CITY OF MOUND CITY COUNCIL

AGENDA

Tuesday, November 24, 2026

Directly following the Adjournment of the Housing and Redevelopment Authority Meeting

THIS AGENDA IS SUBJECT TO CHANGE UNTIL THE START OF THE CITY COUNCIL MEETING

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ADOPT AGENDA**

4. **PUBLIC COMMENTS**

5. **CONSENT AGENDA**
   a. Minutes of the November 10, 2026, City Council Regular Meeting, Kelly 1-6
   b. Resolution 26-76 Approve Utility Billing Adjustments, Erdmann 7-9
   c. Resolution 26-77 Approving Expansion Permit for 3100 Argyle Lane, Smith 10-29
   d. Resolution 26-78 Approving Variance and Public Lands Permit for 2006 Shorewood Lane, Menhennet 30-73

6. **PRESENTATIONS**
   a. Council Introduction for Review of Concept Plan for the Properties at 2380, 2388, and 2396 Commerce Boulevard, Smith 74-82

7. **PUBLIC HEARINGS**

8. **OLD BUSINESS**

9. **NEW BUSINESS**
   a. 2027 Fee Schedule Amendment, Erdmann 83-153

10. **ANNOUNCEMENTS**
    a. Comments/Reports from Council Members
    b. Comment/Report from City Manager
    c. Next City Council Regular Meeting: Tuesday, December 8, 2026, at 6:00 p.m.\

11. **ADJOURN TO CLOSED SESSION**
    The City Council will now go into Closed Session to review the performance of its City Manager, in accordance with MN Statute 13D.05, Subd. 3 which states that:

City of Mound Mission Statement: The City of Mound, through teamwork and cooperation, provides at a reasonable cost, quality services that respond to the needs of all citizens, fostering a safe, attractive and flourishing community.

A public body may close a meeting to evaluate the performance of an individual who is subject to its authority. The public body shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the public body shall summarize its conclusions regarding the evaluation.

The City Council expects to adjourn the meeting following the closed session and **will not return to open session**. In accordance with the law, a summary of the Closed Session will be provided at the next regular City Council meeting (December 8, 2026).

MOUND CITY COUNCIL MINUTES
November 10, 2026

The City Council of the City of Mound, Hennepin County, Minnesota, met in regular session on Tuesday, November 10, 2026, at 6:00 p.m. in the Council Chambers in the Centennial Building.

Members present: Mayor Jason Holt, Council Members Sherrie Pugh, Kevin Castellano and Michelle Herrick.

Members absent: Council Member Kathy McEnaney

Others present: City Manager Jesse Dickson, Deputy City Manager Laila Imihy, City Clerk Kevin Kelly, Finance Director Lindsey Erdmann, City Attorney Scott Landsman, Public Works Director Ryan Prich, City Engineer Matt Bauman, OPD Sergeant Ryan Spencer, Northland Securities Tammy Omdal, Elizabeth Luther, Johann Chemin, Helen Canning and Tom and Trent Sims.

1. Call to Order

2. Pledge of Allegiance

3. Adopt Agenda
   MOTION by Herrick, seconded by Castellano, to approve the agenda. Upon roll call vote, all voted in favor. Motion carried.

4. Public Comments
   Johann Chemin, 6029 Beachwood Road, thanked the Council for their service.

   Chemin said he likes the new design of the tower. Chemin asked the when the temporary aerial tower will be removed. Prich said he is communicating with Verizon about putting their material back on the tower. Prich said there is a parts delay and the work should be completed in early January.

   Chemin asked about the WTP storm water flow from the parking area and the roof. Holt said the stormwater will mostly flow out to the street.

   Chemin said he thought the Flock camera is being used for mass surveillance.

   Tom Sims, 70 Birch Bluff Road, Tonka Bay, said he is here to represent his son who owns the property at 2957 Cambridge Lane. Sims said the access to his property is being compromised and asked the City Council at a previous meeting about correcting the situation. Sims said the City granted a building permit at the neighboring property. Sims said the construction of the neighboring house is affecting access to their property.

   Trent Sims, 2957 Cambridge Lane, said his neighbor is now adding landscaping and possibly building a shed to further reduce access to his property. Sims said he is being strong-armed by his neighbor.

   Dickson said there is a water line and retaining wall which could be moved though it is expensive to do so. Dickson said the Council could approve the removal of the water line and retaining wall with the Sims paying for their removal.

Tom and Trent Sims both contended the City retaining wall, built in 2012, created a restriction on the access to the 2957 Cambridge property.

Dickson said the City needs to establish where the responsibility lies regarding paying for access improvements. Holt said the Sims' need to work with Jesse Dickson and the City to do an assessment of the situation.

5. Consent Agenda
   a. Minutes of October 27, 2026, City Council Regular Meeting, Kelly
   b. Check Registry for October 2026, Erdmann
   c. Approve Resolution No. 26-73 Vacating Easement at 1604 Dove Lane, Smith
   d. Approve Resolution No. 26-74 Approving First Amendment to Lake Minnetonka Flats Development Agreement, Smith
   e. Pay Request No. 4 & Final in the amount of $84,258.54 to Widmer Construction for 2025 Lift Station; PW-25-03, Bauman
   f. Pay Request No. 5 & Final in the amount of $34,708.34 to New Look Contracting for Lost Lake Commons Phase 1; PW-23-09, Bauman
   g. Pay Request No. 4 & Final in the amount of $71,613.48 to GMH Asphalt for the 2025 Streets Project; PW-25-01, 25-02 & 25-05, Bauman
   h. Pay Request No. 9 in the amount of $650,407.62 to Minger Construction for the Water Treatment Infrastructure - Phase 2; PW-25-12, Bauman
   i. Pay Request No. 4 in the amount of $38,063.77 to American Liberty for the Water Treatment Plant Improvements - Well 9; PW-25-11, Bauman
   j. Pay Request No. 5 in the amount of $332,006.15 to GMH Asphalt for 2026 Street & Utility Improvements; PW-26-01 & 26-02, Bauman
   k. Pay Request No. 6 & Final in the amount of $20,258.22 to Widmer Construction for the 2024 Lift Station; PW-24-03, Bauman

MOTION by Pugh, seconded by Castellano, to approve the consent agenda. Upon roll call vote, all voted in favor. Motion carried.

6. Presentations
   a. Orono Police Department (OPD) with the October 2026 Activity Report, Spencer

Spencer said the City had 150 calls for service in the month of October which is a little high for this time of year which may be due to warm weather.

Spencer noted that the OPD has completed the second Use of Force training course. Spencer said the OPD Officers have completed eight hours of Taser training in order to be certified.

Spencer added the following items:

- FTO Lexi is progressing nicely with her training
- November 19th Tree Lighting Ceremony
- Parking rules are in effect and streets will be checked in the event of a snow emergency
- Toys for Tots gift collection will be at OPD Office

Pugh asked the OPD to look into reducing lift assists, welfare checks and domestic calls. Spencer said a domestic disturbance call is more of a peace keeping action in which threats or violence has not occurred. Spencer said these calls are referred to Social Workers.

b. 2027 Utility Rate Study – Northland Securities, Erdmann

Erdmann said Tammy Omdal, Northland Securities, is here to present the City Long-term Financial Management Plan (FMP). Omdal said this presentation is specific to the Water, Sewer and Stormwater funds and the plan remains largely the same.

Omdal provided the following:

Purpose of the FMP – Utility Study

- Includes recommendation on utility rates needed to fund operations, capital improvements and debt service.

Key Takeaways:

- Revenue Sufficiency – Is the revenue enough to cover planned and current operations, capital improvements and utility needs while maintaining reserves
- Rate Calculation – Model future utility rates to meet the above needs
- City has a history of FMP's
- LFMP reflects the current CIP which is continually evolving
- Utility Rate increases will be needed to provide revenue sufficiency

Utility funds target - having cash sufficiency to cover:

- Three months of operation expense
- Following year's debt service payments
- Following year's planned capital acquisition (pay-go)
- Reserves for future capital improvements
- Floor target – unrestricted net position of at least 50% of the next year's expenditures

Omdal provided the Northland Securities "What We Evaluated":

- Revenue Sufficiency - from user charges
- Rate Calculations – What adjustments are needed
- Capital Planning – programmed and funded appropriately (2027-2036)

Assumptions for the FMP - Utility Study

- Water Treatment Plant (WTP) – Cost of $20.8M to construct the WTP with net costs being $13.5M which will need to be funded through bonding; minus grants received by the City.
- Increase in gas and electric franchise fees in 2027, 2028, 2031 is in the FMP

Capital Improvement Plan for Utility Funds

- Water Fund - $35.4M
    - $20.8M for WTP (net cost $13.5M) after grants and other sources
    - $14.6M for Other Water Infrastructure Projects
    - $9.4M in the Sewer Fund

Bond Issuance needed for Water and Sewer Projects

- 2027 - 50% of WTP & Sewer Improvements
- 2028 - 50% of WTP
- 2030 & 2032 for Water Projects

All Funds Are Sound

- Water Fund – Advance of cash of $7.8M from Sewer Fund
- Sewer Fund – Advance of cash to Water Fund repaid by 2030 and bonding of $3.1M in 2027 for sewer infrastructure
- Stormwater Fund – Rate increases to eliminate interfund loans and to build reservice for pay-as-you-go strategy
- Recycling Fund – Modest increases annually with contractual limitations

Water Fund Highlights – Cash Projects (Target and Ending Cash):

- Water Fund – Ending Cash will build after 2030
- Sewer Fund – Interfund loans were made through 2025 and ending cash will build until the fund is sufficient for future projects after 2030
- Stormwater Fund – Funding Capital through levies and will long term will have positive cash in future years

Omdal listed Franchise Fees Revenues:

- Assumption of gas/electric franchise fees deposited into the Water and Sewer Funds
- Water Utility Fee Increases higher without increase to Franchise Fees
- Franchise Fees will cover debt service of Water Fund by 2031

Franchise Fees will cover debt service for utility infrastructure improvements to reduce water utility fee increases:

- Water Fund – Rate increases needed as shown with or without Franchise Fees deposited
- Sewer Fund – Franchise Fees used to cover debt service for Utility Improvements
- Water and Stormwater Funds – Both Funds owe cash to other Funds due to Interfund Loans
- Water and Stormwater Funds – Both Funds debt will be eliminated by 2033

Residential Impact – 2027

- Medium Volume Water Usage – Monthly fee will increase without the WTP to pay down debt and capital costs

- Medium Volume Water Usage – Monthly fee will increase approximately $15.00 a month to account for the WTP
- Residential Muti-Family 12 Units - $3.58 increase per unit for WTP costs
- Commercial Impact – Monthly increase with no WTP is an increase of $63.51 and with the WTP the monthly cost would be $74.35

Summary –

- To fund capital improvements the City will need to adopt utility rate increases
- Review Utility fee schedules annually
- Implement plan to eliminate internal borrowing between funds by 2033

Herrick said she wanted to make clear that the funding increases include paying down debt as well as the WTP. Holt said a decision was made by the City Council in 2017 to lower utility rates which were never increased since that time.

The City Council discussed the grants which the City received to complete the preliminary water treatment infrastructure. Imihy said the City is expected to receive new grants and the total cost of the WTP project. Imihy said the new net project cost is $13.5 Million which is funded by a loan from the Public Facilities Authority. Imihy said the total cost of the project including all infrastructure work is $30.9Milllion.

Herrick asked what amount of bonding is set for future projects. Omdal said the City will need to bond for new debt in 2027 for $12Million for water and sewer projects. Omdal said the City will need to bond for $10Million for water projects in 2028 with possible bonding in 2030 and 2032 for water depending on the condition of the funds in those years.

7. Public Hearings

8. Old Business

9. New Business
   a. Canvass of City Election Results, Kelly

Kelly said the City has received the abstract of vote totals from Hennepin County. Kelly said Gregory Pederson was elected Mayor and Tyler Pieper and Joanna Kahn received the most votes for the two City Council Member positions.

Kelly said the turnout was 74% which was in line with previous off year elections though 278 more Mound citizens voted in 2026 than in 2022.

Kelly thanked Election Judges for helping out with Early Voting and at polling places, the public works crew for setting up polling places and City Staff during Early Voting.

Kelly said Early and Absentee Voting accounted for about double the turnout at City polling places on November 3rd.

MOTION by Castellano, seconded by Herrick, to approve the following Resolution. All voted in favor. Motion carried.

Resolution 26-75: Resolution to Canvass Returns and Declare the Results of the Municipal Election of November 3, 2026.

10. Announcements

a. Comments/Reports from Council Members:

Council Member Pugh – Pugh said many projects have been undertaken on the Gillespie Center building this year. Pugh said there are upcoming events at the Gillespie Center. Pugh said the Fire Commission meets next week.

Council Member McEnaney – Absent

Council Member Castellano – Castellano said the City newsletter, Mound Compass, looks great and is provide communication which has more substance.

Council Member Herrick – Herrick said she wanted to thank staff for their work on the election. Herrick said the Brunch with Santa event at the Gillespie Center on December 12th will benefit the Gillespie Center. Herrick said there is a Police Commission Meeting in December. Herrick reminded residents to take the 2050 Community Survey in the Mound Compass.

Mayor Holt – Thanked staff and Council Member Castellano for their work on the City Budget and financial planning.

Holt said nominations are open for Citizen of the Year and the Tree Lighting Event is on November 19th at 6:00 p.m.

b. Comments/Reports from City Manager: Dickson said Board and Commission interviews are scheduled on Monday, November 16th.

c. Next City Council Regular Meeting: Tuesday, November 24, 2026, at 6:00 p.m.

11. Adjourn

MOTION by Castellano, seconded by Pugh, to adjourn at 7:20. All voted in favor. Motion carried.

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Mayor Jason R. Holt

_____
Attest: Kevin Kelly, Clerk

Finance

City Council Item 5b

To: Honorable Mayor and Council Members
Jesse Dickson, City Manager

From: Lindsey Erdmann, Finance Director

Date: November 24, 2026

Subject: Utility Billing Adjustments

RECOMMENDED ACTION:

MOTION to Approve Resolution 26-76: A Resolution Authorizing City Staff to Make Adjustments to Resident Utility Accounts to Correct Utility Billing Errors Associated with the Water Main Project

OVERVIEW:

The resolution authorizes the City Manager to adjust resident utility accounts affected by temporary water service during the water main project. Adjustments will ensure residents are charged only applicable utility base fees, with water usage charges removed for affected billing periods. Staff are also authorized to remove late fees, penalties, and other charges resulting from identified City utility billing errors.

SUPPORTING INFORMATION

- Resolution 26-76: A Resolution Authorizing City Staff to Make Adjustments to Resident Utility Accounts to Correct Utility Billing Errors Associated with the Water Main Project

CITY OF MOUND

RESOLUTION NO. 26-76

RESOLUTION AUTHORIZING CITY STAFF TO MAKE ADJUSTMENTS TO RESIDENT UTILITY ACCOUNTS TO CORRECT UTILITY BILLING ERRORS ASSOCIATED WITH THE WATER MAIN PROJECT

WHEREAS, the City of Mound provides utility services to its residents, including water, sewer, street lighting, storm water, and recycling services; and

WHEREAS, the City has experienced utility billing discrepancies associated with the ongoing water main project, including circumstances involving properties temporarily receiving water through an alternate water supply; and

WHEREAS, certain affected residents may have received utility bills reflecting inaccurate water usage charges, including charges spanning multiple utility billing periods; and

WHEREAS, the City recognizes the importance of maintaining accurate and equitable utility billing practices and ensuring that residents are not financially penalized because of billing errors or circumstances beyond their control; and

WHEREAS, the City has communicated to affected residents that late fees, penalties, and enforcement of payment due dates will not be applied in connection with the identified billing issue, and that applicable utility base fees will remain in effect while water usage charges for the affected periods will be removed; and

WHEREAS, the City Council finds it necessary and in the best interest of the City and its residents to authorize designated City staff to adjust individual utility accounts when necessary to correct billing errors, inaccurate charges, or other identified billing discrepancies; and

WHEREAS, such authorization will allow staff to efficiently address billing issues, make appropriate corrections, and ensure residents are charged only for applicable utility services and fees.

WHEREAS, the City Council considered this matter at its November 24, 2026 meeting.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Mound, based on the above recitals and information provided by staff, that:

1. The City Manager is authorized to review and adjust resident utility accounts that were placed on temporary water during the water main project.

2. The authorization includes adjusting affected resident utility accounts so that only applicable water, sewer, street lighting, storm water, and recycling base fees are assessed for the affected billing periods.

3. Water usage charges shall not be applied for those affected periods.

4. Late fees, penalties, or other charges resulting from identified billing errors attributable to the City's utility billing process shall be removed.

Adopted by the City Council of the City of Mound this 24th day of November, 2026.

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Jason R. Holt, Mayor

_____

Attest: Kevin Kelly, City Clerk

Community Development Department

City Council Item 5c

To: Honorable Mayor and Council Members
Jesse Dickson, City Manager

From: Sarah Smith, Community Development Director

Date: November 19, 2026

Subject: Expansion Permit for Property at 3100 Argyle Lane

RECOMMENDED ACTION – Review/action on expansion permit request to allow same front setback for new/replacement accessory structure garage at 3100 Argyle Lane. As both the Planning Commission and Staff have recommended approval, a resolution of approval has been prepared for Council consideration.

MOTION to approve Resolution No. 26-77 Approving Expansion Permit for 3100 Argyle Lane

OVERVIEW
As part of its November 24th meeting, the City Council will consider an expansion permit submitted by Brendon Carlson of Purpose Driven & Restoration, on behalf of property owner Steve Rosch, who is requesting approval for a new/replacement detached accessory garage at 3100 Argyle Lane.

PLANNING COMMISSION REVIEW AND RECOMMENDATION
The Planning Commission considered the expansion permit request at its November 17th special/rescheduled meeting. The property owner, Steve Rosch was present at the meeting. No individuals were present for the Planning Commissions' review of the expansion permit. Staff provided an overview of the request. The property is located at the corner of Argyle Lane and Glasgow Road. The new structure will replace the current structure, which is in a deteriorating condition, and will maintain the same setback of 12.5 feet from Glasgow Road. Access to the garage will be provided from Argyle Lane similar to the existing garage to be replaced. The applicant's surveyor confirmed the slope is not a bluff. The new accessory structure is conforming for size and will be constructed to include a 4/12 roof, vinyl siding, asphalt shingles and include 1 foot eaves. Hardcover is also conforming. Preliminary information from the applicant is building height for the new accessory structure does not exceed the building height for the house but will need to be verified as part of future building permit if the expansion permit is approved.

Staff recommended approval of the request to include conditions and findings of fact. Members were favorable to the request and based on its review, the Planning Commission unanimously voted to recommend City Council approval of the expansion permit, as recommended by Staff, to include conditions and findings. Details about the

Planning Commission's review of the expansion permit request is included in the draft minute excerpts from the November 17th meeting.

NOTIFICATION

Neighboring property owners of the property per Hennepin County tax records, were notified by letter on November 18th as a courtesy about the expansion permit request and that it was being included on the consent agenda for Tuesday, November 24th City Council meeting for consideration.

SUPPORTING INFORMATION

- Resolution No. 26-77
- Draft November 17, 2025 special/rescheduled Planning Commission meeting minute excerpts
- Planning Report dated November 12, 2026 for Planning Case No. 26-11 *(Note: Planning Report has been revised to correct applicant name and case number)*

CITY OF MOUND
RESOLUTION NO. 26-77

RESOLUTION APPROVING EXPANSION PERMIT
AT 3100 ARGYLE LANE
PLANNING CASE NO. 26-11

WHEREAS, the applicant, Brendon Carlson of Purpose Driven & Restoration, on behalf of owner Steve Rosch, on October 8, 2026, submitted a complete expansion permit application pursuant to City Code Section 129-41 for the property located at 3100 Argyle Lane; and

WHEREAS, the project requires an expansion permit for a new accessory structure/garage project to replace an existing accessory structure/garage that has a nonconforming setback of 12.5 feet from Glasgow Road; and

WHEREAS, the new/replacement accessory structure, which is 30' x 40', is increasing in size from the current structure but will maintain the same setback; and

WHEREAS, details about the project are contained in the Planning Report for Planning Case No. 26- 11 for the November 17, 2026 special/rescheduled Planning Commission meeting and draft minutes, the Executive Summary Report for Planning Case No. 26-11 for the November 24, 2026 City Council meeting and the applicant's submitted application and supporting materials; and

WHEREAS, the property is zoned R-1 Single Family Residential. Section 129-100 of the City Code contains the regulations for the R-1 District; and

WHEREAS, City Code Section 129-41 (b) outlines the criteria for granting an expansion permit which is provided below:

(1) The proposed expansion is a reasonable use of the property considering:
   a. Function and aesthetics of the expansion.
   b. Absence of adverse off-site impacts such as from traffic, noise, odors and dust.
   c. Adequacy of off-street parking.

(2) Exceptional or extraordinary circumstances justifying the expansion are unique to the property and result from lot size or shape, topography, or other circumstances over which the owners of the property since enactment of this chapter have had no control.

(3) The exceptional or extraordinary circumstances do not result from the actions of the applicant.

(4) The expansion would not adversely affect or alter the essential character of the neighborhood.

(5) The expansion requested is the minimum needed.

; and

WHEREAS, Staff recommended approval of the expansion permit subject to conditions and findings of fact; and

WHEREAS, the expansion permit application was reviewed by the Planning Commission at its special/rescheduled meeting held on November 17, 2026. After discussion, the Planning Commission unanimously voted to recommend City Council approval with the conditions and findings of fact recommended by Staff; and

WHEREAS, the City Council reviewed the expansion permit application at its November 24, 2026 meeting and determined that approval would allow the property to be used in a reasonable manner; and

WHEREAS, the City Council's decision on the expansion permit was made within the required timeline in Minnesota Statutes; and

WHEREAS, in granting approval, the City Council hereby makes the following findings of fact:

1. The criteria for expansion permits in City Code Sec. 129-41(b) are being met.

2. The new accessory structure/garage is replacing an existing accessory structure/garage that is in a deteriorating condition and will be located in the
vicinity of the current structure and maintains the same setback.

3. The new/replacement structure will allow for all season, interior storage for household and related items which is viewed as favorable.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Mound does hereby incorporate and restate the recitals set forth above and approve the expansion permit request for the property at 3100 Argyle Lane as described in Exhibit A, with the following conditions

1. Applicant shall be responsible for payment of all costs associated with the land use request.

2. No future approval of any development plans and/or building permits is included as part of this action in the event the expansion permit is approved. The future building permit plans to be submitted for the project must be consistent with the project plans that received expansion permit approval to include all required information, including but not limited to, building height and hardcover verification.

3. Applicant shall be responsible for procurement of any and/or all local or public agency permits including, but not limited to, the submittal of all required information prior to building permit issuance.

4. The applicant shall be responsible for recording the resolution with Hennepin County. The applicant is advised that the resolution will not be released for recording until all conditions have been met. The applicant may also direct the City to record the resolution with the fees to be taken out of the escrow.

5. No building permit will be issued until evidence of recording of the resolution at Hennepin County is provided unless an escrow of sufficient amount is on file with the City.

6. Evidence from the MCWD in the form of a permit or waiver must be provided before release of any future building permit.

Adopted by the City Council this 24th day of November, 2026.

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Mayor Jason R. Holt

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Attest: Kevin Kelly, Clerk

Exhibit A – Legal Description

(- to be inserted -)

MEETING MINUTES EXCERPTS (DRAFT)
REGULAR PLANNING COMMISSION
NOVEMBER 17, 2026

Call to Order

Chair Goode called the meeting to order at 6:00 p.m.

Roll Call

Members present:	David Goode, Kathy McEnaney, Samantha Wacker, Drew Heal, Jason Baker and Kristin Young
Members absent:	Nick Rosener
Staff present:	Community Development Director Sarah Smith, City Planner Johnny Menhennet and Administrative Assistant/Permit Technician Kate Vogt
Others present:	Steve Rosch, 3100 Argyle Lane; Scott Orwig, 2006 Shorewood Lane; Walt Larson, 1972 Shorewood Lane; Steve Smith, 1968 Shorewood Lane

Board of Adjustment and Appeals

Case 26-11 Expansion Permit

Expansion permit to allow a replacement detached garage at 3100 Argyle Lane.

Applicant/Owner: Brendan Carlson, Purpose Driven and Restoration (applicant/contractor), on behalf of owner Steve Rosch. Mr. Carlson was not present. Mr. Rosch attended the meeting.

Staff Presentation

Community Development Director Sarah Smith presented the request for an expansion permit at 3100 Argyle Lane for a replacement detached garage. The property is zoned R-1 and has frontage on two improved streets, Glasgow Road and Argyle Lane. The existing and proposed garages are both accessed from Argyle Lane.

An expansion permit is requested because the existing garage (approximately 22 feet x 22 feet) would be replaced with a larger structure (30 ft x 40 ft, 1,200 sq ft). The new garage would maintain the existing nonconforming setback of 12.5 ft from Glasgow Road, as confirmed by the surveyor. The 1,200 sq ft footprint meets code. The setback is an existing condition.

Regardless of land use approval, the driveway must be upgraded to a concrete or bituminous-type surface. The survey shows a reconfigured driveway. The surveyor confirmed the slope which descending from the east toward Argyle Lane is not a bluff.

The existing garage is in disrepair. Community Development Director Smith and Public Works Director Ryan Prich visited the site in mid-summer and viewed the garage condition. The new garage is sized to accommodate the owner's family's storage needs.

Building height will be verified at the building permit stage. Preliminary information provided from the applicant is that the new structure height is 18.5 feet and the height of the house is approximately 21 feet which would comply with the requirement that an accessory structure not exceed the height of the principal structure.

DRAFT

This is an expansion permit, not a variance, because it reuses a setback that does not currently meet code. The garage is a traditional residential design with vinyl siding, asphalt shingles, a 4:12 roof pitch, and 1-foot eaves (within the allowed 2-foot eave encroachment). Hardcover is 3,665 sq ft against a maximum of 7,840 sq ft for the lot. Staff received a few calls with questions about the mailed notice. No objections were received.

Staff found the request reasonable and recommended approval, subject to six conditions and three findings of fact in the Planning Report.

Applicant Comment

Property owner, Steve Rosch, 3100 Argyle Lane, stated he had no questions and hoped for approval so that he could store his belongings in the garage.

Commission Discussion

The Planning Commission had no questions for Staff or the applicant. Members described the request as straightforward.

MOTION by Jason Baker to recommend City Council approval of the expansion permit; seconded by McEnaney. **MOTION** passed unanimously.

Submitted by Kate Vogt

DRAFT

PLANNING REPORT

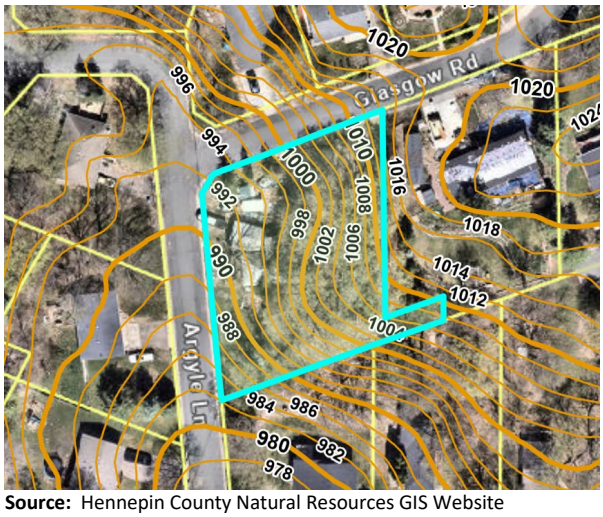
TO:	Planning Commission
FROM:	Sarah Smith, Community Development Director; Johnny Menhennet, City Planner; Ryan Prich, Public Works Director
DATE:	November 12, 2026
SUBJECT:	Review of Expansion Permit Request (Case No. 26-11)
APPLICANT:	Brendon Carlson of Purpose Driven & Restoration
OWNER:	Steve Rosch (PID No. 24-117-24-44-0206)
MEETING DATE:	November 17, 2026
COMPREHENSIVE PLAN:	Low Density Residential
ZONING:	R-1 Single Family Residential, Shoreland Overlay District

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SUMMARY

The Planning Commission, at its November 17, 2026 special/rescheduled meeting, will review an expansion permit application submitted by Brendon Carlson of Purpose Driven & Restoration, on behalf of property owner Steve Rosch, requesting approval for a new/replacement detached accessory garage at 3100 Argyle Lane that will maintain the same front setback of 12.5 feet from Glasgow Road, which is nonconforming, but is increasing in size to 30' x 40'. The new/replacement structure will replace a deteriorating structure in and around the same location. The required front setback for a detached accessory structure from Glasgow Road is 30 feet.

According to Hennepin County Property Information website, the property is approximately 19,602 square feet in size. The parcel is a lot of record and has improved public road frontage on both Argyle Lane and Glasgow Road. Access to the current garage is provided from Argyle Lane which is to continue for the new/replacement accessory structure. Similar to the existing garage, the garage door for the new/replacement garage will also face Argyle Lane. Topography is varied on the property and extends downward from the east to the west.



Source: Hennepin County Natural Resources GIS Website

REVIEW PROCEDURE

Criteria

An expansion permit for a nonconforming structure may be issued, but is not mandated, to provide relief to the landowner where this chapter imposes practical difficulties to the property owner in the reasonable use of the land. In determining whether practical difficulties exist, the applicant must demonstrate that the following criteria exist:

1. The proposed expansion is a reasonable use of the property considering:
    (a) Function and aesthetics of the expansion.
    (b) Absence of adverse off-site impacts such as from traffic, noise, odors and dust.
    (c) Adequacy of off-street parking.
2. Exceptional or extraordinary circumstances justifying the expansion are unique to the property and result from lot size or shape, topography, or other circumstances over which the owners of the property since enactment of this chapter have had no control.
3. The exceptional or extraordinary circumstances do not result from the actions of the applicant.
4. The expansion would not adversely affect or alter the essential character of the neighborhood.
5. The expansion requested is the minimum needed.

60-Day Land Use Application Review Process

Pursuant to Minnesota State Statutes Section 15.99, local government agencies are required to approve or deny land use requests within 60 days. Within the 60-day period, an automatic extension of no more than 60 days can be obtained by providing the applicant written notice containing the reason for the extension and specifying how much additional time is needed. For the purpose of Minnesota Statutes Section 15.99, "Day 1" is determined to be October 8, 2026 as provided by Minnesota Statutes Section 645.15. The review period can be extended by the City for an additional 60-days if needed. The 60-day timeline expires on or around December 6, 2026. The applicant, property owner and Planning Commission are advised that the City will be executing a 60 day extension for action on the expansion permit.

NOTIFICATION

Neighboring property owners of the subject site were mailed a letter on November 10, 2026 to inform them of the Planning Commission's review of the application at its November 17th special/rescheduled meeting.

STAFF / CONSULTANT / AGENCY / UTILITIES REVIEW

Copies of the request and supporting materials were forwarded to involved departments, consultants, and agencies for review and comment.

DISCUSSION

3. Per code, accessory buildings cannot exceed total gross floor area of 3,000 or 15 percent of the total lot area, whichever is less. Each individual building shall not exceed 1,200 square feet of gross floor area.

4. Per code, an accessory building cannot exceed the height of the principal structure (house). Building permit height information for the proposed structure and house has been requested from the applicant and is forthcoming.

5. In addition to the submitted survey and project plans, the applicant provided the following additional information about the proposed new/replacement accessory structure/garage:

    - ***Exterior material:*** *Vinyl siding*
    - ***Roofing:*** *Asphalt shingles*
    - ***Roof pitch:*** *4/12*
    - ***Eave/overhang:*** *1'*
    - ***Wall/ceiling height:*** *Approximately 12'*
    - ***Overhead door:*** *One 16' x 10'*
    - ***Service door:*** *One 36"*

6. Hardcover for a Lot of Record is allowed up to 40 percent subject to the conditions of City Code §129-385 (g) (2)a. Proposed hardcover for the property and project have been requested and are forthcoming from the applicant.

7. As previously mentioned, driveway access for the new/replacement accessory structure /garage will be from Argyle Lane which is the same as the current structure. With the new/replacement accessory structure/garage, the driveway is required to be hard surfaced to include concrete, bituminous, or similar material. Minimum driveway width is 10 feet and maximum width is 24 feet. Driveways are required to be located a minimum of 1 foot from side and rear property lines. If a driveway opening is changing, a curb cut/street opening permit is required.

8. Eaves are allowed to encroach 2 feet into setback areas. Gutters are exempt. Uncovered landings less than 32 square feet are allowed encroachments into setbacks but must be located not less than 2 feet from lot lines. The complete list of encroachments is contained in City Code Section 129-197.

9. As shown on the aerial graphic from the Hennepin County Natural Resources website and survey, there is varied topography on the site. The applicant's surveyor provided written documentation that the slope does not qualify as a bluff.

10. The MCWD is the regulatory authority for wetlands, floodplain, and erosion control; also others. Applicant is advised to contact the MCWD related to the new regulations and applicable permits that may be needed to undertake the proposed remodel/addition project. Future building permit release will be conditioned upon the applicant providing receipt of the MCWD permit(s) issuance, as applicable, and or receipt of written confirmation from the MCWD that no permit(s) is needed for the project.

RECOMMENDATION

Staff recommends that the Planning Commission recommend City Council approval of the expansion permit for construction of a new/replacement accessory structure/garage at 3100 Argyle Lane that maintains the same setback from Glasgow Road, subject to the following list of minimum conditions:

1. Applicant shall be responsible for payment of all costs associated with the land use request.

2. No future approval of any development plans and/or building permits is included as part of this action in the event the expansion permit is approved. The future building permit plans to be submitted for the project must be consistent with the project plans that received expansion permit approval to include all required information, including but not limited to, building height and hardcover verification.

3. Applicant shall be responsible for procurement of any and/or all local or public agency permits including, but not limited to, the submittal of all required information prior to building permit issuance.

4. The applicant shall be responsible for recording the resolution with Hennepin County. The applicant is advised that the resolution will not be released for recording until all conditions have been met. The applicant may also direct the City to record the resolution with the fees to be taken out of the escrow.

5. No building permit will be issued until evidence of recording of the resolution at Hennepin County is provided unless an escrow of sufficient amount is on file with the City.

6. Evidence from the MCWD in the form of a permit or waiver must be provided before release of any future building permit.

In recommending Staff approval of the requested expansion permit, the following findings of fact are provided:

1. The criteria for expansion permits in City Code Sec. 129-41(b) are being met.

2. The new accessory structure/garage is replacing an existing accessory structure/garage that is in a deteriorating condition and will be located in the vicinity of the current structure and maintains the same setback.

3. The new/replacement structure will allow for all season, interior storage for household and related items which is viewed as favorable.

CITY COUNCIL REVIEW

In the event a recommendation is received from the Planning Commission at its November 17th meeting, it is anticipated that the application will be forwarded to the City Council for consideration at an upcoming meeting with possible dates of Tues., November 24th or Tues., December 8th. Dates are tentative and subject to change.

CITY OF MOUND

2415 Wilshire Boulevard, Mound, MN 553
Phone 952-472-0600 FAX 952-472-0620

EXPANSION PERMIT APPLICATION

Application Fee and Escrow Deposit required at time of application.

Case No. _____

Please type or print legibly

SUBJECT PROPERTY LEGAL DESC.	Address 3100 Argyle Lane Mound, MN 55364 Lot's 16, 17, 18 Block 3 Subdivision Arden PID # 24-117-24-44-0206 Zoning: R1 R1A R2 R3 B1 B2 B3 (Circle one)
PROPERTY OWNER	Name Steve Rosch Email [redacted] Address 3100 Argyle Lane Mound, MN 55364 Phone Home [redacted] Work _____ Fax _____
APPLICANT (IF OTHER THAN OWNER)	Name Brendon Carlson Email [redacted] Address 17000 205th ave NW Big Lake, MN 55309 Phone Home [redacted] Work [redacted] Fax _____

1. Has an application ever been made for zoning, variance, conditional use permit, or other zoning procedure for this property? Yes ( ) No (X). If **yes**, list date(s) of application, action taken, resolution number(s) and provide copies of resolutions.

   NO

2. Detailed description of proposed construction or alteration (size, number of stories, type of use, etc.):

   Construction of new 30' x 40' (1200sqft) one story detached residential garage with 12' walls, 2x6 wood framing, concrete slab/foundation, 4/12 asphalt shingle roof, 16x10 overhead door & service door. New concrete driveway/Apron will provide access to garage

Case No. _____

3. Please complete the following information related to the property and building's conformity with the zoning regulations for the district in which it is located including the expansion permit request.

_____

_____

SETBACKS:		REQUIRED	REQUESTED (or existing)	EXPANSION
Front Yard:	(N S E W)	30 ft.	30 ft.	0 ft.
Side Yard:	(N S E W)	10 ft.	12.5 ft.	0 ft.
Side Yard:	(N S E W)	10 ft.	NA ft.	0 ft.
Rear Yard:	(N S E W)	15 ft.	28 ft.	14 ft.
Lakeside:	(N S E W)	NA ft.	NA ft.	0 ft.
_____:	(N S E W)	NA ft.	NA ft.	_____ ft.
Street Frontage:		NA ft.	NA ft.	_____ ft.
Lot Size:		18,744 sq ft	18,744 sq ft	_____ sq ft
Hardcover:		7498 sq ft	3572 sq ft	708 sq ft

4. Does the present **use** of the property conform to all regulations for the zoning district in which it is located? Yes (X), No ( ). **If no**, specify each non-conformity:

_____

_____

5. Are there exceptional or extraordinary circumstances justifying the expansion unique to the property such as lot size or shape, topography or other circumstances over which the owners of the property since enactment of this chapter have no control? Please check all that apply:

( ) too narrow	(X) topography	( ) soil
( ) too small	( ) drainage	(X) existing situation
( ) too shallow	(X) shape	(X) other: specify (corner lot)

Please describe: The Property is an irregularly shaped corner lot with frontage along both Argyle Lane & Glasgow Road. The existing home, garage, driveway, accessory structures, topography, & 2 street frontages significantly limit the practical locations available for a detached garage. The Proposed garage location utilizes the existing developed portion of the Property & provides practical access from the existing driveway while minimizing impacts to the surrounding property & neighboring properties

Case No. _____

6. Were the exceptional or extraordinary circumstances described above created by the action of anyone having property interests in the land after the zoning ordinance was adopted (1982)? Yes ( ), No (X). **If yes**, explain:

_____

_____

7. Were the exceptional or extraordinary circumstances created by any other person-made change, such as the relocation of a road? Yes ( ), No (X). **If yes**, explain:

_____

_____

8. Are the exceptional or extraordinary circumstances for which you request an expansion permit peculiar only to the property described in this petition? Yes (X), No ( ). **If no**, list some other properties which are similarly affected?

_____

_____

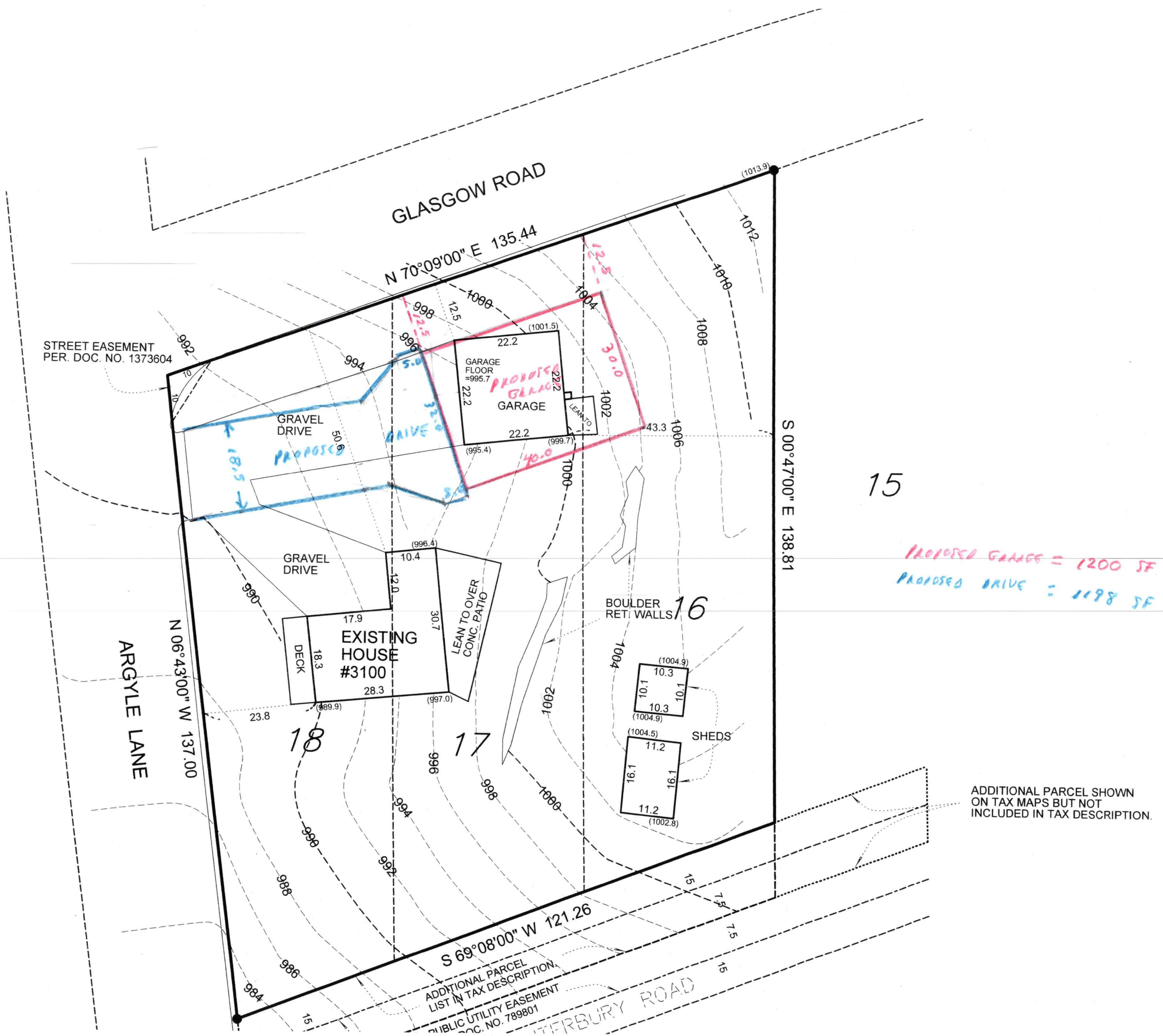
9. Comments: Requesting approval for a new 1200sqft detached garage. Due to the corner lot layout, existing improvements, driveway access, and topography, the proposed location is the most practical. The garage will provide needed enclosed storage for equipment & other items currently stored outdoors, helping clean up the property & improve its appearance from the street & surrounding neighborhood.

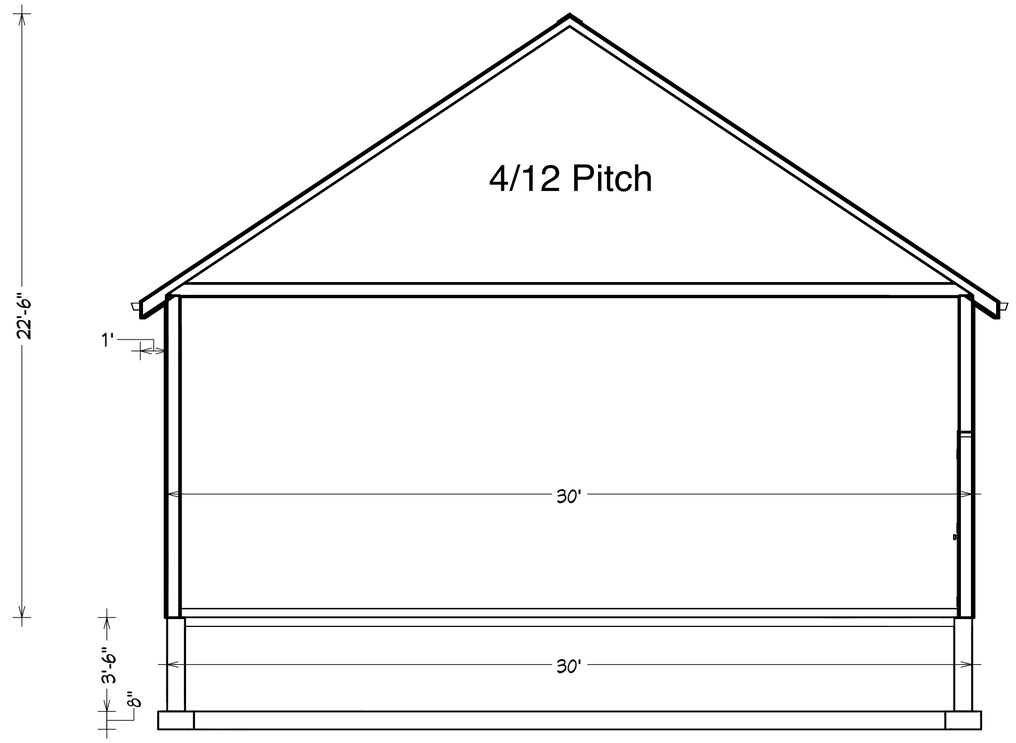
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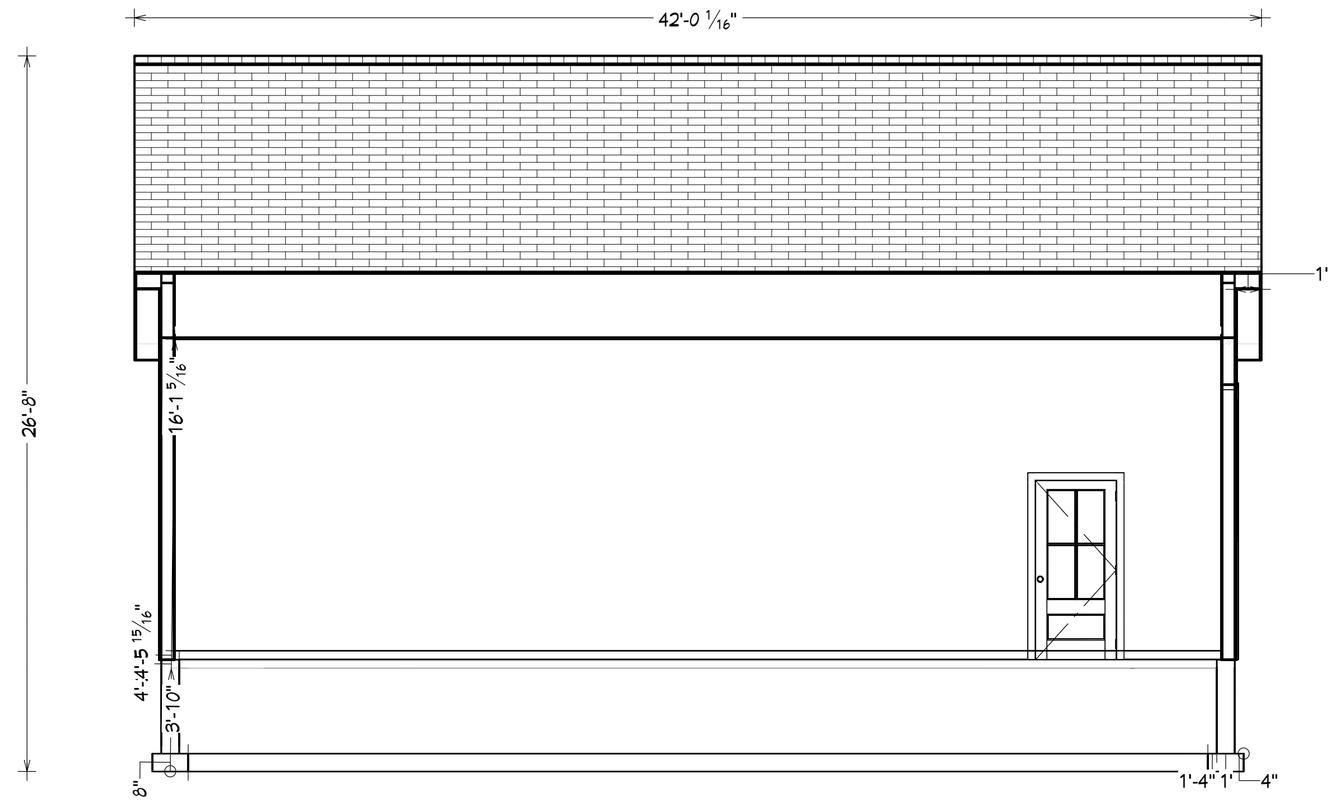
I certify that all of the above statements and the statements contained in any required papers or plans to be submitted herewith are true and accurate. I acknowledge that I have read all of the variance information provided. I consent to the entry in or upon the premises described in this application by any authorized official of the City of Mound for the purpose of inspecting, or of posting, maintaining and removing such notices as may be required by law.

Owner's Signature _____ **Date** _____

Applicant's Signature _____ **Date** 9/25/26


GLASGOW ROAD
N 70°09'00" E 135.44
(1013.9)
STREET EASEMENT
PER. DOC. NO. 1373604
GRAVEL
DRIVE
PROPOSED
DRIVE
GARAGE
FLOOR
=995.7
PROPOSED
GARAGE
GARAGE
LEAN-TO
(1001.5)
22.2
22.2
22.2
22.2
(995.4)
(999.7)
43.3
40.0
30.0
12.5
5.0
50.0
18.5
992
994
996
998
1000
1002
1004
1006
1008
1010
1012
S 00°47'00" E 138.81
(996.4)
10.4
12.0
17.9
30.7
18.3
28.3
DECK
EXISTING
HOUSE
#3100
LEAN TO OVER
CONC. PATIO
(989.9)
(997.0)
23.8
990
988
986
984
BOULDER
RET. WALLS
16
(1004.9)
10.3
10.1
10.1
10.3
(1004.9)
(1004.5)
11.2
16.1
16.1
11.2
(1002.8)
SHEDS
18
17
ARGYLE LANE
N 06°43'00" W 137.00
S 69°08'00" W 121.26
ADDITIONAL PARCEL
LIST IN TAX DESCRIPTION.
PUBLIC UTILITY EASEMENT
DOC. NO. 789801
15
7.5
7.5
15
ADDITIONAL PARCEL SHOWN
ON TAX MAPS BUT NOT
INCLUDED IN TAX DESCRIPTION.
15
26
PROPOSED GARAGE = 1200 SF
PROPOSED DRIVE = 1198 SF


4/12 Pitch
22'-6"
1'
30'
30'
3'-6"
8"


42'-0 1/16"
26'-8"
16'-1 5/16"
4'-4'-5 15/16"
3'-10"
8"
1'
1'-4"
1'
4"

Aerial Site Location Map



Source: Hennepin County Natural Resources GIS Website

Community Development Department

City Council Item 5d

To: Honorable Mayor and Council Members
Jesse Dickson, City Manager

From: Johnny Menhennet, City Planner

Date: November 19, 2026

Subject: Case No. 26-12, Variance and Public Lands Permit for Detached Accessory Shed at 2006 Shorewood Lane

---

RECOMMENDED ACTION: Review/action on variance to allow zero lot line setback and public lands permit (after the fact) for a ~one foot encroachment for detached shed constructed at 2006 Shorewood Lane. As both the Planning Commission and Staff have recommended approval of the requests, a resolution of approval has been prepared for City Council consideration

MOTION to approve Resolution 26-78 approving Variance and Public Lands Permit at 2006 Shorewood Lane

OVERVIEW

At its November 24th meeting, the City Council will consider requests from Scott Orwig, property owner at 2006 Shorewood Lane, who is seeking approval of a variance and public lands permit in order to finish construction of a detached accessory shed. The shed is 8' x 12' (96 square feet) and a building permit is not required as it is under 200 square feet. Staff was made aware of the shed project from the Public Works Department who was conducting work on the abutting City property. Mr. Orwig was contacted about the shed project and met with Staff to discuss the shed, which did not meet setback requirements, and available options. Mr. Orwig then opted to apply for both a variance and a public lands permit in order to complete the shed at his property.

PLANNING COMMISSION REVIEW AND RECOMMENDATION

The requests were reviewed by the Planning Commission at its November 17, 2026 special/rescheduled Planning Commission meeting.

Staff presented an overview of the requests. The shed, at its closest, encroaches one foot into Beachside Park, in the unmaintained part of the land behind the tree line that provides lakeshore access. The park also contains utility infrastructure in the form of a lift station which is not impacted by this construction. Mr. Orwig believed the shed to be wholly on his property at the time of construction. The applicable zoning district, R-1, provides for side setbacks of 10' and 6', respectively, and the home was built in 2024 by a different owner to be 10' and 6.7' from the property lines. The rear setback for a lakeshore lot is 50' and the home was built to 51.1' from the ordinary high water mark. This combination of setbacks guaranteed that the homeowner would be precluded from

any and all storage-addition solutions to his property. Given that the property to the north is City-owned and only partially-maintained, Mr. Orwig believed it to be in his and his neighbor's interest to construct on the side furthest from neighbors where there would not be an impact from encroachment.

To be able to complete construction, Mr. Orwig needs approval of a variance to reduce the side setback from 6' to 0' and approval of a public lands permit for a one foot, less than eight square foot encroachment into the City property on the south side of Beachside Park. Approval of both requests is required to enable construction to remain; deconstruction and removal of the shed is the only feasible outcome should one of the two requests be denied.

In reviewing the variance application, Staff found that the findings for practical difficulty as required for variance approval have been met. The undersized square footage of the lot for the zoning district, as well as the available building envelope on a narrow lakeshore lot unreasonably preclude any outdoor storage for the property. As for the public lands permit, Staff finds that the project does not inhibit the ability to use or enjoy public space and that it does not harm the City's ability to maintain the property or its infrastructure.

NOTIFICATION
Neighboring property owners of the property per Hennepin County tax records, were notified by letter on November 18th as a courtesy about the variance and public lands permit applications and that the requests were being included on the consent agenda for the Tuesday, November 24th City Council meeting for consideration.

PLANNING COMMISSION REVIEW AND RECOMMENDATION
The property owner/applicant was present at the meeting. Two neighboring property owners, including the property owner on the opposite side of the City property, were present at the meeting and had no objections to the requests. Members of the Planning Commission discussed the requests including the practical difficulty for the variance and commented Staff had done a good job of explaining the information. Based on its discussion, the Planning Commission voted 5 in favor and 1 opposed, to recommend City Council approval of the variance with the conditions and findings proposed by Staff and voted 5 in favor and 1 opposed, to recommend City Council approval of the public lands permit with the conditions and findings proposed by Staff. Planning Commissioner Heal, who voted in opposition to the motions, expressed his concern about the precedent for future requests with larger encroachments into City property and believes that rules should be followed; also that the City receives no compensation. Details about the Planning Commission's review of the variance and public lands permit request is included in the draft minute excerpts from the November 17th meeting.

ADDITIONAL INFORMATION
Staff received an email on November 18th following the Planning Commission meeting from Mary Montgomery objecting to the variance due to blocked views. The email has been included as an attachment.

ATTACHMENTS

- Resolution No. 26-78
- November 18, 2026 email from Mary Montgomery
- Draft November 17, 2026 special/rescheduled Planning Commission meeting minute excerpts
- Planning Report for Planning Case No. 26-12

CITY OF MOUND
RESOLUTION NO. 26-78

RESOLUTION APPROVING VARIANCE AND PUBLIC LANDS PERMIT AT 2006 SHOREWOOD LANE PLANNING CASE NO. 26-12

WHEREAS, the applicant and property owner, Scott Orwig, purchased the home at 2006 Shorewood Lane in July of 2026; and

WHEREAS, the property is zoned R-1 Single Family Residential. Section 129-100 of the City Code contains the regulations for the R-1 District; and

WHEREAS, the home was constructed to code in 2024 on an existing R-1, lakeshore lot of record and the construction of the home fully maximized the building envelope of the lot without leaving for provision of storage or any further expansions of structure on the lot; and

WHEREAS, the applicant, in October 2026, began construction of a detached, freestanding shed with dimensions of 8'x12' (96 square feet) to provide for storage for the family's outdoor maintenance and enjoyment needs; and

WHEREAS, the shed did not require a building permit because it is smaller than the 200-square-foot threshold at which a building permit is required and, as a result, the applicant did not consult with the City regarding zoning conformity; and

WHEREAS, the applicant inadvertently constructed the shed within the side yard setback and on to adjoining City property, referred to as Beachside Park, which provides access to the lake and accommodates utility infrastructure in the form of a lift station; and

WHEREAS, after being contacted by Staff regarding the zoning requirements, the applicant stopped construction and met with the City to discuss the project and available options; and

WHEREAS, the applicant opted to request after the fact variance and public lands permit to allow the detached shed and submitted applications on October 28, 2026; and

WHEREAS, the applicant states there are practical difficulties with the lot and that the construction of the shed does not interfere with the City's capacity to maintain the public lands, its lake access, and the associated water infrastructure; and

WHEREAS, City Code Section 129-40 states that a variance may be granted to provide relief to a landowner where the application of the City Code imposes practical difficulty for the property owner. In evaluating the variance, the City Council must consider whether:

(1) The variance proposed meets the criteria for Practical Difficulties as defined in City Code Sub. 129-2.

(2) Granting of the variance requested will not confer on the applicant any special privilege that is denied by this chapter to owners of other lands, structures or buildings in the same district nor be materially detrimental to property within the same zone.

(3) The variance requested is the minimum variance which would alleviate the practical difficulty.

(4) A variance shall only be permitted when it is in harmony with the general purposes and intent of the zoning ordinance and when the terms of the variance are consistent with the comprehensive plan.

; and

WHEREAS, according to City Code Sec. 129-2, *"Practical Difficulties" is* defined as follows:

Practical Difficulties, as used in conjunction with a variance, means that:

(i) The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance;

(ii) The plight of the landowner is due to circumstance unique to the property including unusual lot size or shape, topography or other circumstances not created by the landowner; and

(iii) The variance, if granted, will not alter the essential character of the locality.

Economic considerations alone do not constitute practical difficulties. Practical difficulties include, but are not limited to, inadequate access to direct sunlight for solar energy systems.

; and

WHEREAS, details about the project are contained in the Planning Report for Planning Case No. 26- 12 for the November 17, 2026 special/rescheduled Planning Commission meeting and draft minutes, the Executive Summary Report for Planning Case No. 26-12 for the November 24, 2026 City Council meeting and the applicant's submitted application and supporting materials; and

WHEREAS, Staff recommended approval of the variance and public lands permit subject to conditions and findings of fact; and

WHEREAS, the variance and public lands permit applications were reviewed by the Planning Commission at its special/rescheduled meeting held on November 17, 2026. After discussion, the Planning Commission voted to recommend City Council approval with the conditions and findings of fact recommended by Staff; and

WHEREAS, the City Council reviewed the variance and public lands permit applications at its November 24, 2026 meeting and determined that approval would allow the property to be used in a reasonable manner; and

WHEREAS, the City Council's decision on the variance was made within the required timeline in Minnesota Statutes; and

WHEREAS, in granting approval, the City Council hereby makes the following findings of fact:

Variance

1. The criteria of City Code Section 129-40 are met with respect to practical difficulties as set forth in the findings.
2. The property is 7,946 square feet and is zoned R-1, although similar lots would traditionally be zoned R-1A. As a result, the lot has more than 20% less square footage than the minimum lot area required in the R-1 District.
3. The requested variance is for an existing lot of record.
4. Locating the shed elsewhere on the property is infeasible due to original construction massing that built close to all required setbacks.
5. The construction is consistent with building code.
6. There are no plans to improve Beachside Park in the vicinity of the structure, as confirmed by the Public Works Director.
7. The side yard setback of zero feet does not infringe on neighbors because the shed is adjacent to public space. Locating the shed on the south side of the home and requesting a variance for that location would bring the structure closer than code allows to a neighboring developed property rather than an undeveloped one.

Public Lands Permit

1. The use of the public land does not hinder access to or enjoyment of Beachside Park and its abutting docks.

2. The shed cannot be feasibly deconstructed to remain wholly on private property.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Mound does hereby incorporate and restate the recitals set forth above and approve the variance and public lands permit requests for the property at 2006 Shorewood Lane as described in Exhibit A, with the following conditions:

Variance

1. Applicant shall be responsible for payment of all costs associated with the land use request.
2. No future approval of any development plans and/or building permits is included as part of this action.
3. Impervious surface coverage on the property shall not exceed 40 percent and shall be subject to the provisions of City Code Section 129-385(g)(2)a as allowed for existing lots of record.
4. Minimum construction elevation shall be at or above the Regulatory Flood Protection Elevation or three feet above the ordinary high water mark of a wetland.
5. Should there be any hindrance of water conveyance in the nearby drainage area, the applicant shall be responsible for rectification.
6. The applicant shall be responsible for recording this Resolution with Hennepin County. The Applicant is advised that this Resolution will not be released for recording until all conditions have been met to the satisfaction of City Development Director. The Applicant may also request the City to record this Resolution with the fees related to recording to be taken out of the escrow.
7. This variance is contingent upon approval of a Public Lands Permit for the project by the City.

Public Lands Permit

1. This Public Lands Permit is contingent upon approval of the side yard setback variance.

Adopted by the City Council this 24th day of November, 2026.

_____
Jason Holt, Mayor

_____
Attest: Kevin Kelly, Clerk

Exhibit A

(- to be inserted -)

From: Mary Montgomery
Sent: Wednesday, November 18, 2026 9:30 AM
To: Sarah Smith <ssmith@moundmn.gov
Subject: Opposition to variance at 2006 Shorewood Ln

Hello Sarah,

I was unable to come in person to the Mound Planning Commission meeting on Tuesday, November 17, 2026, so I am writing to let you know that I am opposed to allowing a variance to Scott Orwig at 2006 Shorewood Ln. in order to build an attached shed on public park property The proposed attached shed would block our view of the lake and would extend into the usable park area. I feel that the property owner has plenty of land on his own existing property in which to build his shed... he just wants to avoid blocking his own view of the lake from his house. He has no concern about blocking other neighbor's view of the lake.

Please note my objection to the variance. Thank you.

Kind regards,
Mary Montgomery

MEETING MINUTES EXCERPTS (DRAFT)
REGULAR PLANNING COMMISSION
NOVEMBER 17, 2026

Call to Order

Chair Goode called the meeting to order at 6:00 p.m.

Roll Call

Members present:	David Goode, Kathy McEnaney, Samantha Wacker, Drew Heal, Jason Baker and Kristin Young
Members absent:	Nick Rosener
Staff present:	Community Development Director Sarah Smith, City Planner Johnny Menhennet and Administrative Assistant/Permit Technician Kate Vogt
Others present:	Steve Rosch, 3100 Argyle Lane; Scott Orwig, 2006 Shorewood Lane; Walt Larson, 1972 Shorewood Lane; Steve Smith, 1968 Shorewood Lane

Board of Adjustment and Appeals

Case 26-12 Variance and Public Lands Permit

After-the-fact variance and public lands permit requests for a partially constructed, detached accessory shed (8 ft x 12 ft; 96 sq ft) at 2006 Shorewood Lane adjacent to Beachside Park.

Applicant/Owner: Scott Ortwig

Staff Presentation

City Planner Johnny Menhennet presented the request for a variance and public lands permit at 2006 Shorewood Lane. Two approvals are requested, and both are required for the shed to remain: (1) a variance to allow a 0-foot north side setback where 6 feet is required, and (2) a public lands permit to formalize an encroachment of approximately 1 foot (0.97 ft) on to the unimproved, unmaintained portion of Beachside Park that provides access to docks.

Public Works Director Ryan Prich reviewed the request. Vacation of the land was not an option, but the encroachment does not affect the City's ability to regulate water access or park enjoyment, or any improvements needed for the lift station.

The home was constructed new in 2024 and is in the R-1 District but undersized (approximately 7,940 sq ft versus the 10,000 sq ft minimum). Neighboring lots of similar width are typically zoned R1A, but this home and adjacent properties were not included in the rezoning.

The home was built to the maximum extent of zoning limits, at both side setbacks, the front setback, and 1.1 ft from the rear setback. The lakeshore setback is 50 feet, and the home sits 51.1 ft from the high-water mark. Detached structures receive no reduction in the lakeshore setback, so no space exists in the rear yard for storage.

The shed is free-standing although built against the home. Hardcover remains under the 40% limit. The Mound Building Official, Derek Wyman of SafeBUILT, confirmed the fire separation is not needed because the City owns the abutting lot and would prohibit development close to the home. The shed meets building and fire codes.

DRAFT

The current owner purchased the home in July of 2026 and shed construction began in October. The owner did not consult the City on placement, correctly believing no permit was required for a shed under 200 sq ft. Construction has been halted pending the City's decision.

The owner provided photos of similar structures in the community. City Planner Menhennet noted these were submitted for community character context and not as endorsement of any encroachments.

Staff found that the practical difficulties test was met, noting that the lot is more than 2,000 sq ft undersized for its district, the current owner did not build the home, and no alternative location exists. Staff recommended approval of both requests.

Commission Discussion

Commissioner Wacker thanked City Planner Menhennet for the presentation, noting that the practical difficulties in finding a location were the most challenging element, but that staff's presentation and the packet photos led them to conclude it was met.

Commissioner Heal questioned the practical difficulty, suggesting the owner could rent off-site storage. He also asked Staff if the City will be compensated for the encroachment. Staff stated there is no compensation.

Commissioner McEnaney noted the encroachment area is untreated City land that is not mowed or maintained by Public Works. She also noted that the Council has discussed offering similar parcels to neighbors.

Commissioner Heal raised concerns that approval could set a precedent for future requests of larger encroachments.

Applicant Comment

The applicant, Scott Ortwig, had no additional comments and shared appreciation for City Planner Menhennet's presentation. In response to Commissioner questions, he stated the shed would store seasonal equipment such as patio furniture, a snowblower, and a lawn mower. He said his garage and 2-car driveway cannot accommodate these items and the previous owner had no dock.

Commissioner Wacker stated that, with this information, a storage rental would be unrealistic for the shed's size and use and that the narrow lots in this area create these difficulties.

Public Comment

Steve Smith, 1968 Shorewood Lane, stated no objection and that the shed does not add any bother to the neighborhood.

Walter Larson, 1972 Shorewood Lane, stated no objection. He requested that the City treat residents equally, noting his lot is 50 feet wide, narrower than the adjacent 60-foot public lot, and may face a similar situation when he builds. He suggested the City has room to accommodate abutting private owners.

DRAFT

MOTION by Baker, to recommend approval of the variance request; seconded by McEnaney **MOTION** passed 4 to 1 with Heal voting against the motion.

Chair Goode asked Commissioner Heal to elaborate on his nay vote if he would like. Commissioner Heal shared concern about opening the door to future requests for larger encroachments and believes established rules should be followed. He also objected that the City receives no compensation for the property.

MOTION by Baker to recommend approval of the public lands permit; seconded by Wacker. **MOTION** passed 4 to 1 with Heal voting against the motion.

Heal stated his nay vote is for the same reasons stated in the last vote.

As both Staff and the Planning Commission recommended approval of the requests, Staff intends to include them on next Tuesday's City Council agenda as a consent item.

Submitted by Kate Vogt

DRAFT

PLANNING REPORT

TO:	Planning Commission
FROM:	Sarah Smith, Community Development Director Johnny Menhennet, City Planner
DATE:	November 17, 2026
PLANNING CASE NO.	26-12
SUBJECT:	Variance and Public Lands Permit Application
OWNER / APPLICANT:	Scott Orwig
LOCATION:	2006 Shorewood Lane and unimproved ROW constituting Beachwood Park
MEETING DATE:	November 17, 2026
COMPREHENSIVE PLAN:	Low Density Residential
ZONING:	R-1 Single-Family Residential

BACKGROUND

The property owners Scott Orwig began construction of a freestanding storage shed adjacent to and abutting his home at 2006 Shorewood Lane. He correctly assumed that due to the project's size (96 square feet) that a building permit was not required, and therefore did not consult with the City. Subsequent to the identification of the construction, City Staff determined that the shed was not compliant with side setback requirements and actually encroached into the City's land though this was not the intention of the owner. Mr. Orwig stopped construction and has complied with all City requests to formalize the location of the shed. Provided below is a summary of the required approvals to complete the construction of the shed.

Variance	Request for a zero-lot-line setback for detached structure in the side yard (standard is 6')
Public Lands Permit	Encroachment of one foot and a total of just under 12 square feet for the shed into Beachside Park

SITE AND PROJECT INFORMATION

The subject property, recorded as ~7,942 square feet, abuts Beachside Park, which also consists of public docks access. The home was constructed in 2024 by an owner different than the current, who purchased the home and moved this July. The home was constructed to code and

without variances, but due to the narrow nature of the lot and its lakeshore orientation, maximized the entirety of the buildable zoning envelope and did not accommodate future storage needs. Beachside Park adjacent to the home and where the shed is located is unimproved and unmaintained in the nearest ~15 feet toward Mr. Orwig's property, and the improvements being requested are outside of the path of travel for lake access. The City maintains a vested interest in the property due to the lake access and the water infrastructure located in the park, so a partial vacation was ruled out.

REVIEW PROCEDURES

Variance

City Code Section 129-40 states that a variance may be granted to provide relief to a landowner where the application of the City Code imposes practical difficulty for the property owner. In evaluating the variance, the City Council must consider whether:

(1) The variance proposed meets the criteria for Practical Difficulties as defined in City Code Sub. 129-2.

(2) Granting of the variance requested will not confer on the applicant any special privilege that is denied by this chapter to owners of other lands, structures or buildings in the same district nor be materially detrimental to property within the same zone.

(3) The variance requested is the minimum variance which would alleviate the practical difficulty.

(4) A variance shall only be permitted when it is in harmony with the general purposes and intent of the zoning ordinance and when the terms of the variance are consistent with the comprehensive plan.

According to City Code Sec. 129-2, *"Practical Difficulties" is* defined as follows:

Practical Difficulties, as used in conjunction with a variance, means that:

(i) The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance;

(ii) The plight of the landowner is due to circumstance unique to the property including unusual lot size or shape, topography or other circumstances not created by the landowner; and

(iii) The variance, if granted, will not alter the essential character of the locality.

Economic considerations alone do not constitute practical difficulties. Practical difficulties include, but are not limited to, inadequate access to direct sunlight for solar energy systems.

Public Lands Permit
City Code Section 62-11 regulates use of public lands in the City of Mound and states that construction of any kind on any public way, park or commons, or the alteration of the natural contour of any public way, park, or commons, is unlawful unless a special construction on public land permit is issued.

60-DAY PROCESS
Pursuant to Minnesota State Statutes Section 15.99, the City of Mound has sixty (60) days to approve or deny the land use request unless an extension is executed by the City in accordance with state rules. Members are advised that Public Lands Permits are not subject to the timeline provisions of Minnesota Statutes 15.99. Day 1" for application of the 60-day rule for land use applications in accordance with Minnesota Statutes 15.99 and was determined to be October 28, 2026. Therefore, the City's deadline for action on the submitted appeals request is or before December 27th, unless an extension is executed by the City of Mound as provided by Minnesota Statutes 15.99. Public Lands Permits are not subject to the 60-day rule.

NOTIFICATION
Neighboring property owners of the subject site were mailed a letter on November 10, 2026 to inform them of the Planning Commission's review of the application at its November 17th special/rescheduled meeting.

STAFF/CONSULTANT/AGENCY ROUTING AND REVIEW
Copies of the request and supporting materials were forwarded to all City departments for review and comment. Members are advised that some comments received during review have been addressed and are therefore not included in this report. Public Works Director Ryan Prich was consulted on the project and raised no objections, finding that the improvements do not interfere with the City's access to infrastructure nor to public access to the lakeshore.

Further consultation was made with Derrick Wyman, building official with SAFEbuilt working on behalf of Mound, about building code requirements with regard to fire rating and construction across lot lines. Mr. Wyman initially stated that construction across a lot line is not possible, however, the fact that the abutting lot is City land and will not be developed waived the requirement of Section 302 of the building code and he subsequently determined that the project does meet the building code.

ISSUES ANALYSIS

1. ***Variance***
   Side Setbacks for Detached Structures
   City Code Sec. 129-194(f)(1) states that accessory structures on lakeshore lots must maintain four foot setbacks in the front and rear setbacks of the home and six foot setbacks between the front and rear lines of the home. The home itself is approximately seven feet from the lot line in the location of the shed, and therefore does not provide

an opportunity for any side-yard improvements. Granting of the variance will allow for a zero-lot line setback seeing as the structure goes to and across the lot line.

2. ***Public Lands Permit***
A public lands permit is required to undertake construction of improvements and related activities associated with the shed under construction that encroaches into Beachwood Park. The City Attorney will make a determination on whether a formal encroachment agreement is necessary to memorialize the shed's location or if the public lands permit approval is satisfactory.

3. **DISCUSSION/COMMENTS.**

A. Though the case for the variance and public lands permit would likely not be supported by Staff if the project had not begun construction, the improvements are already partially built.

B. There is legitimately no site anywhere on the property that would allow for extra storage space for the owner and his family. The home was constructed to the maximum extent allowed by Code, and construction in the rear yard would be in violation of the lakeshore setback, which the City wants to protect.

C. The shed's location is the most feasible on the property without causing disruption to or encroachment toward neighbors.

D. The City's interest in preserving public access to Beachside Park and the associated public docks is not hampered by approval of the shed with its one foot encroachment, seeing as there is existing treeline between the home and the parts of the park understood to be public.

E. The construction of a shed by itself did not trigger the need for a building permit.

STAFF RECOMMENDATION

Variance. Staff recommends that the Planning Commission recommend that the City Council grant variance approval to allow for the reduction of side yard setback for the detached accessory structure from six feet to zero feet, with the following conditions of approval:

1. Applicant shall be responsible for payment of all costs associated with the land use request.

2. No future approval of any development plans and/or building permits is included as part of this action.

3. Impervious surface coverage on the property shall not exceed 40 percent and shall be subject to the provisions of Sec. 129-385(g)(2)a as allowed for existing lots of record.

4. Minimum construction elevation shall be at or above the Regulatory Flood Project Elevation or three feet above the ordinary high water mark of a wetland.

5. Should there be any hindrance of water conveyance in the nearby drainage area, Applicant will be responsible for rectification.

6. The applicant shall be responsible for recording the resolution with Hennepin County. The applicant is advised that the resolution will not be released for recording until all conditions have been met. The applicant may also direct the City to record the resolution with the fees to be taken out of the escrow.

7. Public Lands Permit approval for the project by the City.

In recommending Staff approval, the following findings of fact are offered:

1. The criteria of City Code Section 129-40 are being met with respect to practical difficulties.

2. The property is 7,946 square feet in the R-1 district, when similar lots would traditional be zoned R-1A. This means it has more than 20% less square footage than the minimum requirements for lots in this district.

3. The requested variance is for an existing lot of record.

4. Locating the shed elsewhere on the property is infeasible due to original construction massing that built close to all required setbacks.

5. The construction is consistent with building code.

6. There are no plans to improve Beachside Park in the vicinity of the structure, as confirmed by the Public Works Director.

7. The side yard setback of zero feet does not infringe on neighbors due to the adjacent public space, and locating it on the south side of the home and requesting a variance for that location would bring the structure closer than Code allows to a neighboring developed property rather than an undeveloped one.

Public Lands Permit. Staff recommends approval of the Public Lands Permit application subject to the following conditions:

1. Approval of the side yard setback variance.

In recommending Staff approval, the following findings of fact are offered:

1. The use of the public land does not hinder access to or enjoyment of Beachside Park and its abutting docks.

2. The shed cannot be feasibly deconstructed to remain wholly on private property.

CITY COUNCIL REVIEW

The tentative date for City Council consideration of the applications is Tuesday, November 24, 2026 with an alternate date of Tuesday, December 8.

2415 Wilshire Boulevard, Mound, MN 55364 Phone
952-472-0600 FAX 952-472-0620

VARIANCE APPLICATION

Application Fee and Escrow Deposit required at time of application.

Planning Commission Date _____ Case No. _____

City Council Date _____

Please type or print legibly

SUBJECT PROPERTY LEGAL DESC.	Address: 2006 Shorewood Lane, Mound, MN 55364 Lot__001_____ Block__001_____ Subdivision_____ PID # _____ Zoning: R1 R1A R2 R3 B1 B2 B3 (Circle one)

PROPERTY OWNER	Name _Scott Orwig_____ **Email** [redacted] Address__2006 Shorewood Lane, Mound, MN 55364 Phone [redacted] Home___NA_____Work__NA_____Fax_____
APPLICANT (IF OTHER THAN OWNER)	Name _____ **Email** _____ Address_____ __ Phone Home_____Work_____Fax_____

1. Has an application ever been made for zoning, variance, conditional use permit, or other zoning procedure for this property? Yes ( ) No (X). **If yes**, list date(s) of application, action taken, resolution number(s) and provide copies of resolutions.

_Not that I'm aware of

2. Detailed description of proposed construction or alteration (size, number of stories, type of use, etc.):

I am building a 8'x12', one level, detached shed in my side yard as extra storage for items that would normally go in a garage but do not fit in this home's garage.

Case No. _____

3. Do the existing structures comply with all area, height, bulk, and setback regulations for the zoning district in which it is located? Yes (X) No ( ). **If no**, specify each non-conforming use (describe reason for variance request, i.e. setback, lot area, etc.):

___The existing house does comply with all set-back regulations but the shed I am building does require a set-back variance for the side yard.

SETBACKS: REQUIRED REQUESTED VARIANCE (or existing)

Front Yard: (N S E W) _____ ft. ___0_____ ft. ___0_____ ft.

Side Yard: (**N** S E W) **_6**_____ ft. __**6**___ ft. _**6**___ ft.

Side Yard: (N S E W) _____ ft. ____0_____ ft. ___0___ ft.

Rear Yard: (N S E W) _____ ft. ____0_____ ft. __0___ ft.

Lakeside: (N S E W) _____ ft. _____ ft. ___0_____ ft. ____0_____:

(N S E W) _____ ft. _____0_____ ft. ____0_____ ft.

Street Frontage: _____ ft. _____0_____ ft. ____0_____ ft.

Lot Size: _____sq ft ___0_____sq ft _0__sq ft

Hardcover: _____sq ft ____0_____sq ft ___0____sq ft

4. Does the present **use** of the property conform to all regulations for the zoning district in which it is located? Yes (X), No ( ). **If no**, specify each non-conforming use:

_____

_____

5. Which unique physical characteristics of the subject property prevent its reasonable use for any of the uses permitted in that zoning district?

(X) too narrow ( ) topography ( ) soil
(X) too small ( ) drainage ( ) existing situation
( ) too shallow ( ) shape ( ) other: specify

Please describe: **Our lot is 7,942 sqft, roughly 21% smaller than the zoning district's minimum size requirement for a lot. When the home was built in 2025 the builder used almost the entire buildable portion of the property for the house, leaving no room for a shed. The shed is required because the 2-car garage is not big enough for 2 cars and the required equipment (lawn mower, snow blower, wheelbarrow, boat accessories, etc.) needed to reasonably maintain the property. When we bought this house in this neighborhood in July, we looked around at other houses and almost every house out here has a shed/deck/stairs or other structure right up to the lot line and several neighbors told us the process is managed between neighbors. Given the City of Mound's open lot is our neighbor I'm submitting this variance request to shrink the required set-back on the north side of our house from 6 ft. to 0 feet. This approval will only give us 7.3 ft of space on that side of the house for the shed.**

Case No. _____

6. Was the practical difficulty described above created by the action of anyone having property interests in the land after the zoning ordinance was adopted (1982)? Yes (X), No ( ). **If yes**, explain:

If I understand this question, I would say yes. The previous owner of this lot, who built the house but who never lived here, wanted to build the maximum sqft house possible to maximize their resale value.

7. Was the practical difficulty created by any other human-made change, such as the relocation of a road? Yes ( ), No (X). **If yes**, explain:

_____

_____

8. Are the conditions of practical difficulty for which you request a variance peculiar only to the property described in this petition? Yes ( ), No (X). **If no**, list some other properties which are similarly affected? **__There are at least 23 other properties just on our street that have narrow lots and have sheds/decks/stairs or other structures built along the lot lines.**

9. Comments: **This is a very small and inconsequential variance request as this side of our house is lined by a treeline and the Mound city lot. Very few people use this lot at all, and when they do, for walking their dog or accessing their boat, they never come within 30 ft of our property line. In fact there is a 15 ft. buffer that isn't even mowed or maintained by the city.**

I certify that all of the above statements and the statements contained in any required papers or plans to be submitted herewith are true and accurate. I acknowledge that I have read all of the variance information provided. I consent to the entry in or upon the premises described in this application by any authorized official of the City of Mound for the purpose of inspecting, or of posting, maintaining and removing such notices as may be required by law.

Owner's Signature___Scott M. Orwig_____ **Date__10/20/26_____**

Applicant's Signature_____ **Date**_____

Revised 1/3/2023

PUBLIC LANDS APPLICATION

2415 Wilshire Boulevard Mound, MN 55364
Phone 952-472-0600 Fax 952-472-0620

Date Received

Parks and Open Space Commission Date _____ City Council Date DISTRIBUTION

_____ Building Official _____ Parks Director _____ DNR

_____ MCWD _____ Public Works _____ Other _____

Check One

CONSTRUCTION ON PUBLIC LAND PERMIT – new construction. NOTE: NO PERMIT SHALL BE ISSUED FOR CONSTRUCTION OF BOAT HOUSES OR OTHER BUILDINGS ON PUBLIC LAND - City Code Section 62-11(a) & (b).

PUBLIC LAND MAINTENANCE PERMIT – to allow repairs to an existing structure -City Code Section 62-11(c).

CONTINUATION OF STRUCTURE – to allow an existing encroachment to remain in an "as is" condition - City Code Section 62-11(g).

LAND ALTERATION – change in shoreline, drainage, slope, trees, vegetation, fill, etc. - City Code Section 62-11(d).

The structure or work you are requesting is an activity on publicly owned lands. Structures like boat houses, patios, sheds, etc. are all NONCONFORMING USES. It is the intent of the City to bring all these uses into conformance, which means that those structures will at some time in the future have to be removed from the public lands. All permits are granted for a limited time and are non-transferable. Stairway construction must meet the State Building Code when the permit is for new construction, or a new permit is applied for due to a change in dock site holder.

Please type or print legibly

APPLICANT	Name _Scott Orwig_____ **Email** _[redacted]_ Address_2006 Shorewood Lane, Mound, MN 55364____ Phone (H) __[redacted]____ (W) __NA___ (M) __[redacted]__
ABUTTING PROPERTY LEGAL DESC.	Address: Beachside Park 1972 Shorewood Lane, Mound, MN 55364 Lot _____ Block _____ Subdivision_____ PID # _____ Zoning: R1 R1A R2 R3 B1 B2 B3 (Circle one)

PUBLIC PROPERTY	Name __Beachside Park, 1972 Shorewood Lane, Mound, MN 55364_____ **Email** _____ Dock Site #_____ Shoreline Type _____
CONTRACTOR	Name _Scott Orwig (homeowner)____ **Email** _[redacted]_____ Address_2006 Shorewood Lane, Mound MN 55364_____ Phone (H)__[redacted]_____(W)__NA_____(M)_[redacted]__

A FEE OF $200.00 APPLIES IF VALUATION OF PROJECT EXCEEDS $1,000.00 AND **NO** PUBLIC BENEFIT IS DERIVED.

PROPOSED COST OF PROJECT (INCLUDING LABOR & MATERIALS) $ 4,000 (Material)

DESCRIBE REQUEST & PURPOSE: I am building a 8'x12' shed in my side yard (abutting the Beachside Park city lot) as extra storage for items that would normally go in a garage but do not fit in this home's garage. I began building it with the good-faith understanding of the lot lines based on a posted lot line iron 10' from our house, the landscaping recently completed by the builder of this new home, and my understanding that the lot lines are 10' minimum from the house. I've recently discovered that my lot line on that side of the house is 7.3' and my shed is 8'. This puts me about 8" over the lot line (plus a 12" eve for the roof). This still leaves 14 feet of weeds/trees/foliage on the city lot before the mowed portion of the property that people use to access the space (walk their dogs, access the dock, etc). Our lot is only 7,942 sqft (roughly 20% smaller than the zoning district's minimum size lot) and there is not any location on our property that can accommodate this shed while maintaining the lot-line set-backs. The location of the shed is in the least conspicuous spot available on the lot and in a traffic-free area in the treeline between the 2 lots. For erosion control, I'm leveraging the slope of the land that the builder created to move water away from the house and I've built a lean-to roof line to move all water away from the house and into the swell between the two lots. Given this detached shed is 95% complete and the lot overage is only 8 inches and in an unused treeline, I'm hoping to get approval for this minimal encroachment.

Applicant's Signature Scott M. Orwig **Date** 10/20/26

Revised 1/3/2023

Surveyors Certificate

As-Built Survey For:

SCOTT ORWIG

Property located in Section 18, Township 117, Range 23, Hennepin County, Minnesota

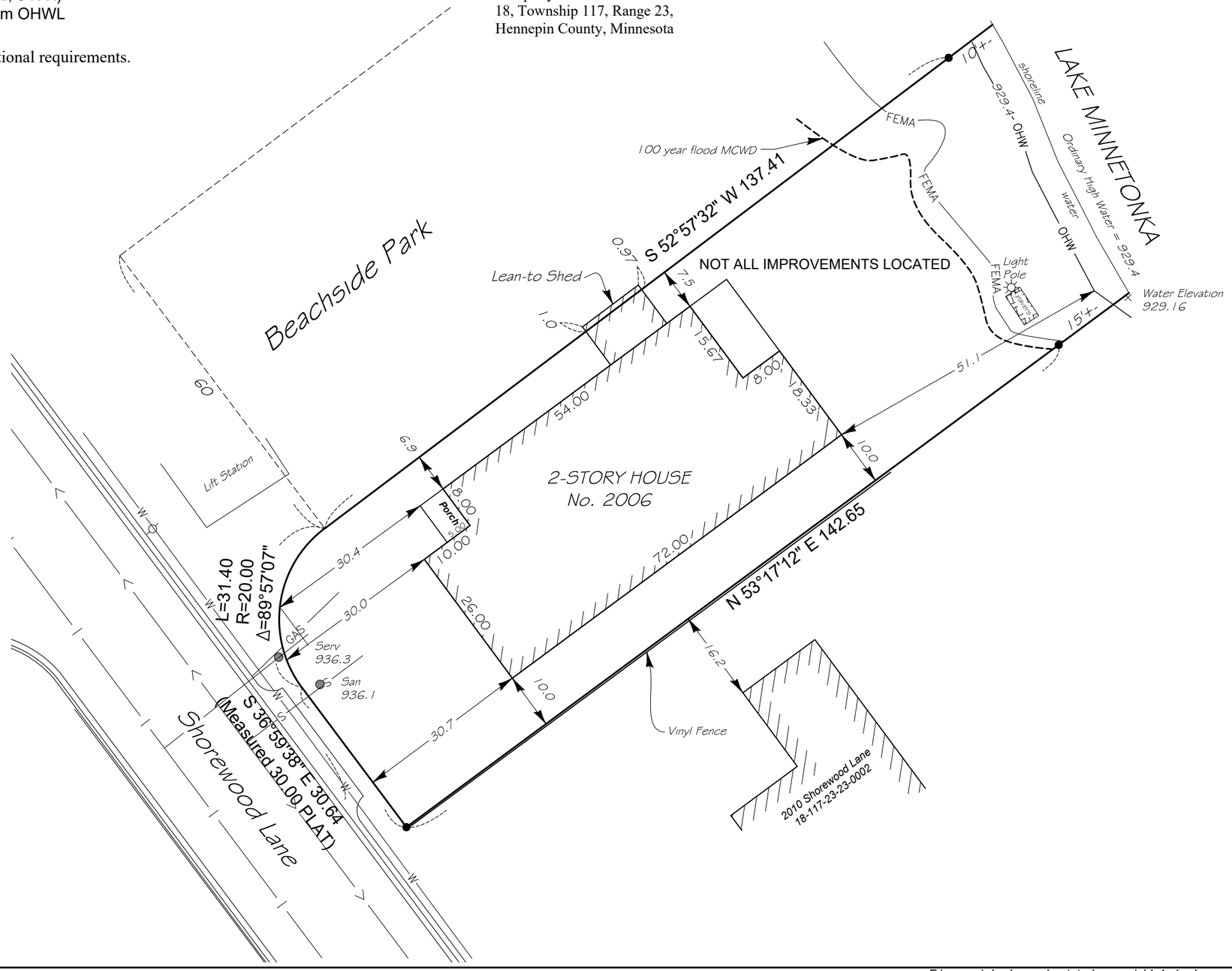
Property Zoned R-1, Residential

Principal Structure Building Setback Requirements per Zoning Ordinance

Front - 30 feet
Side - 10 (One Side Yard, 6 feet)
Rear (Lake) - 50 feet from OHWL

Refer to City Code for additional requirements.

Basis for bearings is assumed



- Denotes Found Iron Monument
- Denotes Iron Monument
- Denotes Wood Hub Set for excavation only
- Denotes Existing Contours
- Denotes Proposed Contours
- x000.0 Denotes Existing Elevation
- 000.0 Denotes Proposed Elevation
- Denotes Surface Drainage

NOTE: The only easements shown are from plats of record or information provided by client.

Legal Description

Lot 1, Block 1, SHADYWOOD POINT
Hennepin County, Minnesota

DEMARC
LAND SURVEYING & ENGINEERING
7601 73rd Avenue North
Minneapolis, Minnesota 55428
(763) 560-3093
DemarcInc.com

Project No. 90804B	Scale: 1" = 20'
F.B.No. -	Drawn By PH

Address: 2006 Shorewood Lane
Mound, MN

rev

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

Surveyed this 4th day of November 2026.

Signed _____

Gregory R. Prasch, Minn. Reg. No. 24992

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Outlook

Re: Notification of Variance and Public Lands Permit Applications Completeness Determination -- 2006 Shorewood Lane

From Scott Orwig [redacted]
Date Wed 11/11/2026 9:30 AM
To Sarah Smith <ssmith@moundmn.gov>
Cc Johnny Menhennet <jmenhennet@moundmn.gov>; Ryan Prich <rprich@moundmn.gov>; Scott Orwig [redacted]

Thank you Sarah for confirming the completeness of my applications and for your help in getting this topic on the agenda for the planning meeting on the 17th. Also, thank you for including my neighbors in this process as I too have included them with my plans. It's worth noting that I am going above and beyond, from a work and cost perspective, to make this shed look nice for our neighbors and the people who visit the public lot by including windows, appropriate finishings and unique rooflines, to match our house. It would have been much easier and less expensive to ignore this, but that's not the kind of neighbors we are. With regard to the questions raised in the letter, here are my responses:

(a) Criteria. A variance to the provisions of this chapter may be granted, but is not mandated, to provide relief to the landowner in those zones where this chapter imposes practical difficulties to the property owner in the use of the owner's land. ***I do have practical difficulty with the size of my property being only 80% of the minimum lot size as required in our building zone. When this builder built this house in 2025 they used the maximum available building space for the house, while significantly limiting available storage space for required items, like lawnmower, snowblower, lake gear, etc. There is no place on our lot that can accommodate a shed without impeding on a lot line limit.***

No use variances may be granted. A variance may be granted only in the event that the following circumstances exist:
(1) The variance proposed meets the criteria for Practical Difficulties as defined in City Code Sub. 129-2. ***This minimum requested variance would address this practical difficulty***

(2) Granting of the variance requested will not confer on the applicant any special privilege that is denied by this chapter to owners of other lands, structures or buildings in the same district nor be materially detrimental to property within the same zone. ***This minimal variance of ~10 sq ft would not deny anyone of their use of this requested space as it is located in the trees/weeds and 14 ft away from the closest space maintained by the city of Mound.***

(3) The variance requested is the minimum variance which would alleviate the practical difficulty. ***This variance is the minimum variance needed to alleviate the practical difficulty.***

4) A variance shall only be permitted when it is in harmony with the general purposes and intent of the zoning ordinance and when the terms of the

variance are consistent with the comprehensive plan.
Per City Code Sec.129-2 (Definitions), Practical Difficulties, as used in conjunction with a variance, means that:
(i) The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance; ***Correct, this shed will only be used for seasonal storage***
(ii) The plight of the landowner is due to circumstance unique to the property including unusual lot size or shape, topography or other circumstances not created by the landowner; ***Correct, our lot is uniquely small and too small to accommodate a shed anywhere on the property due to the location of the house, and we did not build this house.***
(iii) The variance, if granted, will not alter the essential character of the locality. Economic considerations alone do not constitute practical difficulties. Practical difficulties include, but are not limited to, inadequate access to direct sunlight for solar energy systems. ***Correct, this variance, if granted, will not alter the essential character of the locality. Nothing with this variance will alter the space in any way.***

Thanks again!

Scott

[redacted]

On Tue, Nov 10, 2026 at 3:12 PM Sarah Smith <ssmith@moundmn.gov> wrote:

> *Good morning,*
>
> *Please letter of completeness for variance and public lands permit applications for the property at 2006 Shorewood Lane.*
>
> *Please call or email with any questions.*
>
> *Best regards,*

Sarah Smith
Community Development Director

City of Mound
sarahsmith@cityofmound.com
952-472-0604
www.cityofmound.com

Mound Public Lands
Permit Application
Supporting Materials for Shed

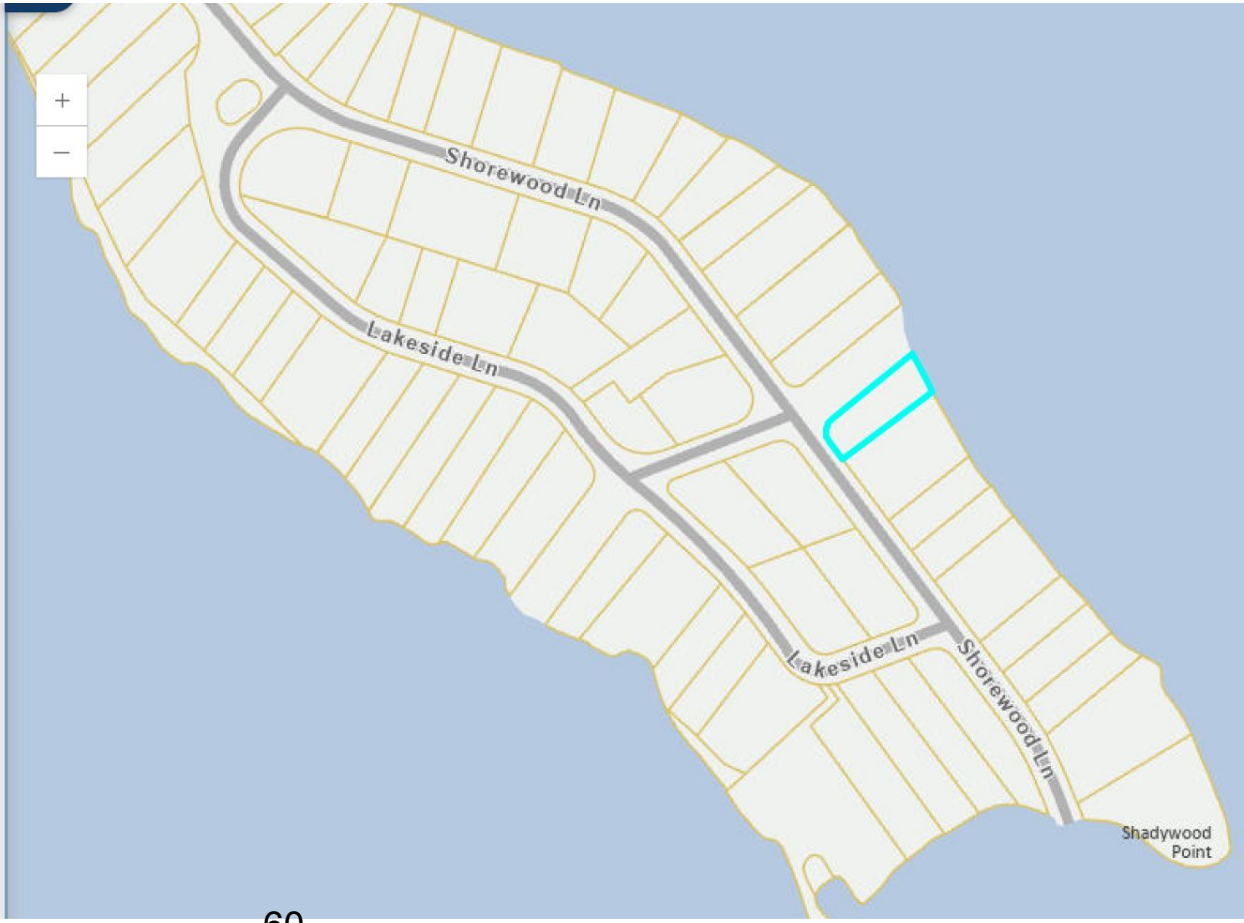
Scott Orwig
2006 Shorewood Lane
Mound, MN 55364

2006 Shorewood Lane, Mound

Results | Property Links

PID	1811723230001
Address	2006 Shorewood La, Mound, MN 55364

Owner/Taxpayer	
Owner	Scott Orwig & Kristin Orwig
Taxpayer	SCOTT ORWIG & KRISTIN ORWIG 2006 SHOREWOOD LA MOUND MN 55364
Tax Parcel	
Parcel Area	0.18 acres 7,942 sq ft
Torrens/Abstract	Abstract
Addition	Shadywood Point
Lot	001

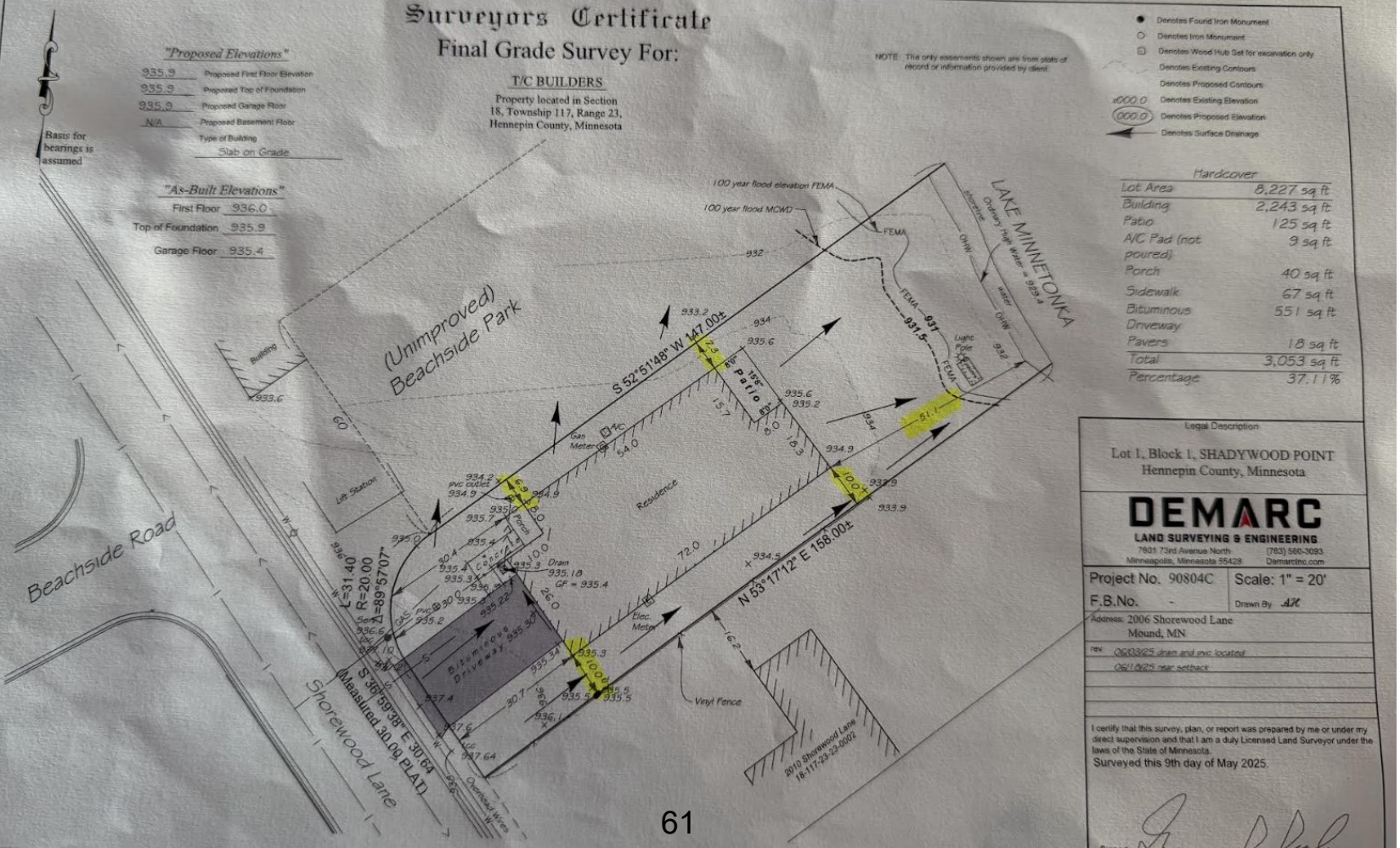


Surveyors Certificate
Final Grade Survey For:

T/C BUILDERS

Property located in Section
18, Township 117, Range 23,
Hennepin County, Minnesota

NOTE: The only easements shown are from plats of record or information provided by client



Hardcover	
Lot Area	8,227 sq ft
Building	2,243 sq ft
Patio	125 sq ft
A/C Pad (not poured)	9 sq ft
Porch	40 sq ft
Sidewalk	67 sq ft
Bituminous Driveway	551 sq ft
Pavers	18 sq ft
Total	3,053 sq ft
Percentage	37.11%

Legal Description:

Lot 1, Block 1, SHADYWOOD POINT
Hennepin County, Minnesota

DEMARC
LAND SURVEYING & ENGINEERING
7801 73rd Avenue North (763) 560-3093
Minneapolis, Minnesota 55428 Demarcinc.com

Project No. 90804C | Scale: 1" = 20'
F.B.No. - | Drawn By AR

Address: 2006 Shorewood Lane
Mound, MN

rev. 05/03/25 drain and pvc located
05/19/25 rear setback

I certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.
Surveyed this 9th day of May 2025.

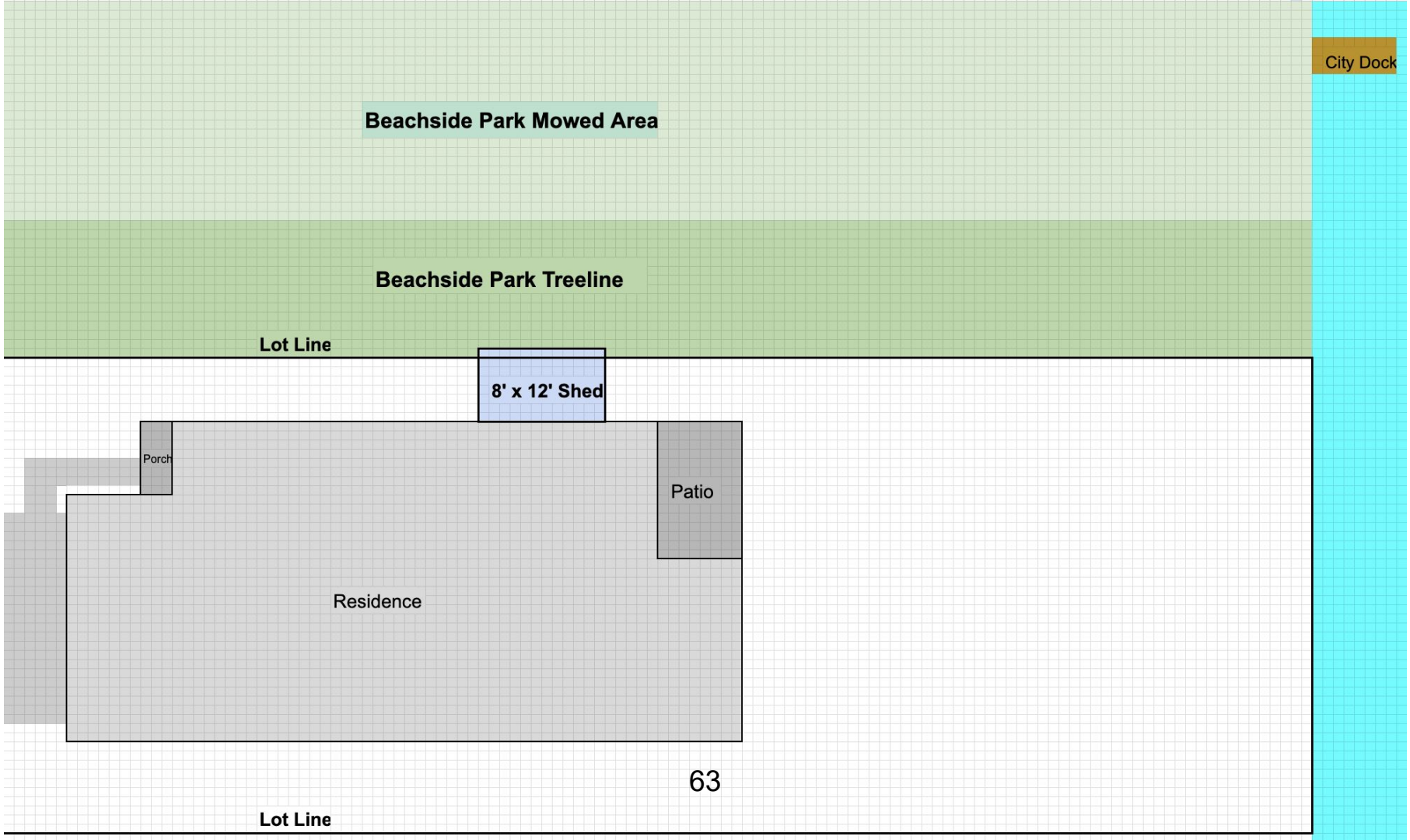
Signed: Gregory R. Prasch, Minn. Reg. No. 24992

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The Shed






City Dock
Beachside Park Mowed Area
Beachside Park Treeline
Lot Line
8' x 12' Shed
Porch
Patio
Residence
63
Lot Line

Lot Lines







Lot Line

Good faith Understanding of Line

Shed Proximity to Beachside Park

- Shed not impeding access or use of Public space
- On the other side of treeline
- 14ft from area mowed

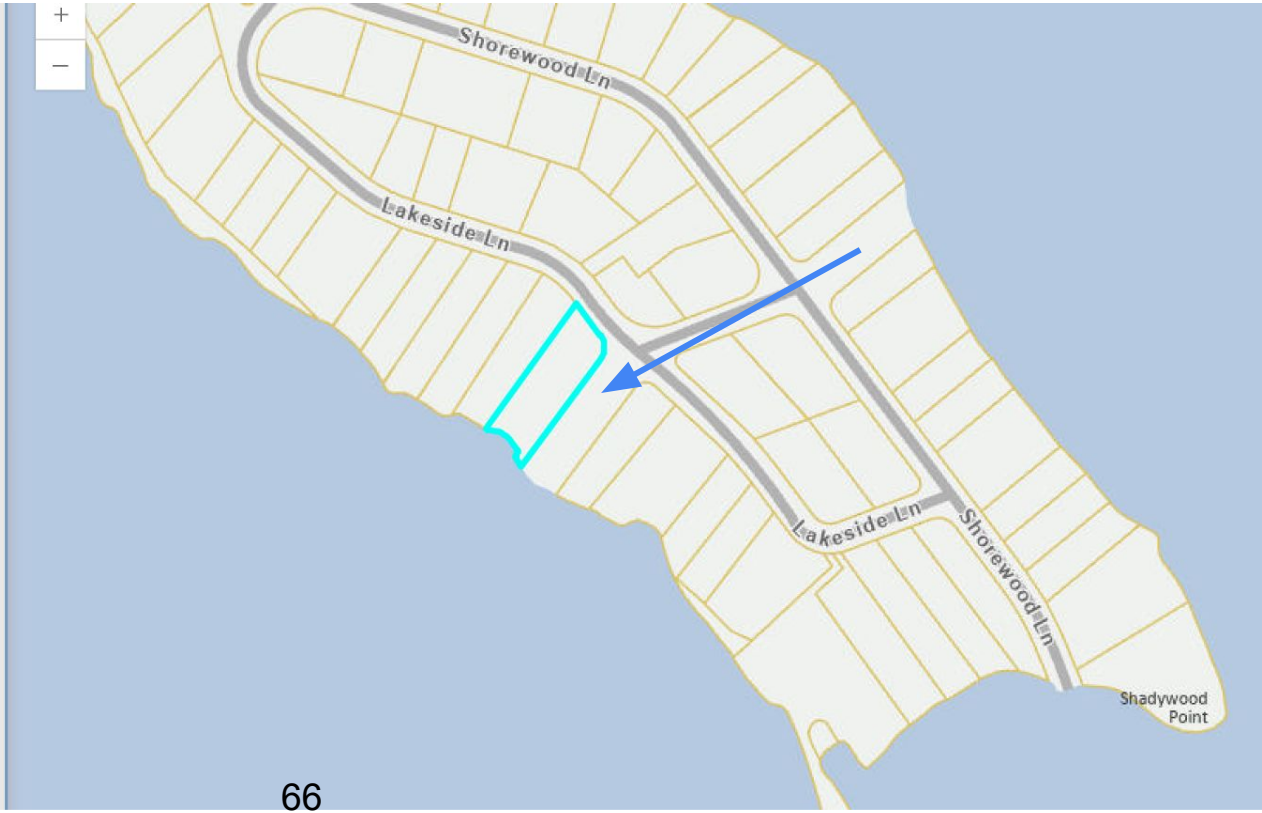


Similar situation 1 block away at Lakeside Park

Results | Property Links

PID	1811723230077
Address	1989 Lakeside La, Mound, MN 55364

Owner/Taxpayer	
Owner	Todd Courneya/Mysti Courneya
Taxpayer	TODD COURNEYA MYSTI COURNEYA 1989 LAKESIDE LA MOUND MN 55364
Tax Parcel	
Parcel Area	0.31 acres 13,503 sq ft
Torrens/Abstract	Torrens
Addition	Shadywood Point
Lot	001



Lakeside Park

1. Neighboring Park has similar shed
2. Shed is connected to house and abutting Public Park



Other Neighbors' Sheds/Buildings on our street

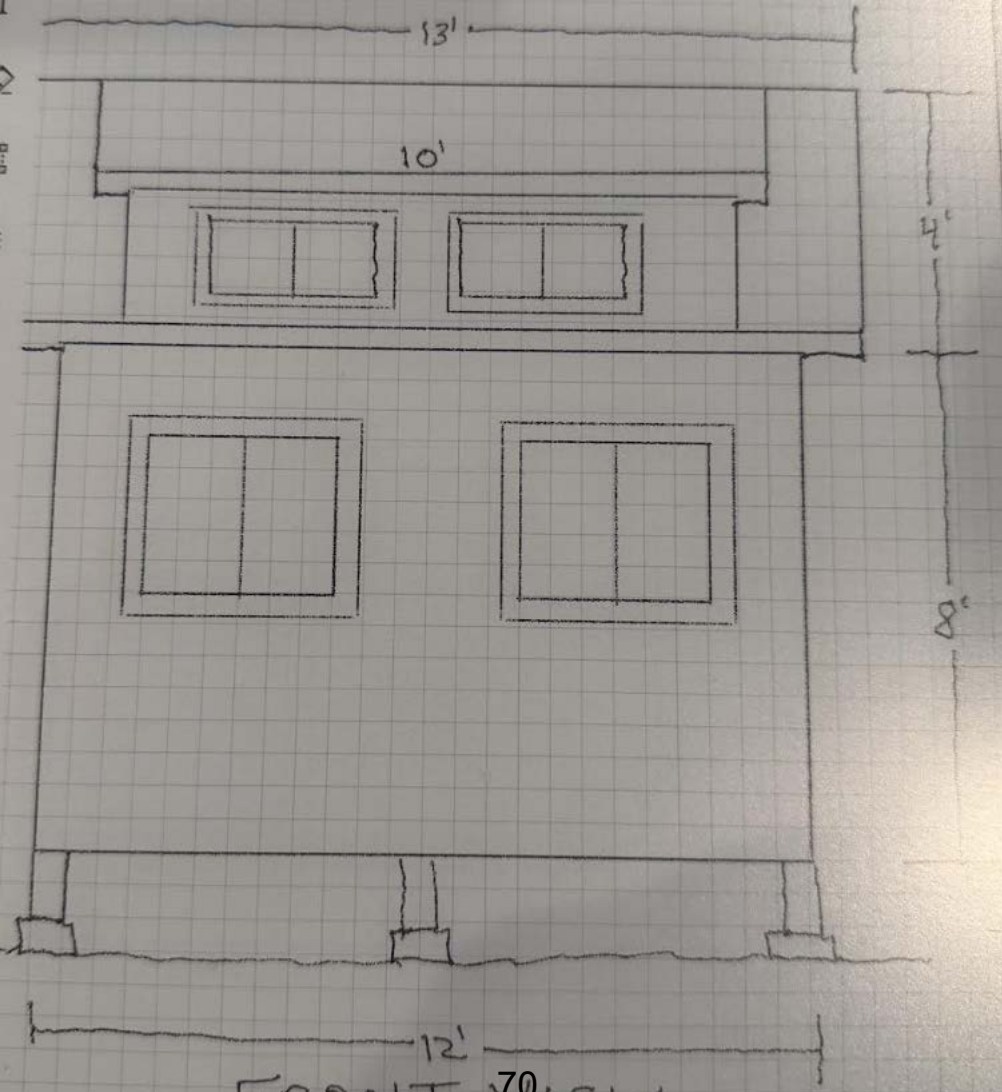




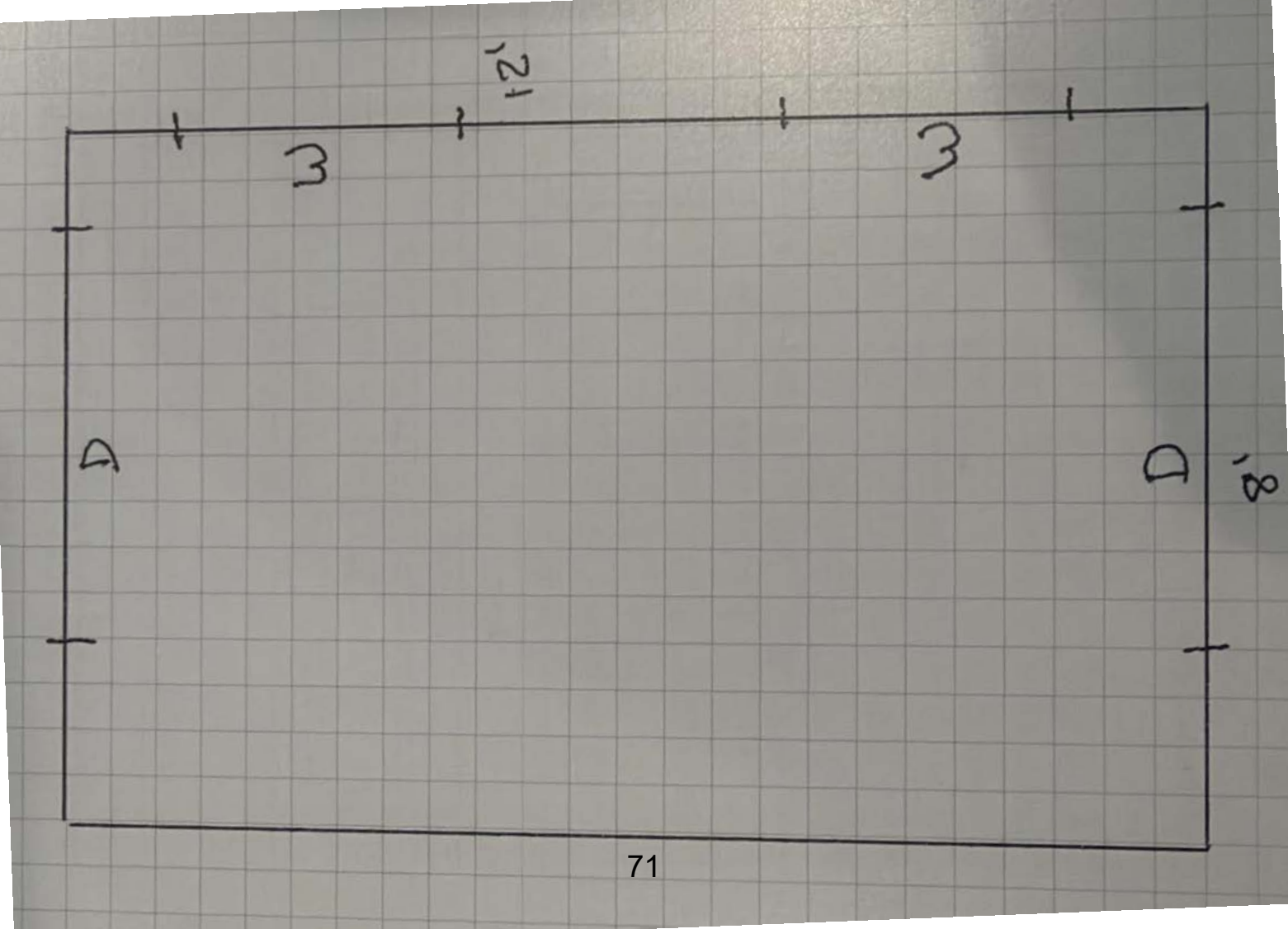
Other Neighbors' Sheds/Structures on our street (cont.)

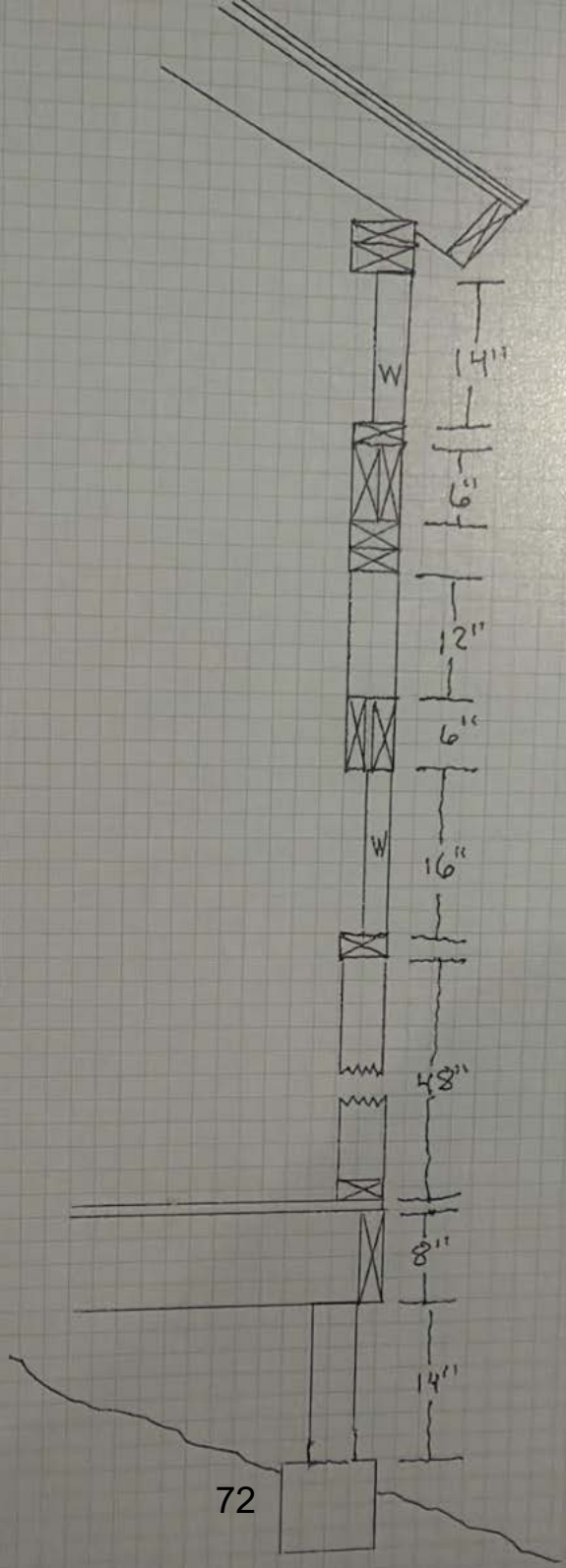


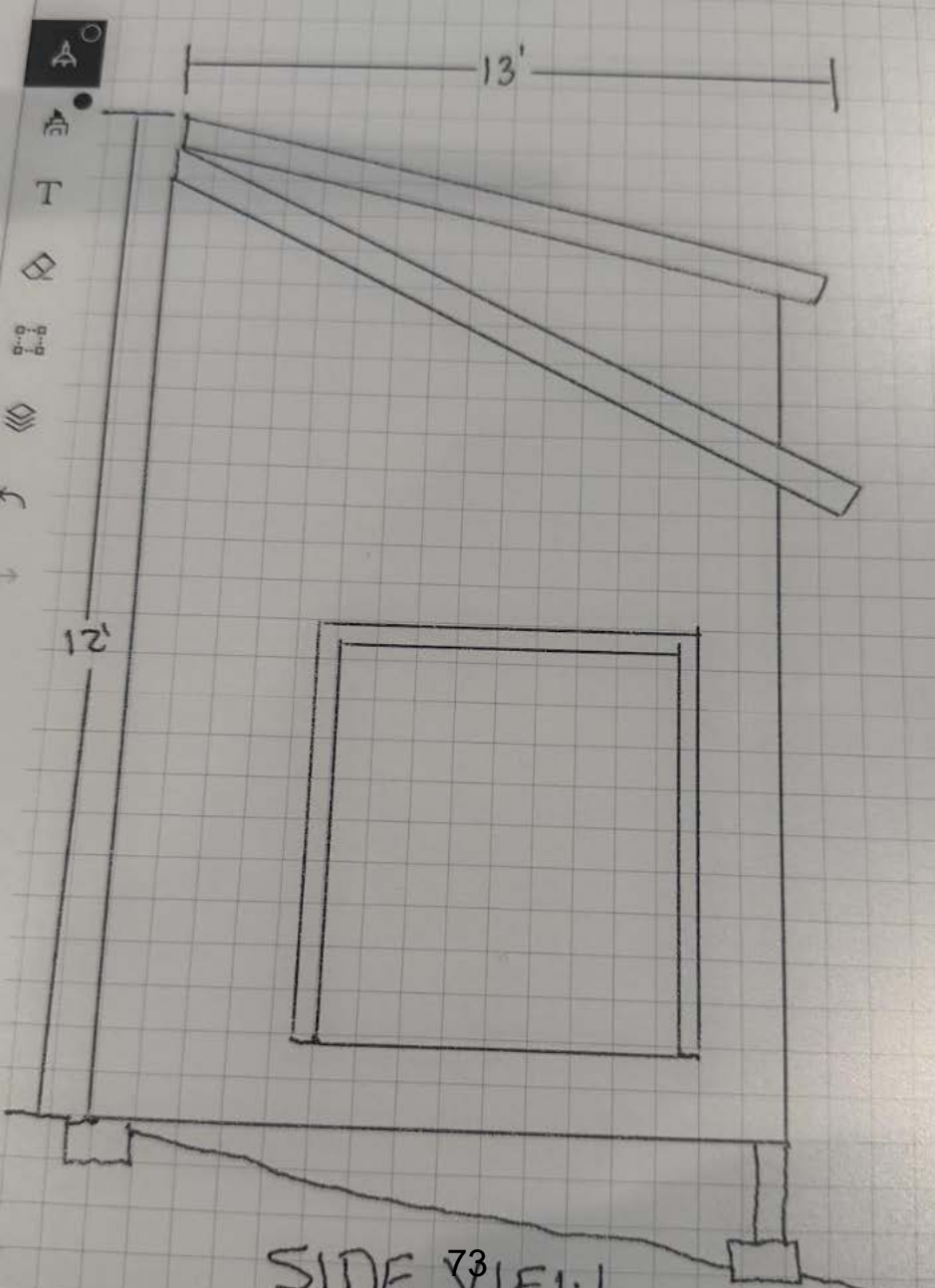




FRONT VIEW


12'
3
3
A
A
8'


W
14"
6"
12"
6"
W
16"
48"
8"
14"


13'
12'
SIDE VIEW

Community Development Department

City Council Item 6a

To: Honorable Mayor and Council Members
Jesse Dickson, City Manager

From: Sarah Smith, Community Development Director and
Rita Trapp, Planning Consultant

Date: November 18, 2026

Subject: Concept Review for 2380, 2388, and 2396 Commerce Boulevard

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RECOMMENDED ACTION:

No Action Required - Council Introduction of Concept Plan for Properties at 2380, 2388 and 2396 Commerce Boulevard.

OVERVIEW

As established in *City Policy No. 012 Development Application Review Procedures*, Jorj Ayaz will be presenting a concept plan as a Council Introduction for a proposed mixed-use building with 21 residential units and two 400 square foot commercial spaces at 2380, 2388, and 2396 Commerce Boulevard. The property owners have consented to the concept plan for the Council Introduction

As the Council is aware, the purpose of the concept introduction is to provide City Council members the opportunity to review the basic elements of the proposed project and to provide direction about any refinements or issues that should be researched or addressed prior to making a formal application. There will be no formal motions or votes.

As this is a concept introduction, Staff will not be summarizing the concept, making a recommendation, or making a presentation. As required by City Policy No. 012, Staff did send property owners within 350 feet a letter on November 12th informing them of the Council Introduction about the proposed project and notifying them of the opportunity to provide comment at the November 24th City Council meeting.

SUPPORTING INFORMATION

- Proposed Concept Plan Information
- Site Location Map

2380, 2388, and 2396 Commerce Boulevard

Project Location



LAKEVIEW COASTAL RESIDENCES

Three residential levels + corner shops

2380, 2388 and 2396 Commerce Boulevard | Mound, Minnesota

Proposal: two small street-facing corner shops, enclosed resident parking, lake-oriented apartments and a resident rooftop terrace.

Program	Proposed three-level program
Apartment count	21 study units: 7 per floor; floor layouts and final count require coordination
Unit orientation	12 lake-facing + 9 street-facing, assumed
Commercial	2 shops x approximately 400 SF = 800 SF
Building plate	130 ft x 90 ft = 11,700 gross SF per full plate
Parking supply	Revised supply unresolved after shops; no verified count
Status	Three residential floors above garage / shops; height and grades unresolved

Presentation purpose: obtain City feedback on the mixed-use program, building massing and path to a coordinated site and parking design. MU zoning is owner-reported; this packet does not establish entitlements.

Street-facing perspective

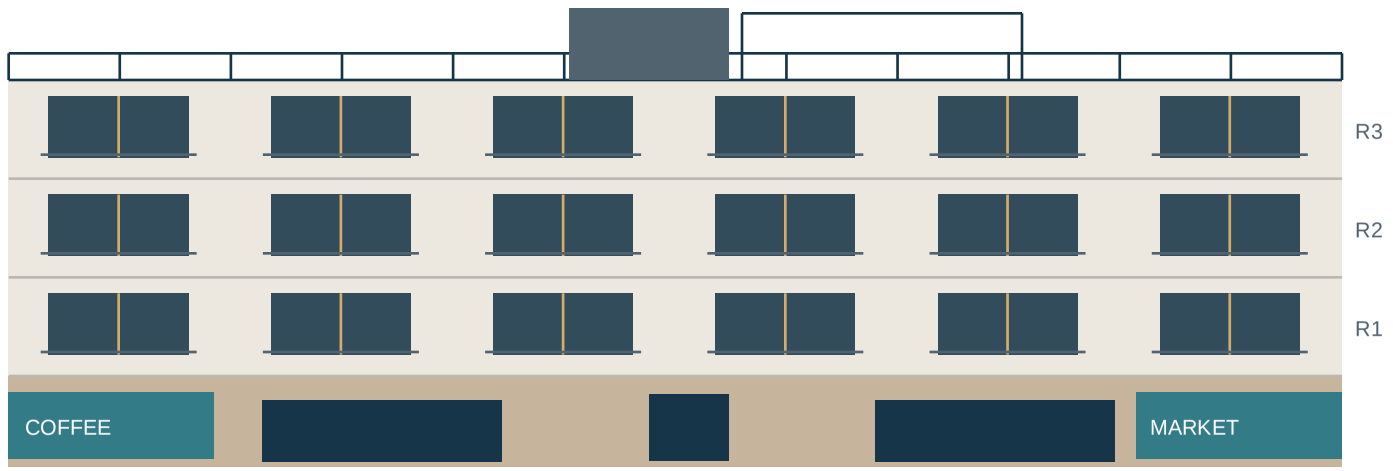
3 residential levels above garage / shops | Existing front rendering retained



Coffee shop: approx. 400 SF | Neighborhood market: approx. 400 SF | Separate storefront entries

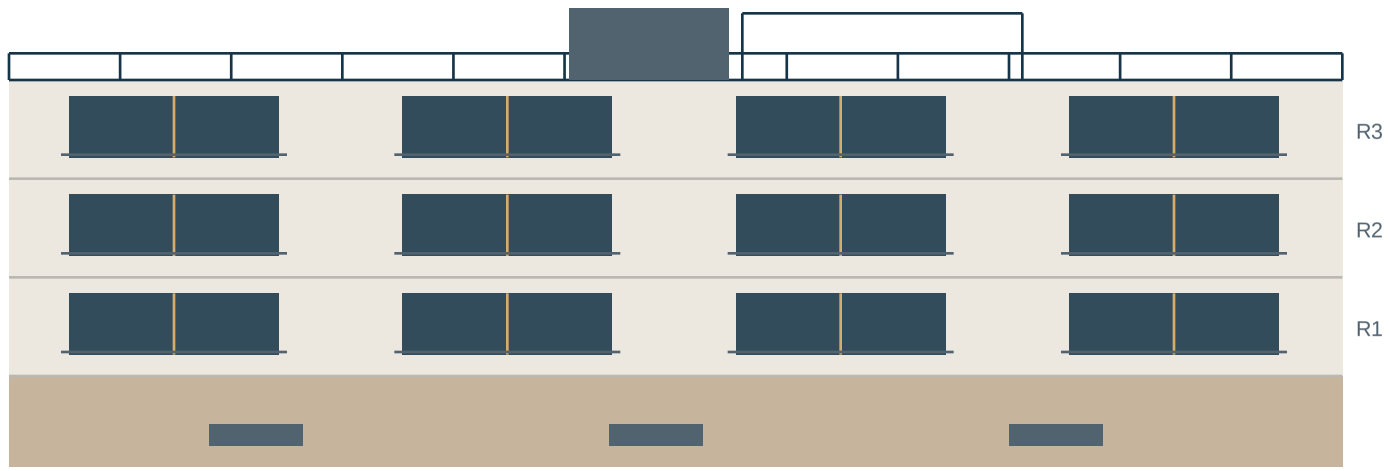
All four exterior elevations

Schematic massing and material studies | Not to scale | Window and roof details are illustrative



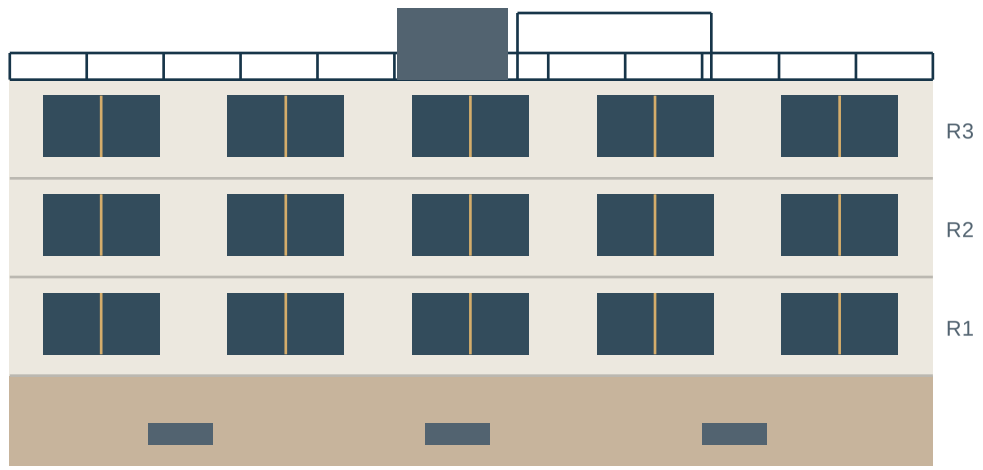
FRONT / COMMERCE BOULEVARD

130 ft nominal frontage



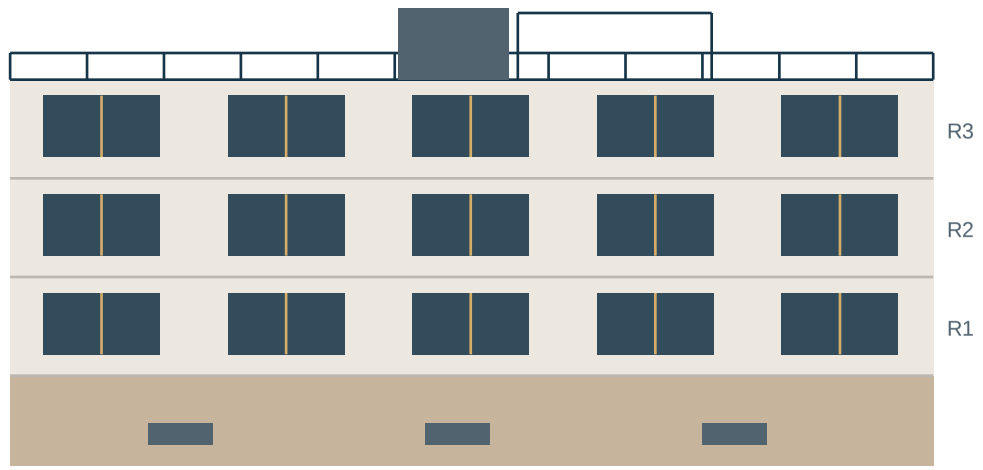
REAR / LAKE

130 ft nominal frontage



LEFT SIDE / VIEWED FROM STREET

90 ft nominal depth



RIGHT SIDE / VIEWED FROM STREET

90 ft nominal depth

Uniform ground lines are graphic references, not proposed grades. Roof structures, openings, balcony depths and shop floor levels require coordination. Side labels are relative to the street view; no surveyed orientation is asserted.

Area schedule

Full-plate arithmetic | Gross areas do not establish usable or rentable space

Area item	Proposed area	Basis / limitation
Footprint / each full plate	11,700 SF	130 x 90 ft outside-face rectangle
Residential plates	35,100 gross SF	3 full residential plates; no stepbacks assumed
Garage + shop base plate	11,700 gross SF	Includes shops, walls, cores, services and circulation
Coffee shop allowance	Approx. 400 SF	20 x 20 ft concept; usable tenant area not measured
Market shop allowance	Approx. 400 SF	20 x 20 ft concept; usable tenant area not measured
Base plate less shop allowances	10,900 gross SF	Residual budget only; NOT usable garage area
Total full-plate building area	46,800 gross SF	Garage/base plus residential floors; shops already included
Individual apartment areas	Not established	Requires measured, coordinated unit layouts
Usable rooftop terrace	Not established	Roof enclosures, stairs, equipment and setbacks not deducted

Totals exclude separately counted roof enclosures and exterior balconies. No net-to-gross factor has been assumed. Current site coverage, setbacks and final height are not established by these arithmetic areas.

Residential unit register

Unit IDs follow the recovered October 6 plan; added-floor IDs are provisional

Unit position	First residential level	Second residential level	Third residential level	Individual net area
Lake-facing	101	201	301 (study)	TBD
Lake-facing	102	202	302 (study)	TBD
Lake-facing	103	203	303 (study)	TBD
Lake-facing	104	204	304 (study)	TBD
Street-facing	105	205	305 (study)	TBD
Street-facing	106	206	306 (study)	TBD
Street-facing	107	207	307 (study)	TBD

Proposed study program: 101-107, 201-207 and 301-307 = 21 apartments.
Seven apartments per floor: 4 lake-facing + 3 street-facing. Total: 12 lake-facing + 9 street-facing.

TBD means not established in the recovered coordinated-area record. The source contains apartment blocks without developed room plans or measured net areas. Gross residential plate area must not be represented as the sum of rentable apartment areas. Balcony/window groups in the renderings are illustrative and do not define apartment boundaries.

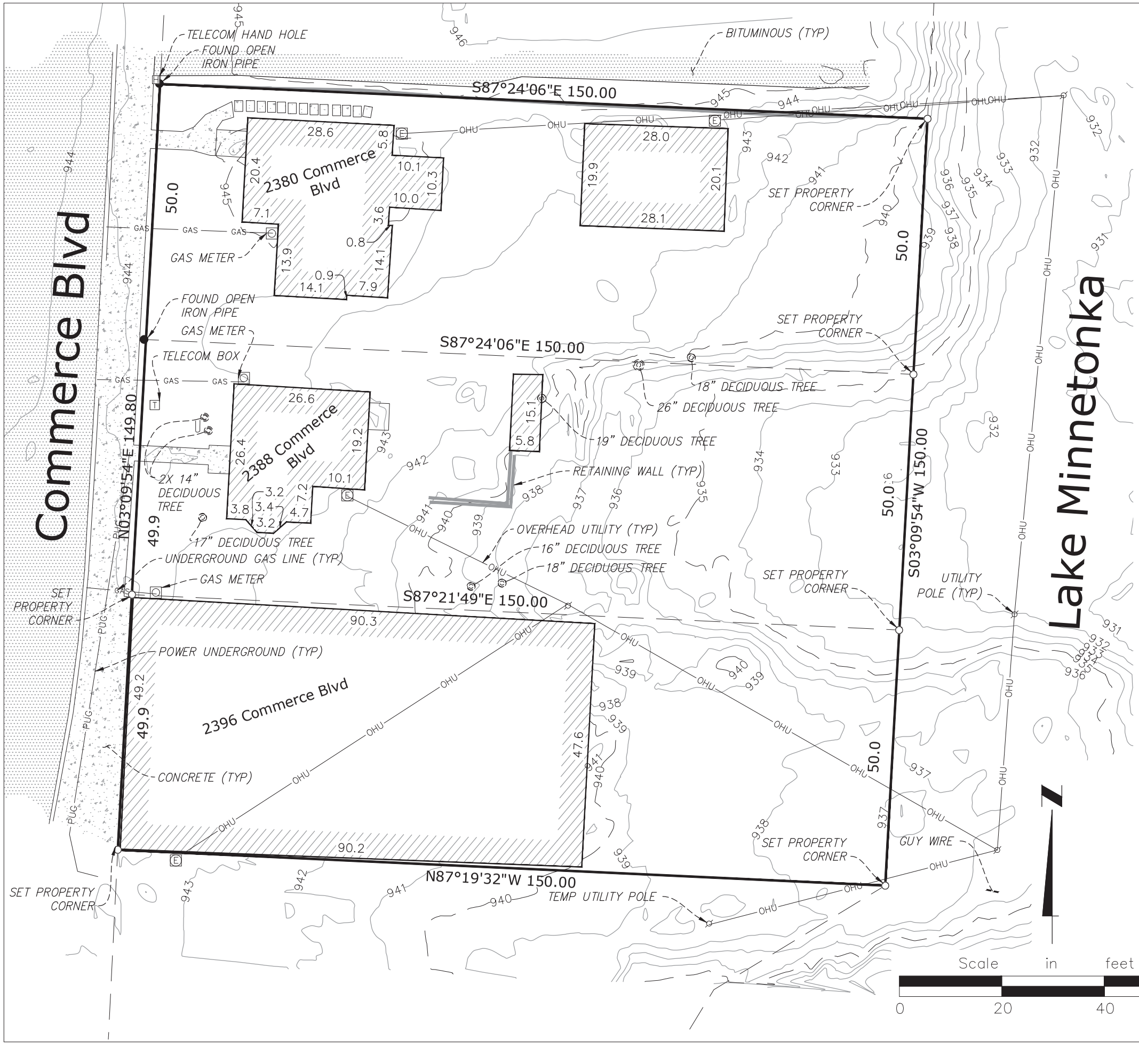
Parking and commercial accommodation

Supply after the corner shops remains to be designed and counted

Parking item	Three-level proposal
Last recovered garage study, before shops	28 drawn: 26 standard + 2 accessible reservations; prior base study only, before shops
Supply after adding approximately 800 SF of shops	TBD - no verified count
Residential planning benchmark: 2 spaces/unit	42 spaces for 21 study units
Commercial / guest / accessible allocation	To be confirmed with City and revised layout
Exterior stalls counted in this packet	0; no new exterior stalls demonstrated
Supply-versus-demand conclusion	Not established; 42 residential benchmark spaces plus any additional applicable demand must be reconciled with supply

The 2-spaces-per-unit benchmark carries forward the owner-reported City direction; it is not a current independent code determination. Commercial and guest demand may add to the residential benchmark. Accessible stalls are part of total supply, not additional spaces.

Required next drawing: place both shops, tenant restrooms/services, the aligned stair reservations and a coordinated elevator on the garage plan; then test columns, turning paths, aisle connection, curb cuts and pedestrian routes. Do not estimate stall losses by dividing 800 SF by stall area.



DESCRIPTION OF PROPERTY SURVEYED

2396 Commerce Blvd Mound
Lot 12 of McNaught's Addition to Mound, Lake Minnetonka, Minnesota

2388 Commerce Blvd Mound
Lot 13 of McNaught's Addition to Mound, Lake Minnetonka, Minnesota

2380 Commerce Blvd Mound
Lot 14 of McNaught's Addition to Mound, Lake Minnetonka, Minnesota

Survey Notes

1. Horizontal Datum - Hennepin County Coordinates - NAD83(2011) Vertical Datum NAVD88(Geoid18)
2. Client Name: Anthony Johnson
3. Site Addresses:
   - 3.1. 2388 Commerce Blvd Mound, MN 55364
   - 3.2. 2380 Commerce Blvd Mound, MN 55364
   - 3.3. 2396 Commerce Blvd Mound, MN 55364
4. This survey is based on the legal description as provided by the Client
5. This Surveyor has not abstracted the land shown hereon for easements, rights of way or restrictions of record which may affect the title or use of the land
6. Do not reconstruct property lines from building ties
7. Only visible utilities located
8. Impervious areas include: House, ancillary structures, proposed structures, proposed decks, driveway, concrete pads, paths and decks.
   - 8.1. Building impervious category covers main residence only
9. The Ordinary High Water (OHW) level for Lake Minnetonka is 929.4 feet
   - 9.1. NAVD 88 Height= NGVD 29 Height + 0.29
   - 9.2. NGVD OHW is 929.7

MINNESOTA LAND SURVEYOR CERTIFICATION

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

Dated this 30th day of August, 2026.

Kelly D Ness Minnesota License No. 45847

Linetype & Symbol Legend

- ● FOUND IRON MONUMENT
- ○ SET IRON MONUMENT

SKYSURV
5775 Wayzata Blvd #700
St Louis Park, MN 55416
info@skysurv.us

Certificate of Survey

Revision	Project No.
x	Drawn by AJM
x	Checked by KDN
x	Book/Page X
x	
x	

20260821_2396_CommerceBlvd SkySURV-2396_CommerceBlvd.dwg

82

Finance

City Council Item 9a

To: Honorable Mayor and Council Members
Jesse Dickson, City Manager

From: Lindsey Erdmann, Finance Director

Date: November 24, 2026

Subject: 2027 Fee Schedule Amendment

RECOMMENDED ACTION:

MOTION to (1) Approve Ordinance No. 10-2026, An Ordinance Adopting the City of Mound Fee Schedule for 2027; and (2) a Motion to Approve the Publication Summary

OVERVIEW:

The City's Fee Schedule establishes the fees and charges for services, permits, licenses, and other activities provided or regulated by the City. It is reviewed annually to evaluate costs, maintain consistency, and ensure fees are reasonable and appropriately reflect the cost of providing services.

SUPPORTING INFORMATION

- Proposed 2027 Fee Schedule – "Attachment A"
- Fee Schedule Presentation
- Ordinance 10-2026 – Ordinance Adopting the City of Mound Fee Schedule for 2027
- Resolution 26-77 – A Resolution Authorizing Publication by Title and Summary Pursuant to Minn. Stat. §412.191, Subd. 4, of Ordinance 10-2026, Adopting the City of Mound Fee Schedule for 2027

CITY OF MOUND

PROPOSED FEE SCHEDULE



FISCAL YEAR 2027

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Administrative Fees & Charges

Description	Fee
~~Comprehensive Plan~~	~~$30.00~~
Copies – Black & White (8.5 x 11 or 8.5 x 14)	$0.~~25~~50/side
Copies – Black & White (11 x 17)	$0.50/side
Copies – Color (8.5 x 11 or 8.5 x 14)	$1~~.00~~/side
Copies – Color (11 x 17)	$2~~.00~~/side
Credit Card Surcharge Fee	2.65%
Print or Copy 18 x 24 (Arch C)	$4~~.00~~/sheet
Print or Copy 24 x 36 (Arch D)	$5.50/sheet
Envelopes	$0.~~25~~ 50 each
Faxes	$0.~~25~~50/page
USB drive with electronic info	$7.~~00~~ 50 each
Duplicate license/permit	$10.~~00~~ 50 each
~~Board and Commissions Minutes (not Council)~~	~~$0.25/side~~
Notary (set by State) – per service for up to 3 documents~~, - $3.00 for each additional document-~~	$5~~.00~~
Returned Check/ACH	$50~~.00~~/payment
~~Zoning Ordinance~~	~~$20.00~~
Late fee for invoices not paid within 30 days (for billable services provided by City)	~~1~~3.5% per month

Amusement & Commercial Recreation

Amusements

Amusement fees are set by the State of Minnesota and are renewed on April 30 of each year.

Description	Fee
Mechanical Amusement Machines	$165~~.00~~/location+$165~~.00~~/machine

Arcades

Arcade fees expire December 31 of each year.

Description	Fee
Arcade Permit (fee per machine)	$16/location + $16/machine ~~$15.00/location+$15.00/machine~~

Carnivals, Shows, Entertainment

Description	Fee
Indoor show	$1040~~.00~~/day

Outdoor show	$1040.00/day
Tent shows	$1040.00/day
Outdoor Musical concert (only if no public gathering permit)	$5220.00/event
Parade	No Cost

Motorized Watercraft Rentals

Description	Fee
Motorized Watercraft Rental License	$2080.00

Business & Miscellaneous

Alcoholic Beverages

Alcoholic beverage licenses expire June 30th of each year. Club licenses are regulated by the State of Minnesota.

As permitted by code, on-sale renewals may be paid in two installments, ½ due on or before June 30 and ½ due on or before December 31. Fees will be reduced on a prorated basis for the number of days dine-in was prohibited by the Governor's Executive Order, calculated as (182.50- # days prohibited)/182.50 (1/2 year) x $ ½ license fee. December 16 – June 15 credit on first ½ payment and June 16 – December 15 credit on the second ½ payment.

Description	Fee
3.2 Beer License Investigation Fee	$500.00/investigation
3.2 Beer Off-Sale	$150.00/yr.
3.2 Beer On-Sale	$500.00/yr.
3.2 Beer On-Sale Temporary (Non-Profit)	$25.00/day
3.2 Beer On-Sale Temporary (For-Profit)	$50.00/day
Set-Ups (plus State charge for Consumption & Display Permit)	$300.00/yr. + $150 State fee
Temporary (One-Day) Set-Ups	$25.00/day
Liquor License Investigation Fee per Investor (In-State)	$500.00/applicant
Liquor License Investigation Fee per Investor (Out-of-State)	Actual cost (up to $1,000)
Liquor On-Sale	$5,000.00/yr.
Liquor On-Sale/Cabaret	$5,000.00/yr.
Temporary On-Sale Liquor (1–4 Day)	$50.00/event
Wine On-Sale	$500.00/yr.
Investigation Fee	$500.00/investigation
Brew Pub On-Sale Intoxicating Liquor License	$500.00/yr.

Description	Fee
Brew Pub On-Sale 3.2 Percent Malt Liquor License	$500.00/yr.
Brewer Off-Sale Intoxicating Liquor License	$150.00/yr.
Brewer Temporary On-Sale Intoxicating Liquor License	$50.00/event
Brewer Taproom Liquor License	$500.00/yr.
Brewer Taproom Off-Sale Liquor License	$150.00/yr.
Micro-Distillery Cocktail Room Liquor License	$500.00/yr.
Micro-Distillery Off-Sale Liquor License	$150.00/yr.
Investigation Fee for Any Combination of Above Licenses	$500.00/investigation
Sunday Liquor	$200.00/yr.
Club license - Membership 200 or less	$300.00/yr.
Club license - Membership 201-500	$500.00/yr.
Club license - Membership 501-1,000	$650.00/yr.
Club license - Membership 1,001-2,000	$800.00/yr.
Club license - Membership 2,001-4,000	$1,000.00/yr.
Club license - Membership 4,001-6,000	$2,000.00/yr.
Membership more than 6,000	$3,1000. 00/yr.
Civil Penalty for violation to comply – First Violation	$518
Civil Penalty for violation to comply – Second Violation	$777
Civil Penalty for violation to comply – Third Violation	$1,036+ public hearing before City Council to consider suspension and/or revocation of license

Charitable Gambling

Description	Fee
Investigation fee (set by State)	$200.00

Cigarettes

Cigarette licenses are regulated by the County.

Fireworks

Description	Fee
License to Sell Consumer Fireworks	$1040.00/yr.
Fireworks Display/Pyrotechnics Special Effects Permit	$520.00/yr.
~~Added post 2010 - Additional~~ Fireworks inspection if needed	~~+~~$520.00

Garbage Collection

Description	Fee
Permit Fee	$51800.00/yr.

Secondhand Goods Dealer

Description	Fee
Background check/investigation fee	$1040.00 first year
Dealer License	$1040.00/yr.

Peddlers & Solicitors

Description	Fee
Transient merchants, Peddler, Hawker - One day	$320.00
Transient merchants, Peddler, Hawker - One week	$520.00
Transient merchants, Peddler, Hawker - One month	$785.00
Transient merchants, Peddler, Hawker - One year	$2080.00

Cannabis

Description	Fee
Retail cannabis registration	$125/yr

Cemetery Fees

Description	Fee
~~Adult~~ Casket grave – resident (or prior resident with proof)	$726~~00.00~~
~~Adult~~ Casket grave – non-resident	$1,451~~00.00~~
~~Half Grave - Babies & Urns – resident~~	~~$300.00~~
~~Half Grave - Babies & Urns – non-resident~~	~~$550.00~~
Locate (for burials and marker placement)	Actual cost (min $50.00 per trip)
Maintenance Agreement (June-Oct)	$16~~5.00~~/mo
~~Ash burial placed on top of casket (limit 1 urn)~~	~~$100.00~~

Docks Program

Dock Permits

Description	Amount
~~Dock fee that includes primary watercraft (1 boat)~~ Dock Permit*	~~$450.00/yr~~ $750/yr
~~Shared dock (Secondary Site Holder Fee)~~ Dock Second Site Permit	~~$450.00/yr~~ $750/yr
~~Each secondary watercraft~~ Additional Watercraft Fee**	~~$190.00/yr~~ $325/yr
Temporary Visiting Dockage Permit+ – ~~one-time/10-day max~~	~~$190.00/yr~~ $325/yr

*The permit authorizes one boat to be docked for the season.

**The fee is applied each additional watercraft docked at the permitted site.

+The permit allows for a watercraft to temporarily dock for up to 10 days on a one-time basis at the Shoreline Docks Permitted site.

Boat Slip Fee

Description	Amount
~~Multiple~~ Boat Slip Fee	~~$650.00/yr~~ $950/yr
~~Small Watercraft Slip Fee~~	~~$190.00/yr~~

Lost Lake Boat Slip Fee

Description	Amount
~~Lost Lake Slips Multiple (Villas on Lost Lake Residents)~~	$1,500~~.00~~/yr

Lost Lake Boat Slip – Villas on Lost Lake Resident	
~~Lost Lake Slips Multiple (to Mound residents who are not Lost Lake Villa residents)~~ Lost Lake Boat Slip – All other Mound Residents	$2,500~~.00~~/yr
~~Lost Lake Slips Multiple (to Non-Mound residents)~~ Lost Lake Boat Slip – Non-Mound Resident	$2,800~~.00~~/yr
Prorated Lost Lake Boat Slip~~s Multiple~~ (After August 1st of the year)	$1,500~~.00~~/yr ~~Prorated~~

Canoes, Kayaks, & Sailboats Fees

Description	Amount
Canoe/Kayak storage fee – Resident	$685~~.00~~/yr
Canoe/Kayak storage fee – Non-Resident	$940~~.00~~/yr
Sailboat mooring	$46750~~.00~~/yr

Commercial Boat Fees

Description	Amount
Commercial Boat	$320~~.00~~/yr. (per boat)
Commercial Dock Renewal	$51800~~.00~~/yr.
Commercial Boat Slips	$320~~.00~~ ea/yr.
Charter Boat License Fee	$1,036~~00.00~~/yr ~~or $100.00/occurrence~~

Administrative Fees & Penalties

Description	Amount
~~Non-refundable fee for Waitlist Application~~ Annual Waitlist Fee	~~$35.00/yr~~ $75/yr
Administrative Processing Fee	$100
~~Processing fee for full dock refunds~~	~~$50.00~~
Late Shoreline Docks Permit application fee	$100
~~Late dock license application fee on or after March 1st (abutters only)~~	~~$50.00/mo.~~
~~Late dock license application fee for applications received between March 1st and March 15th (non-abutters only)~~	~~$100~~
~~Multiple~~ Boat Slip Refundable Key Deposit	~~$50.00~~ $100
~~Processing fee for full slip refund~~	~~$50.00~~
~~Processing fee for voluntary suspension of license~~	~~$50.00~~
~~Penalty fee for undeclared boats at dock (license holder)~~ - Penalty fee for undeclared watercraft at a Shoreline Docks Permit or Boat Slip site*	~~$100.00~~ $500
~~Penalty for undeclared boat at a slip (license holder)~~	~~$100.00~~
~~Penalty for illegally mooring boat to dock or slip (non-licensee)~~	~~$100.00~~
~~Penalty for boat at slip after October 15th deadline~~	~~$100.00~~

Description	Amount
Penalty fee for watercraft at Boat Slip site after October 15th	$300
Impounding of Watercraft Fee	Actual costs + $100 Administrative Fee
Investigation Fee	$1030~~.00~~
~~Boats stored on land Fee~~	~~$10.00 ea/yr.~~

Fire/Emergency Services

Description	Fee
Fire report (Mound Fire Department Report)	$110~~.00~~
Hourly billing rate for reimbursable fire services	$50~~48~~/hour
Tent, Canopies, Membrane Structure (Retail/Special Event)	$520~~.00~~
Temporary Heating and/or LP Usage	$520~~.00~~
Bonfire for Special Event	$265~~.00~~
Open Flame or Candles in Assembly Area	$265~~.00~~
Temporary Assembly or Occupancy	$265~~.00~~
Installation for any tank not buried or enclosed* - 500 gallons or less	$520~~.00~~
Installation for any tank not buried or enclosed* - 500 gallons or greater	$520~~.00~~
Installation for any tank not buried or enclosed* - For any tank buried or enclosed	$685~~.00~~
Installation for any tank not buried or enclosed* - Removal	$420~~.00~~
False Alarm (per calendar year) Fire and Burglary Separate – 1st & 2nd	No Cost
~~False Alarm (per calendar year) Fire and Burglary Separate – 2nd~~	~~$0.00~~
False Alarm (per calendar year) Fire and Burglary Separate – 3rd	$1040~~.00~~
False Alarm (per calendar year) Fire and Burglary Separate – 4th	$1560~~.00~~
False Alarm (per calendar year) Fire and Burglary Separate – 5th to 10th	$2590~~.00~~
False Alarm (per calendar year) Fire and Burglary Separate – ea. Over 10	$51800~~.00~~

*Installation/Removal of any flammable, combustible liquids and LP gas storage tanks

Grading

Grading Permit Fees

Under 50 cubic yards annually (not shore or bluff impact zone or steep slopes) no permit needed.

Description	Fee
11 to 50 cubic yards annually (shore or bluff impact zone or steep slopes)	$91~~15~~
51 to 200, 000 cubic yards	$182
~~51 to 100 cubic yards~~	~~$22.50~~
~~101 to 1,000 cubic yards~~	~~$22.50 for the first 100 cubic yards, plus $10.50 for each additional 100 cubic yards or fraction~~
~~1,001 cubic yards to 10,000 cubic yards~~	~~$117.00 the first 1,000 cubic yards, plus $9.00 for each additional 1,000 cubic yards or fraction~~
~~10,001 to 100,000 cubic yards~~	~~$198.00 the first 10,000 cubic yards, plus $40.50 for each additional 10,000 cubic yards or fraction~~
~~100,001 to 200,000 cubic yards~~	~~$562.50 the first 100,000 cubic yards, plus $22.50 for each additional 10,000 cubic yards or fraction~~

Grading Plan Review Fees

Description	Fee
0 to 100 cubic yards	$45
101 cubic yards or more	$91
~~50 cubic yards or less~~	~~No fee~~
~~51 to 100 cub yards~~	~~$15.00~~
~~101 to 1,000 cubic yards~~	~~$22.50~~
~~1,001 to 10,000 cubic yards~~	~~$30.00~~
~~10,001 to 100,000 cubic yards~~	~~$30.00 for the first 10,000 cubic yards, plus $15.00 for each additional 10,000 cubic yards or fraction~~
~~100,001 to 200,000 cub yards~~	~~$165.00 for the first 100,000 cubic yards, plus $9.00 for each additional 10,000 cubic yards or fraction~~
~~200,001 cubic yards or more~~	~~$255.00 for the first 200,000 cubic yards, plus $4.50 for each additional 10,000 cubic yards or fraction~~

Other Fees

Description	Fee
Additional plan review required by changes, additions, or revisions to approved plans	$~~30~~ 32 per hour (minimum – 0.5 hour)
Inspections outside of normal business hours	$~~30~~ 32 per hour (minimum – 2 hours)
Re-inspection fees assessed under provisions of Chapter 305(g) (UBC)	$~~30~~ 32 per hour
Inspections for which no fee is specifically indicated	$~~30~~ 32 per hour (minimum – 0.5 hour)

The fee for a grading permit authorizing additional work to that under a valid permit shall be the difference between the fee paid for the original permit and the fee shown for the entire project (Ord. 17-1988 11-15-88)

Planning & Zoning

Building Permit Fees

Description	Fee
Demolition permit	Based on valuation – Building permit required
For EACH heating or air conditioning unit, including air exchange units, bath/kitchen fans, in-floor heat systems, gas logs/fireplaces, factory wood urning and factory fireplaces – minimum 2 units, maximum 6 units	$52~~0~~
For EACH gas fitting or connection, with a $25 minimum on gas fitting (no state surcharge)	$132~~.50~~
Gas line/gas piping only	$52~~0~~
Residential fixture maintenance (plumbing and mechanical) - this fee includes one inspection trip	$52~~0~~
Plumbing	Based on valuation – minimum $78~~5~~
Mechanical	Based on valuation – minimum $78~~5~~
Occupancy permit	$104~~0~~
Trailer permit – temporary occupancy	$40~~38~~
Appeal to trailer committee	$52~~0~~
Building permit, fire suppression, inspection, and plan check – valuation $0-$500	$~~38.50~~40

Description	Fee
Building permit, fire suppression, inspection, and plan check – valuation $501-$2000	$4038.50, plus $3.4836 for each additional: $100 over $500 or fraction
Building permit, fire suppression, inspection, and plan check – valuation $2,001-$25,000	$9388.90, plus $15.9540 for each add. $1000 over $2000 or fraction
Building permit, fire suppression, inspection, and plan check – valuation $25,001 to $50,000	$45643.10, plus $11.511 for each add. $1,000 over $25,000 or fraction
Building permit, fire suppression, inspection, and plan check – valuation $50,001 to $100,000	$74720.85, plus $7.9870 for each add. $1000 over $50,000 or fraction
Building permit, fire suppression, inspection, and plan check – valuation $100,001 to $500,000	$1,146105.85, plus $6.3816 for each add. $1000 over $100,000 or fraction
Building permit, fire suppression, inspection, and plan check – valuation $500,001 to $1,000,000	$3,699569.85, plus $5.423 for each add. $1,000 over $500,000 or fraction
Building permit, fire suppression, inspection, and plan check – valuation $1,000,001 and up	$6,408184.85, plus $4.1602 for each add. $1,000 over $1,000,000 or fraction
Plan Check Fee	65% of the permit fee for residential building projects and all commercial projects
State Surcharge Fee – per MN Statute 326B.148 - applies on all permits unless otherwise noted	Based on currently adopted State Surcharge Table
Inspections outside of normal business hours	$60/hr, 2 hr minimum
Re-inspection fee	$575
Inspections for which no fee is specifically indicated	$60/hr
Site inspection fee (residential)	$520
Site inspection fee (commercial)	$940
Additional plan review for changes	$60/hr
Pre-move inspection	$171165
Moved-in structure (not including foundation, interior remodel, etc.)	$285575
Manufactured home installation plus state surcharge and requires a regular building permit if also doing basement, foundation, garage, or entryway, fees are based on sq. ft. State Table	$285575
~~Photocopying incomplete applications 8 ½ x 11 black/white~~	~~$0.25/page~~

Description	Fee
~~Photocopying incomplete application 8 ½ x 11 color~~	~~$1/page~~
Contractor License Lookup and Lead Certification Lookup	$65
Special Investigation Fee (Work Done Without Permit) - applies even if permit not filed/pulled	100% of Permit Fee
Refunds – if requested within 90 days of permit issuance	80% of permit fee net of any plan review fees, charged at $60/hr
Electrical Inspections	State of Minnesota Fee Schedule for Electrical Permits as Amended
Residential Re-Roof	$785
Residential Re-Side	$785
Residential Re-Window (if opening not altered)	$785
Residential Exterior Door (if opening not altered)	$785
Residential Garage Door (if opening not altered)	$785
Commercial building permit incl. Re-roof	Based on valuation
Fire sprinkler systems – requires building permit	Based on valuation – no state surcharge
Fire alarm systems – requires building permit	Based on valuation

Building Relocation

Description	Fee
Relocation not on state or county highway	Requires Conditional Use Permit, with associated $350 fee
Relocation on state or county highways	No fee, evidence of insurance required and refundable $250 deposit

Plumbing

Description	Fee
Residential	$87.50 per fixture, minimum $8075
Residential fixture maintenance (plumbing and mechanical) - fee includes one inspection trip	$560
Per 100 ft of pipe or fraction	$98
Outside sewer and/or water inspection	$375
Additional inspections	$5510

Description	Fee
Commercial plan review (plumbing) - 25 or fewer drainage fixture units	$1560
Commercial plan review (plumbing) - 26 to 50 drainage fixture units	$2590
Commercial plan review (plumbing) - 51 to 150 drainage fixture units	$363650
Commercial plan review (plumbing) - 150 to 249 drainage fixture units	$51800
Commercial plan review (plumbing) - 250 or more drainage fixture units	$34/unit, maximum of $4,144000
Building sewer service only	$1560
Building water service only	$1560
Building water distribution – no drainage system	$65 per fixture unit or $1560, whichever is greater
Storm drainage system – per drain opening	$520, $1560 minimum and $51800 maximum
Storm drainage system – per interceptor, separator, or catch basin	$730, $1560 minimum
Manufactured home park or campground – 1 to 25 sites	$31100
Manufactured home park or campground – 26 to 50 sites	$363650
Manufactured home park or campground – 51 to 125 sites	$41500
Manufactured home park or campground – 126 or more sites	$51800
Review of plans for which commissioner has issued two or more requests for additional information	$1040 per review or 10% of original fee, whichever is greater
Proposer-requested revision of plans – no increase in project scope	$520.00 or 10% of original fee, whichever is greater
Proposer-requested revision of plans – increase in project scope	$520 plus difference between original and revised project fee

Planning

Description	Fee	
Building Permit Deposit - Minor projects (value less than $1,000)	Fee	$100
Building Permit Deposit - Major projects (value more than $1,000)	Fee	$500
Conditional Use Permit	Application Fee	$350

Description	Fee	
	Escrow	$3,000
Conditional Use Permit with Planned Unit Development	Application Fee	$350
	Escrow	$15,000
Expansion Permit	Application Fee	$200
	Escrow	$2,000
Fence Permit	Application Fee	$75~~$55~~
Major Subdivision	Application Fee	$350
	Preliminary Plat	$350 + $15 per lot
	Final Plat	$350 + $15 per lot
	Park Dedication Fee	$1,100 OR 10% market value, whichever greater
	Escrow	$5,000
New Construction Monitoring	Escrow	$5,000
Minor Subdivision	Application Fee	$250
	Escrow	$5,000
	Park Dedication Fee	$1,100
Property file research administration fee for nonowners	Fee	~~$15~~ $60/hour
Project Scoping Review – initial	Fee	No cost
Project Scoping Review - subsequent	Fee	$~~100~~60/hr
Public Lands Permit	Application Fee*	$200
~~Sign Alteration Fee~~	~~Fee~~	~~$50~~
Sign Permit	Fee	$100
Staff Hourly Rate (for escrow related	Fee	$60/hour
Street or Easement Vacation	Application Fee	$350
	Escrow	$5,000
Subdivision Exemption	Application Fee	$200
Temporary Certificate of Occupancy	Escrow	$5,000
Variance	Application Fee	$200
	Escrow	$2,000
Waiver of Platting	Application Fee	$200
	Escrow	$2,000
Wetlands Permit	Fee	$350
Zoning Amendment - Text	Fee	$350
Zoning Amendment - Map	Fee	$500
Zoning letter	Fee	$100 ~~$25~~

Description	Fee	
Zoning appeals/adjustment application	Fee	$200

Wells

Description	Fee
Permit for well	$65 per drilling or deepening

Miscellaneous Fees

Applicants are responsible for miscellaneous fees for land use application review and processing expenses that exceed the application fee, including City staff time, overhead, consultant fees, printing, mailing, and supplies. Fees are due immediately upon notification, and the City may require additional deposits as necessary; applicants may request an itemized breakdown of expenses. The City may withhold final action on an application or rescind prior actions until all miscellaneous fees are paid in full, with escrow amounts and planning fees detailed in City Code Section 101.

Description	Fee	
Adult establishment license fee	Fee	$2,000 plus $65 Police Department Background Check
Erosion Control construction and grading escrow deposit	Escrow	$5,000
Erosion Control site inspection fee	Fee	$70 per inspection
Containers in right-of-way	Fee	$52~~0~~
Portable storage container	Fee	$52~~0~~
Membrane Structure	Fee	$52~~0~~

Nuisance Abatement Related Fees

Description	Fee
Street Sweeping	$182~~75~~/hr with a minimum 1-hour charge
Mowing Abatement	$78~~5~~ inspection fee per site visit (two site visits per remediation) plus actual cost of remediation
~~Impounding Watercraft~~	~~Actual cost + $100 Administrative Fee~~
Miscellaneous Abatements	Actual Cost + $150 Administrative Fee

Parks & Recreation

Description	Fee
~~Mound Resident Depot Rental Rates: October – April~~	~~$125.00/day~~
~~Mound Resident Depot Rental Rates: May – September~~	~~$150.00/day~~
~~Depot rental – non-residents/non-local non-profits~~	~~$350.00/day~~
Depot rental – Mound residents (private use: parties, receptions, showers, etc.)	$200/day
Depot rental – Non-Mound residents (private use) and non-local non-profit groups	$400/day
Depot rental - local non-profits	$~~100~~104~~.00~~/day
Damage deposit*	$350~~.00 plus $50.00 cash~~
City cleaning fee*~~/emptying of contents~~	$15~~60.00~~/hour with a minimum 1-hour charge
Depot c~~C~~ancellation fee ~~(Depot)~~ > 30 days	$5~~20.00~~
Depot c~~C~~ancellation fee ~~(Depot)~~ < 30 days	$10~~40.00~~
City Hall and~~/~~Centennial Building room rentals	$7~~85.00~~/day

*The damage deposit can be paid via cash, check, or credit card. The credit card surcharge fee will apply. The damage deposit will be returned once the room key is returned to City Hall and Public Works staff have inspected the rental. Cash and check deposits will be returned by mail, and credit card deposits will be refunded to the credit card on file within 30 days.

Public Gathering

Category I Locations: Surfside Park, Greenway, Centerview and Parking Deck*

Description	Fee
Public Gathering Permit Fee	$311~~00~~/day
Damage Deposit	$518~~00~~/day

Category II Locations: Other parks (neighborhoods, veterans' parks)

Description	Fee
Public Gathering Permit Fee	$52~~0~~/day
Damage Deposit	$208~~0~~/day

*Only one public gathering permit may be issued per day from May to September at Surfside Park & Beach to allow for public enjoyment. Permit granted based on date submitted and fees paid. For gatherings over 50 estimated attendees, the Depot must be rented as well from May to September.

Tax Forfeit And/Or City-Owned Property

Description	Fee
Fee for staff review of request for release of tax forfeit and/or city-owned land	$2080~~.00~~
Escrow Deposit for above (legal fees, etc.)	$750~~.00~~

Police Services - Animals

Description	Fee
Dangerous Dog Annual Registration	$500~~.00~~
Other Related Qualified Costs	Actual Cost
Commercial Kennel	$150~~.00~~/yr~~.~~
Redemption of impounded animal	See City of Orono Impound/Release Fees

Special Contractor Licenses

Heating, AC, Ventilation

Description	Fee
Contractor registration	No Cost

Tree Surgeon

License e~~E~~xpires on April 1st and must be renewed annually.

Description	Fee
Tree surgeon (removal & treatment)	$2080~~.00/yr.~~

Street Excavation

Description	Fee
Unpaved street	$1040~~.00~~+$51800~~.00~~ deposit
Asphalt	$1040~~.00~~+$51800~~.00~~ deposit
Concrete	$1040~~.00~~+$51800~~.00~~ deposit

Utility Rates

The Utility Rates section outlines the fees residents will see on their utility bill. Residents can use this section to identify the rates for water, sewer, storm water, recycling, and street lighting services. Water and sewer charges may vary based on consumption, while storm water, recycling, and street lighting are billed at established rates. The applicable fees will depend on the property's billing classification.

Water Utility Rates

Utility Rates

Residential – Single Family, Multi-Unit Dwellings & Two-family

Description	Fee
Base Service Charge	$82.23 ~~$72.45~~/quarter
State Water Fee – Residential Accounts	$3.81/quarter
Volume Fees	
Tier 1 (1-8,000 gallons)	$7.50 ~~$6.61~~/1000 gal
Tier 2 (8,001-14,000 gallons)	$9.14 ~~$8.05~~/1000 gal
Tier 3 (Over 14,001~~+~~ gallons)	$11.42 ~~$10.06~~/1000 gal

~~*Residential – Multi-Unit Dwellings & Two-family*~~

~~Description~~	~~Fee~~
~~Base Service Charge~~	~~$72.45/quarter/per unit~~
~~State Water Fee – Residential Accounts~~	~~$3.81/quarter~~
~~Tier 1 1-8,000 gallons~~	~~$6.61/1000 g~~
~~Tier 2 8,001-14,000 gallons~~	~~$8.05/1000 g~~
~~Tier 3 14,001+ gallons~~	~~$10.06/1000 g~~

Commercial & Industrial

Description	Fee
Base Service Charge	$27.41 ~~$24.15~~/month~~ly~~/acct
State Water Fee – Commercial Accounts	$1.27/month
Volume Fees	
Tier 1 (1,000 - 3,000 gallons)	$7.50 ~~$6.61~~/1000 gal
Tier 2 (3,001-9,000 gallons)	$9.14 ~~$8.05~~/1000 gal
Tier 3 (Over 9,001~~+~~ gallons)	$11.42 ~~$10.06~~/1000 gal

~~Tier escalators will not apply to residential water use if there is a one-time catastrophic plumbing failure from a frozen pipe burst caused by an excessive cold snap. This does not apply to failure to address leaks or cycling water softener. (Limit one exception per owner). The City may grant a one-time waiver of a single late fee once every three years if the account~~

~~is brought current with payment. To receive the waiver, the account holder must submit a request to the City.~~

Water Meter Fees

Description	Fee
Water Meter MXU Radio Read Transmitter	$255~~.00~~/radio
Water Meter ¾" iPerl Water Meter	$185~~.00~~/meter
Water Meter 1" iPerl Water Meter	$290~~.00~~/meter
For (2)Water Meter ¾" meters with MXU	$625~~.00~~ for two
For (2) Water Meter 1" meters with MXU	$835~~.00~~ for two
Meters greater than 1"	Actual Retail Cost + MXU
Water Meter Test	$90~~.00~~/test
Water Meter Reconnect/Meter Disconnect	$100/ Per Trip
Water Meter Repair Fee	Actual Cost

Water Utility Charges

Description	Fee
Water Trunk Area Charge (WTAC)	$2,000~~.00~~/unit
Water Service Connection Fee	$240~~.00~~/unit
Bulk Water Sale Charge	$250 administrative fee plus actual cost of water using tiered rates
Frost Plate Replacement	$65
On/Off at curb box during normal business hours	$25~~.00~~
On/Off at curb box after normal business hours	Actual Cost + $125 per hour min. 1-hr
New Account Charge	$50~~.00~~
~~Estimated Final Bill for Change in Renters~~	~~$0.00~~

Water Utility Penalties

Description	Fee
Late Fee Penalty	10% of current amount due
Failure To Change Meter Penalty	$100 per month until meter change is complete. Fee will not be prorated.
Failure To Schedule Appointment to Read Meter	$100 per month until appointment is scheduled. Fee will not be prorated.
Service Contract Violation	$35~~.00/upon to~~violation
Plumber Violation	$100~~.00~~/violation~~.~~

Sewer Utility Rates

Wastewater Treatment Utility Rates

Residential – Single Family, Multi-Unit Dwellings & Two-family

The sewer rate shall be based on the actual water used. Multi-Unit Dwellings & Two-family rates are the same as Single Family, except that the total quarterly charges on all such properties shall not be less than the number of units multiplied by the $152.40 month quarterly minimum charge per unit. Water used but not placed into the sanitary sewer may be deducted, provided it is metered.

Description	Fee
Base Service Charge	$152.40/quarter
Volume Fees	
Tier 1 (0 to 10,000 gal)s* ~~or less~~	$0 ~~$145.14 min/quarter~~
Tier 2 (Over 10,001~~000~~ gals)/~~1,000 gals. applied per unit.~~	$9.88~~41~~
~~Minimum quarterly charge*~~	~~$145.14 min/quarter~~

*Tier 1 (first 10,000 gallons) is included in the Base Service Charge for Sewer.

~~*Residential – Multi-Unit Dwellings & Two-family*~~

~~It is computed on the same basis as a single dwelling, except that the total quarterly charges on all such properties shall not be less than the number of units multiplied by the $145.14 month quarterly minimum charge per unit. Water used but not placed into the sanitary sewer may be deducted, provided it is metered.~~

~~Description~~	~~Fee~~
~~10,000 gals or less~~	~~$145.14 min/quarter/per unit~~
~~Over 10,000 gals/1,000 gals. applied per unit.~~	~~$9.41~~
~~Minimum quarterly charge*~~	~~$145.14 min/quarter/per unit~~

Commercial & Industrial

Description	Fee
Base Service Charge	$50.80/month
Tier 1 (0 to 3,000 gal)~~s or less~~	$48.38 min/mo.
Tier 2 (Over 3,001~~0~~ gal)~~s/1,000 gals.~~	$9.41
~~Minimum monthly charge/unit*~~	~~$145.14~~

~~*The above minimum applies to each single-family dwelling, apartment, or unit which is in accordance with existing sewer department policy.~~

Sewer Utility Charges

Description	Fee
Master plumber registration	No Cost
Connection to sewer, but not water*	$221.68
Sewer Availability Charge (SAC)[+]	$2,485~~.00~~/unit
Sewer Trunk Area Charge (STAC)	$2,000~~.00~~/unit
Sewer Service Connection Fee	$240~~.00~~/unit

*Dwellings connected to sewer but not connected to municipal water shall pay a quarterly rate of $221.68. If such users wish to pay sewer rates based on gallons of water used, users can purchase a water meter from the City. The user is responsible for having ~~and have~~ their own plumber install the meter on their well.

[+]Passes through to Metro Council Environmental Services Agency.

Storm Sewer Utility Rates

Description	Fee
Residential – Single-Family or Two-family	$11.03 ~~$10.50~~/lot/quarter
Residential – Multifamily	$55.13 ~~$52.50~~/acre/mo.
Commercial & Industrial	$91.88 ~~$87.50~~/acre/mo.
Public & Private Schools, Churches	$22.97 ~~$21.88~~/acre/mo.
Parks & Railroads	$13.79~~13~~ /acre/mo.
Cemeteries	$4.60~~38~~/acre/mo.

Recycling Rates ~~Household Charge~~

Description	Fee
~~Fee per household (unit) per quarter~~ Residential Recycling	$17.55~~16.38~~/quarter/unit

Street Lighting ~~=~~Franchise Fee Rates

Street Lighting Franchise Fees are used to cover the cost of operating publicly-owned streetlights.

Description	Fee
~~Single-Family~~Single Family/Two-family/Multifamily Residential	~~Per Unit~~ $0.50/month/unit~~.~~
Commercial & Industrial	$1.50/month

2027 Fee Schedule Update

Lindsey Erdmann, Finance Director

November 24, 2026

Agenda

- Content & purpose
- Approach
- Layout & formatting changes in 2027
- Review fee categories
- Next Steps

Content & Purpose

- What is a fee schedule?
  - A comprehensive list of fees, charges, and rates established by a city for permits, licenses, applications, inspections, services, and other activities that are provided or regulated by the City
- What is the purpose of the fee schedule?
  - Provides the public with clear, consistent, and accessible information about City fees in one location
  - Helps the City recover the costs associated with providing services, administering programs, and processing applications
  - Promotes uniform fee application across departments and ensures fees are assessed consistently

Approach to Update

- Proposed 2027 Budget inflates all fees on schedule by 2% based on FMP
- Cost recovery – ensures city is collecting revenues sufficient to cover cost of administering fee, permit, etc.
- Fiscal responsibility to taxpayers
  - Accuracy of estimations – reviewed each revenue line
  - Overly conservative revenue estimates can unnecessarily shift the tax burden to property taxpayers

Approach to Update cont.

- 3.6% Consumer Price Index (CPI) inflationary increase to all fees + rounded up to nearest $1
  - Exceptions
    - Administrate Fees & Charges rounded to nearest $0.50
    - Utility Rates
    - Docks Program
    - Planning & Zoning
- No fee change to Alcoholic Beverages fee types

Fee Categories With Inflationary Increases Only

- 3.6% inflationary increase to all fees + rounded up to nearest $1
- Fee categories where inflationary increase is the only change:
  - Amusement & Commercial Recreation
  - Building Inspection Fees
  - Public Gathering
  - Tax Forfeit And/or City-Owned Property
  - Police Services
  - Special Contractor Licenses

Layout & Formatting Changes

- Adherence to brand standards
- Removed unnecessary decimal placeholders from fee amounts
- Removed references to authorizing ordinances as this practice was not consistently applied
- Added language to fees for clarity due to reformatting
- Removed date references to when a fee was added
- Wrote out acronyms
- Utilities reorganized for readability

Fee Categories: Inflationary Increase + Other Changes

Administrative Fees & Charges

- Rounded to nearest $0.50 instead
- Removed duplicative fees
- Late fee for invoices not paid within 30 days increased from 1% to 3.5%
- Added the credit card surcharge fee

Business Licensing & Miscellaneous Fees

- Liquor licensing – no change to fee amount
- Removed duplicative fees
- Cemetery Fees
  - Renamed Adult Grave to Casket Grave
  - Removed Half Grave fees
  - Removed Ash Burial fee

Fire/Emergency Services

- Consolidated duplicative fees

Grading

- Added to Fee Schedule
- Fees changed to reflect actual time spent by Public Works Director reviewing permit and plan materials

Grading Permit Fees

Description	Fee
11 to 50 cubic yards annually (shore or bluff impact zone or steep slopes)	$91~~15~~
51 to 200, 000 cubic yards	$182
~~51 to 100 cubic yards~~	~~$22.50~~
~~101 to 1,000 cubic yards~~	~~$22.50 for the first 100 cubic yards, plus $10.50 for each additional 100 cubic yards or fraction~~
~~1,001 cubic yards to 10,000 cubic yards~~	~~$117.00 the first 1,000 cubic yards, plus $9.00 for each additional 1,000 cubic yards or fraction~~
~~10,001 to 100,000 cubic yards~~	~~$198.00 the first 10,000 cubic yards, plus $40.50 for each additional 10,000 cubic yards or fraction~~
~~100,001 to 200,000 cubic yards~~	~~$562.50 the first 100,000 cubic yards, plus $22.50 for each additional 10,000 cubic yards or fraction~~

Grading Plan Review Fees

Description	Fee
0 to 100 cubic yards	$45
101 cubic yards or more	$91
~~50 cubic yards or less~~	~~No fee~~
~~51 to 100 cub yards~~	~~$15.00~~
~~101 to 1,000 cubic yards~~	~~$22.50~~
~~1,001 to 10,000 cubic yards~~	~~$30.00~~
~~10,001 to 100,000 cubic yards~~	~~$30.00 for the first 10,000 cubic yards, plus $15.00 for each additional 10,000 cubic yards or fraction~~
~~100,001 to 200,000 cub yards~~	~~$165.00 for the first 100,000 cubic yards, plus $9.00 for each additional 10,000 cubic yards or fraction~~
~~200,001 cubic yards or more~~	~~$255.00 for the first 200,000 cubic yards, plus $4.50 for each additional 10,000 cubic yards or fraction~~

Parks & Recreation

- Depot Rental
  - Fee revenue does not cover administrative support & public works expenses
    - In other words, property taxes are subsidizing depot rentals
- Market comparables – enclosed meeting rooms

City	Resident Fee	Non-Resident Fee
Plymouth	$325	$360
Maple Grove	$125	$200

Parks & Recreation - Depot Rental

Previous Fee Name	Previous Amount	New Fee Name	New Amount
Mound Resident Depot Rental Rates: October – April	$125/day	Depot rental – Mound residents (private use)	$200/day
Mound Resident Depot Rental Rates: May – September	$150/day		
Depot rental – local non-profits	$100/day	No Change	$104
Depot rental – non-residents/non-local non-profits	$350/day	Depot rental – Non-Mound residents (private use) and non-local non-profit groups	$400/day
Damage deposit	$350 + $50 cash	No change	$350

Planning & Zoning

- All related fees added to Fee Schedule for transparency and readability
  - Previously only available within ordinance
- Changes
  - Established billable hourly rate for staff time $60
    - Replaces billing HKGI for escrow review and other work
  - Removed Building Permit Deposit
  - Fence permit increased from $55 to $75
  - Zoning letter increased from $25 to $100
  - Property file research changed from $15 flat rate to $60/hr
  - Subsequent Project Scoping fee reduced from $100/hr to $60/hr

Budget Impact

- Net increase of $38,500 to General Fund revenues since preliminary levy was set

Utility Rates

Water & Sewer – Base Service Charge

Utility	Customer Type	Amount ($)	Billing Cycle
Water	Residential, Single Family & Multi Family	82.23	Quarterly
	Commercial - Industrial	27.41	Monthly
Sewer	Residential, Single Family & Multi Family	152.40	Quarterly
	Commercial - Industrial	50.80	Monthly

Water & Sewer Volume Fees – Residential

Utility	Customer Type	Volume Tiers	Quarterly Amount ($)
Water	Residential, Single Family & Multi Family	Tier 1 (1,000 to 8,000 gal)	7.50
		Tier 2 (8,001 to 14,000 gal)	9.14
		Tier 3 (Over 14,001 gal)	11.42
Sewer	Residential, Single Family & Multi Family	Tier 1 (0 to 10,000 gal)*	0
		Tier 2 (Over 10,001 gal)	9.88

*First 10,000 gallons is included in Base Service Charge for Sewer

Water & Sewer Volume Fees – Commercial

Utility	Customer Type	Volume Tiers	Monthly Amount ($)
Water	Commercial - Industrial	Tier 1 (1,000 to 3,000 gal)	7.50
		Tier 2 (3,001 to 9,000 gal)	9.14
		Tier 3 (Over 9,001 gal)	11.42
Sewer	Commercial - Industrial	Tier 1 (0 to 3,000 gal)*	0
		Tier 2 (Over 3,001 gal)	9.88

*First 3,000 gallons is included in Base Service Charge for Sewer

Storm Water – Base Service Charge

Utility	Customer Type	Amount ($)	Billing Cycle
Storm Water	Residential, Single Family	11.03	Quarterly
	Residential, Multi Family	55.13	Monthly
	Commercial - Industrial	91.88	
	Public & Private Schools, Churches	22.97	
	Parks & Railroads	13.79	
	Cemeteries	4.60	

Recycling Rates

2026 Quarterly Rate	2027 Quarterly Rate
$16.38	$17.55

- Driven by increase to contract with Republic
- $4.68 yearly increase (or 7.1%)

Street Lighting – Franchise Fee

	2026 Monthly Rate	2027 Monthly Rate
Single Family & Multifamily Residential	$0.50/month/unit	$0.50/month/unit
Commercial & Industrial	$1.50/month	$1.50/month

- No rate increase
- Added language to explain fee
  - *Street Lighting Franchise Fees are used to cover the cost of operating publicly-owned streetlights.*

Docks & Commons Program

Docks & Commons Program

- What is the Docks & Commons Program?
  - City-owned shoreline
    - that abuts private property in which the city permits homeowners to install a dock.
    - that abuts “The Commons.” The city permits Mound residents to install a dock.
  - City-owned docks with boat slips
    - The city charges a fee for Mound residents to rent a slip.
- Major Permit & Fee Categories
  - Lost Lake Boat Slip Fees
  - Dock Permit
  - Boat Slip Fee
  - Waitlist Fee
  - Additional Watercraft Fee

Docks & Commons Program Cont.

- How are program revenues used?
  - Revenues programmed to Docks Fund or Housing Redevelopment Fund (HRA) depending on fee type
    - Docks Fund: Dock Permit, Boat Slip Fee, Waitlist Fee, Additional Watercraft Fee
    - HRA Fund: Lost Lake Boat Slip Fee
  - Docks Fund revenues have historically been used to offset fee increases
  - HRA Fund revenues are used to cover cost of operations, maintenance, and debt service for the parking garage

HRA Fund 2027 Proposed Budget

Revenues	2025 Budget ($)	2026 Budget ($)	2027 Budget ($)
Property Taxes	67,300	66,200	66,200
Lost Lake Slip Revenues	85,100	94,600	94,600
Revenue total	**152,400**	**160,800**	**160,800**
Expenses	**2025 Budget ($)**	**2026 Budget ($)**	**2027 Budget ($)**
Personnel	5,000	3,000	3,000
Non-personnel	80,076	79,692	98,492
Expense total	**85,076**	**82,692**	**101,492**

Lost Lake Slips – HRA Fund

- 47 boat slips available
- No change to fee amounts
- Minor changes to naming conventions for clarity & readability

Previous Fee Name	New Fee Name	Amount
Lost Lake Slips Multiple (Villas on Lost Lake Residents)	Lost Lake Boat Slip – Villas on Lost Lake Resident	$1,500/yr
Lost Lake Slips Multiple (to Mound residents who are not Lost Lake Villa residents)	Lost Lake Boat Slip – All other Mound Residents	$2,500/yr
Lost Lake Slips Multiple (to Non-Mound residents)	Lost Lake Boat Slip – Non-Mound Resident	$2,800/yr
Lost Lake Slips Multiple (After August 1st of the year)	Prorated Lost Lake Boat Slip (After August 1st of the year)	$1,500/yr

HRA Fund Budget Impact

- No change to fee amounts = no change to 2027 Proposed HRA Budget revenues

Dock Permits & Boat Slip Fees – Docks Fund

- Fee revenues programmed to Docks Fund
  - Dock Permits (fka Dock fee)
  - Boat Slips (fka Multiple Slips)
  - Canoes, Kayaks, Sailboats, & Commercial Boat Fees
  - Administrative Fees & Penalties

Docks Fund 2027 Proposed Budget

- Budgeted expenses outpacing revenues – fund balance used to offset difference

Revenues	2025 Budget ($)	2026 Budget ($)	2027 Budget ($)
Dock Permits	226,860	226,860	227,650
Wait List Fee	8,685	8,685	8,685
Revenue total	**235,545**	**235,545**	**236,509**
Expenses	**2025 Budget ($)**	**2026 Budget ($)**	**2027 Budget ($)**
Personnel	99,259	106,570	82,228
Non-personnel	80,915	78,442	83,185
Capital Outlay	115,000	115,000	115,000
Expense total	**295,174**	**270,071**	**280,412**

Docks Fund Context

- 2018 City Council Resolution
  - "…revenues and reserves related to the Docks & Commons Program shall be restricted of the use of said program only and not for activities such as Parks…"
- Market conditions have changed dramatically since 2018
  - Sustained upward pressure on prices to provide basic city services
- Council priorities to provide higher quality and more services
- Pressure on policy makers and city staff to find alternative revenue sources to reduce levy impact on residents

Docks Fund Recommendation

- Recommendation to utilize Docks Fund as an alternative revenue source to finance basic city operations to reduce tax levy burden for all Mound residents

Canoes, Kayaks, Sailboats, & Commercial Boat Fees

- 3.6% inflationary increase to all fees + rounded up to nearest $1

Administrative Fees & Penalties

Previous Fee Name	Previous Amount	New Fee Name	New Amount
Non-refundable fee for Waitlist Application	$35/yr	Annual Waitlist Fee	$75/yr
Processing fee for full dock refund	$50	Administrative Processing Fee	$100
Processing fee for full slip refund			
Processing fee for voluntary suspension of license			
Late dock license application fee for applications received between March 1st and March 15th (non-abutters only)	$100	Late Shoreline Docks Permit application fee	$100
Late dock license application fee on or after March 1st (abutters only)	$50		
Penalty fee for undeclared boat at dock (license holder)	$100	Penalty fee for undeclared watercraft at a Dock Permit or Boat Slip Fee site	$500
Penalty for undeclared boat at a slip (license holder)	$100		
Penalty for illegally mooring boat to dock or slip (non-licensee)	$100		

Administrative Fees & Penalties Cont.

Previous Fee Name	Previous Amount	New Fee Name	New Amount
Multiple Slip Refundable Key Deposit	$50	Boat Slip Fee Refundable Key Deposit	$100
Impounding of Watercraft Fee	Actual costs + $100 Admin Fee	-	No change
Investigation Fee	$100	-	$103

Boat Slip Fee

- Formally known as Multiple Slips
- 104 Boat Slips available
- Estimated market price for boat slips ranges from $3,000 to $12,000 depending on location, amenities, etc.
  - City of Minnetonka: $4,400
- Current City of Mound Boat Slip price = $650
  - Includes maintenance & some locked sites
  - Generates ~$68,000 annually
- 216 on waitlist in 2026
- Supply & demand out of equilibrium
  - Correct on demand side by increasing price

Boat Slip Fee Cont.

- Market Price = $3,000 to $12,000
- Mound Price = $650

	2026	2027 Proposed	2028 Plan
Fee Amount	$650	$950	$1,250
Revenue Generated	$68,000	$98,800	$130,000

- Estimated to generate about $31,000 annually with each increase

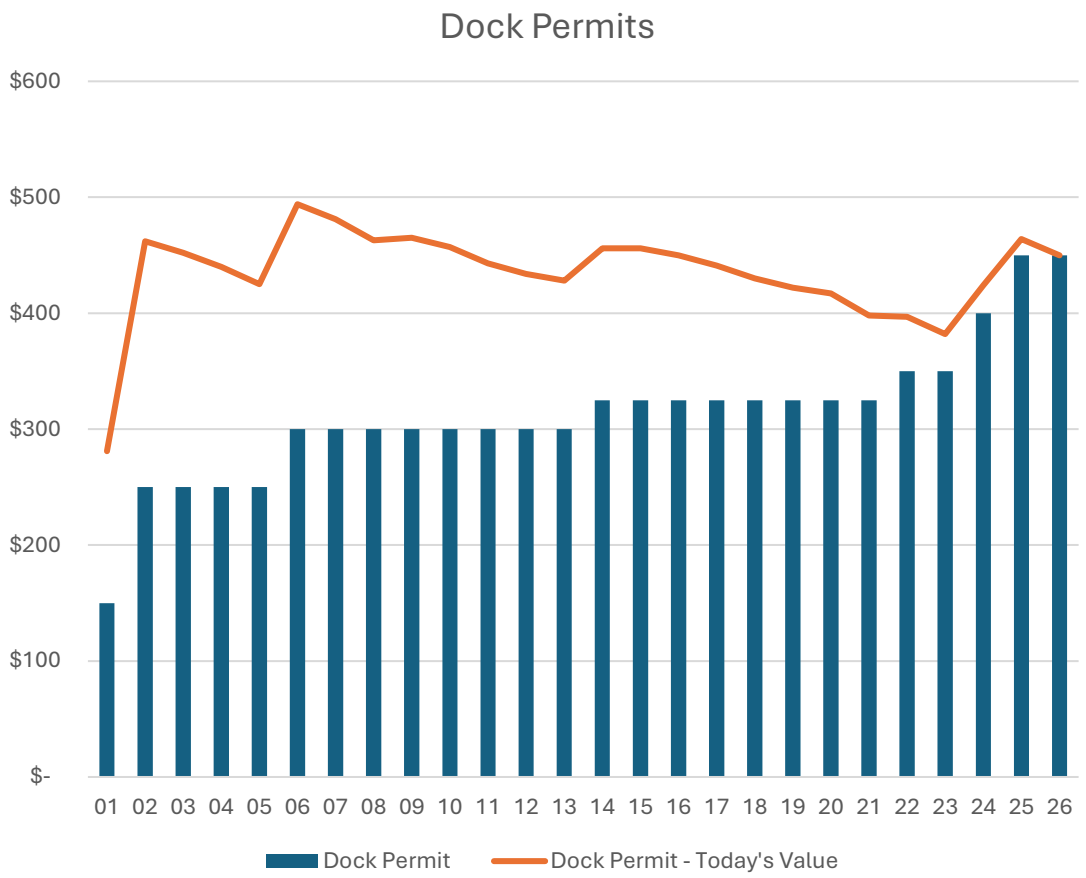
Dock Permit

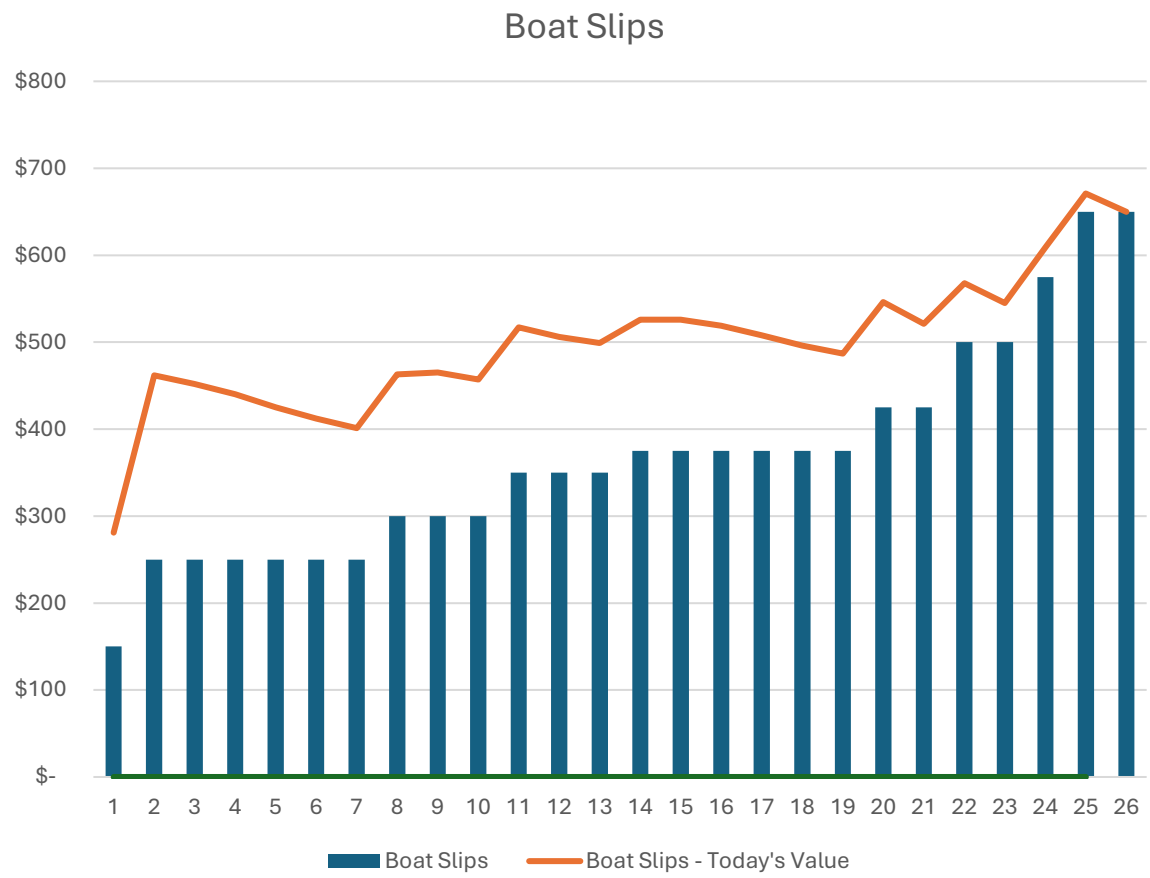
- Formally known as Docks fee
- 305 sites available
  - 167 abut private property (55%)
  - 138 non-abutters (45%)
- Estimated market price difficult to determine
  - There isn’t a one for one private market equivalent
  - Abutting shoreline typically capitalized into value of a home
- However, there is demonstrate demand for this service that outpaces available supply
  - 216 on waitlist
- Current City of Mound Dock Permit price = $450
  - Generates ~$137,000 annually

Dock Permit Cont.

	2026	2027 Proposed	2028 Plan
Dock Permit	$450	$750	$1,050
Additional Watercraft Fee	$190	$325	$525
Potential Revenue Generated	*$158,900*	*$265,800*	*$380,010*

Docks Fund Historical Fee Amounts





Potential Revenue

Fee Name	Proposed 2027 Budget Revenue	Recommended Final 2027 Budget Revenue	Projected 2028 Revenue
Dock Permit	$137,250	$228,750	$320,250
Boat Slip Fee	$66,460	$98,800	$130,000
Additional Watercraft Fee	$21,660	$37,050	$59,850
Annual Waitlist Fee	$8,859	$16,000	$16,200
Total	*$236,509*	*$380,600*	*$526,300*

Docks & Commons Program Budget Impact

	2026 Budget	2027 Recommended Final Budget	2028 Projected Budget
Revenue	$236,509	$380,600	$526,300
Expenses	$280,412	$291,600	$303,300
Net income	$(43,903)	$89,000	$223,000

- 1 percentage point of the levy is $90,000
- 2028 Budget Year, could reduce levy by nearly 1 percentage point
- 2029 Budget Year, could reduce levy by nearly 2.5 percentage points

Future of Docks Program

- In 2027, staff will complete an analysis of municipal “market” to understand comparables and future fee adjustments
- Changes to fee schedule in 2028 and beyond will be based on City Council policy direction

Next steps

- Adopt ordinance to set fees as recommended by staff
- Staff will be back on December 8th
  - 2027 Final Budget & levy certification
  - Ordinances amending the electric and gas franchise fees

CITY OF MOUND
ORDINANCE NO. 10-2026

AN ORDINANCE ADOPTING THE CITY OF MOUND FEE SCHEDULE FOR 2027

THE CITY COUNCIL OF THE CITY OF MOUND DOES ORDAIN:

SECTION 1. ADOPTION. The fee schedule attached hereto as Attachment A is hereby adopted as the fee schedule for the City. Any and all previously adopted fee schedules are hereby repealed.

SECTION 2. EFFECTIVE DATE. This Ordinance shall be in full force and effect from January 1, 2027, and after its passage and publications as required by law.

Adopted by the City Council of the City of Mound this 24th day of November, 2026.

_____
Jason R. Holt, Mayor

ATTEST:

_____
Kevin Kelly, City Clerk

Published in the Laker Pioneer on December 5, 2026

CITY OF MOUND
RESOLUTION NO. 26-77

RESOLUTION AUTHORIZING PUBLICATION BY TITLE AND SUMMARY PURSUANT TO MINN. STAT. §412.191, SUBD. 4, OF AN ORDINANCE ADOPTING THE CITY OF MOUND FEE SCHEDULE FOR 2027

WHEREAS, the City Council of the City of Mound on November 24, 2026, enacted Ordinance No. 10-2026, *An Ordinance Adopting the City of Mound Fee Schedule for 2027*; and

WHEREAS, Minn. Stat. §412.191, subd. 4, allows publication by title and summary in the case of lengthy ordinances or those containing charts or maps; and

WHEREAS, the City Council has determined that the following summary would clearly inform the public of the intent and effect of the ordinance.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Mound that the city clerk shall cause the following summary of Ordinance No. 10-2026 to be published in the official newspaper in lieu of the entire ordinance:

PUBLIC NOTICE

On November 24, 2026, the City Council of the City of Mound adopted Ordinance No. 10-2026, *An Ordinance Adopting the City of Mound Fee Schedule for 2027*. Ordinance No. 10-2026 amends the fees imposed by the City and repeals and replaces all previously adopted fee schedules.

This summary is adopted pursuant to Minn. Stat. § 412.191, subd. 4. A printed copy of the entire Ordinance is available for inspection and copying at the Mound City Hall located at 2415 Wilshire Boulevard, Mound, Minnesota, 55364.

BE IT FURTHER RESOLVED, by the City Council of the City of Mound that the City Clerk keep a copy of the Ordinance at City Hall for public inspection and that the city clerk post a full copy of the Ordinance on the City's website and in a public place in City Hall.

Adopted by the City Council for the City of Mound this 24th day of November, 2026.

_____
Mayor Jason R. Holt

_____
Attest: Kevin Kelly, Clerk