



AGENDA OF THE  
REGULAR MEETING OF THE PLANNING  
COMMISSION  
CITY OF BIRCHWOOD VILLAGE  
207 BIRCHWOOD AVENUE  
WASHINGTON COUNTY, MINNESOTA  
JUNE 7, 2011  
7:00 P.M.

CALL TO ORDER

APPROVE AGENDA

CITY BUSINESS

1. 7:00 Approval of the Minutes of the July 6, 2010 Planning Commission Meeting (see exhibit)  
Time Budget: 5 minutes
2. 7:05 Home Occupation – 501 Wildwood Avenue – PC Review and Recommendation to the City Council  
(see exhibit)  
Time Budget: 40 minutes
3. 7:45 Village Hall Inspection Report – Review of ADA items and Recommendation to the City Council  
(see exhibit)  
Time Budget: 30 minutes
4. 8:15 Metropolitan Council System Statements – Review and Determination of Need to Amend  
Comprehensive Plan (see exhibit)  
Time Budget: 30 minutes
5. 8:45 ADJOURN

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bwclerk@comcast.net

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**Planning Commission minutes**

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**From :** John Winters <johncwinters@comcast.net>

Fri May 20 2011 10:29:31 AM

**Subject :** Planning Commission minutes**To :** Powers Dale <bwclerk@comcast.net>**City of Birchwood Village Planning Commission**

July 6, 2010 Meeting Minutes

**Date:** July 7, 2010  
**From:** Doug Danks  
**To:** Planning Commission Members  
City of Birchwood Village City Council

**Attendees:** John Winters, Planning Commission  
Don Hankins, Planning Commission  
Randy Felt, Planning Commission  
Doug Danks, Planning Commission  
Jane Harper, City of Birchwood Village City Council

**Item:**

1. Winters called the Planning Commission public hearing meeting to order at 7:00 pm. The purpose of the public hearing is to receive public comment and consider recommending to the City Council adoption of the City of Birchwood Village's 2030 Comprehensive Plan.

2. Harper discussed the process for the public hearing and Planning Commission action on the public hearing. Based on the public comment, the Planning Commission will make a recommendation to the City Council on the adoption of the 2030 Comprehensive Plan. The City Council will then take action on whether or not to adopt the comprehensive plan by resolution.

3. Harper described the history of the preparation and previous submission of the 2030 Comprehensive Plan to the Met Council.

4. Harper reviewed and discussed the 2030 Comprehensive Plan with the Planning Commission.
  5. The Planning Commission recommends the following changes/revisions to the City of Birchwood Village's 2030 Comprehensive Plan:
    - A. Page 8. Section C Development Concept. Revise following sentence to read:

“There are several existing parcels that contain more than one dwelling and as such are not in conformity with city ordinances.”
    - B. Page 9. Section Housing Maintenance, Rehabilitation and Redevelopment Programs. Revise to add reference to Livable Communities Act after “...LCA.”
    - C. Page 19. Section Unimproved Open Space. Revise following sentence to read: “Birchwood City Hall, located adjacent to Bloomquist Field...”
    - D. Include Appendices A and B referenced in Table of Contents in 2030 Comprehensive Plan. The appendices were omitted from the public hearing packets. The Planning Commission considered the appendices supporting information and took action without them.
  6. Winters moved to recommend adoption of the City of Birchwood Village's 2030 Comprehensive Plan conditioned upon the changes/revisions noted above. Hankins seconded. Motion passed unanimously.
  7. The Planning Commission also recommends the following actions by the City Council based on review of the 2030 Comprehensive Plan:
    - A. Provide inspection and cleaning of storm water sump basins on a regular schedule to maintain their efficiency.
    - B. Continue to study and improve surface storm water management in the City of Birchwood Village.
    - C. Consider revising ordinance 301.040 to permit two dwellings on a parcel under certain limited conditions. This change would be consistent with national and regional trends permitting a “Granny Flat” dwelling in addition to the principal dwelling, providing residents the ability to age in place.
  9. Meeting adjourned 8:10 pm.
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**MEMORANDUM**

DATE: May 31, 2011  
TO: Planning Commission  
FROM: Samantha Crosby, Staff Planner, and Dale Powers, City Clerk  
RE: 501 Wildwood Avenue – Home Occupation

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On Friday, April 15, Dale reviewed several complaints about the noise emanating from 501 Wildwood Avenue. The property is owned by Karen Charpentier-Kropelnicki. Her husband, Roger Kropelnicki, constructs cabinets on the property in the detached garage.

This is not the first time the City received complaints about noise; the file indicates that the situation existed in 2009. At that time, the City looked at Section 616 (Excessive Noise) and specifically Section 616.040 (Specific Prohibitions) that prohibited between 10:00PM and 7:00AM certain activities that are generally known to generate noise. Kropelnicki claims that Council Member Barb Carson advised him that noise before 10:00PM and after 7:00AM would not be an issue. However, Section 616.030 (General Prohibition) states that "no person shall make or cause to be made any distinct and loud noise that unreasonably annoys, disturbs, injures, or endangers the comfort, repose, health, peace, safety, or welfare of any person, or precludes their enjoyment of property or adversely affects their property's value. This general prohibition is not limited by the specific prohibitions of the following paragraph (which is 616.040). While I am not certain of this, I believe 616.030 might be considered "arbitrary and capricious" by a court if challenged.

*What is different about the situation that presents itself now is the admission by Kropelnicki that he indeed is running a cabinet-making business at 501 Wildwood Avenue. Roger stated he has a contractor's license from the State and is in the process of receiving federal and state tax ID numbers. This admission allows the City to consider Section 306.070 (Home Occupations) as a regulating ordinance.*

Under Section 1 of 306.070, allowed home occupations are listed, and then there are 2 subsections - complying, and uses requiring a Conditional Use Permit. Section 4 details the requirements and standards for home occupations that, if adhered to, mean that the subject home occupation does not need to secure a CUP. The caveat in the Complying Uses subsection is "any home occupation which...is an allowed home occupation", while the caveat in the second subsection (Uses Requiring a Conditional Use Permit) is "any home occupation which...is an allowed home occupation or is not a prohibited home occupation..." The plain language of the ordinance contemplates that no prohibited uses could obtain a CUP. Since cabinet-making is not listed expressly as either an allowed home occupation or a prohibited home occupation, one could argue that Roger could apply for a CUP since it is not a prohibited home occupation.

The City needs to make findings and determine whether cabinet-making is allowed with a conditional use or prohibited. Combined, staff has dealt with land use ordinance for close to 30 years. In our time, we have never seen an ordinance that exhaustively lists every possible occupation in its home occupation ordinance. It has been customary for a comparative analysis to be performed on the proposed home occupation to ascertain whether the characteristics of the subject home occupation are closer to those of the allowed home occupations or the prohibited home occupations. Staff finds that believe cabinet-making would fall closer to the prohibited home occupations of "body shops, machine shops, welding, ....sale, lease, trade, transfer, repair or manufacture of major appliances, internal combustion engines, motor vehicles, watercraft...." which have a distinguishing characteristic of objectionable noise - - as opposed to the allowed home occupations of "telecommuting, home office, art studio that does not involve a foundry or welding, dressmaking and tailoring, secretarial services, licensed family day care, foster care, catering, instruction of no more than two pupils at a time..." which do not have objectionable noise as a distinguishing characteristic.

Another factor is the differences between uses requiring a CUP and uses that do not need a CUP. The only difference between the two is number of patrons per visitation and number of visitations per day. This language further reinforces our belief that the City Council did not anticipate cabinet-making as an allowed use, and limiting the prohibited home occupations to only those listed in the ordinance is unnecessarily restrictive.

One complication to the matter is the definition of "home occupation" in the ordinance: "A lawful occupation carried on solely or primarily within a dwelling unit. The occupation is clearly incidental and secondary to the use of the building for dwelling purposes, and does not change the character of the dwelling or accessory structure." In this situation, the garage in which Roger performs the home occupation has ceased to be a structure accessory to the main dwelling. The garage is used almost exclusively (I say almost because I have not been inside it) for the home occupation. And it is unclear how much, if any, of the principal structure is used for the clerical part of the business operations. The definition of "accessory use or structure" is "a use or structure subordinate to the principal use or structure on the same lot and serving a purpose customarily incidental thereto". Further clarification is needed as to whether or not an accessory structure utilized completely for a home occupation would continue to meet this definition.

At the May 10, 2011 City Council meeting, the issue was discussed and Mr. Kropelnicki was present. The Council accepted staff's recommendation that the matter be referred to the Planning Commission for review of the following questions and subsequent recommendation to the Council:

1. Is cabinet-making a conditional home occupation (not prohibited) or a prohibited home occupation?
2. If the home occupation is determined by the Commission to be conditional, then:
  - a. Is the intent of the code to allow home occupations to be conducted primarily out of accessory structures?
  - b. Does the cabinet-making business change the character of the accessory structure? In other words, would the garage inside which the home occupation takes places considered to be accessory to the principal use of the property as residential?

Should the Commission determine that the cabinet-making business is a conditional home occupation; that home occupations may be conducted solely or primarily out of accessory structures; and that a cabinet-making business would not change the character of the accessory structure, then Mr. Kropelnicki should apply for a conditional use permit to legalize his cabinet-making business.

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birchwoodvillage@comcast.net

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**Re: Cabinet making business @ 501 Wildwood Ave**

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**From :** [REDACTED]@hotmail.com > Tue May 24 2011 4:11:20 PM  
**Subject :** Re: Cabinet making business @ 501  
Wildwood Ave  
**To :** birchwoodvillage  
<birchwoodvillage@comcast.net>

Dear Ms Reiter,

Thank you for your response to my email complaint of April 13th, 2011. I understand that [REDACTED] 501 Wildwood Ave have made their case to the City Council, and I would like to give you some follow up information. I believe that Roger [REDACTED] may have misrepresented himself. First, I would like to state that I am not okay with turning our once quiet street into a light industrial park. Roger has told me that he would be taking measures to quiet down his operation, but he continues to work with his garage door open ([REDACTED]). The neighbors who testified on his behalf do not have much exposure to the noise created by his cabinet making shop/activities. I was also a bit taken aback when Roger seemed to be fully aware that I had registered a complaint against him even though this is considered confidential.

The noise level from various power tools used in the manufacture of cabinets has not decreased. He has however turned down his stereo. In the last several days he has been engaged in building what appears to be several cabinets and has even been out in his driveway with power tools sanding and finishing his latest creations. I have nothing against Roger trying to earn extra money and provide for himself and his family but I also have a right to enjoy my home, deck and screen porch without the frequent buzz and whirr of power tools. Furthermore, [REDACTED] view of an industrial size dumpster. This enterprise is not "invisible" or "silent" and according to the city ordinances is not allowed. Please forward this email to the appropriate officials



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### MEMORANDUM

**DATE:** May 20, 2011  
**TO:** Planning Commission  
**CC:** City Planner Samantha Crosby  
**FROM:** Dale Richard Powers, MA, AICP, City Clerk  
**RE:** PC Review of Village Hall Building Inspection Report, and PC Recommendations on how to address the ADA compliance issues

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Last fall, and in anticipation of budgeting for renovations to the Village Hall structure, the City Council ordered an inspection of the building. White Bear Lake Chief Building Official Ben Eggen performed the inspection on October 2010, and issued a report of his findings in February 2011. Eggen formally presented his findings at a City Council workshop held on April 26, 2011.

The findings broke down into the three main areas. The first area pertained to health & safety issues that were considered to be relatively minor and inexpensive to repair. The City Council authorized repair of those items (up to \$1,000.00) at its May 10, 2011 meeting. The second area pertained to health & safety issues that were thought to of such a cost to repair that the Council wanted a cost estimate for repair before making a decision on authorizing the work.

The third area has to do with bringing the structure into compliance with the Americans with Disabilities Act (ADA). The report identified several aspects of the Village Hall structure that are not ADA-compliant.

The City Council felt that, since many of the PC members are experienced in construction in one way or another, the Commission would be able to review the ADA compliance items and make a recommendation to the Council on a plan of action.

Should you have any questions or comments, feel free to contact me in advance of the June 7, 2011 meeting.

# CITY OF BIRCHWOOD VILLAGE



207 Birchwood Ave  
Birchwood, MN 55110

Prepared for: City of Birchwood

Prepared by: City of White Bear Lake  
4701 Highway 61  
White Bear Lake, MN 55110



## Definitions

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NOTE: All definitions listed below refer to the property or item listed as inspected on this report at the time of inspection

- Acceptable      Functional with no obvious signs of defect.
- Not Present     Item not present or not found.
- Not Inspected   Item was unable to be inspected for safety reasons or due to lack of power, inaccessible, or disconnected at time of inspection.
- Marginal        Item is not fully functional and requires repair or servicing.
- Defective        Item needs immediate repair or replacement. It is unable to perform its intended function.

## General Information

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Prepared By: This Report was prepared by Benjamin Eggan, Building Official for the City of White Bear Lake, using Housescope reporting software.

This report is prepared and billed as a service by the City of White Bear Lake for Birchwood Village as part of our Building Department service contract. The fee for this report will be reflected on the quarterly Birchwood Village bill for services provided by the City of White Bear Lake.

### Property Information

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Property Address : 207 Birchwood Ave



City : Birchwood State : MN Zip : 55110

### Client Information

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Client Name : City of Birchwood

Phone : (651) 426-3403

Fax : (651) 426-7747

E-Mail : birchwoodvillage@comcast.net

### Inspection Company

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Inspector Name : Benjamin Eggan



## General Information (Continued)

Company Name City of White Bear Lake  
Company Address 4701 Highway 61  
City White Bear Lake State MN Zip 55110  
Phone : 651-429-8521 Fax : (651)429-8503  
E-Mail : beggan@whitebearlake.org

### Conditions

Inspection Date : 10/12/2010  
Start Time : 9:00 am End Time : 11:00 am  
Electric On Yes  
Gas/Oil On Yes  
Water On Yes  
Temperature : 50 Degrees  
Weather : Sunny Soil Conditions : Dry  
Building Type : Public Building Garage : Storage Garage  
Sewage Disposal : City How Verified : Visual Inspection  
Water Source : City How Verified : Visual Inspection

### SCOPE AND INTENT:

On October 12, 2010, I performed an inspection of the Birchwood City Hall building located at 207 Birchwood Ave in the City of Birchwood Village. The purpose and intent of the inspection was to determine the condition and potential life expectancy of the building's major components, and recommend upgrades for the building where necessary.

Inspection revealed a two-level building of approximately 3,400 square feet. The main floor area is located close to grade level. The lower level is a walkout basement level below the main floor. The building structure is a Type V wood frame building, with a concrete block foundation. The building is not protected by a fire sprinkler system. The main floor of the building is a public meeting space. The lower level houses the City's administrative office.

The building floor plan is relatively simple. The building consists of a main entry, where residents enter a small foyer. The main floor has a large meeting room



## General Information (Continued)

typically used for public meetings. Adjacent to the meeting area is a small bathroom and a kitchen area. The lower level is accessible by stairway only, and houses the City Administrative Office, mechanical room, and some storage areas.

During the inspection, I assessed the condition of the following building components:

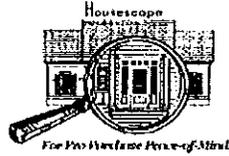
1. Building-related components, such as roof, siding, windows, doors.
2. Plumbing System
3. Mechanical Systems (Boiler, Furnace and A/C Systems)
4. Electrical System
5. Handicap Accessible Access (ADA)

The following is a general account of the conditions noted, and the potential life expectancy of the building's major components. More detailed comments and photographs for the entire building are also provided.

### Building Envelope:

During the building inspection, I accessed the roof via a ladder. This revealed that the roof consists of two different roof types. The flat roof areas have a built up tar and gravel-type roof. The sloped roof area has three tab asphalt shingles. It appears for the building permit records that the roofing was replaced around 2002. The asphalt shingle roof appears to be in good condition. Inspection of the roofing reveals open gaps and cracks, especially along the parapet flashing. It is recommended that the gaps at flashing around parapet be sealed to ensure that the roof remains weather tight. The flat roofed area needs to be clear of all loose debris such as leaves and small branches. Removal of the debris from the roof will help water on the roof to drain away more quickly. This will also reduce potential ice buildup on the roof. Allowing unnecessary ice build up and excess moisture to sit on the roof will reduce the overall life span of the roof. Trimming back tree branches that are close to the roof would help reduce the amount of debris that lands on the roof.

The inspection revealed that the exterior of the building is covered with a rough sawn plank siding. The siding is a thick, and hearty lumber that appears to be cedar. The condition of the existing siding is below average. During the



## General Information (Continued)

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inspection, I noticed that there are some pieces of siding that are missing. I noticed a number of missing knots, cracked boards and gaps between boards. These openings in the envelope allow moisture infiltration. They also allow rodents such as bats and mice to nest behind the siding and enter the building. During the inspection, a large build up of bat droppings were noted around one of the meeting room windows. Along the backside of the building, near the ground, the siding has started to rot. In general, the siding surfaces are weathered and worn and in need of new paint. I do not think that the siding needs to be torn off and replaced, but some overall exterior maintenance is needed. I recommend that all moisture damaged or rotten wood be replaced. All gaps and cracks in the exterior envelope need to be sealed. The entire exterior of the building needs to be painted, to ensure a weather tight envelope.

### Plumbing System:

The majority of the plumbing system appears original to the building. The drain waste and vent piping is cast iron and the water lines are galvanized with some newer copper piping. The bathroom fixtures, especially down stairs, are old and appear original. The water heater is in good condition and appears to be approximately 8 years old at this time. Average life expectancy of a gas burning water heater is 16 to 20 years. Replacement cost for a water heater of similar quality and efficiency will be approximately \$1,500 to \$2000.

If the plumbing systems are not backing up or causing problems then they tend to remain. Due to their age, the bathroom facilities are not accessible to the handicapped. The bathroom spaces are small and confined. The main floor bathroom has some accessibility features, but is generally dated and not in compliance with current standards.

### Heating and Air-Conditioning:

Inspection of the heating equipment reveals two different heat sources in the building. The main floor and a few areas on the lower level receive heat from a hot water radiant heat system. The boiler for this system is brand new, and in excellent condition. The expected life expectancy for a boiler of this style is approximately 20 to 25 years. The expected replacement cost is approximately \$5,000 to \$6,000. The second heating system provides a forced air heat supply



## General Information (Continued)

to the lower level administrative office areas. The furnace is a 75,000 BTU Rheem furnace installed around 2004. Average life expectancy of this Rheem forced air furnace is 16 to 20 years. Replacement cost for a furnace of similar quality and size is approximately \$3,000 to \$3,500. The current condition of the furnace is excellent. It is recommended that the furnace filter be replaced monthly or as needed.

The air conditioning compressor is located along the side of the building. Inspection reveals a Lennox Central Cooling System. Inspection revealed that the existing fins around the perimeter of the compressor are covered with debris. This condition can cause the compressor to work harder than necessary, and can cause overheating. I recommend that the fin tubes be brushed clean to increase efficiency and life expectancy. I was unable to find a installation date on the compressor. The unit appears to be approximately 10 years old at this time. Average life expectancy of a A/C compressor is approximately 20 years. Therefore, within 10 years this system will likely require replacement. Estimated replacement cost for a system of similar quality and size will be approximately \$1,500 to \$2,000.

### Electrical System:

Inspection revealed that the building is served by an overhead electric service. The main service panel is located below the basement stairway. The lower level office area is supplied power from an additional sub panel located in the furnace closet. A physical inspection of the main service panel revealed a 100 amp Square D service panel equipped with circuit breakers. All wiring at both panels is properly sized and grounded. No corrosion or scorching marks found. Testing of the branch circuits did not reveal any ungrounded circuits or outlets with reverse polarity. The overall condition of the electrical system is good. Some minor repair work is necessary at the lower level where a light fixture and a light switch are broken.

### Americans with Disabilities Act (ADA):

Title II of the Americans with Disabilities Act sets forth the Federal requirements for government buildings. The act is intended to ensure that all persons are afforded equal access and services. Inspection of the existing Birchwood City Hall



## General Information (Continued)

reveals that the building overall is not very accessible. The handicap parking at the front parking lot is not striped or properly designated. The sidewalk leading to the front entry appears to be slightly steeper than the ADA standard. The threshold at the main entry door is tall and steep. The bathrooms are outdated and therefore not considered accessible by today's standards. The only means of access to the lower level administrative offices is via a narrow and steep stairway. Title II acknowledges that there may be existing buildings that have conditions that are existing and do not conform to the current standards for accessibility. The standard does not require that existing buildings conform.

Title II of the ADA standard does require that people using a government building be provided equal service. Therefore, if a handicapped person comes to City Hall, they should be able to park their car, traverse the site, enter the building, and attend to business, just like any other person in the community. This could be difficult if they need to handle business such as paying a utility bill, filing a complaint with the clerk, reviewing an address file, etc. All of these types of transactions typically take place at the lower level administrative office. I would recommend that the City of Birchwood begins to look at these accessibility issues.

Either make sure that administratively there is a plan for how to provide equal service, and/or begin to enhance accessibility features within the building by upgrading the existing building. I think it would be reasonable to implement upgrades a little bit each year so that over time the building becomes more accessible.

### Summary:

The overall condition of the building is good. Every building is in a cycle of life. Maintenance and upgrades to existing buildings are always needed. This building has nicely updated mechanical systems. The boiler, furnace, water heater and electrical panels are in great condition. The roof and riding repairs are the most significant and pressing items that need attention at this time. It is difficult to determine an estimated cost for these repairs. The building as it exists is not very accessible in terms of handicapped access. Perhaps over time it can be upgraded. The remainder of this report is a detailed assessment of each area in the building. The assessment includes specific and detailed comments along with photographs to help show the conditions. The summary at the end of the report indicates the items that need repairs, maintenance, or upgrades.



## General Information (Continued)

### Lots and Grounds

1. Marginal

Driveway: Asphalt Parking Area: Inspection of the parking lot area reveals a handicapped sign posted near the main approach sidewalk. Handicapped parking spaces are typically posted with signage and striped on the parking surface. Striping the parking lot surface ensures that a clear area is provided adjacent to the accessible parking space. Parking spaces are typically 8 feet wide, with an additional 8 feet of clear space dedicated for handicapped parking access. It is recommended that a handicapped space be striped.



2. Marginal

Walks: Concrete: An exterior accessible route is a sidewalk with a slope of less than 1:20. Therefore, the sidewalk surface rises in elevation one foot for every 20 feet horizontally. The existing sidewalk leading up to the front door of the Birchwood City Office has a slope greater than 1:20. This condition makes it difficult for a person in a wheelchair to approach the front door.

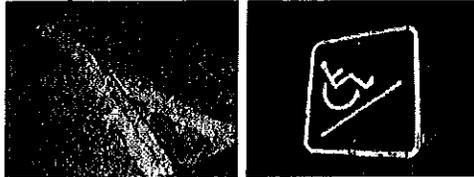
I would recommend that an accessible ramp or sidewalk be constructed so that the existing building is made more accessible for residents with disabilities.





## Lots and Grounds (Continued)

Walks: (continued)



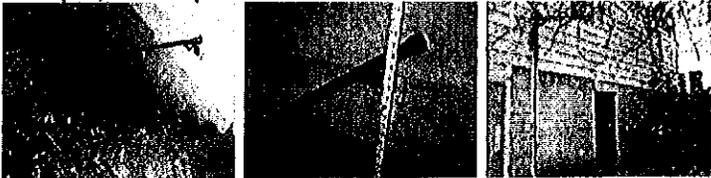
3. Acceptable

Steps/Stoops: Metal:



4. Acceptable

Steps/Stoops: Concrete:



5. Acceptable

Grading: Moderate Slope:

6. Acceptable

Swale: Surface Drainage:

7. Marginal

Vegetation: Grass and Trees: While on the roof for inspection, it became apparent that the trees surrounding the building are dropping a lot of leaves on the roof. It is recommended to clear excess leaves, dead branches, etc. from the roof. Trees growing close to the roof should be trimmed.





## Exterior Surface and Components

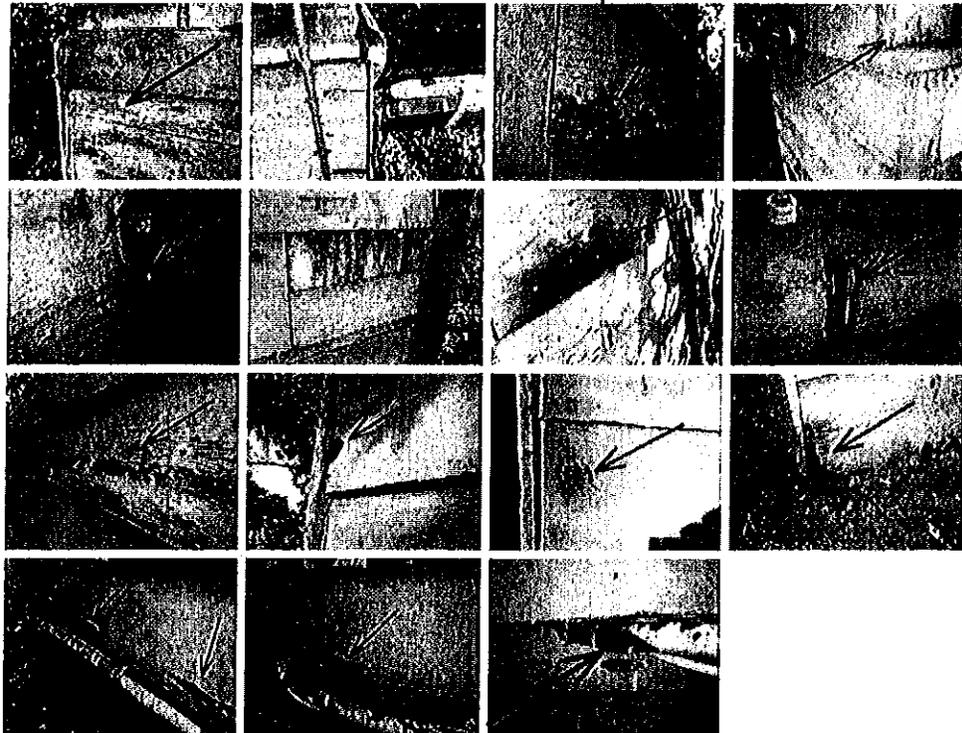
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### Main Envelope: Exterior Surface

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#### 1. Marginal

Type: Wood: The exterior of the building is covered with a rough sawn plank siding. This is a thick, hearty lumber that appears to be cedar. The condition of the existing siding is below average. There are some pieces of siding that are missing. A number of knot holes have fallen loose over time. These openings in the envelope allow moisture infiltration. They also allow rodents such as bats to nest behind the siding. A significant quantity of bat droppings was noted near the front window. There are a number of areas where the painted surface is peeling or worn. Along the back side of the building, near the grade level, some of the siding has begun to rot. I don't think that the siding needs to be torn off and replaced, but some overall exterior maintenance is needed. All moisture damaged or rotten wood should be replaced. Gaps and cracks should be filled and the exterior repainted.





## Exterior Surface and Components (Continued)

2. Marginal

Trim: Wood: Wood trim is weathered and in need of paint.

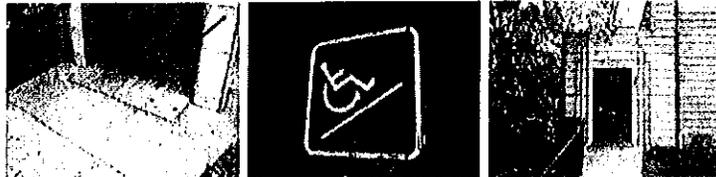


3. Acceptable

Fascia: Wood:

4. Marginal

Entry Doors: Metal: The main entry door has a steep wood threshold installed to help smooth the transition from the sidewalk over the door threshold. Handicapped accessible doors should not have thresholds greater than 1/2" in overall height. The current threshold is steep and would be difficult for a person in a wheelchair to traverse.



5. Marginal

Windows: Wood Frame: It appears that bats are nesting in the siding and window jam area of one of the front windows. Pest control is recommended. Seal up gaps in siding to prevent further infestation.

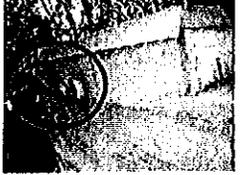
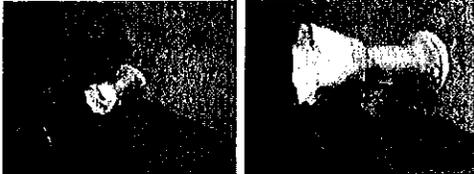


6. Acceptable

Window Screens: Vinyl Mesh:



## Exterior Surface and Components (Continued)

7. Marginal Exterior Lighting: Surface Mount: Light over entry door does not appear to be working. 
8. Marginal Exterior Electric Outlets: GFCI: Wiring splicing at exterior junction box should be concealed. Wires are currently exposed. 
9. Marginal Hose Bibs: Rotary: Recommend the installation of an anti-siphon device at exterior hose bibs. Without an anti-siphon device, chemicals and pesticides can be siphoned back into the Birchwood water supply. To prevent any possible cross contamination, a simple anti-siphon device can be screwed onto the hose bib. The anti-siphon device simply allows water to only flow out of the faucet. 
10. Acceptable Gas Meter: Front of Building: 
11. Acceptable Main Gas Valve: Located at gas meter:



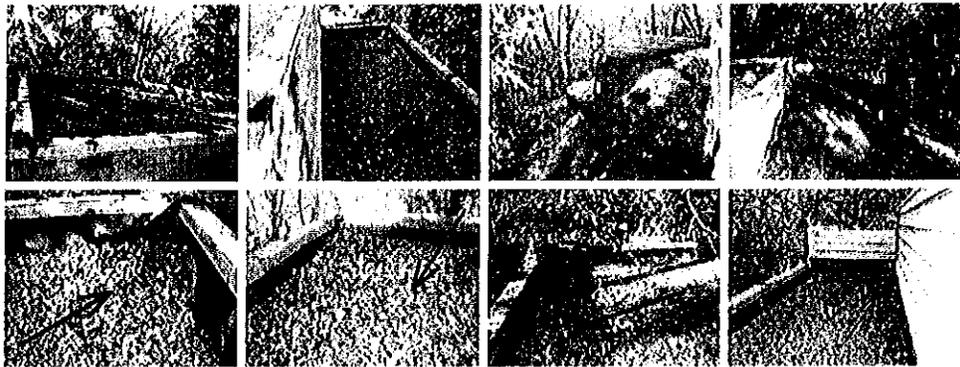
# Roof

NOT A GUARANTEE OR WARRANTY

## Main Roof: Roof Surface

1. Method of Inspection: On the Roof for Inspection:

2. Marginal Material: Asphalt Shingle: The roof consists of two different roof types. The flat roof areas are covered with a built up tar and gravel type roof. The sloped roof area is covered with three tab asphalt shingles. The asphalt shingle roof appears to be in good condition. The flat roofed area needs to be cleared of all loose debris, such as leaves and small branches. This will help water on the roof to drain away more quickly. It will also reduce ice build-up on the roof. Allowing unnecessary ice build-up and excess moisture to sit on the roof will reduce the overall life span of the roof. Recommend trimming back trees that are close to the roof line. Recommend sealing gaps at flashing around parapet.



3. Type: Gable:

4. Approximate Age: 2003:

5. Marginal Flashing: Galvanized: Recommend sealing gaps and holes in flashing cap along the top of the parapet.

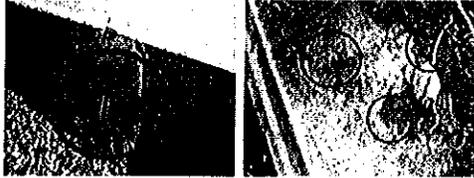




## Roof (Continued)

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Flashing: (continued)



- 6. Acceptable
- 7. Acceptable
- 8. Acceptable
- 9. Marginal

Valleys: Galvanized:  
 Plumbing Vents: PVC & Cast Iron:  
 Electrical Mast: Underground Service:  
 Downspouts: Steel: Recommend clearing debris  
 from the gutter.



Main Roof: Chimney

---

- 10. Acceptable

Chimney: Brick:



- 11. Acceptable
- 12. Marginal

Flue/Flue Cap: Clay with Aluminum Liner:  
 Chimney Flashing: Galvanized: Recommend  
 sealing or flashing joints where wood siding abuts  
 the chimney brick.

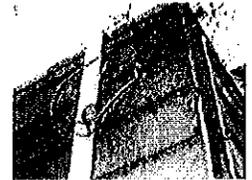




## Electrical

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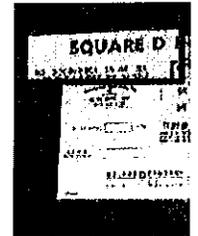
- 1. Service Size Amps: 100 Volts: 110-220 VAC
- 2. Acceptable Service: Underground Electric Service:



- 3. Acceptable 120 VAC Branch Circuits: Copper and Aluminum:
- 4. Acceptable 240 VAC Branch Circuits: Copper and Aluminum:
- 5. Acceptable Aluminum Wiring: Aluminum used on large breakers:
- 6. Acceptable Conductor Type: Romex:
- 7. Acceptable Ground: Plumbing and Ground Rod:
- 8. Acceptable Smoke Detectors: Hardwired:

Basement: Electric Panel

- 9. Acceptable Manufacturer: Square D



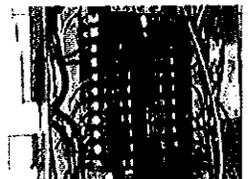
- 10. Maximum Capacity: 100 Amp:



- 11. Acceptable Main Breaker Size: 100 Amp:



- 12. Acceptable Breakers: 15 Amp, 20 Amp, 30 Amp, and 40 Amp:



- 13. Acceptable GFCI: Recommend GFCI protection at outlets located near water.

- 14. Is the panel bonded? Yes



## Electrical (Continued)

Basement: Electric Panel

15. Acceptable      Manufacturer: Square D:



16. Maximum Capacity: 100 Amp:

17. Acceptable      Main Breaker Size: 100 Amp:

18. Acceptable      Breakers: 15 Amp, 20 Amp, 30 Amp, and 40 Amp Breakers

19. Acceptable      GFCI: Recommend GFCI protection at outlets located near water.

20. Is the panel bonded? Yes

## Structure

- 1. Acceptable
- 2. Marginal

Structure Type: Wood Frame:

Foundation: Concrete Block: Some mild cracking was noted at the concrete block foundation.



- 3. Acceptable
- 4. Acceptable
- 5. Acceptable
- 6. Acceptable
- 7. Acceptable
- 8. Marginal

Differential Movement: No Significant Movement Noted:

Beams: Solid Wood:

Bearing Walls: Concrete Block and Wood Framed Walls:

Joists/Trusses: Unable to determine:

Floor/Slab: Poured slab:

Stairs/Handrails: Wood Stairs with Wood Handrails: Wood stairs to the basement are the most significant barrier found with regard to accessible access for the handicapped. The Federal ADA standard accepts that there will be buildings that are existing non-conforming. The Americans with Disabilities Act (ADA) does not explicitly require that the office be made 100% accessible. ADA does require that any service provided or performed by the public office must be provided equally for those with disabilities.



## Structure (Continued)

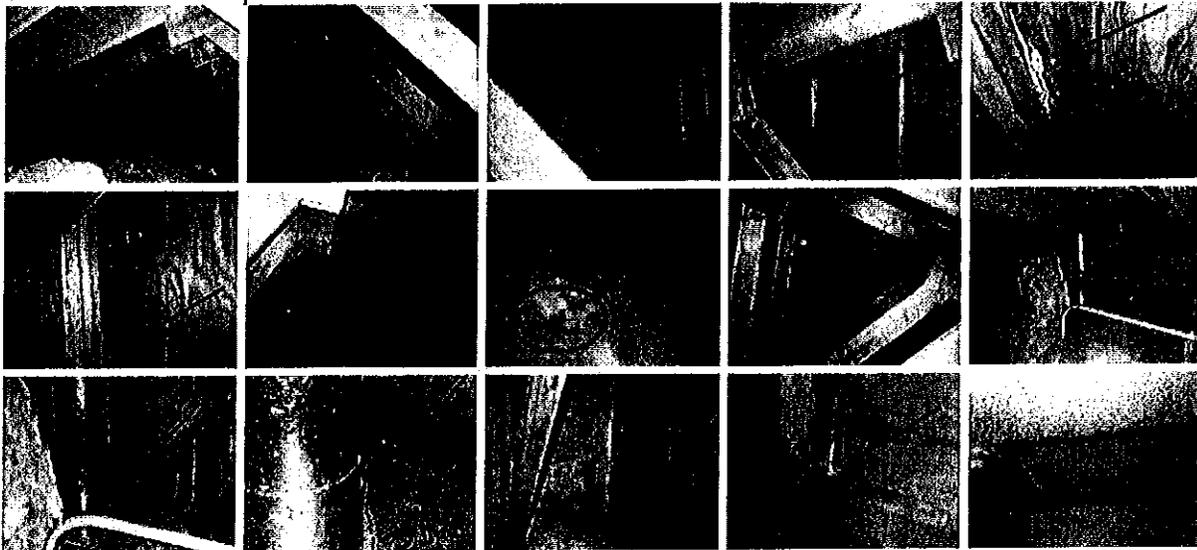
Stairs/Handrails: (continued)



## Attic

Main Upper Roof Area: Attic

1. Method of Inspection: From the Attic Access:



2. Marginal

Roof Framing: 2x6 Rafter: Inspection of the attic area in the sloped roof area revealed some sign of previous moisture leakage. Moisture stains found were dry at the time of the inspection. It is likely that these are old stains from leaks that developed prior to the last roof being installed.

3. Acceptable

Sheathing: Plywood:

4. Acceptable

Ventilation: Roof and Soffit Vents:

5. Acceptable

Insulation: Blown in:

6. Acceptable

Insulation Depth: 12 Inches:

7. Acceptable

Vapor Barrier: No Vapor Barrier Found:

8. Acceptable

Attic Fan: Not Applicable:

9. Acceptable

House Fan: Not Applicable:



## Attic (Continued)

---

- 10. Acceptable      Wiring/Lighting: No lighting wired at attic:
- 11. Acceptable      Moisture Penetration: No Significant Moisture Staining Noted:
- 12. Acceptable      Bathroom Fan Venting: Electric Fan:

## Air Conditioning

---

### Rear Yard: AC System

---

- 1. Acceptable      A/C System Operation: Unable to test due to cold weather:
  
- 2. Acceptable      Condensate Removal: Plastic Tubing:
- 3. Acceptable      Exterior Unit: Pad Mounted:
- 4. Manufacturer: Lennox:
- 5. Model Number: HS29-261-3P Serial Number: 5897A 02468
- 6. Area Served: Whole Building: Approximate Age: Unknown:
- 7. Type: Central A/C: Capacity: Not Listed:
- 8. Acceptable      Visible Coil: Copper Core with Aluminum Fins:
- 9. Acceptable      Refrigerant Lines: Factory Charged R-22:
- 10. Acceptable     Electrical Disconnect: Fused:





## Plumbing

---

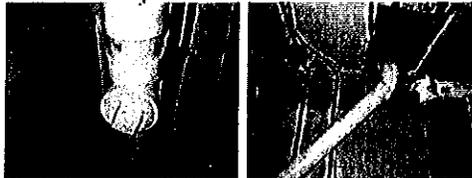
- 1. Acceptable Service Line: Cast Iron:
- 2. Acceptable Main Water Shutoff: Basement:



- 3. Marginal Water Lines: Galvanized & Copper: Inspection revealed some copper and galvanized water piping directly connected to each other. This condition can cause corrosion between the two dissimilar metals. Direct connections between dissimilar metals should be accomplished by using a dielectric union fitting. A dielectric union connects the two pipes while keeping the dissimilar metals from touching each other.



- 4. Acceptable Drain Pipes: PVC:



- 5. Acceptable Service Caps: Accessible:
- 6. Acceptable Vent Pipes: Cast Iron:
- 7. Acceptable Gas Service Lines: Black Iron and Copper:

Basement: Water Heater

- 8. Acceptable Water Heater Operation: Functional at time of inspection:



- 9. Manufacturer: A.O. Smith:

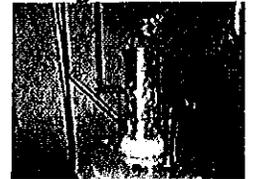




## Plumbing (Continued)

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- 10. Model Number: 40 248 Serial Number: MJ02-1941816-248
- 11. Type: Natural Gas: Capacity: 40 Gal.
- 12. Approximate Age: 2000 ANSI Std Date: Area Served: Whole Building:
- 13. Acceptable Flue Pipe: Single wall / Double wall:



- 14. Acceptable TPRV and Drain Tube: Copper:



## Heating System

---

### Utility Room: Heating System

---

- 1. Acceptable Heating System Operation: Functional at time of inspection: Condition and installation of the boiler looks very good. This system is new and therefore has a good potential life expectancy.
- 2. Manufacturer: Triangle Tube (Prestige):



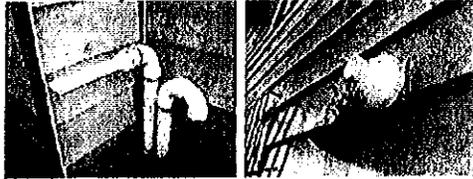
- 3. Type: Boiler/Radiant Heat Capacity: :
- 4. Area Served: Whole Building: Approximate Age: New:
- 5. Fuel Type: Natural Gas:
- 6. Acceptable Heat Exchanger: 4 Burner:
- 7. Acceptable Blower Fan/Filter: Direct Drive with Reusable Filter:
- 8. Acceptable Distribution: Metal Duct:
- 9. Acceptable Draft Control: Fan Induced:
- 10. Acceptable Flue Pipe: PVC:



## Heating System (Continued)

---

Flue Pipe: (continued)



- 11. Acceptable
- 12. Acceptable

Controls: High Limit Switch:  
Devices: Combustion Air:



- 13. Acceptable      Humidifier: N/A:  
Basement Office Utility Closet: Heating System

- 14. Marginal      Heating System Operation: Functional at Time of Inspection:  
Note: Mouse droppings were noted along the top edge of the furnace housing.



- 15. Manufacturer: Rheem:



- 16. Type: Forced Air: Capacity: 75,000 BTU
- 17. Area Served: Whole Building: Approximate Age: 2004 ANSI:
- 18. Fuel Type: Natural Gas:

- 19. Acceptable      Heat Exchanger: 4 Burner: This furnace is newer and in very good condition.



- 20. Acceptable      Blower Fan/Filter: Direct Drive with Reusable Filter:





## Heating System (Continued)

---

- 21. Acceptable Distribution: Metal Duct:
- 22. Acceptable Draft Control: Fan Induced:
- 23. Acceptable Flue Pipe: PVC:



- 24. Acceptable Controls: High Limit Switch:
- 25. Acceptable Devices: Combustion Air:



- 26. Acceptable Humidifier: N/A:
- 27. Acceptable Thermostats: Individual:

## Bathroom

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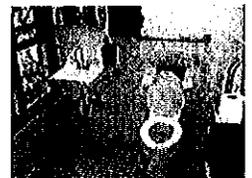
All three existing bathrooms are not considered accessible by today's standards. Fortunately the upstairs bathroom is the largest and does have some accessible features such as grab bars.

It is most likely that a person with a disability might come to vote or attend a council meeting. Having accessible features in the building is important.

### Main Floor Public Bathroom: Bathroom

---

#### 1. Bathroom:



- 2. Acceptable Closet: Small:
- 3. Acceptable Ceiling: Sheetrock:
- 4. Acceptable Walls: Sheetrock:
- 5. Acceptable Floor: Tile:
- 6. Acceptable Doors: Hollow wood:



## Bathroom (Continued)

---

7. Acceptable Windows: Wood Frame:



8. Acceptable Electrical: 110 VAC outlets and lighting circuits:  
9. Acceptable Sink/Basin: Wall Hung Lavatory:



10. Acceptable Faucets/Traps: Stainless Steel:  
11. Acceptable Toilets: American Standard:

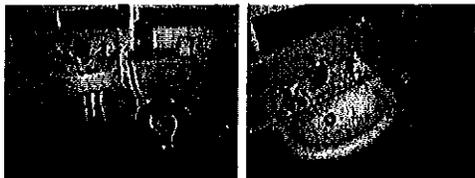


12. Acceptable HVAC Source: Forced Air:  
13. Acceptable Ventilation: Window Only, No bath fan installed.

Basement Bath: Bathroom

---

14. Bathroom:



15. Acceptable Closet: Small:  
16. Acceptable Ceiling: Sheetrock:  
17. Acceptable Walls: Sheetrock:  
18. Acceptable Floor: Carpet:  
19. Acceptable Doors: Hollow wood:  
20. Acceptable Windows: Wood Frame:  
21. Acceptable Electrical: 110 VAC outlets and lighting circuits:  
22. Acceptable Sink/Basin: Wall Mount:



## Bathroom (Continued)

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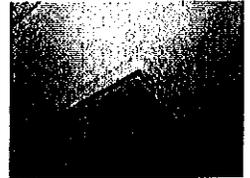
23. Acceptable      Faucets/Traps: Stainless Steel Drum Trap:



24. Acceptable      Toilets: American Standard:  
25. Acceptable      HVAC Source: Radiant heat:



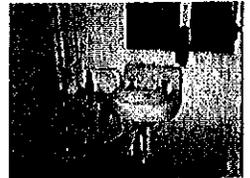
26. Acceptable      Ventilation: Exhaust fan:



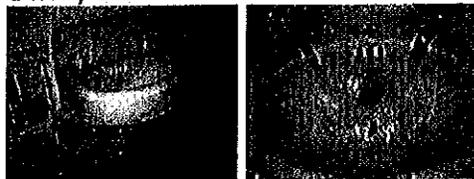
### Basement Bath: Bathroom

---

27. Bathroom:



- 28. Acceptable      Closet: Small:
- 29. Acceptable      Ceiling: Sheetrock:
- 30. Acceptable      Walls: Sheetrock:
- 31. Acceptable      Floor: Carpet:
- 32. Acceptable      Doors: Hollow wood:
- 33. Acceptable      Windows: Wood Frame:
- 34. Acceptable      Electrical: 110 VAC outlets and lighting circuits:
- 35. Acceptable      Sink/Basin: Wall Mount:



36. Acceptable      Faucets/Traps: Stainless Steel Drum Trap:

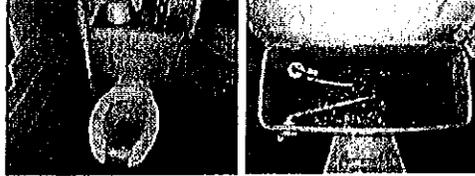




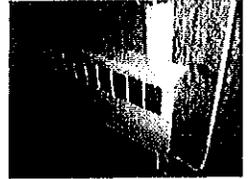
## Bathroom (Continued)

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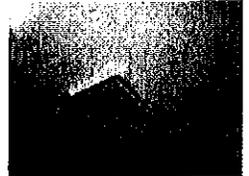
37. Acceptable Toilets: American Standard:



38. Acceptable HVAC Source: Forced Air:



39. Acceptable Ventilation: Exhaust fan:

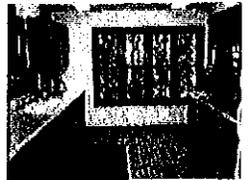


## Kitchen

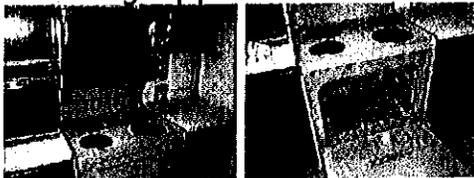
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Main Floor: Kitchen

1. Kitchen:



2. Acceptable Cooking Appliances: Electric Stove: Stove/microwave is old.

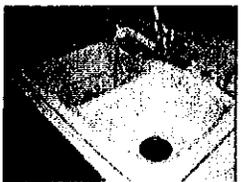
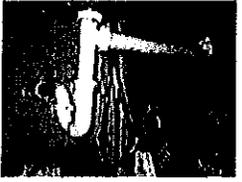
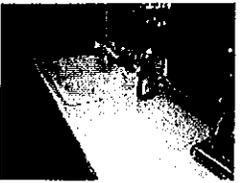
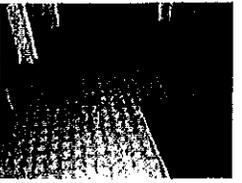


3. Acceptable Refrigerator: Newer:





## Kitchen (Continued)

4. Acceptable	Microwave: Modular stove/Microwave Unit:	
5. Acceptable	Sink: Porcelain Coated:	
6. Acceptable 7. Acceptable	Electrical: 110 VAC outlets and lighting circuits: Plumbing/Fixtures: PVC Piping:	
8. Acceptable	Counter Tops: Formica:	
9. Acceptable 10. Acceptable 11. Acceptable 12. Acceptable	Cabinets: Wood: Ceiling: Sheetrock: Walls: Sheetrock: Floor: Linoleum:	
13. Acceptable 14. Acceptable	Doors: Hollow wood: Windows: Wood Frame:	
15. Acceptable	HVAC Source: Forced Air:	



## Office Areas:

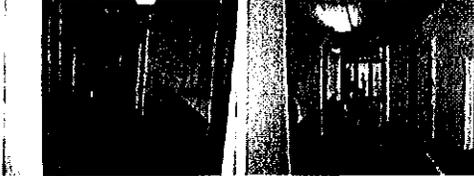
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1. Marginal

1st Floor Entry Area: Office Space

---

2. Entry Foyer:



3. Acceptable

Closet: Small:

4. Acceptable

Ceiling: Sheetrock:

5. Acceptable

Walls: Sheetrock:

6. Acceptable

Floor: Carpet:

7. Acceptable

Doors: Hollow wood:

8. Acceptable

Windows: Wood Frame:

9. Acceptable

Electrical: 110 VAC outlets and lighting circuits:

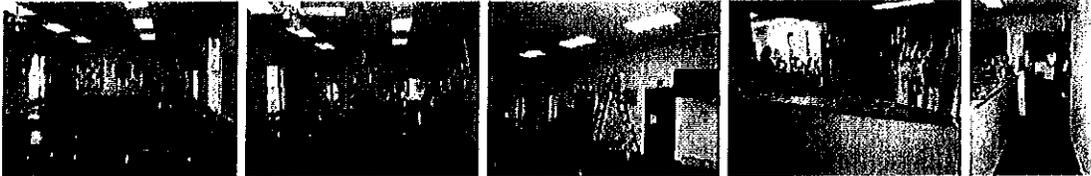
10. Acceptable

HVAC Source: Forced Air:

1st Floor Meeting Hall: Office Space

---

11. Council Chambers:



12. Acceptable

Closet: Small:

13. Acceptable

Ceiling: Suspended Ceiling:



14. Acceptable

Walls: Sheetrock:

15. Marginal

Floor: Carpet: Carpet is stained.





## Office Areas: (Continued)

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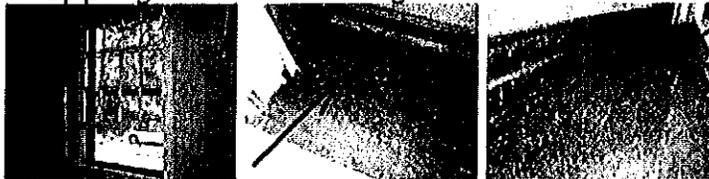
16. Marginal

Doors: Metal: Side exit door rubs on a nail at the wood door threshold making closing the door difficult.



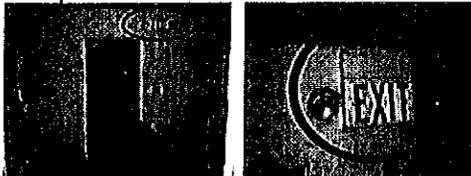
17. Marginal

Windows: Wood Frame: These photographs show bat droppings accumulating in the window sill.



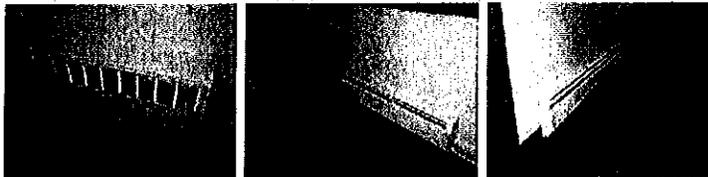
18. Marginal

Electrical: 110 VAC outlets and lighting circuits: At the time of inspection the exit sign was not illuminated and emergency battery back up power was not responsive. Exit signs should be illuminated at all times. Battery backup power should also be present in the case of a power failure. Recommend repair.



19. Acceptable

HVAC Source: Radiant heat:



Lower Level Office Area: Office Space

---

20. Lower Level Office Area:



21. Acceptable

Closet: Small:



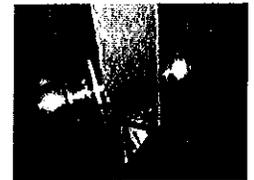
## Office Areas: (Continued)

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22. Acceptable Ceiling: Sheetrock: Previous moisture staining noted at office ceiling. Staining appears to have been patched or repaired. This staining is in close proximity to the abandoned furnace flue that extends up through the attic area. Previous staining was noted in the attic around the flue area.



23. Acceptable Walls: Sheetrock:  
24. Acceptable Floor: Carpet:  
25. Acceptable Doors: Hollow wood:



26. Acceptable Windows: Wood Frame:  
27. Marginal Electrical: 110 VAC outlets and lighting circuits:  
At the time of inspection, the exit sign was not illuminated, and emergency battery back up power was not responsive. Exit signs should always be illuminated with power provided via the building's premises wiring. In the case of an emergency where the power is off, the exit signs should have a battery backup power supply.



28. Acceptable HVAC Source: Forced Air:  
29. Marginal Fire Extinguisher: The fire extinguisher located in the lower level office is in need of a recharge.



Lower Level Office Utility Closet: Office Space

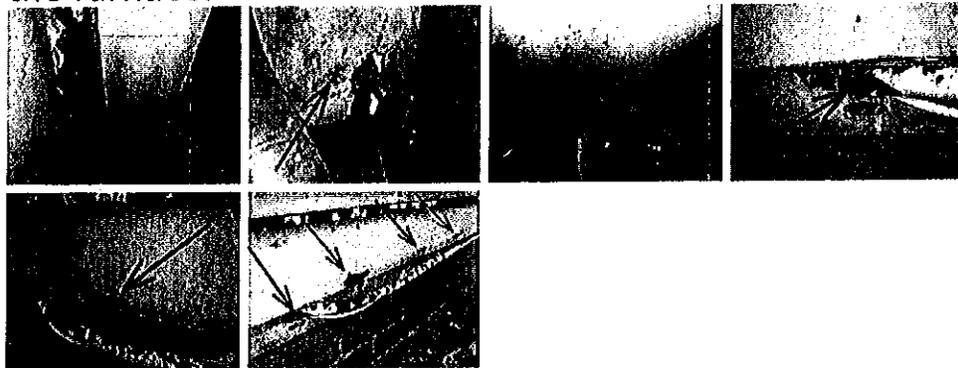
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30. Acceptable Closet: Small:  
31. Acceptable Ceiling: Sheetrock:



## Office Areas: (Continued)

32. Marginal Walls: Sheetrock: Mold/mildew build up was noted at the utility closet walls. Exterior siding appears to be rotting along this area of the wall line. It looks like the holes in the siding from the rotting are allowing the mice and moisture to get into the utility closet. Mice droppings were apparent on the top of the furnace.



33. Acceptable  
34. Marginal

Floor: Carpet:  
Doors: Hollow wood: The small round door knobs depicted here require tight grasping and pinching to open the door. To increase accessibility, lever handled door hardware is recommended on all doors.



35. Acceptable Windows: Wood Frame:  
36. Acceptable Electrical: 110 VAC outlets and lighting circuits:  
37. Acceptable HVAC Source: Forced Air:

Cold Storage Garage Adjacent to Offices: Living Space

38. Storage Garage:



39. Marginal Signs of Mice in Storage Area: Paper towels at storage area are torn up by mice.



40. Acceptable Ceiling: Sheetrock:



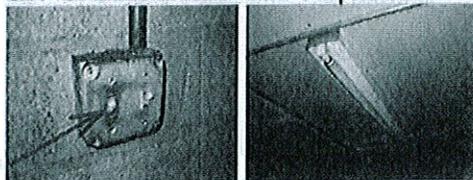
## Office Areas: (Continued)

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- 41. Acceptable Walls: Concrete Block:
- 42. Acceptable Floor: Concrete:
- 43. Acceptable Doors: Solid Wood:



- 44. Marginal Electrical: 110 VAC outlets and lighting circuits: Light switch knob is broken off at the storage garage. When turning on the light fixture, the electrical power hums quite loud. Recommend an electrician for repairs.



- 45. Not Present HVAC Source: No Heat Source:

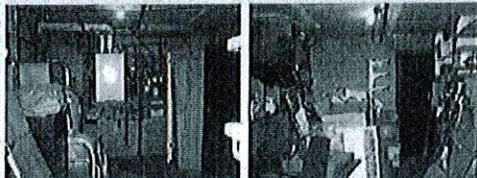
## Basement

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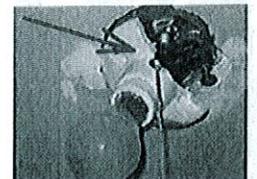
### Basement Mechanical/Storage Room: Basement

---

#### 1. Basement Mechanical Room:



- 2. Acceptable Floor Drain: Surface drain
- 3. Acceptable Doors: Metal:
- 4. Marginal Electrical: 110 VAC GFCI Light fixture in storage closet is broken. Wires should not be left exposed. Recommend repair.



- 5. Acceptable Insulation: None:
- 6. Not Present Sump Pump: No sump or drain-tile system found:
- 7. Acceptable Moisture Location: None found
- 8. Acceptable Bsmt Stairs/Railings: Wood Stairs with Wood Handrails:



## Marginal Summary

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This summary is not the entire report. The complete report may include additional information of concern to the client. It is recommended that the client read the complete report.

### Lots and Grounds

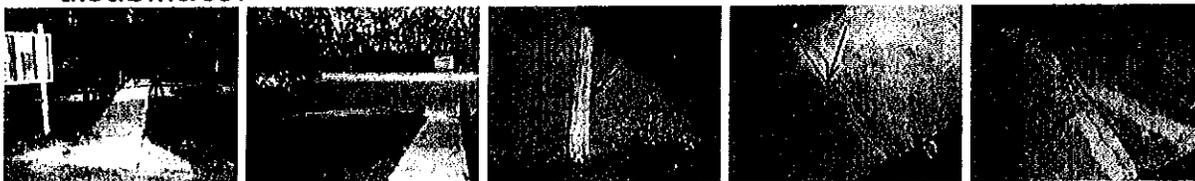
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1. Driveway: Asphalt Parking Area: Inspection of the parking lot area reveals a handicapped sign posted near the main approach sidewalk. Handicapped parking spaces are typically posted with signage and striped on the parking surface. Striping the parking lot surface ensures that a clear area is provided adjacent to the accessible parking space. Parking spaces are typically 8 feet wide, with an additional 8 feet of clear space dedicated for handicapped parking access. It is recommended that a handicapped space be striped.



2. Walks: Concrete: An exterior accessible route is a sidewalk with a slope of less than 1:20. Therefore, the sidewalk surface rises in elevation one foot for every 20 feet horizontally. The existing sidewalk leading up to the front door of the Birchwood City Office has a slope greater than 1:20. This condition makes it difficult for a person in a wheelchair to approach the front door.

I would recommend that an accessible ramp or sidewalk be constructed so that the existing building is made more accessible for residents with disabilities.





## Marginal Summary (Continued)

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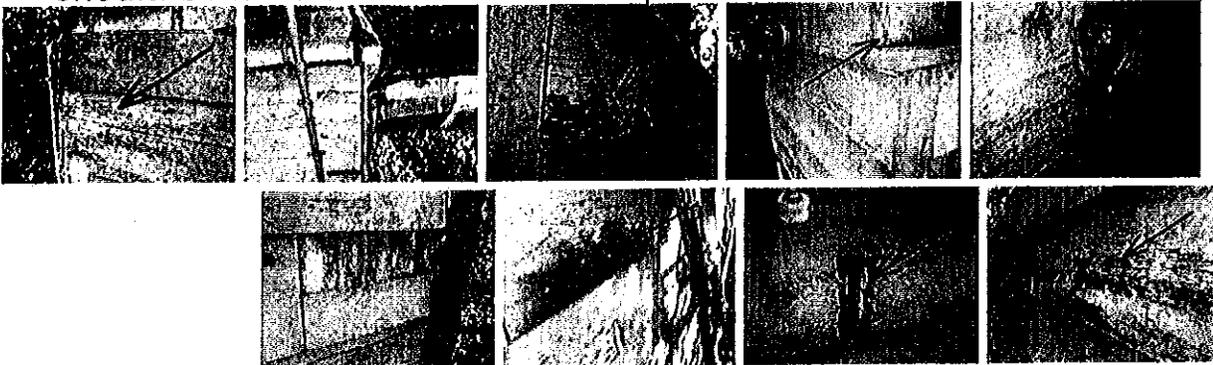
3. Vegetation: Grass and Trees: While on the roof for inspection, it became apparent that the trees surrounding the building are dropping a lot of leaves on the roof. It is recommended to clear excess leaves, dead branches, etc. from the roof. Trees growing close to the roof should be trimmed.



## Exterior Surface and Components

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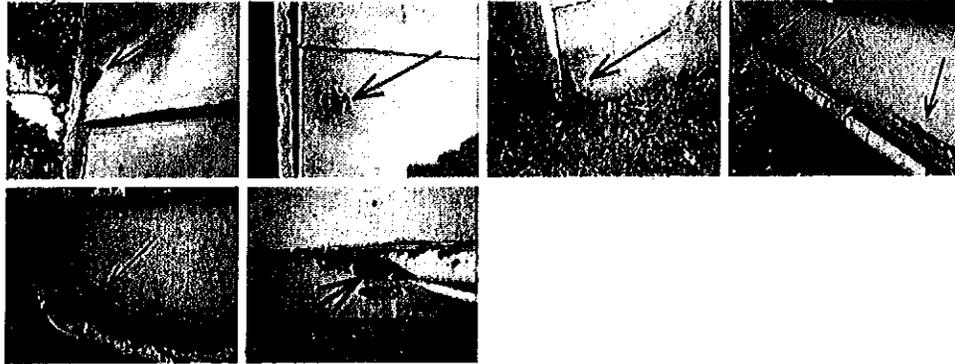
4. Main Envelope: Exterior Surface Type: Wood: The exterior of the building is covered with a rough sawn plank siding. This is a thick, hearty lumber that appears to be cedar. The condition of the existing siding is below average. There are some pieces of siding that are missing. A number of knot holes have fallen loose over time. These openings in the envelope allow moisture infiltration. They also allow rodents such as bats to nest behind the siding. A significant quantity of bat droppings was noted near the front window. There are a number of areas where the painted surface is peeling or worn. Along the back side of the building, near the grade level, some of the siding has begun to rot. I don't think that the siding needs to be torn off and replaced, but some overall exterior maintenance is needed. All moisture damaged or rotten wood should be replaced. Gaps and cracks should be filled and the exterior repainted.



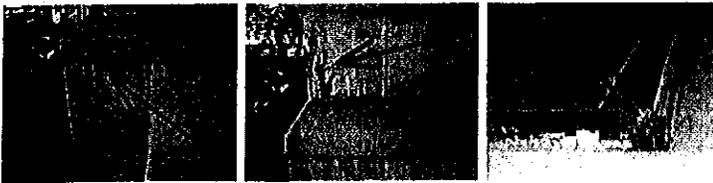


## Exterior Surface and Components (Continued)

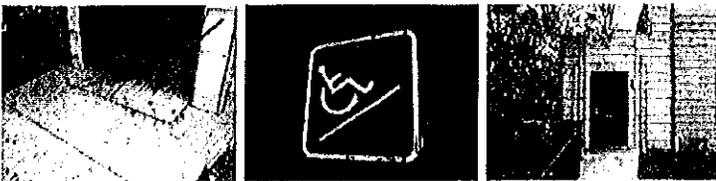
Type: (continued)



5. Trim: Wood: Wood trim is weathered and in need of paint.



6. Entry Doors: Metal: The main entry door has a steep wood threshold installed to help smooth the transition from the sidewalk over the door threshold. Handicapped accessible doors should not have thresholds greater than 1/2" in overall height. The current threshold is steep and would be difficult for a person in a wheelchair to traverse.



7. Windows: Wood Frame: It appears that bats are nesting in the siding and window jam area of one of the front windows. Pest control is recommended. Seal up gaps in siding to prevent further infestation.

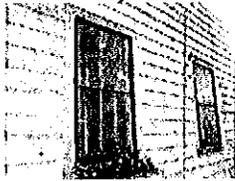




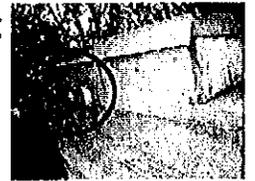
## Exterior Surface and Components (Continued)

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Windows: (continued)



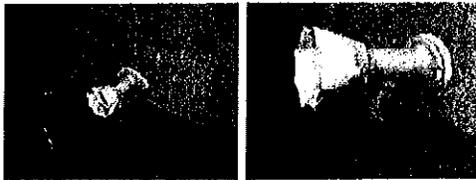
8. Exterior Lighting: Surface Mount: Light over entry door does not appear to be working.



9. Exterior Electric Outlets: GFCI: Wiring splicing at exterior junction box should be concealed. Wires are currently exposed.



10. Hose Bibs: Rotary: Recommend the installation of an anti-siphon device at exterior hose bibs. Without an anti-siphon device, chemicals and pesticides can be siphoned back into the Birchwood water supply. To prevent any possible cross contamination, a simple anti-siphon device can be screwed onto the hose bib. The anti-siphon device simply allows water to only flow out of the faucet.



## Roof

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11. Main Roof: Roof Surface Material: Asphalt Shingle: The roof consists of two different roof types. The flat roof areas are covered with a built up tar and gravel type roof. The sloped roof area is covered with three tab asphalt shingles. The asphalt shingle roof appears to be in good condition. The flat roofed area needs to be cleared of all loose debris, such as leaves and small branches. This will help water on the roof to drain away more quickly. It will also reduce ice build-up on the roof. Allowing unnecessary ice build-up and excess moisture to sit on the roof will reduce the overall life span of the roof. Recommend trimming back trees that are close to the roof line. Recommend sealing gaps at flashing around parapet.



## Marginal Summary (Continued)

Material: (continued)



- 12. Flashing: Galvanized: Recommend sealing gaps and holes in flashing cap along the top of the parapet.



- 13. Downspouts: Steel: Recommend clearing debris from the gutter.



- 14. Main Roof: Chimney Chimney Flashing: Galvanized: Recommend sealing or flashing joints where wood siding abuts the chimney brick.



## Structure

- 15. Foundation: Concrete Block: Some mild cracking was noted at the concrete block foundation.

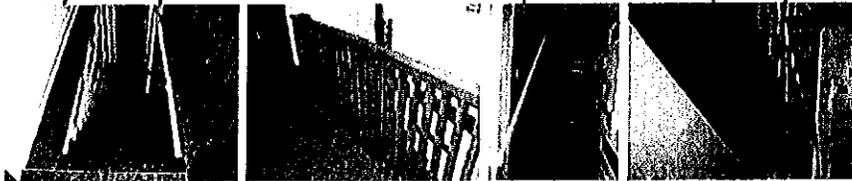
## Structure (Continued)

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### Foundation: (continued)



16. Stairs/Handrails: Wood Stairs with Wood Handrails: Wood stairs to the basement are the most significant barrier found with regard to accessible access for the handicapped. The Federal ADA standard accepts that there will be buildings that are existing non-conforming. The Americans with Disabilities Act (ADA) does not explicitly require that the office be made 100% accessible. ADA does require that any service provided or performed by the public office must be provided equally for those with disabilities.



### Attic

---

17. Main Upper Roof Area: Attic Roof Framing: 2x6 Rafter: Inspection of the attic area in the sloped roof area revealed some sign of previous moisture leakage. Moisture stains found were dry at the time of the inspection. It is likely that these are old stains from leaks that developed prior to the last roof being installed.

### Plumbing

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18. Water Lines: Galvanized & Copper: Inspection revealed some copper and galvanized water piping directly connected to each other. This condition can cause corrosion between the two dissimilar metals. Direct connections between dissimilar metals should be accomplished by using a dielectric union fitting. A dielectric union connects the two pipes while keeping the dissimilar metals from touching each other.





## Marginal Summary (Continued)

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### Heating System

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19. Basement Office Utility Closet: Heating System Heating System Operation: Functional at Time of Inspection: Note: Mouse droppings were noted along the top edge of the furnace housing.



### Office Areas:

---

20. Signs of Mice in Storage Area:  
21. 1st Floor Meeting Hall: Office Space Floor: Carpet: Carpet is stained.



22. 1st Floor Meeting Hall: Office Space Doors: Metal: Side exit door rubs on a nail at the wood door threshold making closing the door difficult.



23. 1st Floor Meeting Hall: Office Space Windows: Wood Frame: These photographs show bat droppings accumulating in the window sill.

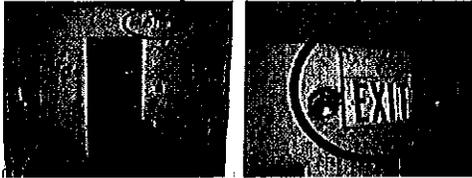


24. 1st Floor Meeting Hall: Office Space Electrical: 110 VAC outlets and lighting circuits: At the time of inspection the exit sign was not illuminated and emergency battery back up power was not responsive. Exit signs should be illuminated at all times. Battery backup power should also be present in the case of a power failure. Recommend repair.

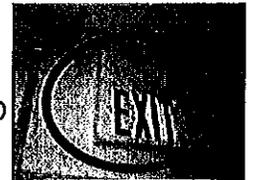


## Office Areas: (Continued)

### Electrical: (continued)



- 25. Lower Level Office Area: Office Space Electrical: 110 VAC outlets and lighting circuits: At the time of inspection, the exit sign was not illuminated, and emergency battery back up power was not responsive. Exit signs should always be illuminated with power provided via the building's premises wiring. In the case of an emergency where the power is off, the exit signs should have a battery backup power supply.



- 26. Lower Level Office Utility Closet: Office Space Fire Extinguisher: The fire extinguisher located in the lower level office is in need of a recharge.



- 27. Lower Level Office Utility Closet: Office Space Walls: Sheetrock: Mold/mildew build up was noted at the utility closet walls. Exterior siding appears to be rotting along this area of the wall line. It looks like the holes in the siding from the rotting are allowing the mice and moisture to get into the utility closet. Mice droppings were apparent on the top of the furnace.





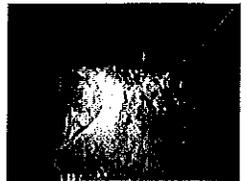
## Marginal Summary (Continued)

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28. Lower Level Office Utility Closet: Office Space Doors: Hollow wood: The small round door knobs depicted here require tight grasping and pinching to open the door. To increase accessibility, lever handled door hardware is recommended on all doors.



29. Cold Storage Garage Adjacent to Offices: Living Space Signs of Mice in Storage Area: Paper towels at storage area are torn up by mice.



30. Cold Storage Garage Adjacent to Offices: Living Space Electrical: 110 VAC outlets and lighting circuits: Light switch knob is broken off at the storage garage. When turning on the light fixture, the electrical power hums quite loud. Recommend an electrician for repairs.



---

## Basement

31. Basement Mechanical/Storage Room: Basement Electrical: 110 VAC GFCI Light fixture in storage closet is broken. Wires should not be left exposed. Recommend repair.



 **Metropolitan Council**

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May 10, 2011

Mr. Dale Powers  
Clerk  
City Of Birchwood  
207 Birchwood Ave.  
Birchwood Village, MN 55110

Dear Mr. Powers:

The Metropolitan Council recently adopted revisions to the *2030 Transportation Policy Plan* and the *2030 Regional Parks Policy Plan*, which may require amendments to local comprehensive plans. The Council also recently adopted revisions to the *2030 Water Resources Management Policy Plan*, but those changes will not require local plan amendments.

As required by state statute, the Council is issuing "system statements" to all communities. These statements, enclosed, show how the changes to the Council's regional system plans affect your community specifically. These documents will help your community determine if your community's local comprehensive plan must be amended to ensure its continued conformity with these regional system plans.

The system statements for your community also can be found online after May 1, 2011. The updated regional system plans are available online as well at <http://www.metrocouncil.org/planning/index.htm>.

We recognize that communities recently completed the 2008 comprehensive plan update process, and we anticipate that information transmitted in these system statements should require minor, if any, amendments for most communities.

**The deadline for submitting any required plan amendments to the Council is nine months from the date of this letter.**

If you have questions about these system statements or the regional system plans, please contact Lisa Barajas, the Council sector representative from our Local Planning Assistance staff assigned to work with your community, at 651-602-1895.

We look forward to working with you.

Sincerely,



Guy Peterson,  
Director, Community Development Division

[www.metrocouncil.org](http://www.metrocouncil.org)

## 2010 System Statement City Of Birchwood

In 2010, the Metropolitan Council revised and updated both its 2030 Transportation Policy Plan and its 2030 Regional Parks Policy Plan. The Metropolitan Council is issuing system statements pursuant to state statute.

Receipt of this system statement and the metropolitan system plans triggers communities' obligations to review and, as necessary, amend their comprehensive plans within the next nine months. The complete text of the *2030 Regional Development Framework* as well as complete copies of the recently adopted metropolitan system plans are available for viewing and downloading at <http://www.metrocouncil.org/planning/framework/timeline.htm>. Paper copies are available by calling the Council's Data Center at 651-602-1140.

Metropolitan system plans are long-range comprehensive plans for the regional systems – Transit and highways and airports, wastewater services, and parks and open space, along with the capital budgets for metropolitan wastewater service, transportation and regional recreation open space. System statements explain the implications of metropolitan system plans for each individual community in the metropolitan area. They are intended to help communities prepare or update their comprehensive plan, as required by the Metropolitan Land Planning Act:

*Within nine months after receiving a system statement for an amendment to a metropolitan system plan, and within three years after receiving a system statement issued in conjunction with the decennial review required under section 473.864, subdivision 2, each affected local governmental unit shall review its comprehensive plan to determine if an amendment is necessary to ensure continued conformity with metropolitan system plans. If an amendment is necessary, the governmental unit shall prepare the amendment and submit it to the council for review.*

Local comprehensive plans will be reviewed by the Council for conformance with metropolitan system plans, consistency with Council policies and compatibility with adjacent and affected governmental units.

The system statement also contains an overview of the transportation and aviation, transit, regional parks system plan updates, and system changes affecting each community.

This system statement does not include or propose any changes to forecasts or geographic planning areas.

**System statement review process.**

If your community disagrees with elements of this system statement, or has any questions about this system statement, we urge you to contact your sector representative, Lisa Barajas at 651-602-1895, to review and discuss potential issues or concerns.

The Council and local units and districts have historically resolved issues relating to the system statement through discussions.

**Request for hearing.**

If a local governmental unit or school district and the Council are unable to resolve disagreements over the content of a system statement, the unit or district may by resolution request that a hearing be conducted by the Council's Land Use Advisory Committee or by the state Office of Administrative Hearings for the purpose of considering amendments to the system statement. According to Minnesota Statutes section 473.857, the request shall be made by the local unit or district within 60 days after receipt of the system statement. If no request for a hearing is received by the Council within 60 days, the statement becomes final.

**System statement issue date:**

The official date of the issuance of this system statement is May 17, 2011.

# 2010 Transportation System Statement for City of Birchwood

## Key Changes in the revised 2030 Transportation Policy Plan

The revised *2030 Transportation Policy Plan* adopted by the Metropolitan Council on November 10, 2010, is the metropolitan system plan for highways, transit and aviation with which local comprehensive plans must conform. This system statement summarizes significant changes to these three systems as well as other changes made to the *2030 Transportation Policy Plan* since the last statement was issued in 2004 and highlights those elements that apply specifically to your community. In addition to reviewing this system statement, your community should consult the entire revised *2030 Transportation Policy Plan* to ensure that your community's local comprehensive plan and plan amendments conform to the current transportation system plan. A PDF file of the entire revised *2030 Transportation Policy Plan* can be found at the Metropolitan Council's website:

<http://www.metrocouncil.org/planning/transportation/TPP/2010/index.htm>

The revised *2030 Transportation Policy Plan* incorporates the following major changes:

### Highway System Plan Changes since 2004:

- The Metropolitan Highway System is made up of principal arterials. Since 2004 two highways have been added to this system—TH 101 and TH 55. The Metropolitan Highway System is shown in Fig. 6-1.
- The revised *2030 Transportation Policy Plan* includes a list of the major highway projects either completed since 2004 or currently under construction. These projects include TH 212, sections of TH 610, the I-694/I-35E interchange, widening I-494 from TH 100 to I-394 and the I-35W/TH 62 Crosstown expansion.
- The *2030 Transportation Policy Plan* acknowledges that congestion cannot be eliminated or greatly reduced. The region's mobility efforts will need to focus on managing congestion and working to provide alternatives.
- This fiscally constrained plan incorporates expected funding generated by the 2008 transportation funding law (Chapter 152), which increased the state gas tax and registration tax and provided for a major bridge bonding program.
- The current plan presents a balanced investment strategy emphasizing preservation, safety, and bridges. Mobility investments have been limited to:
  - Active Traffic Management (ATM) such as traveler information systems and dynamic signing.

- Congestion Management Safety Projects which have generally lower costs, but provide a higher overall system benefit.
  - Managed Lane Vision including Tier I and Tier II MnPASS corridors.
  - Strategic Capacity Enhancements.
- Due to a shift in policy direction and increased costs, 12 major projects in the 2004 plan to add general purpose highway lanes are no longer in this fiscally constrained plan. While the preservation, safety, and mobility needs of these corridors are recognized, investments in these corridors will be focused on implementing active traffic management strategies, lower cost-high benefit projects, and implementing managed lanes (such as MnPASS lanes). The mobility funding for 2015 to 2020 has been allocated to the above noted investment categories and specific projects in the plan. The 2021 to 2030 funds have not yet been completely allocated.
  - In response to the 2007 collapse of the I-35W Bridge, the 2008 law directed a significant portion of the new state revenue toward bridge repair and replacement by 2018. Four major regional bridges (TH 52/Lafayette, TH 61/Hastings, I-35E/Cayuga, and TH 36/St. Croix River Bridge) will be built or rebuilt along with replacement or reconstruction of many lower volume bridges.
  - Modifications were made to *Appendix D - Functional Classification Criteria*, and *Appendix E - Highway Interchange Requests*.

#### **Transit System Plan changes since 2004:**

- Changes were made to the transitway plan map (Fig. 7-43) based on results of the 2008 Transit Master Study. The Transitway map no longer labels corridors as Tier I and Tier II, but rather labels Transitway corridors according to the stage of development and potential modes for the corridor. A number of new transitway corridors are identified, including corridors that should be developed as Arterial BRT.
- The Locally Preferred Alternative for the Southwest Corridor is identified as LRT with an alignment following the Kenilworth corridor between downtown Minneapolis and St. Louis Park, and continuing into Hopkins, Minnetonka and Eden Prairie.
- The Union Depot in downtown St. Paul and The Interchange in downtown Minneapolis are identified as regional multimodal hubs serving the transitways.
- The 2004 transit plan showed a map of local arterial bus corridors. While an updated version of that map remains, potential Arterial BRT transitway corridors are now defined as well (Fig. 7-43).

- A new transit market area was added, for a new total of 5 transit market areas. These geographic market areas and the typical services provided in them are shown on Fig 7-19 and described in the plan as well as in *Appendix G, Regional Transit Standards*.
- *Appendix G, Regional Transit Standards* and *Appendix H, Park and Ride Plan*, have been updated since 2004.
- Northstar commuter rail was opened in November 2009.
- The updated TPP shows a more recent map of existing bus routes and facilities than was shown in the 2004 plan. Cities should be aware that bus routes are subject to periodic change, depending on ridership and funding availability.
- Several maps show potential new bus routes for local service, arterial service and express service by 2030 which will require further planning and funding resources before they are implemented; therefore cities are not expected to show these in their local comprehensive plans at this time.

#### **Aviation System Plan Changes since 2004:**

- Fig. 10-1 shows the regional aviation system. Search Area A in northwest Hennepin County has been removed from the plan as future forecasts no longer indicate demand for an airport in this area.
- The 2010 TPP incorporates the first new forecasts and Long Term Comprehensive Plan (LTCP) update for MSP International airport since the 1996 TPP. It also acknowledges updated LTCPs for six of the reliever airports which are owned and operated by the Metropolitan Airports Commission (MAC).
- Appendices I-O have been added with additional detail on aviation plans and topics.

#### **Other Plan Changes**

- *Chapter 4: Transportation and Land Use* has been expanded to include policies and strategies to coordinate transportation investments and land use.
- *Chapter 5: Regional Mobility* describes how better management and more efficient use of existing transportation system capacity, pavement, and right-of-way, along with strategic capacity expansions can be used to address system wide traffic congestion.
- *Chapter 8: Freight and Goods Movement* acknowledges the multimodal freight movement system that connects the region to the rest of the nation and the world. The

TPP proposes to continue to monitor the issues confronting the freight industry, working closely with MnDOT to support the economic vitality of the region.

- *Chapter 9: Pedestrians and Bicyclists* , supports and coordinates efforts to strengthen walking and bicycling, modes which are part of the total transportation picture and work well for shorter trips.

## **System Plan Considerations Affecting the City of Birchwood**

### **1. Metropolitan Highways**

There are no principal arterials in the city of Birchwood.

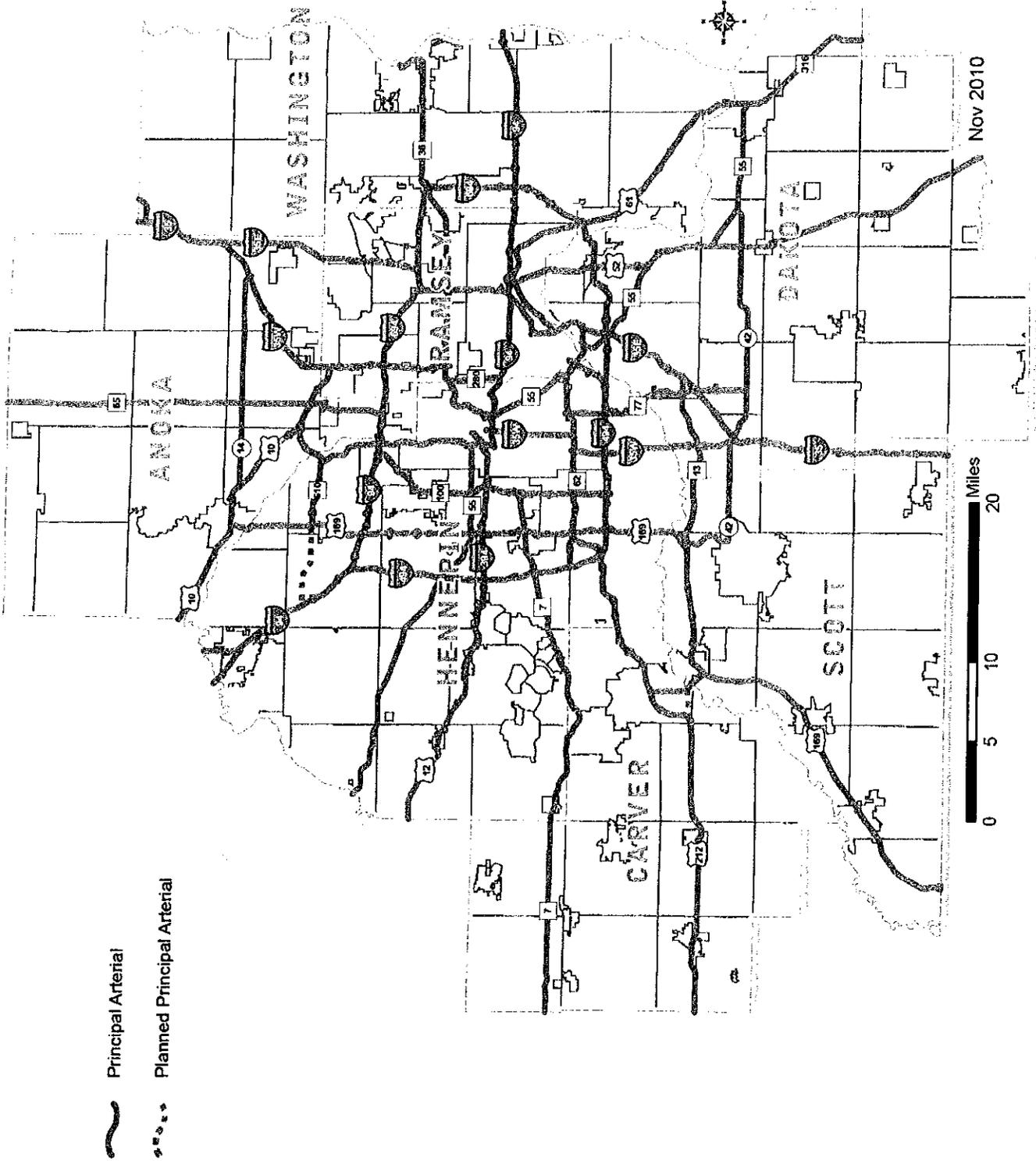
### **2. Transit Routes and Facilities**

The city of Birchwood lies within Transit Market Area 3. Typical services for this area include express, urban radial, suburban local, circulators, and general public dial-a-ride.

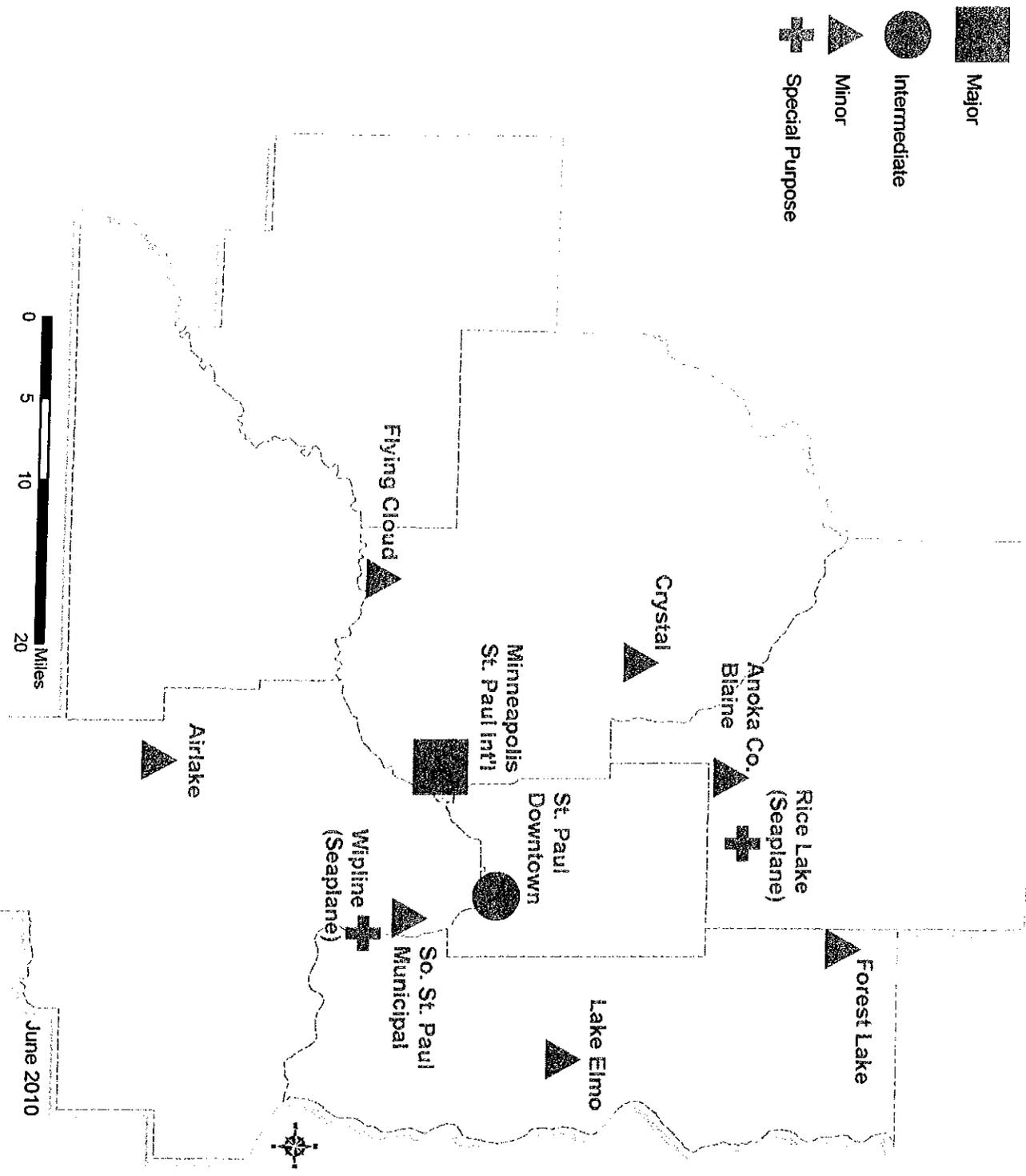
### **3. Aviation**

There are no airports or aviation facilities within Birchwood.

Figure 6-1: Metropolitan Highway System

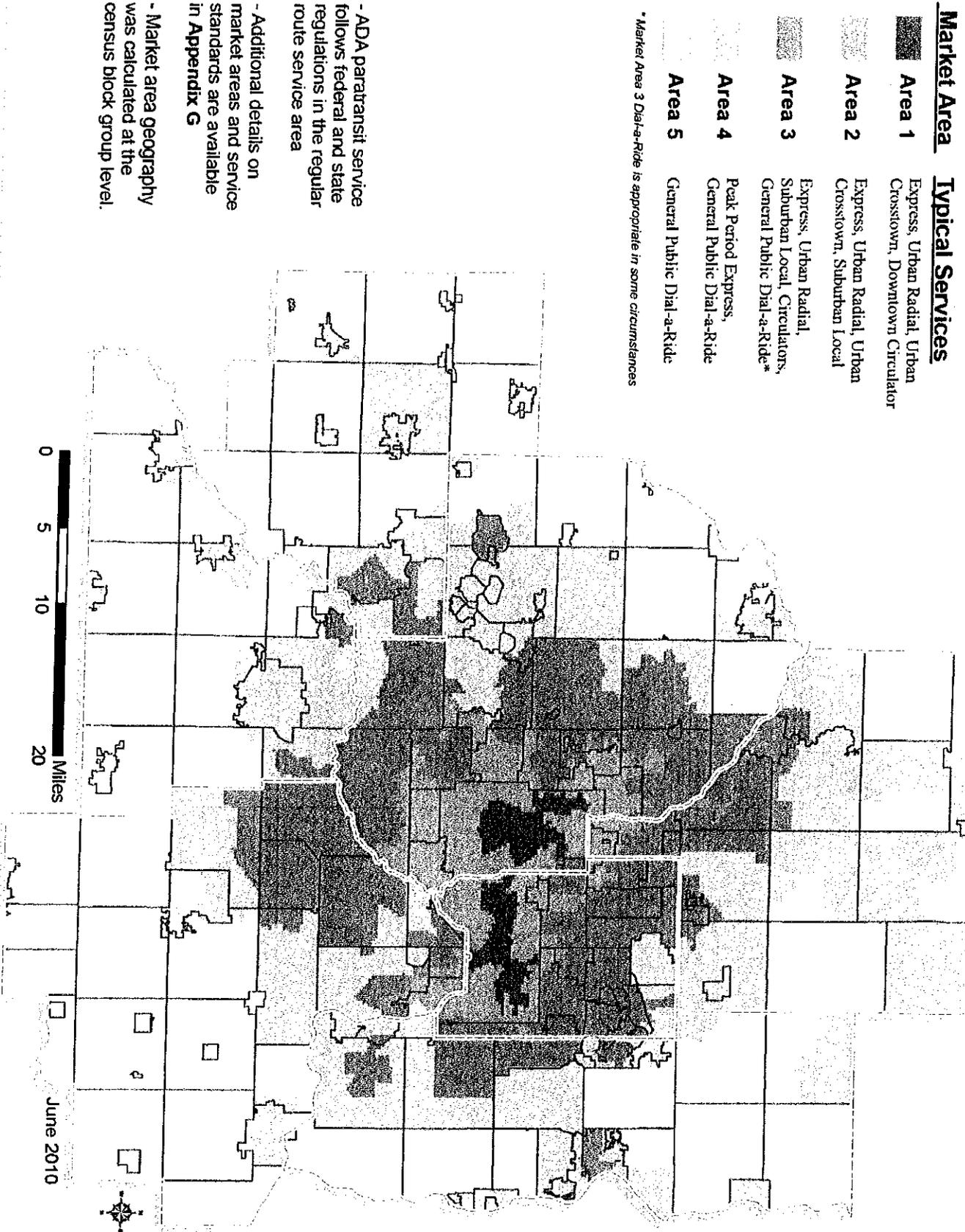


**Figure 10-1: Regional Aviation System**





**Figure 7-19: Transit Market Areas**



## 2010 Regional Parks System Statement City Of Birchwood

The updated *2030 Regional Parks Policy Plan* adopted by the Metropolitan Council in December 2010 is the metropolitan system plan for regional recreation open space with which local comprehensive plans must conform. This system statement highlights elements of the updated system plan which apply specifically to your community. The complete text of the updated *2030 Regional Parks Policy Plan* can be found at the Metropolitan Council's website:  
<http://www.metrocouncil.org/planning/parks/2010/index.htm>

To meet the needs of the region in 2030, the updated *2030 Regional Parks Policy Plan* includes the following changes to the current regional parks system:

- ✓ **Extend four regional trail corridors:**
  - Trout Brook Regional Trail in Ramsey County
  - Big Rivers Regional Trail in Scott County
  - Minnesota River Bluffs Regional Trail in Carver County
  - Add Manomin County Park to the Rice Creek West Regional Trail corridor in Anoka County
  
- ✓ **Acquire and develop twelve new regional trails. Search corridors include:**
  - The Union Pacific rail corridor and river crossing in Carver and Scott counties
  - A north-south trail along County Road 10 in Carver County
  - Three north-south trails in Scott County
  - An east-west trail in Scott and Dakota Counties
  - A north-south trail and an east-west trail in Dakota County
  - A north-south trail in Ramsey County
  - A north-south trail along Johnson Parkway in St. Paul
  - A north-south trail along the St. Croix River and an east-west trail along the Mississippi River in Washington County
  
- ✓ **Designate The Landing in Shakopee as a regional special recreation feature**
  
- ✓ **Acknowledge a Regional Park Study Area in West St. Paul and South St. Paul**
  
- ✓ **Delete the Regional Park Search Area in southwestern Dakota County**

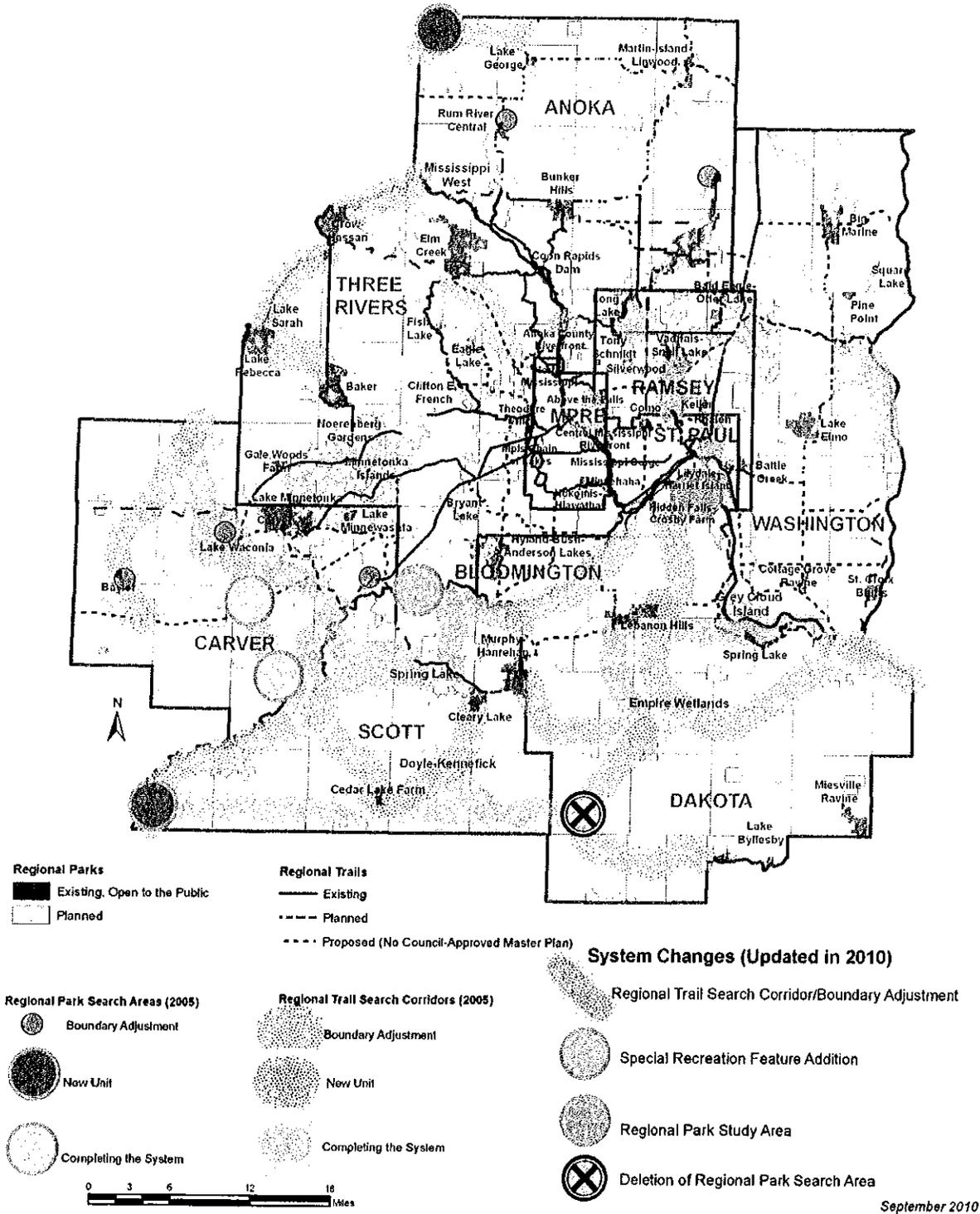
### **2030 Regional Parks System Plan Changes Affecting Your Community**

The updated *2030 Regional Parks Policy Plan* does not contain any changes that affect your community.

Figure 1: All changes to Regional Parks System

# 2030 Metropolitan Regional Parks System Plan Update

## Regional Parks System Additions 2010



**CITY OF  
BIRCHWOOD VILLAGE  
  
COMPREHENSIVE PLAN  
2010**

**2010 COMPREHENSIVE PLAN  
FOR  
CITY OF BIRCHWOOD VILLAGE  
STATE OF MINNESOTA**

This Comprehensive Plan was prepared in conformance with the requirements of the Metropolitan Land Planning Act (MS Chapter 473) and consistent with the policies of the Metropolitan Council's Regional Blueprint.

The Metropolitan Council found that the Comprehensive Plan meets all the Metropolitan Land Planning Act requirements for 2008 plan updates and is consistent with the Regional Blueprint; is in conformity with the regional system plans for aviation, recreation open space, transportation, and water resources management; and is compatible with plans of adjacent jurisdictions.

The Metropolitan Council also found the Comprehensive Plan in compliance with the Metropolitan Council System Statement for the City of Birchwood Village.

Adopted by the City of Birchwood Village Council on July 13, 2010.

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*Note: The Plan will contain multiple references to the roadway that forms the western border of the City. This roadway is most often referred to as East County Line Road, or County 120.*

## A COMPREHENSIVE PLAN FOR BIRCHWOOD VILLAGE

### I. INTRODUCTION

#### A. Location and Historical Setting

The City of Birchwood Village is a small community of single family homes situated on the south shore of White Bear Lake (Figure 1). It is approximately 214 acres in size and at the end of 2000 had an estimated population of 968.

By Municipal Code, there are no retail or commercial activities in the community. Convenient access to these activities is available in the neighboring communities of White Bear Lake, Mahtomedi, Willernie and White Bear Township.

First incorporated as a Village in the year 1921, a subsequent act of the State Legislature converted the "Village" to a "City of the Fourth Class." Residents felt, however, that the term "Village" was so much a part of the community that it was amended to "Birchwood Village, a City of the Fourth Class." In this comprehensive plan, the names Birchwood Village, Birchwood, and the Village all have the same meaning and are used interchangeably.

Birchwood first developed as a community of summer recreation cottages built by residents of the Saint Paul area in early 1900's. Initial subdivisions were along the lakeshore, and this area is now characterized by a potpourri of old homes that have been extensively remodeled, and new homes where the original structure has been demolished. The newer subdivisions away from the lake have larger lots and are more homogeneous in appearance but have retained the flavor of the Village by preserving the natural features of the area.

The community was at one time served by the Twin City Lines streetcar which passed through the Village on its way from Saint Paul to White Bear Lake and Mahtomedi. The significant difference in lot sizes between the older and newer areas of the community, reflect the influence of changes in transportation modes.

There are no historic resources and properties within the community of Birchwood. The City will create a policy of preservation should any resources or properties be named historic.

#### B. Governmental Structure

Birchwood Village is a City of the Fourth Class, with a City Council form of government. Elected at large, the City Council consists of the Mayor and four council members. Each has ongoing responsibilities between meetings.

The City has two part-time employees, the city clerk and a treasurer. The elected officials, appointed officials and other residents provide many volunteer hours to the City to perform needed services.

Some municipal services such as sewer maintenance, police and fire protection, and building inspections/planning are contracted primarily from the City of White Bear Lake.

A Planning Commission advises the City Council on land use matters, variances and changes in ordinances. Currently, residents seeking a variance present their application and plans to the White Bear Planning Department. Their review is forwarded to the Planning Commission for review and recommendation to the City Council. The Council often asks the Planning Commission to review proposed ordinances and make recommendations to the Council.

The following policy guidelines establish what the community desires to achieve.

#### Goals:

1. Maintain residential nature of the community.
2. Preserve natural woodlands and wetlands characteristics.
3. Maintain and improve municipal services to insure the health, safety and general well being of Birchwood residents.
4. Maintain the autonomy of Birchwood Village as governmental entity.

5. Preserve existing traditions such as the July 4<sup>th</sup> parade, plant exchange, and village-wide garage sale.
6. Reduce energy usage by 1% per year.
7. Regularly track and maintain all city property, structures and assets.
8. Increase voluntarism in Birchwood.
9. Increase communication of community happenings and projects.
10. Prepare for emergencies.

It is apparent from the goals that evolved for the last three Comp Plans and this plan that the residents like what they have and have little or no desire for a change. This comprehensive plan endeavors to preserve the governmental, and environmental, traditions and characteristics of the City of Birchwood Village.

### **C. Demographic Characteristics**

The number of households in the City has increased only 10% in the past 28 years from 326 in 1980 to 357 in 2000. The new construction in the City has been teardown homes replaced by new construction. During this same period, the population has decreased 9% from 1059 in 1980 to 968 in 2000. The Metropolitan Council forecasts an increase of 13 households by the year 2020 to 370, but a continued decrease in population. The decrease in the population is based upon the assumption that, according to recent demographic trends, the average persons-per-household will gradually decrease in developed communities composed predominantly of single-family housing. Since Birchwood has few remaining vacant lots available for building purposes, the projected increase in households for the years 2010 and 2020 are probably inaccurate. The City anticipates no additional households through 2020.

The Metropolitan Council projects a slow decrease in the population of Birchwood to 950 in 2010 and stabilizing at 930 through 2030. The Metropolitan Council also sees the number of households stabilizing at 370 through 2030.

The City of Birchwood Village will face problems in the next decade adjusting to a slowly aging population. Some issues we face might include: an increased need for public services; residents leaving during the winter months which will leave vacant homes; fewer volunteers to help out; a decreased use of the parks because there will be fewer children; and a greater need to make facilities handicapped accessible. An additional issue might be the number of residents living on fixed incomes; this will cause problems (for residents) when the City needs to finance infrastructure repairs, upgrades or replacements.

Another demographic trend is the increased income disparity between members of Birchwood. As the homes on White Bear Lake become more and more expensive, only the wealthy will be able to afford to live on the lake. The increased value will squeeze out many of the traditional summer cottages and residents with lower incomes. Also, as (all) property becomes more and more valuable, and our residents age, their disposable income will stabilize or decrease, but their property taxes will increase. This will become one more factor which might squeeze our long-time older residents out of their homes.

### **D. Employment**

The City prohibits commercial and industrial development. The City employs two part-time employees and several seasonal, part-time park and recreation employees. Residents may have a business in their home under certain restrictive conditions.

## **II. LAND USE PLAN**

### **A. Policy Guidelines**

The following policy guidelines establish what the community desires to achieve.

1. Maintain the existing character of the community through the orderly growth of remaining buildable land.
2. Prohibit the development of commercial, industrial and high density residential uses.

3. Prohibit development on wetlands and other natural features that perform important protective functions in their natural state.
4. Eliminate all evidences of environmental blight, including but not limited to blighted housing and water pollution through strict enforcement of the municipal code.
5. Maintain a high quality and affordable residential environment.
6. Ensure that all new housing conforms to the accepted standards of planning, design and construction, including standards that respect natural hydrology and unique physical features.
7. Require that the protection of wetlands and lakeshore be an integral part of land development.
8. Avoid the removal of healthy trees. Where removal is unavoidable, replanting shall be required one for one.
9. Prevent alteration which would inhibit the role of wetlands, lakeshore or open space in the hydrologic system or an ecological system.

The primary intent of the land use policy guidelines is to foster, improve and preserve the existing character of the community. The zoning ordinance encourages maintaining present use in developed areas. Since the community is situated on White Bear Lake, Halls Marsh and Lost Lake, the zoning ordinance includes the necessary regulation to manage shoreline and wetlands. New development or rehabilitation is encouraged to preserve as many natural features as possible.

## **B. Natural Resources**

Birchwood is basically rolling and hilly. Slopes gradually increase in percent of grade as the land rises away from White Bear Lake. At the highest elevation the lake flows out at the north end toward Bald Eagle Lake. The terrain elevation rises to a height of over 1,010 feet at the west and south boundaries of Birchwood where it then levels out to a plateau. As the terrain rises there are slopes of 15% - 24%. Most areas have slopes that are no more than 12% - 15%. A 12% slope is considered erodible if the natural vegetation and ground cover is removed.

Tighe-Schmitz Park is an extremely low area. Before it was filled in, it was described as a bog, wetland and swamp. It was filled in during the 1950's. When there are large amounts of rain, this park serves as a holding area for excess water. Part of the park is being used as a permanent rain garden. This garden needs yearly nurturing.

The City has also constructed a rain garden on the Birch Easement. This rain garden compliments the natural outflow of water into the lake. This rain garden needs yearly nurturing.

The native soils are predominantly various types of sand. Close to the lake, the Kingsly fine sandy loam predominates. It is considered to have a slight degree of limitation for building. Some erosion hazard is evident on steeper slopes. The outcrop of rock that goes through here is called the Birchwood Outcrop.

The south-central portion of the City contains Pemroy loamy fine sand. This soil type presents a severe erosion hazard when found on slopes greater than 12%, which are found in that area. This soil also tends to be rather impermeable.

Detailed information on surface soil types is available from the Washington County Soil and Water Conservation District. Some ledge rock is encountered at scattered locations throughout the City of Birchwood Village.

Aquatic vegetation is found in the marsh areas. Land that was once open farmland in the southwest area now has a variety of trees as part of the landscaping.

Birchwood is extensively wooded and it appears most of the trees are of the Oak - Maple and Oak groups. Concern is expressed for the Oak - Elm groups of trees in that there appears to be no effective solution to Oak Wilt and Dutch Elm Disease which have infected area trees. Concern is also expressed for the loss of trees and tree limbs due to either inclement weather or aging of the city tree stock. Another major issue is the invasive species, buckthorn. Because this species is so invasive, the Washington County Sentence to Service crews spend several weekends every year cutting buckthorn. While Sentence to Service is free, the City must spend money disposing of the wood.

Another invasive species is purple loosestrife. This plant has replaced many native species (and animals) in Halls Marsh. There is no easy answer to eradicating this plant. The City is working with several volunteers and organizations to remove this plant.

White Bear Lake itself is probably the community's most valuable natural resource, providing recreational activities both summer and winter, and acting as an effective moderator of ambient temperatures. The sloping terrain toward the lake provides many homes with sweeping vistas of open space. The City and the citizens of Birchwood should be cognizant of this resource when applying chemicals.

### **C. Development Concept**

The City of Birchwood is designated as a "developed community" geographic planning area in the *2030 Regional Development Framework*. The development concept of Birchwood Village is entirely residential. Relevant official controls for land planning are summarized in the Implementation Chapter. No retail or commercial business activities are permitted, save a few professionals who office out of their private homes in a manner that generates minimal vehicular traffic. Birchwood ordinances permit duplex dwellings. Several existing parcels contain more than one dwelling; these parcels do not conform to the zoning ordinance. Seven parcels have two dwelling units.

Figure II illustrates the extent to which Birchwood is currently developed. The city has 421 tax parcels. Remaining large parcels could be subdivided into about an additional 18 buildable parcels. In terms of land development potential, Birchwood is over 95% developed.

### **D. Housing Plan**

The City is not part of the state's subsidized allocation plan. If we need help preserving the housing we have we would work with other government entities.

#### Housing Principles

The City of Birchwood Village supports:

1. A balanced housing supply, with housing available for people at all income levels.
2. The accommodation of all racial and ethnic groups in purchase, sale, rental, and location of housing within the community.
3. A variety of housing types for people in all stages of the life cycle.
4. A community of well-maintained housing and neighborhoods.

#### Housing Goals

General housing goals include the continued maintenance of all dwelling units in a habitable and presentable condition. This is currently achieved on an ongoing basis within the framework of the municipal code.

The City of Birchwood Village proposes to:

1. Maintain its current level of housing affordability - as best it can, given potential market forces on a completely developed city adjoining White Bear Lake.
2. Maintain its single family detached housing density.

There are few housing rehabilitation opportunities in the City, and subsidized rehabilitation activity is unlikely. A reason for this is the willingness of property owners to invest private money in making housing improvements.

#### Housing Supply - Current Housing Stock

The City of Birchwood Village is a small community located on the south shores of White Bear Lake within Washington County and has a population of 968 people. The City's housing consists mainly of single family homes,

with no vacant land remaining for further development. Any new housing construction will result through possible division of existing lots or through replacement of existing structures.

In general, the housing stock is good, but because most of the units are older, maintenance and rehabilitation is of great concern. Thirty-seven percent of Birchwood's housing was built before 1939, and 53% between 1940 and 1979. Of these, 82% of Birchwood's housing units are owner occupied and 18% are renter occupied, with a vacancy rate of 4%. Seventy percent of the housing units in Birchwood are valued between \$ 100,000 and \$250,000 not including the land.

In Birchwood, housing stock is affordable and meets the life cycle housing definition. These homes can be purchased and improved within a reasonable budget for moderate to upper income families. Most families residing within the City fall into the moderate income range.

#### Housing Implementation Program

To implement its housing goals, the City of Birchwood will investigate the following housing assistance, housing development, and housing rehabilitation/redevelopment programs.

#### Housing Assistance Programs

- \*Metro HRA rental assistance program.
- \*Mortgage assistance and below-market-rate home mortgage loans.
- \*First-time home buyer programs.

#### Housing Maintenance, Rehabilitation and Redevelopment Programs

- \*Home ownership rehabilitation, home improvement, and energy-efficient local programs.
- \*Housing rehabilitation programs funded locally.
- \*Twin Cities Habitat for Humanity
- \*Section 202 (federal) for development of elderly housing.
- \*Family Housing Fund
- \*Community Clean-Up Days

Due to the physical limitations resulting from no remaining land available for residential development in the City, Birchwood could also consider a collaborative effort with surrounding communities for a "cluster" plan supported by the Livable Communities Act.

#### Local Official Controls and Approvals

The local zoning and subdivision ordinances in Birchwood do not presently conflict with the City's goals to provide affordable housing to low income families or the elderly. As conflicts become known through the approval process, local codes would be reviewed and revised as needed by the City Council at that point in time.

Tables 1-10 illustrate statistics relating to Birchwood's housing and residents.

### **E. Surface Water Management**

The City is responsible for developing standards that prevent or mitigate pollutants as a result of development, new construction, remodeling or re-development. All new development, new construction, remodeling or re-development must conform to the National Urban Runoff Standards (NURP) standards, NPDES-SWPPP and the Minnesota Pollution Control Agency's best management practices for erosion and sedimentation control.

Water Resource Management Agreements

The City is wholly within the Rice Creek Watershed District which require permits for development, re-development and land disturbing activities that occur. The Rice Creek Watershed District has recently adopted new rules which require permittees to address storm water management, including volume and rate control, water quality, erosion and sediment control, wetlands, and floodplain. The Rice Creek Watershed District is also the designated Local Unit of government for purposes of the State of Minnesota Wetland Conservation Act.

Surface Water Jurisdiction within the City of Birchwood

Jurisdictional Entity	Jurisdictional Authority
US Army Corp of Engineers	All jurisdictional wetlands
MN DNR	DNR protected waters & wetlands Regulate to ordinary high water elevation or top of stream bank
MPCA	Water quality protection through 401 certification and NPDES
Rice Creek Watershed District	All wetlands & land disturbing activities that affect surface waters
City of Birchwood	Activities that affect wetlands & surface water per City Land Use Code

Policies

It is the policy of the City to...

1. Designate wetland alteration and mitigation requirements consistent with the Wetlands Conservation Act to Rice Creek Watershed District;
2. Implement the Rice Creek Watershed District’s Watershed Management Plan (The City Local Surface Water Management Plan was approved by the Rice Creek Watershed District on June 27, 2001. The Rice Creek Watershed will not have its 3<sup>rd</sup> generation water plan completed until sometime in 2009. Birchwood’s updated plan was approved 5/13/08.
3. Enforce the Minnesota Pollution Control Agency’s urban best management practices; titled Protecting Water Quality in Urban Areas to reduce non-point source pollutant loadings in storm water runoff.
4. Require that storm water ponds meet the design standards of the National Urban Runoff Program; and
5. Enforce shore land management regulations of the Minnesota Department of Natural Resources.
6. Implement NPDES-SWPPP best management practices.
7. The City of Birchwood reviews all building and land disturbance permits under one acre. Rice Creek Watershed District reviews permits required for land development plans greater than 1 acre or having shoreland disturbance. Before the City gives its final approval the resident must obtain the required permits from the watershed district.

The above referenced standards and requirements are currently addressed in the City of Birchwood Village Land Use Code. The General Standards include the following:

1. When possible, existing natural drainage ways, wetlands and vegetated soil surfaces must be used to convey, store, filter, and retain storm water runoff before discharge to public waters.
2. Development must be planned and conducted in a manner that will minimize the extent of the disturbed areas, runoff, velocities, erosion potential, and reduce and delay runoff volumes.
3. When development density, topographic features, and soil and vegetation conditions are not sufficient to adequately handle storm water runoff using natural features and vegetation, various types of constructed facilities such as diversions, settling basins, skimming devices, dikes, waterways, and ponds may be used.

Specific standards for land use development require:

- \*Impervious surface to be limited to 25 percent of the lot area
- \*No increase in the rate of storm water runoff from the parcel
- \*Gutters and downspouts to have drain leaders routed to pervious areas
- \*No clear cutting of trees
- \*Natural vegetative buffer at shore land and wetland

Specific standards for infrastructure development require:

- \*New storm water outfalls to public waters or wetlands to provide for filtering or settling of suspended solids before discharge,
- \*Storm water detention facilities to be designed according to the most current technology, as recommended by the Pollution Control Agency

The City requires a grading and filling permit to minimize and control storm water runoff, prevent erosion and trap sediment during construction. Provisions in the City code address size of disturbed area, length of exposure, use of temporary ground cover, use of runoff control devices such as silt fences, location of storage piles, and placement of fill material.

With the completion of the Rice Creek Watershed District Third Generation Watershed Management Plan, expected to take place in 2009, the City will then be required to update its comprehensive plan and/or local surface water management plan to ensure consistency with the updated watershed management plan. The City will prepare and adopt specific amendments to its storm water plan and land use controls within two years of Rice Creek Watershed District adoption of its Third Generation Plan. The updated plan will be sent to Rice Creek Watershed District and Metropolitan Council for review.

#### Planned Actions to Address Storm Water Management Concerns

In order to capture rainwater, pollutants and silt, sumps are being added to the City. These sumps will trap some or all of the silt, etc., before the rainwater goes into the lake.

#### **F. Street Sweeping**

Currently the City has the streets swept in the spring and fall. A complete sweeping of the City's streets costs about \$4,800 per year. The City also sweeps selected streets in mid summer and after major storms. The City focus for additional sweeping is to clean streets that feed storm water runoff into the lake.

### **III. PUBLIC FACILITIES**

#### **A. Transportation**

##### Inventory

##### *Street System*

The City of Birchwood Village has 4.2 miles of bituminous surfaced streets and 0.03 miles of gravel streets and are all classified as local. The only unimproved gravel street is Grotto Street, east of Wildwood Avenue. There are no streets within the City that are under State or County jurisdiction. East County Line Road, which is along the west border of Birchwood, is jointly owned by Washington County and Ramsey County. There are several areas where dedicated street right-of-way is unimproved; Birch Street, Ash Street, Grotto Street, Park Avenue and Highwood Street (Figure III).

The City's street infrastructure is the largest portion of the public works system requiring ongoing and routine maintenance. The City's streets consist of two to three inches of bituminous surfacing over four to five inches of aggregate base. Bituminous overlays of the streets have been completed in the past. As a result the bituminous surface may be thicker than three inches on some roadways. The City has relatively low traffic volumes, with individual homes generating six to eight vehicle trips per day. Since there are no commercial businesses located within the City, which could generate higher traffic volumes, it is expected that the volumes experienced shall remain steady.

Local streets maintained by the City are bituminous surfaced and are designed for a five ton axle loading. Street widths vary from 11 to 24 feet. Although some temporary on-street parking is accommodated, Municipal Code prohibits

parking on the surfaced portion of the street from 2:00 A.M. to 8:00 A.M. to assure that all resident vehicles are provided with off-street parking facilities.

A three-year program that would seal coat all of the City's bituminous roadways was initiated in 2007. The City is responsible for paying all costs incurred to complete the seal coating of the roadways. The following tables indicate which streets have either already been seal coated or are planned to be seal coated in the next two years. The construction costs for each project year are also included.

**2007 – Seal Coat Completed**

Street	From	To	Actual Construction Costs
Birchwood Ave.	East County Line Rd.	Cedar St.	\$ 4,700.00
Birchwood Ln.	East County Line Rd.	Wildwood Ave.	\$ 1,200.00
Wildwood Ave.	East County Line Rd.	Hall Ave.	\$ 14,795.00
		Total	<b>\$ 20,695.00</b>

**2008 – Seal Coat Completed**

Street	From	To	Estimated Construction Costs
Oakridge Drive	Cedar Street	End	\$ 5,400.00
Oakview Court	Oakridge Drive	End	\$ 750.00
Oakhill Court	Oakridge Drive	End	\$ 1,700.00
Five Oaks Lane	Oakridge Drive	Birchwood Ave.	\$ 1,100.00
Birchwood Ave.	Cedar Street	End	\$ 2,400.00
Birchwood Ct.	Birchwood Ave.	End	\$ 2,500.00
		Total	<b>\$ 13,850.00</b>

**2009 – Seal Coat to be Completed**

Street	From	To	Estimated Construction Costs
Lake Avenue	Wildwood Avenue	End	\$ 5,200.00
Cedar Street	Hall Avenue	Cedar Street	\$ 800.00
Hall Court	Hall Avenue	End	\$ 750.00
White Pine Lane	Hall Avenue	End	\$ 2,850.00
Jay Street	Hall Avenue	End	\$ 2,200.00
Birchwood Ave.	End	End	\$ 3,100.00
Iris Street	Lake Avenue	Wildwood Ave.	\$ 1,300.00
		Total	<b>\$ 16,200.00</b>

Some bituminous roadways located in the City were excluded from the three-year seal coating program. Two of these roadways are Cedar Street (East County Line Road to Hall Avenue) and Hall Avenue. These were not included because they were recently seal coated in 2005. The other two roadways not included are Grotto Street and Birch Street. The bituminous surfaces on these two roadways have deteriorated to a point where basic maintenance is no longer sufficient. In order to ensure that the residents of Birchwood Village have a safe and adequate transportation plan, both of these roadways should be reconstructed within the next 5 years. Any roadway to be reconstructed shall have 100% of the reconstruction cost assessed to the abutting property on the basis of front footage. This policy is in accordance with the Birchwood Code Book Section 612.090 paragraph 2.

Cedar Street/Hall Avenue are a segment of streets that are in moderate condition as of the fall of 2007. The roadway does experience a higher volume of traffic than the other roads within the City due to the fact that it serves as a collector roadway. The roadway does have areas of advanced alligator cracking and rutting in the wheel paths. This roadway should be reviewed on a periodic basis to determine when reconstruction will become necessary.

In addition to the seal coating projects, it will be necessary to start the process of crack sealing the streets. It is recommended that the streets be crack sealed every three years. Some additional as-needed repairs may emerge along the bituminous roadways. These necessary repairs could be a result of severe weather conditions and utility repairs.

### *Sidewalks*

There are no sidewalks within the City. Limited discussion has been heard regarding sidewalk improvements along East County Line Road. The roadside drainage includes a series of ditches and culverts, which would make construction of trail or sidewalk improvements difficult. It may be possible, however, to construct storm sewer to accommodate storm water runoff. Any improvements would need significant coordination with the Washington and Ramsey County.

A crushed granite trail was constructed in Tighe Schmitz Park in 2007. This trail winds through the entire park providing Birchwood a safe and unique pedestrian route for residents of all ages. Pedestrians also utilize a narrow bituminous surface between upper and lower Birch Street as a path. The City maintains Ash and Grotto walkways as wood chip paths.

### *Mass Transit*

Several forms of mass transit service are currently available to the residents of Birchwood:

- Metropolitan Transit Commission regularly scheduled weekday service to the St. Paul CBD
- White Bear Lake Area Transportation Service (Lake Area Bus)
- The City is within the Metropolitan Transit Taxing District and lies within Transit Market Area III.
- Route 270 is operated by Metro Transit and Route 219 is operated by Metropolitan Transit Services.

Access to both of the MTC services is gained on County Road 120 on the west side of the City and at the Park and Ride Lot at Maplewood Mall. The City Hall Park & Ride for access to MTC services is no longer part of the system.

The White Bear Lake Area Transportation Service provides local door to door "dial-a-ride" service on weekdays in and between Birchwood, White Bear Township, City of White Bear Lake, Mahtomedi, Willernie, and Vadnais Heights.

The City is committed to continued support of the available transit options.

### *Airports*

For commercial service, the nearest airport is Minneapolis-St. Paul International located some 16 miles to the southwest. This facility is accessible via Interstate 35E through downtown St. Paul or I694/I494 through the eastern suburbs.

The nearest airport of metropolitan significance is Lake Elmo Field, a general aviation facility operated by the Metropolitan Airports Commission. It is located some 8 miles to the southeast. Access to this facility is primarily via County Highways.

A number of private light planes operate off the surface of White Bear Lake on floats during the summer months and on skis during the winter months. The lake is adequate in size for light activity in this regard, and the MnDOT Aeronautics designated it appropriate for seaplane operations. The City concurs in this designation considering the present seaplane activity. However, large scale operations would not meet with City approval.

There are no existing height barriers for seaplane operation within the City. Municipal Code restricts the height of structures per Code 302.045 without a variance. Any variance which would result in a structure having a height of more than 200 feet AGL would be considered an aviation hazard needing concurrence of MnDOT.

Transportation Policy Plan

The City of Village of Birchwood Village is fully developed. There are no undeveloped parcels inside the city limits that are large enough for a multi-lot development.

There are no options to connect any of the existing streets to the streets of neighboring communities. The existing streets are adequate in handling all future transportation needs that the City may encounter.

The policy toward County 120 is to encourage improvements which would provide safer conditions for pedestrians and bicycle traffic and to slow or halt storm water runoff into White Bear Lake.

**B. Sanitary Sewer**

Inventory

The City is served by a network of sanitary sewer mains and individual home services, as shown in Figure IV. The original mains are predominately 9-inch clay pipe and were installed in 1964. The system is served by three lift stations, which are located at the Dellwood Easement (north of Tighe-Schmitz Park), the north end of Wildwood Park, and at the west end of Birchwood Lane near East County Line Road. All effluent entering the City's system is passed into the Metropolitan Council Environmental Services sewer and ultimately is treated at the Pigs Eye Treatment Plant in St. Paul. The Metropolitan Council has the following estimations for the wastewater flow from Birchwood Village.

	2010	2020	2030
<b>Sewered Population</b>	950	930	930
<b>Sewered Households</b>	360	370	370
<b>Sewered Employment</b>	0	0	0
<b>Average Annual Wastewater Flow (MGD)</b>	.08	.08	.08
<b>Allowable Peak Hourly Flow (MGD)</b>	.32	.32	.32

It is anticipated that the total volume of wastewater flow will not change significantly prior to 2030 given the fact that the City is nearly built out.

The City of Birchwood Village has several measures in place to prevent infiltration and inflow into the sanitary sewer mains. Ordinance 202.100 states that it shall be unlawful for anyone to direct storm water, surface water, ground water, or water from air conditioning systems into the sanitary sewer. The City Council will look at an amendment to that ordinance stating that the City prohibits the connection of sump pumps, rain leaders, and passive drain tile to the sanitary sewer system. In addition, televising of the mains allows the City to pinpoint areas of high infiltration and take corrective action.

Birchwood had its entire sanitary sewer system televised during the summer of 2003. Approximately half of the system was found to have significant deterioration and/or had high amounts of infiltration. In order to prevent further deterioration of the lines to the point where open trench replacement would be necessary, rehabilitation of approximately one-half of the mains by lining the sewer was done. This work was completed in the winter of 2005. In 2006, the sanitary sewer along Birchwood Lane was also rehabilitated by the cured in place pipe process. These mains are now 8-inch plastic pipe.

Any sewer lines that have not been lined to date will be televised late in 2007. Any line that is found to have further deteriorated to a point near the end of its useful life will be rehabilitated in 2008. The estimated construction cost to line all remaining sewer lines is \$403,000.00. Once the sanitary sewer line has been rehabilitated, it is expected that its useful life shall be 50 years. When referenced in regards to the sanitary sewer main, the term useful life shall be

defined as the sanitary sewer mains that direct the effluent from resident homes in an effective and efficient manner to the Metropolitan Council sanitary sewer line.

There are several areas where gravity sanitary sewer is located outside of street right-of-way. These areas are located behind 127-173 Birchwood Avenue, behind 146-152 Wildwood Avenue, behind 101-117 Wildwood Avenue and along White Bear Lake between 339 Wildwood Avenue and the Dellwood Easement. Access to these locations with conventional maintenance equipment is extremely difficult, if not impossible. The City has discussed the need for additional easements that would be necessary to gain access. The fact that these sewers are located in wooded or inaccessible areas leads to significant concerns regarding root problems. Several of the segments have been rehabilitated as noted on Figure IV. All of these mains have been reviewed as part of the televising that was completed and will continue to be monitored.

In order to protect the lift stations from damage, the City also replaced 40 sanitary manhole covers that had small openings caused by sewer gas deterioration. This will prevent foreign objects from entering the sanitary sewer system while also minimizing any storm water runoff, which does not need to be treated, from entering the system.

All three lift stations within Birchwood are relatively new. The Birchwood Lane Lift Station was reconstructed in 1997. In addition, the piping from the lift station to the wet well was replaced in October 2006. The Wildwood Lift Station was reconstructed in 2001. The reconstruction of the lift station consisted of removing and installing new pumps and piping inside the existing concrete structure. The Dellwood Lift Station was completely replaced in 2004. This work included removing and constructing a new concrete structure, and installing new pumps and piping inside the structure. The pumps in these three stations should be adequate for 20 years past their installation date and the structures should be adequate for 50 years past their installation date. Ongoing maintenance of the three lift stations will still be necessary.

### **C. Municipal Water Distribution**

#### Inventory

The City has a network of watermains and individual house services that serve residents. Figure V shows the watermain system. The watermain system for most of the City consists of 6-inch cast iron pipe, installed in 1964. Repairs and maintenance on the system are completed under the direction of the City Engineer and White Bear Public Works staff.

In 2005, the City completed an extension of the watermain from Oakridge Drive to East County Line Road. The extension consisted of directional boring an 8" HDPE pipe in between these two roadways. This extension looped the watermain on Oakridge Drive, which improved the water quality and fire flow for the residents along this road.

The City of Birchwood Village had all gate valve locations surveyed in 2006. This survey will allow the Village to quickly find the location of a gate valve whenever a section of watermain would need to be isolated, such as during a watermain break. This will be very useful in the winter when the gate valves could potentially be buried in snow and ice.

Birchwood does not have any wells that feed the system; rather, water is purchased from White Bear Lake. This connection for water supply is located in the southwest corner of the City, beneath East County Line Road. In March 2008, the check valve within the metering vault was replaced at this location.

The City does have an additional water supply connection from White Bear Township in place. This connection would be used in an emergency, such as a watermain break or if the connection to the City of White Bear Lake's water supply was interrupted. The Township connection was constructed in 1982 and is located along East County Line Road near Birchwood Avenue. A written agreement between the two communities is in place for this connection. This emergency connection has been utilized in a very limited manner since 1982. No modifications or improvements to this connection are necessary at this time.

Overall, the watermain system is functioning adequately and no major improvements are expected in the next ten years. However, there are two hydrants slowly leaking, and are scheduled to be replaced in the spring of 2008. The two hydrants are located at the end of Birch Street south of the intersection with Birchwood Avenue and on Lake Avenue.

The policy is to continue providing a safe and dependable supply of municipal water for the residential users. The City's Water Emergency and Conservation Plan (1995 and updated April 2008) contains the policies and procedures for the City of Birchwood Village to follow when the water supply is interrupted or in short supply. A copy of the Plan is available at City Hall.

#### **D. Storm Sewer**

##### Inventory

Birchwood Village lies on the shores of White Bear Lake and is part of the Rice Creek Watershed District.

In 1965, in conjunction with the construction of newly curbed streets, runoff was concentrated to the point where storm sewer culverts became necessary at a few locations to prevent erosion, or to conduct runoff through park areas where the presence of open ditches was considered undesirable.

No additional need for storm sewers was determined until the early 1970's when residential development in new areas began to precipitate concerns about increasing runoff rates. In 1974, in conjunction with the platting of Birchwood Ridge #2, a 20 -foot wide public easement was provided to enable future construction of a storm sewer along White Pine Lane and Grotto Street to the lake. In early 1980's, the Priebe Lake Outfall project was constructed in this area by the Rice Creek Watershed District. Priebe Lake lies within the City of White Bear Lake, but the outfall passes through Birchwood Village to Hall's Marsh.

In recent years, the City has constructed multiple smaller projects to address storm water issues. The first, completed in 2002, consisted of installing a baffle on an outlet from the two catch basins on Oakridge Drive. This baffle is designed to slow down the stormwater velocity coming out of the outlet, which drains into a swale running along property lines of homes in the City of White Bear Lake. A permanent erosion control blanket was installed along this swale in 2005.

In 2006, the City installed a concrete cable swale along Birch Easement. This swale is designed to remove sediment from the stormwater runoff while it is traveling through the swale, which in turn reduces the amount of sediment entering White Bear Lake. The construction of this concrete swale also created a walking trail along the easement, since it eliminated the need for the existing bituminous swale to convey the stormwater.

In 2007, three existing catch basins were removed along Wildwood Avenue and the Elm Beach Easement and replaced with new catch basins that have 4-foot sumps incorporated in them. These 4-foot sumps will trap sediment in the catch basin, which will diminish the amount of sediment entering White Bear Lake. Birchwood has outlined a maintenance schedule to clean structures with sumps every fall and spring.

The City of Birchwood Village continues to plan for the removal and replacement of existing catch basins with structures that include sumps to promote sediment reduction. There are approximately 12 catch basins/inlets that could be reconstructed at an approximate construction cost of \$5,500 each. To ensure that the project is of adequate size, the City will complete a minimum of three catch basin reconstructions with each project.

Birchwood installed a rainwater garden along Birch Easement in 2004. This garden experienced heavy sediment from the roadway, which limited the effectiveness of the garden. The installation of the catch basins with sumps will aid in alleviating the amount of sediment entering the garden. The rainwater garden was replanted in 2008 and will be monitored.

A large amount of storm water runoff enters directly into White Bear Lake at the intersection of East County Line Road and County Road F. This runoff is heavily loaded with nutrients and sediment. The City recently partnered with

Ramsey County to install a structure at this location to retard and treat storm water running off County 120 into White Bear Lake.

The City has two public roadways, Iris Street and Lake Avenue, which are adjacent to Halls Marsh. The roads run alongside the marsh for approximately half of the perimeter and the storm water runoff is directed to the marsh through the existing drainage patterns. There is also a culvert from Tighe-Schmitz Park that directly discharges into Halls Marsh. As part of a future street project, treatment of the storm water runoff is desired in order to promote a reduction in the sediment and nutrient loaded water from entering Halls Marsh. Possible government entities that may be involved with reducing the storm water runoff could be: Mahtomedi, Birchwood Village, Rice Creek Watershed District, and the White Bear Lake Conservation District.

#### Storm Sewer Policy

The policy regarding storm sewers is very much related to the ability to preserve the natural permeable ground cover. If excessive areas of impermeable surfaces can be discouraged, the need for storm sewers will be minimized.

Where storm sewers are found to be necessary, ponding areas will be constructed wherever feasible to reduce the runoff rate and improve the quality of runoff going to the lake.

Where feasible, nutrients in the runoff will be leached out using natural methods such as passing it through a wetlands or grassy area before the runoff enters White Bear Lake. This is similar in manner to the Priebe Lake Outfall, which uses Hall's Marsh for the purpose.

Birchwood also implemented a storm sewer monitoring program. This calls for the catch basins with sumps, rainwater garden, concrete cable swale, and other storm sewer measures to be monitored for high levels of sediment and cleaned once various levels are achieved.

All new storm sewers will be designed and maintained in accordance with the requirements of the Rice Creek Watershed.

#### **E. Utilities**

Electric power, natural gas, cable TV, and telephone utilities are available to all residents of Birchwood Village.

Electric power (120/240 single phase) is provided by Xcel Energy for residential use and also for street lighting. There are no commercial or industrial users. Three-phase power is provided for the operation of the sanitary sewer lift stations.

Overhead service is characteristic of all areas developed prior to 1965. Since 1965 all new subdivisions have underground residential service.

Natural gas is also distributed by Xcel Energy. A 10" high pressure main passes through the City on Wildwood Avenue. Gas laterals are generally 2" diameter steel pipe, although some recent installations have been 2" plastic pipe.

#### **F. Signs**

Birchwood Village had eighty percent of the regulatory and warning signs replaced in summer of 2000. Currently there are no signs located within City limits that are in need of immediate replacement. The condition of the signs will be monitored and signs will be replaced, on an as needed basis. There are no locations where any additional signage appears to be necessary.

The City is currently reviewing the parking needs at Tighe-Schmitz Park. The signage along the park will be reviewed and modified as necessary once the parking improvements are completed.

The City discourages the proliferation of signs and encourages a gradual reduction over time. If a new sign is put up, the City is encouraged to remove an existing sign. Also, any signs that are damaged by accidents or vandalism should be replaced as soon as they are reported to the City.

#### **G. Fire and Police Protection**

##### Current Situation

Presently Birchwood contracts with the City of White Bear Lake for its police, fire and ambulance services. This arrangement allows Birchwood to provide good protection at a modest cost.

##### Policy

The City policy is to continue to provide these services on a contractual basis. These contracts reduce the costs of administering protection while enabling the contracted community to make more efficient use of their equipment and personnel.

### **IV. PARKS AND OPEN SPACE**

#### **A. Inventory**

There is a total of 13.8 acres of park and public open space land within the boundaries of Birchwood Village (See Figure VI). The City's park system contains four dedicated municipal parks (Tighe-Schmidt, Bloomquist Field, Wildwood Avenue Boulevard and Nordling Park); six lake easements providing access to White Bear Lake, and several undeveloped areas of open space. All City residents are within one-half mile of one or more of the parks. There are no regional parks or trails in the City.

##### Municipal Parks

Bloomquist Field (1.50 Acres) is located at the intersection of Cedar Street and Birchwood Avenue. A double tennis court is located in this facility, as well as picnic tables and benches. New playground equipment was installed in 1998. The City anticipates replacing the entire tennis court surface by 2011.

Wildwood Avenue Boulevard (0.60 Acres) is located at approximately the midpoint of Wildwood Avenue. It is a wide open grassy area between the driving lanes of Wildwood Avenue. The City uses the park for its Fourth of July celebration. Two of the lake easements for the City abut this area.

Tighe-Schmitz Park (2.50 Acres) is located on the northeastern edge of the City. Located in this park are the large sports areas - hockey rink, open skating rink, baseball field, football and soccer practice areas. The multi-purpose hockey rink (completed in 1997) provides for year-round use including in-line skating and basketball in the off-season. Adjacent to the skating rinks is a warming house and volleyball court. Children's play equipment (installed in 1996), and a picnic shelter complete the area at this time. Adjacent to the picnic area, a rain garden was installed. In 2007, a walking path was installed on the edge of the park.

Nordling Park (1.3 Acres) is a wooded area which has some walking paths and serves as a temporary ponding area.

Lake Easements (1.2 Acres): six lake easements provide access to White Bear Lake for swimming, boating, fishing, and winter activities. These sites are evenly spaced along Wildwood and Lake Avenues. (See map - Kay, Dellwood, Elm, Birch, Ash and Kurt Feistner Memorial Preserve. These are City owned and governed. Associations exist for City residents who pay a fee for erection and maintenance of docks.

##### Unimproved Open Space

Lakewood Rearrangement, Out Lot A (0.2 Acres) This 50 foot wide strip of land is undeveloped but has potential as a tot-lot.

Hall's Marsh (6.6 Acres) This open space is a dedicated nature preserve. The Village is hoping to make this open space more accessible to the residents.

Birchwood City Hall, located adjacent to Bloomfield Field, serves as a gathering and meeting place for various Birchwood organizations as well as for official business meetings. The Village is using the land directly north of the Village Hall as a storm water runoff ponding area.

#### Unimproved Streets

There are several unimproved street right-of-ways which offer potential pedestrian trails through the City (Birch, Ash, Grotto, Highwood). In the past, some preliminary discussions have taken place exploring the possibility of future expansion of the trail system.

#### Nearby Communities

Parks and recreational facilities in nearby communities are accessible to Birchwood residents. For example, libraries are located in both Mahtomedi and White Bear Lake. Adjacent resources include Wildwood Park and Wedgewood Park both just off County Road E in Mahtomedi just to the south and east of Birchwood. About an equal distance to the west is the fairly well-developed playground at the former Bellaire School. This school includes playground equipment, and softball field. The City of White Bear also has play equipment at the corner of County F and Bellaire. White Bear Township's Bellaire Beach and picnic area is located on White Bear Lake one-half mile west of Birchwood.

All children and adults within Birchwood can participate in all activities of the White Bear Lake, and Mahtomedi Community Education Programs.

### **B. Policy Plan**

#### Goal:

Maintain and improve the public facilities which exist to ensure the health, safety and general well being of individuals within the community. Integrate and align Birchwood equipment and resources with other local communities and youth organizations.

#### Objectives:

1. Ensure availability of proper facilities to service all age groups. In development of its facilities Birchwood should strive to maintain a balance of suitable recreational activities for all age groups within the municipality.
2. Strive to improve a system of walkways within the City to minimize the reliance on vehicular modes of transportation, shifting the emphasis to pedestrian traffic to and from the City's parks.
3. Upgrade the lake easements, as necessary, to meet the needs and desires of residents.

### **C. Future Plans**

Future planning should include consideration of the expansion of pedestrian pathways to the City's parks. It is desirable to minimize the reliance of vehicular traffic due to the narrowness of the City's streets.

There are several existing trails in Birchwood Village. The need for a safe route around the lake for pedestrians, bikers, joggers, etc. is obvious. Previously, the communities around White Bear Lake discussed establishing an around the lake bike trail, however, these discussions ended without the establishment of a trail. If and when these talks begin again, Birchwood will participate and support.

One of the City's priorities is the preservation of the natural charm of its existing neighborhoods and the privacy of its citizens. With respect to new trails, the City's priority shall be on maintaining its existing trails, not the construction of new trails over existing unimproved right-of-ways. Written notice shall be provided all abutting property owners prior to any hearing considering the development of a new trail. One of several key factors to be considered in any decision to construct new trails is whether the property owners of the property abutting the specific street right of way where the proposed trail is located, are in favor of such trail.

In any proposed construction or maintenance, the emphasis will be on retaining the natural setting of the trails and adjacent areas.

## **V. OFFICIAL CONTROLS FOR LAND PLANNING AND BUILDINGS**

Section 203 of the building regulations adopts the Minnesota State Building Code for the purposes of regulating construction. The City of Birchwood Village ordinances govern the removal, demolition, equipment, use, height, area, and maintenance of buildings and structures. Building permits are required except for repair, maintenance, or minor alterations when the value of work and materials for such alterations does not exceed \$500.

Section 301, zoning code, excludes land uses other than:

- (1) A single dwelling having no more than two "dwelling units" and occupied by no more than two families.
- (2) Public municipal building; public parks; public playground; public recreation structure.
- (3) Agricultural uses and open space.
- (4) Accessory use to any of the above (1) through (3).
- (5) Approved special uses by Conditional Use permit.

The minimum lot area per "dwelling unit" is 12,000 square feet, except 15,000 square feet for lots abutting lakes, ponds, or wetlands.

The minimum floor area per "dwelling unit" is 900 square feet, excluding basement area.

The minimum lot width at the front building line is 80 feet for one-family dwellings, and 135 feet for two-family dwellings.

The undersized lots of record held in single ownership as of 1/1/75 (60% of that required) per Code 302.015.

The maximum height of structures for the main structure and for accessory structures per Code 302.045.

The total area of impervious surfaces on a lot must not exceed 25% of the total lot area.

Section 404 of the code defines "dangerous dwellings", declares them to be public nuisances, and provides the mechanics for their repair or removal. A Housing Appeals Board has been created to administer the provisions of this ordinance. When necessary, the Council becomes the Housing Appeals Board.

No changes to the official controls are necessary to implement the updates.

The City of Birchwood Village will maintain zoning standards such as minimum lot sizes, amounts of open space, yard setbacks, and maximum height of buildings appropriate to protect solar access to all residents. Land uses will not preclude the possible use of solar energy systems.

**TABLE #1  
HOUSEHOLD AND POPULATION TRENDS  
City of Birchwood Village**

	1980	1990	2000	2010	2020	2030
<b>Households</b>	326	364	357	370	370	370
<b>Population</b>	1059	1042	968	950	930	930
<b>Employment</b>	0	0	0	0	0	0
<i>Source: US Census; Metropolitan Council</i>						

**TABLE #2  
POPULATION BY AGE  
City of Birchwood Village**

Age	1990	1990	2000	2000
	Number	% of Total	Number	% of Total
Under 5 years	76	7.3	54	5.6
5 to 9	67	6.4	67	6.9
10 to 14	82	7.9	86	8.9
15 to 17	50	4.8	49	5.1
18 to 21	48	4.6	37	3.8
22 to 24	32	3.1	16	1.7
25 to 34	135	13.0	71	7.3
35 to 44	182	17.5	161	16.6
45 to 54	159	15.3	183	18.9
55 to 64	137	13.1	127	13.1
65 to 74	59	5.7	79	8.2
75 to 84	14	1.3	32	3.3
85 and older	1	0.1	6	0.6
<b>Total Population</b>	<b>1042</b>	<b>100.0</b>	<b>968</b>	<b>100.0</b>

**TABLE #3  
HOUSEHOLD PROFILES: HOUSEHOLDS BY PERSON (2000 CENSUS)  
City of Birchwood Village**

HOUSEHOLD COMPOSITE	HOUSEHOLDS	HOUSEHOLDS
	Number	Percent
<b>One person households</b>		
Male householder	30	8.4
Female householder	25	7.0
<b>Two or more person households</b>		
<b>Family households</b>		
Married couple family	257	72.0
Other family		
Male: no wife present	12	3.4
Female: no husband present	18	5.0
<b>Non-family households</b>		
Male householder	7	2.0
Female householder	8	2.2
<b>Total</b>	<b>357</b>	<b>100</b>

**TABLE #4**  
**INCOME PROFILES: FAMILY AND HOUSEHOLD INCOME (2000 CENSUS)**  
 City of Birchwood Village

INCOME	HOUSEHOLDS	HOUSEHOLDS	FAMILIES	FAMILIES
	Number	Percentage	Number	Percentage
<b>TOTAL</b>	<b>357</b>	<b>100</b>	<b>291</b>	<b>100</b>
Less than \$10,000	2	0.6	0	0
\$10,000-\$14,999	11	3.1	8	2.7
\$15,000-\$19,999	6	1.7	7	2.4
\$20,000-\$24,999	11	3.1	6	2.1
\$25,000-\$29,999	5	1.4	5	1.7
\$30,000-\$34,999	18	5.0	8	2.7
\$35,000-\$39,999	6	1.7	2	0.7
\$40,000-\$44,999	12	3.3	9	3.1
\$45,000-\$49,999	8	2.2	13	4.5
\$50,000-\$59,999	33	9.2	17	5.8
\$60,000-\$74,999	45	12.5	41	14.1
\$75,000-\$99,999	87	24.2	78	26.8
\$100,000-\$124,999	43	12.0	37	12.7
\$125,000-\$149,999	22	6.1	18	6.2
\$150,000-\$199,999	21	5.8	17	5.8
\$200,000 or more	29	8.1	25	8.6

**TABLE #5**  
**HOUSING PROFILES: NUMBER OF PERSONS PER UNIT (2000 CENSUS)**  
 City of Birchwood Village

STATUS	PERSONS	PERSONS	HOUSING UNITS	HOUSING UNITS	AVERAGE HOUSEHOLD SIZE
	Number	Percentage	Number	Percentage	Number
<b>Owner Occupied</b>	915	94.5	337	94.4	2.72
<b>Renter Occupied</b>	53	5.5	20	5.6	2.65
<b>Total</b>	968	100.0	357	100.0	2.71

**TABLE #6**  
**RACE/ETHNICITY BY AGE (2000 CENSUS)**  
 City of Birchwood Village

AGE	WHITE	BLACK OR AFRICAN AMERICAN	AMERICAN INDIAN	ASIAN OR PACIFIC ISLANDER	OTHER RACE	TWO OR MORE RACES	HISTANIC OR LATINO
Under 5 yrs	54	0	0	0	0	0	0
5-17	187	2	0	5	0	3	2
18-24	53	0	0	0	0	0	0
25 to 44	231	1	0	0	0	0	2
45 to 54	180	1	1	1	0	0	0
55 to 64	126	0	0	0	0	1	0
65 to 74	79	0	0	0	0	0	1
75 & older	38	0	0	0	0	0	0
<b>Total</b>	953	4	1	6	0	4	5

**TABLE #7**  
**VALUE OF OWNER-OCCUPIED UNITS (COUNTY ASSESSOR'S DATA)**  
**City of Birchwood Village**

VALUE	NUMBER OF UNITS IN 2000
Under \$50,000	8
\$50,000-\$74,999	7
\$75,000-\$99,999	20
\$100,000-\$124,999	32
\$125,000-\$149,999	37
\$150,000-\$174,999	87
\$175,000-\$199,999	54
\$200,000-\$249,999	37
\$250,000-\$299,999	36
\$300,000-\$399,999	30
\$400,000-\$499,999	10
\$500,000 or more	4
<b>Total Owner Units</b>	<b>362</b>

**TABLE #8**  
**LOT SIZES**  
**City of Birchwood Village**

AREA IN SQUARE FEET	NUMBER OF LOTS	% OF TOTAL	CUMULATIVE %
0 – 2,500	28	5.7	5.7
2,500 – 5,000	22	4.5	10.2
5,000 – 10,000	59	12.1	22.3
10,000 – 15,000	179	36.8	59.1
15,000 – 20,000	65	13.3	72.4
20,000 – 25,000	49	10.1	82.5
25,000 – 30,000	30	6.2	88.7
30,000 – 50,000	35	7.2	95.9
Over 50,000	20	4.1	100.0
<b>Total</b>	<b>487</b>	<b>100.0</b>	
Median Lot Size: 18,990 square feet			
<i>Source: Washington County Surveyor's Office</i>			

*Note: The number of lots will be greater than the number of structures and the number of households because many households own and have built one structure on several lots.*

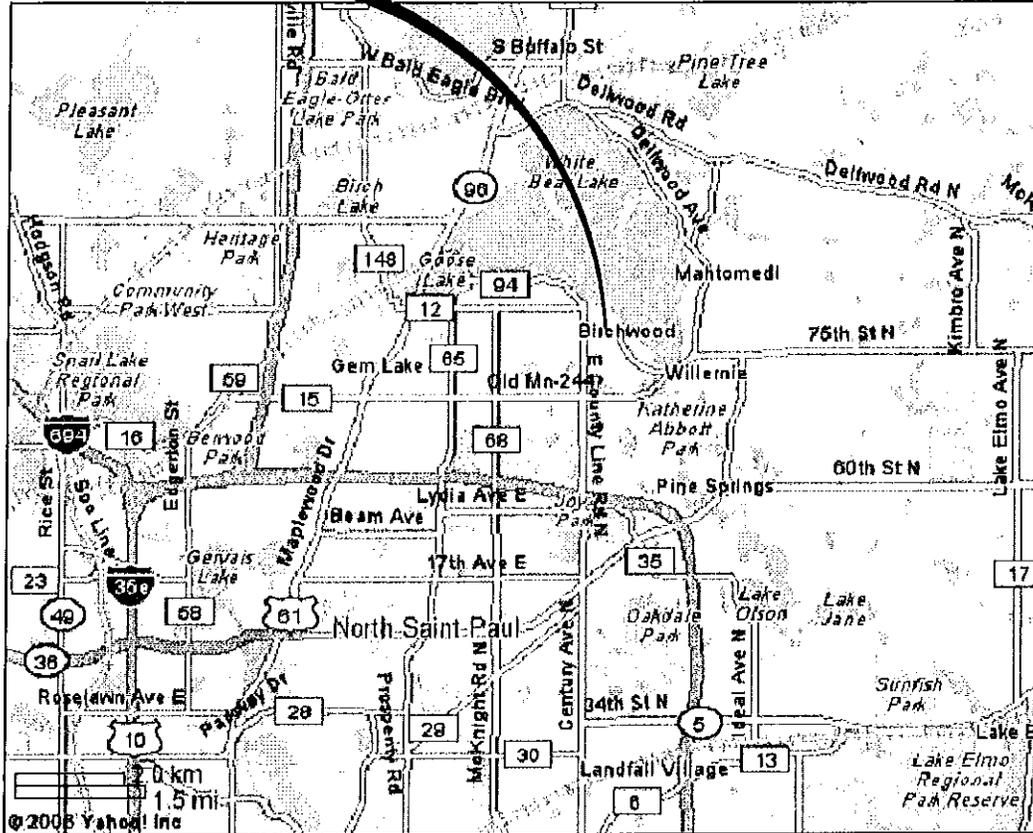
**TABLE #9**  
**HOUSEHOLD VALUES: 2000**  
(in thousands of dollars)  
City of Birchwood Village

ASSESSED VALUE	NUMBER OF STRUCTURES	% OF TOTAL
Less than \$10,000	0	0
\$10,000 – 14,999	0	0
\$15,000 – 19,999	2	.6
\$20,000 – 24,999	0	0
\$25,000 – 29,999	0	0
\$30,000 – 34,000	0	0
\$35,000 – 39,999	0	0
\$40,000 – 44,999	2	.6
\$50,000 – 59,999	0	0
\$60,000 – 69,999	0	0
\$70,000 – 79,999	3	.9
\$80,000 – 89,999	7	2.1
\$90,000 – 99,999	4	1.2
\$100,000 – 124,999	14	4.2
\$125,000 – 149,999	38	11.4
\$150,000 – 174,999	44	13.2
\$175,000 – 199,999	43	12.9
\$200,000 – 249,999	75	22.5
\$250,000 – 299,999	38	11.4
\$300,000 – 399,999	20	6.0
\$400,000 – 499,999	19	5.7
\$500,000 – 749,000	17	5.1
759,000 – 999,999	6	1.8
\$1,000,000 or more	2	.6
Total	334	100.00
Average value \$255,000		

**TABLE #10**  
**AGE OF HOUSING UNITS**  
City of Birchwood Village

AGE OF HOUSING UNITS	OWNED HOUSING	TOTAL %
1939 or Earlier	114	31.1
1940-1949	25	6.8
1950-1959	40	10.9
1960-1969	38	10.4
1970-1979	87	23.8
1980-1989	36	9.8
1990-1994	17	4.6
1995-1998	9	2.5
1999-March 2000	0	0
TOTAL	366	100
Source: US Census (2000), Metropolitan Council		

CITY OF BIRCHWOOD VILLAGE



UPDATED 9/08

ELFERING & ASSOCIATES

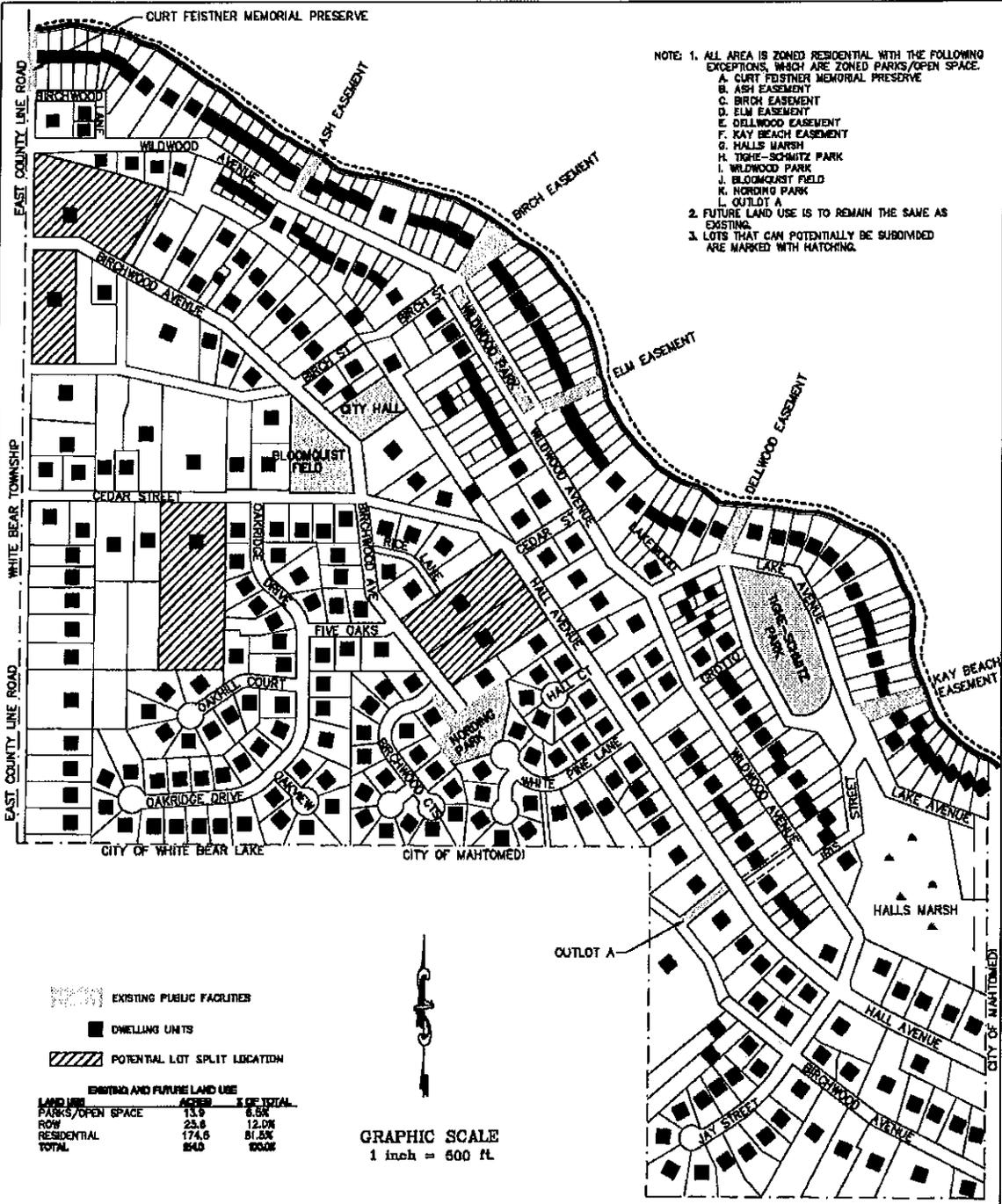


10082 FLANDERS COURT NE  
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CITY OF BIRCHWOOD VILLAGE  
LOCATION MAP

FIGURE

1



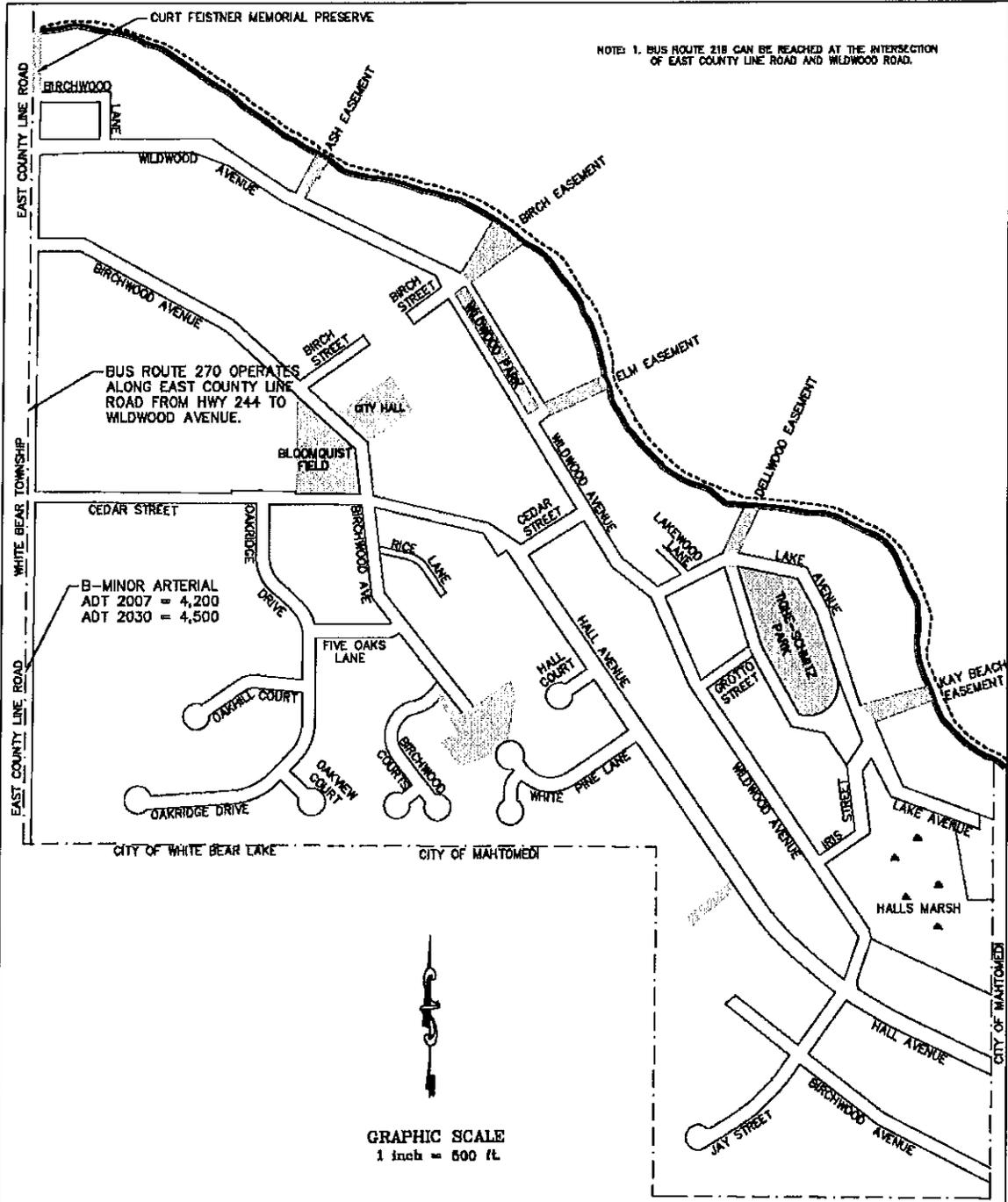
UPDATED 9/08

**ELLERING & ASSOCIATES**

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**CITY OF BIRCHWOOD VILLAGE  
ZONING MAP  
LAND USE PLAN  
FUTURE LAND USE PLAN**

**FIGURE  
II**



UPDATED 6/08

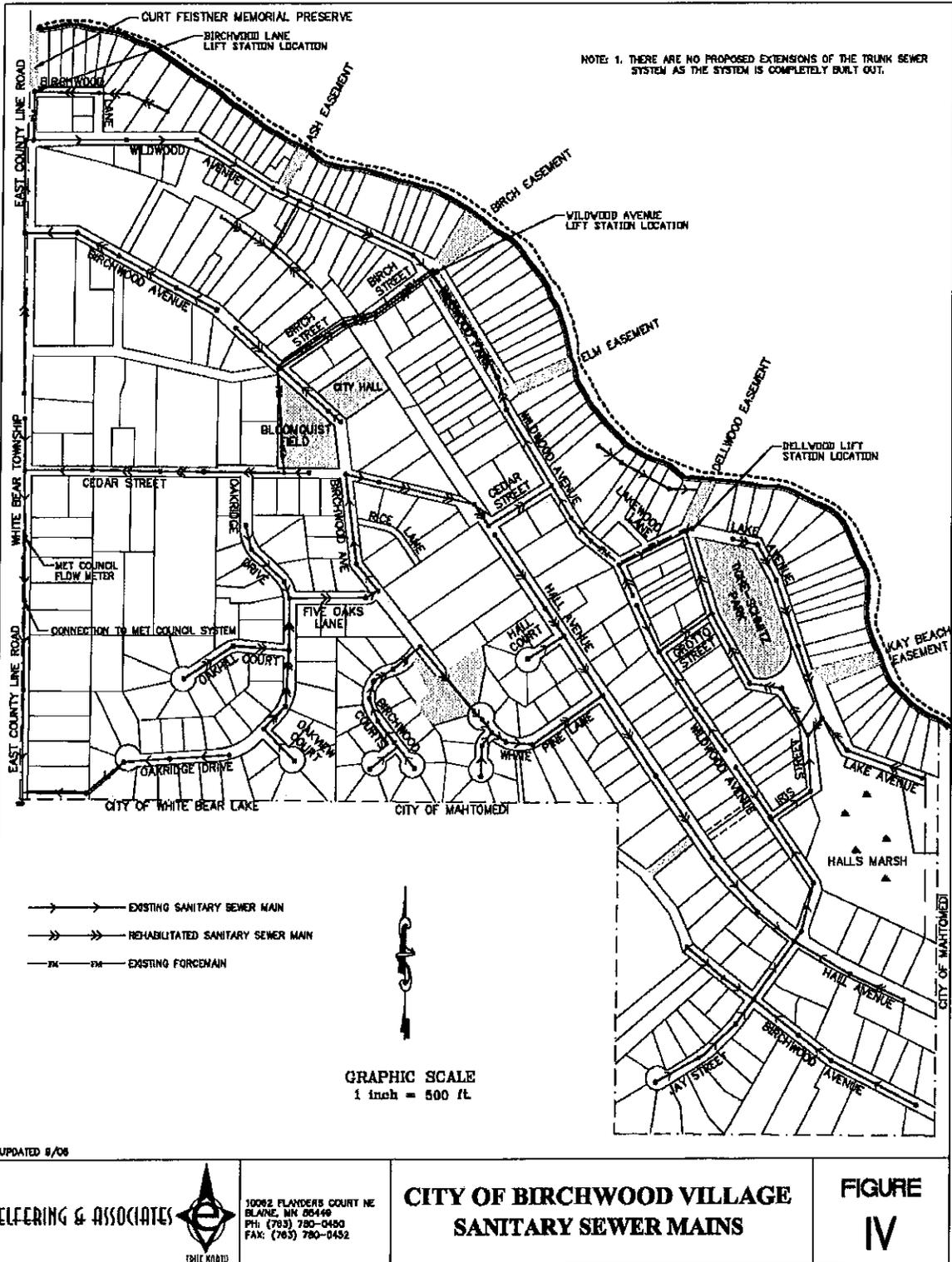
HEERING & ASSOCIATES

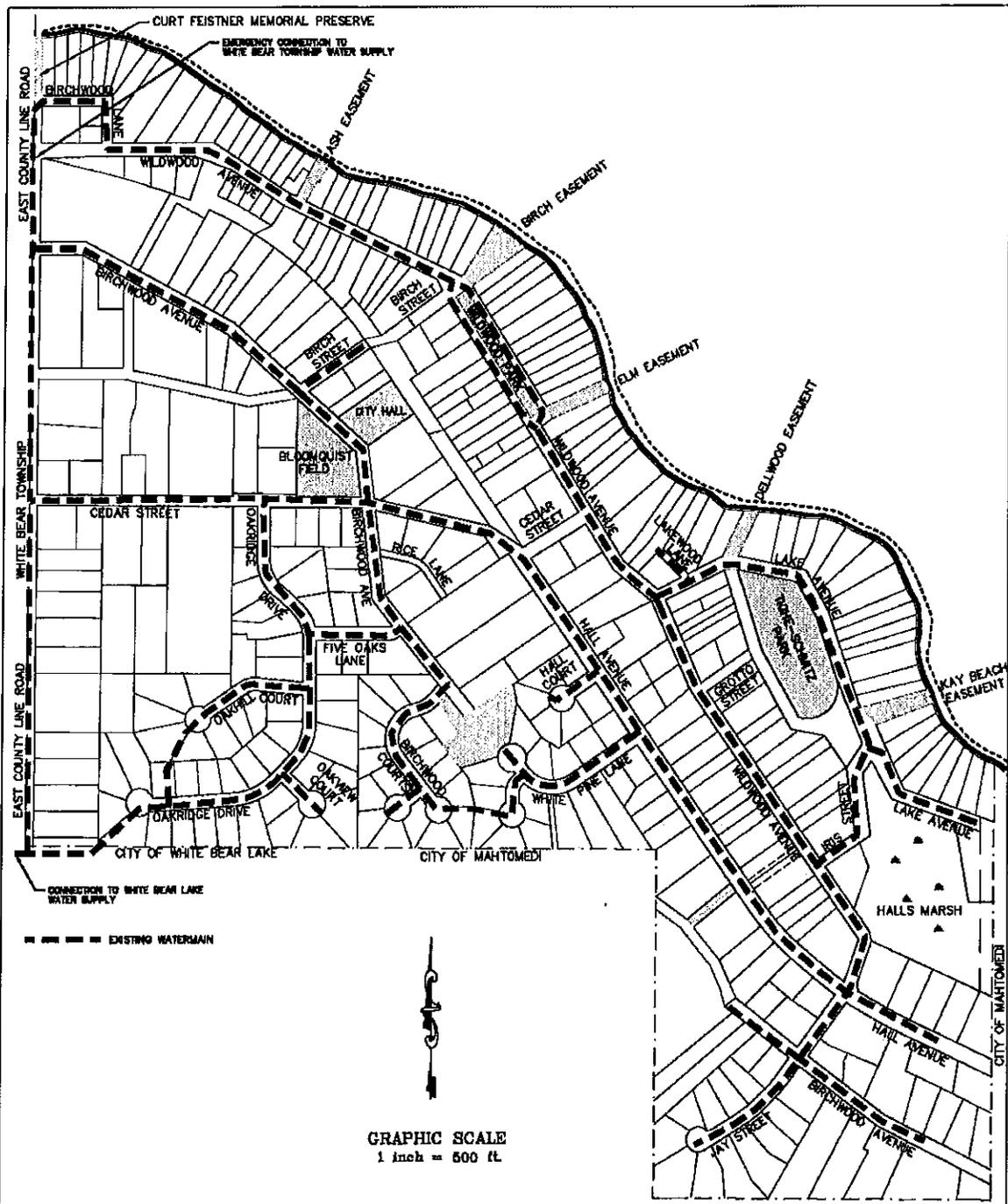


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**CITY OF BIRCHWOOD VILLAGE  
STREET SYSTEM**

**FIGURE  
III**





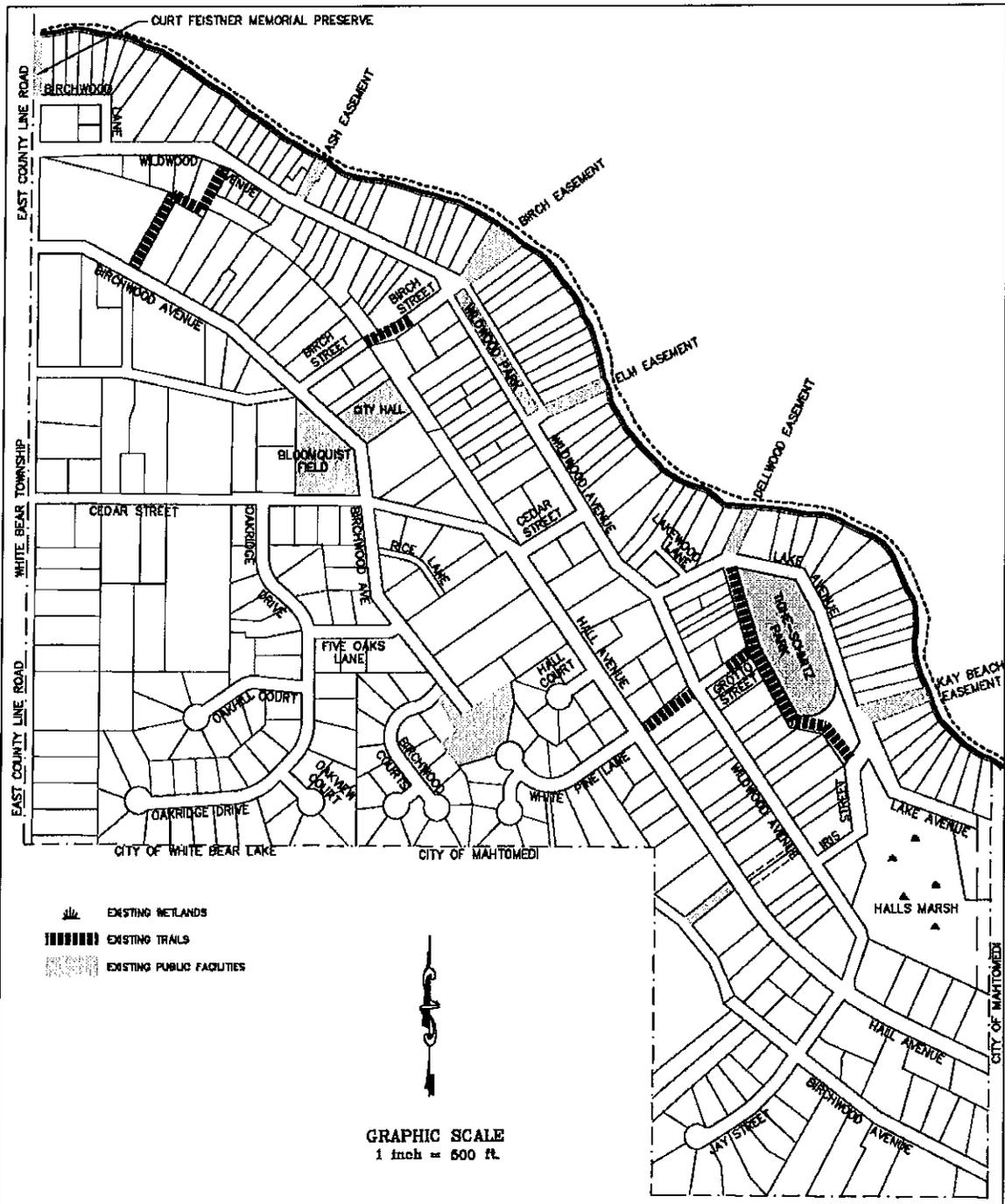
UPDATED 8/08

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**CITY OF BIRCHWOOD VILLAGE  
 WATER DISTRIBUTION SYSTEM**

**FIGURE  
 V**



UPDATED 8/08

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PAUL HORN

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**CITY OF BIRCHWOOD VILLAGE  
PARK AND TRAIL SYSTEM**

**FIGURE  
VI**



**Appendix A  
City of Birchwood Capital Improvement Schedule  
(2007 dollars)**

	Un-scheduled	Past Costs		10 Year Schedule of Costs										Subtotals
		2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	
<b>Sanitary Sewer</b>														0
Rehab of mains		531,295												0
Pump replacement						12,000				12,000			12,000	36,000
Annual lift station maintenance														0
Video mains for cracks						X								
<b>Subtotal</b>		<b>531,295</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12,000</b>	<b>0</b>	<b>0</b>	<b>12,000</b>	<b>36,000</b>
<b>Storm Sewer</b>														
catchbasin replacement		16,500	16,500	16,500	16,500									49,500
clean city hall drain pipe			X					X					X	
<b>Subtotal</b>		<b>16,500</b>	<b>16,500</b>	<b>16,500</b>	<b>16,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>49,500</b>
<b>Water</b>														
hydrant replacement		9,530												0
check valve replacement		4,590												0
<b>Subtotal</b>		<b>14,120</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Roads</b>														
crack sealing		5,000		2,000	5,000			5,000			5,000			22,000
seal coating		15,000	16,500		5,000									36,500
reconstruction Cedar/Hall						900,000								900,000
reconstruction Lower Birch	\$43,000													0
pave Grotto Street	\$36,000													0
<b>Subtotal</b>		<b>20,000</b>	<b>16,500</b>	<b>2,000</b>	<b>10,000</b>	<b>900,000</b>	<b>0</b>	<b>5,000</b>	<b>0</b>	<b>0</b>	<b>5,000</b>	<b>0</b>	<b>0</b>	<b>958,500</b>
<b>Parks</b>														
tennis court reconstruction			X											
replace tennis court net			X					X					X	
tennis court crack sealing										X				
paint hockey rink		X					X					X		
<b>Subtotal</b>														
<b>Facilities</b>														
paint city hall			X										X	
permeable pavers city hall	X													
<b>Subtotal</b>														
<b>TOTAL COST</b>		<b>581,915</b>	<b>33,000</b>	<b>18,500</b>	<b>26,500</b>	<b>912,000</b>	<b>0</b>	<b>5,000</b>	<b>0</b>	<b>12,000</b>	<b>5,000</b>	<b>0</b>	<b>12,000</b>	<b>1,044,000</b>

Source of Information: November 9, 2007 letter from Elfering Associates (sanitary sewer, storm sewer, roads, water). Randy Lafoy's spreadsheet - parks, facilities.

