



WHITE BEAR TOWNSHIP

1858
RAMSEY COUNTY
MINNESOTA

Board of Supervisors
ED M. PRUDHON, *Chair*
STEVEN A. RUZEK
SCOTT E. MCCUNE

1281 HAMMOND ROAD
WHITE BEAR TOWNSHIP, MN 55110

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

AGENDA TOWN BOARD MEETING AUGUST 5, 2019

1. **7:00 p.m.** Call to Order at Heritage Hall, 4200 Otter Lake Road.
2. Approval of Agenda (Additions/Deletions).
3. Approval of Payment of Bills.
4. Approve of Minutes of July 15, 2019 (Addition/Deletions).
5. **Consent Agenda:**
 - A. **Reschedule September 2, 2019 Town Board Meeting** – Reschedule September 2, 2019 Town Board Meeting to Wednesday, September 4, 2019 Due to the Labor Day Holiday.
 - B. **Metropolitan Council Water Rebate Program** – Authorize Submission of an Application to the Metropolitan Council to Apply for Funds to Participate in the Water Rebate Program.
 - C. **WBL School District #624 – The BearPower 6.24K Homecoming Walk/Run** – Based on Staff Review & Recommendation Approve WBL School District #624's Use of Township Roads on Saturday, September 28, 2019, from 9:00-11:30 a.m., to Hold The BearPower 6.24K Homecoming Walk/Run & Direct that the Event Coordinator Work With Township Staff Regarding Sign Placement.
 - D. **Park Board Recommendation:**
 - a. **Town Hall Signage** – Approve Placement of Option B – Historic Town Hall Signs.
 - E. **Data Practice Responsible Authority & Compliance Official** - Adopt Resolution Re-Appointing the Responsible Authority & Compliance Official for the Town of White Bear.
 - F. **Administrative Driveway Variance** – In Accordance with Town Ordinance No. 35, Section 9-6.3(e) & Based on Staff Review & Recommendation &

White Bear Township's Mission:

To provide White Bear Township residents, businesses and visitors with reliable, high quality municipal services while serving as open and responsible stewards of the public trust.



recycled paper

- Approval, Ratify the Town Clerk's Issuance of an Administrative Driveway Variance at 2636 South Shore Boulevard.
- G. **Redlin Electric, 2350 Leibel Street** – Receive the Request to Waive the 60-Day Rule for Approval of a Permitted Use Standards Permit to Allow Redlin Electric Building Addition.
 - H. **Right-of-Way Permit** – Based on Town Engineer Review & Recommendation & Including His Recommended Conditions, Approve the CenturyLink Permit to Replace Buried Cable to Service Existing Residence at 5905 Red Pine Boulevard Which Will Require Boring & Open Trenching.
 - I. **Right-of-Way Permit** – Based on Town Engineer Review & Recommendation & Including His Recommended Conditions, Approve the Connexus Energy Permit to Replace a Failing Underground Electric Distribution Line to Service the Businesses along Meadowlands Drive between Centerville Road and Birch Bend Lane Which Will Include Directional Boring under both Meadowlands Drive & Birch Bend Lane including the Businesses Driveway.
 - J. **Right-of-Way Permit** – Based on Town Engineer Review & Recommendation & Including His Recommended Conditions, Approve the XcelEnergy Permit to Install an Underground Gas Service for the Residence at 5366 Reed Place Which Will Require Directional Boring in Reed Place & Possibly in Barry Lane.
6. **Old Business:**
- A. **Joint Powers Agreement – City of Birchwood** – Approve 2019 Utility/Sanitary Sewer Management Improvement Project.
 - B. **Patrick O'Brien, 1382 Top Lane** – Request for Minor Subdivision Requiring Approval of a Lot Size & Lot Width Variance.
7. **Public Hearings:**
- A. **Side Yard Setback Variance Request @ 3940 Lakewood Avenue** – To Allow Paving of a Driveway.
 - B. **Right-of-Way Variance Request @ 5216 Park Avenue** – To Allow Construction of a 3 Season Porch.
8. **New Business:**

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Town Engineer Item:

- A. **Well #5 Seepage Pond Improvement:**
 - 1. Authorize Preparation of Plans & Specifications.
 - 2. Authorize Advertisement for Bids.
- B. **Watermain Replacement Study – East Bald Eagle Boulevard & Hugo Road – Authorize Preparation of Study.**

General Business:

- C. **OPG-3 On-Line Permitting – Authorize Next Step in Implementation.**
 - D. **Reschedule October Executive Meeting - Reschedule October 25, 2019 Executive Meeting to Friday, October 18, 2018 Due to a Conflict.**
- 9. **Added Agenda Items.**
 - 10. **Open Time.**
 - 11. **Receipt of Agenda Materials & Supplements.**
 - 12. **Adjournment.**

White Bear Township's

Mission:

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**Town Board Meeting
August 8, 2019**

Agenda Number: 1 - 2 - 3 - 4

Subject: Call to Order – 7:00 p.m.
Heritage Hall, 4200 Otter Lake Road

Approval of August 8, 2019 Agenda
Approval of Payment of Bills
Approval of Minutes of July 15, 2019

Documentation: August 8, 2019 Agenda
July 15, 2019 Minutes

Action / Motion for Consideration:

Call meeting to order:	7:00 p.m.
Approval of Agenda:	August 8, 2019 (additions/deletions)
Approval of Payment of Bills	
Approval of Minutes:	July 15, 2019 Meeting

**MINUTES
TOWN BOARD MEETING
JULY 15, 2019**

The meeting was called to order at 7:00 p.m.

Present: Supervisors: Prudhon, Ruzek, McCune; Clerk: Christopherson; Attorney: Lemmons; Engineer: Poppler; Public Works Director: Reed; Town Planner: Riedesel

APPROVAL OF AGENDA (Additions/Deletions): Ruzek moved to approve the agenda as submitted. McCune seconded. Ayes all.

APPROVAL OF PAYMENT OF BILLS: Ruzek moved to approve payment of bills. McCune seconded. Ayes all.

APPROVAL OF MINUTES OF JULY 1, 2019 (Additions/Deletions): McCune moved to approve of the Minutes of July 1, 2019, with the correction of a few minor grammatical errors that have been corrected. Ruzek seconded. Ayes all.

CONSENT AGENDA: McCune moved to approve 5A) Night to Unite – Proclaim Tuesday, August 6, 2019, as Night to Unite in White Bear Township & Call a Special Town Board Meeting for Tuesday, August 6, 2019, beginning at 5:30 p.m.; 5B) Special Town Board Meeting – Call a Special Town Board Meeting for Thursday, August 1, 2019, beginning at 7:00 p.m. @ Columbia Park, 1756 Highway 96 to tour the Whitaker Treatment Wetlands, sponsored by VLAWMO; 5C) Administrative Driveway Variance – In accordance with Town Ordinance No. 35, Section 9-6.3 & based on Staff review & recommendation & approval, ratify the Town Clerk's issuance of an Administrative Driveway Variance at 5412 Eagle Street; 5D) Right-of-Way Permit – Based on Town Engineer review & recommendation & including his recommendation conditions, approve the XcelEnergy Permit to replace a failed electrical underground service for the residence at 5671 Orchard Avenue which will require directional boring; 5E Monthly Financial Report – Receive. Ruzek seconded. Ayes all.

BUILDING INSPECTOR ITEM – 2ND QUARTER CONSTRUCTION REPORT – RECEIVE: Building Inspector Mike Johnson went over the Construction Activity Report laid out on page 28 of the packet. It was noted that the 4 single family town home permits in the second column were from Three Oaks. It was also noted that the 1st and 2nd quarter permits haven't been this low since 2014. There have been 365 total permits issued: 184 building, 48 electrical, 3 fire, 39 mechanical, 37 plumbing, 11 utilities, and 43 zoning.

ANTHONY & MORGAN ABBOTT, 5216 GRAND AVENUE – REQUEST FOR 13.5' RIGHT-OF-WAY SETBACK VARIANCE TO CONSTRUCT A 3 SEASON PORCH: The Town Planner summarized the request to add a 3-season porch above the existing deck. It was noted that a variance was requested and received by the previous owner in 1997 allowing construction of the deck. Riedesel noted that the 3-season porch will have the same roofline as the home and the same dimensions as the deck. The Planning Commission took a look at the block and 6 out of 8 don't make setback requirements. Variance Board and Planning Commission made recommendations to approve.

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TOWN BOARD MEETING
JULY 15, 2019

Anthony Abbott, 5216 Grand Ave. was present to answer any questions. It was asked whether or not there would be any plans for doorways or steps on the south side of the deck. He replied that the gate is on the left, nothing will be added closer to the road. It was also noted that he would have to add the footings to support the porch.

Ruzek motioned based on Variance Board, Planning Commission & Staff review & recommendation approve the 13.5' right-of-way setback variance to construct a 3 season porch at 5216 Grand Avenue. McCune seconded. Ayes all.

PATRICK O'BRIEN, 1382 TOP LANE – REQUEST FOR MINOR SUBDIVISION REQUIRING APPROVAL OF A LOT SIZE & LOT WIDTH VARIANCE: The Town Planner summarized the request for approval of a minor subdivision which requires approval of a lot size and lot width variance. The property is located at the corner of Top Lane and South Birch Lake Boulevard. The property is an "L" shape with 89.05' of frontage on South Birch Lake Boulevard and 200' of frontage on Top Lane.

O'Brien wants to split the land into one small square lot and one rectangle lot. The lot with the home is 90 feet by 207 feet and exceeds the minimum lot size requirement. The other lot is proposed to be 89 feet by 110 feet, which only totals to 9,790 square feet and 12,000 square feet is the minimum requirement. So O'Brien would need a 15.95' variance for the short width and a 2,210 foot variance for the short square footage.

The Planning Commission and Variance Board reviewed this agenda item. Planning Commission recommended if approved there would be no more variances. There was suggestion that the 2,210 square foot short lot should gain 900 additional square feet from the rectangular lot. The lot adjacent to the "L" shaped lot is above 9,900 square feet.

There was discussion of the property line being moved, whether or not there is room for easements. It was noted that easements go around structures, but the plan was to tear down the garage and rebuild it.

If the Board denies the request, O'Brien will have to reapply. The Board will waive the 6 month wait time if O'Brien wants to come back with the proposed changes to the application.

Ruzek moved to deny the requests for the property at 1382 Top Lane. McCune seconded. Ayes all.

NEXTERN, 1185 NORTH BIRCH LAKE BOULEVARD – REQUEST FOR PERMITTED USE STANDARDS PERMIT TO ADD TEMPORARY DRIVEWAY FROM 1185 NORTH BIRCH LAKE BOULEVARD TO 4843 WHITE BEAR PARKWAY: The Town Planner summarized the request for a Permitted Use Standards Permit which would permit the addition of a driveway access between their building and an abutting building which they are leasing. There will only be the removal of one non landscape quality tree, and the proposal stated a temporary gravel driveway. Both the Planning Commission and Variance Board reviewed this agenda item and the Planning Commission recommended a paved driveway.

There was discussion of the items considered incomplete by Nextern. Wes Omers, the Director of Operations of Nextern was present to answer questions and explain the plans. Omers stated

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that the Town's Building Inspector was out to the property and that all items that could be completed, were completed. There was some reluctance on the Board members with timing. Nextern had agreed to finish the items mentioned, but did not. Omers stated that there is new management and communication is better.

The goal is to start yet this July, upon approval by the Board.

Based on Planning Commission & staff review & recommendation Ruzek moved to approve Nextern's request for a Permitted Use Standards Permit subject to the requirements set out in the permit which allows the addition of a temporary driveway from 1185 North Birch Lake Boulevard to 4843 White Bear Parkway with the caveat that outstanding items will be completed before Labor Day. McCune seconded. Ayes all.

JOINT POWERS AGREEMENT – CITY OF BIRCHWOOD – APPROVE 2019 UTILITY/SANITARY SEWER MANAGEMENT IMPROVEMENT PROJECT: The Public Works Director summarized the Joint Powers Agreement and what has changed. It has been reviewed by Staff and the Town Attorney, and there were corrections made the day of this meeting. The Town Attorney had some input, stating that Paragraph 4 should have a line about Birchwood's responsibility to maintain the existing lines. There was discussion of a water study and repair, I & I of lines, etc. Consensus was that the Attorney needs to look at the terms more.

Ruzek motioned to continue this agenda item so the Town Attorney can look at the terms and conditions. McCune seconded. Ayes all.

800 MHZ RADIO REPLACEMENT – RECEIVE QUOTES – APPROVE QUOTE: Director summarized that the current radios Staff are using daily are 5 years old and were obtained with a grant through Ramsey County. These radios are now at the point where they cannot be upgraded and have loss of support for the current model. The plan is to use the old radios seasonally if needed, for example on Township Day perhaps. With these radios Staff can communicate locally, regionally, and state wide, in case of emergency. Quotes have been received from Ancom for \$18,380.65, Motorola Solutions for \$21,963.63, and R&D Communications Inc. for \$22,399.00. Funding for the 800MHZ radio replacement will come from the Capital Equipment Fund, which has \$18,710.00 budgeted.

The Public Works Director explained that the difference between Ancom and Motorola Solutions is like purchasing something from a warehouse or from a vendor who also purchases something from a warehouse. The current number of radios staff need is 8.

Based on Public Works review & recommendation McCune moved to receive quotes. Ruzek seconded. Ayes all.

Based on Public Works review & recommendation McCune moved to approve quote for replacement of the eight 800 HMZ radios to the lowest responsible company, Ancom, in the amount of \$18,380.65 with funding from the Capital Equipment Fund. Ruzek seconded. Ayes all.

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2019 I & I PROJECT – APPROVE CLEANING & TELEVISIONING: The Public Works Director summarized the June 3rd approval for Ritter & Ritter to complete the project, but due to an administrative error, he brought this item back to the Town Board.

Based on Public Works Director review & recommendation McCune motioned to approve the cleaning & televising portion of the original bid approved on June 3, 2019, to Ritter & Ritter Sewer Service, Inc., for \$60,974.00 Ruzek seconded. Ayes all.

IMPROVEMENT 2019-3 – STREET IMPROVEMENT: RECEIVE BIDS – AWARD CONTRACT – AUTHORIZE CONSTRUCTION OBSERVATION: The Town Engineer summarized the current status of the 2019 Street Improvement Project. Currently, the Town is on step 3, with the approval of this contract being Step 4. The bid opened on July 10th, and the Town received 2 bids. By this time of the year many contractors have a full work load and don't have room for the Town's projects. Because of the wet spring, less time, and the cost of materials, the bids came in 10-20% higher than the Town Engineer's estimate. It was noted that the interest rates for bonds are good.

The Town's Finance Officer discussed the bonding and how the Town would only have to pay the interest for the first year and it would make the Tax Levy easier on the residents.

Ron Santanni, 783 Gilfillan Court was present to address his concerns with his driveway. He and Silvia Hesse, 779 Gilfillan Court who was also present, paid for their driveways to be repaved last summer. With a good quality bituminous and cement, the cost was high and Hesse and Santanni are concerned that the street crews will ruin part of the driving while completing Gilfillan's street repairs. Santanni and Hesse have a 10 year warranty with the company that performed the repaving of their driveways, but the Town only gives a 1 year warranty with the company they contract. Poppler stated that he would put their notes in the plans to keep the driveways in place and work around it as best as possible without impacting the driveway pavement.

Based on Town Engineer review and recommendation Ruzek moved to adopt Resolution Receiving Bids for Improvement 2019-3. McCune seconded.

Based on Town Engineer review and recommendation Ruzek moved to award the Contract to the lowest responsible bidder, T.A. Schifsky & Sons, Inc., in the amount of \$1,037,544.00 & Adopt Resolution Awarding Contract for Improvement 2019-3. McCune seconded. Ayes all.

Based on Town Engineer review and recommendation Ruzek moved to authorize TKDA to perform the construction observation in an amount not to exceed \$55,500.00. McCune seconded. Ayes all.

Noting funding for the project will be through the Water Utility Fund, Sewer Utility Fund, Stormwater Fund, Improvement Fund & assessments.

GIS IMPLEMENTATION STEP 4 – AUTHORIZE DATA GATHERING & DATA MANAGEMENT: The Town Engineer summarized the GIS Implementation plan and explained Step 4 as the retrieval of data, location of Town assets. A TKDA intern will be working on the

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asset management until he returns to school, then it was noted that a graduate student will take over his work. There was discussion on the time frame. The Town Engineer was confident that TKDA would be able to finish this step of the project by the end of the year.

Based on Town Engineer review & recommendation Ruzek moved to authorize TKDA to proceed with Step 4 for 2019 GIS & Asset Management Implementation for an amount not to exceed \$42,900.00 with funding from the Utility Fund. McCune Seconded. Ayes all.

PORTLAND WOODS STORM SEWER REPLACEMENT: RECEIVE QUOTES – APPROVE QUOTE – AUTHORIZE CONSTRUCTION OVSERVATION: The Town Engineer summarized that July 10th the bid opened for this project and the Town received a quote for the Portland Woods Storm Sewer Replacement. In the late spring with all the rain, it was determined that the storm sewer pipe along Portland has failed. The contractor who performed the service will continue the work. The work will begin as soon as approved by the Town Board.

There was discussion on the difference between this case and a sewer/water line break. It was also noted that the Town wanted to bid because it is an amendment to the contract with Penn from the previous year.

The Town Engineer said the project would be complete, the pipe installed, by August 9th. Based on Town Engineer review & recommendation McCune moved to receive quotes. Ruzek seconded. Ayes all.

Based on Town Engineer review & recommendation McCune moved to approve quote to Penn Contracting in the amount of \$49,652.00 for the Portland Woods Storm Sewer Replacement. Ruzek seconded. Ayes all.

Based on Town Engineer review & recommendation McCune moved to authorize TKDA to perform construction observation in an amount not to exceed \$3,450.00. Ruzek seconded. Ayes all.

COMPUTER REPLACEMENT – APPROVE PURCHASES: The Town Finance Officer summarized the Town Office's need of new computers. The last ones were purchased in 2011 and 2013, which are highly used and unsupported by upgrades anymore. With the GIS Implementation coming into effect, it is in the Town's best interest to purchase new computers with newer software. There will be 8 new computers and 1 truck rounds laptop purchased from the Roseville IT department. The list of computers eliminated and new for purchase are found in the packet on pages 109 and 110.

Different types of PCs were discussed as was the laptop in the truck. It was noted that the optimum life of a PC used daily is about 5 to 7 years. Since it is 2019, these computers are 6 and 8 years old and it was agreed that the computers need to be replaced.

Based on Finance Officer review & recommendation approve replacing eight computers & the rounds truck laptop computer at a cost not to exceed \$9,500.00, with funding from the Capital

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Equipment Fund and that change from the \$9,200.00 to \$9,500.00 was because of the late received quote. McCune seconded. Ayes all.

OPEN TIME: No one was present for open time.

RECEIPT OF AGENDA MATERIALS / SUPPLEMENTS: Ruzek motioned to receive all Agenda materials & supplements for tonight's meeting. McCune seconded. Ayes all.

McCune moved to adjourn the meeting at 8:39 p.m. Ruzek seconded. Ayes all.

Respectfully Submitted,

Patrick Christopherson
Town Clerk-Treasurer

Approved as Official Meeting Minutes

Town Board Supervisor

Date

DRAFT



**Town Board Meeting
August 8, 2019**

Agenda Number: 5A – Consent Agenda

**Subject: Reschedule September 2, 2019 Town Board Meeting –
Reschedule September 2, 2019 Town Board Meeting to
Wednesday, September 4, 2019 Due to the Labor Day Holiday**

Documentation: None

Action / Motion for Consideration:

Receive Information / Discuss

Reschedule September 2, 2019 Town Board Meeting to Wednesday,
September 4, 2019 Due to the Labor Day Holiday



**Town Board Meeting
August 8, 2019**

Agenda Number: 5B – Consent Agenda

Subject: **Metropolitan Council Water Rebate Program** – Authorize Submission of an Application to the Metropolitan Council to Apply for Funds to Participate in the Water Rebate Program

Documentation: Miscellaneous Information

Action / Motion for Consideration:

Receive Information / Discuss

Authorize Submission of an Application to the Metropolitan Council to Apply for Funds to Participate in the Water Rebate Program



Metropolitan Council - metrocouncil.org

COUNCIL OFFERS WATER EFFICIENCY GRANTS TO MUNICIPAL WATER SUPPLIERS

Posted In: Wastewater & Water

Date: 7/19/2019

2Share

The Metropolitan Council is offering grants of up to \$50,000 to municipal water suppliers to help increase water efficiency in their communities. Grants can be used for rebates to residents who replace inefficient water-using devices with approved devices that use substantially less water, or for irrigation system audits.

"In some cities, future population growth can be accommodated with fewer new groundwater wells, just by being more efficient with the wells we already have," explained Brian Davis, senior engineer at the Council. "This can result in savings for the utility, as well as savings for their customers."

A total of \$750,000 will be available for spending through June 2022. The 2019 Minnesota Legislature designated the monies from the Clean Water Fund of the Minnesota Clean Water, Land and Legacy Amendment.

"Conservation is the first step we should take to ensure we have sustainable water supplies for future generations," said Council Member Peter Lindstrom. "And because groundwater crosses municipal boundaries, this partnership benefits the entire region."

Council grants help growing communities use water more efficiently

\$500,000 Water Efficiency Grants

4,510
TOTAL DEVICES
REPLACED

52 million
gallons
SAVED ANNUALLY

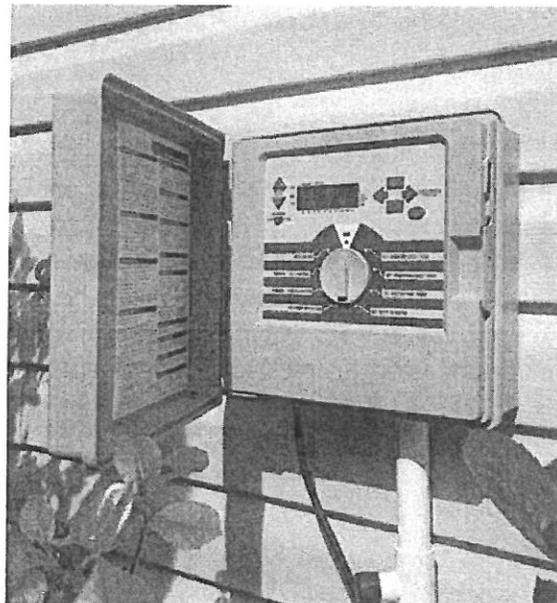
A previous, similar grant program yielded an estimated annual savings of 52 million gallons of water.

Local governments responsible for designing rebate/grant program

Grants will range from \$2,000 to \$50,000 to municipalities to lower the cost for residents to purchase and install products that reduce water use, such as toilets, washing machines, irrigation spray sprinkler bodies, and irrigation controllers. The products must be labelled by the U.S. Environmental Protection Agency's WaterSense program or, in the case of washing machines, by the U.S. Department of Energy's Energy Star program.

Funds can be used only for appliance replacement, not for first-time purchases for new developments.

Municipalities will be responsible for the design and operation of their rebate or grant program and its details. Council grant funds will cover 75% of program costs, with a required 25% local match. Residents must pay a portion of the cost of any appliance or water use audit they purchase.



We will accept applications through Sept. 30, 2019. Required application information includes:

- Rebate or grant program design and work plan
- Proposed examples of communications to property owners
- Requested total grant amount
- Estimated annual amount of water saved by the applying municipality

Details about the program and the grant application



If funds requested exceed funds available, these criteria will be used to determine grants amounts:

Smart lawn irrigation controllers can auto-adjust water use to weather and soil conditions.

- Municipalities that rely exclusively on groundwater
- Municipalities with identified water issues in the regional Master Water Supply Plan or their local water plan
- Municipalities' ratio of peak monthly water use to winter monthly water use
- Municipalities' average residential per capita use
- The order in which applications are received and until grant funds are fully committed.

Earlier program resulted in big water savings

The Council administered a water efficiency grant program during the 2015-17 biennium using \$500,000 from the Clean Water Fund. That program yielded an estimated total savings of 52 million gallons of water per year.

- 4,514 devices were replaced, including 2,380 toilets, 1,190 irrigation controllers, 940 clothes washers, and 4 irrigation system audits.
- Annual water savings included 29.8 million gallons from toilets; 18 million gallons from irrigation controllers; 4.2 million gallons from clothes washers; and 59 thousand gallons from irrigation system audits.

Nineteen communities participated in the earlier program.

Posted In: Wastewater & Water

Tags:

WATER EFFICIENCY REBATE PROGRAM UPDATE
as of 8/23/2017

	1st Quarter	2nd Quarter	3rd Quarter	Additional Funding Rec'd 4/17/17	Total Rebates Redeemed	Annual Water Savings in Gallons
WaterSense Toilet	50	60	33	86	229	5,326,082
WaterSense Irrigation Controller	1	3	2	10	16	140,800
EnergyStar Clothes Washer	13	8	5	34	60	180,000
Grand Totals	64	71	40	130	305	5,646,882

	Grant Dollars	Township Contribution	Grand Totals
1st Quarter	\$8,754.87	\$2,918.29	\$11,673.16
2nd Quarter	\$9,776.94	\$3,258.98	\$13,035.92
3rd Quarter	\$5,468.19	\$2,048.31	\$7,516.50
Additional Funding Rec'd 4/17/17	\$17,500.00	\$5,833.33	\$23,333.33
	\$41,500.00	\$14,058.91	\$55,558.91

	Unfunded Rebate Requests	Total Rebates Redeemed Including Unfunded	Annual Water Savings in Gallons including Unfunded
WaterSense Toilet	22	251	5,837,758
WaterSense Irrigation Controller	7	23	202,400
EnergyStar Clothes Washer	4	64	192,000
	33	338	6,232,158

Unfunded Rebates \$5,939.19
Unfunded Rebates paid out at 25%

8 1/2 months = 175 Rebates
2 1/4 months = 163 Rebates

Metropolitan Council Water Efficiency Grant Application Form

Applicant Information:

Municipality: White Bear Township
Municipal Utility: White Bear Township
Mailing Address: 1281 Hammond Road, White Bear Township, MN 55110

Primary Contact Information: Municipality primary authorized representative (all correspondence regarding the Water Efficiency Grant Program should be addressed to individual named below):

NAME: Karen Edson
TITLE: Administrative Secretary
STREET: 1281 Hammond Road
CITY, ZIP: White Bear Township, MN 55110
PHONE: (651) 747-2755
EMAIL: karen.edson@whitebeartownship.org

Secondary Contact Information: Municipality secondary authorized representative:

NAME: Pat Christopherson
TITLE: Clerk-Treasurer
STREET: 1281 Hammond Road
CITY, ZIP: White Bear Township, MN 55110
PHONE: (651) 747-2768
EMAIL: pat.christopherson@whitebeartownship.org

Municipal Total Per Capita Water Use (2018): 103 (gallons per person-day)

Municipal Residential Per Capita Water Use (2018): 76 (gallons per person-day)

Municipal Ratio of Peak Month to Winter Month Water Use (2018): 2.57 to 1 Ratio

Municipality's estimated annual water savings from proposed program: 6,594,325 (gallons)

Municipal Utility Grant or Rebate Program Design:

Requested Grant Amount (must equal 75% of total program budget): \$ 50,000

Required Utility Matching Amount (must equal 25% of total program budget): \$ 16,800

Will your program be a grant program or rebate program? Rebate

Estimated Number of Items:

Item	Estimated Number
Toilets	285
Irrigation Controllers	20
Clothes Washing Machines	20
Irrigation Spray Sprinkler Bodies	10
Irrigation System Audits	12

**Metropolitan Council Water Efficiency Grant Application Form
White Bear Township, MN
Grant Funding Rebate Program Design by the Numbers**

Product Replaced	Quantity	Rebate Reimbursement per Product	Total Cost of Rebate Reimbursement	Total Cost for the Township Contribution (25%)	Total Cost for the Grant Contribution (75%)	*Estimated Gallons Saved Annually
Toilet	285	200	\$57,000.00	\$14,250.00	\$42,750.00	6,211,125
Clothes Washer	20	125	\$2,500.00	\$625.00	\$1,875.00	60,000
Irrigation Controller	20	200	\$4,000.00	\$1,000.00	\$3,000.00	176,000
Sprinkler Bodies	10	150	\$1,500.00	\$375.00	\$1,125.00	56,000
Irrigation Audit	12	150	\$1,800.00	\$450.00	\$1,350.00	91,200
TOTALS			\$66,800.00	\$16,700.00	\$50,100.00	6,594,325

**** Please Note: The coverage of \$100.00 on the grant contribution will be absorbed by the Township**

- * Estimated Gallons Saved Annually based on the following:
- Average household population of 2.53
 - Based on an average of 5 flushes per day per person (traditional toilet 6 gallons per flush; WaterSense 1.28 gallons per flush)
 - Based on an average of 300 loads per year (traditional washer 23 gallons per load; Energy Star 13 gallons per load)
 - WaterSense Irrigation controller saves an average of 8,800 gallons per year
 - WaterSense Sprinkler Bodies saves an average of 5,600 gallons per year
 - WaterSense Irrigation Audit saves an average of 7,600 Gallons per year

**Metropolitan Council Water Efficiency Grant Application Form
White Bear Township, MN
Project Work Plan and Schedule***

Task Description	Responsible Person / Group	Estimated Start Date	Estimated Completion Date
Review the Water Efficiency Grant Agreement	Town Board	Upon notification of grant award, approximately December 2, 2019	December 16, 2019
Approve the Water Efficiency Grant Agreement	Town Board	December 16, 2019	December 16, 2019
Execute the Water Efficiency Grant Agreement	Town Board	Upon approval of Town Board, Approximately December 16, 2019	December 16, 2019
Announcement at Town Board Meeting	Town Board	Upon execution of the Water Efficiency Grant Agreement	December 16, 2019
Announcement of Rebate Program to Township Residents via the Government Cable Channel, Facebook and on the Front Page of Website	Karen Edson	December 16, 2019	December 20, 2019
Update Application Forms with Instructions for Rebate Program	Karen Edson	Upon approval of Town Board, Approximately December 16, 2019	December 20, 2019
Update Handouts for Contractors and Homeowners	Karen Edson	Upon approval of Town Board, Approximately December 16, 2019	December 20, 2019
Update page on Website for the Rebate Program including information, guidelines, FAQs and Rebate Application Forms	Karen Edson	Upon approval of Town Board, Approximately December 16, 2019	December 20, 2019
Rebate Program Page on Website will Go Live	Karen Edson	December 20, 2019	December 20, 2019
Post Information in the Front Entrance of the Town's Administrative Offices to Notify Residents about the Rebate Program	Karen Edson	December 20, 2019	December 20, 2019

Metropolitan Council Water Efficiency Grant Application Form
White Bear Township, MN
Project Work Plan and Schedule*

Task Description	Responsible Person / Group	Estimated Start Date	Estimated Completion Date
Create Press Release for White Bear Press on Rebate Program	Patti Walstad	Upon approval of Town Board, Approximately December 16, 2019	January 1, 2020
Start Receiving Completed Application Forms	Karen Edson	January 1, 2020	On-going with a ending date postmarked July 30, 2022
Communicate the Rebate Program in the 4th Quarter of 2019 / 2020 / 2021 Utility Bills, which is mailed to all Township Utility Customers	Nancy Renard	January 10, 2020	February 10, 2022
Give a General Overview / at the Annual Town Hall Meetings	Pat Christopherson	March 10, 2020	March 8, 2022
Notify Accounts Payable Regarding Rebate Compliance for Reimbursement Quarterly	Karen Edson	April 15, 2020	On-going Quarterly with final submittal for rebate reimbursement handed in by end of day August 12, 2022
Process Rebate Reimbursement to Contractor / Homeowner Quarterly	Nancy Renard	April 6, 2020	On-going Quarterly with final submittal for rebate reimbursement handed in by end of day August 12, 2022
Send Out Rebate Reimbursements Quarterly	Nancy Renard	April 21, 2020	On-going Quarterly with final rebate reimbursement mailed out to Residents on August 16, 2022
Re-Communicate the Rebate Program Quarterly on Facebook	Karen Edson	April 1, 2020	On-going Quarterly thru June 30, 2022
Re-Communicate the Rebate Program in News and Views Quarterly	Patti Walstad	April 1, 2020	On-going Quarterly thru June 30, 2022

Metropolitan Council Water Efficiency Grant Application Form
White Bear Township, MN
Project Work Plan and Schedule*

Task Description	Responsible Person / Group	Estimated Start Date	Estimated Completion Date
Using Forms provided by MCES, Complete Quarterly Report Covering Program Quarterly through 2nd Quarter 2022 for Grant Reimbursement	Karen Edson	April 15, 2020	On-going Quarterly with final submittal for rebate reimbursement handed in by end of day August 12, 2022
Information / Handout on Rebate Program displayed at the Township's Information Table at Township Day	Tom Riedesel	September 12, 2020	September 11, 2021
Give Status Update of the Rebate Program at All Annual Town Hall Budget Meetings	Tom Kelly	December 1, 2020	On-going annually with final Town Hall Budget meeting on 12/14/2022
Compile Rebate Data for 2020 & 2021 Estimate Total Water Conserved for the Year	Karen Edson / Nancy Renard / Dale Reed	January 1, 2021	January 15, 2022
Re-Communicate the Rebate Program with a Status Report of Total Water Conserved in 2020 & 2021 via Website, Cable Channel and Facebook	Karen Edson	January 1, 2021	January 15, 2022
Re-Communicate the Rebate Program with a Status Report of Total Water Conserved in 2020 & 2021 via News & Views	Patti Walstad	January 1, 2021	January 15, 2022

**Metropolitan Council Water Efficiency Grant Application Form
 White Bear Township, MN
 Project Work Plan and Schedule***

Task Description	Responsible Person / Group	Estimated Start Date	Estimated Completion Date
Communicate the June 30, 2022 End Date of the Rebate Program to Township Residents through the Home Page of the Website, Facebook and on the Cable Channel	Karen Edson	June 15, 2022	January 15, 2022
Communicate the June 30, 2022 End Date of the Rebate Program to Township Residents through News & Views	Patti Walstad	June 1, 2022	June 15, 2022
Update the Website to Reflect the end of the Rebate Program including Final Submittal date for Qualifying items purchased through June 30, 2022.	Karen Edson	June 1, 2022	June 1, 2022
Post a Reminder on Facebook, Website and E-mail that all Rebate Reimbursement Applications for Products Purchased by June 30, 2022 need to be submitted and postmarked by July 30, 2022	Karen Edson	July 15, 2022	July 15, 2022
Remove all Rebate Program information from Website	Karen Edson	August 1, 2022	End of Day August 1, 2022
Final Submittal to Accounts Payable for Rebate Reimbursement	Karen Edson	August 14, 2022	End of Day August 15, 2022

Metropolitan Council Water Efficiency Grant Application Form
White Bear Township, MN
Project Work Plan and Schedule*

Task Description	Responsible Person / Group	Estimated Start Date	Estimated Completion Date
Process Final Rebate Reimbursements to Contractors / Homeowners	Nancy Renard	August 8, 2022	August 12, 2022
Communicate the results of the Rebate Program at the Town Board Meeting	Town Board	August 15, 2022	August 15, 2022
Communicate the results of the Rebate Program on the Cable Channel, Facebook and Website	Karen Edson	August 15, 2022	August 15, 2022
Mail out Final Rebate Reimbursements to Contractors / Homeowners	Nancy Renard	August 16, 2022	August 16, 2022
Communicate the Final results of the Rebate Program in the August News and Views	Patti Walstad	August 15, 2022	August 31, 2022

Communications to Property Owners:

How will your program be advertised (check all that apply):

- Newsletter
- Print Media (White Bear Press News & Views, Bulletin Board Posting, Insert in Utility Bills)
- Email (Notify Me™)
- Twitter
- Website (www.whitebeartownship.org)
- Radio
- Television (White Bear Township's Channel on Public Access Cable TV)
- Facebook (<https://www.facebook.com/WhiteBearTownshipMNOfficialSite>)
- Nextdoor
- Other Social Media

Please attach examples of proposed newsletter, print media, or email communications

Critical Points to Remember:

- The applying municipality must be a water supplier
- New construction and new developments are not eligible
- Funds are for rebates or grants only; consulting and city staff time are ineligible
- Combined Council and municipality funds cannot pay for 100% of an eligible activity's cost
- A portion of each eligible activity's cost must be paid by the property owner
- Grant recipients must display the Clean Water, Land and Legacy Amendment logo and the Metropolitan Council logo on program-related web pages and paper communications

Metropolitan Council Water Efficiency Grant Application Form

White Bear Township, MN

Examples of Communications to Property Owners

Print Media, Television, Facebook & Website: Announcement**

The Metropolitan Council, through funding from the Clean Water Land and Legacy Amendment, has awarded White Bear Township a water efficiency grant. The goal of the water efficiency grant program is to improve municipal water use. This grant funding has enabled White Bear Township to provide rebates to residents who replace existing products with specified water efficient products through June 30, 2022 or until funds are depleted. Visit www.whitebeartownship.org for more information about the Water Efficiency Rebate Program.

Print Media, Television, Facebook, Website, E-mail: On-going Communication**



ACT NOW! – Water Efficiency Rebates are now available to White Bear Township utility customers who replace existing products with specified water efficient products now through June 30, 2022 or until funds are depleted. Residents can claim 100 percent of the cost of the item, up to a maximum of \$125 for Energy Star washers; \$200 for US EPA WaterSense labeled toilets; \$200 for US EPA WaterSense labeled irrigation controllers; \$150 for US EPA WaterSense labeled sprinkler body replacements; and \$150 irrigation audit by an irrigation professional certified by a US EPA WaterSense program.

For more information or to obtain the Water Efficiency Rebate Application form visit www.whitebeartownship.org.

Print Media: Bulletin Board Posting in Entry Way of the Township’s Administrative Offices, Insert in Utility Bill

See attached Water Efficiency Rebate Flyers

** Note all communications will have the Clean Water Land and Legacy Amendment Logo, as well as the Metropolitan Council’s Logo



WATER EFFICIENCY REBATE

OVERVIEW

The Metropolitan Council, through funding from the Clean Water Land and Legacy Amendment, has awarded White Bear Township a water efficiency grant. The goal of the water efficiency grant program is to improve municipal water use. This grant funding has enabled White Bear Township to provide a Water Efficiency Rebate to current water customers who replace existing devices with specified water efficient products through June 30, 2022 or until funds are depleted.

REBATE PROGRAM

Rebates are only available to White Bear Township Water Customers with non-delinquent accounts. The product must be installed at the address listed on the account. The product must be purchased between September 30, 2019 and June 30, 2022. Expenses eligible for the rebate are the out-of-pocket pre-tax cost of the product and its installation only, not to include any owner labor costs. In addition, new construction and new developments are ineligible, as this program is intended as a current infrastructure replacement program. The Township reserves the right to limit the number of rebates per White Bear Township Water Account. The rebate is for 100% of the cost of the item (pre-tax), up to a maximum of \$125 for Energy Star washers; \$150 for WaterSense labeled spray sprinkler bodies; \$150 for an irrigation system audit by an irrigation professional certified by a WaterSense program; \$200 for WaterSense labeled irrigation controllers; and \$200 for WaterSense toilets. Eligible water efficiency products:

- Clothes washing machine replacement with an Energy Star qualified clothes washing machine
- <https://www.energystar.gov/productfinder/product/certified-clothes-washers/results>
- Irrigation spray sprinkler body replace with a WaterSense labeled spray sprinkler body
- <https://www.epa.gov/watersense/product-search>
- Irrigation system audit by an Irrigation Professional certified by a WaterSense program
<https://www.epa.gov/watersense/find-pro>
- Irrigation system controller replacement with a WaterSense labeled controller
<https://www.epa.gov/watersense/product-search>
- Toilet replacement with a US EPA WaterSense labeled toilet
<https://www.epa.gov/watersense/product-search>

HOW TO APPLY

The Water Efficiency Rebate Application is available via the Township's website www.whitebeartownship.org or in person. The applicant is responsible for securing any permits necessary for the work, if required. A copy of the original purchase receipt and invoice for installation (if applicable) must be provided with the application. The receipt must clearly identify the model, date of purchase and the Energy Star or WaterSense program qualification information. **For toilet purchases, both the tank and bowl must have the WaterSense label.** Applications are processed in order of date received, as rebate funds are limited! Rebate applications must be postmarked by July 30, 2022 to be eligible, assuming funds are still available.

SUBMIT APPLICATIONS TO:

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

QUESTIONS:

Phone: 651-747-2750
Email: wbt@whitebeartownship.org

WATER EFFICIENCY REBATE FAQ's

1. Who is eligible for the Water Efficiency Rebate?
 - *All current White Bear Township Water Customers with their account in good standing.*
2. Are well users within the Township eligible for the Water Efficiency Rebate?
 - *At this time only White Bear Township Water Customers are eligible for the Water Efficiency Rebate.*
3. Is there a limit to the number of rebates?
 - *No, limit to the number of rebates at this time but White Bear Township reserves the right to limit the number of rebates per White Bear Township Water Account.*
4. Are multi-unit complexes (Cottages of White Bear Township) eligible for the Water Efficiency Rebate Program?
 - *At this time multi-unit complexes do not qualify for the Water Efficiency Rebate, as funds are limited.*
5. I just installed a water efficiency product (toilet(s), washer, irrigation controller, irrigation sprinkler spray body) in 2019 am I eligible for the Water Efficiency Rebate?
 - *If you purchased a water efficiency product on or after September 30, 2019 and can provide the required documentation, you are eligible for the Water Efficiency Rebate.*
6. What documentation is required to receive the Water Efficiency Rebate?
 - *A copy of the original purchase receipt and invoice for installation (if applicable) must be provided with the completed application. The receipt must clearly identify the model, date of purchase and the Energy Star or WaterSense program qualification information. **For toilet purchases, both the tank and bowl must have the WaterSense label.***
7. How do I know what products are eligible for the Water Efficiency Rebate Program?
 - *Please refer to the Water Efficiency Rebate Overview which can be found on the Township's Website for the links to all eligible Water Efficiency Products. If you don't have internet access the Township will have available a listing of all eligible products at the Township's Administrative Offices (1281 Hammond Road).*
8. Do I need to pull any permits to be eligible for the Water Efficiency Rebate?
 - *The applicant is responsible for securing any permits necessary for the work, if required.*
9. Are inspections required to receive the Water Efficiency Rebate?
 - *Inspections are random and must agree to allow a representative from White Bear Township to verify the installation of the product.*
10. When will I receive my Rebate Check?
 - *Water Efficiency Rebates will be issued on a quarterly basis.*



Water Efficiency Rebates Available

up to \$200

until June 30, 2022*

REBATES NOW Water Savings for Years

Get great rebates and ongoing water savings when you upgrade to qualifying water efficient appliances.

Up to \$125 in rebates on EnergyStar Clothes Washers

Up to \$150 in rebates on WaterSense Irrigation Spray Sprinkler Body

Up to \$150 in rebates on a Irrigation System Audit by a WaterSense Certified Professional

Up to \$200 in rebates on WaterSense Irrigation Controllers

Up to \$200 in rebates on WaterSense Toilets

*Qualifying water efficient product must be purchased by June 30, 2022

START SAVING TODAY!

Toilets that are high efficiency use 1.28 gallons or less per flush where older model toilets can use as much as 6 gallons per flush.

Washing Machines that are high efficiency use 35 to 55 percent less water and 50 percent less energy.

Irrigation Controllers that are labeled WaterSense can save an average home nearly 8,800 gallons of water annually.

Find complete program information at

www.whitebeartownship.org/165/Water-Efficiency-Rebate-Program

651-747-2750





**Town Board Meeting
August 8, 2019**

Agenda Number: 5C – Consent Agenda

Subject: WBL School District #624 – The BearPower 6.24K Homecoming Walk/Run – Based on Staff Review & Recommendation Approve WBL School District #624's Use of Township Roads on Saturday, September 28, 2019, from 9:00-11:30 a.m., to Hold The BearPower 6.24K Homecoming Walk/Run & Direct that the Event Coordinator Work With Township Staff Regarding Sign Placement

Documentation: Staff Memo w/attachments

** Jon Anderson is working on getting the Certificate, I don't anticipate any issues

Action / Motion for Consideration:

Receive Information / Discuss

Based on Staff Review & Recommendation Approve WBL School District #624's Use of Township Roads on Saturday, September 28, 2019, from 9:00-11:30 a.m., to Hold The BearPower 6.24K Homecoming Walk/Run Subject to Receipt of the Certificate of Insurance & Direct that the Event Coordinator Work With Township Staff Regarding Sign Placement

MEMORANDUM

TO: TOWN BOARD
FROM: PATTI WALSTAD
DATE: JULY 31, 2019

SUBJECT: BEARPOWER 6.24K HOMECOMING WALK/RUN

WBL School District #624 has requested approval from the Township for the new BearPower 6.24K Homecoming walk/run on Saturday, September 28th from 9:00 – 11:30. The School District has held previous events this year with no problems.

In accordance with the Special Events Policy, a certificate of insurance is on file listing White Bear Township as an additional insured.

PSW/s
cc:admin.file

7/23/19

White Bear Township
1281 Hammond Road
White Bear Township, MN 55110
Attn. Tom Riedesel

Tom,

The White Bear Lake School District along with our BearPower partners requesting the use of White Bear Township roads for The BearPower 6.24K Homecoming walk/run on Saturday, September 28 from 9:00am-11:30am. We will have one route for the event township streets. We typically have 300-350 participants. We are switching from South Campus to North Campus this year to tie the event in with our 100 year celebration of the original high school and an all class reunion.

We will start at White Bear Lake Area High School North Campus and go north on Bald Eagle Ave to Bald Eagle Lake. Then head west to Co Rd H2. At H2 we will continue west to Otter Lake Road. At Otter Lake Road we will use the path that runs through Tamarack Nature Center. When the path ends we will go on to Otter Lake Road to 9th Street and go east back to Bald Eagle Ave. We will have volunteers throughout the route at critical intersections to ensure the safety of the runners and walkers. We will post signage along our routes 5 days in advance and have volunteers for any type of cleanup necessary. Insurance has been requested to cover WB Township and will provide this when available.

Thank you for considering our application and please let me know if you have any further questions. Jon Anderson would be the contact for this event. I can be reached at 651-407-7508 during the day time.

Our BearPower partners are: White Bear Lake Area School District, NE YMCA, and Health Partners.

Jon Anderson
Recreation Facility Coordinator

THE (MNH)DVA
9/12/2018
HOLDER THIS
THE POLICIES
AUTHORIZED



WHITE BEAR TOWNSHIP SPECIAL EVENTS POLICY

WHEREAS THE TOWN BOARD RECEIVES REQUESTS FROM ORGANIZATIONS FOR SPECIAL EVENTS THAT ARE HELD IN WHITE BEAR TOWNSHIP, THE FOLLOWING POLICY IS HEREBY ESTABLISHED:

- 1) All special events held within the Town limits shall require Town Board approval.
- 2) Applicants shall submit a written request explaining their request, including the date, time of day, maximum number of attendees, responsible person (name and day time phone number), and all streets they are requesting to use during the event.
- 3) The applicant shall submit a Certificate of Insurance for General Liability, in the maximum amount provided by law, naming the Town of White Bear as an additional insured for the event. Certificate shall be stated as follows:
"TOWN OF WHITE BEAR, ITS OFFICERS, EMPLOYEES AND ASSIGNS".
- 4) Applicant's request shall include a statement regarding their contact with and approval (if required), from all agencies that may be involved with the event (i.e. RAMSEY COUNTY SHERIFF'S DEPARTMENT; RAMSEY COUNTY PARKS & RECREATION DEPARTMENT, RAMSEY COUNTY PUBLIC WORKS DEPARTMENT, WHITE BEAR LAKE FIRE DEPARTMENT, ETC.)
- 5) Applicant shall provide route notification to the residents and businesses in the affected neighborhoods by way of temporary signs along the route, as directed by the Town Board, a minimum of 5 days in advance of the event. Spraying paint on roads, telephone poles and sidewalks is prohibited - chalk is acceptable. Permanent road signage such as speed limit signs and directional signs shall not be covered by event signage.
- 6) Applicant shall be responsible for clean-up of all debris, litter, etc., resulting from the event. Applicant shall remove all temporary signage immediately after the event.
- 7) All of the above information must be submitted to the Township Office a minimum of 30 days prior to the Town Board Meeting at which the application will be considered - incomplete applications will not be considered. The 30 day requirement may be waived by the Town Board by petition of the applicant for special circumstances.
- 8) White Bear Township reserves the right to revoke all permits granted.

APPROVED BY THE TOWN BOARD MAY 3, 1999;
Amended May 6, 2002; June 2, 2003; & October 3, 2011

RAMSEY COUNTY SHERIFF'S DEPARTMENT 651-767-0640
RAMSEY COUNTY PUBLIC WORKS DEPARTMENT 651-266-7100
RAMSEY COUNTY PARKS & RECREATION DEPARTMENT 651-748-2500
WHITE BEAR LAKE FIRE DEPARTMENT 651-429-8568



**Town Board Meeting
August 8, 2019**

Agenda Number: 5D – Consent Agenda

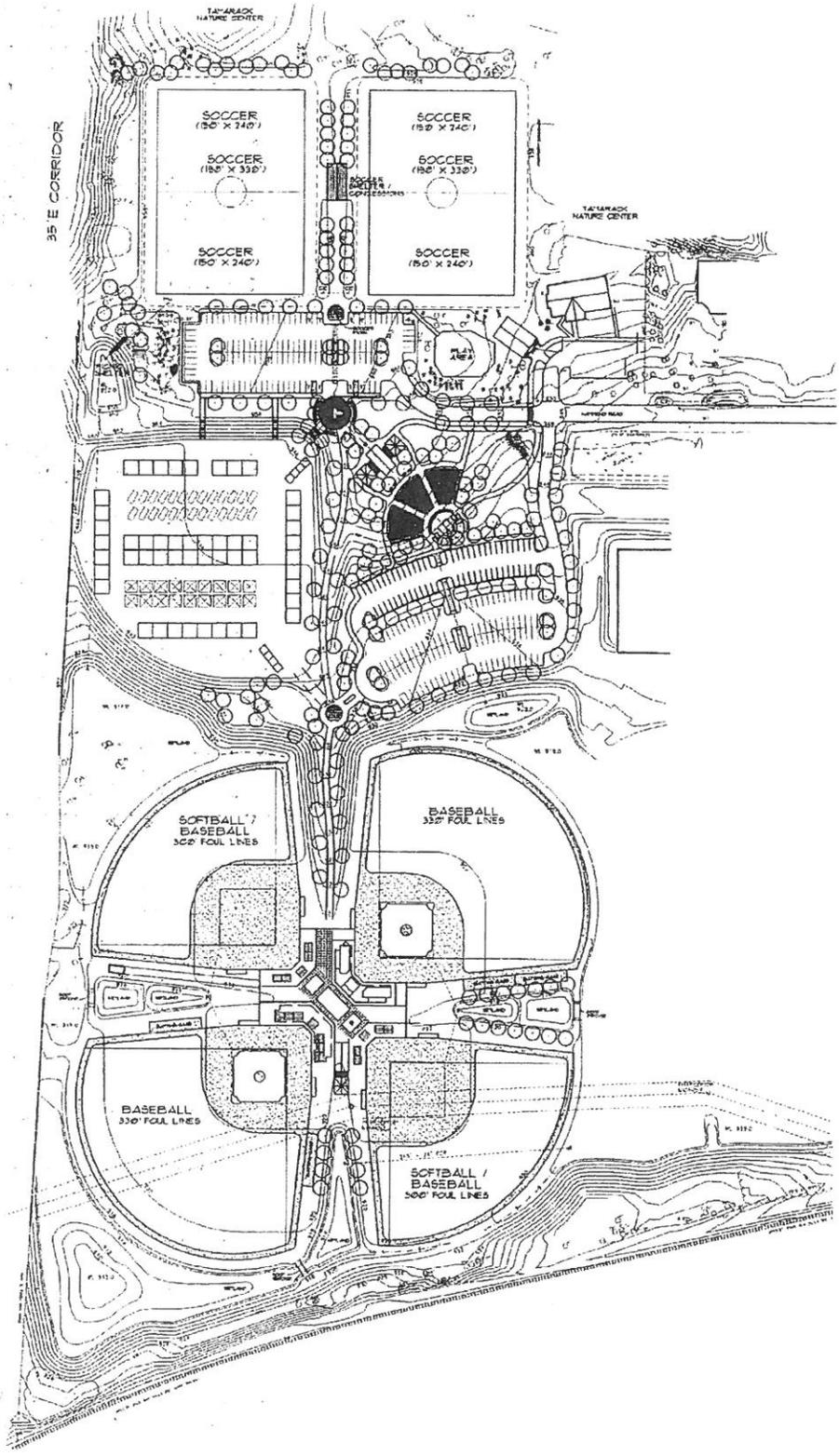
Subject: **Park Board Recommendation:**
a. **Town Hall Signage** – Approve Placement of
Option B – Historic Town Hall Signs

Documentation: Maps / Sign Locations

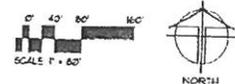
Action / Motion for Consideration:

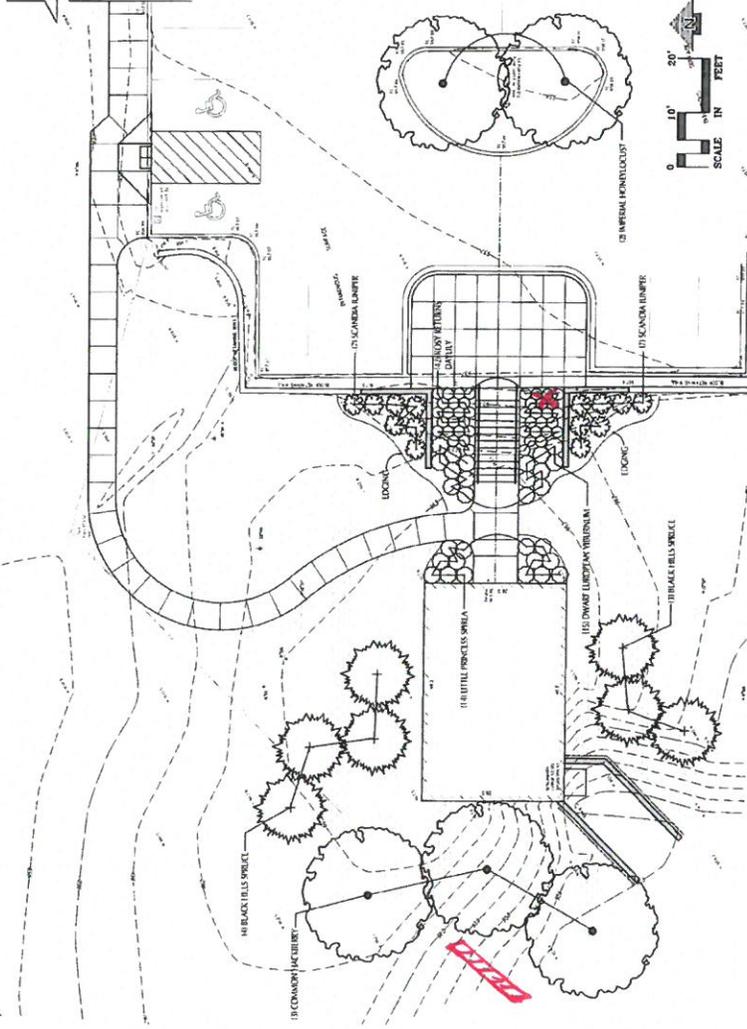
Receive Report / Discuss

Based on Park Board Review & Recommendation Approve Placement of
Option B – Historic Town Hall Signs



POLAR LAKES PARK
WHITE BEAR TOWNSHIP





PLANTING PLAN - TOWNSHIP HALL

PLANTING NOTES:

1. SEED ALL AREAS DISTURBED BY CONSTRUCTION ACTIVITY AND NOT COVERED BY BUILDINGS, PARKING, OR PLANTING BEDS.
2. LANDSCAPE CONTRACTOR SHALL COORDINATE ALL CONSTRUCTION AND PLANTING ACTIVITIES WITH GENERAL SITE CONTRACTOR.
3. CONTRACTOR SHALL NOTIFY LANDSCAPE ARCHITECT OF ANY SOIL OR WATER CONCERNS WHICH BECOME APPARENT AFTER DIGGING HOLES FOR PLANTING.
4. CONTRACTOR SHALL VERIFY ALL EXISTING UTILITIES IN THE FIELD BEFORE ANY EXCAVATION FOR PLANTINGS. HAND DIGGING MAY BE NECESSARY.
5. MULCH FOR SEED BEDS WITH SLOPES LESS THAN 15% SHALL BE TYPE 5 WOOD FIBER MULCHING TO AMOUNT 3000 LBS PER ACRE. MULCH FOR SEED BEDS ON FLAT AREAS SHALL BE TYPE 5 WOOD FIBER MULCHING TO AMOUNT 1500 LBS PER ACRE.
6. ALL DISTURBED AREAS TO BE SEED WITHIN 48 HOURS OF ROUGH GRADING, WITH REVEGETATION TO OCCUR WITHIN 48 HOURS.
7. ALL AREAS SEED WITH TURF SEED MIX SHALL RECEIVE 10-10-10 FERTILIZER @ 200LBS PER ACRE.
8. ALL AREAS ARE REQUIRED TO BE STABILIZED WITHIN 74 HOURS AFTER WORK HAS BEEN COMPLETED.
9. SCARP ALL LAWN AREAS TO A DEPTH OF 6" PRIOR TO INSTALLING TURF SEED MIX.
10. INSTALL 16" OF SPECIFIED PLANTING SOIL IN ALL SHRUB AND PERENNIAL BEDS.
11. METAL EDGING SH-ALL BE 4" X 12 GAUGE STEEL.

LEGEND

- TURF SEED MIX - AMOUNT 35-131
- PROPOSED OVERSTORY TREE
- PROPOSED OVERSTORY TREE
- PROPOSED SHRUB
- PROPOSED PERENNIAL

PLANT LIST

QTY.	COMMON NAME	BOTANICAL NAME	SIZE	COMMENTS
17	REDWOOD TREES			
17	COMPACT HYDRANGEA	Hydrangea 'Sappho'	2 1/2' BB	
17	COMPACT HYDRANGEA	Hydrangea 'Sappho'	3 1/2' BB	
17	COMPACT HYDRANGEA	Hydrangea 'Sappho'	4 1/2' BB	
2	BLACK HILLS SPRUCE	Prinos glabra Nevada	6" HIL	
19	SHRUBS		45 CDST	F.O.C.
19	LITTLE PRINKISS SPINEA	Spirea japonica 'Little Princess'	45 CDST	F.O.C.
19	TORUS SPINEA	Spirea latifolia 'Tor'	45 CDST	F.O.C.
19	DWARF EUROPEAN WILLOW	Salix humilis 'Nana'	45 CDST	F.O.C.
40	PERENNIALS	Hydrangea 'Sappho'	45 CDST	F.O.C.
42	ROSE RETICULATA	Rosa rugosa 'Sappho'	45 CDST	10' O.C.
45	PERENNIALS	Hydrangea 'Sappho'	45 CDST	10' O.C.



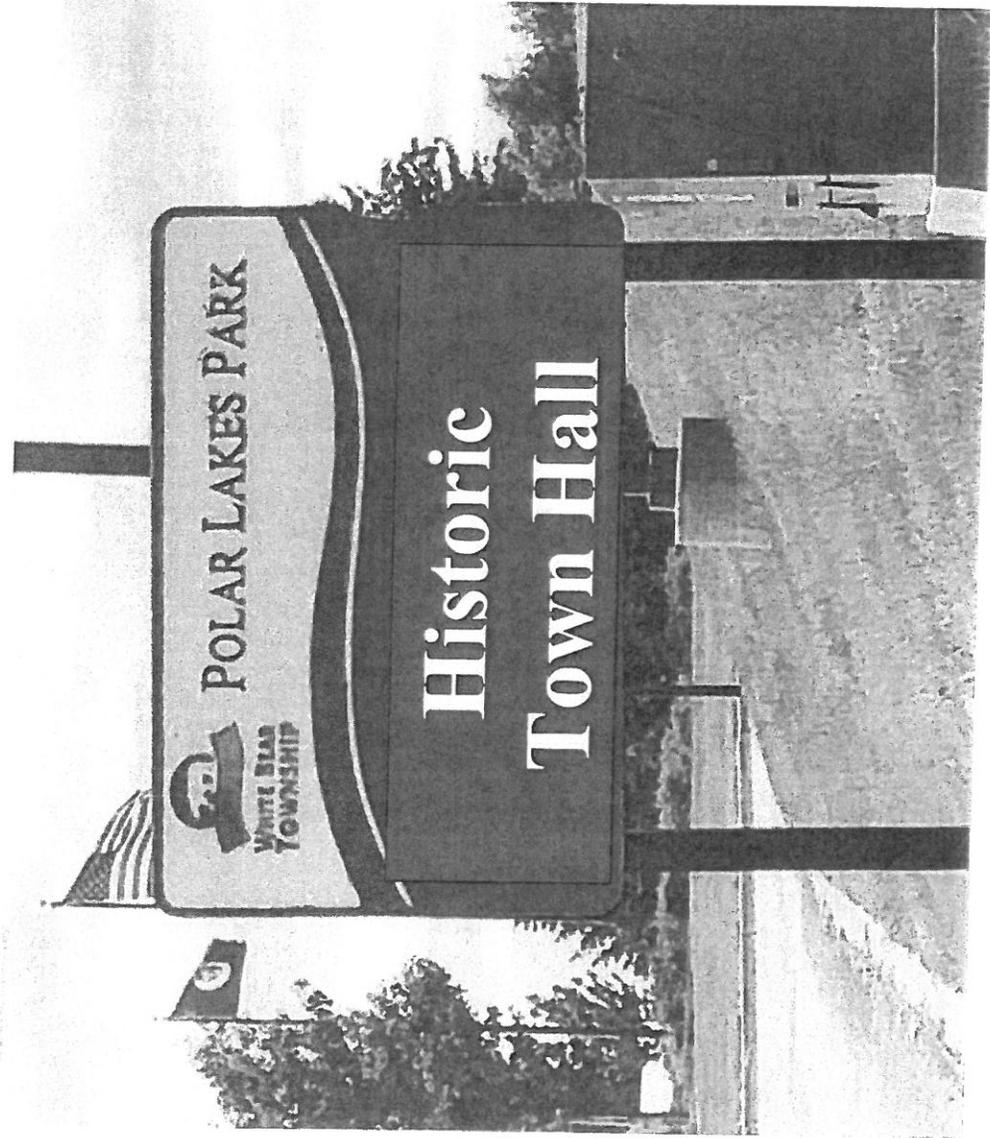
POLAR LAKES PARK



Historic
White Bear
Town Hall



Option A

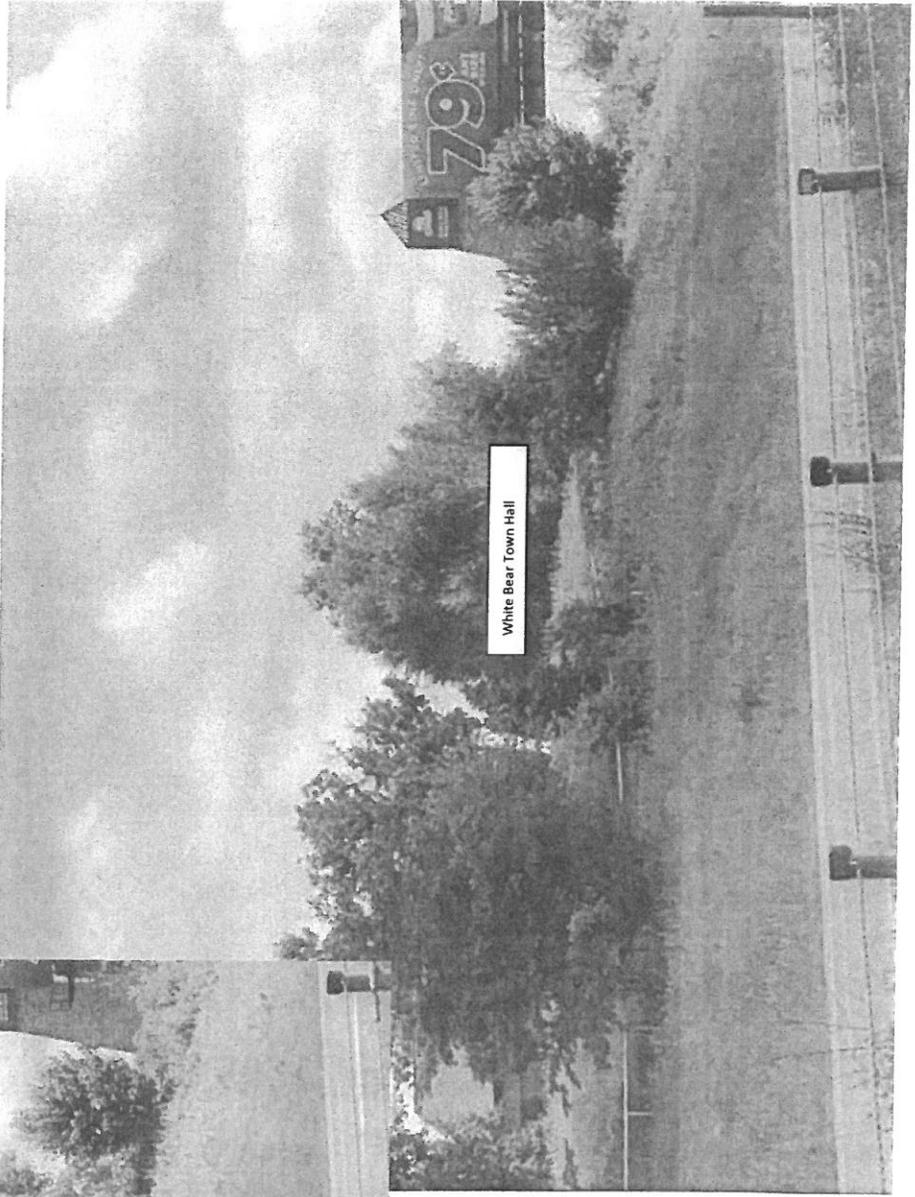


Recommended
by Park Board

Option B

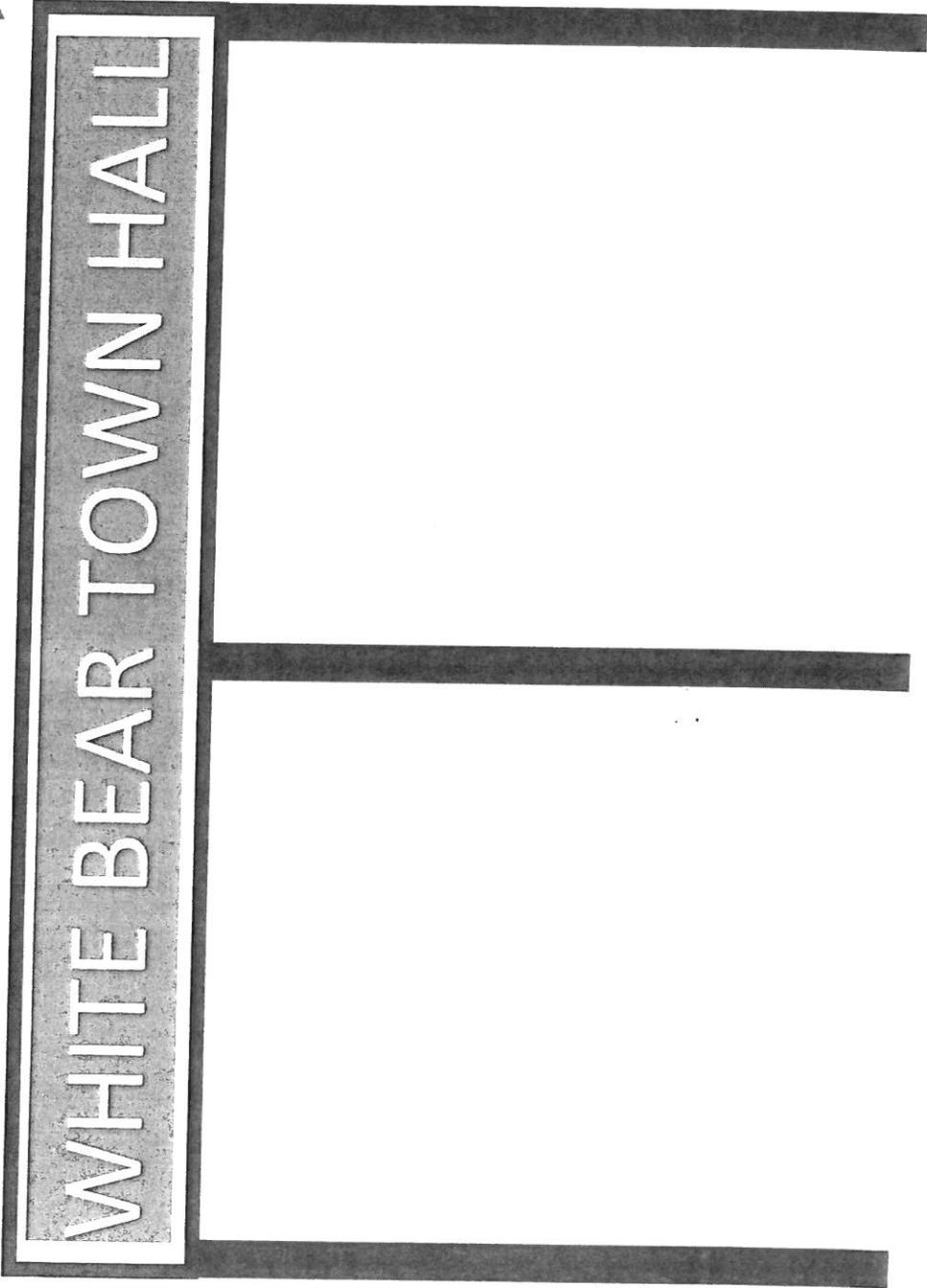


White Bear Town Hall



White Bear Town Hall

Approx. 12' could be as much as 14' if framed with larger border





**Town Board Meeting
August 8, 2019**

Agenda Number: 5E – Consent Agenda

Subject: Data Practice Responsible Authority & Compliance Official - Adopt Resolution Re-Appointing the Responsible Authority & Compliance Official for the Town of White Bear

Documentation: Staff Memo / Resolution

Action / Motion for Consideration:

Receive Report / Discuss

Adopt Resolution Re-Appointing the Responsible Authority & Compliance Official for the Town of White Bear

Ruzek – Moves

McCune - Seconds

MEMORANDUM

TO: TOWN BOARD
FROM: PATTI WALSTAD
DATE: JULY 29, 2019

SUBJECT: DATA PRACTICES OFFICIALS

Pursuant to State Statutes, the Township must annually reappoint the Town's Responsible Authority & Data Practices Compliance Officials for data practice requests.

PSW/s

EXTRACT OF MINUTES OF A MEETING OF THE TOWN
BOARD OF THE TOWN OF WHITE BEAR, MINNESOTA,
HELD ON AUGUST 5, 2019

Pursuant to due call and notice thereof, a Regular Meeting of the Town Board of the Town of White Bear, Minnesota, was duly held at Heritage Hall in said Town on August 5, 2019, at 7:00 p.m.

The following members were present: Prudhon, Ruzek, McCune; and the following members were absent: None.

Supervisor Ruzek introduced the following Resolution and moved its adoption:

**RESOLUTION RE-APPOINTING THE RESPONSIBLE
AUTHORITY AND DATA PRACTICES COMPLIANCE
OFFICIAL PURSUANT TO THE DATA PRACTICES ACT
(CHAPTER 13 OF MINNESOTA STATUTES) & MINNESOTA
RULES, CHAPTER 1205**

WHEREAS, pursuant to the Data Practices Act (Chapter 13 of Minnesota Statutes) and Minnesota Rules, Chapter 1205, the Township is required to appoint a Responsible Authority who is responsible for the collection, use, and dissemination of all entity data, and for all of the entity's data practices decisions,

AND WHEREAS, the Responsible Authority must appoint a designee to be the Compliance Official who will be responsible for receiving and complying with requests for government data, and for answering inquiries from the public concerning the provisions of Chapter 13 or the Rules,

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN BOARD OF THE TOWN OF WHITE BEAR, MINNESOTA:

1. That the Town hereby re-appoints Thomas Kelly, Finance Officer, to act as the Responsible Authority who will be responsible for the collection, use and dissemination of all entity data, and for all of the entity's data practices decision for the Township.
2. That Thomas Kelly, Finance Officer, hereby re-appoints Patti Walstad, Paralegal, as the Compliance Official who will be responsible for receiving and complying with requests for government data, and for answering



**Town Board Meeting
August 8, 2019**

Agenda Number: 5F – Consent Agenda

Subject: Administrative Driveway Variance – In Accordance with Town Ordinance No. 35, Section 9-6.3(e) & Based on Staff Review & Recommendation & Approval, Ratify the Town Clerk's Issuance of an Administrative Driveway Variance at 2636 South Shore Boulevard

Documentation: Variance Driveway Replacement / Administrative Variance Driveway Replacement Application / Statement of Affected Property Owners / Map

** The Administrative Variance Driveway Replacement Form will be signed by Patrick on Monday

Action / Motion for Consideration:

Receive Report / Discuss

In Accordance with Town Ordinance No. 35, Section 9-6.3(e) & Based on Staff Review & Recommendation & Approval, Ratify the Town Clerk's Issuance of an Administrative Driveway Variance at 2636 South Shore Boulevard



**ADMINISTRATIVE VARIANCE
DRIVEWAY REPLACEMENT**

Property Address:

2636 S. Shore Blvd

Pursuant to Section 9-6.3(e).(3) of Ordinance No. 35, the Town Clerk has the authority to review and approve requests for replacement of existing driveways which have non-conforming side yard setbacks, provided the applicant has supplied the necessary signatures of adjacent property owners.

The Town Clerk hereby approves the replacement of the driveway at the above address, in accordance with Section 9-6.3(e).(3).

Date: _____

PATRICK CHRISTOPHERSON, Clerk-Treasurer

Ratified by the Town Board on _____.



ADMINISTRATIVE VARIANCE DRIVEWAY REPLACEMENT APPLICATION

Introduction

In accordance with Section 9-6.3(e).(3) of Ordinance No. 35, the Town Board has authorized the Town Clerk to administratively approve or deny variances for the replacement or resurfacing of existing paved driveways in "R-1" Suburban Residential and "R-2" Urban Residential zones. The driveway shall have a legal non-conforming side yard setback existing at the effective date of this Ordinance or have previously been granted a variance by the Town Board. The applicant shall provide a statement signed by affected property owner(s), recording their approval of the requested action. Affected property owners are defined as those having a recorded legal or equitable ownership interest in property adjacent to the property to which the action relates. All variances shall be ratified by the Town Board. Upon a denial by the Town Clerk, the applicant may proceed with review of their variance request pursuant to the public hearing or public information meeting process.

APPLICANT(S) Joe + Pam Kryzer PHONE (Home) 651-274-9068
(Business) _____
(Cell) 651-274-0819

ADDRESS 2636 So. Shore Blvd.
White Bear Lake, MN 55110

PROPERTY OWNER Joseph + Pamela Kryzer

ADDRESS OF SITE 2636 So. Shore Blvd
White Bear Lake, MN 55110

<u>Setbacks:</u>	<u>Required:</u>	<u>Existing:</u>	<u>Requested:</u>
Side Yard	<u>10</u>	<u>0</u>	<u>0</u>
Front Yard	_____	_____	_____
Rear Yard	_____	_____	_____
Other (specify)	_____	_____	_____

To Be Completed By Office:

Date Request Received 7-31-19

By [Signature]
(Staff Member)

Date Application Complete _____

**REVIEWED FOR CODE COMPLIANCE
SUBJECT TO FIELD INSPECTION**

APPROVED [Signature] **DATE** 7-31-19

**STATEMENT OF AFFECTED
PROPERTY OWNERS**

If a signed statement is not provided by the applicant for an administrative driveway variance, the Town Clerk will be unable to review the request, and such request will be denied.

I am the owner of the property at Joe + Pam Kryzer. I am requesting that the Town Clerk grant me an administrative driveway variance for the following purpose:

To Replace my existing Driveway

My request will be reviewed by the Town Clerk. I must provide the Town Clerk with a statement signed by the affected property owner(s) abutting the side in which the variance is being requested, and recording their approval of the requested action. Please feel free to write below any comments you may have regarding this issue. This statement must be signed and dated.

PROPERTY OWNERS

1. Name: Craig Kirkup Address: 2644 S. Shore Blvd
White Bear Lake Phone: (Home) _____
(Bus.) _____
(Cell) 651-675-6689

Comments: _____

Date: 7-29-19 Signatures: Craig Kirkup

2. Name: _____ Address: _____
Phone: (Home) _____
(Bus.) _____
(Cell) _____

Comments: _____

Date: _____ Signatures: _____ / _____



REVIEWED FOR CODE COMPLIANCE
SUBJECT TO FIELD INSPECTION

APPROVED *[Signature]* DATE 7-31-19

Legend



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

Notes

Enter Map Description

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

100.0 Feet



Patti Walstad

From: Tom Riedesel
Sent: Thursday, August 1, 2019 2:24 PM
To: Patti Walstad
Subject: FW: Marshall Project

FYI

From: Jim Faulkner [mailto:jfaulkner@fci-mn.com]
Sent: Thursday, August 01, 2019 2:16 PM
To: Tom Riedesel <Tom.Riedesel@whitebeartownship.org>
Cc: Marshall <redlineelectric@prodigy.net>
Subject: RE: Marshall Project

Caution: This email originated outside our organization; please use caution.

We request that White Bear Township please waive the 60 day requirement for the Marshall Building Addition Project.

James A. Faulkner
Faulkner Companies, LLC
2350 County Road J
White Bear Lake, MN 55110
Office 651-426-4706
Cell 651-470-9048
jfaulkner@fci-mn.com

From: Tom Riedesel [mailto:Tom.Riedesel@whitebeartownship.org]
Sent: Thursday, August 01, 2019 2:14 PM
To: 'Jim Faulkner' <jfaulkner@fci-mn.com>
Subject: RE: Marshall Project

Jim,
Could you send an email "waiving" the 60 day requirement?
Thanks,
Tom

From: Jim Faulkner [mailto:jfaulkner@fci-mn.com]
Sent: Thursday, August 01, 2019 2:13 PM
To: Tom Riedesel <Tom.Riedesel@whitebeartownship.org>
Subject: RE: Marshall Project

Caution: This email originated outside our organization; please use caution.

Thanks

James A. Faulkner
Faulkner Companies, LLC

2350 County Road J
White Bear Lake, MN 55110
Office 651-426-4706
Cell 651-470-9048
jfaulkner@fci-mn.com

From: Tom Riedesel [<mailto:Tom.Riedesel@whitebeartownship.org>]
Sent: Thursday, August 01, 2019 2:12 PM
To: 'Jim Faulkner' <jfaulkner@fci-mn.com>
Cc: Marshall <redlineelectric@prodigy.net>
Subject: RE: Marshall Project

Aug. 19th is the next meeting.
Thanks Jim!

From: Jim Faulkner [<mailto:jfaulkner@fci-mn.com>]
Sent: Thursday, August 01, 2019 2:09 PM
To: Tom Riedesel <Tom.Riedesel@whitebeartownship.org>
Cc: Marshall <redlineelectric@prodigy.net>
Subject: Marshall Project

Caution: This email originated outside our organization; please use caution.

God Afternoon Tom: My Engineer and Jim were not able to connect to get the issues resolved so let's hold off the next Town Board meeting. I assume the next week will be in 3 weeks, correct?

James A. Faulkner
Faulkner Companies, LLC
2350 County Road J
White Bear Lake, MN 55110
Office 651-426-4706
Cell 651-470-9048
jfaulkner@fci-mn.com



444 Cedar Street, Suite 1500
Saint Paul, MN 55101
651.292.4400
tkda.com

July 31, 2019

Honorable Chairman and Town Board
White Bear Township, Minnesota

Re: CenturyLink Permit Application
5905 Red Pine Boulevard
White Bear Township, Minnesota
TKDA Project No. 17127.000

Dear Board Members:

CenturyLink has applied for a permit to replace buried cable to service the existing residence at 5905 Red Pine Boulevard. The proposed improvement will be performed through boring and open trenching.

We recommend approval with the following conditions:

1. Contractor must protect both driveways during directional boring.
2. Contractor must protect the sewer and water service to the homes.
3. Contractor must protect the storm sewer pipe on the north side of the property.
4. Disturbed areas shall be restored equal to or better than original condition.
5. If the relocation of these utilities becomes necessary in the future due to a public improvement, the utilities shall be relocated at no cost to the Township.
6. Call Gopher One-Call prior to any work.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jim Studenski', written over a horizontal line.

Jim Studenski, P.E.
Town Engineer

Attachments

DATE:	7-11-19
JOB #	19118315

INFORMATION ON LOCATION:	
CUSTOMER NAME:	Jan Nelson / 5905 Red Pine BLVD., White Bear Lake, MN
ADDRESS:	
WORK TO BE PERFORMED:	Plow 150' of 3PR 22 gauge copper cable from PED to house

INFORMATION ON UTILITY COMPANY:	
COMPANY NAME:	Century Link
ADDRESS:	6540 Shingle Creek Parkway
CITY/STATE/ZIP:	Brooklyn Center 55430
CONTACT PERSON AND PHONE NUMBER:	Patrick Geiger 651-312-5499

INFORMATION ON CONTRACTOR:	
COMPANY NAME:	Telcom Construction
ADDRESS:	PO Box 189
CITY/STATE/ZIP:	Clearwater MN 55320
CONTACT PERSON AND PHONE NUMBER:	Marie Gohman / 320-297-4513

Approval: _____ Date: _____

Please return to : marie.gohman@telcomconstruction.com

Revised 1-15-2019 CMS# 19118315 OOS PERMIT

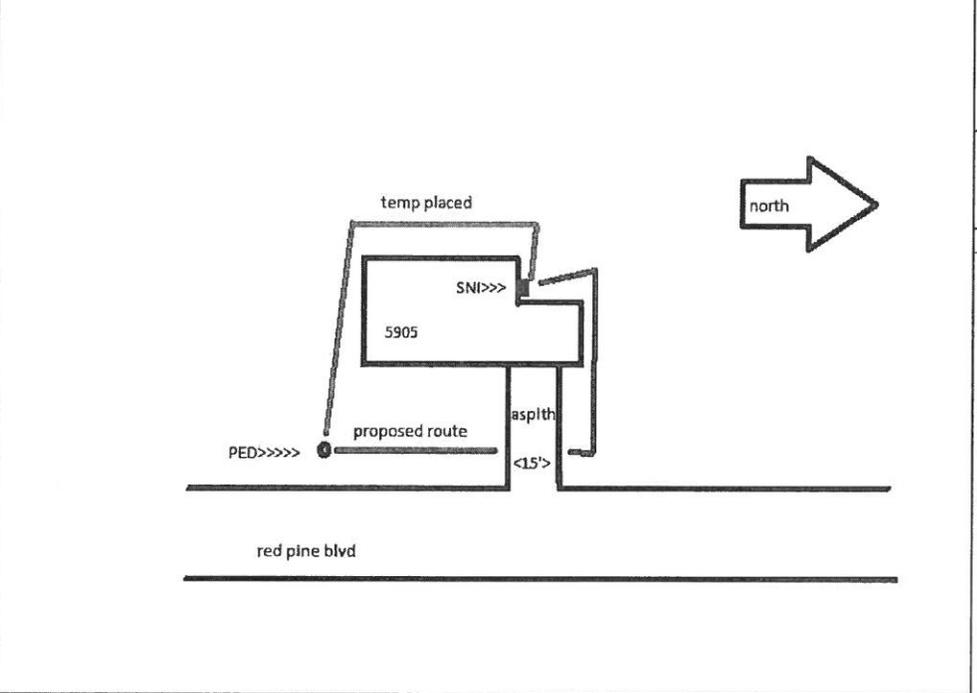
CenturyLink BSW Order/Maintenance Work Authorization

Company	T600	Exchange Name	WBLKMNWB	Service Order#	59839
Work Activity	Drop-Buried Copper		Capital	Maintenance	Y
Customer Name	jan nelson			Phone#	5514296554
Address	5905 red pine blvd			One Call Ticket#	
City & Zip	hugo				
Location/Directions	north on hwy 61 from hwy 96 to 120th st take right going east to redpine blvd take right 2 blocks on left				
Description of Work or Special Instructions	bury 3 pr drop				

Held Order	N	Permit:	u	Bore:	Y	CBR#	5158649751
Tech Name and Tech #	tim 690			Employee Contact#	6512316869		

Sketch (include Cntr Line & Pedestal)	Material/Labor Units		Footage/Quantity	Comments
	Description	Notes		
Cntr Line foot	SEB3-22	BSW-3 & plow plcmt	150	
	SEB3-22T	BSW-3 & hand dig plcmt		
Ped#	SEPCUTOVER	CUTOVER BSW		
Parish/Countv	BM83	BSW guard at house		
	XXSEB-GL	Remove temp drop		Footage when temp can't be re-used
Township:	BM61(1.25)SEB	BSW Bore footage	15	
Section	SEBO PER FT LBR	Fiber & plow plcmt		
Range	SEBO PER FT LBR T	Fiber & hand dig plcmt		
	SEB6-22	BSW-6 & plow plcmt		
	BM2(5/8)(8)	Ground Rod		
	Tripo Charge	Tripo Charge		
	Permit	Permit		Any placement within the ROW requires a permit

Nearest cross st. 120th st Plat Page Map#



Originated By: tim olinger Date: 7/2/19 Completed By: Date: _____
 Authorized By: (APS) Date: Inspected By: Date: _____
 Authorized By: (AOM) Date: _____

Email sketch to: MetroBSW@Centurylink.com

1. Distance of the bury in Right-of-Way	3. Distance to the nearest Intersection
2. Distance from the terminal to the centerline	4. Nearest State Hwy mile marker



**Town Board Meeting
August 8, 2019**

Agenda Number: 5I – Consent Agenda

Subject: Right-of-Way Permit – Based on Town Engineer Review & Recommendation & Including His Recommended Conditions, Approve the Connexus Energy Permit to Replace a Failing Underground Electric Distribution Line to Service the Businesses along Meadowlands Drive between Centerville Road and Birch Bend Lane Which Will Include Directional Boring under both Meadowlands Drive & Birch Bend Lane including the Businesses Driveway

Documentation: Town Engineer Correspondence w/ attachments

Action / Motion for Consideration:

Receive Report / Discuss

Based on Town Engineer Review & Recommendation & Including His Recommended Conditions, Approve the Connexus Energy Permit to Replace a Failing Underground Electric Distribution Line to Service the Businesses along Meadowlands Drive between Centerville Road and Birch Bend Lane Which Will Include Directional Boring under both Meadowlands Drive & Birch Bend Lane including the Businesses Driveway



444 Cedar Street, Suite 1500
Saint Paul, MN 55101
651.292.4400
tkda.com

August 1, 2019

Honorable Chairman and Town Board
White Bear Township, Minnesota

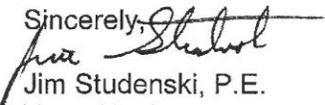
Re: Connexus Energy Permit Application
Meadowlands Drive and Birch Bend Lane
White Bear Township, Minnesota
TKDA Project No. 17127.000

Dear Board Members:

Connexus has applied for a permit to replace failing underground electric distribution line to service the businesses along Meadowlands Drive between Centerville Road and Birch Bend Lane. Work will include directional boring under both Meadowlands Drive and Birch Bend Lane including the businesses driveway.

We recommend approval with the following conditions:

1. Construction must protect both Meadowlands Drive and Birch Bend Lane during the boring process.
2. Construction must protect the business driveways during the boring process.
3. Construction must protect the watermain and sanitary sewer services.
4. Construction must protect the hydrant and install any cables behind the hydrant and not between the hydrant and street.
5. Construction must protect the storm sewer located at the east end of the project.
6. Centerville Road is under the jurisdiction of Ramsey County and may require a permit.
7. Disturbed areas shall be restored equal to or better than original condition.
8. If the relocation of these utilities becomes necessary in the future due to a public improvement, the utilities shall be relocated at no cost to the Township.
9. Call Gopher One-Call prior to any work.

Sincerely,

Jim Studenski, P.E.
Town Engineer
Enclosures

July 9, 2019

PAID
CH #425390

RECEIVED

JUL 10 2019

TOWN OF WHITE BEAR

Bill Short
White Bear Township
1281 Hammond Road
White Bear, MN 55110

Re: Replace UG 3ph. SORD000W1901740

Dear Bill:

Connexus Energy requests permission to replace faulted cable along Meadowlands Dr between Centerville Rd and Birch Bend Ln. Retiring the underground wire going from the connection cabinet on the southwest corner of Meadowlands Dr and Birch Bend Ln, one run going to the north under Meadowlands Dr for 70'. Another run going to the east under Birch Bend Ln for 218' then turning to the south for 5' and out of the ROW. Then from the transformer located on the southwest corner of Centerville Rd and Meadowlands Dr, bore to the west for 280' and then turn to the south for 5' and be out of the ROW.

I have attached a sketch of the proposed construction. I have also requested a check for \$250 and will mail it to the White Bear Township on Friday, July 12, 2019.

Please email me when the construction has been approved.

Please advise Connexus Energy if there are any road or utility projects in the near future that could affect these proposed facilities.

If you have any questions, please contact me at 763-323-2619.

Sincerely,

Debbie Tyler

Debbie Tyler
Engineering Services & ROW Representative

Attachment



**Town Board Meeting
August 8, 2019**

Agenda Number: **5J – Consent Agenda**

Subject: Based on Town Engineer Review & Recommendation & Including His Recommended Conditions, Approve the XcelEnergy Permit to Install an Underground Gas Service for the Residence at 5366 Reed Place Which Will Require Directional Boring in Reed Place & Possibly in Barry Lane

Documentation: Town Engineer Correspondence w/ attachments

Action / Motion for Consideration:

Receive Report / Discuss

Based on Town Engineer Review & Recommendation & Including His Recommended Conditions, Approve the XcelEnergy Permit to Install an Underground Gas Service for the Residence at 5366 Reed Place Which Will Require Directional Boring in Reed Place & Possibly in Barry Lane



444 Cedar Street, Suite 1500
Saint Paul, MN 55101
651.292.4400
tkda.com

August 1, 2019

Honorable Chairman and Town Board
White Bear Township, Minnesota

Re: XcelEnergy Permit Application
5366 Reed Place
White Bear Township, Minnesota
TKDA Project No. 17127.000

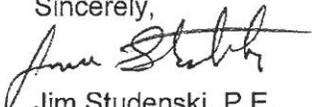
Dear Board Members:

XcelEnergy has applied for a permit to install underground gas service for the residence at 5366 Reed Place. The project will require directional boring in Reed Place and possibly in Barry Lane. The attached map shows the project.

We recommend approval with the following conditions:

1. Contractor must protect Reed Place and possible Barry Lane during boring activity.
2. Contractor must protect resident driveway during the boring activity.
3. Contractor must protect the storm sewer at south end of Barry Lane.
4. Contractor must protect sewer and water services along the construction route.
5. Contractor must protect the hydrants and install any cable behind the hydrant and not between the hydrant and the street.
6. Disturbed areas shall be restored equal to or better than original condition.
7. If the relocation of these utilities becomes necessary in the future due to a public improvement, the utilities shall be relocated at no cost to the Township.
8. Call Gopher One-Call prior to any work.

Sincerely,


Jim Studenski, P.E.
Town Engineer

Enclosures



825 Rice St.
St. Paul MN 55117

July 29, 2019
Designer; Brad Lynam
Phone 651 229-5571

~~5358~~
5356 Reed Pl
W/O# 102121402

To; White Bear Lake Township
1281 Hammond Rd
White Bear Twp 55110

Xcel Work Order # 102121402

Application is hereby made for permission to replace, construct, and thereafter maintain:

1. An underground service replacement in the area of 5366 Reed Pl.
2. Bore in 1400' of #2 AL 1phase cable from T01 to T26 (Set attached sketch)
3. Work to be started after August 12th and completed December 31st 2019

Application approved:

Application submitted by:

XCEL ENERGY

By: _____

Brad Lynam

Electric Distribution Designer
825 Rice St St Paul Mn 55117
651-229-5571

Date: _____



**Town Board Meeting
August 8, 2019**

Agenda Number: 6A – Old Business

**Subject: Joint Powers Agreement – City of Birchwood –
Approve 2019 Utility/Sanitary Sewer Management
Improvement Project**

Documentation: Emails / Newest Joint Powers Agreement w/exhibits

Action / Motion for Consideration:

Report at Meeting / Discuss

Based on Town Attorney & Staff Review & Recommendation Approve the Joint Powers Agreement – City of Birchwood & Town of White Bear 2019 Utility/Sanitary Sewer Management Improvement Project including Birchwood Lane Lift Station Connection to South Shore Boulevard

Minutes
Town Board Meeting
July 15, 2019

JOINT POWERS AGREEMENT – CITY OF BIRCHWOOD – APPROVE 2019 UTILITY/SANITARY SEWER MANAGEMENT IMPROVEMENT PROJECT: The Public Works Director summarized the Joint Powers Agreement and what has changed. It has been reviewed by Staff and the Town Attorney, and there were corrections made the day of this meeting. The Town Attorney had some input, stating that Paragraph 4 should have a line about Birchwood’s responsibility to maintain the existing lines. There was discussion of a water study and repair, I & I of lines, etc. Consensus was that the Attorney needs to look at the terms more.

Ruzek motioned to continue this agenda item so the Town Attorney can look at the terms and conditions. McCune seconded. Ayes all.

Patti Walstad

From: Tobin Lay
Sent: Sunday, July 28, 2019 4:02 PM
To: Dale Reed
Cc: Patti Walstad; Lynette Olinger; 'Alan Kantrud'; Steven W. Thatcher
Subject: RE: Exhibits A & B for the JPA
Attachments: 2019-7-21 Exhibit B.pdf

Dale,

Any responses to Steve's email below? Does this change anything in the JPA? If there is something the Town Board needs Birchwood to do to make this agreement happen soon, just add the provisions to the agreement as a condition and send it my way for review and approval. Attached is the updated Exhibit B that was requested – does this work?

Tobin Lay
City Administrator-Clerk
City of Birchwood Village, MN
office: (651) 426-3403
fax: (651) 426-7747
email: tobin.lay@cityofbirchwood.com
website: <http://www.cityofbirchwood.com/>



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From: Steven W. Thatcher <sthatcher@thatcher-eng.com>
Sent: Sunday, July 21, 2019 10:06 AM
To: Tobin Lay <Tobin.Lay@cityofbirchwood.com>; Dale Reed <Dale.Reed@whitebeartownship.org>
Cc: Patti Walstad <Patti.Walstad@whitebeartownship.org>; Lynette Olinger <Lynette.Olinger@whitebeartownship.org>; 'Alan Kantrud' <Hakantrud@coyotelawyer.com>
Subject: RE: Exhibits A & B for the JPA

Caution: This email originated outside our organization; please use caution.

Tobin,

I will be out of town on Monday, so I will reply to the questions today.

Question 1: Did the City of Birchwood perform a sump pump inspection to confirm that there were no discharge connections to the residents service lines?

1. Thatcher Engineering, Inc. has not performed a sump pump inspection of the buildings to confirm that there are no discharge connections to the residents service lines. However, someone else at the City of Birchwood Village may have done that.

Question 2: Did the City of Birchwood line that particular gravity line to Lift Station #1?

1. Yes, the City of Birchwood lined that particular gravity line to Lift Station #1.

Question 3: Did they also line the service lines to the mainline?

1. No. the City did not also line the service lines to the mainline.

Exhibit B: The attachment titled "2019-7-21 Exhibit B" shows the most recent plan. Perhaps this attachment is better for the JPA than the previous Exhibit B.

Thanks,
Steve

Steven Thatcher, PE
Thatcher Engineering Inc.

6201 Creek Valley Road
Edina, MN 55439
Phone: 612-781-2188 Cell: 612-867-7234 Fax: 612-781-2188 Web: www.thatcher-eng.com

From: Tobin Lay [<mailto:Tobin.Lay@cityofbirchwood.com>]

Sent: Friday, July 19, 2019 5:21 PM

To: Dale Reed <Dale.Reed@whitebeartownship.org>; Steve Thatcher (sthatcher@thatcher-eng.com) <sthatcher@thatcher-eng.com>

Cc: Patti Walstad <Patti.Walstad@whitebeartownship.org>; Lynette Olinger <Lynette.Olinger@whitebeartownship.org>; Alan Kantrud <Hakantrud@coyotelawyer.com>

Subject: RE: Exhibits A & B for the JPA

Dale,

I am including City Engineer Steve Thatcher so he can answer your questions below. Steve can also provide an updated map for Exhibit B. Would it be helpful to have Steve attend the next Board meeting to answer questions? Let me know.

Steve – will you address the below questions when you return to the office next week? Thanks.

Tobin Lay
City Administrator-Clerk
City of Birchwood Village, MN
office: (651) 426-3403
fax: (651) 426-7747
email: tobin.lay@cityofbirchwood.com
website: <http://www.cityofbirchwood.com/>



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From: Dale Reed <Dale.Reed@whitebeartownship.org>
Sent: Tuesday, July 16, 2019 8:07 AM
To: Tobin Lay <Tobin.Lay@cityofbirchwood.com>
Cc: Patti Walstad <Patti.Walstad@whitebeartownship.org>; Lynette Olinger <Lynette.Olinger@whitebeartownship.org>
Subject: RE: Exhibits A & B for the JPA

Tobin,

Last night the Town Board continued the approval of the JPA pending some additional language related to Infiltration and Inflow. They are concerned that the actual charges for sewer will not cover the cost if there is I/I also.

So here a few questions that the Town has. One, did the City of Birchwood perform a sump pump inspection to confirm that there were no discharge connections to the residents service lines? Two, did the City of Birchwood line that particular gravity line to Lift Station #1? Three, did they also line the service lines to the mainline? I just need to be able to provide them with accurate information when I bring it back for approval at the next Town Board meeting.

The Town Attorney will be adding some language to paragraph four (4) to accommodate the Town Board's concern. I will forward it to you when the draft is complete.

Lastly, I noticed the that Exhibit B still references the Manhole that was originally was the connection point when the City was looking at easements from the residents. The Exhibit should show the Manhole directly north, near South Shore Boulevard. Steve will know what Manhole I am talking about.

Dale

Public Works Director
White Bear Township
Office phone 651-747-2777

From: Lynette Olinger <Lynette.Olinger@whitebeartownship.org>
Sent: Friday, July 12, 2019 8:57 AM
To: Tobin Lay <Tobin.Lay@cityofbirchwood.com>; Patti Walstad <Patti.Walstad@whitebeartownship.org>
Cc: Dale Reed <Dale.Reed@whitebeartownship.org>
Subject: RE: Exhibits A & B for the JPA

Hi Tobin,

It is preferred to bill actual usage when possible.

Are you billing quarterly or monthly? Patti will indicate this in the JPA.

Please have your utility billing person pass along the water readings to me each billing cycle or have me as an additional copy of these bills if your system allows. (WBL is doing this for certain shared customers).

JOINT-POWERS AGREEMENT
City of Birchwood & Town of White Bear
2019 Utility/Sanitary Sewer Management Improvement Project including
Birchwood Lane Lift Station connection to South Shore Boulevard

THIS JOINT-POWERS AGREEMENT made and entered in this _____ day of _____, 2019, by and between the City of Birchwood, Washington County, Minnesota, and the Town of White Bear, Ramsey County, Minnesota.

WHEREAS, the parties, pursuant to the provision of Minnesota Statutes Chapter 471.59, are authorized to enter into agreements to exercise jointly the governmental powers and functions each has individually; and,

WHEREAS, the City of Birchwood is proposing to connect its lift station located east of Century Avenue (aka East County Line) on Birchwood Lane; and,

WHEREAS, the connection point is located along the boundary between the City of Birchwood and the Town of White Bear on South Shore Boulevard in the Town of White Bear as shown on the attached Exhibit A; and,

WHEREAS, the City of Birchwood would transfer 13 residential addresses serviced from this connection to the Town of White Bear, as customers, to manage their sanitary sewer service as shown on the map attached hereto as Exhibit B, and,

WHEREAS, the City of Birchwood has contracted with a consulting engineer, Steven Thatcher, to prepare a feasibility report and final plans and specifications for said re-orientation of the line to run along Century Avenue and South Shore Boulevard to make its connection, and,

WHEREAS, the City of Birchwood will solicit competitive bids for the construction of said improvements.

NOW, THEREFORE, it is hereby agreed by and between the parties hereto as follows, to wit:

1. The City of Birchwood shall be responsible for the design, permitting, construction and associated costs with the re-orienting, routing and connection from its Lift Station #1 to the manhole/sewer access on South Shore Boulevard.

2. Upon the completion of the re-orientation improvement work, the Town of White Bear shall invoice the City of Birchwood for any incidental related costs incurred because of this project. The City of Birchwood shall pay the Town of White Bear within 45 days of receipt of the invoice.
3. The Town of White Bear shall be responsible for setting up the 13 residential addresses as sanitary sewer customers and establish accounts for them internally.
4. The City of Birchwood shall be perpetually and solely responsible for the upkeep and cleaning of the line constructed at its sole expense. Should the Town be conducting a project wherein the line may be cleaned as part of that project, the City and Town may agree to have the line cleaned as part of that project with the Town invoicing the City of Birchwood for the time and materials to do so. The City of Birchwood shall pay the Town of White Bear within 45 days of receipt of the invoice.

4. The City of Birchwood will also be responsible for their portion of the flow that contributes to Infiltration/Inflow into the Town's sanitary sewer collection system from the existing mainline connection within the City. If a surcharge is initiated by the Metropolitan Council Environmental Services (MCES), the City will agree to pay their respective share of the surcharge to the Township. The City will also televise the service lines that contribute to their mainline pipe that will now be extended to discharge in the Town, for Infiltration/Inflow.

5. The parties agree to indemnify each other and hold each other harmless from any and all claims, causes of action, lawsuits, judgments, charges, demands, costs, and expenses, including, but not limited to, interest involved therein and attorneys' fees and costs and expenses connected therewith, arising out of or resulting from the failure of either party to satisfy the provisions of this agreement or for damages caused to other parties as a result of the manner in which the offending party performs or fails to perform duties imposed on each party by the terms of this agreement.

Formatted: Indent: Left: 0.88", No bullets or numbering

6. This agreement shall remain in full force and effect until terminated by mutual agreement of the parties or by an independent arbitrator in the event that there is not a mutual agreement.
7. It is agreed that, except as specifically provided hereby the execution of this agreement, neither party relinquishes any rights or powers possessed by it, neither party is relieved of any responsibility, duty or obligation imposed on it by law or regulation.
8. Data Practices:
 - a. The parties agree to comply with the Minnesota Data Practices Act and all other state and federal laws relating to data privacy or confidentiality;
 - b. The parties will immediately report to each other any requests from third parties for information relating to this Agreement.
 - c. The parties agree to promptly respond to each other's inquiries concerning data requests.
9. Arbitration of Disputes: Any controversy claim arising out of or relating to this Agreement or breach thereof shall be settled by arbitration in accordance with the rules of the American Arbitration Association. Judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed by their respective duly authorized representatives.

Dated

TOWN OF WHITE BEAR

By _____
Its Town Board Chair

By _____
Its Clerk-Treasurer

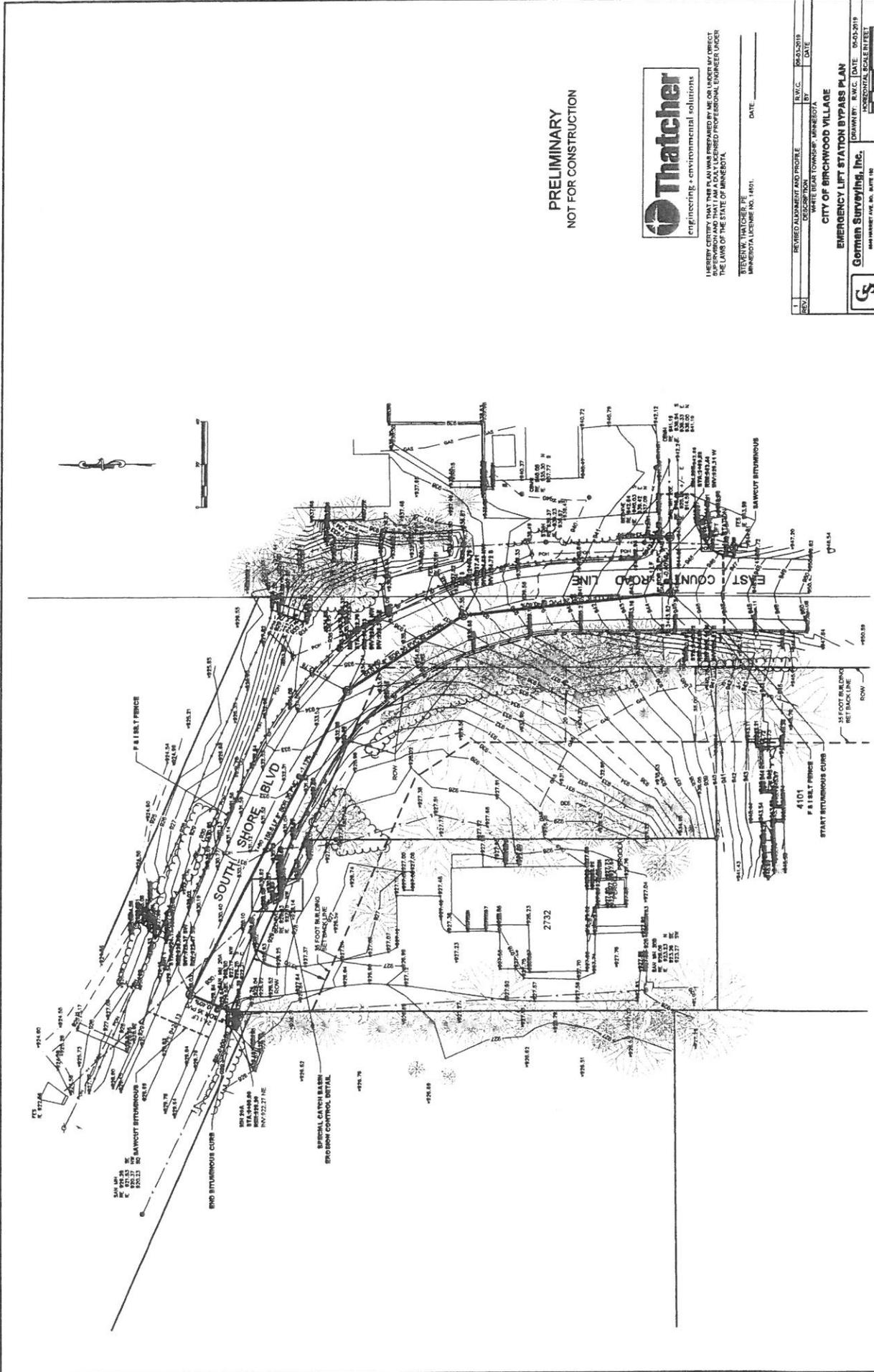
Dated

CITY OF BIRCHWOOD

By _____
Its Mayor

By _____
Its City Administrator

EXHIBIT A



PRELIMINARY
NOT FOR CONSTRUCTION



REVIEWED AND APPROVED BY: _____ DATE: _____
 I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

REVIEWED, THATCHER PE
 MINNESOTA LICENSE NO. 14671

REV.	REVISIONS	DATE
1	REVISED ALIGNMENT AND PROFILE	06/23/2019

DESCRIPTION: WHITE BEAR TOWNSHIP, MINNESOTA

CITY OF BIRCHWOOD VILLAGE
EMERGENCY LIFT STATION BYPASS PLAN

OWNER: CITY OF BIRCHWOOD VILLAGE
 DATE: 06/23/2019
 DRAWN BY: GERMEN SURVEYING, INC.
 CHECKED BY: GERMEN SURVEYING, INC.
 PROJECT NO.: 19-008
 SHEET: 1 OF 3

Birchwood Village

EXHIBIT B

Properties at Birchwood Village Served by Birchwood Lane FM



- City Sanitary**
- Forcemain
- Gravity
- LS City Lift Station
- Private Property
- Served Properties
- 10 Foot Elevation Contours (Hypsography)
- City & Township Boundaries
- Parcels - Washington County





**Town Board Meeting
August 8, 2019**

Agenda Number: 6B – Old Business

Subject: Patrick O’Brien, 1382 Top Lane – Request for Minor Subdivision Requiring Approval of a Lot Size & Lot Width Variance

Documentation: Findings for Denial / Minor Subdivision Application / Survey

Action / Motion for Consideration:

Report at Meeting / Discuss

Based on Town Board Review Adopt the Findings for Denial of the Minor Subdivision Requiring a Lot Size & Lot Width Variance for Property at 1382 Top Lane

Minutes
Town Board Meeting
July 15, 2019

PATRICK O'BRIEN, 1382 TOP LANE – REQUEST FOR MINOR SUBDIVISION REQUIRING APPROVAL OF A LOT SIZE & LOT WIDTH VARIANCE: The Town Planner summarized the request for approval of a minor subdivision which requires approval of a lot size and lot width variance. The property is located at the corner of Top Lane and South Birch Lake Boulevard. The property is an “L” shape with 89.05’ of frontage on South Birch Lake Boulevard and 200’ of frontage on Top Lane.

O'Brien wants to split the land into one small square lot and one rectangle lot. The lot with the home is 90 feet by 207 feet and exceeds the minimum lot size requirement. The other lot is proposed to be 89 feet by 110 feet, which only totals to 9,790 square feet and 12,000 square feet is the minimum requirement. So O'Brien would need a 15.95' variance for the short width and a 2,210 foot variance for the short square footage.

The Planning Commission and Variance Board reviewed this agenda item. Planning Commission recommended if approved there would be no more variances. There was suggestion that the 2,210 square foot short lot should gain 900 additional square feet from the rectangular lot. The lot adjacent to the “L” shaped lot is above 9,900 square feet.

There was discussion of the property line being moved, whether or not there is room for easements. It was noted that easements go around structures, but the plan was to tear down the garage and rebuild it.

If the Board denies the request, O'Brien will have to reapply. The Board will waive the 6 month wait time if O'Brien wants to come back with the proposed changes to the application.

Ruzek moved to deny the requests for the property at 1382 Top Lane. McCune seconded. Ayes all.

Minutes
Planning Commission Meeting
June 27, 2019

PATRICK O'BRIEN, 1382 TOP LANE – Request for Minor Subdivision Requiring Approval of a Lot Size & Lot Width Variance: Riedesel summarized the request for approval of a minor subdivision which requires approval of a lot size and lot width variance. The property is located at the corner of Top Lane and South Birch Lake Boulevard. The home fronts on Top Lane and the driveway accesses Top Lane. The Property is n "L" shaped with 89.05' of frontage on South Birch Lake Boulevard and 200' of frontage on Top Lane.

O'Brien would like to split the property into two lots. One lot approximately 90' wide by 207.56' deep fronting on Top Lane. This lot has the O'Brien home on it. The second lot would be a vacant corner lot 89.05' wide by 110' deep.

The lot containing the O'Brien home would be approximately 18,000 square feet in area meeting lot size and width requirements. The corner lot requiring variances is proposed to be approximately 9,790 square feet in area. The Town's minimum lot size is 12,000 square feet in area with a minimum of 105' width along each right-of-way.

Therefore the applicant is requesting a 15.95' lot width variance and a 2,210 lot square footage variance for the newly created lot.

The Variance Board met to discuss this agenda item and it recommended the Planning Commission to recommend to the Town Board to approve the minor subdivision subject to the applicant downsizing the size of the lot on which the house is located on in order to add an additional 900 square feet to the other, smaller lot. There was discussion of this, but the Commission looked at the lot and other lots in the area and saw similar sizes. The property has only been assessed as one unit.

Lemmons stated that the Commission can put conditions on variances, and he gave some examples.

Kotilinek moved to recommend approval of the split as requested with the stipulation that no future variances would be needed on the new lot. Artner seconded. Ayes Artner, Flann, Kotilinek, Loes. Abstention Denn.

The public hearing for this agenda item is set to be at the Town Board Meeting of July 15th.

Minutes
Variance Board Meeting
June 19, 2019

PATRICK O'BRIEN, 1382 Top Lane – Request for Minor Subdivision Requiring Approval of a Lot Size & Lot Width Variance: Riedesel summarized the request for approval of a minor subdivision which requires approval of a lot size and lot width variance. The property is located at the corner of Top Lane and South Birch Lake Boulevard. The home fronts on Top Lane and the driveway accesses

Top Lane. The property is "L" shaped with 89.05' of frontage on South Birch Lake Boulevard and 200' of frontage on Top Lane.

O'Brien would like to split the property into two lots. One lot approximately 90' wide by 207.56' deep fronting on Top Lane. This lot has the O'Brien home on it. The second lot would be a vacant corner lot 89.05' wide by 110' deep.

The lot containing the O'Brien home would be approximately 18,000 square feet in area meeting lot size and width requirements.

The corner lot is proposed to be approximately 9,790 square feet in area. The Town's minimum lot size is 12,000 square feet in area with a minimum of 105' width along each right-of-way. Therefore, the applicant is requesting a 15.95' lot width variance and a 2,210 lot square footage variance for the newly created lot.

The configuration of the O'Brien property seems as though it should be split; however, no stub was constructed and the property was only assessed for one unit.

Denn stated that he is not in favor of creating undersized lots which will may require variances in the future to construct houses.

O'Brien stated that any home constructed on the new lot would not be a two story dwelling but a single story home that would fit on the lot.

Johnson proposed an option whereby O'Brien could increase the size of the newly created lot by downsizing the size of his lot to 80' wide thereby adding an additional 900 square feet onto the new lot which will decrease the size of the lot size variance needed.

Denn stated he could support Johnson's proposal as it would get the new lot closer to the minimum lot requirement and that no variances be allowed on either parcel in the future.

Johnson moved to recommend to the Planning Commission to recommend to the Town Board to approve the minor subdivision subject to the applicant downsizing the size of the lot on which the house is located to be 80' wide which would add approximately 900 square feet onto the new lot thereby getting it closer to the minimum lot requirement and decreasing the amount of the lot size variance, and noting that no variances will be permitted for the newly created corner lot. Christopherson seconded. Ayes all.

The Variance Board stated that a revised sketch plan should be presented prior to or at the Planning Commission meeting.

**Findings for Denial of
Minor Subdivision Requiring a
Lot Size & Lot Width Variance**

1. The proposed lot to be created does not meet minimum lot size requirements and represents too great of a departure from ordinance requirements.
2. The proposed lot to be created does not meet minimum lot width requirements and represents too great of a departure from ordinance requirements.



MINOR SUBDIVISION APPLICATION FORM

INTRODUCTION

A minor subdivision is a division of one parcel into two lots. Neither parcel can be further subdivided. The newly created lot must front on an existing street and cannot require the extension of municipal facilities or any public improvement. Utility connection charges and park dedication fees may apply.

\$920

APPLICANT(S) PATRICK J. O'BRIEN PHONE (Home) 651.398.8104
(Business) 651.366.5820
(Cell) 651.398.8704

ADDRESS 1382 TOP LANE
WHITE BEAR TOWNSHIP, MN

PROPERTY OWNER PATRICK J. O'BRIEN

ADDRESS OF SITE 1382 TOP LANE ZONING RES.

EXISTING USE OF SITE SINGLE FAMILY RESIDENTIAL

Pd x
7/17/19

Fee (\$35.00 plus \$150.00 Initial Expense Deposit, Plus All Related Additional Costs Incurred Regarding the Request)

It is the policy of White Bear Township that all identifiable costs associated with a Minor Subdivision within the Township shall be the sole responsibility of the owner of said property. The costs shall include, but are not limited to the following: Township planning review costs (reports, meetings, site review); engineering review costs; legal costs (preparation of hearing notices, legal research, certification costs); publication costs (notice of hearing); reapportionment of assessments (engineers report); mailings and Ownership Reports (ownership/encumbrance).

Prior to the final approval by the Town Board, all Township expenses to date shall be paid by the owner. Subsequent expenses not paid at the time of final approval (due to billings by consultants, etc.) shall be due upon receipt of a billing from the Township.

Pat O'Brien

Signature of Applicant(s)

6-4-19

Date

To Be Completed By Office:

Date Request Received 7-17-19

By Nancy Renard
(Staff Member)

\$35.00 Fee + \$150 Deposit Received



Date Application Complete _____



**Town Board Meeting
August 8, 2019**

Agenda Number: 7A – Public Hearing

Subject: Side Yard Setback Variance Request @ 3940 Lakewood Avenue – To Allow Paving of a Driveway

Documentation: Staff Memo w/attachments /
Public Notice / Resident Letter / Mailing List /
Variance Application

Action / Motion for Consideration:

- Note Proper Publication of the Hearing Notice in Newspaper & Waive Reading of Notice
- Open Public Hearing
- Open Public Comment Portion – Ask for Comments
- Close Public Portion of Hearing

Based on Variance Board, Planning Commission & Staff Review & Recommendation Approve the 6.375' Side Yard Setback & 8.7% Green Area Variance to Pave a Driveway 3' from the Side Lot Line

Minutes
Planning Commission Meeting
June 27, 2019

CONSENT AGENDA – ANDREW NELSON, 3940 LAKEWOOD AVENUE – Request for a 6.375' Side Yard Setback & 8.7% Green Area Variance to Pave Driveway 3' From the Side Lot Line:
Riedesel summarized the request for a 6.375' side yard setback variance and an 8.7% green area variance to allow Nelson to pave his driveway up to 3' from the side lot line. Currently, the driveway is gravel and is constructed up to the lot line.

The paved driveway is proposed to be 12'4", and will also serve a detached garage located behind Nelson's home. There is also an existing parking area which abuts Lakewood Avenue, though this was once a driveway that extended up to the home. A portion of this driveway has been removed and the remainder will be used for parking.

The Variance Board met and discussed this agenda item. It was discussed that the majority of homes in the Eastwood Manor neighborhood were built in the 50's and 60's, many with single car garages. As the garages are replaced with two-car garages, it is common for the Town to review variances proposing a 5' side yard setback.

There was not much discussion on this agenda item.

Artner moved to Approve the Consent Agenda as follows: 6.375' Side Yard Setback & 8.7% Green Area Variance to Pave Driveway 3' From the Side Lot Line. Kotilinek seconded. Ayes all.

Minutes
Variance Board Meeting
June 19, 2019

ANDREW NELSON, 3940 Lakewood Avenue – Request for a 6.375' Side Yard Setback Variance to Pave Driveway 3' From the Side Lot Line: Riedesel summarized the request for a 6.375' side yard setback variance and an 8.7% green area variance to allow him to pave his driveway up to 3' from the side lot line. The driveway is currently gravel and is constructed up to the lot line.

The paved driveway width is proposed to be 12'4", and the driveway will serve a detached garage located behind the home. There is also an existing parking area which adjoins Lakewood Avenue. This was once a driveway that extended up to the home. A portion of this driveway has been removed and the remainder is used for parking.

The majority of the homes in the Eastwood Manor neighborhood were built in the 50's and 60's, many with single car garages. As these garages are replaced with two car garages it is common for the Town to review variances proposing a 5' side yard setback.

Johnson inquired about calculations of green space for neighboring properties. He also stated that he met with Nelson and found that no other options are really available to him for the driveway.

The Variance Board discussed the parking pad located on the property. Nelson stated that he would like to keep the parking pad as he uses it to park his work vehicle. He also noted that the parking pad is supported on one side by a retaining wall and that would have to be removed and fill brought in to make it look acceptable.

Christopherson moved to recommend to the Planning Commission to recommend to the Town Board to approve the 6.375' side yard setback variance and 8.7% green area variance to allow paving of the driveway. Johnson seconded. Ayes all.

MEMORANDUM

TO: VARIANCE BOARD
FROM: TOM RIEDESEL
DATE: JUNE 12, 2019

SUBJECT: DRIVEWAY CONSTRUCTION
REQUEST: 6.375' SIDE YARD SETBACK VARIANCE
8.7% GREEN AREA VARIANCE

LOCATION: 3940 LAKEWOOD AVENUE
APPLICANT: ANDREW NELSON
ZONING: R-1, SUBURBAN RESIDENTIAL
PUBLIC
HEARING: REQUIRED

Mr. Nelson is requesting approval of a 6.375' side yard setback variance which would allow him to pave his driveway up to 3' from the side lot line. The driveway is currently gravel and is constructed up to the lot line. A 6.375' side yard setback variance is requested for this 75' wide undersized lot of record. The paved driveway width is proposed to be 12' 4". The driveway will serve a detached garage located behind the home. The garage was constructed in 2004 by a previous property owner.

An 8.7% green area variance is also requested as part of the driveway paving. The lot is 10,890 square feet in area. With the paving of the gravel driveway, the amount of coverage on the lot is proposed to be 38.7%. Thirty percent coverage is permitted.

The 2004 site plan showed a gravel driveway with a planned setback of 5'. Gravel is not considered a "structure" and does not have setback requirements. The 2004 site plan shows 19.5' between the side of the home and lot line. There is also an existing parking area which adjoins Lakewood Avenue. This was once a driveway that extended up to the home. A portion of this driveway has been removed and the remainder is used for parking.

The property is located in the Eastwood Manor neighborhood. The majority of these homes in this neighborhood were built in the 50's and 60's, many with single car garages. As these garages are replaced with two car garages the Town often reviews variances proposing a 5' side yard setback. The 5' setback, which requires a 5' variance is fairly common in this neighborhood.

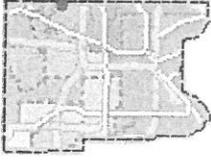
TR/psw
cc:admin/add.file
b:nelson



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.
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Legend



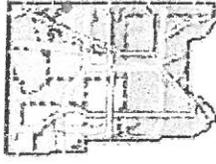
- City Halls
- Schools
- Hospitals
- Fire Stations
- Police Stations
- Recreational Centers
- Parcel Points
- Parcel Boundaries

Notes

Enter Map Description



Legend



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

Notes

Enter Map Description

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 NAD_1983_HARN_AdJ_MN_Ramsey_Feet
 © Ramsey County Enterprise GIS Division



NOTICE OF HEARING REQUEST FOR A VARIANCE FROM ORDINANCE NO. 35 (ZONING) OF THE TOWN OF WHITE BEAR, RAMSEY COUNTY, MINNESOTA

NOTICE IS HEREBY GIVEN, That the Town Board of the Town of White Bear, Ramsey County, Minnesota, will meet at Heritage Hall, 4200 Otter Lake Road, in said Town on Monday, August 5, 2019 @ 7:00 p.m., to consider the following variance request:

- 6.375' Side Yard Setback Variance

to allow paving of a driveway on the following described property lying and being in the Town of White Bear, Ramsey County, Minnesota:

Lot 15, Block 12, Eastwood Manor, Ramsey County, Minnesota

(3940 Lakewood Avenue)

and to hear and pass upon objections and recommendations, if any, and to conduct any and all business incident thereto.

Given under my hand this 1st day of July, 2019.

BY ORDER OF THE TOWN BOARD OF SUPERVISORS

A handwritten signature in black ink, appearing to read "Patrick Christopherson", written over a horizontal line.

PATRICK CHRISTOPHERSON, Clerk-Treasurer



**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
ED M. PRUDHON, *Chair*
STEVEN A. RUZEK
SCOTT E. MCCUNE

July 25, 2019

Township Resident
White Bear Township, Minnesota 55110

Re: Variance Request

Dear Resident:

Enclosed please find a **Notice of Hearing Request for a Variance from Ordinance No. 35 (Zoning) of the Town of White Bear, Ramsey County, Minnesota.**

The owner of property at 3940 Lakewood Avenue is requesting approval of a 6.375' side yard setback variance to allow paving of a driveway.

The Public Hearing on the matter is scheduled for **Monday, August 5, 2019 @ 7:00 p.m. at Heritage Hall, 4200 Otter Lake Road, White Bear Township, Minnesota.**

If you have any questions regarding this matter please plan to attend the meeting or you may contact Tom Riedesel, Planner, at 651.747.2761 or via email at tom.riedesel@whitebeartownship.org.

Sincerely,

Patti Walstad
Paralegal

PSW/s
Enc.
cc:admin/add.file



recycled paper

Parcel ID: 253022130089

JEANETTE M CAMPEAU
2543 ROTH PL
WHITE BEAR TOWN MN 55110-4530

Parcel ID: 253022130080

LYLE B GIBSON, RUTH R GIBSON
3947 LAKEWOOD AVE
WHITE BEAR LAKE MN 55110-4511

Parcel ID: 253022130013

AMANDA ROTHSTEIN
2601 RANDY AVE
SAINT PAUL MN 55110-4523

Parcel ID: 253022130085

DAVID A MORIS
9221 580TH ST
PINE CITY MN 55063-9405

Parcel ID: 253022130081

DUSTAN J FORSCHEN
3943 LAKEWOOD AVE
WHITE BEAR LAKE MN 55110-4511

Parcel ID: 253022130012

CRAIG W GOOCH, SANDRA M GOOCH
2595 RANDY AVE
ST PAUL MN 55110-4523

Parcel ID: 253022130091

**JEFFREY M DONNERBAUER, HILLARY A
DONNERBAUER**
3916 HOMEWOOD AVE
WHITE BEAR LAKE MN 55110-4507

Parcel ID: 253022130088

PAUL A CORLISS
2549 ROTH PLACE
WHITE BEAR LAKE MN 55110-4530

Parcel ID: 253022130011

SCOTT M LANIGAN
3932 LAKEWOOD AVE
WHITE BEAR LAKE MN 55110-4512

Parcel ID: 253022130083

**DOUGLAS P BENNINGTON, RHONDA J
BENNINGTON**
3935 LAKEWOOD AVE
WHITE BEAR LAKE MN 55110-4511

Parcel ID: 253022130003

BARBARA J OLUND
3959 STACKER PLACE
SAINT PAUL MN 55110-4534

Parcel ID: 253022130018

KAREN STARFIELD
2592 RANDY AVE
SAINT PAUL MN 55110-4524

Parcel ID: 253022130092

JOHN J KISLING
611 ACADIA RD
VENICE FL 34293-5602

Parcel ID: 253022130010

MARY ANN OBRIEN, TRACY E ANDERSON
3936 LAKEWOOD AVE
WHITE BEAR LAKE MN 55110-4512

Parcel ID: 253022130016

RANDY L SPRING, ASHLEY L SPRING
2610 RANDY AVE
WHITE BEAR TOWNSHIP MN 55110-4524

Parcel ID: 253022130082

JEFF R ENRIGHT, JULIE A ENRIGHT
3939 LAKEWOOD AVE
WHITE BEAR TOWN MN 55110-4511

Parcel ID: 253022130009

ANDREW C NELSON
3940 LAKEWOOD AVE
WHITE BEAR LAKE MN 55110-4512

Parcel ID: 253022130017

REBECCA M HALL
734 STERLING CT
MAHTOMEDI MN 55115-1476

Parcel ID: 253022130093

JUN HYOUNG BAE, BETH E BAE
3740 CENTERVILLE RD
VADNAIS HEIGHTS MN 55127-7124

Parcel ID: 253022130006

**HARRY R ANDERSON, DOROTHY A
ANDERSON**
3954 LAKEWOOD AVE
WHITE BEAR LAKE MN 55110-4512

Parcel ID: 253022130019

WILLIAM A UDELHOFEN, MARIA DENIORD
3924 LAKEWOOD AVE
WHITE BEAR LAKE MN 55110-4509

Parcel ID: 253022130084

PAULA HOFF, CHRIS FAYTER
3931 LAKEWOOD AVE
WHITE BEAR TOWNSHIP MN 55110-4511

Parcel ID: 253022130007

STEVEN J OCZAK, RUTH M OCZAK
3948 LAKEWOOD AVE
WHITE BEAR LAKE MN 55110-4512

Parcel ID: 253022130025

CRAIG H SALLSBURY
2572 RANDY AVE
WHITE BEAR LAKE MN 55110-4521

Parcel ID: 253022130078

**MATTHEW S FRENCH, JENNIFER M
FRENCH**
3955 LAKEWOOD AVE
WHITE BEAR LAKE MN 55110-4511

Parcel ID: 253022130008

MICHAEL RHODES, LORI J RHODES
3944 LAKEWOOD AVE
WHITE BEAR LAKE MN 55110-4512

Parcel ID: 253022130024

TRENT G BERNSTEIN
2580 RANDY AVE
WHITE BEAR TOWN MN 55110-4521

Parcel ID: 253022130079

BEVERLY A GRIVNA
3951 LAKEWOOD AVE
WHITE BEAR LAKE MN 55110-4511

Parcel ID: 253022130014

RYAN W DUFFY, ELIZABETH J DUFFY
2609 RANDY AVE
WHITE BEAR TOWNSHIP MN 55110-4523

Parcel ID: 253022130023

JUSTIN D BARBER, SHEILA A BARBER
2193 DEER PASS TRL
SAINT PAUL MN 55110-1050

Parcel ID: 253022130005

**JACK W DALLMAN TRUSTEE, BETTY J
DALLMAN TRUSTEE**
325 WILKINSON LN UNIT 112
NORTH OAKS MN 55127-6850

Parcel ID: 253022130004

KEITH D KARLS, KAREN E KARLS
3963 STACKER PL
WHITE BEAR TOWN MN 55110-4534

Parcel ID: 253022130002

ANNA MAE C JOHNSON
3955 STACKER PL
WHITE BEAR LAKE MN 55110-4534

Parcel ID: 253022130087

WILMA F SKAAR
2555 ROTH PLACE
WHITE BEAR LAKE MN 55110-4530

Parcel ID: 253022130086

JOHN K LINDE, RANDI M LINDE
2571 RANDY AVE
ST PAUL MN 55110-4522

Parcel ID: 253022120043

**RAYMOND G ZIETLOW, CLAUDETTE R
ZIETLOW**
3960 LAKEWOOD AVE
WHITE BEAR LAKE MN 55110-4512

TOWNSHIP RESIDENT
3919 LAKEWOOD AVENUE
WHITE BEAR TOWNSHIP MN 55110

TOWNSHIP RESIDENT
3967 STACKER PLACE
WHITE BEAR TOWNSHIP MN 55110

J43
SITE R

110-4512

RAYMOND ZIETLOW
3960 LAKEWOOD AVE
WHITE BEAR TOWNSHIP MN 55110

TOWNSHIP RESIDENT
2579 RANDY AVENUE
WHITE BEAR TOWNSHIP MN 55110

TOWNSHIP RESIDENT
3924 HOMEWOOD AVENUE
WHITE BEAR TOWNSHIP MN 55110

TOWNSHIP RESIDENT
3932 HOMEWOOD AVENUE
WHITE BEAR TOWNSHIP MN 55110

AFFIDAVIT OF PUBLICATION

STATE OF MINNESOTA)
) ss.
COUNTY OF RAMSEY)

Carter Johnson, being first duly sworn, on oath states as follows:

1. I am the publisher of the WHITE BEAR PRESS, or the publisher's designated agent. I have personal knowledge of the facts stated in this Affidavit, which is made pursuant of Minnesota Statutes §331A.07.

2. The newspaper has complied with all of the requirements to constitute a qualified newspaper under Minnesota law, including those requirements found in Minnesota Statutes §331A.02.

3. The dates of the month and the year and day of the week upon which the public notice attached was published in the newspaper are as follows:

Once a week, for one week, it was published on Wednesday, the 24th day of July, 2019.

4. The publisher's lowest classified rate paid by commercial users for comparable space, as determined pursuant to §331A.06, is as follows:

a) Lowest classified rate paid by commercial users for comparable space _____

b) Maximum rate allowed by law for the above matter _____

c) Rate actually charged for the above matter \$ 17.37/inch

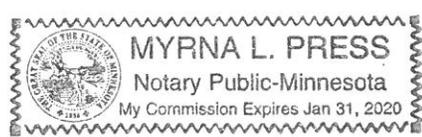
5. Mortgage Foreclosure Notices. Pursuant to Minnesota Statutes §580.033 relating to the publication of mortgage foreclosure notices: The newspaper's known office of issue is located in Ramsey County. The newspaper complies with the conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

FURTHER YOUR AFFIANT SAITH NOT.

BY: [Signature]
TITLE: Carter Johnson, Publisher

Subscribed and sworn to before me on this 24th day of July, 2019.

[Signature]
Notary Public



WHITE BEAR TOWNSHIP
NOTICE OF HEARING REQUEST FOR A VARIANCE
FROM ORDINANCE NO. 35 (ZONING) OF THE TOWN OF WHITE BEAR,
RAMSEY COUNTY, MINNESOTA
NOTICE IS HEREBY GIVEN, That the Town Board of the Town of White Bear, Ramsey County, Minnesota, will meet at Heritage Hall, 4200 Otter Lake Road, in said Town on Monday, August 5, 2019 @ 7:00 p.m., to consider the following variance request:
- 6.375' Side Yard Setback Variance
to allow paving of a driveway on the following described property lying and being in the Town of White Bear, Ramsey County, Minnesota:
Lot 15, Block 12, Eastwood Manor, Ramsey County, Minnesota
(3940 Lakewood Avenue)
and to hear and pass upon objections and recommendations, if any, and to conduct any and all business incident thereto.
Given under my hand this 1st day of July, 2019.
BY ORDER OF THE TOWN BOARD OF SUPERVISORS
PATRICK CHRISTOPHERSON, Clerk-Treasurer
Published one time in the White Bear Press on July 24, 2019.



VARIANCE APPLICATION FORM

White Bear Township
 1281 Hammond Road
 White Bear Township, MN 55110
 Phone 651-747-2750 Fax 651-426-2258
www.ci.white-bear-township.mn.us

RECEIVED
 JUN 05 2019

INTRODUCTION

TOWN OF WHITE BEAR

Variations from the literal provisions of this Ordinance shall only be permitted when they are in harmony with the general purposes and intent of this Ordinance, and when the terms of the variance are consistent with the Comprehensive Plan. Variations may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the provisions of this Ordinance. "Practical Difficulties", as used in connection with the granting of a variance, means that the property owner proposes to use the property in a reasonable manner not permitted by this Ordinance; the plight of the landowner is due to circumstances unique to the property not created by the landowner; and the variance, if granted, will not alter the essential character of the locality. Economic considerations alone do not constitute practical difficulties. Practical difficulties include, but are not limited to, inadequate access to direct sunlight for solar energy systems. Variations shall be granted for earth sheltered construction as defined in Minnesota Statutes, when in harmony with this Ordinance. No variance may be granted that would allow any use that is not allowed in the zoning district in which the subject property is located. The Town Board may impose conditions in granting a variance that are directly related to and in rough proportion to an impact created by the variance. Conditions may be imposed in the granting of variations to insure compliance and to protect adjacent properties.

✓ Fee \$225

APPLICANT(S) ANDREW NELSON PHONE (Home) _____
 _____ (Business) _____
 (Cell) 651-468-5898

ADDRESS 3940 LAKEWOOD AVE

PROPERTY OWNER ANDREW NELSON

ADDRESS OF SITE 3940 LAKEWOOD AVE ZONING _____

EXISTING USE OF SITE DRIVEWAY

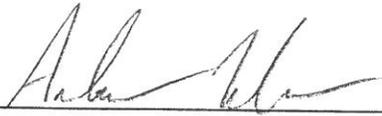
DESCRIPTION OF VARIANCE REQUEST WOULD LIKE TO REPLACE EXISTING CLASS 5 DRIVEWAY WITH WIDE NEW ASPHALT DRIVEWAY

SETBACKS:	<u>Required</u>	<u>Existing</u>	<u>Requested</u>
Front Yard	_____	_____	_____
Side Yard	_____	_____	_____
Side Yard	_____	_____	_____
Rear Yard	_____	_____	_____
Other (Specify)	_____	_____	_____

Applicant understands that the Variance Application fee will not be refunded if, after being submitted, the application is denied or the applicant chooses to withdraw.

It is the policy of White Bear Township that all identifiable costs associated with a Variance Application within the Township shall be the sole responsibility of the owner of said property. The costs shall include, but are not limited to the following: Township planning review costs (reports, meetings, site review); engineering review costs; legal costs (preparation of hearing notices, legal research, certification costs); publication costs (notice of hearing); reapportionment of assessments (engineers report); mailings and Ownership Reports (ownership/encumbrance).

Prior to the final approval by the Town Board, all Township expenses to date shall be paid by the owner. Subsequent expenses not paid at the time of final approval (due to billings by consultants, etc.) shall be due upon receipt of a billing from the Township.



*Signature of Applicant(s)

6-4-19
Date

*Prior to applying for a variance it is recommended that the applicant contact Town staff in order to discuss the proposal.

<u>To Be Completed By Office:</u>		Receipt #
Date Request Received	<u>6/5/19</u>	CC # <u>172035</u>
By <u>Karen</u> (Staff Member)	\$225.00 Fee Received	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Date Application Complete	_____	

STATEMENT OF AFFECTED PROPERTY OWNERS

If a signed statement is not provided by the applicant for a variance, the Town Board shall order a public information meeting which will include printed notice to all property owners within 350' of the property where the variance is requested. Public Notice publication costs will be the responsibility of the applicant.

I am the owner of the property at: 3940 Lakewood Ave. I am requesting that the Town of White Bear grant me a variance from Ordinance No. _____, for the following purpose:

REPLACE CLASS 5 DRIVEWAY WITH ASPHALT DRIVEWAY

My request will be reviewed by the Variance Board and the Planning Commission, with a final decision being made by the Town Board. I must provide the Board with a statement signed by the adjacent property owners, recording their comments relative to my request. Please feel free to write below any comments you may have regarding this issue. This statement must be signed and dated.

PROPERTY OWNERS

1. Name: Tracy Anderson Address: 3934 Lakewood Ave. WBL MN 55110
Phone: (Home) _____
(Bus.) _____
(Cell) 651-200-0263

Comments: _____

Date: June 17, 19 Signatures: (Signature) / _____

2. Name: MaryAnn O'Brien Address: 6395 Kerwick Ave No Stillwater
Phone: (Home) 651-303-6313
(Bus.) _____
(Cell) _____

Comments: _____

Date: _____ Signatures: _____ / _____

3. Name: Tim Micko Address: 3936 Lakewood Ave
ty a. micko Phone: (Home) _____
(Bus.) 651-773-1783
(Cell) _____

Comments: Driveway needs to start away from
3936 property line

Date: 6-17 Signatures: (Signature) / _____



**Town Board Meeting
August 8, 2019**

Agenda Number: 7B – Public Hearing

**Subject: Side Yard Setback Variance Request @ 5216 Park Avenue
- To Allow Construction of a Three Season Porch**

Documentation: Staff Memo w/attachments /
Public Notice / Resident Letter / Mailing List /
Variance Application

Action / Motion for Consideration:

- Note Proper Publication of the Hearing Notice in Newspaper & Waive Reading of Notice
- Open Public Hearing
- Open Public Comment Portion – Ask for Comments
- Close Public Portion of Hearing

Based on Variance Board, Planning Commission & Staff Review & Recommendation Approve the 13.5' Right-of-Way Setback Variance to Construct a Three Season Porch at 5216 Grand Avenue

Minutes
Planning Commission
June 27, 2019

CONSENT AGENDA – ANTHONY MORGAN ABBOT, 5216 GRAND AVENUE – Request for a 13.5' Right-of-Way Setback Variance to Construct a 3-Season Porch: Riedesel summarized the request to add a 3-season porch above the existing deck. Riedesel noted that a variance was requested and received by the previous owner in 1997 allowing construction of the deck. This lot is considered an undersized lot of record at the corner of Grand and Stillwater Street.

The Variance Board discussed this agenda item and no issues were noted.

There was some discussion of what the porch will look like, elevation, what the yard is like, etc. Mr. Abbott was present and stated that he is extending the roof, extending the walls of the deck, and adding screens, to make sure the Commission could visualize his porch. There were no issues found.

Artner moved to Approve the Consent Agenda as follows: 13.5' Right-of-Way Setback Variance to Construct a 3-Season Porch. Kotilinek seconded. Ayes all.

Minutes

Variance Board Meeting

June 19, 2019

ANTHONY & MORGAN ABBOTT, 5216 Grand Avenue – Request for a 13.5' Right-of-Way Setback Variance to Construct a 3 Season Porch: Riedesel summarized the request to add a 3 season porch onto the existing deck. Riedesel noted that a variance was requested and received by the previous owner in 1997 allowing construction of the deck. This lot is considered an undersized lot of record at the corner of Grand and Stillwater Street.

In 1997 it was noted that 6 of the 8 homes on this block did not meet right-of-way setback requirements and it was found that the average setback of the homes on this block was consistent with the setback of the proposed deck. The average setback along this block is currently 24' +/-.

The Variance Board discussed the request and no issues were noted.

Johnson moved to recommend to the Planning Commission to recommend to the Town Board to approve the 13.5' right-of-way setback which will allow construction of a 3 season porch based on the previous variance approval of the deck in 1997. Christopherson seconded. Ayes all.

MEMORANDUM

TO: VARIANCE BOARD
FROM: TOM RIEDESEL
DATE: JUNE 12, 2019

SUBJECT: CONSTRUCTION OF A 3 SEASON PORCH
REQUEST: 13.5' RIGHT-OF-WAY SETBACK VARIANCE

LOCATION: 5216 GRAND AVENUE
APPLICANTS: ANTHONY & MORGAN ABBOTT
PUBLIC
HEARING: NOT REQUIRED

The Abbott's are requesting approval of a 13.5' right-of-way setback variance which would permit them to add a 3 season porch to the Stillwater Street side of the home. A 35' right-of-way setback is required. In 1997 a previous property owner was granted approval of a variance to construct a deck in the location where the porch is proposed. The porch is planned to be built on the footprint of the deck.

The porch which is approximately 6' above grade is proposed to be the same height as the home. The existing deck is 6' above grade.

The corner lot which the home is located on is considered an undersigned lot of record. In 1997, it was noted that 6 of the 8 homes on this block did not meet right-of-way setback requirements. It was found that the average setback of the homes on this block was consistent with the setback of the proposed deck. The average setback along this block is currently 24' +/- . Five of the eight homes/structures on this block do not meet the current setback requirements. It should be noted that one of the homes not meeting setback requirements burned down in 1997 and was replaced by a home meeting right-of-way setback requirements.

The proposed setback for the Abbott home/deck is 21.5' from the right-of-way.

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

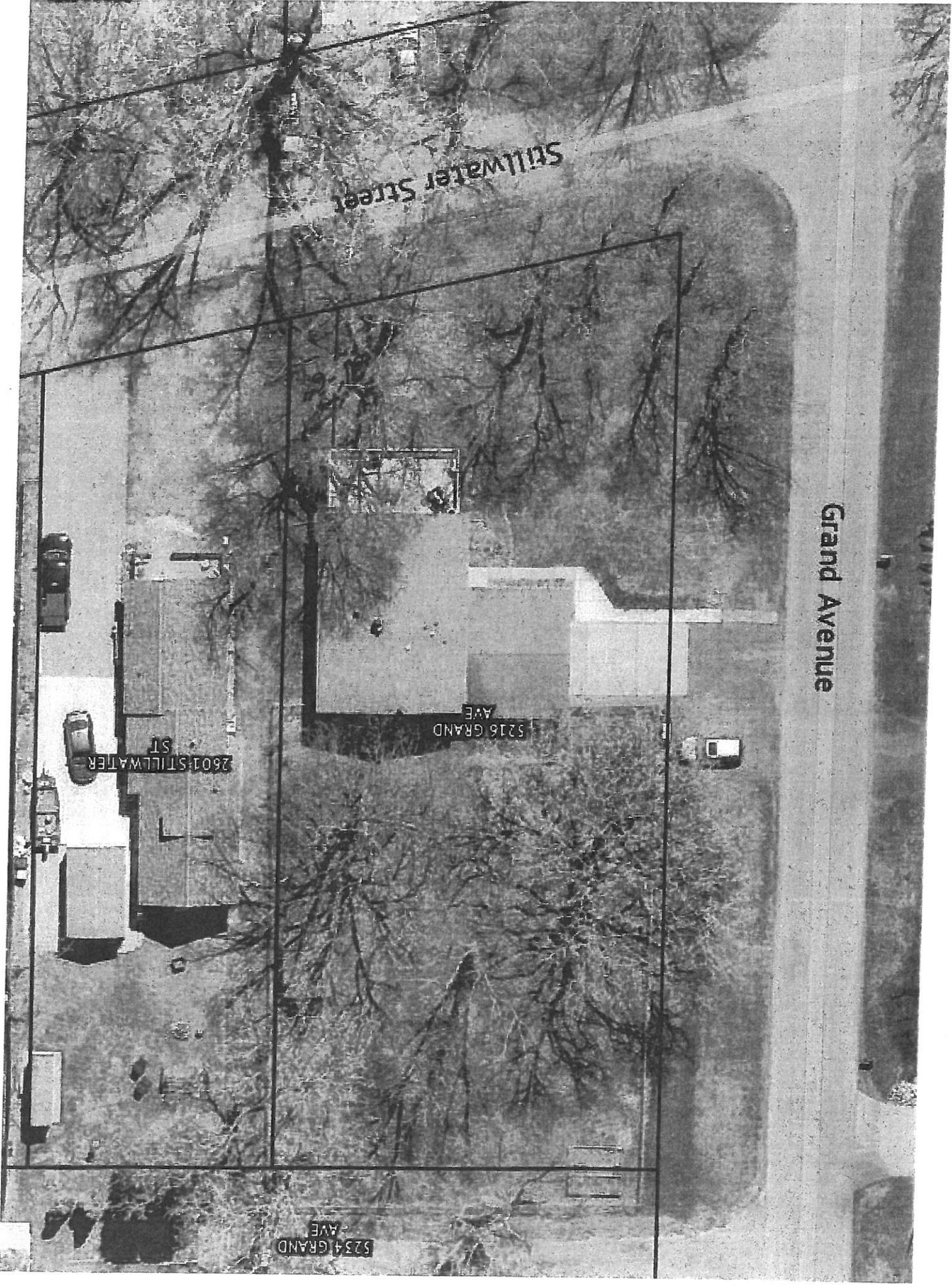
Stillwater Street

Grand Avenue

5216 GRAND AVE

2601 STILLWATER ST

5234 GRAND AVE





**NOTICE OF HEARING REQUEST FOR A VARIANCE FROM ORDINANCE NO. 35
(ZONING) OF THE TOWN OF WHITE BEAR, RAMSEY COUNTY, MINNESOTA**

NOTICE IS HEREBY GIVEN, That the Town Board of the Town of White Bear, Ramsey County, Minnesota, will meet at Heritage Hall, 4200 Otter Lake Road, in said Town on Monday, August 5, 2019 @ 7:00 p.m., to consider the following variance request:

- 24' Right-of-Way Setback Variance

to allow construction of a two car garage on the following described property lying and being in the Town of White Bear, Ramsey County, Minnesota:

Lot 17, and except the north 90 feet of Lots 15 and 16, Block 25, White Bear Beach, Ramsey County, Minnesota

(5216 Park Avenue)

and to hear and pass upon objections and recommendations, if any, and to conduct any and all business incident thereto.

Given under my hand this 1st day of July, 2019.

BY ORDER OF THE TOWN BOARD OF SUPERVISORS



PATRICK CHRISTOPHERSON, Clerk-Treasurer



Board of Supervisors
ED M. PRUDHON, *Chair*
STEVEN A. RUZEK
SCOTT E. MCCUNE

1281 HAMMOND ROAD
WHITE BEAR TOWNSHIP, MN 55110

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

July 25, 2019

Township Resident
White Bear Township, Minnesota 55110

Re: Variance Request

Dear Resident:

Enclosed please find a **Notice of Hearing Request for a Variance From Ordinance No. 35 (Zoning) of the Town of White Bear, Ramsey County, Minnesota.**

The owner of property at 5216 Park Avenue is requesting approval of a 24' right-of-way setback variance to allow construction of a two car garage.

The Public Hearing on the matter is scheduled for **Monday, August 5, 2019 @ 7:00 p.m. at Heritage Hall, 4200 Otter Lake Road, White Bear Township, Minnesota.**

If you have any questions regarding this matter please plan to attend the meeting or you may contact Tom Riedesel, Planner, at 651.747.2761 or via email at tom.riedesel@whitebeartownship.org.

Sincerely,

Patti Walstad
Paralegal

PSW/s
Enc.
cc:admin/add.file

Parcel ID: 123022410121

SCOTT BOHNEN
319 PADDINGTON RD
WILLERNIE MN 55090

Parcel ID: 123022410099

ANDREW J KROLL, STACIE L KROLL
5220 PARK AVE
WHITE BEAR LAKE MN 55110-2460

Parcel ID: 123022410103

JOHN C KLUZNIK
5180 PARK AVE
WHITE BEAR LAKE MN 55110-2437

Parcel ID: 123022410120

DANIEL E WHALEN
2710 STILLWATER ST
WHITE BEAR TOWNSHIP MN 55110-2468

Parcel ID: 123022410098

JOSEPH J LEE, AUDREE T LEE
5246 PARK AVE
WHITE BEAR TOWN MN 55110-2460

Parcel ID: 123022410112

SCOTT G ERLANDSON, JULIE A ERLANDSON
2676 1ST ST
WHITE BEAR LAKE MN 55110-2470

Parcel ID: 123022410042

MICHAEL P JARVIS, GINGER JARVIS
2716 STILLWATER ST
WHITE BEAR LAKE MN 55110-2468

Parcel ID: 123022410107

ISABELLE L MONTGOMERY TRUSTEE, MONTGOMERY FAMILY TRUST
2655 STILLWATER ST
WHITE BEAR LAKE MN 55110-2467

Parcel ID: 123022410113

SCOTT G ERLANDSON, JULIE A ERLANDSON
2676 1ST ST
WHITE BEAR LAKE MN 55110-2470

Parcel ID: 123022410122

ROBERT M SOMMERDORF, NANCY J SOMMERDORF
2711 LAKE AVE
WHITE BEAR LK MN 55110-2459

Parcel ID: 123022410035

ANN MENIER, MATTHEW MENIER
5216 PARK AVE
WHITE BEAR TOWNSHIP MN 55110-2460

Parcel ID: 123022410060

JOHN IGO, ROSE IGO
2656 STILLWATER ST
WHITE BEAR TOWNSHIP MN 55110-2466

Parcel ID: 123022410111

SCOTT G ERLANDSON, JULIE A ERLANDSON
2676 1ST ST
WHITE BEAR LAKE MN 55110-2470

Parcel ID: 123022410032

DONALD BRANDIES
2711 STILLWATER ST
WHITE BEAR TOWNSHIP MN 55110-2587

Parcel ID: 123022410057

SCOTT NEWCOMB, KRISTA NEWCOMB
2662 STILLWATER ST
WHITE BEAR TOWNSHIP MN 55110-2466

Parcel ID: 123022410034

EDWARD RAY CHAMPION, DOINA G CHAMPION
2701 STILLWATER ST
WHITE BEAR TOWN MN 55110-2469

Parcel ID: 123022410021

SHAWN M DOLAN, ROBERT M RODRIGUEZ
2700 1ST ST
WHITE BEAR TOWN MN 55110-2415

Parcel ID: 123022410059

FREDERICK L HARVEY, KATHERINE B FRANCIS HARVEY
9190 ST CROIX TR N
STILLWATER MN 55082-4261

Parcel ID: 123022410102

ANDREW JOHNSON, CARMELINA JOHNSON
5190 PARK AVE
SAINT PAUL MN 55110-2437

Parcel ID: 123022410036

KEVIN P HACKL
5218 PARK AVE
WHITE BEAR LAKE MN 55110-2460

Parcel ID: 123022410022

WILLIAM R NOVAK, TERESA L NOVAK
2708 1ST ST
WHITE BEAR TOWN MN 55110-2415

Parcel ID: 123022410033

IH2 PROPERTY ILLINOIS LP, C/O INVITATION HOMES TAX DEPT
1717 MAIN ST STE 2000
DALLAS TX 75201-4657

Parcel ID: 123022410058

RAYMOND L ANDERSON TRUSTEE, LORKAINE P ANDERSON TRUSTEE
2670 STILLWATER ST
WHITE BEAR TOWNSHIP MN 55110-2466

Parcel ID: 123022410101

AMY L POULSON DAUPLAISE TRUSTEE, STEVEN P POULSON DAUPLAISE TRUSTEE
5200 PARK AVE
SAINT PAUL MN 55110-2460

Parcel ID: 123022410041

K R SORENSON, SANORA SORENSON
2704 STILLWATER ST
WHITE BEAR LAKE MN 55110-2468

AFFIDAVIT OF PUBLICATION

STATE OF MINNESOTA)
) ss.
COUNTY OF RAMSEY)

Carter Johnson, being first duly sworn, on oath states as follows:

- 1. I am the publisher of the WHITE BEAR PRESS, or the publisher's designated agent. I have personal knowledge of the facts stated in this Affidavit, which is made pursuant of Minnesota Statutes §331A.07.
2. The newspaper has complied with all of the requirements to constitute a qualified newspaper under Minnesota law, including those requirements found in Minnesota Statutes §331A.02.
3. The dates of the month and the year and day of the week upon which the public notice attached was published in the newspaper are as follows:

Once a week, for one week, it was published on Wednesday, the 24th day of July, 2019.

- 4. The publisher's lowest classified rate paid by commercial users for comparable space, as determined pursuant to §331A.06, is as follows:
a) Lowest classified rate paid by commercial users for comparable space
b) Maximum rate allowed by law for the above matter
c) Rate actually charged for the above matter \$ 17.37/inch

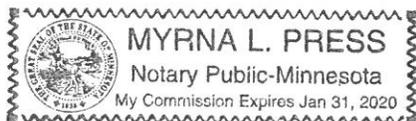
- 5. Mortgage Foreclosure Notices. Pursuant to Minnesota Statutes §580.033 relating to the publication of mortgage foreclosure notices: The newspaper's known office of issue is located in Ramsey County. The newspaper complies with the conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

FURTHER YOUR AFFIANT SAITH NOT.

BY: [Signature]
TITLE: Carter Johnson, Publisher

Subscribed and sworn to before me on this 24th day of July, 2019.

[Signature]
Notary Public



WHITE BEAR TOWNSHIP
NOTICE OF HEARING REQUEST FOR A VARIANCE
FROM ORDINANCE NO. 35 (ZONING) OF THE TOWN OF WHITE BEAR,
RAMSEY COUNTY, MINNESOTA
NOTICE IS HEREBY GIVEN, That the Town Board of the Town of White Bear, Ramsey County, Minnesota, will meet at Heritage Hall, 4200 Otter Lake Road, in said Town on Monday, August 5, 2019 @ 7:00 p.m., to consider the following variance request:
• 24' Right-of-Way Setback Variance
to allow construction of a two car garage on the following described property lying and being in the Town of White Bear, Ramsey County, Minnesota: Lot 17, and except the north 90 feet of Lots 15 and 16, Block 25, White Bear Beach, Ramsey County, Minnesota (5216 Park Avenue)
and to hear and pass upon objections and recommendations, if any, and to conduct any and all business incident thereto.
Given under my hand this 1st day of July, 2019.
BY ORDER OF THE TOWN BOARD OF SUPERVISORS
PATRICK CHRISTOPHERSON, Clerk-Treasurer
Published one time in the White Bear Press on July 24, 2019.



VARIANCE APPLICATION FORM

White Bear Township
 1281 Hammond Road
 White Bear Township, MN 55110
 Phone 651-747-2750 Fax 651-426-2258
www.ci.white-bear-township.mn.us

RECEIVED
 JUN 05 2019
 TOWN OF WHITE BEAR

INTRODUCTION

Variances from the literal provisions of this Ordinance shall only be permitted when they are in harmony with the general purposes and intent of this Ordinance, and when the terms of the variance are consistent with the Comprehensive Plan. Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the provisions of this Ordinance. "Practical Difficulties", as used in connection with the granting of a variance, means that the property owner proposes to use the property in a reasonable manner not permitted by this Ordinance; the plight of the landowner is due to circumstances unique to the property not created by the landowner; and the variance, if granted, will not alter the essential character of the locality. Economic considerations alone do not constitute practical difficulties. Practical difficulties include, but are not limited to, inadequate access to direct sunlight for solar energy systems. Variances shall be granted for earth sheltered construction as defined in Minnesota Statutes, when in harmony with this Ordinance. No variance may be granted that would allow any use that is not allowed in the zoning district in which the subject property is located. The Town Board may impose conditions in granting a variance that are directly related to and in rough proportion to an impact created by the variance. Conditions may be imposed in the granting of variances to insure compliance and to protect adjacent properties.

 ✓ Fee \$225

APPLICANT(S) Anthony Abbott PHONE (Home) 612-708-4389
 Morgan Abbott (Business) _____
 (Cell) _____

ADDRESS 5216 Grand Ave
 White bear Township, MN, 55110

PROPERTY OWNER Anthony and Morgan Abbott

ADDRESS OF SITE 5216 Grand Ave ZONING _____

EXISTING USE OF SITE Deck

DESCRIPTION OF VARIANCE REQUEST: Install Roof and 3 season an existing deck, the deck had to have an approved Variance to be built by the prior owners. Attached are Plot measurements and deck design _____

SETBACKS:	<u>Required</u>	<u>Existing</u>	<u>Requested</u>
Front Yard	_____	_____	_____
Side Yard	_____	_____	_____
Side Yard	_____	<u> 21'-6' </u>	<u> 21'-6' + 1 foot overhang </u>
Rear Yard	_____	_____	_____
Other (Specify)	_____	_____	_____

Applicant understands that the Variance Application fee will not be refunded if, after being submitted, the application is denied or the applicant chooses to withdraw.

It is the policy of White Bear Township that all identifiable costs associated with a Variance Application within the Township shall be the sole responsibility of the owner of said property. The costs shall include, but are not limited to the following: Township planning review costs (reports, meetings, site review); engineering review costs; legal costs (preparation of hearing notices, legal research, certification costs); publication costs (notice of hearing); reapportionment of assessments (engineers report); mailings and Ownership Reports (ownership/encumbrance).

Prior to the final approval by the Town Board, all Township expenses to date shall be paid by the owner. Subsequent expenses not paid at the time of final approval (due to billings by consultants, etc.) shall be due upon receipt of a billing from the Township.

[Signature]
[Signature]
*Signature of Applicant(s)

6/5/2019
Date

*Prior to applying for a variance it is recommended that the applicant contact Town staff in order to discuss the proposal.

<u>To Be Completed By Office:</u>		<u>ck# 7008</u>
Date Request Received	<u>6/5/19</u>	
By <u><i>Karver</i></u> (Staff Member)	\$225.00 Fee Received	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Date Application Complete	_____	

STATEMENT OF AFFECTED PROPERTY OWNERS

If a signed statement is not provided by the applicant for a variance, the Town Board shall order a public information meeting which will include printed notice to all property owners within 350' of the property where the variance is requested. Public Notice publication costs will be the responsibility of the applicant.

I am the owner of the property at: 5216. I am requesting that the Town of White Bear grant me a variance from Ordinance No. _____, for the following purpose:
Install Roof and 3 season my existing deck

My request will be reviewed by the Variance Board and the Planning Commission, with a final decision being made by the Town Board. I must provide the Board with a statement signed by the adjacent property owners, recording their comments relative to my request. Please feel free to write below any comments you may have regarding this issue. This statement must be signed and dated.

PROPERTY OWNERS

1. Name: Daniel R. Monroe Address: 5200 Grand Avenue
Mary S. Monroe Phone: (Home) 651-583-1595
(Bus.) N/A
(Cell) 651-249-6149
Comments: All for their improvement!

Date: 6-04-2019 Signatures: Daniel R. Monroe

2. Name: Lenny Hess Address: 2601 Stillwater
Lusan Peterson-Hess Phone: (Home) _____
(Bus.) N/A
(Cell) 651 246 0406
Comments: _____

Date: _____ Signatures: _____ / _____

3. Name: _____ Address: _____
_____ Phone: (Home) _____
(Bus.) _____
(Cell) _____
Comments: _____

Date: _____ Signatures: _____ / _____



**Town Board Meeting
August 8, 2019**

Agenda Number: 8A – New Business

Town Engineer Item:

Subject: Well #5 Seepage Pond Improvement:
1. Authorize Preparation of Plans & Specifications.
2. Authorize Advertisement for Bids

Documentation: TKDA Correspondence w/attachments

Action / Motion for Consideration:

Report at Meeting / Discuss

Based Town Engineer Review & Recommendation:

- 1) Authorize Preparation of Plans & Specifications for removal of the Sediment, & Disposal of the Materials
- 2) Authorize Advertisement for Bids

For an Amount Not to Exceed \$2,150.00 to Perform Both Tasks, with Funding from the Water Operating Fund



444 Cedar Street, Suite 1500
Saint Paul, MN 55101
651.292.4400
tkda.com

July 31, 2019

Honorable Chairman and Town Board
White Bear Township, Minnesota

Re: Seepage Pond Capacity Improvement P&S and Bids
Well #5 Facility Seepage Pond
White Bear Township, Minnesota
TKDA Project No. 17127.000

Dear Board Members:

In 2016, the Township worked with the MPCA on the Seepage Pond to reconstruct the berm, replace the outlet structure and clean out the sediment at the Well #5 Facility. A copy of the seepage pond site plan is attached.

The Well #5 Facility treatment is functioning correctly and the seepage basin is filling in with sediment from the backwash process as it is supposed to do. The level of the sediment now reduces the capacity of the pond and reduces the infiltration that can occur.

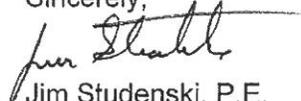
We will work with the MPCA and Public Works to prepare plans and specifications for the removal of the sediment, disposal of the material and then go out for quotes.

We are requesting authorization to prepare the Plans/Specifications and perform the bidding process in an amount not to exceed \$2,150.00. The bid results will be brought back to the Town Board.

The overall project funding will be from the Water Operating Fund.

Please let me know if you have additional questions.

Sincerely,


Jim Studenski, P.E.
Town Engineer

Attachment



**Town Board Meeting
August 8, 2019**

Agenda Number: 8B – New Business

Town Engineer Item:

**Subject: Watermain Replacement Study – East Bald Eagle
Boulevard & Hugo Road – Authorize Preparation of Study**

Documentation: TKDA Correspondence w/attachments

Action / Motion for Consideration:

Report at Meeting / Discuss

Based on Public Works Director & Town Engineer Review & Recommendation Authorize Preparation of a Study for Watermain Replacement Along East Bald Eagle Boulevard & Hugo Road in an Amount Not to Exceed \$2,750.00, with Funding from the Water Operating Fund



444 Cedar Street, Suite 1500
Saint Paul, MN 55101
651.292.4400
tkda.com

July 30, 2019

Honorable Chairman and Town Board
White Bear Township, Minnesota

Re: East Bald Eagle Boulevard and Hugo Road Watermain Replacement
White Bear Township, Minnesota
TKDA Project No. 17127.000

Dear Board Members:

The Township has been experiencing watermain breaks during the past several years. Two areas that have become concerns to Public Works are 1) Bald Eagle Boulevard East from Bald Eagle Avenue to Beaver Street and 2) Hugo Road from Gaston Avenue to Taylor Avenue. A copy of the site locations are attached.

The Study will review the existing watermain location and possible issues with the pipe. It will evaluate the different replacement options and provide costs of the improvements.

We will work with Public Works to review the existing watermain breaks, the pipe conditions and the site restrictions. We will then work with them on the available solutions and costs.

We are requesting authorization to prepare the Study for an amount not to exceed \$2,750.00. The Study will be brought back to the Town Board for review and provide direction for the improvements and time line.

The overall project funding will be from the Water Operating Fund.

Please let me know if you have additional questions.

Sincerely,

A handwritten signature in black ink that reads "Jim Studenski".

Jim Studenski, P.E.
Town Engineer

Attachments

0 = Core Values



Hugo Road



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

Notes

Proposed Watermain Replacement



**Town Board Meeting
August 8, 2019**

Agenda Number: 8C – General Business

Subject: OPG-3 On-Line Permitting – Authorize Next Step in Implementation

Documentation: Staff Memo / Proposed Fee Schedule

Action / Motion for Consideration:

Report at Meeting / Discuss

Authorize Submission of the Fee Schedule to OPG-3 to Begin the Next Step in Implementation of the On-Line Permitting Process

Minutes
Executive Meeting
June 21, 2019

11:40 OPG-3 WEBINAR – ON-LINE PERMITWORKS BUILDING PERMIT PRESENTATION BY CLAY BAER: Clay Baer from OPG-3 presented his webinar on on-line PermitWorks Building Permits forms for residents; he was also available via conference call to answer any questions. Using Laserfiche, Baer showed the Town Board an example of a city's website newly updated with PermitWorks to host a place online where residents can fill out permits. Once the resident fills out the permit, it is filed electronically, making less work for Staff. The system will also send email notifications to Staff as well as the residents who apply for permits. Some email notifications include: completion of permit, waiting for payment, the physical permit, etc.

There was discussion of how this would be useful for Town members as well as Staff. Residents won't have to come to the office for the simple permits and Staff won't have to input their application into the current database. PermitWorks is also designed to calculate the costs, fees, and taxes. It will cost about \$22,200. OPG-3 is currently working with Lino Lakes and Hugo. **It was the consensus that Staff will be in touch with Lino Lakes and Hugo. Upon discussion of PermitWorks at a later date, it will be brought back to the Board for consideration.**

MEMORANDUM

TO: TOWN BOARD
FROM: KAREN EDSON
DATE: AUGUST 1, 2019
SUBJECT: FEE SCHEDULE REVIEW

The Town has begun the development of online permitting with the assistance of OPG-3. The process has 5 phases to get to implementation. The Township can choose to limit the scope of the system by choosing which types of permits are made available now. This would cause additional development at additional costs. For this reason, the Township needs to be proactive and revise the current fee schedule before supplying OPG-3 with the list of permit types to enable through the system now and into the future as technology continues to drive government into a paperless environment.

The Township's fee schedule needs to be reviewed and updated to simplify it in order to make it user-friendly for online permitting. Phase 1 – Initial Setup is ready to be started and OPG-3 has requested a list of permits that will be available online, unfortunately if we provide them with the current PermitWorks set-up this will not be user friendly and will cause more headaches than necessary and could cause the Township to incur additional fees.

A great example of the current setup is a residential mechanical permit. Our system is currently set-up by HVAC appliance which auto populates a listing of mechanical appliances. In order to get the permit correct you need to manually add or delete appliances to get the correct configuration based on the permit application. The proposed fee schedule would expand the number of options to reflect the most common mechanical permit requests. One example is a replacement air conditioner and furnace permit another example would be a HVAC permit for new construction, which would have a flat fee instead of listing each mechanical appliance out individually.

While the Township is planning to roll out simple permits at first we also need to provide OPG-3 with all permit types for future roll of the more complex permits that include plan review. As you can see on the attached proposed fee schedule, it also notes if plan review is required.

The proposed fee schedule would have time to iron out the actual fees associated to the permit types but we would need the permit types to be entered into PermitWorks to move forward with Phase 1. These new permit types and fees would be able to launch at the same time as the online permitting launch or on January 1st to start the New Year with a refreshed, more organized permitting system.

In summary, I recommend the Town Board reviews the Fee Schedule and approves the structure of permits to move forward with Phase 1. The fees associated with the permits types would be a continuing discussion over the next couple of months.

Proposed Fee Schedule & Permit Structure

Building Permits - Residential	Fee	Plan Review Required	Comments
3 or 4 Season Porch	Update to the 2015 MN Building Permit Fee Schedule	X	
Accessory Building	Update to the 2015 MN Building Permit Fee Schedule	X	
Addition	Update to the 2015 MN Building Permit Fee Schedule	X	
Basement Finish	\$153.00	X	Covers 3 trips
Building Plan Check Fee	65% of Building Permit Fee		
Building Plan Check Fee for Similar Plans	25% of Building Permit Fee		
Deck	\$102.00	X	
Plan Check Fee for Decks / Pergola / Gazebo	\$30.00		
Draintile	\$51.00		
Demolition - Residential	\$102.00		
Demolition - Miscellaneous	\$51.00		
Garage	Update to the 2015 MN Building Permit Fee Schedule	X	
New Construction	Update to the 2015 MN Building Permit Fee Schedule	X	
New Egress Window(s) - Residential	\$102.00	X	
Pergola / Gazebo	\$102.00	X	
Remodel / Alteration	Update to the 2015 MN Building Permit Fee Schedule	X	
Replacement Doors - Residential	\$102.00		
Replacement Windows - Residential	\$102.00		
Replacement Windows & Replacement Doors - Residential	\$102.00		
Re-Roof - Residential	\$102.00		
Re-Roof & Replace Door(s) - Residential	\$102.00		
Re-Roof & Replace Window(s) - Residential	\$102.00		
Re-Roof & Re-Siding - Residential	\$102.00		
Re-Roof, Re-Siding & Replace Door(s) - Residential	\$153.00		
Re-Roof, Re-Siding & Windows - Residential	\$153.00		
Re-Roof, Re-Siding, Windows & Doors - Residential	\$204.00		
Re-Siding - Residential	\$102.00		
Re-Siding & Replace Door(s) - Residential	\$102.00		
Re-Siding & Replace Window(s) - Residential	\$102.00		
Re-Siding, Window(s) & Door(s) - Residential	\$153.00		
Swimming Pool - Above Ground	\$102.00	X	
Swimming Pool - Below Ground	\$153.00	X	
Building Permits - Commercial	Fees	Plan Review Required	Comments
Addition	Update to the 2015 MN Building Permit Fee Schedule	X	
Accessory Building	Update to the 2015 MN Building Permit Fee Schedule	X	
Demo - Building	Update to the 2015 MN Building Permit Fee Schedule		
Demo - Miscellaneous	Update to the 2015 MN Building Permit Fee Schedule		
New Construction	Update to the 2015 MN Building Permit Fee Schedule	X	
Remodel / Alteration	Update to the 2015 MN Building Permit Fee Schedule	X	
Re-Roof	Update to the 2015 MN Building Permit Fee Schedule		
Re-Side	Update to the 2015 MN Building Permit Fee Schedule		

Fire Protection Permits	Fees	Plan Review Required	Comments
New Fire Suppression System	1.5% of the valuation with a min of \$102.00	X	
Modification of Existing Fire Suppression System	1.5% of the valuation with a min of \$102.00	X	
New Fire Sprinkler System	1.5% of the valuation with a min of \$102.00	X	
Modification of Existing Fire Sprinkler System	1.5% of the valuation with a min of \$102.00	X	
New Fire Alarm System	1.5% of the valuation with a min of \$102.00	X	
Replacement of Fire Alarm System	1.5% of the valuation with a min of \$102.00	X	
Installation of Underground Storage Tanks	1.5% of the valuation with a min of \$102.00	X	
Modification of Underground Storage Tank	1.5% of the valuation with a min of \$102.00	X	
Removal / Abandonment of Underground Storage Tanks	1.5% of the valuation with a min of \$102.00	X	
Installation of Aboveground Storage Tanks	1.5% of the valuation with a min of \$102.00	X	
Modification of Aboveground Storage Tank	1.5% of the valuation with a min of \$102.00	X	
Removal of Aboveground Storage Tanks	1.5% of the valuation with a min of \$102.00	X	
Electrical Permits - Residential	Fees	Plan Review Required	Comments
New Construction	Per MN State Electrical Code		
Addition	Per MN State Electrical Code		
Remodel / Alteration	Per MN State Electrical Code		
Electrical Permits - Commercial	Fees	Plan Review Required	Comments
New Construction	Per MN State Electrical Code		
Addition	Per MN State Electrical Code		
Remodel / Alteration	Per MN State Electrical Code		
Mechanical Permits - Residential	Fees	Plan Review Required	Comments
Air Conditioner Replacement	\$51.00		
Air Conditioner & Furnace Replacement	\$51.00		Covers 1 Trip
Boiler	\$51.00		
Fireplace - No Gas Line	\$51.00		Covers 1 Trip
Fireplace including Gas Line	\$102.00		Covers 2 Trips
Furnace Replacement	\$51.00		
Garage Heater	\$102.00		
Gas Line - Only	\$51.00		
Geo Thermal Systems	\$102.00		
Swimming Pool Heaters	\$51.00		
New Construction	\$270.00		
Addition	\$153.00		
Remodel / Alteration	\$102.00		
Mechanical Permits - Commercial	Fees	Plan Review Required	Comments
New Construction	1.5% of the Valuation with a min of \$102		
Addition	1.5% of the Valuation with a min of \$102		
Remodel / Alteration	1.5% of the Valuation with a min of \$102		

	Fees	Plan Review Required	Comments
Plumbing Permits - Residential			
Water Heater Replacement	\$51.00		
Water Softner	\$51.00		
Back Flow Prevention Device - New	\$51.00		Per Device
Back Flow Prevention Device - Replacement	\$51.00		Per Device
Back Flow Prevention Device - Repair	\$51.00		Per Device
Back Flow Prevention Device - Annual Testing Per Device	\$30.00		Administrative Fee
New Construction	\$315.00		
Addition	\$153.00		
Remodel / Alteration	\$102.00		Covers 2 Trips
Plumbing Permits - Commercial		Plan Review Required	Comments
Back Flow Prevention Device - New	\$51.00		Per Device
Back Flow Prevention Device - Replacement	\$51.00		Per Device
Back Flow Prevention Device - Repair	\$51.00		Per Device
Back Flow Prevention Device - Annual Testing Per Device	\$30.00		Administrative Fee
New Construction	1.5% of the Valuation with a min of \$102	X	State Plan Check
Addition	1.5% of the Valuation with a min of \$102	X	State Plan Check
Remodel / Alteration	1.5% of the Valuation with a min of \$102	X	State Plan Check
Septic Permits - Residential		Plan Review Required	Comments
Install New Subsurface Sewage Treatment Systems (SSTS)	\$250.00	X	
Replace Subsurface Sewage Treatment Systems (SSTS)	\$250.00	X	
Abandon Subsurface Sewage Treatment Systems (SSTS)	\$51.00	X	3 Inspections
Sewer & Water Permits - Residential		Plan Review Required	Comments
Water Tap	\$153.00		
Sewer Tap	\$153.00		
Sewer & Water Tap	\$204.00		
New Outside Sewer Line	\$51.00		
New Outside Water Line	\$51.00		
New Outside Water & Sewer Line	\$102.00		
Repair Outside Sewer Line	\$51.00		
Repair Outside Water Line	\$51.00		
Repair Outside Water & Sewer Line	\$102.00		
Sewer & Water Permits - Commercial		Plan Review Required	Comments
Water Tap	1.5% of the Valuation with a min of \$102		
New Outside Sewer Line	1.5% of the Valuation with a min of \$102		
New Outside Water Line	1.5% of the Valuation with a min of \$102		
New Outside Water & Sewer Line	1.5% of the Valuation with a min of \$102		
Repair Outside Sewer Line	1.5% of the Valuation with a min of \$102		
Repair Outside Water Line	1.5% of the Valuation with a min of \$102		
Repair Outside Water & Sewer Line	1.5% of the Valuation with a min of \$102		

Zoning Permit - Residential	Fees	Plan Review Required	Comments
Fence	\$60.00	X	Site Plan
Driveway	\$60.00	X	Site Plan
Retaining Wall	\$60.00	X	Site Plan
Patio / Impervious Surface	\$60.00	X	Site Plan
Limited Accessory Building < 200 sq ft	\$60.00	X	Site Plan
Zoning Permit - Commercial	Fees	Plan Review Required	Comments
Fence	\$102.00	X	
Driveway / Parking Lot	\$102.00	X	
Retaining Wall	\$102.00	X	
Sign Permit	\$50.00	X	Per Sign
Other Inspections and Fees	Fees		Comments
Street Maintenance Deposit - New Residential Construction	\$800.00		
Street Maintenance Deposit - New, Expansion or Addition for Commercial / Industrial Buildings	\$5,000.00		
Erosion Control Escrow - Residential New Constuction	\$1,200.00		
Erosion Control Escrow - Commercial	\$5,000.00		
Grading / Excavating - Residential	\$100.00		
New Residential Development Grading / Excavating	\$100.00		Per Lot
Commercial Grading / Excavating < 1 Acre	\$225.00		
Commercial Grading / Excavating 1 Acre to 2 Acres	\$350.00		
Commercial Grading / Excavating 2 Acres and up	\$450.00		
Inspections Outside of Normal Business Hours	\$63.75		Per Hour
Reinspection Fees	\$63.75		Per Hour
Investigation Fee	Up to the value of the permit with a minimum of \$63.75		
State Surcharge - Fixed Fee Permit	\$1.00		
State Surcharge 1,000,000 or less,	.0005 x Valuation		
Refund Policy	Fees		Comments
Request for refund must be in writing within 60 days of permit issuance. No more then 50% of the permit fee will be refunded. No refunds for plan review fees. The State Surcharge is 100% refundable. Electrical permits are non-refundable.			



**Town Board Meeting
August 8, 2019**

Agenda Number: 8D – General Business

**Subject: Reschedule October Executive Meeting -
Reschedule October 25, 2019 Executive Meeting to
Friday, October 18, 2018 Due to a Conflict**

Documentation: Calendar

Action / Motion for Consideration:

Report at Meeting / Discuss

Consider Re-Scheduling to Another Date in October Due to MEA
Weekend

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3 Public Safety Comm	4	5
6	7 TB Mtg1) 3rd Qtr Fin Rpt 2) 3rd Qtr Con Rpt 3) School Bd guests	8 EDAB Mtg	9	10 Utility Comm	11	12
13	14	15	16	17 Park Bd	18	19
20	21 EDA/TB Mtg 1) Comm Recomm 2) Nancy R 6 month 3) Mon	22	23	24 Planning Comm	25 Exec Mtg 1) DNR	26
27	28 Fin Rpt 4) SWIPP PH ?	29	30	31 Windstream Lease Expires		

Windstream Lease Expires 10/31/19



**Town Board Meeting
August 8, 2019**

Agenda Number: 9 – 10- 11 - 12

Subject: Added Agenda Items
Open Time

Receipt of Agenda Materials & Supplements
Adjournment

Action / Motion for Consideration:

Added Agenda Items
Open Time

Receive All Agenda Materials & Supplements for Tonight's Meeting
Adjourn Meeting