



AGENDA OF THE REGULAR MEETING OF
THE CITY COUNCIL
CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA
February 9, 2021
7:00 P.M.

NOTE: Due to Open Meeting Law restrictions, the City Council may be discussing agenda items for the first time. Your patience and understanding is appreciated during this process.

CALL TO ORDER

In light of the Governor's Executive Order regarding social-distancing and restrictions on gatherings, the City of Birchwood Village City Council is conducting its February meeting using interactive web-based technology. Pursuant to Minnesota Statutes, Chapter 13D. 021 Subdivision 1(1) the City of Birchwood is declaring that, "an in-person meeting or a meeting conducted under section 13D.02 is not practical or prudent because of a health pandemic..."

The meeting will be conducted using the Zoom meeting platform and the details of that are directly below for participating. If you plan to attend it is suggested that you familiarize yourself with the technology in advance. If you plan to participate than you must either 1) send your name, topic you plan to speak on, and the phone number you will be calling from to City Hall by noon the day before the meeting; or 2) join the meeting no later than 6:45pm to coordinate with the Moderator.

The Moderator of the meeting shall be City Administrator Andy Gonyou and all participants, except Council Members, shall have their microphones muted unless recognized by the Mayor. Public Forum shall be honored using this technology and the meeting will be broadcast via the Cable Commission like other meetings.

The City of Birchwood Village is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/82592455875?pwd=ektiRkNMOFIDY3RRaEJRMnpaTmJuZz09>

Meeting ID: 825 9245 5875

Passcode: 384079

Phone: +1 312 626 6799 US

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

OPEN PUBLIC FORUM

ANNOUNCEMENTS

- A. We are social, follow us on Facebook at @BirchwoodCityHall or Twitter at @CityofBirchwood

ADMINISTRATIVE PRESENTATION

- A. Sheriff Report* (pp. 5-7)

CITY BUSINESS – CONSENT AGENDA

- A. Approve Treasurer’s Report* (pp. 9-19)

CITY BUSINESS – REGULAR AGENDA

- A. State of The City
 - a. Mayor Wingfield
Time Budget: 5 Minutes
- B. Prevailing Setback Review for 15 Birchwood Lane* (pp. 21-25)
 - a. Planning Commission Chairperson Summary
 - b. Council Deliberation
Time Budget: 10 Minutes
- C. Variance Case No. 21-01-VB for 419b Wildwood Avenue* (pp. 27-37)
 - a. Planning Commission Chairperson Summary
 - b. Council Deliberation
Time Budget: 20 Minutes
- D. Planning Commission Updates
 - a. Undersized Lot Regulations (Sec. 301.050, 302.015, 300.020.34)
 - b. Fence Ordinance (Sec. 302.070)
 - c. Impervious Surface (Sec. 302.050)
Time Budget: 15 Minutes
- E. Second Reading Ord. 2021-01-01, Sec. 302.020 Structure Loc. Requirements* (pp. 39-42)
 - a. Public Hearing
 - b. Council Deliberation and Approval
 - c. Approve Resolution 2021-06, Summary Publication
Time Budget: 5 Minutes
- F. City Hall Building Updates* (pp. 43-45)
 - a. Mayor Wingfield Update
 - b. Council Deliberation
Time Budget: 5 Minutes
- G. Council Member Reports:
 - a. Mayor Wingfield

- i. 3 Way Intersection and Wildwood & Iris Stop Sign Request/Public Hearing
- ii. Subdivision Task Force Update
- iii. White Bear Township Water Fee
- iv. Generator/Water Tower Pole* (p. 47)

Time Budget: 10 Minutes

H. City Administrator's Report

- a. Deputy Clerk Update
- b. Planning Commission Workshop
- c. Warming House Parking Lot Paving
- d. Public Notices for Variances* (p. 49)
- e. L/S 3 Reimbursement
- f. Water Main Break at 300 Wildwood

Time Budget: 10 Minutes

ADJOURN

MEMORANDUM



TO: Birchwood Village City Council
FROM: Andy Gonyou, City Administrator
SUBJECT: Sheriff Report
DATE: February 1, 2021

Dear Mayor & City Council Members: Below is a reporting of law enforcement incidents and citations for January 2021:

Citations for: Birchwood

1/1/2021 To 1/31/2021

Agy	Date	Citation Number	Badge	Officer Name	Citation Type	Block	Street Name	Str Sfx	Cross Street Name	Cross St Sfx	City	Literal Description	Statute
WCSO	1/9/2021	820022100901	WC1209	C. Rice	Citation	0	WILDWOOD AVE				Birchwood	BW - No overnight parking	502.040
WCSO	1/13/2021	820006101301	WC1277	T. Jarrett	Citation	0	JAY ST		HALL AVE		Birchwood	BW - Fail to comply with posted signs	607.693
WCSO	1/16/2021	820006101601	WC1277	T. Jarrett	Citation	0	WILDWOOD AVE		CEDAR ST		Birchwood	BW - Obstructing public streets or sidewalks	606.020.6
WCSO	1/19/2021	820040101904	WC144	M. Lombardi	Citation	0	LAKE AVE				Birchwood	BW - No overnight parking	502.040
WCSO	1/21/2021	820006102101	WC1277	T. Jarrett	Citation	0	CEDAR ST		OAKRIDGE DR		Birchwood	MOV-Fail to Drive with Due Care Traffic Regulation - Driver Must Carry Proof of Insurance when Operating Vehicle	169.14.1
WCSO	1/21/2021	820006102101	WC1277	T. Jarrett	Citation	0	CEDAR ST		OAKRIDGE DR		Birchwood	MOV-Fail to Drive with Due Care Traffic Regulation - Driver Must Carry Proof of Insurance when Operating Vehicle	169.791.2(a)
WCSO	1/30/2021	820040103001	WC144	M. Lombardi	Citation	0	WILDWOOD AVE				Birchwood	BW - No overnight parking	502.040

Incident Summary Report PUBLIC

From:1/1/2021 12:00:00 AM To:1/31/2021 11:59:59 PM

WASHINGTON COUNTY SHERIFFS OFFICE



BIRCHWOOD VILLAGE - 75

1/1/2021 1:08:45 AM	WC21000017	1-199 BIRCHWOOD AVE, BIRCHWOOD VILLAGE	DIRECTED PATROL
1/1/2021 8:09:27 AM	WC21000040	10XXX -180 CEDAR ST, BIRCHWOOD VILLAGE	DIRECTED PATROL
1/2/2021 3:35:12 PM	WC21000269	40XXX -499 LAKE AVE, BIRCHWOOD VILLAGE	DIRECTED PATROL
1/3/2021 12:50:46 AM	WC21000356	40XXX -499 LAKE AVE, BIRCHWOOD VILLAGE	DIRECTED PATROL
1/3/2021 7:22:48 AM	WC21000384	XXX Jay St, BIRCHWOOD VILLAGE	SUSPICIOUS PERSON/ACTIVITY
1/3/2021 10:36:18 AM	WC21000408	XXX BIRCHWOOD AVE, BIRCHWOOD VILLAGE	DIRECTED PATROL
1/4/2021 2:56:42 AM	WC21000514	18XXX -198 CEDAR ST, BIRCHWOOD VILLAGE	DIRECTED PATROL
1/4/2021 11:23:06 AM	WC21000553	XXX LAKE AVE, BIRCHWOOD VILLAGE	DIRECTED PATROL
1/4/2021 6:23:13 PM	WC21000607	2-20 WHITE PINE LN, BIRCHWOOD VILLAGE	DIRECTED PATROL
1/4/2021 9:40:39 PM	WC21000628	1-99 WILDWOOD AVE, BIRCHWOOD VILLAGE	DIRECTED PATROL
1/5/2021 9:43:08 AM	WC21000699	XXX BIRCHWOOD AVE, BIRCHWOOD VILLAGE	DIRECTED PATROL
1/5/2021 9:47:20 AM	WC21000701	BIRCHWOOD AVE / CEDAR ST, BIRCHWOOD VILLAGE	DIRECTED PATROL
1/5/2021 1:44:31 PM	WC21000736	30XXX -427 HALL AVE, BIRCHWOOD VILLAGE	DIRECTED PATROL
1/5/2021 5:55:57 PM	WC21000776	34XXX -398 WILDWOOD AVE, BIRCHWOOD VILLAGE	DIRECTED PATROL
1/5/2021 7:30:45 PM	WC21000787	1-19 WHITE PINE LN, BIRCHWOOD VILLAGE	DIRECTED PATROL
1/6/2021 12:55:24 AM	WC21000825	54XXX -558 IRIS ST, BIRCHWOOD VILLAGE	DIRECTED PATROL
1/6/2021 3:07:29 AM	WC21000841	20XXX -221 BIRCHWOOD AVE, BIRCHWOOD VILLAGE	DIRECTED PATROL

1/6/2021 10:21:17 AM	WC21000874	10XXX - 190 WILDWOOD AVE, BIRCHWOOD VILLAGE	DIRECTED PATROL
1/7/2021 3:36:22 AM	WC21000973	70XXX - 715 HALL AVE, BIRCHWOOD VILLAGE	DIRECTED PATROL
1/8/2021 3:04:31 AM	WC21001116	20XXX - 221 BIRCHWOOD AVE, BIRCHWOOD VILLAGE	DIRECTED PATROL
1/8/2021 5:00:40 PM	WC21001224	20XXX - 221 BIRCHWOOD AVE, BIRCHWOOD VILLAGE	DIRECTED PATROL
1/9/2021 6:40:19 AM	WC21001350	XXX Wildwood Ave, BIRCHWOOD VILLAGE	PARKING COMPLAINT
1/9/2021 9:59:16 AM	WC21001364	XXX - 191 WILDWOOD AVE, BIRCHWOOD VILLAGE	DIRECTED PATROL
1/9/2021 10:02:28 AM	WC21001365	XXX - 341 WILDWOOD AVE, BIRCHWOOD VILLAGE	DIRECTED PATROL
1/9/2021 4:13:52 PM	WC21001401	XXX LAKE AVE, BIRCHWOOD VILLAGE	DIRECTED PATROL
1/10/2021 8:23:32 AM	WC21001547	XXX WILDWOOD AVE, BIRCHWOOD VILLAGE	DIRECTED PATROL
1/10/2021 8:30:05 AM	WC21001548	XXX WILDWOOD AVE, BIRCHWOOD VILLAGE	DIRECTED PATROL
1/10/2021 8:32:04 AM	WC21001549	XXX LAKE AVE, BIRCHWOOD VILLAGE	DIRECTED PATROL
1/11/2021 8:11:40 AM	WC21001702	XXX Hall Ave, BIRCHWOOD VILLAGE	VEHICLE TAMPERING
1/11/2021 10:23:37 AM	WC21001730	XXX LAKE AVE, BIRCHWOOD VILLAGE	DIRECTED PATROL
1/11/2021 10:25:57 AM	WC21001731	XXX - 341 WILDWOOD AVE, BIRCHWOOD VILLAGE	DIRECTED PATROL
1/11/2021 10:27:22 AM	WC21001733	XXX - 191 WILDWOOD AVE, BIRCHWOOD VILLAGE	DIRECTED PATROL
1/11/2021 6:24:44 PM	WC21001783	2-98 WILDWOOD AVE, BIRCHWOOD VILLAGE	DIRECTED PATROL
1/12/2021 2:23:47 AM	WC21001837	40XXX - 498 LAKE AVE, BIRCHWOOD VILLAGE	DIRECTED PATROL
1/12/2021 8:01:07 AM	WC21001860	XX Birchwood Ln, BIRCHWOOD VILLAGE	THEFT
1/13/2021 5:47:57 PM	WC21002090	70XXX - 715 HALL AVE, BIRCHWOOD VILLAGE	DIRECTED PATROL
1/13/2021 5:59:07 PM	WC21002094	1-19 WHITE PINE LN, BIRCHWOOD VILLAGE	TRAFFIC STOP
1/13/2021 6:26:19 PM	WC21002097	XXX WILDWOOD AVE, BIRCHWOOD VILLAGE	SUSPICIOUS PERSON/ACTIVITY
1/14/2021 3:17:29 AM	WC21002160	20XXX - 221 BIRCHWOOD AVE, BIRCHWOOD VILLAGE	DIRECTED PATROL
1/15/2021 8:59:02 AM	WC21002329	70XXX - 714 HALL AVE, BIRCHWOOD VILLAGE	DIRECTED PATROL
1/15/2021 10:34:30 AM	WC21002347	Unknown, BIRCHWOOD VILLAGE	CITIZEN/PUBLIC ASSIST
1/15/2021 6:07:56 PM	WC21002406	1-99 WILDWOOD AVE, BIRCHWOOD VILLAGE	DIRECTED PATROL
1/16/2021 7:38:03 AM	WC21002500	WILDWOOD AVE, BIRCHWOOD VILLAGE	DIRECTED PATROL
1/16/2021 7:38:55 AM	WC21002501	30XXX - 340 WILDWOOD AVE, BIRCHWOOD VILLAGE	PARKING VIOLATION
1/16/2021 3:18:21 PM	WC21002561	XXX Wildwood Ave, BIRCHWOOD VILLAGE	MEDICAL
1/17/2021 12:39:11 AM	WC21002673	40XXX - 426 BIRCHWOOD CT, BIRCHWOOD VILLAGE	DIRECTED PATROL
1/17/2021 2:27:51 AM	WC21002695	XX Hall Ct, BIRCHWOOD VILLAGE	SUSPICIOUS PERSON/ACTIVITY
1/18/2021 3:19:01 AM	WC21002799	70XXX - 715 HALL AVE, BIRCHWOOD VILLAGE	DIRECTED PATROL
1/19/2021 3:09:14 AM	WC21002937	40XXX - 499 LAKE AVE, BIRCHWOOD VILLAGE	TRAFFIC STOP
1/19/2021 4:32:56 PM	WC21003002	40XXX - 499 LAKE AVE, BIRCHWOOD VILLAGE	DIRECTED PATROL

1/20/2021 1:10:17 AM	WC21003065	40XXX -499 LAKE AVE, BIRCHWOOD VILLAGE	DIRECTED PATROL
1/20/2021 4:46:03 PM	WC21003170	1-19 WHITE PINE LN, BIRCHWOOD VILLAGE	DIRECTED PATROL
1/21/2021 8:20:24 AM	WC21003250	XXX Wildwood Ave, BIRCHWOOD VILLAGE	THEFT OF SNOWMOBILE
1/21/2021 2:45:20 PM	WC21003300	54XXX -559 IRIS ST, BIRCHWOOD VILLAGE	DIRECTED PATROL
1/21/2021 2:54:50 PM	WC21003304	Cedar St / Oakridge Dr, BIRCHWOOD VILLAGE	TRAFFIC STOP
1/22/2021 1:12:27 AM	WC21003371	20XXX -221 BIRCHWOOD AVE, BIRCHWOOD VILLAGE	DIRECTED PATROL
1/22/2021 12:23:21 PM	WC21003430	70XXX -715 HALL AVE, BIRCHWOOD VILLAGE	DIRECTED PATROL
1/22/2021 6:53:56 PM	WC21003475	XXX Wildwood Ave, BIRCHWOOD VILLAGE	MEDICAL
1/23/2021 6:09:40 AM	WC21003518	50XXX -535 LAKE AVE, BIRCHWOOD VILLAGE	DIRECTED PATROL
1/23/2021 9:20:20 AM	WC21003529	50XXX -699 HALL AVE, BIRCHWOOD VILLAGE	DIRECTED PATROL
1/23/2021 1:45:40 PM	WC21003572	50XXX -698 HALL AVE, BIRCHWOOD VILLAGE	DIRECTED PATROL
1/24/2021 3:01:19 AM	WC21003665	40XXX -499 LAKE AVE, BIRCHWOOD VILLAGE	DIRECTED PATROL
1/24/2021 9:59:23 AM	WC21003686	70XXX -714 HALL AVE, BIRCHWOOD VILLAGE	DIRECTED PATROL
1/24/2021 7:15:51 PM	WC21003755	XXX Cedar St, BIRCHWOOD VILLAGE	SUSPICIOUS PERSON/ACTIVITY
1/25/2021 1:31:41 PM	WC21003859	XXX LAKE AVE, BIRCHWOOD VILLAGE	DIRECTED PATROL
1/25/2021 8:26:24 PM	WC21003926	2-20 WHITE PINE LN, BIRCHWOOD VILLAGE	DIRECTED PATROL
1/26/2021 10:38:15 AM	WC21003990	XX Oakhill Ct, BIRCHWOOD VILLAGE	FRAUD/SCAM
1/26/2021 1:15:20 PM	WC21004012	HALL AVE / CEDAR ST, BIRCHWOOD VILLAGE	DIRECTED PATROL
1/26/2021 1:18:18 PM	WC21004013	3XXX East County Line Rd, BIRCHWOOD VILLAGE	VEHICLE OFF ROAD
1/26/2021 5:11:56 PM	WC21004056	2-98 BIRCHWOOD LN, BIRCHWOOD VILLAGE	DIRECTED PATROL
1/27/2021 3:57:41 PM	WC21004186	XX OAKRIDGE DR, BIRCHWOOD VILLAGE	DIRECTED PATROL
1/28/2021 1:15:09 PM	WC21004328	XXX LAKE AVE, BIRCHWOOD VILLAGE	DIRECTED PATROL
1/28/2021 3:36:36 PM	WC21004350	50XXX -698 HALL AVE, BIRCHWOOD VILLAGE	DIRECTED PATROL
1/28/2021 6:24:16 PM	WC21004377	50XXX -698 HALL AVE, BIRCHWOOD VILLAGE	DIRECTED PATROL
1/29/2021 8:00:03 AM	WC21004455	CEDAR ST / BIRCHWOOD AVE, BIRCHWOOD VILLAGE	DIRECTED PATROL
TOTAL INCIDENTS:		75	

For the Period : 1/12/2021 To 2/4/2021

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Fund	\$504,052.07	\$7,649.59	\$31,888.86	\$479,812.80
Road and Bridge	\$0.00	\$0.00	\$0.00	\$0.00
Other Federal Programs	(\$141.64)	\$130.42	\$0.00	(\$11.22) *
Comp Plan Grant	(\$4,040.00)	\$0.00	\$0.00	(\$4,040.00)
Tree Canopy Care	\$0.00	\$0.00	\$0.00	\$0.00
Special Rev Projects	\$27,725.69	\$0.00	\$0.00	\$27,725.69
Spec Rev - Warm House	\$40.00	\$0.00	\$0.00	\$40.00
REIMBURSED CONTRACTED SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
General Debt Service (Identify) (Inactive)	\$0.00	\$0.00	\$0.00	\$0.00
Birchwood In Re-hab Bond	\$0.00	\$0.00	\$0.00	\$0.00
Sewer Re-hab Debt	\$2,046.50	\$0.00	\$0.00	\$2,046.50
CAPITAL PROJECT FUNDS (401 through 499)	\$0.00	\$0.00	\$0.00	\$0.00
General Capital Projects	\$0.00	\$0.00	\$0.00	\$0.00
Municipal State Aid Streets - Construction (Inactive)	\$0.00	\$0.00	\$0.00	\$0.00
Capital Project PW	\$79,245.31	\$0.00	\$0.00	\$79,245.31
Water	\$13,099.94	\$0.00	\$11,809.85	\$1,290.09
Sewer	\$76,924.75	\$0.00	\$12,986.19	\$63,938.56
Transit System	\$0.00	\$0.00	\$0.00	\$0.00
Sewer Infrastructure	\$0.00	\$0.00	\$0.00	\$0.00
Engineering Services	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$698,952.62	\$7,780.01	\$56,684.90	\$650,047.73

* this is a CTAS error - the fund is at 0 balance. Staff is working with CTAS support to get this fixed.

Fund Name: All Funds

Date Range: 01/12/2021 To 02/04/2021

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
01/14/2021	MN Department of Revenue	EFT011421A	MN State Tax eFiling - Q4 2020	N	Clerk - Treasurer	100-41401-115-	\$ 930.58
	Total For Check	EFT011421A					\$ 930.58
01/14/2021	IRS - US Treasury	EFT011421B*	Federal Taxes - Q4 2020 - Dec Payment	N	Clerk - Treasurer	100-41401-100-	\$ 2,255.05
	Total For Check	EFT011421B					\$ 2,255.05
01/20/2021	Payroll Period Ending 01/15/2021	31291	Administrator	N	Clerk - Treasurer	100-41401-100-	\$ 917.25
	Total For Check	31291					\$ 917.25
01/20/2021	PERA	EFT012021A*	Personnel Retirement - Gonyou	N	Clerk - Treasurer	100-41401-121-	\$ 231.00
	Total For Check	EFT012021A					\$ 231.00
02/01/2021	Payroll Period Ending 01/31/2021	31292	Treasurer	N	Clerk - Treasurer	100-41401-100-	\$ 718.99
	Total For Check	31292					\$ 718.99
02/01/2021	Payroll Period Ending 01/30/2021	31293	Administrator	N	Clerk - Treasurer	100-41401-100-	\$ 1,011.12
	Total For Check	31293					\$ 1,011.12
02/01/2021	Payroll Period Ending 01/31/2021	31294	Maintenance - Jim Rydeen	N	Parks	100-45207-100-	\$ 851.80
	Total For Check	31294					\$ 851.80
02/01/2021	PERA	EFT020121A	Personnel Retirement - Gonyou, Lay, Rydeen	N	Clerk - Treasurer	100-41401-121-	\$ 367.52
		EFT020121A			Parks	100-45207-121-	\$ 144.54
	Total For Check	EFT020121A					\$ 512.06
02/04/2021	Lay, Tobin	31295*	Reimbursement - Domain Renewal	N	General Government Buildings and Plant	100-41940-320-	\$ 20.00
	Total For Check	31295					\$ 20.00
02/04/2021	McCarthy, Justin	31296	Reimbursement - LMC Elected Leader Training	N	City Training and Development	100-41914-310-	\$ 175.00
	Total For Check	31296					\$ 175.00
02/04/2021	Steve Dean	31297*	Tree Removals at Tighe-Schmitz Park	N	Tree Removal	100-43135-314-	\$ 500.00
		31297*				100-43135-314-	\$ 400.00
	Total For Check	31297					\$ 900.00

Fund Name: All Funds

Date Range: 01/12/2021 To 02/04/2021

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
02/04/2021	Manship Plumbing & Heating Inc	31298*	Standby, Testing, Locates & Permit - Jan 2020	N	Water Utility	601-43180-314-	\$ 1,080.00
		Total For Check	31298				\$ 1,080.00
02/04/2021	BIRCH, INC.	31299*	Snow Removal Services - 01/13/2021 - 01/29/2021	N	Ice and Snow Removal	100-43125-210-	\$ 342.00
		31299*				100-43125-314-	\$ 1,802.50
		31299*				100-43125-314-	\$ 961.00
		Total For Check	31299				\$ 3,105.50
02/04/2021	Gopher State One Call	31300*	Annual Fee & Billable Tickets (7) - Jan 2021	N	Utility Locates	605-42805-314-	\$ 50.00
		31300*				605-42805-314-	\$ 9.45
		Total For Check	31300				\$ 59.45
02/04/2021	CAPRA'S UTILITIES, INC	31301*	Water Main Break - 301 Wildwood Ave	N	Wtr/Swr Emergency	605-43185-314-	\$ 7,096.30
		Total For Check	31301				\$ 7,096.30
02/04/2021	TSE, Inc. Work Account	31302*	Janitorial Services - Dec 2020	N	General Government Buildings and Plant	100-41940-314-	\$ 25.00
		Total For Check	31302				\$ 25.00
02/04/2021	Thatcher Engineering, Inc	31303*	City Planner Services - Permit Work	N	Planning and Zoning	100-41910-314-	\$ 170.00
		31303*				100-41910-314-	\$ 340.00
		31303*				100-41910-314-	\$ 1,275.00
		31303*				100-41910-314-	\$ 127.50
		31303*				100-41910-314-	\$ 170.00
		31303*				100-41910-314-	\$ 2,380.00
		31303*				100-41910-314-	\$ 170.00
		Total For Check	31303				\$ 4,632.50
02/04/2021	USS Minnesota One MT LLC	31304*	Energy Charges - Dec 2020	N	General Government Buildings and Plant	100-41940-380-	\$ 26.65
		31304*			Sewer Utility	605-43190-380-	\$ 128.81
		31304*				605-43190-380-	\$ 71.07
		Total For Check	31304				\$ 226.53
02/04/2021	Northeast Youth & Family Services	31305	Partnership - 2021 Municipality Participation	N	Grants	100-41905-438-	\$ 1,752.00
		Total For Check	31305				\$ 1,752.00

Fund Name: All Funds

Date Range: 01/12/2021 To 02/04/2021

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
02/04/2021	White Bear Township	31306	Contracted Services - L/S 2 & 3	N	Sewer Utility	605-43190-314-	\$ 587.00
	Total For Check	31306					\$ 587.00
02/04/2021	Toshiba Business Solutions	31307*	Printer Maintenance - 01/09/2021 - 02/08/2021	N	Office Operations Supplies	100-41911-314-	\$ 10.62
	Total For Check	31307					\$ 10.62
02/04/2021	Merrick Inc.	31308*	December Mailer	N	Newsletter	601-41960-350-	\$ 150.80
	Total For Check	31308					\$ 150.80
02/04/2021	R Leeves Productions LLC	31309*	Videography - Jan 2021	N	Cable Eqpmnt and Service	100-41950-314-	\$ 99.44
	Total For Check	31309					\$ 99.44
02/04/2021	Chase Pelouquin	31310*	Assessing Services - 2021	N	Assessing	100-41550-314-	\$ 5,440.00
	Total For Check	31310					\$ 5,440.00
02/04/2021	Metropolitan Council - Env. Service	31311*	Wastewater Service - Feb 2021	N	Sewer Utility	605-43190-217-	\$ 4,988.17
	Total For Check	31311					\$ 4,988.17
02/04/2021	City of White Bear Lake	31312	Water Billing - 09/15/2020 - 12/15/2020	N	Water Utility	601-43180-314-	\$ 10,566.92
	Total For Check	31312					\$ 10,566.92
02/04/2021	AirFresh Industries, Inc.	31313*	Portable Restroom Rental - Jan & Feb 2021	N	Parks	100-45207-314-	\$ 81.25
		31313*				100-45207-314-	\$ 81.25
	Total For Check	31313					\$ 162.50
02/04/2021	City of Roseville	31314*	IT Services - Jan & Feb 2021	N	General Government Buildings and Plant	100-41940-320-	\$ 692.70
		31314*				100-41940-320-	\$ 692.70
	Total For Check	31314					\$ 1,385.40
02/04/2021	Hugo Equipment Company	31315*	Snow Blower Repair Parts	N	Parks	100-45207-400-	\$ 20.96
	Total For Check	31315					\$ 20.96
02/04/2021	Press Publications	31316*	Legal Notice Publications - Jan 2021	N	Ordinances and Proceedings	100-41130-351-	\$ 327.07
	Total For Check	31316					\$ 327.07
02/04/2021	Washington County - Property & Tax	31317*	Election Maintenance - 2021	N	Elections	100-41410-220-	\$ 1,150.00

Fund Name: All Funds

Date Range: 01/12/2021 To 02/04/2021

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
		Total For Check	31317				\$ 1,150.00
02/04/2021	Washington County Sheriff	31318*	Code Red Fee - 2021	N	Other Protection	100-42801-314-	\$ 68.38
		Total For Check	31318				\$ 68.38
02/04/2021	H.A. Kantrud, P.A.	31319	Attorney Services - Jan 2021	N	Legal Services	100-41601-300-	\$ 1,500.00
		Total For Check	31319				\$ 1,500.00
02/04/2021	City of White Bear Lake	31320*	Fire Services - Jan 2021	N	Fire	100-42201-314-	\$ 2,445.58
		Total For Check	31320				\$ 2,445.58
02/04/2021	Xcel Energy	EFT020421A*	Electric for Tower: 12/17/2020 - 01/19/2021	N	Water Utility	601-43180-381-	\$ 12.13
		Total For Check	EFT020421A				\$ 12.13
02/04/2021	Xcel Energy	EFT020421B*	Xcel Street Light Bill: 12/03/2020 - 01/02/2021	N	Street Lighting	100-43160-380-	\$ 1,214.41
		Total For Check	EFT020421B				\$ 1,214.41
02/04/2021	Xcel Energy	EFT020421C*	Gas for L/S 3 Generator: 12/17/2020 - 01/20/2021	N	Sewer Utility	605-43190-383-	\$ 26.78
		Total For Check	EFT020421C				\$ 26.78
02/04/2021	Xcel Energy	EFT020421D*	Gas for L/S 2 Generator: 12/16/2020 - 01/19/2021	N	Sewer Utility	605-43190-383-	\$ 28.61
		Total For Check	EFT020421D				\$ 28.61
Total For Selected Checks							\$ 56,684.90

Fund Name: All Funds

Date Range: 01/12/2021 To 02/04/2021

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-P</u>	<u>Total</u>
01/12/2021	MN Management & Budget	171735011*	Court Fines Dec 2020	(01/12/2021) -	N	Court Fines	100-35101-	\$ 46.65
								\$ 46.65
01/14/2021	Amazon	171735010*	Sneeze Guard Refund	(01/14/2021) -	N	Federal Grants - CARES Federal Grants - CARES	203-33180- 203-33180-	\$ 65.21
								\$ 65.21
								\$ 130.42
01/20/2021	Olmstead	171735013*	Art Group Donation	(01/21/2021) -	N	Contributions and Donations from Private Sources	100-36230-	\$ 50.00
								\$ 50.00
01/20/2021	Hagan	171735014	Permit	(01/21/2021) -	N	Building Permits	100-32211-	\$ 113.75
								\$ 113.75
01/20/2021	Hagan	171735015	Dog License	(01/21/2021) -	N	Animal Licenses	100-32240-	\$ 10.00
								\$ 10.00
01/20/2021	Harmon	171735016*	Access to Public Property Limited License	(01/21/2021) -	N	Miscellaneous	100-36140-	\$ 50.00
								\$ 50.00
01/20/2021	Mayek	171735017	Dog License	(01/21/2021) -	N	Animal Licenses	100-32240-	\$ 10.00
								\$ 10.00
01/20/2021	Apollo Heating & Air	171735018*	Permit	(01/21/2021) -	N	Building Permits	100-32211-	\$ 295.26
								\$ 295.26
01/20/2021	Gladstone's Lumber Mart, Inc.	171735019*	Permit	(01/21/2021) -	N	Building Permits	100-32211-	\$ 374.71
								\$ 374.71
01/20/2021	Custom Remodelers, Inc.	171735020	Permit	(01/21/2021) -	N	Building Permits	100-32211-	\$ 99.22
								\$ 99.22

Fund Name: All Funds

Date Range: 01/12/2021 To 02/04/2021

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-P</u>	<u>Total</u>
01/25/2021	Kropelnicki, Roger & Karen	171735028*	Grotto Pavement Payment 2 of 2	(01/25/2021) -	N	HIGHWAYS AND STREETS	100-34303-	\$ 2,850.00
								<hr/>
								\$ 2,850.00
01/25/2021	Wyland, John	171735029*	Grotto Pavement Payment	(01/25/2021) -	N	HIGHWAYS AND STREETS	100-34303-	\$ 3,750.00
								<hr/>
								\$ 3,750.00
Total for Selected Receipts								<hr/> <hr/> \$ 7,780.01

As on 2/4/2021

Special Rev Projects

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Total Revenues	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Other Financing Sources:			
Total Other Financing Sources	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Disbursements:			
Total Disbursements	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Other Financing Uses:			
Total Other Financing Uses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Beginning Cash Balance		27,725.69	
Total Receipts and Other Financing Sources		0.00	
Total Disbursements and Other Financing Uses		<u>0.00</u>	
Cash Balance as of 02/04/2021		27,725.69	

As on 2/4/2021

Capital Project PW

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Total Revenues	0.00	0.00	0.00
Other Financing Sources:			
Total Other Financing Sources	0.00	0.00	0.00
Disbursements:			
Total Disbursements	0.00	0.00	0.00
Other Financing Uses:			
Total Other Financing Uses	0.00	0.00	0.00
Beginning Cash Balance		79,245.31	
Total Receipts and Other Financing Sources		0.00	
Total Disbursements and Other Financing Uses		0.00	
Cash Balance as of 02/04/2021		79,245.31	

As on 2/4/2021

Water

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Total Revenues	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Other Financing Sources:			
Total Other Financing Sources	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Disbursements:			
Financial Administration			
Contracted Services	0.00	2,039.57	(2,039.57)
Total Acct 415	<u>0.00</u>	<u>2,039.57</u>	<u>(2,039.57)</u>
Newsletter			
Printing and Binding (351 through 359)	0.00	150.80	(150.80)
Total Acct 419	<u>0.00</u>	<u>150.80</u>	<u>(150.80)</u>
Water Utility			
Contracted Services	0.00	14,406.92	(14,406.92)
Utility Services: Electric Utilities	0.00	28.89	(28.89)
Total Acct 431	<u>0.00</u>	<u>14,435.81</u>	<u>(14,435.81)</u>
Total Disbursements	<u>0.00</u>	<u>16,626.18</u>	<u>(16,626.18)</u>
Other Financing Uses:			
Total Other Financing Uses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Beginning Cash Balance		17,916.27	
Total Receipts and Other Financing Sources		0.00	
Total Disbursements and Other Financing Uses		<u>16,626.18</u>	
Cash Balance as of 02/04/2021		1,290.09	

As on 2/4/2021

Sewer

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Total Revenues	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Other Financing Sources:			
Total Other Financing Sources	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Disbursements:			
Utility Locates			
Contracted Services	0.00	97.25	(97.25)
Total Acct 428	<u>0.00</u>	<u>97.25</u>	<u>(97.25)</u>
Wtr/Swr Emergency			
Contracted Services	0.00	7,096.30	(7,096.30)
Sewer Utility			
Sewer - Wastewater Charge	0.00	9,976.34	(9,976.34)
Contracted Services	0.00	7,048.25	(7,048.25)
Utility Services (381 through 389)	0.00	549.39	(549.39)
Utility Services: Gas Utilities	0.00	111.64	(111.64)
Total Acct 431	<u>0.00</u>	<u>24,781.92</u>	<u>(24,781.92)</u>
Total Disbursements	<u>0.00</u>	<u>24,879.17</u>	<u>(24,879.17)</u>
Other Financing Uses:			
Total Other Financing Uses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Beginning Cash Balance		88,817.73	
Total Receipts and Other Financing Sources		0.00	
Total Disbursements and Other Financing Uses		<u>24,879.17</u>	
Cash Balance as of 02/04/2021		63,938.56	



City of Birchwood Village

Building Permit Application

207 Birchwood Ave, Birchwood, MN 55110
 Phone: 651-426-3403 Fax: 651-426-7747
 Email: info@cityofbirchwood.com

Jack Kramer – Building Official
 10090 Oakgreen Avenue North
 Stillwater, MN 55082
 Office Ph. # 651-351-5051
 Pager # 651-847-9157

Two Sets of Plans Received: _____
 Date Issued: _____
 Permit No: _____

ATTACH A SITE PLAN

Project Address: 15 Birchwood Lane, Birchwood, MN 55110

Permit Applicant: Andy Michels Phone No: [REDACTED]

▪ Contractor License No: BC296447 Expiration Date: 3/31/21

Homeowner (if different): Greg & Kathy Sherwood Phone No: [REDACTED]

Type of Construction: New garage Valuation: \$ 100,000

Sq. Feet: 1200 Length: 40 Width: 30 Height: 10

(PIN: _____ Proximity to Wetlands or Lakeshore: _____)

Setbacks: Front Yard SEE SURVEY Rear Yard SEE SURVEY Side Yards _____ & _____

Proposed % Impervious Surface of the Lot (upon completion): _____

Removal of Trees and/or Vegetation: YES NO Explain: _____

Is there potential for damage to City property (e.g. street, curb, grass): YES NO Explain: _____

Description of Work (including the intended use and occupancy of the proposed work): _____

NEW garage on New combined lot

SPECIAL APPROVALS	Required	Received				
Washington County			Cert. of Insurance		Plan Check Fee	\$
Rice Creek Watershed			OR Cash Escrow		City Fee	\$
WBL Conservation Dist			Soil Investigation Report		Planner Fee	\$
Dept Natural Resource			OR Shoring Plan		State Surcharge Fee	\$
City Council			Existing Conditions Report		Permit Escrow Fee	\$
			Demolition Notifications		TOTAL	
			Construction Signage			
			Stormwater / Erosion Control Plan			

Notice:

*The City and its representatives accept no responsibility for errors and/or damages caused due to incomplete and/or inaccurate information herein. It is the responsibility of the applicant to ensure the accuracy and completeness of this information.

*The City will hold applicant responsible for any damage to public property that occurs in the course of performing the activities of this permit.

*Any changes to this application will make the permit voidable unless amendments are approved by the City with prior consent. The applicant will provide (separate documents, surveys, and calculations) to the City with the building height, roof plane, grade plane, change in elevation, and impervious surface.

*The applicant shall comply with all provisions of the State Building, Plumbing, Mechanical, Electrical, and Fire Codes, as well as all City Ordinances governing zoning and buildings. The State of Minnesota regulates all electrical work. The continued validity of this permit is contingent upon the applicant's compliance of all work done and materials used, with the plans and specifications herewith submitted, and with the applicable ordinances of the City.

***Under penalty of perjury the applicant declares that the information provided in and enclosed herewith is complete and all documents represented are true and correct representations of the actual project/building which will be built in conformance with such representation.**

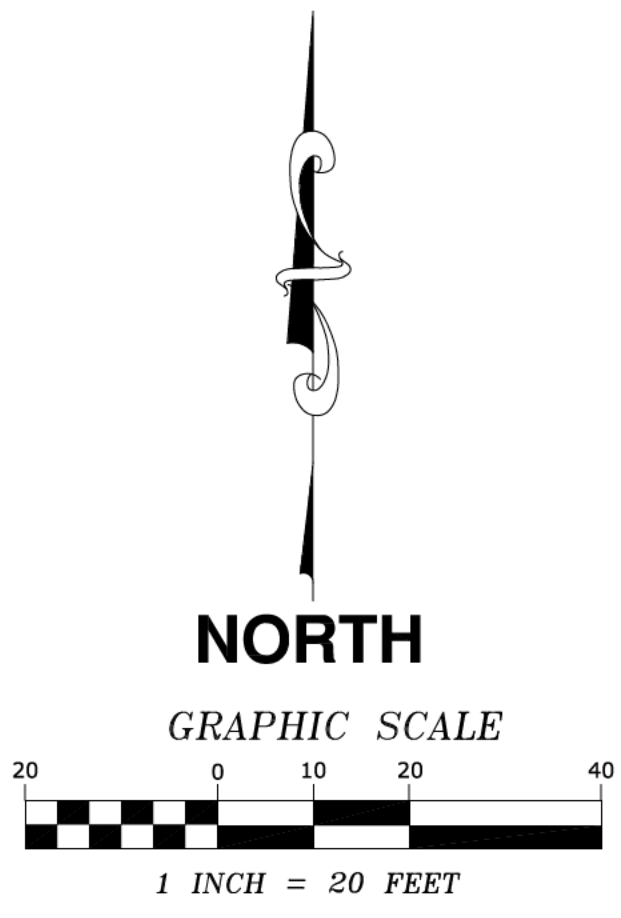
Signature of Applicant:  _____ Date: 1/13/21 _____

CERTIFICATE OF SURVEY

~for~ MICHELS CONSTRUCTION
 ~of~ 15 BIRCHWOOD LANE
 BIRCHWOOD, MN

IMPERVIOUS SURFACE CALCULATIONS

TOTAL AREA OF LOT 16 & 17 (ABOVE OHWL)	23,186 S.F.
TOTAL AREA OF LOT 16 (ABOVE OHWL)	11,854 S.F.
TOTAL AREA OF LOT 17 (ABOVE OHWL)	11,332 S.F.
EXISTING HOUSE	2,207 S.F.
PROPOSED GARAGE	1,200 S.F.
PROPOSED ASPHALT DRIVEWAY	701 S.F.
PROPOSED CONCRETE SIDEWALKS	830 S.F.
PROPOSED RETAINING WALL	84 S.F.
EXISTING CONCRETE PATIO	145 S.F.
EXISTING HOT TUB	72 S.F.
EXISTING RETAINING WALL	54 S.F.
TOTAL IMPERVIOUS SURFACE	5,293 S.F.
PERCENT IMPERVIOUS	22.8%



LEGEND

- DENOTES IRON MONUMENT FOUND
- DENOTES IRON MONUMENT SET
- ▲ DENOTES FOUND PKNAIL
- 1011.2 DENOTES EXISTING ELEVATION
- DENOTES AIR CONDITIONING UNIT
- DENOTES ELECTRICAL BOX
- DENOTES GUY WIRE
- DENOTES HYDRANT
- DENOTES POWER POLE
- DENOTES RETAINING WALL
- DENOTES OVERHEAD WIRE
- DENOTES SILT FENCE
- DENOTES EXISTING CONTOURS
- DENOTES PROPOSED CONTOURS
- DENOTES BITUMINOUS SURFACE
- DENOTES PAVER SURFACE
- DENOTES CONCRETE SURFACE

TREE DETAIL

- DENOTES ELEVATION
- DENOTES TREE QUANTITY
- DENOTES TREE SIZE IN INCHES
- DENOTES TREE TYPE

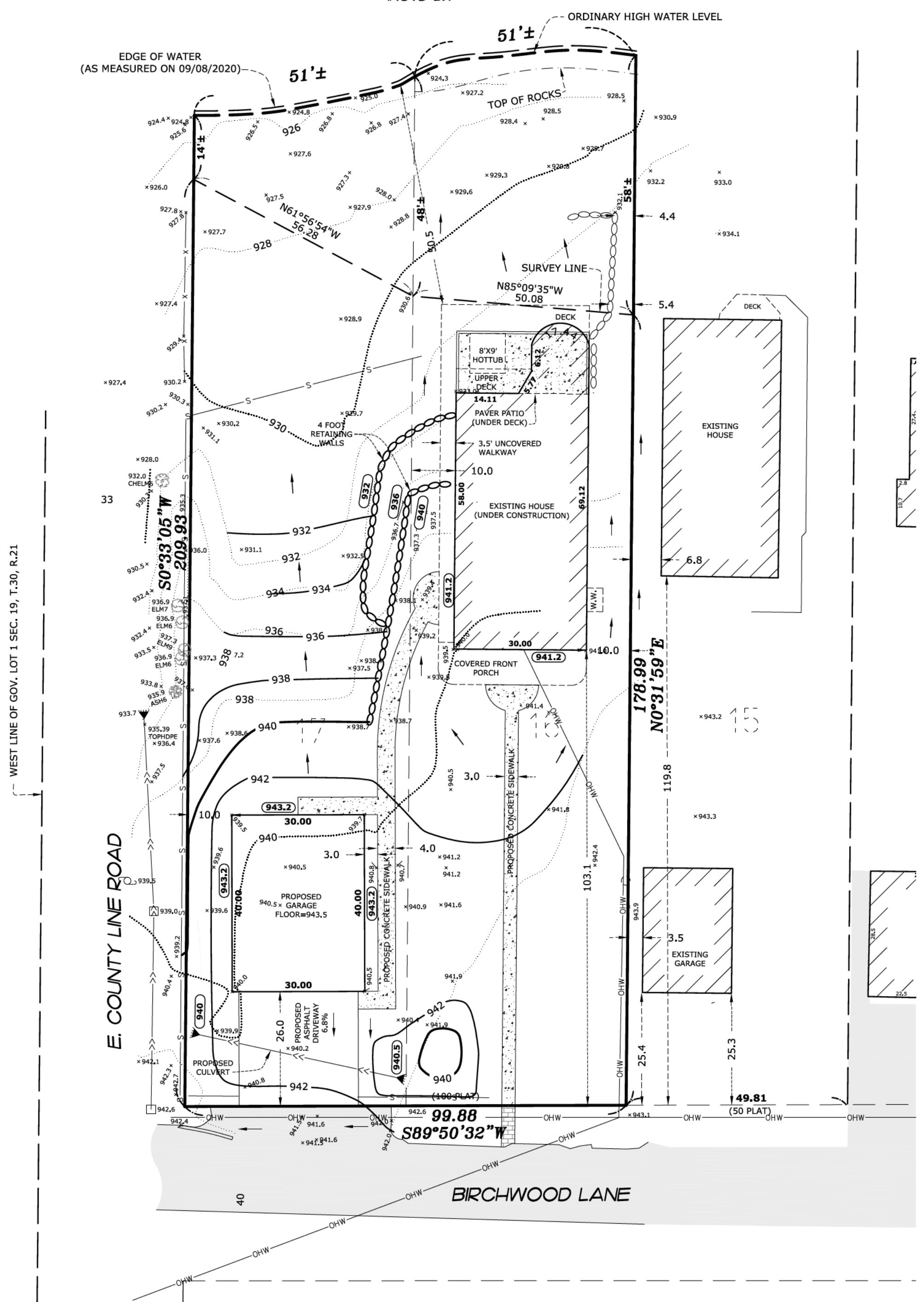
BENCHMARK

TOP NUT OF HYDRANT AT EAST COUNTY LINE ROAD AND BIRCHWOOD LANE.
 ELEVATION = 948.45 (NGVD 29)

NOTES

- Field survey was completed by E.G. Rud and Sons, Inc. on 01/13/21.
- Bearings shown are on Washington County datum.
- Parcel ID Number: 19-030-21-33-0019.
- Curb shots are taken at the top and back of curb.
- This survey was prepared without the benefit of title work. Additional easements, restrictions and/or encumbrances may exist other than those shown hereon. Survey subject to revision upon receipt of a current title commitment or an attorney's title opinion.

WHITE BEAR LAKE
 OHWL = 924.7
 (NGVD 29)



PROPOSED GARAGE ELEVATIONS

(SLAB ON GRADE)
 TOP OF BLOCK = 943.7
 GARAGE FLOOR = 943.5

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

Jason E. Rud
 JASON E. RUD

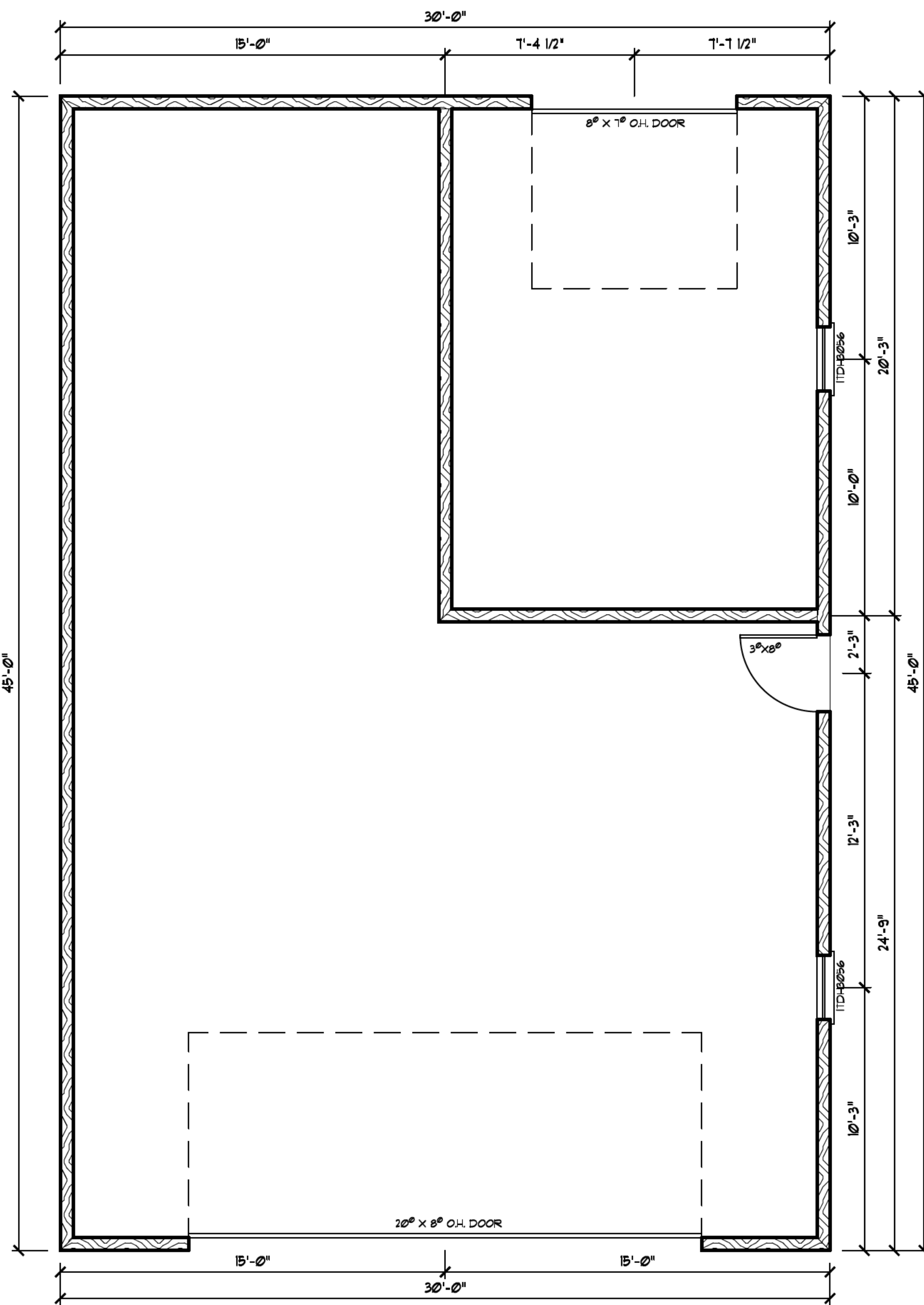
Date: 01/15/2021 License No. 41578

LEGAL DESCRIPTION

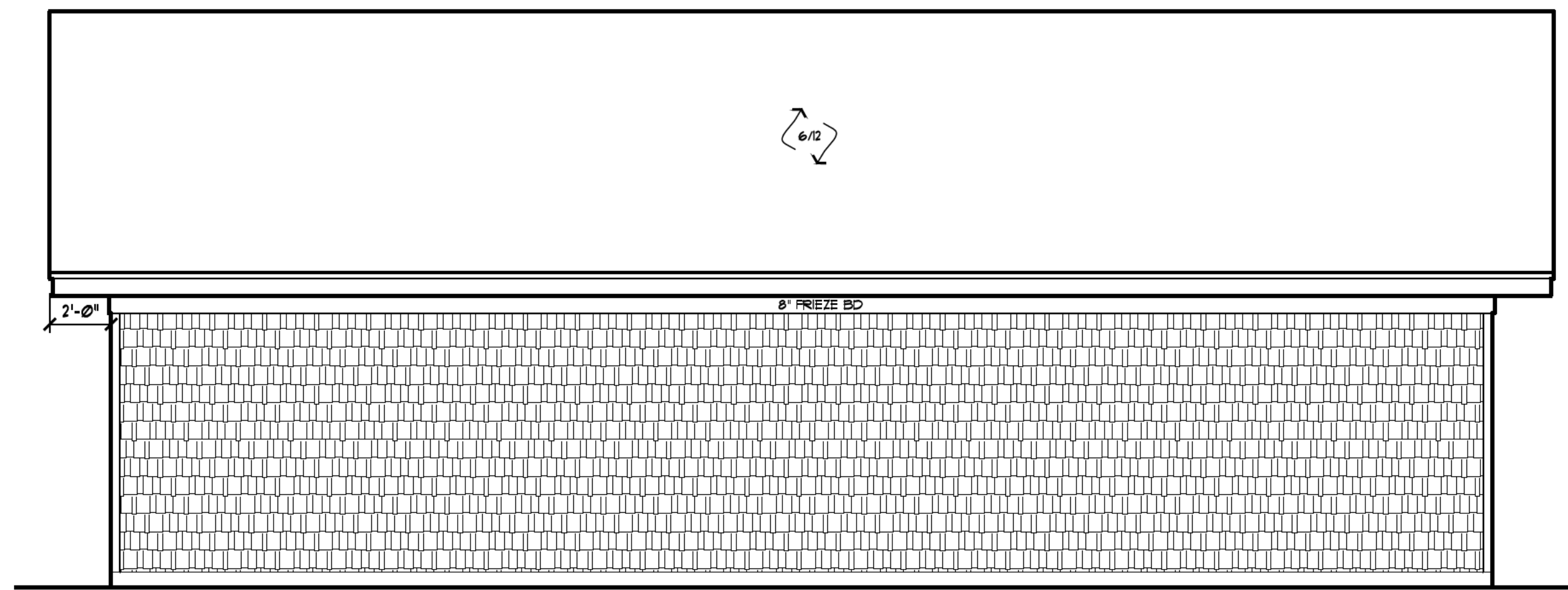
Lots 16 and 17, BIRCHWOOD, Washington County, Minnesota.

DRAWN BY: BCD	JOB NO: 19696HS	DATE: 01/15/21	
CHECK BY: JER	FIELD CREW: DT/BD		
1			
2			
3			
NO.	DATE	DESCRIPTION	BY

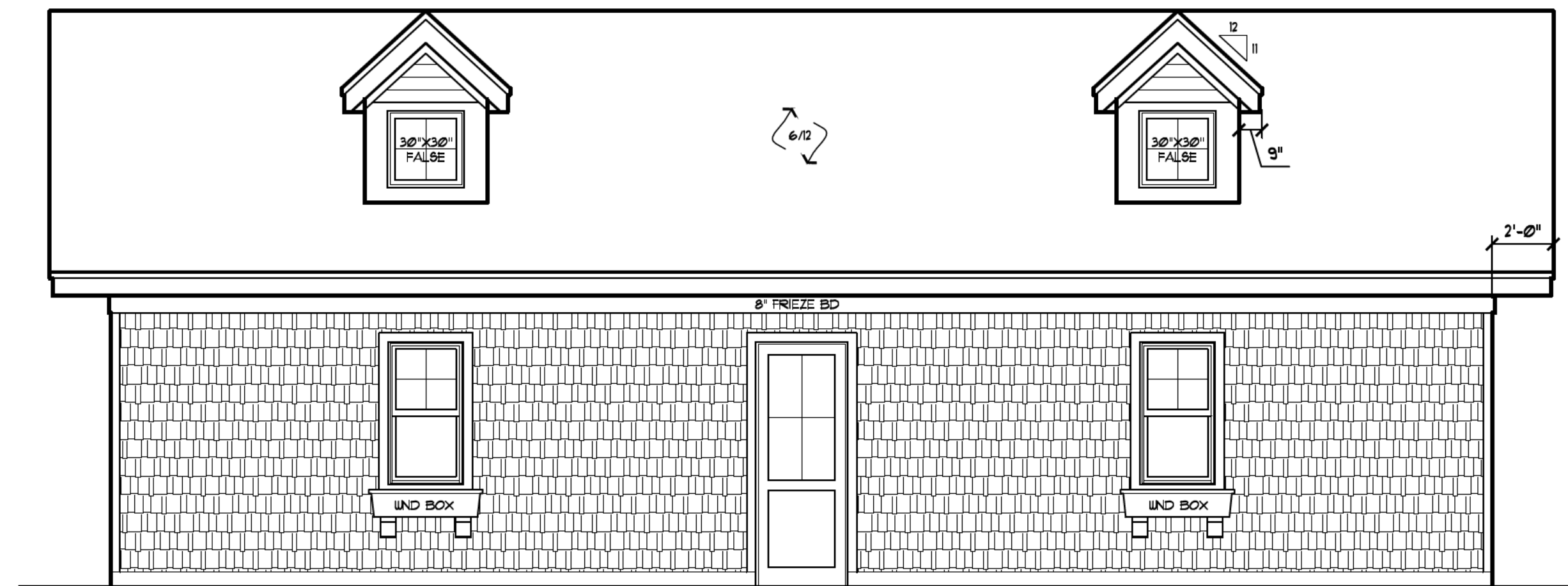
E.G. RUD & SONS, INC.
 EST. 1977
 Professional Land Surveyors
 6776 Lake Drive NE, Suite 110
 Lino Lakes, MN 55014
 Tel. (651) 361-8200 Fax (651) 361-8701



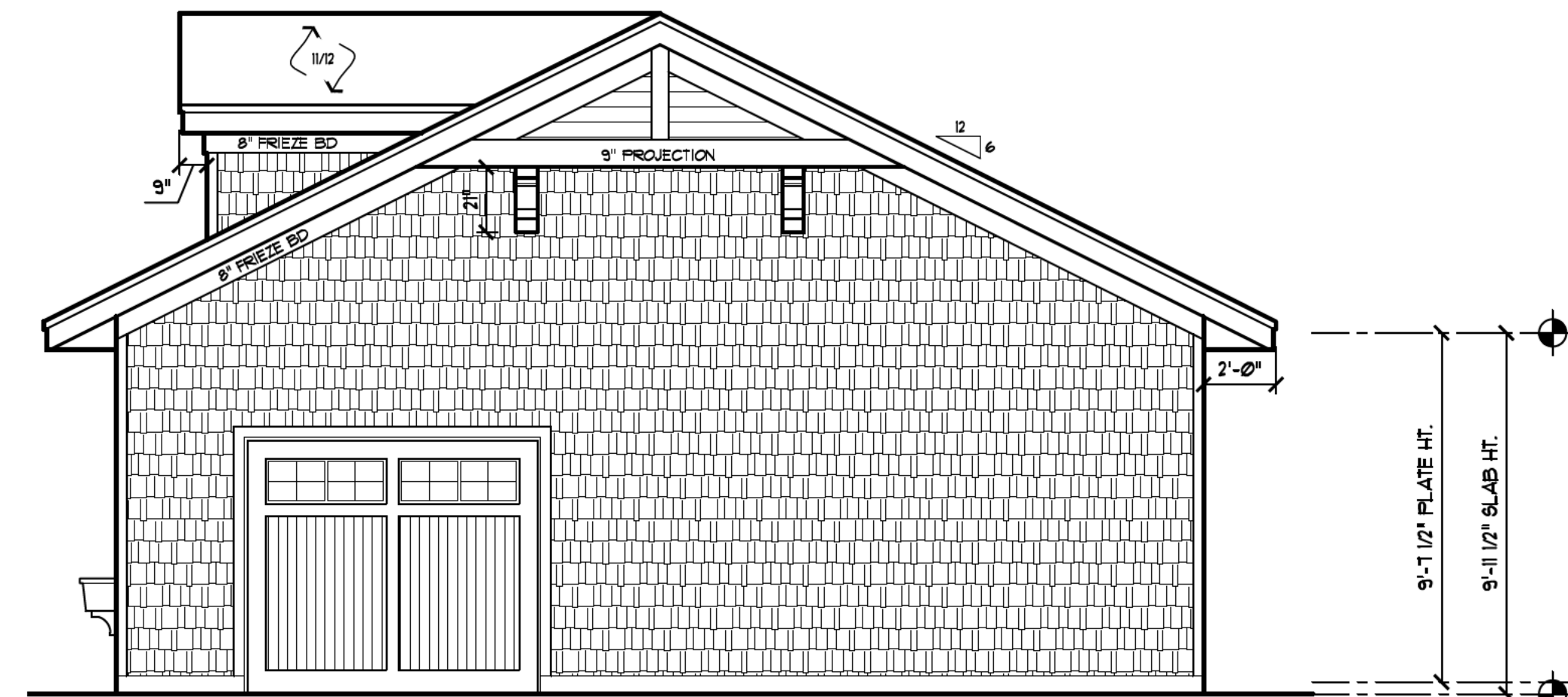
5 FLOOR PLAN
SCALE: 1/4"=1'-0"



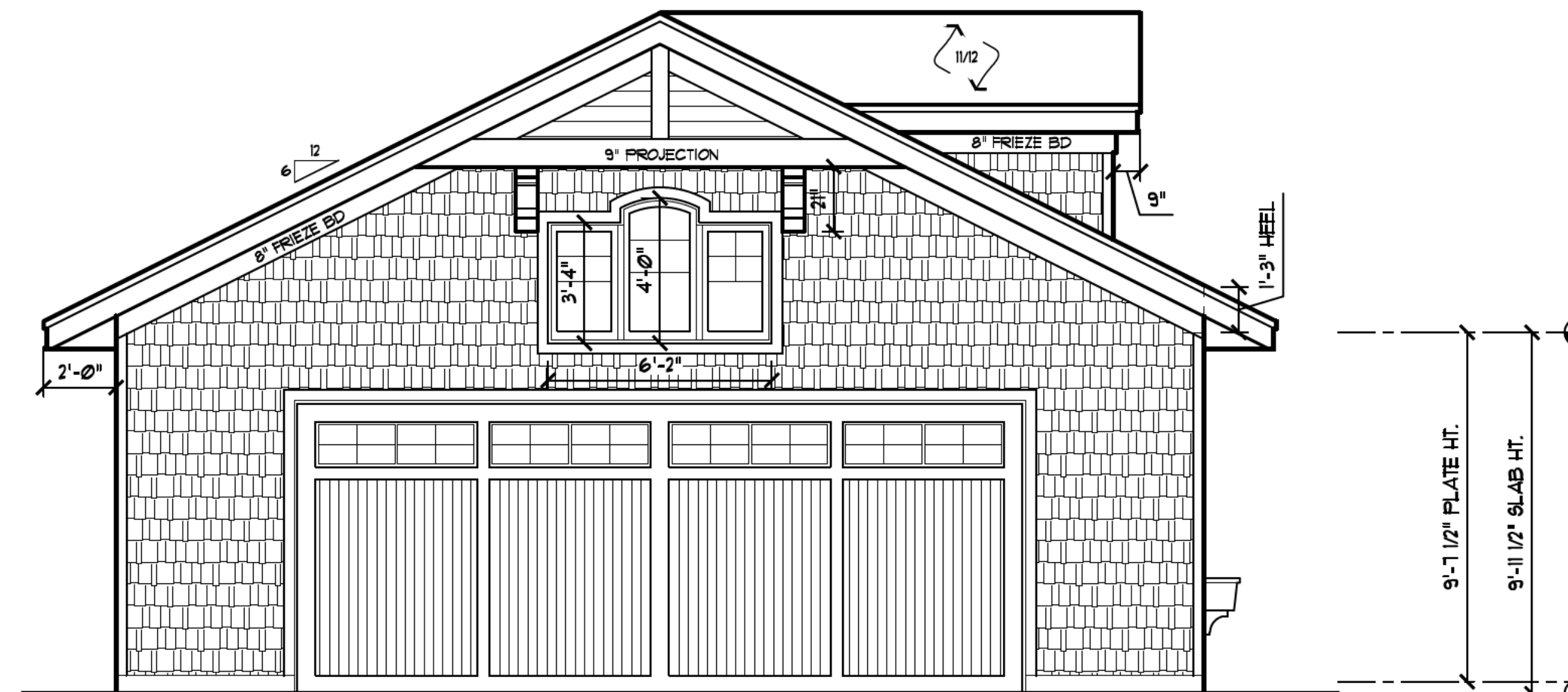
4 LEFT SIDE ELEVATION
SCALE: 1/4"=1'-0"



2 RIGHT SIDE ELEVATION
SCALE: 1/4"=1'-0"



3 LAKESIDE ELEVATION
SCALE: 1/4"=1'-0"



1 FRONT ELEVATION
SCALE: 1/4"=1'-0"

HARDIE SHAKE SIDING PER ELEV 6
4" HARDIE LAP SIDING (IN GABLES)
4" UNDW 4 DR MIRATEC TRIM BDS. PER ELEV 6
HARDIE FRIEZE BDS. 4 BANDING PER ELEV 6
ASPHALT ROOF PER ELEV 6

ALEXANDER
DESIGN GROUP

401 EAST LAKE STREET
WAYZATA, MN 55391
Phone: 952.473.8777
FAX: 952.473.8222

ISSUE DATE:
09 SEPTEMBER 2020
PREVIOUS ISSUE DATE:

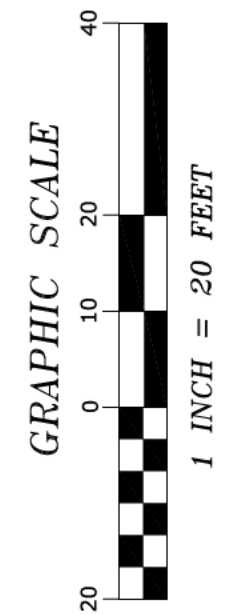
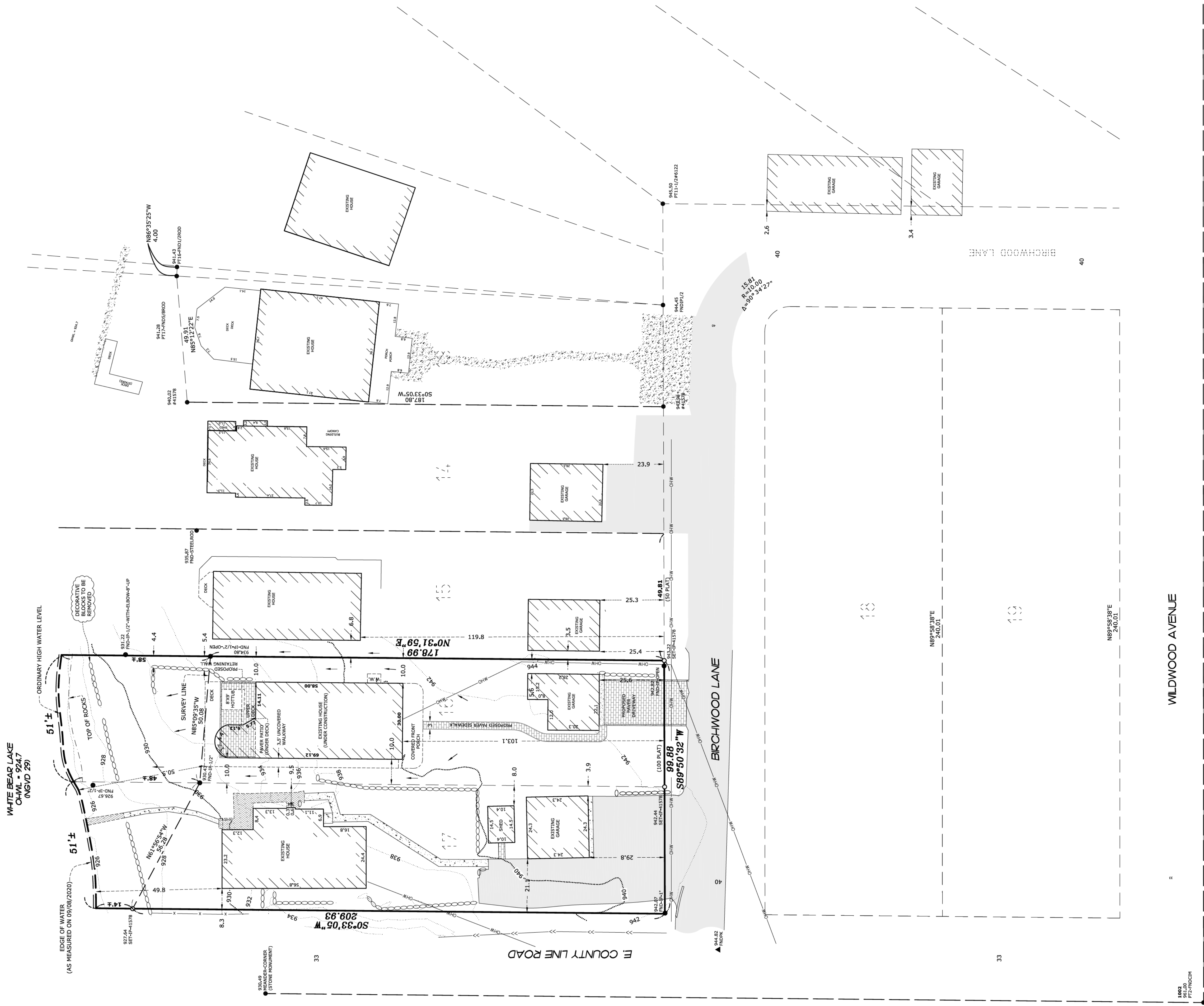
DRAWING DESCRIPTION:
ELEVATIONS &
FLOOR PLAN

PERMIT SET

SHERWOOD DETACHED GARAGE
15 BIRCHWOOD LN
BIRCHWOOD, MN
MICHEL'S HOMES

GARAGE EXHIBIT

~for~ MICHELS CONSTRUCTION
 ~of~ BIRCHWOOD LANE
 BIRCHWOOD, MN



E. G. RUD & SONS, INC.
 Professional Land Surveyors
 6776 Lake Drive NE, Suite 110
 Lino Lakes, MN 55014
 Tel. (651) 361-8200 Fax (651) 361-8701

DRAWN BY: BCD		JOB NO: 19696HS		DATE: 12/09/20	
CHECK BY: JER		FIELD CREW:			
1					
2					
3					
NO.	DATE	DESCRIPTION	BY		

**CITY OF BIRCHWOOD VILLAGE
MEMORANDUM**

TO: Birchwood Village Planning Commission
FROM: Thatcher Engineering, Inc.
DATE: December 16, 2020
APPLICANT: Nadja Gale, 1801 Elliot Avenue #12, Minneapolis, MN 55404
LOCATION: 419 B Wildwood Avenue, Birchwood Village, MN 55110

REQUEST

Variance request #1: The Applicant is requesting a variance from City Code 301.050.

1. The applicant requests a variance from the requirement that states the following:

“NON-CONFORMING USES.

A. Definition: Non-Conforming Use. See definition in Section 300.020.34

B. Pre-Existing Structures or Uses: A non-conforming use may be continued so long as it remains otherwise lawful, subject to the provisions of paragraphs (1) through (7) below, in order to ensure that the non-conforming use will not be intensified and that, over time, the non-conforming use will, where possible, be brought into conformity with the Zoning Code.

1. A Non-Conforming Pre-Existing Structure shall not be enlarged, modified, changed, extended (either horizontally or vertically) or structurally altered, unless such changes bring the Non-Conforming Pre-Existing Structure into conformity with the Zoning Code. (Exception: A non-conforming use, lawfully located within 60% of all required setbacks, may be structurally altered if the alterations do not change the horizontal or vertical dimensions of the structure and otherwise conform to the Zoning Code.)

2. A non-conforming use shall not be moved to any other part of the parcel of land upon which the same was constructed unless the move would bring the structure and its use into conformity with the Zoning Code.

3. If any Non-Conforming Pre-Existing Structure or Use is destroyed by fire or other peril to the extent of greater than 50 percent of its estimated market value, as

indicated in the records of the county assessor at the time of damage, and no building permit has been applied for within 180 days of when the property is damaged, any replacement or reconstruction must conform to the provisions of the Zoning Code. Exception: If the non-conforming use that is to be reconstructed came into being as the result of a previously granted variance, the Council, after review, may continue the variance if the owner demonstrates that the conditions under which that variance was granted continue to exist.

4. Normal maintenance of a Non-Conforming Pre-Existing Structure is permitted, including necessary non structural repairs and incidental alterations which do not physically extend or intensify the non-conforming use.

5. Notwithstanding paragraph (1) above, a Non-Conforming Pre-Existing Structure may be expanded, provided:

a. That such expansion does not increase the non-conformity in any dimension (vertical or horizontal), does not create a new non-conforming use, and in itself conforms with the Zoning Code; and

b. The sum of the setbacks on either side of the structure is not LESS than 20 feet.

6. When any Non-Conforming Pre-Existing use of land or of a building or structure is discontinued for a period in excess of one year, such land, building, or structure shall thereafter be used only as allowed by this Code.

7. No provision of this section shall be interpreted as negating the provisions of 302.015 (Undersized Lots).

C. Illegal Structures, Uses, or Lots: Any replacement or reconstruction of any kind of a Non-Conforming Illegal Structure, Use, or Lot must conform to the provisions of the Zoning Code.” [Bold and underlines are in the Code]

City Code Section 300.020.34 states: “Non-Conforming Use. **Non-Conforming Pre-Existing Structure or Use:** Any building or structure which was legally existing on January 1, 1975, or authorized by variance thereafter, which would not conform to the applicable conditions if the building or structure were to be erected under this Code. **Non-Conforming Illegal Structure, Use, or Lot:** A lot, building, structure, premises, or use illegally established when it was initiated, created, or constructed, which did not conform with the applicable conditions or provisions of the City Code for the area in which the structure or use is located.” [Bold and underlines are in the Code]

The Applicant is making the request because the Applicant wants to improve the existing cabin to make it a permeant home to enjoy year round.

The existing cabin is on a pier and beam foundation. The Applicant wants to raise the cabin and install the cabin on a walkout basement foundation.

Currently, this property does not conform to City Code 302.050 because the impervious surface coverage of the lot is 33.6%. If approved, the impervious surface coverage of the lot will be 21.0% because the Applicant will remove the concrete patio and concrete stairs.

SITE CHARACTERISTICS

The lot area is 5,015 square feet according to the Certificate of Survey dated November 21, 2020 prepared by Engineering Design & Surveying. The lot is a narrow (about 30.0 feet wide) and contains a single-family residence.

PRACTICAL DIFFICULTY

- 1) The lot is an undersized lot based on City Code because the width is about 30.0 feet.
- 2) The lot has steep slopes and topography challenges.
- 3) The lot is extremely narrow and long.

STATUTORY REQUIREMENTS FOR PERMITTING VARIANCES

Minnesota State Statute 462.357 allows for a variance to be permitted only when:

- (1) The proposed use is in harmony with the general purposes and intent of the City's zoning ordinance;
- (2) The variance is consistent with the City's comprehensive plan; and,
- (3) The applicant establishes that there are practical difficulties in complying with the zoning ordinance.

Statutory criteria used to establish a practical difficulty include:

- (1) The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance;
- (2) The plight of the landowner is due to circumstances unique to the property not created by the landowner; and
- (3) The variance, if granted, will not alter the essential character of the locality.

CTY CODE REQUIREMENTS FOR PERMITTING VARIANCES

Sec 304.040 of the City Code states:

Variations to the strict application of the provisions of the Code may be granted, however, no variance may be granted that would allow any use that is prohibited within the City. Conditions and safeguards may be imposed on the variations so granted. A variance shall not be granted unless the following criteria are met:

SUBD. 1.

- A. Variances shall only be permitted
 - i. when they are in harmony with the general purposes and intent of the ordinance and
 - ii. when the variances are consistent with the comprehensive plan.
- B. Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the zoning ordinance.

SUBD. 2. "Practical difficulties," as used in connection with the granting of a variance, means that

- i. Special conditions or circumstances exist which are peculiar to the land, structure, or building involved.
- ii. The condition which result in the need for the variance were not created by the applicant's action or design solution. The applicant shall have the burden of proof for showing that no other reasonable design solution exists.
- iii. The granting of a variance will result in no increase in the amount of water draining from the property.
- iv. Granting the variance will not impair an adequate supply of light and air to adjacent property, or unreasonably diminish or impair established property values within the surrounding area, or in any other respect impair the public health, safety, or welfare of the residents of the City.
- v. No variance shall be granted simply because there are no objections or because those who do not object outnumber those who do.
- vi. Financial gain or loss by the applicant shall not be considered if reasonable use for the property exists under terms of the Zoning Code.

ANALYSIS

The lot is an undersized lot with steep slopes and topography challenges. City Code 302.015 allows undersized lots to be utilized for single-family detached dwelling purposes provided the measurements of such area, width, or open space are at least 60% of that required.

REASONS FOR RECOMMENDING VARIANCE APPROVAL

Variance request #1:

1. The plan meets City Code requirements.
2. The lot is an undersized lot.
3. This project would preserve the essential character of the locality.
4. The lot will meet Code requirements for impervious surface coverage because the Applicant will remove the existing concrete patio and concrete stairs.

REASONS FOR RECOMMENDING VARIANCE DENIAL

Variance request #1:

1. A primary goal of the City of Birchwood Village's Zoning Ordinance is "to ensure that a non-conforming use is not intensified and that, over time, the non-conforming use will, where possible, be brought into conformity with the Zoning Code." The following could be argued:
 - a. That they are not in harmony with the general purposes and intent of the ordinance.
 - b. That the variance is not consistent with the comprehensive plan.
 - c. That the Applicant for the variance has not established that there are practical difficulties in complying with the zoning ordinance.
 - d. The lot does not meet the requirements of City Code 302.015.

CONDITIONS

If approved, a requested variance may be approved subject to the following conditions:

1. All application materials, maps, drawings and descriptive information submitted with this application shall become part of the building permit.
2. Per City Code 304.090, the variance shall become null and void if the project has not been completed or utilized within one year after the date it was granted, subject to petition for extension by the City Council.
3. Land alteration may not cause adverse impact upon abutting property.
4. Applicant shall meet the requirements of City Code 301.055 which states: "For a building permit, the applicant must submit stormwater and erosion control plans prepared and signed by a licensed professional engineer. The plans must be approved by the city engineer and the permit holder must adhere to the approved plans. The stormwater management plan must detail how stormwater will be controlled to prevent damage to adjacent property and adverse impacts to the public stormwater drainage system."



City of Birchwood Village
Petition for Variance Application

207 Birchwood Ave, Birchwood, MN 55110
Phone: 651-426-3403 Fax: 651-426-7747
Email: info@cityofbirchwood.com

FOR OFFICIAL USE ONLY

Application Received Date: _____ Amount Paid: \$ _____
Payment Type (Circle One): **Cash** / Check / Money Order / Credit Card
Check/Money Order # _____
Application Complete? Yes No If no, date application was deemed complete: _____
Signature of City Planner: Sam W. Hutchins Date: 12/16/2020

Completed requests for variances submitted prior to the first Thursday of the month will be considered by the Planning Commission at its next meeting on the fourth Thursday of the month. Requests submitted after the first Thursday of the month will be considered at the following meeting. All final decisions on variance applications are made by the City Council, which meets on the second Tuesday every month.

- Name of Applicant(s) Nadya Gale
Address [REDACTED]
City Minneapolis State MN Zip Code 55404
Business Phone _____ Home Phone [REDACTED]
- Address of Property Involved if different from above: _____
419 B Wildwood Ave, Birchwood Village, MN 55110
- Name of Property Owner(s) if different from above and describe Applicant's interest in the property:
I am interested in improving the current cabin to make it a permanent home to enjoy year round.
- Specific Code Provision from which Variance is requested: Section 301.050
- Describe in narrative form what the Applicant is proposing to do that requires a variance:
The cabin is currently on a pier and beam foundation. We would like to raise it and put it on a walk out basement foundation instead.

6. Type of Project:

- New Construction (empty lot)
- Addition
- Demolition
- Landscaping
- Repair or removal of nonconforming structure ? ↓
- Other (describe) Change in foundation from pier and beam to walkout basement.

7. Type of Structure Involved:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Single Dwelling | <input type="checkbox"/> Double Dwelling |
| <input type="checkbox"/> Garage | <input type="checkbox"/> Addition |
| <input type="checkbox"/> Tennis Court | <input type="checkbox"/> Pool |
| <input type="checkbox"/> Grading/Filling | |
| <input type="checkbox"/> Other (describe) _____ | |

8. Using the criteria from the City Code for a variance (see last page), explain why a variance is justified in this situation and describe what "Practical Difficulties" exist:

A walkout basement will enable us to fully winterize the home as well as keep out bugs, mice, and wildlife that currently reside under the home. Raising it is necessary to make a positive slope so that the water run off doesn't enter the home.

9. Describe any measures the Applicant is proposing to undertake if the variance is granted, including measures to decrease the amount of water draining from the property:

We are willing to remove the concrete patio in the front of our house as well as remove the concrete stairs going down the hill in the back in order to meet the 25% or less impervious surface.

10. Describe any alternatives the Applicant considered (if any) that do not require a variance:

11. Can an emergency vehicle (Fire Truck or Ambulance) access all structures on the property after the proposed change? Yes No

12. Does the proposed change bring any other nonconforming use into conformity with the City Building Code? Yes No

If yes, explain: Removing the concrete patio and concrete stairs will bring us into 25% impervious surface (actually, less than 25%)

13. Are there other governmental regulations that apply to the proposed action, including requirements of the Rice Creek Watershed District? Yes No

If yes, please identify the regulations AND attach evidence demonstrating compliance:

14. Please provide the applicable information in the following Table:

	EXISTING	PROPOSED	CHANGE
1. Total Square Footage of Lot	5015	5015	- 0 -
2. Maximum Impervious Surface (25% of item 1)	1254	1254	- 0 -
3. Roof Surface	970	970	- 0 -
4. Sidewalks and patio	716	88	- 628
5. Driveways	- 0 -	- 0 -	- 0 -
6. Other Impervious Surface	- 0 -	- 0 -	- 0 -
7. Total of Items 3-6	1686	1058	- 628
8. Percent Impervious Surface	33.6%	21%	- 12.6%

15. Please attach the following:

- Legal description of property.
- Plot plan drawn to scale showing existing and proposed new and changed structures on the lot. Also show existing structures on adjacent lots.

Criteria for Granting a Variance. Pursuant to Minn. Stat. Sec. 462.357, subd. 6, as it may be amended from time to time, the Planning Commission may issue recommendations to the City Council for variances from the provisions of this zoning code. A variance is a modification or variation of the provisions of this zoning code as applied to a specific piece of property.

Variances to the strict application of the provisions of the Code may be granted, however, no variance may be granted that would allow any use that is prohibited within the City. Conditions and safeguards may be imposed on the variances so granted. A variance shall not be granted unless the following criteria are met:

SUBD. 1.

- A. Variances shall only be permitted
 - i. when they are in harmony with the general purposes and intent of the ordinance and
 - ii. when the variances are consistent with the comprehensive plan.
- B. Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the zoning ordinance.

SUBD. 2. "Practical difficulties," as used in connection with the granting of a variance, means that

- i. Special conditions or circumstances exist which are peculiar to the land, structure, or building involved.
- ii. The condition which result in the need for the variance were not created by the applicant's action or design solution. The applicant shall have the burden of proof for showing that no other reasonable design solution exists.
- iii. The granting of a variance will result in no increase in the amount of water draining from the property.
- iv. Granting the variance will not impair an adequate supply of light and air to adjacent property, or unreasonably diminish or impair established property values within the surrounding area, or in any other respect impair the public health, safety, or welfare of the residents of the City.
- v. No variance shall be granted simply because there are no objections or because those who do not object outnumber those who do.
- vi. Financial gain or loss by the applicant shall not be considered if reasonable use for the property exists under terms of the Zoning Code.

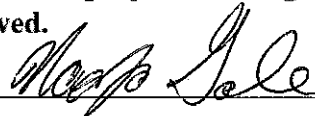
NOTICE:

***The City and its representatives accept no responsibility for errors and/or damages caused due to incomplete and/or inaccurate information herein. It is the responsibility of the applicant to ensure the accuracy and completeness of this information.**

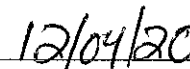
***The City will hold applicant responsible for any damage to public property that occurs in the course of performing the activities of this permit.**

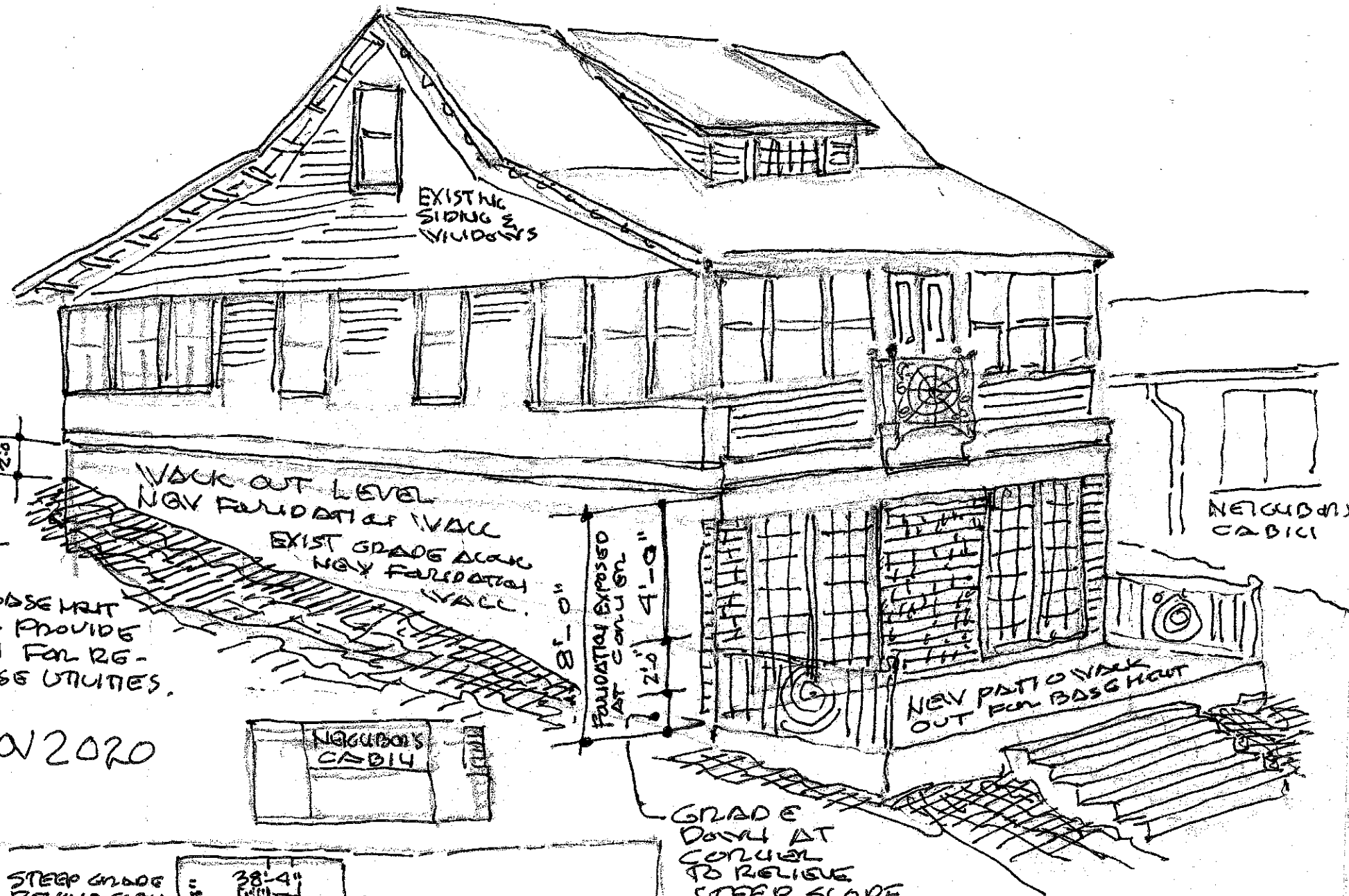
***Under penalty of perjury the applicant declares that the information provided in and enclosed herewith is complete and all documents represented are true and correct representations of the actual project/building that will be built in conformance with such representation if approved.**

Signature of Applicant:



Date:





EXISTING SIDING & WINDOWS

RAISE CABIN 2'-0" HIGH NEW FOUNDATION FOR VAC OUT BASEMENT

VAC OUT LEVEL
NEW FUNDATION WALL
EXIST GRADE ALONG NEW FUNDATION WALL.

VAC OUT BASEMENT WILL ALSO PROVIDE HEAD ROOM FOR REQUIRED HOSE UTILITIES.

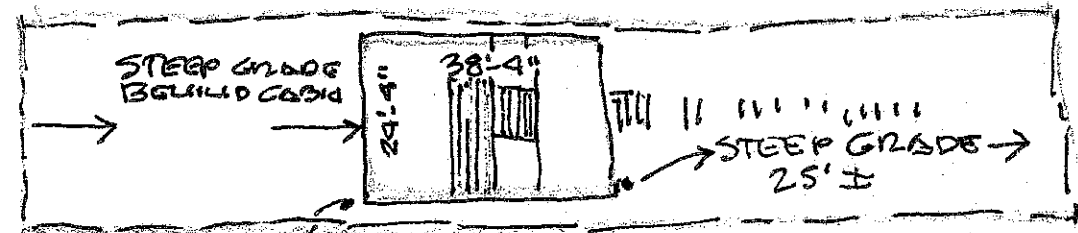
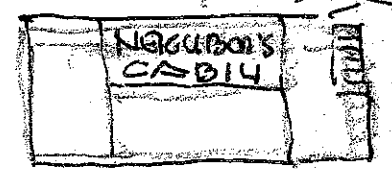
FOUNDATION EXPOSED AT CORNER 8'-0" 4'-0" 2'-0"

NEIGHBOR'S CABIN

NEW PATIO WALK OUT FOR BASEMENT

GRADE DOWN AT CORNER TO RELIEVE STEEP SLOPE IN HILL

DWG 19 NOV 2020



VACANT LOT

FUNDATION RAISE REQUIRED TO MAKE POSITIVE SLOPE AROUND BACK OF CABIN.

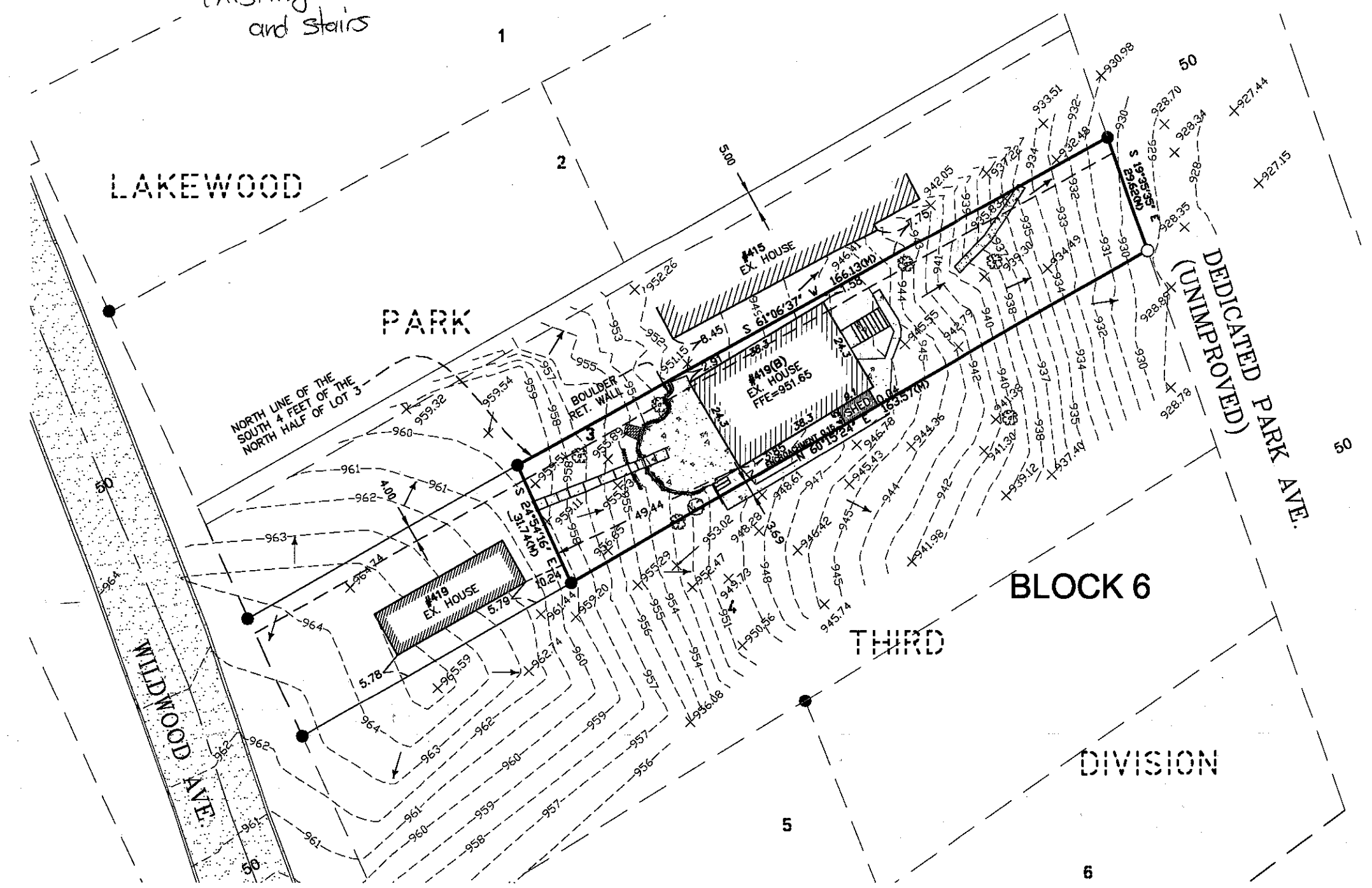
CERTIFICATE OF SURVEY

Call 48 Hours before digging
GOPHER STATE ONE CALL
 Twin Cities Area 651-454-0002
 MN. Toll Free 1-800-252-1166

proposing taking out existing concrete portion and stairs

-for-
NADJA GALE

Cabin will stay in current position but will be raised and put on a walk-out basement instead



- LEGEND**
- DENOTES FOUND PROPERTY IRON
 - DENOTES SET 1/2" X 18" REBAR WITH PLASTIC CAP "PLS 25105"
 - DENOTES BOUNDARY LINE
 - - - DENOTES LOT LINE
 - - - DENOTES PROPERTY LINE
 - x999.99 DENOTES EXISTING SPOT ELEVATION
 - DENOTES CONCRETE SURFACE
 - - - 999 DENOTES EXISTING CONTOUR LINE
 - FFE DENOTES FINISH FLOOR ELEVATION
 - ▨ DENOTES BITUMINOUS SURFACE
 - ▩ DENOTES BRICK PAVER SURFACE
 - ⊗ DENOTES DECIDUOUS TREE
 - DENOTES RETAINING WALL
 - (M) DENOTES MEASURED DISTANCE
 - DENOTES DRAINAGE FLOW

- NOTES**
1. THE BASIS OF THE BEARING SYSTEM IS ASSUMED.
 2. NO SPECIFIC SOIL INVESTIGATION HAS BEEN COMPLETED
 3. CONTRACTOR SHALL VERIFY PROPOSED ELEVATIONS.
 4. NO TITLE INFORMATION WAS PROVIDED FOR THIS SURVEY. THIS SURVEY DOES NOT PURPORT TO SHOW ALL EASEMENTS OF RECORD.
 5. EXISTING UTILITIES AND SERVICES SHOWN HEREON OWNER LOCATED EITHER PHYSICALLY ON THE GROUND DURING THE SURVEY OR FROM EXISTING RECORDS MADE AVAILABLE TO US OR BY RESIDENT TESTIMONY. OTHER UTILITIES AND SERVICES MAY BE PRESENT. VERIFICATION AND LOCATION OF UTILITIES AND SERVICES SHOULD BE OBTAIN FROM THE OWNERS OF RESPECTIVE UTILITIES BY CONTACTING GOPHER STATE ONE CALL AT (651) 454-0002 PRIOR TO ANY DESIGN, PLANNING OR EXCAVATION.

BUILDING SETBACKS
 ZONING: R-1-1 LOW DENSITY
 SINGLE FAMILY-ISLAND
 HOUSE: FRONT = 40 FT.
 REAR = 50 FT.
 SIDE = 35 FT.

EXISTING HARDCOVER

EXISTING HOUSE	929 SQ. FT.
EXISTING SHED	41 SQ. FT.
EXISTING BRICK SURFACE	10 SQ. FT.
EXISTING CONCRETE SURFACE	706 SQ. FT.
TOTAL IMPERVIOUS AREA	1,686 SQ. FT.
TOTAL LOT AREA	5,015 SQ. FT.
EXISTING HARDCOVER	33.6 %

REFERENCE BENCHMARK
 ELEVATION = 919.53 (NGVD 29) MNDOT DISK
 "MICHAEL"

LEGAL DESCRIPTION
 All that part of South Half of Lot 3, Block 6 & the South 4 feet of North Half of Lot 3, Block 6 Lakewood Park Third Division, Washington County, Minnesota, according to the recorded plat thereof.

NO.	DATE	DESCRIPTION	BY

EDS ENGINEERING DESIGN & SURVEYING
 6480 Wayzata Blvd. Minneapolis, MN 55426
 OFFICE: (763) 545-2800 FAX: (763) 545-2801
 EMAIL: info@edsmn.com WEBSITE: http://edsmn.com

I HEREBY CERTIFY THAT THIS SURVEY WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

Vlad Sivriver DATED: 11/21/20
 VLADIMIR SIVRIVER L.S. NO. 25105

JOB NAME: **NADJA GALE**
 LOCATION: 419(B) WILDWOOD AVE
 BIRCHWOOD, MN 55110

FIELD WORK DATE: 11/18/20
 FIELD BOOK NO.: EDS-13

DRAWN BY: GP
 CHECKED BY: VS
 PROJECT NO.: 20-190
 SHEET NO. 1 OF 1

ORDINANCE 2021-01-01
CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA

**AN ORDINANCE AMENDING STRUCTURE LOCATION REQUIREMENTS
IN THE CITY ZONING CODE**

The City Council of the City of Birchwood Village hereby ordains that Chapter 302 (Zoning Code: Requirements and Performance Standards) of the Municipal Code of the City of Birchwood Village is hereby amended to read as follows:

SECTION 302. ZONING CODE: REQUIREMENTS AND PERFORMANCE STANDARDS

302.020. STRUCTURE LOCATION REQUIREMENTS

1. GENERAL REQUIREMENTS. All structures must be located so that minimum setback requirements are met or exceeded. All measurements (in feet) as set forth below shall be determined by measuring from the foundation of the appropriate structure perpendicular to the appropriate lot line.

Exceptions: Front, back, side street and other lot line setback requirements shall not apply to chimneys, flues, belt courses, sills, pilasters, lintels, ornamental features, cornices, eaves, gutters, and the like, provided they do not project more than two (2) feet into a required yard setback.

2. MINIMUM SETBACK REQUIREMENTS:

	<u>TYPE OF STRUCTURE</u>		
<u>Lot line or Land Boundary</u>	<u>Fences</u>	<u>Driveways & Walkways</u>	<u>All Other Structures</u>
Municipal Street Front, Back, and Side	20 ft.	0	40 ft.
County Road Front, Back, and Side	20 ft.	0	50 ft.
Ordinary High Water Level of Lost Lake	75 ft.	75 ft.	75 ft.
Ordinary High Water Level of White Bear Lake, Hall's Marsh, and other wetlands	50 ft.	50 ft.	50 ft.

All Other Lot Lines 0 ft. 1 ft. 10 ft.

The ordinary high water levels of three water bodies have been established to be the following:

ORDINARY HIGH WATER LEVELS (Feet Above Mean Sea Level)

DNR ID #82-167	White Bear Lake	924.7 (NGVD, 1929)
DNR ID #82-134	Lost Lake	925.6 (NGVD, 1929)
DNR ID #82-480W	Hall's Marsh	924.7 (NGVD, 1929)

3. ACCESSORY STRUCTURES. No accessory building or structure, unless an integral part of the principal structure shall be erected, altered, or moved to, within five (5) feet of the principal structure except fences, driveways, walkways, and decks which may be as close as actually abutting the principal structure.

4. SETBACK REQUIREMENTS EXCEPTIONS.

~~a. Street and Highway Setbacks: If structures on adjacent lots, existing as on January 1, 1975, have lesser street or highway setbacks from those required, the minimum setback of a new structure may conform to the prevailing setback in the immediate vicinity. The City Council shall, upon recommendation of the Planning Commission, determine the necessary minimum front yard setback in such areas.~~

Formatted: Font color: Red, Strikethrough

~~b. a. Dock and Pier Setbacks: Setback requirements from the ordinary high water levels shall not apply to piers and docks. Locations of piers and docks shall be controlled by applicable state and local regulations.~~

Formatted: Indent: Left: 1.25", No bullets or numbering

~~e-b. Retaining Wall Setbacks: Front, back, side street and other lot line setback requirements shall not apply to retaining walls except that the ordinary high water level setback requirements shall apply to retaining walls.~~

~~d-c. Nominal Structures: Front, back, side street and other lot line setback requirements shall not apply to nominal structures such as small arbors, moveable yard furniture, moveable docks, storage boxes, dog houses, mail boxes, library small boxes, lock boxes, flagpoles, lawn ornaments and other similar items, which shall be exempt from setback regulations, but not including decks, platforms, or shelters such as pergolas.~~

5. STRUCTURES IN WETLANDS. No structures are allowed within any wetlands.

RESOLUTION 2021-06

**CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA**

**A RESOLUTION APPROVING SUMMARY PUBLICATION OF
ORDINANCE NO. 2021-01-01, AN ORDINANCE AMENDING
STRUCTURE LOCATION REQUIREMENTS IN SECTION 302 OF
CITY CODE**

WHEREAS, the City of Birchwood Village is a political subdivision, organized and existing under the laws of the State of Minnesota; and

WHEREAS, the City has adopted Ordinance No. 2021-01-01, which amends City Code Section 302 Structure Location Requirements; and

WHEREAS, the new ordinance is lengthy and would be costly for the City to publish in its entirety as required by law for the adoption of an ordinance.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Birchwood Village, Minnesota, as follows:

1. Because the terms of Ordinance 2021-01-01 are lengthy, the City may publish the attached summary of the Ordinance as allowed by statute, and need not publish the entire ordinance. The attached summary clearly informs the public of the intent and effect of the Ordinance. Summary publication has been approved by at least a 4/5 vote of the City Council.
2. The effective date of the Ordinance amendments shall be upon their publication by summary as required by law.

Resolution duly seconded and passed this 9th day of February, 2021.

Mary Wingfield, Mayor

Attest:

Andy Gonyou, City Administrator-Clerk

Please be advised that the City of Birchwood has duly-passed the following ORDINANCE:

**AN ORDINANCE AMENDING SECTION 302
REGARDING SETBACK REQUIREMENTS
AND STANDARDS IN CITY ZONING CODE**

The following is a SUMMARY of the Ordinance:

On February 9, 2021 the City adopted an Ordinance (2021-01-01) to eliminate the subjective standard regarding certain setbacks in residential zoning districts in section 302.020 Subd. 4(a) by its removal from the Code.

PLEASE BE ADVISED, this is not the full text of the Ordinance passed and the published material is only a summary. The full text is available for public inspection at the City of Birchwood, 207 Birchwood Avenue, Birchwood, Minnesota 55110 or delivered upon request electronically or by U.S. Mail.

Summary complies with Minn. Stat. §§ 331A.05 subd. 8. & 412.191 subd 4.

MEMORANDUM



TO: Birchwood Village City Council
FROM: Mary Wingfield, Mayor
SUBJECT: City Hall Bids
DATE: February 4, 2021

Dear City Council Members:

The building restoration committee has sought help deciding how to proceed with rehabbing the village hall. Two major issues are siding rot and water seepage into the office area.

Three contractors inspected the premises. Two submitted bids. The bldg group asked for more specificity from those two to ensure the quotes can be compared side by side. They are included in the packet.

Pelco Co. is the low bid. They have been instrumental in the restoration of the White Bear Town Hall. Owner Don Peltier is a White Bear HS grad and is related to the Peltiers who lived in Birchwood for many years. Sara Markoe Hanson of the White Bear Lake Historical Society has worked with Pelco and recommended them to our group.

The work can be done in the winter months. The bid is a "not to exceed" bid. Once the work is completed, Pelco will be able to review the original facade and make recommendations on the next steps, including any roof repairs/alterations.

Be advised that the group concluded that we should not attempt to restore the building as built because that would add considerable cost and time and require strict compliance if grants were obtained. Instead, the group decided that we should honor the original building but make good use of the space. The first phase will make it weather and water tight and address exterior issues. Phase two will be directed to the interior space with the goal of making the building ADA compliant and more user friendly.

Thank you,
Mary Wingfield
Mayor

December 15, 2020

Mary Wingfield

Re: Village Hall Work

Proposal

Our scope of work for the above project is as follows:

- Remove siding off the 1931 building and leave the existing vertical log siding attached for inspection.
- Save any cedar siding for the East wall of the addition.
- Remove aluminum storm windows off 1931-32 building and dispose of.
- Remove cedar window trim, corner trim on building and siding and trim on chimney.
- Clean up all debris and haul away.

Excludes:

- **Permit**
- **Installing existing siding at East side of addition.**
- **Removing cedar siding from addition.**

This work can be done for a lump sum of **Ten Thousand Eight Hundred and 00/100 Dollars (\$10,800.00).**

Should you have any questions or concerns please feel free to give me a call at 612-919-7691

Sincerely,

Don Peltier
dpeltier@pelcocompanies.com

Accepted By: _____ Date: _____

Birchwood Village City Hall Restoration
Phase 1 Project RFP Criteria

ITEMS	CONTRACTOR 1	CONTRACTOR 2
SITE MANAGEMENT	<i>\$3,060.00</i>	
Other labor	<i>\$500.00</i>	
Waste Removal/Dumpster	<i>\$600.00</i>	
Portable Restroom	<i>\$300.00</i>	
Project Insurance	<i>\$230.00</i>	
Jobsite Preparation/Materials protection	<i>\$500.00</i>	
Permit	<i>\$1,150.00</i>	
<i>Management fee</i>	<i>\$4,832.00</i>	
Site Management Total:	<i>\$11,172.00</i>	
CONCRETE		
Break up and removal of existing concrete	<i>\$2,000.00</i>	
New concrete Installation	<i>\$3,000.00</i>	
Concrete Total:	<i>\$5,000.00</i>	
BUILDING EXTERIOR		
Removal of existing siding	<i>\$6,920.00</i>	
Handling of salvageable siding	<i>\$1,400.00</i>	
AC unit support framing	<i>\$500.00</i>	
Removal of aluminum window clad	<i>\$2,000.00</i>	
Building Exterior Total:	<i>\$10,820.00</i>	
PHASE 1 PROJECT TOTAL:	<i>\$26,992.00</i>	

MEMORANDUM



TO: Birchwood Village City Council
FROM: Mary Wingfield, Mayor
SUBJECT: City Hall Bids
DATE: February 4, 2021

Dear City Council Members:

Tobin wanted direction on what fund to pay for the new generator and meter pole. Currently, the payments have been deducted against the capital fund. That fund was created for major road repairs (seal coating and crack filling). Deducting these expenses from this account will create great disparities from the intended use of those funds. The general fund has sufficient funds to pay for such. Further, no other account has anticipated these costs so it would not be appropriate to subtract such against the sewer or water funds.

I recommend the general fund be used and the expenses charged against "unanticipated/miscellaneous" column so as not to disrupt 2022 budget planning.

Thank you,
Mary Wingfield
Mayor

MEMORANDUM



TO: Birchwood Village City Council
FROM: Andy Gonyou, City Administrator
SUBJECT: Public Notice Process for Variances
DATE: February 4, 2021

Dear Mayor & City Council Members:

The current process that the City of Birchwood follows for notification of public hearings in regard to Variance Requests by residents is to mail out letters directly to the neighboring property owners/residents as required by statute, and in addition a notice is posted in the City's official newspaper (the White Bear Press), which is not required by statute.

The purpose of the agenda item "Public Notices for Variances" is to request direction from the City Council as to whether the Administrator should retain this practice of posting a notice in the White Bear Press (or whichever paper the City has deemed the official newspaper moving forward), or as a cost saving measure, remove this section of the process and only notify surrounding residents and property owners as legally required.

Request/Recommendation

Staff requests Council:

- 1) Consider which process flow should be utilized moving forward in regard to public notices of Variance Requests.

Thank you,
Andy Gonyou
City Administrator - Clerk