



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.

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.

Rule		Fee
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.	