

**CITY OF PLYMOUTH  
AGENDA  
Regular Planning Commission  
Council Chambers  
3400 Plymouth Boulevard, Plymouth, MN  
August 6, 2025, 7:00 PM**

**1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

**2. PUBLIC FORUM** - Individuals may address the commission about any item not contained on the regular agenda. A maximum of three minutes is allotted per individual with a total of 15 minutes for the forum. If the full 15 minutes are not needed for the forum, the commission will continue with the agenda. The commission will take no official action on items discussed at the forum, with the exception of referral to staff for future report.

**3. APPROVE AGENDA** - Planning Commission members may add items to the agenda for discussion purposes or staff direction only. The commission will not normally take official action on items added to the agenda.

**4. CONSENT AGENDA** - These items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a commission member or individual so requests, in which event the item will be removed from the consent agenda and placed elsewhere on the agenda.

**4.1** Approve the July 16, 2025, minutes.

1. Planning Commission Minutes

**5. PUBLIC HEARINGS**

**6. NEW BUSINESS**

**6.1** Variances to allow a recently-constructed accessory building that does not comply with city code regulations to remain in place, for property located at 4870 Zachary Lane (Rob Lundquist -- 2025-044)

1. Planning Report
2. Location Map
3. Aerial Map
4. June 13, 2025 "Notice of Violation" Letter
5. Building Permit Application Form -- Received June 25, 2025
6. June 26, 2025 Email from City to Homeowner
7. July 2, 2025 "Official Order" Letter
8. July 7, 2025 Email from Homeowner to City
9. July 9, 2025 Email from City to Homeowner
10. Applicant's Narrative Response
11. Applicant's PowerPoint
12. Photo of Rear Yard

13. Survey
14. Resolution

## **7. ADJOURNMENT**

# Proposed Minutes Planning Commission Meeting July 16, 2025

Chair Boo called a Meeting of the Plymouth Planning Commission to order at 7:00 p.m. in the Council Chambers of City Hall, 3400 Plymouth Boulevard, on July 16, 2025.

COMMISSIONERS PRESENT: Chair Michael Boo, Marc Anderson, Julie Olson, Bill Wixon, Josh Fowler, Neha Markanda, and Jim Willis

COMMISSIONERS ABSENT: None

STAFF PRESENT: Planning Manager Lori Sommers, Engineering Services Manager Chris McKenzie, Senior Planner Kip Berglund, and City Council Liaison Julie Pointner

Chair Boo led the Pledge of Allegiance.

## **Call to Order**

## **Public Forum**

## **Approval of Agenda**

Motion was made by Commissioner Anderson and seconded by Commissioner Olson to approve the agenda. With all Commissioners voting in favor, the motion carried.

## **Consent Agenda**

**(4.1) Planning Commission minutes from meeting held on June 18, 2025.**

Motion was made by Commissioner Fowler and seconded by Commissioner Markanda to approve the consent agenda. With all Commissioners voting in favor, the motion carried.

## **Public Hearing**

**(5.1) Preliminary plat, final plat, and site plan request to allow the construction of a nine-unit townhouse development, to be known as Shorewood Enclave, and related improvements at 10900 South Shore Drive (Plateau Properties – 2025009)**

Senior Planner Berglund presented the staff report.

Chair Boo asked and received confirmation that the final plat as presented tonight does not include all of the lots, as the second phase will include the remainder of the lots and other public improvements.

Commissioner Anderson commented that historically, final plats are approved by the city council.

Senior Planner Berglund stated that the applicant has submitted the final plat along with the preliminary plat and site plan; therefore, staff is presenting the three requests in one presentation. He confirmed that the final plat only needs to be approved by the city council.

Commissioner Markanda referenced the minimum density of LA-4 and asked if other cases have been approved with a lesser density.

Senior Planner Berglund confirmed that the city has approved other requests that have not met the minimum density. He stated that the applicant has to show unique circumstances in which the minimum density cannot be met, and staff has determined there are unique conditions that prevent the site from achieving the minimum density.

Chair Boo introduced Todd Ofsthun, representing the applicant, who stated that he was present to address any questions.

Commissioner Olson asked if the townhomes would be rental or owner-occupied.

Mr. Ofsthun replied that the property owner has not yet decided but is preparing for either scenario. He stated that separate utilities would be provided to each home.

Chair Boo opened the public hearing.

No comments.

Chair Boo closed the public hearing.

Commissioner Willis asked for additional information on the easements.

Engineer Services Manager McKenzie replied that the property owner was paid for the easements.

Commissioner Willis asked the price the applicant was paid for the easements.

Chair Boo introduced Faisale Boukari, the applicant, who replied that he believes he was paid \$18,500 for the easements.

**Motion was made by Olson, and seconded by Commissioner Willis, to recommend approval of the preliminary and final plat, and site plan for the construction of a nine-unit townhouse development and related improvements at 10900 South Shore Drive, subject to**

**the conditions within the draft resolution. With all Commissioners voting in favor, the motion carried.**

**New Business**

**(6.1) Site plan and variance request to allow the construction of an assisted living facility development, and related improvements, to be known as Solbakken Assisted Living, at 18035 Old Rockford Road (Solbakken – 2025030)**

Senior Planner Berglund presented the staff report.

Commissioner Willis asked if there have been any environmental examinations of this site due to pollution from the previous auto repair.

Senior Planner Berglund did not believe a phase I environmental assessment was completed, as this site previously had single-family homes.

Commissioner Willis commented that there were single-family homes and an auto repair shop on the property.

Commissioner Markanda recognized that this is a non-arterial road and asked for more information on traffic.

Engineer Services Manager McKenzie replied that this would be a low-traffic use for the site and confirmed that the road has capacity for this use.

Chair Boo introduced Josh McKinney, representing the applicant, who stated that they have completed a phase one ESA, and there were no recommendations to complete as the report came back clean.

Chair Boo introduced Darla Thao, the applicant, who stated that she was present to address any questions of the commission.

Commissioner Markanda asked for information on the hours of operation.

Ms. Thao replied that this would be a 24-hour facility with visiting allowed at any time.

Commissioner Markanda asked about the number of employees who would be on-site at any time.

Ms. Thao replied that there would be a total of four employees onsite at any time.

Commissioner Markanda commented that she drives by the site daily and believes that this use would be a good fit, especially for seniors who require complex care or have experienced traumatic brain injury. She believed that this would be a good addition to the community and its senior population.

**Motion was made by Markanda, and seconded by Commissioner Olson, to recommend approval of the site plan and variance for the construction of an assisted living facility development at 18035 Old Rockford Road, subject to the conditions within the draft resolution. With all Commissioners voting in favor, the motion carried.**

**Adjournment**

Chair Boo adjourned the meeting at 7:38 p.m.

**To:** Planning Commission

**Prepared by:** Shawn Drill, Senior Planner

**Reviewed by:** Grant Fernelius, CED Director

**Item:** **Variances to allow a recently-constructed accessory building that does not comply with city code regulations to remain in place, for property located at 4870 Zachary Lane (Rob Lundquist -- 2025-044)**

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**1. Action Requested:**

Conduct the public meeting and move to recommend denial of the requested variances, subject to the findings listed in the attached resolution.

**2. Background:**

See attached Planning Report.

**3. Budget Impact:**

N/A

**4. Attachments:**

1. Planning Report
2. Location Map
3. Aerial Map
4. June 13, 2025 "Notice of Violation" Letter
5. Building Permit Application Form -- Received June 25, 2025
6. June 26, 2025 Email from City to Homeowner
7. July 2, 2025 "Official Order" Letter
8. July 7, 2025 Email from Homeowner to City
9. July 9, 2025 Email from City to Homeowner
10. Applicant's Narrative Response
11. Applicant's PowerPoint
12. Photo of Rear Yard
13. Survey

## 14. Resolution

**To:** Plymouth Planning Commission

**From:** Shawn Drill, Senior Planner (763-509-5456)  
Community and Economic Development Department

**Applicant:** Rob Lundquist, homeowner

**Subject:** Variances to allow a recently-constructed accessory building that does not comply with city code regulations to remain in place, for property located at 4870 Zachary Lane (City File No. 2025-044)

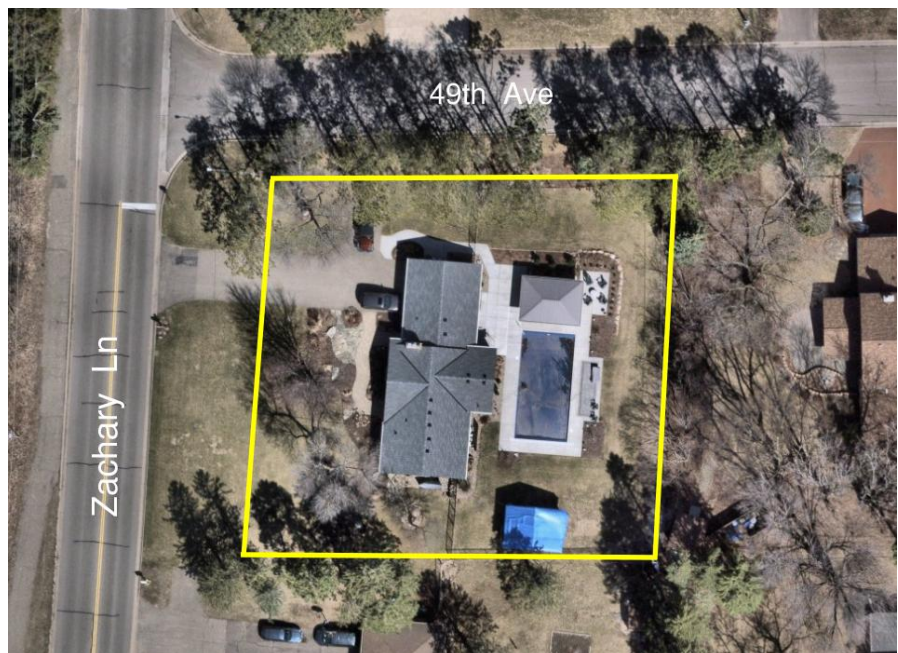
**Deadline:** November 13, 2025

## SUMMARY

The applicant is requesting the following two variances, as follows: 1) to allow a second accessory building containing over 200 square feet in area on the lot; and 2) to allow said accessory building to be set back as close as 2.8 feet (ranges from 2.8 feet to 4.7 feet) from the south side property line, where a minimum setback of 6 feet is required. The requested variances would allow a newly-completed shed to remain in place.

## RECOMMENDED ACTION

Community and Economic Development Department staff is recommending denial of the request, subject to the findings in the resolution.



## SITE INFORMATION

### Zoning and Land Use

	Use	Zoning	Land Use Guiding Designation (2040 Comprehensive Plan)
<b>Subject Site</b>	Single-family home	RSF-1	LA-1
<b>North</b> <i>(across 49<sup>th</sup> Ave.)</i>	Single-family development	RSF-1	LA-1
<b>West</b> <i>(across Zachary Ln.)</i>	Open space HOA outlot for the “Jamestown” subdivision, and Single-family development	RSF-1	LA-1
<b>East</b>	Single-family development	RSF-1	LA-1
<b>South</b>	Single-family development	RSF-1	LA-1

### Site Characteristics

The subject site contains roughly 22,250 square feet (0.51 acres). The site: 1) lies in the Bassett Creek drainage district; 2) is not located within the flood plain or shoreland overlay district; and 3) does not contain any wetlands.

### Previous Actions Affecting Property

The existing home was constructed in 1958. The applicant has owned the property since 1995. Within the past few years, an outdoor swimming pool and metal-roofed accessory canopy structure (similar to an open-sided gazebo) have been constructed in the rear yard area. The canopy structure is located directly north of the swimming pool.

### Background pertaining to Shed Construction

- May 28, 2025 – City staff observed a partially-constructed shed (no roofing, siding, doors, or windows) being built in the area south of the swimming pool, and without the required building permit. Additionally, the shed appeared to be located less than the required minimum setback of six feet from the south side property line. A City Building Inspector stopped at the site on the same day and spoke with the homeowner to advise on building permit and setback requirements. The homeowner was ordered not to proceed with construction until all necessary corrections, permits, and permissions had been obtained.

- June 6, 2025 – The same City Building Inspector that went to the site on May 28 accompanied the City Electrical Inspector to the site after the homeowner applied for an “over the counter” electrical permit for the shed. The electrical permit failed inspection due to the fact that the required building permit (as discussed with the application on May 28) had not yet been applied for or approved.
- June 13, 2025 – “Notice of Violation” letter (copy attached) was sent from the City Building Department to the homeowner citing building code and city code deficiencies, and provided the homeowner until June 25, 2025 to make corrections, and to submit and receive approval of the required building permit.
- June 25, 2025 – The same City Building Inspector that went to the site on May 28 and June 6 drove past the site and observed that roofing, siding, and windows were being installed on the shed with no building permit – and while the shed was under an active “stop work order”. Later that same day, the homeowner submitted a building permit application to the city for the shed. The building permit application materials did not include the required survey showing the location of the shed on the site (a copy of the building permit application is attached).
- June 26, 2025 – City Planning staff notified the homeowner that the building permit application was incomplete and could not be reviewed/approved until the city receives: 1) a survey showing that the shed complies with 6-foot minimum setback regulation; and 2) revised plans showing that the size of either the new shed or the existing canopy structure be reduced such that one of the structures contains 200 square feet or less (a copy of the June 26 email is attached).
- July 2, 2025 – “Official Order” letter (copy attached) was sent from the City Building Official to the homeowner, again citing building code and city code deficiencies, and informing the homeowner that the matter would be referred to the City Attorney’s office unless corrective action was taken by July 10, 2025.
- July 7, 2025 – The homeowner provided an email to city staff stating that a survey was underway, and also stating that he would be submitting a variance application for both the size and setback of the shed by the end of that week, which would be July 11. (A copy of the July 7 email is attached.)
- July 9, 2025 – City Planning staff responded to the homeowner’s July 7 email. In the interest of full disclosure and transparency, staff informed the homeowner that it sees no justification for variances in this case, and could not provide a positive recommendation. Staff urged the homeowner to instead make the previously-discussed corrections so no variances would be needed. (A copy of the July 9 email is attached.)

- July 16, 2025 – The homeowner submitted an application for variances for both the size and setback of the shed, together with photos showing that the shed construction has since been fully completed. The homeowner’s June 25 building permit application remains “on hold” until the City Council takes its action to either approve or deny the requested variances.

## **ANALYSIS**

As previously stated, the applicant is requesting two variances, as follows:

1. to allow a second accessory building containing over 200 square feet in area on the lot; and
2. to allow said accessory building – the newly-completed shed – to be set back as close as 2.8 feet (ranges from 2.8 feet to 4.7 feet) from the south side property line, where 6 feet is the minimum building setback required.

The shed that is the subject of this request for variances has already been fully constructed.

Section 21005.02 of the Plymouth City Code (definitions) defines **Accessory Buildings, Structures, and Uses** as follows:

“A subordinate building, structure, or use which is located on the same lot on which the principal building or use is situated and which is reasonably necessary, appropriate and incidental to the conduct of the primary use of such building or main use. Accessory buildings or structures may be attached to or detached from the principal building, and typically include (but are not limited to) garages, sheds, storage or workshop areas, docks, gazebos, coops, and the like.”

With respect to the first variance requesting a **second accessory building containing over 200 square feet in area** on the lot, Section 21120.03, Subd. 4 of the Plymouth City Code (accessory buildings – general requirements) states as follows:

“A maximum of two detached accessory buildings shall be allowed per single- or two-family lot, of which not more than one may contain over 200 square feet in gross floor area.”

Section 21005.02 of the Plymouth City Code (definitions) defines **Gross Floor Area**, in part, as follows:

“The sum of the gross horizontal areas of the several floors of a building or portion thereof devoted to a particular use, as measured from the inside perimeter walls of the building or portion thereof devoted to a particular use, except that the gross floor area for detached accessory structures shall also include the area or roof overhangs that extend more than 24 inches beyond the exterior walls of the building.” [Note: A subsequent sentence pertaining to basements and cellars is not relevant and has therefore been omitted.]

The **existing canopy** structure located directly north of the swimming pool contains over 200 square feet. The roof size of the canopy structure is roughly 17 feet by 23 feet. The canopy structure contains roughly 248 square feet after the two-foot eave overhang around the perimeter is deducted (see photos below). The homeowner installed the canopy structure without obtaining the required building permit.

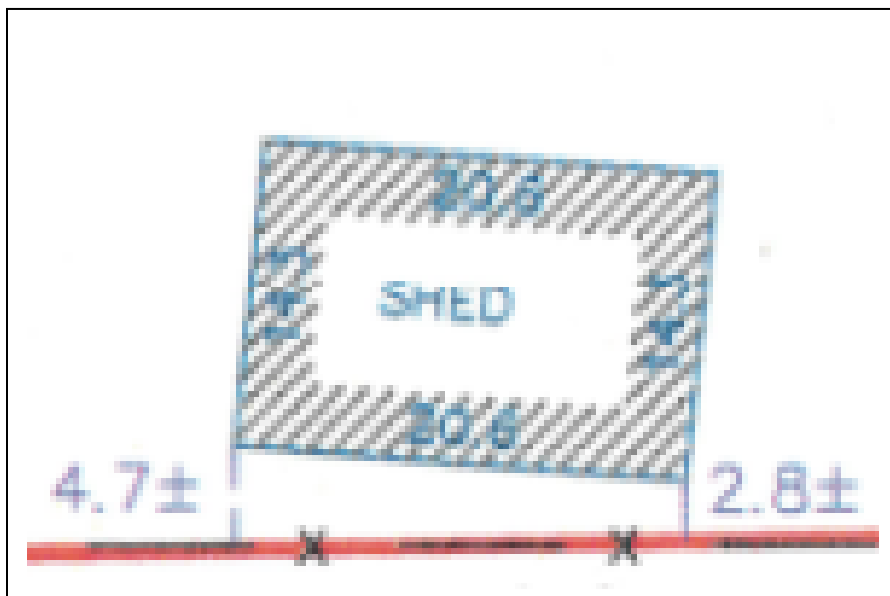
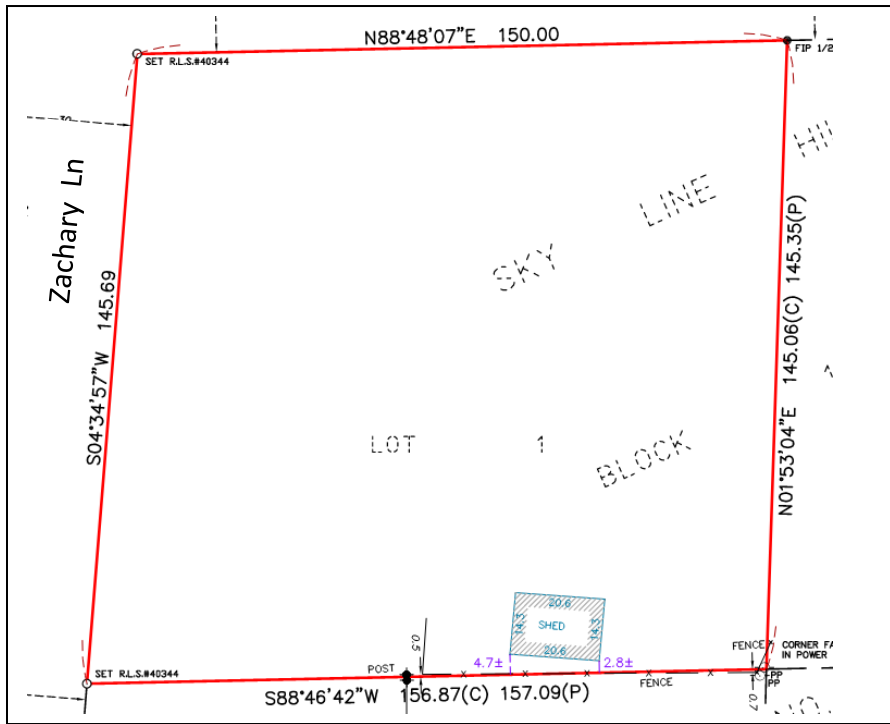


The **newly-completed shed** located in the area south of the swimming pool contains over 200 square feet. The walled area of the shed is 10 feet by 20 feet. The shed includes a four-foot roof overhang along the north wall of the shed, for a total size of 14 feet by 20 feet. The shed is deemed by the City Code definition to contain 240 square feet after two feet of the four-foot roof overhang at the front of the shed is deducted (see photo to the right).



With respect to the second variance requesting that the newly-completed shed be **set back as close as 2.8 feet (ranges from 2.8 feet to 4.7 feet) from the south side property line**, Section 21355.13 the Plymouth City Code (RSF-1 – area requirements and construction limitations) specifies a minimum setback of six feet.

A copy of the survey is attached. Below are excerpts of the survey showing: 1) the shed location on the lot; and 2) a zoomed-in view of the shed setback from the south lot line:



## Design of Accessory Buildings

Section 21120.03, Subd. 7 (a) of the Plymouth City Code (accessory buildings – general requirements) states as follows:

“Except in the FRD Zoning District, all accessory building in excess of 200 square feet shall be designed to be architecturally consistent with the principal building, and shall incorporate similar or complementary design elements and colors, except that solariums and greenhouses (attached or detached) shall be exempt from this provision.”

The wall siding material for the newly-completed shed is compatible with the existing home. The applicant states that the exterior walls of the shed would be painted to match the color of the existing home. The roof material for the newly-completed shed is metal and does not match the asphalt shingles on the existing home – but rather, would be compatible with the metal roofing on the existing canopy structure located north of the swimming pool.

In the narrative, the applicant states that the added shed space would allow for indoor storage of lawn maintenance equipment, patio furniture, and similar items, such that – when relocated from the garage into the shed – the applicant could then park both of their vehicles inside the existing two-car garage attached to the home.

## **LEVEL OF DISCRETION IN DECISION-MAKING**

The city’s discretion in approving or denying a variance is limited to whether the proposal meets the standards for a variance. The city has a relatively high level of discretion with a variance because the burden of proof is on the applicant to show that they meet the standards for a variance.

## **FINDINGS**

The Planning Commission must review the requested variances for compliance with six standards, as listed in Section 21030.03 of the Plymouth City Code. The standards are outlined below. In order to approve the variances, there must be a determination that all six of these standards have been met. Staff used the standards to review the request and has found that the request does not meet all six standards, as follows:

- 1. Would the variance(s), and any resulting construction or project, be in harmony with the general purposes and intent of the zoning ordinance and consistent with the comprehensive plan?**

*Finding: Staff finds that the requested variances to: 1) allow a second accessory building containing over 200 square feet in area on the lot; and 2) to allow said accessory building to be set back as close as 2.8 feet from the south side property line where a minimum setback of 6 feet is required, would not be in harmony with the general purposes or intent of either the ‘accessory building’ regulations or ‘RSF-1’ zoning regulations. The intent of the regulations is to limit the amount of accessory structures containing over 200 square feet to one, and to ensure that structures are set back a reasonable minimum distance from lot lines and neighboring properties. The request would be consistent with the city’s comprehensive plan, where homes and their related accessory structures are allowable uses in LA-1 guided areas.*

**2. Has the variance applicant satisfactorily established that there are “practical difficulties” in complying with the City Code? “Practical difficulties” include:**

**a. Does the applicant propose to use the property in a reasonable manner permitted by this Chapter?**

*Finding: Staff finds that although it is reasonable to have a shed related to a residential use, the extent of the setback variance request – at over 50 percent of the requirement (2.8 feet requested versus 6 feet required) – is not reasonable given the context, size, and shape of the site. The 0.51-acre (~22,250-square-foot) site is a typical rectangular shape.*

**b. Is the plight of the landowner due to circumstances unique to the property that were not created by the landowner?**

*Finding: Staff finds that there are no unique or unusual circumstances related to the context, shape, or size of the site. Furthermore, staff finds that the variance request is due to circumstances that were self-created by the applicant’s own actions.*

**c. Would the variances and their resulting construction or project, if granted, alter the essential character of the locality?**

*Finding: Staff finds that the presence of the newly-completed shed likely would not alter the character of the neighborhood.*

**3. Variance requests cannot be based exclusively upon economic considerations; would it be?**

*Finding: Staff finds that, at this point (post completion of shed construction), the requested variances are based solely on economic considerations, as would cost the applicant money to modify and relocate the shed in a manner that complies with the size and setback regulations of the city code.*

- 4. Would the variance(s), and any resulting construction or project, be detrimental to the public welfare or injurious to other land or improvements in the neighborhood?**

*Finding:* Staff finds that the newly-completed shed would not be detrimental to the public welfare, and that – based upon support letters the applicant provided from current neighbors – it likely would not be injurious to other land or improvements within the neighborhood.

- 5. Would the variance(s), and any resulting construction or project, impair an adequate supply of light and air to adjacent properties? Or would it substantially increase traffic congestion in public streets, increase the danger of fire, endanger the public safety, or substantially diminish property values within the neighborhood?**

*Finding:* Staff finds that the newly-completed shed likely would not impair an adequate supply of light and air to adjacent properties. Staff also finds that the newly-completed shed would not impact traffic congestion, increase the risk of fire, endanger the public safety, or substantially diminish property values in the neighborhood.

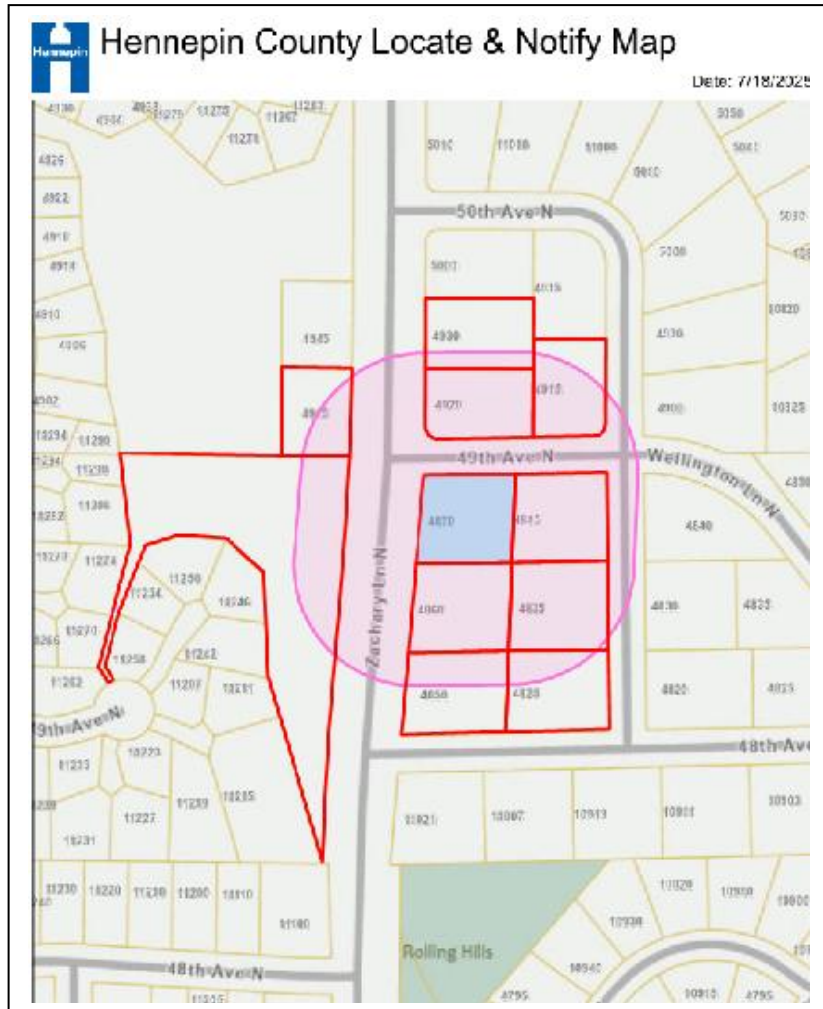
- 6. Is the requested variance the minimum action required to address or alleviate the practical difficulties?**

*Finding:* Staff finds this standard is not applicable because: 1) the shed is already constructed; and 2) staff found no practical difficulties or unique/unusual circumstances related to the site.

The analysis and findings above were written for denial of the requested variances. If the Planning Commission determines that it should recommend approval of the variances, it must develop – for the record – findings that support approval of the requested variances.

# PUBLIC NOTICE

Mailed notice of the public meeting was sent to all property owners within 200 feet of the site.





**2025-044**  
**Rob & Katy Lundquist**  
**4870 Zachary Ln**  
**Variances**



Zachary Ln

49th Ave



## VIOLATION NOTICE

June 13, 2025

***Property Owner and Address:***

ROBERT A LUNDQUIST AND KATHLEEN M  
LUNDQUIST  
4870 ZACHARY LN N  
PLYMOUTH, MN 55442

***Description of real estate ("Property"):***

4870 ZACHARY LN N  
PLYMOUTH, MN 55442  
PID: 12-118-22-32-0001

***Background:***

The City of Plymouth has received a complaint(s) regarding the property located at 4870 ZACHARY LN N. The property does not meet the minimum requirements of the Plymouth City Code and/or the Minnesota State Building Code as adopted by the City. In response to this complaint, an inspection of the property was conducted on May 28, 2025. At that time the following code violations were observed.

***Description of Violation:***

A 280 square foot accessory structure was built without a permit along the south property line. The owner was notified that a permit is required.

***Code Section Violation:***

Uncorrected

Accessory Structure Setback 21120.03 Subd. 5. Accessory structures for residential uses shall be set back from adjoining lots as described in the applicable zoning district.

MN Rule 1300.0120 Subpart 1. Required Permits. An owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert, or replace any gas, mechanical, electrical, plumbing system, or other equipment, the installation of which is regulated by the code; or cause any such work to be done, shall first make application to the building official and obtain the required permit.

**CORRECTION ORDER:**

Pursuant to Plymouth City Code Section 2010 subdivision 2 and the Minnesota State Building Code you are hereby ordered to correct the above listed items. A re-inspection of the property will be completed on **June 25, 2025** to ensure the violation(s) as cited have been corrected.

If you have questions regarding the content of this letter you may contact me directly by email [gheins@plymouthmn.gov](mailto:gheins@plymouthmn.gov) or by phone (763) 509-5434.



Sincerely,

Garrett Heins  
Building Inspector  
City of Plymouth





# Building Permit Application

Appl # 2025-05165

3400 Plymouth Blvd • Plymouth, MN 55447

\$ \_\_\_\_\_

763-509-5430 • 763-509-5407 (fax)

www.plymouthmn.gov • inspections@plymouthmn.gov

REV: 01/29/2020

**PROPERTY INFORMATION**

SITE ADDRESS OR SUBDIVISION, LOT AND BLOCK  
 4870 Zachary Lane N JUN 25 2025 LOT \_\_\_\_\_ BLOCK \_\_\_\_\_ SUITE \_\_\_\_\_ DATE 6/25/2025

OR PROPERTY I.D. (PIN) NO.  
 12-118-22-32-0001 City of Plymouth CED Department PROPERTY OWNER / TENANT  
 Rob & Katy Lundquist

**APPLICANT INFORMATION**

Applicant is:  Owner  Contractor  Tenant  Other COMPANY NAME \_\_\_\_\_

APPLICANT'S NAME  
 Rob Lundquist COMPANY ADDRESS \_\_\_\_\_

EMAIL ADDRESS  
 rob\_lundquist@msn.com CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE NUMBER  
 612-558-1753 LEAD FIRM CERT # If constructed prior to 1978. If none see supplemental form STATE LIC # \_\_\_\_\_

**ARCHITECT / ENGINEER**

COMPANY NAME  
 JD Deck Creations CONTACT PERSON  
 Jon Dimich

PHONE  
 612-418-3677 FAX / E-MAIL \_\_\_\_\_

**USE TYPE****CONSTRUCTION CATEGORY**

Commercial  Multi-Family  Residential  Church  Commercial  Industrial  Other  Public  
 Addition  Alteration  New Construction  Multi-Fam  Single Fam Det.  Townhouse  Two Family

**DESCRIPTION OF WORK**

Accessory Structure  Footing/Foundation  Replace/Repair  Garage  Shed  Pool  Moving  
 Deck  Other  Windows  
 Demolition  Reroof  
 Fence/Retain Wall  Reside

DETAILED DESCRIPTION OF WORK:  
 14x20 shed built as accessory building for pool area

Project Valuation \$  
 15000

**BUILDING INFORMATION**

Proposed sq ft: 280 Number of dwelling units: 1 Sprinkled per NFPA \_\_\_\_\_

**Applicant: Please read and sign below**

I hereby certify that I have read and examined this document and know the same to be true and correct. I understand and agree that the work for which the permit is issued shall be performed according to the State Building Code and applicable city approvals, ordinances and codes. I further certify that I am the owner or the owner's authorized agent and that the proposed work is authorized by the owner. I understand that the work shall not begin until permit is issued, that I am responsible for calling for all required inspections, that work shall be accessible for the inspection, that a final inspection approval and Certificate of Occupancy are required prior to occupying the building. This permit shall become invalid unless the work authorized is commenced within 180 days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 180 days.

**\*Separate permits are required for Plumbing, Mechanical and Electrical work\***

APPLICANT'S SIGNATURE  
*Rob Lundquist* DATE  
 6/25/2025

**OFFICE USE ONLY**

Permit remarks:		PERMIT FEE: \$ _____	
		PLAN CHECK FEE: _____	
		SURCHARGE: _____	
		MCES SAC: _____	
		SREC: _____	
		WREC: _____	
		OTHER: _____	
		REDUCED PLAN CHECK: _____	
		TOTAL FEE: \$ _____	

CODE EDITION	<input type="checkbox"/> Footing	<input type="checkbox"/> Lath	<input type="checkbox"/> Special Insp. Rep	A FILE # _____
	<input type="checkbox"/> Foundation	<input type="checkbox"/> Fire Assembly	<input type="checkbox"/> Erosion Control	
CONST. TYPE	<input type="checkbox"/> Pre Backfill	<input type="checkbox"/> As-Built Survey	<input type="checkbox"/> Henn. Co Health	TREE DEPOSIT ONE _____ TWO _____
	<input type="checkbox"/> Slab	<input type="checkbox"/> Final	<input type="checkbox"/> Tree Pres.	TOTAL: _____
OCCUPANCY/GROUP	<input type="checkbox"/> Framing	<input type="checkbox"/> Other	Other Reviews or N/A _____	PLANNING SIGNATURE: _____
	<input type="checkbox"/> Insulation		MCES SAC _____ <input type="checkbox"/>	
BUILDING SIGNATURE / DATE	Fire Division _____ <input type="checkbox"/>	DATE: 6/25/2025	Planning Division _____ <input type="checkbox"/>	

## Shawn Drill

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**From:** Shawn Drill  
**Sent:** Thursday, June 26, 2025 4:10 PM  
**To:** rob-lundquist@msn.com  
**Cc:** Tyson Jenkins; Lori Sommers  
**Subject:** Shed permit application -- 4870 Zachary Ln  
**Attachments:** 20250625\_113556.pdf

Hello Mr. Lundquist: We have received your building permit application for a 14' x 20' shed, however, you did not include the required lot survey showing that the shed would comply with the 6-foot minimum setback to side and rear lot lines. That is required before we can proceed with our review. The attachment is the building permit plan set/aerial plan you provided. –Based on your aerial plan, it appears that the shed would not comply with the 6' minimum setback from the south side lot line. Also, it appears you already have an accessory structure (canopy-type structure north of the swimming pool) of over 200 square feet on your property. Only one accessory structure over 200 square feet is allowed per property. The existing canopy-type structure would need to be removed to allow the new shed. The survey must include a note indicating that the existing structure will be removed. Lastly, accessory structures over 200 square feet must have architectural compatibility with the house regarding design, materials, and colors. Please show how the proposed shed would meet that requirement. Thank you.

Sincerely,

**Shawn B. Drill, AICP | Senior Planner**  
City of Plymouth, Minnesota  
3400 Plymouth Boulevard  
Plymouth, MN 55447  
Phone: (763) 509-5456

## OFFICIAL ORDER

July 2, 2025

***Description of real estate (“Property”):***

4870 ZACHARY LN N  
PID: 12-118-22-32-0001

***Property Owner and Address:***

ROBERT A LUNDQUIST AND  
KATHLEEN M LUNDQUIST  
4870 ZACHARY LN N  
PLYMOUTH, MN 55442

The City of Plymouth received a complaint about the property located at **4870 Zachary Lane N**. A Violation Notice was issued on **June 13, 2025**. The compliance date set in this matter was **June 25, 2025**. A re-inspection was conducted. At that time, the violation(s) as cited were not brought into compliance with the MN State Building Code & Plymouth City Code.

***Description of Violation:***

A 280 square foot accessory structure was built without a permit along the south property line. The owner was notified that a permit is required and to cease any construction work. Work has continued with the installation of windows, roofing and siding. The owner applied for a permit on June 25, 2025 but has not provided the required information for the City to verify code compliance. No permit has been issued.

***Code Section Violation(s):***

*Uncorrected*

*MN Rule 1300.0120 Subpart 1. Required Permits. An owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert, or replace any gas, mechanical, electrical, plumbing system, or other equipment, the installation of which is regulated by the code; or cause any such work to be done, shall first make application to the building official and obtain the required permit.*

*Uncorrected*

*21120.03 Subd. 5. - Accessory structures for residential uses shall be set back from adjoining lots as described in the applicable zoning district.*

*Uncorrected*

*21120.03 Subd. 4. – A maximum of two detached accessory buildings shall be allowed per single or two-family lot, of which not more than one may contain over 200 square feet in gross floor area.*



**FINAL CORRECTION ORDER:**

The compliance date in this matter is **July 10, 2025**. A re-inspection of the property will be completed on the compliance date to ensure the violation(s) as cited have been corrected. **If the code violations have not been corrected this matter will be referred to the Plymouth City Attorney's office.**

If you have questions regarding the content of this letter you may contact me directly by email [tjenkins@plymouthmn.gov](mailto:tjenkins@plymouthmn.gov) or phone 763-509-5430.

Sincerely,

Tyson Jenkins  
Building Official



## Shawn Drill

---

**From:** Rob Lundquist <rob\_lundquist@msn.com>  
**Sent:** Monday, July 7, 2025 8:07 AM  
**To:** Shawn Drill <SDrill@plymouthmn.gov>  
**Cc:** Tyson Jenkins <tjenkins@plymouthmn.gov>; Lori Sommers <lsommers@plymouthmn.gov>  
**Subject:** Re: Shed permit application -- 4870 Zachary Ln

Shawn, thank you for the email and Tyler, we received your letter last week.

We are working though the items needed to bring this to an acceptable resolution.

1. Since there is no survey on file, we have a company coming out today and expect it be completed by end of the week.
2. We will be submitting a variance request for the items out of compliance which are:
  - a. Shed may be too close to side yard
  - b. Shed is 2<sup>nd</sup> structure over 200sq ft on property

I expect to have everything submitted back to you by the end of the week. Appreciate the help and let me know if you have any questions.

Rob Lundquist  
612-558-1753

## Shawn Drill

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**From:** Shawn Drill  
**Sent:** Wednesday, July 9, 2025 10:18 AM  
**To:** Rob Lundquist  
**Cc:** Tyson Jenkins; Lori Sommers  
**Subject:** RE: Shed permit application -- 4870 Zachary Ln

Hello Rob. Thank you for your response. It is good that you are getting your property surveyed. To be completely transparent and upfront about the variances you mentioned, you could apply, but I do not see anything unique or unusual about your property to justify a staff recommendation of approval. I would recommend, and you should consider relocating the shed so that it complies with minimum setback requirements -- and reducing the size so it complies with the city's maximum size regulations, or removing the other existing canopy-type accessory structure as noted in my original e-mail below.

Thanks,

**Shawn B. Drill, AICP | Senior Planner**  
City of Plymouth, Minnesota  
3400 Plymouth Boulevard  
Plymouth, MN 55447  
Phone: (763) 509-5456

## Variance Application Checklist

Please submit digital (emailed, USB) copies of the following items via email to [planning@plymouthmn.gov](mailto:planning@plymouthmn.gov) to submit your application.  
Applications will be processed once all items on this checklist are submitted.

### Requirements

- **Completed [Application Form](#)**, signed by the property owner.
- **Answers** to the questions on page 2.
- **Accurate Certified Survey** showing the proposal, drawn to scale, including all dimensions and square footages.
- **Site Plan** showing any applicable changes in landscaping, signage, lighting, and grading.
- **Application Fee** payable to the City of Plymouth:
  - \$200 for 1 and 2 family lots
  - \$300 for all other lots, plus for non-residential uses within 500 lineal feet of any residential property, an additional \$165 fee for a development sign on one street frontage and \$50 per sign for each additional street frontage.

The fee for staff-prepared mailing labels is included in the application fee. Please contact [planning@plymouthmn.gov](mailto:planning@plymouthmn.gov) to set up online payment. Or submit a check or cash with the request.

Additional information may be requested concerning operational factors or to retain expert testimony with the consent and at the expense of the applicant as necessary to establish performance conditions in relation to all pertinent sections of the zoning ordinance. For a complete list of required materials, refer to Section 21030 of the Plymouth Zoning Ordinance.



What is the proposed project? Explain what you're doing and why you need a variance.

New 200 sq/ft shed to complement pool and gazebo that were built over the past 3 years. Requesting variance due to 2 issues:  
with newly constructed shed. 1. side yard property line is between 4'7"+/- and 2'8"+/-. The distance is comparable to 7  
existing neighboring sheds within 1 block. No impact to neighbors and all have provided full support.  
2. Second structure over 200 sq/ft. Actual shed size (walls) is 20'x10' or 200 sq/ft. In order to complement the whole backyard  
environment, a 4' front porch was built. City is taking into account this front porch to make the size over 200 sq/ft

Would the variance, and its resulting construction or project, be in harmony with the general purposes and intent of the Zoning Ordinance, and consistent with the comprehensive plan? Explain.

Yes, we had a landscape architect design our whole backyard. We are on an oversized .5 acre lot. Everything during the  
backyard build (pool, gazebo, shed, landscaping, etc) were intended to boost curb appeal, home value and neighborhood  
impact. There is plenty of space and all surrounding neighbors have written emails in support of shed. (See Project plan)

Would the variance, and its resulting construction or project, be detrimental to the public welfare, or injurious to other land or improvements in the neighborhood? Explain.

No, the new shed compliments the complete backyard build. All surrounding neighbors support this project. Approval of this  
variance will encourage existing and new home owners to maintain as well as improve their own homes which will result in  
increased property values.

Would the variance, and resulting project, impair an adequate supply of light and air to adjacent properties, substantially increase traffic congestion in public streets, increase the danger of fire, endanger the public safety, or substantially diminish property values within the neighborhood? Explain.

The shed is built on the south end of the property. Existing and neighboring properties are all .5 acre lots. Our home and all  
adjacent homes still have plenty of access to sunlight. The shed is built in the backyard and will not impact traffic or life safety  
services. Per all the neighbors support, there is full consensus that the shed as well as the other improvements we have made  
will increase property values within the neighborhood.

**Explain the "practical difficulties" present by answering the following questions:**

Is the variance the minimum action required to address or alleviate the practical difficulties? Explain.

Yes, the shed is already built. As mentioned previously, the shed itself is 20'x10' with a 4' porch build solely for aesthetics and  
to compliment the rest of the backyard. Given all the work that went into putting in the pool and gazebo, we need a place for  
additional storage but did not want it to look like another shed. We believe the end result accomplishes that ties all the  
improvements together. Moving/altering the shed would have a detrimental impact to the whole backyard.

Do you plan to use the property in a reasonable manner, permitted by the Zoning Ordinance? Explain.

Yes, the shed was built to accommodate additional storage needed. At present, we have to park our second vehicle outside.  
Once everything gets moved to the shed, our second vehicle will be parked in the garage and there will not have to be any  
misc items left outside or on the side of the house. This will be an additional benefit to us and the neighborhood.



Would the variance, if granted, alter the essential character of the locality?

No, the variance would allow the original vision of the designed backyard to be complete. We would encourage anyone involved in this decision to come out and inspect the property to ensure that it is inline with our and city's expectations of home improvements. The 4' porch which makes the shed non compliant was a last minute change to allow the shed to flow better with rest of back yard.

Is the variance request based exclusively upon economic considerations? Explain.

No, the approved variance would allow the original vision of the professionally designed backyard be complete. As mentioned prior, I feel confident that once someone from the city comes onto the property to review this will also make sense.

Is the difficulty due to circumstances unique to the property and was the issue created by the property owner? Explain.

The issue was due to my misinterpretation of the city guidelines. The shed we built is 200 sq/ft. A small porch was added on the front to asthetics. Looking back, I should have contacted the city prior to the build but the intent was to put up a shed that was smaller than city requirements for a permit. As a 30 year resident, there have never been any prior issues with the city and we have always maintained our property to the highest standards (See Planting Plymouth Proud Certificate).





# City of Plymouth, MN Project Plan: New Shed

4870 Zachary Lane N

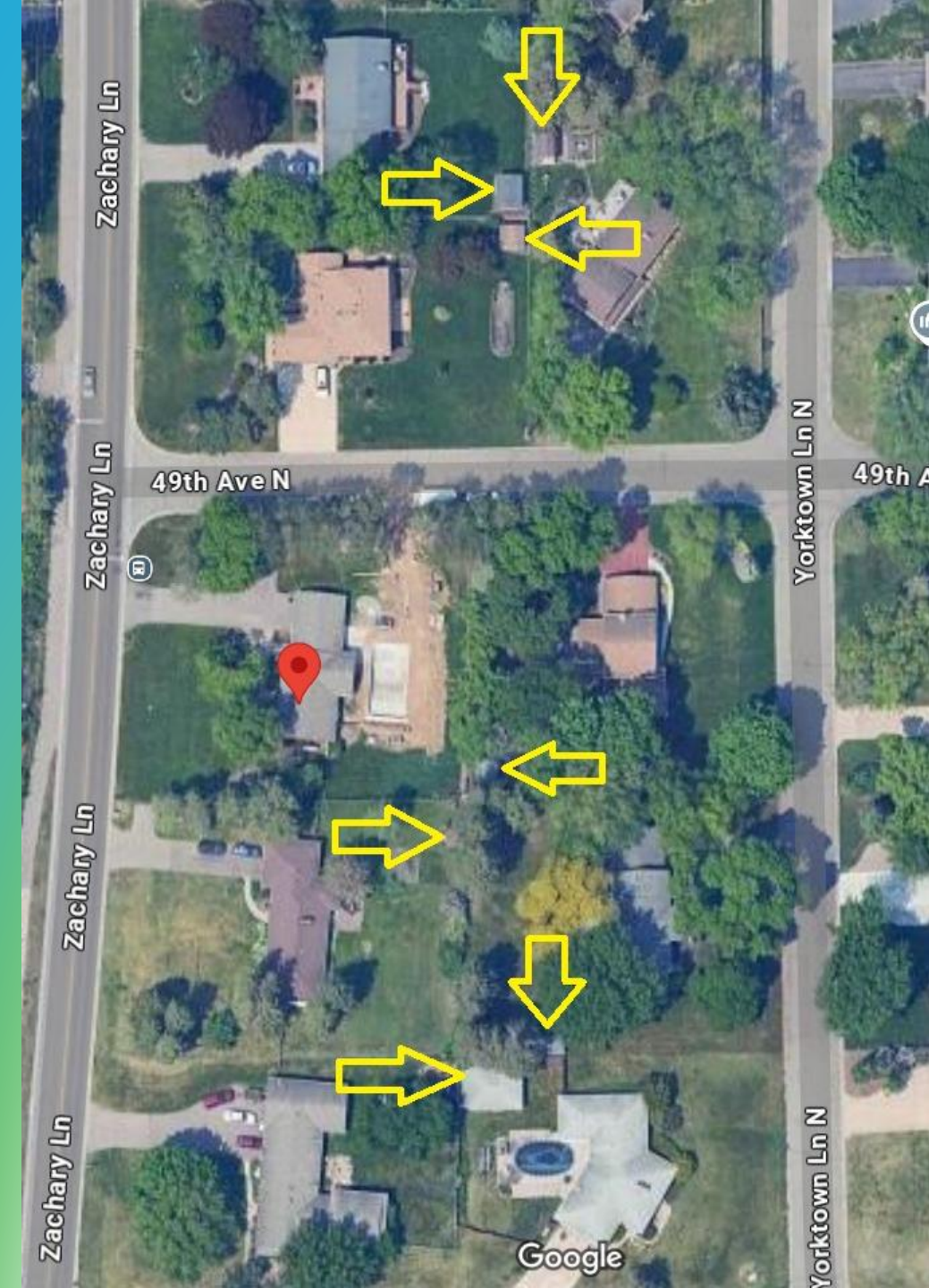
Plymouth, MN 55442

# 4870 Zachary Lane N Site Plan Documents

1. Application form: Attached to email
2. Variance Application checklist: Attached to email
3. Certified Survey: Attached to email
4. Project Summary
5. Variance request logic
6. Neighbor support emails
7. Site Photos

# Project Summary

1. Rob and Katy Lundquist have been maintaining, improving and taking pride in 4870 Zachary Lane N for over 30 years. Katy's parents built the home in 1958
2. Major backyard renovation in 2022 added a pool and gazebo. Final piece of backyard redesign was to build a 200 sq/ft shed that provides functionality and incorporates the style of the rest of the backyard
3. Our complete backyard renovation was professionally designed with the intention of maintaining and continuing to improve our home, neighborhood and value in the area like we have done for over 30 years.



## City issue #1

- Shed is built too close to side yard. Does not allow for 6' setback.

## Resident Response #1

- Requesting approval of current location as shed was built to be parallel with pool and gazebo. Current setback is 4'7" +/- on one corner of shed and 2'8" +/- on the other corner.
- Current shed location also allows room for pool utilities (power, water pipes, etc)
- Picture to left is aerial view of resident's property (Red dot).
- Yellow arrow indicates (7) neighbors with existing sheds that also violate 6' setback rule.
- Resident is requesting same latitude from City on set back rule as other neighbors.



## City issue #2

- Resident has (2) structures that exceed 200 sq/ft

## Resident Response #2

- Requests that City of Plymouth view shed as it's actual size of 200 sq/ft
- Existing Gazebo near pool is 12'x18' (216 sq/ft)
- Shed structure is 20'x10' (200 sq/ft) but has a 4'x20' front porch. See photo to left. This was a late add on so it would better blend/flow with the rest of the backyard.
- Resident and area neighbors all have oversized, .5 acre lots so there is still plenty of room for grass, plants, etc
- No impact to other residents or neighborhood. Full support by adjoining neighbors (see letters)



RICHARD PLATO <rhplato@comcast.net>

To: You <rob\_lundquist@msn.com>



Sun 7/13/2025 2:23 PM

To whom it may concern:

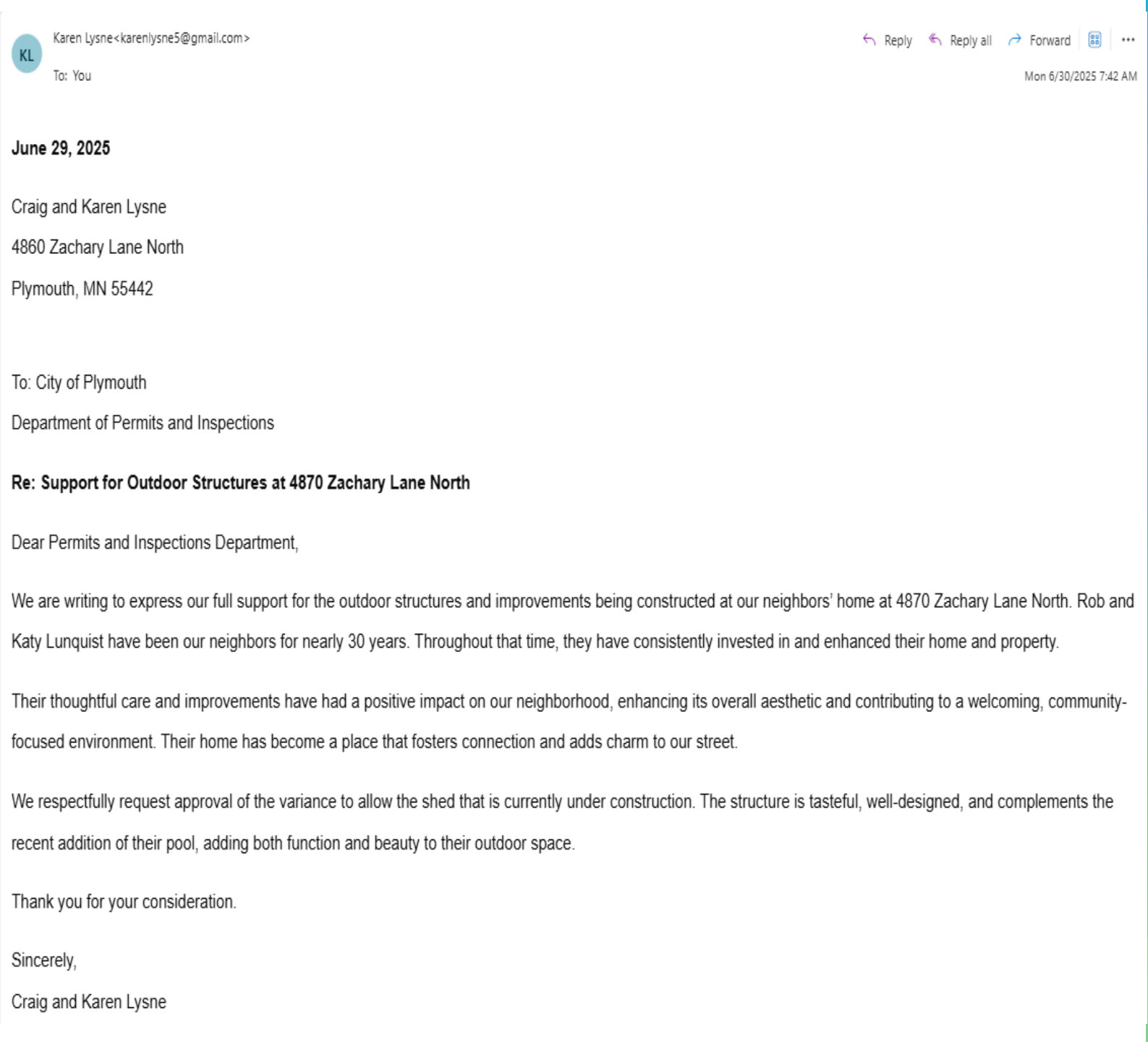
We just want to say how impressed we are with all the improvements and landscaping done to the Rob Lundquist property at 4870 Zachary Lane. We really like the new shed. It looks like it belongs there and is so much nicer than some of the old sheds in our neighborhood. We particularly like the gazebo. Since we recently lost 5 ash trees and all of our shade, we would sure enjoy having something like that in our yard. Rob's new structures improve the look and value of our neighborhood and we appreciate his efforts.

Rick and Sandy Plato  
4915 Yorktown Lane  
Plymouth, MN

# Neighborhood support for new shed

Rick & Sandy Plato

Neighbors for over 30 years



# Neighborhood support for new shed

Craig and Karen Lysne  
Neighbors for 30 years



NOEL OLSON <mimi111322@comcast.net>

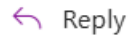
To: You



Sun 6/29/2025 1:22 PM

Good Afternoon

My name is Noel Olson and I am a neighbor to Rob and Katy Lundquist. My home is across 49th ave from them. I am sending this email in support of them being able to have 2 structures on their property. Their backyard layout with both buildings is exceptionally put together and have no issue with it at all. In fact, I believe what they have done with their property actually adds value to our neighborhood. I don't see any reason that they should not be allowed have the shed and gazebo on their property. Thank you - Noel Olson



Reply



Forward

# Neighborhood support for new shed

Noel Olson

Neighbors for over 30 years



CHRISTINA MONTGOMERY <christina.coleman@comcast.net>

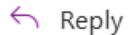
To: You



Sat 6/28/2025 8:56 PM

Hello - we are neighbors of Rob Lundquist and writing to you regarding the buildings on their property. We as neighbors do not have an issue with them having a shed and a gazebo. We can see their extremely nice yard/home from our backyard and think the shed / gazebo fit perfectly with their property. Thy layout that they have done in their yard is very well put together and fits in appropriately with the neighborhood and I feel that it enhances our neighborhood. Please feel free to call or email to discuss further as I would be more than happy to. Once again we want to stress our support for them having the gazebo and shed on their property.

Ryan and Christina Montgomery  
4930 Zachary Lane No  
651-206-2488



Reply



Forward

# Neighborhood support for new shed

Ryan and Christina Montgomery

Neighbors for over 20 years



jdbown9@comcast.net

To: You <rob\_lundquist@msn.com>



Tue 7/1/2025 6:09 PM

Hi Rob,

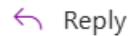
Just confirming our conversation earlier today, Kim and I have no concerns regarding the two structures you have in your backyard. I am referring to the open air covering by the pool, and the storage unit you are building on the south side of your back lawn. There are no issues from our perspective. Thanks

John Bown

[jdbown9@comcast.net](mailto:jdbown9@comcast.net)

651.756.0734

*"...be quick to listen, slow to speak, and slow to become angry." James 1:19(b)*



Reply



Forward

# Neighborhood support for new shed

John and Kim Bown

Neighbors for over 30 years

View of new  
shed from  
Southwest lot  
corner



View of new  
shed from  
Southeast lot  
corner



View of new  
shed from  
Norththeast lot  
corner



View from new  
shed overlooking  
pool and gazebo



View of new  
shed from  
gazebo  
overlooking pool



West view of new shed. Enclosed area of shed is 10'x20'. Front porch was a late add for shed to compliment and flow with the rest of backyard.



East view of new shed. Front porch was added so it looked LESS like a shed and would blend in better with rest of back yard.



Shed style built to match house, will be painted to match house color



Planting  
Plymouth  
Proud Award  
Letter showing  
commitment  
of long-term  
property  
improvement



Adding Quality to Life

October 21, 2010

Robert & Kathleen Lundquist  
4870 Zachary La N  
Plymouth, MN 55442

Dear: Robert & Kathleen Lundquist

As the fall is ending, it's time to look back on our gardening efforts for the 2010 year. Your gardening efforts were recognized as beautifying your neighborhood in the Planting Plymouth Proud program.

To qualify for the program, the gardens must:

- Be located in Plymouth,
- Have a visual impact on its immediate neighborhood,
- Have an obvious plan or design scheme,
- Include environmental friendly benefits, i.e. wildlife habitat, lower water & chemical usage, erosion control, etc,
- Feature a variety of plant types,
- Feature flowering plants that create a season long display of color, and
- Be well maintained through the growing season, free from litter & weeds.

The Stewards for Greening Plymouth graded all nominated gardens and your garden scored of 23.5 out of a possible 30. In recognition of your efforts, please accept the enclosed Certificate of Appreciation.

The Stewards for Greening Plymouth mission is to enhance the visual image of the City of Plymouth and foster the appreciation of green spaces based on the City's unique ecosystems through volunteer involvement & educational opportunities.

Sincerely,

A handwritten signature in black ink that reads 'Paul Buck'.

Paul Buck  
Forester  
763.509.5944  
[pbuck@plymouthmn.gov](mailto:pbuck@plymouthmn.gov)



# Planting Plymouth Proud Certificate

## PLANTING PLYMOUTH PROUD CERTIFICATE OF APPRECIATION



CITY OF PLYMOUTH

THIS CERTIFICATE IS AWARDED TO  
*ROBERT & KATHLEEN LUNDQUIST*

IN RECOGNITION OF BEAUTIFUL AND  
VALUABLE CONTRIBUTIONS TO THEIR  
NEIGHBORHOOD

*Paul M. Buck*  
Signature

*10/21/10*  
Date





Thank you for your consideration.  
We look forward to working together to get this resolved.

Rob and Katy Lundquist

4870 Zachary Lane N



**PARCEL LEGAL DESCRIPTION**

Lot 1, Block 1, SKY LINE HILLS - UNIT NO. 1, according to the recorded plat thereof, Hennepin County, Minnesota.

**NOTES**

- 1) **Parcel Area Information:** 22,254 s.f. ~ 0.51 acres
- 2) **Utilities:** Underground utilities shown hereon are by observed evidence only. We have not placed a Gopher State One Call for this survey. There may or may not be underground utilities in the mapped area, therefore extreme caution must be exercised before any excavation takes place on or near this site. It is the clients responsibility to create a Gopher State One Call ticket.
- 3) **Title Commitment:** No title commitment or title opinion was provided as part of this survey. Easements dedicated on the plat are shown hereon. Other easements may exist that we are unaware of without documentation provided by the client.
- 4) **Building Information:** Building shown here on are located to the exterior siding unless otherwise noted.



**~ LEGEND ~**

**MONUMENTS**

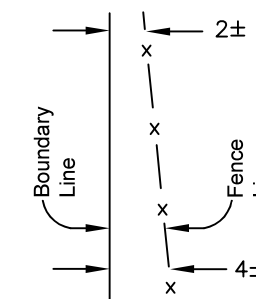
- SET RLS#40344
- FOUND MON. AS DENOTED
- ◇ SECTION CORNER

**MEASUREMENTS**

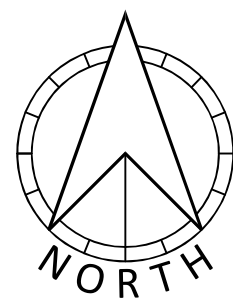
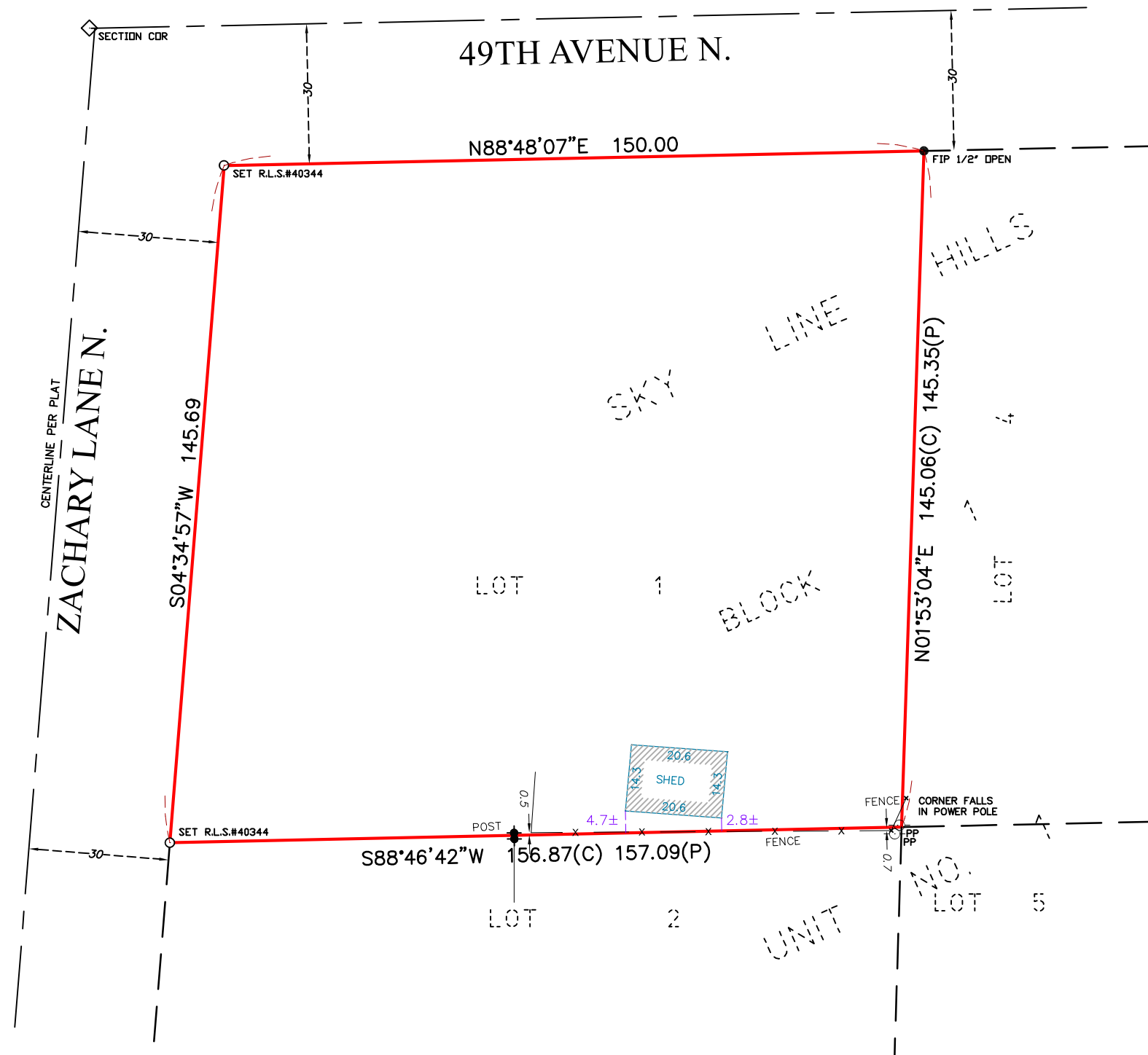
- (P) PLAT DISTANCE
- (M) MEASURED DISTANCE
- (C) COMPUTED DISTANCE

**LINE WORK/FEATURES**

- x — x — FENCE ~ AS DENOTED
- POWER POLE



Fence/Building ties are shown on the side of the boundary line that the fence/Building is located on.



Bearing shown hereon are based on the Hennepin County Coordinate System. Plat bearings are localized to this bearing basis.

**45 NORTH**  
LAND SURVEYING  
Tel: 612-597-0453  
www.45NORTHLS.COM

**CERTIFICATE OF SURVEY**

PREPARED FOR:

**Robert Lundquist**  
4870 Zachary Lane N., Plymouth, MN 55442

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly licensed land surveyor under the laws of the State of Minnesota dated this 8th day of July, 2025.

*David B. Pemberton*  
David B. Pemberton Minnesota License No. 40344  
PROJECT NO.: 25-069    SEC.12 TWP.118 RNG.22    SHEET #: 1 OF 1

# CITY OF PLYMOUTH

## RESOLUTION No. 2025-

### **RESOLUTION DENYING VARIANCES FOR A DETACHED ACCESSORY BUILDING THAT WOULD EXCEED THE SIZE REGULATION AND ENCROACH INTO THE MINIMUM SETBACK REQUIRED FOR PROPERTY LOCATED AT 4870 ZACHARY LANE (2025044)**

WHEREAS, Rob Lundquist has requested approval of variances, as follows: 1) to allow a second accessory building containing over 200 square feet in area on the lot; and 2) to allow said accessory building to be set back as close as 2.8 feet (ranges from 2.8 feet to 4.7 feet) from the south side property line, where a minimum of 6 feet is required; and

WHEREAS, the property is legally described as Lot 1, Block 1, Sky Line Hills Unit No. 1, Hennepin County, Minnesota; and

WHEREAS, the Planning Commission has reviewed said request at a duly called public meeting and recommends denial.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLYMOUTH, MINNESOTA, that it should and hereby does deny the July 16, 2025 request by Rob Lundquist for variances at 4870 Zachary Lane to allow a second accessory building containing over 200 square feet on the lot, and to allow said accessory building to be set back as close as 2.8 feet from the south side property line where 6 feet is required, in accordance with the following findings:

1. The requested variances would not be in harmony with the general purposes or intent of either the 'accessory building' regulations or 'RSF-1' zoning regulations, as the intent of the regulations is to limit the amount of accessory structures containing over 200 square feet to one, and to ensure that structures are set back a reasonable minimum distance from lot lines and neighboring properties.
2. The extent of the setback variance request – at over 50 percent of the requirement (2.8 feet requested versus 6 feet required) – is not reasonable given the context, size, and shape of the site. The 0.51-acre (~22,250-square-foot) site is a typical rectangular shape.
3. There are no unique or unusual circumstances related to the context, shape, or size of the site. Rather, the variance request is due to circumstances that were self-created by the applicant's own actions.
4. The requested variances are based solely on economic considerations, as the shed is already in place and it would cost the applicant money to modify and relocate the shed in a manner that complies with the size and setback regulations of the city code.

ADOPTED by the City Council this \*\* day of \*\*\*\*, 2025.

STATE OF MINNESOTA)  
COUNTY OF HENNEPIN) SS

The undersigned, being the duly qualified and appointed City Clerk of the City of Plymouth, Minnesota, certifies that I compared the foregoing resolution adopted at a meeting of the Plymouth City Council on \_\_\_\_\_, 2025, with the original thereof on file in my office, and the same is a correct transcription thereof.

WITNESS my hand officially as such City Clerk and the Corporate seal of the City this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
City Clerk