

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.”

MOUND PLANNING COMMISSION REGULAR MEETING AGENDA

TUESDAY, OCTOBER 6, 2026, 6:00 P.M.

COUNCIL CHAMBERS, MOUND CENTENNIAL BUILDING

5341 MAYWOOD ROAD, MOUND, MN

- | | Pages |
|---|--------------|
| 1. Call to Order | |
| 2. Roll Call | |
| 3. Review and Approval of Agenda, including any Amendments | |
| 4. Review and Action on Planning Commission Regular Meeting Minutes | |
| A. September 1, 2026 | 1-4 |
| 5. Board of Adjustment and Appeals | |
| A. Review/discussion/recommendation – Planning Case No. 26-10
Vacation of perpetual sanitary sewer easement for City lift station
on property at 1604 Dove Lane
Applicant: City of Mound | 5-12 |
| 6. Old/New Business | |
| A. City Council liaison and staff project updates / reports | |
| B. 2026 Planning Commission term expirations – Jason Baker and Samantha Wacker | |
| C. Next meeting date – Tuesday, November 17, 2026 special/rescheduled meeting at 6:00 p.m. | |
| D. Volunteer Recognition – Monday, November 9, 2026 at Surfside Bar and Grill at 6:00 p.m. | |
| 7. Information Items - None | |
| 8. Adjourn | |

The Planning Commission is an advisory body to the City Council. One of the Commission’s functions is to hold public hearings and make recommendations to the City Council. The City Council makes all final decisions on these matters. Mound City Ordinances require that certain documents and information be included in applications. The Planning Commission may postpone consideration of an application that is incomplete and may for other reasons postpone final action on an application. For each agenda item the Commission will receive reports prepared by the City staff, open the hearing to the public, and discuss the action on the application.”

QUESTIONS: Call Sarah Smith at 952-472-0604

MEETING MINUTES
REGULAR PLANNING COMMISSION
SEPTEMBER 1, 2026

1. Call to Order

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

2. Roll Call

Members present: David Goode, Nick Rosener, Kathy McEnaney and Samantha Wacker

Members absent: Drew Heal, Jason Baker and Kristin Young

Staff present: Sarah Smith, Kate Vogt, and Johnny Menhennet

Others present: Peter Grubish (Timberline Homes LLC), Bloomington; John and Kelly Holcomb, Chanhassen, Nate Berg (True Concepts, Inc); 17824 South Shore Lane, Chaska; and John and Kari Seaverson, 1609 Bluebird Lane; Helen Canning, 5926 Beachwood Road

3. Review and Approval of Agenda, including any Amendments

MOTION by Rosener, seconded by Wacker, to approve the agenda as distributed. **MOTION** passed unanimously.

4. Review and Action on August 18, 2026 Special/Rescheduled Meeting Minutes

MOTION by Rosener, seconded by McEnaney, to approve the August 18, 2026 special/rescheduled Planning Commission meeting minutes. **MOTION** passed unanimously.

5. Board of Adjustment and Appeals

- A. Review/discussion/recommendation – Planning Case No. 26-06**
Variance – reduced front and side setbacks for new/replacement house
1908 Shorewood Lane
Applicant: Peter Grubish from Timberline Homes LLC
Owners: John and Katie Holcomb

City Planner Johnny Menhennet presented a variance request for two setbacks reliefs for a an existing lakeshore lot. The applicant is proposing to replace the existing home with a new single-family home requesting variance approval for reduced front and side setback requirements.

The lot is a lakeshore property, smaller than the standard R-1 lot size. Staff noted a variance was approved in 1978 to add a deck to the existing home related to nonconforming conditions on the property to include a lakeshore setback. This proposed new single-family home will decrease the hardcover overage from 38.2% to 32.4% which Staff views as favorable. It was also stated that there are R-1A zoned lots in the subject vicinity while this lot is zoned R-1.

Two letters of support from neighboring properties were received. Staff identified no concerns with the request.

City Planner Menhennet reviewed the options moving forward.

Chair Goode asked if there were questions from Planning Commission members.

Commissioner Rosener asked about the lot width standard. City Planner Menhennet stated the minimum standard is 60 feet while this lot is under 50 feet due to its tapering shape. He also stated he did not consider the request significant given these constraints and added that the new house meets the 50 foot lakeshore setback requirement which is playing into the request for the front setback reduction.

Commissioner McEnaney commented that the lot is a small space, that the proposed home is attractive, and that she believes it will be a significant improvement and a great home for the applicant.

Commissioner Wacker asked about the 1978 variance included in the presentation as it was not mentioned in the Planning Report. City Planner Menhennet noted the information was provided for informational context only regarding past nonconformities and not to guide the current decision and noted that additional findings could be added if the Planning Commission so desired.

Chair Goode thanked City Planner Menhennet and invited the applicant to present.

Applicant Peter Grubish of Timberline Homes LLC was present to outline the request for the property owners. He explained that the requested front setback variance would align the homes with neighboring houses and would also bring the house forward to avoid blocking neighbors' views. The requested side setback allows for a 2-car garage and more functional front entry.

Commissioner Rosener thanked Mr. Grubish for the presentation.

The property owner, John Holcomb, also addressed the Planning Commission and thanked Staff for their assistance throughout the process. He noted that he and his family have owned the current home for 10 years and are excited to make it their full time residence.

Chair Goode asked for Planning Commission discussion. There was no additional discussion or questions from members.

MOTION by Rosener, seconded by Wacker, to recommend approval of the variance application, as recommended by Staff. All voted in favor. **MOTION** passed unanimously.

B. Review/discussion/recommendation – Planning Case No. 26-07
Variance – lakeshore setback for house addition
1609 Bluebird Lane
Applicant: Nate Berg from True Concepts Inc.
Owners: John and Kari Severson

City Planner Johnny Menhennet presented the lakeshore variance request for the property at 1609 Bluebird Lane.

The applicant is requesting to construct a two-story addition to the front of the existing home, to include a garage and living space. The property has two lakeshore-adjacent sides: west (rear) and south (side). The proposed addition requires lakeshore setback relief on the south side for a small portion of the addition with an encroachment of approximately 3 feet. The addition will extend into the existing driveway and will not add any covered area to the property. Wetland delineation was not required and the Minnehaha Creek Watershed District (MCWD) does not require a wetland buffer for this project.

City Planner Menhennet reviewed options for moving forward with the Commission. Staff recommended approval.

Chair Goode asked if there were questions from the Planning Commission members.

Commissioner Rosener asked whether the blue line on the graphic within the presentation represented an elevation or wetland boundary; City Planner Menhennet clarified it represents the Ordinary High Water Mark (OHWM) of 929.4.

Community Development Director Sarah Smith elaborated on City Planner Menhennet's response noting that this project is similar to an expansion permit rather than a variance as the building line is being expanded horizontally however the OHWM shifts closer to the building requiring a variance.

Commissioner Rosener also asked about the distinction between floodplain and high-water mark; Community Development Director Smith explained.

Chair Goode invited the applicant to the podium.

Applicant Nate Berg, of True Concepts Inc., explained the existing garage is a two-car garage with a bonus room above; the proposal adds two additional car spaces, with 8-foot ceilings in the bonus room.

Commissioner McEnaney noted she had driven by the site and felt the project would look great.

Commissioner Wacker stated the request was clear-cut.

Commissioner Rosener shared that he values wetland preservation and does not feel this project detracts from that goal, noting it is a good location for the addition.

Chair Goode asked for Planning Commission discussion. There was no additional discussion or questions from members.

MOTION by Rosener, seconded by Wacker, to recommend approval of the variance application, as recommended by Staff. All voted in favor. **MOTION** passed unanimously.

Community Development Director Smith noted that the item will be included on the September 8, 2026 City Council agenda and invited the applicant to attend.

6. OLD/NEW BUSINESS

A. City Council liaison and staff project updates/reports

Council Liaison McEnaney shared that the Council did move forward with the water treatment plant to receive bids. If a bid is approved, it will be full steam ahead from here. She said this gets us one step closer to clean water and expressed her excitement for this.

Community Development Director Smith shared that the third community engagement event of the season for the 2050 Comprehensive Plan will be on September 12, 2026 at the Mound Farmers Market. She has enjoyed the first two events as they allowed a time for staff to get out into the public and engage.

Once again, Community Development Director Smith shared a reminder that Commissioner Baker and Wacker's terms will be expiring and asked that they reach out regarding rerunning if they are interested.

7. INFORMATION - None

8. ADJOURNMENT

MOTION by Rosener, seconded by McEnaney, to adjourn the meeting at 6:41 p.m.
MOTION passed unanimously.

Submitted by Kate Vogt



PLANNING REPORT

TO: Planning Commission

FROM: Sarah Smith, Community Development Dir.; Public Works Dir, Ryan Prich

DATE: September 30, 2026

SUBJECT: Vacation - Perpetual Easement for Sanitary Sewer Lift Station Purposes at 1604 Dove Lane

APPLICANT: City of Mound

PLANNING CASE NUMBER: 26-10

ZONING: R-1A Single Family Residential

COMPREHENSIVE PLAN: Low Density Residential

SUMMARY

At its October 6, 2026 meeting, the Mound Planning Commission will consider an application from the City of Mound to vacate a perpetual easement for sanitary sewer lift station purposes that encumbers the property at 1604 Dove Lane owned by Beth Luther. The easement is proposed to be vacated as the sanitary sewer lift station was recently removed and a new/ replacement lift station was constructed in an alternate location. Therefore, the current easement for sanitary sewer/lift station purposes is no longer needed. See below aerial graphic of the property at 1604 Dove Lane from the Hennepin County Property Information website. The lift station was located in the northwest corner of the property near the intersection of Dove Lane and Woodland Road:



INFORMATION/DISCUSSION

- Vacation. Minn. Stat. § 412.851 states that a statutory city may abandon ownership or control over all or any part of the land they have set aside, dedicated or used as streets or alleys. This action may be initiated by the City Council by resolution or by the submission of a petition by the owners of at least 50 percent of the surrounding land area. Procedurally, state statutes require that the City Council must hold a public hearing on the proposal following two weeks of published notice and posted notice. The City must also provide written notice to each affected owner at least ten days before the public hearing.

If the street, alley, public grounds, public way, or any part thereof that is proposed to be vacated terminates at or abuts upon any public water, no vacation shall be made unless written notice of the petition or proposed resolution is served by certified mail upon the Commissioner of Natural Resources at least 60 days before the hearing on the matter. The notice is for notification purposes only and does not create a right of intervention by the Commissioner of Natural Resources.

As the easement being vacated does not terminate or abut any public water, Staff has determined the 60-notification to the MnDNR does not apply. The MnDNR did receive standard notification of the vacation request as part of the City's staff/consultant/agency review process.

- The process for vacating a public easement is the same process used for a public road.
- The date for the City Council public hearing for consideration of the easement vacation is Tues., October 22, 2026 at 6:00 p.m.
- There is no required timeline in Minnesota Statutes or City Code that require action on a vacation application within a specific time period.

MEETING NOTIFICATION

An informational notice about the October 6th Planning Commission meeting and review of the vacation application was mailed on September 30th to neighboring property owners.

STAFF/CONSULTANT/PUBLIC AGENCY/PRIVATE UTILITY REVIEW AND COMMENTS

Copies of the request and supporting materials were forwarded to involved staff/departments/consultant/public agency/private utilities for review and comment. Comments received are provided below:

Matt Bauman, City Engineer

Portions of the old lift station have been abandoned in place with the metal structure remaining several feet below grade and filled with suitable fill. Resident should acknowledge existence of old structure.

- ***Scott Landsman, City Attorney***

The vacation is governed by Minn. Stat. § 412.851 that allows vacation of public grounds if it appears to be in the interest of the public.

Andy Drilling, Mound Fire Department

Ok for the fire department.

Christina Neel, Hennepin County Transportation

*No comments from us, as this request does not abut a county roadway.
Thanks for sending this over for our review.*

Chris Remus, Metropolitan Council Environmental Services

Thank you for the opportunity to review the above referenced. Metropolitan Council - Interceptor Engineering has no facilities near the property in question and will be providing no comments relating to this project. Others departments within the Metropolitan Council may still provide comments if they deem necessary.

RECOMMENDATION

Staff recommends that the Planning Commission recommend City Council approval of the sanitary sewer/lift station easement vacation located in the northwest corner of the property at 1604 Dove Lane, subject to the following conditions:

1. Comments from the City Engineer shall be addressed as part of the City Council's action on the easement vacation.
2. The Notice of Completion of Vacation Proceeding of the easement vacation shall be prepared and recorded at Hennepin County. Upon recording of a Notice of Completion Vacation Proceedings any existing sanitary sewer facilities located within the Easement shall be considered abandoned and not City property.

In recommending approval to vacate the utility easement for sanitary sewer/lift station purposes, the following findings are offered:

1. There is no public benefit to retaining the sanitary sewer easement as the lift station was removed and a new lift station was constructed in another location.

CITY COUNCIL REVIEW

The City Council public hearing for review of the proposed vacation of the perpetual easement for sanitary sewer/lift station purposes is scheduled for Tuesday, October 22, 2026 at 6:00 p.m. following completion of the required publication and mailing requirements to hold the public hearing for the proposed vacation.



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

VACATION APPLICATION

Application Fee and Escrow Deposit required at time of application.

Planning Commission Date

10/6/20

Case No.

26-10

City Council Date

10/22/20

Please type or print clearly

APPLICANT	Name <u>City of Mound Ryan Prich</u> Email <u>Ryanprich@CityofMound.com</u> Address <u>2415 Wilshire Blvd Mound, MN 55364</u> Phone (Home) _____ (Work) <u>952-472-0614</u> (Cell) _____ E-Mail Address <u>Rprich@MoundMN.gov</u> Fax _____
ADJACENT PROPERTY (APPLICANT'S PROPERTY)	Adjacent Address <u>1604 Dove Lane Mound MN 55364</u> Name of Business _____ Lot <u>23, 24</u> Block <u>1</u> Subdivision <u>Woodlyn Point</u> PID# <u>13-117-24-12-0216</u>
ZONING DISTRICT	Circle: R-1 ☒ R-1A R-2 R-3 B-1 B-2 B-3
AREA TO BE VACATED	<u>Vacation of utility easement in northwest corner.</u>
REASON FOR REQUEST	<u>Lift Station moved to another property.</u>
IS THERE A PUBLIC NEED FOR THIS LAND?	<u>NO</u>

I certify that all of the statements above and 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 information provided and that I am responsible for all costs incurred by the City related to the processing of this application.

Ryan Prich
Print Applicant's Name

[Signature]
Applicant's Signature

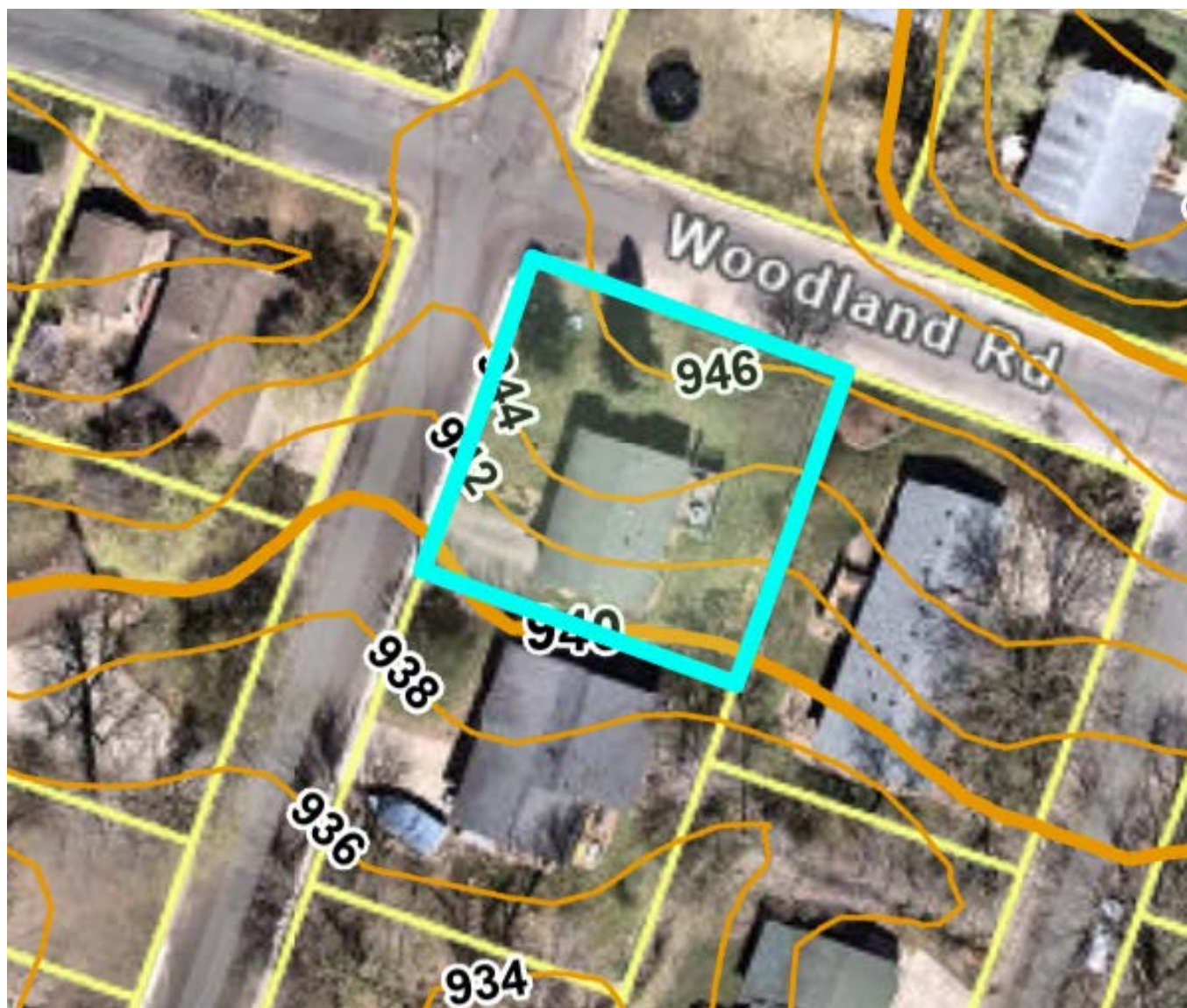
9-16-26
Date

Print Applicant's Name

Applicant's Signature

Date

See below aerial graphic of the property at 1604 Dove Lane
Source: Hennepin County Property Information Website



412.851 VACATION OF STREETS.

The council may by resolution vacate any street, alley, public grounds, public way, or any part thereof, on its own motion or on petition of a majority of the owners of land abutting on the street, alley, public grounds, public way, or part thereof to be vacated. When there has been no petition, the resolution may be adopted only by a vote of four-fifths of all members of the council. No vacation shall be made unless it appears in the interest of the public to do so after a hearing preceded by two weeks' published and posted notice. The council shall cause written notice of the hearing to be mailed to each property owner affected by the proposed vacation at least ten days before the hearing. The notice must contain, at minimum, a copy of the petition or proposed resolution as well as the time, place, and date of the hearing. In addition, if the street, alley, public grounds, public way, or any part thereof terminates at, abuts upon, or is adjacent to any public water, written notice of the petition or proposed resolution must be served by certified mail upon the commissioner of natural resources at least 60 days before the hearing on the matter. The notice to the commissioner of natural resources does not create a right of intervention by the commissioner. At least 15 days prior to convening the hearing required under this section, the council or its designee must consult with the commissioner of natural resources to review the proposed vacation. The commissioner must evaluate:

- (1) the proposed vacation and the public benefits to do so;
- (2) the present and potential use of the land for access to public waters; and
- (3) how the vacation would impact conservation of natural resources.

The commissioner must advise the city council or its designee accordingly upon the evaluation. After a resolution of vacation is adopted, the clerk shall prepare a notice of completion of the proceedings which shall contain the name of the city, an identification of the vacation, a statement of the time of completion thereof, and a description of the real estate and lands affected thereby. The notice shall be presented to the county auditor who shall enter the same in the transfer records and note upon the instrument, over official signature, the words "entered in the transfer record." The notice shall then be recorded with the county recorder. Any failure to file the notice shall not invalidate any vacation proceedings.

History: 1949 c 119 s 102; 1953 c 735 s 12; 1957 c 383 s 1; 1967 c 289 s 15; 1969 c 9 s 85; 1973 c 123 art 2 s 1 subd 2; 1973 c 494 s 11; 1976 c 181 s 2; 1986 c 444; 1989 c 183 s 4; 1990 c 433 s 2; 2005 c 4 s 105; 2005 c 117 s 2

Quit Claim Deed.
Individual to Corporation.

Form No. 28-M.

Miller-Davis Co., Minneapolis, Minn.
Minnesota Uniform Conveyancing Blanks (1931).

4881

794369

This Indenture, Made this 17 day of Sept, 1963,
between George A. Matton and Glenda O. Matton, Husband and Wife,

of the County of Hennepin and State of Minnesota
parties of the first part, and the Village of Mound, a Municipal
corporation under the laws of the State of Minnesota, party of the second part,

Witnesseth, That the said parties of the first part, in consideration of the sum of One Dollar and other good and valuable consideration DOLLARS,
to them in hand paid by the said party of the second part, the receipt whereof is
hereby acknowledged, do hereby Grant, Bargain, Quitclaim, and Convey unto the said party of
the second part, its successors and assigns, Forever, all the tract or parcel of land lying and being
in the County of Hennepin and State of Minnesota, described as follows, to-wit:

A perpetual easement for sanitary sewer lift station purposes, including
the right to open, lay out, construct, maintain and service the same,
and the right to remove trees, brush, and soil therefrom, over, under,
and across the Northeasterly 20 feet of the Northwesterly 30 feet of
Lot 24 in Block 10, Woodland Point, according to the plat thereof on
file or of record in the office of the Register of Deeds in and for
said Hennepin County.

Also:

A temporary grading easement for public sewer utility and other utility
purposes, including the right to open, lay out, construct the same and
the right to remove trees, brush, and soil therefrom, over, under, and
across the Northwesterly 40 feet of Lot 24 in Block 10, Woodland Point
according to the plat thereof on file or of record in the office of
the Register of Deeds in and for said Hennepin County.

Said temporary construction easement to expire January 1, 1965.

Party of the second part, and its agents, shall deposit any excess fill
at the East end of said premises and level the same. Party of the
second part, and its agents, shall completely remove such trees as are
downed or damaged as a result of said construction.

State Deed Tax Due Hereon \$ None

To Have and to Hold the Same, Together with all the hereditaments and appurtenances there-
unto belonging or in anywise appertaining, to the said party of the second part, its successors and assigns,
Forever.

In Testimony Whereof, The said parties of the first part have hereunto set their
hand, & the day and year first above written.

In presence of

Le Roy Williams
Jameson Brackwell

George A. Matton
George A. Matton

Glenda O. Matton
Glenda O. Matton