

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, MAY 5, 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. April 7, 2026 regular meeting minutes 1 - 3

5. Board of Adjustment and Appeals

A. Review/discussion/recommendation – sign variation/modification for mural for “The Bright Spot” building located at 2378 Wilshire Boulevard
Applicant: Molly Williams 4 - 11

B. Review/discussion/recommendation - proposed amendments to City Code Chapter 129 (Zoning): 12 - 18

- i. Corner lot requirements
- ii. ADA parking stall requirements
- iii. Humane pet store regulations

C. Review/discussion/recommendation – proposed amendments to City Code Chapter 121 (Subdivision): 19

- i. Outlots

6. Old/New Business

A. 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

MOUND PLANNING COMMISSION
REGULAR MEETING MINUTES
TUESDAY, APRIL 7, 2026

Call to Order

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

Roll Call

Members Present: David Goode, Nick Rosener, Jason Baker, and Kristin Young
Members Absent: Drew Heal, Samantha Wacker, and Kathy McEnaney
Staff Present: Sarah Smith, Rita Trapp, and Kate Vogt
Others Present: Johann Chemin-Danielson, 6039 Beachwood Road, and Nadine Thompson, 6108 Bartlett Boulevard

Approval of Agenda

MOTION by Baker, seconded by Rosener, to approve the agenda for the April 7, 2026, Planning Commission meeting with an amendment to include email comments from resident Johann Chemin-Danielson for Planning Case No. 26-01. **MOTION** passed unanimously.

Approval of Minutes

Motion by **BAKER**, seconded by Rosener, to approve the March 3, 2026 Planning Commission minutes as distributed. **MOTION** passed unanimously.

Board of Adjustment and Appeals

Planning Case No. 26-01
Conditional Use Permit for Essential Service Building on City Parcel with
PID No. 23-117-24-31-0077 for New Water Treatment Facility
Applicant: City Engineer, Bolton & Menk, on behalf of the City of Mound

The Planning Commission considered a request for a Conditional Use Permit to allow construction of a water treatment plant on a city-owned interior lot. Essential service buildings are a conditional use in all zoning districts within Mound. City Engineer Matt Bauman and City Planner Rita Trapp presented the application.

The proposed facility will stand approximately 31.5 feet tall (35-foot maximum), feature brick exterior materials, and maintain impervious surface coverage below 30%. The building will include accessory

utility storage space and 14-foot garage doors to accommodate public works vehicles and equipment. Access will be provided via a dedicated right-of-way from Evergreen Road along the edge of Sorbo Park, designed to preserve green space while accommodating fire and delivery vehicle turnaround. Daily operations will consist of one staff member on-site for a few hours per day, with limited vehicle traffic. A natural gas generator will be installed for use during power outages and routine testing.

A stormwater filtration basin is proposed near Sorbo Park, situated uphill from the playground. The basin is designed to retain water only during significant storm events, reaching maximum capacity (4 feet in depth) approximately once every 100 years for no more than 48 hours at a time. Twenty-eight new evergreen trees are proposed; some areas will remain unplanted due to underground utility conflicts.

The Planning Commission discussed the following items with staff:

- **Filtration basin safety.** Commissioners expressed concern regarding public access to the basin, given its proximity to Sorbo Park. Staff presented images of proposed fencing options and noted the basin is located uphill and out of direct sightlines from the playground. The Commission acknowledged legal and community liability considerations regarding standing water near a public park and directed staff to continue evaluating appropriate fencing solutions.
- **Generator.** Commissioner Baker inquired whether the new natural gas generator planned for the water treatment facility could also replace the existing diesel generator at the nearby water tower, reducing noise and emissions impacts.
- **Light pollution.** Commissioners requested that the lighting plan be developed to meet necessary security requirements while minimizing impacts on surrounding properties and wildlife. Staff noted the design is still in progress.
- **Tree screening.** Commissioners requested that staff evaluate opportunities for additional tree buffering in areas where underground utilities permit it.

The Commission received one public comment from Johann Chemin-Danielson, 6039 Beachwood Road, who raised concerns regarding the expanded scope of the facility, light pollution impacts on wildlife and the surrounding neighborhood, and whether groundwater pumping could affect the foundations of nearby homes. City Engineer Matt Bauman responded that the facility draws from a different aquifer than surrounding properties, that both aquifers recharge quickly and pose no foundation risk to nearby homes, and that the utility storage component is necessary for efficient city operations. Lighting design remains ongoing.

The Commission voted to recommend approval of the Conditional Use Permit and directed staff to incorporate the following items into the report for City Council review: further evaluation of filtration basin fencing; consideration of additional tree screening where feasible; exploration of replacing the existing diesel generator with the proposed natural gas unit; and development of a lighting plan that minimizes light pollution while meeting security standards.

Old/New Business

Review/Discussion of Proposed Code Updates – City Code Chapter 129
Corner Lot Requirements (*continued from March 3, 2026 meeting*)
ADA Parking Stall Requirements
Humane Pet Store Regulations

Due to low member attendance, Staff suggested the Planning Commission table this discussion to the upcoming May 5, 2026 meeting. **MOTION** by Baker, seconded by Rosener, to table discussion to the next meeting. **MOTION** passed unanimously.

Information Items – *None*

Adjournment

MOTION by Baker, seconded by Rosener, to adjourn the meeting at 6:37 p.m. **MOTION** passed unanimously.

Submitted by Kate Vogt



PLANNING REPORT

To: Planning Commission
From: Sarah Smith, Community Development Director
Date: May 1, 2026
Request: Sign Variation for Mural/Art on Building Exterior at 2378 Wilshire Boulevard for The Bright Spot
Zoning: Mixed Use - Downtown
Comprehensive Plan: Mixed Use

Summary. As part of its May 5th meeting, the Planning Commission will consider a request from Molly Williams for variation/modification approval as provided by City Code 119-9 (c) for a mural/art project for The Bright Spot, an office and gathering space for community and private event space, located at 2378 Wilshire Boulevard as part of a building remodel/reuse project that received City approval in 2025. The applicant proposes to incorporate murals/art on portions of the exterior facades to enhance and bring excitement to the building and its reuse. A copy of the request and proposed mural/art graphic from the applicant is included.

Review Procedure. City Code Sec. 119-9 (c) allows a variation/modification to the City's sign regulations where it can be shown that by reason of topography or other conditions, that strict compliance of the regulations would cause hardship. A variation/modification may be granted only if the variation/modification does not adversely affect the spirit or intent of Chapter 119 (Signs). Requests for a sign variation/modification requires review by the Planning Commission prior to consideration by the City Council.

Information/Discussion.

- The proposed project requires approval of a sign variation, as provided by City Code Sec. 119-9 (c), as it does not meet the requirements for murals that was added to the sign regulations in 2025. The code excerpts are provided below:

Sec. 119-11. Murals

(a) Murals shall only be permitted in non-residential districts.

(b) A mural plan must be reviewed and approved by the City Council, after a recommendation is received from the Planning Commission, prior to a permit being issued for the mural creation. The proposed mural plan shall include the location, size, height, color, lighting, and orientation of the mural. The mural plan shall also include a design sketch and photos of the proposed site.

(c) Murals shall be maintained in good repair, free from peeling paint or damage due to age, weather, or vandalism. Removal of a mural must be accomplished by physical removal from a wall and/or by covering the mural completely with paint. The removed mural must be rendered completely invisible while maintaining the structural and architectural integrity of the building.

(d) Murals shall be composed of permanent materials and applied only to permanent surfaces. Murals may not be applied to any fabric or temporary surface.

(e) Murals shall be allowed only on building facades that face a side or rear property line.

(f) Murals with the following features shall not be allowed:

(1) Moving parts, including solar-, wind-, or water-driven devices.

(2) Projections from the wall surface

(3) Words (in any language), symbols, or representations that are obscene, offensive, of a political nature, or are derogatory.

(4) Representations that imitate or appear to imitate any official traffic sign or device to direct the movement of traffic.

(5) Colors that are predominantly fluorescent, metallic, or reflective.

The 2025 mural regulations limits murals on the sides and rear building facades and the request from Ms. Williams is to allow approval to incorporate murals/arts on portions of the building on all sides.

- Neighboring property owners of the property at 2378 Wilshire Boulevard, per Hennepin County tax records, were notified by letter on April 28, 2026 as a courtesy about the sign variation/modification request and that it was being included on the Tuesday, May 5th Planning Commission meeting agenda for review and discussion.

RECOMMENDATION

Staff recommends approval of the sign variation/modification request to allow murals/art on all side of the building exterior at 2378 Wilshire Boulevard subject to the following conditions:

1. The project meet the requirements of City Code Sec. 119-11.
2. The project shall not commence until it has received approval by the Mound City Council to include required permitting.

In recommending approval, Staff offers the following findings of fact:

1. The building has frontage on both Wilshire Boulevard and Maywood Road.
2. The murals/art is limited to portions of the building.
3. The murals/art will enhance the building exterior and break up the light façade of the building especially along the Maywood Road elevation.

CITY COUNCIL REVIEW

In the event a recommendation is received from the Planning Commission, it will be forwarded to the City Council for consideration at its meeting scheduled for Tues., May 12, 2026.

From: Molly Williams
Sent: Sunday, April 19, 2026 10:08 PM
To: Sarah Smith <sarahsmith@cityofmound.com>
Cc: Meg Murphy >
Subject: Request for Sign Variance – Exterior Murals at The Bright Spot - 2378 Wilshire Blvd.

Dear Planning Commission & City Council,

I am writing to formally request a variation/modification under City Code Sec. 119-19(c) to permit the installation of exterior murals on the building located at 2378 Wilshire Blvd., Mound, MN 55364, home to *The Bright Spot*.

The Bright Spot is being developed as a community-centered space designed to bring people together for connection, creativity, and collaboration. As part of this vision, we are proposing a series of professionally designed exterior murals on select façade elevations to create a welcoming and visually engaging environment.

Scope of Request

We are requesting approval to install mural graphics on the following building elevations:

- North/side elevation: approximately 10'1" length x 14'9" height ft (150 square feet)
- West elevation: approximately 27' length x 14'9" height ft = (400 square feet) + 11'4"H x 16'3"L = (185 sqft)
- South elevation: approximately 11'4" height x 26'9" length ft (307 square feet) + 12"H x 16'3"L = (195 sqft)
- East elevation: approximately 29'6" length x 13'6" height ft (390 square feet)

Mural Design Intent

The proposed murals consist of abstract, colorful geometric forms designed to complement the building's architecture. The artwork is non-textual and does not include logos, advertising, or commercial messaging. Instead, it is intended to function as public art—adding visual interest, warmth, and a sense of identity to the building while contributing positively to the surrounding area.

Basis for Variance Request

- **Hardship due to building form and scale:** The size and blank façade surfaces of the building create a unique condition where strict adherence to the sign code limits the ability to activate the exterior in a meaningful way.
- **Alignment with ordinance intent:** The murals are not signage in the traditional sense, as they do not advertise a business or product. Rather, they serve as architectural and artistic enhancements that support the visual quality of the built environment.

- **Positive community impact:** The murals are designed to create a welcoming presence, contribute to placemaking, and reflect the community-oriented purpose of The Bright Spot.

Supporting Materials

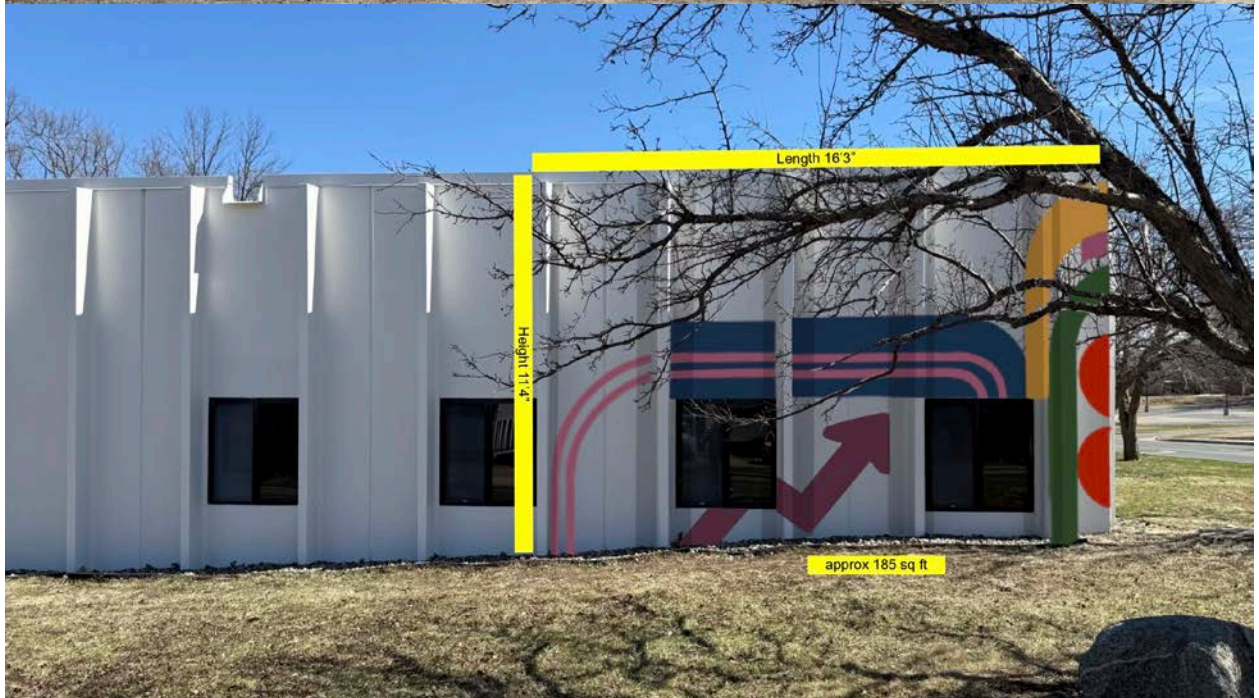
To assist in your review, we have included:

- Scaled site plan with mural locations
- Elevation drawings with dimensions and total square footage of each mural area
- Renderings of the proposed mural designs
- Photographs of the existing building façades with mural placement illustrated

We believe the proposed murals will enhance the building and surrounding area while remaining consistent with the spirit and intent of the City’s regulations. The murals will be maintained in good condition and will not be altered to include signage without future City approval.

Thank you for your consideration of this request. We appreciate your time and guidance and are happy to provide any additional information or meet to discuss the proposal further.

Sincerely,
Molly Williams
Owner, The Bright Spot









PLANNING REPORT

TO: Planning Commission
FROM: Rita Trapp, Consulting Planner
Sarah Smith, Community Development Director
DATE: May 1, 2026
SUBJECT: 2026 Code Updates – Corner Lot Setbacks
MEETING DATE: May 5, 2026

At the March 2026 meeting the Planning Commission discussed proposed amendments related to corner yard setback requirements. Staff has incorporated the following recommendations of the Planning Commission in the proposed draft:

- 1) The lot line, front definition was modified so that the Community Development Director determines the front lot line when the two street lot lines are equal. Staff will file the determination in the city’s property records.
- 2) In the table for 129-197, the title of the first column was changed from front lot line length to lot width to ensure consistency across all of the tables. Lot width was determined to be the preferred term because for some lots, such as cul-de-sacs, the front lot line length is relatively small as compared to the lot width.
- 3) A typo was corrected in Section 129-194 regarding accessory buildings where the word “yard” was invertedly dropped from the regulations.

The Planning Commission is asked to review the proposed amendments and recommend that Staff prepare the ordinance amendments for a public hearing and consideration at the City Council meeting.

A. Section 129-2 Definitions.

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~~ Community Development Director and filed ~~with in~~ in the city’s property files. 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."

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>Lot width</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.

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>
<u>Less than 40 to 79</u> 80 feet	6 feet
80 to <u>less than</u> 100 feet	8 feet
<u>100->101</u> 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>
<u>Less than</u> < 60 feet	20 feet
60 <u>±</u> to <u>less than</u> 80 feet	24 feet
> <u>810</u> feet and greater	30 feet

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

- (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).

C. Section 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 yard 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.

(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.



PLANNING REPORT

TO: Planning Commission
FROM: Rita Trapp and Mia Colloredo-Mansfeld, Consulting Planners
Sarah Smith, Community Development Director
DATE: May 1, 2026
SUBJECT: 2026 Code Updates – ADA Parking Stall Design
MEETING DATE: May 5, 2026

After recent review of projects by the Building Official, staff has learned that the current Mound City Code does not accurately reflect the minimum required design standards for disability parking stalls. Section 129-323 (C) of the Mound City Code currently states that:

“Handicapped parking shall be provided and constructed pursuant to state law with stalls of not less than 12 feet wide and 20 feet in length.”

According to the Building Official, there is no minimum length for handicapped parking stalls. State guidance on disability parking design notes that the minimum width of stalls is 96 inches (8 ft) with a minimum of a 96 inch (8 foot) wide access aisle between stalls. The 96-inch access aisle must extend the full length of the stall.

Staff has developed the following proposed code amendments based on comments from the Building Official and State guidelines. If the proposed changes are appropriate, Staff will draft the proposed amendment for public hearing consideration at a subsequent meeting.

Sec. 129-323. Parking.

(c) *Design and maintenance of off-street parking areas.*

(1) Parking spaces. Each parking space shall not be less than nine feet wide and 18 feet in length exclusive of an adequately designed system of access drives. Handicapped parking shall be provided and constructed pursuant to state law with stalls of not less than 12 feet 96-inches wide and 20 feet in length a minimum 96-inch-wide access aisle between stalls. The 96-inch access aisle must extend the full length of the stall.



PLANNING REPORT

TO: Planning Commission
FROM: Rita Trapp and Mia Colloredo-Mansfeld, Consulting Planners
Sarah Smith, Community Development Director
DATE: May 1, 2026
SUBJECT: 2026 Code Updates – Humane Pet Store
MEETING DATE: May 5, 2026

At the Joint Meeting of the City Council and Planning Commission held on February 17th, Staff was directed to create a Humane Pet Store Ordinance. Staff reviewed precedent ordinances from Minnesota cities with existing Humane Pet Store ordinances and developed a draft ordinance based on this research.

The focus of this ordinance is on prohibiting the sale of cats and dogs at pet stores to prevent inhumane breeding conditions, promote community awareness of animal welfare, and foster a more humane environment in the city. The proposed ordinance does not prohibit pet stores from collaborating with animal shelters, rescue organizations, or animal control authorities to offer adoption events. The ordinance requires certificate of source records be maintained for all cats and dogs.

The following language is the proposed Humane Pet Store Ordinance language. If the proposed language is appropriate, staff will draft an ordinance for public hearing at a subsequent City Council meeting.

A. Section 129-2 Definitions.

Animal control authority means any governmental entity which is responsible for animal control operations in its jurisdiction.

Animal rescue organization means any not-for-profit organization which has tax-exempt status under section 501(c)(3) of the federal Internal Revenue Code, whose mission and practice is, in whole or in significant part, the rescue of animals and the placement of those animals in permanent homes, and which does not breed animals.

Animal shelter means any not-for-profit organization which has tax-exempt status under section 501(c)(3) of the federal Internal Revenue Code, which:

Accepts animals into a physical facility;

Is devoted to the rescue, care, and adoption of stray, abandoned, unwanted or surrendered animals;

Places animals in permanent homes or with animal rescue organizations; and

Does not breed animals.

Certificate of source means a document from an animal control authority, animal rescue organization, or animal shelter which shall provide a brief description of the dog or cat, and shall list the name, address, and telephone number of the source (animal control authority, animal rescue organization, or animal shelter) of the dog or cat.

Pet store means any retail establishment, or operator thereof, which displays, sells, delivers, offers for sale, barter, auctions, gives away, or otherwise transfers companion animals in the city. The term "pet store" does not apply to animal control authorities, animal shelters, or animal rescue organizations.

Pet store operator means a person or business entity who owns or operates a pet store.

B. Section 129-331 Pet stores.

(a) Prohibition on sales.

- (1) No pet store shall sell, deliver, offer for sale, barter, auction, give away, or otherwise transfer or dispose of cats or dogs.
- (2) Nothing in this section shall prohibit pet stores from collaborating with animal shelters, animal rescue organizations, and animal control authorities to offer space for such entities to showcase adoptable dogs and cats inside pet stores.
 - a. Such animals shall not be younger than eight weeks old.
 - b. Dogs that are showcased for adoption shall not be kept overnight at a pet store.
 - c. Cats that are showcased for adoption shall not be kept overnight at a pet shop without provision for care and monitoring outside of pet store business hours.

(b) Certification of Source.

- (1) A pet store shall post and maintain a certificate of source in a conspicuous place on or within three feet of each dog's or cat's kennel, cage, or enclosure.
- (2) A certificate of source shall be provided to the adopter of any dog or cat.
- (3) Certificate of source records for each dog or cat shall be maintained by a pet store for at least one year from the last date that a dog or cat appeared in the store.
- (4) Pet stores shall make certificates of source immediately available for review upon the request of a peace officer or animal control authority, or a humane agent pursuant to Minn. Stat. § 343.06 acting on behalf of the city.
- (5) Falsification of a certificate of source shall be deemed a violation of this section.

(c) Inspection.

- (1) Upon prior notice to the owner or occupant of a pet store, a City employee is authorized hereby to inspect the pet store for the purpose of ensuring compliance with this section.
- (d) Violation. A violation of this section shall constitute an administrative offense under section XX of the City Code and subject the pet store operator to the procedures therein and penalties contained as provided in the city fee schedule.



PLANNING REPORT

TO: Planning Commission
FROM: Rita Trapp and Mia Colloredo-Mansfeld, Consulting Planners
Sarah Smith, Community Development Director
DATE: May 1, 2026
SUBJECT: 2026 Code Updates – Clarification on Use of Outlots
MEETING DATE: May 5, 2026

In the review of the recent conditional use permit for the city's proposed water treatment plant it was discovered that the City's subdivision code does not specifically address whether building permits can be issued for structures on an outlot. As the proposed facility is an essential service proposed by the City it was not deemed to be an issue. However, Staff and the City Attorney did determine that Chapter 121 Subdivision should be amended as follows to address outlots to ensure there is not confusion in the future:

- 1) Insert the following definition to Sec. 121-1. Definitions:

Outlot means a parcel of land described by reference in a plat as a lettered outlot which is intended for open space, right-of-way, utilities, essential services, drainage, or to hold for future platting in order to facilitate development.

- 2) Amend Sec. 121-06. Building permits as follows:

Sec. 121-6. Building permits.

- (1) No building permits will be issued by the city for the construction of any building or structure on any lot in the subdivision, as defined herein, which has been approved for platting until all requirements of this chapter have been fully complied with.
- (2) No building permits will be issued for properties that are platted as outlots, except for the purposes of essential services, essential services buildings, park facilities, area identification signs and sign monuments; also similar related governmental structures.