



**MEMORANDUM**  
Comfort Lake-Forest Lake Watershed District

**Date:** January 5, 2026  
**To:** Board of Managers  
**From:** Administrator Kinney  
**Subject:** Revision to Permitting Rule 9.0 - Resolution 26-01-01



**District Wide**

**Background/Discussion:**

At the December 18, 2025, board meeting, the CLFLWD Board made a motion and voted to adopt a rule revision to 7.0 Fees and voted on a motion to adopt a new flat rate fee schedule. CLFLWD Rule 9.2 requires adoption of a fee schedule by resolution, which requires a new vote based on a resolution.

Please note, the rule revision itself does not require an additional vote, only the permit fee structure. Attached is a resolution to adopt the proposed permit fee structure which meets the requirements of CLFLWD Rule 9.2.

**Attached**

Revision to Rule 9.0

Proposed Permit Fee Structure

COMFORT LAKE-FOREST LAKE WATERSHED DISTRICT  
BOARD OF MANAGERS

RESOLUTION 26-01-01

AMENDING PERMIT FEE SCHEDULE

Manager \_\_\_\_\_ offered the following resolution and moved its adoption, seconded by Manager \_\_\_\_\_:

**WHEREAS** Minnesota Statutes §103D.345 authorizes a watershed district to impose permit application fees to cover actual costs the district incurs related to "investigation of the area affected by the proposed activity, analysis of the proposed activity, services of a consultant, and any required subsequent monitoring of the proposed activity";

**WHEREAS** Rule 9.2 of the Comfort Lake-Forest Lake Watershed District (CLFLWD) provides that the Board of Managers ("Board") "by resolution, will establish the permit fee schedule and amend it from time to time"; and

**WHEREAS** on December 18, 2025, the CLFLWD Board of Managers ("Board") considered and approved a proposed amendment of the CLFLWD fee schedule, consisting of "Schedule A - Permit Fee Schedule," attached hereto;

**THEREFORE BE IT RESOLVED** that "Schedule A - Permit Fee Schedule" hereby is adopted, and will apply to all permit applications deemed complete on or after January 9, 2026.

The question was adoption of the resolution and there were \_\_\_\_\_ ayes and \_\_\_\_\_ nays as follows:

Manager	Aye	Nay	Absent	Abstain
Jackie Anderson				
Dave Bakke				
Stephen Schmaltz				
Jim Schottmuller				
Doug Toavs				

The President declared the resolution adopted.

Dated: \_\_\_\_\_

Dave Bakke, Secretary

\* \* \* \* \*

I, Dave Bakke, Secretary of the Comfort Lake-Forest Lake Watershed District Board of Managers, do hereby certify that the above resolution is a true and correct transcription of an action of the Board taken on the date above indicated.

IN TESTIMONY WHEREOF, I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_ 2026.

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Dave Bakke, Secretary



## Comfort Lake-Forest Lake Watershed District Rules

### Schedule A—Permit Fee Schedule

On \_\_\_\_\_, the Comfort Lake-Forest Lake Watershed District (CLFLWD) Board of Managers adopted Resolution \_\_\_\_\_ establishing this permit fee schedule. This fee schedule will apply to all permit applications received as complete on or after January 8, 2026. The fee for submittal of a CLFLWD permit application is pursuant to Minnesota Statutes 103D.345 and CLFLWD Rule 9.0 and is as follows:

#### Water Resource Fee

The amount of the permit fee is reviewed and revised by the CLFLWD Board on an annual basis or otherwise as warranted. An application is not deemed complete until the required permit fee has been submitted. The permit fee is as stated below, and is additive for all applicable rules.

Table1: Permit Fees.

<b>Rule</b>		<b>Fee</b>
Rule 2.0 Stormwater Management	Rule 2.2.1(a)	\$1,850
	Additional lots; < 3 lots	\$50/lot
	Rule 2.2.1(b-d)	\$3,500
Rule 3.0 Erosion Control	Activities disturbing: Less than 1 acre	\$1,125
	1.0 - 4.99 acres	\$1,375
	5.0 - 19.99 acres	\$1,625

	20.0 or more acres	\$2,125
Rule 4.0 Lake, Stream, and Wetland Buffer Rule		\$2,250
Rule 6.0 Stream and Lake Crossings		\$1,500
Rule 7.0 Floodplain and Drainage Alterations		\$500
Applicable to all Rules	If actual District engineering and legal review costs exceed the fee amount by \$4,500 or more, the amount of the exceedance will be added to the permit fee.	