

WINDEMERE TOWNSHIP, PINE COUNTY, MINNESOTA

PUBLIC HEARING-FEE SCHEDULE

316 Elm Ave, Moose Lake, MN 55767

Town Board Meeting Minutes, April 27, 2026

1. **Meeting called to order** at 9:00AM at Township Office, 316 Elm Ave, Moose Lake, MN 55767 Chairman Overland. The Pledge of Allegiance was recited. Supervisors Present: Alan Overland, Tony Bahktiari. Clerk/Treasurer Vickie Snyder and Zoning Administrator-Grace Liljenquist/WSB.
Chair Overland stated that this was a special meeting for public comment on the zoning fee schedule that Windermere Township will be adopting. Overland briefly explained the process: Public comment on the proposed fee schedule and then board deliberation and action.
2. **Public Comment on Proposed Zoning Fee Schedule** opened by Chair Overland.
3. **Public Input:**
 - a. Derek Berg (Cousins Construction), 4388 County Line Rd, Moose Lake, MN 55767Key points raised:
 - i. Acknowledged and respected the township's authority to recoup costs associated with permit review.
 - ii. Expressed difficulty in providing accurate cost estimates to clients because of unknowns related to escrow usage.
 - iii. Asked when the escrow begins to be drawn down for a typical dwelling permit:
 - iv. Emphasized that as a professional contractor they strive to submit detailed, accurate applications and hoped that good, complete submittals would reduce escrow usage.

Overland asked Grace to provide an overview of how the fee and escrow system works. Grace reviewed the permit fee structure and application review process. The base fee is applied to initial review time upon submittal. For dwelling and commercial projects, an additional \$0.20 per square foot fee is also applied prior to the use of escrow funds. Escrow is only utilized once these fees are exhausted.

Grace noted that additional review time may result from incomplete applications, applicant correspondence, and verification of ordinance compliance, including setbacks and impervious surface requirements. Complete and accurate submittals may reduce review time and the need to utilize escrow. Escrow is used in less than half of applications, depending on project complexity and submittal quality.

Derek raised a concern regarding permit fees for additions, noting they are charged the same as new dwellings (\$750 base fee plus \$0.20 per square foot). He questioned whether this reflects the actual workload, given that many site elements (e.g., existing structure, utilities) are already in place. Derek referenced Minnesota law indicating fees should be proportional to the effort required and asked whether it is appropriate for additions, regardless of size, to be assessed at the same rate as new dwellings.

Grace clarified that additions are included under “dwellings, including additions” in the fee schedule, noting this approach is common in many municipalities. She stated that additions require review of setbacks, impervious coverage, and septic capacity, similar to new dwellings. She added that additions can present additional complexities, such as bedroom expansions impacting septic capacity, which may increase review time. As a result, the overall review effort for additions can be comparable to, or exceed, that of a new dwelling.

Overland acknowledged that future adjustment of how additions are handled could be considered if needed

4. **Public comment period** was then closed by Overland
5. **Board Deliberation:**
 - a. The Board discussed the proposed zoning fee schedule and its rationale. Bakhtiari noted that adoption of a similar schedule had been recommended in prior years and expressed support for the current proposal, stating it reflects the actual workload and helps avoid under-recovery of costs.
 - b. Overland emphasized that the intent is not to overcharge applicants, but to ensure zoning-related costs are not subsidized by the general public. The proposed schedule is designed so applicants bear the costs associated with their applications, with the understanding that fees may be adjusted over time if needed. Overland also noted that the proposal is based on WSB’s experience with other municipalities and reflects established practices.
6. **Motion to Adopt Ordinance – Fee Schedule** made by Bakhtiari, seconded by Overland. Vote 2-0. Motion carried.
7. **Motion to Approve Resolution – Summary Language for Publication** by Bakhtiari, seconded by Overland. Vote 2-0. Motion Carried.
8. Because this was a special meeting, the Chair noted that this was the only item on the agenda and no other business could be discussed. **A motion was made to adjourn** the meeting by Bakhtiari, seconded by Overland. Vote 2-0. Motion carries. Meeting Adjourned at 9:16AM

Respectfully Submitted,



Vickie Snyder-Clerk/Treasurer

Approved:



Alan Overland- Chairman

5-14-26