



WAYZATA HERITAGE PRESERVATION BOARD

Meeting Agenda

Wayzata City Hall Community Room, 600 Rice Street

Tuesday, December 5, 2023

11:30 AM

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Minutes**
 - a. Approve Heritage Preservation Board Meeting Minutes of October 16, 2023
- 4. New Business**
 - a. Recruitment Update
 - b. Centennial Homes Event Planning
 - c. 2023 Annual Report
 - d. 2024 Work Plan
 - e. New Business from Members
- 5. Old Business**
 - a. Mayor's Award Update
 - b. Cemetery Plaque Update
 - c. Section Foreman House Project Funding Updates
- 6. Other Items**
 - a. Staff Updates
- 7. Adjournment**

Members of the Heritage Preservation Board and some staff may gather at the Wayzata Bar and Grill immediately after the meeting or a purely social event. All members of the public are welcome.



City of Wayzata Heritage Preservation Board Agenda Report

MEETING DATE: December 5, 2023	AGENDA ITEM: 3.a
TITLE: Approve Heritage Preservation Board Meeting Minutes of October 16, 2023	
PROPOSED MOTION: To approve the Heritage Preservation Board Meeting Minutes of October 16, 2023.	
PREPARED BY: Valerie Quarles, Assistant Planner	
REVIEWED BY:	

ACTION REQUESTED:

Review the attached meeting minutes.

FINANCIAL OR BUDGET CONSIDERATION:

N/A

BACKGROUND:**ATTACHMENTS:**

1. Draft Meeting Minutes of October 16, 2023

Heritage Preservation Board Meeting Minutes of October 16, 2023

11:30 a.m. – 1 p.m., Wayzata City Hall Community Room

1. Roll Call

Board Members Sue Ankeny and Judy Starkey were present, along with guest Kelly Gratton, Assistant Planner Valerie Quarles (staff liaison), and Parks Planner Nick Kieser.

2. Approve Agenda

The agenda was approved unanimously.

3. Approve Meeting Minutes of August 28, 2023

The minutes were approved unanimously.

4. Staff Updates

a. Klapprich Park Plan Review

Planner Kieser introduced the Klapprich Park project, noting that it had already been to a City Council workshop. At that workshop, the Council recommended that the plan be reviewed by other relevant boards and commissions. He reviewed the proposed plans. The Board commented on the playground, proposed plaza area, multi-use open field, warming house, Bell Courts, and other items. The overall feedback from the group was positive. At the conclusion of the discussion, Planner Kieser left the meeting.

b. Cemetery Plaque Update

Planner Quarles presented a short PowerPoint on the history of the cemetery at Wayzata Boulevard and Walker Avenues, with a focus on the history of improvements to the cemetery in the last ten or so years. Board Member Starkey supplemented the presentation with her experience. The group discussed the wording of the plaque posted at the corner of the cemetery, which gives a short history of the first person buried in the cemetery. The group discussed the history of burials in Wayzata including Indigenous history. Next steps were proposed to include an initial attempt to rewrite the plaque from Member Starkey and Planner Quarles to notify the Wayzata Historical Society of the change once the wording was finalized.

c. 2024 Calendar

The group reviewed the 2024 Meeting Calendar and decided that the first week of December would be appropriate for the next meeting of 2023.

d. Recruitment

Planner Quarles reviewed current recruitment efforts and potential applicants for 2024, including Ms. Gratton.

5. Work Plan Items

a. Centennial Homes List

Planner Quarles gave a presentation on the current backlog of un-awarded Centennial Homes, which stretches back to at least 2015. The group discussed each home and noted 1-2 others that should be included. The Board agreed that one way to celebrate these homes and their owners would be to hold an event, which would also serve to connect owners of older homes and build a community around preservation. The group also considered giving each homeowner a yard sign so that interested people could tour

the neighborhoods. Making the event an annual occurrence was considered, with the possibility that the Mayor's Award could be integrated as well to create a celebration of all historic homes in town. The group decided to preliminarily target spring 2024.

b. Preservation Easement Webpage Review

Planner Quarles noted that the Preservation Easement option is now called out on the HPB's webpage, and that a larger refresh of the HPB page could include a dedicated page for that option.

c. Mayor's Award Update

Planner Quarles noted that she had been in contact with the City Manager regarding the Mayor's review and asked the Board for clarification on their nominations, which they provided.

6. New Business from Board Members

The group decided that they wanted clarity from the Wayzata Conservancy on funding progress toward the Section Foreman House so that they could better target future efforts. The group also checked in on the HPB's budget for the rest of the year and reviewed potential uses, like event planning, plaque replacement, and Centennial Home Award certificates.

7. Adjournment

The meeting was adjourned at 12:55 p.m.



City of Wayzata Heritage Preservation Board Agenda Report

MEETING DATE: December 5, 2023	AGENDA ITEM: 4.b
TITLE: Centennial Homes Event Planning	
PROPOSED MOTION:	
PREPARED BY: Valerie Quarles, Assistant Planner	
REVIEWED BY:	

ACTION REQUESTED:

Consider what items should be prioritized as the group plans the Centennial Homes Event (working title) over the next few months.

FINANCIAL OR BUDGET CONSIDERATION:

Event, materials, and planning costs.

BACKGROUND:

Items to consider:

- Location of event (City Hall, Muni, other venue) and associated costs
- Programming (gathering time, speakers, facilitating conversation)
- Food and beverages (meals, appetizers, alcohol)
- Notification, invites, and targeted audience (timing, customization, and workload)
- Materials for Centennial Home awardees over the last few years (creation)
- Involvement of the Mayor or other elected officials
- Any overlap with the Mayor's Award

ATTACHMENTS:

None



City of Wayzata Heritage Preservation Board Agenda Report

MEETING DATE: December 5, 2023	AGENDA ITEM: 4.c
TITLE: 2023 Annual Report	
PROPOSED MOTION:	
PREPARED BY: Valerie Quarles, Assistant Planner	
REVIEWED BY:	

ACTION REQUESTED:

Discuss progress made on the 2023 Work Plan and what should be integrated into the 2023 Annual Report. Annual reports for every board and commission will be presented to the City Council in early 2024.

FINANCIAL OR BUDGET CONSIDERATION:

N/A

BACKGROUND:

The latest version of the 2023 Work Plan is attached for reference.

ATTACHMENTS:

1. December Work Plan Update

Wayzata Heritage Preservation Board

October 2023 Work Plan Update

October → December 2023

October

Events	Initiatives	Accomplishments
Meeting October 16.	Explore and fulfill “additional responsibilities of the board” within bylaws, including historic places survey and heritage education.	

November

Events	Initiatives	Accomplishments
No meeting this month.	Prepare annual report for 2023. Have Mayor’s Award on track for public meeting.	Val coordinating with City Manager and Mayor on Mayor’s Award. Val met with Lake Minnetonka Historical Society to discuss collaboration opportunities. Val discussing event planning for Centennial Homes with City Communications Coordinator. 3 applicants to join HPB.

December

Events	Initiatives	Accomplishments
Meeting December 5.	See December 5 Meeting Agenda.	

March → September 2023 (Old)

March

Events	Initiatives	Accomplishments
No meeting March 30 – looked to reschedule for April.	Create new marketing materials for Just Deeds and gather testimonials. Create recruitment materials for new members.	Sue reached out to members of her network so that they can join the board next year. Judy is coordinating with Nate Leding to get something in <i>Wayzata Together</i> . Val is writing an email to go out to all participants in the Just Deeds program.

April

Events	Initiatives	Accomplishments
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Wayzata Heritage Preservation Board

October 2023 Work Plan Update

No April meeting.	Reach out to specific homeowners regarding preservation easements. <i>Create promotion for preservation easements to be housed on City website.</i> Decide whether Mayor's Award program is achieving goals and adjust as needed. Continue Just Deeds work.	Val and Judy discussed targeted preservation easement outreach.
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May

Events	Initiatives	Accomplishments
Meeting May 1.	Explore maintenance of the Trapper's Cabin. Explore funding for accessibility improvements to historic buildings. Review building permit process for cultural resource archaeology.	Val coordinating with Public Works on Trapper's Cabin. MN Historic Rehab Tax Credit about to be reinstated. Val reached out to MN Office of the State Archeologist.

June

Events	Initiatives	Accomplishments/Updates
Official meeting June 29.	Reach out to historic buildings with accessibility challenges and offer partnerships to improve access. Reach out to other history organizations around Lake Minnetonka and discuss opportunities to partner. Plan Burial Mounds education.	Process begins to consolidate Lake Minnetonka history organizations under one roof.

July

Events	Initiatives	Accomplishments
No July meeting.	Explore and apply for additional funding for Section Foreman House renovation. Prepare list of new Centennial Home Award properties and coordinate the creation of award materials.	Article published in <i>Wayzata Together</i> about HPB. \$500,000 donation to Panoway. Staff has been applying for grants.

August

Events	Initiatives	Accomplishments/Updates
Meeting August 28.	Prepare for James J Hill Days. Create any displays and/or surveys to best utilize public opportunity.	

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Wayzata Heritage Preservation Board

October 2023 Work Plan Update

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September

Events	Initiatives	Accomplishments
James J Hill Days September 8-10. Rescheduled official meeting September 28.	Staff booth at James J Hill Days. “Give to the Max” promotion with Wayzata Conservancy to raise funds for Section Foreman House.	Staffed JJ Hill Days booth and conducted outreach and recruitment. Displayed materials related to Just Deeds, Section Foreman House, and HPB purpose and recruitment.



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City of Wayzata Heritage Preservation Board Agenda Report

MEETING DATE: December 5, 2023	AGENDA ITEM: 4.d
TITLE: 2024 Work Plan	
PROPOSED MOTION:	
PREPARED BY: Valerie Quarles, Assistant Planner	
REVIEWED BY:	

ACTION REQUESTED:

Discuss what items from the 2023 Work Plan should be integrated into the 2024 Work Plan. Consider what is worth pursuing with expanded capacity and what should go on the backburner. Leave room for new interests from future board members in January.

FINANCIAL OR BUDGET CONSIDERATION:

Consider costs of each initiative.

BACKGROUND:

See the previously attached 2023 Work Plan for reference.

ATTACHMENTS:

None