

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, MARCH 3, 2026, 6:00 P.M.
COUNCIL CHAMBERS, MOUND CENTENNIAL BUILDING
5341 MAYWOOD ROAD, MOUND, MN**

- 1. Call to Order**
- 2. Roll Call**
- 3. Review and approval of agenda, including any amendments**
- 4. Review and action on meeting minutes**

- | | |
|---|--------------|
| A. January 6, 2026 regular meeting | 1 - 3 |
| B. February 17, 2026 concurrent special meeting with City Council | 4 - 6 |

- 5. Board of Adjustment and Appeals - None**

- 6. Old / New Business**

- | | |
|--|---------------|
| A. Review/discussion – 2026 Planning Commission Work Plan and Staff Project List | 7 |
| B. Review/discussion – Corner Lot Requirements | 8 - 12 |
| C. City Council Liaison and Staff Project Update / Report | |

- 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 (DRAFT)
REGULAR PLANNING COMMISSION
JANUARY 6, 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, Jason Baker, Drew Heal, Kristin Young and Kathy McEnaney

Members absent: Samantha Wacker

Staff present: Sarah Smith, Rita Trapp, Mia Colloredo-Mansfeld, Sarah Lenz

Others present: Jim & Tonia Kurth (18113 Lamar Ct, Lakeville), Sheldon Berg (333 Washington Ave N STE 210, Minneapolis), Dean Dovolis (333 Washington Ave N STE 210, Minneapolis), Ben Hahn (6659 Addie Lane, Eden Prairie), Helen Canning (5926 Beachwood Road.)

3. Discussion/action – Nominations and Election of Chair and Vice Chair

Staff distributed ballots for the election of Chair and Vice Chair.

MOTION by Baker, seconded by Heal, to nominate David Goode as Chair of the Planning Commission. All voted in favor. **MOTION** carried.

MOTION by Goode, seconded by Heal, to nominate Jason Baker as Vice Chair of the Planning Commission. All voted in favor. **MOTION** passed.

There were no additional nominations.

Ballots were tallied and David Goode was announced as the Chair and Jason Baker was announced as the Vice Chair.

4. Review and approval of agenda, including any amendments

MOTION by Baker, seconded by Rosener, to approve the agenda. **MOTION** passed unanimously.

5. Review and action on meeting minutes

A. November 18, 2025 special/reschedule meeting

MOTION by Heal, seconded by Rosener, to approve the special/rescheduled November 18, 2025 meeting minutes. **MOTION** passed unanimously.

B. December 2, 2025 regular meeting

MOTION by Baker, seconded by Rosener, to approve the December 2, 2025 regular meeting minutes. **MOTION** passed unanimously.

6. Board of Adjustment and Appeals

A. Planning Case No. 25-12 Review/discussion/recommendation of a comprehensive plan amendment, a major subdivision-preliminary plat, a conditional use permit for a planned unit development (PUD) in the shoreland overlay district and to allow a multiple family dwelling unit structure and townhouses in the R-3 zoning district, a rezoning request and site development plan for “North Pointe at Halsted Bay” for properties at 6625, 6627, and 6639 Bartlett Boulevard and a property with PID 222-117-24-43-0028 in Mound

Trapp provided a brief overview of the project and what had been discussed in the December 2, 2025 Planning Commission meeting before it was tabled for additional information. Trapp gave additional details for the requested topics including:

- Building height
- Impervious surfaces
- The amenity building and parking
- Traffic conditions
- Open space and landscaping
- Snow removal
- Site lighting
- Agency comments or changes

Baker asked what the swale is and about the water drainage comment from the MCWD. Trapp responded a swale generally collects and moves water. Trapp noted that the MCWD comment refers to the water drainage that is currently draining through the site from the properties on the northern side of Bartlett Boulevard. As this drainage will continue to come through the site post-construction, the MCWD wants to know how that will be handled. Trapp said these questions will be best addressed by the engineer.

Baker asked why there are no right turn lanes. Trapp indicated that is her understanding about traffic flow is that there is more concern about stacking for left turns as right turns will be able to complete their turn without crossing lanes and having to wait for the other traffic on Bartlett. Trapp also mentioned there will be two points of entry/exit onto Bartlett Blvd which will help reduce traffic backups.

Baker asked if the MCWD is OK with the deck going into the setback or if that is a City decision. Trapp replied it is a City decision with input from the DNR.

Sheldon Berg came up to address questions about the project. Berg said Hennepin County expressed concerns about left turn movements which led to the left turn lanes being added to the project. The building height was reduced, the water drainage is being addressed with the four water basins and swale E to mitigate roof runoff from the amenity building and storm runoff from the north. Berg said open space calculations excluding Lot 3 will be provided but he believed the project would still be under the 50% requirement.

McEnaney expressed appreciation for reducing the building height and providing a graphic showing the perspective from Bartlett Blvd.

Baker asked if a condition is made that the open space calculations meet the 50% requirement excluding Lot 3, where would that condition go? Trapp replied the condition would be in the Conditional Use Permit (CUP).

Baker asked if the removal of the beach and retaining walls is a condition from MCWD. Trapp said that comes from the shoreland regulations and shore impact zone requirements. From the City’s perspective creating a beach and retaining wall does not align with these requirements.

MOTION by Baker, seconded by Rosener, to approve Planning Case No. 25-12 with preliminary conditions and findings of fact, adding a condition that open space be calculated without Lot 3. **MOTION** passed unanimously.

7. Old / New Business

A. Discussion/action – 2026 Planning Commission Work Rules

Smith said the new process for interviewing was amended into the Work Rules and the number of Planning Commission Members was reduced from 9 to 7.

Rosener suggested in Work Rule 1.B to change from “by email and telephone” to “by email *or* telephone” as one form of communication is enough.

MOTION by Baker, seconded by Rosener, to approve the 2026 Planning Commission Work Rules as submitted by Staff with the update of “and” to “or” in Work Rule 1.B for the notification method to contact the Community Development Director. **MOTION** passed unanimously.

B. Discussion/action – 2026 regular meeting cancellation and scheduling of special/rescheduled meetings

February 3rd is recommended to be rescheduled to February 17th due to precinct caucuses.
August 4th is recommended to be rescheduled to August 18th due to Nite to Unite activities.
November 3rd is recommended to be rescheduled to November 17th due to the general election.

MOTION by Baker, seconded by Rosener, to approve the regular meeting cancellations and scheduling of special/rescheduled meetings as distributed. **MOTION** passed unanimously.

C. City Council Liaison and Staff Project Update / Report

McEnaney gave congratulations to Commission Member Kristin Young for her reappointment to the Planning Commission. She was sworn in by the City Clerk at City Hall prior to the Planning Commission meeting.

The Polar Plunge is taking place January 31st at noon.

Smith said things remain busy with end-of-year items, progress on current projects and property inquiries.

Chair Goode mentioned there is a Planning meeting being held by MCWD on January 27th.

8. Information Items - None

9. Adjourn

MOTION by Baker, seconded by Rosener, to adjourn at 7:02 p.m. **MOTION** passed unanimously.

Submitted by Sarah Lenz

MEETING MINUTES (DRAFT)
SPECIAL PLANNING COMMISSION
FEBRUARY 17, 2026

Call to Order

The Planning Commission met in a special session on February 17, 2026 at 6:00 p.m. in the Council Chambers in the Centennial Building located at 5341 Maywood Road, Mound, MN. The purpose for the special session was a concurrent special meeting workshop with the City Council to review and discuss 2025 projects and the Planning Commission's work plan and Staff's projects list for 2025.

Chair Goode called the meeting to order at 6:01 p.m.

Planning Commission members present: Chair David Goode, Commissioners Jason Baker, Samantha Wacker, Kathy McEnaney, and Kristin Young.

City Council members present: Mayor Jason Holt, Michelle Herrick, Sherri Pugh, Kevin Castellano, and Kathy McEnaney.

Staff Present: City Manager Jesse Dickson, Community Development Director Sarah Smith, Consultant Planner Rita Trapp and City Attorney Scott Landsman.

Others Present: Helen Canning (5926 Beachwood Road).

Approve Agenda, to include any Amendments

MOTION by Baker, to approve the agenda with an amendment to add a comprehensive plan update informational handout prepared for the special meeting workshop; seconded by Wacker. **MOTION** carried unanimously.

Welcome and Introductions

Mayor Holt welcomed everyone to the concurrent special meeting workshop and members of the City Council, Planning Commission and Staff introduced themselves.

Review/Discussion of 2025 Planning Commission Work Plan and Staff Project List

Sarah Smith provided an overview of the projects completed in 2025 and the ones that Staff request be carried over into 2026 to complete. Smith noted that the Planning Commission had discussions of the code updates that would carry over into next year. Smith also noted that in cooperation with the Building Official, Staff would like to take a look at the International Property Maintenance Code and that there has been a discussion about rental licensing.

Smith noted that the City Council did make an adjustment to the work rules for the Planning Commission to reduce the commission's size. The City Council also instituted a new policy related to recruitment, interview, and appointment of commission members.

One of big projects in 2025 was Lake Minnetonka Flats with multiple months at both Planning Commission and City Council. It was a complex project with multiple agencies involved.

Smith also noted the groundbreaking and construction of the new library.

Smith noted that code changes were made related to overnight camping and there was an overhaul to the sign code. The elimination of permitting requirements for temporary signs has been helpful for applicants.

North Pointe also was a complex project. It involved multiple concept introductions and multiple applications.

Smith noted that the final plat for Fern Lane townhomes is underway. They may file an extension but anticipate the submittal in upcoming months.

The Council Introduction process was used a number of times in 2025. It generally has been favorably received. The non-binding feedback of both City Council and the public is helpful.

Electronic building permit processing is continuing. It does provide instant information on where the review process is at. It is good system for archiving too.

City Manager Dickson concurred that 2025 was a busy year. He noted that there is a lot of work that occurs before a project is on the agenda. Smith noted there is a lot of oversight of process that occurs with a project.

Review/Discussion of 2025 Planning Commission Work Plan and Staff Project List

Smith noted the list is not in any particular order. One of the most notable projects for 2026 is the 2050 Comprehensive Plan. This will involve incorporating changes from the MCWD plan underway and the support of other departments for the areas of transportation, water, sanitary, etc.

Consultant Trapp walked through the comprehensive plan overview handout which explains about what is a comprehensive plan, why the City needs to be updating it now, what needs to be included, and a draft of a process. She noted that the City has most recently updated the comprehensive plan in late 2023.

There was general discussion that it would be good to start the comprehensive planning process in late spring/early summer. It is anticipated that there will continue to be discussion at the state legislature about changing local control relative to zoning and knowing if anything was passed would be helpful.

Trapp agreed and noted that staff would like to have initial community engagement in the summer when there are community events. It was also noted that some sort of open house at the end of the process is important.

Mayor Holt noted that in his meetings with developers they indicate that the density maximums currently in the comprehensive plan are too low. He suggested that the Council may want to discuss in an upcoming work session whether the City should seek a comprehensive plan amendment to make an adjustment to what is allowed. Staff was directed to prepare information for an upcoming work session to assist the Council in evaluating densities currently in the community and what additional density may result in.

Smith noted that there is continued work on code enforcement. Staff is working to add an administrative staff person that will support multiple departments. One of roles will be the administrative part of tracking code enforcement.

Staff continues to work on the best approach to exterior storage. The goal is self-compliance. The City has had some successes and some cases that were more problematic. McEnaney noted that a new

person may help the City evaluate whether issue is ordinance or that administration of the ordinance is not working. Landsman noted that code enforcement effectiveness is a challenge across Minnesota. He noted that effectiveness does decrease if a city only sends letters and does not engage in civil or legal action as most don't want to get involved in responding to legal.

Property maintenance code update with SafeBuilt was on the 2025 projects but not yet completed. Council requested an update when the project is anticipated to be brought forth. Safebuilt will be presenting on it.

An evaluation of residential driveway standards is proposed for 2026. This would involve engineering and public works, as well as planning.

Mayor Holt mentioned receiving a letter from a resident about doing a humane pet shop ordinance. There was support for moving forward with creating an ordinance.

Mayor Holt also provided an update on the water treatment facility update noting that there are a lot of trees being removed where there will be the drilling for the new well. Piping will be done spring/summer. There will be an Open House at The Gillespie Center for the 2026 water/infrastructure readiness project (Phase II) on Thursday, February 26th from 3:00 p.m. to 7:00 p.m.

It was noted that there will be a State of City meeting at the Mound Fire Station on the 23rd of April from 6:00 p.m. to 7:30 p.m.

Mayor Holt inquired about chickens. There no was interest in reviewing the code regulations regarding that does not allow chickens.

Adjourn

MOTION by Baker, to adjourn the meeting at 7:48 p.m. seconded by Wacker. **MOTION** carried unanimously.

Submitted by Sarah Smith

Memorandum

To: Planning Commission
From: Sarah Smith, Comm. Dev. Director
Date: February 26, 2025
Re: Review / Recommendation – 2026 Planning Commission Work Plan and Staff Project List

Summary. As discussed as part of concurrent special meeting workshop of the City Council and Planning Commission held on February 17th, the following Planning Commission work plan and Staff project list for 2026 was discussed. The Planning Commission is requested to review, suggest any revisions, and recommend to the City Council approval.

2026 Planning Commission Work Plan

1. Prepare 2050 Comprehensive Plan
2. Updates to City Code (*i.e. zoning, subdivision, etc.*)
 - Revise ADA stall length as identified during Westonka Library project
 - Review front yard and side yard exterior storage regulations
 - Review yard requirements for corner lots
 - Revise residential use table in zoning ordinance similar to recent revision of non-residential tables
 - Identification of regulations to ensure a pet shop in the city would have humane practices

2026 Staff List

- Assist City Council in evaluating the appropriateness of the comprehensive plan residential densities
- Update International Property Maintenance Code with SafeBuilt
- Code enforcement ordinances/processes/procedures (*on-going*)
- Evaluation of residential driveway standards with Public Works/Engineering Departments



PLANNING REPORT

TO: Planning Commission
FROM: Rita Trapp, Consulting Planner
Sarah Smith, Community Development Director
DATE: February 26, 2026
SUBJECT: 2026 Code Updates – Corner Lot Setbacks
MEETING DATE: March 3, 2026

As was recently discussed at the recent concurrent meeting, the Planning Commission will be revisiting code updates in 2026. The first area of focus is related to corner yard setback requirements. Staff has developed the following proposed code amendments based on the direction provided by the Planning Commission, which was to maintain similar requirements but make the code easier to understand. If the proposed changes are appropriate, Staff will draft the proposed amendment for public hearing consideration at a subsequent meeting. Note that the amendments are not proposed in the order of the code, but in the order that helps with reviewing the proposed changes.

A. Section 129-2 Definitions.

Lot, corner, means a lot situated at the junction of, and abutting on two or more intersecting streets, or a lot at the point of deflection in alignment of a continuous street, the interior angle of which does not exceed 135 degrees.

Lot line, front, means that boundary of a lot which abuts an existing or dedicated public street. In the case of a corner lot it shall be the shortest dimension on a public street or as otherwise designated by the Community Development Director based on the practical front yard of the property as determined by such factors as the existing or proposed building configuration of the property and taking into consideration the characteristics of the surrounding properties. If the dimensions of a corner lot are equal, the front line shall be designated by the owner and filed with the city. For the purpose of this chapter of determining the assignment of lot lines, a lot shall have only one front setback lot line.

Lot line, street side means a boundary of a corner lot which abuts an existing or dedicated public street and which has not been designated as the front lot line. Typically, this line is the longest dimension fronting on a public street unless otherwise designated by the Community Development Director or the property owner as noted in the definition of “lot line, front.”

Lot line, side, means any boundary of a lot that is not a front lot line or a rear lot line.

B. Section 129-197 Required yards and open space.

(e) Corner lots.

(1) The minimum street side yard setback requirement for corner lots shall match the required front yard setback for the applicable zoning district, except that corner lots of record shall provide the following street side yard setbacks:

<u>Front lot line length</u>	<u>Minimum street side yard setback</u>
<u>Less than 50 feet</u>	<u>10 feet</u>
<u>50 to less than 80 feet</u>	<u>20 feet</u>
<u>80 feet or greater</u>	<u>Match front yard setback requirement which is based on lot depth</u>

(2) In cases where the required street side yard setback is greater than the required front yard setback, the street side yard setback requirement shall be reduced to match the front yard setback.

(3) The setback for the side yard that is not a street side yard shall follow applicable zoning district requirements.

~~(e) Corner lots. Lots which abut on more than one street shall provide the required front yards along every street except for lots of record which shall provide a side yard setback abutting the street based on the lot width as follows: In cases where the street side yard setback established above is greater than the required front yard setback, the street side yard setback shall be the same as the front yard setback."~~

<i>Minimum side yard setback</i>	
<i>Lot width (feet)</i>	<i>On corner lots (feet)</i>
<i>40—50</i>	<i>10</i>
<i>51—80</i>	<i>20</i>
<i>81 or more</i>	<i>30</i>

C. Section 129-100 Single-family residential (R-1).

(3) *Setback requirements for lots of record (R-1).* The following minimum setback requirements shall be observed for lots of record (R-1).

- a. *Side yard requirements.* Except for a corner street side yard setback as regulated in section 129-197(e), the required side yard setback for one of the side yards shall be a minimum of 10 feet, while the other side yard setback shall be as follows:

<i>Minimum Side Yard Setback</i>	
<i>Lot Width</i>	<i>On One Side Yard</i>

Less than < 40 to < 79 <u>80</u> feet	6 feet
80 to less than 100 feet	8 feet
100 > 101 feet <u>and greater</u>	10 feet

b. Front yard. ~~Except as regulated in section 129-197(f)*,~~ The front yard setback shall be based on the lot depth as follows:

<i>Minimum Front Yard Setback</i>	
<i>Lot Depth</i>	<i>Setback</i>
Less than < 60 feet	20 feet
60 to less than 80 feet	24 feet
> 80 feet and greater	30 feet

D. Sections 129-101 Single-family residential (R-1A) and 129-102 Two-family residential (R-2).

The wording of both sections is the same, so the following is suggested in both districts.

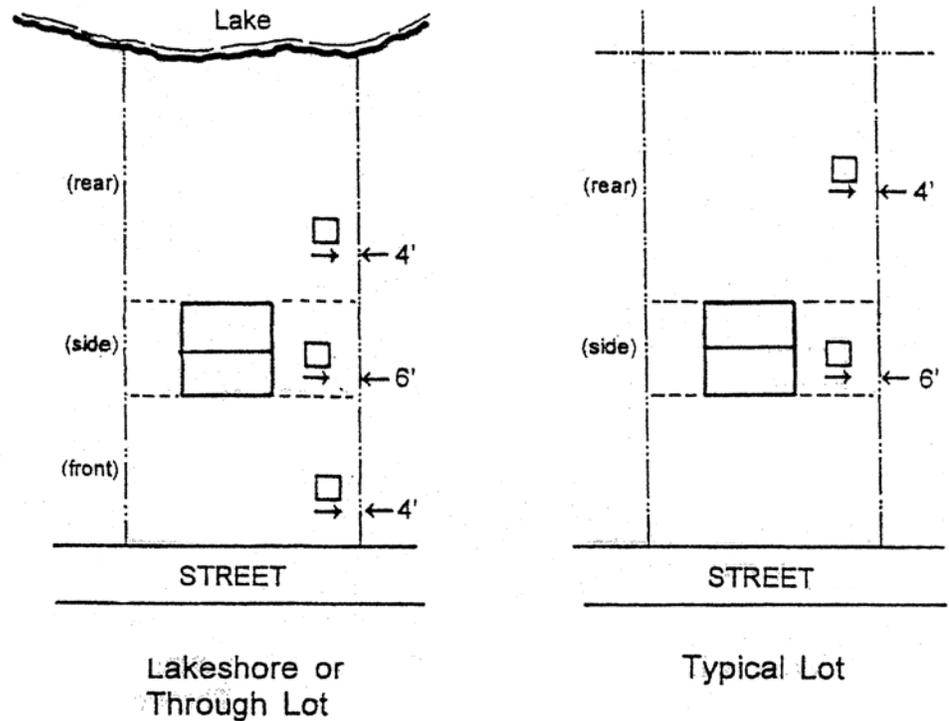
- (3) Setback requirements for lots of record. Side yard setbacks shall be six feet and six feet unless:
- a. The structure or site does not contain a garage in which case, one side yard setback shall be ten feet to accommodate a driveway access.
 - b. The lot is a corner lot, in which case the corner street side yard setback shall be as regulated in section 129-197(e).

E. 129-194 Accessory buildings.

(f) Accessory residential building setback requirements.

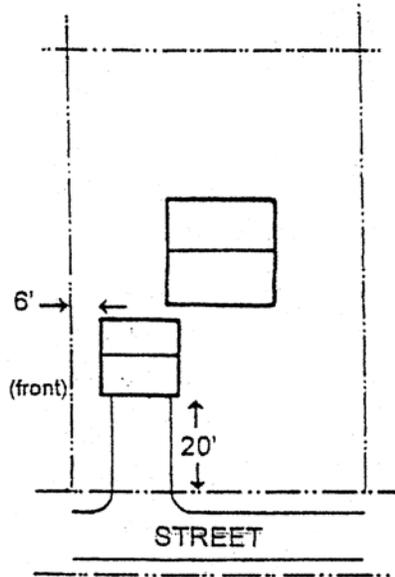
- (1) Side yard setbacks.

- a. A detached accessory building may be located within four feet of the side lot line in the rear yard with a minimum of a six foot setback in side yard location.
- b. On through and lakeshore lots that are not corner lots, a detached accessory building may be located within four feet of the side lot line in the front yard.
- c. On corner lots, detached accessory buildings shall meet the street side setback requirements for principal buildings. The setback for the side yard that is not a street side yard shall follow applicable zoning district requirements.
- d. Whenever a garage is so designed that the doors face a side street side yard or side property line, the distance between the doors and the property line shall be 20 feet or more.

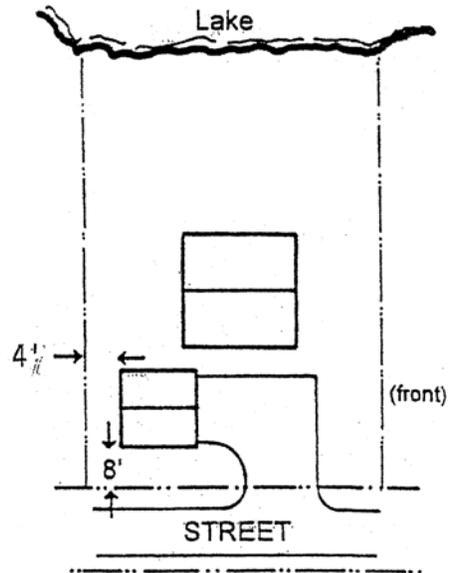


Accessory Building Setbacks

- (2) Front yard setbacks.
 - a. All accessory buildings shall meet the same front yard setback requirements as the principal building, except for lakeshore and through lots.
 - b. For detached garages on a lakeshore or through lots, a minimum 20-foot front yard setback is required if the garage door opens to ~~the~~ any street; an eight-foot front yard setback is required if the garage door opens to the side lot line.
- (3) Rear setback. A detached accessory building may be located within four feet of the rear lot line.
- (4) Lakeshore setback. Detached accessory buildings must maintain a 50-foot setback from the ordinary high-water line.



Typical Lot



Lakeshore or Through Lot

Detached Garage Setbacks