

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, JULY 1, 2025, 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**

A. June 3, 2025 regular meeting minutes

Pages 1 - 2

5. Board of Adjustment and Appeals

- A. Review/recommendation – Planning Case No. 25-06
Substantially Similar Use Determination – Proposed Building/Property
Reuse at 2378 Wilshire Boulevard
Applicant: Molly Williams

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6. Old / New Business

- A. 2025 Planning Commission Term Expirations
- B. City Council Liaison and Staff Project Update / Report
- C. Next Meeting - Tues., August 19, 2025 Special/Rescheduled Meeting
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
JUNE 3, 2025

1. Call to Order

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

2. Roll Call

Members present: David Goode, Kathy McEnaney, Sheri Wallace, Nick Rosener, Jason Baker, Drew Heal, Samantha Wacker, and Kristin Young

Members absent: None

Staff present: Sarah Smith, Sarah Lenz

Others present: Timothy Williams, Cheryl Goode

3. Review and approval of agenda, including any amendments

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

4. Review and action

A. April 1, 2025 regular meeting minutes

MOTION by Baker, seconded by Rosener, to approve the April 1, 2025 meeting minutes. **MOTION** passed unanimously.

5. Board of Adjustment and Appeals

A. Review/recommendation – Planning Case No. 25-05

B. Variance – Variance for fence height in front setback at 2881 Westedge Boulevard

Applicant: Tim and Ellen Williams

Smith presented a summary overview of the request. Smith explained with the existing 16.5 foot setback and the additional 11 foot of right-of-way the proposed fence will be located approximately 28 feet from the constructed edge of Pine Road and will not be in the sight triangle. Staff recommends approval based on the findings of fact which were listed in the Planning Report.

Baker asked if the property was an interior lot a 6 foot fence would be fine. Smith confirmed.

McEnaney asked what materials would be used.

Wallace asked for clarification from where the measurements are taken from. Smith reviewed where the right-of-way and the property line is.

Rosener asked about the 4 front setback requirements. Smith explained that tall fences can create a walled-off effect.

Timothy Williams introduced himself and explained the intended appearance of the fence is natural cedar. There were no additional comments or questions.

MOTION by Baker, seconded by Rosener, to approve Planning Case No. 25-05. **MOTION** passed unanimously.

6. Old / New Business

A. City Council Liaison and Staff Project Update / Report

McEnaney said the unofficial kickoff of the summer starts with the Annual Fish Fry on Saturday, June 7th. McEnaney talked about Music in the Park taking place on June 12th, July 10th and August 7th.

Young asked how the Library is going. McEnaney explained there have been some setbacks delaying progress but the City will be ready when the Library is ready to shut down.

Smith mentioned The Farmers' Market has started and the Annual MFD Fish Fry is a few days away. Smith outlined upcoming events including the following:

- Spirit of the Lakes from July 17th – 19th
- Tour De Tonka in August
- Night to Unite

Smith stated the City has been busy with events, projects and property inquiries.

Goode asked about the Halsted Bay project. Smith said the original applications for the project were withdrawn and an amended plan was presented to the Council. Smith said we are checking in with progress of the applications and we can expect to see something from them soon, possibly as soon as July.

McEnaney noted she had seen the layout and thinks it will look great.

B. Next Regular Meeting- Tues., July 1, 2025 at 6:00 p.m.

The next Planning Commission meeting will be held July 1, 2025 at 6:00 p.m.

Smith reminded the Commission about the rescheduled August meeting from the 1st Tuesday to the 3rd Tuesday so that Staff, Council Members and Commission Members can attend Night to Unite

7. Information Items – None

8. Adjourn

MOTION by Baker, seconded by Rosener, to adjourn at 6:20 p.m. **MOTION** passed unanimously.



PLANNING REPORT

TO: Planning Commission
FROM: Sarah Smith, Community Development Director
Rita Trapp, Consultant Planner
DATE: June 27, 2025
SUBJECT: Request for Substantially Similar Use Determination
APPLICANT: Molly Williams (Planning Case No. 25-06)
OWNER: Ray Ellis
LOCATION: 2378 Wilshire Boulevard
MEETING DATE: July 1, 2025
COMPREHENSIVE PLAN: Mixed Use Downtown Lakes District
ZONING: MU-D Mixed Use Downtown

Review Summary and Overview

The applicant, Molly Williams, is proposing to re-purpose the existing building at 2378 Wilshire Boulevard for use as an office and gathering space for community and private events. Office use is listed as permitted use in the Mixed Use Downtown District and therefore allowed. The applicant is specifically requesting a determination that the flexible co-working / meeting space being proposed in the east portion of the building is a “substantially similar use” to other uses listed in the Mixed Use Downtown District that allow for the gathering of people. These include, but are not limited to, private lodges and clubs, local governmental buildings and institutional buildings, public and private schools, restaurants, etc.

Along with the written request, the applicant provided supporting information to help outline the proposed building reuse and business operations which also included preliminary concepts of the proposed building layout/interior.

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 Statute Section 15.99, “Day 1” is determined to be June 20, 2025 as provided by Minnesota Statute Section 645.15. The 60-day timeline expires unless an extension is executed by the City as provided by the statute. An extension of the review period under Minnesota Statutes Section 15.99 beyond the City’s 60 day extension can occur if agreed to by the applicant.

City Code Sec. 129-71 Allowed Uses (Excerpts) and Review Process

(a) Limited. Only those uses specifically identified in this chapter as being allowed in a particular zoning district as a permitted use, conditional use, or accessory use are allowed within that zoning district, unless the City Council determines the use is substantially similar to an allowed use as provided in this section.

(b) Substantially similar uses. The City Council recognizes there may be uses that are of a substantially similar type and have similar impacts as the uses the city has specifically named as being allowed within a particular zoning district. These substantially similar uses are essentially the same the named uses and so should similarly be allowed within the same zoning district. Therefore, the City Council determines it is reasonable to provide a process for an owner to seek a determination from the City Council as to whether a proposed use is allowed as being substantially similar to a use expressly allowed in the same zoning district without requiring the owner to seek a text amendment to this chapter. Without limiting the general prohibition of uses not specifically identified as being allowed in this chapter, an owner proposing to undertake a use the owner believes is substantially similar to an allowed use in the same zoning district may submit an application to the city for a determination on whether the proposed use is allowed. As part of the application, the owner shall describe the proposed use, identify the allowed use within the same zoning district as the owner's property is located the owner believes is substantially similar to the proposed use, and a description of why the uses are substantially similar. The city shall forward the complete application to the Planning Commission for review and a recommendation to the City Council. If the Planning Commission recommends a determination that the use is substantially similar to an allowed use, it shall also indicate whether the proposed use should be classified as a permitted use, conditional use, or accessory use within the zoning district. The City Council shall make the final determination on whether the proposed use is substantially similar to an allowed use and, if so, whether the use is allowed as a permitted use, conditional use, or accessory use. If allowed, the owner shall be required to apply for any required permits based on the City Council's classification of the use and any other applicable regulations. The city shall maintain a record of all uses the City Council determines are allowed as being substantially similar to named uses and will work to incorporate those uses into the appropriate list of allowed uses in this chapter. If the City Council finds a proposed use is not substantially similar to an allowed use, the owner may submit a separate application to seek an amendment to the text of this chapter to name the use as an allowed use within the zoning district.

Notification

A letter was forwarded by US Mail on June 25, 2025 to neighbors of the property at 2378 Wilshire Boulevard regarding the Planning Commission's review of the request for a substantially similar use determination.

Discussion

- The applicant has a purchase agreement for the property. The property owner has consented to this request.
- A zoning amendment was approved in 2018 which added new language into the City Code to address uses not listed in the zoning districts. The determination whether a use is a "substantially similar use" requires review by the Planning Commission and action by the City Council. As part of its recommendation, the Planning Commission is to evaluate whether the use should be classified as a permitted use or conditional use. If the City Council finds that the proposed use is not substantially similar to an allowed use, an applicant may submit a separate application to seek an amendment to the text of the Zoning Ordinance.
- It is becoming more common for offices/buildings to include areas for flexible space and/or co-working space especially post pandemic; also for individuals and parties who may work offsite or out of their residence. The applicant is seeking to provide a space that can be available to the general Mound community.
- As part of their building and property reuse concept, the applicant is considering some outdoor activities for special events including, but not limited to, food trucks. Food trucks are listed as an accessory use in the Mixed Use District and subject to the regulations of City Code Sec. 129-205. In general, licensed food trucks are allowed on private property for the purpose of providing food/beverage services (catering) for people attending the private event.

Staff Recommendation

Staff's evaluation is that the proposed rentable meeting space use is similar to other permitted uses in the Mixed Use Downtown District regulations based on the following findings:

1. The proposed flex work/gathering space is similar to other permitted uses in the Mixed Use District including, but not limited to, private lodges and clubs, local governmental buildings and institutional buildings, public and private schools, restaurants, etc.
2. Reuse of the building for office and gathering space supports the intended mixed use downtown for Mound.

Staff recommends the minimum list of conditions be included as part of the Planning Commission's recommendation:

1. No future approval of any development plans and/or building permits is included as part of this action in the event the substantial use determination is approved.
2. Applicant is responsible for contacting SafeBuilt, the City of Mound's Building Official, and the Mound Fire Department to discuss the need for permitting and/or occupancy for the proposed space to be leased as it relates to the building and fire codes. Applicant shall submit all required information to undertake improvements in the building as part the future building permit application, as applicable.
3. A MCES Sewer Area Charge (SAC) evaluation for the proposed building reuse to include any possible grandfathered credits, shall be required to be provided to the City of Mound prior to future permitting issuance and in advance of any proposed remodeling and site alteration activities for the property and building.
4. Payment of fees incurred for the substantially similar use determination request.

City Council Consideration

In the event a recommendation is received from the Planning Commission, it is anticipated that the request will be considered by the City Council at an upcoming meeting with date to be determined. At this time, the tentative date of Tues., July 8, 2025 with an alternate date of Tues., July 22, 2025. City Council meeting start time is 6:00 p.m.

From: Molly Williams
Sent: Thursday, June 19, 2025 10:09 AM
To: Sarah Smith
Cc: Meg Murphy
Subject: Re: 2378 Wilshire Blvd - Proposed Use

Dear Planning and Zoning Department,

I am writing to formally request approval for a substantial use change at the property located at 2378 Wilshire Blvd. We propose to repurpose the building for use as an office and gathering space - and specifically request the substantial use change for community and private events.

We have secured written consent from the property owner, which affirms their support for the proposed new use of the space. See below.

We kindly request that this application be reviewed at your earliest convenience, and are fully prepared to comply with any additional documentation or procedural steps required by the city.

Please feel free to contact me directly with any questions, or to schedule a meeting for further discussion.

Thank you for your time and consideration.

Sincerely,

Molly Williams

Hi Sarah,

Thanks again for your time last week! See below for a summary of how we'd like to use the building and proposed changes:

Building Use Overview:

- **Zoning Use:**
 - Non-Residential Use: Offices, Semipublic Use (need confirmation as to whether or not this covers events)
 - Accessory Uses: Parking Lot, Food Truck, Electric Vehicle Charging, Solar Energy System (down the road)
- **Name:** The Bright Spot
- **Mission Statement:** The Bright Spot is a vibrant office, co-working and meeting space where local businesses and community members come together to work, meet, and host events that strengthen relationships and enrich the Westonka community.
- **Target Audience:** Local businesses and community members who are in need of space to work, host meetings or events.
- **Time of Day:** Primarily daytime, 8a-630p (aside from a potential occasional evening event)
- **Products and Services:**
 -
 - **Flexible Workstations:**
 1. 20 modular workstations that can be booked daily, weekly, or monthly; 8 available as a dedicated desk
 2. High-speed internet, ergonomic chairs, desks, and natural lighting to create a comfortable and productive environment
 - **Private Offices:**
 1. 4 fully enclosed, furnished offices designed for small teams or individual professionals
 2. Ideal for businesses requiring privacy or confidential work
 3. Equipped with high-speed internet, teleconferencing facilities, and office furniture
 - **Large Conference Room:**
 1. A spacious conference room suitable for up to 15 people
 2. Equipped with video conferencing tools, a projector and a whiteboard
 3. Available for rent on an hourly or daily basis, with discounts for members
 - **Medium Conference Room:**
 1. A medium-sized conference room suitable for up to 10 people
 2. Equipped with video conferencing tools and a whiteboard
 3. Available for rent on an hourly or daily basis, with discounts for members

- **Consult Rooms:**
 1. 2 consult rooms suitable for 3-4 people
 2. Ideal for private meetings, coaching or other small group gatherings
 3. Available for rent on an hourly or daily basis, with discounts for members
- **Conversation Area:**
 1. Large, comfortable space suitable for 15-20 people
 2. Ideal for team brainstorms, annual meetings or other larger group gatherings
 3. Available for rent on a daily basis
- **Community and Networking Events:**
 1. Main room available for sports team and Association meetings, private events, workshops, seminars, and networking opportunities for local professionals and business owners
 1. *Need to confirm allowances for bringing in catering / liquor at these events*
- **Other Amenities:**
 1. Wi-Fi and printing
 2. Coffee, tea, and snacks available in the kitchen
 3. Mail and package handling services
 4. Ample complimentary parking, along with 1 EV car charging station
 5. Bicycle racks
 6. Outdoor table/chairs on parking lot side

Building Updates:

- Exterior:
 - Put in more windows
 - Paint
 - Concrete/sidewalk repair
 - Landscaping
 - Install bike racks
 - Seal / line the parking lot
 - No access changes
- Interior
 - Paint
 - New carpet
 - Add office furniture
 - Furnish the kitchen
 - Refurbish the bathrooms (bring up to code)
 - Remove drop ceiling tiles to leave exposed ceiling for use (increase ceiling height)
 - New lighting throughout
 - All existing walls will remain as is, plus add one wall in large room to create separation between delivery/storage space and flex working space.

- Add one door within current lobby entrance on Wilshire

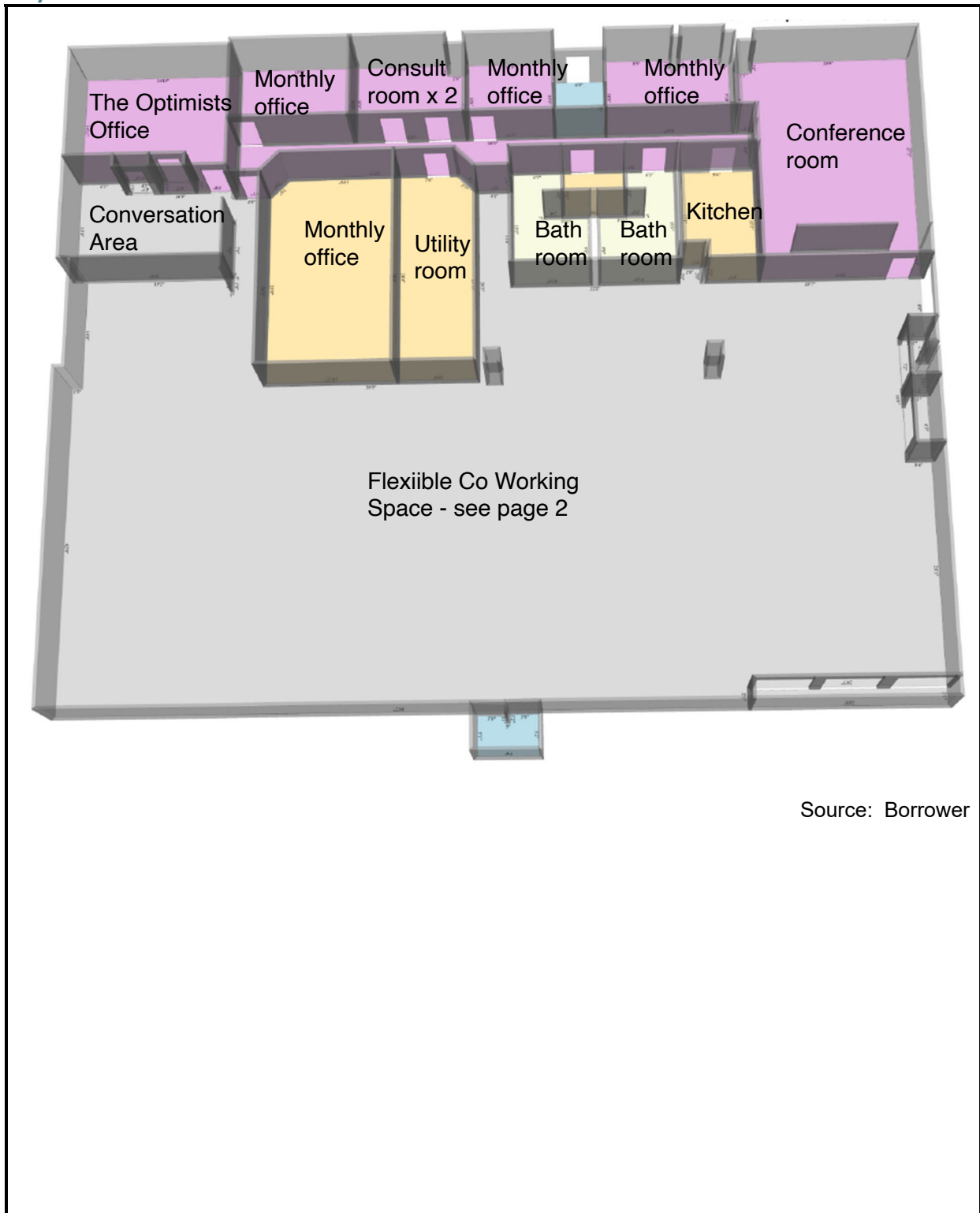
Questions:

- Do the zoning categories we listed above over us, or do we need a conditional use permit in order to host events?
- How do we get accurate building capacity limits for total number of people we can have inside at once?
- What permitting is necessary if any, if we were to have:
 - Food trucks in the parking lot for an occasional event
 - Beer, wine or liquor served on premise
 - On-site catering from outside vendors
 - A small retail offering of brand merchandise and/or local makers products
 - Snacks for sale

I've also attached an initial drawing of what the inside of the space will look like. Let us know your thoughts on the Zoning categories and next steps to ensure we're set to move forward.

Thank you!
Molly

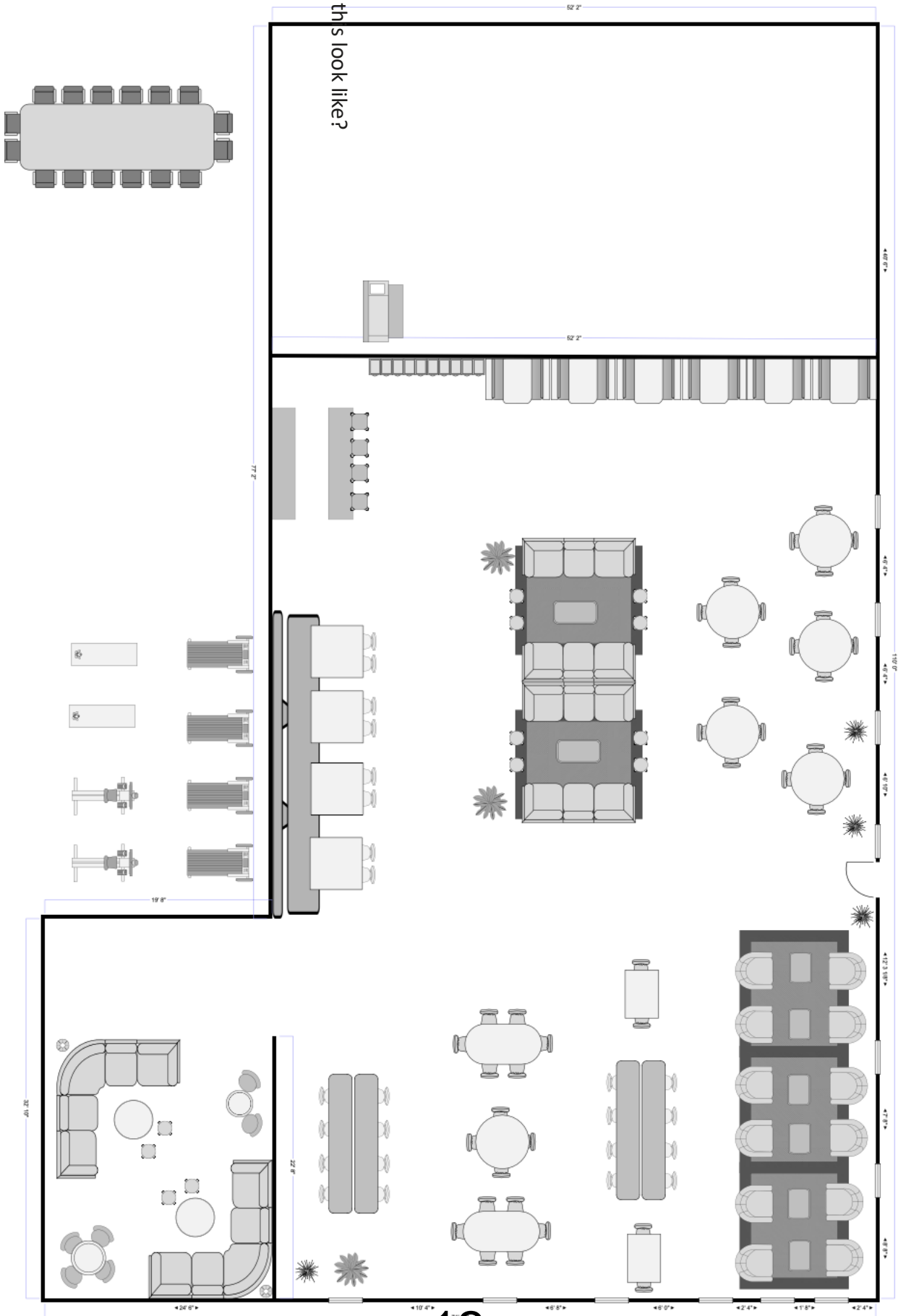
Layout



Source: Borrower

INITIAL LAYOUT

- Need to make sure this is to scale
- Printer/Office Area?
- Lockers?
- Mix of seating areas?
- Closed/Soundproof areas?
- Access to outside?
- TV Screens?
- Audio?
- Front Desk/Check-in – what should this look like?
- Mailboxes
- Retail shelf – local makers, etc



Conceptual/Inspiration Design Finishes (Not Exact)

OVERARCHING INSPO

