



WHITE BEAR TOWNSHIP

1858
RAMSEY COUNTY
MINNESOTA

1281 HAMMOND ROAD
WHITE BEAR TOWNSHIP, MN 55110

651-747-2750
FAX 651-426-2258
Email: wbt@whitebeartownship.org

Board of Supervisors
ROBERT J. KERMES, *Chair*
ED M. PRUDHON
STEVEN A. RUZEK

AGENDA PARK BOARD MEETING JANUARY 18, 2018

1. **6:30 p.m.** Call Meeting to Order at Township Administrative Offices, 1281 Hammond Road.
2. Approve Agenda (Additions/Deletions).

Welcome New Members – Jason DeMoe & Erik Josephson
3. Public Works Director Report.
4. Township Day/Movie in the Park.
5. Cambridge Downs – Major Subdivision.
6. Polar Lakes Park –
 - A. CIP/Priorities.
 - B. Restroom Location Options
7. Added Agenda Items.
8. Adjournment.



**Park Board Meeting
January 18, 2018**

Agenda Number: 1 – 2 - 3

Subject: Call to Order at 6:30 p.m.
1281 Hammond Road

Approval of January 18, 2018 Agenda

Documentation: January 18, 2018 Agenda

Action / Motion for Consideration:

Approve January 18, 2018 Agenda



**Park Board Meeting
January 18, 2018**

Agenda Number:

Subject: Welcome New Members –
Jason DeMoe
Erik Josephson

Documentation: Oath's of Office

Action / Motion for Consideration:

Oath of Office Given to New Members



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Board of Supervisors
ROBERT J. KERMES, Chair
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WHITE BEAR TOWNSHIP, MN 55110

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January 5, 2018

Jason DeMoe
1403 Brandlwood Road
White Bear Township, Minnesota 55110

Dear Jason:

It is a pleasure to inform you that the Town Board has appointed you to serve on the Park Board to fill an unexpired term through April of 2018.

The Park Board meets at the Town Offices, 1281 Hammond Road, on the 3rd Thursday of each month. Prior to each meeting you will receive an agenda packet containing information to be discussed at the meeting. The next meeting is Thursday, January 18, 2018.

I have included copies of the Township's Park Ordinance and the Comprehensive Plan. You will use these items for reference at future meetings.

Congratulations on your appointment and welcome! The Town Board sincerely appreciates your interest in serving in this voluntary capacity.

If you have any questions, please give me a call.

Sincerely,

Tom Riedesel
Planner

TR/psw
cc:admin/add.file



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1281 HAMMOND ROAD
WHITE BEAR TOWNSHIP, MN 55110

651-747-2750
FAX 651-426-2258
Email: wbt@whitebeartownship.org

January 5, 2018

Erik Josephson
4188 Forest Court
White Bear Township, Minnesota 55110

Dear Erik:

It is a pleasure to inform you that the Town Board has appointed you to serve on the Park Board to fill an unexpired term through April of 2020.

The Park Board meets at the Town Offices, 1281 Hammond Road, on the 3rd Thursday of each month. Prior to each meeting you will receive an agenda packet containing information to be discussed at the meeting. The next meeting is Thursday, January 18, 2018.

I have included copies of the Township's Park Ordinance and the Comprehensive Plan. You will use these items for reference at future meetings.

Congratulations on your appointment and welcome! The Town Board sincerely appreciates your interest in serving in this voluntary capacity.

If you have any questions, please give me a call.

Sincerely,

Tom Riedesel
Planner

TR/psw
cc:admin/add.file



**Park Board Meeting
January 18, 2018**

Agenda Number: 3

Subject: Public Works Director Report

Documentation: None

Action / Motion for Consideration:

Report at Meeting / Discuss



**Park Board Meeting
January 18, 2018**

Agenda Number:

4

Subject:

Township Day / Movie in the Park

Documentation:

WBT Day Event Director's Update: January 2018

Action / Motion for Consideration:

Report at Meeting / Discuss

WBT Day Event Director's Update: January 2018

Change footprint of event for sure? Yes/No?



Entertainment/Special Features Update:

- Possible Bands (2) – *I'd like to contract bands ASAP....*
 - Power of 10 * *Highly recommend*
 - Katy Vernon
 - Free & Easy
 - WildCat Combo
 - Highbrow and the Shades
 - Sweet Tea
 - Inside Straight
 - Jake Nelson
 - American Bootleg
 - Michael Handler Project
- Possible Community Performances (Before the bands)
 - Dance
 - Drum line
 - WB Orchestra
 - Karate
 - Lakeshore Players
 - Joey Flip/Harmonica lessons and student performers
- Special Features
 - Fire works – *budget?*
 - Archery
 - Petting Zoo
 - Tamarack
 - Knocker Ball
 - Public Safety/Trucks – sandbox? – Will WBT Public Works lead/champion this again?
 - Inflatables – confirmed

Bean Bag Tournament? (Pretty sure Viking will sponsor again....) **Do we want to do this again?- I think yes. Will need to be sure the company can do it if so.**

Sponsorships – Help w/ this....? Will send letter and do follow up calls/emails.

Silent Auction - Do again? Yes/No?

Stage Tent – Will seek quote from company again.

Tent for Township/Silent Auction

Signage

Banners and signs need to be re-evaluated – possibly new directional if footprint is changed.....

- Poster

Vendors:

- Will update Application and post to the Event Website.
- Will Email past vendors first opportunity
- Press release will go out

Print Ads:

- Midwest Art Fairs – (Vendor promotion focused) \$125.00 - done
- Town Life Magazine - \$365.00 – do?
- Lions Show Program - \$100.00 – do?
- White Bear Press – in conjunction with Movies in the Park up to \$800 - ?
- Billboard – (Clear Channel) - \$1000.00 (Will contact)

Website:

- Will continue to update as information is available.

Facebook:

- Will continue to utilize for all events.

Is the Blues Fest happening again?

Movie in the Park Update

Dates OK? May 12, June 9, July 14, August 11
(2nd Saturday of the month)

To Do:

- Secure Screen with Company
- Choose movies
- Licenses
- Food trucks
- Vendor Booths/Sponsors

Marketing/Promotion:

- WB Press ads
- Facebook
- Fliers distributed



**Park Board Meeting
January 18, 2018**

Agenda Number:

5

Subject:

Cambridge Downs – Major Subdivision

Documentation:

Action / Motion for Consideration:

Town Planner Report at Meeting / Discuss

MEMORANDUM

TO: PARK BOARD
FROM: TOM RIEDESEL
DATE: JANUARY 10, 2018

SUBJECT: CAMBRIDGE DOWNS – RESIDENTIAL DEVELOPMENT / SUBDIVISION

**REQUESTS: MAJOR SUBDIVISION, CONDITIONAL USE PERMIT FOR A
PLANNED UNIT DEVELOPMENT**

LOCATION: 5500 CENTERVILLE ROAD
ZONING: R-1, SUBURBAN RESIDENTIAL
APPLICANTS: NORTH OAKS COMPANY

The North Oaks Company has submitted a development proposal for their property on Centerville Road north of County Road H-2, south of Anderson Lane, west of Peterson Road. The development is called Cambridge Downs and proposes 29 detached single family townhomes. The homes are traditional looking single family units but are being processed as a planned unit development, meaning a homeowners association will manage and maintain the properties. A PUD is required to have a minimum of ½ acre of land provided as an active recreation area for the residents in the PUD. This is required above and beyond the Town's Park Subdivision requirements.

When reviewing residential subdivision proposals, the Town is required to consider whether parkland should be acquired or in the alternative, cash shall be required to satisfy park subdivision requirements. No public park land is proposed to be dedicated by North Oaks Company therefore the developers are expecting to pay a park dedication fee.

The Town's Parks Open Space Map which is part of the Town's Comprehensive Plan, identifies a future park being acquired by the Town in this neighborhood. Existing parks in this neighborhood include Anderson Park which is a small parcel of property and is primarily wetland. There is not much development potential for this lot as it is wetland. Garley Park is also located in this neighborhood. Garley Park is approximately one acre in area of a larger property owned by the North Oaks Lawn Service. The Town leases this property under contract with the previous property owner. The property was recently sold.

North Oaks Law Service, owner of the property, is a commercial business located in a residential zoning district. As a result, they are considered a legal non-conforming use operating under a Non-Conforming Use Permit. The non-conforming use permit is approved by the Town on a 5-year basis.

Town staff has been considering the location of a future park in this area for several years. After considerable thought, staff recommends the Town acquire the Garley Park/North Oaks Lawn Service property for neighborhood park purposes. Historically, the Town has received property for a park as part of a subdivision. The North Oaks Lawn Service property is not proposed for development or subdivision as part of the Cambridge Downs development proposal so the property must be purchased by the Town rather than being acquired due to a subdivision.

TR/psw
cc:admin/add.file
b:cambridgepark



January 4, 2018

White Bear Township Planning Commission
1281 Hammond Road
White Bear Township, MN 55110

Subj: Cambridge Downs Major Subdivision

Dear Planning Commission members,

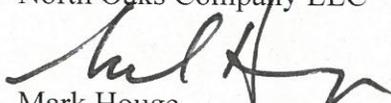
Thank you for working with North Oaks Company, LLC to develop property in White Bear Township for single family homes. The Property is bounded by Centerville Road on the west and Peterson Road on the east, and 600 feet, approximately, north of County Road H2 (see attached plans). The Property is zoned R-1 suburban residential.

Enclosed you will find the completed application for a Major Subdivision, check in the amount of \$3000, and preliminary drawings describing the proposed development, Cambridge Downs (Project). Based on the discussions with the staff of White Bear Township and input from the neighbors located immediately adjacent to the Property, North Oaks Company LLC proposes improving the property to include twenty-nine (29) home sites that conform with White Bear Townships Planned Unit Development (PUD) guidelines. The Project is a planned community of detached townhomes for residents fifty-five (55) years of age or older with a homeowners association to both enforce high quality design standards and maintain exterior site improvements (e.g. landscaping, lawns, signs, mailboxes, etc.).

In addition the infrastructure provided on site for the Project will be oversized to accommodate future connections (at adjacent property owners' expense) to sanitary sewer and water, if desired. We are also open to collaborating with the neighbors to develop adjoining parcels in the future, as a subsequent phase of the Project.

North Oaks Company LLC will provide additional submittal information over the next several days, as requested by staff. We look forward to meeting with the Commission to review our request.

Sincerely,
North Oaks Company LLC


Mark Houge
President



WHITE BEAR
TOWNSHIP

Parks and Open Spaces

Figure 6-1

LEGEND

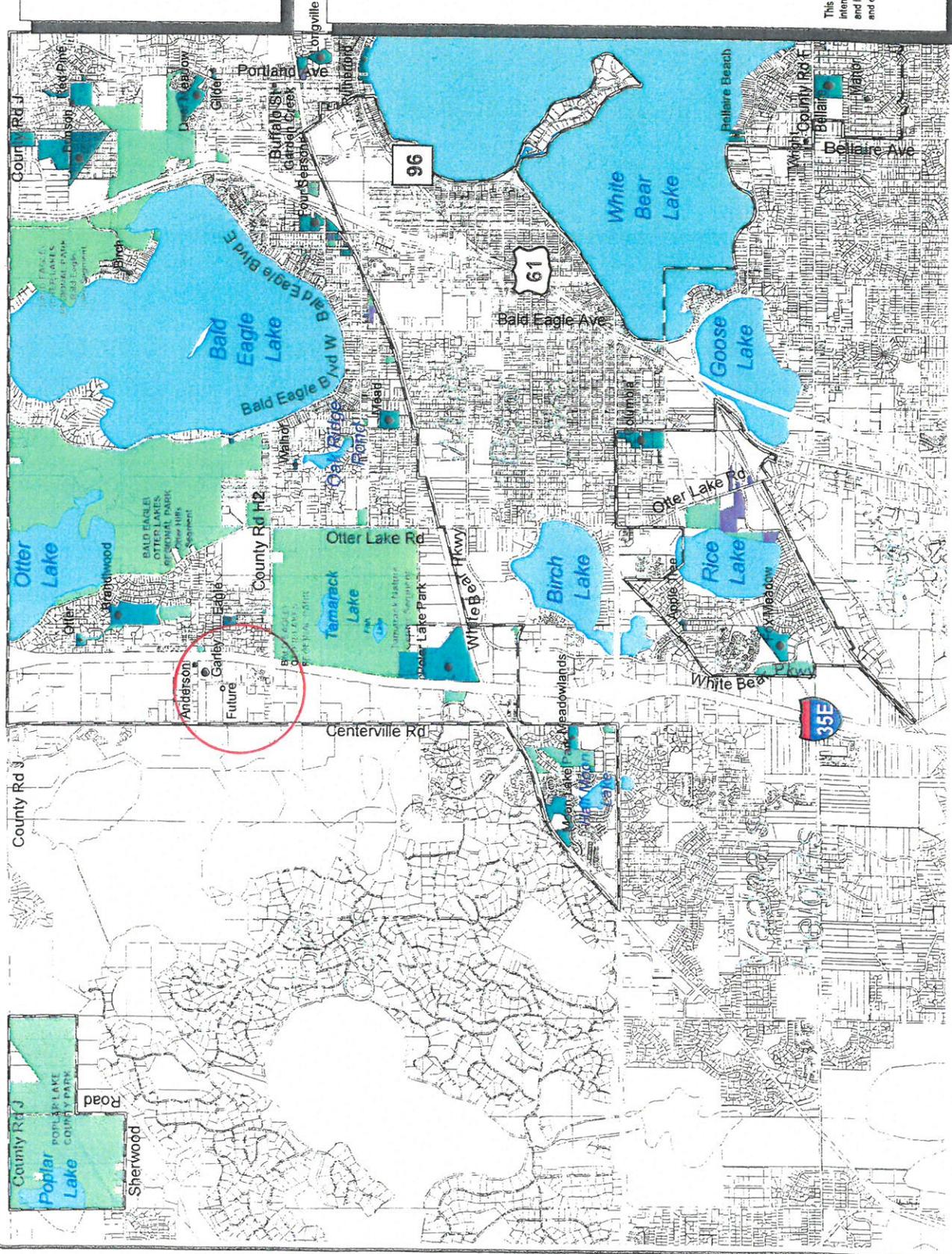
-  County Park Property
-  Township EDA Property
-  Township Green Space
-  Township Park Property
-  Existing Neighborhood Park or Larger Facility
-  Existing Playground or Small Neighborhood Park
-  Proposed Neighborhood Park or Larger Facility

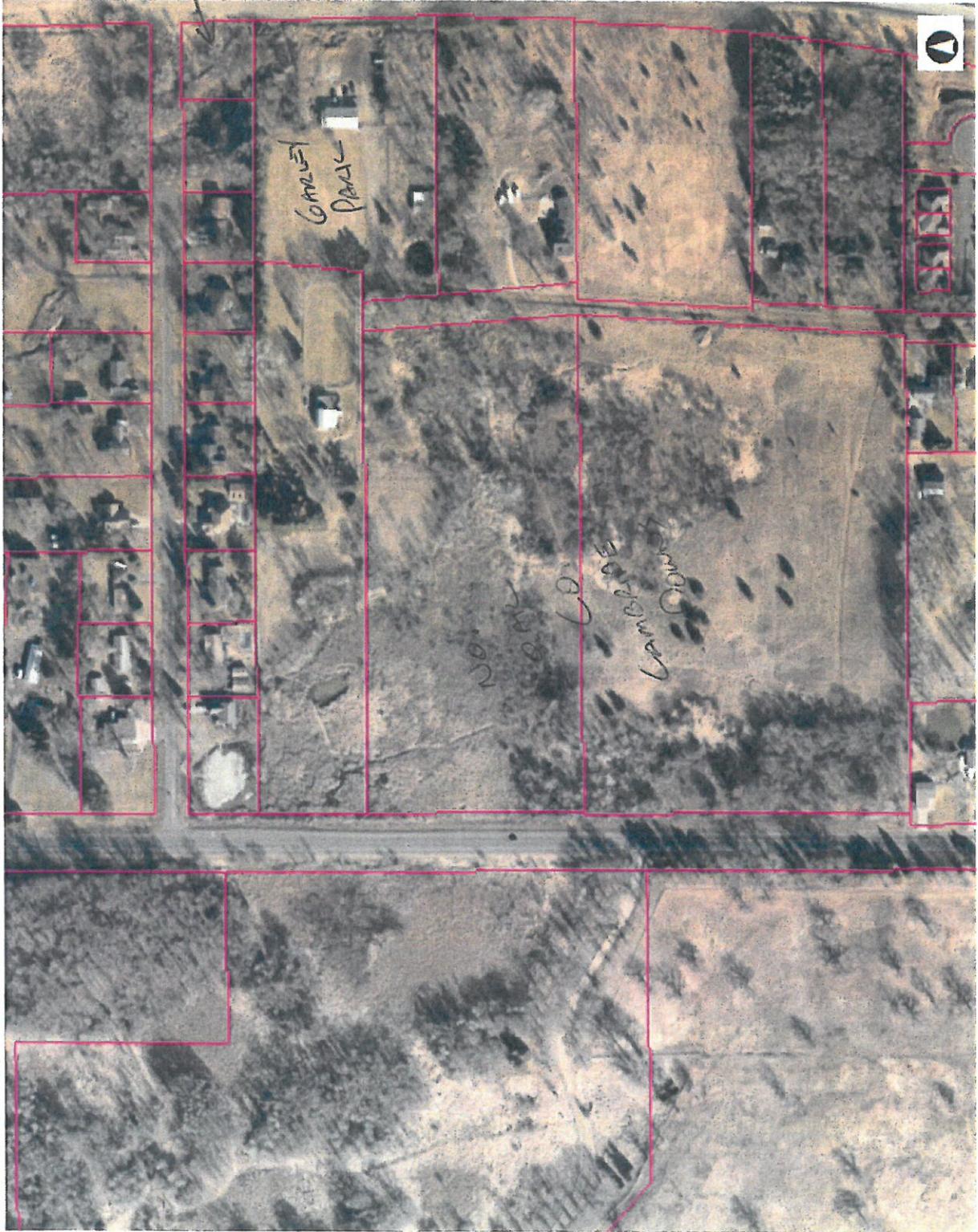
-  Lakes
-  Parcels
-  Township Limits
- 

0 2,500 Feet
**For Further Information
Contact White Bear Township at
(651) 429-5827**

Limitation of Liability
This document is not a legally recorded map or survey and is not intended to be used as one. This map is a compilation of records and information from various state, county, and township offices, and other sources.

Created By: **TKDA**
ENGINEERS - ARCHITECTS - PLANNERS





Legend



Anderson Park

- City Halls
- Schools
- Hospitals
- Fire Stations
- Police Stations
- Recreational Centers
- Parcel Points
- Parcel Boundaries

Notes

Enter Map Description

600.0 300.00 600.0 Feet

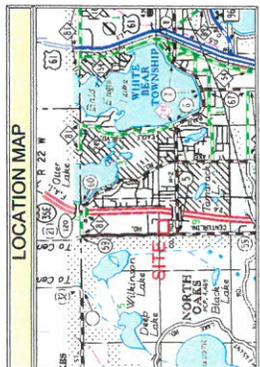
This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION



WALTON ADDITION

R. L. S. N. O. 178



SHEET INDEX TABLE	
SHEET	Description
1	Site Plan
2-3	Preliminary Street Plan
4	Preliminary Sanitary Sewer and Watermain Plan
5	Preliminary Storm Sewer Plan
6-7	Final Grading Plan
8	Final Erosion Control Plan
SWPPP	Storm Water Pollution Prevention Plan

CAMBRIDGE DOWNS PROPERTY:
 28 SINGLE FAMILY LOTS
 PROPOSED ZONING: R10
 LOT AREA: 17,972 SF
 MINIMUM LOT SIZE: 10,000 SF
 P100: 34.5 FT
 P150: 37.5 FT
 P175: 39.5 FT
 P200: 41.5 FT
 P225: 43.5 FT
 P250: 45.5 FT
 P275: 47.5 FT
 P300: 49.5 FT
 P325: 51.5 FT
 P350: 53.5 FT
 P375: 55.5 FT
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 P16750: 1



100.0 50.00 100.0 Feet

NAD_1983_HARN_Adj_MN_Ramsey_Feet
© Ramsey County Enterprise GIS Division

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.
THIS MAP IS NOT TO BE USED FOR NAVIGATION

Legend



- City Halls
- Schools
- Hospitals
- Fire Stations
- Police Stations
- Recreational Centers
- Parcel Points
- Parcel Boundaries
- County Borders

Notes

Enter Map Description



**Park Board Meeting
January 18, 2018**

Agenda Number:

6

Subject:

- Polar Lakes Park –
A. CIP/Priorities
B. Restroom Location Options

Documentation:

Town Planner Memo

Action / Motion for Consideration:

Town Planner Report at Meeting / Discussion

MEMORANDUM

TO: PARK BOARD
FROM: TOM RIEDESEL
DATE: JANUARY 11, 2018

SUBJECT: POLAR LAKES PARK PRIORITIES

At the December Park Board Meeting a list of projects planned for Polar lakes Park was briefly reviewed. The Park Board members were asked to review and prioritize the projects. Board members were asked to submit comments prior to the January Park Board meeting.

Staff is accepting your priority lists. If you have an opportunity to review and score the projects prior to the meeting, please send them to me. Since the Park Board has two new members, who will need some orientation relating to the parks and projects, waiting another month to prioritize your list is recommended.

TR/psw
cc:admin.file
b:priorities

Note: Polar Lakes Park portion of the CIP lists these projects. What are the Park Board rankings for the listed projects – add others?

MEMORANDUM

TO: PARK BOARD
FROM: TOM RIEDESEL
DATE: NOVEMBER 1, 2017 REVISED DECEMBER 13, 2017 REVISED JANUARY 11, 2018

SUBJECT: POLAR LAKES PARK CIP

Polar Lakes Park also has a CIP which lists and prioritizes improvements to the park. The following is a list of improvements which have been discussed in the past.

Please review the list and prioritize the projects in the order in which you think they should be completed.

Possible Projects:

Ballfield Lighting – Fields #2 & #4	\$250,000	_____
Landscaping	25,000	_____
Ballfield Scoreboards (3)	45,000	_____
Parking Lot Expansion	100,000	_____
Perimeter Trail	100,000	_____
Soccer Restrooms	250,000	_____
Baseball Restrooms	250,000	_____
Grandstand	250,000	_____
Plaza Construction-Baseball Field Area	70,000	_____
Additional Playground Structure	25,000	_____
Replace Existing Playground	200,000	_____
Additional Grandstands	250,000/each	_____
Band shell Construction	475,000	_____
Stage Area Drainage Improvements	10,000	_____
Amphitheater (Concessions, Shelter, Restrooms)	475,000	_____
New Town Hall Improvements	?	_____
New Wetland Enhancements	20,000	_____
New Dugout Roofs	125,000	_____
Soccer Field Lighting	100,000	_____

TR/psw
cc:admin/add.file
b:polarcip

STEVE SWISHER'S PRIORITIZED LIST OF POLAR LAKES PARK PROJECTS:

Note: Polar Lakes Park portion of the CIP lists these projects. What are the Park Board rankings for the listed projects – add others?

MEMORANDUM

10

TO: PARK BOARD
FROM: TOM RIEDESEL
DATE: NOVEMBER 1, 2017 REVISED DECEMBER 13, 2017

3

SUBJECT: POLAR LAKES PARK CIP

Polar Lakes Park also has a CIP which lists and prioritizes improvements to the park. The following is a list of improvements which have been discussed in the past.

Please review the list and prioritize the projects in the order in which you think they should be completed.

Possible Projects:

Ballfield Lighting – Fields #2 & #4	\$250,000	<u>2</u>
Landscaping	25,000	<u>10</u>
Ballfield Scoreboards (3)	45,000	<u>14</u>
Parking Lot Expansion	100,000	<u>15</u>
Perimeter Trail	100,000	<u>4</u>
Soccer Restrooms	250,000	<u>17</u>
Baseball Restrooms	250,000	<u>16</u>
Grandstand	250,000	<u>6</u>
Plaza Construction-Baseball Field Area	70,000	<u>7</u>
Additional Playground Structure	25,000	<u>13</u>
Replace Existing Playground	200,000	<u>18</u>
Additional Grandstands	250,000/each	<u>8</u>
Band shell Construction	475,000	<u>1</u>
Stage Area Drainage Improvements	10,000	<u>9</u>
Amphitheater Concessions, Shelter, Restrooms	475,000	<u>5</u>
New Town Hall Improvements	?	<u>3</u>
New Wetland Enhancements	20,000	<u>11</u>
New Dugout Roofs	125,000	<u>12</u>



**Park Board Meeting
January 18, 2018**

Agenda Number: 7 - 8

Subject: Added Agenda Items
Adjournment

Documentation:

Action / Motion for Consideration:



Park Board Meeting January 18, 2018

Subject: FYI / Items passed by the Town Board Pertaining to the
Park Board

Documentation:

Consent Agenda
Park Board Meeting
January 3, 2018

Park Board Appointments – Appoint Jason DeMoe to Fill an Unexpired Term Through April 30, 2018 & Appoint Erik Josephson to Fill a Vacant Term Through April 30, 2020.