

**PLANNING COMMISSION MEETING  
AGENDA  
CITY OF WHITE BEAR LAKE, MINNESOTA**

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The City of White Bear Lake Planning Commission will hold its regular monthly meeting on Tuesday, May 29, 2018, beginning at 7:00 p.m. in the White Bear Lake City Hall Council Chambers, 4701 Highway 61.

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1. Call to order and roll call.
2. Approval of the May 29, 2018 agenda.
3. Approval of the April 30, 2018 Planning Commission meeting minutes.
4. **CASE ITEMS:**  
**Unless continued, all cases will go to the City Council meeting on Tuesday, June 12, 2018**
  - A. **Case No. 17-1-SHOPe1:** A request by **Meghan Master** for a 3-year time extension for a Special Home Occupation Permit, per Code Section 1302.120, in order to continue operating a beauty salon in the single-family residence located at 2268 Sierra Drive.
5. **DISCUSSION ITEMS:**
  - A. City Council Meeting Summary from May 8, 2018
  - B. Park Advisory Commission Meeting Minutes from May 17, 2018
6. **ADJOURNMENT**

Next Regular City Council Meeting .....June 12, 2018  
Next Regular Planning Commission Meeting.....June 25, 2018

**MINUTES  
PLANNING COMMISSION MEETING  
CITY OF WHITE BEAR LAKE  
APRIL 30, 2018**

The regular monthly meeting of the White Bear Lake Planning Commission was called to order on Monday, April 30, 2018, beginning at 7:00 p.m. in the White Bear Lake City Hall Council Chambers, 4701 Highway 61, White Bear Lake, Minnesota by Chair Jim Berry.

**1. CALL TO ORDER/ROLL CALL:**

MEMBERS PRESENT: Chair Jim Berry, Mary Alice Divine, Marvin Reed, Peter Reis, Ken Baltzer, Mark Lynch, and Erich Reinhardt (arrived at 7:03 p.m.).

MEMBERS EXCUSED: None.

MEMBERS UNEXCUSED: None.

STAFF PRESENT: Anne Kane, Community Development Director; Samantha Crosby, Planning & Zoning Coordinator, Jesse Farrell, Assistant City Engineer, and Jacquell Nissen, Housing and Economic Development Coordinator.

OTHERS PRESENT: Suzi Hudson, Peter Kramer, Dave Cebula, Candice Christensen, Steven Wolgamot, Judith Benham, H. Alan Kantrud, Lori Swanson, Karen Kepple, Roberta Johnson, and Mary Gove.

**2. APPROVAL OF THE APRIL 30, 2018 AGENDA:**

Member Reis moved for approval of the agenda. Member Reed seconded the motion, and the agenda was approved unanimously (6-0).

**3. APPROVAL OF THE MARCH 26, 2018 PLANNING COMMISSION MEETING MINUTES:**

Berry questioned if there were any comments or corrections to the March meeting minutes. Seeing none, he requested a motion. Member Baltzer moved for approval of the minutes. Member Divine seconded the motion, and the minutes were approved unanimously (6-0).

**4. CASE ITEMS:**

**A. Case No. 18-2-CUP:** A request by **White Bear Center for the Arts** for a Conditional Use Permit (CUP) for a community center in a residential zoning district, per Code Section 1303.030, Subd.4.a, in order to construct a parking lot expansion onto the property located at 4962 Division Avenue.

Reinhardt arrived at the meeting.

Crosby discussed the case. Staff recommended approval subject to final engineering and other standards conditions.

Divine requested further information on the lighting plan. Crosby reviewed the lighting plan with the Commission, clarifying that there would be four poles and 8 fixtures, as each pole had two arms.

Divine asked if the zoning on the property would change. Crosby commented the zoning for this parcel would remain residential.

Reis questioned if the R-3 zoning would allow duplexes. Crosby explained duplexes were not allowed but noted mother-in-law units were allowed by CUP.

Reis inquired if additional parking could be placed on Division. Kane stated that parking is not allowed on Division Avenue and the City would not want to encourage it as a result of the arts center or community theater.

Lynch asked if the proposed lights would be similar to the new lights being used in the City. Crosby was unsure of the exact make and model, but reported a modern, LED style fixture would be used.

Lynch stated he liked the “funk” of the design with the angled stalls frequently separated by landscaping. He questioned how many of the trees would be lost. Crosby explained the intent is to maintain as many of the trees as possible, but that the layout may need to be tweaked to do so.

Berry opened the public hearing.

Suzi Hudson, 2290 Fifth Street, Executive Director for the White Bear Center for the Arts. She thanked the Commission for their consideration and noted the White Bear Center for the Arts was celebrating its 50<sup>th</sup> year in the community, and the new facility opened on Long Avenue in 2013.

Ms. Hudson reported over 33,000 people are served on a yearly basis, over 5,000 of these being children. She discussed the positive economic impact the Center for the Arts has on the community. She reviewed the Center’s hours of operation noting they were currently open three evenings per week and had no weekend evening hours. She noted the Center offers over 900 classes a year and participation was on the rise. Registration has doubled since 2013.

Ms. Hudson provided further comment on how the parking lot expansion would assist with the partnership the gallery has with the schools. She explained the parking lot expansion would not degrade the neighborhood or adjacent properties. She noted she has been working with Tom Barth on this project and was greatly honored Mr. Barth was willing to share his property for the betterment of the community.

Ms. Hudson provided feedback on the neighborhood meeting noting she had worked to address the concerns raised at this meeting. She described how the new parking lot would improve pedestrian safety. She discussed the positive impacts museums have on neighboring property values and encouraged the Commission to offer their support to the requested Conditional Use Permit.

Berry asked how the pathway would work. Ms. Hudson discussed her vision for the pathway and hoped that students from the school would frequently use this pathway between the school and the art center.

Lynch questioned if motion sensor lighting would be used. Ms. Hudson stated she has not yet conducted any research on this, but would investigate this further this type of lighting if required by the City.

David Cebula, 4952 Division, stated he had questions regarding the property value statistics. He did not believe his property value would be increased after a very valuable home was removed and turned into a parking lot. Berry encouraged Mr. Cebula to contact Ms. Hudson to obtain the study information.

Mr. Cebula asked how stormwater would flow from the new parking lot. Ms. Crosby explained that water would drain from the drive aisles to the porous paver parking stalls which have a subgrade design to absorb water from the site. Then, if necessary, rain gardens would surround the lot. It was noted that properly constructed rain gardens dry up after a day and do not have standing water for several days after a rain event.

Mr. Cebula expressed concern with people walking through the pathway at night. He reported he does foster care and wanted this area to be safe and secure for his family. Ms. Hudson offered to install a chain across the driveway between the two lots to keep cars from this area at night. She commented that motion sensor lights were being considered to discourage pedestrian traffic.

Mr. Cebula encouraged the installation of the gate. Further discussion ensued regarding the areas where fence would be removed and fence would remain.

Mr. Cebula requested the lighting within the parking lot not be similar to the Lakeshore Players. Crosby reported the proposed lot would have shorter lighting than Lakeshore Players.

Candice Christensen, 2149 Eighth Street, expressed concerns with the lighting, along with the promise that the parking would be shared with the Lakeshore Players. She asked if the parking area would be irrigated. Ms. Hudson reported the parking area would be irrigated.

Ms. Christensen stated she was frustrated by the noise that would be coming from the parking lot, particularly plowing and sprinklering. Lastly, she indicated she was concerned about the safety of the children that would be crossing Division Avenue in order to reach the path, as the sidewalk is on the west side of Division and there is no crosswalk.

As no one else came forward, Berry closed the public hearing.

Reinhardt asked if the six-foot fence was a residential standard. Crosby reported this was the maximum fence height that would be allowed in a residential area without a variance.

Divine supported access between the two parking areas being chained off to deter children from gathering in this area and suggested a condition requiring such be added to the approval.

Lynch suggested the City consider adding a crosswalk to move pedestrians safely from one side of the street to the other. He stated he was of the opinion that the neighborhood would benefit by the expansion of the arts center in the long run.

Member Reis moved to recommend approval of Case No. 18-2-CUP. Member Lynch seconded the motion as amended by Divine with all of staff's conditions. The motion passed by a vote of 7-0.

Berry thanked those in attendance and explained that this matter would be addressed by the City Council on May 8, 2018.

- B. Case No. 18-4-V:** A request by the **City of White Bear Lake** for a 6.5-foot variance from the 10-foot setback requirement, per Code Section 1202.040, Subd.2.B, in order to install a freestanding sign 3.5 feet from the property line at the White Bear Lake Sports Center located at 1329 Highway 96.

Kane discussed the case. The sign would include a dynamic display and would meet all other requirements of the code. Staff recommended approval of the variance subject to standard conditions and an increased expiration date to two years to allow for the creation of a city wide branding and design standard.

Berry questioned what kind of precedent would be set with the requested 6.5-foot variance. Kane explained all variance requests are reviewed based on their own merit. She commented most passers-by would not know where the property lines were located. The subject site is a flag lot with a very narrow frontage and the building is 600 feet south of the road. If a similar condition existing for a commercial property a similar variance would likely be reasonable; we are not affording ourselves anything we would deny others under similar circumstances.

Divine asked if the shopping center sign would be coming down. Kane indicated the sign would remain but noted the Sports Center panel would be removed. She does not know if it will be replaced by another tenant in the center.

Berry opened the public hearing. As no one came forward, Berry closed the public hearing.

Member Baltzer moved to recommend approval of Case No. 18-4-V. Member Reed seconded the motion. The motion passed by a vote of 7-0.

## **5. DISCUSSION ITEMS:**

### **A. Comprehensive Plan: Transportation Element**

Farrell provided the Commission with an overview on the Transportation Element within the Comprehensive Plan. He discussed the City's existing transportation system and how this aligns with the region. He was pleased to report that based on public input and staff observation, the existing transportation system was in good condition. He commented on how the City has been completing street improvement projects on an annual basis and uses each project to improve infrastructure

Farrell noted the City had completed approximately 90% of its streets and had brought these roadways up to current engineering standards. Therefore, this chapter will primarily focus on strengthening accessibility, especially in the vicinity of schools and parks, addressing barriers, such as Highway 61, and as well anticipating long term projects such as the Rush Line Bus Rapid Transit and the Bruce Vento Trail. He touched upon various future projects that require coordination with the County (such as Long Avenue, South Shore Boulevard, Otter Lake Road, and the State (pedestrian access along Century Avenue, across 694, and across Highway 61 at various locations).

Divine asked how Ramsey County prioritizes their projects. Farrell described in general terms how agencies including Ramsey County historically prioritized projects based strictly on pavement condition and motorized traffic levels. Most agencies are now beginning to look beyond those factors to considerations like pedestrian and bike accessibility, economic development, and more.

The Commission thanked Farrell for his thorough report and for his assistance on the Comprehensive Plan.

### **B. Comprehensive Plan: Economic Competitiveness Element**

Nissen reviewed the Economic Competitiveness Element within the Comprehensive Plan with the Commission. She discussed how this item relates to the region and commented on the City's goals. She highlighted the City's key industries for employment along with the spectrum of jobs and wages offered in the community. She also explained the areas with the highest jobs counts in the community, and the importance of the employment centers to the entire economy.

Nissen explained the importance of understanding what jobs residents have and how that pertains to the housing. She explained that having a diverse housing stock and jobs helps maintain a stable economy and community. She described how community stakeholders have been addressing the workforce gap. She described how Century College was working with local businesses to train the workforce to meet their needs. Staff commented on the lawsuit regarding the lake water and noted this matter had not been included in this section. Further discussion ensued regarding the City's goals and strategies going forward.

Reinhardt requested a recap on the commercial space adjacent to Boatworks Commons. Kane reminded the Commission that the original intent was to have a two-story restaurant. She discussed how the developer wanted to change that to office space. The City work through this

matter with the developer and ended up with the compromise of a restaurant on the ground floor and a yoga studio above it. The real lesson learned was that developers may have to underwrite the commercial components of vertically mixed use projects.

Kane described how revitalization and street projects within the City were improving the vitality of the community. She noted the City was slightly behind on the Comprehensive Plan deadline and that a six-month extension would be requested from the Met Council.

Lynch commended staff on their efforts on the Comprehensive Plan and stated he appreciated the fact this document was being completed in house. The Commission was in agreement.

Kane introduced a redevelopment proposal for a multi-family apartment complex at the intersection of County Road E and Bellaire within the City. She reported the concept includes 4 separate building three stories in height, 20% affordable units integrated throughout and with commercial components at the street level corner units. A Neighborhood Meeting is scheduled for May 7<sup>th</sup> to introduce the concept to interested neighbors.

**C. Elections (current chair and vice both eligible for one more year)**

Member Divine nominated Jim Berry to serve as Planning Commission Chair for the coming year. Member Baltzer seconded the motion. The motion passed by a vote of 6-0.

Member Baltzer nominated Mark Lynch serve as Planning Commission Vice Chair for the coming year. Member Reis seconded the motion. The motion passed by a vote of 6-0.

**D. City Council Meeting Minutes of April 10, 2018.**

No discussion.

**E. Park Advisory Commission Meeting Minutes of April 19, 2018.**

No discussion.

**6. ADJOURNMENT:**

Member Baltzer moved to adjourn, seconded by Member Lynch. The motion passed unanimously (7-0), and the April 30, 2018 Planning Commission meeting was adjourned at 9:25 p.m.



**City of White Bear Lake**  
COMMUNITY DEVELOPMENT  
DEPARTMENT

## *MEMORANDUM*

**TO:** The Planning Commission

**FROM:** Michael Hermann, Planning Intern

**DATE:** May 23, 2018 for the May 29, 2018 Commission Meeting

**SUBJECT:** **Meghan Master, 2268 Sierra Drive – Case No. 17-1-SHOPe1**

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### **REQUEST**

The applicant is requesting a 3-year time extension for a Special Home Occupation Permit (SHOP) to continue the operation of a single-operator beauty salon from her residence.

### **SITE CHARACTERISTICS**

The site is located at the southeast corner of McKnight Road North and Sierra Drive. The property has a rambler style house and a two-car detached garage.

### **ZONING**

The property is zoned R-3, Single-Family Residential, as are all of the surrounding properties. Section 1302.120 of the Zoning Code states that certain types of home occupations are considered Special Home Occupations and require a Conditional Use Permit. Barber and beauty services is specifically listed as such.

### **BACKGROUND**

The home was constructed in in 1959. The applicant purchased the home in 2013. The applicant was granted approval for the in home salon in June of last year. At the May 2017 Planning Commission Meeting members voted 7-0 in approval, there were no comments from the public. There was one letter received after the Public Hearing, which moved the case to the City Council's non-consent agenda. During the City Council meeting in June of 2017 the author of the letter also spoke to the request. The City Council added a couple conditions relating to signage and entry, then unanimously approved the request.

### **ANALYSIS**

An existing bedroom on the main floor of the home was converted to a salon. The room is adjacent to a bathroom which is available to clients. A sink was added to the bedroom and the applicant provides a variety of hair services, including cuts, styling, and color, as well as facial waxing. The applicant has a limited inventory of products available for purchase.

The applicant is the only employee and services one client at a time, occasionally a second car



may overlap for a short period of time at the start/end of appointments. The driveway accommodates two cars at a time.

The applicant accepts clients from 10:00 am to 4:00 pm on Tuesdays and Wednesdays, 4:00-7:00 pm on Thursdays, and 10:00 am to 3:00 pm on Fridays and every other Saturday.

The applicant does not have any outside signage.

### **SUMMARY/ RECOMMENDATION**

The first issuance of a home occupation permit was a trial period and there were no complaints after the trial period of one calendar year. The home-based business has not had a negative impact to the surrounding residential neighborhood. The business is clearly incidental and secondary to the residential use of the property. For these reasons, staff recommends approval of the time extension, subject to the same conditions as originally imposed.

1. All application materials, maps, drawings, and descriptive information submitted in this application shall become part of the permit.
2. This permit is issued for a 3-year period with the expiration date being **July 10, 2021**, before which the permit may be renewed, in accordance with the procedural requirement of the initial home occupation.
3. The applicant shall not have the vested right to a permit by reason of having obtained a previous permit. In applying for and accepting a permit, the permit holder agrees that her monetary investment in the home occupation will be fully amortized over the life of the permit and that a permit renewal will not be needed to amortize the investment. Each application for the renewal of a permit will be considered de novo without taking into consideration that a previous permit has been granted. The previous granting of renewal of a permit shall not constitute a precedent or basis for the renewal of a permit.
4. This permit shall not run with the land and shall not be transferable.
5. The applicant shall maintain her manager's license as required by state law. Proof of such shall be provided prior to final inspection of the salon conversion.
6. The business shall comply with all provisions of the Home Occupation Section of the Zoning Code (Section 1302.125).
7. The applicant shall comply with applicable building, fire and health department codes and regulations. This includes the installation of a smoke detector in the salon room, a carbon monoxide detector in one of the bedrooms, and smoke detector in the basement.
8. Parking for the hair salon is limited to the applicant's driveway.
9. The property shall not display any signage other than that which is allowed by code; a sign permit is required prior to the installation of any signage.

10. Clients must enter the home through the front door.

**Attachments:**

1. Draft Resolution of Approval
2. Location/Zoning Map
3. Applicant's Narrative/Business Description (2 pages)
4. Floor Plan
5. Site Plan

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION RE-APPROVING  
A SPECIAL HOME OCCUPATION PERMIT FOR MEGHAN MASTER  
AT 2268 SIERRA DRIVE  
WITHIN THE CITY OF WHITE BEAR LAKE, MINNESOTA**

**WHEREAS**, a proposal (17-1-SHOPe1) has been submitted by Meghan Master to the City Council requesting a Special Home Occupation permit from the City of White Bear Lake at the following site:

**ADDRESS:** 2268 Sierra Drive

**LEGAL DESCRIPTION:** Lot 27, Block 17, Lakeaires No. 5, Ramsey Co. MN.  
(PID # 253022220085)

**WHEREAS, THE APPLICANT SEEKS THE FOLLOWING:** A 3-year time extension to an approved Special Home Occupation Permit (until July 10, 2021):

Reso # 12043 , passed June 13, 2017: A Special Home Occupation Permit to allow a single-operator beauty salon out of a single-family residence, per Code section 1302.120, Subd 4; and

**WHEREAS**, no significant changes have transpired since the original approval; and

**WHEREAS**, the City Council has considered the advice and recommendations of the Planning Commission regarding the effect of the proposed Special Home Occupation Permit upon the health, safety, and welfare of the community and its Comprehensive Plan, as well as any concerns related to compatibility of uses, traffic, property values, light, air, danger of fire, and risk to public safety in the surrounding areas; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of White Bear Lake after reviewing the proposal, that the City Council accepts and adopts the following findings of the Planning Commission:

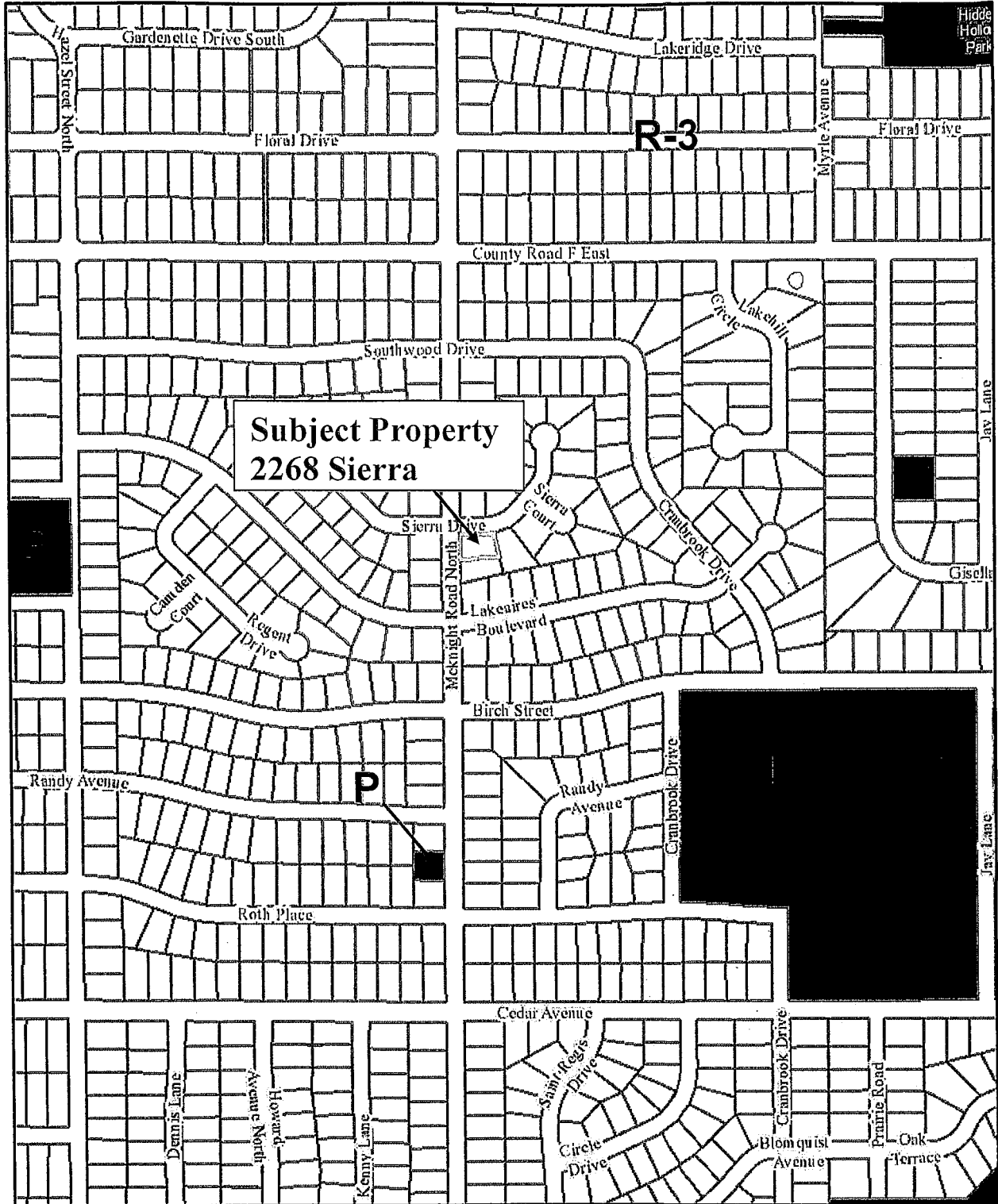
1. The proposal is consistent with the city's Comprehensive Plan.
2. The proposal is consistent with existing and future land uses in the area.
3. The proposal conforms to the Zoning Code requirements.
4. The proposal will not depreciate values in the area.
5. The proposal will not overburden the existing public services nor the capacity of the City to service the area.
6. Traffic generation will be within the capabilities of the streets serving the site.

7. That the special conditions attached in the form of a conditional use permit are hereby approved.

**FURTHER, BE IT RESOLVED**, that the City Council of the City of White Bear Lake hereby approves the requested Special Home Occupation Permit subject to the following conditions:

1. All application materials, maps, drawings, and descriptive information submitted in this application shall become part of the permit.
2. This permit is issued for a three-year period with the expiration date being **July 10, 2021**, before which the permit may be renewed, in accordance with the procedural requirement of the initial home occupation.
3. The applicant shall not have the vested right to a permit by reason of having obtained a previous permit. In applying for and accepting a permit, the permit holder agrees that her monetary investment in the home occupation will be fully amortized over the life of the permit and that a permit renewal will not be needed to amortize the investment. Each application for the renewal of a permit will be considered de novo without taking into consideration that a previous permit has been granted. The previous granting of renewal of a permit shall not constitute a precedent or basis for the renewal of a permit.
4. This permit shall not run with the land and shall not be transferable.
5. The applicant shall maintain her manager's license as required by state law. Proof of such shall be provided prior to final inspection of the salon conversion.
6. The business shall comply with all provisions of the Home Occupation Section of the Zoning Code (Section 1302.125).
7. The applicant shall comply with applicable building, fire and health department codes and regulations. This includes the installation of a smoke detector in the salon room, a carbon monoxide detector in one of the bedrooms, and smoke detector in the basement.
8. Parking for the hair salon is limited to the applicant's driveway.
9. No signage associated with the Home Occupation allowed.
10. Clients shall only utilize the front door.  
The foregoing resolution, offered by Councilmember \_\_\_\_\_ and supported by Councilmember \_\_\_\_\_, was declared carried on the following vote:





City of White Bear Lake  
 Planning and Zoning Office  
 612-429-8561

Case Number: 17-1-SHOPe1  
 Case Name: Master Salon  
 Date: May 23, 2018



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**Meghan Master**

2268 Sierra Drive  
White Bear Lake, MN 55110  
(651)402-8987  
meghanmaster@gmail.com

25th April, 2018

**City of White Bear Lake**

4701 Highway 61  
White Bear Lake, MN 55110

To Whom it May Concern,

I am writing to seek approval from the city of White Bear Lake for a 3 year extension for my in-home salon.

**Business Name:** Meg Master Hair

**Services offered:** As an in-home salon I offer Haircuts, Color, Facial Waxing and Styling.

**Proposed Hours:** Part-time, By Appointment.

Tues: 10am-2pm / Thurs: 10am-2pm / Saturday: 10am-6pm / Occasional  
Sundays: 12-4pm

**Parking:** Large driveway with excess parking available on the East side of the home. There is only 1 client serviced at a time, with possible overlap of 1 client for a few minutes, this means during business hours there will only be 1 car, with possible overlap of a 2nd car for a few minutes only. The driveway will hold 2 extra cars at any given time.

**Business Proposal:** I have been a successful Hairstylist/Salon Manager for over 15 years. I am seeking the City's approval to allow me to continue offering my services through my in-home salon. We have owned our home in White Bear Lake for 6 years and I think it offers the perfect space for an in-home salon. I plan to keep the hours part time, to allow me the flexibility to drive my daughter to and from Kindergarten every day, as well as to keep our new baby in daycare part time vs. full time. I have a loyal clientele that has been with me for most of my 15 years. Advertising is mainly word of mouth, and I have a facebook and instagram page to display my work. I do not plan to have a sign outside of my home, as I am already an established stylist, and

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am not seeking large or rapid business growth, but to continue finding new clients by word of mouth and referrals from current clients.

I have prior experience renting a chair. As a former Sole Proprietor I am familiar with the tax requirements and state expectations for Cosmetologists as well as the necessary insurance. I keep very organized income & expense reports and charge the proper tax on any products sold. I have a very limited amount of products available for purchase (14 in total) as my salon space is small.

Attached, you will find a copy of the floor plan as well as a copy of the services menu and pricing. Clientele enter through my front door (per my approval from the city) , to a hallway, past a bathroom which is adjacent to the salon. Before every new appointment, I contact the client and ensure they know to only park in my driveway, and enter through my front door.

I hope to continue running my small business with your approval. I have two passions in this life, my family, and my talent. This is an opportunity to continue to put my family first, and to have the flexibility of creating my own schedule which will allow me to be very involved in my daughter's upcoming schooling, and to continue creating art in a space created by me.

Thank you in advance for your consideration.

Sincerely,

Meghan Master



## Pricing

- ❖ Womens/Mens Haircuts \$40
- ❖ Kids haircut (under 12) \$25
- ❖ Bang Trims, always on the house
  
- ❖ All Over Color \$70+
- ❖ Color Retouch \$55+
- ❖ Full Foil \$90+
- ❖ Partial Foil \$70+
- ❖ All Over Color + Full Foil \$100+
- ❖ All Over Color + Partial Foil \$85+
- ❖ Balayage \$125+
- ❖ Partial Balayage/Hairpainting \$100+
- ❖ Hairpainting \$125+
- ❖ Ombre/Color Melt \$90+
- ❖ Babylights Full Head \$125+
- ❖ Babylights Partial \$100+
- ❖ Foilayage \$150+
- ❖ Corrective Color \$100+
- ❖ Toner/Glaze \$15
  
- ❖ Eyebrow Wax \$20
- ❖ Upper Lip Wax \$10
- ❖ Chin/Cheek Wax \$15
  
- ❖ Blowout \$25
- ❖ Updo \$95+
- ❖ Kids Updo \$45+

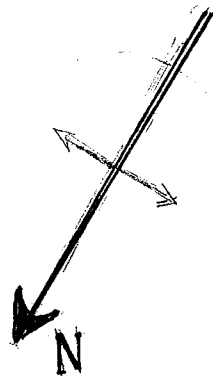
GARAGE

1 Foot

MEASUREMENTS

HOUSE - 44' x 24'

SALON - 10'8" x 9'



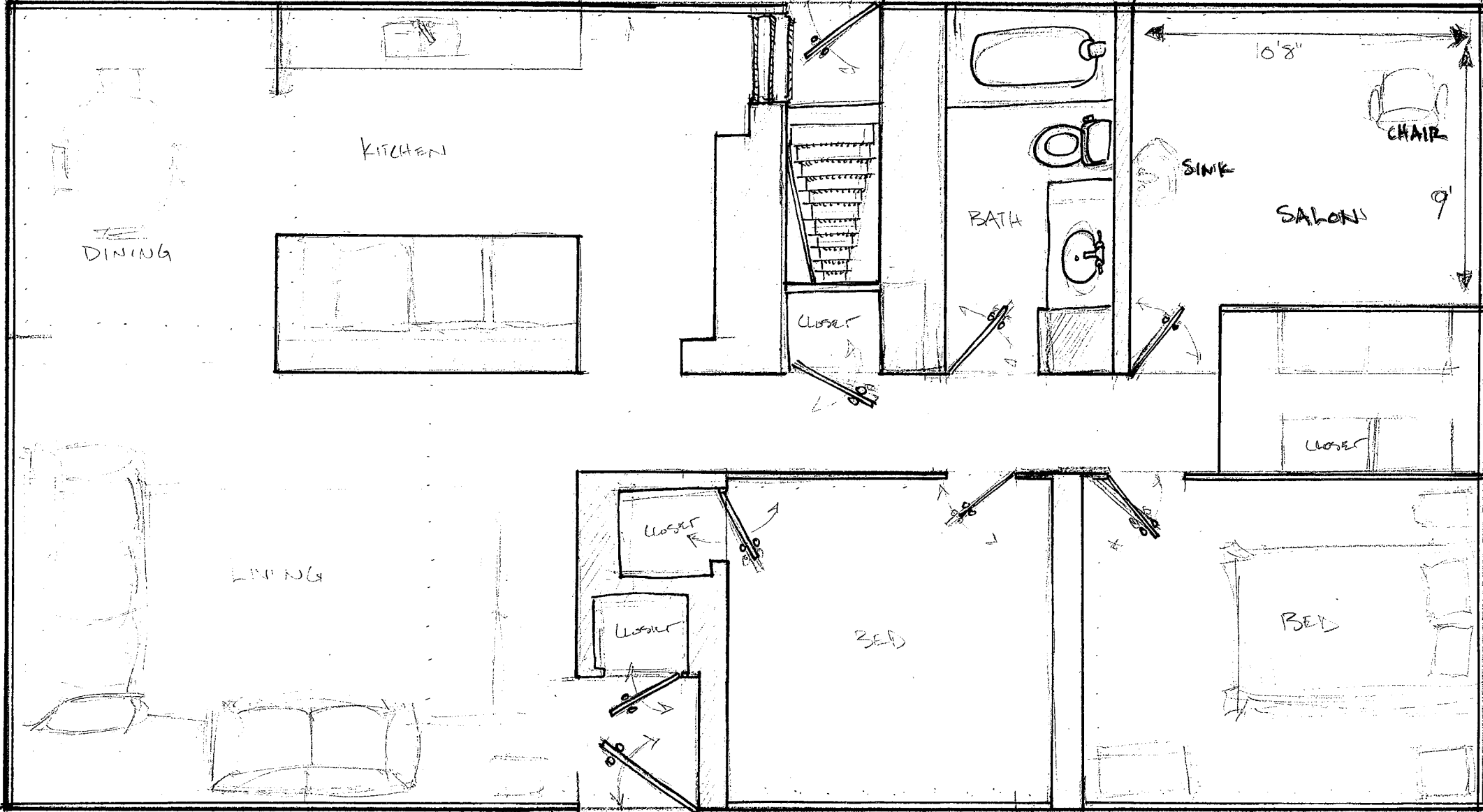
PARKING

24'

44'

10'8"

9'



DINING

KITCHEN

LIVING

BATH

SALON

CHAIR

SINK

CLOSET

CLOSET

CLOSET

CLOSET

BED

BED

FRONT DOOR



FIRE HYDRANT

SIERRA DR

McKASIGHT RD N

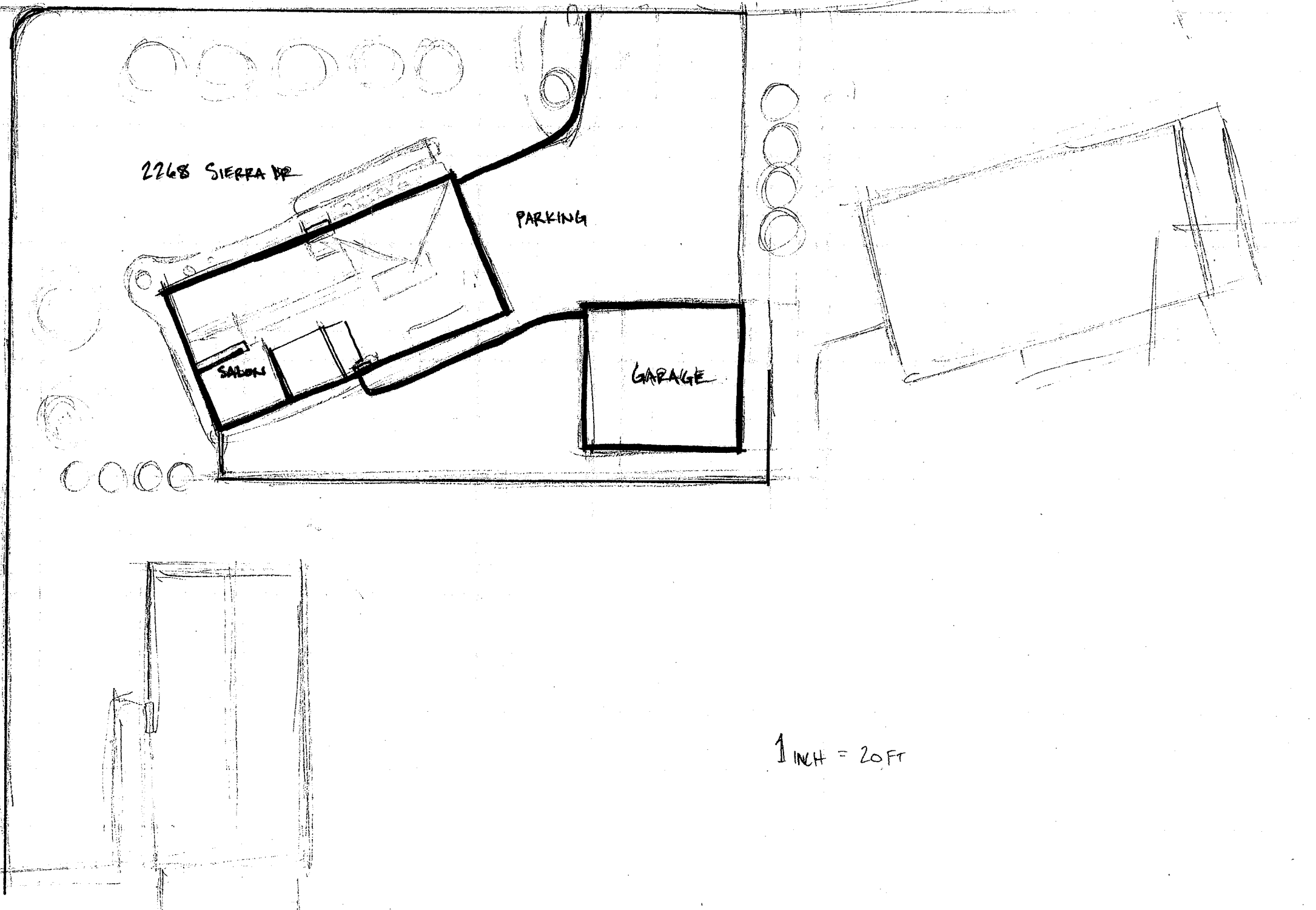
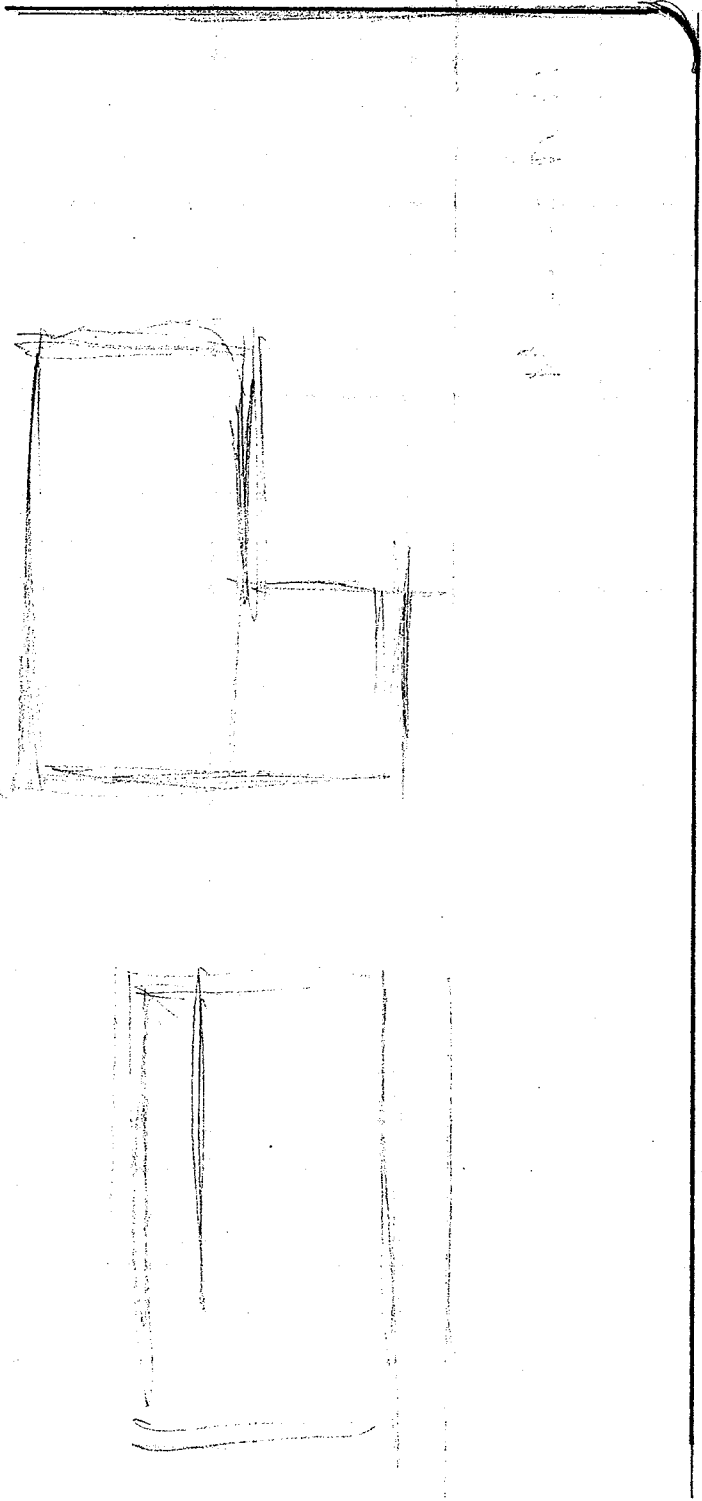
2268 SIERRA DR

PARKING

SALON

GARAGE

1 INCH = 20 FT



## **CITY COUNCIL MEETING SUMMARY**

Tuesday, May 8, 2018

### **APPROVAL OF MINUTES** – Approved

**APPROVAL OF AGENDA** – Approved with the addition of April Planning Commission Minutes to 10A

### **VISITORS AND PRESENTATIONS**

- A. Dispatchers Recognition
- B. Wendy Colucci Retirement Recognition
- C. Law Enforcement Memorial Proclamation
- D. White Bear Lake Lacrosse Team – Donated \$81,500 to pay for renovations to Podvin Park's softball field into a Lacrosse field

### **PUBLIC HEARINGS** – Nothing scheduled

### **LAND USE**

#### A. Consent

- 1. Consideration of a Planning Commission recommendation for a resolution granting a sign variance for the White Bear Lake Sports Center (18-4-V). **Resolution No. 12226**
- 2. Consideration of a resolution granting a one year time extension for a setback variance at 4583 2<sup>nd</sup> Avenue (17-9-V). **Resolution No. 12227**

#### B. Non-Consent

- 1. Consideration of Planning Commission recommendation for a resolution granting a conditional use permit for the White Bear Center for the Arts (18-2-CUP). **Resolution No. 12228**

### **UNFINISHED BUSINESS** - Approved

A. Dog exercise area at Matoska Park. **Resolution No. 12207**

### **ORDINANCES** – Nothing scheduled

### **NEW BUSINESS** – Approved

- A. Resolution approving a Joint Powers Agreement with White Bear Township. **Resolution No. 12229**
- B. Resolution approving a Public Improvement Escrow and Disbursing Agreement with Division 25 White Bear, LLC (Centerville Road Improvement Project). **Resolution No. 12230**

- C. Resolution accepting bids and awarding contract for the Centerville Road Improvement Project, City Project No. 18-16. **Resolution No. 12231**
- D. Resolution accepting bids and awarding contract for the 2018 Bituminous Seal Coating Project, City Project No. 18-02. **Resolution No. 12232**
- E. Resolution approving City Manager's 2018 compensation. **Resolution No. 12233**

**CONSENT** – Approved

- A. Acceptance of March White Bear Lake Conservation District Minutes, March Park Advisory Commission Minutes
- B. Resolution approving an off-sale liquor license for A and Y Inc. dba Birch Lake Liquor. **Resolution No. 12234**

**DISCUSSION** – Nothing scheduled

**COMMUNICATIONS FROM THE CITY MANAGER**

- In addition to the 11:00 a.m. Law Enforcement Memorial Service on May 17<sup>th</sup>, the City is hosting its first Touch a Truck event at 5:00 p.m. at Podvin Park in which there will be police squads, fire trucks, ambulance and a variety of street vehicles. Bring a non-perishable food item for the Food Shelf.
- There will be a commercial shoot on Thursday, May 10<sup>th</sup> for UCare beginning at 8:30 a.m. in downtown White Bear Lake. White Bear Lake is one of four stops on their route, which starts in Duluth and ends in Northfield.
- The White Bear Lake Conservation District agreed to waive 2018 assessments because of efforts by the City Council and other Councils around the lake.
- Legislation has passed in the House for an “effective stay” on the DNR Court order until July 2019. If passed, the DNR would be prevented from enforcing water permit amendments. Residents are reminded that irrigation is banned in the City of White Bear Lake, daily between the hours of 10:00 a.m. – 5:00 p.m. from May 1<sup>st</sup> – September 30<sup>th</sup>.
- The City's Annual Financial report was recently completed and provided to the Council. The auditor will provide a summary of the report at the June 12<sup>th</sup> City Council meeting.
- Engineering Updates – Mark Burch
  - Street projects are progressing nicely along 10<sup>th</sup> and 11<sup>th</sup> Streets, with curb being poured next week. Asphalt and concrete was removed from Old White Bear Avenue and Metropolitan Council's new sewer line will go in next week. Curb has been removed from Sumac and Manitou Roads in preparation for mill and overlay. Concrete work is underway on the trail at Birch Lake Blvd and White Bear Parkway.
  - Launch docks are in, the buoys go in next week and the Marina has some boats on

slips already.

- Flagpole work happens on May 24<sup>th</sup> at Clark and Highway 61. The VFW, American Legion and the Lions Club will be conducting a ceremony to retire the flag. The wind broke the flag off the pole prematurely, but the flag was recovered for the ceremony. Work is slated for completion in time for a November 11<sup>th</sup> dedication.
- The water treatment plant will be softening water again next week and hydrant flushing will follow.
- The Sports Center project is on schedule and a month into renovation. The floor will be poured by the end of May, which then cures for 30 days.

➤ Community Development Updates - Anne Kane

- The first neighborhood meeting for the 4-corners proposal was held last night with about 250 attendees. A rough timeline will include another neighborhood meeting at the end of May/early June. A traffic study submitted by the end of June allows for the first Planning Commission Public Hearing to consider a concept plan in July. Then City Council's consideration of the concept plan PUD in August. Following that, a more refined plan would be submitted for the Development Plan PUD, which the Planning Commission and then the City Council would consider in late fall. By the end of the Development Phase PUD, a contract for redevelopment, TIF discussions and finalized numbers. The City Council would consider a potential contract in October or November.

- Councilmember Edberg asked staff to provide a report on an energetic Cinco de Mayo held in the City on Saturday. Music was loud and audible throughout most of south White Bear Lake. Ms. Richter explained this event was at El Pariente Mexican Grill in the Wildwood Shopping Center. The City Council approved the special event permit at its April 24<sup>th</sup> meeting. Like other events, they were told if there were complaints, they would be asked to turn the music down, or turn it off.

**ADJOURNMENT** – 9:29 p.m.

# Park Advisory Commission Meeting Minutes

MAY 17, 2018

6:30 P.M.

CITY HALL

MEMBERS PRESENT	Bryan Belisle, Anastacia Davis, Dan Louismet, Mike Shepard, Joann Toth
MEMBERS ABSENT	Bill Ganzlin, Don Torgerson
STAFF PRESENT	Mark Burch, Jesse Farrell and Mark Meyer
VISITORS	
NOTE TAKER	Mark Burch

## AGENDA TOPICS

### 1. CALL TO ORDER

The meeting was called to order at 6:30 pm.

### 2. APPROVAL OF MINUTES

Approval of the minutes from April 19, 2018 was moved by Dan Louismet and seconded by Mike Shepard. Motion carried.

### 3. APPROVAL OF AGENDA

Approval of the May 17, 2018 agenda was moved by Bryan Belisle and seconded by Anastacia Davis. Motion carried.

### 4. COMMITTEE REPORTS

None.

### 5. UNFINISHED BUSINESS

None.

### 6. NEW BUSINESS

#### a) Summer Park Tours – Spruce Park

Spruce Park was very busy. Lots of kids on the play equipment, basketball court was being used and two baseball games were being play on the baseball fields. Lots of spectators watching both games. Restrooms were in nice condition.

Park maintenance items noted:

- Repair floor coating in men's restroom
- Add another picnic table on existing concrete pad
- Tree trimming

- Need to replace one of the basketball goal nets

Park enhancements ideas include sun screening for the play area. Trees could be planted on south side of trail or add structural screening. Also, basketball court lights could be changed to LED.

Spruce Park is in very good condition.

## **7. OTHER STAFF REPORTS**

### **a) Arbor Day Update**

The Arbor Day Project at Rotary Park involved planting 130 trees and picking up a lot of trash. Rotary Club was present with 25 members.

### **b) Sports Center Update**

Project is progressing on schedule.

### **c) EAB Update**

EAB informational mailing were sent to all residents this week.

## **8. COMMISSION REPORTS**

None.

## **9. OTHER BUSINESS**

None.

## **10. ADJOURNMENT**

The next meeting will be held on June 21, 2018 at 6:30 p.m. at Lakewood Hills Park.

There being no further business to come before the Park Commission, the meeting was adjourned. Moved by Dan Louismet and seconded by Bryan Belisle.