

**CITY OF PLYMOUTH  
AGENDA  
Regular City Council  
Council Chambers  
3400 Plymouth Boulevard, Plymouth, MN  
June 9, 2026, 7:00 PM**

- 1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL**
- 3. PLYMOUTH FORUM** - Individuals may address the council 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 City Council will continue with the agenda. The City Council will take no official action on items discussed at the forum, with the exception of referral to staff or commission or committee for future report.
- 4. PRESENTATIONS AND PUBLIC INFORMATION ANNOUNCEMENTS**
  - 4.1** Announce Music in Plymouth (MIP) 5K on June 27 and MIP event on July 8
  - 4.2** Proclamation recognizing LGBTQIA2S+ Pride Month
    1. Proclamation
  - 4.3** Present Annual Financial Overview
    1. Presentation
- 5. APPROVE AGENDA** - Council members may add items to the agenda including items contained in the Council Information Memorandum for discussion purposes or staff direction only. The council will not normally take official action on items added to the agenda.
- 6. 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 council member or individual so requests, in which event the item will be removed from the consent agenda and placed elsewhere on the agenda.
  - 6.1** Adopt proposed minutes
    1. May 26 special
    2. May 26 regular
  - 6.2** Approve disbursements
    1. Invoice expense distribution
    2. City Council Resolution 2026-137
  - 6.3** Accept financial review for year ending December 31, 2025
    1. 2025 review memo

2. Budgeted funds comparison 2025
  3. General Fund budget comparison by department
  4. City Council Resolution 2026-138
  5. City Council Resolution 2026-139
- 6.4** Approve variances to allow a detached garage exceeding 700 square feet in floor area in the front yard for property located at 13522 Sunset Trail North (Structural Buildings of MN -- 2026029)
1. Planning Commission minutes
  2. Planning staff report
  3. Zoning map
  4. Aerial map
  5. Application and plans
  6. City Council Resolution 2026-140
- 6.5** Approve conditional use permit to allow a detached garage exceeding 700 square feet in floor area in the FRD district for property located at 5655 Vagabond Lane North (Schoessow -- 2026027)
1. Planning Commission minutes
  2. Planning staff report
  3. Zoning map
  4. Aerial map
  5. Application and plans
  6. City Council Resolution 2026-141
- 6.6** Approve participation in the Minnesota State Auditor's Office Performance Measurement Program
1. Report on performance measures
  2. City Council Resolution 2026-142
- 6.7** Designate architect for Station 73 Transit Facility Rehabilitation
1. Agreement
  2. City Council Resolution 2026-143
- 6.8** Approve termination of water quality pond maintenance agreement for Courts of Nanterre
1. Map
  2. Water quality pond agreement
  3. City Council Resolution 2026-144
- 6.9** Approve purchase of four replacement vehicles for fire operations
1. Quote
  2. City Council Resolution 2026-145
- 6.10** Approve programmatic maintenance agreement with the Minnehaha Creek Watershed District
1. Programmatic maintenance agreement

2. City Council Resolution 2026-146

**6.11** Approve final closeout for the Northwest Greenway Park & Ride (TRN25002)

1. Site layout
2. Final pay application
3. City Council Resolution 2026-147

**7. PUBLIC HEARINGS**

**7.1** Public hearing on off-sale intoxicating liquor license application of Jerry's Enterprises, Inc. d/b/a Cub Liquor, 10200 6th Avenue North #101

1. Buffer and distance map
2. Property owners within 500'
3. City Council Resolution 2026-148

**7.2** Public hearing on off-sale intoxicating liquor license application of Kelli and Gray, LLC d/b/a Wandering Spirits, 3435 Highway 169 North #B

1. Buffer and Distance Map
2. Property Owners within 500'
3. City Council Resolution 2026-149

**8. GENERAL BUSINESS**

**8.1** Approve rezoning, site plan, conditional use permit and variance for a new Casa De Corazon child care center to be located at the southwest corner of Old Rockford Road and Peony Lane (Structura Builders - 2026023)

1. Presentation
2. Planning Commission minutes
3. Planning Commission report
4. Location map
5. Applicant's narrative
6. Conditional Use Permit standards
7. Variance standards
8. Civil & landscape plans
9. Architectural & floor plans
10. City Council Ordinance 2026-06
11. City Council Resolution 2026-150
12. City Council Resolution 2026-151

**9. REPORTS AND STAFF RECOMMENDATIONS**

**10. ADJOURNMENT**

---

**To:** Dave Callister, City Manager

**Prepared by:** Kari Hemp, Recreation Manager

**Reviewed by:** Jennifer Tomlinson, Parks and Recreation Director

**Item:** **Announce Music in Plymouth (MIP) 5K on June 27 and MIP event on July 8**

---

**1. Action Requested:**

Plymouth Civic League will announce this year's Music in Plymouth and 5K.

**2. Background:**

N/A

**3. Budget Impact:**

N/A

**4. Attachments:**



**To:** Dave Callister, City Manager

**Prepared by:** Jodi Gallup, City Clerk

**Reviewed by:**

**Item:** Proclamation recognizing LGBTQIA2S+ Pride Month

---

**1. Action Requested:**

Proclamation recognizing LGBTQIA2S+ Pride Month.

**2. Background:**

The Plymouth City Council may issue proclamations at city council meetings to highlight major local, national or international events that are culturally or historically significant.

**3. Budget Impact:**

N/A

**4. Attachments:**

1. Proclamation



## PROCLAMATION

**WHEREAS**, the month of June is celebrated as Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual, Two-Spirit and the wide array of other identities (LGBTQIA2S+) Pride Month, commemorating the historic 1969 Stonewall Riots in New York City and the first Pride march in New York in June 1970; and

**WHEREAS**, Pride Month recognizes the history, contributions and resilience of LGBTQIA2S+ individuals and communities while raising awareness of challenges that continue to affect many people; and

**WHEREAS**, all people deserve to live with dignity and respect, free from fear and violence, and protected against discrimination, regardless of their gender identity or sexual orientation; and

**WHEREAS**, LGBTQIA2S+ people have made, and continue to make, great and lasting contributions to the City of Plymouth and the greater community; and

**WHEREAS**, LGBTQIA2S+ individuals, families, friends and allies are valued members of the Plymouth community and enrich the city through their civic, cultural and economic contributions; and

**WHEREAS**, fostering a community where all people feel welcomed, valued and respected strengthens the social fabric of the City of Plymouth; and

**WHEREAS**, the City of Plymouth is committed to being inclusive and welcoming of all individuals along the full spectrum of gender identity and sexual orientation and recognizes that we are a diverse community.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** that the Plymouth City Council proclaims June 2026 as

### **LGBTQIA2S+ Pride Month**

in the City of Plymouth and encourages all residents to recognize the contributions of LGBTQIA2S+ individuals, celebrate the diversity of our community and support efforts that promote inclusion, understanding and respect for all.



---

**To:** Dave Callister, City Manager  
**Prepared by:** Andrea Rich, Finance Director  
**Reviewed by:** Dave Callister, City Manager  
**Item:** **Present Annual Financial Overview**

---

**1. Action Requested:**

Receive annual financial overview

**2. Background:**

NA

**3. Budget Impact:**

NA

**4. Attachments:**

1. Presentation



# 2026 FINANCIAL OVERVIEW

# Financial Overview

## Focus Areas

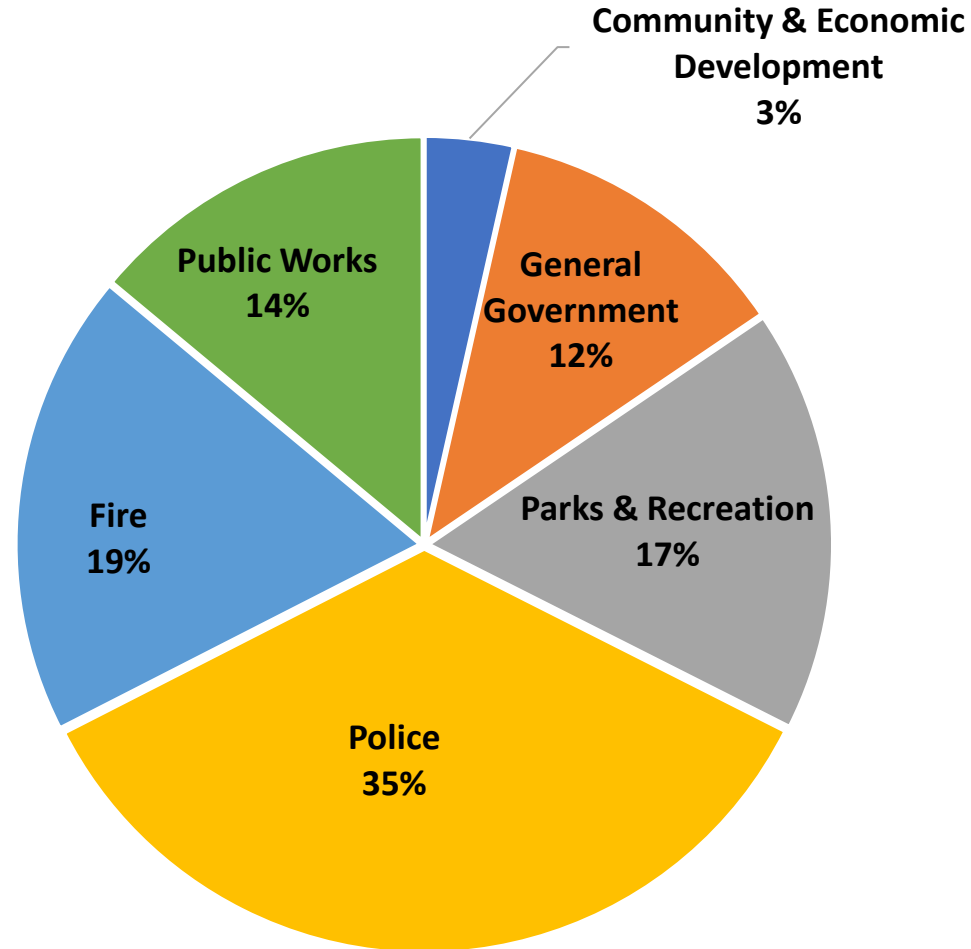
Local Budget & Taxes

Looking Forward

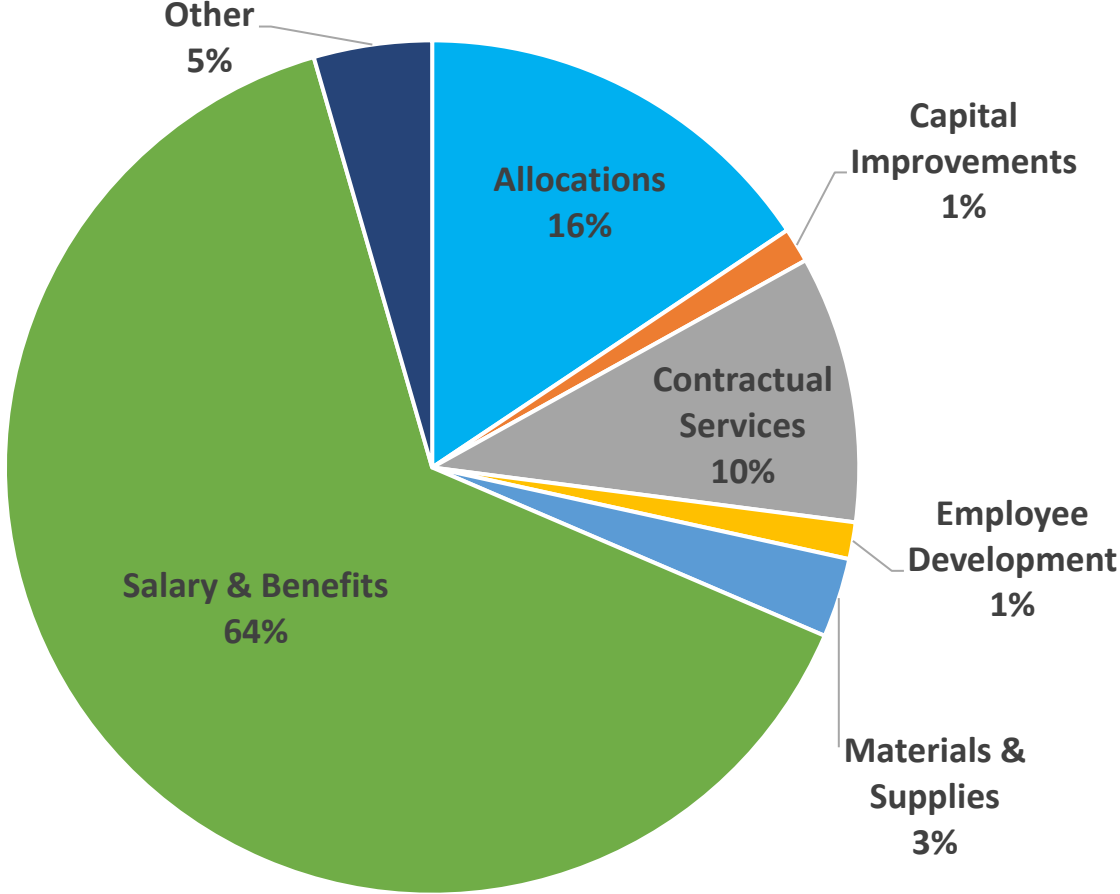
Local Economy

Debt

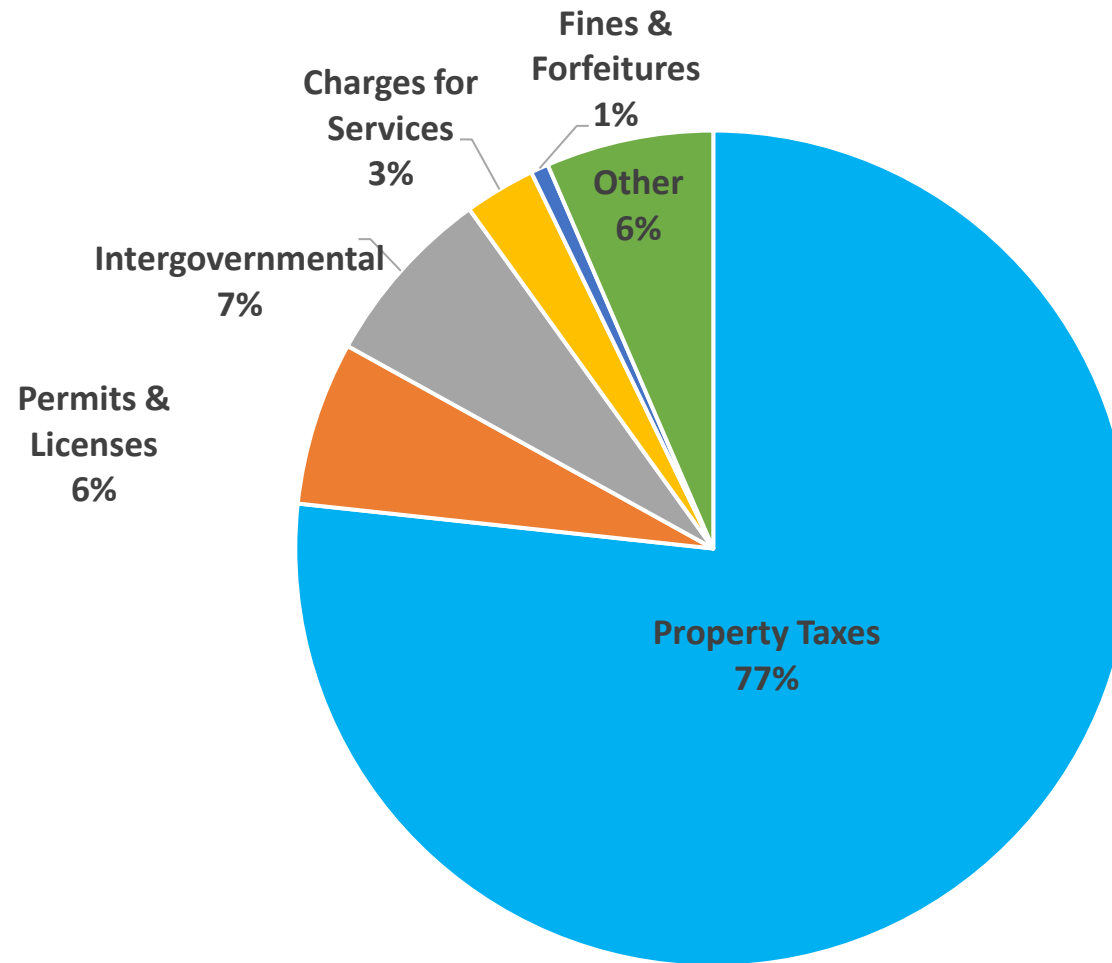
# General Fund Expenditures – 2026 Budget (by Function)



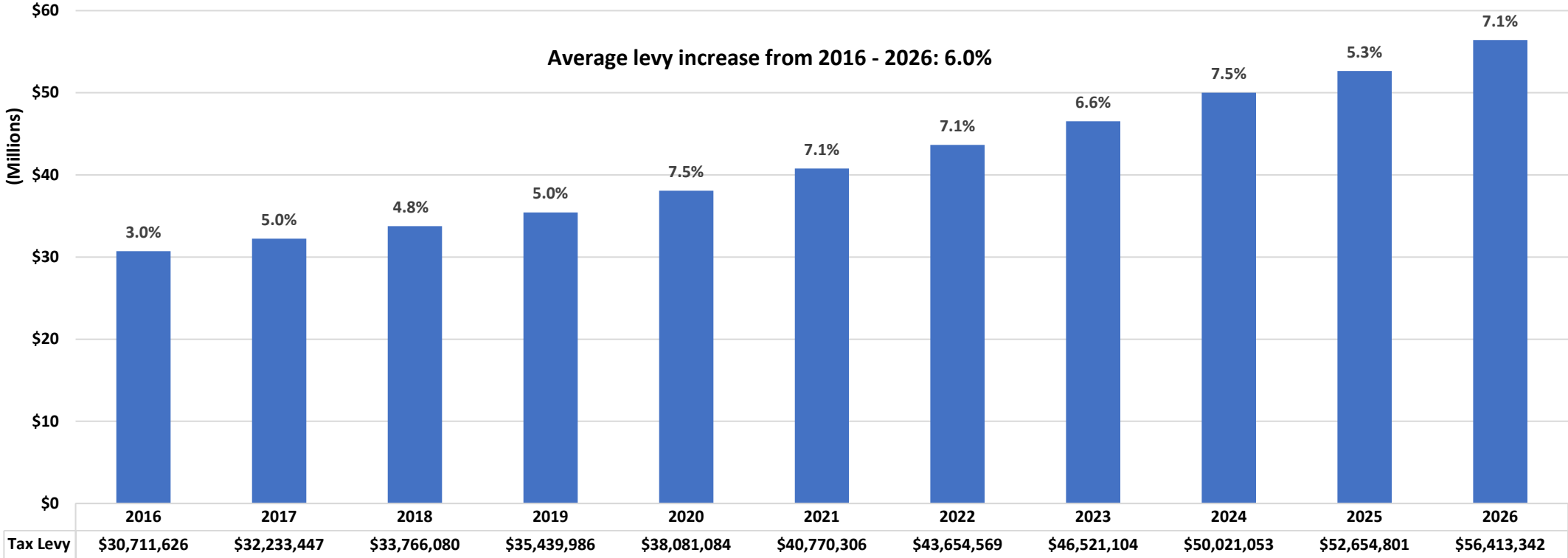
# General Fund Expenditures – 2026 Budget (by Expense Type)



# General Fund Revenues – 2026 Budget



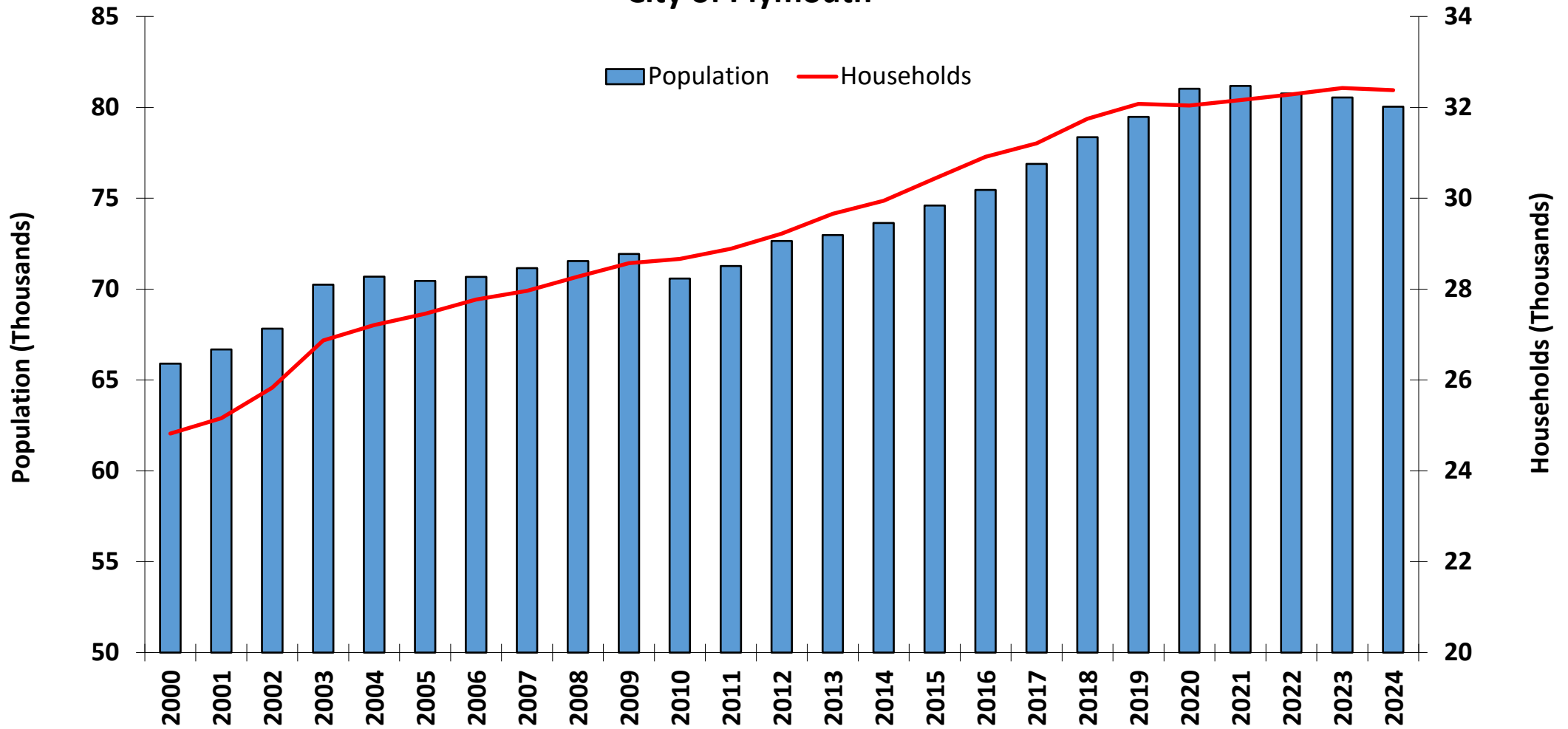
# City of Plymouth Tax Levy History 2016-2026



Includes operating, debt, and special levies; Excludes HRA levy



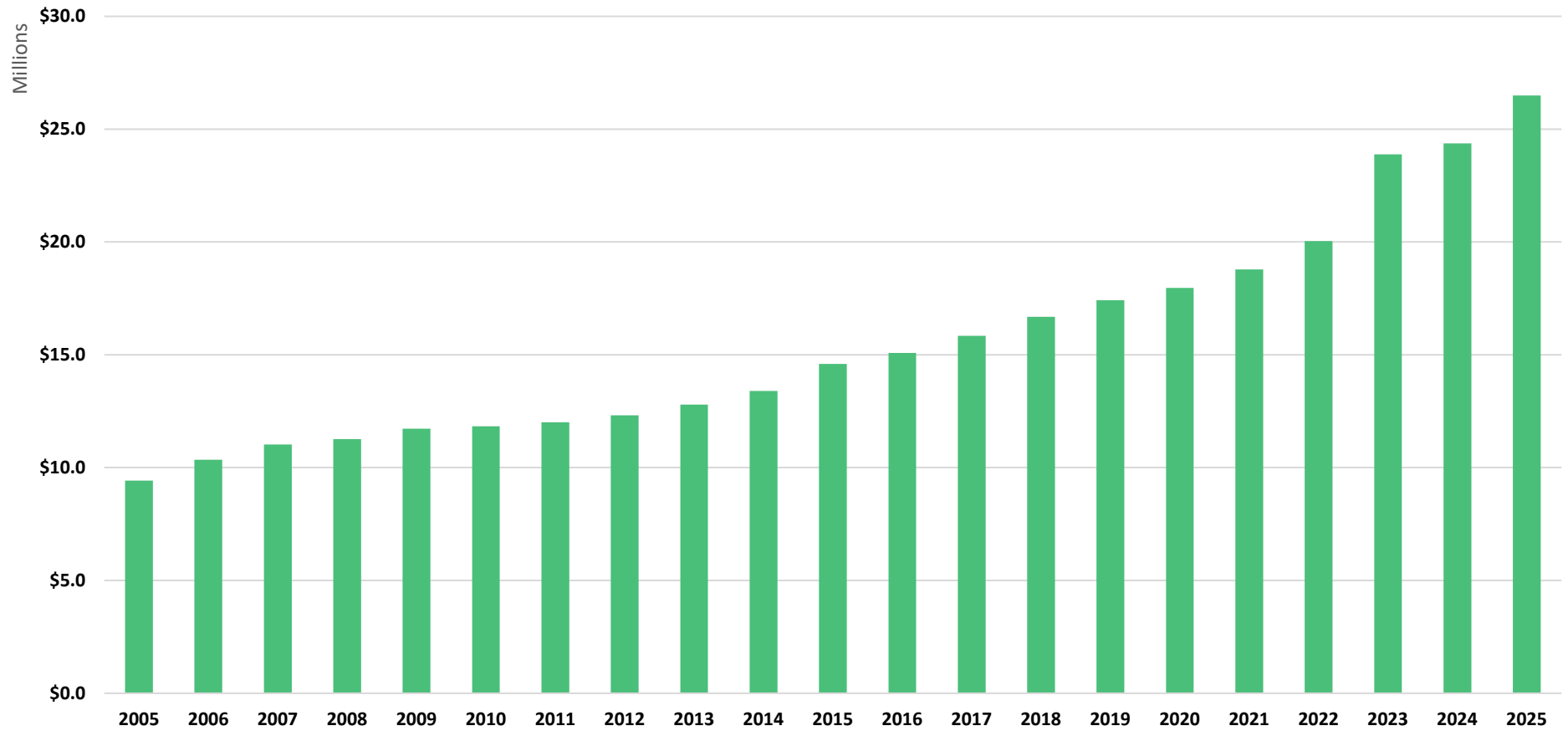
# City of Plymouth



Source: Population/Households from MN.gov/admin/demography

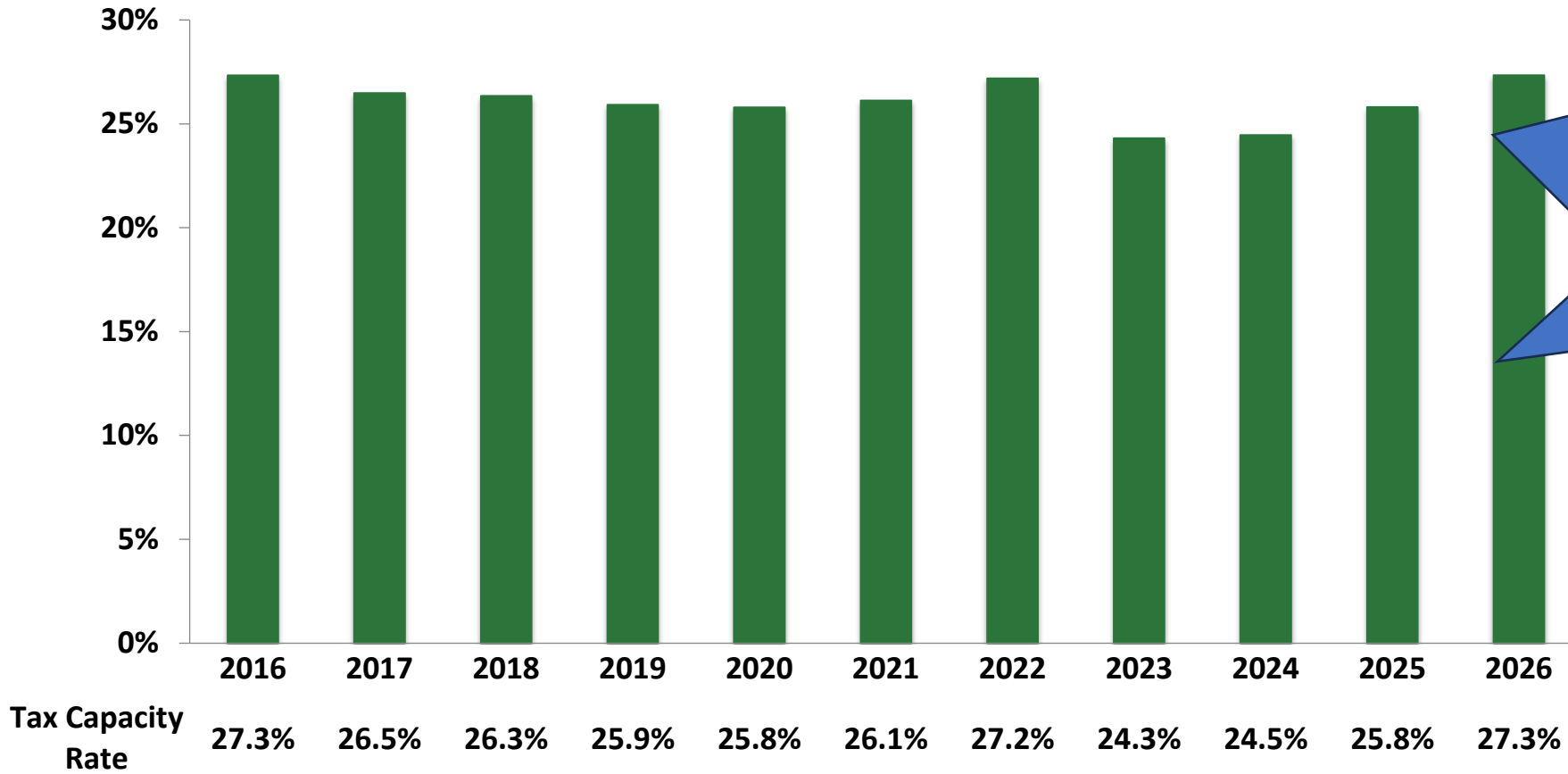


## City of Plymouth General Fund Balance History



City of Plymouth policy requires 40% fund balance of the following year's budgeted expenditures.

# City of Plymouth Tax Rate History 2016-2026



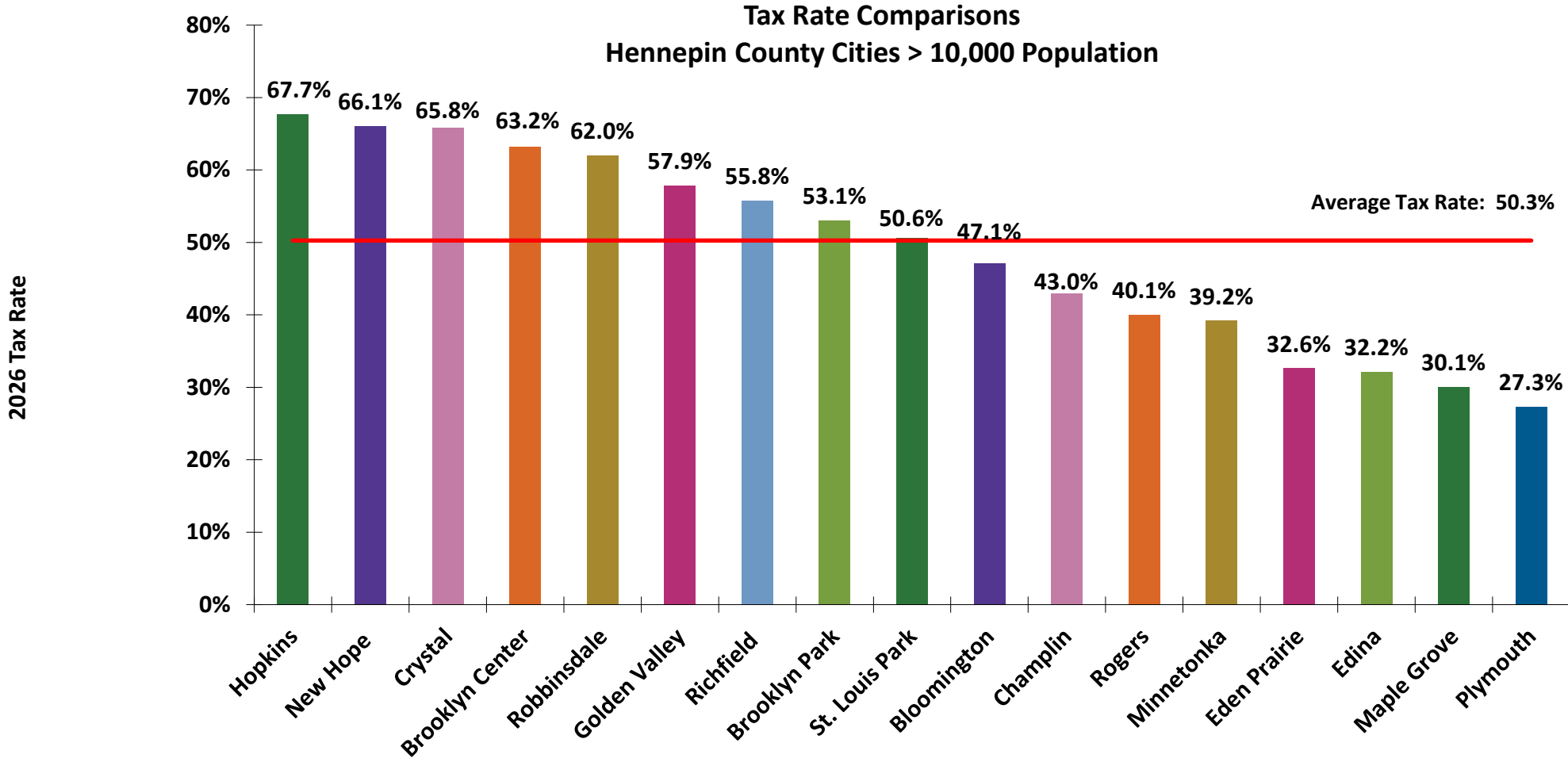
**Tax Rate Calculation**

City Tax Rate = City Levy / Taxable Tax Capacity

Taxable Tax Capacity = Property Assessed Market Value X Tax Class Rate

Average Tax Rate from 2016 - 2026 = 26.1%





Source: Hennepin County



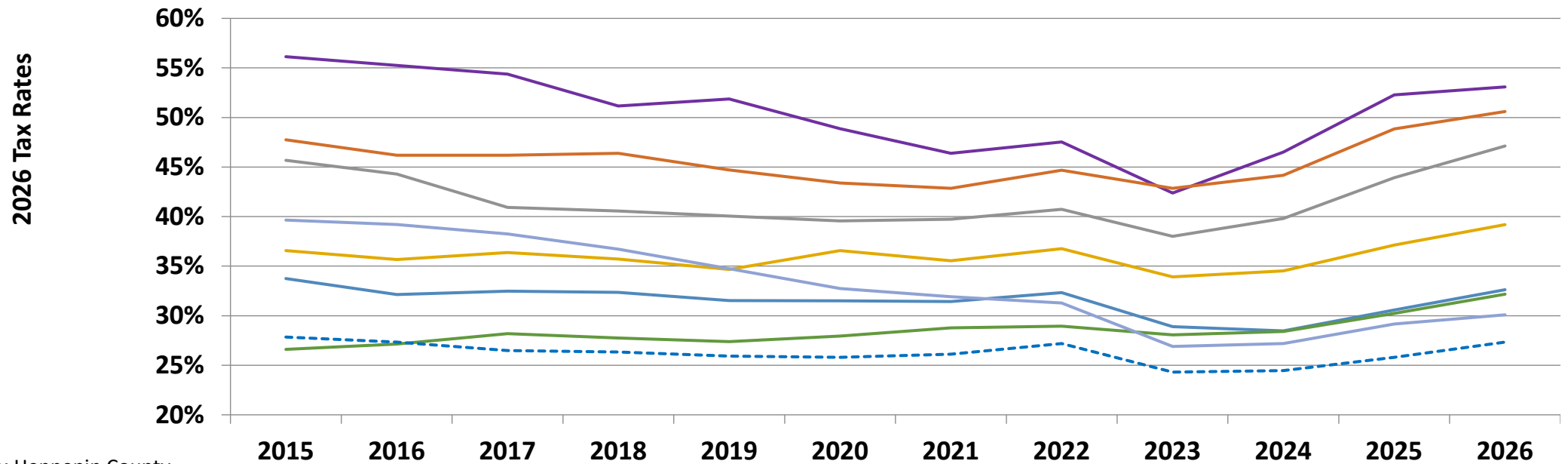
## TAX CAPACITY RATE COMPARISON TAXES PAYABLE 2026

Hennepin County Suburbs > 45,000 Population	2026 Tax Rate	City Taxes on \$500k Homestead	City Taxes on \$5M Business
Brooklyn Park	53.09%	2,646	52,691
St. Louis Park	50.60%	2,522	50,223
Bloomington	47.12%	2,349	46,771
Minnetonka	39.19%	1,954	38,898
Eden Prairie	32.62%	1,626	32,378
Edina	32.17%	1,604	31,932
Maple Grove	30.10%	1,500	29,871
<b>Plymouth</b>	<b>27.34%</b>	<b>1,363</b>	<b>27,132</b>
<b>Average</b>	<b>39.03%</b>	<b>1,945</b>	<b>38,737</b>
Difference Plymouth to Average		\$ (583)	\$ (11,605)
Difference Plymouth to Highest		\$ (1,284)	\$ (25,559)

Source: Hennepin County

**\*\* does not include HRA**

## Tax Rate History Hennepin County Suburbs > 45,000 Population

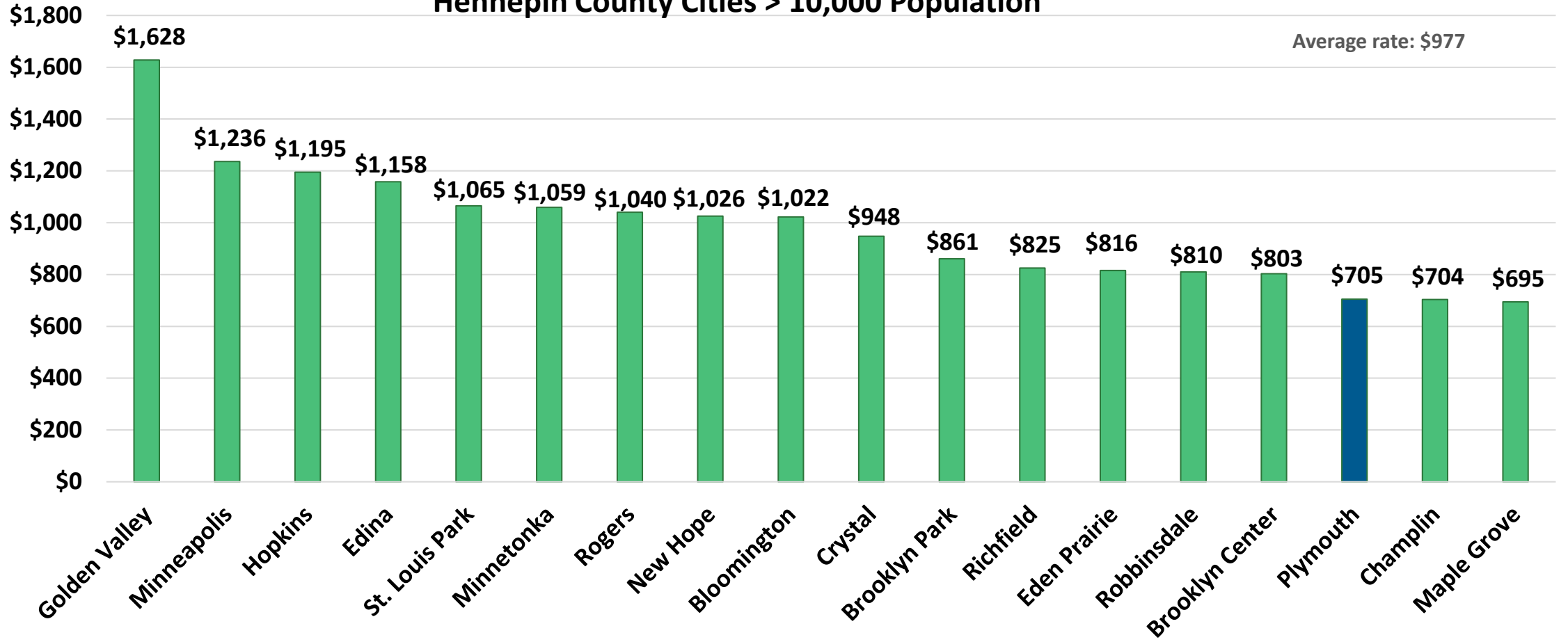


Source: Hennepin County

- Brooklyn Park
- St. Louis Park
- Bloomington
- Minnetonka
- Eden Prairie
- Edina
- Maple Grove
- Plymouth



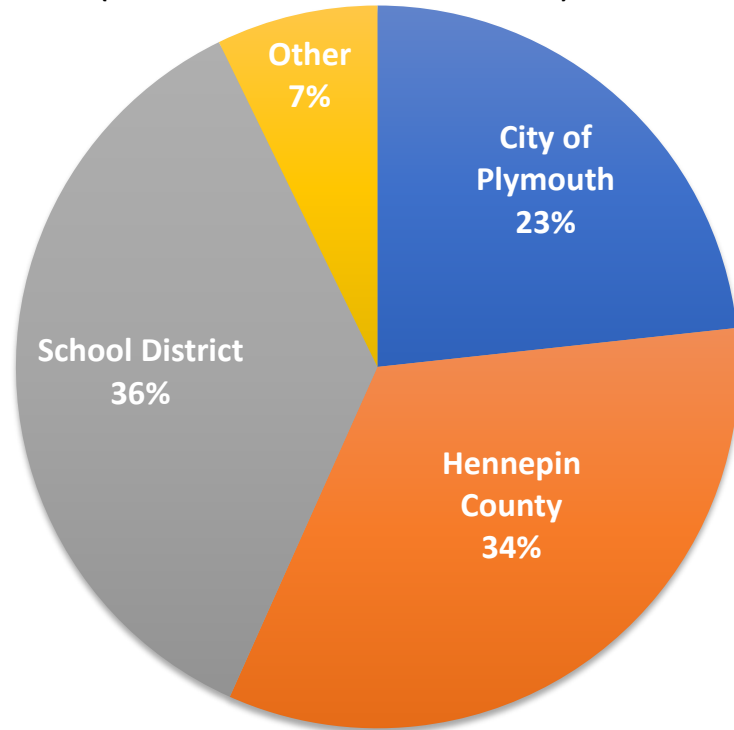
## 2026 Levy Per Capita Comparison Hennepin County Cities > 10,000 Population



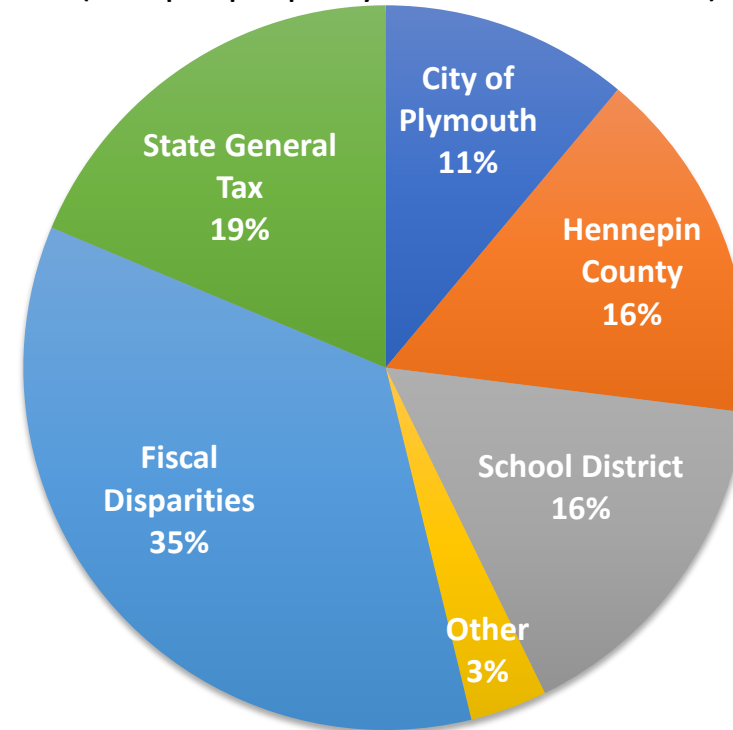
Source: Hennepin County for Levy, Met Council for 2024 estimated population



**Residential Property Tax Distribution - 2026**  
 (Median value of \$500,500)



**Commercial Property Tax Distribution - 2026**  
 (Sample property value of \$5 million)



# Looking Forward



## City of Plymouth 2026 Assessment/2027 Taxes Payable

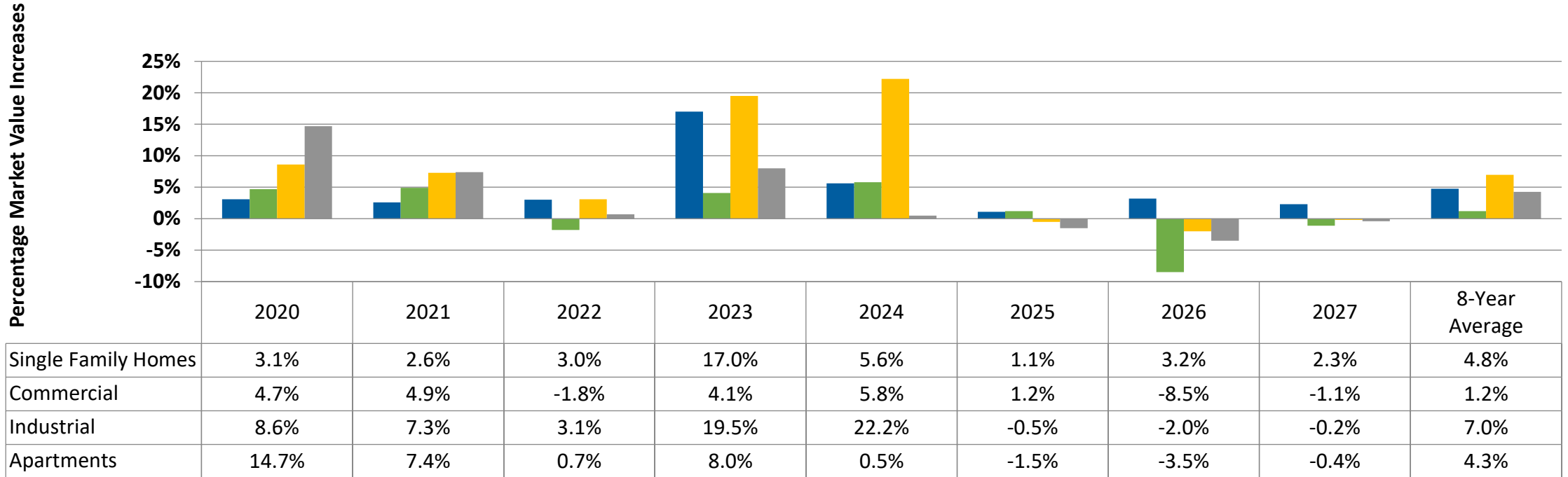
<b>Single Family Homes</b>	<b>+ 2.3%</b>	<b>Residential Condos</b>	<b>+ 1.3%</b>
<b>Commercial</b>	<b>- 1.1%</b>	<b>Townhouses</b>	<b>+ 1.1%</b>
<b>Industrial</b>	<b>- 0.2%</b>	<b>Double Bungalow</b>	<b>+ 1.8%</b>
<b>Apartment</b>	<b>- 0.4%</b>	<b>Residential Zero Lot Line</b>	<b>+ 1.9%</b>

<b>Total market value:</b>	<b>\$</b>	<b>18,770,617,400</b>
<b>New construction:</b>	<b>\$</b>	<b>198,090,000</b>
<b>Net percent increase for all property types:</b>		<b>1.4%</b>
<b>Gross percent increase:</b>		<b>2.5%</b>

### Timeline for Assessed Value:

- March 2026 – Property Valuation Notices mailed to residents based on prior year (2025) property sales
- November 2026 – Proposed Property Tax Notice (Truth-in-Taxation) mailed to residents
- March 2027 – Final Tax statement

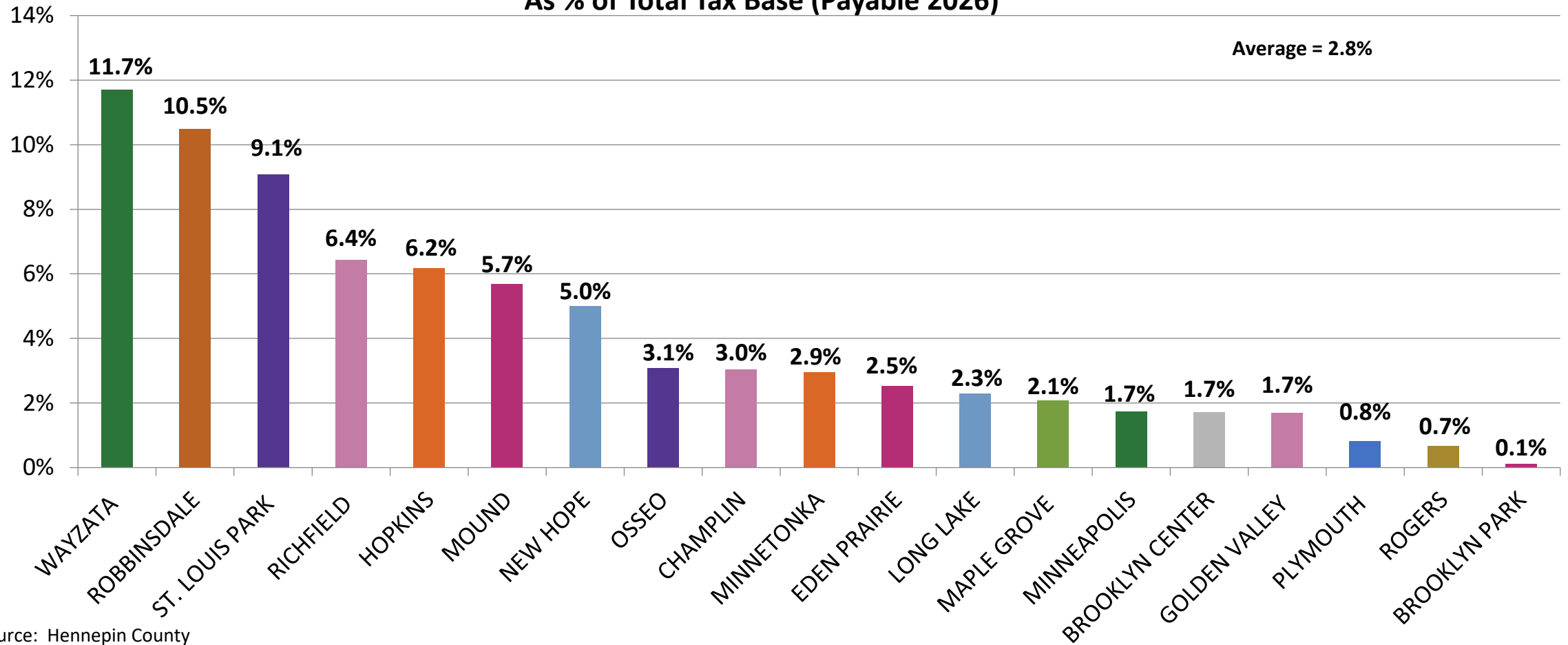
**City of Plymouth  
Average Market Value Increases by Property Type  
Taxes Payable 2019 - 2027**



Source: Hennepin County, Sales Book

■ Single Family Homes ■ Commercial ■ Industrial ■ Apartments

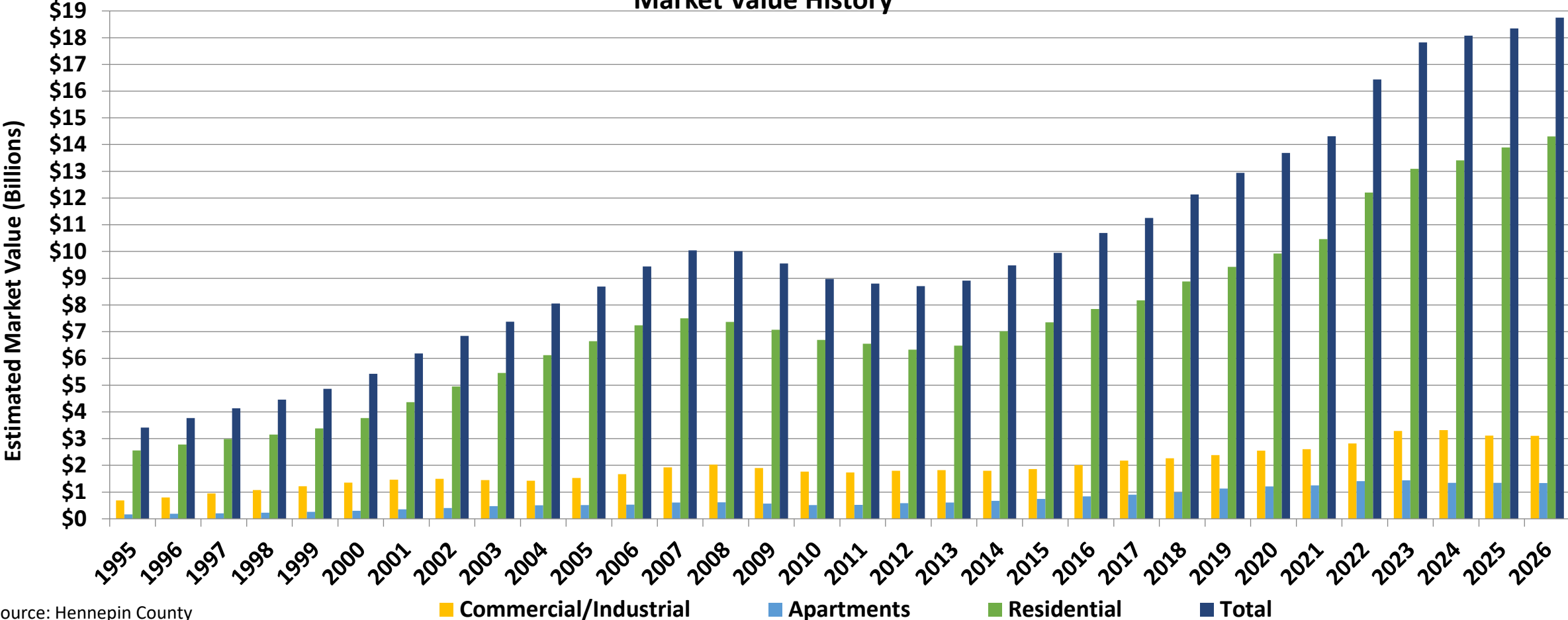
## Tax Increment Captured Hennepin County Cities As % of Total Tax Base (Payable 2026)



Source: Hennepin County



# City of Plymouth Market Value History

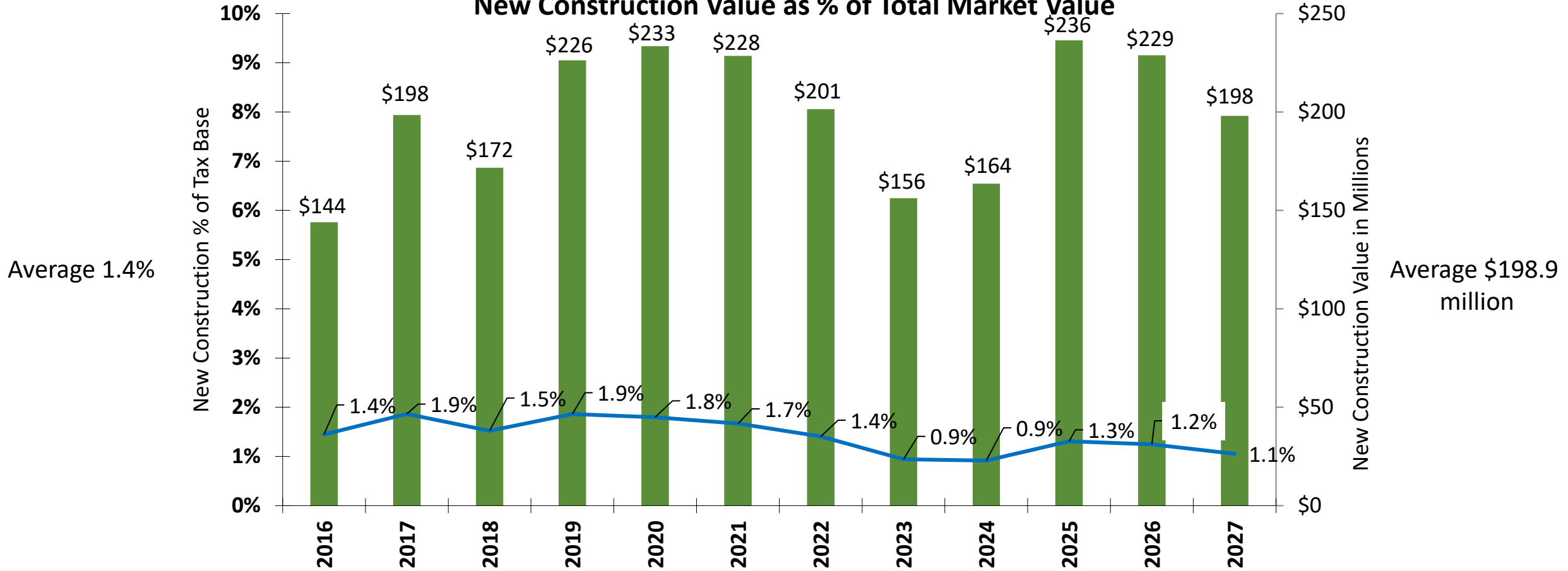


Source: Hennepin County



# City of Plymouth

## New Construction Value as % of Total Market Value



Average 1.4%

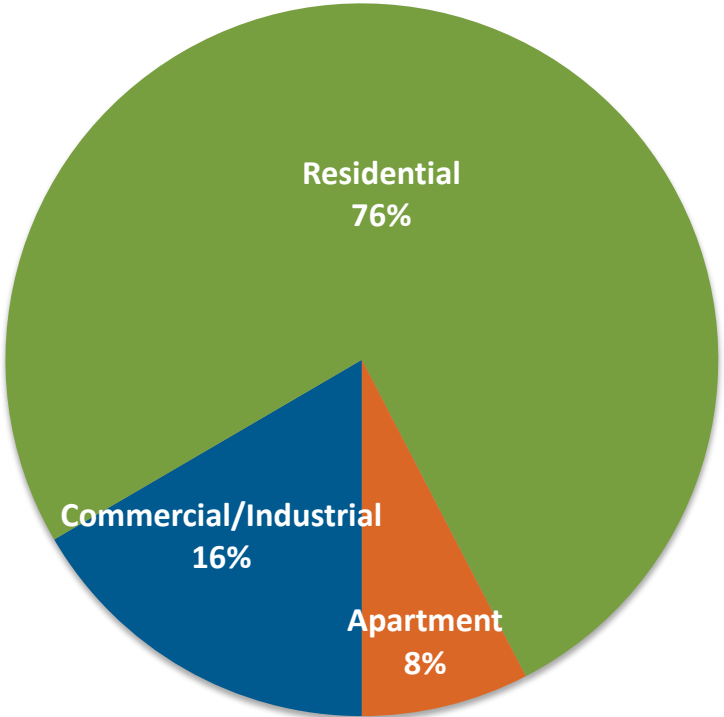
Average \$198.9 million

Source: Hennepin County Assessor  
Year denoted is value for taxes payable

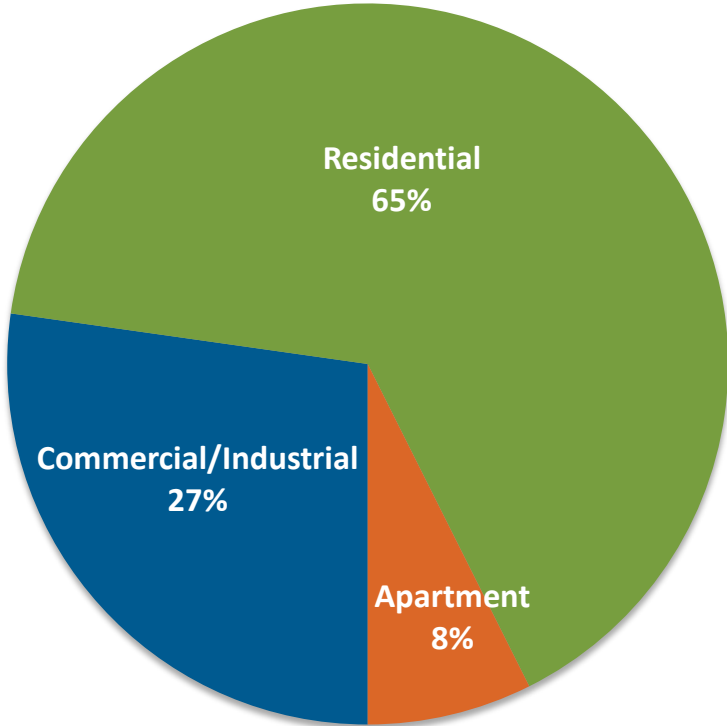
■ New Construction Value (Millions)  
— New Construction Value as % of Total Market Value



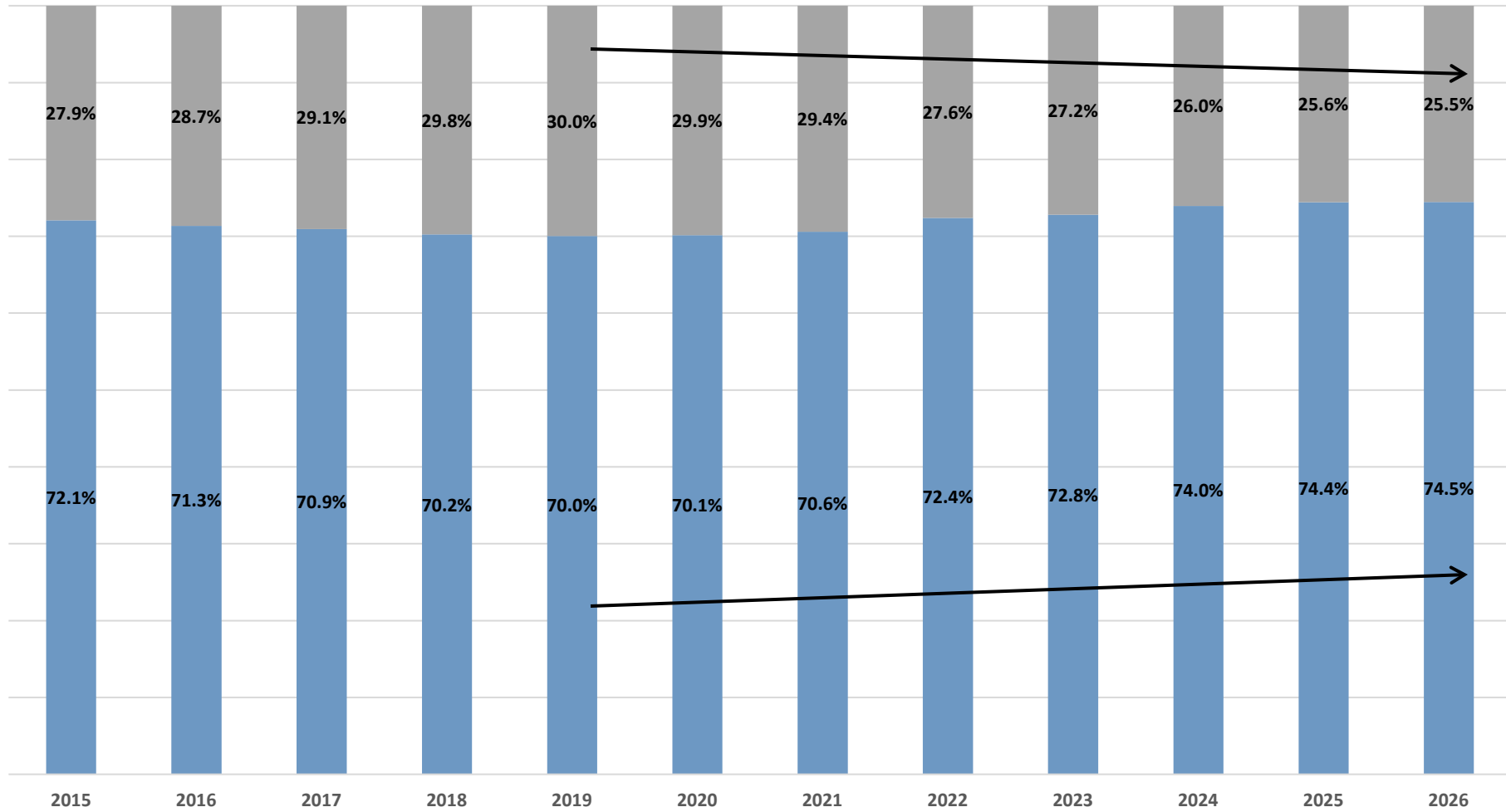
**Market Value % by Class  
2026 Payable in 2027**



**Tax Capacity % by Class  
2026 Payable in 2027**



### Taxable Market Value

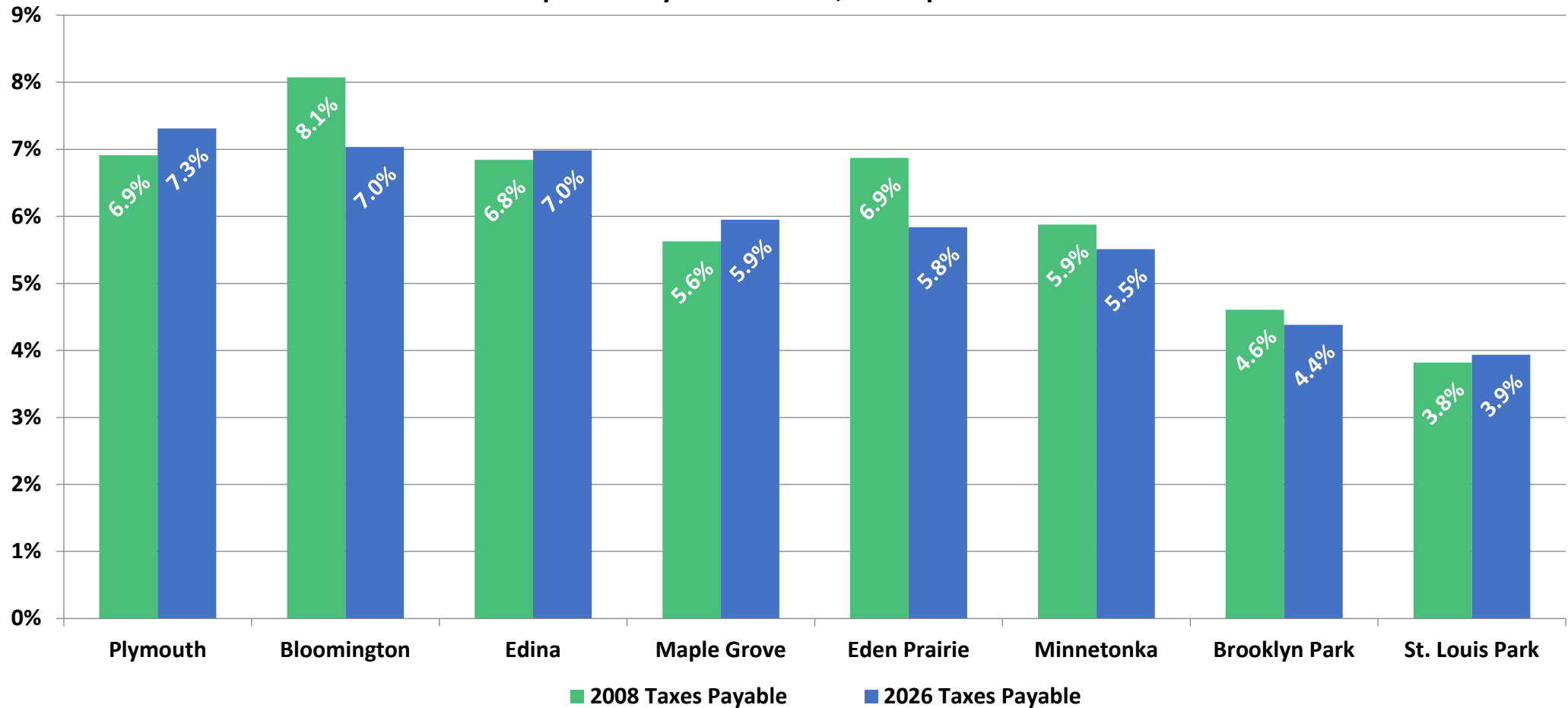


Source: Hennepin County Assessment Report

■ Suburban ■ Minneapolis



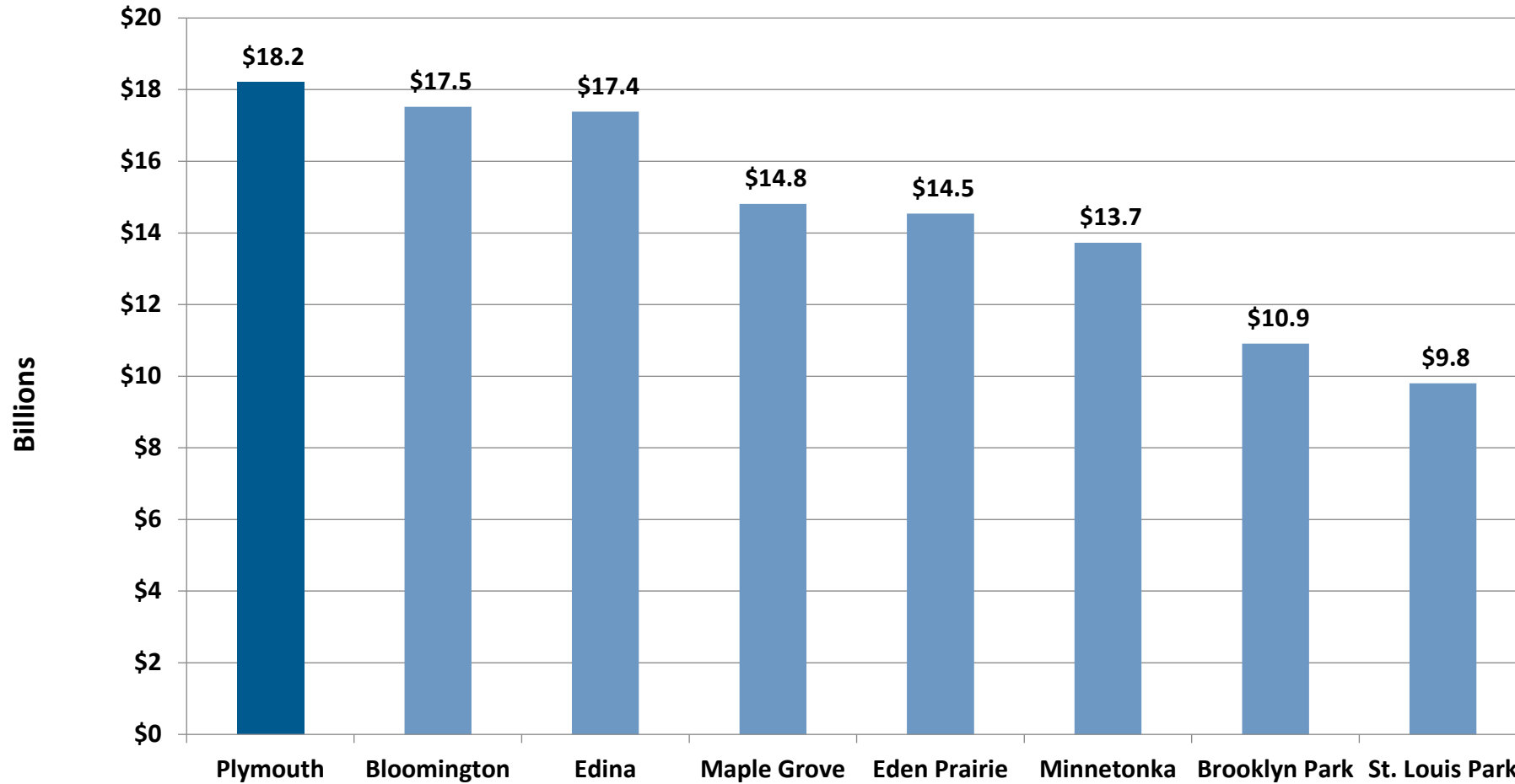
**Total Taxable Market Value  
As Percentage of Total County Market Value  
Hennepin County Suburbs > 45,000 Population**



Source: Hennepin County

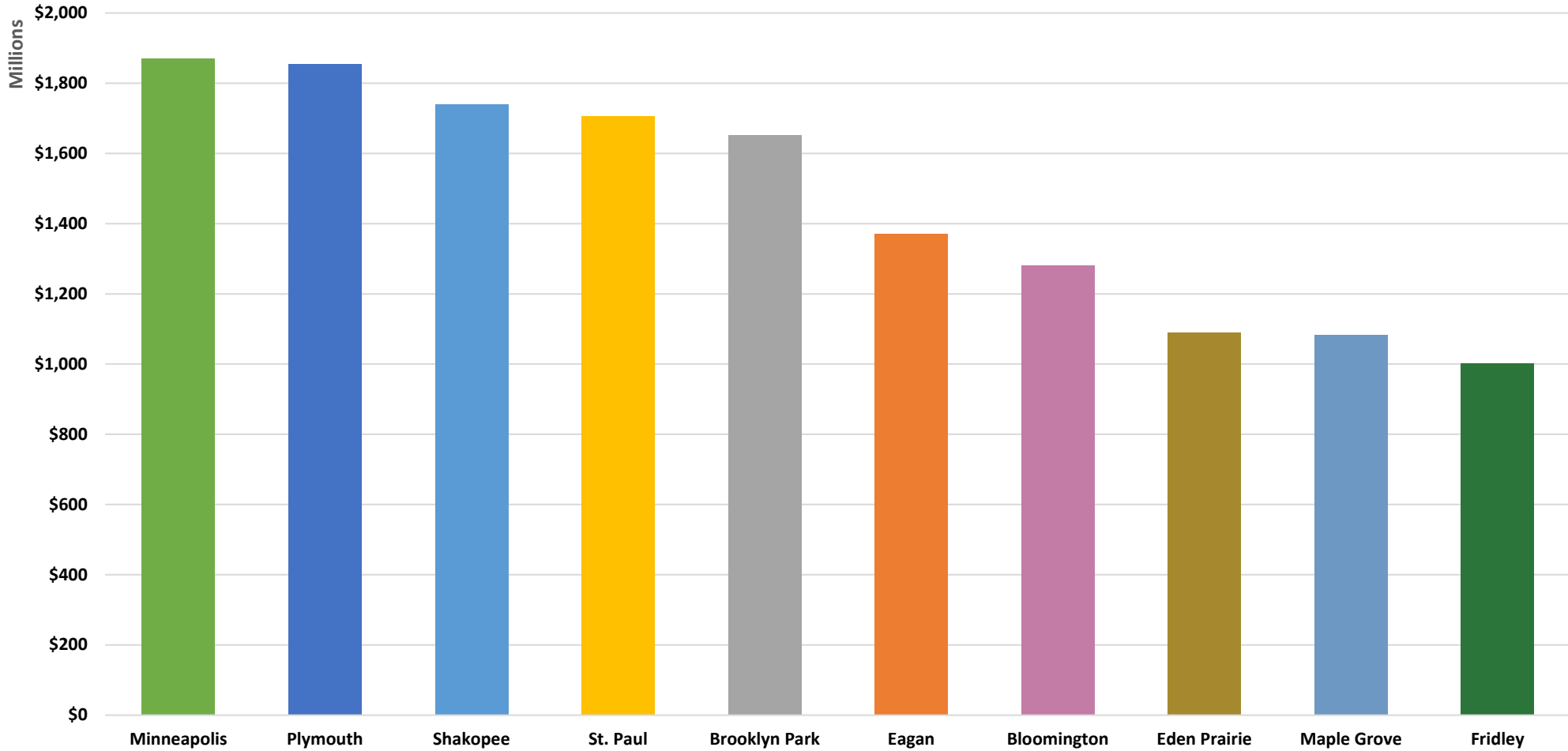


## Taxable Market Value Taxes Payable 2026 Hennepin County Suburbs > 45,000 Population



Source: Hennepin County

### 2025 Estimated Industrial Market Value Top Ten Minnesota Cities



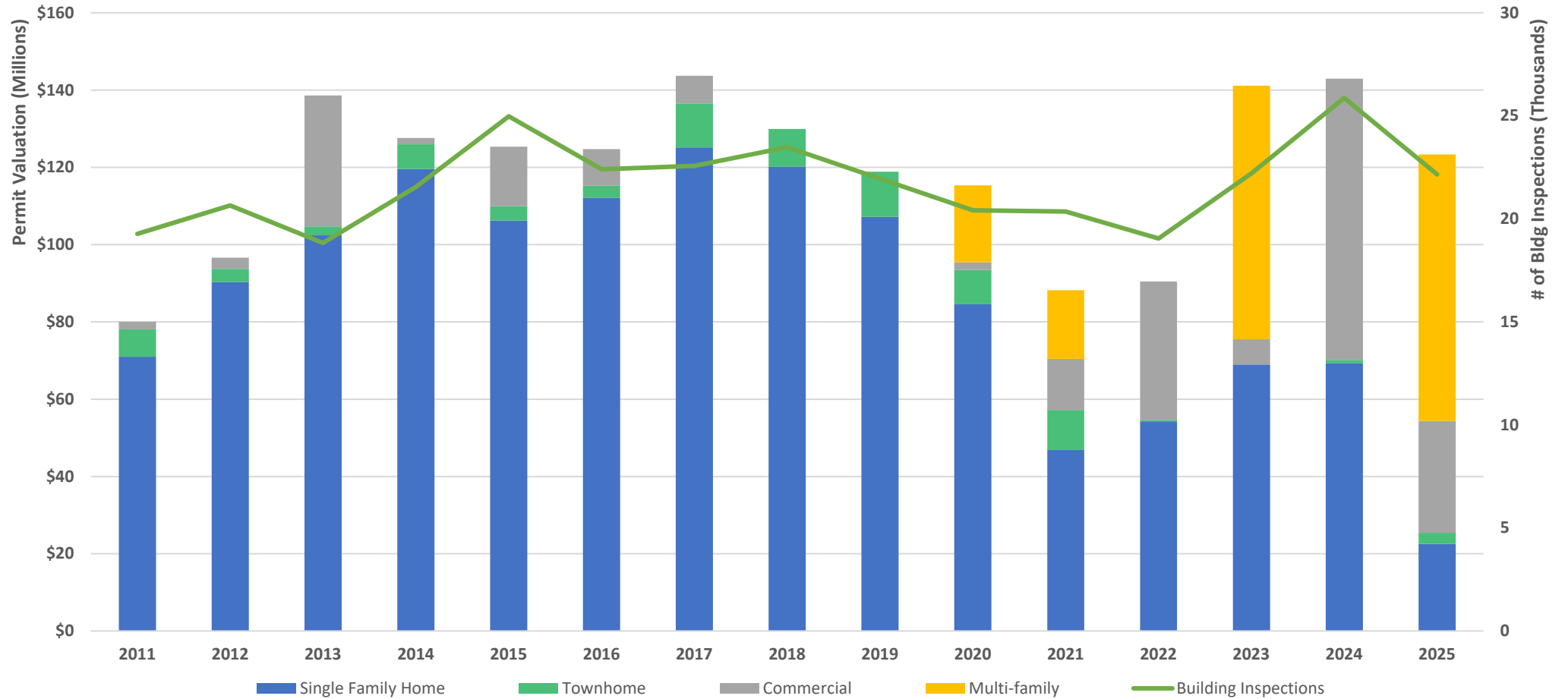
Source: MN Department of Revenue



# Economy



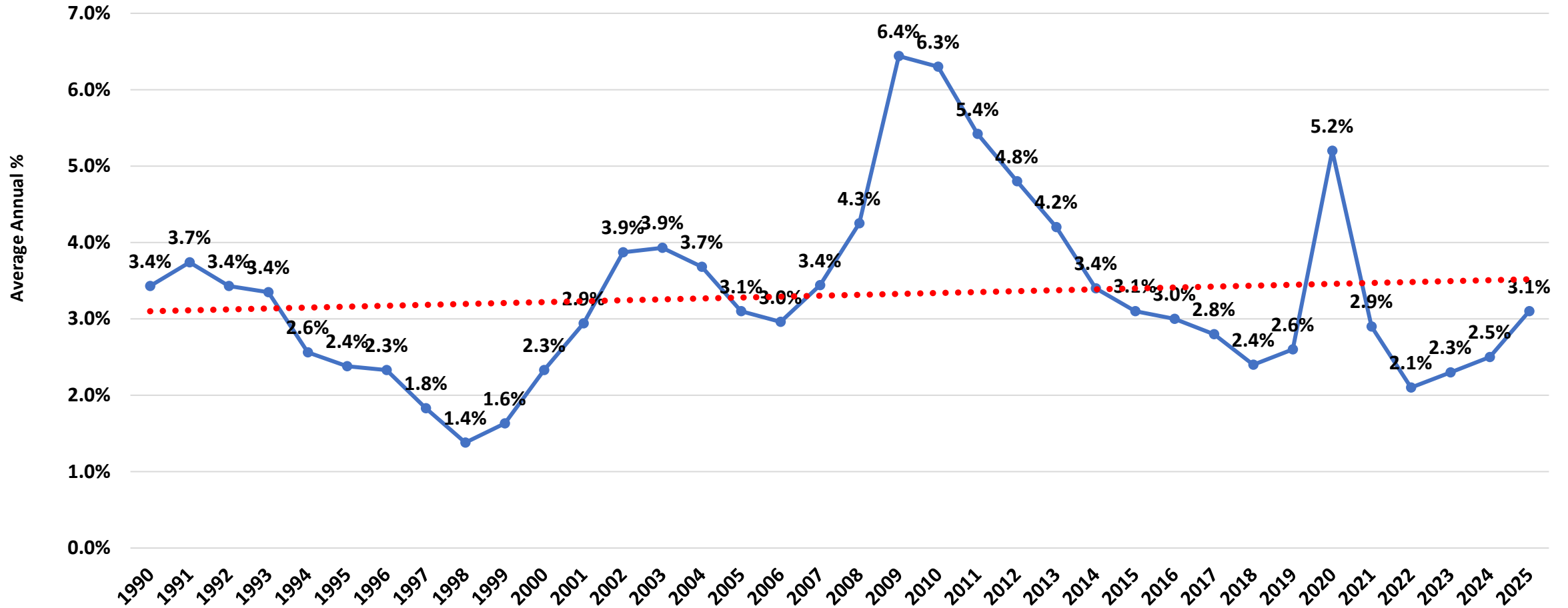
### City of Plymouth Permit Valuation and Building Inspections



\*\*Multi-Family only available beginning in 2020\*\*



## City of Plymouth Unemployment Rate



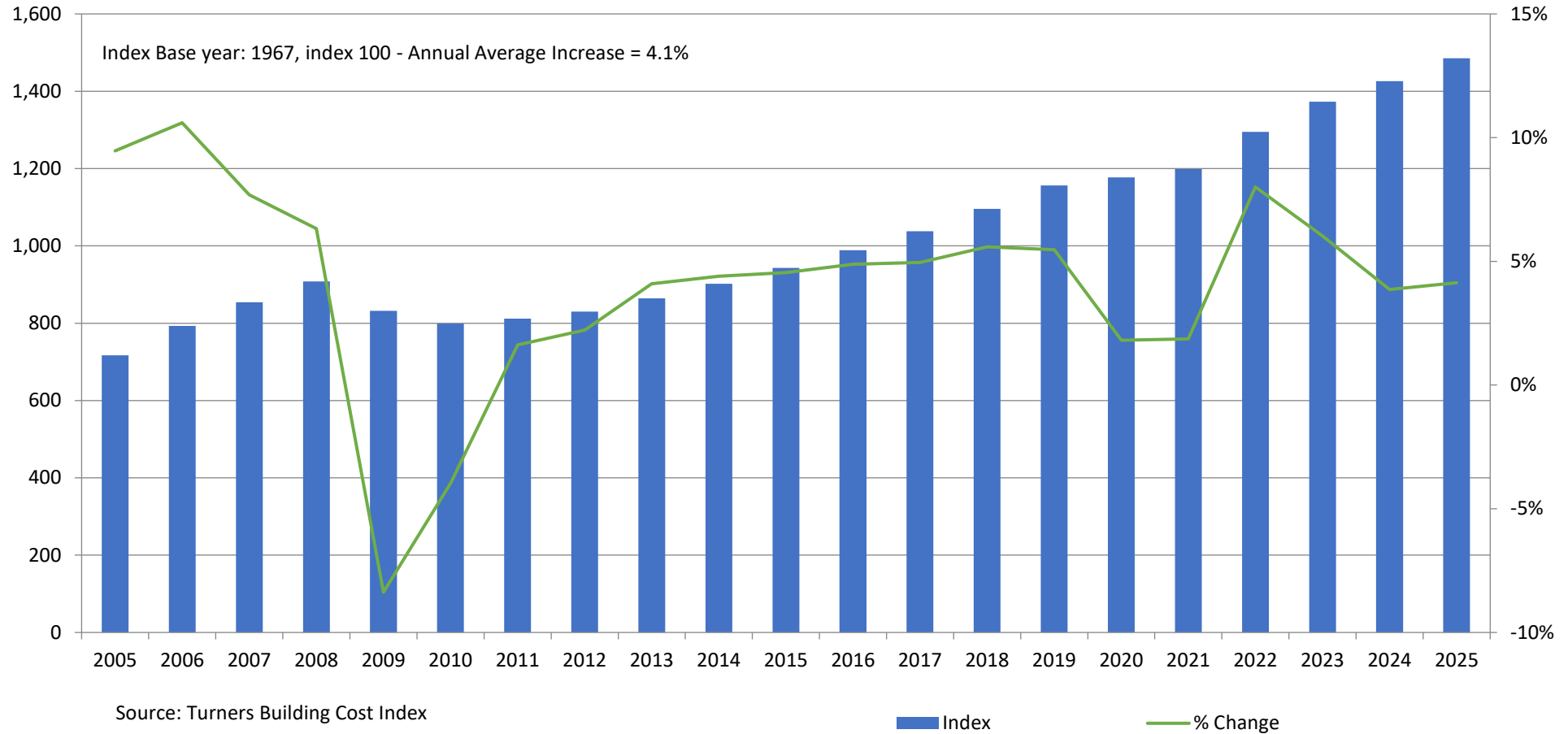
Source: Met Council

**2026**  
**FINANCIAL**  
**OVERVIEW**

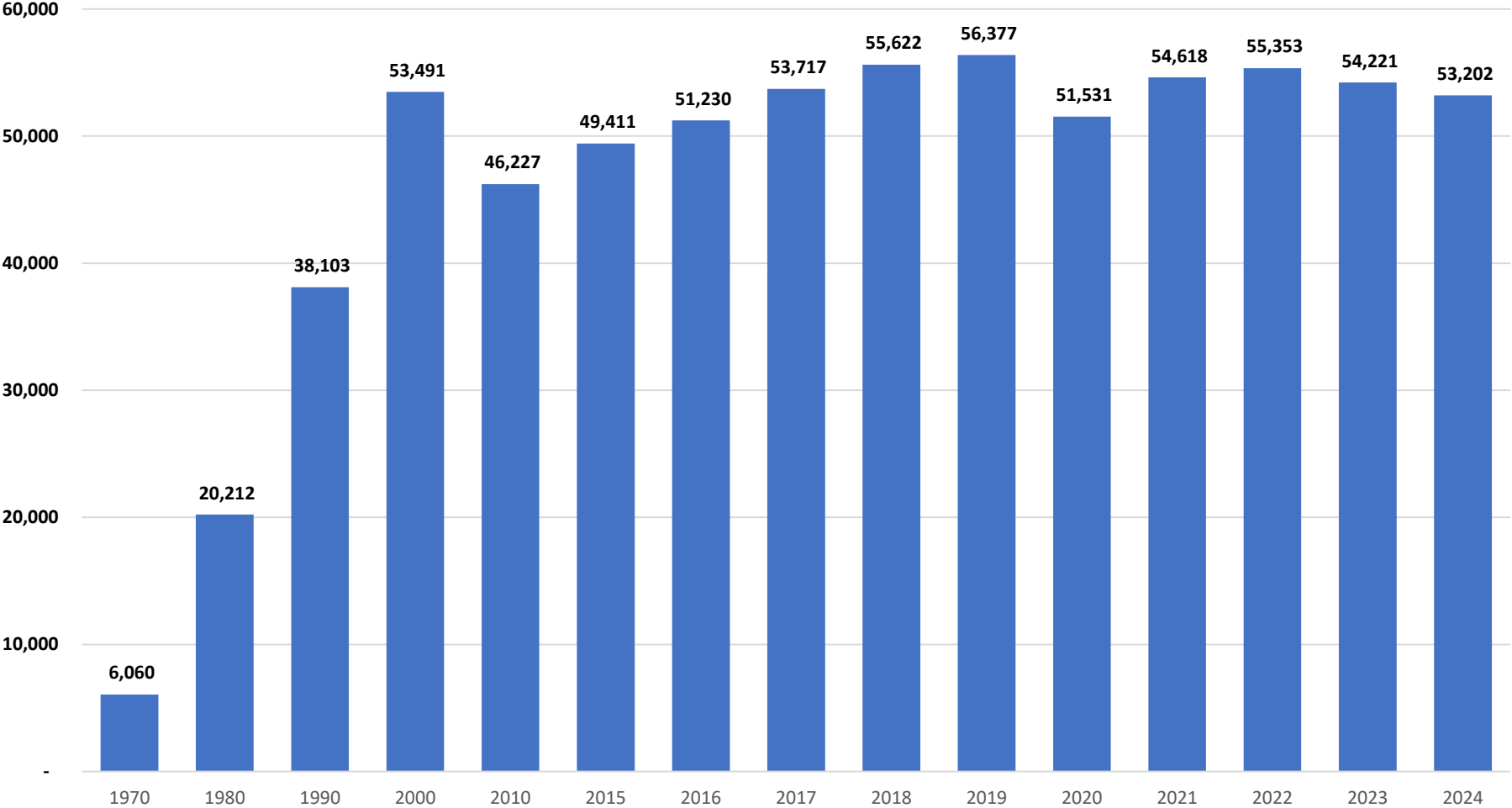
National	4.3%
Minnesota	3.9%
Plymouth	3.1%



## Annual Construction Cost Index w/annual increase/decrease %



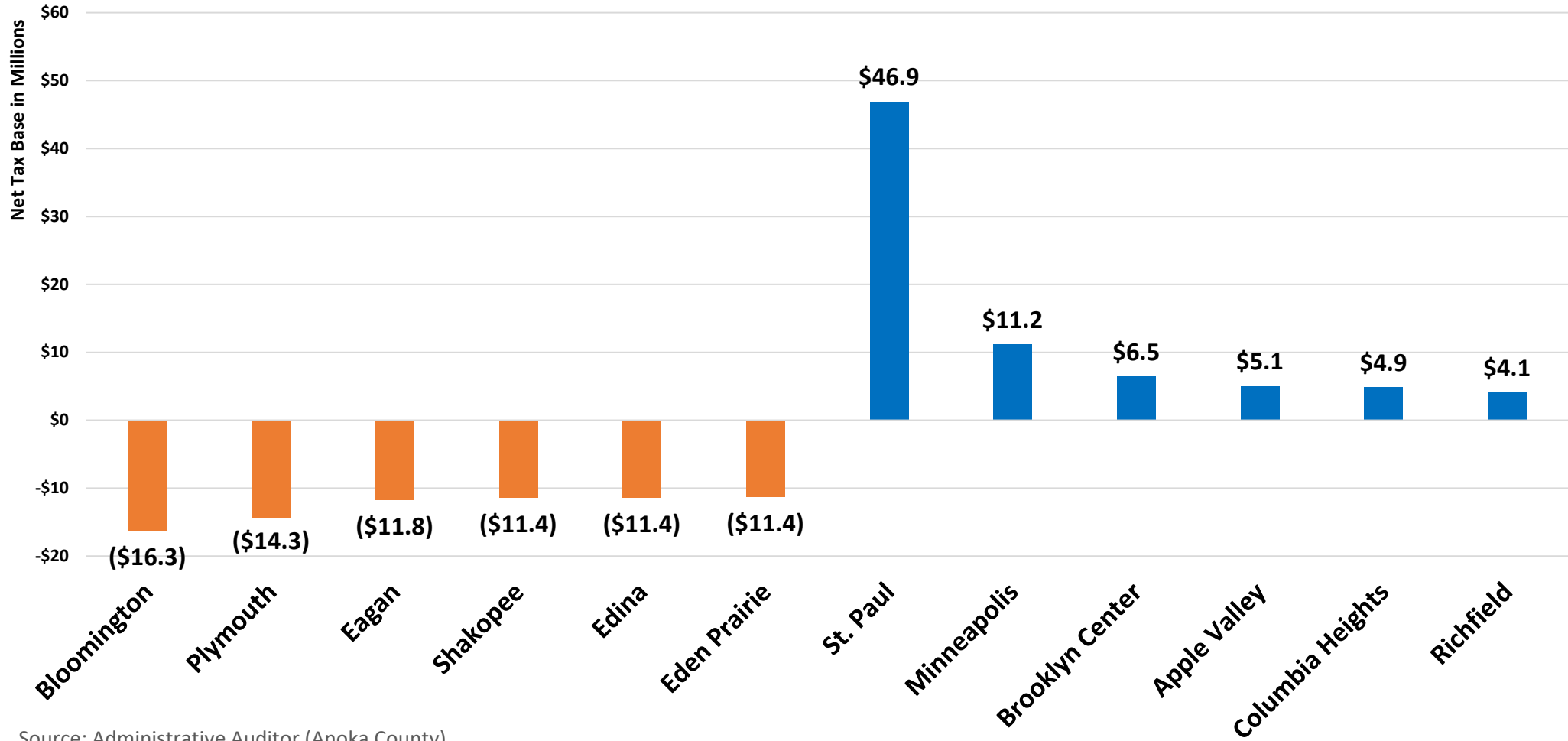
### Employment in Plymouth (Jobs)



Source: Met Council



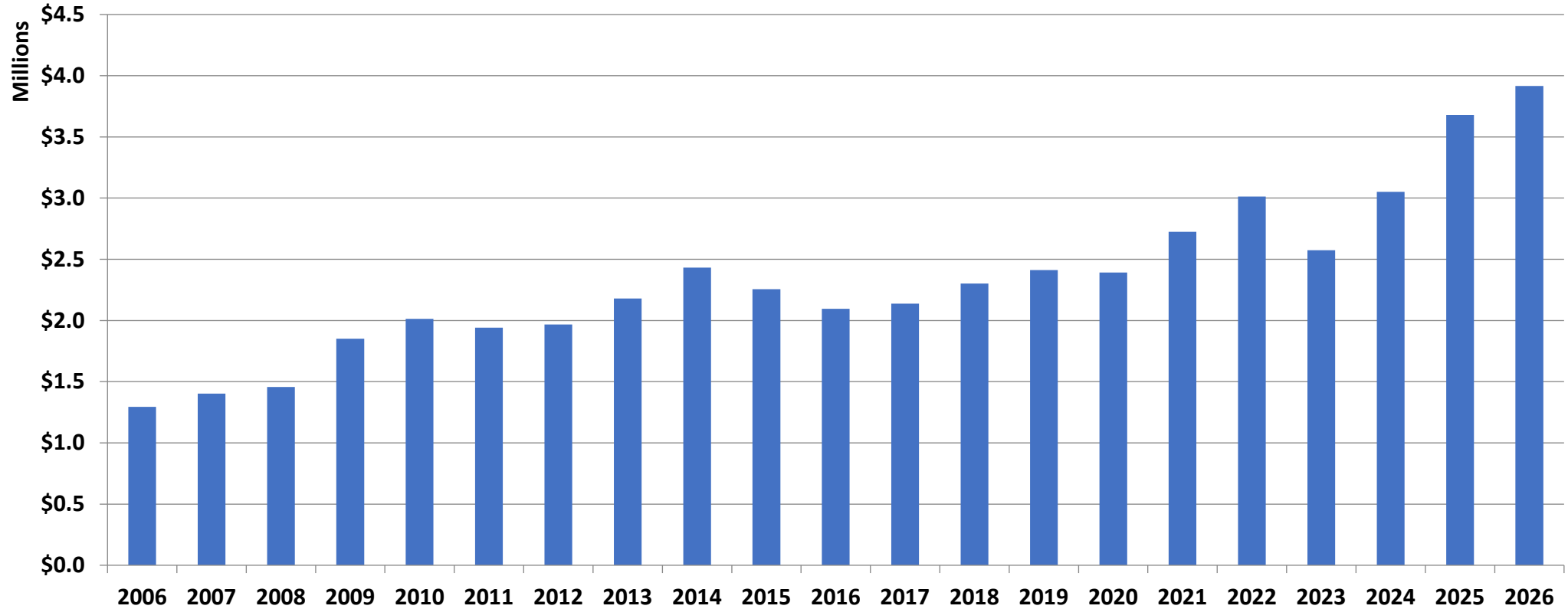
### Metro Fiscal Disparities Program - Top Contributors/Recipients in 2026



Source: Administrative Auditor (Anoka County)



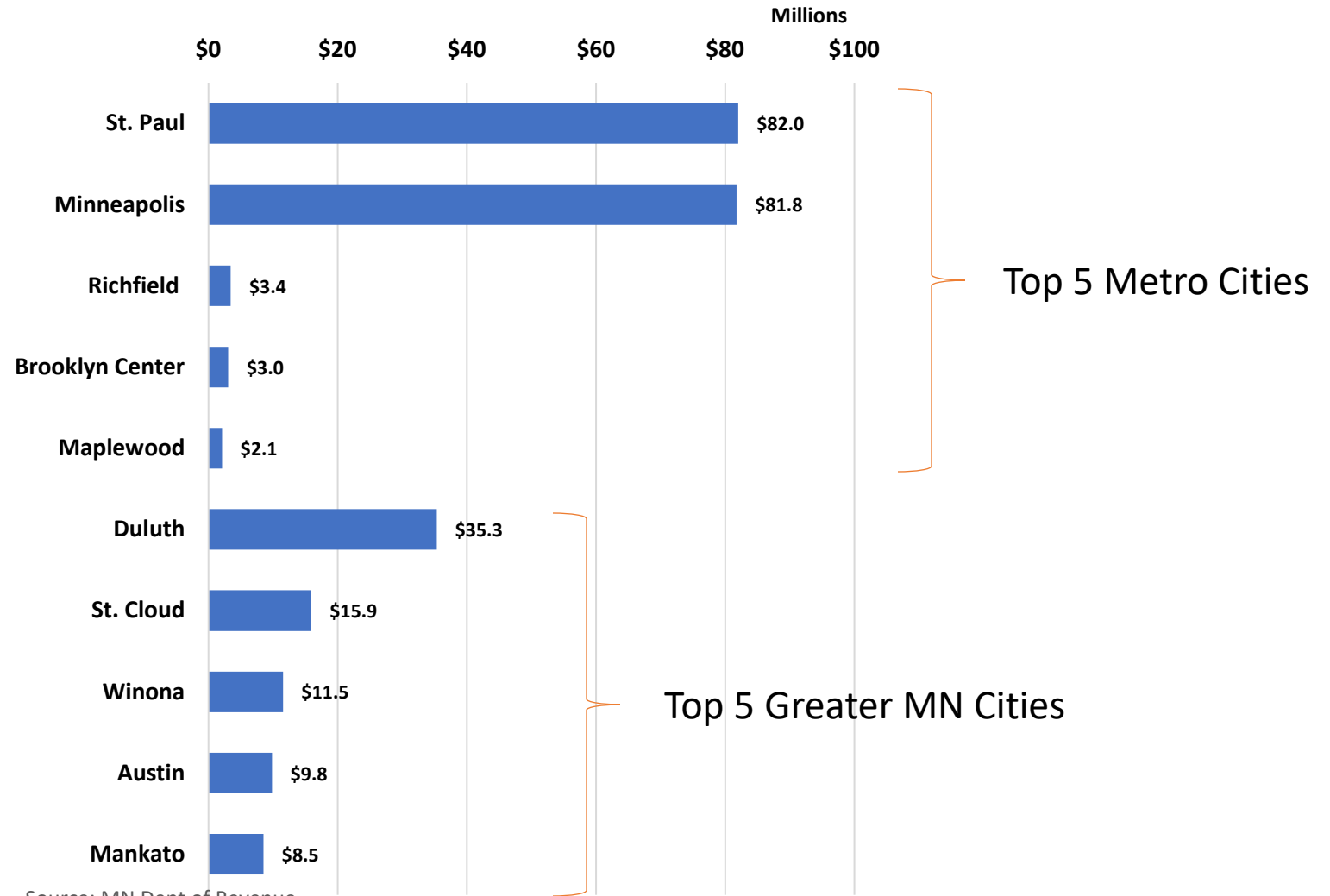
City of Plymouth  
Net Dollars  
Lost to Fiscal Disparities



Source: Met Council



2026 LGA  
Top 5 Metro Cities/Top 5 Greater MN Cities

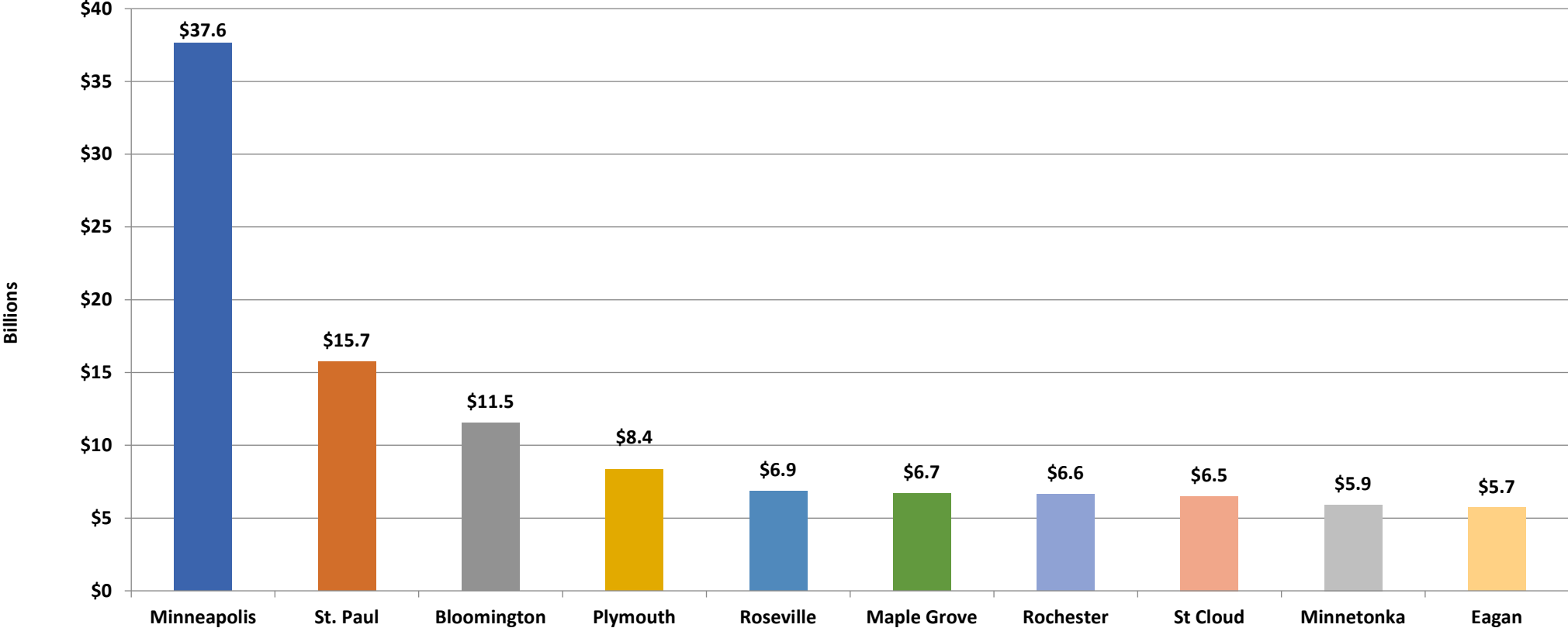


Source: MN Dept of Revenue



# Gross Business Sales by City

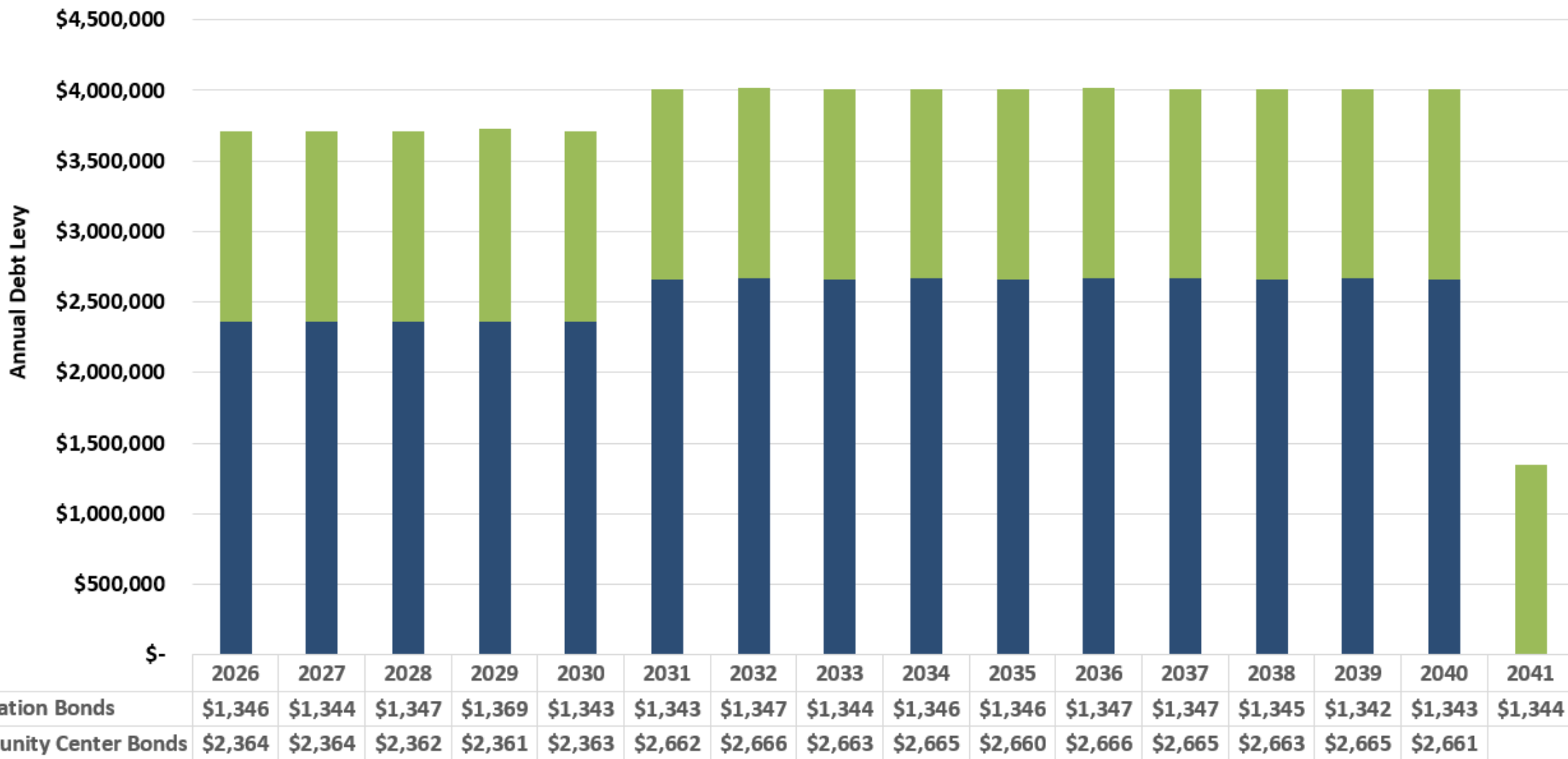
MN Dept. of Revenue - 2023



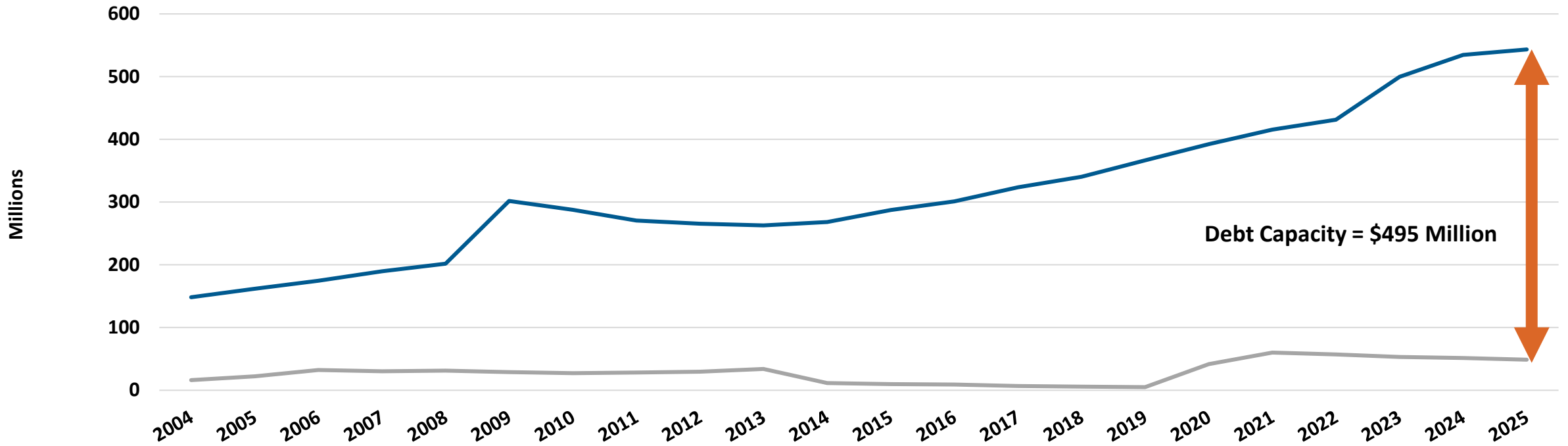
# Debt



### City of Plymouth Levies for Current Tax Supported Debt



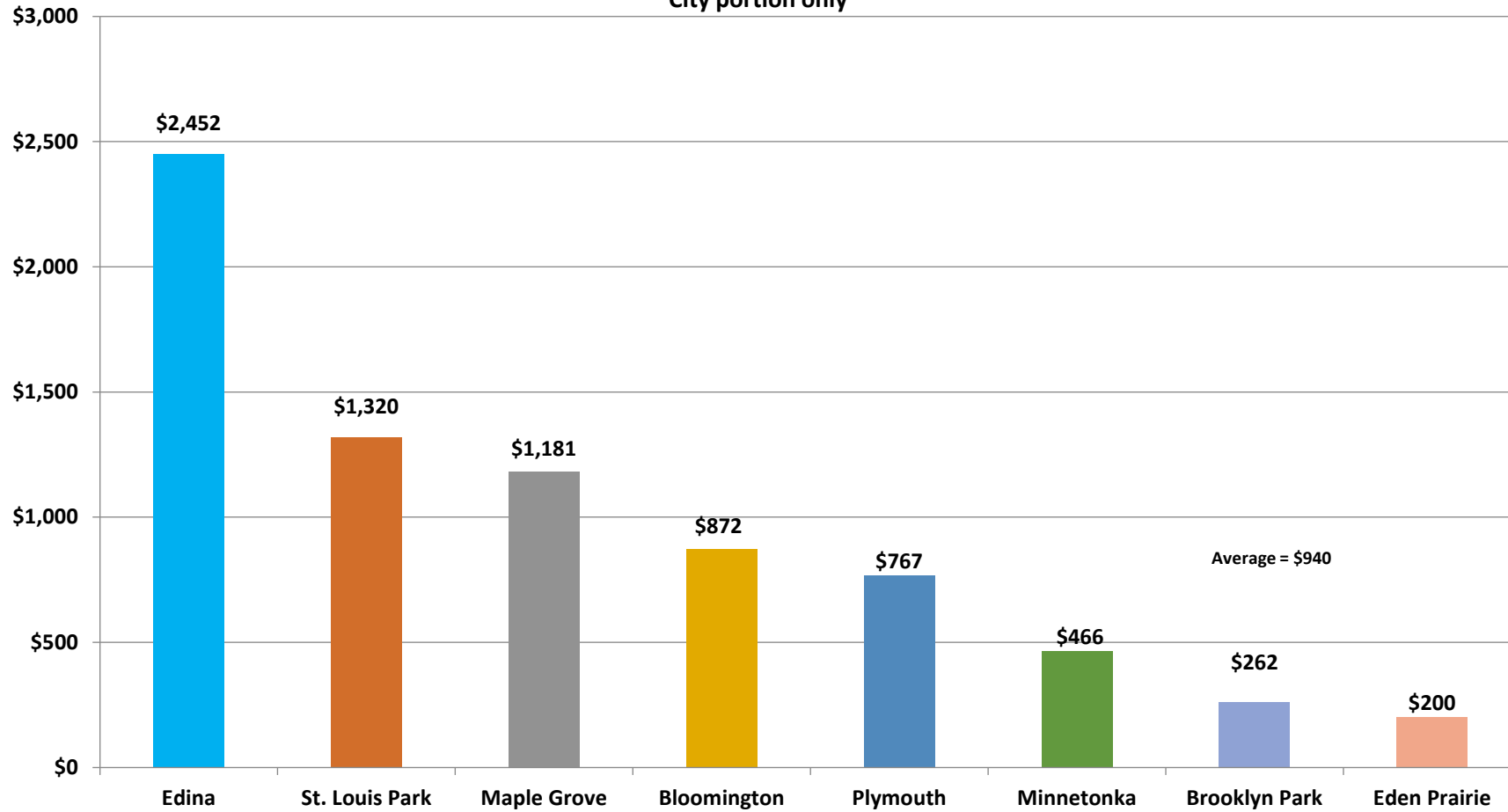
## Statutory Debt Limit Versus Actual Debt



\* In 2008, State Statute was changed from 2% to 3% of taxable market value



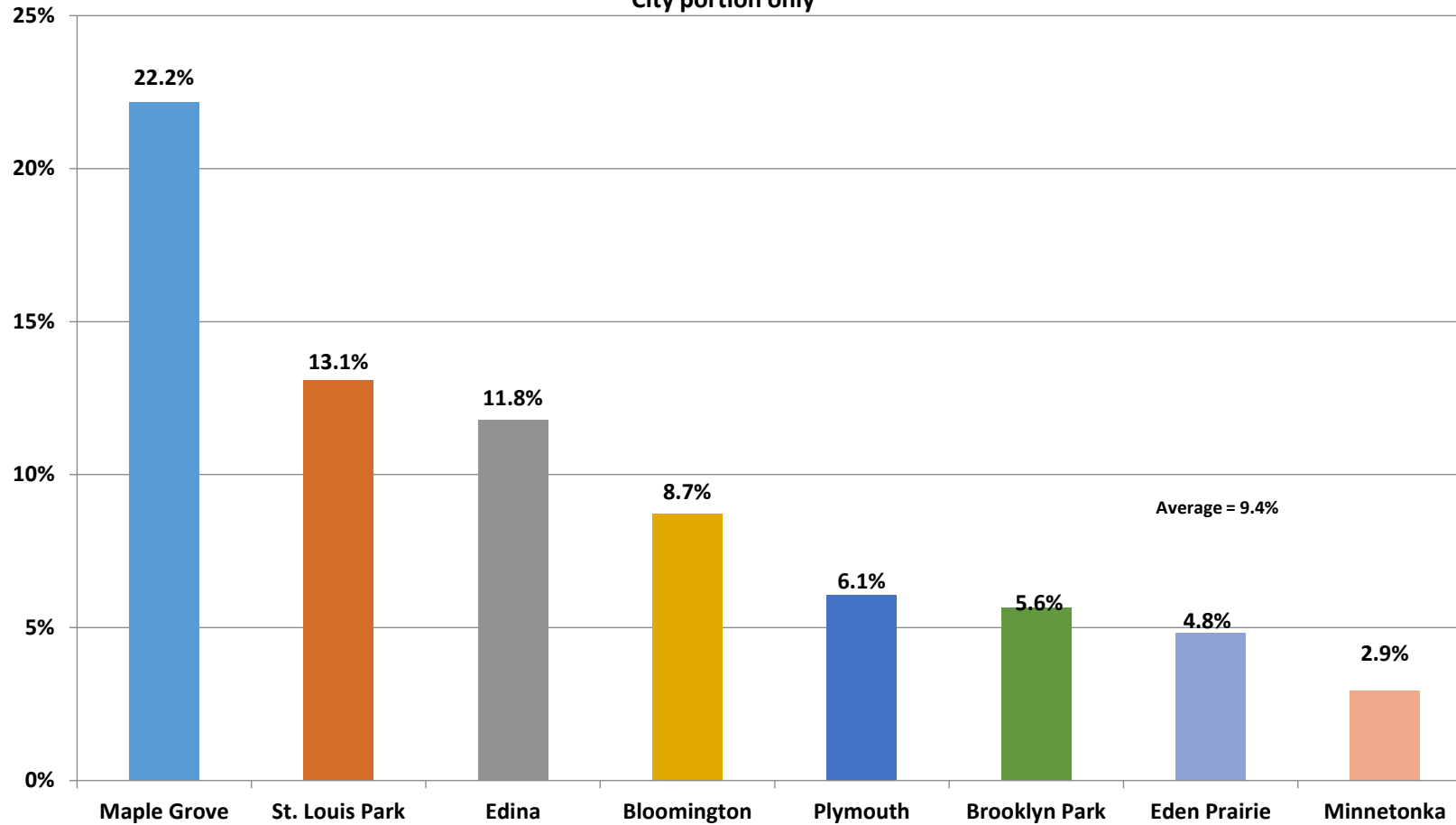
**Direct Net Debt Per Capita**  
**Cities > 45,000 Population**  
City portion only



Source: Ehers from MN State Demographics, Met Council and US Census Bureau, July 2025, and city 2024 financial reports



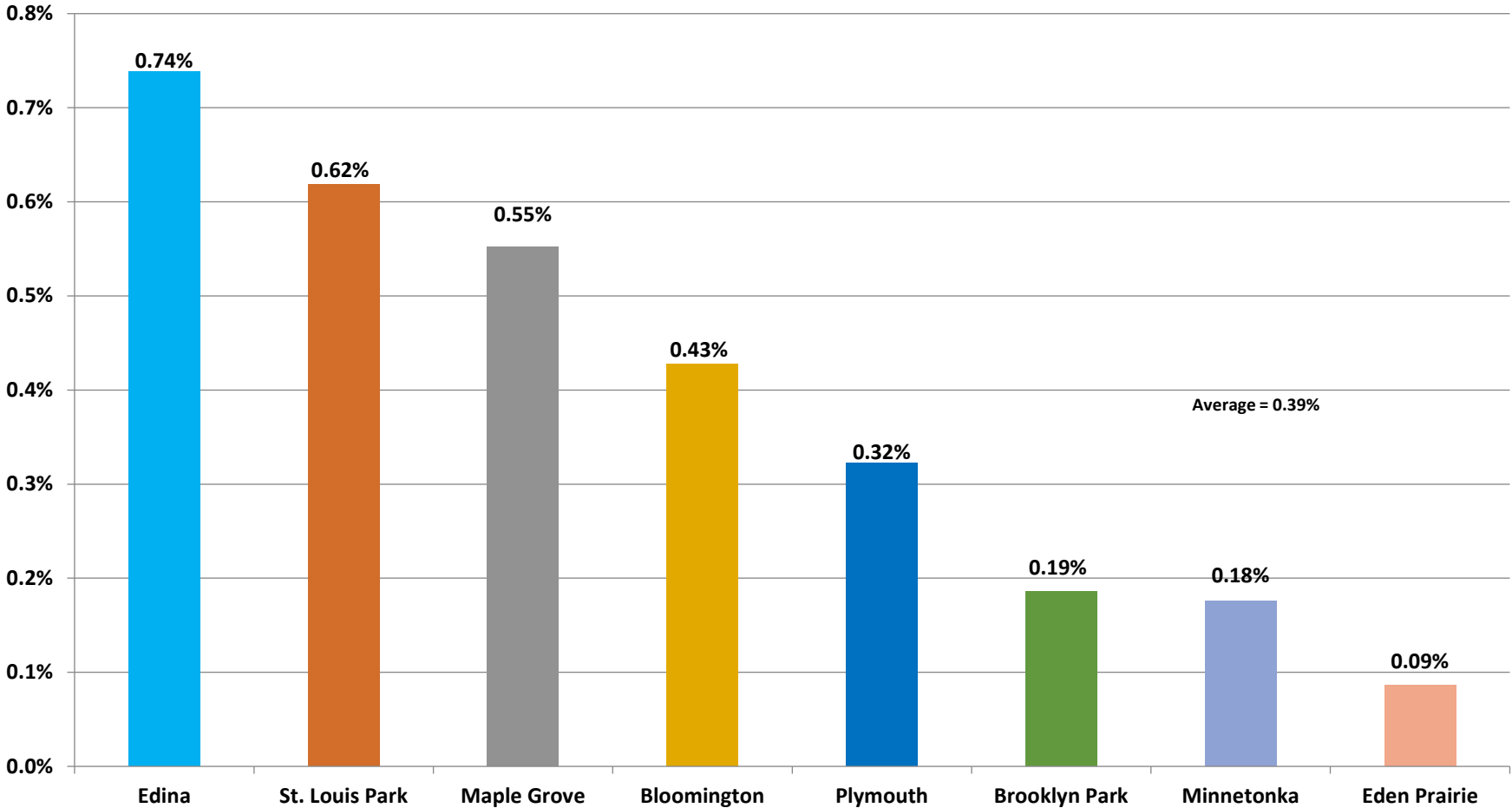
**Debt Service as % of Operating Expenses**  
**Cities > 45,000 Population**  
City portion only



Source: City Financial Reports (2024)



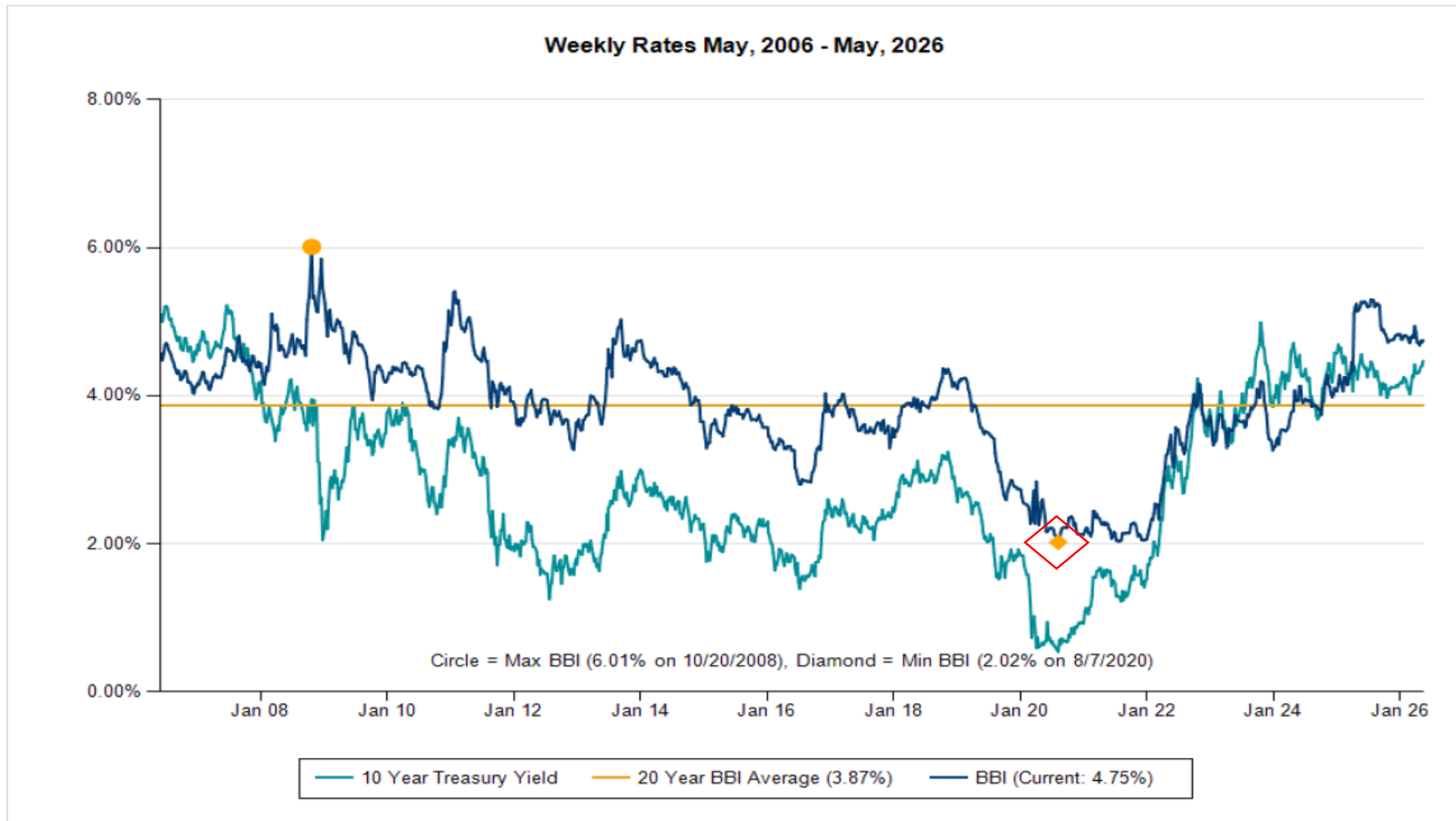
### Direct Net Debt as % of Estimated Market Value City portion only



Source: MN Department of Revenue and city 2024 financial reports



# 20 YEAR TREND IN MUNICIPAL BOND INDICES



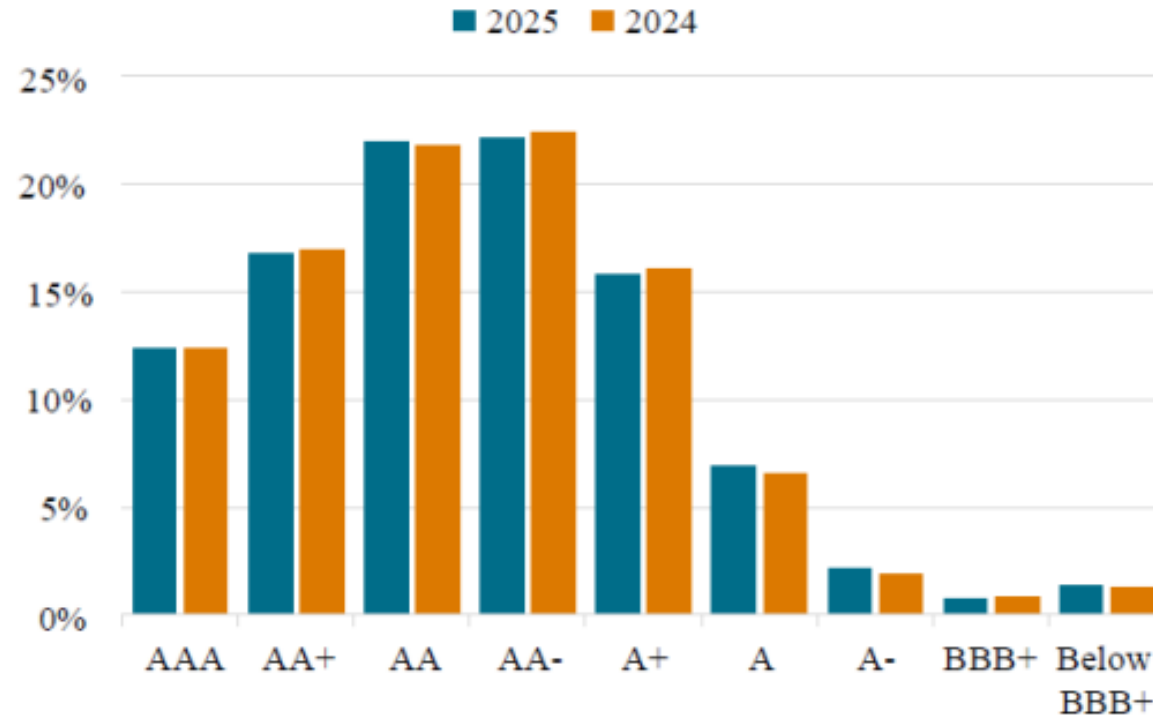
The Bond Buyer "20 Bond Index" (BBI) shows average yields on a group of municipal bonds that mature in 20 years and have an average rating equivalent to Moody's Aa2 and S&P's AA.



# Credit Rating Distribution: Standard & Poors

## Cities and counties GO rating distribution

As of Nov. 1, 2025



Source: S&P Global Ratings. GO--General obligation.





---

**To:** Dave Callister, City Manager

**Prepared by:** Jodi Gallup, City Clerk

**Reviewed by:**

**Item:** Adopt proposed minutes

---

**1. Action Requested:**

Adopt proposed minutes.

**2. Background:**

Not applicable.

**3. Budget Impact:**

Not applicable.

**4. Attachments:**

1. May 26 special
2. May 26 regular

# Proposed Minutes

## Special Council and Housing and Redevelopment Authority Meeting

### May 26, 2026

Mayor Wosje called a Special Meeting of the Plymouth City Council and Housing and Redevelopment Authority to order at 5 p.m. at Plymouth City Hall, 3400 Plymouth Boulevard, on May 26, 2026.

COUNCIL PRESENT: Mayor Wosje, Councilmembers Gregor, Peterson, Pointner, Nelson, Spoonheim and Aldrich. Councilmember Pointner participated via interactive technology due to being unable to attend in-person pursuant to State Statute 13D.02.

COUNCIL ABSENT: None.

HOUSING AND REDEVELOPMENT AUTHORITY PRESENT: Williams, Peterson, Swanson and Hussain.

HOUSING AND REDEVELOPMENT AUTHORITY ABSENT: Kelner, Kuechle and Patrin.

STAFF PRESENT: City Manager Callister, Deputy City Manager Kaufman, Public Works Director Thompson, Public Safety Director Fadden, Community and Economic Development Director Fernelius, Finance Director Rich, Human Resources Director Timpone, Fire Chief Etzel, Park and Recreation Director Tomlinson, Housing Manager Schmidt, Housing Policy and Grant Coordinator Scoonover and City Clerk/Administrative Coordinator Gallup.

### Joint City Council and HRA Meeting

Staff reviewed various HRA governance models and current housing goals. The City Council and HRA members asked questions and provided feedback on the governance models and current housing goals.

### Set future study sessions and agenda topics

Council discussed future study session and agenda topics and requested the following actions:

- Draft staff memo regarding parking conditions and policies along Annapolis Circle
- Draft staff memo regarding emergency preparedness
- Provide an elections update regarding safeguards and procedures at a regular council meeting
- Schedule a study session discussion on grass, lawn management and native plantings this fall
- Cancel the June 9 study session
- Schedule a follow-up discussion regarding Play it Forward Plymouth on June 23 at 5 p.m.

### Adjournment

Mayor Wosje adjourned the meeting at 6:56 p.m.

---

Jodi M. Gallup, City Clerk/Administrative Coordinator

# Proposed Minutes Regular City Council Meeting May 26, 2026

Mayor Wosje called a Regular Meeting of the Plymouth City Council to order at 7 p.m. in the Council Chambers of City Hall, 3400 Plymouth Boulevard, on May 26, 2026.

COUNCIL PRESENT: Mayor Wosje, Councilmembers Peterson, Nelson, Spoonheim, Aldrich and Gregor.

COUNCIL ABSENT: Councilmember Pointner.

STAFF PRESENT: City Manager Callister, Deputy City Manager Kaufman, Public Works Director Thompson, Public Safety Director Fadden, Community and Economic Development Director Fernelius, Finance Director Rich, Human Resources Director Timpone, Parks and Recreation Director Tomlinson, Fire Chief Etzel, Housing Manager Schmidt and City Clerk/Administrative Coordinator Gallup.

## Plymouth Forum

Tracy Sellman, Ward 1 resident, expressed her appreciation for the continued listening sessions, stated her continued support for the Green Steps Program.

Scott Johnson, Ward 2 resident, expressed his concerns regarding a recycling requirement for restaurants, a juvenile takeover preparedness policy, a lowered speed limit and one-sided parking.

## Presentations and Public Information Announcements

### **(4.1) Announce Hilde Amplified new ticketed concert series at the Hilde Performance Center on July 31 and August 1**

Parks and Recreation Director Tomlinson provided the concert line-up for each evening and noted that tickets are available online for purchase.

### **(4.2) Proclamation declaring May 30, 2026, as Arbor Day**

Parks and Recreation Director Tomlinson provided a very brief overview and Mayor Wosje read and proclaimed May 30, 2026, as Arbor Day in the City of Plymouth and encouraged all residents to participate in a community roadside landscaping partnership beginning at 9 a.m. on May 30, 2026.

## Approval of Agenda

Motion was made by Councilmember Gregor, and seconded by Councilmember Peterson, to approve the agenda. With all members voting in favor, the motion carried.

## Consent Agenda

Motion was made by Councilmember Aldrich, and seconded by Councilmember Peterson, to adopt the Consent Agenda that included the following items:

- (6.1) Council minutes from special and regular meeting of May 12, 2026.
- (6.2) Resolution approving disbursements ending May 15, 2026 (Res2026-126).
- (6.3) Resolution approving an encroachment agreement for a fence on property located at 3665 Vinewood Lane North (Res2026-127).
- (6.4) Resolution approving an encroachment agreement for a fence on property located at 16700 47th Avenue North (Res2026-128).
- (6.5) Resolution approving the City of Plymouth to enter into a community roadside landscape partnership with the State of Minnesota, Department of Transportation (Res2026-129).
- (6.6) Resolution approving purchase of drainage truck for utilities division (Res2026-130).
- (6.7) Resolution approving purchase of three skid steers (Res2026-131).
- (6.8) Resolution approving temporary liquor license application of Plymouth Lions (Res2026-132).
- (6.9) Resolution approving temporary liquor license application of Luce Line Brewing Co., LLC (Res2026-133), Resolution approving temporary liquor license application of Luce Line Brewing Co., LLC (Res2026-134).
- (6.10) Resolution approving a bluff setback variance for Jill Topeff for property located at 1519 Medicine Lake Drive West (2026019) (Res2026-135).

With all members voting in favor, the motion carried.

## Public Hearings

### **(7.1) Public hearing and resolution on the issuance of housing revenue bonds to finance a multifamily housing development (Melrose apartments at The Boulevard)**

Housing Manager Schmidt presented this item and described the 212-unit apartment complex with 100 percent affordability up to 60 percent AMI (Area Median Income), including six units at 30 percent AMI. He explained the housing revenue bonds and noted there will not be any impact on the city budget.

Mayor Wosje opened the public hearing.

Mayor Wosje closed the public hearing.

Motion was made by Councilmember Peterson, and seconded by Councilmember Spoonheim, to approve Resolution authorizing the issuance, sale, and delivery of a multifamily housing revenue bonds relating to the Melrose Apartments Project pursuant to Minnesota Statutes, Chapter 462C; approving the forms of and authorizing the execution and delivery of the bonds and related documents; and granting approval for certain other actions with respect thereto (Res2026-136). With all members voting in favor, the motion carried.

### **General Business**

There were no general business items.

### **Reports and Staff Recommendations**

There were no reports.

### **Adjournment**

Mayor Wosje adjourned the regular meeting at 7:20 p.m.

---

Jodi Gallup, City Clerk/Administrative Coordinator



---

**To:** Dave Callister, City Manager

**Prepared by:** Tammy Geurkink, Accounting Specialist

**Reviewed by:** Andrea Rich, Finance Director

**Item:** **Approve disbursements**

---

**1. Action Requested:**

Approve disbursements ending May 29, 2026.

**2. Background:**

NA

**3. Budget Impact:**

NA

**4. Attachments:**

1. Invoice expense distribution
2. City Council Resolution 2026-137

Invoice Expense Distribution for Period Ended 5/29/26 Council Meeting 6/9/26

FUND	100	General Fund	239,472.67
	200	Recreation Fund	37,039.16
	210	Parker's Lake Cemetery Maint	0.00
	215	Destination Marketing Org Fund	453.92
	220	Transit System Fund	487,965.39
	234	Economic Development Fund	0.00
	240	Lawful Gambling	0.00
	250	Comm Dev Block Grant Fund	4,473.97
	254	HRA Section 8 Fund	5,732.69
	254	HAP Check Summary	326,874.70
	255	Brint It Home	368.37
	258	HRA General Fund	2,902.33
	280	Opioid Settlement Fund	0.00
	308	2005A TIF #1-1	0.00
	310	2009A TIF #7-5A Refund 1998A	0.00
	312	2010A GO Open Space	0.00
	314	2012A GO Refunding 2004A	0.00
	315	2015A GO Open Space	0.00
	316	Plymouth Creek Center Bonds	0.00
	400	General Capital Projects Fund	43,293.87
	401	Minnesota State Aid Fund	0.00
	404	Community Improvement	0.00
	405	Park Replacement Fund	2,921.51
	406	Street Reconstruction Fund	0.00
	407	Project Administration Fund	0.00
	408	Park Construction	0.00
	409	Capital Improvement Fund	0.00
	412	Water Sewer Replace	0.00
	413	Improvement Project Construction	2,190,397.27
	417	Project Warranty Repairs	0.00
	418	Utility Trunk System Expansion	0.00
	420	Water Sewer Construction	0.00
	421	ENT-Water Resources Constrctn	0.00
	422	TIF 7-4 PTP Construction	0.00
	423	TIF 7-5 Rottlund (Const)	0.00
	424	TIF 7-6 Berkshire	0.00
	425	TIF Housing Assistance Program	0.00
	426	TIF 7-7 Stonecreek	0.00
	427	TIF 1-1 Shops at Plymth Crk	0.00
	428	TIF 1-2 Vicksburg Commons	0.00
	429	TIF HRA 1-3 Crossroads Station	0.00
	432	TIF 7-8 Quest	0.00
	433	TIF 7-9 Four Seasons	0.00
	434	TIF 7-10 Sands	0.00
	435	Plymouth Creek Center Expansion	0.00
	436	Doran Bassett Creek	0.00
	437	CON - Fire Stations	0.00
	438	TIF 7-12-Prudential/Blvd	0.00
	439	TIF 7-13-Plymouth Plaza	0.00
	500	Water Fund	159,827.10
	510	Water Resources Fund	17,934.31
	520	Sewer Fund	1,874,375.23
	530	Solid Waste Management Fund	27,125.13
	540	Ice Center Fund	12,916.82
	550	Field House Fund	4,282.11
	600	Central Equipment Fund	139,085.42
	610	Public Facilities Fund	457,734.59
	620	Information Technology Fund	176,793.31
	630	Risk Management Fund	67,673.61
	640	Employee Benefits Fund	29,343.19
	660	Resource Planning	12,510.00
	700	Parkers's Lake Cemetery	0.00
	800	Investment Trust Fund	0.00
	850	Plymouth Town Square	0.00
	851	Vicksburg Crossing	0.00

Total Invoice Expense Distribution:

**6,321,496.67**

# CITY OF PLYMOUTH

## RESOLUTION No. 2026-137

### RESOLUTION APPROVING DISBURSEMENTS ENDING MAY 29, 2026

WHEREAS, a list of disbursements for the period ending May 29, 2026, was presented to the City Council for approval.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLYMOUTH, MINNESOTA, that the payment of the list of disbursements of the following funds is approved.

#### US Bank – Check Register

General & Special Revenue	\$ 769,773.48
Construction & Debt Service	\$2,236,612.65
Enterprise & Internal Service	\$2,979,600.82
Housing Redevelopment	<u>\$ 8,635.02</u>
Check Register Total	\$ 5,994,621.97

#### US Bank – Housing Assistance Payments

Housing & Redevelopment Authority	<u>\$ 326,874.70</u>
	\$ 326,874.70
GRAND TOTAL FOR ALL FUNDS	\$6,321,496.67

Additionally, the US Bank Check Register amounts split by type of payment follow:

EFT	1,522,274.66
Check (183765-184104)	4,472,347.31
Total	5,994,621.97

APPROVED by the City Council on this 9th day of June, 2026.

---

**To:** Dave Callister, City Manager

**Prepared by:** Ryan Vadnais, Assistant Finance Director

**Reviewed by:** Andrea Rich, Finance Director

**Item:** **Accept financial review for year ending December 31, 2025**

---

### **1. Action Requested:**

Accept financial results for the year ending 2025 and adopt attached resolution approving transfers between funds and resolution adopting an amended 2025 budget.

### **2. Background:**

Staff provided the attached memo for the financial review for the year ending December 31, 2025. As part of the year-end process and closing out fiscal year 2025, transfers need to be authorized and approved by the City Council, along with budget amendments prior to the completion, issuance and acceptance of the city's Annual Comprehensive Financial Report. The city's Annual Comprehensive Financial Report will be presented to council on June 23.

### **3. Budget Impact:**

Council to authorize governmental funds that exceeded budgeted expenditures. In addition, transfers as mentioned will need to be authorized by the City Council. Resolutions are attached that will authorize staff to finalize the 2025 financial statements.

### **4. Attachments:**

1. 2025 review memo
2. Budgeted funds comparison 2025
3. General Fund budget comparison by department
4. City Council Resolution 2026-138
5. City Council Resolution 2026-139



## Memorandum

**To:** Dave Callister, City Manager  
**From:** Andrea Rich, Finance Director  
Ryan Vadhais, Assistant Finance Director  
**Date:** June 9, 2026  
**Item:** Financial Review for year ending December 31, 2025

---

### Section I: Financial Review

The city's auditors, LB Carlson conducted their preliminary audit work in February followed by the field audit in April and final reporting in May/June. Auditors will present the results of the audit at the June 23 Council meeting.

To provide a year-end review, revenues and expenditures are compared to the budget as a means of measuring the reflected year's operations. The performance of each fund for the year ending December 31, 2025, is summarized below and departmental summary statements are attached for further review.

The presented financial statements are adjusted for a true comparison.

- Certain items are budgeted and will not present in actuals (e.g., capital in the enterprise funds); the reverse also holds true that certain items are not budgeted but will present in actuals (e.g., depreciation).
- As part of the 2024/25 budgeting process, a transfer in or out was planned to balance a fund's budget, excluding the General Fund which is balanced by the levy. This balancing budget transfer has been discontinued for the 2026/27 budget cycle. A transfer in would be an expected use of fund balance and a transfer out would be an expected contribution to build fund balance. These balancing transfers are for budget only.

Impacting all funds, is the interest income line item. Interest income includes investment earnings as well as the accounting adjustment to market value. The city is a conservative investor, according to state statute, and investment earnings, excluding the market value adjustment, remain relatively stable at \$5.9 million vs \$6.2 million in the prior year. The adjustment to market value can fluctuate significantly from year-to-year due to market conditions. This adjustment is reflected in the financial reports, but since the city typically holds investments until maturity, this will not have a true financial impact unless the investment is sold prior to maturity. The 2025 market value adjustment is \$4.2 million citywide, for all funds, in comparison to \$1.1 million in 2024. The market value gain in the General Fund is held in fund balance to offset future accounting losses.

#### General Fund

Before the year-end surplus transfer, revenues exceeded projections by \$2.8 million largely due to permit revenues exceeding budgeted amounts by \$1.6 million, investment income, higher state police and fire aid allocations, and a \$404,000 pass-through developer application fee for the state's affordable housing bonds all partially offset by lower than budgeted property tax revenue due to appeal settlements. Expenditures, before the year-end surplus transfer,

were \$567,000 under budget due to open positions and favorability in snow plowing from lighter winter conditions, offset by the \$404,000 developer pass through.

After maintaining 40% of the following year's budgeted expenditures in fund balance per policy, the remaining balance of \$672,000 million was transferred to the General Capital Projects Fund to provide funding for future needs. The General Fund fund balance also houses unspent Public Safety Aid of \$1.7 million (the city received \$3.6 million in 2023) and market value gains to offset any future market value losses.

Listed below are the areas that reflect significant variances to budget within the General Fund:

### **Revenues:**

**Billings to Departments/Transfers In** variances offset one another in 2025 due to a change in how the engineering administrative project fee is captured. Approximately \$900,000 is charged to projects for engineering time spent on those projects. In previous years, it fell under Billings to Departments; in 2025, it is under Transfers In. The 2026/27 budget moves the budget to Transfers In.

**Property Taxes** are lower than budget by \$1.3 million due to resolution of property tax appeals.

**Intergovernmental Revenues** were \$535,000 higher than projected mostly due to a higher allocation of police and fire aid from the state.

**Other** revenue is higher than budgeted due to pass-through developer application fees for affordable housing bonds. The developer pays the city, the city passes to the state. Unapproved applications have the fees returned from the state to the city, and the city in turn returns to the developer. Roers tried unsuccessfully twice with an application fee of \$800,000 each time; the third application with a fee of \$400,000 was approved by the state. For financial statement presentation, the unsuccessful applications have been netted to zero and only the successful application remains in Other Revenue and Other Expense in 2025.

**Permits and Licenses** were above projections by \$1.6 million and \$576,000 lower than the prior year. Permits and Licenses revenue is conservatively budgeted due to its uncertainty – timing and value of development/redevelopment. 2025 had 11,318 permits with a valuation of \$427.1 million compared to 2024 with 13,875 permits with a valuation of \$460.6 million. 2025 includes \$34.4 million valuation for Fernbrook Apartments, \$34.7 million for Belterra Apartments and \$12.4 million for Coburn's Grocery. Larger projects in 2024 included the Hennepin County expansion (\$30 million), Eagle Brook Church (\$34.5 million) and Jett 55 (\$8.8 million).

### **Expenditures:**

Overall, General Fund expenditures came in less than budget by \$567,000, excluding the transfer of surplus funds. This is primarily driven by favorability in salaries and benefits of \$537,000 due to vacant positions, lower spend in contractual services (snow plowing), all partially offset by the pass-through developer application fee of \$400,000 mentioned above (offset in Other revenue).

**Contractual Services** were below budget primarily due to less snow plowing expense with the light snow season. 2024 actuals had half a year of Hennepin County assessing fees which have been fully eliminated in 2025 and forward.

**Capital Improvements** exceeded budget by \$231,000 primarily due to the purchase of two armored trucks which will be reimbursed with grant proceeds.

**Transfers Out** exceeded budget due to surplus transferred to the General Capital Projects Fund.

### **Other Special Revenue Funds**

**Recreation:** The Recreation Fund ended the year with a loss of \$321,000. Revenue exceed budget by \$460,000; however, expenditures exceeded budget by \$782,000. The increased revenue and expenditures are the result of increased recreational programming and associated costs to run those programs.

**Transit:** Overall, the Transit Fund ended the year with a loss of \$5.1 million. Revenues exceeded budget by \$1.4 million due to Met Council's allocation of the MVST (Motor Vehicle Sales Tax) to the city and investment income. Adjusted expenses exceed budget by \$7.1 million due to \$786,000 higher cost of contracted transit services and \$5.4 million contribution to the Station 73 project.

**HRA – Housing Choice Voucher:** The Housing Assistance Fund is supported through HUD contributions. Revenues are allotted based on housing voucher activity from the prior year. The net result is similar to budget but revenues and expenditures are higher due to an increase in the number of vouchers.

**HRA – General Fund:** Revenues and expenditures approximate budget.

**Community Development Block Grant (CDBG):** Expenditures are reimbursed by HUD. The CDBG program year (July 1) and the city's fiscal year (January 1) are on different schedules accounting for revenue and expenditure variances. Revenues and expenditures approximate budget.

**Destination Marketing Organization (DMO):** Revenues and expenditures approximate budget. DMOs primary source of revenue is lodging taxes. This revenue was budgeted on the transfer line but actually recorded on the property tax line as a general tax.

**Opioid:** Opioid funding requires Council approval of expenditures which the city achieves through budget approval. Revenues and expenditures approximate budget.

**Lawful Gambling:** The city utilizes lawful gambling proceeds to fund Music in Plymouth as well as other free cultural events. Revenues and expenditures approximate budget.

### **Enterprise Funds and Internal Service Funds**

The budget does not include depreciation but does include anticipated capital related expenses. Final year-end financial reports reflect capital purchases as a capital asset on the balance sheet and include depreciation within the income statement to reflect costs over the useful life of the asset. This causes discrepancies between budget and actuals.

Capital expenditures fluctuate significantly depending on timing of the completion of the capital project and therefore will skew budget results each year since the capital budget could be in one year and actual expenditures based on project completion could be in another year. Cash flow reserves keep the funds stable.

**Water Fund:** Adjusted revenues were over budget by \$1.3 million due to \$2.9 million in PFAS settlement offset by \$1.7 million less in water charges. Total water pumped remained relatively flat to the prior year (2,955.9 million gallons vs 2,986.14 in 2024) but less than previous years (3,447.4 million gallons average 2020-2023) from which the budget was based upon. With relatively flat consumption, revenue increased 7% year-over-year which approximates

the rate increase of 8%. Budget projections vary due to fluctuations in consumption, weather and development growth. Utility rate studies are performed every five years to ensure adequate revenue to cover operating and capital costs.

**Water Resources Fund:** Adjusted revenues exceeded budget by \$588,000. The increase is due to intergovernmental contributions for the Palmer Creek stream restoration project and favorable investment income, partially offset by slightly lower than budget charges for services (\$304,000). Water Resources rates increased 4% for 2025. Adjusted expenses approximate budget.

**Sewer Fund:** Adjusted revenue approximated budget. Utility charges were under budget by \$222,000 but were offset by investment income. Sewer rates increased 4.5% for 2025 but the increase in rates was offset by the lower volume.

**Solid Waste Fund:** Organics recycling began in 2024 but was not known at the time the 2024/25 budget was built. Due to organics recycling, charges for services and contractual services were higher.

**Ice Center Fund:** Adjusted bottom line is slightly better than budget due to favorability in personal services and other income (advertising sales), partially offset by higher repair and maintenance contractual services.

**Fieldhouse Fund:** Overall, the Field House Fund reflects an adjusted year-end net income of \$36,000 compared to a budgeted adjusted loss of \$144,000. Favorability was in contractual services, specifically, utilities, and investment income.

**Central Equipment Fund:** The Central Equipment Fund charges other funds to cover the cost of repair and maintenance on the fleet as well as planning for replacement. Overall, the Central Equipment Fund ended the year with an adjusted net income of \$2 million. \$526,000 of the net income was due to sale/auction of the ladder truck and other surplus equipment. The net revenue rolls into reserves to fund future capital purchases.

**Public Facilities Fund:** The Facilities Fund charges other funds to cover the cost of repair and maintenance to the city's buildings. Adjusted gain was \$773,000 which will fund future facility repair and replacement.

**Information Technology Fund:** The Information Technology Fund ended the year with an adjusted net loss of \$790,000. Allocations are set to ensure positive cash balances in the internal service funds; however, in any given year, the fund may have a gain or loss depending on the timing of capital replacements. The biggest driver of the net loss is the expense of a portion of the ERP implementation. Funding for the ERP is planned to come partially from IT reserves and the rest from the Capital Improvement Fund.

**Risk Management Fund:** The fund administers the property, casualty, and self-insured workers' compensation insurance programs. The adjusted net income is due to fluctuation in reserve balances based upon claims as well as investment income. 2024 had a large reserve balance, \$615,000, for hail damage to Plymouth Towne Square.

## Section II: Year End Transfer Requests and Budget Adjustments

**Year-End Transfer Requests:** The transfer matrix below, with transfers included within the financial reports, need formal Council approval to allow the finance department to move the funds. The matrix identifies which funds are impacted, the amount and the reason for the transfer.

From	To	Amount	Transfer Reason
MN State Aid (Revenue source)	Streets	322,624	Construction projects - Peony Lane & 10th Ave Rehab, Traffic Signal Improvements, Nathan Lane Ave Pavement Rehab
MN State Aid (Revenue source)	General Capital Projects	239,474	Repayment of prior year negative cash coverage
General Capital Projects	MN State Aid (Revenue Source)	21,476	Adjustment for usage of Albrecht Sign credit
Park Replacement (Revenue source)	General Capital Projects	9,209	Construction project - South Shore Park Renovation
Street Reconstruction (Revenue source)	Streets	6,016,913	Construction projects - Chankahda \$4.9M, 15th Ave., Gleason Lake Drive Recon, Retaining Wall Replacement, Concrete Sidewalk Replacement, Annual Street Recon, Street Rehabilitation, Street Reconstruction
Capital Improvement	General Capital Projects	37,562	Construction project - South Shore Park Renovation
General Capital Projects	Resource Planning	6,300	Send back to Resource Planning for lidar not purchased
Streets	General Fund	136,415	Salaries, fuel, machinery costs for Mill & Overlay projects
Streets	Central Equipment	37,192	Salaries, fuel, machinery costs for Mill & Overlay projects
Resource Planning	General Fund	26,664	Offset cost of tasers and community survey
Resource Planning	IT	250,000	Partial CJN funding
Resource Planning	Public Facilities	181,683	Offset cost of updates to Medicine Lake conference room
Risk Management	Central Equipment	11,868	Insurance claim for squad car
General Fund	General Capital Projects	672,195	Surplus transfer
	Total	\$ 7,969,575	

**Year-End Budget Adjustments:** The city’s legal level of budgetary control is at the fund level and monitoring of budgets is maintained at the expenditure category (e.g., contractual services, equipment, etc.). Fund individual line items may overspend budgeted amounts without Council approval as long as the actual fund expenditures do not exceed the total fund budget. The following governmental funds exceeded budgeted expenditures:

- General Fund – due to the surplus transfer out; however, revenues also exceeded budget, producing the surplus.
- Recreation Fund – due to incremental programming. Revenues also exceeded budget but at a lower rate than expenditures.
- Transit Fund – due to Station 73 funding and higher contractual transit service cost.
- Destination Marketing Organization – intentionally spending fund balance to grow awareness.
- Housing Choice Voucher – due to additional vouchers.

Staff requests the Council to amend budgets to actual expenditures as indicated on the attached resolution.

## Section III: Recommendation

Staff recommends the Council approve the transfers discussed under the year-end transfer requests and provide authorization for the Finance Director to move the funds. Staff recommends the Council amend the original budget appropriation as discussed under year-end budget adjustments.

Process Status Posted  
 Journal Type (Multiple Items)  
 Fiscal Year Fiscal Calendar 2025  
 Fiscal Month of Year (Multiple Items)

City of Plymouth  
 General Fund  
 Dec 2025 YTD

Row Labels	Amended Budget - Reporting	Actual Amount - Reporting	Percentage Used w/ Encumbrances	Prev Year Actual Amount - Reporting	Prev Year Difference - % - Reporting	Prev Year Difference - Total - Reporting
<b>100 General Fund</b>						
<b>Expenses</b>						
ALLC - Allocations	9,064,009.00	9,064,064.00	100.00%	8,205,605.00	10.46%	858,459.00
COSV - Contractual Services	5,527,615	4,944,028	89.44%	5,733,625	(13.77%)	(789,597)
CPTL - Capital Improvements	430,000	661,432	153.82%	753,328	(12.20%)	(91,896)
DUES - Dues and Subscriptions	260,520	233,846	90%	151,335	54.52%	82,511
DVMT - Employee Development and Meetings	705,097	704,691	100%	669,419	5.27%	35,272
EQPT - Equipment	199,800	212,732	106%	147,836	43.90%	64,896
MTSU - Materials and Supplies	1,475,424	1,604,701	109%	1,280,605	25.31%	324,096
OTHR - Other	1,753,401	1,860,233	106%	2,615,360	(28.87%)	(755,127)
PRSV - Personal Services	36,029,542	35,492,273	99%	33,446,229	6.12%	2,046,044
TRNF - Transfers Out	300,000	1,072,195	357%	4,524,097	(76.30%)	(3,451,902)
<b>Expenses Total</b>	<b>55,745,408</b>	<b>55,850,195</b>	<b>100%</b>	<b>57,527,440</b>	<b>(2.92%)</b>	<b>(1,677,245)</b>
<b>Revenue</b>						
BILL - Billings to Departments	2,069,957	1,165,704	56%	1,131,757	3.00%	33,947
CHSV - Charges for Services	1,688,715	1,684,869	100%	2,348,452	(28.26%)	(663,584)
CNTO - Contributions and Donations - Operating	36,300	44,670	123%	9,650	362.90%	35,020
FIFO - Fines and Forfeitures	415,000	351,079	85%	353,784	(0.76%)	(2,705)
GPTX - General Property Taxes	43,349,363	42,094,688	97%	41,153,479	2.29%	941,209
INGV - Intergovernmental	3,968,034	4,502,764	113%	4,113,258	9.47%	389,506
INTR - Interest Income	225,500	1,226,048	544%	721,409	69.95%	504,639
OTHR - Other	36,500	582,457	1,596%	984,003	(40.81%)	(401,546)
PTLS - Permits and Licenses	3,699,085	5,267,856	142%	5,844,073	(9.86%)	(576,217)
SPAS - Special Assessments	10,000	5,414	54%	5,330	1.58%	84
TRNF - Transfers In	247,066	1,048,145	424%	1,349,823	(22.35%)	(301,678)
<b>Revenue Total</b>	<b>55,745,520</b>	<b>57,973,692</b>	<b>104%</b>	<b>58,015,017</b>	<b>(0.07%)</b>	<b>(41,324)</b>
<b>Net Rev/(Exp)</b>	-	<b>2,123,497</b>				

Process Status	Posted
Journal Type	(Multiple Items)
Fiscal Year	Fiscal Calendar 2025
Fiscal Month of Year	(Multiple Items)

City of Plymouth  
Recreation Fund  
Dec 2025 YTD

Row Labels	Amended Budget - Reporting	Actual Amount - Reporting	Percentage Used w/ Encumbrances	Prev Year Actual Amount - Reporting	Prev Year Difference - % - Reporting	Prev Year Difference - Total - Reporting
<b>200 Recreation Fund</b>						
<b>Expenses</b>						
ALLC - Allocations	110,152	110,148	100.00%	103,001	6.94%	7,147
COSV - Contractual Services	911,600	1,254,282	137.59%	982,759	27.63%	271,524
CPTL - Capital Improvements				26,836		(26,836)
DUES - Dues and Subscriptions	6,343	14,851	234%	12,253	21.20%	2,598
DVMT - Employee Development and Meetings	19,055	26,714	140%	26,337	1.43%	377
EQPT - Equipment	20,600	27,432	133%	9,649	184.29%	17,783
MTSU - Materials and Supplies	132,032	168,528	128%	168,120	0.24%	409
OTHR - Other	87,834	166,192	189%	96,240	72.68%	69,952
PRSV - Personal Services	1,945,848	2,290,278	118%	2,113,974	8.34%	176,304
TRNF - Transfers Out	43,408	0	0%	0		0
<b>Expenses Total</b>	<b>3,276,872</b>	<b>4,058,426</b>	<b>124%</b>	<b>3,539,169</b>	<b>14.67%</b>	<b>519,257</b>
<b>Revenue</b>						
CHSV - Charges for Services	2,243,875	2,680,684	119%	2,278,834	17.63%	401,850
CNTO - Contributions and Donations - Operating	20,572	29,666	144%	19,439	52.61%	10,227
GPTX - General Property Taxes	1,002,652	973,455	97%	962,616	1.13%	10,839
INGV - Intergovernmental	0	9		9	(0.23%)	(0)
INTR - Interest Income	0	35,473		26,187	35.46%	9,286
OTHR - Other	9,785	17,965	184%	13,182	36.28%	4,783
<b>Revenue Total</b>	<b>3,276,884</b>	<b>3,737,251</b>	<b>114%</b>	<b>3,300,267</b>	<b>13.24%</b>	<b>436,984</b>
<b>Adjusted Net Rev/(Exp)</b>	<b>12</b>	<b>(321,175)</b>				

Process Status	Posted
Journal Type	(Multiple Items)
Fiscal Year	Fiscal Calendar 2025
Fiscal Month of Year	(Multiple Items)

City of Plymouth  
Transit Fund  
Dec 2025 YTD

Row Labels	Amended Budget - Reporting	Actual Amount - Reporting	Percentage Used w/ Encumbrances	Prev Year Actual Amount - Reporting	Prev Year Difference - % - Reporting	Prev Year Difference - Total - Reporting
<b>220 Transit System</b>						
<b>Expenses</b>						
ALLC - Allocations	141,777	141,780	100.00%	127,387	11.30%	14,393
COSV - Contractual Services	4,925,736	5,775,346	117.25%	4,712,970	22.54%	1,062,375
CPTL - Capital Improvements	0.00	0.00		70,000		(70,000)
DUES - Dues and Subscriptions	13,000	10,625	82%	10,570	0.52%	55
DVMT - Employee Development and Meetings	4,750	0	0%	0		0
EQPT - Equipment	100,000	0	0%	34,718		(34,718)
MTSU - Materials and Supplies	420,504	450,014	107%	478,841	(6.02%)	(28,827)
OTHR - Other	52,125	88,548	170%	2,758	3,110.11%	85,789
PRSV - Personal Services	224,912	216,499	96%	208,710	3.73%	7,789
TRNF - Transfers Out	689,334	6,318,574	917%	0		6,318,574
<b>Expenses Total</b>	<b>6,572,138</b>	<b>13,001,386</b>	<b>198%</b>	<b>5,645,954</b>	<b>130.28%</b>	<b>7,355,431</b>
<b>Revenue</b>						
CHSV - Charges for Services	392,773	402,033	102%	423,230	(5.01%)	(21,197)
INGV - Intergovernmental	6,029,267	6,915,961	115%	6,425,692	7.63%	490,269
INTR - Interest Income	150,100	624,823	416%	638,435	(2.13%)	(13,612)
OTHR - Other	0	0		3	(92.88%)	(3)
<b>Revenue Total</b>	<b>6,572,140</b>	<b>7,942,816</b>	<b>121%</b>	<b>7,487,359</b>	<b>6.08%</b>	<b>455,457</b>
Excluding budgeted Transfer out to Reserves	(689,334)	-				
<b>Adjusted Expenses</b>	<b>5,882,804</b>	<b>13,001,386</b>				
Excluding budgeted Transfer in from Reserves	-	-				
<b>Adjusted Revenue</b>	<b>6,572,140</b>	<b>7,942,816</b>				
<b>Adjusted Net Rev/(Exp)</b>	<b>689,336</b>	<b>(5,058,569)</b>				

Process Status	Posted
Journal Type	(Multiple Items)
Fiscal Year	Fiscal Calendar 2025
Fiscal Month of Year	(Multiple Items)

City of Plymouth  
CDBG  
Dec 2025 YTD

Row Labels	Amended Budget - Reporting	Actual Amount - Reporting	Percentage Used w/ Encumbrances	Prev Year Actual Amount - Reporting	Prev Year Difference - % - Reporting	Prev Year Difference - Total - Reporting
<b>250 Community Dev Block Grant (CDBG)</b>						
<b>Expenses</b>						
ALLC - Allocations	11,142	11,136	99.95%	10,349	7.60%	787
COSV - Contractual Services	7,350	7,890	107.34%	6,495	21.47%	1,394
DUES - Dues and Subscriptions	0	5		190	(97.37%)	(185)
DVMT - Employee Development and Meetings	1,600	991	62%	0		991
MTSU - Materials and Supplies	300	38	13%	131	(70.64%)	(92)
OTHR - Other	462,477	379,233	82%	308,144	23.07%	71,089
PRSV - Personal Services	36,893	64,135	174%	31,260	105.17%	32,875
<b>Expenses Total</b>	<b>519,762</b>	<b>463,428</b>	<b>89%</b>	<b>356,569</b>	<b>29.97%</b>	<b>106,859</b>
<b>Revenue</b>						
INGV - Intergovernmental	441,452	435,999	99%	346,574	25.80%	89,425
INTR - Interest Income	300	128	43%	1,474	(91.31%)	(1,346)
OTHR - Other				230		(230)
TRNF - Transfers In	78,010	0	0%	0		0
<b>Revenue Total</b>	<b>519,762</b>	<b>436,128</b>	<b>84%</b>	<b>348,278</b>	<b>25.22%</b>	<b>87,849</b>
Excluding budgeted Transfers out to Reserves	-	-				
<b>Adjusted Expenses</b>	<b>519,762</b>	<b>463,428</b>				
Excluding budgeted Transfer in from Reserves	(78,010)	-				
<b>Adjusted Revenue</b>	<b>441,752</b>	<b>436,128</b>				
<b>Adjusted Net Rev/(Exp)</b>	<b>(78,010)</b>	<b>(27,301)</b>				

Process Status Posted  
 Journal Type (Multiple Items)  
 Fiscal Year Fiscal Calendar 2025  
 Fiscal Month of Year (Multiple Items)

City of Plymouth  
 DMO  
 Dec 2025 YTD

Row Labels	Amended Budget - Reporting	Actual Amount - Reporting	Percentage Used w/ Encumbrances	Prev Year Actual Amount - Reporting	Prev Year Difference - % - Reporting	Prev Year Difference - Total - Reporting
<b>215 Destination Marketing Org Fund</b>						
<b>Expenses</b>						
COSV - Contractual Services	30,000	94,433	314.78%	92,791	1.77%	1,641
CPTL - Capital Improvements				7,847		(7,847)
DUES - Dues and Subscriptions	0	24,330		26,464	(8.06%)	(2,134)
DVMT - Employee Development and Meetings	0	4,483		4,676	(4.13%)	(193)
EQPT - Equipment				0		0
MTSU - Materials and Supplies	50,000	37,693	75%	9,346	303.32%	28,347
OTHR - Other	0	1,777		2,982	(40.40%)	(1,205)
PRSV - Personal Services	130,862	124,528	95%	125,026	(0.40%)	(498)
TRNF - Transfers Out				0		0
<b>Expenses Total</b>	<b>210,862</b>	<b>287,243</b>	<b>136%</b>	<b>269,132</b>	<b>0</b>	<b>18,112</b>
<b>Revenue</b>						
CHSV - Charges for Services	0	(1,292)				(1,292)
GPTX - General Property Taxes	0	184,283		202,417	(0)	(18,133)
INTR - Interest Income	0	26,641		22,709	0	3,932
TRNF - Transfers In	210,862	0	0%	0		0
<b>Revenue Total</b>	<b>210,862</b>	<b>209,633</b>	<b>99%</b>	<b>225,126</b>	<b>(0)</b>	<b>(15,493)</b>
Excluding budgeted Transfers out to Reserves	-	-				
<b>Adjusted Expenses</b>	<b>210,862</b>	<b>287,243</b>				
Excluding budgeted Transfer in from Reserves	(210,862)	-				
<b>Adjusted Revenue</b>	<b>-</b>	<b>209,633</b>				
<b>Adjusted Net Rev/(Exp)</b>	<b>(210,862)</b>	<b>(77,610)</b>				

Process Status	Posted
Journal Type	(Multiple Items)
Fiscal Year	Fiscal Calendar 2025
Fiscal Month of Year	(Multiple Items)

City of Plymouth  
Opioid  
Dec 2025 YTD

Row Labels	Amended Budget - Reporting	Actual Amount - Reporting	Percentage Used w/ Encumbrances	Prev Year Actual Amount - Reporting	Prev Year Difference - %	Prev Year Difference - Total - Reporting
<b>280 Opioid Settlement Fund</b>						
<b>Expenses</b>						
COSV - Contractual Services	12,000	0	0%	12,000		(12,000)
MTSU - Materials and Supplies	0	3,424				3,424
OTHR - Other	15	62	415%	27	129.30%	35
TRNF - Transfers Out	43,660	0	0%			0
<b>Expenses Total</b>	<b>55,675</b>	<b>3,486</b>	<b>6%</b>	<b>12,027</b>	<b>(71.01%)</b>	<b>(8,541)</b>
<b>Revenue</b>						
INTR - Interest Income	2,000	13,175	659%	6,798	93.81%	6,377
OTHR - Other	53,675	39,057	73%	115,628	(66.22%)	(76,572)
<b>Revenue Total</b>	<b>55,675</b>	<b>52,231</b>	<b>94%</b>	<b>122,426</b>	<b>(57.34%)</b>	<b>(70,195)</b>
Excluding budgeted Transfers out to	(43,660)	-				
<b>Adjusted Expenses</b>	<b>12,015</b>	<b>3,486</b>				
Excluding budgeted Transfer in from	-	-				
<b>Adjusted Revenue</b>	<b>55,675</b>	<b>52,231</b>				
<b>Adjusted Net Rev/(Exp)</b>	<b>43,660</b>	<b>48,745</b>				

Process Status	Posted
Journal Type	(Multiple Items)
Fiscal Year	Fiscal Calendar 2025
Fiscal Month of Year	(Multiple Items)

**City of Plymouth**  
**Lawful Gambling**  
**Dec 2025 YTD**

Row Labels	Amended Budget - Reporting	Actual Amount - Reporting	Percentage Used w/ Encumbrances	Prev Year Actual Amount - Reporting	Prev Year Difference - % - Reporting	Prev Year Difference - Total - Reporting
<b>240 Lawful Gambling</b>						
<b>Expenses</b>						
COSV - Contractual Services	72,000	71,026	98.65%	79,630	(10.81%)	(8,605)
OTHR - Other	48,000	47,156	98%	47,688	(1.12%)	(532)
<b>Expenses Total</b>	<b>120,000</b>	<b>118,181</b>	<b>98%</b>	<b>127,318</b>	<b>(7.18%)</b>	<b>(9,137)</b>
<b>Revenue</b>						
CHSV - Charges for Services	120,000	117,848	98%	119,193	(1.13%)	(1,345)
INTR - Interest Income	0	3,849		2,639	45.83%	1,210
<b>Revenue Total</b>	<b>120,000</b>	<b>121,697</b>	<b>101%</b>	<b>121,832</b>	<b>(0.11%)</b>	<b>(135)</b>
<b>Net Rev/(Exp)</b>	<b>-</b>	<b>3,516</b>				

Process Status	Posted
Journal Type	(Multiple Items)
Fiscal Year	Fiscal Calendar 2025
Fiscal Month of Year	(Multiple Items)

City of Plymouth  
Water  
Dec 2025 YTD

Row Labels	Amended Budget - Reporting	Actual Amount - Reporting	Percentage Used w/ Encumbrances	Prev Year Actual Amount - Reporting	Prev Year Difference - % - Reporting	Prev Year Difference - Total - Reporting
<b>500 Water</b>						
<b>Expenses</b>						
ALLC - Allocations	1,597,363	1,597,380	100.00%	1,558,763	2.48%	38,617
COSV - Contractual Services	2,088,000	2,410,758	115.46%	2,000,675	20.50%	410,083
CPTL - Capital Improvements	3,940,000	0	0.00%	0		0
DEPR - Depreciation	0	2,859,554		2,904,138	(1.54%)	(44,584)
DUES - Dues and Subscriptions	12,500	6,573	53%	9,398	(30.06%)	(2,825)
DVMT - Employee Development and Meetings	18,000	19,144	106%	19,526	(1.96%)	(382)
EQPT - Equipment	15,000	21,464	143%	8,437	154.41%	13,027
MTSU - Materials and Supplies	823,250	889,341	108%	886,180	0.36%	3,161
OTHR - Other	60,550	66,599	110%	57,426	15.97%	9,174
PRSV - Personal Services	1,985,563	1,900,773	96%	1,780,767	6.74%	120,006
TRNF - Transfers Out	1,650,001	2,346,182	142%	2,117,342	10.81%	228,841
<b>Expenses Total</b>	<b>12,190,227</b>	<b>12,117,767</b>	<b>99%</b>	<b>11,342,649</b>	<b>6.83%</b>	<b>775,118</b>
<b>Revenue</b>						
CHSV - Charges for Services	11,335,739	9,601,848	85%	8,941,026	7.39%	660,822
CNTC - Contributions and Donations - Capital	800,000.00	6,487,124.26	810.89%	904,606	617.12%	5,582,518
INGV - Intergovernmental	10,000	21,859	219%	33,664	(35.07%)	(11,805)
INTR - Interest Income	34,500	152,111	441%	133,224	14.18%	18,887
OTHR - Other	10,000	2,917,881	29,179%	26,415	10,946.44%	2,891,467
TRNF - Transfers In	0	2,350		333,647	(99.30%)	(331,297)
<b>Revenue Total</b>	<b>12,190,239</b>	<b>19,183,173</b>	<b>157%</b>	<b>10,372,581</b>	<b>84.94%</b>	<b>8,810,591</b>
Including Depreciation (actuals)	2,859,554	-				
Excluding budgeted Capital Improvements	(3,940,000)	-				
Including capital funding (actuals)	2,304,482	-				
Excluding budgeted Transfer out to Reserves	(1,608,301)	-				
<b>Adjusted Expenses</b>	<b>11,805,962</b>	<b>12,117,767</b>				
Excluding budgeted Transfer in from Reserves	-	-				
Including Capital Funding (actuals)	5,687,124	-				
<b>Adjusted Revenue</b>	<b>17,877,363</b>	<b>19,183,173</b>				
<b>Adjusted Net Rev/(Exp)</b>	<b>6,071,401</b>	<b>7,065,406</b>				

Process Status	Posted
Journal Type	(Multiple Items)
Fiscal Year	Fiscal Calendar 2025
Fiscal Month of Year	(Multiple Items)

**City of Plymouth**  
**Water Resources**  
**Dec 2025 YTD**

Row Labels	Amended Budget - Reporting	Actual Amount - Reporting	Percentage Used w/ Encumbrances	Prev Year Actual Amount - Reporting	Prev Year Difference - % - Reporting	Prev Year Difference - Total - Reporting
<b>510 Water Resources</b>						
<b>Expenses</b>						
ALLC - Allocations	577,790	577,800	100.00%	551,277	4.81%	26,523
COSV - Contractual Services	553,610	611,597	110.47%	366,499	66.88%	245,098
CPTL - Capital Improvements	3,081,000	0	0.00%	0		0
DEPR - Depreciation	0	1,709,492		1,515,183	12.82%	194,309
DUES - Dues and Subscriptions	415,000	391,757	94%	374,575	4.59%	17,182
DVMT - Employee Development and Meetings	8,200	8,964	109%	10,736	(16.50%)	(1,772)
EQPT - Equipment	15,000	8,591	57%	8,301	3.49%	290
MTSU - Materials and Supplies	81,750	55,200	68%	45,501	21.31%	9,699
OTHR - Other	32,600	38,911	119%	32,681	19.06%	6,230
PRSV - Personal Services	1,383,066	1,251,310	90%	1,091,520	14.64%	159,790
TRNF - Transfers Out	370,297	1,308,106	353%	1,155,596	13.20%	152,510
<b>Expenses Total</b>	<b>6,518,313</b>	<b>5,961,728</b>	<b>91%</b>	<b>5,151,870</b>	<b>15.72%</b>	<b>809,858</b>
<b>Revenue</b>						
CHSV - Charges for Services	5,639,612	5,335,251	95%	5,107,331	4.46%	227,920
CNTC - Contributions and Donations - Capital	800,000.00	7,168,655.94	896.08%	1,158,720	518.67%	6,009,936
INGV - Intergovernmental	0	412,119		202,396	103.62%	209,723
INTR - Interest Income	55,700	548,969	986%	374,442	46.61%	174,527
OTHR - Other	23,000	10,034	44%	9,983	0.50%	50
<b>Revenue Total</b>	<b>6,518,312</b>	<b>13,475,028</b>	<b>207%</b>	<b>6,852,872</b>	<b>96.63%</b>	<b>6,622,156</b>
Including Depreciation (actuals)	1,709,492	-				
Excluding budgeted Capital Improvements	(3,081,000)	-				
Including Capital Funding (actuals)	1,298,506	-				
Excluding budgeted Transfers out to Reserves	(366,797)	-				
<b>Adjusted Expenses</b>	<b>6,078,514</b>	<b>5,961,728</b>				
Including Capital Funding (actuals)	6,368,656	-				
<b>Adjusted Revenue</b>	<b>12,886,968</b>	<b>13,475,028</b>				
<b>Adjusted Net Rev/(Exp)</b>	<b>6,808,454</b>	<b>7,513,299</b>				

Process Status	Posted
Journal Type	(Multiple Items)
Fiscal Year	Fiscal Calendar 2025
Fiscal Month of Year	(Multiple Items)

City of Plymouth  
Sewer  
Dec 2025 YTD

Row Labels	Amended Budget - Reporting	Actual Amount - Reporting	Percentage Used w/ Encumbrances	Prev Year Actual Amount - Reporting	Prev Year Difference - % - Reporting	Prev Year Difference - Total - Reporting
<b>520 Sewer</b>						
<b>Expenses</b>						
ALLC - Allocations	755,968	755,964	100.00%	730,329	3.51%	25,635
COSV - Contractual Services	8,484,790	8,706,933	102.62%	8,016,271	8.62%	690,662
CPTL - Capital Improvements	3,420,000	0	0.00%	0		0
DEPR - Depreciation	0	1,804,651		1,707,695	5.68%	96,956
DUES - Dues and Subscriptions	300	798	266%	0		798
DVMT - Employee Development and Meetings	9,000	16,063	178%	12,972	23.83%	3,091
EQPT - Equipment	7,500	4,918	66%	3,335	47.48%	1,583
MTSU - Materials and Supplies	109,700	78,150	71%	70,410	10.99%	7,740
OTHR - Other	69,700	91,900	132%	78,510	17.06%	13,390
PRSV - Personal Services	1,145,297	1,060,025	93%	934,603	13.42%	125,422
TRNF - Transfers Out	323,698	415,742	128%	438,451	(5.18%)	(22,709)
<b>Expenses Total</b>	<b>14,325,953</b>	<b>12,935,144</b>	<b>90%</b>	<b>11,992,576</b>	<b>7.86%</b>	<b>942,568</b>
<b>Revenue</b>						
CHSV - Charges for Services	13,342,852	13,120,428	98%	12,437,808	5.49%	682,621
CNTC - Contributions and Donations - Capital	900,000.00	3,096,107.67	344.01%	351,331	781.25%	2,744,776
INGV - Intergovernmental	34,900	37,547	108%	33,508	12.05%	4,038
INTR - Interest Income	38,200	336,763	882%	230,589	46.04%	106,174
OTHR - Other	10,000	60,372	604%	11,851	409.41%	48,521
TRNF - Transfers In	0	12,099		29,376	(58.81%)	(17,277)
<b>Revenue Total</b>	<b>14,325,952</b>	<b>16,663,318</b>	<b>116%</b>	<b>13,094,464</b>	<b>27.25%</b>	<b>3,568,854</b>
Including Depreciation (actulas)	1,804,651	-				
Excluding Budgeted Capital Improvements	(3,420,000)	-				
Including Capital Funding (actuals)	412,241	-				
Excluding Budgeted Transfers out to Reserves	(314,098)	-				
<b>Adjusted Expenses</b>	<b>12,808,747</b>	<b>12,935,144</b>				
Including Capital Funding	2,196,108	-				
<b>Adjusted Revenue</b>	<b>16,522,060</b>	<b>16,663,318</b>				
<b>Adjusted Net Rev/(Exp)</b>	<b>3,713,313</b>	<b>3,728,174</b>				

Process Status	Posted
Journal Type	(Multiple Items)
Fiscal Year	Fiscal Calendar 2025
Fiscal Month of Year	(Multiple Items)

City of Plymouth  
Solid Waste  
Dec 2025 YTD

Row Labels	Amended Budget - Reporting	Actual Amount - Reporting	Percentage Used w/ Encumbrances	Prev Year Actual Amount - Reporting	Prev Year Difference - % - Reporting	Prev Year Difference - Total - Reporting
<b>530 Solid Waste Mgmt</b>						
<b>Expenses</b>						
ALLC - Allocations	46,263	46,272	100.02%	43,709	5.86%	2,563
COSV - Contractual Services	2,332,100	3,069,395	131.62%	2,387,829	28.54%	681,565
DEPR - Depreciation	0	5,683		5,683	0.00%	0
DUES - Dues and Subscriptions	400	0	0%	0		0
DVMT - Employee Development and Meetings	1,050	0	0%	0		0
MTSU - Materials and Supplies	11,700	555	5%	3,715	(85.06%)	(3,160)
OTHR - Other	9,925	18,386	185%	15,248	20.58%	3,138
PRSV - Personal Services	280,939	240,568	86%	198,747	21.04%	41,821
TRNF - Transfers Out	56,319	0	0%	0		0
<b>Expenses Total</b>	<b>2,738,696</b>	<b>3,380,859</b>	<b>123%</b>	<b>2,654,932</b>	<b>27.34%</b>	<b>725,928</b>
<b>Revenue</b>						
CHSV - Charges for Services	2,535,564	3,638,922	144%	2,503,672	45.34%	1,135,249
INGV - Intergovernmental	163,700	387,556	237%	375,344	3.25%	12,213
INTR - Interest Income	9,450	41,046	434%	20,018	105.04%	21,028
OTHR - Other	25,000	30,317	121%	23,950	26.59%	6,367
PTLS - Permits and Licenses	4,975	4,675	94%	4,400	6.25%	275
<b>Revenue Total</b>	<b>2,738,689</b>	<b>4,102,515</b>	<b>150%</b>	<b>2,927,383</b>	<b>40.14%</b>	<b>1,175,132</b>
Including Depreciation (actuals)	5,683	-				
Excluding budgeted Transfers out to Reserves	(56,319)	-				
<b>Adjusted Expenses</b>	<b>2,688,060</b>	<b>3,380,859</b>				
Excluding budgeted Transfer in from Reserves	-	-				
<b>Adjusted Revenue</b>	<b>2,738,689</b>	<b>4,102,515</b>				
<b>Adjusted Net Rev/(Exp)</b>	<b>50,629</b>	<b>721,656</b>				

Process Status	Posted
Journal Type	(Multiple Items)
Fiscal Year	Fiscal Calendar 2025
Fiscal Month of Year	(Multiple Items)

City of Plymouth  
PIC  
Dec 2025 YTD

Row Labels	Amended Budget - Reporting	Actual Amount - Reporting	Percentage Used w/ Encumbrances	Prev Year Actual Amount - Reporting	Prev Year Difference - % - Reporting	Prev Year Difference - Total - Reporting
<b>540 Ice Center</b>						
<b>Expenses</b>						
ALLC - Allocations	269,428	269,436	100.00%	250,311	7.64%	19,125
COSV - Contractual Services	786,480	837,438	106.48%	691,996	21.02%	145,442
CPTL - Capital Improvements	295,000	0	0.00%	0		0
DEPR - Depreciation	0	688,476		721,686	(4.60%)	(33,209)
DUES - Dues and Subscriptions	700	3,150	450%	1,945	61.95%	1,205
DVMT - Employee Development and Meetings	7,600	9,048	119%	8,426	7.39%	622
EQPT - Equipment	36,000	8,923	25%	12,074	(26.10%)	(3,151)
MTSU - Materials and Supplies	165,050	194,067	118%	194,844	(0.40%)	(777)
OTHR - Other	22,387	41,323	185%	34,457	19.93%	6,866
PRSV - Personal Services	1,169,544	1,040,292	89%	951,861	9.29%	88,430
<b>Expenses Total</b>	<b>2,752,189</b>	<b>3,092,153</b>	<b>112%</b>	<b>2,867,600</b>	<b>7.83%</b>	<b>224,553</b>
<b>Revenue</b>						
CHSV - Charges for Services	2,428,413	2,390,116	98%	2,336,227	2.31%	53,889
CNTC - Contributions and Donations - Capital	0.00	14,400.00				14,400
CNTO - Contributions and Donations - Operating				4,355		(4,355)
INTR - Interest Income	8,500	29,448	346%	10,061	192.70%	19,387
OTHR - Other	61,000	151,518	248%	74,623	103.04%	76,895
TRNF - Transfers In	254,281	270,457	106%	370,134	(26.93%)	(99,677)
<b>Revenue Total</b>	<b>2,752,194</b>	<b>2,855,939</b>	<b>104%</b>	<b>2,795,399</b>	<b>2.17%</b>	<b>60,539</b>
Including Depreciation (actuals)	688,476	-				
Excluding Budgeted Capital Improvements	(295,000)	-				
<b>Adjusted Expenses</b>	<b>3,145,665</b>	<b>3,092,153</b>				
Excluding Budgeted Transfer in from Reserves	(254,281)	-				
Including Capital Funding (actuals)	270,457	-				
<b>Adjusted Revenue</b>	<b>2,768,370</b>	<b>2,855,939</b>				
<b>Adjusted Net Rev/(Exp)</b>	<b>(377,295)</b>	<b>(236,214)</b>				

Process Status	Posted
Journal Type	(Multiple Items)
Fiscal Year	Fiscal Calendar 2025
Fiscal Month of Year	(Multiple Items)

City of Plymouth  
Fieldhouse  
Dec 2025 YTD

Row Labels	Amended Budget - Reporting	Actual Amount - Reporting	Percentage Used w/ Encumbrances	Prev Year Actual Amount - Reporting	Prev Year Difference - % - Reporting	Prev Year Difference - Total - Reporting
<b>550 Field House</b>						
<b>Expenses</b>						
ALLC - Allocations	128,550	128,556	100.00%	137,125	(6.25%)	(8,569)
COSV - Contractual Services	180,640	102,430	56.70%	92,479	10.76%	9,951
CPTL - Capital Improvements	30,000	0	0.00%			0
DEPR - Depreciation	0	100,838		101,564	(0.72%)	(727)
DVMT - Employee Development and Meetings	200	0	0%	200		(200)
MTSU - Materials and Supplies	8,740	2,672	31%	2,811	(4.96%)	(139)
OTHR - Other	300	431	144%	265	62.68%	166
PRSV - Personal Services	158,346	142,229	90%	146,903	(3.18%)	(4,674)
<b>Expenses Total</b>	<b>506,776</b>	<b>477,156</b>	<b>94%</b>	<b>481,348</b>	<b>(0.87%)</b>	<b>(4,192)</b>
<b>Revenue</b>						
CHSV - Charges for Services	417,150	402,134	96%	377,537	6.52%	24,598
INTR - Interest Income	16,500	94,349	572%	64,648	45.94%	29,701
OTHR - Other	0	16,928		14,979	13.01%	1,949
TRNF - Transfers In	73,125	0	0%	0		0
<b>Revenue Total</b>	<b>506,775</b>	<b>513,412</b>	<b>101%</b>	<b>457,164</b>	<b>12.30%</b>	<b>56,248</b>
Including Depreciation (actuals)	100,838	-				
Excluding Budgeted Capital Improvements	(30,000)	-				
<b>Adjusted Expenses</b>	<b>577,614</b>	<b>477,156</b>				
Excluding Budgeted Transfer in from Reserves	(73,125)	-				
<b>Adjusted Revenue</b>	<b>433,650</b>	<b>513,412</b>				
<b>Adjusted Net Rev/(Exp)</b>	<b>(143,964)</b>	<b>36,256</b>				

Process Status	Posted
Journal Type	(Multiple Items)
Fiscal Year	Fiscal Calendar 2025
Fiscal Month of Year	(Multiple Items)

City of Plymouth  
Central Equipment  
Dec 2025 YTD

Row Labels	Amended Budget - Reporting	Actual Amount - Reporting	Percentage Used w/ Encumbrances	Prev Year Actual Amount - Reporting	Prev Year Difference - % Reporting	Prev Year Difference - Total Reporting
<b>600 Central Equipment</b>						
<b>Expenses</b>						
ALLC - Allocations	206,201	206,208	100.00%	211,951	(2.71%)	(5,743)
COSV - Contractual Services	132,310	145,743	110.15%	175,509	(16.96%)	(29,766)
CPTL - Capital Improvements	2,415,400	6,875	0.28%	13,945	(50.70%)	(7,070)
DBTI - Debt Service - Interest	0	15,520		5,783	168.37%	9,737
DEPR - Depreciation	0	1,775,948		1,781,801	(0.33%)	(5,853)
DUES - Dues and Subscriptions	3,500	3,166	90%	2,019	56.87%	1,148
DVMT - Employee Development and Meetings	2,200	3,372	153%	865	289.67%	2,506
EQPT - Equipment	34,000	151,294	445%	19,729	666.87%	131,565
MTSU - Materials and Supplies	898,605	953,772	106%	899,761	6.00%	54,011
OTHR - Other	31,275	420,672	1,345%	329,378	27.72%	91,294
PRSV - Personal Services	737,197	740,525	100%	643,325	15.11%	97,200
<b>Expenses Total</b>	<b>4,460,688</b>	<b>4,423,095</b>	<b>99%</b>	<b>4,084,066</b>	<b>8.30%</b>	<b>339,029</b>
<b>Revenue</b>						
BILL - Billings to Departments	4,039,601	4,039,620	100%	3,884,232	4.00%	155,388
CHSV - Charges for Services	21,218	0	0%	0		0
CNTC - Contributions and Donations - Capital	0.00	904,688.19		271,757	232.90%	632,931
INTR - Interest Income	218,156	897,037	411%	618,902	44.94%	278,136
OTHR - Other	106,090	534,379	504%	296,477	80.24%	237,902
TRNF - Transfers In	75,628	49,059	65%	51,972	(5.60%)	(2,912)
<b>Revenue Total</b>	<b>4,460,693</b>	<b>6,424,783</b>	<b>144%</b>	<b>5,123,339</b>	<b>25.40%</b>	<b>1,301,444</b>
Including Depreciation (actuals)	1,775,948	-				
Excluding Budgeted Capital Improvements	(2,415,400)	-				
<b>Adjusted Expenses</b>	<b>3,821,236</b>	<b>4,423,095</b>				
Excluding Budgeted Transfer in from Reserves	(75,628)	-				
Including Capital Funding (actuals)	904,688	-				
<b>Adjusted Revenue</b>	<b>5,289,753</b>	<b>6,424,783</b>				
<b>Adjusted Net Rev/(Exp)</b>	<b>1,468,517</b>	<b>2,001,688</b>				

Process Status	Posted
Journal Type	(Multiple Items)
Fiscal Year	Fiscal Calendar 2025
Fiscal Month of Year	(Multiple Items)

City of Plymouth  
Facilities  
Dec 2025 YTD

Row Labels	Amended Budget - Reporting	Actual Amount - Reporting	Percentage Used w/ Encumbrances	Prev Year Actual Amount - Reporting	Prev Year Difference - % - Reporting	Prev Year Difference - Total - Reporting
<b>610 Public Facilities</b>						
<b>Expenses</b>						
ALLC - Allocations	35,623	35,628	100.01%	30,208	17.94%	5,420
COSV - Contractual Services	2,288,965	2,010,030	87.81%	2,204,837	(8.84%)	(194,807)
CPTL - Capital Improvements	3,090,000	0	0.00%	0		0
DEPR - Depreciation	0	801,699		770,357	4.07%	31,342
DUES - Dues and Subscriptions	1,850	4,435	240%	2,347	89.01%	2,089
DVMT - Employee Development and Meetings	4,500	1,990	44%	1,708	16.49%	282
EQPT - Equipment	100,100	68,312	68%	26,656	156.27%	41,656
MTSU - Materials and Supplies	175,790	197,243	112%	135,232	45.85%	62,010
OTHR - Other	950	1,922	202%	1,366	40.64%	555
PRSV - Personal Services	581,547	574,296	99%	434,192	32.27%	140,104
TRNF - Transfers Out				232,052		(232,052)
<b>Expenses Total</b>	<b>6,279,325</b>	<b>3,695,555</b>	<b>59%</b>	<b>3,838,957</b>	<b>(3.74%)</b>	<b>(143,402)</b>
<b>Revenue</b>						
BILL - Billings to Departments	3,609,308	3,609,336	100%	3,363,387	7.31%	245,949
CNTC - Contributions and Donations - Capital				287,615		(287,615)
INGV - Intergovernmental	0	127,543				127,543
INTR - Interest Income	141,497	439,185	310%	347,345	26.44%	91,840
OTHR - Other	9,000	13,034	145%	16,066	(18.87%)	(3,032)
TRNF - Transfers In	2,519,522	279,601	11%	250,000	11.84%	29,601
<b>Revenue Total</b>	<b>6,279,327</b>	<b>4,468,699</b>	<b>71%</b>	<b>4,264,413</b>	<b>4.79%</b>	<b>204,286</b>
Including Depreciation (actuals)	801,699	-				
Excluding Budgeted Capital Improvements	(3,090,000)	-				
Including Capital Funding (actuals)	-	-				
<b>Adjusted Expenses</b>	<b>3,991,024</b>	<b>3,695,555</b>				
Excluding Budgeted Transfer in from Reserves	(2,519,522)	-				
Including Capital Funding (actuals)	279,601	-				
<b>Adjusted Revenue</b>	<b>4,039,406</b>	<b>4,468,699</b>				
<b>Adjusted Net Rev/(Exp)</b>	<b>48,382</b>	<b>773,144</b>				

Process Status	Posted
Journal Type	(Multiple Items)
Fiscal Year	Fiscal Calendar 2025
Fiscal Month of Year	(Multiple Items)

City of Plymouth  
IT  
Dec 2025 YTD

Row Labels	Amended Budget - Reporting	Actual Amount - Reporting	Percentage Used w/ Encumbrances	Prev Year Actual Amount - Reporting	Prev Year Difference - % - Reporting	Prev Year Difference - Total - Reporting
<b>620 Information Technology</b>						
<b>Expenses</b>						
ALLC - Allocations	45,716	45,720	100.01%	40,293	13.47%	5,427
COSV - Contractual Services	1,822,128	2,397,040	131.55%	1,868,464	28.29%	528,576
CPTL - Capital Improvements	80,000	0	0.00%	(58,440)		58,440
DBTI - Debt Service - Interest	0	4,258		5,196	(18.04%)	(937)
DEPR - Depreciation	0	388,802		407,147	(4.51%)	(18,346)
DUES - Dues and Subscriptions	250	62,795	25,118%	(12,698)	(594.52%)	75,494
DVMT - Employee Development and Meetings	20,500	8,714	43%	10,349	(15.80%)	(1,635)
EQPT - Equipment	288,463	157,764	55%	238,115	(33.74%)	(80,351)
MTSU - Materials and Supplies	12,000	14,252	119%	11,140	27.94%	3,112
OTHR - Other	0	288,711		156,378	84.62%	132,333
PRSV - Personal Services	1,108,631	1,120,290	101%	948,174	18.15%	172,116
<b>Expenses Total</b>	<b>3,377,688</b>	<b>4,488,346</b>	<b>133%</b>	<b>3,614,118</b>	<b>24.19%</b>	<b>874,228</b>
<b>Revenue</b>						
BILL - Billings to Departments	2,977,993	2,978,004	100%	2,808,085	6.05%	169,919
CNTC - Contributions and Donations - Capital				46,350		(46,350)
INGV - Intergovernmental	0	2,660		9,482	(71.95%)	(6,822)
INTR - Interest Income	96,074	302,351	315%	255,621	18.28%	46,730
OTHR - Other	0	(68,501)		1,515	(4,622.77%)	(70,016)
TRNF - Transfers In	303,624	484,133	159%	82,000	490.41%	402,133
<b>Revenue Total</b>	<b>3,377,691</b>	<b>3,698,647</b>	<b>110%</b>	<b>3,203,052</b>	<b>15.47%</b>	<b>495,595</b>
Including Depreciation (actuals)	388,802	-				
Excluding Budgeted Capital Improvements	(80,000)	-				
<b>Adjusted Expenses</b>	<b>3,686,490</b>	<b>4,488,346</b>				
Excluding Budgeted Transfer in from Reserves	(203,624)	-				
<b>Adjusted Revenue</b>	<b>3,174,067</b>	<b>3,698,647</b>				
<b>Adjusted Net Rev/(Exp)</b>	<b>(512,423)</b>	<b>(789,699)</b>				

Process Status	Posted
Journal Type	(Multiple Items)
Fiscal Year	Fiscal Calendar 2025
Fiscal Month of Year	(Multiple Items)

City of Plymouth  
Risk Mgmt  
Dec 2025 YTD

Row Labels	Amended Budget - Reporting	Actual Amount - Reporting	Percentage Used w/ Encumbrances	Prev Year Actual Amount - Reporting	Prev Year Difference - % Reporting	Prev Year Difference - Total - Reporting
<b>630 Risk Management</b>						
<b>Expenses</b>						
ALLC - Allocations	11,623	11,628	100.04%	10,965	6.05%	663
COSV - Contractual Services	1,714,098	515,410	30.07%	1,764,862	(70.80%)	(1,249,452)
CPTL - Capital Improvements	0	300,232				300,232
MTSU - Materials and Supplies	300	0	0%	34		(34)
OTHR - Other	24,082	30,705	128%	27,046	13.53%	3,659
PRSV - Personal Services	0	33,493		12,368	170.81%	21,125
TRNF - Transfers Out	0	11,868		2,403	393.96%	9,465
<b>Expenses Total</b>	<b>1,750,103</b>	<b>903,336</b>	<b>52%</b>	<b>1,817,677</b>	<b>(50.30%)</b>	<b>(914,342)</b>
<b>Revenue</b>						
BILL - Billings to Departments	1,148,894	1,148,952	100%	755,811	52.02%	393,141
INTR - Interest Income	141,181	438,303	310%	273,578	60.21%	164,725
OTHR - Other	86,463	487,346	564%	151,871	220.89%	335,475
TRNF - Transfers In	373,565	310,000	83%	2,700,000	(88.52%)	(2,390,000)
<b>Revenue Total</b>	<b>1,750,103</b>	<b>2,384,601</b>	<b>136%</b>	<b>3,881,260</b>	<b>(38.56%)</b>	<b>(1,496,659)</b>
Excluding budgeted Transfers out to	-	-				
<b>Adjusted Expenses</b>	<b>1,750,103</b>	<b>903,336</b>				
Excluding Budgeted Transfer in from	(63,565)	-				
<b>Adjusted Revenue</b>	<b>1,686,538</b>	<b>2,384,601</b>				
<b>Adjusted Net Rev/(Exp)</b>	<b>(63,565)</b>	<b>1,481,265</b>				

Process Status	Posted
Journal Type	(Multiple Items)
Fiscal Year	Fiscal Calendar 2025
Fiscal Month of Year	(Multiple Items)

**City of Plymouth  
Housing Choice Voucher  
Dec 2025 YTD**

Row Labels	Amended Budget - Reporting	Actual Amount - Reporting	Percentage Used w/ Encumbrances	Prev Year Actual Amount - Reporting	Prev Year Difference - % - Reporting	Prev Year Difference - Total - Reporting
<b>254 HRA Rental Assistance</b>						
<b>Expenses</b>						
ALLC - Allocations	49,796	49,788	99.98%	46,252	7.65%	3,536
COSV - Contractual Services	34,800	30,220	86.84%	30,770	(1.79%)	(550)
DUES - Dues and Subscriptions	500	600	120%	575	4.35%	25
DVMT - Employee Development and Meetings	2,150	1,809	84%	2,301	(21.38%)	(492)
MTSU - Materials and Supplies	100	0	0%	129		(129)
OTHR - Other	3,073,907	4,179,564	136%	3,992,726	4.68%	186,838
PRSV - Personal Services	222,175	212,335	96%	205,486	3.33%	6,849
TRNF - Transfers Out	9,957	0	0%	0		0
<b>Expenses Total</b>	<b>3,393,385</b>	<b>4,474,316</b>	<b>132%</b>	<b>4,278,239</b>	<b>4.58%</b>	<b>196,077</b>
<b>Revenue</b>						
INGV - Intergovernmental	3,393,375	4,558,739	134%	4,362,809	4.49%	195,931
INTR - Interest Income	10	765	7,650%	1,146	(33.27%)	(381)
OTHR - Other	0	1,369				1,369
<b>Revenue Total</b>	<b>3,393,385</b>	<b>4,560,873</b>	<b>134%</b>	<b>4,363,955</b>	<b>4.51%</b>	<b>196,918</b>
Excluding budgeted Transfers out to Reserves	(9,957)	-				
<b>Adjusted Expenses</b>	<b>3,383,428</b>	<b>4,474,316</b>				
Excluding budgeted Transfer in from Reserves	-	-				
<b>Adjusted Revenue</b>	<b>3,393,385</b>	<b>4,560,873</b>				
<b>Adjusted Net Rev/(Exp)</b>	<b>9,957</b>	<b>86,557</b>				

Process Status	Posted
Journal Type	(Multiple Items)
Fiscal Year	Fiscal Calendar 2025
Fiscal Month of Year	(Multiple Items)

City of Plymouth  
HRA General  
Dec 2025 YTD

Row Labels	Amended Budget - Reporting	Actual Amount - Reporting	Percentage Used w/ Encumbrances	Prev Year Actual Amount - Reporting	Prev Year Difference - % - Reporting	Prev Year Difference - Total - Reporting
<b>258 HRA General</b>						
<b>Expenses</b>						
ALLC - Allocations	45,105	45,108	100.01%	42,089	7.17%	3,019
COSV - Contractual Services	28,510	35,133	123.23%	77,979	(54.94%)	(42,845)
DUES - Dues and Subscriptions	1,000	616	62%	120	413.47%	496
DVMT - Employee Development and Meetings	3,300	1,339	41%	1,276	4.94%	63
MTSU - Materials and Supplies	500	211	42%	180	17.14%	31
OTHR - Other	13,725	102,609	748%	3,503	2,829.17%	99,106
PRSV - Personal Services	301,164	234,340	78%	217,221	7.88%	17,119
TRNF - Transfers Out	372,184	310,000	83%	310,000	0.00%	0
<b>Expenses Total</b>	<b>765,488</b>	<b>729,357</b>	<b>95%</b>	<b>652,368</b>	<b>11.80%</b>	<b>76,989</b>
<b>Revenue</b>						
CHSV - Charges for Services	51,900	32,430	62%	29,123	11.36%	3,307
GPTX - General Property Taxes	678,588	660,198	97%	653,328	1.05%	6,870
INGV - Intergovernmental	0	6		6	(0.51%)	(0)
INTR - Interest Income	23,000	127,449	554%	75,035	69.85%	52,414
OTHR - Other	12,000	0	0%	348,450		(348,450)
<b>Revenue Total</b>	<b>765,488</b>	<b>820,083</b>	<b>107%</b>	<b>1,105,943</b>	<b>(25.85%)</b>	<b>(285,859)</b>
Excluding budgeted Transfers out to Reserves	(62,184)	-				
<b>Adjusted Expenses</b>	<b>703,304</b>	<b>729,357</b>				
Excluding budgeted Transfer in from Reserves	-	-				
<b>Adjusted Revenue</b>	<b>765,488</b>	<b>820,083</b>				
<b>Adjusted Net Rev/(Exp)</b>	<b>62,184</b>	<b>90,726</b>				

Process Status	Posted
Journal Type	(Multiple Items)
Fiscal Year	Fiscal Calendar 2025
Fiscal Month of Year	(Multiple Items)
Organization Set.Level 2	(Multiple Items)

City of Plymouth  
**General Fund**  
**Dec 2025 YTD**  
**Administration**

Row Labels	Amended Budget - Reporting	Actual Amount - Reporting	Percentage Used w/ Encumbrances	Prev Year Actual Amount - Reporting	Prev Year Difference - % - Reporting	Prev Year Difference - Total - Reporting
<b>100 General Fund</b>						
<b>Expenses</b>						
ALLC - Allocations	648,547	648,528	100.00%	596,334	8.75%	52,194
COSV - Contractual Services	993,065	1,058,344	106.57%	1,711,408	(38.16%)	(653,064)
DUES - Dues and Subscriptions	158,465	120,584	76.10%	84,953	41.94%	35,631
DVMT - Employee Development and Meetings	139,550	129,426	92.75%	112,771	14.77%	16,655
MTSU - Materials and Supplies	11,500	4,353	37.85%	17,419	(75.01%)	(13,066)
OTHR - Other	770,569	274,886	35.67%	575,470	(52.23%)	(300,584)
PRSV - Personal Services	3,577,147	4,009,713	112.09%	3,922,700	2.22%	87,012
TRNF - Transfers Out	130,000	663,627	510.48%	4,334,630	(84.69%)	(3,671,003)
<b>Expenses Total</b>	<b>6,428,843</b>	<b>6,909,460</b>	<b>107.48%</b>	<b>11,355,685</b>	<b>(39.15%)</b>	<b>(4,446,225)</b>
<b>Revenue</b>						
BILL - Billings to Departments	1,201,557	1,165,704	97.02%	1,131,757	3.00%	33,947
CHSV - Charges for Services	215,570	199,587	92.59%	245,686	(18.76%)	(46,099)
GPTX - General Property Taxes	43,349,363	42,094,688	97.11%	41,153,479	2.29%	941,209
INGV - Intergovernmental	0	25,754		79,274	(67.51%)	(53,520)
INTR - Interest Income	225,500	1,226,048	543.70%	721,409	69.95%	504,639
OTHR - Other	18,300	65,146	355.99%	47,982	35.77%	17,164
PTLS - Permits and Licenses	259,985	265,780	102.23%	265,100	0.26%	680
SPAS - Special Assessments	10,000	5,414	54.14%	5,330	1.58%	84
TRNF - Transfers In	16,666	20,866	125.20%	157,000	(86.71%)	(136,134)
<b>Revenue Total</b>	<b>45,296,941</b>	<b>45,068,987</b>	<b>99.50%</b>	<b>43,807,017</b>	<b>2.88%</b>	<b>1,261,970</b>

Process Status	Posted
Journal Type	(Multiple Items)
Fiscal Year	Fiscal Calendar 2025
Fiscal Month of Year	(Multiple Items)
Organization Set.Level 2	30 Community Development

**City of Plymouth**  
**General Fund**  
**Dec 2025 YTD**  
**Community & Economic Development**

Row Labels	Amended Budget - Reporting	Actual Amount - Reporting	Percentage Used w/ Encumbrances	Prev Year Actual Amount - Reporting	Prev Year Difference - % - Reporting	Prev Year Total - Reporting
<b>100 General Fund</b>						
<b>Expenses</b>						
ALLC - Allocations	414,984	415,020	100.01%	383,719	8.16%	31,301
COSV - Contractual Services	93,300	99,689	106.85%	210,005	(52.53%)	(110,316)
DUES - Dues and Subscriptions	10,150	4,564	44.96%	9,481	(51.86%)	(4,917)
DVMT - Employee Development and Meetings	23,900	16,211	67.83%	19,266	(15.86%)	(3,056)
EQPT - Equipment	900	3,083	342.58%	1,182	160.89%	1,901
MTSU - Materials and Supplies	8,750	4,894	55.93%	11,626	(57.90%)	(6,732)
OTHR - Other	75,450	595,790	789.65%	1,148,252	(48.11%)	(552,461)
PRSV - Personal Services	2,946,832	2,855,021	96.88%	2,771,298	3.02%	83,723
TRNF - Transfers Out	15,000	15,000	100.00%	15,000	0.00%	0
<b>Expenses Total</b>	<b>3,589,266</b>	<b>4,009,272</b>	<b>111.70%</b>	<b>4,569,829</b>	<b>(12.27%)</b>	<b>(560,557)</b>
<b>Revenue</b>						
CHSV - Charges for Services	55,000	68,331	124.24%	159,153	(57.07%)	(90,822)
INGV - Intergovernmental	0	171,094		352,822	(51.51%)	(181,728)
OTHR - Other	2,200	407,971	18544.15%	863,032	(52.73%)	(455,061)
PTLS - Permits and Licenses	3,425,100	4,988,358	145.64%	5,566,269	(10.38%)	(577,911)
<b>Revenue Total</b>	<b>3,482,300</b>	<b>5,635,754</b>	<b>161.84%</b>	<b>6,941,275</b>	<b>(18.81%)</b>	<b>(1,305,521)</b>

Process Status Posted  
 Journal Type (Multiple Items)  
 Fiscal Year Fiscal Calendar 2025  
 Fiscal Month of Year (Multiple Items)  
 Organization Set.Level 2 40 Parks and Recreation

City of Plymouth  
 General Fund  
 Dec 2025 YTD  
 Parks & Recreation

Row Labels	Amended Budget - Reporting	Actual Amount - Reporting	Percentage Used w/ Encumbrances	Prev Year Actual Amount - Reporting	Prev Year Difference - % - Reporting	Prev Year Difference - Total - Reporting
<b>100 General Fund</b>						
<b>Expenses</b>						
ALLC - Allocations	2,159,562	2,159,556	100.00%	1,827,849	18.15%	331,707
COSV - Contractual Services	1,599,000	1,436,887	89.86%	1,703,907	(15.67%)	(267,020)
CPTL - Capital Improvements	390,000	390,911	100.23%	434,417	(10.01%)	(43,505)
DUES - Dues and Subscriptions	24,350	32,550	133.68%	16,123	101.88%	16,427
DVMT - Employee Development and Meetings	31,225	49,522	158.60%	41,840	18.36%	7,682
EQPT - Equipment	26,500	32,830	123.89%	14,665	123.87%	18,165
MTSU - Materials and Supplies	471,860	619,388	131.27%	531,171	16.61%	88,216
OTHR - Other	58,504	62,878	107.48%	42,869	46.67%	20,009
PRSV - Personal Services	5,374,697	5,549,203	103.25%	5,077,250	9.30%	471,953
<b>Expenses Total</b>	<b>10,135,698</b>	<b>10,333,726</b>	<b>101.95%</b>	<b>9,690,091</b>	<b>6.64%</b>	<b>643,635</b>
<b>Revenue</b>						
CHSV - Charges for Services	1,124,845	1,173,984	104.37%	969,097	21.14%	204,887
CNTO - Contributions and Donations - Operating	1,300	0	0.00%	0		0
INGV - Intergovernmental	0	19,420				19,420
OTHR - Other	5,000	4,836	96.73%	20,623	(76.55%)	(15,787)
PTLS - Permits and Licenses	100	225	225.00%	375	(40.00%)	(150)
<b>Revenue Total</b>	<b>1,131,245</b>	<b>1,198,466</b>	<b>105.94%</b>	<b>990,095</b>	<b>21.05%</b>	<b>208,371</b>

Process Status	Posted
Journal Type	(Multiple Items)
Fiscal Year	Fiscal Calendar 2025
Fiscal Month of Year	(Multiple Items)
Organization Set.Level 2	50 Police

City of Plymouth  
General Fund  
Dec 2025 YTD  
Police

Row Labels	Amended Budget - Reporting	Actual Amount - Reporting	Percentage Used w/ Encumbrances	Prev Year Actual Amount - Reporting	Prev Year Difference - % - Reporting	Prev Year Difference - Total Reporting
<b>100 General Fund</b>						
<b>Expenses</b>						
ALLC - Allocations	2,607,670	2,607,688	100.00%	2,415,157	7.97%	192,531
COSV - Contractual Services	284,900	282,004	98.98%	344,094	(18.04%)	(62,090)
CPTL - Capital Improvements	0	150,000		183,625	(18.31%)	(33,625)
DUES - Dues and Subscriptions	8,350	38,875	465.57%	6,280	519.01%	32,595
DVMT - Employee Development and Meetings	353,672	354,926	100.35%	379,811	(6.55%)	(24,885)
EQPT - Equipment	110,900	110,956	100.05%	68,582	61.79%	42,374
MTSU - Materials and Supplies	268,314	336,069	125.25%	268,813	25.02%	67,257
OTHR - Other	218,528	153,584	70.28%	167,241	(8.17%)	(13,657)
PRSV - Personal Services	16,210,070	15,220,688	93.90%	14,578,116	4.41%	642,572
TRNF - Transfers Out	65,000	165,000	253.85%	84,467	95.34%	80,533
<b>Expenses Total</b>	<b>20,127,404</b>	<b>19,419,790</b>	<b>96.48%</b>	<b>18,496,187</b>	<b>4.99%</b>	<b>923,604</b>
<b>Revenue</b>						
CHSV - Charges for Services	168,500	172,561	102.41%	178,310	(3.22%)	(5,749)
CNTO - Contributions and Donations - Operating	5,000	32,007	640.13%	4,100	680.65%	27,907
FIFO - Fines and Forfeitures	415,000	351,079	84.60%	353,784	(0.76%)	(2,705)
INGV - Intergovernmental	1,956,055	1,942,801	99.32%	1,623,013	19.70%	319,788
OTHR - Other	1,000	77,734	7773.35%	38,363	102.63%	39,371
PTLS - Permits and Licenses	11,400	11,422	100.19%	8,467	34.90%	2,955
TRNF - Transfers In	63,400	22,464	35.43%	189,520	(88.15%)	(167,056)
<b>Revenue Total</b>	<b>2,620,355</b>	<b>2,610,066</b>	<b>99.61%</b>	<b>2,395,556</b>	<b>8.95%</b>	<b>214,510</b>

Process Status	Posted
Journal Type	(Multiple Items)
Fiscal Year	Fiscal Calendar 2025
Fiscal Month of Year	(Multiple Items)
Organization Set.Level 2	(Multiple Items)

City of Plymouth  
General Fund  
Dec 2025 YTD

Fire & Emergency Mgmt

Row Labels	Amended Budget - Reporting	Actual Amount - Reporting	Percentage Used w/ Encumbrances	Prev Year Actual - Reporting	Prev Year Difference - Reporting	Prev Year Difference - Total - Reporting
<b>100 General Fund</b>						
<b>Expenses</b>						
ALLC - Allocations	1,585,843	1,585,864	100.00%	1,411,339	12.37%	174,525
COSV - Contractual Services	165,500	166,250	100.45%	134,499	23.61%	31,751
CPTL - Capital Improvements	0	43,274		135,286	(68.01%)	(92,012)
DUES - Dues and Subscriptions	55,455	29,694	53.55%	28,855	2.91%	839
DVMT - Employee Development and Meetings	129,150	129,007	99.89%	85,291	51.26%	43,716
EQPT - Equipment	51,000	54,079	106.04%	55,214	(2.05%)	(1,135)
MTSU - Materials and Supplies	218,750	255,362	116.74%	194,441	31.33%	60,921
OTHR - Other	625,000	768,100	122.90%	676,953	13.46%	91,147
PRSV - Personal Services	4,682,045	4,641,494	99.13%	4,191,026	10.75%	450,468
TRNF - Transfers Out	90,000	90,000	100.00%	90,000	0.00%	0
<b>Expenses Total</b>	<b>7,602,743</b>	<b>7,763,125</b>	<b>102.11%</b>	<b>7,002,904</b>	<b>10.86%</b>	<b>760,221</b>
<b>Revenue</b>						
CHSV - Charges for Services	2,400	23,006	958.59%	12,283	87.30%	10,723
CNTO - Contributions and Donations - Operating	30,000	12,663	42.21%	5,550	128.16%	7,113
INGV - Intergovernmental	760,479	1,092,738	143.69%	887,546	23.12%	205,192
OTHR - Other	0	21,053		5,192	305.49%	15,861
PTLS - Permits and Licenses	500	500	100.00%	0		500
TRNF - Transfers In	97,000	0	0.00%	101,262		(101,262)
<b>Revenue Total</b>	<b>890,379</b>	<b>1,149,960</b>	<b>129.15%</b>	<b>1,011,833</b>	<b>13.65%</b>	<b>138,127</b>

Process Status	Posted
Journal Type	(Multiple Items)
Fiscal Year	Fiscal Calendar 2025
Fiscal Month of Year	(Multiple Items)
Organization Set.Level 2	70 Public Works

City of Plymouth  
**General Fund**  
**Dec 2025 YTD**  
  
**Public Works**

Row Labels	Amended Budget - Reporting	Actual Amount - Reporting	Percentage Used w/ Encumbrances	Prev Year Actual Amount - Reporting	Prev Year Difference - % - Reporting	Prev Year Difference - Total - Reporting
<b>100 General Fund</b>						
<b>Expenses</b>						
ALLC - Allocations	1,647,403	1,647,408	100.00%	1,571,207	4.85%	76,201
COSV - Contractual Services	2,391,850	1,900,854	79.47%	1,629,713	16.64%	271,142
CPTL - Capital Improvements	40,000	77,247	193.12%			77,247
DUES - Dues and Subscriptions	3,750	7,579	202.10%	5,643	34.31%	1,936
DVMT - Employee Development and Meetings	27,600	25,599	92.75%	30,439	(15.90%)	(4,840)
EQPT - Equipment	10,500	11,784	112.23%	8,194	43.81%	3,590
MTSU - Materials and Supplies	496,250	384,635	77.51%	257,136	49.58%	127,499
OTHR - Other	5,350	4,994	93.34%	4,575	9.16%	419
PRSV - Personal Services	3,238,751	3,216,154	99.30%	2,905,838	10.68%	310,316
<b>Expenses Total</b>	<b>7,861,454</b>	<b>7,276,254</b>	<b>92.56%</b>	<b>6,412,745</b>	<b>13.47%</b>	<b>863,509</b>
<b>Revenue</b>						
BILL - Billings to Departments	868,400	0	0.00%	0		0
CHSV - Charges for Services	122,400	47,400	38.73%	783,923	(93.95%)	(736,523)
INGV - Intergovernmental	1,251,500	1,250,957	99.96%	1,170,603	6.86%	80,354
OTHR - Other	10,000	5,717	57.17%	8,811	(35.12%)	(3,094)
PTLS - Permits and Licenses	2,000	1,570	78.51%	3,862	(59.34%)	(2,292)
TRNF - Transfers In	70,000	1,004,815	1435.45%	902,041	11.39%	102,774
<b>Revenue Total</b>	<b>2,324,300</b>	<b>2,310,459</b>	<b>99.40%</b>	<b>2,869,240</b>	<b>(19.47%)</b>	<b>(558,781)</b>

# CITY OF PLYMOUTH

## RESOLUTION No. 2026-138

### RESOLUTION ADOPTING AMENDED 2025 BUDGET

WHEREAS, the city's legal level of budgetary control is at the fund level and monitoring of budgets is maintained at the expenditure category level (e.g., contractual services, equipment, etc.); and

WHEREAS, fund individual line items may overspend budgeted amounts without City Council approval as long as the actual fund expenditures do not exceed the total fund budget; and

WHEREAS, five governmental funds had higher expenditures not accounted for in the 2025 budget, resulting in increased expenditures; and

WHEREAS, the city council is allowed to amend budgets if appropriations will exceed budget estimates.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLYMOUTH, MINNESOTA, that the operating budget for the following funds is hereby amended from original amounts to amended amounts as indicated:

	<u>Original</u>	<u>Amended</u>
<b>General fund</b>	<b>\$55,745,408</b>	<b>\$55,850,195</b>
<b>Recreation fund</b>	<b>\$3,276,872</b>	<b>\$4,058,426</b>
<b>Transit fund</b>	<b>\$6,572,138</b>	<b>\$13,001,386</b>
<b>DMO</b>	<b>\$210,862</b>	<b>\$287,243</b>
<b>Housing Choice Voucher</b>	<b>\$3,393,385</b>	<b>\$4,474,316</b>

BE IT FURTHER RESOLVED that the amended budget is to be made effective December 31, 2025.

ADOPTED by the City Council on this 9th day of June, 2026.

# CITY OF PLYMOUTH

## RESOLUTION No. 2026-139

### RESOLUTION APPROVING TRANSFER BETWEEN FUNDS

WHEREAS, the City Council has reviewed the financial report for 2025 and recommendation for transfers between funds.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLYMOUTH, MINNESOTA, that the Finance Director is authorized to transfer the following funds:

From	To	Amount	Transfer Reason
MN State Aid (Revenue source)	Streets	322,624	Construction projects - Peony Lane & 10th Ave Rehab, Traffic Signal Improvements, Nathan Lane Ave Pavement Rehab
MN State Aid (Revenue source)	General Capital Projects	239,474	Repayment of prior year negative cash coverage
General Capital Projects	MN State Aid (Revenue Source)	21,476	Adjustment for usage of Albrecht Sign credit
Park Replacement (Revenue source)	General Capital Projects	9,209	Construction project - South Shore Park Renovation
Street Reconstruction (Revenue source)	Streets	6,016,913	Construction projects - Chankahda \$4.9M, 15th Ave., Gleason Lake Drive Recon, Retaining Wall Replacement, Concrete Sidewalk Replacement, Annual Street Recon, Street Rehabilitation, Street Reconstruction
Capital Improvement	General Capital Projects	37,562	Construction project - South Shore Park Renovation
General Capital Projects	Resource Planning	6,300	Send back to Resource Planning for lidar not purchased
Streets	General Fund	136,415	Salaries, fuel, machinery costs for Mill & Overlay projects
Streets	Central Equipment	37,192	Salaries, fuel, machinery costs for Mill & Overlay projects
Resource Planning	General Fund	26,664	Offset cost of tasers and community survey
Resource Planning	IT	250,000	Partial CJN funding
Resource Planning	Public Facilities	181,683	Offset cost of updates to Medicine Lake conference room
Risk Management	Central Equipment	11,868	Insurance claim for squad car
General Fund	General Capital Projects	672,195	Surplus transfer
	Total	\$ 7,969,575	

BE IT FURTHER RESOLVED that the transfers are to be made effective December 31, 2025, to be reflected in the year-end financial statements for 2025.

APPROVED by the City Council on this 9th day of June, 2026.

---

**To:** Dave Callister, City Manager

**Prepared by:** Sophia Kucera, Associate Planner

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

**Item:** **Approve variances to allow a detached garage exceeding 700 square feet in floor area in the front yard for property located at 13522 Sunset Trail North (Structural Buildings of MN -- 2026029)**

---

### **1. Action Requested:**

Adopt attached resolution approving variances for Structural Buildings of MN Inc. to allow a detached garage that would exceed 700 square feet in floor area in the front yard, for property located at 13522 Sunset Trail North, as recommended by the Planning Commission.

Approval requires a 4/7 vote of the City Council.

### **2. Background:**

On June 3, the Planning Commission motioned to recommend approval of the request on consent. No one from the public wished to speak on the matter. The Planning Commission minutes and report are attached.

Notice of the Planning Commission public meeting was mailed to all property owners within 200 feet of the site.

### **3. Budget Impact:**

N/A

### **4. Attachments:**

1. Planning Commission minutes
2. Planning staff report

3. Zoning map
4. Aerial map
5. Application and plans
6. City Council Resolution 2026-140

**Proposed Minutes  
Planning Commission Meeting  
June 3, 2026**

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 June 3, 2026.

COMMISSIONERS PRESENT: Chair Michael Boo, Julie Olson, Greg Hansen, Josh Fowler, and Neha Markanda

COMMISSIONERS ABSENT: Marc Anderson and Jim Willis

STAFF PRESENT: Planning Manager Lori Sommers, Engineering Services Manager Chris McKenzie, Associate Planners Geoff Solomonson and Sophia Kucera, and Senior Planner Shawn Drill

OTHERS IN ATTENDANCE: City Council Liaison Julie Pointner

Chair Boo led the Pledge of Allegiance.

**Consent Agenda**

**(4.2) Variances for an oversized detached garage in the front yard for the property located at 13522 Sunset Trail North (Structural Buildings of MN – 2026029)**

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

**To:** Plymouth Planning Commission

**From:** Sophia Kucera, Associate Planner (763-509-5285)  
Community and Economic Development Department

**Subject:** Structural Buildings of MN Inc. & Homeward Bound Inc.  
13522 Sunset Trail N – Variances for an oversized detached garage in front yard  
**2026-029**

**Deadline:** September 8, 2026

### Summary

The applicant is requesting approval of variances to allow for the construction of an oversized detached garage addition in the front (south) yard for property located at 13522 Sunset Trail.

An aerial view of the site is included to the right for reference on the site context.

### Recommended Action

Community and Economic Development Department staff is recommending approval of the requested variances to allow for an oversized detached garage in the front yard.



## Site Information

### Zoning and Land Use

The property is zoned RSF-1 (residential single family 1) and guided LA-1 (living area 1).

	Zoning	Land Use Designation (2040 Comprehensive Plan)
Subject Property	RSF-1	LA-1
North, South, East	RSF-1	LA-2
West	RSF-2 (residential single family 2)	LA-2 (living area 2)

### School District

The site is in the Wayzata School District (#284).

### Natural Characteristics of Site

The site lies in the Bassett Creek watershed district. The site is not located within the flood plain or shoreland overlay district. The site does not contain any wetlands.

### Previous City Actions Affecting Site

- The principal structure on the subject property was constructed in 1989.
- On June 24, 2025, variances were approved by the City Council to allow for construction of a 32-foot-deep by 24-foot-wide garage to be located in the front yard, with setbacks of 60 feet from the south and east property lines and 40 feet from the west property line.

## Analysis of Variance Request

**Summary of Variance:** The applicants are requesting size and location variances to allow the construction of a 768 square foot detached garage addition in the front (south) yard, where a maximum of 700 square feet is required in this zoning district. The proposed garage would provide secured parking for the handicap-accessible vans used to transport residents of the group home facility.

In 2025, the applicants received size and location variances for the detached garage project. Due to a property line identification error on site, the concrete pad for the garage was poured on March 30, 2026, in a location that differed from the setbacks prescribed in the original approval resolution. Work on the project was immediately stopped, and the applicants have reapplied for the same size and location variances with adjusted property line setbacks to reflect the existing conditions.

Both the original 2025 site plan and the updated 2026 site plan meet all standard setback requirements for the RSF-1 zoning district and do not require variances for the setbacks themselves. This new request for variances would keep the same garage plans and dimensions

but would adjust the setback distances to match the existing concrete pad, which is 29.4 feet from the west property line, 42.9 feet from the south property line, and 66.2 feet from the east property line. The garage is shifting closer to the front and west yards, and away from the east yard, than the original approved plans. An overview of the setback requirements and proposed changes is included below.

	RSF-1 Minimum Setbacks	Setbacks Approved 6/24/25	Proposed Setbacks	Complies?
West (Side)	15	40	29	Yes
South (Front)	25	60	42	Yes
East (Side)	15	60	66	Yes

**The proposed garage addition would be compliant with all area and setback requirements for the RSF-1 zoning district. Detached accessory structures in residential districts have a maximum allowable area of 700 square feet and are typically not permitted in the front yard. As a result, the applicants must obtain size and location variances prior to construction of a detached garage addition.**

### Variance

To approve a variance, the City Council must make the following findings, per Section 21030 of the Zoning Ordinance. The following findings are written for approval of the variance request. If the Planning Commission recommends denial of the variance, each of the following findings must be made by the Planning Commission for denial.

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

*Finding: Staff finds that the request to expand the available garage space is in harmony with the RSF-1 Zoning Ordinance, where group homes are an allowed use, and consistent with the LA-1 Guiding.*

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

*Finding: Staff finds that the request is not solely based on economic considerations but based upon the unique characteristics of the property and the request to improve the functionality of the group home.*

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

*Finding: Staff finds that the request would not be detrimental to the public welfare and would not be injurious to other land/improvements in the neighborhood. The applicant is requesting the variance to be able to store vehicles securely indoors and would not negatively impact neighboring properties.*

4. Would the variance, and its 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 request would not impair light and air, nor increase traffic, risk of fire, nor endanger the public safety, nor diminish property values in the neighborhood. Staff finds that the variance request is consistent with allowed uses in this zoning district, and that the resulting project will improve the value and usability of the property.*

5. Practical Difficulties

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

*Finding: Staff finds that the request is reasonable, that the property would be used in a reasonable manner and would result in a garage addition to an existing home in the RSF-1 zoning district.*

- 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 the variance request is due to property characteristics not created by the landowners but arises from the inherent shape and size limitations of the lot. The circumstances of the measurement error during the pouring of the concrete pad were also not caused or created by the landowner.*

- c. The variance, if granted, would not alter the essential character of the locality?

*Finding: Staff finds that the request would not alter the essential character of the lot or neighborhood as the garage design would match the existing principal structure, would not generate additional traffic, and would be consistent with neighborhood characteristics.*

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

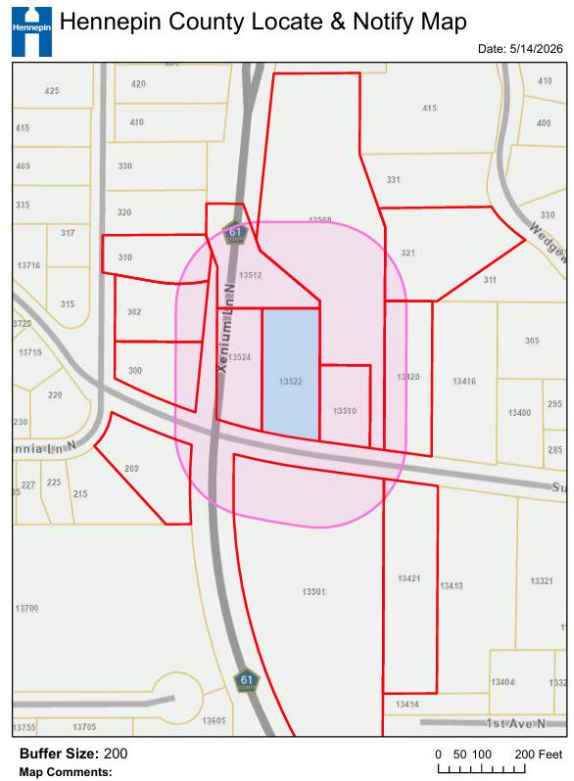
*Finding: Staff finds that the variance is the minimum action required to address the unique site characteristics, and that reapplying for the same variances with an adjusted resolution is the quickest and most cost-effective pathway for the site to regain compliance.*

### Level of Discretion in Decision-Making

The City Council'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.

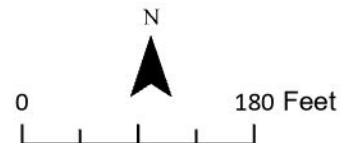
### Public Notice

Notice of the public meeting was mailed to all property owners within 200 feet of the site. Staff also placed signage on the site which included notice of the application.





FRD, Future Restricted Development	RMF-3, Multiple Family 3	CC, City Center
RSF-1, Single Family Detached 1	RMF-4, Multiple Family 4	B-C, Business Campus
RSF-2, Single Family Detached 2	O, Office	I-1, Light Industrial
RSF-3, Single Family Detached 3	C-2, Neighborhood Commercial	I-2, General Industrial
RSF-4, Single and Two Family	C-3, Highway Commercial	I-3, Heavy Industrial
RMF-1, Multiple Family 1	C-4, Community Commercial	P-I, Public/Institutional
RMF-2, Multiple Family 2	C-5, Commercial/Industrial	PUD, Planned Unit Development







## SITE PLAN

PID-3411822340002

**HOMeward BOUND**

13522 Sunset Trail North  
Plymouth MN 55441

### PROPOSED NEW GARAGE

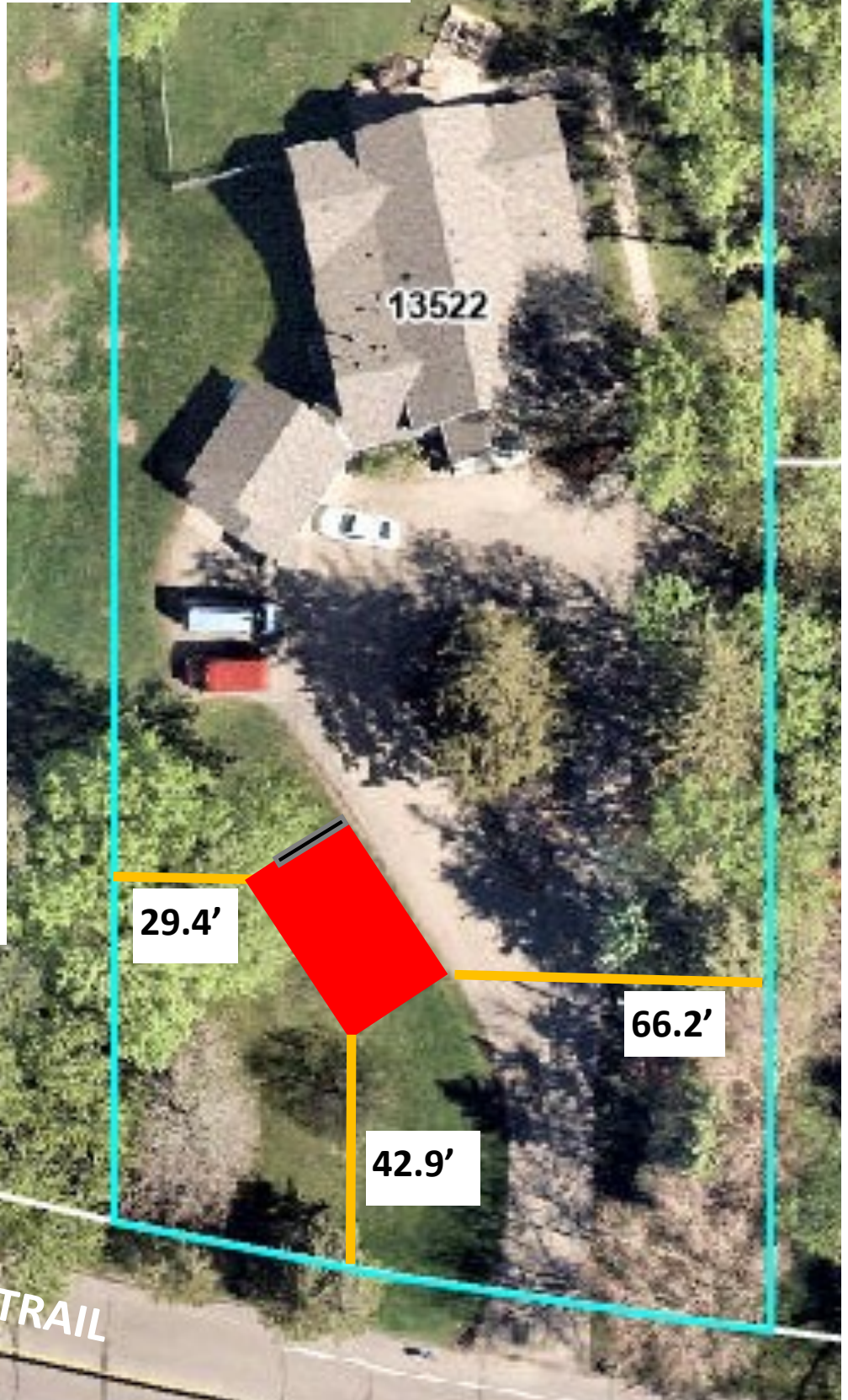
**24' x 32' (768sq)**

*Garage Door  
Faces Northwest*

### NEW VARIANCE

#### APPLICATION SETBACKS:

- North 243'
- East 66.2'
- South 42.9'
- West 29.4'



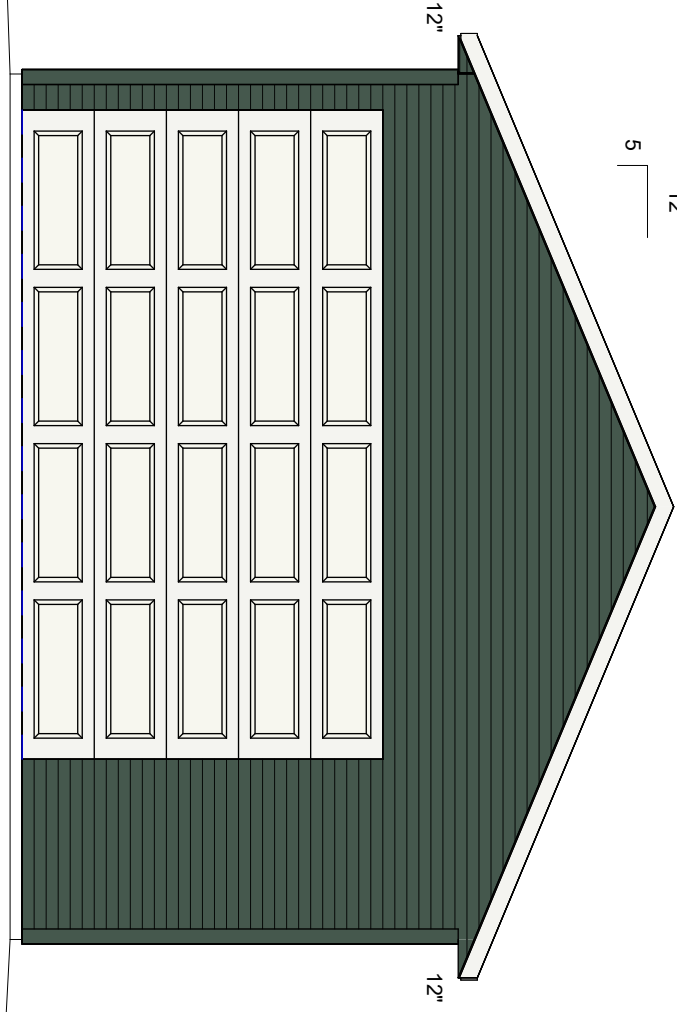
GAF TIMBERLINE  
HDZ SHINGLES



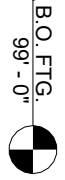
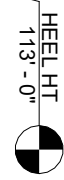
DA VINYL SIDING  
(\* BY OWNER)

4 NORTHEAST  
SB-4 3/16" = 1'-0"

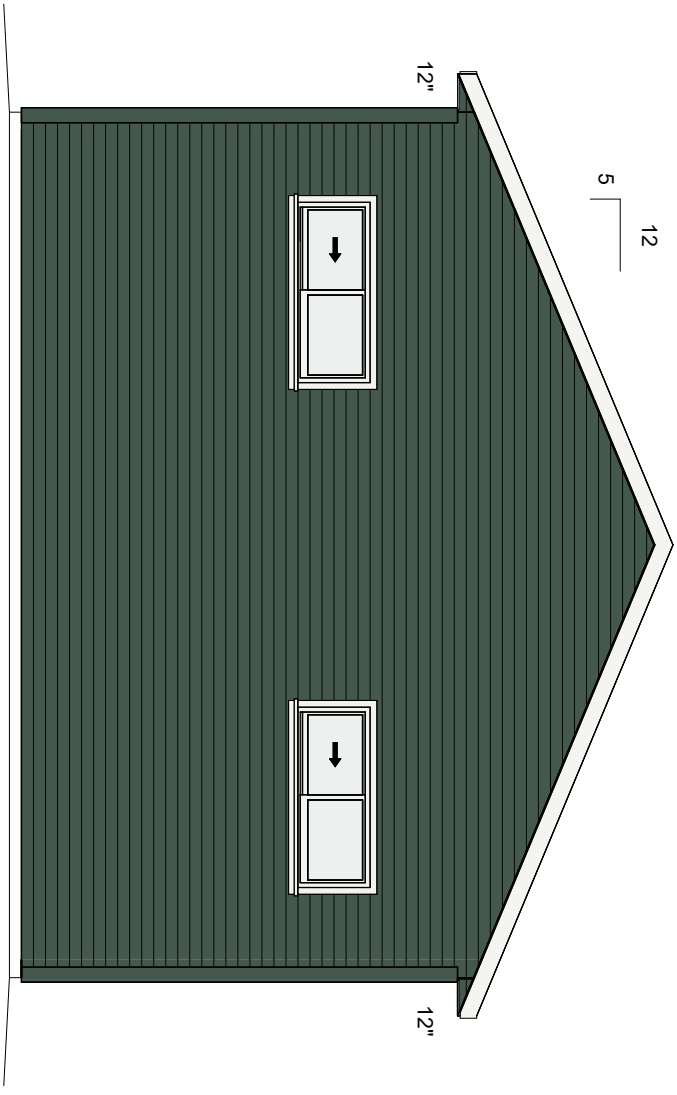
5 12



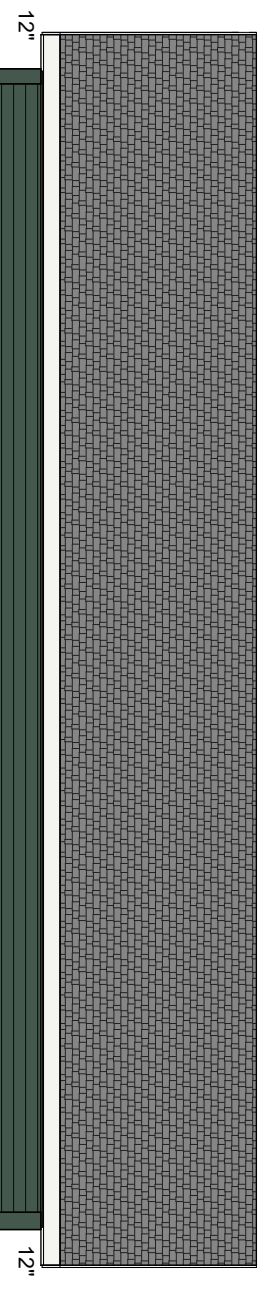
1 NORTHWEST  
SB-4 3/16" = 1'-0"



5 12



3 SOUTHEAST  
SB-4 3/16" = 1'-0"



2 SOUTHWEST  
SB-4 3/16" = 1'-0"



12926 FIRST STREET BECKER, MN 55308 OFFICE: (763) 296-5800 STRUCTURALBUILDINGS.COM

JOB TITLE: HOMEWARD BOUND, INC.	
DRAWN BY: GK	CUST. INITIAL:
DATE: 03/05/26	SALES REP: BRETT

No.	Date
1	04/28/26

ELEVATIONS

SB-4



Community and Economic Development Department
3400 Plymouth Blvd
Plymouth, MN 55447
(763) 509-5450

Brief Description of Request: Structural Buildings of Minnesota, Inc. was hired by Homeward Bound to build a Detached Garage for storage of Handicapped Vans. Due to the unique shape of the property and the house set back deep into the lot. The Proposed 24' x 32' Garage would be located in the "Front Yard" of the property.

Four horizontal lines for additional information or notes.

I hereby apply for the above consideration and declare that the information and materials submitted with this application are complete and accurate per city code and ordinance requirements. I understand that the city will process the application once the planning division finds that it is complete. I understand and agree that the city may place a sign on my property for purposes of notification that an application is under consideration and enter the property to inspect as it relates to this application.

I agree that the City of Plymouth may transfer my application fee(s) and/or escrow(s) payments provided in this application to a new application if the terms and conditions of this application have been satisfied.

Please note: If the property fee owner is not the applicant, the applicant must provide written authorization from the property fee owner in order to make application.

Property Owner(s) Signature(s): [Signature]
Applicant(s) Signature(s): Rebecca Hoye for Structural Buildings
Date: 5/8/2026

For City Use Only

Property Location: 13522 Sunset Trail North, Plymouth MN 55441
Applicant/Contact Person: Rebecca Hoye Property Owner Name: Homeward Bound, Inc.
Company Name: Structural Buildings of Minnesota, Inc. Company Name: Theresa Bluhm
Address: 12926 1st Street Address: 12805 Highway 55, Suite #400
City: Becker State: MN City: Plymouth



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

Homeward Bound Inc and Structural Buildings are seeking a variance for the construction of a 24'W x 32'L x 12'H Detached Garage. The proposed structure is intended to provide secured parking for handicap-accessible vans used to Transport residents living at this Group Home Property. The variance is being requested due to the placement of the Garage along the south end of the parcel, which faces the existing driveway.

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.

The proposed garage aligns with the Residential Zoning Ordinance, as it matches the existing structure aesthetically and maintains neighborhood character. It is also consistent with the City Development Comprehensive Plan, supporting orderly Growth and property functionality without conflicting with long-term planning goals.

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 variance and proposed garage would not be detrimental to the public welfare or injurious to the neighboring properties. The design matches the existing structure, causes no safety or environmental concerns, and will not negatively impact traffic, Light, or air access for neighboring properties.

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.

No, the variance and resulting project would not impair light and air to adjacent properties, increase traffic congestion, or Create fire hazards. The garage is designed to complement the existing structure, maintaining proper spacing and not Obstructing views or airflow. The project will not generate additional traffic or safety risks and will not diminish property values, as it is consistent with the character of the neighborhood and does not introduce incompatible uses.

**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 variance is the minimum action needed to resolve the practical difficulties. It allows the garage to be built in a way That meets the homeowner's needs while staying consistent with the neighborhood, without requiring a larger Deviation from the zoning ordinance.

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

Yes, the property will be used in a reasonable manner permitted by the Zoning Ordinance. The proposed garage is a typical residential use, consistent with the ordinance's intent to allow for accessory structures that enhance the functionality and aesthetics of the property without conflicting with neighborhood standards.



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

---

No, granting the variance would not alter the essential character of the locality. The garage is designed to match the existing Structure and blend with the surrounding neighborhood, maintaining its residential character and aesthetic consistency in height, roof slope and materials.

---

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

---

No, the variance request is not based exclusively on economic considerations. It is driven by the property's shape and size. The primary focus is on securely storing vehicles and ensuring the structure's functionality and providing ample space for safely loading and unloading passengers, especially in inclement weather.

---

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

---

Yes, the difficulty is due to circumstances unique to the property, such as its shape and size, which limit the ability to construct a functional garage within the zoning requirements. The issue was not created by the property owner but arises from the inherent limitations of the lot.

---



# CITY OF PLYMOUTH

## RESOLUTION No. 2026-140

### RESOLUTION APPROVING VARIANCES FOR HOMEWARD BOUND INC. FOR PROPERTY LOCATED AT 13522 SUNSET TRAIL NORTH (2026029)

WHEREAS, Homeward Bound Inc. have requested approval of variances to allow for the construction of an oversized detached garage in the front yard for property located at 13522 Sunset Trail North, Plymouth, MN 55441 (PID No. 34-118-22-34-0002); and

WHEREAS, the variances would allow construction of a detached accessory structure with a floor area exceeding 700 square feet in the front (south) yard of the existing home; and

WHEREAS, the Planning Commission has reviewed said request at a duly called public meeting on June 3, 2026.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLYMOUTH, MINNESOTA, that it should and hereby does approve the request by Homeward Bound Inc. for variances to allow for the construction of a 768 square foot detached garage in the south front yard at 13522 Sunset Trail North, subject to the following conditions:

1. The requested variances are hereby approved in accordance with the application and plans received by the city on May 12, 2026, except as may be amended by this resolution.
2. The requested variances are approved based on the finding that all applicable variance standards have been met. Specifically,
  - a. The request is in harmony with the general purpose of the zoning ordinance and comprehensive plan.
  - b. The applicant has demonstrated that there are practical difficulties in complying with the ordinance regulations because:
    1. The request is reasonable, and that the property would be used in a reasonable manner and would result in a garage addition to an existing home.
    2. The request is due to circumstances not created by the landowners as the applicants are not the original owners of the property that they are requesting to improve the livability of; and
    3. The variances would not alter the essential character of the lot or neighborhood as the lot and the home are in character with the surrounding lots within the subdivision.
  - c. The requested variances are not based upon economic considerations, but rather based on the unique circumstances of the property and the request to improve the livability of the home by providing secure storage for handicap-accessible vans used by the residents.
  - d. The requested variances and resulting construction would not impair an adequate supply of light and air to adjacent properties, nor would it increase traffic congestion or the danger of fire, endanger the public safety, or substantially diminish property values within

the neighborhood. Staff finds that the variance requests are consistent with uses in this zoning district.

3. A separate building permit is required prior to the commencement of the project. Building code-related items will be addressed under the building permit.
4. The detached garage shall be compatible with the existing home in materials and design.
5. The height of the garage shall not exceed 15 feet, as required in the RSF-1 Zoning District.
6. The variances shall expire one year after the date of approval, unless the property owner or applicants have commenced the authorized improvement or use, or unless the applicants, with the consent of the property owner, have received prior approval from the city to extend the expiration date for up to one additional year, as regulated under section 21030.06 of the Zoning Ordinance.

APPROVED by the City Council on this 9th day of June, 2026.

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 June 9, 2026, 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

---

**To:** Dave Callister, City Manager

**Prepared by:** Sophia Kucera, Associate Planner

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

**Item:** **Approve conditional use permit to allow a detached garage exceeding 700 square feet in floor area in the FRD district for property located at 5655 Vagabond Lane North (Schoessow - 2026027)**

---

### **1. Action Requested:**

Adopt attached resolution approving a conditional use permit for Jonathan and Katelyn Schoessow to allow a detached garage that would exceed 700 square feet in floor area in the FRD (future restricted development) district, for property located at 5655 Vagabond Lane North, as recommended by the Planning Commission.

Approval requires a 4/7 vote of the City Council.

### **2. Background:**

On June 3, the Planning Commission reviewed the request, conducted the required public hearing and voted unanimously to recommend approval. Other than the applicant, no one from the public wished to speak on the matter. Planning Commission minutes and report are attached.

Notice of the Planning Commission public hearing was mailed to all property owners within 500 feet of the site.

### **3. Budget Impact:**

N/A

### **4. Attachments:**

1. Planning Commission minutes

2. Planning staff report
3. Zoning map
4. Aerial map
5. Application and plans
6. City Council Resolution 2026-141

# Proposed Minutes Planning Commission Meeting June 3, 2026

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 June 3, 2026.

COMMISSIONERS PRESENT: Chair Michael Boo, Julie Olson, Greg Hansen, Josh Fowler, and Neha Markanda

COMMISSIONERS ABSENT: Marc Anderson and Jim Willis

STAFF PRESENT: Planning Manager Lori Sommers, Engineering Services Manager Chris McKenzie, Associate Planners Geoff Solomonson and Sophia Kucera, and Senior Planner Shawn Drill

OTHERS IN ATTENDANCE: City Council Liaison Julie Pointner

Chair Boo led the Pledge of Allegiance.

## **Public Hearings**

### **(5.1) Conditional use permit to allow an oversized detached garage for property located at 5655 Vagabond Lane North (Schoessow – 2026027)**

Associate Planner Kucera presented the staff report.

Commissioner Hansen asked about the height of the proposed structure.

Associate Planner Kucera replied that there is no height for the proposed structure, as the applicant was waiting to see if the CUP would be approved before moving to the formal design process. She stated that within the FRD district, the maximum height would be of the existing primary structure, or less.

Commissioner Hansen noted that the elevation is less in the area proposed for the garage and asked if the maximum height would then be based on the actual height of the home or the elevation.

Associate Planner Kucera replied that the measurement of the home from grade to roof would be used as the maximum height of the structure, which would also be measured from grade.

Chair Boo introduced the applicant, Jon Schoessow, who stated that they are planning for this property to be their home for a long time and would like to have adequate space for storage of items now and in the future.

Chair Boo opened the public hearing.

No comments.

Chair Boo closed the public hearing.

**Motion was made by Fowler, and seconded by Commissioner Markanda, to recommend approval of a conditional use permit to allow an oversized detached garage for property located at 5655 Vagabond Lane North, subject to the conditions within the draft resolution. With all Commissioners voting in favor, the motion carried.**

It was noted that this item is scheduled to move to the City Council for review at its June 9, 2026, meeting.

**To:** Plymouth Planning Commission

**From:** Sophia Kucera, Associate Planner (763-509-5285)  
Community and Economic Development Department

**Subject:** Jonathan and Katelyn Schoessow  
5655 Vagabond Lane N – Conditional Use Permit for oversized detached garage  
**2026-027**

**Deadline:** September 2, 2026

### Summary

The applicant(s) are requesting approval of a conditional use permit to allow for the construction of a detached accessory building exceeding 700 square feet in the FRD (future restricted development) zoning district, on the roughly 5.5-acre residential property located at 5655 Vagabond Lane North. Under the proposed plan, an approximately 1,200 square foot detached garage would be constructed for the storage of ground maintenance equipment.

An aerial view of the site is included to the right for reference on the site context.

### Recommended Action

Community and Economic Development Department staff is recommending approval of the requested conditional use permit (CUP) to allow for an oversized detached garage in the FRD zoning district.



**Site Information**

Zoning and Land Use

The property is zoned FRD (future restricted development) and guided LA-1 (living area 1).

	<b>Zoning</b>	<b>Land Use Designation (2040 Comprehensive Plan)</b>
Subject Property	FRD	LA-1
North	FRD	LA-1
East	RSF-3 (residential single family 3)	LA-1
South	FRD	LA-1
West	PUD (planned unit development)	LA-2 (living area 2)

School District

The site is in the Wayzata School District (#284).

Natural Characteristics of Site

The site lies in the Elm Creek watershed district. The site is not located within the flood plain or shoreland overlay district. The western and northern portions of the site contain some high-quality wetlands.

Previous City Actions Affecting Site

- The principal structure (house) on the subject property was constructed in 1985.

**Analysis of Conditional Use Request**

The applicant is requesting approval of a conditional use permit to construct a detached accessory building exceeding 700 square feet, which is a conditional use in the FRD (future restricted development) district. The garage would be used to store personal grounds equipment to help maintain the 5.5 acre property. The building would be located in the side yard area to the north of the existing house and would be in line with, or behind the front edge of, the existing house. An overview of the zoning standards for accessory buildings in the FRD district is included in the table below; under the proposal, all area and setback requirements would be met.

<b>Area Requirement</b>	<b>FRD Standards</b>	<b>Proposed</b>	<b>Complies?</b>
East (front) yard setback	50 ft.	> 150 ft.	Yes
North (side) yard setback	15 ft.	50 ft.	Yes
South (side) yard setback	15 ft.	> 100 ft.	Yes
Maximum height (detached access. bldg.)	Not to exceed principal building	Not to exceed principal building	Yes
Maximum area (detached access. bldg.)	700 sq. ft.	1,200 sq. ft.	<i>*variance requested</i>

Notably different from standards in other residential districts, the Plymouth Zoning Ordinance exempts accessory buildings in the FRD zoning district from needing to meet the accessory building architectural design and material standards. If the use is approved, the building is permitted by Zoning Code to be constructed with steel that is designed to have a durable, non-fade, and corrosion-resistant finish, such as Corten steel, but may not be galvanized or unfinished. The applicant has indicated the new detached garage would be designed with materials compatible with the existing home and may include metal components, with a roof matching the pitch of the existing attached garage.

### **Conditional Use Permit**

To approve a conditional use permit, the City Council must make the following findings. The following findings are written for approval of the request. If the Planning Commission recommends denial, each of the following findings must be made by the Planning Commission for denial.

1. Would the conditional use permit (CUP), and its resulting construction or project, be in harmony with the general purposes and intent of the Zoning Ordinance and be consistent with the comprehensive plan?  
*Finding: Staff finds that the request is in harmony with the FRD district of the Zoning Ordinance, where detached accessory buildings exceeding 700 square feet are allowed as a conditional use, and consistent with the LA-1 Guiding.*
2. Would the conditional use permit (CUP), and its resulting construction or project, promote and enhance the general public welfare and not be detrimental to or endanger the public health, safety, morals or comfort?  
*Finding: Staff finds that the request would not be detrimental to, or endanger, public health, safety, morals or comfort and would promote and enhance the general public welfare by providing secure indoor storage for grounds equipment necessary to maintain the property.*
3. Would the conditional use permit (CUP), and its resulting construction or project, be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, or substantially diminish and impair property values within the neighborhood?  
*Finding: Staff finds that the request would not be injurious to the use and enjoyment of other properties in the immediate vicinity, nor will it diminish or impair property values within the neighborhood.*
4. Would the conditional use permit (CUP), and its resulting construction or project, impede the normal and orderly development and improvement of surrounding property for uses permitted in the district?  
*Finding: Staff finds that the request would not impede normal development and improvement of surrounding property for uses in the district.*

5. Have adequate measures been taken, or will be taken, to provide ingress, egress, and parking so designed as to minimize traffic congestion in public streets?

*Finding: Staff finds that the request has no significant impact on the parking needs, ingress or egress of the subject and surrounding residential properties, and that sufficient off-street parking has been provided to meet the city's regulations.*

6. Would the conditional use permit (CUP), and its resulting construction or project, conform to the applicable regulations of the district in which it is located?

*Finding: Staff finds that the request would conform to the regulations of the FRD zoning district.*

7. Would the conditional use permit (CUP), and its resulting construction or project, comply with the general and specific performance standards as specified by Section 21015 and the Plymouth Zoning Ordinance?

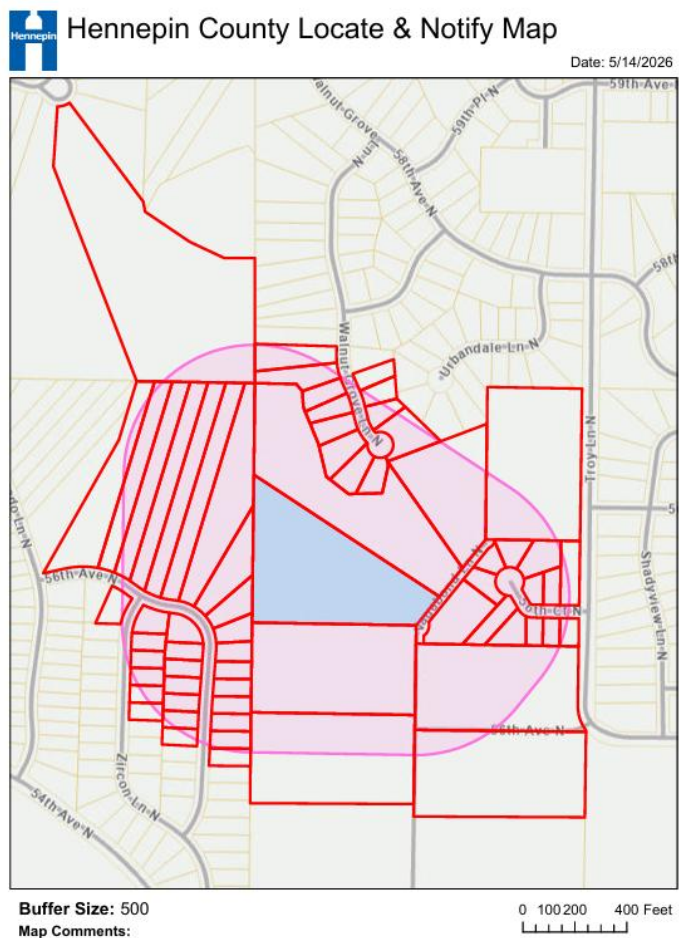
*Finding: Staff finds that the request would comply with the general and specific performance standards as specified by Section 21015 of the Zoning Code.*

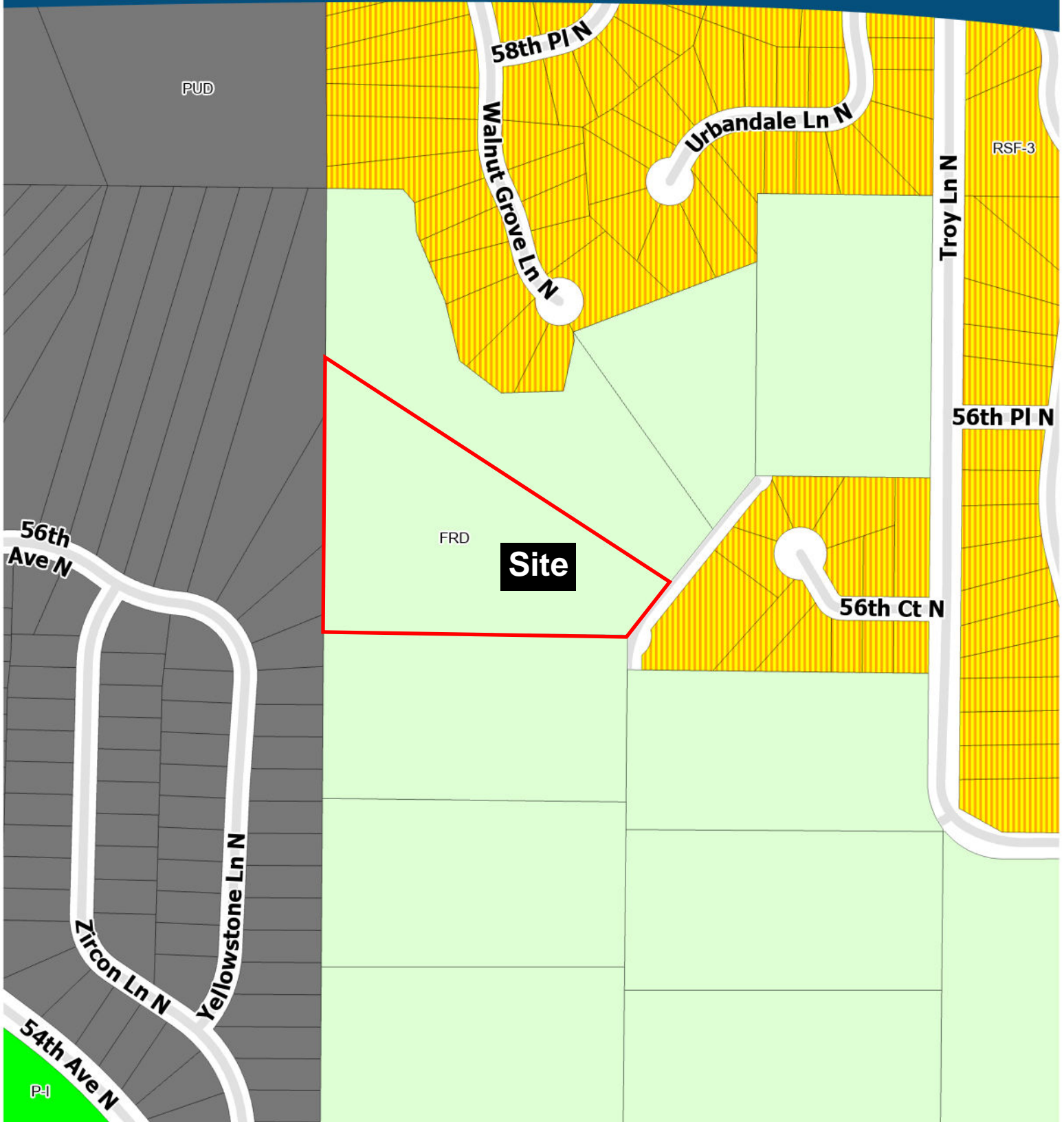
### Level of Discretion in Decision-Making

The City Council's discretion in approving or denying a conditional use permit is limited to whether or not the proposal meets the standards listed in the zoning ordinance. If it meets the specified standards, the city must approve the conditional use permit. However, the level of discretion is affected by the fact that some of the standards may be open to interpretation.

### Public Notice

Notice of the public hearing was mailed to all property owners within 500 feet of the site.





- |                                    |                              |                               |
|------------------------------------|------------------------------|-------------------------------|
| FRD, Future Restricted Development | RMF-3, Multiple Family 3     | CC, City Center               |
| RSF-1, Single Family Detached 1    | RMF-4, Multiple Family 4     | B-C, Business Campus          |
| RSF-2, Single Family Detached 2    | O, Office                    | I-1, Light Industrial         |
| RSF-3, Single Family Detached 3    | C-2, Neighborhood Commercial | I-2, General Industrial       |
| RSF-4, Single and Two Family       | C-3, Highway Commercial      | I-3, Heavy Industrial         |
| RMF-1, Multiple Family 1           | C-4, Community Commercial    | P-I, Public/Institutional     |
| RMF-2, Multiple Family 2           | C-5, Commercial/Industrial   | PUD, Planned Unit Development |







PARCEL ID: 0611822310005

OWNER NAME: J Schoessow & K M Schoessow

PARCEL ADDRESS: 5655 Vagabond La N, Plymouth MN 55446

PARCEL AREA: 5.51 acres, 240,139 sq ft

A-T-B: Torrens

SALE PRICE: \$675,000

SALE DATE: 04/2024

SALE CODE: Warranty Deed

ASSESSED 2025, PAYABLE 2026  
 PROPERTY TYPE: Residential  
 HOMESTEAD: Homestead  
 MARKET VALUE: \$721,300  
 TAX TOTAL: \$8,942.26

ASSESSED 2026, PAYABLE 2027  
 PROPERTY TYPE: Residential  
 HOMESTEAD: Homestead  
 MARKET VALUE: \$785,300

### Comments:

This data (i) is furnished 'AS IS' with no representation as to completeness or accuracy; (ii) is furnished with no warranty of any kind; and (iii) is not suitable for legal, engineering or surveying purposes. Hennepin County shall not be liable for any damage, injury or loss resulting from this data.

COPYRIGHT © HENNEPIN COUNTY 2026

# Conditional Use Permit Application Checklist

Submitted on	4 May 2026, 7:21pm
Receipt number	1
Related form version	1

## Permit Use

**What is the proposed project? Explain what you're doing and why you need a conditional use permit.**

We are proposing to construct a detached accessory garage on our residential property at 5655 Vagabond Lane North. The structure will be approximately 30 feet by 40 feet (1,200 square feet) and will be used for storage of personal vehicles, lawn equipment, and tools necessary to maintain our approximately 5.5-acre wooded property.

Because the proposed garage exceeds 700 square feet, a Conditional Use Permit is required under Section 21120 of the Plymouth Zoning Ordinance.

**How does the use, and associated conditional use permit, comply with, and effect, the Plymouth Comprehensive Plan?**

The property is zoned for residential use and is currently developed as a single-family home on a large wooded parcel. The proposed detached garage is an accessory residential use that supports the continued maintenance and use of the property.

The project does not increase residential density, alter land use patterns, or require additional public services. The proposed structure is consistent with the existing character of the area and supports the long-term use of the property as a single-family residence.

**Explain how the establishment, maintenance, or operation of this conditional use will promote and enhance the general public welfare and will not be detrimental to or endanger the public health, safety, morals or comfort.**

The proposed garage will allow vehicles and equipment to be stored indoors, reducing outdoor storage and improving site organization. The structure will be constructed in compliance with all applicable building and fire codes.

The use is strictly residential and will not generate additional traffic, noise, lighting, or other impacts. The structure is located near the existing residence and away from environmentally sensitive areas, and therefore will not be detrimental to public health, safety, or comfort.

**Explain how the conditional use permit would not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.**

The property is over 5 acres in size and heavily wooded, providing substantial natural screening from neighboring properties. The proposed garage will be located near the existing residence and well within property boundaries, minimizing visibility from adjacent properties and the public roadway.

The structure will be designed with materials and colors compatible with the existing home. Due to the size of the lot and existing vegetation, the garage will not negatively impact

neighboring property use or property values.

---

**Explain how the establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.**

The surrounding area consists of low-density residential properties on large lots. The proposed accessory structure does not change land use, density, or infrastructure, and will not impede the normal and orderly development of surrounding properties.

---

**Explain how adequate measures have been, or will be, taken to provide ingress, egress, and parking so designed as to minimize traffic congestion in public streets.**

The garage will be accessed via a driveway extension from the existing driveway on the property. No new access points to public roads are proposed.

The use is residential in nature and will not generate additional traffic beyond typical household activity. Therefore, no traffic congestion or safety concerns are anticipated.

---

**Will the conditional use conform to the applicable regulations of the district in which it is located? Explain.**

Yes. Detached garages are a permitted accessory use in the FRD zoning district. The Conditional Use Permit is requested to allow an accessory structure exceeding 700 square feet as provided for in Section 21120.

The structure will be located in the side yard area (set in line with or behind the front edge of the existing house), as other accessory buildings in the neighborhood are situated, and will comply with all applicable setback, and building code requirements.

---

**Does the conditional use comply with the general and specific performance standards as specified by Section 21015 and the Plymouth Zoning Ordinance?**

Yes. The proposed structure will comply with applicable performance standards related to site design, compatibility with surrounding uses, and environmental considerations.

The garage will be located near the existing residence and will avoid disturbance to wetland or buffer areas on the property. Some grading will be required due to site topography; however, all work will be completed in accordance with City requirements.

---

## Requirements

---

File Upload

[aerial garage w measurements.pdf](#)

## Property Information

---

Property Location

5655 Vagabond Lane North

---

Legal Description

That Part Of W 895 Ft Of N 922 Ft Of Ne 1/4 Of Sw 1/4 Lying Sly Of A Line Drawn Nwly From Se Cor Thof At An Angle Of 32 Deg 22 Min 29 Sec From S

---

### Property Owner

---

First Name

Jonathan and Katelyn

---

Last Name

Schoessow

---

Requested Application(s)

Conditional Use Permit/Interim Use Permit

---

Brief Description of Request

Hello - this is a permit to request a detached garage / accessory building that exceeds the 700 sq ft maximum for a detached garage. We have a 5+ acre parcel and would use this garage to store and maintain the equipment needed to support the property.

The lot is heavily wooded, and the garage would be set next to the existing residence and attached the garage. Here, the detached garage will blend into the existing structures and provide a continuous look, and it will also be set far away from the wetlands on the back of the property.

---

Agreements

I hereby apply for the above consideration and declare that the information and materials submitted with this application are complete and accurate per city code and ordinance requirements.

I understand that the city will process the application once the planning division finds that it is complete.

I understand and agree that the city may place a sign on my property for purposes of notification that an application is under consideration and enter the property to inspect as it relates to this application.

I agree that the City of Plymouth may transfer my application fee(s) and/or escrow(s) payments provided in this application to a new application if the terms and conditions of this application have been satisfied.

---

File Upload

---

Signature



[Link to signature](#)

# CITY OF PLYMOUTH

## RESOLUTION No. 2026-141

### RESOLUTION APPROVING CONDITIONAL USE PERMIT FOR PROPERTY LOCATED AT 5655 VAGABOND LANE NORTH (2026027)

WHEREAS, Jonathan and Katelyn Schoessow have requested approval of a conditional use permit to allow for the construction of a detached accessory building exceeding 700 square feet in the FRD (future restricted development) zoning district for property located at 5655 Vagabond Lane North; and

WHEREAS, the property is legally described as:

That part of the West 895 feet of the North 922 feet of the Northeast Quarter of the Southwest Quarter of Section 6, Township 118, Range 22, lying Southerly of a line drawn Northwesterly from the Southeast corner of said West 895 feet of the North 922 feet at an angle of 32 degrees 22 minutes 29 seconds from the South line of said West 895 feet of the North 922 feet; EXCEPT that part thereof lying Southeasterly of a line drawn from a point on the South line of said North 922 feet distant 631.56 feet East from the Southwest corner of said West 895 feet of the North 922 feet, to a point on the East line of said West 895 feet distant 587 feet South from the Northeast corner of said West 895 feet of the North 922 feet, and there ending, Hennepin County, Minnesota.

WHEREAS, the Planning Commission has reviewed said request at a duly called public hearing on June 3, 2026, and recommends approval.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLYMOUTH, MINNESOTA, that it should and hereby does approve the request by Jonathan and Katelyn Schoessow for a conditional use permit to allow for the construction of a 1,200 square foot detached garage in the FRD (future restricted development) zoning district for 5655 Vagabond Lane North, subject to the following conditions:

1. The requested conditional use permit is hereby approved in accordance with the application and plans received by the City on May 6, 2026, except as may be amended by this resolution.
2. The requested conditional use permit is approved based on the finding that all applicable conditional use permit standards would be met, as outlined in the zoning ordinance.
3. A separate building permit is required prior to the commencement of the project. Building code-related items will be addressed under the building permit.
4. The height of the garage shall not exceed 35 feet or the height of the existing house, whichever is less, as required in the FRD Zoning District.
5. Standard Conditions:
  - a. Any subsequent phases or expansions are subject to required reviews and approvals per ordinance provisions.

- b. The conditional use permit shall expire one year after the date of approval, unless the property owner or applicant has started the project, or unless the applicant, with the consent of the property owner, has received prior approval from the city to extend the expiration date for up to one additional year, as regulated under Section 21015.07 of the Zoning Ordinance.

ADOPTED by the City Council on this 9th day of June, 2026.

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 June 9, 2026, 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

**To:** Dave Callister, City Manager

**Prepared by:** Natalie Dorcy, Office Support Specialist

**Reviewed by:** Jodi Gallup, City Clerk

**Item:** **Approve participation in the Minnesota State Auditor's Office Performance Measurement Program**

---

### **1. Action Requested:**

Adopt resolution authorizing participation in the Minnesota State Auditor's Office Performance Measurement Program.

### **2. Background:**

In 2010, the Legislature created the Council on Local Results and Innovation (CLRI) and charged the group with developing a voluntary performance measurement reporting program for Minnesota cities and counties. To participate in the program, each city or county must pass a resolution that confirms participation and implement a minimum of ten performance measures developed by the CLRI. All participants are required to file a report with the Office of the State Auditor by July 1, 2026. The report must include a resolution declaring participation in the program and a report with a minimum of ten performance measures.

If the city's participation is approved by the council, staff will submit the attached data for 2025 and the signed resolution to the Office of the State Auditor by July 1, 2026. To comply with the posting requirements, the data will be available to residents on the city's webpage.

### **3. Budget Impact:**

A county or city that elects to participate in the standard measures/performance measurement program is eligible for a reimbursement of \$0.14 per capita, not to exceed \$25,000 and is also exempt from levy limits under sections 275.70 to 275.74 for taxes payable in the following calendar year, if levy limits are in effect. The city received \$11,205 in 2026 for submission in 2025.

#### **4. Attachments:**

1. Report on performance measures
2. City Council Resolution 2026-142

**City of Plymouth**  
**Report on Performance Measures for 2025**

General	
Performance Measure	Data
1. Ratings of overall quality of services provided by the city	88% excellent or good (2025 Community Survey)
2. Citizens' rating of the overall appearance of the city	89% excellent or good (2025 Community Survey)
3. Number of Library visits per 1,000 population	2,800
4. Bond rating	Standard & Poor's Rating Service = AAA Moody's Investors Service = Aaa
Police Services	
5. Part 1 and 2 Crime rates	1952
6. Part 1 and 2 Crime Clearance Rates	27.5%
7. Citizen Ratings of safety in their community	94% excellent or good (2025 Community Survey)
8. Average police response time	6:19 minutes
Fire & EMS Services	
9. Insurance industry rating of fire services	ISO 3
10. Average fire response time	6:10 minutes
11. Fire calls per 1,000 population	69.0
Streets	
12. Average City Street pavement condition rating	6.44/10 PASER rating weighted average by length
13. Expenditures for road rehabilitation per paved lane mile rehabilitated	\$530,000
14. Percentage of all jurisdiction lane miles rehabilitation in the year	3.2%
15. Average hours to complete road system during snow event	9 hours
16. Citizens' rating of the quality of snowplowing on city streets	81% excellent or good (2025 Community Survey)

# CITY OF PLYMOUTH

## RESOLUTION No. 2026-142

### RESOLUTION APPROVING REPORTING FOR THE LOCAL PERFORMANCE MEASUREMENT PROGRAM

WHEREAS, benefits to the City of Plymouth for participation in the Minnesota Council on Local Results and Innovation's comprehensive performance measurement program are outlined in MS 6.91 and include eligibility for a reimbursement as set by State statute; and

WHEREAS, any city/county participating in the comprehensive performance measurement program is also exempt from levy limits for taxes, if levy limits are in effect; and

WHEREAS, the City Council of Plymouth has adopted and implemented at least 10 of the performance measures, as developed by the Council on Local Results and Innovation, and a system to use this information to help plan, budget, manage and evaluate programs and processes for optimal future outcomes; and

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLYMOUTH, MINNESOTA will continue to report the results of the performance measures to its citizenry by the end of the year through publication, direct mailing, posting on the city's/county's website, or through a public hearing at which the budget and levy will be discussed and public input allowed.

BE IT FURTHER RESOLVED that the City Council of Plymouth will submit to the Office of the State Auditor the actual results of the performance measures adopted by the city.

APPROVED by the City Council on this 9th day of June, 2026.

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 June 9, 2026, 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

---

**To:** Dave Callister, City Manager

**Prepared by:** Amy Hanson, Facilities and Fleet Manager

**Reviewed by:** Michael Thompson, Public Works Director

**Item:** **Designate architect for Station 73 Transit Facility Rehabilitation**

---

### **1. Action Requested:**

Adopt attached resolution designating architect for Station 73 Transit Facility Rehabilitation

### **2. Background:**

The city is initiating a rehabilitation and remodel of the Station 73 transit facility. This facility was originally constructed in 2006 and with 20 years of continuous use, the facility and components such as building systems, operational layouts, and passenger amenities require evaluation and modernization. The remodel will assess and improve interior and exterior building systems, passenger information systems, layouts, accessibility, energy performance and site access for example. These improvements will also complement and leverage the improvements being constructed with the Station 73 TRIP.

A Request for Proposal was solicited for architectural services which includes existing conditions assessment and facility audit, design and construction document preparation and bidding assistance. Two firms were interviewed as finalists. And the proposal submitted by Miller Dunwiddie Architecture Inc. was selected and shows a good understanding of the project. The firm has completed many similar types of projects in the Twin Cities area.

### **3. Budget Impact:**

The estimated cost for architectural services from Miller Dunwiddie Architecture Inc. is \$215,880. Funding will be from the Transit Funds.

#### **4. Attachments:**

1. Agreement
2. City Council Resolution 2026-143

## AGREEMENT FOR ARCHITECTURAL SERVICES

**THIS AGREEMENT** is made on the \_\_\_\_ day of \_\_\_\_\_ 2026\_, between the **CITY OF PLYMOUTH**, a Minnesota municipal corporation (“CITY”), and **MILLER DUNWIDDIE ARCHITECTURE, INC.**, a Minnesota corporation (“ARCHITECT”).

The CITY and the ARCHITECT agree as follows:

1. **Contract Documents.** The ARCHITECT agrees to provide Architectural services to the CITY in accordance with the following contract documents which are incorporated herein by reference:
  - A. This Agreement for Architectural Services.
  - B. ARCHITECT’s Supplemental Terms and Conditions attached hereto as Exhibit 2 and incorporated herein by reference.
  - C. ARCHITECT’s Proposal for Professional Services for **City of Plymouth Station 73 Remodel (Exhibit 1)**, submitted on April 10, 2026.

In the event of conflict among the documents, the conflict shall be resolved in descending order of priority, with the document listed first having the highest priority and the document listed last having the lowest priority. For purposes of this Agreement, the “Project” means the City of Plymouth Station 73 Remodel as described in Exhibit 1.

2. **Compensation.** ARCHITECT shall be paid by the CITY on an hourly basis in accordance with the hourly fee schedule but not to exceed \$215,880.00 reflected in the exhibit 1 in the City of Plymouth Station 73 Proposal for Architectural Services; provided, however, that in the event of a City change in the project scope, unforeseen circumstances impacting the Project scope and/or the scope of ARCHITECT’s Services, or delay of the Project into 2027, the fee schedule and compensation due ARCHITECT shall be equitably adjusted. Except as otherwise provided for herein, the not to exceed fees shall not be adjusted if the estimated hours to perform a task, the number of estimated required meetings or any other estimate or assumption is exceeded.
3. **Optional Services.** Not applicable.
4. **Method of Payment.** ARCHITECT may request progress payments as the work is performed. The CITY will normally make payment within thirty-five (35) days of receipt of a properly itemized bill.
5. **Change Orders.** All change orders, regardless of amount, must be approved in advance and in writing by the CITY. No payment will be due or made for work done in advance of

such approval.

6. **Standard of Care.** ARCHITECT shall exercise the same degree of professional care, skill, and diligence in the performance of the services as is ordinarily possessed and exercised by a professional Architect under similar circumstances in the same or similar locality. No other warranty, expressed or implied, is included in this Agreement or in any drawing, specification, report, or opinion produced pursuant to this Agreement. ARCHITECT shall be responsible for the accuracy of the work and shall promptly make necessary revisions or corrections resulting from errors and omissions on the part of ARCHITECT without additional compensation.
7. **Subcontractor.** ARCHITECT shall not enter into subcontracts for services provided under this Agreement without the express written consent of the CITY, which consent shall not be unreasonably withheld. The ARCHITECT shall pay any subcontractor involved in the performance of this Agreement within ten (10) days of the ARCHITECT'S receipt of payment by the CITY for undisputed services provided by the subcontractor. If the ARCHITECT fails within that time to pay the subcontractor any undisputed amount for which the ARCHITECT has received payment by the CITY, the ARCHITECT shall pay interest to the subcontractor on the unpaid amount at the rate of 1-1/2 percent per month or any part of a month. The minimum monthly interest penalty payment for an unpaid balance of \$100 or more is \$10. For an unpaid balance of less than \$100, the ARCHITECT shall pay the actual interest penalty due to the subcontractor. A subcontractor who prevails in a civil action to collect interest penalties from the ARCHITECT shall be awarded its costs and disbursements, including attorney's fees, incurred in bringing the action.
8. **Independent Contractor.** The CITY hereby retains the ARCHITECT as an independent contractor upon the terms and conditions set forth in this Agreement. The ARCHITECT is not an employee of the CITY and is free to contract with other entities as provided herein. ARCHITECT shall be responsible for selecting the means and methods of performing the work. ARCHITECT shall furnish any and all supplies, equipment, and incidentals necessary for ARCHITECT'S performance under this Agreement. CITY and ARCHITECT agree that ARCHITECT shall not at any time or in any manner represent that ARCHITECT or any of ARCHITECT'S agents or employees are in any manner agents or employees of the CITY. ARCHITECT shall be exclusively responsible under this Agreement for ARCHITECT'S own FICA payments, workers compensation payments, unemployment compensation payments, withholding amounts, and/or self-employment taxes if any such payments, amounts, or taxes are required to be paid by law or regulation.
9. **Non-Discrimination.** During the performance of this Agreement, the ARCHITECT shall not discriminate against any employee or applicants for employment because of race, color, creed, religion, national origin, sex, sexual orientation, marital status, status with regard to public assistance, disability, or age. The ARCHITECT shall post, in places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause and stating that all qualified applicants will receive consideration for employment. The ARCHITECT shall incorporate the foregoing

requirements of this paragraph in all of its subcontracts for program work, and will require all of its subcontractors for such work to incorporate such requirements in all subcontracts for program work.

10. **Assignment.** Neither party shall assign this Agreement, nor any interest arising herein, without the written consent of the other party. Any Assignment in violation of this provision is null and void.
11. **Indemnification.** The ARCHITECT shall indemnify and hold harmless the CITY, its officials, agents, and employees, of and from any and all claims, demands, actions, causes of action, including costs and attorney's fees, arising out of or by reason of the execution or performance of the work or services provided for herein, to the extent caused by the negligent acts, errors or omissions of ARCHITECT, its officials, agents or employees in the performance of its professional services under this Agreement.
12. **Insurance.**
  - A. **General Liability.** During the term of this Agreement, ARCHITECT shall maintain a general liability insurance policy with limits of at least \$2,000,000 for each person, and each occurrence, for both personal injury and property damage. This policy shall name the CITY as an additional insured for the services provided under this Agreement and shall provide that the ARCHITECT'S coverage shall be the primary coverage in the event of a loss.
  - B. **Worker's Compensation.** The ARCHITECT shall secure and maintain such insurance as will protect ARCHITECT from claims under the Worker's Compensation Act and from claims for bodily injury, death, or property damage which may arise from the performance of ARCHITECT'S services under this Agreement.
  - C. **Professional Liability Insurance.** The ARCHITECT shall secure and maintain a professional liability insurance policy. Said policy shall insure payment of damages for legal liability arising out of the performance of professional services for the CITY, in the insured's capacity as ARCHITECT, if such legal liability is caused by an error, omission, or negligent act of the insured or any person or organization for whom the insured is legally liable. Said policy shall provide minimum limits of \$2,000,000 with a deductible maximum of \$125,000.
  - D. **Certificate of Insurance.** A certificate of insurance on a form acceptable to the CITY which verifies the existence of this insurance coverage must be provided to the CITY before work under this Agreement is begun.
13. **Records Access.** The ARCHITECT shall provide the CITY access to any books, documents, papers, and records which are directly pertinent to the specific contract, for the purpose

of making audits, examinations, excerpts, and transcriptions, for three (3) years after final payments and all other pending matters related to this Agreement are closed.

14. **Minnesota Government Data Practices Act.** ARCHITECT must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to (1) all data provided by the CITY pursuant to this Agreement, and (2) all data, created, collected, received, stored, used, maintained, or disseminated by the ARCHITECT pursuant to this Agreement. ARCHITECT is subject to all the provisions of the Minnesota Government Data Practices Act, including but not limited to the civil remedies of Minnesota Statutes Section 13.08, as if it were a government entity. In the event ARCHITECT receives a request to release data, ARCHITECT must immediately notify CITY. CITY will give ARCHITECT instructions concerning the release of the data to the requesting party before the data is released. The terms of this paragraph shall survive the cancellation or termination of this Agreement.
15. **Ownership of Documents.** ARCHITECT and its consultants retain ownership and copyright in all plans, diagrams, analyses, reports, and information (the “Instruments of Service”) generated in connection with the performance of this Agreement. Upon full payment of amounts due under this Agreement, ARCHITECT and its consultants shall provide an irrevocable non-exclusive license to the City to use the Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project. Any use of or modifications made by the CITY to any of the ARCHITECT’S or its consultant’s Instruments of Service without written authorization or adaptation by the ARCHITECT will be at the CITY’S sole risk and without liability to the ARCHITECT or its consultants.
16. **Copyright/Patent.** ARCHITECT shall defend actions or claims charging infringement of any copyright or patent by reason of the use or adoption of any designs, drawings or specifications supplied by it, and it shall hold harmless the CITY from loss or damage resulting therefrom.
17. **Governing Law/Venue.** This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota, without giving effect to the principles of conflict of laws. All proceedings related to this contract shall be venued in the Hennepin County District Court.
18. **Permits.** ARCHITECT shall obtain all necessary permits required for completion of ARCHITECT’S services.
19. **Entire Agreement.** The entire agreement of the parties is contained herein. This Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous agreements presently in effect between the parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the parties, unless otherwise provided herein.

- 20. Termination.** CITY may terminate this Agreement with or without cause by seven days' advance written notice delivered to the ARCHITECT. Upon termination under this provision without cause, the ARCHITECT shall be paid for services rendered and reimbursable expenses until the effective date of termination. If however, the CITY terminates the Agreement for cause, no further payment shall be made to the ARCHITECT, and the CITY may retain another contractor to undertake or complete the work identified in the Contract Documents. If as a result, the CITY incurs total costs for the work (including payments to both the present contractor and a future contractor) which exceed the not to exceed amount specified in the Contract Documents, if any, then the ARCHITECT shall be responsible for the difference between the cost actually incurred and the Agreement amount.
- 21. Waiver of Claims for Personal Liability.** It is intended by the parties to this Agreement that ARCHITECT's services shall not subject ARCHITECT'S employees, officers or directors to any personal legal exposure for the risks associated with this Agreement. Therefore, and notwithstanding anything to the contrary contained herein, the City agrees that as the CITY's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against ARCHITECT, and not against any of ARCHITECT's individual employees, officers or directors.

**CITY OF PLYMOUTH**

**MILLER DUNWIDDIE, INC.**

By: \_\_\_\_\_

By: \_\_\_\_\_

Jeffry Wosje, Mayor

Its: \_\_\_\_\_

By: \_\_\_\_\_

Dave Callister, City Manager



Miller  
Dunwiddie

Miller Dunwiddie  
100 Washington Avenue South, Suite 500  
Minneapolis, Minnesota 55401  
o 612 337 0000 | [www.millerdunwiddie.com](http://www.millerdunwiddie.com)

## City of Plymouth Station 73

Proposal for Architectural Services

April 10, 2026

Exhibit 1



## TABLE OF CONTENTS

### **Proposal Document**

Title Page.....	1
Table of Contents .....	2
Cover Letter .....	3
Firm Description.....	4
Professional Services Available .....	5
Project Understanding .....	11
Staff.....	15
Consultants .....	20
Previous Project Experience.....	25
Experience With Construction Manager.....	33



April 10, 2026

City of Plymouth, Station 73

Dear Evaluation Panel Members:

We understand that The City of Plymouth is seeking architectural services for the upgrade and renovation of Station 73.

We are excited to present our credentials for consideration to renew this valued transit facility. We understand that the goal for the Station 73 Project is to optimize the extent of repairs and maintenance in priority order that can be made for the budget while keeping the facility open. We propose to do this with our select team that is familiar with the technical requirements of ramp renovation and phased construction, has long experience preparing bid documents communicating phased construction scope, and has demonstrated success with construction in a parking setting maintaining life safety and occupancy functions in an active environment.

We propose a design schedule that allows time for assessment and Schematic Design to define and coordinate the priority scope and phasing of all disciplines in accordance with City of Plymouth operations and budget constraints up front. Once scope is defined, we are confident that bid documents can be prepared this year.

Miller Dunwiddie has formed a team of experienced, committed architects and engineers for this project. Miller Dunwiddie is

joined by trusted partners Kimley-Horn Engineers. Together we have designed and renovated multiple parking structures and transit facilities. This compact team will provide a comprehensive approach to assessment and renovation design services.

We have reviewed the RFP and acknowledge receipt of addendum. Miller Dunwiddie will lead our team and will provide architectural design, interior design, project management and project scheduling that includes assistance with phasing concepts for construction, and construction administration.

Miller Dunwiddie has staff available to start work on the project immediately and complete design this year. If you have any questions, require additional information, or would like to discuss any aspect of the proposal further please contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read 'D. Green'.

Daniel Green, AIA  
Vice President & Principal Architect  
dgreen@millerdunwiddie.com | d 612 278 7698

FIRM DESCRIPTION

Miller Dunwiddie

Miller Dunwiddie is a full-service architecture firm based in Minneapolis, Minnesota. Since our founding in 1963, our employee owners have been committed to crafting places that span generations. Whether we are rehabilitating a small historic structure or creating a new public space for millions of travelers, we are guided by the same core conviction: doing it right will make it last.

Our team of architects is supported by specialists in interior design, building science, construction administration, history preservation and building information modeling (BIM), We are constantly investigating ways to improve project processes and design outcomes.

For over 60 years, Miller Dunwiddie and our project partners have helped transit and transportation thrive across the Twin Cities metropolitan region. Miller Dunwiddie has broad experience designing public transportation facilities that stand the test of time. A large portion of our business is related to facilities that support people moving from place to place. Within the transportation sector, we have designed \$20,000 to over \$200M projects for a range of clients. We understand the challenges of crafting transit and transportation infrastructure so that it is durable, maintainable, and comfortable for the user.



Heart of the City Park and Ride; Burnsville, MN

Office Location

Miller Dunwiddie Architecture, Inc.  
100 Washington Ave South, Ste. 500  
Minneapolis, MN 55401

612-337-0000  
millerdunwiddie.com

Contract Representative

Daniel Green, AIA - Principal  
612-278-7698  
dgreen@millerdunwiddie.com

Size of Firm

- 32 Licensed Architect
- 19 Architectural Designers
- 4 Interior Designers
- 1 MN Professional Engineer (Civil)
- 1 Registered Roof Consultant
- 8 Administrative & Technical
- 3 UMN Students
- 68 Total Staff**

## PROFESSIONAL SERVICES AVAILABLE

### Overview

Miller Dunwiddie provides architectural and interior design in house, with licensed professionals who possess LEED AP, and WELL credentials.

Within Miller Dunwiddie, our Building Envelope specialists evaluate walls, windows and roofs and provide designs for moisture intrusion mitigation, and envelope rehabilitation. We use an infrared camera to evaluate the envelope and recommend improvements to preserve the asset and reduce energy use.

Kimley Horn provides comprehensive engineering and site services with structural engineering, parking design, mechanical and electrical engineering, civil engineering and landscape architecture services.

Our team easily conducts virtual meetings using Teams, Zoom and Webex. We can collaborate virtually throughout the design and construction process, saving travel time and allowing stakeholders from different areas of Plymouth to participate.



*Terminal 1 Silver Ramp Transit Center and Parking; MSP Airport, MN*



*Minneapolis City Hall/Courthouse - Multiple projects since 1983*

### Quality Review

As a part of our Quality Review process, we use online document review with Bluebeam. This PDF viewer supports sharing of project documents with outside stakeholders, facilitating review and comment by multiple stakeholders and documentation of comment responses.

### Matterport Photography for Existing Conditions

We can prepare accurate existing conditions drawings of interior spaces using a Matterport camera. Matterport scans existing spaces, allowing a virtual walkthrough and review of all interior spaces for use by the team and owner during design.



*Big Rivers Regional Trail Trailhead, Dakota County*



*Employee Bus Shelters, Delta Air Lines;  
MSP Airport, MN*



*Brooklyn Center Transit Center, Metro Transit*



*Southdale Service Center Renovation, Hennepin County*

### Facility Assessments

Miller Dunwiddie counts assessment of existing buildings as a core skillset. Rooted in our work in historic preservation, our teams conduct capital needs assessments for targeted repair and rehabilitation planning, condition assessments for exterior or envelope repairs and space needs assessments for changes in programming and expansion. We are experts at forensic assessment for water intrusion and moisture issues on historic and contemporary buildings and parking structures.

### Specifications

Miller Dunwiddie has a core team of three senior architects who have experience creating and editing technical specifications using CSI formatting. We can coordinate with owners front end and bidding practices in support of preferred delivery models.

### Renderings

Miller Dunwiddie utilizes Autodesk Revit to prepare BIM models and construction documents for all projects. We have an in-house BIM Coordinator that manages standards and components and supports design staff. We can create 3D renderings of exteriors and interiors using Enscape and Twinmotion. Our teams regularly manage multi-consultant-model projects and have recent experience on multi-building campus model workflows.

### Sustainability, LEED, & B3 Practices Integration

Miller Dunwiddie has experience designing and delivering projects meeting LEED and MN B3 requirements for high performance design. We currently have two projects under construction totaling over \$300M in construction cost for MSP MAC that are tracking LEED Gold Certification and have recently completed renovations at the MN Governor's Mansion under the B3 program.

We utilize Autodesk Revit tools and plug-ins for daylight modeling, energy analysis, and life-cycle assessment (LCA) to check compliance with sustainability goals. Our building science team utilizes hygrothermal modeling tools including Flixo to consider dewpoint and thermal bridging in envelope assemblies. We are excited to design projects that exceed energy code minimums, save precious resources and provide healthier buildings for all occupants and the greater community. We are committed to exploring sustainable processes and innovations including calculating embodied carbon as a design evaluation tool and utilizing carbon capture materials.

### General Contractors

Miller Dunwiddie has experience with Design-Bid-Build, Design-Build and CM at Risk delivery methods, and regularly works with DBE and targeted contractor and subcontractor teams for projects ranging in size from \$100k to \$25M.



Lakewood Cemetery Welcome Center; Minneapolis, MN  
~ Net Zero Emissions (NZE) Design



Terminal 2 Restroom renovations; MSP Airport, MN

### **Building Envelope Science**

Miller Dunwiddie has an in-house group of Building Envelope Science specialists with a dedicated specialization and expertise in building envelope evaluation, investigations, and design. Our firm considers Building Envelope Science from an architecture and engineering perspective and not a testing agency or specialty consultant approach. This means we've drawn the details and know the components and construction sequences that lead to successful building assemblies, and can also identify deficiencies and potentials for failure before they occur. We have completed numerous envelope and water intrusion assessments and specialize in waterproofing and envelope rehabilitation design.

We are a go-to resource for leak investigation and moisture intrusion for facilities groups and building managers for University of Minnesota, Hennepin County and Ramsey County. We regularly coordinate non-destructive and destructive investigations to identify the cause and design solutions to moisture intrusion.

### **Building Rehabilitation/Remediation**

Our teams are well versed in the challenges and opportunities that are found in rehabilitation and remediation projects. Working on existing buildings is one of our passions and we do it well. When looking at Station 73, we see a wide range of improvements required to extend useful life, increase energy efficiency, and create safer and more accessible spaces. Our architects and interior designers can provide comprehensive assessments that include short and long term remediation design, life cycle budgeting and phasing analysis. Our teams understand the complexity of phased renovations in occupied buildings.



*Keller Hall Exterior Envelope Rehabilitation, University of Minnesota*



*Brooklyn Center Transit Center, Metro Transit*



*Building Envelope specialist utilize infrared cameras and other tools for comprehensive assessments*

## Wayfinding

Wayfinding design begins with the study of intuitive space arrangements, clarity of path and ease of access. These visual cues are supported in the built environment with signage graphics and appropriate design. Our team recognizes that wayfinding is an integral aspect of every building and brings experience developing and implementing signage and graphics at various scales to support the needs of the airport wayfinding program. Signage and graphics must be clear and concise to reinforce the design, rather than compete against it, making it an important consideration early on in our projects. Ease of maintenance and implementation of changes are important considerations as well. We are experienced with printed, screened, cast, digital information displays and variable message signs and cabinetry.



*Terminal 1 Silver Ramp Transit Center - Extensive Wayfinding & Signage Design, MSP Airport*

## Accessibility

We work collaboratively on each project to define the accessibility goals so that the solutions can support an inclusive and inviting facility for people of all physical capabilities. Our focus on universal design results in facilities that reduce barriers to access and increase the comfort and independence for users, furthering the efforts of the City of Plymouth to provide transformative transportation services to those who live, work, and play in our communities.



*Justice Page Middle School Renovation & Addition; St. Paul, MN*

### Design and Construction Standards

Our team has worked closely with Owners in the past to develop, update, consider changes to and react to modifications to Owner's standard systems and equipment including fare collection, information display and security systems. Having clear standards that support the goals of the agency helps us as consultants to provide designs that meet Owner's goals for maintenance and longevity as well as consistency in design.



*METRO Blue Line LRT Extension Park & Ride Concept; Brooklyn Park, MN*



*Terminal 2 Parking Ramps and METRO Blue Line LRT Station; MSP Airport*

## PROJECT UNDERSTANDING

Station 73, a park and ride serving transit riders of the Plymouth Metrolink and connecting to the larger Metro Transit system was built in 2006. The facility continues to function and serve users, however parking demand has changed following changes to work patterns after the Covid 19 pandemic.

Elements of the facility include a structured parking ramp for motor vehicles, a passenger waiting area with indoor restrooms and seating, an elevator, dedicated bus pic-up and drop-off areas and support spaces like electrical and mechanical rooms.

Aspects of the building have been modernized since construction, including security camera and intrusion detection replacement in 2025, lighting re-lamping in 2018, EV charging install, drain replacement and piping improvements. The City and partners are also completing roadway improvements at the 73rd and TH HWY 55 intersection and adjacent streets to improve access to the neighborhood and Station 73.

Over 20 years, the building has been maintained well, but needs renovations. Existing finishes in the passenger area and restrooms are durable but dated. Restrooms are multi-occupant and signed men and women. Site pavements and pavers have moved, reducing accessibility. Landscape elements have deteriorated or require excessive maintenance and irrigation is no longer functioning. Exterior architectural elements at the corners of the parking structure show corrosion and deterioration. Building envelope components like sealant and expansion joints have deteriorated. The roof has 3-5 years of remaining life. The building lacks modern bicycle parking facilities and transit related technology.

The City of Plymouth is seeking a comprehensive design team to perform an assessment of the facility and to provide designs to improve interior and exterior building systems, functional layouts, accessibility, energy performance and site circulation. Designs should follow principles outlined in the RFP.

The design team will work collaboratively with City staff and key stakeholders to understand the needs of the facility, develop a project repair and remodel scope that fits the budget, and to support bidding and construction stages of the project – with a goal of being complete by late 2027.

### PROJECT APPROACH AND SCOPE:

Starting immediately, we will meet with the City of Plymouth and stakeholders to prepare for the project kickoff, the facility assessment and conditions audit and to discuss project priorities. Because stakeholders may approach this project with different priorities and perspectives, it is critical that the design process includes a cross section of operations and maintenance staff. We expect to collaborate with these staff members frequently, as needed, to collect design preferences and to make design and funding decisions. We will touch base with key staff bi-weekly through the Schematic Design, Preliminary Design and Final Design phases, to review project goals and address concerns. It has been our experience that by giving project stakeholders a voice and the opportunity to hear input from others, we can facilitate decision-making even on the most divisive issues—our understanding of this is crucial to the decision-making process.

We have identified five phases for this project – Schematic Design, Preliminary Design, Final Design, Bidding and Construction. While each of these phases have distinct milestones and activities, they are components of an integrated process to deliver the Station 73 Renovation project.



*Terminal 1 Silver Ramp Transit Center, MSP Airport*

## Schematic Design: approximately 8 to 12 weeks

As a part of Schematic Design, an existing conditions assessment and facility audit for the waiting area and conditioned spaces by architectural, structural, mechanical, electrical, technology, and landscape specialists will be conducted. Each discipline will provide repair and remodel recommendations that address upgrades desired by the City.

As a part of the larger facility assessment, the parking ramp condition assessment by architectural, structural, plumbing, electrical and parking specialists will address deteriorating expansion joints, review precast joints, evaluate existing drains, piping and fire protection, review lighting, security and electrical needs, examine egress and stairwells, assess parking layouts, pedestrian and vehicle circulation and provide recommendations to improve wayfinding and signage.

The assessment of the conditioned spaces at the building including the waiting area and restrooms will include review of cladding, windows, roofs, doors and other exterior envelope elements; review of interior finishes, lighting, doors and hardware, circulation, safety and furniture; and assessment of existing mechanical equipment, electrical panels and controls, fire alarm systems and, plumbing fixtures. To initiate the assessment, the team will conduct a Matterport scan of interior spaces to document existing conditions.

An accessibility review of the entire facility with recommendations for ADA compliance upgrades for interior an exterior space, especially as it relates to building entry and restrooms will be conducted.

Initial findings will be reviewed with the City and Stakeholders, and the team will prepare summaries of recommended repairs and upgrades to systems

to improve the passenger experience and longevity of the facility. The team will also coordinate with the City to develop schematic design concepts for renovation of any interior spaces including waiting and restroom areas and site improvements for pavement and landscape. Repairs and upgrades will be organized based on priority and a cost estimate will be prepared for consideration.

Key aspects of this phase include:

- Preparation of a base Revit model for development of design documents.
- Identification of sustainability strategies and preparation of a preliminary energy model.
- Development of options for replacement of screening at the corners of the ramp.
- Development of restroom and waiting area renovation concepts including 3D interior renderings with new finishes.

This phase assumes three initial renovation and site options, with one revision to each option.

A schematic design package that includes preferred design plans, ranked repair and upgrade recommendations and a cost estimate with breakouts for repairs and upgrades will be provided to the City for review and comment.



*Employee Bus Station, Delta Air Lines; MSP Airport, MN*

### **Preliminary Design: approximately 8 weeks**

Following review and comment, the design team will respond to comments, adjust scope based on budget, and proceed to develop Preliminary Design documentation. We will refine the selected design concepts at this stage, working with City staff and stakeholders to integrate changes into the facility and further address design principles. Cost estimates will be updated at the conclusion of Preliminary Design to check scope against budget. Preliminary Design documents will include drawings, updated 3D renderings and outline specifications.

Key aspects of this phase include:

- Identification of replacement MEP systems and parking ramp screening assemblies
- Code review meeting with AHJ
- Finalize sustainability targets and design goals for envelope, window, operational and mechanical system improvement
- Evaluate key constructability issues and construction phasing to maintain operations of the facility

### **Final Design: approximately 8 weeks**

Following review and comment on the Preliminary Design documents, the design team will make further scope adjustments as needed and proceed to develop Final Design documentation for bidding. We will detail renovation designs and discuss final material selections with City staff. We will discuss City standards with you and specify mechanical equipment, hardware, signage, security and passenger information systems meeting those standards. A final cost estimate will be updated at

the conclusion of Final Design and submitted at the 95% completion milestone for comment and review. Comments will be addressed, bidding procedures will be coordinated and bid documents comprised of drawings and a project manual will be submitted to the City.

### **Bidding**

We will assist in the bidding process and support the City by attending the pre-bid conference, assisting with responses to contractor questions and preparing any necessary addenda.



*Terminal 2 Expansion - Rendering of Concourse at Restrooms*

## Construction Administration

Will endeavor to maintain as much consistency of design team members as feasible throughout the construction process. This ownership of design forges an important link between concept and execution that allows us to respond quickly and deftly to the challenges that inevitably arise. During construction administration we will:

Key aspects of this phase include:

- Attend the preconstruction meeting
- Attend construction status meetings (a least one member of the design team assumed to attend up to one meeting per week)
- Attend pre-activity meetings that the Contractor will facilitate
- Provide on-site observations for specific construction activities
- Review and respond to Contractor Requests for Information
- Review and take appropriate action on submittals
- Issue Architectural Supplemental Instructions (ASI) to modify the construction documents as necessary during construction in response to Owner requested and directed changes
- Review and certify Contractor pay applications
- Review of all O&M manuals and warranties submitted by the Contractor
- Upon completion of construction, prepare record drawings based on the Contractor provided as-builts

## Quality Control/Quality Assurance

Our team is committed to a high level of quality—“Doing it Right” is at the core of our culture. We will incorporate a thorough interdisciplinary review process into our design process by leveraging the deep technical expertise of each member of our team. We know that you expect more from your consultants, especially on a project of this scope, magnitude, and critical nature—and we are committed to giving you the best experience.

Our QA/QC process starts with a kickoff meeting to clearly define the scope, outline responsibilities, establish schedules, and identify project milestones and goals. At the end of each phase, a thorough QA/QC review will be conducted within each discipline team to make sure that the project deliverable is not only technically correct, but also consistent with the project objectives. This review process includes a detailed red line and yellow-off process to ensure consistency within the review, and thoroughness of resolution.

Project processes, work plans, documents, and deliverables will be reviewed by senior staff not involved with the project on a day-to-day basis. We will assign experienced, senior, qualified professionals to serve in this independent quality control role. Our technical depth allows us to provide such personnel, who provide a fresh perspective and critical eye.

Any changes or modifications required to respond to the comments and recommendations of the peer review team will be incorporated prior to submitting deliverables.



Brooklyn Center Transit Center - Payment Hub

## STAFF

Miller Dunwiddie has organized the team to effectively manage the contractual, communications and design process for the City of Plymouth's Station 73 Architectural Services project. The Team is led by Daniel Green who has worked on transportation projects in the Metro area for two decades. He will manage the contract, subconsultants, scope of work, schedule, and budget to allow the project team to focus and execute the project within well-defined and communicated parameters.



*Parking Management Building, MSP Airport*



*Brooklyn Center Transit Center, Metro Transit*



*100 Washington Square Design Studio Relocation and Renovation; Minneapolis, MN*



**DANIEL GREEN** AIA  
Principal In Charge



Daniel is a Vice President and Principal Architect at Miller Dunwiddie with nearly 30 years of experience. He is a recognized designer with the ability to facilitate and integrate public groups, neighbors, and owners in problem-solving and design solutions. Daniel's designs have focused on solving current needs while anticipating the requirements of future generations and the new ways in which they will learn, play, work, and form communities. Having worked on transportation projects for the majority of his career, Daniel brings an understanding of passenger experience coupled with owner needs to all projects. He is uniquely qualified to lead design teams for a wide range of transit projects.

29 years of experience

MN Licensed Architect No. 42214

- Metro Transit
- Master Contract for Design Services
- Brooklyn Center Transit Center Renovation
- METRO Blue Line LRT Extension, Stations and Park & Ride
- METRO Green Line LRT Extension, Kenilworth Bridge visual quality and historic preservation consulting
- Heywood Office Building Facade Renovation Studies
- Richfield Drivers Rest Facility
- City of Anoka, MN
- Northstar Commuter Rail Transit Village
- Municipal New Parking Ramp
- Minneapolis-St. Paul International Airport
- Terminal 1 Silver Ramp Transit Center and Parking
- Terminal 2 Purple Parking Ramp
- Terminal 2 METRO Blue Line LRT Station
- Terminal 2 Gate Expansion
- Metropolitan State University; St. Paul, MN
- Parking Ramp
- Heart of the City, Southwest Transit; Burnsville, MN
- Park and Ride Transit Center
- City of Mason City, IA
- Downtown Multi-Level Parking Structure
- City of Wausau, WI
- Downtown Parking Structures Redevelopment
- City of Minneapolis
- Convention Center / Target Center Master Contract



*Northstar CRTV Parking Facility, Anoka*



*METRO Green Line LRT Extension, Kenilworth Bridge*



**JEFF KANNE** AIA, LEED AP  
Project Manager / Project Architect

Jeff is an Architect with Miller Dunwiddie and has 28 years of experience. His work on a wide variety of project types has allowed him to develop a diverse skill set that can be applied to the unique program, planning, and design requirements of each new project.

Jeff has over a decade of renovation and rehabilitation experience for existing buildings in the cultural, transportation and institutional sectors - including security, conveyance and accessibility improvements.

As Project Manager, Jeff will be the primary client contact and be present at all meetings. He will manage the consultant team and document production with the support of other architects and designers at Miller Dunwiddie.

---

28 years of experience

MN Licensed Architect No. 53756

- Metro Transit
- Master Contract for Design Services
- METRO Blue Line LRT Extension, Stations and Park & Ride
- METRO Green Line LRT Extension Preliminary Design
- METRO Blue Line LRT Paver Replacement
- Minneapolis-St. Paul International Airport
- Terminal 2 Orange Ramp
- Terminal 2 Skyway Expansion
- Terminal 2 METRO Blue Line LRT Station
- Terminal 2 Public Walk Terrazzo Replacement
- Safety and Security Center
- Dakota County; Mendota Heights, MN
- Big Rivers Regional Trail Trailhead
- Hennepin Center for the Arts; Minneapolis, MN
- Elevator Upgrade and Lobby Remodel
- Metropolitan State University; St. Paul, MN
- Parking Ramp
- City of Minneapolis, MN
- City Hall Life Safety Upgrades` and Improvements
- ADC Elevator Upgrade
- MN Air National Guard
- 5-yr Indefinite Delivery Indefinite Quantity
- MN ANG 133rd Air Wing, Building 631 Re-roofing
- MN ANG 133rd Air Wing, Building 641 Re-roofing
- MN ANG 133rd Air Wing, Building 687 Corrosion Control



*Above & Below:  
METRO Blue Line LRT Terminal 2 Station, MSP Airport*





**MEGAN MILLER** CID, WELL AP  
Interior Designer



Megan is an Associate and Interior Designer with Miller Dunwiddie and has been with the firm for 10 years. She collaborates with architects and engineers throughout the design process to exceed the clients visions and goals. As a WELL AP, Megan is passionate and knowledgeable about implementing design strategies that advance human health and wellbeing.

Megan will guide interior design and renovations for the passenger waiting areas and restrooms.

10 years of experience

MN Certified Interior Designer No. C02489

Minneapolis-St. Paul International Airport  
Terminal 1 Silver Ramp Transit Center and Parking  
Terminal 2 North Expansion  
Terminal 2 Miscellaneous Modifications  
Terminal 2 Multipurpose Space  
Terminal 2 Recarpeting  
Safety and Security Center  
Badging Office Relocation  
MSP PGA Golf Center

State of Minnesota  
Capitol Complex Physical Security Improvements  
Administration Building Security Enhancements  
DEED Office Space Design and Relocation

Hennepin Center for the Arts; Minneapolis, MN  
Elevator Upgrade and Lobby Remodel

100 Washington Avenue Design Studio;  
Minneapolis, MN  
Office Renovation and Relocation

Saint Paul Public Schools  
Highland Park Elementary Renovation and Expansion  
Horace Mann School Renovation and Expansion

Saint Louis Park Public Schools  
Architectural Design Standards  
Lenox Center Deferred Maintenance  
Lenox Center / Transition Plus Renovation



*Terminal 1 Silver Ramp Transit Center, MSP Airport*



*Badging Office Relocation, MSP Airport*



**CECELIA DILLON AIA**  
Specifications and Quality Assurance



Cecelia’s experience includes government, aviation, higher education, and commercial. At Miller Dunwiddie she leads in development of the QA/QC process and specifications procedures that support the office and clients’ priorities for quality architecture. Her career has included new construction, renovations and remodels within many building types offering a unique insight to approach architectural specifications, such as historic buildings, airports, malls and schools.

Cecelia will lead specification development and provide quality review of documents at each design milestone. She is a regular rider at Station 73 and commutes into Minneapolis from the Minnetonka area.

35 years of experience

MN Licensed Architect No. 51506

- State of Minnesota
  - DEED Space Needs and Reconfiguration Assessment
  - DEED Headquarters Space Design and Planning
  - History Center Remodel
- Saint Paul College; St. Paul, MN
  - Electric Vehicle Shop
  - Counseling Center
  - Cooling Tower Replacement
- Otter Tail County; Fergus Falls, MN
  - Government Services Center License Center and Offices
  - Courthouse Probation & Human Services Offices
- MN Dept of Military Affairs
  - Camp Ripley Range Control Renovation and Addition
  - Camp Ripley USPFO Addition & Renovation
- Minneapolis Parks & Recreation Board
  - Spark’d Studio Luxton Recreation Center
- Minneapolis-St. Paul International Airport, MN
  - 2025 Miscellaneous Modifications and Improvements
  - Ground Service Equipment Maintenance Facility
- University of Minnesota
  - Minnesota Arboretum Entrance
  - Morrill Hall Parapet Roof Replacement
  - Johnston Hall Parapet Roof Repairs
  - Anderson Library Life Safety Upgrades
  - Thompson Center Foam System Repairs
- Saint Paul Public Schools
  - Cherokee Heights Elementary School Renovation



*Otter Tail County Government Services Center, License Center and Offices; Fergus Falls, MN*



*Minnesota Arboretum Entrance, University of Minnesota*



**JERRY LOMBARDO** EIT  
Structural Engineer

Jerry has experience providing design and construction phase services for a multitude of structural engineering projects. His focus over the last 7 years has been on new parking structure design and existing parking structure renovation/restoration projects. He has been involved in the Minneapolis-St. Paul International Airport Parking Structure Rehabilitation program for 7 years. Jerry has also led the Mall of America and Principal Financial Group Parking Structure Rehabilitation programs for the last 3 years and his experience in these types of parking structure renovation/restoration programs extends to both public and private clients.

Minneapolis-St. Paul International Airport,  
Bloomington, MN  
Parking Structure Rehabilitation

MOA Holdings/Triple Five, Mall of America (MOA),  
Bloomington, MN  
Parking Structure Rehabilitation

Metro Transit  
Parking Structure Rehabilitation at 3 Park-Ride  
Facilities, Minneapolis, MN

IKEA Store #212, Bloomington, MN  
Parking Structure Rehabilitation

University of Wisconsin – Madison Parking Ramp  
Condition Assessment Program

Principal Financial Group (PFG), Des Moines, IA  
Campus Parking Ramp

7 years of experience

IA Engineer-in-Training No. F19582



*Structure Rehabilitation, Metropolitan Airports  
Commission Parking (MAC); Minneapolis, MN*



*IKEA Store Parking Structure*



**JEREMY COAN** PE, LEED, BD+C  
Electrical Engineer

Jeremy has 22 years of electrical engineering experience, including projects focused on military and industrial facilities, federal, state, and local government facilities, transit facilities, water and wastewater treatment facilities, power generation and distribution systems, and higher education campuses. Design experience includes medium- and low-voltage facility power distribution and generation systems, interior and exterior lighting and control systems, fire detection and alarm systems, electric vehicle charging systems, communication systems, building access and security systems, process control systems, and SCADA systems. Jeremy has performed all phases of engineering services, including project management, feasibility studies and condition assessments, design and construction estimates, construction drawings and specifications, construction administration services, and electrical distribution system modeling, analysis, and future planning.

22 years of experience

MN Professional Engineer No. 46246

Metro Transit  
Metro Transit East Metro Garage  
ABB Charger Commissioning, St. Paul, MN  
Garage Improvements for Gold Line, St. Paul, MN  
Electrical Improvements, Twin Cities, MN  
Light Rail Boiler Building, Minneapolis, MN  
North Loop Garage Bus Chargers, Minneapolis, MN  
TVM Relocation Pilot Project, Minneapolis, MN

UW Madison, Madison, WI  
Parking Garage Assessments

Rochester Government Center, Rochester, MN  
Parking Improvements

Water Street, St. Paul, MN  
Parking Structure



*Garage Bus Chargers - Metro Transit North Loop; Minneapolis, MN*



*Parking Garage Assessments - UW Madison; Madison, WI*



**WESLEY LIN PE**  
Mechanical Engineer

Wesley has over seven years of experience in HVAC and plumbing design, with a focus on aviation facilities. He has worked on numerous projects at Minneapolis-Saint Paul International Airport, contributing to terminal upgrades, support buildings, and infrastructure improvements. His broader portfolio includes transit stations, parking ramps, and maintenance garages. Wesley offers expertise from both contractor and consultant perspectives, enhancing design challenges, BIM coordination, and construction administration. He handles complex requirements such as heat recovery systems, continuous operations during construction, and multi-phase implementation plans.

- Minneapolis-St. Paul International Airport\*
  - Concourse G
  - Infill Pods 2-3
  - Delta Air Lines Bus Shelters
  - Red/Blue Parking Levels 2 & 3 Quality Control
- Metro Transit
  - South Portal Boiler Building, Minneapolis, MN
  - JACE Replacement, Twin Cities, MN
  - G Line Operator Facility, Little Canada, MN
- Daikin, Plymouth, MN
- Applied Training Center
- City of Rochester, MN
  - Rochester Public Transit Link
  - BRT Construction Admin

\*Project completed prior to joining Kimley-Horn



*Delta Airlines Bus Shelters; MSP International Airport, MN*



*Delta Airlines Bus Shelters; MSP International Airport, MN*

7 years of experience

MN Professional Engineer No. 62423



**ANDREA ARNOLDI** PLA  
Landscape Architect

Andrea is a seasoned leader with 20 years of landscape architecture and urban design experience in projects ranging from conceptual design through construction of streetscapes, urban plazas, transit facilities, separated bike lanes, pedestrian and trail facilities, mobility hubs, monument and community wayfinding design, and light rail transit and bus rapid transit design. She pairs her design experience with a deep understanding of the work and technical requirements of many disciplines, allowing her to engage the community and stakeholders in reaching consensus on creative and functional design solutions.

City of Edina, MN  
50th and France Ramp, Wayfinding, and Streetscape Renovation  
50th and France South Ramp

Metro Transit  
Metro Transit Woodlane Drive Park and Ride Woodbury, MN  
Regional Mobility Hubs, Minneapolis, MN  
Metro Transit Gold Line BRT, Washington County  
Metro Green Line Extension (Southwest LRT)

Ramsey County, MN  
Capitol Rice Street Reconstruction, Ramsey County

City of Rochester, MN  
75th Street Park and Ride

Fargo-Moorhead Metropolitan Planning Organization, Fargo, MN  
MATBUS Ground, Fargo, ND  
Transportation Center (GTC) Remodel, Fargo, ND

City of St. Paul, MN  
Robert Street Reconstruction

City of Chattanooga, TN  
Chattanooga Transit Vision, Chattanooga-Hamilton, County  
Regional Planning Agency

City of Lynnwood, Unincorporated Snohomish County, and City of Everett, WA  
Sound Transit Everett Link Extension

20 years of experience

MN Licensed Landscape Architect No. 48316



*METRO Green Line LRT Extension, Kenilworth Bridge*



*50th and France Ramp, Wayfinding, and Streetscape Renovation; Edina, MN*



**TULSI PATEL**  
Cost Consultant

Tulsi is a seasoned cost consultant with over six years of experience in delivering strategic cost management solutions for construction projects worldwide. Her expertise spans construction cost estimating, value engineering, and risk management, ensuring projects stay on budget and on track. She leverages advanced Building Information Modeling (BIM) techniques to provide clients with detailed and reliable cost plans at every design stage.

---

6+ years of experience

Metro Transit  
South Garage Dispatch, Minneapolis, MN  
Rail Office Modifications, Minneapolis, MN  
Blue Line LRT Platform Refurbishments, Minneapolis, MN  
North Loop Garage Charger, Minneapolis, MN  
Overhaul Base, Minneapolis, MN

MVTA  
AVTS Modernization, Burnsville, MN

Target Field  
Trip Remodel, Minneapolis, MN



## PREVIOUS PROJECT EXPERIENCE

With more than sixty architecture, preservation, interior design, and building science design professionals, Miller Dunwiddie has helped shape public spaces and make transportation thrive across the Twin Cities metropolitan region and around the country. Our design experience a wide range of passenger facilities including multi-level parking ramps and transit centers; bus and LRT passenger platforms and terminals; passenger and operator rest areas; operations support, security, and emergency centers; and bridges and pedestrian overpasses. We design for passenger experience, durability, and operational efficiency. Our team is guided by a core conviction, doing it right makes it last.

Our team brings together two firms who have successfully worked together for years on projects similar to the Station 73 Ramp. Miller Dunwiddie and Kimley Horn share over two decades of work on transportation projects in the metro region, including parking and transit centers and passenger terminals and stations. We work well together and prioritize collaboration and project outcomes over ego and rigid process. We will work closely with the City of Plymouth to manage design and decision making to effectively engage all parties in a productive and respectful way. We have found that listening to all parties, from stakeholders to users, to executive leadership, is needed to find the right solutions that transform a project from merely satisfactory to outstanding.

Our team has the technical expertise needed for success. From the design and rehabilitation of multiple local parking garages, to the renovation of transit centers and transit stations for Metro Transit and the completion of the 5,000 stall multi-modal transit facility at MSP airport (Silver Ramp), we understand the technical aspects needed for this project. We are well versed in the design of parking ramps, passenger waiting areas and ongoing operational considerations of both areas. We are excited to be your team to bring this project to realization.



*Northstar Park & Ride; Anoka, MN*



## Silver Ramp Transit Center and Parking

Metropolitan Airports Commission | MSP Airport, MN

The award-winning Silver Ramp is a mixed-use, multimodal transportation hub located in the heart of Minneapolis-Saint Paul International Airport's Terminal 1 campus. Built to address increasing parking demand and replace outdated car rental and transit facilities, the project is the capstone effort of a multi-year program to repurpose and optimize real-estate within the airport's land-locked center.

The project includes 5,000 parking spaces, new car rental service counters and vehicle facilities, a transit center for local bus service and ground transportation options as well as connections to the LRT station and bicycle facilities.

The building's interior spaces were designed to create a high-quality passenger experience accentuated by daylight and clear lines of sight between the spaces that facilitate intuitive wayfinding. To accommodate and ensure public safety and well-being. The project incorporated fundamental principles of Crime Prevention Through Environmental Design (CPTED), and embraced the airport's universal design standards.

Building out enclosed program spaces on the ground floor represented unique challenges with envelope detailing. Particular care was spent working through insulation and moisture control layers that – by necessity – were applied to a building structure largely exposed to Minnesota's extreme temperature swings.

**Completed:** 8/2020

**Cost:** \$229 Million

**Firm Roles:** Project Management, Architecture, Interior Design

**Contact:** Metropolitan Airports Commission  
Bridget Rief, VP of Planning and Development  
612 725 8371 | [bridget.rief@mspmac.org](mailto:bridget.rief@mspmac.org)





## Terminal 2 Purple Parking Ramp and Rental Car Facility

Metropolitan Airports Commission | MSP Airport, MN

The first parking structure built at MSP's Terminal 2, the Purple Parking Ramp consists of eight stories of parking for 4,650 cars. A passenger waiting area and hub for bus, shuttle, and taxi service is integrated on the ground floor. A skyway crossing the main entry roadway connects the terminal directly to the parking facility.

A phased expansion of car rental facilities at the Purple Ramp provides a daylight, high-quality customer service experience for passengers. Construction included a 13,000sf Customer Service Building attached to the west face of the ramp structure, and an 8-bay, 20,000sf Quick Turnaround Facility for vehicle processing.

An adjoining exit plaza includes an array of covered transaction booths for parking fee collection, a parking management building and revenue control center, and areas for staff parking. A rooftop solar array was retroactively installed over the top-level parking deck.

Terminal 2 is an ongoing project for Miller Dunwiddie with a North Expansion expected to be completed in June, 2027.

**Completed:** Ongoing

**Cost:** \$1,664,000

**Firm Roles:** Project Management, Architecture, Interior Design

**Contact:** Metropolitan Airports Commission  
Bridget Rief, VP of Planning and Development  
612 725 8371 | [bridget.rief@mspmac.org](mailto:bridget.rief@mspmac.org)





# Brooklyn Center Transit Center

Metro Transit | Brooklyn Center, MN

The renovation project included upgrades to the site, accessibility, and aesthetics of one of the busiest Metro Transit passenger facilities. Plaza pavements were replaced and two new freestanding canopies were added to the transit plaza along with additional seating for passengers.

The interior was renovated to improve the passenger waiting experience, employee amenities, and police offices. The design consolidated the passenger waiting area to the center of the building with improved acoustics and updated passenger restrooms with improved accessibility. Restroom and waiting area renovations included new lighting and tile walls for durability and cleanliness.

As an investment in the transit employee experience, the driver's room was expanded to include a breakroom, new comfortable seating, improved lighting, and a community outreach desk. The improvements to safety, accessibility, comfort, and aesthetics of this facility demonstrate a dedication to enhancing the overall transit employee and passenger experience.



**Completed:** 2/2021

**Cost:** \$1,664,000

**Firm Roles:** Project Management, Architecture, Interior Design

**Contact:** Metro Transit  
Alicia Vap, Project Manager  
612 210 1366 (cell) | [alicia.vap@metrotransit.org](mailto:alicia.vap@metrotransit.org)

## Big Rivers Regional Trail Trailhead

Dakota County | Mendota Heights, MN

The BRRT project set at the historic overlook needed to create a design to allow visitors to engage with the resources and culture of this place. Adjacent to the active trail system the goal was to set this spot as a destination and to highlight the history and natural beauty of this place. The intent of the design was to balance the natural and cultural importance with the impact of human activity and the need for stewardship. Our team effectively managed the process, the project, and the site requirements. Working closely with the county staff we were able to provide an atmosphere of collaboration and engagement that led to a successful outcome. The design was required to be compatible to the specific context of this place while considering preservation and environmental impact.

Miller Dunwiddie facilitated and led the stakeholder process, design, construction documents, bidding and construction administration for the project which included an inclusive gender neutral restroom facility with 2 fully accessible rooms, storage for maintenance and operations, energy efficient design, general use picnic canopy with tables and serving counter, geological development feature wall telling the story of how the natural riverway was formed, information kiosks, bike fix it stations to support the trail system, native plantings garden, raised viewing platform to allow universal access to the views of the riverway and interpretive elements tying and identifying this place to its native ancestors and roots.

**Completed:** 1/2022

**Cost:** \$5.8 Million

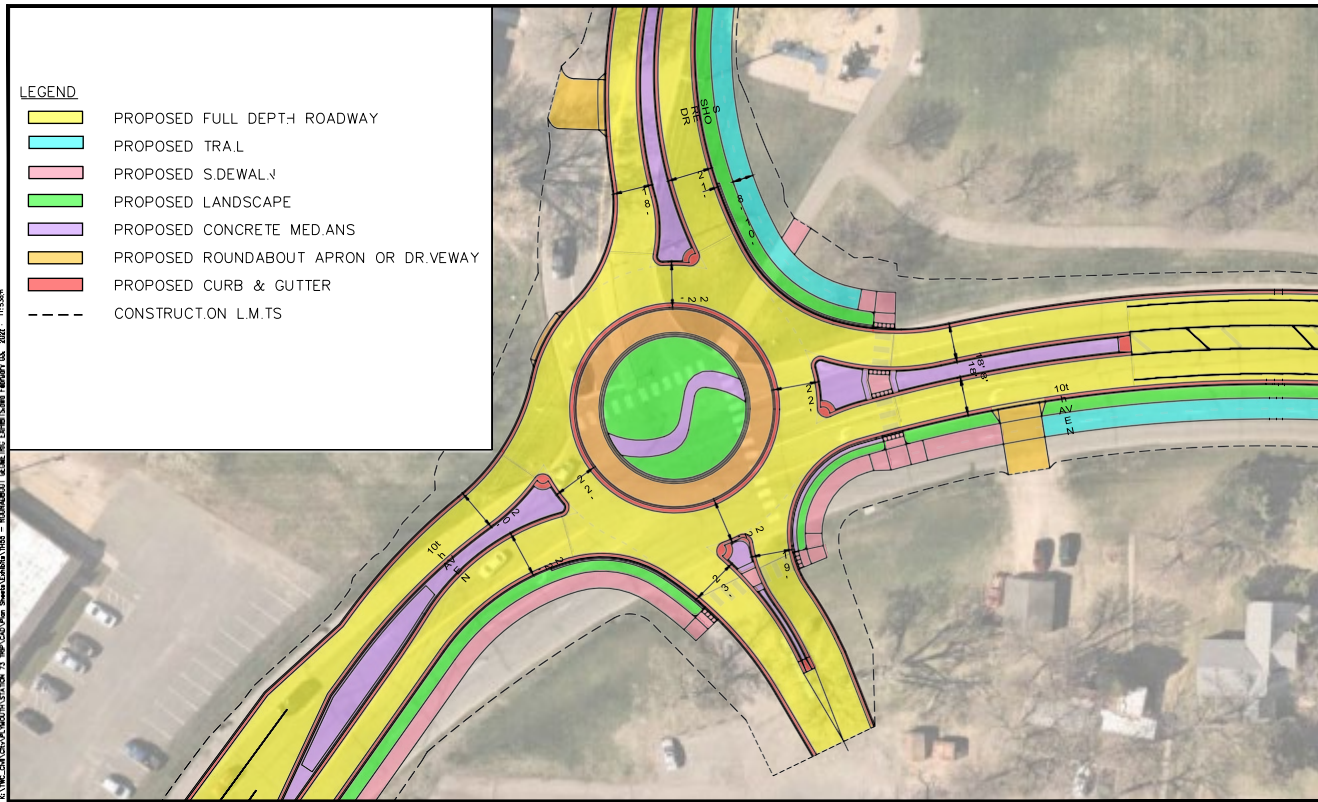
**Firm Roles:** Project Management, Architecture, Construction Administration

**Contact:** Dakota County

Mike Wiese, Senior Project Manager

651-438-4350





## Station 73 – Transit and Regional Improvement Program

City of Plymouth | Plymouth, MN

Kimley-Horn is leading this complex multimodal improvement project in partnership with the City of Plymouth, Hennepin County, MnDOT, and the Three Rivers Park District. The project improves transit efficiency and multimodal connectivity along TH 55 through construction of bus pull-off lanes to support bus rapid transit, transit stop enhancements, and a grade-separated pedestrian box culvert crossing. Additional improvements include a new alignment of CSAH 73, two roundabouts, a regional trail connection, public utility upgrades, railroad crossing modifications, wetland impacts, and floodplain compensatory storage.

Landscape architecture plays a key role in integrating these elements into a safe, legible, and durable public realm, with emphasis on pedestrian and bicycle connectivity, station environments, and corridor-scale landscape systems. The project demonstrates integrated delivery of transportation infrastructure, landscape systems, and long-term performance across a high-visibility corridor.



**Contact:** City of Plymouth  
 Michael Thompson, PE | Public Works Director  
 763 509 5501 | mthompson@plymouthmn



## Parking Structure Rehabilitation Program

**Metropolitan Airports Commission (MAC)**  
Bloomington, MN

Kimley-Horn has assisted the Metropolitan Airports Commission (MAC) with developing a list of modifications and repairs to include in an annual multiple parking structure rehabilitation project on the MSP campus since 2005. Project elements include structural, electrical, mechanical, architectural, and operational elements. Services provided include a condition assessment, preliminary design to establish the annual project, final design plans and scheduling, project scheduling, construction administration, and coordination with MAC staff.

MAC staff performs annual cleaning and striping of the parking garages. To reduce disruptions to the customer, Kimley-Horn works with parking operations and maintenance staff to develop a comprehensive schedule to coordinate all activities occurring within the structures on a weekly basis. By having a coordinated schedule, impacts to customers are reduced and team members know what to expect and plan for.

Work scope generally includes replacement of expansion and caulk joints, concrete repairs, column reinforcement, crack grouting and sealing, concrete overlays, concrete sealing and coatings, drainage system replacements, and lighting and signing improvements.

**Contact:** Metropolitan Airports Commission  
Bridget Rief, VP of Planning and Development  
612 725 8371 | [bridget.rief@mspmac.org](mailto:bridget.rief@mspmac.org)





## 2025 Parking Structure Repairs - Store #212

IKEA | Bloomington, MN

Kimley-Horn served as the engineering consultant for IKEA Store #212 to help identify required repairs to the existing on-site parking structure. The parking structure is a two-level parking structure with one elevated/supported level of precast double-tees and one levels of bituminous slab-on-grade pavement. The structure has been in service since 2003.

Kimley-Horn provided engineering services that included an initial condition assessment of structural, mechanical, and electrical systems, preliminary design, final design, project scheduling, construction administration, and coordination with IKEA staff.

**Contact:** IKEA Minneapolis

Robert Gangnon | Expansion Project Leader Manager  
952 854 8212 x 1500 | robert.gangnon@ingka.ikea.com

## Parking Structure Repair Program

Mall of America (MOA) | Bloomington, MN

Kimley-Horn served as the Mall of America's parking structure condition assessment and rehabilitation engineer for their dual 5,000+ stall East and West parking ramps that serve the 80 million guests who visit the property each year. Each ramp is a seven-level parking structure consisting of precast double-tees supported levels that have been in service for over 25 years. Kimley-Horn provided a condition assessment of all structured parking facilities in 2018 that informed a parking ramp repair projects from 2019 – 2022.

Kimley-Horn has completed annual condition assessments of select levels of the parking structures from 2023 – 2026 to establish annual repair projects. Services provided include a condition assessment, preliminary design to establish the annual project, final design plans, construction administration, and coordination with MOA staff. The repair projects required technical innovation to solve unique structural defects and close coordination with Mall operations to provide contractor access to the facility and minimize guest interruptions.

**Contact:** Mall of America (MOA)

John Schouveller | Director Operations  
952 883 8659 | john.schouveller@moa.net

## EXPERIENCE WITH CONSTRUCTION MANAGER

We have experience working with a construction manager and understand both advantages and risks of such a relationship.

Advantages include:

- **FAST TRACK PROCESS** – With a CM on the team during design, it is easier to prepare and price multiple bid packages to shorten delivery and construction – and reduce the impact of long lead items
- **BUILDERS AT THE DESIGN TABLE** – Having a CM present during design enables design phase planning and budgeting for major elements like façade improvements or interior renovations – and time to refine design to meet budgets
- **EARLY RFIs** – With a CM on the team during design, they can provide input on design detailing – which can impact cost and improve constructability
- **COST MANAGEMENT** - Live estimating during design provides cost control and shapes design solutions

Risks include:

- **LACK OF STAFF CONTINUITY & ENGAGEMENT** - Staff changes between pre-construction and construction on the CM team can reduce the benefits of them being actively involved in the design process
- **INEXPERIENCE WITH PROJECT TYPE** – This project will need an active, engaged and sophisticated CM@R who has proven experience renovating existing facilities while they maintain operation. Phasing work to keep all spaces accessible will require careful planning and management of subcontractors.



**FEE:**

We submit the fees below for services as identified in the RFP and Addenda.

<b>Phase 1</b>	
Schematic Design	\$53,100.00
Preliminary Design	\$55,250.00
Final Design	\$51,730.00
<b>Phase Total \$160,080.00</b>	

<b>Phase 2</b>	
Bidding	\$7,240.00
Construction Administration	\$48,560.00
<b>Phase Total \$55,800.00</b>	

<b>Grand Total \$215,880</b>
------------------------------

Fees includes all consultant, sub-consultant and specialty services for the team identified in this proposal for design and construction administration. Fees for Phase 1 are lump sum and not-to-exceed. Fees for Phase 2 are also lump sum and not-to-exceed.

**Fee Assumptions:**

- Design options during Schematic design as noted in Project Approach
- Bi-weekly design progress meetings with City Staff including architecture project manager and other disciplines as necessary – meetings will be virtual
- Bi-weekly construction progress meetings – meetings will be virtual
- Bi-weekly construction observation visits at site
- Construction duration of 8 months occurring in 2027
- Should design be delayed into 2027, we reserve the right to renegotiate fees based on hourly rate increases

## EXHIBIT 2

### ARCHITECT'S Supplemental Terms and Conditions

The following Supplemental Terms and Conditions are incorporated in the Agreement for Architectural Services between the City of Plymouth and Miller Dunwiddie Architecture, Inc. dated \_\_\_\_\_, 2026 (the "Agreement"):

- 1. Use of Instruments of Service.** In the event CITY uses the Instruments of Service without retaining the authors of the Instruments of Service, the CITY releases the ARCHITECT and ARCHITECT's consultant(s) from all claims and causes of action arising from such uses. CITY, to the extent permitted by law, further agrees to indemnify and hold harmless the ARCHITECT and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the CITY's use of the Instruments of Service under this Section. Under no circumstances shall transfer of Instruments of Service be deemed a sale by ARCHITECT.
- 2. Cost of the Work.** For purposes of this Agreement, the Cost of the Work shall be the total cost to the CITY to construct all elements of the Project designed or specified by the Architect and shall include contractors' general conditions costs, overhead and profit. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the CITY. The Cost of the Work does not include the compensation of the ARCHITECT; the costs of the land, rights-of-way, financing, or contingencies for changes in the work; or other costs that are the responsibility of the CITY. The CITY'S budget for the Cost of the Work shall be adjusted throughout the Project as necessary. Evaluations of the CITY's budget for the Cost of the Work, and the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work, prepared by the ARCHITECT, represent the ARCHITECT's judgment as a design professional. It is recognized, however, that neither the ARCHITECT nor the CITY has control over the cost of labor, materials, or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market, or negotiating conditions. Accordingly, the ARCHITECT cannot and does not warrant or represent that bids or negotiated prices will not vary from the CITY's budget for the Cost of the Work, or from any estimate of the Cost of the Work, or evaluation, prepared or agreed to by the ARCHITECT.
- 3. Submittals.** The ARCHITECT shall review the Contractor's submittal schedule and shall not unreasonably delay or withhold approval of the schedule. The ARCHITECT's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time, in the ARCHITECT's professional judgment, to permit adequate review. The ARCHITECT shall review

and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The ARCHITECT's review shall not constitute approval of safety precautions or construction means, methods, techniques, sequences or procedures. The ARCHITECT's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

- 4. Certificates for Payment to Contractor.** The ARCHITECT shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The ARCHITECT's certification for payment shall constitute a representation to the CITY, based on the ARCHITECT's evaluation of the work and on the data comprising the Contractor's Application for Payment, that, to the best of the ARCHITECT's knowledge, information and belief, the work has progressed to the point indicated, the quality of the work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified. The foregoing representations are subject to (1) an evaluation of the work for conformance with the Contract Documents upon Substantial Completion, (2) results of subsequent tests and inspections, (3) correction of minor deviations from the Contract Documents prior to completion, and (4) specific qualifications expressed by the ARCHITECT. The issuance of a Certificate for Payment shall not be a representation that the ARCHITECT has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from subcontractors and suppliers and other data requested by the CITY to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.
- 5. Construction Phase Services.** The ARCHITECT shall advise and consult with the CITY during the Construction Phase Services. The ARCHITECT shall have authority to act on behalf of the CITY only to the extent provided in this Agreement. The ARCHITECT shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the work, nor shall the ARCHITECT be responsible for the Contractor's failure to perform the work in accordance with the requirements of the Contract Documents. The ARCHITECT shall be responsible for the ARCHITECT's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the work.

- 6. Evaluations of the Work.** The ARCHITECT shall visit the site at intervals appropriate to the stage of construction to become generally familiar with the progress and quality of the portion of the work completed, and to determine, in general, if the work observed is being performed in a manner indicating that the work, when fully completed, will be in accordance with the Contract Documents. However, the ARCHITECT shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the ARCHITECT shall keep the CITY reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the CITY (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work.
- 7. Claims and Dispute.** Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. CITY and ARCHITECT shall endeavor to resolve claims, disputes and other matters in question between them by mediation, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Agreement. A request for mediation shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof. If the parties do not resolve a dispute through mediation, the method of binding dispute resolution shall be litigation in the Hennepin County District Court.
- 8. Termination by City for Cause.** If CITY elects to terminate the Agreement for cause, the advance written notice of termination for cause shall identify and describe in detail the circumstances CITY maintains supports termination for cause. ARCHITECT may contest CITY's termination for cause and CITY's entitlement to payment for CITY's incurrence of costs in excess of the not to exceed amount specified in the Contract Documents pursuant to the dispute and claims provisions of the Agreement and these Supplemental Terms and Conditions. In the event it is determined that the CITY did not have sufficient cause to terminate, ARCHITECT shall be paid for services

rendered and reimbursable expenses through the effective date of termination.

- 9. Termination or Suspension by ARCHITECT.** If CITY fails to make payments to the ARCHITECT in accordance with the Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the ARCHITECT's option, cause for suspension of performance of services under this Agreement. If ARCHITECT elects to terminate this Agreement, ARCHITECT shall give CITY seven days' written notice to CITY before terminating services. CITY shall pay ARCHITECT all sums due for services performed through the date of termination. If ARCHITECT elects to suspend services, ARCHITECT shall give seven days' written notice to CITY before suspending services. In the event of a suspension of services, ARCHITECT shall have no liability to CITY for delay or damage caused CITY because of such suspension of services. Before resuming services, CITY shall pay ARCHITECT all sums due prior to suspension and any expenses incurred in the interruption and resumption of the ARCHITECT's services. ARCHITECT's fees for the remaining services and the time schedules shall be equitably adjusted.
- 10. Waiver of Consequential Damages.** The ARCHITECT and CITY waive consequential damages for claims, disputes, or other matters in question, arising out of or relating to the Agreement except as expressly provided for otherwise therein. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement.

# CITY OF PLYMOUTH

## RESOLUTION No. 2026-143

### RESOLUTION DESIGNATING ARCHITECT FOR STATION 73 TRANSIT FACILITY REHABILITATION

WHEREAS, the city is initiating a rehabilitation of the Station 73 transit facility for improvements and updates after 20 years of continuous use; and

WHEREAS, a request for proposal was sent to architectural firms that have expertise to deliver the project; and

WHEREAS, proposals were received and evaluated by city staff; and

WHEREAS, staff recommends that Miller Dunwiddie Architecture Inc. be designated as the consulting architect for this project.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLYMOUTH, MINNESOTA that Miller Dunwiddie Architecture Inc. is designated as the city's consulting architect for the Station 73 Transit Facility Rehabilitation in the amount of \$215,880.

APPROVED by the City Council on this 9th day of June, 2026.

---

**To:** Dave Callister, City Manager

**Prepared by:** Ben Scharenbroich, Water Resources Supervisor

**Reviewed by:** Michael Thompson, Public Works Director

**Item:** **Approve termination of water quality pond maintenance agreement for Courts of Nanterre**

---

### **1. Action Requested:**

Adopt attached resolution approving termination of water quality pond maintenance agreement for the Courts of Nanterre development.

### **2. Background:**

Water quality ponds constructed in the city since 1991 have been subject to pond maintenance agreements between the city and property owners. The purpose of these agreements is to ensure the long-term maintenance and functionality of water quality ponds. On March 8, 2005, the City Council adopted the Plymouth Pond Maintenance Policy, which established the criteria under which the city may assume responsibility for pond maintenance upon petition by affected property owners. The city has received a petition from the Courts of Nanterre Homeowners Association requesting termination of its pond maintenance agreement with the city.

According to the policy, a petitioner must be a party to the pond maintenance agreement and responsible for maintenance obligations under that agreement to be eligible for termination. Once eligibility is established, staff verifies that adequate drainage easements and maintenance access are available to support future pond maintenance activities. An access inspection was conducted in April 2026, and sufficient access was confirmed for each pond. As required by the policy, staff notified affected property owners at least 10 days prior to the June 9 Council meeting. All requirements of the policy have been met for adoption of the attached resolution.

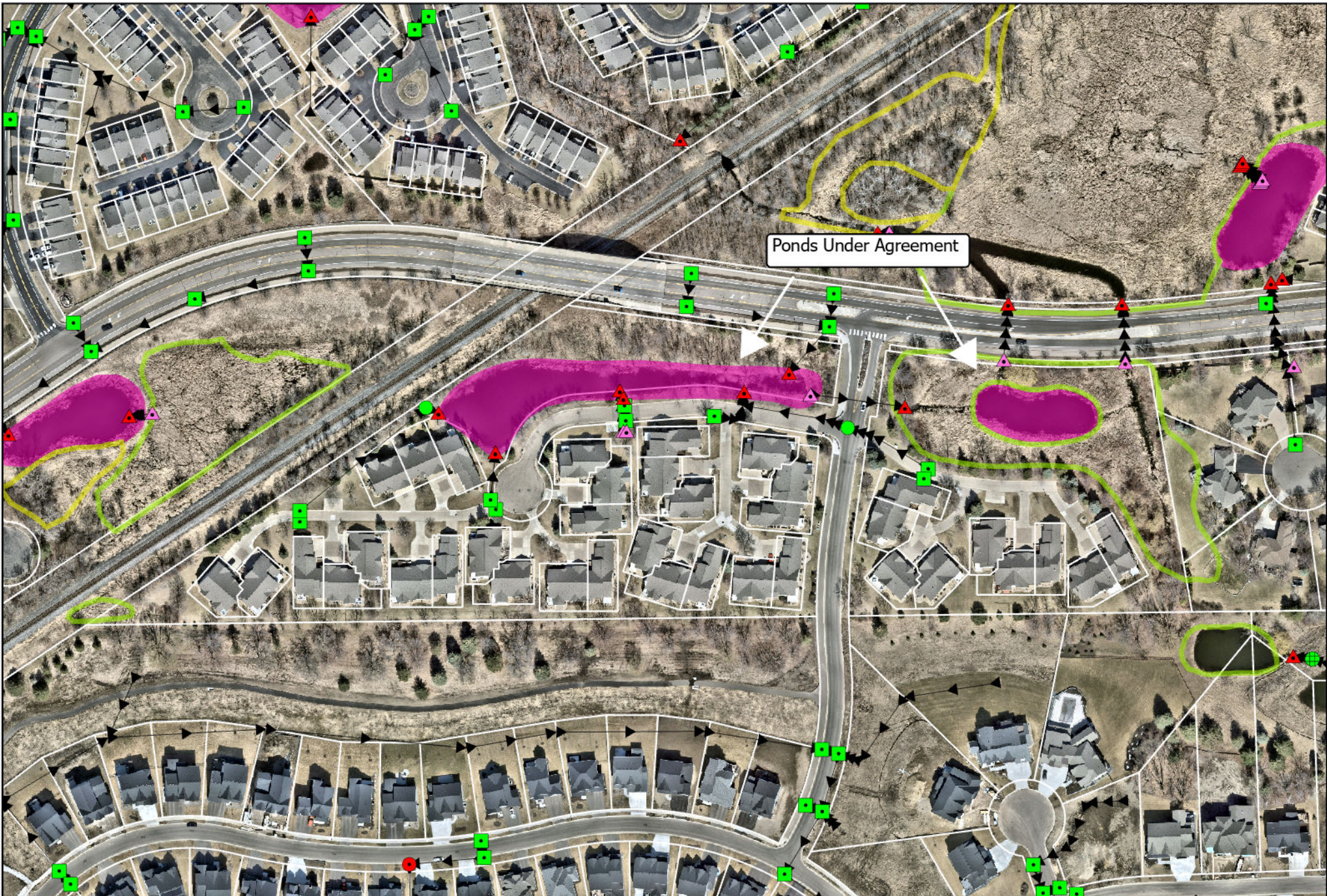
### **3. Budget Impact:**

Budget impact for transferring maintenance responsibility to the city for water quality

ponds was considered when the Pond Maintenance Policy was adopted.




**4. Attachments:**

1. Map
2. Water quality pond agreement
3. City Council Resolution 2026-144



Ponds Under Agreement

# Water Quality Ponds The Courts of Nanterre

	Properties Under Agreement		Wetland
	Water Quality Pond		Wetland Mitigation

0 100 200 400 Feet

N

A-File: 96023

AGREEMENT

6755789

THIS AGREEMENT made this 17<sup>th</sup> day of October 19 96 by and among the City of Plymouth, a Minnesota municipal corporation (hereinafter referred to as the "City") and, Weston Corporation, a Minnesota corporation with reference to the following facts and circumstances:

A. Weston Corporation is the fee owner of certain real property situated in the City of Plymouth, Hennepin County, Minnesota, legally described as follows:

<u>LOT</u>	<u>BLOCK</u>	<u>LOT</u>	<u>BLOCK</u>
1	1	1	2
2	1	2	2
3	1	3	2
4	1	4	2
5	1	5	2
6	1	6	2
7	1	7	2
8	1	8	2
9	1	9	2
10	1	10	2
11	1		
12	1		
13	1		
14	1		
15	1		
16	1		
17	1		
18	1		
19	1		
20	1		
21	1		
22	1		
23	1		
24	1		
25	1		
26	1		
27	1		
28	1		
29	1		

THE COURTS AT NANTERRE (96023)  
(hereinafter referred to as the "Subject Property")

w 8-2

- B. As a condition of its approval of the development for the Subject Property, the City has required that the parties hereto enter into an agreement, which makes provision for the maintenance of two Water Quality Pond ("Water Quality Treatment Pond") to be constructed by Weston Corporation within Lot 29, Block 1 and Lot 10, Block 2 are described and depicted in those certain construction plans drawn by Coffin and Gronberg, and approved by the City.
- C. The parties hereto desire to set forth their agreements with respect to the maintenance of the Storm Water Quality Ponds and the costs of such maintenance.

NOW THEREFORE, in consideration of the foregoing facts and circumstances, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto hereby agree as follows:

1. For the purposes of this Agreement, maintenance of the Water Quality Treatment Ponds shall mean the annual inspection and certification by a professional engineer that the pond is functioning in accordance with the approved plans and, if necessary, the periodic dredging of the silt buildup in the Water Quality Treatment Ponds as necessary to maintain the Water Quality Treatment Capacity, as established for the Water Quality Treatment Pond in the construction plans and to maintain the proper operation of the treatment function of the Water Quality Treatment Pond.
2. Weston Corporation shall be solely responsible for the maintenance of the Water Quality Treatment Pond, and shall bear all costs of such maintenance. If Weston Corporation does not undertake the necessary maintenance within 30 days of notification by the City, the City may undertake such maintenance, but the costs reasonably incurred by the City for performing such maintenance shall be reimbursed to the City by the owner(s) of the Subject Property.
3. All costs which the City may incur in performing its maintenance responsibility under this Agreement shall be reimbursed to the City by the owners of the various lots contained within the Subject Property with such costs to be allocated among those lots on equal basis per lot.
4. Weston Corporation, as the owner of the lots in the Subject Property, for itself and respective successors and assigns, hereby waives any statutory right which it may have to contest any such assessment by the City of its maintenance costs on the basis of the benefit to its respective portions of the Subject Property.

5. Notwithstanding anything contained in this Agreement to the contrary, in the event the City shall establish a policy for maintenance by the City of Storm Water Quality Ponds located elsewhere in the City of Plymouth, Minnesota, under which policy the costs of such maintenance are to be paid either out of general City revenues or by collection of utility or service fees or charges, then any owner of any portion of the Subject Property shall be entitled to petition the City for the inclusion of the Water Quality treatment Ponds under such maintenance program, and the City shall consent to such request and thereupon authorize the termination of this Agreement. The recording of a certified copy of the Resolution of the City Council of the City which sets forth the consent and authorization described in the foregoing sentence shall serve to terminate this Agreement, without further action on the part of any party hereto.
6. The terms and conditions of this Agreement shall be binding upon, and shall inure to the benefit of, the parties hereto and their respective successors and assigns.

IN WITNESS WHEREOF, the parties hereto have caused this document to be executed as of the day and year first above written.

**THIS INSTRUMENT DRAFTED BY**

Daniel L. Faulkner, P.E.  
City Engineer  
City of Plymouth  
3400 Plymouth Blvd.  
Plymouth, MN 55447



# CITY OF PLYMOUTH

## RESOLUTION No. 2026-144

### RESOLUTION TERMINATING WATER QUALITY POND MAINTENANCE AGREEMENT FOR THE COURTS OF NANTERRE

WHEREAS, a petition has been received from the Courts of Nanterre Homeowners Association to terminate the Agreement, dated October 17, 1996 and recorded on July 2, 1997 as Document Number 6755789 in the office of County Recorder of Hennepin County; and

WHEREAS, the petition has gone through the review process established by the Plymouth Pond Maintenance Policy; and

WHEREAS, the Engineering Department has determined that the petition is eligible and meets all the necessary requirements of the Plymouth Pond Maintenance Policy.

NOW, THEREFORE BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLYMOUTH, MINNESOTA, that the petition to terminate the Water Quality Treatment Pond Agreement for the Courts of Nanterre is hereby granted and the water quality treatment pond agreement for the Courts of Nanterre is terminated.

APPROVED by the City Council on this 9th day of June, 2026.

---

**To:** Dave Callister, City Manager

**Prepared by:** Amy Hanson, Facilities and Fleet Manager

**Reviewed by:** Michael Thompson, Public Works Director

**Item:** **Approve purchase of four replacement vehicles for fire operations**

---

### **1. Action Requested:**

Adopt attached resolution approving purchase of four replacement vehicles for fire operations.

### **2. Background:**

The Capital Improvement Plan (CIP) includes the scheduled replacement of two command vehicles and one rescue truck (Rescue Unit 31) utilized by the fire department. The command vehicles are used by command staff to respond to various incidents throughout the city. After careful review of the current fire response needs within the city, it was determined that utilizing large SUV-style vehicles would better support operational demands and improve response capabilities for a variety of calls in place of Rescue Unit 31. This fleet adjustment represents a cost-saving approach by transitioning to more fuel-efficient vehicles with lower ongoing maintenance costs and lower replacement costs in the future, while better supporting operational needs.

The replacement vehicles will be purchased through State Contract No. 256523 from Saxton Fleet Services. Once the vehicles are delivered, each will require a build-out that will include emergency response equipment and accessories necessary for fire response. The build-out will be performed by North Central through Sourcewell Contract No. 090122-WHL and a final quote will be provided upon delivery of the vehicles for build-out.

### **3. Budget Impact:**

The city is able to purchase the four vehicles for \$216,260. The estimated build-out cost of each vehicle is between \$28,000 and \$35,000 (and not to exceed \$135,000 for all

four vehicles). Funding will be from the Central Services Fund 600-70-760-76001-8100.500.

**4. Attachments:**

1. Quote
2. City Council Resolution 2026-145

Quantity 2

# City of Plymouth

**Prepared For:** Brett Baumann 5.26.2026

Release# A-175(5) - Contract ID# 256523

Cust FAN QD467 - State FAN QS031

Vehicle: [Fleet] 2027 Ford Expedition (U1G) XL 4x4



2027 BASE PRICE	\$52,210.00
OPTIONS	(\$47.00)
EXCISE TAX	\$20.00
TOTAL	\$52,183.00

Does not include any Minnesota State taxes, title,  
Registration, or doc fees



# Saxon Fleet Services

Jason Bill | (651) 312-1873 | jbill@saxonfleetservices.com

Vehicle: [Fleet] 2027 Ford Expedition (U1G) XL 4x4 (  Complete )

## Selected Model and Options

### MODEL

CODE	MODEL
U1G	2027 Ford Expedition XL 4x4

### COLORS

CODE	DESCRIPTION
UM	Agate Black Metallic

### ENGINE

CODE	DESCRIPTION
998	3.5L EcoBoost V6 Engine (STD)

### TRANSMISSION

CODE	DESCRIPTION
44U	10-Speed Automatic Transmission w/SelectShift (STD)

### OPTION PACKAGE

CODE	DESCRIPTION
102A	Equipment Group 102A SSV Package

### WHEELS

CODE	DESCRIPTION	
64G	18" x 8.5" Police Black Steel Wheels *CREDIT*	(\$235.00)

### PRIMARY PAINT

CODE	DESCRIPTION
UM	Agate Black Metallic

### SEAT TYPE

CODE	DESCRIPTION
CE	Dark Gray, Cloth Front Captain's Chairs -inc: 8-way power driver seat (power function for tilt and lumbar, manual recline) and 4-way manual passenger seat (for/aft, recline)

Type text here

Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided. Data Version: 28573, Data updated May 26, 2026 1:46:00 AM UTC



# Saxon Fleet Services

Jason Bill | (651) 312-1873 | jbill@saxonfleetservices.com

Vehicle: [Fleet] 2027 Ford Expedition (U1G) XL 4x4 (  Complete )

## ADDITIONAL EQUIPMENT - EXTERIOR

CODE	DESCRIPTION	
153	Front License Plate Bracket -inc: Standard in states requiring two license plates and optional to all others	
<b><del>Options Total</del></b>		
47B	Floor Liners, Front and Second Rows (Tray Style)	\$188.00
Options Total		(\$47.00)

Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided. Data Version: 28573, Data updated May 26, 2026 1:46:00 AM UTC

Quantity 2

# City of Plymouth

**Prepared For:** Brett Baumann 5.26.2026

Release# A-175(5) - Contract ID# 256523

Cust FAN QD467 - State FAN QS031

Vehicle: [Fleet] 2027 Ford Expedition Max (K1G) XL 4x4



2027 BASE PRICE	\$55,974.00
OPTIONS	(\$47.00)
EXCISE TAX	\$20.00
TOTAL	\$55,947.00

Does not include any Minnesota State taxes, title,  
Registration, or doc fees



# Saxon Fleet Services

Jason Bill | (651) 312-1873 | jbill@saxonfleetservices.com

Vehicle: [Fleet] 2027 Ford Expedition Max (K1G) XL 4x4 (  Complete )

## Selected Model and Options

### MODEL

CODE	MODEL
K1G	2027 Ford Expedition Max XL 4x4

### COLORS

CODE	DESCRIPTION
UM	Agate Black Metallic

### ENGINE

CODE	DESCRIPTION
998	3.5L EcoBoost V6 Engine (STD)

### TRANSMISSION

CODE	DESCRIPTION
44U	10-Speed Automatic Transmission w/SelectShift (STD)

### OPTION PACKAGE

CODE	DESCRIPTION
102A	Equipment Group 102A SSV Package

### WHEELS

CODE	DESCRIPTION	
64G	18" x 8.5" Police Black Steel Wheels *CREDIT*	(\$235.00)

### PRIMARY PAINT

CODE	DESCRIPTION
UM	Agate Black Metallic

### SEAT TYPE

CODE	DESCRIPTION
CE	Dark Gray, Cloth Front Captain's Chairs -inc: 8-way power driver seat (power function for tilt and lumbar, manual recline) and 4-way manual passenger seat (for/aft, recline)

Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided. Data Version: 28573, Data updated May 26, 2026 1:46:00 AM UTC



# Saxon Fleet Services

Jason Bill | (651) 312-1873 | jbill@saxonfleetservices.com

Vehicle: [Fleet] 2027 Ford Expedition Max (K1G) XL 4x4 (  Complete )

## ADDITIONAL EQUIPMENT - EXTERIOR

CODE	DESCRIPTION	
153	Front License Plate Bracket -inc: Standard in states requiring two license plates and optional to all others	
<b><del>Options Total</del></b>		
47B	Floor Liners, Front and 2nd Rows	\$188.00
Options Total		(\$47.00)

Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided. Data Version: 28573, Data updated May 26, 2026 1:46:00 AM UTC

# CITY OF PLYMOUTH

## RESOLUTION No. 2026-145

### RESOLUTION APPROVING PURCHASE OF FOUR FIRE OPERATION VEHICLES

WHEREAS, the 2025-2034 Capital Improvement Plan (CIP) and 2026 budget include the purchase of two command vehicles and one rescue truck for fire operations; and

WHEREAS, the command vehicles are utilized by fire command staff to respond to various incidents; and

WHEREAS, the replacement of the current Rescue 31 unit with two SUV-style vehicles represents a cost-saving approach through improved fuel efficiency, reduced maintenance cost, lower replacement cost in the future, in addition to better supporting operational needs for the Fire Department; and

WHEREAS, the city may make purchases from the state and cooperative purchasing contract; and

WHEREAS, the vehicles will be purchased through State Contract No. 256523 from Saxton Fleet Services in the amount of \$216,260; and

WHEREAS, the build-out services will be performed by North Central through Sourcewell Contract No. 090122-WHL at an estimated cost between \$28,000 and \$35,000 per vehicle, with the total build-out cost not to exceed \$135,000; and

WHEREAS, the disposal of the existing assets shall be through an auction anticipated in 2027.

NOW, THEREFORE BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLYMOUTH, MINNESOTA, that the purchase of four vehicles from Saxon Fleet Services and associated build-out cost from North Central is approved.

BE IT FURTHER RESOLVED, the amount due to Saxton Fleet Services for four vehicles in the amount of \$216,260 (no sales tax is due).

BE IT FURTHER RESOLVED, the vehicle build-out service to be performed by North Central in the not to exceed amount of \$135,000.

BE IT FURTHER RESOLVED that funding would be from Central Equipment Fund 600-70-760-76001-8100.500 in the amount of \$351,260.

APPROVED by the City Council on this 9th of June, 2026.

**To:** Dave Callister, City Manager

**Prepared by:** Ben Scharenbroich, Water Resources Supervisor

**Reviewed by:** Michael Thompson, Public Works Director

**Item:** **Approve programmatic maintenance agreement with the Minnehaha Creek Watershed District**

---

### **1. Action Requested:**

Adopt attached resolution approving programmatic maintenance agreement with the Minnehaha Creek Watershed District.

### **2. Background:**

The Minnehaha Creek Watershed District (MCWD) requires applicants to record maintenance declarations for projects that require long-term maintenance and monitoring of permanent stormwater best management practices (BMPs) to ensure continued compliance with MCWD rule standards. In lieu of a recorded declaration, the city may fulfill this requirement by executing a maintenance agreement with MCWD.

The city has currently undertakes and will continue to implement projects that require watershed district permits. To streamline administration and improve efficiency for both the city and the watershed district, the parties propose entering into a programmatic maintenance agreement that establishes standard maintenance obligations and procedures. Under this approach, the agreement would be referenced in and incorporated into future permits, eliminating the need to execute separate maintenance agreements for individual projects. The watershed district currently maintains similar programmatic maintenance agreements with several municipalities and road authorities.

The city is also subject to maintenance, inspection, and reporting requirements under its Municipal Separate Storm Sewer System (MS4) permit issued by the Minnesota Pollution Control Agency (MPCA). The proposed programmatic maintenance agreement will document and formalize maintenance responsibilities required under the

MCWD Stormwater Management and Wetland Protection Rules. The terms of the programmatic agreement are substantially the same as those already in place with other communities within the watershed district and align with the city’s MS4 permit obligations.

**3. Budget Impact:**

Maintenance costs of stormwater best management practices are included in the biennial budget.

**4. Attachments:**

- 1. Programmatic maintenance agreement
- 2. City Council Resolution 2026-146

**PROGRAMMATIC MAINTENANCE AGREEMENT**  
**Stormwater Management Facilities, Wetland Buffers, and Waterbody Crossings and Structures**  
**Between the Minnehaha Creek Watershed District**  
**and the City of Plymouth**

This programmatic maintenance agreement is made by and between the Minnehaha Creek Watershed District, a watershed district with purposes and powers set forth at Minnesota Statutes chapters 103B and 103D (MCWD), and the City of Plymouth (CITY) a Minnesota municipal corporation and political subdivision of the State of Minnesota.

**Recitals and Statement of Purpose**

WHEREAS pursuant to Minnesota Statutes § 103D.345, the MCWD has adopted and implements the Stormwater Management Rule, Wetland Protection Rule, and Waterbody Crossings and Structures Rule;

WHEREAS under the Stormwater Management Rule, certain land development activity triggers the requirement that the landowner record a declaration establishing the landowner's perpetual obligation to inspect and maintain stormwater-management facilities;

WHEREAS under the Wetland Protection Rule, certain land development activity triggers the requirement that the landowner record a declaration establishing the landowner's perpetual obligation to protect undisturbed buffer adjacent to wetland;

WHEREAS, under the Waterbody Crossings & Structures Rule, certain land development activity requires the landowner to record a declaration establishing the landowner's perpetual obligation to inspect and maintain waterbody crossings and structures to ensure that the hydraulic and navigational capacity of the associated waterbody are maintained in accordance with approved plans;

WHEREAS in each case, a public landowner, as an alternative to a recorded instrument, may meet the maintenance requirement by documenting its obligations in an unrecorded written agreement with the MCWD;

WHEREAS CITY from time to time is subject to stormwater management, wetland buffer, and waterbody crossings maintenance requirements pursuant to the terms of an MCWD permit; and

WHEREAS the parties concur that it is clearer and procedurally more efficient for the MCWD and CITY to agree at this time on standard requirements for stormwater management, wetland buffer protection, and waterbody crossings so that this agreement may be incorporated into future permits as applicable.

THEREFORE, MCWD and CITY agree as follows:

- 1. STORMWATER FACILITIES.** CITY, at its cost, will maintain stormwater facilities in accordance with the following:
  - a. Stormwater retention and treatment basin(s).** Stormwater retention and treatment

basin(s) must be inspected at least once every five years to determine if the basin's retention and treatment characteristics are adequate and continue to perform per design. Culverts and outfall structures must be inspected at least annually and kept clear of any obstructions or sediment accumulation. Sediment accumulation must be measured by a method accurate to within one vertical foot. A storage treatment basin will be considered inadequate if sediment has decreased the wet storage volume by 50 percent of its original design volume. Based on this inspection, if the stormwater basin(s) is identified for sediment cleanout, the basin(s) will be restored to its original design contours and vegetation in disturbed areas restored within five years of the inspection date.

- b. Raingardens, infiltration basins and filtration basins.** Raingardens, infiltration basins and filtration basins will be inspected annually to ensure continued live storage capacity at or above the design volume. Invasive vegetation, excess sediment and debris will be removed as needed and healthy plant growth will be maintained to ensure that the facilities continue to perform per design.
- c. Iron-enhanced sand filters.** Iron-enhanced sand media must be inspected every three years to determine if the iron's binding capacity has been reached. The phosphorus binding capacity of the iron-sand bed is exhausted and must be replaced to the original specifications when the total-phosphorus-to-total-iron ratio exceeds 5 milligrams of phosphorus per 1 gram of elemental iron or when the total phosphorus at the outlet of the iron-sand filter consistently exceeds 60 to 70 micrograms per liter.
- d. Vegetated swales.** Vegetated swales may be mowed for public safety, but otherwise must remain free from vegetative disturbance, fertilizer application, yard or other waste disposal, the placement of structures unless approved within the permit, or any other alteration that impedes function.
- e. Pervious pavement and permeable pavers.** Pervious pavement or pavers will be inspected at least one per year after a major storm event and otherwise annually to ensure continuing performance per design. Surface openings will be vacuumed at least annually. Broken units that impair the structural integrity of the surface will be replaced. If water stands for an extended period of time, the base materials will be removed and replaced.
- f. Underground storage facilities.** Underground storage facilities will be inspected at least annually to ensure continuing performance per design. Capacity will be considered inadequate if sediment has decreased the storage volume by 50 percent of the original design volume. Accumulated debris and sediment will be removed, and inlet and outlet structures will be kept clear of any flow impediments.
- g. Grit chambers, sump catch basins and sump manholes.** Grit chambers, sump catch basins and sump manholes will be inspected at least once each calendar year. If maintenance or sediment removal is not required after completion of the first two calendar year inspections, the inspection frequency may be reduced to once every two years. All sediment and debris will be removed as needed such that the stormwater facilities operate as designed and permitted.
- h. Reuse systems.** Runoff-management systems relying on capture and reuse of stormwater

(e.g., for irrigation) must be operated and maintained in accordance with terms of permit approval and the manufacturer's or installer's specifications for any proprietary equipment.

- i. **Proprietary stormwater facilities.** Proprietary stormwater facilities will be inspected at least annually and maintained as specified or recommended by the manufacturer and/or installer. Current manufacturer's and/or installer's maintenance specification must be maintained on file at both the MCWD office and appropriate CITY office.
- j. **Reporting.** The Declarant will submit to the MCWD annually a brief written report that describes stormwater facility maintenance activities performed under this declaration, including dates, locations of inspections and the maintenance activities performed.

**2. WETLAND BUFFER AREAS.** CITY, at its cost, will maintain buffer areas in accordance with the following:

- a. Buffer vegetation will not be cultivated, cropped, pastured, mowed, fertilized, subject to the placement of mulch or yard waste, or otherwise disturbed, except for periodic cutting or burning that promotes the health of the buffer, actions to address disease or invasive species, mowing for purposes of public safety, temporary disturbance for placement or repair of buried utilities. Pesticides and herbicides may be used in accordance with Minnesota Department of Agriculture rules and guidelines. No new structure or hard surface will be placed within a buffer, except that construction of a trail or path of no more than 4 feet in width to provide riparian access through the buffer is acceptable. No fill, debris or other material will be excavated from or placed within a buffer.
- b. Permanent wetland buffer monuments or markers will be maintained in the locations shown on the approved site plan. Monument or marker language will indicate the purpose of the buffer, restrictions and the name and phone number of the Minnehaha Creek Watershed District.

**3. WATERBODY CROSSINGS AND STRUCTURES.** CITY, at its cost, will maintain stormwater facilities in accordance with the following:

- a. Crossings and structures in contact with the bed or bank of a waterbody will be inspected at least once a year and maintained in good repair in perpetuity to ensure continuing adequate hydraulic and navigational capacity is retained in accordance with approved plans, to ensure no net increase in the flood stage beyond that achieved by the approved plans, to prevent adverse effects on water quality, changes to the existing flowline/gradient and increased scour, erosion or sedimentation, and to minimize the potential for obstruction of the waterbody.
- 4.** An MCWD permit for a specific project may contain additional maintenance conditions in accordance with MCWD rules, as they may be amended from time to time.
- 5.** If CITY conveys into private ownership a fee interest in any property that has become subject to this agreement, it must require as a condition of sale, and enforce: (a) that the purchaser record a declaration on the property incorporating the maintenance requirements of this agreement;

and (b) that recordation occur either before any other encumbrance is recorded on the property or, if after, only as accompanied by a subordination and consent executed by the encumbrance holder ensuring that the declaration will run with the land in perpetuity. If CITY conveys into public ownership a fee interest in any property that has become subject to this agreement, it must require as a condition of the purchase and sale agreement that the purchaser accept an assignment of all obligations vested under this agreement.

6. CITY may enter into contracts with third parties for the performance of its responsibilities under this agreement. CITY may assign its responsibilities to another governmental unit, with prior or concurrent written notice to MCWD. Such agreements notwithstanding, CITY will remain liable to MCWD for compliance with the terms and requirements of any permit that explicitly applies this agreement.
7. This agreement may be amended only in a writing signed by the parties.
8. This agreement is in force for five years from the date on which it has been fully executed and will renew automatically for five year terms unless terminated. Either party may terminate the agreement on 30 days' written notice to the other. Any obligations vested in CITY through incorporation into an issued permit before the effective date of termination will survive expiration.
9. The recitals above are incorporated into and made a part of this agreement.
10. The individuals below by their execution represent that they have the authority to enter into this agreement on behalf of the respective parties and to bind the parties to the terms herein.

(SIGNATURE PAGE FOLLOWS)

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

**MINNEHAHA CREEK WATERSHED DISTRICT**

By \_\_\_\_\_ Date:  
Its Board President

**CITY OF PLYMOUTH**

By: \_\_\_\_\_ Date:  
Its Mayor

By: \_\_\_\_\_ Date:  
Its City Manager

# CITY OF PLYMOUTH

## RESOLUTION No. 2026-146

### RESOLUTION APPROVING PROGRAMMATIC MAINTENANCE AGREEMENT WITH THE MINNEHAHA CREEK WATERSHED DISTRICT

WHEREAS, the Minnehaha Creek Watershed District requires project applicants to record maintenance declarations for projects that require long-term maintenance and monitoring of stormwater best management practices; and

WHEREAS, in lieu of a recorded declaration for each project, the City may fulfill this requirement by executing a Programmatic Maintenance Agreement with the watershed district; and

WHEREAS, an agreement has been drafted; and

WHEREAS, the Engineering Department has determined that the agreement is acceptable and meets the requirements of the watershed district and complies with the Minnesota Pollution Control Agencies Municipal Separate Storm Sewer System (MS4) Permit.

NOW, THEREFORE BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLYMOUTH, MINNESOTA, that the Programmatic Maintenance Agreement between the City of Plymouth and the Minnehaha Creek Watershed District is hereby approved and the Mayor and City Manager are hereby authorized to execute said agreement.

APPROVED by the City Council on this 9th day of June, 2026.

---

**To:** Dave Callister, City Manager

**Prepared by:** Sonya Rippe, Project Supervisor

**Reviewed by:** Jennifer Tomlinson, Parks and Recreation Director

**Item:** **Approve final closeout for the Northwest Greenway Park & Ride (TRN25002)**

---

### **1. Action Requested:**

Adopt attached resolution approving final closeout for the Northwest Greenway Park & Ride (TRN25002).

### **2. Background:**

The project involved constructing a Park & Ride building at the Northwest Greenway for Plymouth Metrolink users. The standalone transit lobby structure featuring a seating area, restrooms, WiFi, security cameras and full ADA accessibility is located adjacent to the existing parking lot.

Work on the project has been completed and certified as meeting project specifications by the project supervisor. Any warranty items that arise will be completed as necessary throughout the warranty period.

### **3. Budget Impact:**

Council previously approved a budget of \$1,121,385.59 for this project. At project completion, the total project cost was \$1,114,600.03. The project cost and funding sources are listed below:

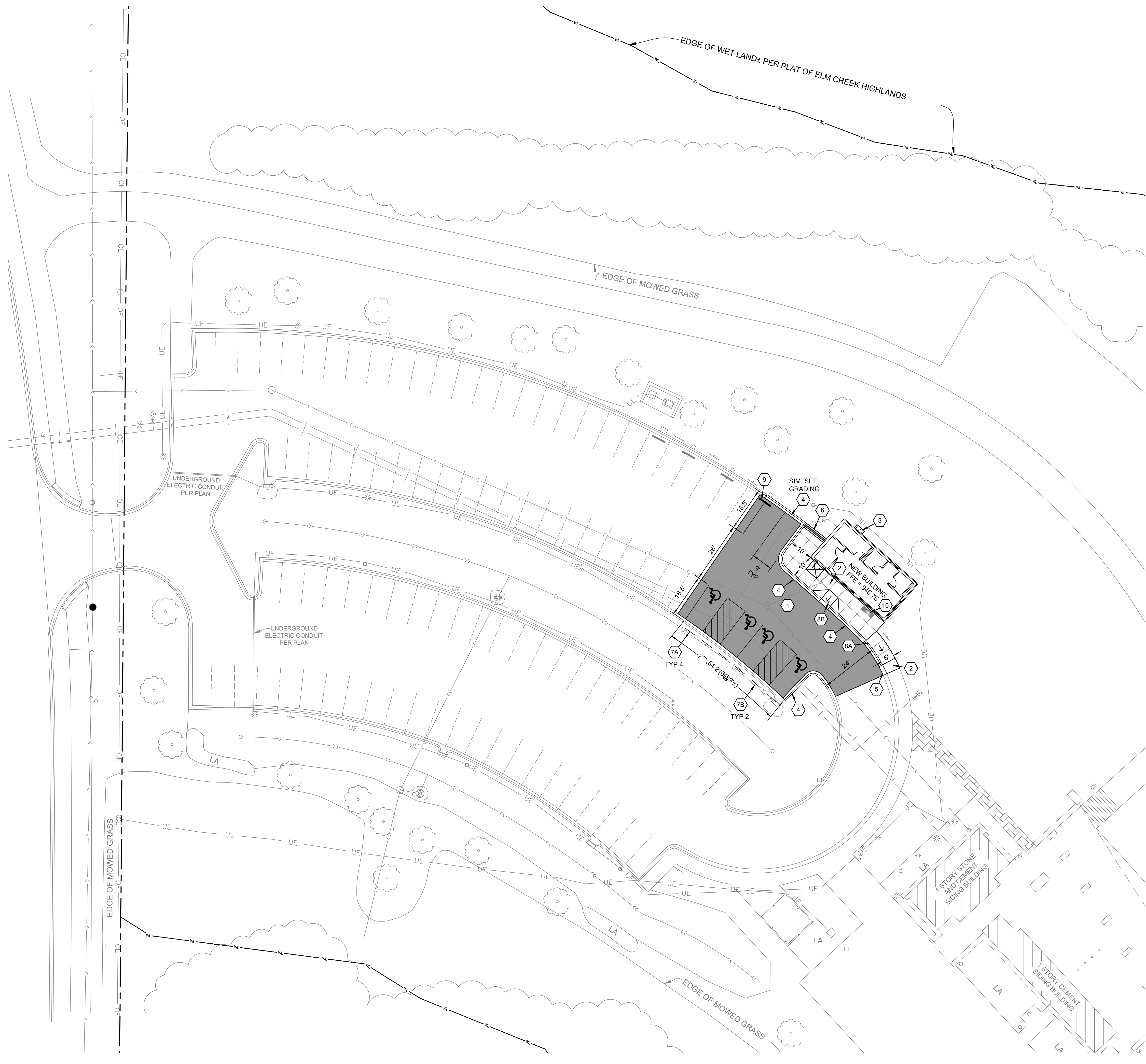
<b>Project Cost</b>	<b>Amount</b>
Improvements	\$ 826,000.00
Change Orders	\$ 56,401.60
Engineering Administration	\$ 232,198.43
<b>Total</b>	<b>\$ 1,114,600.03</b>


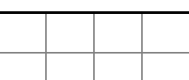
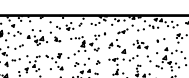

<b>Project Funding</b>	<b>Amount</b>
Transit Fund	\$ 1,114,600.03
<b>Total</b>	<b>\$ 1,114,600.03</b>

**4. Attachments:**

1. Site layout
2. Final pay application
3. City Council Resolution 2026-147



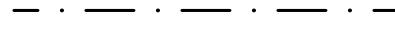



**SYMBOL LEGEND**

-  NEW BITUMINOUS PAVEMENT  
SEE DETAIL 1/C500
-  NEW CONCRETE SIDEWALK  
SEE DETAIL 2/C500
-  NEW CONCRETE EQUIPMENT PAD  
SEE DETAIL 3/C500
-  STRUCTURAL STOOP  
SEE ARCH/STRUCTURAL

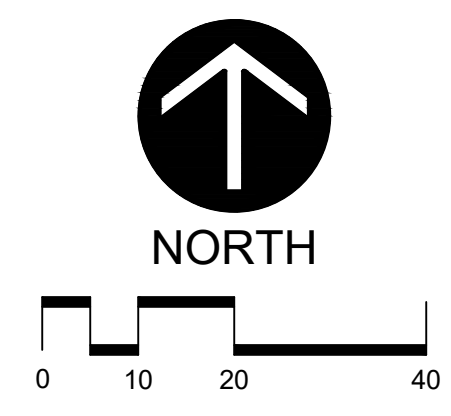
NOTE: CONCRETE JOINTS WHERE SHOWN ARE FOR GENERAL REFERENCE TO DIFFERENTIATE PAVEMENT TYPES. ACTUAL JOINTS SHALL BE CONSTRUCTED PER PROJECT SPECIFICATIONS.

**GENERAL**

-  PROPERTY LINE
-  EASEMENT LINE
-  RIGHT-OF-WAY LINE
-  SETBACK LINE

**KEY NOTES**

- 1 NEW BITUMINOUS PAVEMENT, SEE DETAIL 1/C500
- 2 NEW CONCRETE SIDEWALK, SEE DETAIL 2/C500
- 3 NEW EXTERIOR CONCRETE EQUIPMENT PAD, SEE DETAIL 3/C500.
- 4 NEW B612 CONCRETE CURB, SEE DETAIL 4/C500
- 5 NEW CONCRETE FLUSH CURB, SEE DETAIL 5/C500
- 6 NEW TRENCH DRAIN AT GUTTER DOWNSPOUT, SEE DETAIL 6/C500
- 7 NEW PARKING SIGN AND POST, SEE DETAIL 7/C500  
A: ADA PARKING  
B: ADA ACCESS AISLE
- 8 NEW ACCESSIBLE CURB RAMP, SEE DETAIL 8/C500  
A: TYPE 1 - PARALLEL  
B: TYPE 2 - PERPENDICULAR
- 9 REINSTALL SALVAGED WHEEL STOP.
- 10 NEW OUTDOOR BENCH, APPROX. LOCATION, SEE ARCH.



**TO OWNER/CLIENT:**

City of Plymouth - Parks & Recreation  
14900 23rd Avenue North  
Plymouth, Minnesota 55447

**PROJECT:**

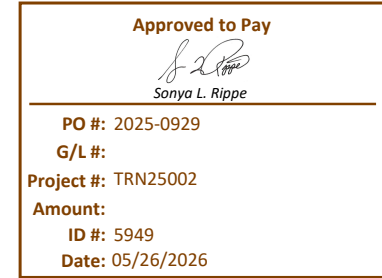
Northwest Greenway Park & Ride Shelter, City of  
Plymouth  
5250 Peony Lane N  
Plymouth, Minnesota 55447

**APPLICATION NO: 7**

**INVOICE NO: 7 - FINAL**

**PERIOD: 05/01/26 - 05/31/26**

**PROJECT NO: 2530**



**FROM CONTRACTOR:**

Rochon Corporation  
28 2nd St NW, Suite 200  
Osseo, Minnesota 55369

**VIA ARCHITECT/ENGINEER:**

Matt Lysne (HCM Architects)  
4201 Cedar Avenue South  
Minneapolis, Minnesota 55407

**CONTRACT DATE:**

**CONTRACT FOR:** Northwest Greenway Park & Ride - Prime Contract

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet is attached.

1. Original Contract Sum	\$826,000.00
2. Net change by change orders	\$56,401.60
3. Contract Sum to date (Line 1 ± 2)	\$882,401.60
4. Total completed and stored to date (Column G on detail sheet)	\$882,401.60
5. Retainage:	
a. 0.00% of completed work	\$0.00
b. 0.00% of stored material	\$0.00
Total retainage (Line 5a + 5b or total in column I of detail sheet)	\$0.00
6. Total earned less retainage (Line 4 less Line 5 Total)	\$882,401.60
7. Less previous certificates for payment (Line 6 from prior certificate)	\$868,697.73
8. Current payment due:	\$13,703.87
9. Balance to finish, including retainage (Line 3 less Line 6)	\$0.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner/Client:	\$58,063.60	\$(1,662.00)
Total approved this month:	\$0.00	\$0.00
Totals:	\$58,063.60	\$(1,662.00)
Net change by change orders:	\$56,401.60	

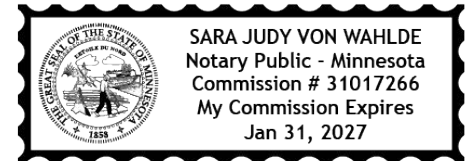
The undersigned certifies that to the best of the Contractor's knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work which previous Certificates for payment were issued and payments received from the Owner/Client, and that current payments shown herein is now due.

CONTRACTOR: Rochon Corporation

By:  Date: May 20, 2026

State of: Minnesota  
County of: Hennepin

Subscribed and sworn to before  
me this 20 day of May 2026  
Notary Public:   
My commission expires: January 31, 2027



**ARCHITECT'S/ENGINEER'S CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on the on-site observations and the data comprising this application, the Architect/Engineer certifies to the Owner/Client that to the best of the Architect's/Engineer's knowledge, information and belief that Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED: \$13,703.87

*(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to confirm the amount certified.)*

ARCHITECT/ENGINEER:

By:  Date: 05/26/2026

This certificate is not negotiable. The amount certified is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to the rights of the Owner/Client or Contractor under this Contract.

Document SUMMARY SHEET, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.  
Use Column I on Contracts where variable retainage for line items apply.

APPLICATION NUMBER: 7

APPLICATION DATE: 5/29/2026

PERIOD: 05/01/26 - 05/31/26

**Contract Lines**

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	GENERAL REQUIREMENTS	\$73,553.00	\$73,111.98	\$441.02	\$0.00	\$73,553.00	100.00%	\$0.00	\$0.00
2	SITE CONSTRUCTION	\$110,836.00	\$108,336.00	\$2,500.00	\$0.00	\$110,836.00	100.00%	\$0.00	\$0.00
3	CONCRETE	\$53,100.00	\$53,100.00	\$0.00	\$0.00	\$53,100.00	100.00%	\$0.00	\$0.00
4	MASONRY	\$42,804.00	\$42,804.00	\$0.00	\$0.00	\$42,804.00	100.00%	\$0.00	\$0.00
5	METALS	\$24,050.00	\$24,050.00	\$0.00	\$0.00	\$24,050.00	100.00%	\$0.00	\$0.00
6	WOOD, PLASTICS, AND COMPOSITES	\$71,909.00	\$71,909.00	\$0.00	\$0.00	\$71,909.00	100.00%	\$0.00	\$0.00
7	THERMAL AND MOISTURE PROTECTION	\$102,439.00	\$102,439.00	\$0.00	\$0.00	\$102,439.00	100.00%	\$0.00	\$0.00
8	OPENINGS	\$54,523.00	\$54,523.00	\$0.00	\$0.00	\$54,523.00	100.00%	\$0.00	\$0.00
9	FINISHES	\$55,046.00	\$53,309.00	\$1,737.00	\$0.00	\$55,046.00	100.00%	\$0.00	\$0.00
10	SPECIALTIES	\$16,700.00	\$16,700.00	\$0.00	\$0.00	\$16,700.00	100.00%	\$0.00	\$0.00
11	PLUMBING	\$43,000.00	\$43,000.00	\$0.00	\$0.00	\$43,000.00	100.00%	\$0.00	\$0.00
12	HVAC	\$42,850.00	\$42,850.00	\$0.00	\$0.00	\$42,850.00	100.00%	\$0.00	\$0.00
13	ELECTRICAL	\$74,000.00	\$74,000.00	\$0.00	\$0.00	\$74,000.00	100.00%	\$0.00	\$0.00
14	OVERHEAD + PROFIT	\$61,190.00	\$59,990.00	\$1,200.00	\$0.00	\$61,190.00	100.00%	\$0.00	\$0.00
<b>TOTALS:</b>		<b>\$826,000.00</b>	<b>\$820,121.98</b>	<b>\$5,878.02</b>	<b>\$0.00</b>	<b>\$826,000.00</b>	<b>100.00%</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Change Orders**

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
<b>15</b>	<b>PCCO#001</b>								
15.1	PCO#001 CE #001 - Connect to sanitary line	\$5,025.63	\$5,025.63	\$0.00	\$0.00	\$5,025.63	100.00%	\$0.00	\$0.00
15.2	PCO#002 CE #002 - Omit Mag Locks on Restroom Doors	\$(1,662.00)	\$(1,662.00)	\$0.00	\$0.00	\$(1,662.00)	100.00%	\$0.00	\$0.00
15.3	PCO#003 CE #003 - Permit Cost	\$2,915.00	\$2,915.00	\$0.00	\$0.00	\$2,915.00	100.00%	\$0.00	\$0.00
<b>16</b>	<b>PCCO#002</b>								
16.1	PCO#004 CE #004 - Footing Soil Correction	\$9,840.55	\$9,840.55	\$0.00	\$0.00	\$9,840.55	100.00%	\$0.00	\$0.00
<b>17</b>	<b>PCCO#003</b>								
17.1	PCO#005 CE #005 - #3: Fabric Under Class 5	\$3,225.00	\$3,225.00	\$0.00	\$0.00	\$3,225.00	100.00%	\$0.00	\$0.00
<b>18</b>	<b>PCCO#004</b>								
18.1	PCO#006 CE #010 - Add Trim Around Openings	\$3,225.00	\$3,225.00	\$0.00	\$0.00	\$3,225.00	100.00%	\$0.00	\$0.00
<b>19</b>	<b>PCCO#005</b>								
19.1	PCO#007 CE #012 - Seal Wood Decking in Vestibule and Waiting Area	\$4,294.63	\$4,294.63	\$0.00	\$0.00	\$4,294.63	100.00%	\$0.00	\$0.00

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	%(G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
<b>20</b>	<b>PCCO#006</b>								
20.1	PCO#008 CE #013 - PR01 - ADA Door Operators	\$19,683.25	\$19,683.25	\$0.00	\$0.00	\$19,683.25	100.00%	\$0.00	\$0.00
<b>21</b>	<b>PCCO#007</b>								
21.1	PCO#009 CE #009 - Winter Conditions	\$9,854.54	\$9,854.54	\$0.00	\$0.00	\$9,854.54	100.00%	\$0.00	\$0.00
<b>TOTALS:</b>		<b>\$56,401.60</b>	<b>\$56,401.60</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$56,401.60</b>	<b>100.00%</b>	<b>\$0.00</b>	<b>\$0.00</b>

Grand Totals

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	%(G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
<b>GRAND TOTALS:</b>		<b>\$882,401.60</b>	<b>\$876,523.58</b>	<b>\$5,878.02</b>	<b>\$0.00</b>	<b>\$882,401.60</b>	<b>100.00%</b>	<b>\$0.00</b>	<b>\$0.00</b>

**WAIVER OF CONSTRUCTION LIEN, PAYMENT  
BOND AND LIEN FUNDS**

May 31, 2026

For good and valuable consideration, the undersigned hereby irrevocably and unconditionally waives and releases any and all (a) rights and claims for a construction or other lien on land and buildings being constructed, altered, erected or repaired and to the appurtenances thereunto, (b) rights and claims on any payment bond(s) furnished in conjunction with said construction, alteration, erection or repair, and (c) rights and claims for lien on money, bonds, or warrants due or to become due to the prime contractor therefor. The property covered by this waiver is owned by City of Plymouth (owner), is located at 5250 Peony Lane N, Plymouth MN 55447 is described as Northwest Greenway Park & Ride Shelter, and this waiver pertains to a portion of the work to be performed by Rochon Corporation (prime contractor).

This waiver covers all labor, material and supplies for construction, alteration, erection, and repairs furnished by the undersigned under a contract with the City of Plymouth through the date of this waiver in the amount of Thirteen Thousand Seven Hundred Three and 87/100 DOLLARS (\$13,703.87)

This lien waiver is not valid until the amount listed above has been received.

Rochon Corporation

By



Nick Reynolds, CEO

Contractor Waiver Form

# CITY OF PLYMOUTH

## RESOLUTION No. 2026-147

### RESOLUTION APPROVING FINAL CLOSEOUT FOR THE NORTHWEST GREENWAY PARK & RIDE (TRN25002)

WHEREAS, the City of Plymouth as the owner, and Rochon Corporation as the contractor, have entered into an agreement for the Northwest Greenway Park & Ride. Said agreement was approved by the City Council on August 12, 2025; and

WHEREAS, the Project Supervisor has certified her acceptance of the work and her approval of the request for final payment.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLYMOUTH, MINNESOTA:

1. That the original contract amount between the owner and the contractor was \$826,000.00 and the final contract amount is \$882,401.60 including change orders of \$56,401.60.
2. That the work performed by the contractor for Northwest Greenway Park & Ride and certified to the Council by the project supervisor as acceptable, being the same, is released from the contract except as to the conditions of the performance bond, any and all legal rights of the owner, required guarantees, and correction of faulty work after final payment.
3. The total project cost is \$1,114,600.03 as detailed in the below table:

<b>Project Cost</b>	<b>Amount</b>
Improvements	\$826,000.00
Change Orders	\$56,401.60
Engineering and Administration	\$232,198.43
<b>Total</b>	<b>\$ 1,114,600.03</b>

BE IT FURTHER RESOLVED, that this project will be funded as detailed in the below table:

<b>Project Funding</b>	<b>Amount</b>
Transit Fund	\$ 1,114,600.03
<b>Total</b>	<b>\$ 1,114,600.03</b>

APPROVED by the City Council on this 9th day of June, 2026.

---

**To:** Dave Callister, City Manager

**Prepared by:** Natalie Dorcy, Office Support Specialist

**Reviewed by:** Jodi Gallup, City Clerk

**Item:** **Public hearing on off-sale intoxicating liquor license application of Jerry’s Enterprises, Inc. d/b/a Cub Liquor, 10200 6th Avenue North #101**

---

### **1. Action Requested:**

Following public hearing, adopt attached resolution approving off-sale intoxicating liquor license application of Jerry’s Enterprises, Inc. d/b/a Cub Liquor, 10200 6th Avenue North #101.

### **2. Background:**

Jerry’s Enterprises, Inc., current owner of the Cub Foods next door, has submitted an application for an off-sale liquor license as the new owner of The Liquor Cabinet, located at 10200 6th Avenue North, #101. This is an existing establishment currently owned by Kelli and Gray, LLC. The new tradename of the establishment will become Cub Liquor.

The Police Department has conducted the criminal background investigation and has found no reason to deny the license. The required notification was provided to property owners within 500 feet of the site per City Code 1201.25.

### **3. Budget Impact:**

Required investigation and license fees have been received.

### **4. Attachments:**

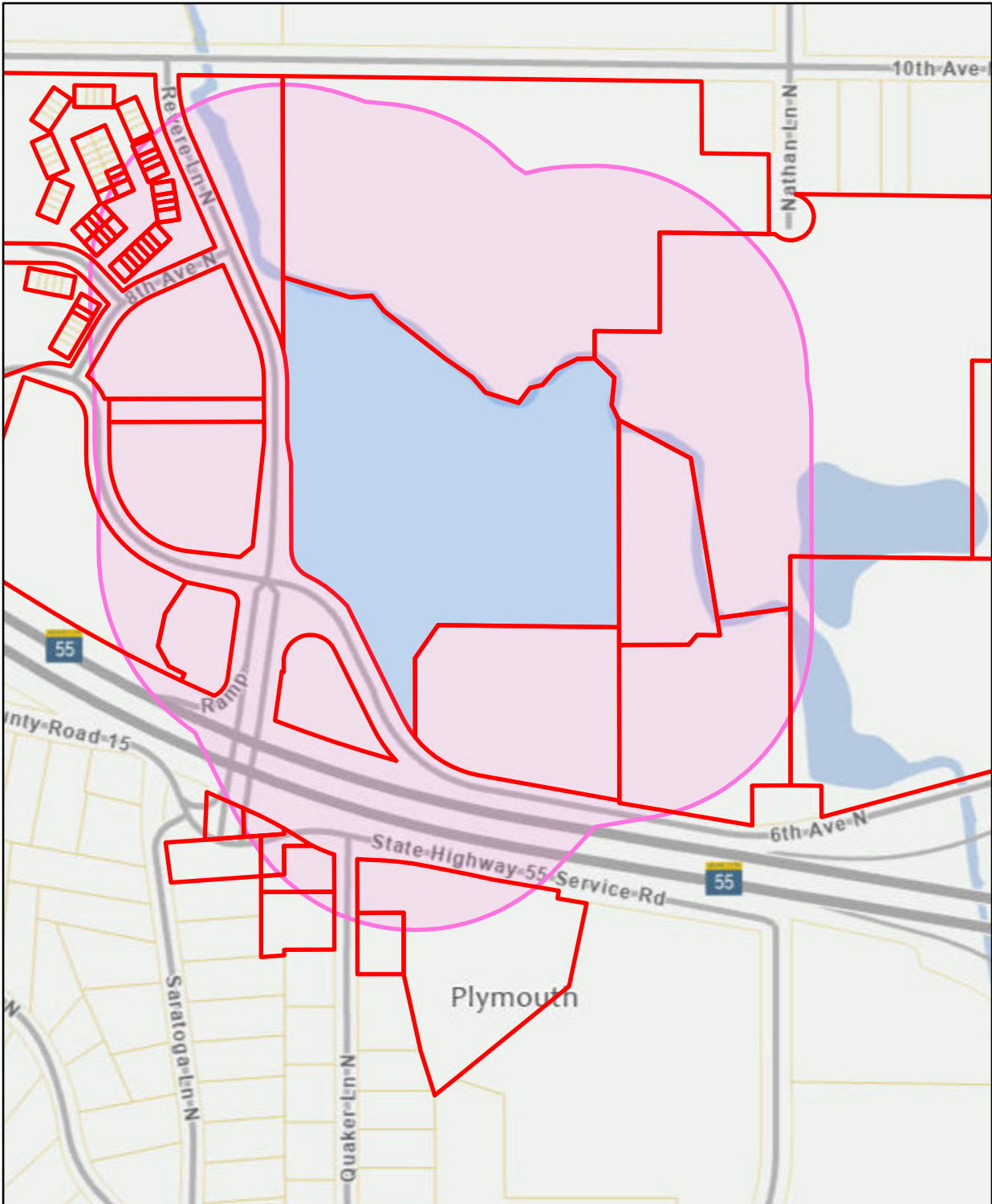
1. Buffer and distance map
2. Property owners within 500'
3. City Council Resolution 2026-148





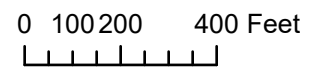
# Hennepin County Locate & Notify Map

Date: 5/13/2026



**Buffer Size: 500**

**Map Comments:**



This data (i) is furnished 'AS IS' with no representation as to completeness or accuracy; (ii) is furnished with no warranty of any kind; and (iii) is not suitable for legal, engineering or surveying purposes. Hennepin County shall not be liable for any damage, injury or loss resulting from this data.

For more information, contact Hennepin County GIS Office  
300 6th Street South, Minneapolis, MN 55487 / [gis.info@hennepin.us](mailto:gis.info@hennepin.us)

40 36-118-22 13 0011  
WATERFORD PARK STATION LLC  
C/O PHILLIPS EDISON & COMPANY  
11501 NORTHLAKE DRIVE  
CINCINNATI OH 45249

40 36-118-22 24 0044  
ALISHA LEWIS  
866 TRENTON LA N  
PLYMOUTH MN 55441

40 36-118-22 24 0054  
RACHEL E FREY  
808 TRENTON LA N  
PLYMOUTH MN 55441

40 36-118-22 13 0012  
NICOLA MSP III LP  
1600 UTICA AVE S STE 300  
ST LOUIS PARK MN 55416

40 36-118-22 24 0045  
ASHLEY M GERNES  
864 TRENTON LA N  
PLYMOUTH MN 55441

40 36-118-22 24 0055  
DEANNA LONG  
806 TRENTON LA N  
PLYMOUTH MN 55441

40 36-118-22 13 0013  
DC-OV BASSETT CREEK LLC  
7803 GLENROY RD #200  
BLOOMINGTON MN 55439

40 36-118-22 24 0046  
PEDRO DAVALOS  
862 TRENTON LA N  
PLYMOUTH MN 55441

40 36-118-22 24 0056  
MINH-THU CAO & CHI-LANG PHAM  
804 TRENTON LA N  
PLYMOUTH MN 55441

40 36-118-22 14 0041  
ONWARD INVESTORS VALUE  
FUND II LP  
7322 OHMS LANE  
EDINA MN 55439

40 36-118-22 24 0047  
NATALYA LYADOVA  
860 TRENTON LA N  
PLYMOUTH MN 55441

40 36-118-22 24 0057  
MICHAL HAIMOV  
YAAKOV NAHMIA  
3412 OAK RIDGE RD #306  
MINNETONKA MN 55305

40 36-118-22 24 0006  
ONVOY LLC  
550 WEST ADAMS ST STE 900  
CHICAGO IL 60661

40 36-118-22 24 0048  
RONALD E KATZ  
836 TRENTON LA N  
PLYMOUTH MN 55441

40 36-118-22 24 0058  
REID GORDER  
800 TRENTON LA N  
PLYMOUTH MN 55441

40 36-118-22 24 0007  
ONVOY LLC  
1 N WACKER DR STE 1950  
CHICAGO IL 60606

40 36-118-22 24 0049  
JOSEPH BENZ & PERLA BENZ  
834 TRENTON LA N  
PLYMOUTH MN 55441

40 36-118-22 24 0059  
MICHAEL V & RUTH L DIMUCCI  
826 TRENTON LA N  
PLYMOUTH MN 55441

40 36-118-22 24 0010  
EMPEROR INVESTMENTS LLC  
400 E ANDERSON LA  
AUSTIN TX 78752

40 36-118-22 24 0050  
KAREN E ATLAS  
832 TRENTON LA N  
PLYMOUTH MN 55441

40 36-118-22 24 0060  
JOSEPH M ANNEN  
824 TRENTON LA N  
PLYMOUTH MN 55441

40 36-118-22 24 0016  
EVAN PASTOR  
10512 8TH AVE N  
PLYMOUTH MN 55441

40 36-118-22 24 0051  
KAYLEE LAMOINE  
830 TRENTON LA N  
PLYMOUTH MN 55441

40 36-118-22 24 0061  
ANDREA BROKAW & RYAN BROKAW  
1041 JUBERT TRL  
MEDINA MN 55340-3706

40 36-118-22 24 0017  
RACHEL ANN NESS  
10510 8TH AVE N  
PLYMOUTH MN 55441

40 36-118-22 24 0052  
MADELYN BAUER  
812 TRENTON LA N  
PLYMOUTH MN 55441

40 36-118-22 24 0062  
NADYA STROEVA  
820 TRENTON LA N  
PLYMOUTH MN 55441

40 36-118-22 24 0023  
BASSETT CREEK VILLAGE HOA  
C/O CEDAR MGMT INC  
990 50TH AVE NE STE 105  
COLUMBIA HEIGHTS MN 55421

40 36-118-22 24 0053  
JINGYI HUANG  
2021 DAUNTLESS DR  
GLENVIEW IL 60026

40 36-118-22 24 0064  
JOANNE K ROBINSON  
944 TRENTON LA N  
PLYMOUTH MN 55441

40 36-118-22 24 0065  
CAITLIN Q MAHONEY  
942 TRENTON LA N  
PLYMOUTH MN 55441

40 36-118-22 31 0005  
CITY OF PLYMOUTH  
3400 PLYMOUTH BLVD  
PLYMOUTH MN 55447

40 36-118-22 42 0025  
STARCO LLC  
C/O BACHMAN'S INC  
6010 LYNDAL AVE S  
MPLS MN 55419

40 36-118-22 24 0066  
JOANNA M THOMSEN  
940 TRENTON LA N  
PLYMOUTH MN 55441

40 36-118-22 31 0045  
CITY OF PLYMOUTH  
3400 PLYMOUTH BLVD  
PLYMOUTH MN 55447

40 36-118-22 42 0027  
GAGE BUILDING LLC  
202 PENINSULA RD  
MEDICINE LAKE MN 55441

40 36-118-22 24 0067  
TATIANA AND ROMAN GLISTVAIN  
906 TRENTON LANE N  
PLYMOUTH MN 55441

40 36-118-22 31 0048  
CITY OF PLYMOUTH  
3400 PLYMOUTH BLVD  
PLYMOUTH MN 55447

40 36-118-22 24 0080  
MICHAEL FEINSTEIN  
844 TRENTON LA N  
PLYMOUTH MN 55441

40 36-118-22 31 0049  
NEW HORIZON R/E DEVEL 6 LLP  
3405 ANNAPOLIS LA N #100  
PLYMOUTH MN 55447

40 36-118-22 24 0081  
DANIEL M LARKIN  
842 TRENTON LA N  
PLYMOUTH MN 55441

40 36-118-22 41 0013  
WATERPARK 6&5 DE LLC  
C/O NORTH PATH INVESTMENTS  
144 EAST 44TH ST STE 601  
NEW YORK NY 10017

40 36-118-22 24 0082  
MARY POCOCK  
840 TRENTON LA N  
PLYMOUTH MN 55441

40 36-118-22 42 0011  
COUNTRYSIDE INVESTMENT CO  
C/O STEVEN SCOTT MANAGEMENT  
3020 FRANCE AVE S  
ST. LOUIS PARK MN 55416

40 36-118-22 24 0083  
BASSETT CREEK VILLAGE HOA  
C/O CEDAR MGMT INC  
990 50TH AVE NE STE 105  
COLUMBIA HEIGHTS MN 55421

40 36-118-22 42 0012  
DAVID F ANDRADE  
330 QUAKER LA N  
PLYMOUTH MN 55441

40 36-118-22 24 0084  
THE COMMUNITY BUILDERS (TCB)  
255 KELLOGG BLVD E STE #105  
ST PAUL MN 55101

40 36-118-22 42 0015  
ANN M ROBINSON  
335 QUAKER LA N  
PLYMOUTH MN 55441

40 36-118-22 24 0088  
BASSETT CREEK VILLAGE HOA  
C/O SHARPER MANAGEMENT  
10340 VIKING DR #105  
EDEN PRAIRIE MN 55344

40 36-118-22 42 0016  
VINCENT R POPE  
415 QUAKER LA N  
PLYMOUTH MN 55441

40 36-118-22 31 0004  
CITY OF PLYMOUTH  
3400 PLYMOUTH BLVD  
PLYMOUTH MN 55447

40 36-118-22 42 0024  
INSPIRE BRANDS  
ATTN: TAX DPT 5TH FLOOR  
3 GLENLAKE PARKWAY  
ATLANTA GA 30328

# CITY OF PLYMOUTH

## RESOLUTION No. 2026-148

### RESOLUTION APPROVING OFF-SALE INTOXICATING LIQUOR LICENSE APPLICATION OF JERRY'S ENTERPRISES, INC. D/B/A CUB LIQUOR, 10200 6TH AVENUE NORTH #101

WHEREAS, Jerry's Enterprises, Inc. d/b/a Cub Liquor, 10200 6th Avenue North #101, has submitted an application for Off-Sale Intoxicating Liquor at this address; and

WHEREAS, the Police Department has conducted a background investigation and has found no reason to deny the application.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLYMOUTH, MINNESOTA that the Off-Sale Intoxicating Liquor License application of Jerry's Enterprises, Inc. d/b/a Cub Liquor, 10200 6th Avenue North #101, is approved for a license period that will expire January 31, 2027.

BE IT FURTHER RESOLVED that approval is contingent upon the city receiving all documentation as required in the liquor license application.

APPROVED by the City Council on this 9th day of June, 2026.

---

**To:** Dave Callister, City Manager

**Prepared by:** Natalie Dorcy, Office Support Specialist

**Reviewed by:** Jodi Gallup, City Clerk

**Item:** **Public hearing on off-sale intoxicating liquor license application of Kelli and Gray, LLC d/b/a Wandering Spirits, 3435 Highway 169 North #B**

---

### **1. Action Requested:**

Following public hearing, adopt attached resolution approving off-sale intoxicating liquor license application of Kelli and Gray, LLC d/b/a Wandering Spirits, 3435 Highway 169 North #B.

### **2. Background:**

Kelli and Gray, LLC has submitted an application for an off-sale liquor license as the new owner of Wandering Spirits, located at 3435 Highway 169 North #B. This is an existing establishment currently owned by Green X LLC since October 1, 2025. The tradename of the establishment will remain the same under the new ownership. Kelli and Gray, LLC will be selling their current off-sale liquor store in the city, The Liquor Cabinet, to Jerry's Enterprises, Inc., which will become a Cub Liquor.

The liquor store on this site is considered a lawful, non-conforming use per City Code 21100. Such uses may be continued provided that the non-conforming use of land is not enlarged, increased, discontinued, or moved to any other part of the parcel. The site has been in continued operations as a liquor store under various ownership dating back to 1969. The liquor ordinance was amended in 1987 to include a 500-foot buffer from any school with the distance being measured to the nearest point of the parcel or lot upon which the school is located. The 500-foot buffer touches the edge of the Plymouth Playfield, which is on the same parcel as the Plymouth Middle School. The actual distance from the school building to the liquor store is 875 feet.

The Police Department has conducted the criminal background investigation and has

found no reason to deny the license. The required notification was provided to property owners within 500 feet of the site per City Code 1201.25.

### **3. Budget Impact:**

Required investigation and license fees have been received.

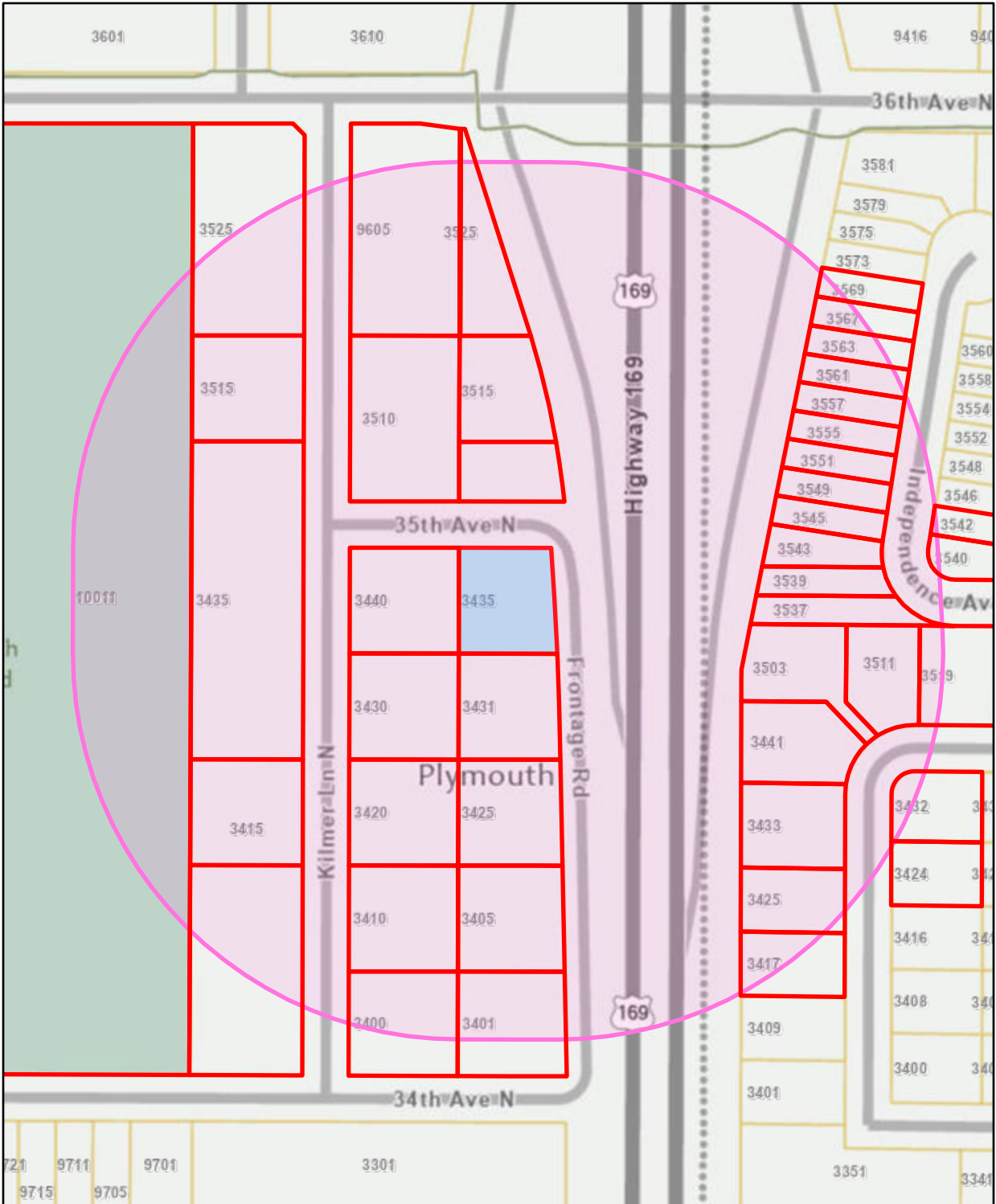
### **4. Attachments:**

1. Buffer and Distance Map
2. Property Owners within 500'
3. City Council Resolution 2026-149



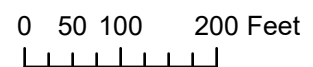
# Hennepin County Locate & Notify Map

Date: 5/20/2026



**Buffer Size: 500**

**Map Comments:**



This data (i) is furnished 'AS IS' with no representation as to completeness or accuracy; (ii) is furnished with no warranty of any kind; and (iii) is not suitable for legal, engineering or surveying purposes. Hennepin County shall not be liable for any damage, injury or loss resulting from this data.

For more information, contact Hennepin County GIS Office  
300 6th Street South, Minneapolis, MN 55487 / [gis.info@hennepin.us](mailto:gis.info@hennepin.us)

40 24-118-22 11 0001  
ENDURANCE MACHINE INC  
3515 STATE HWY NO 169  
PLYMOUTH MN 55441

40 24-118-22 11 0022  
WEST SUBURBAN PROPERTIES LLC  
3401 STATE HWY NO 169 N  
PLYMOUTH MN 55441

40 24-118-22 11 0038  
KILMER OFFICE BLDG  
C/O LINDELL ENGINEERING INC  
3401 N KILMER LA  
PLYMOUTH MN 55441

40 24-118-22 11 0002  
CITY OF PLYMOUTH  
3400 PLYMOUTH BLVD  
PLYMOUTH MN 55441

40 24-118-22 11 0023  
SAC LLC  
3410 KILMER LANE N  
PLYMOUTH MN 55441

40 24-118-22 11 0039  
KILMER OFFICE BLDG  
C/O LINDELL ENGINEERING INC  
3401 N KILMER LA  
PLYMOUTH MN 55441

40 24-118-22 11 0004  
ENDURANCE MACHINE INC  
3515 STATE HWY NO 169  
PLYMOUTH MN 55441

40 24-118-22 11 0024  
ANJUMAN-E-FAKHRI (MPLS)  
9307 NANTWICK LN  
BROOKLYN PARK MN 55443

40 24-118-22 11 0040  
KILMER OFFICE BLDG  
C/O LINDELL ENGINEERING INC  
3401 N KILMER LA  
PLYMOUTH MN 55441

40 24-118-22 11 0009  
SAC LLC  
3410 KILMER LANE N  
PLYMOUTH MN 55441

40 24-118-22 11 0025  
RENTAL PROPERTIES MGMT LLC  
3430 KILMER LA N  
PLYMOUTH MN 55441

40 24-118-22 11 0041  
KILMER OFFICE BLDG  
C/O LINDELL ENGINEERING INC  
3401 N KILMER LA  
PLYMOUTH MN 55441

40 24-118-22 11 0013  
KILMER LANE PROPERTIES LLC  
3415 KILMER LA N  
PLYMOUTH MN 55441

40 24-118-22 11 0026  
HARRISON-ENGER LLC  
3440 KILMER LA N  
PLYMOUTH MN 55441

40 24-118-22 11 0042  
ROBBINSDALE SCHOOL DIST 281  
4148 WINNETKA AVE N  
NEW HOPE MN 55427

40 24-118-22 11 0017  
GENE VAYNBERG  
6885 SHADYVIEW CT N  
MAPLE GROVE MN 55311

40 24-118-22 11 0030  
CARVER PROP MGMT A & K LLC  
14101 HIGHWAY 13 SOUTH  
SAVAGE MN 55378

40 24-118-22 11 0043  
CITY OF PLYMOUTH  
3400 PLYMOUTH BLVD  
PLYMOUTH MN 55447

40 24-118-22 11 0018  
UB HARDWOODS PROPERTIES LLC  
7124 6TH ST SE  
BUFFALO MN 55313

40 24-118-22 11 0032  
ENDURANCE MACHINE INC  
3515 STATE HWY NO 169  
PLYMOUTH MN 55441

86 19-118-21 22 0067  
JAMES M STEWART JR  
KATRINA L SIKORSKI  
3424 INDEPENDENCE AVE N  
NEW HOPE MN 55427

40 24-118-22 11 0019  
PROVATI LLC  
209 QUEEN AVE S  
MINNEAPOLIS MN 55405

40 24-118-22 11 0034  
C&G ROBINSON PROPERTIES LLC  
P.O. BOX 1E  
MINNETONKA MN 55345

86 19-118-21 22 0068  
LINDA M LEE  
3432 INDEPENDENCE AVE N  
NEW HOPE MN 55427

40 24-118-22 11 0020  
CD NELSON PROPERTIES LLC  
3405 STATE HWY NO 169  
PLYMOUTH MN 55441

40 24-118-22 11 0035  
GREGG C NAFSTAD  
4215 POLARIS LA N  
PLYMOUTH MN 55446

86 19-118-21 22 0069  
TOREETA MANOHAR  
3425 INDEPENDENCE AVE N  
NEW HOPE MN 55427

40 24-118-22 11 0021  
WEST SUBURBAN PROPERTIES LLC  
3401 STATE HWY NO 169  
PLYMOUTH MN 55441

40 24-118-22 11 0037  
KILMER OFFICE BLDG  
C/O LINDELL ENGINEERING INC  
3401 N KILMER LA  
PLYMOUTH MN 55441

86 19-118-21 22 0070  
TARA E SWEENEY  
NICK N SWEENEY  
3417 INDEPENDENCE AVE N  
NEW HOPE MN 55427

86 19-118-21 22 0075  
HILLSBORO HOMES LLC  
C/O MARATHON MANAGEMENT  
15758 VENTURE LANE  
EDEN PRAIRIE MN 55344

86 19-118-21 22 0107  
SANDRA MCALLISTER  
REGINALD MCALLISTER  
3557 INDEPENDENCE AVE N  
NEW HOPE MN 55427

86 19-118-21 22 0076  
HILLSBORO HOMES LLC  
C/O MARATHON MANAGEMENT  
15758 VENTURE LANE  
EDEN PRAIRIE MN 55344

86 19-118-21 22 0108  
EWUNETU AMARE  
3561 INDEPENDENCE AVE N  
NEW HOPE MN 55427

86 19-118-21 22 0077  
HILLSBORO HOMES LLC  
C/O MARATHON MANAGEMENT  
15758 VENTURE LANE  
EDEN PRAIRIE MN 55344

86 19-118-21 22 0109  
FEKADU DERESEH/SARA MEKONNEN  
3563 INDEPENDENCE AVE N  
NEW HOPE MN 55427

86 19-118-21 22 0078  
HILLSBORO HOMES LLC  
C/O MARATHON MANAGEMENT  
15758 VENTURE LANE  
EDEN PRAIRIE MN 55344

86 19-118-21 22 0110  
EMIR HODZIC  
JORDANKA HODZIC-TOMAS  
12410 TYLER STREET NE  
BLAINE MN 55434 55443

86 19-118-21 22 0079  
HILLSBORO HOMES LLC  
C/O MARATHON MANAGEMENT  
15758 VENTURE LANE  
EDEN PRAIRIE MN 55344

86 19-118-21 22 0111  
ARMI P TALATALA  
KEVIN A MOSCOSO  
3569 INDEPENDENCE AVE N  
NEW HOPE MN 55427

86 19-118-21 22 0102  
CHRISTOPHER & REBECCA GUMZ  
3543 INDEPENDENCE AVE N  
NEW HOPE MN 55427

86 19-118-21 22 0124  
TOP KEY PROPERTIES LLC  
P O BOX 209  
MINNEAPOLIS MN

86 19-118-21 22 0103  
KERIANN EWER  
3545 INDEPENDENCE AVE N  
NEW HOPE MN 55427

86 19-118-21 22 0125  
TOP KEY PROPERTIES LLC  
P O BOX 209  
MINNEAPOLIS MN

86 19-118-21 22 0104  
WILLIAM M SIMACEK  
3549 INDEPENDENCE AVE N  
NEW HOPE MN 55427

86 19-118-21 22 0145  
CHEE XIONG/MICHELLE LEEDAHL  
3537 INDEPENDENCE AVE N  
NEW HOPE MN 55427

86 19-118-21 22 0105  
QIU PING OU  
3551 INDEPENDENCE AVE N  
NEW HOPE MN 55427

86 19-118-21 22 0146  
MEILAN CHEN  
10310 SOUTH SHORE DRIVE  
PLYMOUTH MN 55441

86 19-118-21 22 0106  
J EDDIE BURNETTE  
2822 FARWELL AVE N  
MINNEAPOLIS MN 55411

# CITY OF PLYMOUTH

## RESOLUTION No. 2026-149

### **RESOLUTION APPROVING OFF-SALE INTOXICATING LIQUOR LICENSE APPLICATION OF KELLI AND GRAY, LLC D/B/A WANDERING SPIRITS, 3435 HIGHWAY 169 NORTH #B**

WHEREAS, Kelli and Gray, LLC d/b/a Wandering Spirits, 3435 Highway 169 North #B, has submitted an application for Off-Sale Intoxicating Liquor at this address; and

WHEREAS, the Police Department has conducted a background investigation and has found no reason to deny the application.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLYMOUTH, MINNESOTA that the Off-Sale Intoxicating Liquor License application of Kelli and Gray, LLC d/b/a Wandering Spirits, 3435 Highway 169 North #B, is approved for a license period that will expire January 31, 2027.

BE IT FURTHER RESOLVED that approval is contingent upon the city receiving all documentation as required in the liquor license application.

APPROVED by the City Council on this 9th day of June, 2026.

---

**To:** Dave Callister, City Manager

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

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

**Item:** **Approve rezoning, site plan, conditional use permit and variance for a new Casa De Corazon child care center to be located at the southwest corner of Old Rockford Road and Peony Lane (Structura Builders - 2026023)**

---

### **1. Action Requested:**

Adopt attached ordinance and resolutions approving rezoning, site plan, conditional use permit and variance for Structura Builders to allow construction of a new child care center at 17905 Old Rockford Road, as recommended by the Planning Commission.

Approval requires a 4/7 vote of the City Council.

### **2. Background:**

On June 3, the Planning Commission reviewed the proposal, conducted the required public hearing and subsequently voted unanimously to recommend approval. Other than the applicant, no one from the public wished to speak on the matter. The Planning Commission minutes and report are attached.

Notice of the Planning Commission's public hearing was published in the city's official newspaper and mailed to all property owners within 750 feet of the site. Development signage was also placed on the site.

### **3. Budget Impact:**

N/A

### **4. Attachments:**

1. Presentation

2. Planning Commission minutes
3. Planning Commission report
4. Location map
5. Applicant's narrative
6. Conditional Use Permit standards
7. Variance standards
8. Civil & landscape plans
9. Architectural & floor plans
10. City Council Ordinance 2026-06
11. City Council Resolution 2026-150
12. City Council Resolution 2026-151



# Request by: Structura Builders

Casa De Corazon Child Care & Early Education Center

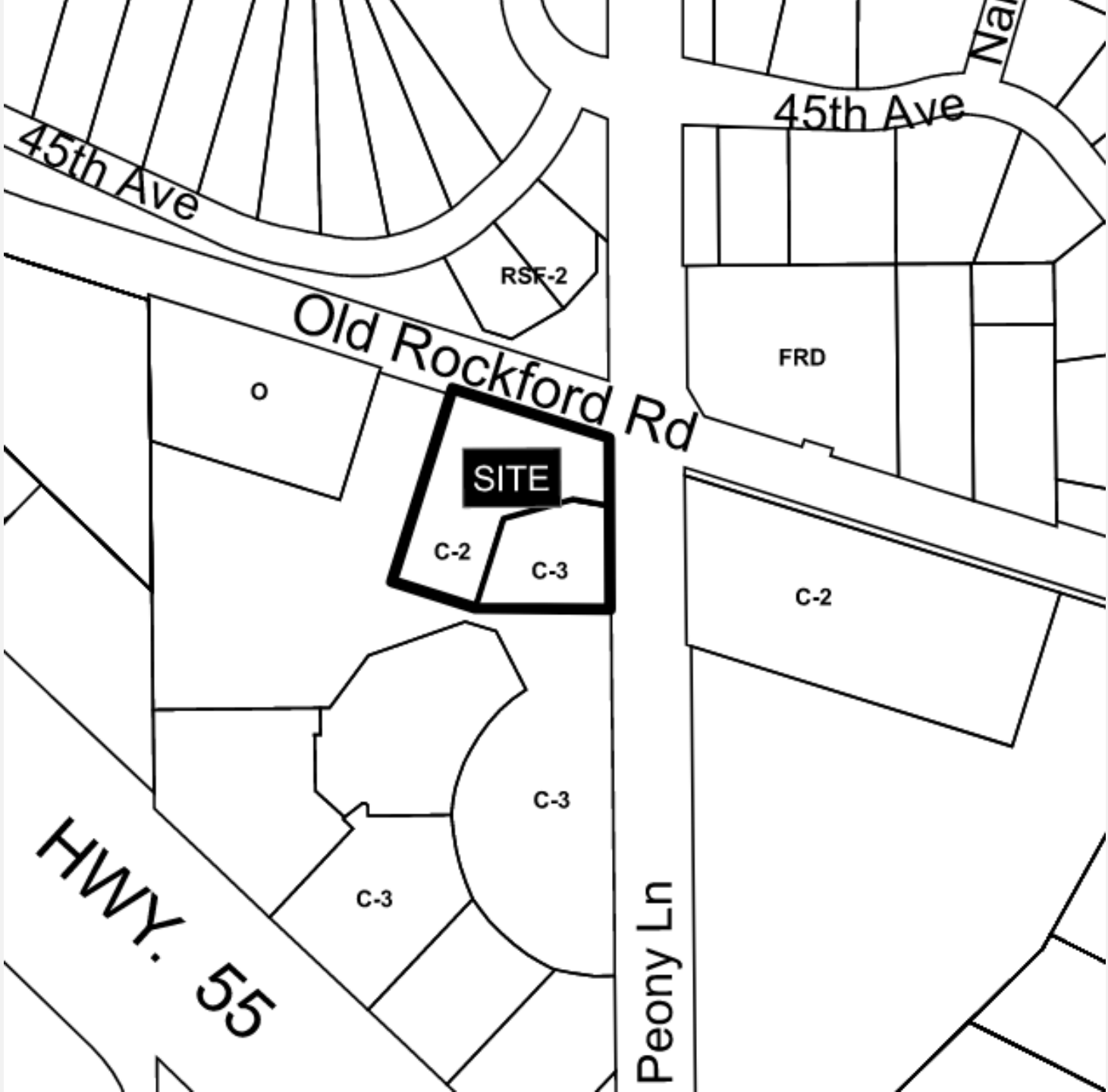
—17905 Old Rockford Road



# Location Map

SW corner of Old Rockford Rd. & Peony Ln.

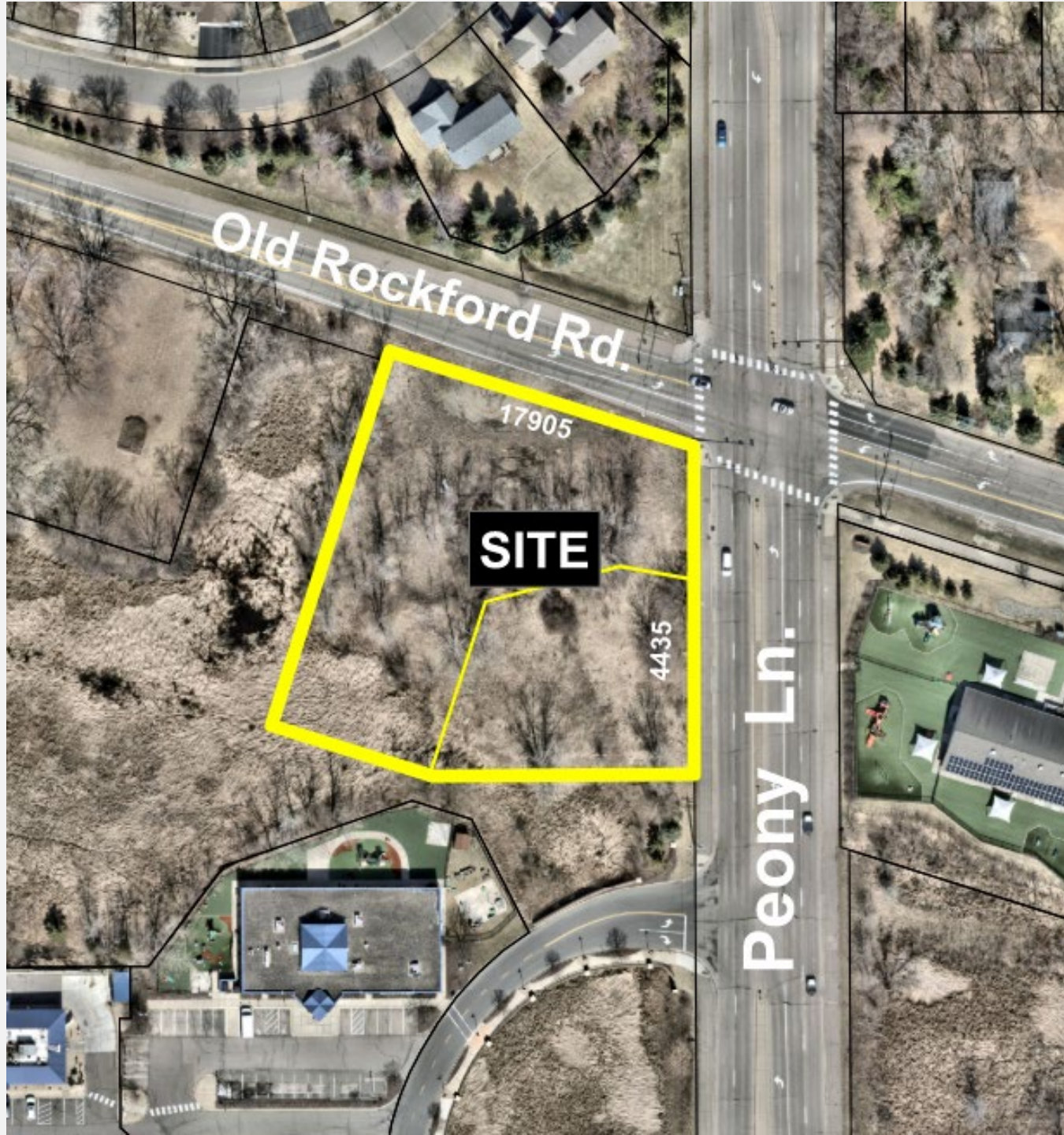
Currently 2 parcels totaling 1.5 acres



# Aerial Map

Site is vacant; former commercial bldgs. removed circa 2006

2 parcels would be combined into 1 lot by Henn. Co.

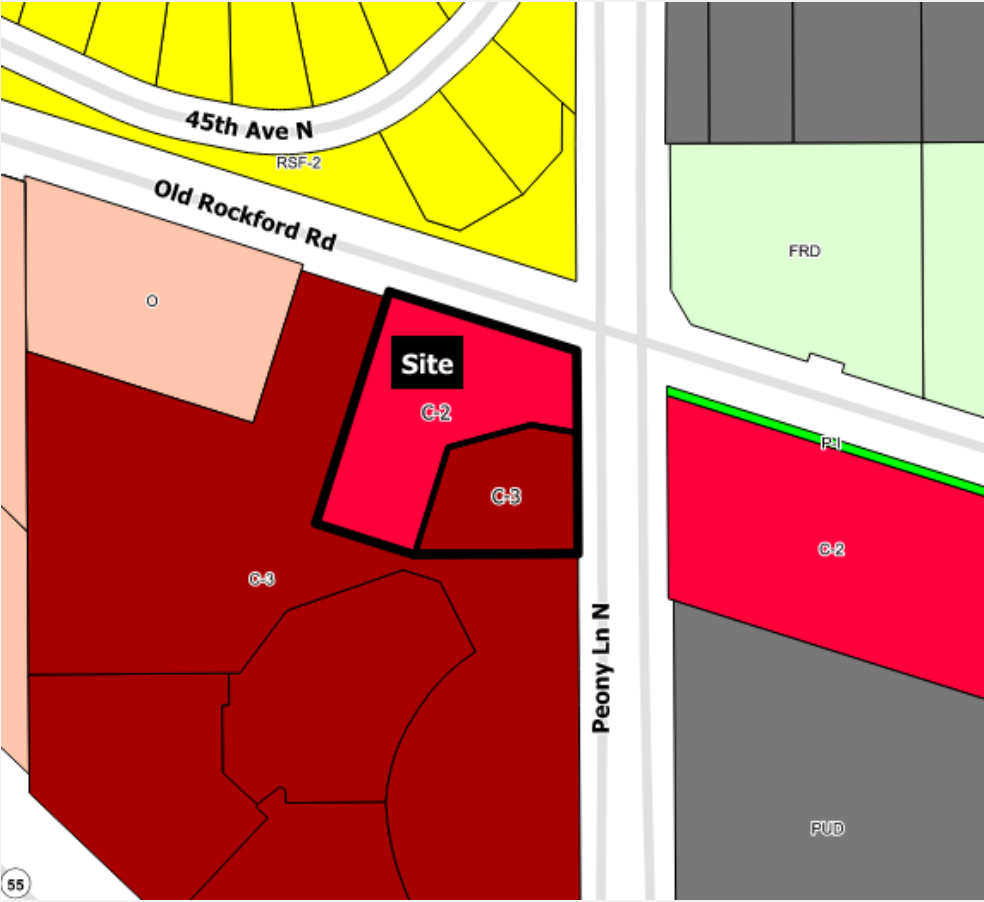


# Request:

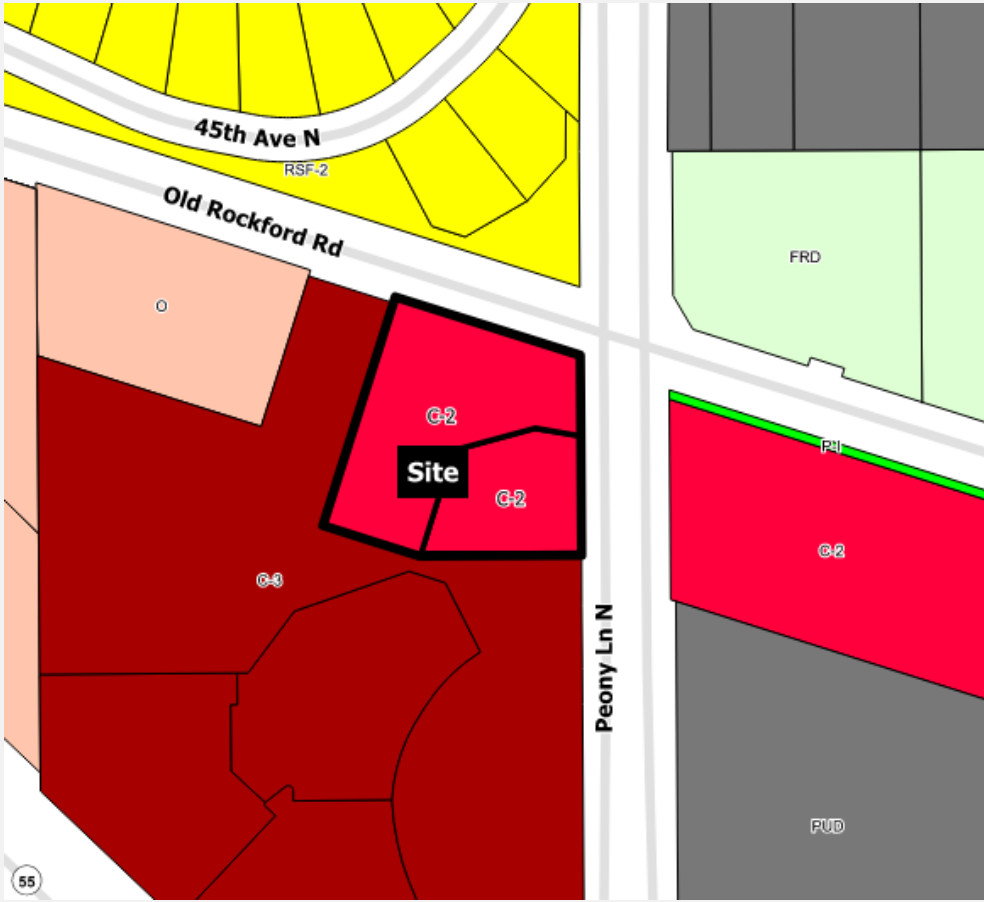
- Rezone SE Parcel - from C-3 to C-2
- Site Plan - for a 10K sq. ft. Building & related site improvements
- Conditional Use Permit - for a Daycare
- Variance - for parking setback from north lot line



# Rezoning



Existing C-3 Zoning



Proposed C-2 Zoning



# Rezoning

C-2 zoning accommodates: Neighborhood-oriented uses

- Bike Shops
- Convenience & Liquor Stores
- Clinics
- Variety Stores

C-3 zoning accommodates: Highway-oriented uses

- Fast Food Restaurants
- Other Similar Uses that may include Drive-Through Service

**Daycares are allowed in both C-2 & C-3 with a Conditional Use Permit**



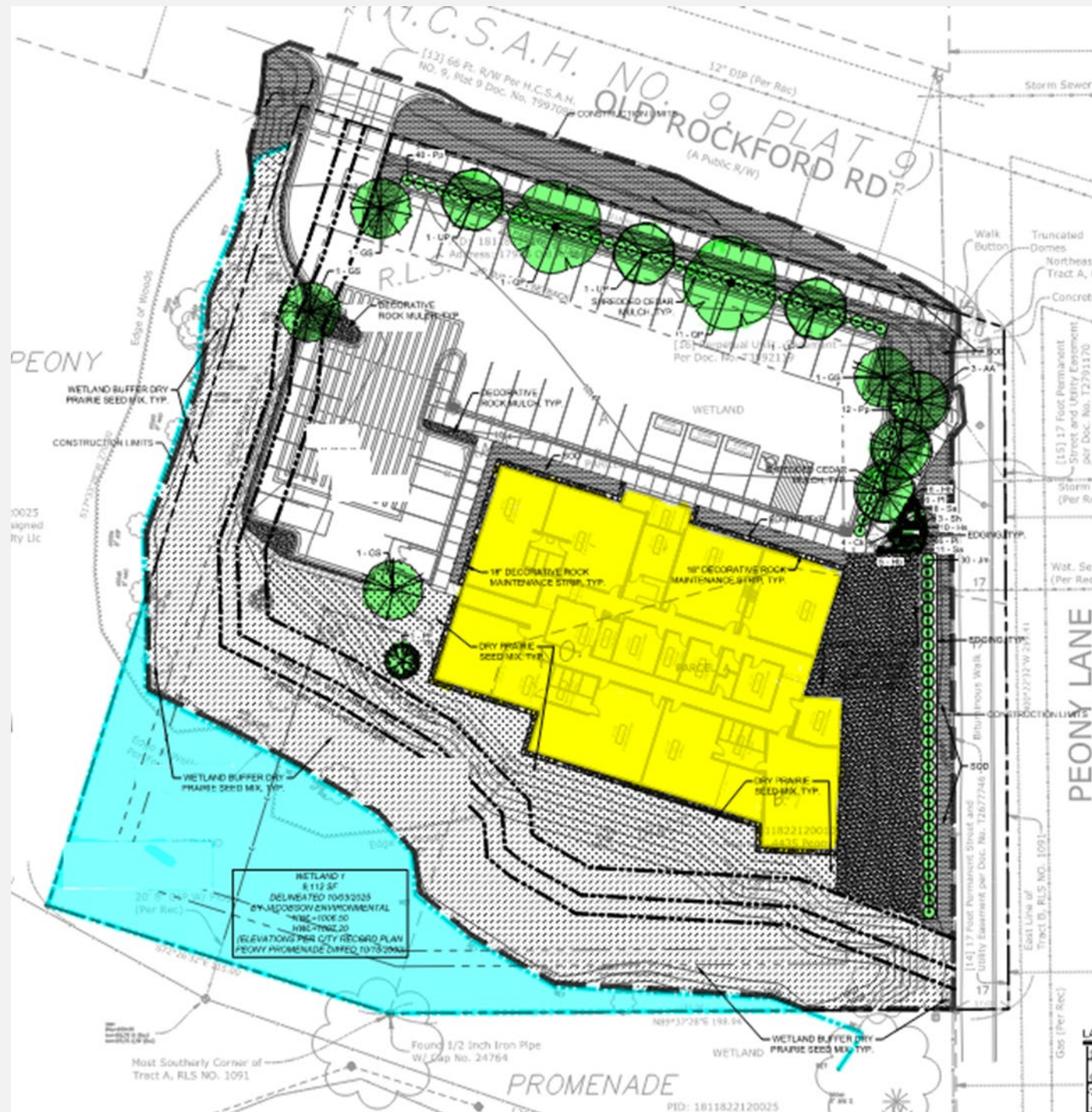
# Conclusion on Rezoning

Rezoning the SE parcel from C-3 to C-2 would be appropriate with these findings:

- 1) C-2 zoning - compatible with site's C (commercial) guiding
- 2) C-2 zoning for the SE parcel - would be more suitable than C-3 zoning given site location, context, & access limitations
- 3) Rezoning, together with combining the parcels, would create one C-2 property for development of the proposed Daycare
- 4) Adequate infrastructure - in place to support C-2 zoning & the proposed development

# Site Plan

10K SF  
building



# Site Plan:

Would comply with standards for:

- Lot Area, Width, & Depth
- Structural Coverage
- Building Setbacks
- Number of Parking Spaces
- Building Height
- Landscaping
- Lighting
- Stormwater Management



# Building Elevations

Fiber-cement siding of varying colors

Glass

Stone accent base along foundation



Looking Southeast from Old Rockford Road



Looking West from Peony Lane

# Conclusion on Site Plan

Except for requested parking setback variance, proposal meets or exceeds all city regulations



# Conditional Use Permit

- Required for daycare uses in commercial districts
- Review is based on standards outlined in city code
- Conditional uses are uses that are permitted -- whereby City may impose reasonable conditions that have a direct nexus to, and would help to address, any potential negative effects



# Operational Characteristics

- Casa De Corazon (Translation: “Home of the Heart”) Spanish-immersion-focused Child Care & Early Education Center
- Hours of Operation: 7 AM to 5:30 PM weekdays, excluding major holidays
- State Licensure: Up to 136 children
- Drop Off & Pick Up: Parents/Guardians would be required to enter the building



# Conclusion on Conditional Use Permit

## Proposed Use Would:

- Be consistent with the comprehensive plan & other city regulations
- Promote the general public welfare of the community
- Comply with applicable performance standards for a Daycare use

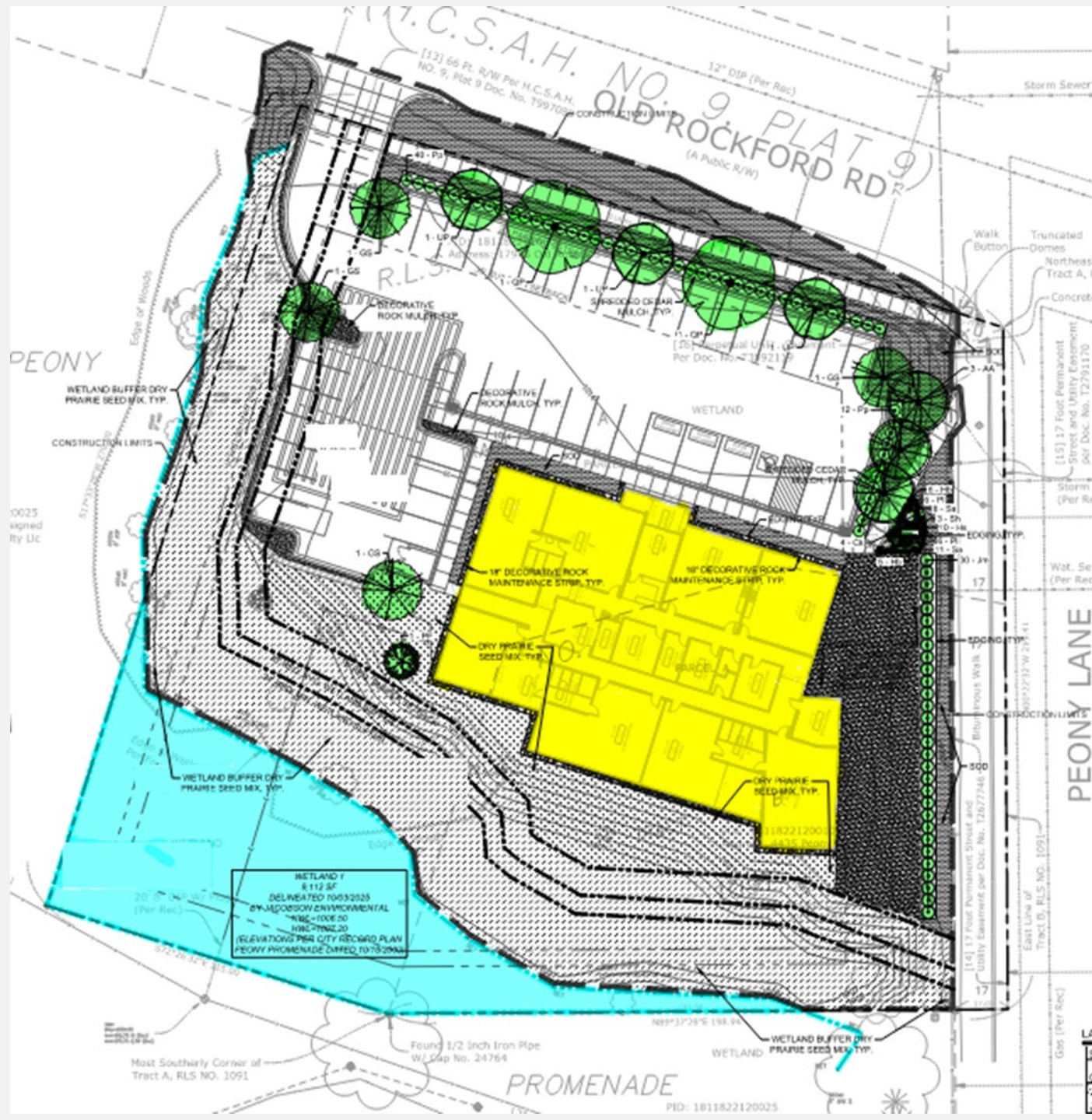
## Proposed Use Would Not:

- Endanger the public health or safety
- Have negative effects on public improvements in the area
- Be detrimental to the use or enjoyment of other properties in the area, or to the city as a whole – nor would it substantially impair property values in the area
- Impede the orderly development of the district or nearby properties



# Variance

- 15' parking setback from north lot line – where 20' is otherwise specified
- Wetland protection & access restriction to Peony Ln (a “minor arterial” roadway)
- Landscape buffer: Hedgerow of 40 shrubs and 5 trees in the area between parking & new trail along Old Rockford Rd



# Conclusion on Variance

## Proposal Would:

- Be in harmony with the purposes & intent of the regulations, & consistent with the comprehensive plan
- Allow the property to be used in a reasonable manner

## Proposal Would Not:

- Be based solely on economic considerations, but rather upon the practical difficulties of the site
- Alter the character of the area, nor would it be detrimental to the public or other properties in the area
- Impair an adequate supply of light & air to abutting properties, nor would it substantially increase traffic congestion, increase the danger of fire, or endanger the public safety



# Staff & Planning Commission Recommendation:

Approve the Rezoning, Site Plan, Conditional Use Permit, & Variance for Casa De Corazon

- Planning Commission recommended in favor unanimously on June 3
- City review deadline: August 18



# Proposed Minutes Planning Commission Meeting June 3, 2026

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 June 3, 2026.

COMMISSIONERS PRESENT: Chair Michael Boo, Julie Olson, Greg Hansen, Josh Fowler, and Neha Markanda

COMMISSIONERS ABSENT: Marc Anderson and Jim Willis

STAFF PRESENT: Planning Manager Lori Sommers, Engineering Services Manager Chris McKenzie, Associate Planners Geoff Solomonson and Sophia Kucera, and Senior Planner Shawn Drill

OTHERS IN ATTENDANCE: City Council Liaison Julie Pointner

Chair Boo led the Pledge of Allegiance.

## **Public Hearings**

### **(5.2) Rezoning, site plan, conditional use permit, and variances for a new child care center to be located at the southwest corner of Old Rockford Road and Peony Lane (Structura Builders – 2026023)**

Senior Planner Drill presented the staff report.

Commissioner Markanda recognized that there would not be an entry off Peony Lane and received confirmation that the entrance would be from Old Rockford Road. She asked if that would be anticipated to cause any congestion.

Engineering Services Manager McKenzie replied that they do not anticipate issues with congestion.

Commissioner Markanda asked and received confirmation that there are no anticipated safety issues for the children playing outside, as there would be fencing on the site. She asked when the last traffic study was done for this area.

Engineering Services Manager McKenzie replied that a traffic study was not completed as part of this application, as this type of use was contemplated in the comprehensive plan.

Commissioner Hansen asked if there would be any wetland disruption as part of this build.

Senior Planner Drill replied that part of the application includes a request for wetland exemption, but noted that it is being supported because of how the wetland was created.

Chair Boo introduced Jeff Schueler, representing the applicant, who stated that would be a new daycare filling a gap in the area with its Spanish immersion program. He stated that the reason for the setback variance on the north is because of the wetland and required buffers. He stated that the ability to access only from Old Rockford Road also causes constraints to the layout between the wetlands. He stated that they have submitted documents related to the incidental wetland proposed for fill, explaining that it is a depression that was not properly graded when previous buildings were removed from the site. He stated that they would not be impacting the natural wetland on the site.

Chair Boo opened the public hearing.

No comments.

Chair Boo closed the public hearing.

Chair Boo commented that this will be a welcome addition to the community to have this additional resource. He also acknowledged that this is a difficult corner to develop and believes that this development makes sense and is a good use of the property.

**Motion was made by Olson, and seconded by Commissioner Fowler, to recommend approval of rezoning, site plan, conditional use permit, and variance for a new child care center to be located at the southwest corner of Old Rockford Road and Peony Lane, subject to the conditions within the draft resolution. With all Commissioners voting in favor, the motion carried.**

**To:** Planning Commission

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

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

**Item:** **Rezoning, site plan, conditional use permit, and variance for a new child care center to be located at the southwest corner of Old Rockford Road and Peony Lane (Structura Builders - 2026023)**

---

**1. Action Requested:**

Conduct the public hearing and move to recommend approval of the request, subject to the findings and conditions listed in the attached ordinance and resolutions.

**2. Background:**

See attached Planning Report.

**3. Budget Impact:**

N/A

**4. Attachments:**

1. Planning Report
2. Location Map
3. Applicant's Narrative
4. Conditional Use Permit Standards
5. Variance Standards
6. Civil & Landscape Plans
7. Architectural & Floor Plans
8. Ordinance
9. Resolution - Findings for Rezoning
10. Resolution - Site Layout & Land Use

**To:** Plymouth Planning Commission

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

**Subject:** Structura Builders – Rezoning, site plan, conditional use permit, and variance to allow construction of a new child care and early education center for parcels located at 17905 Old Rockford Road and 4435 Peony Lane (City File No. 2026-023)

**Ward:** 1 (northwest area)

**Deadline:** August 18, 2026

## SUMMARY

The applicant is requesting the following items related to their proposed development of the subject 1.5-acre site: 1) rezoning of the southeast parcel of the site from C-3 (highway commercial) to C-2 (neighborhood commercial); 2) site plan for the proposed physical changes to the site including construction of a 10,000 square foot building and related site improvements; 3) conditional use permit for a daycare center; and 4) variance to allow a parking setback of 15 feet along the north lot line where 20 feet is otherwise specified.

## RECOMMENDED ACTION

Community and Economic Development Department staff is recommending approval of the request, subject to the findings and conditions outlined in the attached ordinance and resolutions.



## SITE INFORMATION

### Land Use and Zoning

The site is guided C (commercial) on the city’s comprehensive plan. The northwesterly parcel addressed as 17905 Old Rockford Road is zoned C-2 (neighborhood commercial), and the southeasterly parcel addressed as 4435 Peony Lane is presently zoned C-3 (highway commercial). Under the plan, the southeasterly parcel would be rezoned to C-2 and the two parcels would be combined at Hennepin County to create one tax identification property.

	Use	Land Use Designation (2040 Comprehensive Plan)	Zoning
<b>Subject Site</b>	Vacant	C	C-2 and C-3
<b>North (of Old Rockford Rd.)</b>	Single-family development in “Plum Tree”	LA-2 (living area 2)	RSF-2 (single-family 2)
<b>West</b>	Wetland	C	C-3
<b>South</b>	Wetland & commercial development in “Peony Promenade”	C	C-3
<b>East (of Peony Ln)</b>	Primrose Child Care Center	C	C-2

### Site Characteristics

The overall site contains 1.5 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) contains medium-quality (Manage 2) wetland areas along its west and south boundaries.

The Functional Classification Map in the transportation chapter of the city’s comprehensive plan identifies the abutting segment of Old Rockford Road as a “major collector” roadway, and identifies the abutting segment of Peony Lane as a “minor arterial” roadway.

### Previous Actions Affecting Site

The previous commercial buildings were removed from the site circa 2006. The site has remained vacant since that time.

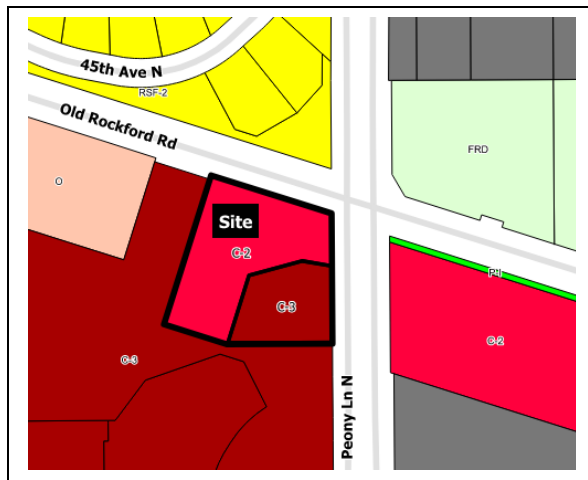
## ANALYSIS

The proposed daycare, Casa De Corazon, is a franchised Spanish-immersion-focused child care and early education center. There are presently six locations in Minnesota and three locations in Wisconsin.

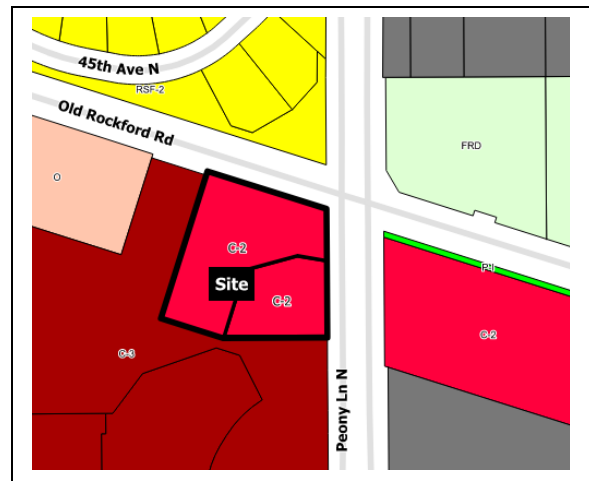
As stated, the request includes a rezoning for one of the two parcels that make up the site, together with a site plan, conditional use permit, and parking setback variance.

## REZONING

The southeast parcel within the site is currently zoned C-3 (highway commercial). Under the plan, that parcel would be rezoned to C-2 (neighborhood commercial) so it matches the abutting northwest parcel within the site. The two parcels comprising the site would be then combined, and would become the site for the new daycare. Refer to the graphics below.



**Current Zoning**



**Proposed Zoning**

The C-2 zoning district is designed to accommodate neighborhood-oriented uses including, but not limited to bike shops, convenience and liquor stores, clinics, and variety stores.

The C-3 zoning district is designed to accommodate highway-oriented uses including, but not limited to fast food restaurants and other similar uses that may provide drive-through service.

Daycare uses are allowable in both the C-2 and C-3 districts by conditional use permit.

State law and city code requires consistency between the comprehensive plan and the zoning map. The site is guided C (commercial) on the city's comprehensive plan. The comprehensive plan lists both C-2 and C-3 as being compatible zoning districts for property guided C.

## Conclusion on Rezoning

The request to rezone the southeast parcel from C-3 to C-2 would be appropriate in this case, based on the following findings:

- 1) The requested C-2 zoning of the parcel is compatible with its C (commercial) guiding;
- 2) C-2 zoning for the parcel would be more suitable than C-3 zoning given the site location, context, and access restrictions;
- 3) The rezoning, together with combining the two parcels that comprise the overall site, would create one C-2 property for proposed development of a child care/early education center use;
- 4) Adequate infrastructure is in place to support the requested C-2 zoning and proposed development.

## SITE PLAN

The zoning ordinance contains specific standards for approval of a site plan for a daycare center in the C-2 zoning district. Staff used these standards to review the proposal. The specific standards that apply are as indicated on the following table.

<b>Standards – Daycare Centers in the C-2 District</b>			
	<i>Specified</i>	<i>Proposed</i>	<i>Complies?</i>
Lot Area:	1 acre (min.)	1.5 acres	Yes
Lot Width:	100 ft. (min.)	218 ft.	Yes
Lot Depth:	100 ft. (min.)	224 ft.	Yes
Structural Coverage (building size to lot size ratio, excluding wetland area):	50% (max.)	17.8%	Yes
<b>Building Setbacks:</b>			
--Front (from north lot line abutting Old Rockford Road)	35 ft. (min.)	85 ft. at nearest point	Yes
--Front (from east lot line abutting Peony Lane)	35 ft. (min.)	35 ft. at nearest point	Yes
--Side (from west lot line)	15 ft. (min.)	96 ft.	Yes
--Rear (from south lot line)	15 ft. (min.)	51 ft. at nearest point	Yes
<b>Parking Setbacks:</b>			
--Front (from north lot line abutting Old Rockford Road)	20 ft. (min.)	15 ft.	*No
--Front (from east lot line abutting Peony Lane)	20 ft. (min.)	20 ft.	Yes
--Side (from west lot line)	20 ft. (min.)	22 ft.	Yes
--Rear (from south lot line)	20 ft. (min.)	130 ft.	Yes
<b>Parking Setback to Building:</b>	10 ft. (min.)	10 ft.	Yes

	<i>Specified</i>	<i>Proposed</i>	<i>Complies?</i>
Drive Aisle Width (90 degree parking):	26 ft. (min.)	26 ft.	Yes
Parking Stall Size (90 degree parking):	9' x 18.5' (min.)	9' x 18.5' or greater	Yes
Number of Parking Spaces (as based on demand):	42 (min.)	42	Yes
Building Height:	30 ft. (max.)	18 ft. for highest sloped roof section; 14.5 ft. for flat roof sections	Yes
Landscaping:	21 new trees or equivalent (min.)	Equivalent to 21 new trees	Yes
Lighting:			
--Lumens/sq. ft. of Hardscape	2.5 (max.)	2.31	Yes
--Fixture Height – parking lot light poles	30 ft. (max.)	24 ft.	Yes
--Fixture Height – walkway/wall lighting	18 ft. (max.)	10 ft.	Yes
--Curfew	Reduce lighting level by 50% at 10 PM or close of business (whichever is later)	Reduce lighting level to 50% by curfew	Yes
--Backlight/Uplight/Glare (BUG) Rating for Site Lot Lighting	B4, U0, G2 (max.)	B1 & B2, U0, G2	Yes
--Correlated Color Temperature of Lighting	4100 Kelvin (max.)	4000 Kelvin	Yes

\* Parking setback variance requested (see variance section later in this report)

### Building Materials and Design

The proposed 10,000 square foot building would contain one level of slab-on-grade construction (no basement), and would include both sloped and flat roof sections. The primary exterior wall finishes would include fiber-cement siding of varying colors and glass, with a stone accent base along the foundation. The sloped roof sections would have asphalt shingles. The proposed materials and design would comply with city regulations.

### Stormwater Runoff

To address stormwater runoff regulations, the plans show installation of an underground vault system under the parking lot area west of the building. The underground vault system would manage both water quality and rate control. Prior to site grading, the applicant must obtain any city and watershed approvals for the drainage system. The resolution addresses this matter.

### Outdoor Play Area

A 3,150-square-foot dedicated outdoor play area, in compliance with state licensing standards, would be provided on the east side of the building. The play area would be fully enclosed with 6-foot-high decorative fencing, and would include protective concrete bollards along Peony Lane.

### Trails/Sidewalks

City trails presently exist along both sides of Peony Lane in the area of the subject site. Additionally, a city trail presently exists along the north side of the Old Rockford Road segment abutting the site. Under the plan, the applicant would install an 8-foot-wide trail along the south side of Old Rockford Road abutting the site.

Sidewalks would be provided along the north (front) and west (side) walls of the building, and would also extend easterly to provide a connection to the existing trail along Peony Lane.

### Conclusion on Site Plan

With the exception of the requested parking setback variance as discussed later in this report, the site plan would meet or exceed all city regulations.

### **CONDITIONAL USE PERMIT**

Conditional uses are uses that are permitted under the zoning ordinance, whereby the city may impose reasonable conditions that have a direct nexus to, and would help to address, any potential negative effects of the use.

The applicant is requesting a conditional use permit to allow a daycare center use. Such uses are allowed in the C-2 zoning district upon issuance of a conditional use permit.

Hours of operation for the child care/early education center use are anticipated to be weekdays from 7 AM to 5:30 PM. The center would be closed on weekends and major holidays. Under state licensure, the center would be designed to serve up to 136 children, from infant through pre-kindergarten ages.

### Conclusion on Conditional Use Permit

The Planning Commission must review the requested conditional use permit for compliance with the standards listed in the zoning ordinance. A copy of the standards is attached. Staff used these standards to review the request and finds it meets all applicable standards. Specifically, the proposed use: 1) would be consistent with the comprehensive plan; 2) would promote the general public welfare and would not endanger the public health or safety; 3) would not have negative effects on public improvements in the area; 4) would not impede the orderly development of the district; and 5) would not be detrimental to surrounding properties or the city as a whole.

## **VARIANCE**

As previously stated, the applicant is requesting a variance to allow a parking setback of 15 feet along the north lot line where 20 feet is otherwise specified. The proposed development would meet or exceed all other zoning regulations. This request falls within a 25 percent departure from the standard, and therefore would be eligible as a “minor” variance that could be administratively reviewed and approved by city staff. Nevertheless, staff is including the variance request as part of the site plan review for Planning Commission and City Council consideration.

The variance is requested due to the configuration of the site. In order to preserve the wetland in the south portion of the site and protect it with a natural wetland buffer strip, as required under the federal Wetland Conservation Act and city code, the building would be placed farther north on the site. This arrangement results in a slightly narrower area to accommodate 90 degree parking between the front of the building and Old Rockford Road. Due to access restrictions to the east, a one-way easterly traffic flow with angled parking (exiting out to Peony Lane), that would otherwise fit within the narrower space, is not an option for this site.

To help screen the parking, the landscape plan indicates a hedge row of 40 shrubs and 5 deciduous trees immediately north of the parking area – in the front yard area between the parking and the new trail to be installed along the south side of Old Rockford Road.

### **Conclusion on Variance**

The Planning Commission must review the requested variance with the standards outlined in the zoning ordinance. A copy of the standards is attached. Staff used these standards to review the requested variance and finds it meets all applicable standards. Specifically, 1) the variance and its resulting construction would be in harmony with the general purposes and intent of the regulations, and would also be consistent with the comprehensive plan; 2) the variance would allow the property to be used in a reasonable manner; 3) the variance request is not based solely upon economic considerations but rather upon practical difficulties of the site; 4) the variance and its resulting construction would not alter the character of the area, nor would it be detrimental to the public welfare or injurious to other properties in the area; and 5) the variance and its resulting construction would not impair an adequate supply of light and air to adjacent properties, nor would it substantially increase traffic congestion in public streets, increase the danger of fire, or endanger the public safety.

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

The rezoning of land is a legislative action (enactment of policy). The zoning ordinance and map are the enforcement tools used to implement the goals and standards set by the comprehensive plan. The proposed zoning for a property must be consistent with the comprehensive plan.

The city’s discretion in approving or denying a site plan is limited to whether the proposal complies with the comprehensive plan and zoning ordinance standards. If it meets the standards, the city must approve the site plan.

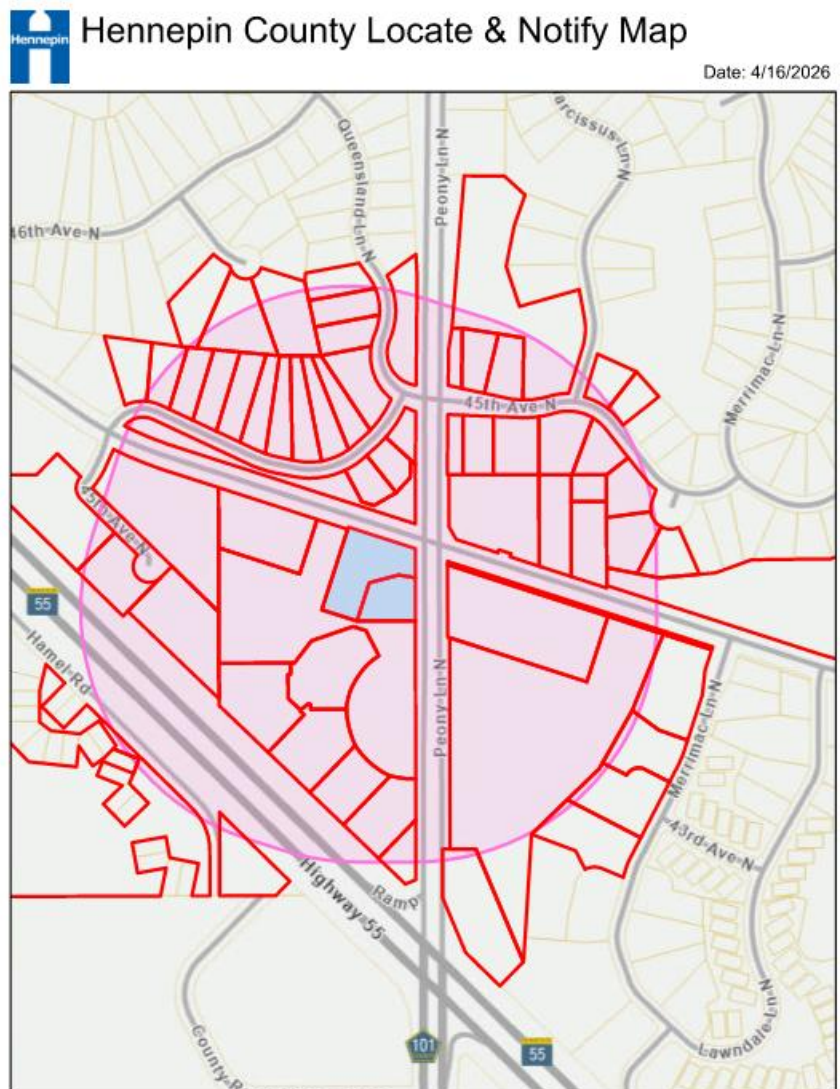
The city's discretion in approving or denying a conditional use permit is limited to whether the proposal meets the standards listed in the zoning ordinance. If it meets the specified standards, the city must approve the conditional use permit. However, the level of discretion is affected by the fact that some of the standards may be open to interpretation.

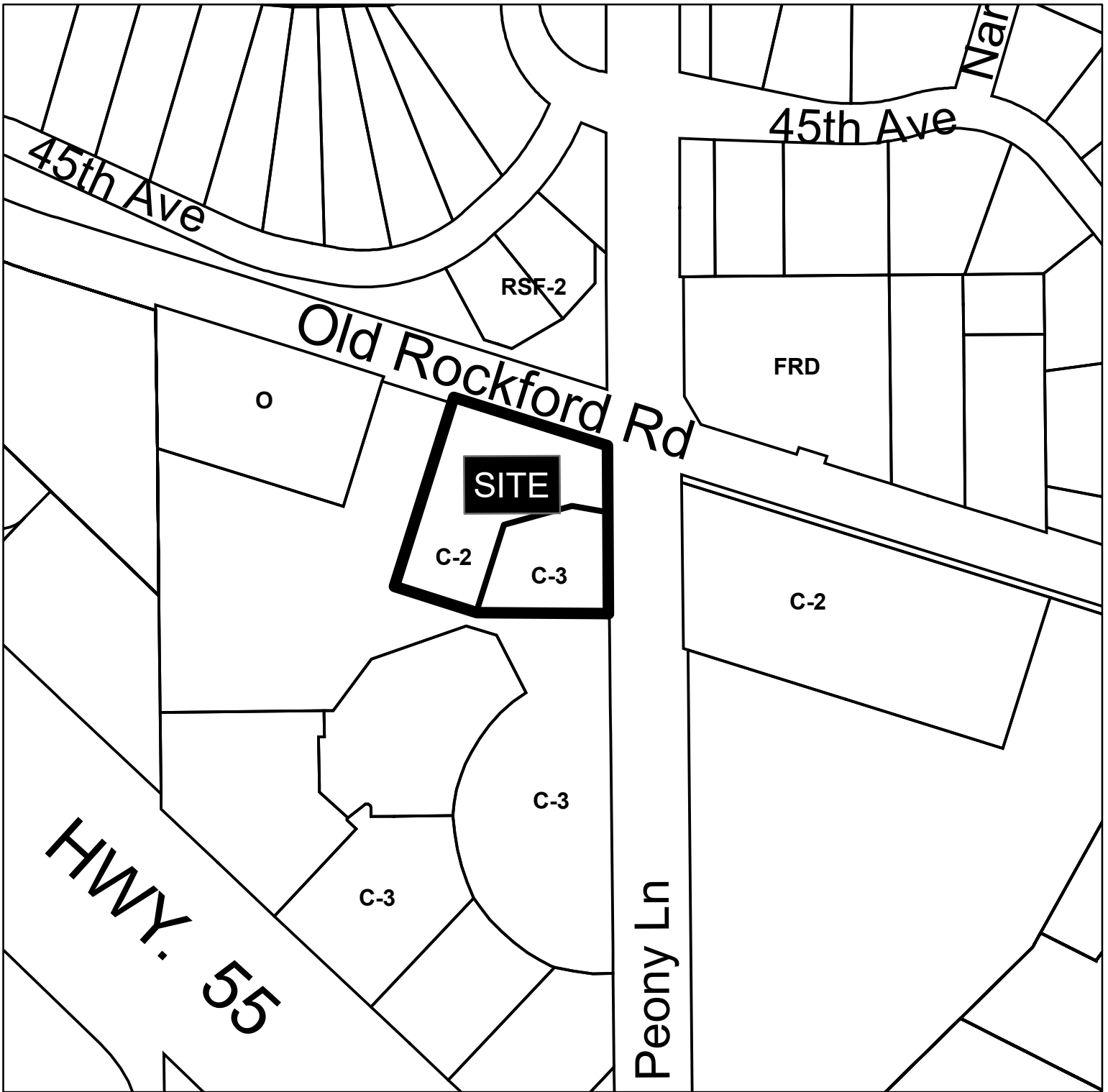
The city's discretion in approving or denying a variance is limited to whether the proposal meets the standards for a variance. The city has a relatively high level of discretion with a variance because the burden of proof is on the applicant to show that they meet the standards for a variance.

Note that all development applications are reviewed by a team of city staff professionals that make up the development review committee (DRC). DRC membership includes representatives from the administrative, building, engineering, fire, forestry, parks, planning, police, public works, and water resources divisions.

## PUBLIC NOTICE

Notice of the public hearing was published in the city's official newspaper. Because the proposal includes a rezoning, two mailed notices were sent to all property owners located within 750 feet of the site. The first mailed notice was sent on April 24, 2026 to announce that the application was received, and the second mailed notice was sent on May 22, 2026 to announce the Planning Commission's public hearing date. Development signage has also been posted on the site.





**2026-023**  
**Structura Builders**  
**17905 Old Rockford Rd. & 4435 Peony Ln.**  
**Rezoning, Conditional Use Permit, Site Plan, & Variances**



# Site Plan Narrative

## Site Plan Review, Rezoning Request & Variance Request

### Casa de Corazon of Plymouth

17905 Old Rockford Rd, Plymouth, MN 55446

Submitted by: Jeff Schuler, AIA | Structura Builders Inc.

Current Property Owners: Sumit Dhawan & Juan Uribe (Consenting Landowners)

Future Property Owners / Applicants: Ali Attarwala & Prachi Bawaskar

Date of Submission: [DATE]

## 1. PROJECT OVERVIEW

---

Casa de Corazon of Plymouth is a proposed new 10,000 square foot licensed childcare center located at 17905 Old Rockford Rd, at the corner of Peony Lane N and Old Rockford Road in Plymouth, Minnesota. The project is submitted by Structura Builders Inc. as design-build contractor and architect of record. This application is made with the written consent of the current property owners, Sumit Dhawan and Juan Uribe. Ali Attarwala and Prachi Bawaskar are the future property owners and franchise operators who will own and operate the facility upon completion.

This application encompasses two adjacent parcels being combined into a single lot of record through the Hennepin County lot combination process, concurrent with this submission. All site plan elements, setbacks, and development standards are applied to the combined parcel as a whole.

This submission requests City of Plymouth approval of: a Rezoning of both parcels to C-2 Neighborhood Commercial; a Conditional Use Permit (CUP) for a licensed childcare center; Site Plan approval for the proposed new construction; and one variance necessitated by the unique physical constraints of the subject site. Each request is described in the sections that follow.

## 2. OPERATOR BACKGROUND & MISSION

---

Casa de Corazon is an established Spanish immersion early learning program founded in 2002. It is the oldest Spanish immersion, NAEYC-accredited, and Parent Aware-certified childcare center in Minnesota, now operating multiple locations across Minnesota and Wisconsin through a franchising model. The Plymouth location will be owned and operated by Ali Attarwala and Prachi Bawaskar under the Casa de Corazon franchise system.

Casa de Corazon serves children from infancy through pre-K with a Spanish immersion curriculum rooted in intercultural learning. Research has demonstrated that bilingual development in children under five yields lasting cognitive benefits, including stronger executive function and greater language plasticity. The Plymouth facility will serve 136 licensed children across seven classrooms, with an in-house food program and an environmental stewardship focus built into the core curriculum.

Plymouth is a growing city with a documented shortage of quality, licensed childcare. This facility addresses that shortage directly while offering a differentiated educational program — Spanish immersion and intercultural learning — not otherwise available at the birth-to-five level in this area.

## 3. REZONING REQUEST — C-2 NEIGHBORHOOD COMMERCIAL DISTRICT

---

The applicants request that both subject parcels be rezoned to the C-2 Neighborhood Commercial District. The rezoning applies to the combined parcel in its entirety and is concurrent with the Hennepin County lot combination process.

### **Basis for Request**

The C-2 Neighborhood Commercial District is the appropriate classification for this site and use. A licensed childcare center serving a growing residential community is precisely the type of neighborhood-serving commercial use the C-2 district is intended to accommodate. The current zoning has contributed, alongside the physical site constraints described in Section 4, to the site remaining undeveloped for approximately 20 years. Rezoning to C-2 removes a regulatory barrier to responsible development of a challenging but viable infill parcel.

### **Consistency with the Plymouth Comprehensive Plan**

The rezoning is consistent with Plymouth's Comprehensive Plan goals supporting neighborhood-serving commercial uses in accessible locations that serve growing residential populations. Rezoning both parcels and developing them as a unified site supports infill development, activates a long-dormant corner, and delivers a community facility without requiring new infrastructure or expansion into undeveloped land.

### **Lot Combination**

The two subject parcels are being consolidated into a single lot of record through the Hennepin County lot combination process, which is a prerequisite to development. This ensures the building, parking, and site improvements are treated as a unified development for purposes of setbacks, lot coverage, impervious surface limits, and all applicable zoning standards. Documentation of the lot combination application is included with this submittal.

## **4. SITE DESCRIPTION & EXISTING CONDITIONS**

---

The subject site is located at the corner of Peony Lane N and Old Rockford Road in Plymouth, Minnesota. The site has been vacant for approximately 20 years due to a combination of environmental, physical, and regulatory challenges unique to this property.

### **Site Constraints**

- **Wetland Adjacency:** The site borders a regulated wetland wrapping a significant portion of the parcel. All development must maintain required setbacks from the wetland boundary, substantially limiting where the building and site improvements can be placed.
- **Prior Use & Contamination:** Past use has left subsurface debris and disturbed soils less suitable for standard development, contributing to the site's 20-year dormancy and adding cost and complexity to construction.
- **Landlocked Condition:** The wetland runs along multiple edges of the parcel, preventing combination with or expansion onto adjoining properties. Any development must be entirely self-contained within the parcel boundaries.
- **Two Front Yards:** The site sits at a street corner, creating two front yard setback conditions that further reduce the developable envelope and limit where parking and the building can be positioned.
- **Street Infrastructure & Easements:** Established public streets on two sides, with associated right-of-way, easements, and utility corridors, further constrain site layout options.

The proposed 10,000 square foot childcare center represents one of the few project types with a compact enough footprint to responsibly occupy this site while delivering meaningful community benefit. Every element of the site plan has been shaped by these constraints, not by preference.

## 5. SITE PLAN DESCRIPTION

---

### Building

The proposed building is a single-story, 10,000 square foot I-4 Occupancy childcare facility. The building is positioned to maximize parking count and circulation requirements while maintaining required separation from the regulated wetland and the adjacent public street setbacks to the greatest extent feasible. The structure houses seven classrooms serving 136 licensed children from infant through pre-K, along with a commercial kitchen, administrative offices, and staff support spaces. Consistent with the owners' and Casa de Corazon's philosophy, the building will be designed as a high-efficiency facility substantially exceeding Minnesota energy code minimums.

Exterior materials include a combination of fiber cement siding and a stone base accent consistent with the character of surrounding development. Colors reflect the Casa de Corazon brand identity — vibrant, nature-oriented tones that create a welcoming environment for children and families while fitting comfortably within the Plymouth streetscape.

### Parking

The site plan provides 42 parking stalls, including ADA-compliant accessible stalls. Parking is arranged to provide clear vehicular circulation, defined drop-off and pick-up access, and safe pedestrian connections to the building entry. Stall dimensions, drive aisle widths, and turning radii comply with Plymouth zoning standards, and landscaping will be provided within and around the parking area per ordinance requirements. The proposed count of 42 stalls equates to approximately 3.2 children per stall, which is consistent with — or more conservative than — parking ratios observed at comparable Casa de Corazon locations in Minnesota. The Rochester location, a recent new build completed in 2025, operates at approximately 3.1 children per stall and reports that its lot is never at capacity. The Maple Grove location, the nearest existing Casa de Corazon facility, operates at an observed ratio of approximately 3.8 children per stall in actual daily use. These real-world utilization rates reflect the staggered drop-off and pick-up model typical of licensed childcare operations, where peak on-site vehicle counts are substantially lower than total enrollment would suggest. Operational data from these locations supports the adequacy of the proposed 42-stall count for this facility.

### Drop-Off & Access

Vehicular access is provided from Old Rockford Road, located as far from the intersection as physically possible to minimize traffic conflicts. The site plan includes dedicated parent drop-off and pick-up spaces adjacent to the building entry, designed to allow vehicles to stop entirely off the public right-of-way. All pedestrian routes from parking and drop-off to the building entry are ADA-accessible.

### Hours of Operation

The facility will operate Monday through Friday, 7:30 a.m. to 5:30 p.m., with early drop-off available beginning at 7:00 a.m. The facility will be closed on weekends and observed holidays. The operational schedule aligns with the staggered arrival and departure patterns typical of licensed childcare centers, with peak vehicle activity occurring during morning drop-off (approximately 7:30–8:30 a.m.) and afternoon pick-up (approximately 4:30–5:30 p.m.). These hours are consistent with the operational model used across other Casa de Corazon locations in Minnesota and Wisconsin.

A dedicated outdoor playground area is enclosed by a secure perimeter fence with gated access. The playground is sized and located in compliance with Minnesota DHS licensing requirements and is

positioned within the constrained buildable envelope while maintaining required separation from the wetland boundary.

### Landscaping & Screening

Landscaping will be provided per Plymouth ordinance requirements, including perimeter plantings, parking lot landscape islands, and foundation plantings. A landscape plan prepared in accordance with Plymouth standards is included with this submittal.

### Utilities & Grading

Sanitary sewer, water, and storm sewer connections will be coordinated with the City of Plymouth Engineering Department. Grading and stormwater management will comply with Plymouth's requirements and applicable Watershed District standards. A stormwater management plan and wetland buffer analysis prepared by the project civil engineer are included with this submittal.

### Signage

Signage will comply with Plymouth's sign ordinance. The site plan includes a lower monument-style sign near the primary street frontage and two building-mounted wall signs identifying the facility on both front yard elevations. All signage will be designed consistent with Casa de Corazon brand identity. A sign permit application will be submitted separately.

## 6. VARIANCE REQUESTS

---

The applicant respectfully requests one variance from the Plymouth Zoning Ordinance. This variance is directly caused by the unique physical constraints of this site and represents the minimum relief necessary to allow a reasonable and viable use of the property. This variance is not driven by preference or convenience — it is a required response to site conditions that neither the current landowners nor the future owners created or can eliminate.

Under Minnesota Statute § 462.357, subd. 6, a variance may be granted when the applicant demonstrates practical difficulties — a three-factor test requiring: (1) Reasonableness — the proposed use of the property is reasonable; (2) Uniqueness — the difficulty is due to circumstances unique to the property, not caused by the landowner; and (3) Essential Character — the variance will not alter the essential character of the locality. Each factor is addressed below.

### Variance Request 1: Front Yard Parking Setback | Required: 20 Feet → Proposed: 15 Feet

Plymouth Zoning Ordinance requires a 20-foot setback between the front property line and any parking area. Due to the site constraints described throughout this narrative, the site plan proposes a 15-foot front yard parking setback on Old Rockford Road — a reduction of 5 feet from the required standard.

**Reasonableness:** A 15-foot setback remains a meaningful landscape buffer between the right-of-way and the parking area, allowing for a landscaped planting strip and perimeter screening that visually softens the parking area from the street. The 5-foot encroachment is modest and produces a result visually and functionally consistent with comparable development along similar street frontages in Plymouth. The reduced setback does not create unsafe sight lines or traffic conflicts.

**Uniqueness:** The reduced setback is a direct consequence of the site's physical boundaries. With the wetland buffer constraining the rear and sides of the site, and the building positioned as far from the wetland as possible, the parking area is effectively pushed toward the street frontages.

Maintaining the full 20-foot setback while also preserving the required wetland buffer would require either eliminating stalls below a minimum viable count or moving the building closer to the wetland — neither of which is permissible. The 5-foot reduction is the minimum necessary to achieve a functional parking layout. This difficulty is inherent to the size, shape, and environmental constraints of this specific parcel.

**Essential Character:** A 15-foot parking setback will not alter the essential character of the surrounding area. The setback zone will be well-landscaped, appropriately mitigating the visual impact of the parking area from the street. A 15-foot setback is not unusual in the context of commercial and institutional development along arterial street frontages in Plymouth. The resulting site will be in scale with and compatible with the existing and planned character of this area.

## **7. COMPLIANCE WITH CUP GENERAL PROVISIONS — SECTION 21150.04**

---

The following addresses each applicable general provision for day care facilities under Plymouth Zoning Ordinance Section 21150.04, Subdivisions 1 through 6.

### **Subd. 1 — Sewer and Water**

The facility will connect to municipal sanitary sewer and water within the City of Plymouth's service area. Connections will be coordinated with the City Engineering Department and designed to comply with all applicable city and state standards.

### **Subd. 2 — Buffering**

The outdoor playground will be fully enclosed by a perimeter fence compliant with Section 21130.03. Where the playground abuts any public right-of-way, commercial use, or industrial zone, screening will be provided per the city's fencing and screening requirements. Perimeter landscaping along street frontages will provide additional visual buffering as reflected in the landscape plan included with this submittal.

### **Subd. 3 — Parking**

Parking is calculated solely for this principal use. The site plan provides 42 off-street stalls, all located separately from the outdoor play area. Parking areas are landscaped and screened from any adjoining residential uses per Section 21130.

### **Subd. 4 — Off-Street Loading**

An off-street drop-off and loading zone is provided adjacent to the building entry, allowing vehicles to queue entirely off the public right-of-way. The zone is clearly delineated on the site plan and accessible from the primary site entry drive in compliance with Section 21135.

### **Subd. 5 — Signage**

All signage will comply with Section 21155 of the Plymouth Zoning Ordinance. The sign program includes a lower monument-style sign and building-mounted wall signs on both front yard elevations. Sign dimensions, height, area, setback, and illumination will conform to applicable district standards. A sign permit will be submitted separately; no signage will be installed prior to permit approval.

### **Subd. 6 — Compliance with State Requirements**

The facility will operate in full compliance with Minnesota Department of Human Services regulations and will be licensed prior to opening. The building is designed as an I-4 Occupancy structure under the

Minnesota State Building Code, meeting all applicable life safety, egress, accessibility, plumbing, mechanical, and fire protection requirements. The design will be reviewed and permitted through the City of Plymouth Building Inspections Division.

## 8. SUMMARY & REQUEST FOR APPROVAL

---

Casa de Corazon of Plymouth represents a genuine opportunity to activate a long-dormant, constrained site with a use that directly addresses a documented community need — the shortage of quality, licensed childcare in a growing city. The proposed facility will serve 136 children, deliver a bilingual educational program with lifelong benefits, and bring investment to a parcel that has sat undeveloped for approximately 20 years.

The applicants — with the written consent of current landowners Sumit Dhawan and Juan Uribe — respectfully request the following approvals from the City of Plymouth:

- Rezoning of both subject parcels to C-2 Neighborhood Commercial District, concurrent with Hennepin County lot combination
- Conditional Use Permit (CUP) for a licensed childcare center in the C-2 Neighborhood Commercial District
- Site Plan approval for new construction of a 10,000 SF childcare facility with associated parking, playground, and site improvements
- Variance: Front yard parking setback from 20 feet required to 15 feet proposed

This variance request satisfies Minnesota's practical difficulties standard under Minn. Stat. § 462.357, subd. 6. The proposed use is reasonable, the hardship is unique to this property and not caused by the landowners, and granting the variance will not alter the essential character of the locality. This is the minimum variance necessary to allow responsible development of a site that would otherwise remain permanently undeveloped due to conditions entirely outside the control of any owner.

We appreciate the City of Plymouth's consideration of this application and look forward to working collaboratively with city staff and the Planning Commission through the review process. Structura Builders Inc. is available to provide additional information, answer questions, or attend meetings at the City's request.

---

Respectfully submitted by:

**Jeff Schuler, AIA Structura Builders Inc.**

Architect of Record

612-714-9614 Ext. 2111

[Jschuler@Structurabuilders.com](mailto:Jschuler@Structurabuilders.com)

---

Subd. 5. The Planning Commission shall consider possible adverse effects of the proposed conditional use. Its judgment shall be based upon (but not limited to) the following factors:

- (a) Compliance with and effect upon the Comprehensive Plan, including public facilities and capital improvement plans.
- (b) The establishment, maintenance or operation of the conditional use will promote and enhance the general public welfare and will not be detrimental to or endanger the public health, safety, morals or comfort.
- (c) The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.
- (d) The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.
- (e) Adequate public facilities and services are available or can be reasonably provided to accommodate the use which is proposed.
- (f) The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located.
- (g) The conditional use complies with the general and specific performance standards as specified by this Section and this Chapter.

21030.03. - Review Criteria.

- Subd. 1. The Board or Zoning Administrator may approve a variance application (major or minor, respectively) only upon finding that all of the following criteria, as applicable, have been met:
- (a) The variance, and its resulting construction or project, would be in harmony with the general purposes and intent of this Chapter, and would be consistent with the comprehensive plan.
  - (b) The variance applicant has satisfactorily established that there are practical difficulties in complying with this Chapter. "Practical difficulties" means that:
    - (1) The applicant proposes to use the property in a reasonable manner not permitted by this Chapter;
    - (2) The plight of the landowner is due to circumstances unique to the property that were not created by the landowner; and
    - (3) The variance, if granted, would not alter the essential character of the locality.
  - (c) The variance request is not based exclusively upon economic considerations.
  - (d) The variance, and its resulting construction or project, would not be detrimental to the public welfare, nor would it be injurious to other land or improvements in the neighborhood.
  - (e) The variance, and its resulting construction or project, would not impair an adequate supply of light and air to adjacent properties, nor 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.
  - (f) The variance requested is the minimum action required to address or alleviate the practical difficulties.

(Amended by Ord. No. 2011-22, 07/26/11)



**PRELIMINARY:  
NOT FOR  
CONSTRUCTION**

**CASA DE CORAZON**  
17905 OLD ROCKFORD ROAD, PLYMOUTH, MN 55446

**STRUCTURA BUILDERS**  
1050 WEST END BLVD., SUITE 100, MINNEAPOLIS, MINNESOTA 55416

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Matthew R. Pavak  
DATE: 04/13/26 LICENSE NO. 44263

**ISSUE/SUBMITTAL SUMMARY**

DATE	DESCRIPTION
04/13/2026	CITY SUBMITTAL

**REVISION SUMMARY**

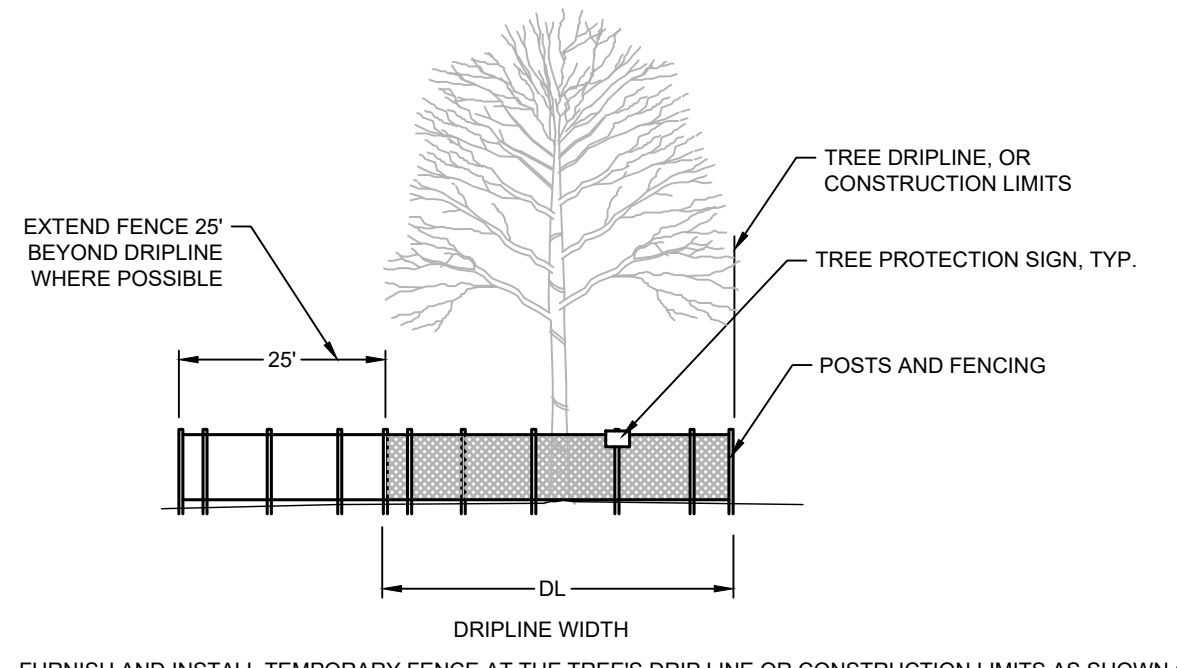
DATE	DESCRIPTION

**REMOVALS PLAN**

**C1.0**

**REMOVAL NOTES:**

- ALL EXISTING UTILITY LOCATIONS SHOWN ARE APPROXIMATE. CONTACT "GOPHER STATE ONE CALL" (651-454-0002 OR 800-252-1166) FOR UTILITY LOCATIONS, 48 HOURS PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL REPAIR OR REPLACE ANY UTILITIES THAT ARE DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.
- SEE STORM WATER POLLUTION PREVENTION PLAN (SWPPP) PLAN FOR CONSTRUCTION STORM WATER MANAGEMENT PLAN.
- REMOVAL OF MATERIALS NOTED ON THE DRAWINGS SHALL BE IN ACCORDANCE WITH MNDOT, STATE AND LOCAL REGULATIONS.
- REMOVAL OF PRIVATE UTILITIES SHALL BE COORDINATED WITH UTILITY OWNER PRIOR TO CONSTRUCTION ACTIVITIES.
- EXISTING PAVEMENTS SHALL BE SAWCUT IN LOCATIONS AS SHOWN ON THE DRAWINGS OR THE NEAREST JOINT FOR PROPOSED PAVEMENT CONNECTIONS.
- REMOVED MATERIALS SHALL BE DISPOSED OF TO A LEGAL OFF-SITE LOCATION AND IN ACCORDANCE WITH STATE AND LOCAL REGULATIONS.
- ABANDON, REMOVAL, CONNECTION, AND PROTECTION NOTES SHOWN ON THE DRAWINGS ARE APPROXIMATE. COORDINATE WITH PROPOSED PLANS.
- EXISTING ON-SITE FEATURES NOT NOTED FOR REMOVAL SHALL BE PROTECTED THROUGHOUT THE DURATION OF THE CONTRACT.
- PROPERTY LINES SHALL BE CONSIDERED GENERAL CONSTRUCTION LIMITS UNLESS OTHERWISE NOTED ON THE DRAWINGS. WORK WITHIN THE GENERAL CONSTRUCTION LIMITS SHALL INCLUDE STAGING, DEMOLITION AND CLEAN-UP OPERATIONS AS WELL AS CONSTRUCTION SHOWN ON THE DRAWINGS.
- MINOR WORK OUTSIDE OF THE GENERAL CONSTRUCTION LIMITS SHALL BE ALLOWED AS SHOWN ON THE PLAN AND PER CITY REQUIREMENTS. FOR ANY WORK ON ADJACENT PRIVATE PROPERTY, THE CONTRACTOR SHALL OBTAIN WRITTEN PERMISSION FROM THE ADJACENT PROPERTY OWNER PRIOR TO ANY WORK.
- DAMAGE BEYOND THE PROPERTY LIMITS CAUSED BY CONSTRUCTION ACTIVITY SHALL BE REPAIRED IN A MANNER APPROVED BY THE ENGINEER/LANDSCAPE ARCHITECT OR IN ACCORDANCE WITH THE CITY.
- PROPOSED WORK (BUILDING AND CIVIL) SHALL NOT DISTURB EXISTING UTILITIES UNLESS OTHERWISE SHOWN ON THE DRAWINGS AND APPROVED BY THE CITY PRIOR TO CONSTRUCTION.
- SITE SECURITY MAY BE NECESSARY AND PROVIDED IN A MANNER TO PROHIBIT VANDALISM, AND THEFT, DURING AND AFTER NORMAL WORK HOURS, THROUGHOUT THE DURATION OF THE CONTRACT. SECURITY MATERIALS SHALL BE IN ACCORDANCE WITH THE CITY.
- VEHICULAR ACCESS TO THE SITE SHALL BE MAINTAINED FOR DELIVERY AND INSPECTION ACCESS DURING NORMAL OPERATING HOURS. AT NO POINT THROUGHOUT THE DURATION OF THE CONTRACT SHALL CIRCULATION OF ADJACENT STREETS BE BLOCKED WITHOUT APPROVAL BY THE CITY PRIOR TO CONSTRUCTION ACTIVITIES.
- ALL TRAFFIC CONTROLS SHALL BE PROVIDED AND ESTABLISHED PER THE REQUIREMENTS OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MMUTCD) AND THE CITY. THIS SHALL INCLUDE, BUT NOT BE LIMITED TO, SIGNAGE, BARRICADES, FLASHERS, AND FLAGGERS AS NEEDED. ALL PUBLIC STREETS SHALL REMAIN OPEN TO TRAFFIC AT ALL TIMES. NO ROAD CLOSURES SHALL BE PERMITTED WITHOUT APPROVAL BY THE CITY.
- SHORING FOR BUILDING EXCAVATION MAY BE USED AT THE DISCRETION OF THE CONTRACTOR AND AS APPROVED BY THE OWNERS REPRESENTATIVE AND THE CITY PRIOR TO CONSTRUCTION ACTIVITIES.
- STAGING, DEMOLITION, AND CLEAN-UP AREAS SHALL BE WITHIN THE PROPERTY LIMITS AS SHOWN ON THE DRAWINGS AND MAINTAINED IN A MANNER AS REQUIRED BY THE CITY.
- ALL EXISTING SITE TRAFFIC/REGULATORY SIGNAGE TO BE INVENTORIED AND IF REMOVED FOR CONSTRUCTION SHALL BE RETURNED TO LGU.
- ALL EXISTING UTILITY LOCATIONS SHOWN ARE APPROXIMATE. CONTACT "GOPHER STATE ONE CALL" (651-454-0002 OR 800-252-1166) FOR UTILITY LOCATIONS, 48 HOURS PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL REPAIR OR REPLACE ANY UTILITIES THAT ARE DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.



FURNISH AND INSTALL TEMPORARY FENCE AT THE TREE'S DRIP LINE OR CONSTRUCTION LIMITS AS SHOWN ON PLAN. PRIOR TO ANY CONSTRUCTION, WHERE POSSIBLE PLACE FENCE 25' BEYOND DRIPLINE. PLACE TREE PROTECTION SIGN ON POSTS, ONE PER INDIVIDUAL TREE (FACING CONSTRUCTION ACTIVITY), OR ONE EVERY 100' LF ALONG A GROVE OR MULTI-TREE PROTECTION AREA.

**1 TREE PROTECTION**  
NTS

**CITY OF PLYMOUTH REMOVAL NOTES:**

- RESERVED FOR CITY SPECIFIC REMOVAL NOTES.

**OWNER INFORMATION**

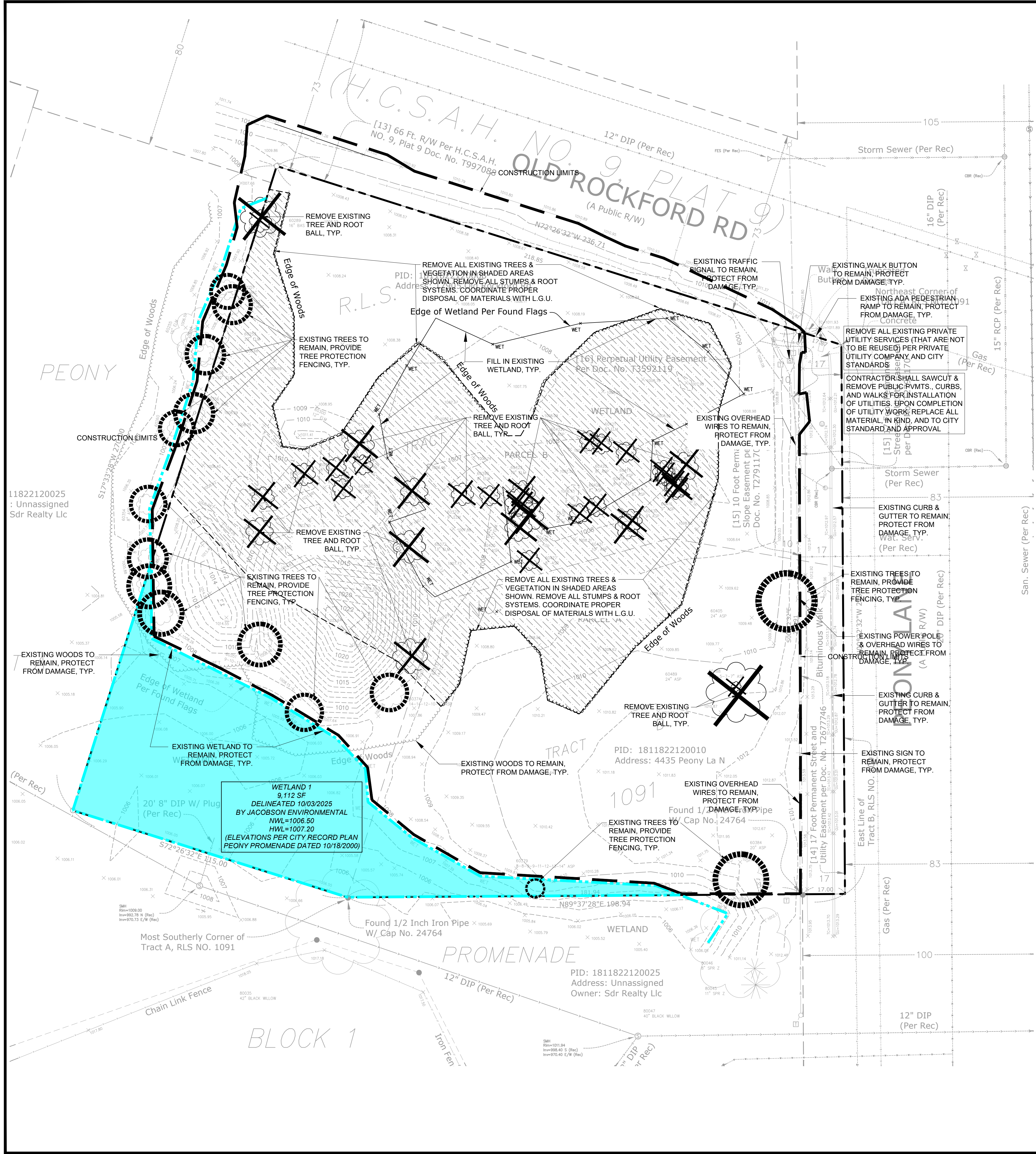
RESERVE HOLDING, LLC  
18390 58TH AVENUE NORTH  
PLYMOUTH, MN 55446  
JEFF SCHULER  
612-714-9614  
JSCHULER@STRUCTURABUILDERS.COM

**EROSION CONTROL NOTES:**

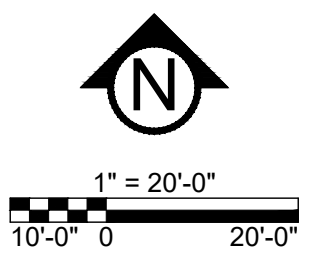
SEE SWPPP ON SHEETS SW1.0 - SW1.5

**REMOVALS PLAN LEGEND:**

- REMOVAL OF PAVEMENT AND ALL BASE MATERIAL, INCLUDING BIT., CONC., AND GRAVEL PVMTS.
- REMOVAL OF STRUCTURE INCLUDING ALL FOOTINGS AND FOUNDATIONS.
- REMOVAL OF TREES AND VEGETATION INCLUDING STUMPS AND ROOT SYSTEMS
- CONSTRUCTION LIMITS
- PROPERTY LINE
- REMOVE CURBS AND GUTTER. IF IN RIGHT-OF-WAY, COORDINATE WITH LOCAL GOVERNING UNIT.
- TREE PROTECTION
- TREE REMOVAL - INCLUDING ROOTS AND STUMPS



Know what's below.  
Call before you dig.



**PRELIMINARY:  
NOT FOR  
CONSTRUCTION**

**CASA DE CORAZON**  
17905 OLD ROCKFORD ROAD, PLYMOUTH, MN 55446

**STRUCTURA BUILDERS**  
1050 WEST END BLVD., SUITE 100, MINNEAPOLIS, MINNESOTA 55416

PROJECT OWNER

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Matthew R. Pavak  
DATE 04/13/26 LICENSE NO. 44263

**ISSUE/SUBMITTAL SUMMARY**

DATE	DESCRIPTION
04/13/2026	CITY SUBMITTAL

PROJECT MANAGER: PATRICK SARVER  
CONTRACT NUMBER: 612-615-0060 X 702  
DRAWN BY: KB, ND  
REVIEWED BY: PS  
PROJECT NUMBER: 03503

**REVISION SUMMARY**

DATE	DESCRIPTION
------	-------------

**REVISION SUMMARY**

DATE	DESCRIPTION
------	-------------

**SITE PLAN**

**C2.0**  
© COPYRIGHT 2025 CIVIL SITE GROUP INC.

**SITE LAYOUT NOTES:**

- ALL EXISTING UTILITY LOCATIONS SHOWN ARE APPROXIMATE. CONTACT "GOPHER STATE ONE CALL" (651-454-0002 OR 800-252-1166) FOR UTILITY LOCATIONS. 48 HOURS PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL REPAIR OR REPLACE ANY UTILITIES THAT ARE DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.
- CONTRACTOR SHALL VERIFY LOCATIONS AND LAYOUT OF ALL SITE ELEMENTS PRIOR TO BEGINNING CONSTRUCTION, INCLUDING BUT NOT LIMITED TO, LOCATIONS OF EXISTING AND PROPOSED PROPERTY LINES, EASEMENTS, SETBACKS, UTILITIES, BUILDINGS AND PAVEMENTS. CONTRACTOR IS RESPONSIBLE FOR FINAL LOCATIONS OF ALL ELEMENTS FOR THE SITE. ANY REVISIONS REQUIRED AFTER COMMENCEMENT OF CONSTRUCTION, DUE TO LOCATION ADJUSTMENTS SHALL BE CORRECTED AT NO ADDITIONAL COST TO OWNER. ADJUSTMENTS TO THE LAYOUT SHALL BE APPROVED BY THE ENGINEER/LANDSCAPE ARCHITECT PRIOR TO INSTALLATION OF MATERIALS. STAKE LAYOUT FOR APPROVAL.
- THE CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS PRIOR TO CONSTRUCTION, INCLUDING A RIGHT-OF-WAY AND STREET OPENING PERMIT.
- THE CONTRACTOR SHALL VERIFY RECOMMENDATIONS NOTED IN THE GEO TECHNICAL REPORT PRIOR TO INSTALLATION OF SITE IMPROVEMENT MATERIALS.
- CONTRACTOR SHALL FIELD VERIFY COORDINATES AND LOCATION DIMENSIONS & ELEVATIONS OF THE BUILDING AND STAKE FOR REVIEW AND APPROVAL BY THE OWNERS REPRESENTATIVE PRIOR TO INSTALLATION OF FOOTING MATERIALS.
- LOCATIONS OF STRUCTURES, ROADWAY PAVEMENTS, CURBS AND GUTTERS, BOLLARDS, AND WALKS ARE APPROXIMATE AND SHALL BE STAKED IN THE FIELD, PRIOR TO INSTALLATION, FOR REVIEW AND APPROVAL BY THE ENGINEER/LANDSCAPE ARCHITECT.
- CURB DIMENSIONS SHOWN ARE TO FACE OF CURB. BUILDING DIMENSIONS ARE TO FACE OF CONCRETE FOUNDATION. LOCATION OF BUILDING IS TO BUILDING FOUNDATION AND SHALL BE AS SHOWN ON THE DRAWINGS.
- THE CONTRACTOR SHALL SUBMIT SHOP DRAWINGS OR SAMPLES AS SPECIFIED FOR REVIEW AND APPROVAL BY THE ENGINEER/LANDSCAPE ARCHITECT PRIOR TO FABRICATION FOR ALL PREFABRICATED SITE IMPROVEMENT MATERIALS SUCH AS, BUT NOT LIMITED TO THE FOLLOWING, FURNISHINGS, PAVEMENTS, WALLS, RAILINGS, BENCHES, FLAGPOLES, LANDING PADS FOR CURB RAMPS, AND LIGHT AND POLES. THE OWNER RESERVES THE RIGHT TO REJECT INSTALLED MATERIALS NOT PREVIOUSLY APPROVED.
- PEDESTRIAN CURB RAMPS SHALL BE CONSTRUCTED WITH TRUNCATED DOME LANDING AREAS IN ACCORDANCE WITH A.D.A. REQUIREMENTS-SEE DETAIL.
- CROSSWALK STRIPING SHALL BE 24" WIDE WHITE PAINTED LINE, SPACED 48" ON CENTER PERPENDICULAR TO THE FLOW OF TRAFFIC. WIDTH OF CROSSWALK SHALL BE 5' WIDE. ALL OTHER PAVEMENT MARKINGS SHALL BE WHITE IN COLOR UNLESS OTHERWISE NOTED OR REQUIRED BY ADA OR LOCAL GOVERNING BODIES.
- SEE SITE PLAN FOR CURB AND GUTTER TYPE. TAPER BETWEEN CURB TYPES-SEE DETAIL.
- ALL CURB RADI ARE MINIMUM 3' UNLESS OTHERWISE NOTED.
- CONTRACTOR SHALL REFER TO FINAL PLAT FOR LOT BOUNDARIES, NUMBERS, AREAS AND DIMENSIONS PRIOR TO SITE IMPROVEMENTS.
- FIELD VERIFY ALL EXISTING SITE CONDITIONS, DIMENSIONS.
- PARKING IS TO BE SET PARALLEL OR PERPENDICULAR TO EXISTING BUILDING UNLESS NOTED OTHERWISE.
- ALL PARKING LOT PAINT STRIPING TO BE WHITE, 4" WIDE TYP.
- BITUMINOUS PAVING TO BE "LIGHT DUTY" UNLESS OTHERWISE NOTED. SEE DETAIL SHEETS FOR PAVEMENT SECTIONS.
- ALL TREES THAT ARE TO REMAIN ARE TO BE PROTECTED FROM DAMAGE WITH A CONSTRUCTION FENCE AT THE DRIP LINE. SEE LANDSCAPE DOCUMENTS.
- CONTRACTOR IS RESPONSIBLE TO INSTALL ANY SIDEWALK AND CURBING PER DESIGN PLAN. CONTRACTOR TO VERIFY ALL CURBS AND SIDEWALKS WILL DRAIN PROPERLY IN FIELD CONDITIONS. CONTRACTOR MUST CONTACT THE CIVIL ENGINEER 24-HOURS PRIOR TO ANY CURB AND/OR SIDEWALK INSTALLATION TO REVIEW AND INSPECT CURB STAKES. CONTRACTOR IS RESPONSIBLE FOR ANY CURB OR SIDEWALK REPLACEMENT IF THIS PROCEDURE IS NOT FOLLOWED.
- FINISH GRADING FOR HARDSCAPE AREAS IE. PARKING LOTS, CURBS, SIDEWALKS SHALL BE WITHIN 0.05 FEET. ADA AREAS MUST COMPLY WITH REQUIREMENTS ON PLANS AND ADA REGULATIONS. TOLERANCE WITHIN ADA AREAS IS 0.00 FEET DISCUSS ANY DEVIATIONS WITH ENGINEER PRIOR TO CONSTRUCTION. CONTRACTOR IS RESPONSIBLE FOR ANY CURB, SIDEWALK AND/OR PAVEMENT REPLACEMENT THAT DOES NOT MEET TOLERANCE/ADA REQUIREMENTS.

**OWNER INFORMATION**

RESERVE HOLDING, LLC  
18390 58TH AVENUE NORTH  
PLYMOUTH, MN 55446  
JEFF SCHULER  
612-714-9614  
JSCHULER@STRUCTURABUILDERS.COM

**CITY OF PLYMOUTH SITE SPECIFIC NOTES:**

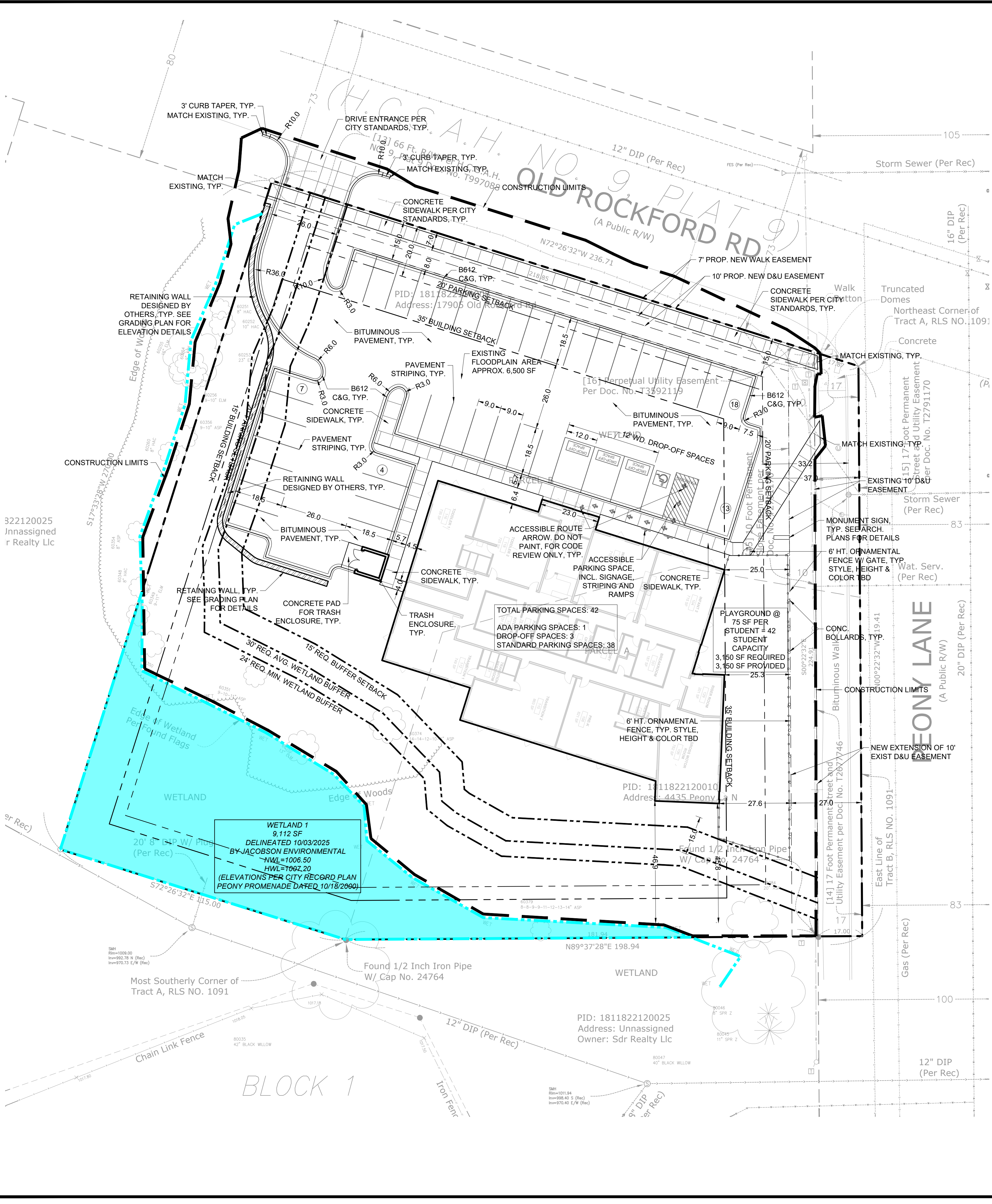
- RESERVED FOR CITY SPECIFIC SITE NOTES.

**SITE AREA CALCULATIONS:**

SITE AREA CALCULATIONS		EXISTING CONDITION		PROPOSED CONDITION	
IMPERVIOUS SURFACES					
BUILDING COVERAGE	0 SF	0.0%	10,473 SF	16.0%	
PAVEMENT	0 SF	0.0%	21,500 SF	32.8%	
TOTAL	0 SF	0.0%	31,973 SF	48.8%	0.7 AC
PERVIOUS SURFACES					
TOTAL	65,529 SF	100.0%	33,556 SF	51.2%	0.8 AC
TOTAL SITE AREA	65,529 SF	100.0%	65,529 SF	100.0%	1.5 AC
DIFFERENCE (EX. VS PROP.)	31,973 SF	48.8%			
DISTURBED AREA	60,225 SF	1.4 AC			

**SITE PLAN LEGEND:**

- LIGHT DUTY BITUMINOUS PAVEMENT (IF APPLICABLE). SEE GEOTECHNICAL REPORT FOR AGGREGATE BASE & WEAR COURSE DEPTH, SEE DETAIL.
- HEAVY DUTY BITUMINOUS PAVEMENT (IF APPLICABLE). SEE GEOTECHNICAL REPORT FOR AGGREGATE BASE & WEAR COURSE DEPTH, SEE DETAIL.
- CONCRETE PAVEMENT (IF APPLICABLE) AS SPECIFIED (PAD OR WALK) SEE GEOTECHNICAL REPORT FOR AGGREGATE BASE & CONCRETE DEPTHS. WITHIN ROW SEE CITY DETAIL. WITHIN PRIVATE PROPERTY SEE CSG DETAIL.
- PROPERTY LINE
- CONSTRUCTION LIMITS
- CURB AND GUTTER-SEE NOTES (T.O.) TIP OUT GUTTER WHERE APPLICABLE-SEE PLAN
- CURB TAPER
- TRAFFIC DIRECTIONAL ARROW PAVEMENT MARKINGS
- SIGN AND POST ASSEMBLY. SHOP DRAWINGS REQUIRED.  
HC = ACCESSIBLE SIGN  
NP = NO PARKING FIRE LANE  
ST = STOP  
CP = COMPACT CAR PARKING ONLY
- ACCESSIBILITY ROUTE ARROW (IF APPLICABLE) DO NOT PAINT.



322120025  
Unassigned  
r Realty Lic



**PRELIMINARY:  
 NOT FOR  
 CONSTRUCTION**

**PROJECT**  
 CASA DE CORAZON  
 17905 OLD ROCKFORD ROAD, PLYMOUTH, MN 55446

**OWNER**  
 STRUCTURA BUILDERS  
 1050 WEST END BLVD., SUITE 100, MINNEAPOLIS, MINNESOTA 55416

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Matthew R. Pavak  
 DATE 04/13/26 LICENSE NO. 44263

**ISSUE/SUBMITTAL SUMMARY**

DATE	DESCRIPTION
04/13/2026	CITY SUBMITTAL

**REVISION SUMMARY**

DATE	DESCRIPTION
------	-------------

**PROJECT MANAGER** PATRICK SARVER  
**CONTACT NUMBER** 612.215.0566 X 702  
**DRAWN BY** K.E. ND  
**REVIEWED BY** P.S.  
**PROJECT NUMBER** 23563

**GRADING PLAN**

**GENERAL GRADING NOTES:**

- CONTRACTOR SHALL VERIFY ALL BUILDING ELEVATIONS, (FFE, LFE, GFE), PRIOR TO CONSTRUCTION BY CROSS CHECKING WITH ARCHITECTURAL, STRUCTURAL AND CIVIL ELEVATIONS FOR EQUIVALENT "100" ELEVATIONS. THIS MUST BE DONE PRIOR TO EXCAVATION AND INSTALLATION OF ANY FOOTING MATERIALS. VERIFICATION OF THIS COORDINATION SHALL BE CONFIRMED IN WRITING BY CIVIL, SURVEYOR, ARCHITECTURAL, STRUCTURAL AND CONTRACTOR PRIOR TO CONSTRUCTION.
- ALL EXISTING UTILITY LOCATIONS SHOWN ARE APPROXIMATE. CONTACT "GOPHER STATE ONE CALL" (651-454-0002 OR 800-252-1166) FOR UTILITY LOCATIONS, 48 HOURS PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL REPAIR OR REPLACE ANY UTILITIES THAT ARE DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.
- SEE SITE PLAN FOR HORIZONTAL LAYOUT & GENERAL GRADING NOTES.
- THE CONTRACTOR SHALL COMPLETE THE SITE GRADING CONSTRUCTION (INCLUDING BUT NOT LIMITED TO SITE PREPARATION, SOIL CORRECTION, EXCAVATION, EMBANKMENT, ETC.) IN ACCORDANCE WITH THE REQUIREMENTS OF THE OWNER'S SOILS ENGINEER. ALL SOIL TESTING SHALL BE COMPLETED BY THE OWNER'S SOILS ENGINEER. THE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING ALL REQUIRED SOIL TESTS AND INSPECTIONS WITH THE SOILS ENGINEER.
- ANY ELEMENTS OF AN EARTH RETENTION SYSTEM AND RELATED EXCAVATIONS THAT FALL WITHIN THE PUBLIC RIGHT OF WAY WILL REQUIRE A "RIGHT OF WAY EXCAVATION PERMIT". CONTRACTOR IS RESPONSIBLE FOR ACQUIRING THIS PERMIT PRIOR TO CONSTRUCTION IF APPLICABLE.
- GRADING AND EXCAVATION ACTIVITIES SHALL BE PERFORMED IN ACCORDANCE WITH THE NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT REQUIREMENTS & PERMIT REQUIREMENTS OF THE CITY.
- PROPOSED SPOT GRADES ARE FLOW-LINE FINISHED GRADE ELEVATIONS, UNLESS OTHERWISE NOTED.
- GRADES OF WALKS SHALL BE INSTALLED WITH 5% MAX. LONGITUDINAL SLOPE AND 1% MIN. AND 2% MAX. CROSS SLOPE, UNLESS OTHERWISE NOTED.
- PROPOSED SLOPES SHALL NOT EXCEED 3:1 UNLESS INDICATED OTHERWISE ON THE DRAWINGS. MAXIMUM SLOPES IN MAINTAINED AREAS IS 4:1.
- PROPOSED RETAINING WALLS, FREESTANDING WALLS, OR COMBINATION OF WALL TYPES GREATER THAN 4' IN HEIGHT SHALL BE DESIGNED AND ENGINEERED BY A REGISTERED RETAINING WALL ENGINEER. DESIGN DRAWINGS SHALL BE SUBMITTED FOR REVIEW AND APPROVAL PRIOR TO CONSTRUCTION.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTENANCE OF GRADE STAKES THROUGHOUT THE DURATION OF CONSTRUCTION TO ESTABLISH PROPER GRADES. THE CONTRACTOR SHALL ALSO BE RESPONSIBLE FOR A FINAL FIELD CHECK OF FINISHED GRADES ACCEPTABLE TO THE ENGINEER/LANDSCAPE ARCHITECT PRIOR TO TOPSOIL AND SODDING ACTIVITIES.
- IF EXCESS OR SHORTAGE OF SOIL MATERIAL EXISTS, THE CONTRACTOR SHALL TRANSPORT ALL EXCESS SOIL MATERIAL OFF THE SITE TO AN AREA SELECTED BY THE CONTRACTOR, OR IMPORT SUITABLE MATERIAL TO THE SITE.
- EXCAVATE TOPSOIL FROM AREAS TO BE FURTHER EXCAVATED OR REGRADED AND STOCKPILE IN AREAS DESIGNATED ON THE SITE. THE CONTRACTOR SHALL SALVAGE ENOUGH TOPSOIL FOR RESPREADING ON THE SITE AS SPECIFIED. EXCESS TOPSOIL SHALL BE PLACED IN EMBANKMENT AREAS, OUTSIDE OF BUILDING PADS, ROADWAYS AND PARKING AREAS. THE CONTRACTOR SHALL SUBCUT CUT AREAS, WHERE TURF IS TO BE ESTABLISHED, TO A DEPTH OF 6 INCHES. RESPREAD TOPSOIL IN AREAS WHERE TURF IS TO BE ESTABLISHED TO A MINIMUM DEPTH OF 6 INCHES.
- FINISHED GRADING SHALL BE COMPLETED. THE CONTRACTOR SHALL UNIFORMLY GRADE AREAS WITHIN LIMITS OF GRADING, INCLUDING ADJACENT TRANSITION AREAS. PROVIDE A SMOOTH FINISHED SURFACE WITHIN SPECIFIED TOLERANCES, WITH UNIFORM LEVELS OR SLOPES BETWEEN POINTS WHERE ELEVATIONS ARE SHOWN, OR BETWEEN SUCH POINTS AND EXISTING GRADES. AREAS THAT HAVE BEEN FINISH GRADED SHALL BE PROTECTED FROM SUBSEQUENT CONSTRUCTION OPERATIONS, TRAFFIC AND EROSION. REPAIR ALL AREAS THAT HAVE BECOME RUTTED BY TRAFFIC OR ERODED BY WATER OR HAS SETTLED BELOW THE CORRECT GRADE. ALL AREAS DISTURBED BY THE CONTRACTOR'S OPERATIONS SHALL BE RESTORED TO EQUAL OR BETTER THAN ORIGINAL CONDITION OR TO THE REQUIREMENTS OF THE NEW WORK.
- PRIOR TO PLACEMENT OF THE AGGREGATE BASE, A TEST ROLL WILL BE REQUIRED ON THE STREET AND/OR PARKING AREA SUBGRADE. THE CONTRACTOR SHALL PROVIDE A LOADED TANDEM AXLE TRUCK WITH A GROSS WEIGHT OF 25 TONS. THE TEST ROLLING SHALL BE AT THE DIRECTION OF THE SOILS ENGINEER AND SHALL BE COMPLETED IN AREAS AS DIRECTED BY THE SOILS ENGINEER. THE SOILS ENGINEER SHALL DETERMINE WHICH SECTIONS OF THE STREET OR PARKING AREA ARE UNSTABLE. CORRECTION OF THE SUBGRADE SOILS SHALL BE COMPLETED IN ACCORDANCE WITH THE REQUIREMENTS OF THE SOILS ENGINEER. NO TEST ROLL SHALL OCCUR WITHIN 10' OF ANY UNDERGROUND STORM RETENTION/DETENTION SYSTEMS.
- AN OSHA-APPROVED QUALIFIED PERSON SHOULD REVIEW THE SOIL CLASSIFICATION PRESENTED IN THE GEOTECHNICAL REPORT IN THE FIELD. EXCAVATIONS MUST COMPLY WITH CURRENT OSHA REQUIREMENTS IN THE CODE OF FEDERAL REGULATIONS PERTAINING TO EXCAVATIONS AND TRENCHES. EXCAVATION SAFETY IS THE RESPONSIBILITY OF THE CONTRACTOR.
- TOLERANCES
  - THE BUILDING SUBGRADE FINISHED SURFACE ELEVATION SHALL NOT VARY BY MORE THAN 0.30 FOOT ABOVE, OR 0.30 FOOT BELOW, THE PRESCRIBED ELEVATION AT ANY POINT WHERE MEASUREMENT IS MADE.
  - THE STREET OR PARKING AREA SUBGRADE FINISHED SURFACE ELEVATION SHALL NOT VARY BY MORE THAN 0.05 FOOT ABOVE, OR 0.10 FOOT BELOW, THE PRESCRIBED ELEVATION OF ANY POINT WHERE MEASUREMENT IS MADE.
  - AREAS WHICH ARE TO RECEIVE TOPSOIL SHALL BE GRADED TO WITHIN 0.30 FOOT ABOVE OR BELOW THE REQUIRED ELEVATION, UNLESS DIRECTED OTHERWISE BY THE ENGINEER.
  - TOPSOIL SHALL BE GRADED TO PLUS OR MINUS 1/2 INCH OF THE SPECIFIED THICKNESS.
  - FINISH GRADING FOR HARDSCAPE AREAS IE. PARKING LOTS, CURBS, SIDEWALKS SHALL BE WITHIN 0.05 FEET. ADA AREAS MUST COMPLY WITH REQUIREMENTS ON PLANS AND ADA REGULATIONS. TOLERANCE WITHIN ADA AREAS IS 0.00 FEET DISCUSS ANY DEVIATIONS WITH ENGINEER PRIOR TO CONSTRUCTION. CONTRACTOR IS RESPONSIBLE FOR ANY CURB, SIDEWALK AND/OR PAVEMENT REPLACEMENT THAT DOES NOT MEET TOLERANCE/ADA REQUIREMENTS.
- MAINTENANCE
  - THE CONTRACTOR SHALL PROTECT NEWLY GRADED AREAS FROM TRAFFIC AND EROSION, AND KEEP AREA FREE OF TRASH AND DEBRIS.
  - CONTRACTOR SHALL REPAIR AND REESTABLISH GRADES IN SETTLED, ERODED AND RUTTED AREAS TO SPECIFIED TOLERANCES. DURING THE CONSTRUCTION, IF REQUIRED, AND DURING THE WARRANTY PERIOD, ERODED AREAS WHERE TURF IS TO BE ESTABLISHED SHALL BE RESEEDING AND MULCHED.
  - WHERE COMPLETED COMPACTED AREAS ARE DISTURBED BY SUBSEQUENT CONSTRUCTION OPERATIONS OR ADVERSE WEATHER, CONTRACTOR SHALL SCARIFY, SURFACE, RESHAPE, AND COMPACT TO REQUIRED DENSITY PRIOR TO FURTHER CONSTRUCTION.

**CITY OF PLYMOUTH GRADING NOTES:**

- RESERVED FOR CITY SPECIFIC GRADING NOTES.

**EROSION CONTROL NOTES:**

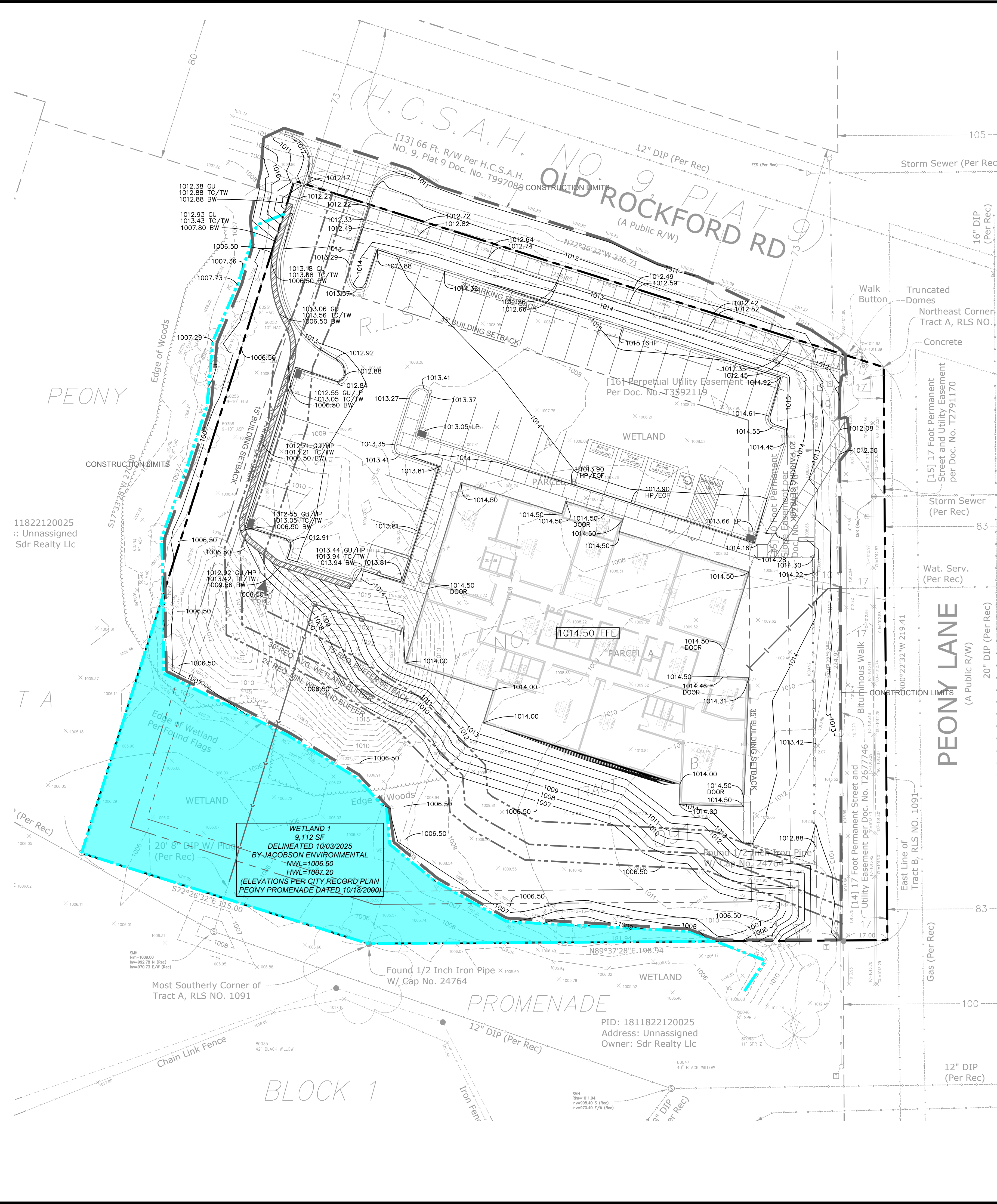
SEE SWPPP ON SHEETS SW1.0 - SW1.5

GROUNDWATER ELEVATION PER BORING	
BORING	GROUND WATER ELEVATION
B-1	
B-2	
B-3	
B-4	
B-5	
B-6	
B-7	
B-8	
B-9	
B-10	

PER GEOTECHNICAL REPORT COMPLETED BY BRAUN INTERTEC, INC. ON XXXX/XX.

**GRADING PLAN LEGEND:**

- 1125 EX. 1' CONTOUR ELEVATION INTERVAL
- 1137 1.0' CONTOUR ELEVATION INTERVAL
- 41.26 SPOT GRADE ELEVATION (GUTTER/FLOW LINE UNLESS OTHERWISE NOTED)
- 891.00 G SPOT GRADE ELEVATION GUTTER
- 891.00 TC SPOT GRADE ELEVATION TOP OF CURB
- 891.00 BS/TS SPOT GRADE ELEVATION BOTTOM OF STAIRS/TOP OF STAIRS
- 891.00 ME SPOT GRADE ELEVATION MATCH EXISTING
- ⊕ GRADE BREAK - HIGH POINTS
- T.O. CURB AND GUTTER (T.O. = TIP OUT)
- EMERGENCY OVERFLOW
- CONSTRUCTION LIMITS



11822120025  
 Unassigned  
 Sdr Realty Lic

**WETLAND 1**  
 9,112 SF  
 DELINEATED 10/03/2025  
 BY JACOBSON ENVIRONMENTAL  
 NWL=1006.50  
 HWL=1007.20  
 (ELEVATIONS PER CITY RECORD PLAN  
 PEONY PROMENADE DATED 10/18/2000)

Found 1/2 Inch Iron Pipe  
 W/ Cap No. 24764

PID: 1811822120025  
 Address: Unassigned  
 Owner: Sdr Realty Lic



Know what's below.  
 Call before you dig.

1" = 20'-0"  
 10'-0" 0 20'-0"

**PRELIMINARY:  
NOT FOR  
CONSTRUCTION**

**CASA DE CORAZON**  
17905 OLD ROCKFORD ROAD, PLYMOUTH, MN 55446

**STRUCTURA BUILDERS**  
1050 WEST END BLVD., SUITE 100, MINNEAPOLIS, MINNESOTA 55416

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

*Matthew R. Pavak*  
DATE 04/13/26 LICENSE NO. 44263

**ISSUE/SUBMITTAL SUMMARY**

DATE	DESCRIPTION
04/13/2026	CITY SUBMITTAL

**REVISION SUMMARY**

DATE	DESCRIPTION
------	-------------

**UTILITY PLAN**

PROJECT MANAGER: PATRICK SARVER  
CONTRACT NUMBER: 25215056 X 702  
DRAWN BY: KB, ND  
REVIEWED BY: PS  
PROJECT NUMBER: 25215

**GENERAL UTILITY NOTES:**

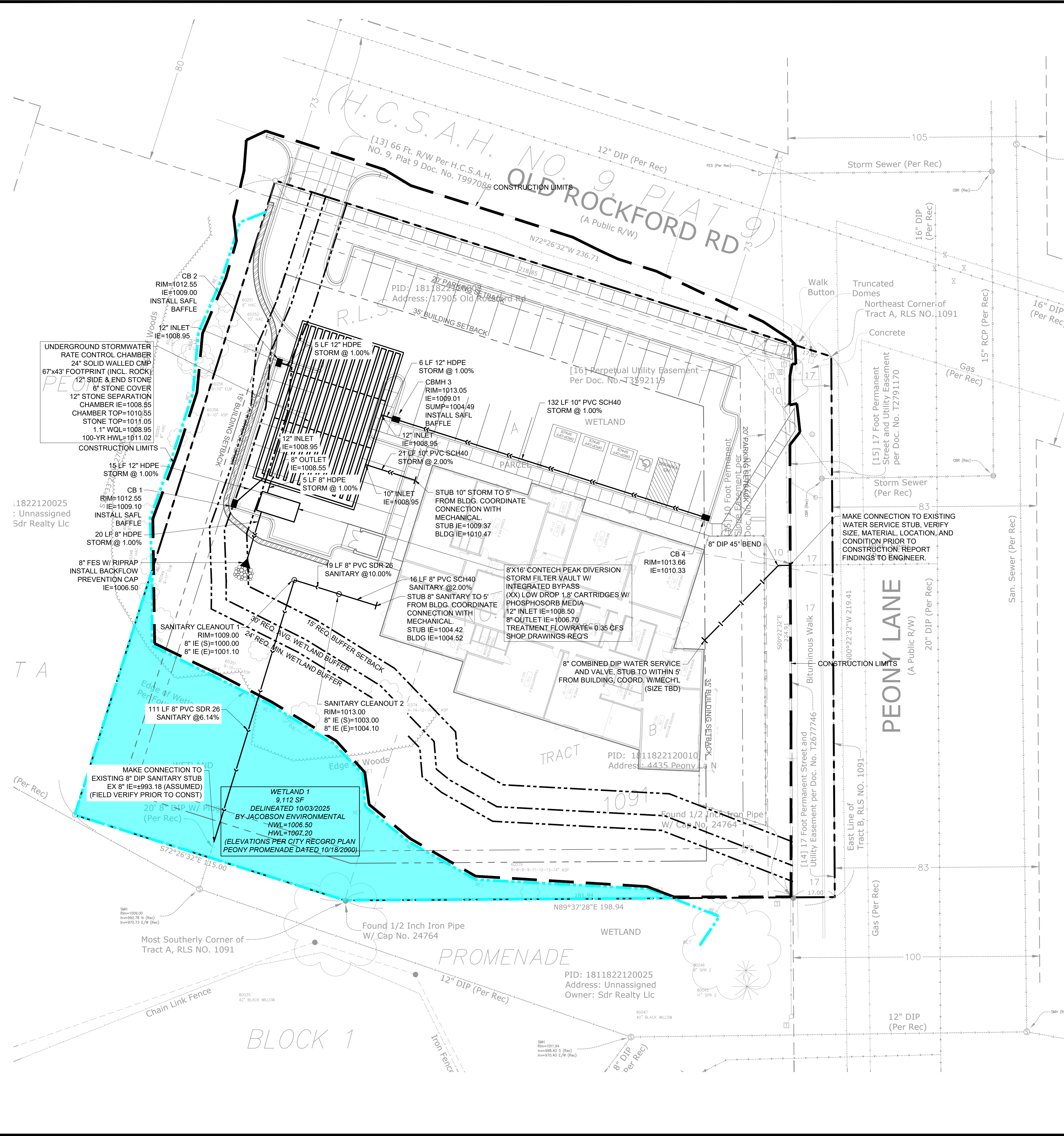
- ALL EXISTING UTILITY LOCATIONS SHOWN ARE APPROXIMATE. CONTACT "GOPHER STATE ONE CALL" (651-454-0002 OR 800-252-1166) FOR UTILITY LOCATIONS. 48 HOURS PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL REPAIR OR REPLACE ANY UTILITIES THAT ARE DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.
- SEE SITE PLAN FOR HORIZONTAL DIMENSIONS AND LAYOUT.
- CONTRACTOR SHALL FIELD VERIFY LOCATION AND ELEVATION OF EXISTING UTILITIES AND TOPOGRAPHIC FEATURES PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE ENGINEER OF DISCREPANCIES OR VARIATIONS FROM THE PLANS.
- CASTINGS SHALL BE SALVAGED FROM STRUCTURE REMOVALS AND RE-USED OR PLACED AT THE DIRECTION OF THE OWNER.
- PIPE LENGTHS SHOWN ARE FROM CENTER TO CENTER OF STRUCTURE OR TO END OF FLARED END SECTION.
- UTILITIES CONNECTIONS ON THE PLAN ARE SHOWN TO WITHIN 5' OF THE BUILDING FOOTPRINT. THE CONTRACTOR IS ULTIMATELY RESPONSIBLE FOR THE FINAL CONNECTION TO BUILDING LINES. COORDINATE WITH ARCHITECTURAL AND MECHANICAL PLANS.
- CATCH BASINS AND MANHOLES IN PAVED AREAS SHALL BE SUMPED 0.04 FEET. ALL CATCH BASINS IN GUTTERS SHALL BE SUMPED 0.15 FEET PER DETAILS. RIM ELEVATIONS SHOWN ON THIS PLAN DO NOT REFLECT SUMPED ELEVATIONS.
- ALL FIRE HYDRANTS SHALL BE LOCATED 5 FEET BEHIND BACK OF CURB UNLESS OTHERWISE NOTED.
- HYDRANT TYPE, VALVE, AND CONNECTION SHALL BE IN ACCORDANCE WITH CITY REQUIREMENTS. HYDRANT EXTENSIONS ARE INCIDENTAL.
- A MINIMUM OF 8 FEET OF COVER IS REQUIRED OVER ALL WATERMAIN, UNLESS OTHERWISE NOTED. EXTRA DEPTH MAY BE REQUIRED TO MAINTAIN A MINIMUM OF 18" VERTICAL SEPARATION TO SANITARY OR STORM SEWER LINES. EXTRA DEPTH WATERMAIN IS INCIDENTAL.
- A MINIMUM OF 18 INCHES OF VERTICAL SEPARATION AND 10 FEET OF HORIZONTAL SEPARATION IS REQUIRED FOR ALL UTILITIES, UNLESS OTHERWISE NOTED.
- ALL CONNECTIONS TO EXISTING UTILITIES SHALL BE IN ACCORDANCE WITH CITY STANDARDS AND COORDINATED WITH THE CITY PRIOR TO CONSTRUCTION.
- CONNECTIONS TO EXISTING STRUCTURES SHALL BE CORE-DRILLED.
- COORDINATE LOCATIONS AND SIZES OF SERVICE CONNECTIONS WITH THE MECHANICAL DRAWINGS.
- COORDINATE INSTALLATION AND SCHEDULING OF THE INSTALLATION OF UTILITIES WITH ADJACENT CONTRACTORS AND CITY STAFF.
- ALL STREET REPAIRS AND PATCHING SHALL BE PERFORMED PER THE REQUIREMENTS OF THE CITY. ALL PAVEMENT CONNECTIONS SHALL BE SAWCUT. ALL TRAFFIC CONTROLS SHALL BE PROVIDED BY THE CONTRACTOR AND SHALL BE ESTABLISHED PER THE REQUIREMENTS OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MMUTCD) AND THE CITY. THIS SHALL INCLUDE BUT NOT BE LIMITED TO SIGNAGE, BARRICADES, FLASHERS, AND FLAGGERS AS NEEDED. ALL PUBLIC STREETS SHALL BE OPEN TO TRAFFIC AT ALL TIMES. NO ROAD CLOSURES SHALL BE PERMITTED WITHOUT APPROVAL BY THE CITY.
- ALL STRUCTURES, PUBLIC AND PRIVATE, SHALL BE ADJUSTED TO PROPOSED GRADES WHERE REQUIRED. THE REQUIREMENTS OF ALL OWNERS MUST BE COMPLIED WITH. STRUCTURES BEING RESET TO PAVED AREAS MUST MEET OWNERS REQUIREMENTS FOR TRAFFIC LOADING.
- CONTRACTOR SHALL COORDINATE ALL WORK WITH PRIVATE UTILITY COMPANIES.
- CONTRACTOR SHALL COORDINATE CONNECTION OF IRRIGATION SERVICE TO UTILITIES. COORDINATE THE INSTALLATION OF IRRIGATION SLEEVES NECESSARY AS TO NOT IMPACT INSTALLATION OF UTILITIES.
- CONTRACTOR SHALL MAINTAIN AS-BUILT PLANS THROUGHOUT CONSTRUCTION AND SUBMIT THESE PLANS TO ENGINEER UPON COMPLETION OF WORK.
- FOR ALL SITES LOCATED IN CLAY SOIL AREAS, DRAIN TILE MUST BE INSTALLED AT ALL LOW POINT CATCH BASINS 25' IN EACH DIRECTION. SEE PLAN AND DETAIL. INSTALL LOW POINT DRAIN TILE PER PLANS AND GEOTECHNICAL REPORT RECOMMENDATIONS AND REQUIREMENTS.
- AN OSHA-APPROVED QUALIFIED PERSON SHOULD REVIEW THE SOIL CLASSIFICATION PRESENTED IN THE GEOTECHNICAL REPORT IN THE FIELD. EXCAVATIONS MUST COMPLY WITH CURRENT OSHA REQUIREMENTS IN THE CODE OF FEDERAL REGULATIONS PERTAINING TO EXCAVATIONS AND TRENCHES. EXCAVATION SAFETY IS THE RESPONSIBILITY OF THE CONTRACTOR.

**CITY OF PLYMOUTH UTILITY NOTES:**

- RESERVED FOR CITY SPECIFIC UTILITY NOTES.

**UTILITY PLAN LEGEND:**

- CATCH BASIN
- MANHOLE
- GATE VALVE AND VALVE BOX
- PROPOSED FIRE HYDRANT
- DRAIN TILE
- WATER MAIN
- SANITARY SEWER
- STORM SEWER
- FES AND RIP RAP
- TRENCH DRAIN
- CONSTRUCTION LIMITS



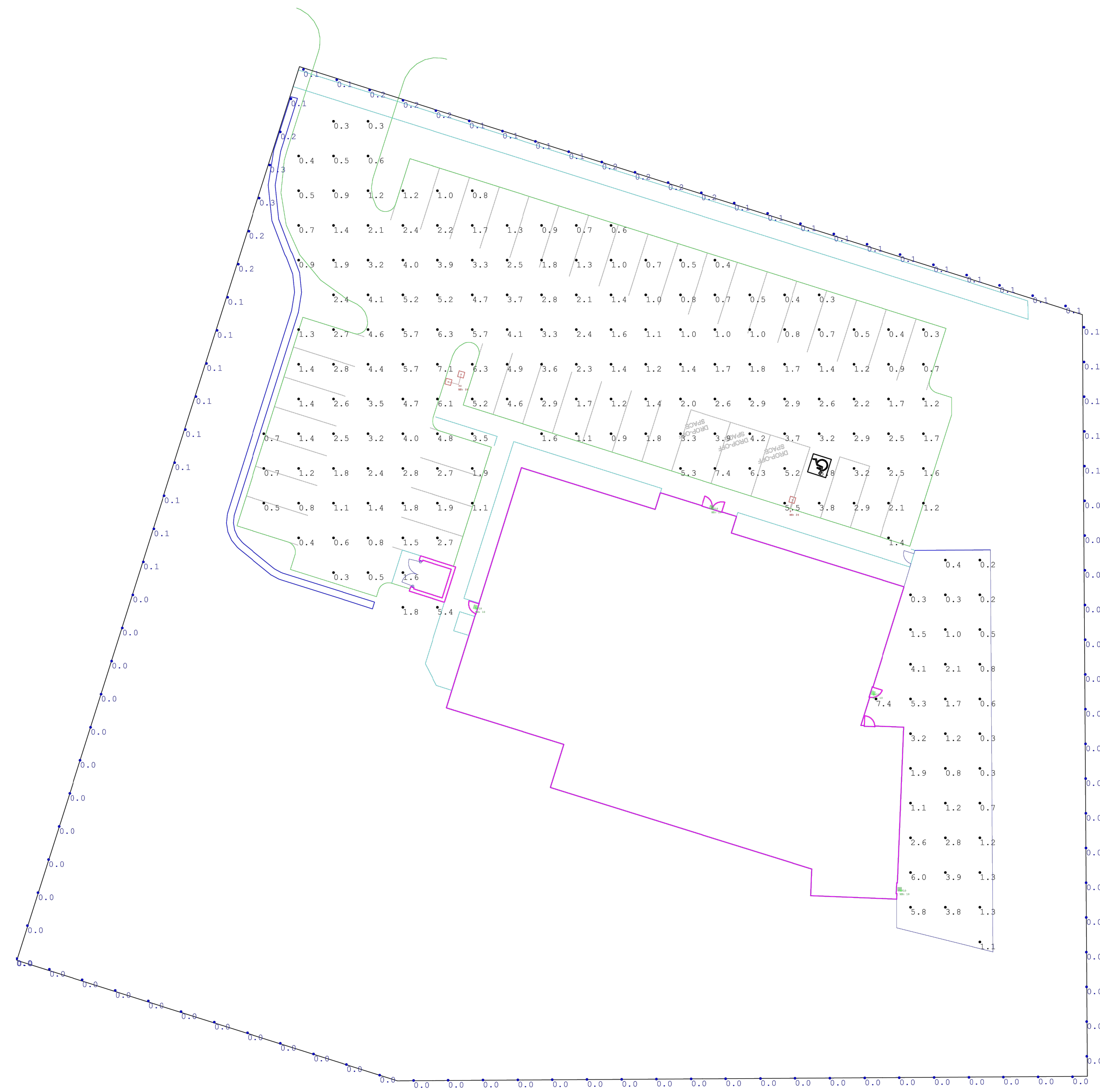
Know what's below.  
Call before you dig.



1" = 20'-0"

**C4.0**





Scale: 1 inch= 20 Ft.

REVISION SUMMARY	
DATE	DESCRIPTION

LIGHTING PLAN

# LT1.0

Luminaire Schedule										
Symbol	Qty	Label	Arrangement	Lum. Lumens	LLF	Description	Lum. Watts	Arr. Watts	Total Watts	Tag
	4	WP10	Single	6073	0.900	XWS-LED-06L-SIL-FT-40-70CRI	43	43	172	MH = 10ft
	1	P	Single	15297	0.900	MRS-LED-15L-SIL-FT-40-70CRI	111	111	111	MH = 24ft
	1	P2	2 @ 90 degrees	15297	0.900	MRS-LED-15L-SIL-FT-40-70CRI	111	222	222	MH = 24ft

Calculation Summary							
Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min
P Line	Illuminance	Fc	0.06	0.3	0.0	N.A.	N.A.
Playground	Illuminance	Fc	1.97	7.4	0.2	9.85	37.00
SITE	Illuminance	Fc	2.29	7.4	0.3	7.63	24.67

*These drawings are for conceptual use only and are not intended for construction. Fixture runs and quantities should be verified prior to order. Values represented are an approximation generated from manufacturers photometric inhouse or independent lab tests with data supplied by lamp manufacturers.*

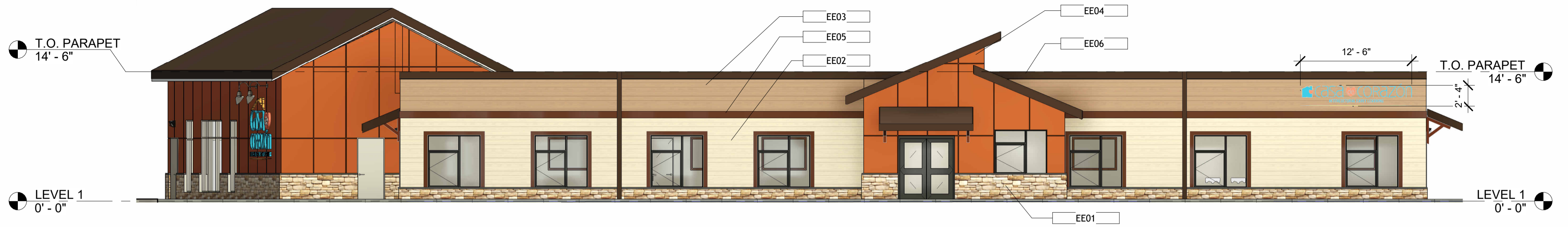
#	Date	Comments

Revisions

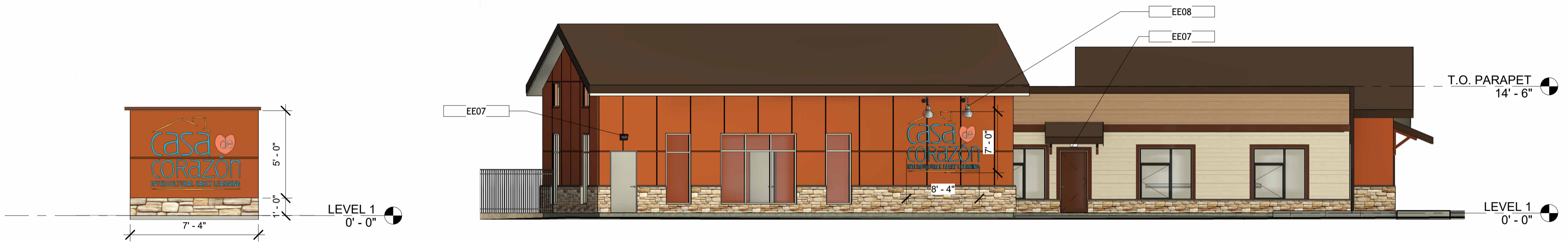
Drawn By: Kathy Frey  
Date: 4/8/2026  
Sales Agent: Steve Hahn  
Scale: 1" = 20'

**Casa De Corazon**  
**Plymouth, MN**

LS952-4396



1 NORTH BUILDING COLOR ELEVATION  
1/8" = 1'-0"



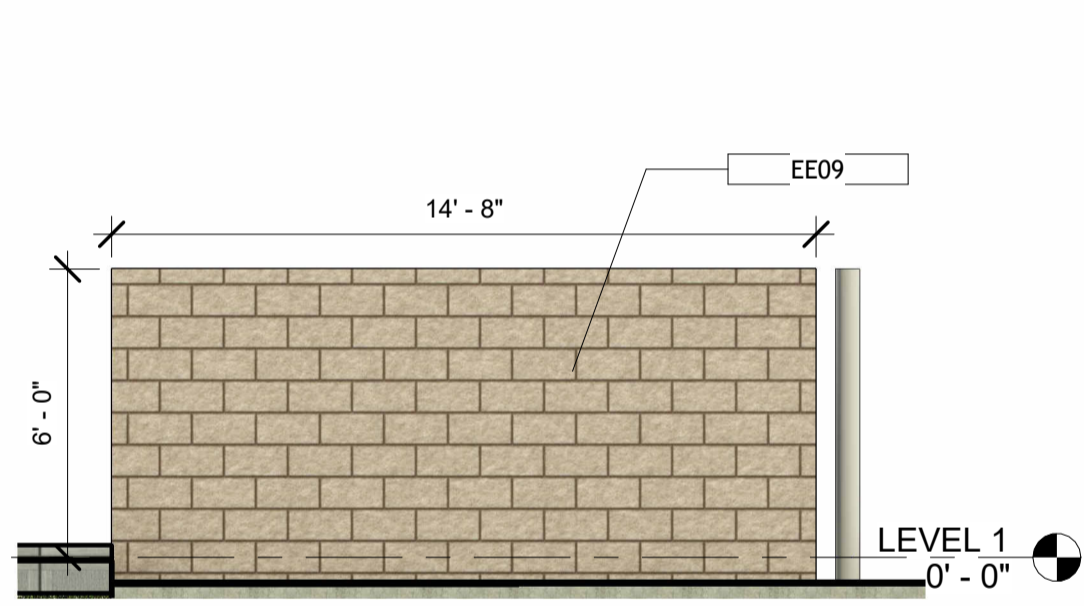
2 MONUMENT SIGN COLOR ELEVATION  
1/4" = 1'-0"

3 WEST BUILDING COLOR ELEVATION  
1/8" = 1'-0"

EXTERIOR KEYNOTES	
Key Value	Keynote Text
EE01	ST-1 STONE WORKS ANDES SUMMIT HACKETT
EE02	PT-20 HARDIE FIBER CEMENT LAP SIDING SW 6105 DIVINE WHITE
EE03	PT-21 HARDIE FIBER CEMENT LAP SIDING SW 9112 SONG THRUSH
EE04	PT-22 HARDIE FIBER CEMENT PANEL SIDING SW 6629 JALAPENO
EE05	PT-23 10" FIBER CEMENT ACCENT TRIM SW6083 SABLE
EE06	DARK BRONZE CAP FLASHING
EE07	WALL PACK LIGHT
EE08	GOOSE NECK LIGHT AIMED AT SIGN



1 SOUTH BUILDING COLOR ELEVATION  
P002 1/8" = 1'-0"

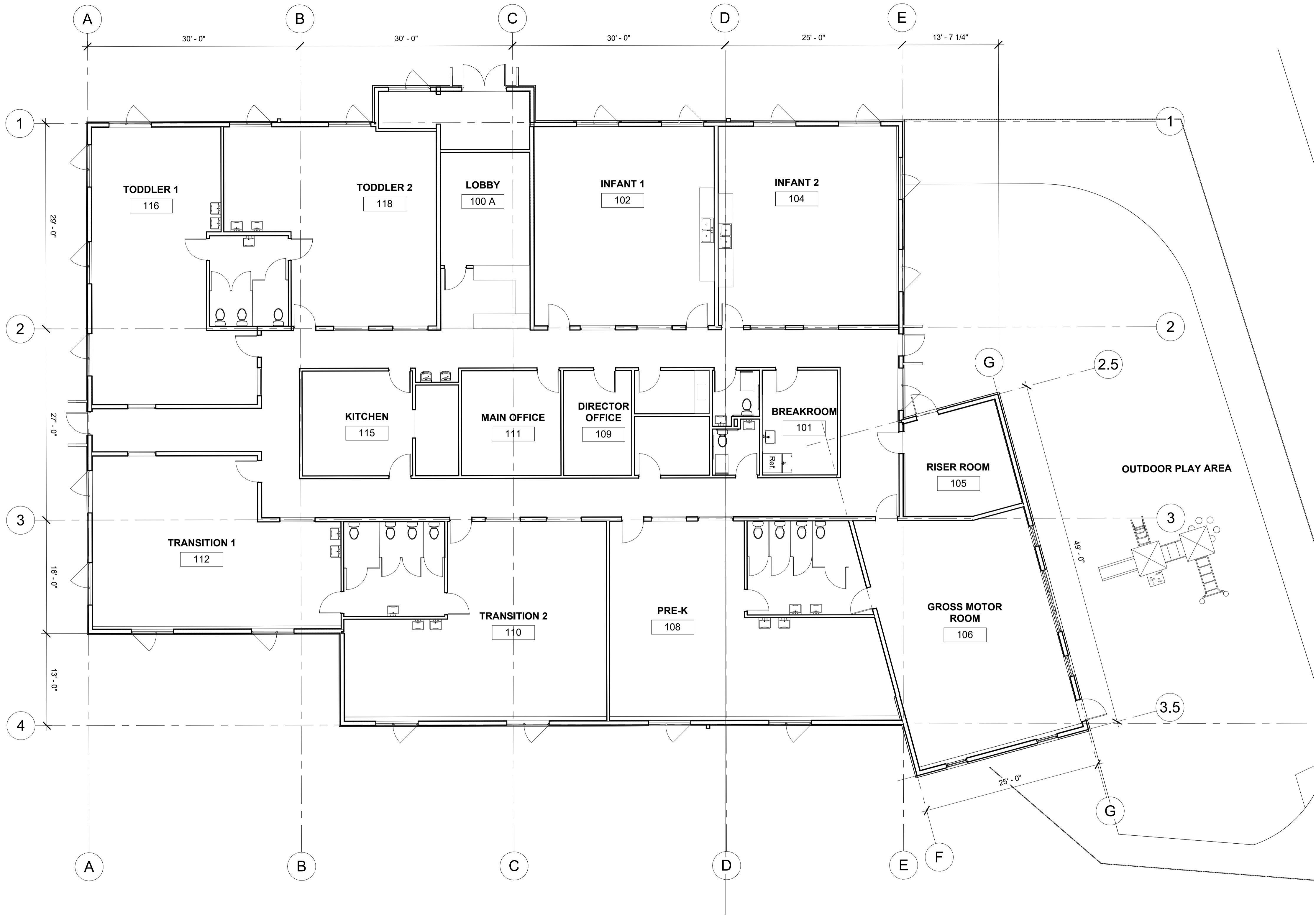


2 TRASH ENCLOSURE COLOR ELEVATION  
P002 1/4" = 1'-0"



3 EAST BUILDING COLOR ELEVATION  
P002 1/8" = 1'-0"

EXTERIOR KEYNES	
Key Value	Keynote Text
EE01	ST-1 STONE WORKS ANDES SUMMIT HACKETT
EE02	PT-20 HARDIE FIBER CEMENT LAP SIDING SW 6105 DIVINE WHITE
EE03	PT-21 HARDIE FIBER CEMENT LAP SIDING SW 9112 SONG THRUSH
EE04	PT-22 HARDIE FIBER CEMENT PANEL SIDING SW 6629 JALAPENO
EE05	PT-23 10" FIBER CEMENT ACCENT TRIM SW6083 SABLE
EE06	DARK BRONZE CAP FLASHING
EE07	WALL PACK LIGHT
EE09	TAN SPLITFACE CMU



**CITY OF PLYMOUTH  
HENNEPIN COUNTY, MINNESOTA**

**ORDINANCE No. 2026-06**

**ORDINANCE AMENDING CHAPTER 21 (ZONING ORDINANCE) OF THE CITY CODE TO  
RECLASSIFY CERTAIN LAND LOCATED AT 4435 PEONY LANE (2026023)**

THE CITY OF PLYMOUTH ORDAINS:

**Section 1. Amendment of City Code.** Chapter 21 of the City Code of the City of Plymouth, Minnesota, adopted December 18, 1996 as amended, is hereby amended by changing the classification on the City of Plymouth Zoning Map from C-3 (highway commercial) to C-2 (neighborhood commercial) with respect to the roughly 0.49-acre parcel presently addressed as 4435 Peony Lane with a Hennepin County Property Identification Number of 18-118-22-12-0010. The current legal description of the property to be rezoned is as follows:

That part of Tract B, Registered Land Survey No. 1091, Hennepin County, Minnesota, lying North of a line drawn from the most Southerly corner of Tract A, Registered Land Survey No. 1091, to a point on the East line of said Tract B, distant 219.41 feet South from the Northeast corner of said Tract A.

**Section 2. Effective Date.** This amendment shall take effect immediately upon its passage.

ADOPTED by the City Council on this 9th day of June, 2026.

\_\_\_\_\_  
Clark Gregor, Deputy Mayor

**ATTEST:**

\_\_\_\_\_  
Jodi M. Gallup, City Clerk

# CITY OF PLYMOUTH

## RESOLUTION No. 2026-150

### RESOLUTION APPROVING FINDINGS OF FACT FOR REZONING OF LAND LOCATED AT 4435 PEONY LANE (2026023)

WHEREAS, Structura Builders has requested reclassification of the zoning from C-3 (highway commercial) to C-2 (neighborhood commercial) for the roughly 0.49-acre parcel presently addressed as 4435 Peony Lane (Hennepin County Tax Parcel #18-118-22-12-0010); and

WHEREAS, the affected property to be rezoned to PUD is presently legally described as follows:

That part of Tract B, Registered Land Survey No. 1091, Hennepin County, Minnesota, lying North of a line drawn from the most Southerly corner of Tract A, Registered Land Survey No. 1091, to a point on the East line of said Tract B, distant 219.41 feet South from the Northeast corner of said Tract A.

WHEREAS, the Planning Commission has reviewed said request at a duly called public hearing and recommends approval; and

WHEREAS, the City Council has adopted an ordinance rezoning the property from C-3 to C-2.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLYMOUTH, MINNESOTA, that it should and hereby does approve the request for reclassification of the zoning from C-3 to C-2 for the roughly 0.49-acre parcel legally described above, based on the following findings:

1. The site is guided C (commercial) on the city's comprehensive plan. The requested C-2 zoning is compatible with and listed as a corresponding zoning district for properties that are guided C.
2. C-2 zoning for the parcel would be more suitable than C-3 zoning given the site location, context, and access restrictions.
3. The rezoning, together with combining the two parcels that comprise the overall site at the southwest corner of Old Rockford Road and Peony Lane, would create one C-2 property for development.
4. Adequate infrastructure is in place to support the requested C-2 zoning.

APPROVED by the City Council on this 9th day of June, 2026.

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 June 9, 2026 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

# CITY OF PLYMOUTH

## RESOLUTION No. 2026-151

### RESOLUTION APPROVING SITE PLAN, CONDITIONAL USE PERMIT, AND VARIANCE FOR STRUCTURA BUILDERS FOR A CHILD CARE/EARLY EDUCATION CENTER FOR PROPERTY LOCATED AT THE SOUTHWEST CORNER OF OLD ROCKFORD ROAD AND PEONY LANE (2026023)

WHEREAS, Structure Builders has requested approval of a site plan, conditional use permit, and variance to allow construction of a 10,000 square foot child care/early education center to be called "Casa De Corazon" on the 1.5-acre site located at 17905 Old Rockford Road Lane and 4435 Peony Lane, legally described as follows:

Parcel A (4435 Peony Lane): That part of Tract B, Registered Land Survey No. 1091, Hennepin County, Minnesota, lying North of a line drawn from the most Southerly corner of Tract A, Registered Land Survey No. 1091, to a point on the East line of said Tract B, distant 219.41 feet South from the Northeast corner of said Tract A.

Parcel B (17905 Old Rockford Road): Tract A, Registered Land Survey 1091, Hennepin County, Minnesota.

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

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLYMOUTH, MINNESOTA, that it should and hereby does approve the request by Structura Builders for a site plan, conditional use permit, and variance for a child care/early education center, subject to the following findings and conditions:

1. Approval is contingent upon rezoning of the southeast parcel of the site from C-3 (highway commercial) to C-2 (neighborhood commercial).
2. A site plan is approved to allow construction of the building and related site improvements, in accordance with the plans received by the city on April 14, 2026 and revised landscape plan received by the city on May 20, 2026, except as may be amended by this resolution.
3. A conditional use permit is approved to allow a child care/early education center use on the site, based on the finding that all applicable conditional use permit standards are met.
4. A variance is approved to allow a parking setback of 15 feet from the north lot line, where 20 feet is otherwise specified, based on the finding that all applicable variance standards are met.

5. **Prior to grading or construction on the site**, the applicant must:
  - a. Obtain separate approval of a building permit.
  - b. Install silt fence and other appropriate erosion control measures.
  
6. **Prior to issuance of the building permit**, the applicant shall fulfill the requirements, submit the required information, and revise the plans as indicated below, consistent with the applicable city code, zoning ordinance, and engineering guidelines:
  - a. Obtain city approval of final construction plans.
  - b. Combine the two parcels comprising the site with Hennepin County to create one tax parcel for the property. After said parcel consolidation is completed, the address for the overall site shall be 17905 Old Rockford Road.
  - c. Complete a site improvement performance agreement (SIPA) and submit the related financial sureties.
  - d. Obtain any required permits and/or approvals from the watershed district.
  - e. Provide a maintenance agreement for drainage system.
  - f. Provide any required easements in recordable form.
  - g. Complete the Wetland Conservation Act process to obtain approval for wetland impacts.
  
7. The applicant shall repair any damage to the existing trail abutting the site, in accordance with City standards.
  
8. Building code related items will be address upon submittal of a building permit application. A sewer availability charge (SAC) determination letter from the Metropolitan Council is required in conjunction with submission of the building permit application.
  
9. Standard Conditions:
  - a. Any signage shall comply with section 21155 of the zoning ordinance and shall receive separate sign permits.
  - b. Compliance with the city's lighting and landscaping regulations.
  - c. Any visible rooftop or ground-mounted mechanical equipment shall be painted or screened to match the building.
  - d. Fire lane signage shall be provided in locations to be field identified by the Fire Inspector.
  - e. Fire hydrants, hydrant valves, post-indicators valves, address directional signage, and fire department connections shall be placed in locations as approved by the fire inspector.
  - f. Any retaining walls over four feet in height require a separate building permit and design by a structural engineer.
  - g. Any subsequent phases or expansions are subject to required reviews and approvals per ordinance provisions.
  - h. The site plan, conditional use permit, and variance shall expire one year after the date of approval, unless the property owner or applicant has started the project, or unless the applicant, with the consent of the property owner, has received prior approval from the city to extend the expiration date for up to one additional year, as regulated under Sections 21045.09, 21015.07, and 21030.06, respectively, of the zoning ordinance.

APPROVED by the City Council on this 9th day of June, 2026.

Resolution 2026-151

File 2026023

Page 3

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 June 9, 2026, 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