Planning Commission
Description	Scott Wilson was appointed to the Planning Commission in in 2019 and has been an amazing addition. He has served as Chair and has guided the Planning Commission for a full two terms, equating to six years of service to the City. Unfortunately, City Code only permits members on city commissions to serve two three-year terms consecutively, so Scott's time on the Planning Commission has come to an end for now. Staff wants to thank Scott for his time and efforts and wishes him well with future endeavors.
Budget Impact	N/A
Attachment(s)	• Resignation of Scott Wilson • Resolution 25-09 Resignation of Scott Wilson from the Planning Commission
Action(s) Requested	Staff recommends approval of attached resolution, accepting the resignation of Scott Wilson from the Planning Commission.

Hello Jack & Hannah,
Due to term limitations, I must resign from the Planning Commission effective once a replacement has been placed on the commission. It has been an honor working with both of you, I have cherished the past 6 years and look forward to attending future meetings as a Falcon Heights resident.
Please let me know if you have any questions.
Thanks again for the opportunity to serve,
Scott Wilson
1889 Snelling Ave. N

CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION

February 12, 2025

No. 25-09

- -

RESOLUTION ACCEPTING THE RESIGNATION OF SCOTT WILSON FROM THE FALCON HEIGHTS PLANNING COMMISSION

WHEREAS, the City appointed Scott Wilson as a member of the City of Falcon Heights Planning Commission in 2019; and

WHEREAS, Scott Wilson has diligently served two full terms on the Planning Commission and is not permitted by City Code to serve another term consecutively; and

WHEREAS, Scott Wilson has submitted his resignation from the Planning Commission.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Falcon Heights, Minnesota:

1. That the resignation is accepted by the City Council of the City of Falcon Heights.

- -

Moved by:

Approved by: ________________________
Randall C. Gustafson
Mayor

GUSTAFSON	____	In Favor	Attested by: ________________________
MEYER			Jack Linehan
LEEHY	____	Against	City Administrator
WASSENBERG			
MIELKE			

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REQUEST FOR COUNCIL ACTION (RCA)

Meeting Date	February 12, 2025
Agenda Item	Consent G-4
Attachment(s)	Request for Proposals for City Hall Solar Panels
Submitted By	Hannah Lynch, Community Development Coordinator

Item	Release of RFP for Falcon Heights City Hall Solar Panels
Description	The attached Request for Proposals (RFP) will notify vendors that the city is accepting proposals for the removal of the existing City Hall solar panels and a new array based off the requirements of the Solar on Public Buildings grant program. The city will begin accepting proposals from qualified vendors from February 13, 2025 through February 28, 2025 at 4:30 PM. Proposals should include information on removal of the existing panels and information on the new array as designated in the RFP. Proposals will be evaluated as provided in "Provider Selection Criteria" in full RFP document.
Budget Impact	The 2025 draft budget includes costs for recycling of existing solar panels. Potential grant funding will cover new panels.
Attachment(s)	• Request for Proposals for Falcon Heights City Hall Solar Panels
Action(s) Requested	Staff recommends that City Council authorize the city to advertise the RFP and solicit responses for City Hall Solar Panels.

City of Falcon Heights

REQUEST FOR PROPOSALS

for Solar on Public Buildings Grant

Date of Issue:	**February 13, 2025**
Proposal Due Date:	**February 28, 2025, 4:30 pm**

Contents

REQUEST FOR PROPOSALS

OBJECTIVE

The City of Falcon Heights solicits competitive sealed proposals from qualified contractors to design, build, and maintain a solar installation on City of Falcon Heights property and provide power to the City of Falcon Heights City Hall. The City of Falcon Heights has been approved to submit a full Minnesota Solar on Public Buildings grant application.

OVERVIEW

The City of Falcon Heights seeks proposals from interested firms capable of removing existing solar panels and designing, engineering, installing, and maintaining a solar PV roof-mounted array.

In the long term, the local government may be interested in developing solar energy for other sites, and the results of this RFP may be used for future projects; however, for purposes of this RFP, respondents should limit their responses to only this site.

The local government believes on-site PV power generation will provide a long-term financial benefit by reducing energy costs.

Through on-site PV solar generation, the local government hopes to:

- Reap the financial benefits of more affordable electricity at minimal cost.
- Reduce environmental impact.
- Provide an example of successful renewable energy generation and showcase our organization as a leader in developing renewable energy sources.

Through this RFP process, the local government intends to select only one provider for the solar project and is looking for the “best value” proposal based on the selection criteria stated within this RFP.

OWNERSHIP

The following ownership options will be considered:

☒ Direct Ownership

☐ Power Purchase Agreement

☐ Guaranteed Energy Savings Contract

☐ Open to considering multiple options

RFP SCHEDULE

The following schedule and deadlines apply to this solicitation:

RFP Released: February 13, 2025

RFP Deadling for Submission: February 28, 2025

Submit RFP questions and proposals to:

Hannah B. Lynch, Community Development Coordinator

(651) 792-7613
hannah.b.lynch@falconheights.org

Email Subject Line: "Solar on Public Buildings RFP"

SITE INFORMATION

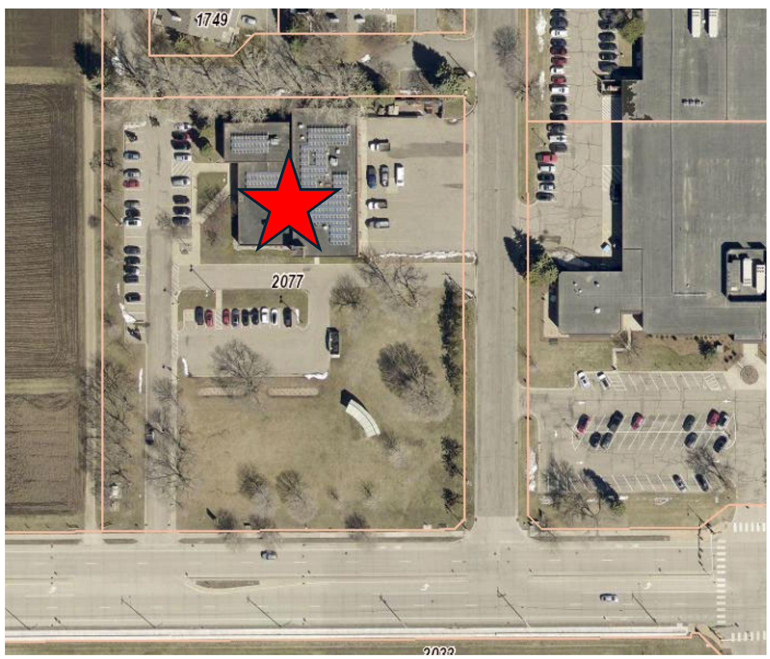
Falcon Heights City Hall has averaged 80,856 kilowatt-hours (kWh) annually with the existing panels.

The roof of Falcon Heights City Hall currently has an existing solar array, installed in 2013. Most of the existing panels are crack and have bad delamination from weather and shifting over the years. One of the inverters is broken and cannot be replaced. The panel type is no longer made and unable to be repaired. According to electricians we have had out to look at them, the only option is for replacement. They are currently producing approximately 20% of their original proposed output.

The provider will ensure that roof warranties remain in place and avoid damage to existing roofs.

Existing System Information:

Equipment - Solar Panels		**Equipment - Inverters**	
Manufacturer	*TenKsolar*	Manufacturer / Model	*Sunergy ELV208*
Model Number	*RAIS 130*	kW Rating / Units	*5.0 kW (8 units)*
Panel Rating	*130 watts*	Voltage Input	*48 volts DC*
Reflector Rating	*60 watts*	Voltage Output	*208 volts AC*
Panel Output	*48 Volts DC*	Manufacturer's Warranty	*10 years*
Number of Panels	*224*	**Equipment - Mounting Structure**	
Number of Reflectors	*224*	Manufacturer	*TenKsolar*
Manufacturer's Warranty	*25 Years*	Material	*Aluminum I-Beam*
Total DC Output	*39.92 kW*	Ballasting	*Concrete block*
		Wind Rating	*90 MPH*
		Location	*Roof Mounted*



SYSTEM INFORMATION

The providers should submit proposals for the remove of the existing solar panel array and a new solar PV system sized at 40kW DC. This size was determined by a previous estimate provided to assist in the writing of the Solar on Public Buildings grant program. If the provider feels an alternate system size is more appropriate, they can submit an alternate proposal and rationale for consideration as well.

EXAMINATION OF THE SITE BEFORE SUBMITTING THE PROPOSAL

Each provider must fully inform themselves of the conditions relating to the project and the labor employment thereon. Failure to do so will not relieve a successful bidder of the obligation to fulfill the contract's provisions.

The provider will design, install, and maintain a solar photovoltaic system to maximize the solar resources considering the facilities' electrical demand and load patterns, proposed installation site, available solar resources, applicable zoning ordinances, installation costs, and other relevant factors, which shall be discussed in the provider's proposal. The provider should make every effort to visit the site and determine the best course of action. The ability to tour the site will be part of the pre-bid conference.

PROVIDER QUALIFICATIONS

To qualify as the provider for the award of this agreement, the provider must either individually or collectively demonstrate extensive training, relevant expertise, and a thorough knowledge of the professional services, functions, activities, and related responsibilities to perform their role in this solar photovoltaic installation successfully.

PERSONNEL QUALIFICATIONS AND ABILITIES

Specialized experience is required of the proposed project personnel to undertake the work assignments. Proposals must demonstrate the personnel's capability, academic background, training, certifications, and experience. The personnel's availability is also crucial and must be demonstrated. The specific responsibility of staff to be assigned to the project must be included, as well as the professional background and caliber of previous experience of key persons and consultants to be assigned to the project. If sub-consultants are employed, similar information must be provided, and the portions to be sub-consulted must be identified. (There is no penalty for the use of sub-consultants; the qualifications of the entire team will be evaluated).

Provider(s) shall possess:

- Valid and pertinent State of Minnesota contractor construction licenses.
- Minnesota Professional Engineering (PE) registration for photovoltaic/electrical, structural, civil, and fire protection work.
- North American Board of Certified Energy Practitioners (NABCEP) certification.
- Appropriate other licensing in good standing

PROJECT SCOPE AND STANDARDS

The provider will design, provide, install, and maintain the solar photovoltaic systems. This project includes planning, engineering, labor, materials, delivery, installation, commissioning, and all warranties and maintenance. This consists of all required structural and utility modifications. The provider shall include all elements necessary for a turn-key project in its proposal, including rebate applications, grid connection agreement, all permits and approvals from governing agencies, and all labor, taxes, services, and equipment. The provider shall apply for and obtain all necessary required approvals and permits. All fees required shall be the responsibility of the applicant.

The provider shall decide on the best location for metering and the number of meters required.

Solar panels, racking, and associated equipment shall not exceed ten pounds per square foot. The provider shall verify the roof's structural capacity.

The provider shall submit the Solar on Public Buildings full grant application to the State of Minnesota and abide by grant requirements.

Ownership of Solar Renewable Energy Credits (RECS) or Certificates should be assumed to be owned by the local government unless otherwise specified by the provider as part of the proposal.

The provider is responsible for all connections and agreements with the utility.

All equipment shall be UL-listed. All installations shall comply with current local government-approved building and electrical codes. The system's guaranteed minimum output shall be 85% of the expected performance output.

PREVAILING WAGE

Pursuant to Minnesota Statutes 177.41 to 177.44 and corresponding Minnesota Rules 5200.1000 to 5200.1120, the contract with the provider is subject to the prevailing wages as established by the Minnesota Department of Labor and Industry. Specifically, all contractors and subcontractors must pay all laborers and mechanics the established prevailing wages for work under the contract. The provider will assist the local government with completing and submitting required certified payroll reports no more than 14 days after the end of each pay period. The wage determination must be posted in a conspicuous location on the project site. Additional information on prevailing wages can be found here.

The provider can find applicable prevailing wage determinations for the project by selecting the county where the project is located on the Department of Labor and Industry's website.

For questions, contact:

Stephanie Selb
Senior Labor Investigator
MN Department of Labor and Industry
stephanie.selb@state.mn.us.

BUILDING PERMITS

When the overall value of the work is $100,000 or more, a building permit is needed from the Minnesota Department of Labor and Industry. If the total value of the work is less than $100,000, then a building permit must be obtained from the local building department. The exception is in locations with no local building department, and the total value of the work is less than $100,000.

CONTRACTOR AFFIDAVIT

Contractors and their subcontractors must comply with the Minnesota Department of Revenue's withholding tax requirements when working on a construction project contracted by Minnesota state agencies and local government units. This includes counties, cities, and local governments. Contractor affidavit (IC134) form can be completed electronically here.

For questions, call 651-282-9999 or 1-800-657-3594 (toll-free) or email withholding.tax@state.mn.us.

PROJECT MILESTONE AND ANNUAL CHECK-IN FORMS

Local governments are required to submit check-in forms to the Department of Commerce. Throughout the grant term, the provider will assist the district in submitting four milestone check-in forms. These are intended to be completed as each task has been completed. All forms must be submitted through the Grant Interface Website.

The provider will assist the local government with submitting the required annual reports, including the (1) total kWhs consumed at the installation site, (2) total kWhs generated by the solar PV system, and (3) the amount paid by the local government to its utility for electricity.

CONTENT OF PROPOSAL

To maintain uniformity with all proposals furnished by the provider, proposals shall include the following:

- Overview of Principal Elements. A project understanding summary consisting of an overview of the principal elements of the proposal, a demonstration of an understanding of the project objectives, and a description of your approach to solar systems. Include any suggestions or unique concerns that the local government should be made aware of, the proposed configuration of equipment, and any additional scope of work tasks you feel are necessary for the successful completion of the project. Include a discussion of work assignments between the provider and subcontractors used, if any.

- Schematic Design Layout. Provider shall provide information on remove of existing panel system. Provider shall also provide a system schematic design layout for the new systems, including photovoltaic model type and model no., wattage, number of modules, year 1 production, degradation percentage, inverter type and model, mounting system type, azimuth, tilt, system size AC and DC, and the impact on the utility rates and demand charges.

- Cost. The local government can receive a Solar on Public Buildings grant of 60% of the project's cost, not to exceed $72,000. Additionally, the local government intends to apply for elective pay from the federal government.

  The provider shall incorporate the grant and any incentives into the proposal. The provider shall identify costs and anticipated savings over 25 years using the Solar on Public Buildings Cash Flow Template. Alternative cashflow versions are acceptable if similar costs and expenses are identified (e.g., panel recycling, inverter replacement, etc.).

- References. A list of similar projects completed within the last 5 years. To be considered, respondents must have designed, installed, operated, maintained, and completed five solar PV projects that are commercial grid-connected solar PV systems. One of the projects must be with a governmental entity.

  Project information should include a project description, agency or client name, person to contact, telephone number(s) and e-mail addresses, and year completed.

- Proposal submittal and signature. The proposal shall be signed by a company official with the power to bind the company in its proposal.

- Warranties/Guarantees. The Respondent shall provide the following minimum warranties/guarantees:
  - 10-year inverter warranty.
  - 20-year PV panel warranty, with a maximum of 20% degradation.

TECHNICAL SPECIFICATIONS

The following technical information should be discussed in this section.

- Major equipment manufacturers
- Description of technology and configuration
- Solar system layout of equipment and characteristics
- Electrical interconnection and metering/net-metering
- Foundation of PV support system
- Level of efficiency
- DC and AC capacity rating
- Expected annual energy production in kWh
- Communications, control and instrumentation
- Facility limitations that may constrain operation
- Project Management Plan
- Start-up and testing
- Design life loading (wind, seismic, etc.)
- Description of frequency and duration of scheduled maintenance
- Provide any information that could impact the project's cost, construction schedule, or output capability.
- Proposals shall demonstrate a proven, comprehensive data acquisition system with current and historical data available remotely through a real-time internet site capable of tracking, but not be limited, to the following:
  - Site-specific actual kWh production (average and cumulative totals)
  - Site-specific instantaneous maximum kWh production
- Proposals shall provide evidence that the proposed technology and equipment meet or exceed all currently applicable and proposed safety and interconnection standards. All equipment components must be listed or recognized by an appropriate safety laboratory (e.g., Underwriter's Laboratory [UL]) and meet existing facility structural and fire safety requirements.
- Proposals shall provide evidence that the proposed technology and equipment meet or exceed all currently applicable and proposed environmental standards.
- Proposals shall provide evidence that the proposed technology and equipment are designed for regular operation in the Minnesota climate.
- Proposals shall provide evidence that the proposed technology does not incorporate proprietary components and that the system design allows multiple supply and/or repair sources.
- Proposals shall describe the reusability or recyclability of proposed technology and equipment.

OPERATIONS AND MAINTENANCE

Describe the basic philosophy for performing O&M and discuss contracting for outside services, if applicable. Upon system commissioning, the successful respondent shall provide copies of the complete O&M manuals for all system components.

The O&M plan shall include recycling for any solar module or inverter that needs to be replaced for any reason over the system's life. At the time of any project-level work order execution, the provider shall use solar PV system components that are readily reusable or recyclable. The provider shall track solar system equipment that ceases to function as intended and report annually, by March 31 of the previous calendar year, the recycling of any modules or inverters to the Minnesota Pollution Control Agency using the [Module or Inverter Recycling Form](). Note that the form must be submitted even if no components were recycled.

For questions, call 651-751-2211 or email Amanda Cotton, at amanda.cotton@state.mn.us.

PROJECT SCHEDULE

All proposals must include a project schedule that provides for the following milestones:

- Remove of existing panels begins.
- Permitting for new system begins.
- Final design plans complete.
- Equipment ordered.
- Construction begins.
- Electrical generation begins.

FINANCIAL STATEMENTS

Please submit a detailed financial report prepared per generally accepted accounting principles (GAAP) reflecting the provider's current (as of the most recent financial statement date) financial condition. Such a report must include a balance sheet, income statement, and statement of cash flows, along with applicable footnotes, dated concurrently for at least each of the preceding three years ending on the most recent fiscal quarter such statements were prepared. Public entities or subsidiaries should attach SEC Form 10-K along with, as applicable, detailed unaudited statements for the provider. Non-public entities may attach unaudited financial statements or copies of tax forms and schedules filed with the Internal Revenue Service where applicable.

LOCAL GOVERNMENT RESPONSIBILITY

The local government will be responsible for the following:

- Providing all available existing relevant plans and records.
- Coordinating access to the site for review before the bid due date.

PROVIDER SELECTION CRITERIA

Based on the requirements of this RFP, the local government has designated the following items as selection criteria for the successful provider.

A. Proposal Completeness (10 points): The measure for which the provider has provided all the requested information in a clear, non-ambiguous way as requested in this RFP.
B. Cost/Best Value (40 points): The provider provides cost information detailing the cost to the owner and potential savings over 25 years.
C. Targeted Group (5 points): Utilize certified Women, Minority, Disabled, or veteran-owned businesses to supply materials or services.
D. Financial Strength and Stability (10 points): Provide information indicating the provider's financial strength in terms of capital and liquid assets sufficient to complete the projects listed in this RFP and the stability of the provider in terms of length of service, professional capabilities, construction experience and capabilities over time.
E. Photovoltaic engineering, project, and construction experience, including at least five successful photovoltaic projects within the scope of this RFP (20 points).
F. Project engineering analysis (10 points). Information from the provider detailing the estimated kWh generated by the proposed photovoltaic system, including all necessary assumptions, for example, sunlight availability, maintenance downtime, MTBF (mean time between failures), efficiency of the systems proposed, efficiency losses, net metering, etc.
G. Provider customer service and maintenance capabilities (5 points). The ability of the provider to respond quickly, efficiently, and cost-effectively to service calls so the photovoltaic systems are operating at optimum output.

RIGHT TO REJECT PROPOSALS

Bid proposals are valid for 60 days after they are opened. The local government reserves the right to reject any or all proposals.

The provider will bear all costs incurred in preparing the proposal, submitting additional information, and/or addressing any aspect of a proposal before awarding a written contract.

The local government will provide only the staff assistance and documentation expressly referred to herein and will not be responsible for any other cost or obligation the respondent may incur. All proposals submitted become the property of the local government.

RFP EXHIBITS

ATTACHMENT A: Map of Proposed Location and Existing Solar Information

ATTACHMENT B: PVWatts Report

ATTACHMENT C: 3 Years Electric History

ATTACHMENT D: Energy Production and Usage Worksheet

Attachment A

City of Falcon Heights – Solar Information

The existing array owned by the City of Falcon Heights is on the roof of City Hall. It was installed in 2013 and is located at 2077 Larpenteur Ave W., Falcon Heights, MN 55113. This application for the Solar on Public Buildings grant program is to replace the existing array. We will be removing the existing panels and recycling them (we have existing funding for this). Most of the existing panels are cracked and have bad decay from weather and shifting over the years. One of the inverters is broken and cannot be replaced. The panel type is no longer made and unable to be repaired. According to electricians we have had out to look at them, the only option is for replacement. They are currently producing approximately 20% of their original proposed output.

Equipment - Solar Panels	
Manufacturer	TenKsolar
Model Number	RAIS 130
Panel Rating	130 watts
Reflector Rating	60 watts
Panel Output	48 Volts DC
Number of Panels	224
Number of Reflectors	224
Manufacturer's Warranty	25 Years
Total DC Output	39.92 kW

Equipment - Inverters	
Manufacturer / Model	Sunergy ELV208
kW Rating / Units	5.0 kW (8 units)
Voltage Input	48 volts DC
Voltage Output	208 volts AC
Manufacturer's Warranty	10 years
Equipment - Mounting Structure	
Manufacturer	TenKsolar
Material	Aluminum I-Beam
Ballasting	Concrete block
Wind Rating	90 MPH
Location	Roof Mounted

Attachment B

NREL
NATIONAL RENEWABLE ENERGY LABORATORY

Caution: Photovoltaic system performance predictions calculated by PVWatts® include many inherent assumptions and uncertainties and do not reflect variations between PV technologies nor site-specific characteristics except as represented by PVWatts® inputs. For example, PV modules with better performance are not differentiated within PVWatts® from lesser performing modules. Both NREL and private companies provide more sophisticated PV modeling tools (such as the System Advisor Model at //sam.nrel.gov) that allow for more precise and complex modeling of PV systems.

The expected range is based on 30 years of actual weather data at the given location and is intended to provide an indication of the variation you might see. For more information, please refer to this NREL report: The Error Report.

The energy output range is based on analysis of 30 years of historical weather data, and is intended to provide an indication of the possible interannual variability in generation for a Fixed (open rack) PV system at this location.

RESULTS

55,990 kWh/Year*

System output may range from 53,146 to 57,267 kWh per year near this location.

Month	Solar Radiation (kWh / m^2 / day)	AC Energy (kWh)
January	2.72	3,152
February	3.94	4,007
March	5.10	5,510
April	5.34	5,356
May	5.61	5,620
June	6.35	6,031
July	6.57	6,328
August	6.10	5,991
September	5.14	4,983
October	3.56	3,757
November	2.67	2,811
December	2.15	2,444
Annual	**4.60**	**55,990**

Location and Station Identification

Requested Location	2077 Larpenteur Ave W, Falcon Heights, MN 55113
Weather Data Source	Lat, Lng: 45.01, -93.18 1.2 mi
Latitude	45.01° N
Longitude	93.18° W

PV System Specifications

DC System Size	44 kW
Module Type	Standard
Array Type	Fixed (open rack)
System Losses	18.37%
Array Tilt	20°
Array Azimuth	180°
DC to AC Size Ratio	1.2
Inverter Efficiency	96%
Ground Coverage Ratio	0.4
Albedo	*From weather file*
Bifacial	No (0)

Monthly Irradiance Loss

Jan	Feb	Mar	Apr	May	June
0%	0%	0%	0%	0%	0%

July	Aug	Sept	Oct	Nov	Dec
0%	0%	0%	0%	0%	0%

Performance Metrics

DC Capacity Factor	**14.5%**

Attachment C

Customer Name: FALCON HEIGHTS CITY OF	Utility Type: Electric	Address Line1: 2077 LARPENTEUR AVE W
Account Number: 51-6172922-4	Service/Register Number: 002 /	City, State, Zip: SAINT PAUL 55113-5551
Report Create Date: November 21, 2024	Meter Number: 000348308460	
	Multiplier: 1	

Premise Number: 303472923

Premise Description:

Tariff Description: General Service

Read date	Days	On -pk Usage (kWh)	Mid -pk Usage (kWh)	Off -pk Usage (kWh)	Total Usage (kWh)	Avg Usage/Day (kWh)	Billed Demand (kW) On Peak	Billed Demand (kW) Off Peak	Actual Demand (kW) On Peak	Adjusted Demand (kW) On Peak	Power Factor (kVar)	Load Factor (%)	Usage Billed ($)	Demand Billed ($)	Other Charges ($)	ECA/FCA ($)	Electric Service Sub-Total ($)	Tax ($)	Electric Invoice Total ($)	Invoice Date
10/28/24	29	0	0	0	970	33.4	0	0	0	0									*	10/30/24
09/29/24	32	0	0	0	1322	41.3	0	0	0	0									*	10/03/24
08/28/24	29	0	0	0	1117	38.5	0	0	0	0									*	08/30/24
07/30/24	30	0	0	0	1344	44.8	0	0	0	0									*	08/01/24
06/30/24	31	0	0	0	1389	44.8	0	0	0	0									*	07/05/24
05/30/24	30	0	0	0	1686	56.2	0	0	0	0									*	06/05/24
04/30/24	12	0	0	0	497	41.4	0	0	0	0									*	05/06/24
04/18/24	17	0	0	0	770	45.3	0	0	0	0									*	05/06/24
04/01/24	29	0	0	0	1133	39.1	0	0	0	0									*	04/04/24
03/03/24	32	0	0	0	1066	33.3	0	0	0	0									*	03/06/24
01/31/24	30	0	0	0	369	12.3	0	0	0	0									*	02/05/24
01/01/24	33	0	0	0	383	11.6	0	0	0	0									*	01/04/24
11/29/23	31	0	0	0	725	23.4	0	0	0	0									*	12/04/23
10/29/23	29	0	0	0	828	28.6	0	0	0	0									*	11/01/23
	394				13599															

Customer Name: FALCON HEIGHTS CITY OF	Utility Type: Electric	Address Line1: 2077 LARPENTEUR AVE W
Account Number: 51-6172922-4	Service/Register Number: 002 /	City, State, Zip: SAINT PAUL 55113-5551
Report Create Date: November 21, 2024	Meter Number: 000348308460	
	Multiplier: 1	

Premise Number: 303472923

Premise Description:

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Read date	Days	On -pk Usage (kWh)	Mid -pk Usage (kWh)	Off -pk Usage (kWh)	Total Usage (kWh)	Avg Usage/Day (kWh)	Billed Demand (kW) On Peak	Billed Demand (kW) Off Peak	Actual Demand (kW) On Peak	Adjusted Demand (kW) On Peak	Power Factor (kVar)	Load Factor (%)	Usage Billed ($)	Demand Billed ($)	Other Charges ($)	ECA/FCA ($)	Electric Service Sub-Total ($)	Tax ($)	Electric Invoice Total ($)	Invoice Date
09/30/23	32	0	0	0	1300	40.6	0	0	0	0									*	10/03/23
08/29/23	29	0	0	0	1873	64.6	0	0	0	0									*	09/01/23
07/31/23	30	0	0	0	2242	74.7	0	0	0	0									*	08/03/23
07/01/23	31	0	0	0	2455	79.2	0	0	0	0									*	07/05/23
05/31/23	30	0	0	0	2475	82.5	0	0	0	0									*	06/05/23
05/01/23	29	0	0	0	1908	65.8	0	0	0	0									*	05/04/23
04/02/23	29	0	0	0	1441	49.7	0	0	0	0									*	04/05/23
03/04/23	32	0	0	0	854	26.7	0	0	0	0									*	03/07/23
01/31/23	30	0	0	0	34	1.1	0	0	0	0									*	02/03/23
01/01/23	34	0	0	0	384	11.3	0	0	0	0									*	01/04/23
11/28/22	33	0	0	0	1030	31.2	0	0	0	0									*	12/01/22
	339				15996															

Customer Name: FALCON HEIGHTS CITY OF	Utility Type: Electric	Address Line1: 2077 LARPENTEUR AVE W
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Report Create Date: November 21, 2024	Meter Number: 000348308460	
	Multiplier: 1	

Premise Number: 303472923

Premise Description:

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Read date	Days	On -pk Usage (kWh)	Mid -pk Usage (kWh)	Off -pk Usage (kWh)	Total Usage (kWh)	Avg Usage/Day (kWh)	Billed Demand (kW) On Peak	Billed Demand (kW) Off Peak	Actual Demand (kW) On Peak	Adjusted Demand (kW) On Peak	Power Factor (kVar)	Load Factor (%)	Usage Billed ($)	Demand Billed ($)	Other Charges ($)	ECA/FCA ($)	Electric Service Sub-Total ($)	Tax ($)	Electric Invoice Total ($)	Invoice Date
10/26/22	29	0	0	0	1510	52.1	0	0	0	0									*	10/31/22
09/27/22	30	0	0	0	2294	76.5	0	0	0	0									*	09/30/22
08/28/22	29	0	0	0	2358	81.3	0	0	0	0									*	08/31/22
07/30/22	32	0	0	0	2941	91.9	0	0	0	0									*	08/02/22
06/28/22	29	0	0	0	2967	102.3	0	0	0	0									*	07/01/22
05/30/22	30	0	0	0	2624	87.5	0	0	0	0									*	06/02/22
04/30/22	31	0	0	0	2040	65.8	0	0	0	0									*	05/03/22
03/30/22	29	0	0	0	1898	65.4	0	0	0	0									*	04/04/22
03/01/22	30	0	0	0	1560	52	0	0	0	0									*	03/04/22
01/30/22	29	0	0	0	942	32.5	0	0	0	0									*	02/02/22
01/01/22	34	0	0	0	767	22.6	0	0	0	0									*	01/04/22
11/28/21	33	0	0	0	1472	44.6	0	0	0	0									*	12/01/21
	365				23373															

Customer Name: FALCON HEIGHTS CITY OF	Utility Type: Electric	Address Line1: 2077 LARPENTEUR AVE W
Account Number: 51-6172922-4	Service/Register Number: 001 /	City, State, Zip: SAINT PAUL 55113-5551
Report Create Date: November 21, 2024	Meter Number: 000348293780	
	Multiplier: 40	

Premise Number: 303472923

Premise Description:

Tariff Description: General Service

Read date	Days	On -pk Usage (kWh)	Mid -pk Usage (kWh)	Off -pk Usage (kWh)	Total Usage (kWh)	Avg Usage/Day (kWh)	Billed Demand (kW) On Peak	Billed Demand (kW) Off Peak	Actual Demand (kW) On Peak	Adjusted Demand (kW) On Peak	Power Factor (kVar)	Load Factor (%)	Usage Billed ($)	Demand Billed ($)	Other Charges ($)	ECA/FCA ($)	Electric Service Sub-Total ($)	Tax ($)	Electric Invoice Total ($)	Invoice Date
10/28/24	29	0	0	0	0	0	16	0	16.16	16.16	0.9997		$ 217.14	$ 192.93	$ (657.28)	$ 144.08	$ (103.13)	$ -	$ (103.13)	10/30/24
09/29/24	32	0	0	0	0	0	20	0	20.16	20.16	0.9963		$ 286.04	$ 329.80	$ (627.91)	$ 201.13	$ 189.06	$ -	$ 189.06	10/03/24
08/28/24	29	0	0	0	0	0	19	0	19.04	19.04	0.996		$ 259.26	$ 313.31	$ (718.39)	$ 196.48	$ 50.66	$ -	$ 50.66	08/30/24
07/30/24	30	0	0	0	0	0	18	0	18.4	18.4	0.9958		$ 256.88	$ 296.82	$ (574.32)	$ 200.87	$ 180.25	$ -	$ 180.25	08/01/24
06/30/24	31	0	0	0	0	0	16	0	16.16	16.16	0.9997		$ 214.66	$ 261.46	$ (687.69)	$ 162.27	$ (49.30)	$ -	$ (49.30)	07/05/24
05/30/24	30	0	0	0	0	0	17	0	17.28	17.28	1		$ 190.17	$ 202.30	$ (474.86)	$ 152.22	$ 69.83	$ -	$ 69.83	06/05/24
04/30/24	12	0	0	0	0	0	6	0	14.72	14.72	1		$ 211.95	$ 172.91	$ (588.33)	$ 155.99	$ (47.48)	$ -	$ (47.48)	05/06/24
04/18/24	16	0	0	0	0	0	8.53	0	0	0	1								*	05/06/24
04/02/24	29	0	0	0	0	0	18	0	0	0	1		$ 240.16	$ 214.20	$ (373.53)	$ 181.16	$ 261.99	$ -	$ 261.99	04/04/24
03/04/24	32	0	0	0	0	0	19	0	0	0	1		$ 341.17	$ 226.10	$ (120.31)	$ 240.42	$ 687.38	$ -	$ 687.38	03/06/24
02/01/24	30	0	0	0	0	0	21	0	0	0	1		$ 394.54	$ 249.90	$ (100.57)	$ 252.41	$ 796.28	$ -	$ 796.28	02/05/24
01/02/24	33	0	0	0	0	0	21	0	0	0	1		$ 287.52	$ 222.08	$ (165.96)	$ 266.05	$ 609.69	$ -	$ 609.69	01/04/24
11/30/23	31	0	0	0	0	0	22	0	0	0	1		$ 242.58	$ 230.78	$ (205.12)	$ 234.13	$ 502.37	$ -	$ 502.37	12/04/23
10/30/23	29	0	0	0	0	0	17	0	0	0	0.9999		$ 185.34	$ 178.33	$ (316.34)	$ 207.16	$ 254.49	$ -	$ 254.49	11/01/23
	393				0								$ 3,327.41	$ 3,090.92	$ (5,610.61)	$ 2,594.37	$ 3,402.09	$ -	$ 3,402.09	

Customer Name: FALCON HEIGHTS CITY OF	Utility Type: Electric	Address Line1: 2077 LARPENTEUR AVE W
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Report Create Date: November 21, 2024	Meter Number: 000348293780	
	Multiplier: 40	

Premise Number: 303472923

Premise Description:

Tariff Description: General Service

Read date	Days	On -pk Usage (kWh)	Mid -pk Usage (kWh)	Off -pk Usage (kWh)	Total Usage (kWh)	Avg Usage/Day (kWh)	Billed Demand (kW) On Peak	Billed Demand (kW) Off Peak	Actual Demand (kW) On Peak	Adjusted Demand (kW) On Peak	Power Factor (kVar)	Load Factor (%)	Usage Billed ($)	Demand Billed ($)	Other Charges ($)	ECA/FCA ($)	Electric Service Sub-Total ($)	Tax ($)	Electric Invoice Total ($)	Invoice Date

10/01/23	32	0	0	0	0	0	18	0	0	0	0.996		$ 178.53	$ 263.81	$ (484.41)	$ 184.58	$ 142.51	$ -	$ 142.51	10/03/23
08/30/23	29	0	0	0	0	0	27	0	0	0	0.9858		$ 186.70	$ 399.33	$ (547.34)	$ 224.08	$ 262.77	$ -	$ 262.77	09/01/23
08/01/23	30	0	0	0	0	0	20	0	0	0	0.9912		$ 163.54	$ 295.80	$ (587.85)	$ 197.29	$ 68.78	$ -	$ 68.78	08/03/23
07/02/23	31	0	0	0	0	0	20	0	0	0	0.993		$ 156.72	$ 295.80	$ (559.97)	$ 227.83	$ 120.38	$ -	$ 120.38	07/05/23
06/01/23	30	0	0	0	0	0	17	0	0	0	0.9998		$ 124.01	$ 180.78	$ (460.22)	$ 174.55	$ 19.12	$ -	$ 19.12	06/05/23
05/02/23	29	0	0	0	0	0	20	0	0	0	1		$ 155.36	$ 209.80	$ (299.06)	$ 213.37	$ 279.47	$ -	$ 279.47	05/04/23
04/03/23	29	0	0	0	0	0	20	0	0	0	1		$ 190.79	$ 209.80	$ (146.63)	$ 237.58	$ 491.54	$ -	$ 491.54	04/05/23
03/05/23	32	0	0	0	0	0	20	0	0	0	1		$ 231.68	$ 209.80	$ 137.04	$ 248.00	$ 826.52	$ -	$ 826.52	03/07/23
02/01/23	30	0	0	0	0	0	22	0	0	0	0.9999		$ 264.38	$ 230.78	$ 95.34	$ 253.26	$ 843.76	$ -	$ 843.76	02/03/23
01/02/23	34	0	0	0	0	0	24	0	0	0	1		$ 284.83	$ 251.76	$ (10.72)	$ 281.01	$ 806.88	$ -	$ 806.88	01/04/23
11/29/22	33	0	0	0	0	0	20	0	0	0	1		$ 203.06	$ 209.80	$ (268.49)	$ 219.10	$ 363.47	$ -	$ 363.47	12/01/22
	339				0								$ 2,139.60	$ 2,757.26	$ (3,132.31)	$ 2,460.65	$ 4,225.20	$ -	$ 4,225.20	

Customer Name: FALCON HEIGHTS CITY OF	Utility Type: Electric	Address Line1: 2077 LARPENTEUR AVE W
Account Number: 51-6172922-4	Service/Register Number: 001 /	City, State, Zip: SAINT PAUL 55113-5551
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10/27/22	29	0	0	0	0	0	16	0	0	0	1		$ 122.65	$ 172.57	$ (439.63)	$ 139.10	$ (5.31)	$ -	$ (5.31)	10/31/22
09/28/22	30	0	0	0	0	0	17	0	0	0	0.9944		$ 111.75	$ 251.43	$ (538.49)	$ 131.78	$ (43.53)	$ -	$ (43.53)	09/30/22
08/29/22	29	0	0	0	0	0	20	0	0	0	0.9915		$ 117.20	$ 295.80	$ (571.08)	$ 127.45	$ (30.63)	$ -	$ (30.63)	08/31/22
07/31/22	32	0	0	0	0	0	19	0	0	0	0.9937		$ 132.19	$ 281.01	$ (523.40)	$ 143.95	$ 33.75	$ -	$ 33.75	08/02/22
06/29/22	29	0	0	0	0	0	25	0	0	0	0.9936		$ 85.86	$ 369.75	$ (476.50)	$ 98.36	$ 77.47	$ -	$ 77.47	07/01/22
05/31/22	30	0	0	0	0	0	16	0	0	0	1		$ 70.87	$ 167.84	$ (276.60)	$ 70.45	$ 32.56	$ -	$ 32.56	06/02/22

05/01/22	31	0	0	0	0	0	20	0	0	0	1		$ 148.55	$ 209.80	$ (253.55)	$ 139.53	$ 244.33	$ -	$ 244.33	05/03/22
03/31/22	29	0	0	0	0	0	18	0	0	0	1		$ 159.45	$ 188.82	$ (86.80)	$ 150.04	$ 411.51	$ -	$ 411.51	04/04/22
03/02/22	30	0	0	0	0	0	20	0	0	0	1		$ 197.61	$ 209.80	$ 12.38	$ 175.23	$ 595.02	$ -	$ 595.02	03/04/22
01/31/22	29	0	0	0	0	0	22	0	0	0	1		$ 220.77	$ 230.78	$ 81.88	$ 165.11	$ 698.54	$ -	$ 698.54	02/02/22
01/02/22	34	0	0	0	0	0	21	0	0	0	1		$ 256.21	$ 220.29	$ (82.28)	$ 197.20	$ 591.42	$ -	$ 591.42	01/04/22
11/29/21	33	0	0	0	0	0	18	0	0	0	1		$ 166.26	$ 188.82	$ (119.67)	$ 138.84	$ 374.25	$ -	$ 374.25	12/01/21
	365				0								$ 1,789.37	$ 2,786.71	$ (3,273.74)	$ 1,677.04	$ 2,979.38	$ -	$ 2,979.38	

Attachment D

Energy Producation and Usage Worksheet

Average Annual Energy Usage of the building (kWh):	80,856	**See note below.
Anticipated System size/capacity (kWh):	40	
Estimated Energy Production of the solar array (kWh):	55,990	
Average Annual Energy production of existing energy resource including CSG (kWh):		
Total estimated annual energy production	55,990	
Percentage of the total energy production of average annual energy usage:	69.25%	

**NOTE - Average annual energy usage of the building is more than what is showing on our 3 years of electric history. This is because of the existing panels which account for a portion of our usage. The annual amount listed above is directly from our Account Manager at Xcel Energy who was able to provide this information.

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REQUEST FOR COUNCIL ACTION

Meeting Date	February 12, 2025
Agenda Item	Consent G5
Attachment	See below
Submitted By	Kelly Nelson, Administrative Services Director/Deputy Clerk

Item	Resignation of Mike Bradbury from the Parks and Recreation Commission
Description	Mike Bradbury was appointed to the Parks and Recreation Commission in 2019, was appointed as Chair, and has served two full terms, equating to six years of service to the City. Unfortunately, City Code only permits members on city commissions to serve two three-year terms consecutively, so Mike's time on the Parks Commission has come to an end. Staff appreciates Mike's contributions and for the time he spent on the Parks and Recreation Commission. Staff sincerely thanks Mike Bradbury and wishes him well.
Budget Impact	N/A
Attachment(s)	• Resignation of Mike Bradbury (to be added to packet) Resolution 25-10 Resignation of Mike Bradbury from the Parks and Recreation Commission
Action(s) Requested	Staff recommends approval of attached resolution, accepting the resignation of Mike Bradbury from the Parks and Recreation Commission

2/11/2025

City of Falcon Heights
2077 Larpenteur Ave West
Falcon Heights, MN 551113

Dear City Council Members

All good things must come to an end but the memories last forever. It is in that spirit that I submit my resignation from the Parks and Recreation Commission due to term limits. It has been my pleasure to serve the council and community in this advisory role for the last 6 years. I have enjoyed working with my fellow commission members as well as city staff and council liaisons on matters related to the operation of the public parks as well as recreation programming. And though I will miss contributing to the commission, I shall continue to enjoy the public events and green spaces it nourishes as a resident of Falcon Heights.

Sincerely,

Mike Bradbury

CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION

February 12, 2025

No. 25-10

- -

RESOLUTION ACCEPTING THE RESIGNATION OF MIKE BRADBURY FROM THE FALCON HEIGHTS PARKS AND RECREATION COMMISSION

WHEREAS, the City appointed Mike Bradbury as a member of the City of Falcon Heights Parks and Recreation Commission in 2019; and

WHEREAS, Mike Bradbury has served two full terms consecutively on the Parks and Recreation Commission and is not permitted by City Code to serve another term; and

WHEREAS, Mike Bradbury has submitted his resignation from the Parks and Recreation Commission.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Falcon Heights, Minnesota:

1. That the resignation is accepted by the City Council of the City of Falcon Heights.

- -

Moved by:

Approved by: ________________________
Randall C. Gustafson
Mayor

GUSTAFSON	____	In Favor	Attested by:	________________________
MEYER				Jack Linehan
LEEHY	____	Against		City Administrator
WASSENBERG				
MIELKE				

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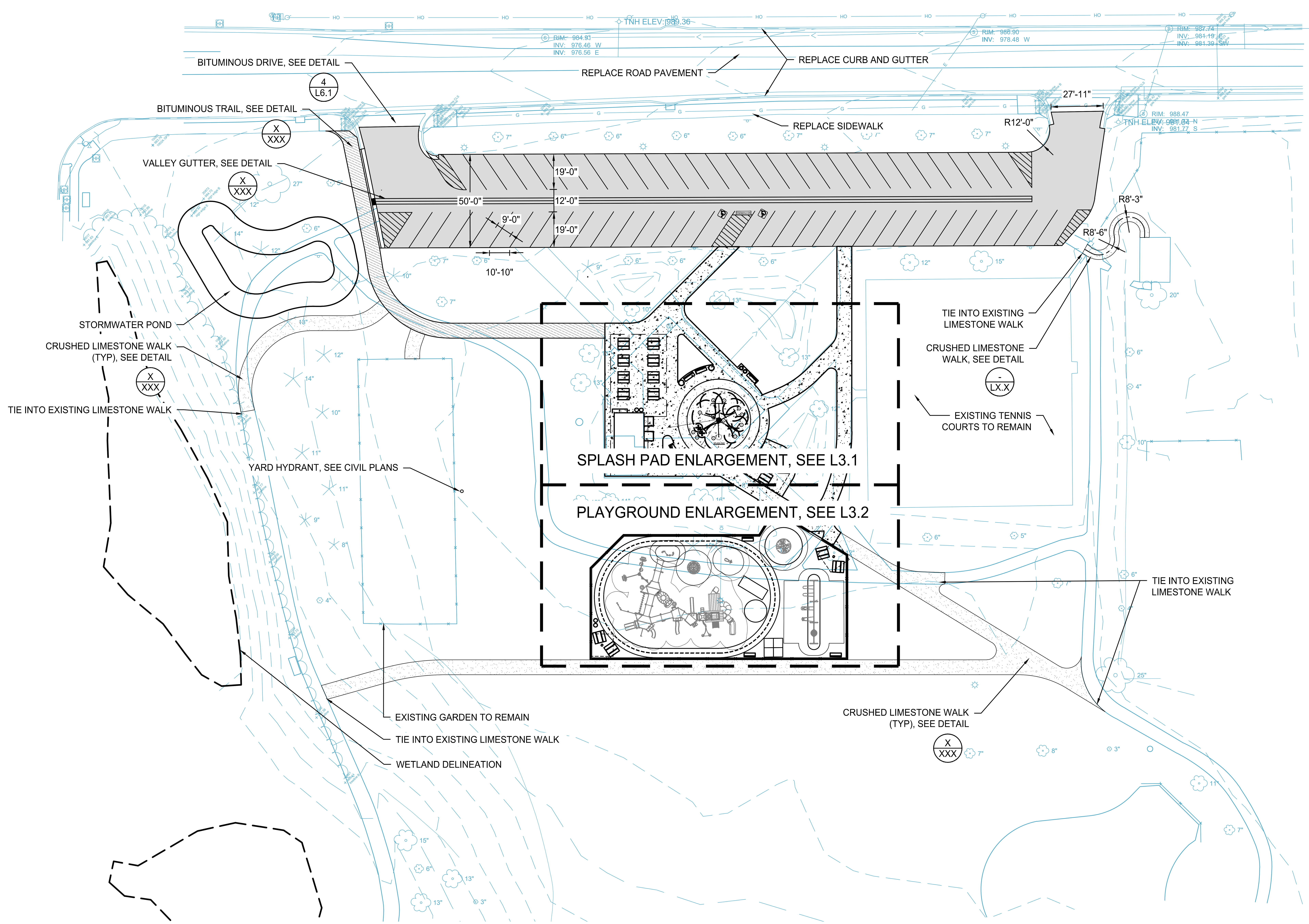
REQUEST FOR COUNCIL ACTION (RCA)

Meeting Date	February 12, 2025
Agenda Item	G6
Attachment(s)	See below
Submitted By	Jack Linehan, City Administrator

Item	Approval of Community Park Site Plan
Description	At the February 5th City Council workshop, the City Council reviewed the latest site plans and proposal for a combined restroom/concession building and park shelter. The site plan as presented was developed using the core principles of: A) Keep costs low while improving park amenities B) Protect and preserve healthy trees whenever possible, and replace if not C) Preserve and leave alone features that work well, such as the tennis courts, community garden, ball fields and other areas, while improving areas in need of repair. This includes removing the existing condemned park building, replacing the non-ADA compliant playground, and adding a small splashpad to improve park amenities. The City Council agreed with the direction of the current plans, and directed staff to include their approval at February 12th meeting.
Budget Impact	Funds are budgeted in the 2025 capital budget
Attachment(s)	• WSB Site Plan • Resolution 25-11
Action(s) Requested	Staff recommends Council considers approving the site as part of the resolution.



1 L3.0 OVERALL LAYOUT

N

0 30 60
H: SCALE IN FEET

LEGEND

- CONSTRUCTION LIMITS
- EXISTING DECIDUOUS TREE
- EXISTING CONIFER TREE
- LAYOUT CONTROL POINT
- CENTERLINE
- BITUMINOUS DRIVE PAVEMENT
- 4" THICK CONCRETE WALK
- 6" THICK CONCRETE WALK
- BITUMINOUS TRAIL
- TRUNCATED DOMES
- CRUSHED LIMESTONE WALK

wsb

SCALE: AS SHOWN
DESIGN BY: KMP
PLAN BY: KMP
CHECK BY: RAS

ELECTRICAL:

emanuelson-podas consulting engineers

REVISIONS

NO. DATE DESCRIPTION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

ROBERT A. SLIPKA

LIC. NO: 44337

DATE:

OVERALL LAYOUT PLAN

FALCON HEIGHTS COMMUNITY PARK

CITY OF FALCON HEIGHTS, MN

CLIENT PROJECT NO. XXXXXX

WSB PROJECT NO. 023655-000

SHEET L3.0

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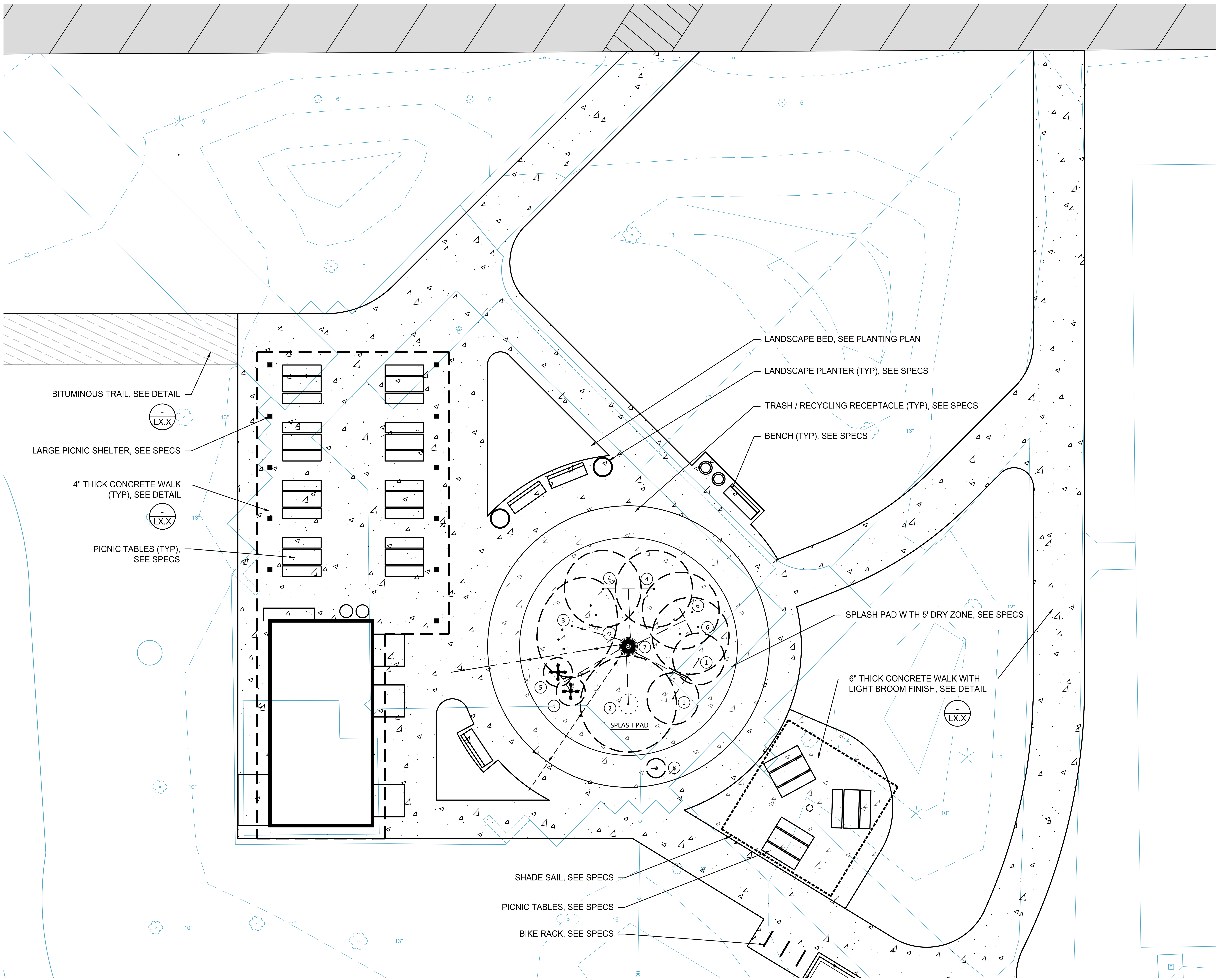

LEGEND

- CONSTRUCTION LIMITS
- EXISTING DECIDUOUS TREE
- EXISTING CONIFER TREE
- LAYOUT CONTROL POINT
- CENTERLINE
- BITUMINOUS DRIVE PAVEMENT
- 4" THICK CONCRETE WALK
- 6" THICK CONCRETE WALK
- BITUMINOUS TRAIL
- TRUNCATED DOMES
- CRUSHED LIMESTONE WALK

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L3.1
SPLASH PAD ENLARGEMENT

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wsb

SCALE: AS SHOWN
PLAN BY:
DESIGN BY: KMP
CHECK BY: RAS

ELECTRICAL:

emanuelson-podas
consulting engineers

REVISIONS

NO.	DATE	DESCRIPTION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

ROBERT A. SLIPKA
DATE:
LIC. NO: 44337

FALCON HEIGHTS COMMUNITY PARK

CITY OF FALCON HEIGHTS, MN

CLIENT PROJECT NO.
XXXXXX

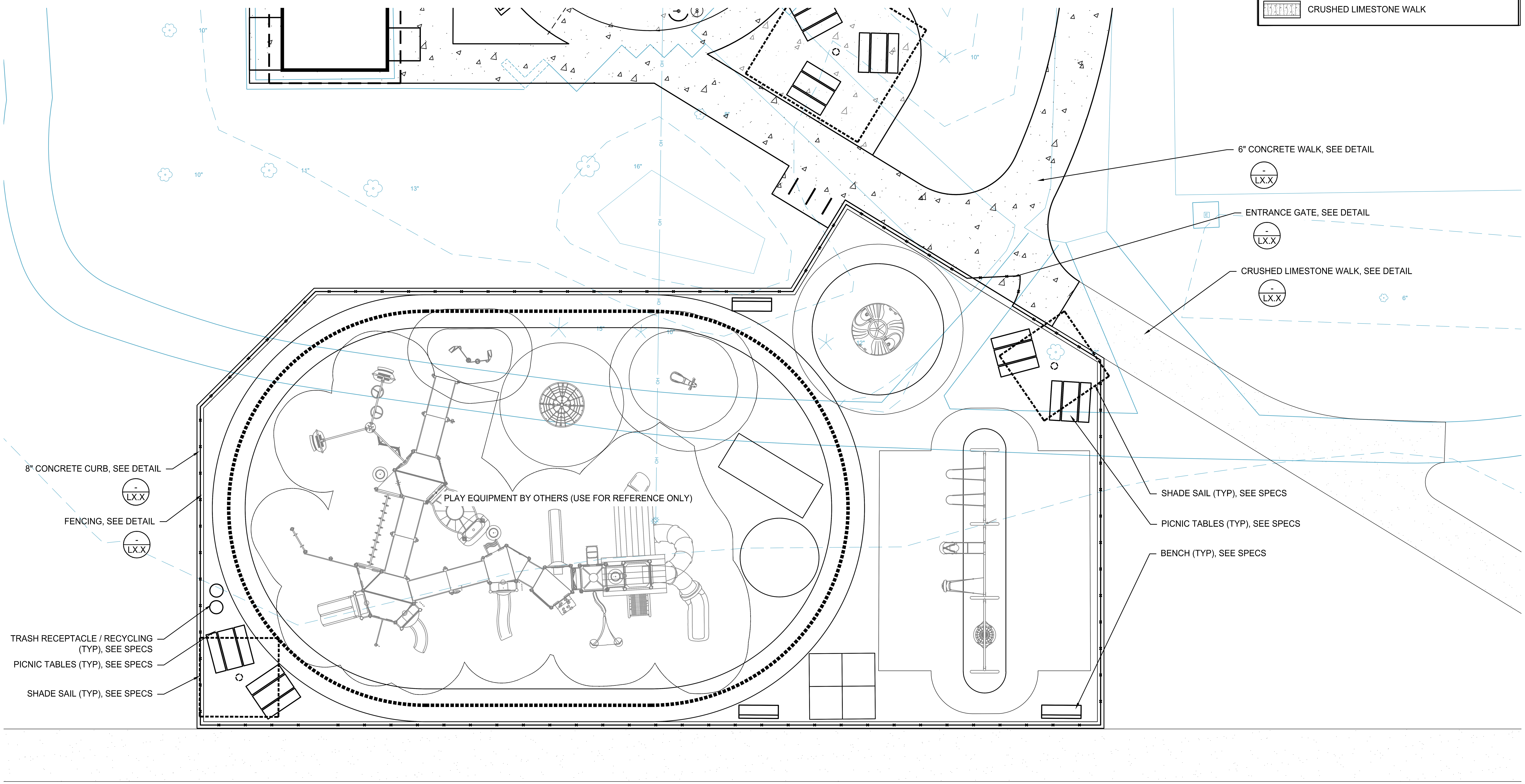
WSB PROJECT NO.
023655-000

SPLASH PAD ENLARGEMENT PLAN

SHEET
L3.1

LEGEND

- CONSTRUCTION LIMITS
- EXISTING DECIDUOUS TREE
- EXISTING CONIFER TREE
- LAYOUT CONTROL POINT
- CENTERLINE
- BITUMINOUS DRIVE PAVEMENT
- 4" THICK CONCRETE WALK
- 6" THICK CONCRETE WALK
- BITUMINOUS TRAIL
- TRUNCATED DOMES
- CRUSHED LIMESTONE WALK



1 L3.1 PLAYGROUND ENLARGEMENT

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wsb

SCALE: AS SHOWN
DESIGN BY: KMP
PLAN BY: KMP
CHECK BY: RAS

ELECTRICAL:

emanuelson-podas consulting engineers

REVISIONS

NO.	DATE	DESCRIPTION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

ROBERT A. SLIPKA

DATE:

LIC. NO: 44337

FALCON HEIGHTS COMMUNITY PARK

CITY OF FALCON HEIGHTS, MN

CLIENT PROJECT NO. XXXXXX

WSB PROJECT NO. 023655-000

PLAYGROUND ENLARGEMENT

SHEET L3.2

CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION

February 12, 2025

No. 25-11

RESOLUTION ACCEPTING WSB & ASSOCIATES, INC. (WSB) SITE PLAN FOR COMMUNITY PARK RENOVATION

WHEREAS, in 2014, WSB performed a Parks Master Plan Study in which part of the study analyzed Community Park; and

WHEREAS, the City of Falcon Heights hired WSB & Associates, Inc. ("WSB") in August 2023 to provide professional services for the Community Park renovation; and

WHEREAS, WSB developed multiple concepts for Community Park's renovation throughout the project, updating the site plans as the project changed course to adhere to the project's budget; and

WHEREAS, WSB has developed the proposed site plan in accordance with the wishes of the City Council and to reflect the final budgeted amenities at Community Park; and

NOW THEREFORE BE IT RESOLVED by the Council of the City of Falcon Heights, Minnesota:

1. That the Site Plan from WSB & Associates, Inc. is accepted by the City Council of the City of Falcon Heights.
2. That the City Administrator is hereby authorized to further modify the site plans as needed without further council approval, unless as required by other laws or policies.

ADOPTED this 12th day of February 2025 by the City Council of Falcon Heights, Minnesota.

Moved by:

Approved by: ________________________
Randall C. Gustafson
Mayor

GUSTAFSON	____	In Favor	Attested by: ________________________
LEEHY			Jack Linehan
MEYER	____	Against	City Administrator
MIELKE			
WASSENBERG			

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FALCON HEIGHTS
THE CITY THAT SOARS

REQUEST FOR COUNCIL ACTION

Meeting Date	February 12, 2025
Agenda Item	H-1
Attachment	See below.
Submitted By	Hannah Lynch, Community Development Coordinator / Planner

Item	Variance Request – 1375 Larpenteur Ave W.
Description	John Radimecky, homeowner of 1375 Larpenteur Ave W., contacted City Hall about constructing a new 3-stall garage to replace the existing 3-stall garage on the property. The orientation of the new garage will require the driveway to move to the west side of the property. The new construction will reduce the current impervious surface coverage, but the coverage amount will still be over the amount permitted by City Code by **760 square feet**. The variance request is to allow the construction of the new garage and driveway with the impervious surface greater than what is permitted by City Code.
	<u>**Variances in the City of Falcon Heights**</u> ***Sec. 113-62 – Variances*** (a) *Definitions*. The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning: *Practical difficulties* means the same as that term defined in Minn. Stats. § 462.357, as may be amended, meaning that the property owner proposes to use the property in a reasonable manner not permitted by this chapter, the plight of the landowner is due to circumstances unique to the property not created by the landowner, and a variance, if granted, shall not alter the character of the locality. Economic considerations alone shall not constitute practical difficulties. Practical difficulties include but are not limited to inadequate access to direct sunlight for solar energy systems. *Variance* means a modification of or variation from the provisions of this chapter consistent with the state enabling statute for municipalities, as applied to a specific property and granted pursuant to the standards and procedures of this chapter. (b) *Purpose*. The purpose of this division is to provide the procedure and criteria for variances.

(c) *Application*.

(1) Any owner of property or a person holding a contract to purchase property, or an optionee holding an option conditioned solely on the grant of a variance, or the duly authorized agent of such appellant, may make application for a variance. The application shall be made on forms prepared by the zoning administrator.

(2) The application shall contain the legal description of the property, the zoning district in which it is located, a brief statement of the reasons the variance is requested, a statement of the ownership interest therein of the applicant and the names and addresses of the owners of all abutting property as listed on the current real estate tax rolls. The application shall be verified.

(d) *Use variances prohibited*. Variances may not be approved for a use that is not allowed in the zoning district where the property is located.

(e) *Review criteria*. The city council shall not approve any variance request unless they find that failure to grant the variance will result in practical difficulties on the applicant, and, as may be applicable, all of the following criteria have been met:

(1) The variance would be in harmony with the general purposes and intent of this chapter.
(2) The variance would be consistent with the comprehensive plan.
(3) That, there are practical difficulties in complying with this chapter.
(4) That the granting of the variance will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion of the public streets, or increase the danger of fire, or endanger the public safety.
(5) That the requested variance is the minimum action required to eliminate the practical difficulties.
(6) Variances shall be granted for earth sheltered construction as defined in Minn. Stats. § 216C.06, subd. 14, when in harmony with this chapter. Variances may be approved for the temporary use of a one-family dwelling as a two-family dwelling.

(f) *Conditions*. The city may attach conditions to the grant of the variance. A condition must be directly related to and must bear a rough proportionality to the impact created by the variance.

(g) *Procedure*.

(1) All applications for variances shall be referred to the planning commission for study and recommendation to the city council.

	(2) Within 60 days, the planning commission shall forward its recommendations to the city council; if no recommendation is transmitted within 60 days after referral of the application for variance to the planning commission, the city council may take action without further awaiting such recommendation. (3) Variances are granted or denied by motion of the city council. (h) *Termination*. The violation of any condition of the variance shall be the basis for the city council, following a hearing, to terminate the variance. If the property is not used or improvements substantially begun within a period of one year after the decision granting the variance, unless the variance decision provides otherwise, the variance shall be terminated. Unless the city council specifically approves a different time when action is officially taken on the request, approvals which have been issued under the provisions of this section shall expire without further action by the planning commission or the city council, unless the applicant commences the authorized use or improvement within one year of the date the variance is issued; or, unless before the expiration of the one-year period, the applicant shall apply for an extension thereof by completing and submitting a request for extension, including the renewal fee as established by city council. The request for extension shall state facts showing a good faith attempt to complete or utilize the approval permitted in the variance. A request for an extension not exceeding one year shall be subject to the review and approval of the zoning administrator. Should a second extension of time, or any extension of time longer than one year, be requested by the applicant, it shall be presented to the planning commission for a recommendation and to the city council for a decision.
	<u>Variance Request</u> **The Property:** 1375 Larpenteur Ave W. 0.249 acres (10,846.44 sq. ft.) Zoned R-1 Permitted Impervious Surface: **3,320 sq. ft.** or 30%, whichever is greater Current Impervious Surface Coverage: 4,200 sq. ft. Proposed Impervious Surface Coverage: 4,080 sq. ft. **Improvement of 120 sq. ft, but still over by 760 sq. ft.** **The following questions need to be considered by City Council. In order to approve the variance request, all questions must be answered in the affirmative.**

1. **Is this project reasonable?**
2. **Are there circumstances unique to the property?**
3. **Will the variance maintain the essential character of the locality?**
4. **Is the variance in harmony with the purposes and intent of the zoning ordinance?**
5. **Is the variance consistent with the comprehensive plan?**
6. **The granting of the variance does not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion of public streets, or increase the danger of fire, or endanger the public safety?**
7. **Is the requested variance the minimum action required to eliminate the practical difficulties?**

<u>**Planning Commission Study**</u>

The Planning Commission discussed this variance application on January 28, 2025. **Ultimately, they voted 5-1 with 1 abstaining to recommend approval of the variance to City Council.** Below is information on the discussion around the seven questions. The drafted minutes of this meeting are also attached.

1. **Is this project reasonable?** *All commissioners believed this project was reasonable except for one. Commissioner Brooks pointed out that under the rules of the zoning ordinance, the dilapidated garage can be built back in the same location or designs can be tweaked to meet the zoning ordinance requirements. This is accurate according to the rules of the zoning ordinance. It was noted in the discussion that the variance request relates to the impervious surface, not specifically the location of the garage. Commissioner Tracy asked if a permeable surface would be permitted to meet the requirement. Currently City Code does not allow this, but it is something the Environment Commission is beginning to study and discuss.*
2. **Are there circumstances unique to the property?** *All commissioners believed the property does have unique circumstances except for one. Commissioner Brooks stated this is a unique set of circumstances, but the property is not the only one around it or within Falcon Heights that is this way. Commissioner Tracy noted the property is on Larpenteur and has no alley behind it and is a long narrow lot thus making it unique. Chair Wilson also noted the length of the lot and stated there would be no way to have both a driveway and garage without a variance.*
3. **Will the variance maintain the essential character of the locality?** *All commissioners agreed the variance would maintain the essential character of the locality.*
4. **Is the variance in harmony with the purposes and intent of the zoning ordinance?** *All commissioners were essentially in agreement that the variance would be in harmony with the purposes and intent of the zoning ordinance,*

	however Commissioner Brooks stated it's mostly a step in the right direction but could go further. 5. **Is the variance consistent with the comprehensive plan?** *All commissioners were essentially in agreement that the variance is consistent with the comprehensive plan, however Commissioner Brooks again stated it's mostly a step in the right direction but could go further. During this discussion, Mr. Radimecky noted he would be considering solar on his property and would be willing to discuss adding a rain garden to mitigate the impacts of surface water runoff as a condition of the variance.* 6. **The granting of the variance does not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion of public streets, or increase the danger of fire, or endanger the public safety?** *All commissioners agreed the variance request will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion of public streets, or increase the danger of fire, or endanger the public safety.* 7. **Is the requested variance the minimum action required to eliminate the practical difficulties?** *This requirement led to a lot of discussion by commissioners. Vice-Chair Paynter began a discussion on how City Code could be met. Commissioner Brooks stated a two-car garage with a 10' wide driveway would meet requirements. He stated a normal garage is between 9' and 12' wide and reducing the garage size would get the applicant within 50 square feet. Chair Wilson asked Mr. Radimecky if he uses the full three-car garage, to which Mr. Radimecky confirmed he does and that is one of the reasons he purchased this specific home. Chair Wilson also noted that he does not believe the Planning Commission should not be requiring someone to shrink the size of their garage when it's already nonconforming due to setbacks and the new plan improves the impervious surface on the lot. Chair Wilson asked Mr. Radimecky to confirm that there is no on-street parking on Larpenteur. Mr. Radimecky confirmed this and noted that a wider driveway will assist with parking for friends and family members when they visit and allow service trucks to easily make it down the driveway which has been an issue in the past. After this discussion, all commissioners agreed the requested variance is the minimum action required to eliminate the practical difficulties, except for Commissioner Brooks.*
Budget Impact	None.
Attachment(s)	- Variance application - Site Plan - Names and addresses of surrounding property owners (3 abutting) - DRAFT Minutes from Planning Commission Meeting – January 28, 2025 - Handout – Land Use Variances, League of Minnesota Cities - Resolution 25-12 Approving a Variance at 1375 Larpenteur Ave W. For An Increase in Impervious Surface Coverage.

Action(s) Requested	Staff requests City Council discuss and recommends City Council approve Resolution 25-12 Approving a Variance at 1375 Larpenteur Ave W. For An Increase in Impervious Surface Coverage. Alternative Actions: 1 – Pass a motion to table the item for future action. It should be noted that tabling may require extension of the 60-day action deadline established in Minn. Stat. 15.99 to avoid statutory approval. 2 – Adopt a resolution denying the requested variance. A denial must be supported by specific findings of fact based on the City Council's review of the application and applicable zoning regulations. This would need to be drafted and brought before City Council at the next regular meeting. It should be noted that this may also require extension of the 60-day action deadline established in Minn. Stat. 15.99 to avoid statutory approval.

City of Falcon Heights
Planning Application

FOR INTERNAL USE:
Date received: 1/8/25
Receipt: 038025
Check # 411

PAID

RECEIVED
JAN 0 8 2025
By EJ

Action Requested By:

Name of Property Owner John Radimecky jradimecky@proton.me
Phone (h/c) 612.812.9357 (w) ______
Address of Property Owner 1375 Larpenteur Ave W
Name of Applicant (if different) ______
Address ______ Phone ______

Property Involved:

Address 1375 Larpenteur Ave W, Falcon Heights, MN 55113
Legal Description Brief description from Ramsey:
LARPENTEUR VILLAS W 63 FT OF E 96 FT OF LOTS 10 AND LOT 11

Property Identification Number (PIN) 152923340024

Present Use of Property (check one):

- ■ Single Family Dwelling
- ☐ Duplex/Two Family Dwelling
- ☐ Multi Family Complex
- ☐ Business/Commercial
- ☐ Government/Institutional
- ☐ Vacant Land

Action Requested (NON-REFUNDABLE):

- ■ Variance ($500.00)
- ☐ Conditional Use Permit ($500.00)
- ☐ Rezoning, Zoning Amendment ($500.00)
- ☐ Comprehensive Plan Amendment ($550.00)
- ☐ Lot Split ($250.00)
- ☐ Site Plan Review ($100.00)
- ☐ Subdivision (Fee on request)
- ☐ Other (Please Specify) ______

The above Application Fees do not include any additional fees that might be required, including legal, engineering, consulting and additional City services. Applicants should meet with City Staff prior to submitting application to discuss applicable ordinances, required attachments, timelines and fees.
Credit card charges will incur a 3.1% + $0.30 convenience fee.

Brief Summary of Request (applicant may submit letter with details of request):

Want to build new 3-stall garage to replace failing current 3-stall garage. New orientation requires relocation of driveway to west side of property. New construction will reduce the current impervious square footage but will still be over code by ~~360~~ sf on a larger lot. Requesting a variance.
760 - new plan rec'd to correct setback - HBL

I certify that all statements on this application are true and correct:

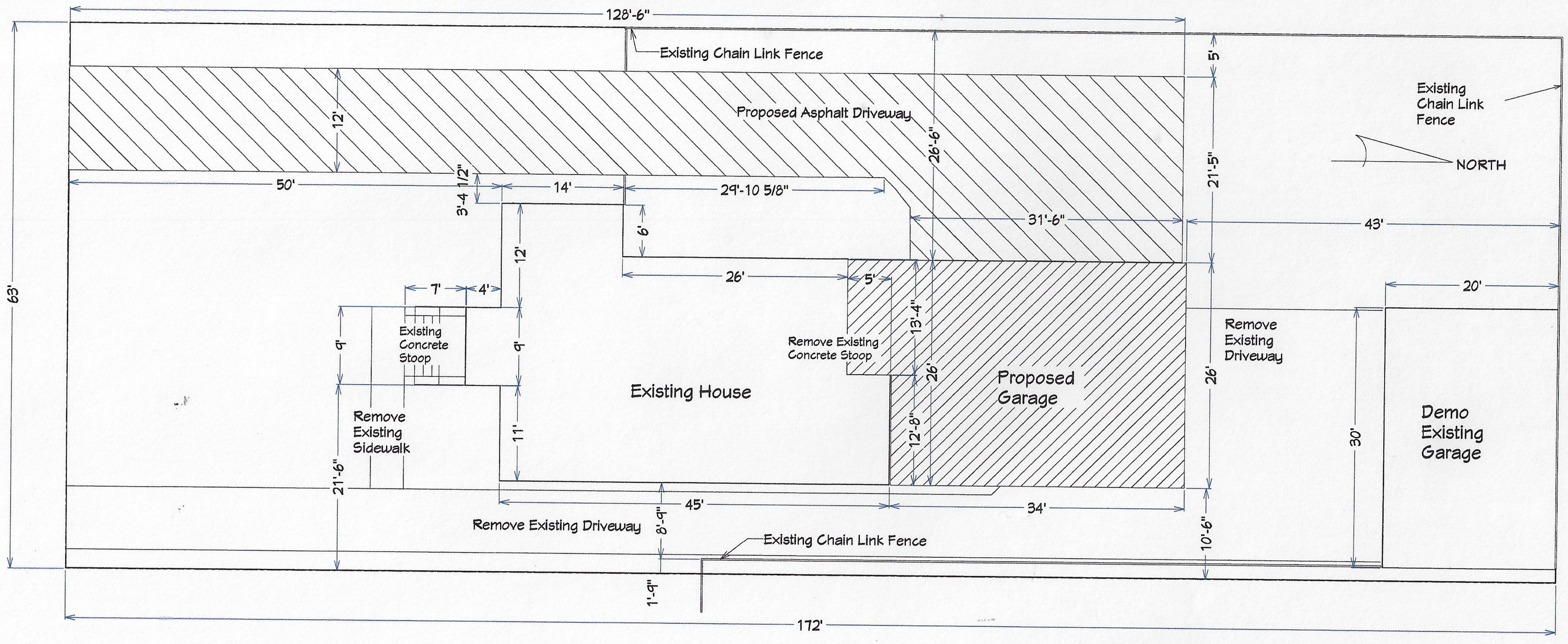
[signature]
Signature of Property Owner (required)

Signature of Applicant (if applicable)

Date: 31 Dec 2024

Date: ______

Planning Commission meeting: 1/28/25	City Council meeting: 2/12/25	Approved ___ Denied ___



Site PLAN

1"= 15'-0"

Lot Size 10,836 SF

Existing House	1,224 SF
Existing Conc. Stoop	64 SF
Proposed Garage	951 SF
Proposed Driveway	1,841 SF
Total Impervious	4,080 SF
Existing Impervious	4,200SF

Radimecky Residence
1375 Larpenter Ave. West
Falcon Heights, MN

ROSSBACH CONSTRUCTION
2578 7th Ave. East North St. Paul, MN

DATE:
1/8/2025

SHEET:

OwnerName1	OwnerName2	OwnerAddress1	OwnerAddress2	OwnerCityStateZIP
JOHN C RADIMECKY		1375 LARPENTEUR AVE W		FALCON HEIGHTS MN 55113-6302
ERIN LOREE FLATHMANN	REED AARON FLATHMANN	1381 LARPENTEUR AVE W		ROSEVILLE MN 55113-6302
LAZAROS CHRISTOFORIDES	SUSAN E ATCHLEY	1371 LARPENTEUR AVE W		FALCON HEIGHTS MN 55113-6302
ELIZABETH ANDERSON	JACOB ANDERSON	1700 ALBERT ST N		FALCON HEIGHTS MN 55113-6202

CITY OF FALCON HEIGHTS
Planning Commission
City Hall
2077 West Larpenteur Avenue

MINUTES

January 28, 2025 at 7:00 P.M.

A. CALL TO ORDER: 7:00 P.M.

B. ROLL CALL:

Scott Wilson _X_
Jacob Brooks _X_
Jim Mogen _A_
Jake Anderson _X_
Laura Paynter _X_
Mike Tracy _X_
Rick Seifert _X_

Staff Liaison Lynch _X_
Council Liaison Meyer _X_

C. APPROVAL OF AGENDA
Commissioner Anderson made a motion to approve the agenda. All were in favor. Agenda was approved by consent.

D. APPROVAL OF MINUTES

1. November 26, 2024
Vice-Chair Paynter made a motion to approve the minutes from November 26, 2024. All were in favor. Minutes were approved by consent.

E. PUBLIC HEARING – *None.*

F. NEW BUSINESS
1. 2025 Officer Nominations
Chair Wilson asked for nominations for 2025 officers. He explained he has now termed out from his commissioner position and will not be on the commission anymore. Commissioner Tracy volunteered for the Chair position and Chair Wilson officially nominated him. Commissioner Tracy nominated Commissioner Brooks for Vice-Chair. Chair Wilson nominated Commissioner Anderson for Secretary. All were in favor. Officers were approved by consent.

2. Adoption of Standing Rules
Vice-Chair Paynter made a motion to approve the standing rules. All were in favor. Standing rules were approved by consent.

3. 2025 Schedule

Staff Liaison Lynch presented the 2025 schedule and explained no action is needed. She asked commissioners to review it and advise her if there are any errors or issues.

4. Variance Request – 1375 Larpenteur Ave W.
   Staff Liaison Lynch explained there is a variance request for review for an adjustment to the impervious surface requirement at 1375 Larpenteur Ave W. She began by going through a training on variances and explained variances are typically dimensional and use variances are not permitted. They may be granted if enforcement of the zoning ordinance causes the landowner "practical difficulties." Practical difficulties can be established by going through a three-factor test. Variance requests must also be in harmony with the general purposes and intent of the zoning ordinance and must be consistent with the comprehensive plan.

   Staff Liaison Lynch introduced the request. The applicant, John Radimecky, is the property owner of 1375 Larpenteur Ave W. It is a 10,846.44 square foot property located in R-1 zoning. The applicant would like to construct a new 3-stall garage to replace the existing, failing 3-stall garage at the rear of his property. The new construction will be located attached and behind the existing home on the property. Properties in R-1 with 10,846.44 square feet are permitted 3,320 square feet of impervious surface. Currently the property has 4,200 square feet of impervious surface. Because of the orientation of the new garage, the existing driveway will need to be removed, and a new driveway installed. Once the old driveway is converted to sod, the new impervious surface amount will be 4,080 square feet which is 760 square feet over the permitted amount.

   The plans for the new garage decrease the amount of impervious surface on the property by 120 square feet, fix the setback of the garage, which is currently nonconforming, and fix the setback of the driveway, which is also currently nonconforming. A variance is needed for the impervious surface amount, however.

   Before discussion began, Staff Liaison Lynch explained with a non-conforming structure, if it's being built back in the exact same place, it can be done. However, with this property, that would be putting the garage back on the property line, which is not meeting setbacks, and the issue with impervious surface would still exist. While this is permitted, the new plan does bring it more into compliance.

   Chair Wilson asked Mr. Radimecky how he leaves his home; if he turns around or backs out onto Larpenteur. Mr. Radimecky confirmed he waits until traffic is less busy and backs out onto Larpenteur.

   Commissioner Anderson stated he is a direct adjacent neighbor of the applicant and will be recusing himself from the discussion and voting.

   Vice-Chair Paynter asked if neighbors were notified. Staff Liaison Lynch stated it is not a requirement of City Code to notify about variances, so they were not, but this is something she feels would be prudent to update to City Code.

   The commissioners went through each requirement one by one to discuss the variance.

1. Reasonableness – This means that the landowner would like to use the property in a particular reasonable way but cannot do so under the rules of the ordinance.

- *Commissioner Brooks – Stated he does believe the project is reasonable, but the other part of the question is about if it is not allowed under the rules of the ordinance. He stated according to the rules of the ordinance, he can build the garage right back where it is or designs can be tweaked to meet the impervious surface requirements. Staff Liaison Lynch explained the nonconforming part of City Code is more of a clarification rather than a rule, since nonconforming is in opposition to the actual rules.*

  Commissioner Brooks asked about Section 113-240(c)(2) which does make it a rule that a garage in a residential district must be set back at least 5′ from an interior or rear lot line unless the garage is detached from the principal structure, is accessed from a driveway off a public street, is replacing an existing garage that is located less than five′ from the side lot line, and is located a minimum of 5′ to the rear of the principal structure on the nearest adjoining property that is closed to the garage, or is located at least 10′ from any portion of the principal structure on the nearest adjoining property line. Staff Liaison Lynch apologized and stated yes, this is part of City Code. Commissioner Brooks stated then yes, he can replace it where it stands. Staff Liaison Lynch then clarified that the variance request itself has to do with the impervious surface and not specifically about the garage. While the garage is related, the question is not about replacing the garage and where it will go, but rather about whether to allow more impervious surface than is currently allowed by City Code. Commissioner Brooks stated his answer is still no regarding this requirement. He stated the plan could still be tweaked and fall within the impervious surface requirements.

  Chair Wilson asked if the only way to meet that requirement would be to not build a garage. He asked about the size of the garage. Mr. Radimecky stated it's a three-car garage; he can't remember the depth and doesn't have square footage, but it may be on the drawing. Chair Wilson looked through the drawings and stated if he is 760 square feet over, he would likely have to take out the entire garage and possibly the driveway. He said that in itself makes the property unique, that the only way to meet Code is to basically take out the driveway and garage. Staff Liaison Lynch confirmed you must have both a driveway and a garage.
- *Commissioner Tracy – Stated there are two solutions. There are driveway treatments that allow rainwater to go through. Staff Liaison Lynch stated that is not allowed by City Code. Commissioner Tracy then stated the second option is he could do two lanes in the driveway with grass in the middle and on either side. Chair Wilson stated it still wouldn't get under the impervious surface permitted. Commissioner Tracy stated he does believe the request is reasonable even though it does break one of the rules, as Commissioner Brooks stated. He said if you look at the project, based on the property itself and the improvement of the property, then anytime a homeowner wants to improve a property in Falcon Heights, it is not the Commission's job to stop that. It will increase taxes, and we don't want to be considered a city that is against allowing homeowners to do things to their own property that will increase their value without harming their neighbors.*

- *Vice-Chair Paynter – Yes, she believes the variance request is reasonable.*
- *Chair Wilson – Yes, he believes the variance request is reasonable.*
- *Commissioner Seifert – Yes, he believes the variance request is reasonable.*

2. Uniqueness – This means that the landowner's problem is due to circumstances unique to the property and not caused by the landowner.

- *Commissioner Brooks – It is a unique set of circumstances, but not the only property that way.*
- *Commissioner Tracy – Yes, it is on Larpenteur and there is no alley behind it that would allow another access to the garage. Northome is full of properties that are probably at 80% impervious surface, so this is unique from that. It also has a unique shape and is not a typical Falcon Heights lot.*
- *Vice-Chair Paynter – Yes, the property is unique.*
- *Chair Wilson – Yes, the property is unique. He also lives on a long narrow lot, but it is larger. There is no way for this property to have a garage and driveway without having a variance, which makes it unique.*
- *Commissioner Seifert – Yes, the property is unique.*

3. Essential character – This means that, if granted, the issuance of the variance will not alter the essential character of the locality.

- *Commissioner Brooks – Yes, it will maintain the essential character of the locality.*
- *Commissioner Tracy – Yes, it will maintain the essential character of the locality.*
- *Vice-Chair Paynter – Yes, it will maintain the essential character of the locality.*
- *Chair Wilson – Yes, it will maintain the essential character of the locality.*
- *Commissioner Seifert – Yes, it will maintain the essential character of the locality.*

4. Is the variance in harmony with the general purposes and intent of the ordinance?

- *Commissioner Seifert – Yes, it is in harmony with the general purposes and intent of the ordinance.*
- *Chair Wilson – Yes, it is in harmony. The variance helps with pollution with stormwater runoff.*
- *Vice-Chair Paynter – Yes, one intent of the ordinance is to provide for the gradual elimination of the uses that do not conform to the standards for the areas in which they are located. Thinking about the old garage and driveway that do not meet code, this allows that.*
- *Commissioner Tracy – Yes, it is in harmony with the general purposes and intent of the ordinance.*
- *Commissioner Brooks – It's a step in the right direction but could go further.*

5. Is the variance consistent with the comprehensive plan?

Staff Liaison Lynch noted that the comprehensive plan has many environmental goals and one of them is to help with stormwater runoff. Reducing impervious surface helps with this.

Commissioner Tracy asked if all the questions being asked would need to be answered affirmatively. Staff Liaison Lynch stated she needs a recommendation *to City Council for approval or denial. To recommend approval, all the requirements must be met. She said she would make sure that comments discussed during the Planning Commission meeting would be shared with City Council.*

Mr. Radimecky commented that among his plans, he is looking to add solar to his property and is willing to talk about a rain garden or other mitigating factors. Staff Liaison Lynch let the Planning Commission know that conditions can be added to variances.

- *Commissioner Seifert – Yes, it is consistent with the comprehensive plan.*
- *Chair Wilson – Yes, it is consistent with the comprehensive plan.*
- *Vice-Chair Paynter – Yes, it is consistent with the comprehensive plan.*
- *Commissioner Tracy – Yes, it is consistent with the comprehensive plan.*
- *Commissioner Brooks – It's a step in the right direction but could go further.*

6. *The granting of the variance does not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion of public streets, or increase the danger of fire, or endanger the public safety.*
   - *Commissioner Seifert – Yes, it does not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion of public streets, or increase the danger of fire, or endanger the public safety.*
   - *Chair Wilson – I agree.*
   - *Vice-Chair Paynter – I agree.*
   - *Commissioner Tracy – I agree.*
   - *Commissioner Brooks – I agree.*

7. *Is the requested variance the minimum action required to eliminate the practical difficulties?*
   - *Vice-Chair Paynter stated she believes the depth of the lot would make it very difficult to not have a very long driveway, so without eliminating a garage or making it very small, she does not see how it could meet the code.*

     Commissioners discussed how code could be met. Chair Wilson stated you would have to remove 760 square feet of impervious surface, and Commissioner Brooks stated that would be a 2-car garage with a 10' wide driveway. He stated the standard driveway width is between 9' and 12' and reducing the garage size would get the applicant within 50 square feet. Chair Wilson asked Mr. Radimecky if he uses all the space in his garage to which he responded yes, he does. Chair Wilson stated he does not see why they would require someone to shrink the size of their garage when it's currently non-conforming and you're improving the impervious surface on the lot.
   - *Commissioner Seifert – Agrees with Chair Wilson's comment that this is the minimum action required to eliminate the practical difficulties.*
   - *Chair Wilson – Agrees this is the minimum action required to eliminate the practical difficulties.*
   - *Vice-Chair Paynter – Stated she was trying to figure out how much the driveway could be reduced. Commissioner Brooks stated 150 square feet. Vice-Chair Paynter stated she wasn't sure if that could be a condition put on the variance to*

reduce the impervious surface even more, or if that would create different difficulties. Mr. Radimecky stated he was hoping to make it easier when service trucks come in because they can barely navigate the 9′ wide driveway that is existing. He said he could potentially get by the 10′ wide driveway, but he would not want to give up the three-stall garage because that is what is currently existing and is what drew him to the property. Chair Wilson asked him if he could confirm that there is no on-street parking on Larpenteur. Mr. Radimecky confirmed there is no on-street parking on Larpenteur at his property. Chair Wilson stated he also lives on a street with no on-street parking, and he does have to utilize his driveway for visitors. He stated in winter it is not easy for someone to walk around their vehicle with a 9′-10′ driveway to get to the house. He said the width of the driveway makes a big difference when there is no on-street parking. Chair Wilson stated this is the main reason he is voting yes on this because he is aware of how difficult it can be when there is a narrow driveway, especially when backing into a very busy street.

Staff Liaison Lynch asked Mr. Radimecky if Ramsey County has provided any information on the requirement for the width of the curb cut. Mr. Radimecky stated no, they have not, as they are waiting for the variance decision. He said they seem very flexible, but he has not gotten very far into that process. Commissioner Seifert stated they would have a minimum width.

Vice-Chair Paynter stated after the discussion, she agrees that yes, the variance is the minimum action required to eliminate the practical difficulties.

- *Commissioner Tracy – Agrees this is the minimum action required to eliminate the practical difficulties.*
- *Commissioner Brooks – Stated no, this is not the minimum action required to eliminate the practical difficulties.*

Vice-Chair made a motion to recommend approval of the requested variance to City Council, seconded by Commissioner Seifert. A vote was taken with a result of 4 yes, 1 no (Commissioner Brooks), with 1 commissioner abstaining (Commissioner Anderson).

The variance request will be heard for final approval or denial at the February 12, 2025 City Council meeting.

8. INFORMATION AND ANNOUNCEMENTS

1. Staff Liaison Report – *None.*
2. Council Liaison Report – *Council Liaison Meyer stated the City will be getting a pretty good deal on the park shelter. He stated he believes demolition and possibly construction would begin in 2025, and the parking lot will be the last to be redone. Additionally in March, the City will be starting with the St. Anthony police contract and there will be multiple "Coffee with the Cop" events to get to meet the officers.*

9. ADJOURN

A motion was made by Commissioner Tracy to adjourn the meeting. All were in favor. Meeting was adjourned at 7:54 PM.

LMC LEAGUE of MINNESOTA CITIES

Land Use Variances

Published: May 21, 2021

See accompanying model documents below.

This content conveys general information. Do not use it as a substitute for legal advice. Any attorney general opinions cited are available from the League's Research staff.

What is a variance?

A variance is a way that cities may allow an exception to part of a zoning ordinance. It is a permitted departure from strict enforcement of the ordinance as applied to a particular piece of property. A variance is generally for a dimensional standard (such as setbacks or height limits). A variance allows the landowner to break a dimensional zoning rule that would otherwise apply.

Sometimes a landowner seeks a variance to allow a use of their property that is not permissible under the zoning ordinance. Such variances are often termed "use variances" as opposed to "area variances" from dimensional standards. Use variances are not generally allowed in Minnesota. State law prohibits a city from permitting by variance any use that is not permitted under the ordinance for the zoning district where the property is located (Minn. Stat. § 462.357, subd. 6).

Granting a variance

Minnesota law provides for a body called the board of adjustment and appeals to hear requests for variances (Minn. Stat. § 462.357, subd. 6). In many smaller communities, the planning commission or even the city council may serve that function. A variance decision is generally appealable to the city council.

A city may grant a variance if enforcement of a zoning ordinance provision, as applied to a particular piece of property, would cause the landowner "practical difficulties." For the variance to be granted, the applicant must satisfy the statutory three-factor test for practical difficulties (Minn. Stat. § 462.357, subd. 6). If the applicant does not meet all three factors of the statutory test, the city should not grant the variance. Also, variances are only permitted when:

- They are in harmony with the general purposes and intent of the ordinance, and
- The terms of the variance are consistent with the comprehensive plan.

Legal standards

When considering a variance application, a city exercises "quasi-judicial" authority. This means the city acts like a judge in evaluating the facts against the legal standard. The city's role is limited to applying the legal standard of practical difficulties to the facts presented by the application. If the applicant meets the standard, then the city may grant the variance.

In contrast, when the city writes the rules in the zoning ordinance, the city is exercising "legislative" authority and has much broader discretion.

Practical difficulties

"Practical difficulties" is a legal standard that cities must apply when considering applications for variances. It is a three-factor test and applies to all requests for variances. To constitute practical difficulties, all three factors of the test must be satisfied.

Reasonableness

The first factor is that the property owner proposes to use the property in a reasonable manner.

This factor means that the landowner would like to use the property in a particular reasonable way but cannot do so under the rules of the ordinance.

It does not mean that the land cannot be put to any reasonable use whatsoever without the variance. For example, if the variance application is for a building too close to a lot line or does not meet the required setback, the focus of the first factor is whether the request to place a building there is reasonable.

Uniqueness

The second factor is that the landowner's problem is due to circumstances unique to the property not caused by the landowner.

The uniqueness generally relates to the physical characteristics of the particular piece of property, that is, to the land and not personal characteristics or preferences of the landowner.

When considering the variance for a building to encroach or intrude into a setback, the focus of this factor is whether there is anything physically unique about the particular piece of property, such as sloping topography or other natural features like wetlands or trees.

Essential character

The third factor is that the variance, if granted, will not alter the essential character of the locality.

Under this factor, consider whether the resulting structure will be out of scale, out of place, or otherwise inconsistent with the surrounding area.

For example, when thinking about the variance for an encroachment into a setback, the focus is how the particular building will look closer to a lot line and if that fits in with the character of the area.

Undue hardship

"Undue hardship" was the name of the three-factor test prior to a May 2011 change of law (2011 Minn. Laws, ch. 19, *amending* Minn. Stat. § 462.357, subd. 6).

The 2011 law restored municipal variance authority in response to a Minnesota Supreme Court case (*Krummenacher v. City of Minnetonka*, 783 N.W.2d 721 (Minn. June 24, 2010)). The law now does both of the following:

- Provides consistent statutory language between city land use planning statutes (Stat. § 462.357, subd. 6) and county variance authority (Minn. Stat. § 394.27, subd. 7).

- Clarifies that conditions may be imposed on granting of variances if those conditions are directly related to, and bear a rough proportionality to, the impact created by the variance.

The 2011 law renamed the municipal variance standard from "undue hardship" to "practical difficulties," but otherwise retained the familiar three-factor test of

- reasonableness
- uniqueness
- essential character

The League has developed models that reflect current variance law. Your city attorney should review these models with you prior to council action to tailor them for your city's needs.

- View the League model ordinance on issuance of a zoning variance (doc)
- View the League model variance application form (doc)
- View the League model resolution adopting findings of fact (doc)

Other considerations

Harmony with other land use controls

State law says, "Variances shall only be permitted when they are in harmony with the general purposes and intent of the ordinance and when the terms of the variance are consistent with the comprehensive plan" (Minn. Stat. § 462.357, subd. 6). This is in addition to the three-factor practical difficulties test. So, a city evaluating a variance application should make findings on whether:

- The variance is in harmony with the purposes and intent of the ordinance.
- The variance is consistent with the comprehensive plan.
- The proposal puts the property to use in a reasonable manner.
- There are unique circumstances to the property not created by the landowner.
- The variance, if granted, will not alter the essential character of the locality.

For more about findings of fact, see *Taking the Mystery out of Findings of Fact*

Economic factors

Sometimes landowners insist they deserve a variance because they have already incurred substantial cost. They may also argue they will not receive expected revenue without the variance. State statute specifically notes that economic considerations alone cannot create practical difficulties (Minn. Stat. § 462.357, subd. 6). Rather, practical difficulties exist only when the three statutory factors are met.

Neighborhood opinion

Neighborhood opinion alone is not a valid basis for granting or denying a variance request.

While city officials may feel their decision should reflect the overall will of the residents, their task is limited to evaluating how the variance application meets the statutory practical difficulties factors.

Residents can often provide important facts to help the city address these factors, but unsubstantiated opinions and reactions to a request are not a legitimate basis for a variance decision. If neighborhood opinion is a significant basis for the variance decision, it could be overturned by a court if challenged.

Conditions

A city may impose conditions when it grants a variance. Conditions must be directly related to and bear a rough proportionality to the impact created by the variance (Minn. Stat. § 462.357, subd. 6). For instance, if a variance is granted to exceed a height limit, any conditions attached should presumably relate to lessening the effect of excess height.

Variance procedural issues

Public hearings

Minnesota statute does not clearly require a public hearing before a variance is granted or denied. Many practitioners and attorneys agree that the best practice is to hold public hearings on all variance requests. A public hearing allows the city to establish a record and elicit facts to help determine if the application meets the practical difficulties factors.

Past practices

While past practice may be instructive, it cannot replace the need for analysis of all three of the practical difficulties factors for each and every variance request. In evaluating a variance request, cities are not bound by decisions made for prior variance requests. If a city finds it is issuing many variances to a particular zoning standard, the city should consider amending the ordinance to change the standard.

Time limit

A written request for a variance is subject to Minnesota's 60-day rule. It must be approved or denied within 60 days of the time it is submitted to the city. A city may extend the time period for an additional 60 days, but only if it does so in writing before expiration of the initial 60-day period. Under the 60-day rule, failure to approve or deny a request within the statutory time period is considered an approval (Minn. Stat. § 15.99).

Documentation

Whatever its decision, a city should create a record that supports it.

If denying the variance, the 60-day rule requires the reasons for the denial be put in writing within the statutory time period (Minn. Stat. § 15.99, subd. 2). Even if the variance is approved, a written statement explaining the decision is advisable.

The written statement should address each of the three practical difficulties factors and list the relevant facts and conclusions for each factor.

For more about findings of fact, see *Taking the Mystery out of Findings of Fact*

Variances once granted

A variance is a property right that "runs with the land." That is, it attaches to and benefits the land and is not limited to a particular landowner. A variance is typically filed with the county recorder. Even if the property is sold to another person, the variance applies.

Models used in this discussion:

- Issuance of Variances, LMC model ordinance (doc)
- Variance Application, LMC model form (doc)
- Adopting Findings of Fact, LMC model resolution (doc)

Your LMC Resource

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CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION

February 12, 2025

No. 25-12

- -

RESOLUTION APPROVING A VARIANCE AT 1375 LARPENTEUR AVE W. FOR AN INCREASE IN IMPERVIOUS SURFACE COVERAGE

WHEREAS, John Radimecky, 1375 Larpenteur Ave W. Falcon Heights, MN 55113 ("the property"), has applied for a variance from the impervious surface requirement of City Code; and

WHEREAS, the property is legally described as follows: LARPENTEUR VILLAS 2 63 FT OF E 96 FT OF LOTS 10 AND LOT 11; and

WHEREAS, the Falcon Heights Planning Commission evaluated the variance application at the meeting on January 28, 2025 and recommends approval of the variance; and

WHEREAS, the Falcon Heights City Council reviewed the requested variance at its regular meeting on February 12, 2025; and

WHEREAS, the Falcon Heights City Council makes the following findings of fact related to the requested variance at 1375 Larpenteur Ave W.:

FACTS:

1. City Code Section 113-241(b)(4) requires a maximum impervious lot coverage of 3,320 or 30%, whichever is greater for properties in the R-1 zoning district over 7,370 square feet to 15,800 square feet.
2. 1375 Larpenteur Ave W. is 0.249 acres (10,846.44 square feet) and is permitted a total of 3,320 square feet of impervious surface.
3. The property owner intends to demolish the existing garage and driveway and create a new driveway on the west side of the property and build a new garage in the rear of the existing home.
4. The property is currently a legal nonconforming property due to the existing garage impeding into the required side and rear setbacks, the existing driveway impeding into the required side setback, and the existing impervious surface coverage at 4,200 square feet.
5. The property owner's plan would correct the existing nonconformities related to setbacks of the garage and driveway.
6. The property owner's plan would reduce the existing impervious surface coverage by 120 square feet but would still be over the allowable limit by 760 square feet.
7. A variance from City Code would be required to allow the requested 4,080 square feet of impervious surface coverage.

APPLICABLE LAW:

8. Minnesota Statute Section 462.357, subd. 6 provides:
   a. Variances shall only be permitted (a) when they are in harmony with the general purposes and intent of the ordinance and (b) when the variances are consistent with the comprehensive plan.
   b. Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the zoning ordinance. "Practical difficulties," as used in connection with the granting of a variance, means that (a) the property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinances; (b) the plight of the landowner is due to circumstances unique to the property not created by the landowner; and (c) the variance, if granted, will not alter the essential character of the locality.
9. City Code Section 113-62(e) allows variances if:
   a. The granting of the variance will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion of the public streets, or increase the danger of fire, or endanger the public safety.
   b. The requested variance is the minimum action required to eliminate the practical difficulties.
   c. Variances shall be granted for earth sheltered construction as defined in Minn. Stats. § 216C.06, subd. 14, when in harmony with this chapter. Variances may be approved for the temporary use of a one-family dwelling as a two-family dwelling.

CONCLUSIONS OF LAW:

10. The requested variance is in harmony with the purposes and intent of the ordinance because the variance will further the intent of section 113-1(15) of City Code, providing for the gradual elimination of those uses of land, buildings, structures, and improvements which do not conform to the standards for the areas in which they are located.
11. The requested variance is consistent with the comprehensive plan because it is reducing the impervious surface on the property, helping to reduce flooding and stormwater pollution.
12. The property owner does propose to use the property in a reasonable manner because the current garage is failing and building a new garage and driveway is a normal use of a residential property and will bring the property more into compliance with City Code.
13. There are unique circumstances to the property not created by the landowner because the property was nonconforming before he purchased it and the long narrow lot shape requires a long driveway which makes meeting the impervious surface requirement difficult, if not impossible.
14. The variance will maintain the essential character of the locality because it is not changing the use of the property and will be improving on the existing conditions of the property.
15. The variance will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion of public streets, or increase the danger of fire, or endanger the public safety because it is not changing the use of the property and will be improving on the existing conditions of the property.

16. The variance is the minimum action required to eliminate the practical difficulties because the long narrow lot shape requires a long driveway which makes meeting the impervious surface requirement difficult, if not impossible.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Falcon Heights, Minnesota:

The application to issue a variance to allow John Radimecky to build a new garage and driveway and deviate from City Code by increasing the maximum permitted impervious surface requirement from 3,320 square feet to 4,080 square feet is hereby approved.

Adopted by the City Council of the City of Falcon Heights, Minnesota this 12th day of February, 2025.

- -

Moved by:

Approved by: ________________________
Randall C. Gustafson
Mayor

GUSTAFSON	____	In Favor	Attested by: ________________________
MEYER			Jack Linehan
LEEHY	____	Against	City Administrator
WASSENBERG			
MIELKE			