



WAYZATA HERITAGE PRESERVATION BOARD

Meeting Agenda

Wayzata City Hall Community Room, 600 Rice Street
Thursday, January 25, 2024
11:30 AM

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Minutes**
 - a. Approve Minutes of December 5, 2023 Heritage Preservation Board Meeting
- 4. New Business**
 - a. New Member Orientation and Introductions
 - b. Review and Approval of 2023 Annual Report and Work Plan Summary
 - c. Discussion of 2024 Work Plan
 - d. Election of Chair and Vice-Chair
 - e. New Business from Members
- 5. Old Business**
 - a. Cemetery Plaque
 - b. Mayor's Award
 - c. Centennial Homes Event and Awards
 - d. Old Business
- 6. Staff Updates**
 - a. State Legislature Bonding Tour
- 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: January 25, 2024	AGENDA ITEM: 3.a
TITLE: Approve Minutes of December 5, 2023 Heritage Preservation Board Meeting	
PROPOSED MOTION: To approve the Draft Meeting Minutes of December 5, 2023.	
PREPARED BY: Valerie Quarles, Assistant Planner	
REVIEWED BY:	

ACTION REQUESTED:

Staff recommends approval of the attached minutes.

FINANCIAL OR BUDGET CONSIDERATION:

N/A

2024-2026 STRATEGIC PLAN PRIORITIES RELEVANCE:

N/A

BACKGROUND:

See the attached draft meeting minutes for the HPB's review and approval.

ATTACHMENTS:

1. Draft HPB Meeting Minutes of December 5, 2023

Heritage Preservation Board Meeting Minutes of December 5, 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 and Assistant Planner Valerie Quarles.

2. Approval of Minutes

The minutes were approved unanimously.

3. New Business

a. Recruitment Update

Planner Quarles gave a brief update on who had submitted applications to join the Heritage Preservation Board and noted that if all the applicants were confirmed by the City Council, the board would be at full strength for the first time in a few years.

b. Centennial Homes Event Planning

Planner Quarles noted that she had checked in with the City's Communications Coordinator about the do's and don'ts of hosting an event in the Community Room. After discussion, the group settled on hosting the event in the Community Room in order to have more flexibility in event capacity due to the high number of homes that have received Centennial Home awards in the past.

The group also concluded that the best format for the event would be a cocktail hour, short award ceremony, and potentially keynote speaker. Each member suggested speakers and the group discussed, with the preferred type of speaker being someone in the government or nonprofit sectors. Member Ankeny noted someone she knew in Minneapolis who did historic preservation work in that vein, and Ms. Gratton suggested a designer she knew. Member Starkey outlined how the physical award certificates had been created in prior years and noted that they were typically drawings, though the high number of homes to be awarded this year could make that output tough to pull off.

Planner Quarles suggested that some conversation starter cards at the tables would help people find common ground to chat about.

Planner Quarles outlined what she had learned from the Communications Coordinator about food and beverage costs and noted best practices around drink tickets and snacks, as opposed to meals. The group discussed RSVPs being a better way to track potential attendance, and the invite group being residents who had or are about to receive Centennial Home awards, though others could be welcome based on event capacity. The group settled on postcards being the best way to mail owners notice of the event.

The group settled on the Mayor or a preservation-minded Councilmember being the best person to present the awards, but made sure to keep the Mayor's Award separate, with that award to be presented in February, to be discussed again in January.

The group considered April or May to be good timing for the event and discussed any potential impacts of local schools' spring breaks.

Member Ankeny suggested that the Wayzata High School's art department could be a great source for getting so many pieces of artwork done at once. Planner Quarles said that she would contact a teacher to start planning.

c. 2023 Annual Report

Planner Quarles checked in with the group to see if there was anything in particular that should be highlighted for the annual report, given the extremely reduced capacity of the board in 2023. James J. Hill Days and other in-progress items were noted.

d. 2024 Work Plan

Planner Quarles noted that she was putting together a draft for the Board to review and approve at their next meeting, and then went through the 2023 Work Plan to see which items should be brought into 2024. Items to bring forward included:

- Exploring additional responsibilities of the board
- Education
- Lake Minnetonka Historical Society collaboration
- Just Deeds promotion
- Centennial Home Event
 - Planner Quarles noted that it might make sense to assess how many houses were due to be awarded in the next 10-15 years, and try to fit them into the event capacity in order to encourage them to continue with preservation efforts.
- Centennial Home Awards (annual item)
 - Member Starkey noted that Centennial Home Awards used to come with cakes, so the group decided that miniature Bundt cakes would be a welcome addition to the event for this round of awardees.
- Mayor's Award (annual item)
- Annual Report (annual item)
- James J. Hill Days (annual item)

Items to keep in mind, but not actively pursue, included:

- Preservation Easement widespread promotion
 - The group chose to promote it at the Centennial Homes Event instead.
- Trappers' Cabin maintenance
 - Planner Quarles noted she would check in with Public Works, but not elevate it to the work plan.
- City-sponsored grants for historic preservation efforts
 - Planner Quarles noted that it would be more productive to provide technical assistance and support for specific projects pursuing other grants.
- Building permits and cultural resource archaeology
 - Planner Quarles noted that the state process covers this contingency.
- Burial mounds education
 - Planner Quarles noted that she would reach out well ahead of the 2024-2025 school year to gauge interest from the school district

e. New Business From Members

There was no new business from members.

4. Old Business

a. Mayor's Award Update

Member Starkey asked about timing and noted that the physical award would need to be created and coordinated.

b. Cemetery Plaque Update

Planner Quarles outlined some of her research into the phrasing of the current plaque and the group agreed that a larger plaque highlighting the inhabitants of the cemetery, that did not focus on their cause of death, would be appropriate. Member Starkey noted that Sue Sorrentino would probably have information related to that through the former Cemetery Walks program. The group discussed the history of the cemetery and the surprisingly wide range of people (1800s-1900s) who are present. Member Starkey noted that she would reach out to Ms. Sorrentino.

c. Section Foreman House Project Funding Updates

Member Stakey asked about the Panoway naming and dedication funding strategy and the group discussed. Planner Quarles gave an update on how much funding has been received and how much remains to be raised, as well as recent grant pursuits.

5. Other Items

a. Staff Updates

There were no additional staff updates. The group discussed dates of the next meetings.

6. Adjournment

The meeting was adjourned at 12:43 p.m.



City of Wayzata Heritage Preservation Board Agenda Report

MEETING DATE: January 25, 2024	AGENDA ITEM: 4.a
TITLE: New Member Orientation and Introductions	
PROPOSED MOTION: N/A	
PREPARED BY: Valerie Quarles, Assistant Planner	
REVIEWED BY:	

ACTION REQUESTED:

N/A

FINANCIAL OR BUDGET CONSIDERATION:

N/A

2024-2026 STRATEGIC PLAN PRIORITIES RELEVANCE:

N/A

BACKGROUND:

The Heritage Preservation Board has a maximum of five members. In recent years, participation has been below that number, leading to reduced capacity. The Board should:

1. Introduce themselves.
2. Consider what their interests and strengths are relative to the mission of the Board. A copy of the Board's enabling City Code chapter is attached.
3. Review the attached Code of Conduct. Printed copies will be available for signature at the meeting.

ATTACHMENTS:

1. City Code Chapter 911 - Heritage Preservation Board
2. Code of Conduct Policy For Boards and Commissions

911.01 - Declaration of Public Policy and Purpose.

Pursuant to the powers set forth in Minn. Stats. Ch. 84C, the City Council of the City of Wayzata hereby declares as a matter of public policy that the preservation, protection, perpetuation and use of areas, places, buildings, structures, districts, or objects having a special historical, community or aesthetic interest or value will promote the health, prosperity, and welfare of the community. The purpose of this Ordinance is to enlist the cooperation of the property owners in the City to:

- A. Safeguard the heritage of the City of Wayzata by preserving sites and structures which reflect elements of the City's cultural, natural, social, economic, political, visual or architectural history;
- B. Protect and enhance the City of Wayzata's appeal and attraction to residents, visitors and tourists, and to serve as a support and stimulus to business and industry;
- C. Enhance the natural, visual and aesthetic character, diversity and interest of the City of Wayzata;
- D. Foster civic pride in the history, beauty, and notable accomplishments of the people and places that have helped shape the City of Wayzata; and
- E. Promote the preservation and continued use of historic sites and structures for the education and general welfare of the people who live and work in or visit the City of Wayzata.

911.02 - Definitions.

As used herein, "Heritage Preservation Site" shall mean any area, place, building, structure, land, district, or object which has been duly designated as a Heritage Preservation Site pursuant to Section 911.04 of this Ordinance.

911.03 - Establishment of Heritage Preservation Board.

- A. **Members.** There is hereby created and established a City of Wayzata Heritage Preservation Board, hereinafter called the "Board" which shall consist of five voting members of whom a minimum of three shall be residents of the City, appointed by the City Council. All members should possess some knowledge or deep interest in historic preservation whether through education, professional training or devotion to the subject. The chair of the Planning Commission or his/her designate shall serve as an ex-officio non-voting member of the Board.
- B. **Terms of Office.** The City Council will initially designate two appointees to serve a term of one year and three appointees to serve a term of two years. All subsequent appointments shall be for a term of two years. Members may be reappointed for consecutive terms. In the event of a

vacancy, the vacancy for the unexpired term shall be filled in the same manner as the appointment was made. Members shall serve without compensation and shall continue to hold office until their successors have been appointed.

C. **Organization.** The Board shall elect from its members, such officers as it may deem necessary. The Board, when necessary, shall have the responsibility to designate and appoint from its members various committees. The Board shall make such rules and regulations as it may deem advisable and necessary for the conduct of its affairs, for the purpose of carrying out the intent of this Ordinance, which are not inconsistent with the laws of the City of Wayzata and the State of Minnesota. The Board shall make an annual report to both the City Council and the Planning Commission, in February, containing a statement of its activities and plans.

D. **Additional Responsibilities and Duties of the Board.** The Board shall have the following responsibilities and duties in addition to those otherwise specified in this ordinance:

1. The Board shall conduct a continuing survey of all areas, places, buildings, structures, districts, or objects in the City of Wayzata which the Board, on the basis of information available to it, has reason to believe are significant to the cultural, natural, social, economic, political, visual, or architectural history of the City of Wayzata;
2. The Board shall continually survey all areas of the City to determine needed and desirable improvements of older buildings throughout Wayzata, acting in an advisory capacity to owners of historically significant sites regarding their preservation, restoration and rehabilitation;
3. The Board shall work for the continuing education of Wayzata's residents with respect to the civic, natural, and architectural heritage of the City and to protect and enhance the City's appeal and attraction to residents, visitors and tourists, and to serve as a support and stimulus to business and industry;
4. The Board shall keep current a public register of designated and proposed Heritage Preservation Sites and areas, along with the plans and programs that pertain to them;
5. The Board shall have the authority to accept monetary gifts made to the City (to be administered by City Staff) for the purpose of historical preservation, including preparing applications for heritage preservation grant funds. Other types of gifts such as land, easements, etc. are subject to the approval of the City Council;
6. The Board may accept the services of technical experts and such persons as may be required to perform duties, as authorized by the City Council; and
7. The Board may on a continuing basis collect and review city planning and development records, documents, studies, models, maps, plans and drawings to be entered into the Wayzata Public Library Historical Archives as a permanent record of city history and development.

911.04 - Designation of Heritage Preservation Sites.

- A. **Documentation.** The Board shall recommend to the Planning Commission areas, places, buildings, structures, districts, or objects to be designated as Heritage Preservation Sites. Documentation for the designation should include at least one of the following:
1. National Register of Historical Places. A site application approved by the National Park Service under the National Preservation Act of 1966.
 2. Preservation Easement. Fully executed in a form acceptable to the Board and recordable in the Hennepin County land records.
 3. Historical Planning Report. Prepared by a historic preservation consultant whose professional qualifications are satisfactory to the Board.
- B. **Criteria.** In considering the designation of a Heritage Preservation Site, the Board shall apply the following criteria regarding the proposed site:
1. Its character, interest, or value as part of the development heritage or cultural characteristics of the City of Wayzata or the State of Minnesota;
 2. Its location as a site of significant historic event;
 3. Its embodiment of distinguishing characteristics of an architectural style, period, form or treatment;
 4. Its identification with a person or persons who have significantly contributed to the culture and development of the City of Wayzata or the State of Minnesota;
 5. Its identification as work of an architect or master builder whose individual work has influenced the development of the City of Wayzata or the State of Minnesota;
 6. Its embodiment of elements of architectural design, detail, materials, or craftsmanship which represent a significant architectural innovation; and
 7. Its unique location, natural attributes or singular physical characteristic representing an established and at one time or now familiar visual feature of a neighborhood, a community, the City, a region, or the State of Minnesota.
- C. **Planning Commission Review and Hearings.** The Board shall make recommendations to the Planning Commission of the proposed designation of a Heritage Preservation Site, including boundaries, and shall work jointly with the Planning Commission with respect to the relationship of the proposed Heritage Preservation Site to the Comprehensive Plan of the City of Wayzata. The Planning Commission shall express its opinions as to the effects of the proposed designation upon the surrounding neighborhood, and upon the City's Comprehensive Plan, and shall submit to the City Council its recommendation of approval, denial, or modifications to the proposed designation.

The Board's recommendation shall become part of the Planning Commission's official record and shall be submitted by the Planning Commission to the City Council, along with the Planning Commission's recommendations concerning the proposed designation.

Prior to recommending the designation of a Heritage Preservation Site, the Planning Commission shall hold a public hearing and seek the comments of all concerned citizens. Prior to such hearing the Planning Commission shall cause to be published in the City's official newspaper notice of the hearing at least ten days prior to the date of the hearing. Notice of said hearing shall be sent to all owners of the property proposed to be designated a Heritage Preservation Site and to all property owners within 50 feet of the boundary of the area proposed to be designated a Heritage Preservation Site. The notice shall contain an explanation for the proposed designation, a clear description of the property designated, and a short description of the justification for the proposed designation and a time and place for the meeting.

- D. **City Council Action.** The City Council, upon request of the Board and the Planning Commission, or at its own instigation, may by resolution designate a Heritage Preservation Site. When the City Council is reviewing a proposed designation, it shall approve, deny, or may make such modifications, changes and alterations based on the recommendations of the Board and Planning Commission or its own findings, and the standards set forth in Subsection 4.
- E. **Voluntary Nature.** No Heritage Preservation Site shall be so designated without the voluntary, written consent of the owner of the site at the time of designation. A designation is binding upon all future owners of the property unless the designation is removed as provided in Section 911.06. Notwithstanding the foregoing, nothing in this Section shall limit the rights of the City to acquire any property by gift, negotiation or eminent domain, and to thereafter designate the property as a Heritage Preservation Site in accordance with this ordinance.

911.05 - Effect of Designation.

- A. **Identification Plaque.** Those sites having been designated as Heritage Preservation Sites by the City Council shall be awarded a numbered plaque to be displayed on the exterior of the site in full public view. The plaque shall remain the property of the City. The Board shall recommend removal of such plaque should the site or structure be so altered as to destroy the historic integrity of the specific criteria that was used to justify the designation of the respective site.
- B. **Filing of Document.** The office of the City Clerk shall record the designation/preservation easement of areas, places, buildings, structures, districts, or objects as Heritage Preservation Sites with the Hennepin County Recorder or the Hennepin County Registrar of Titles and shall transmit a copy of the recording document to all appropriate City departments.
- C.

Site Alteration Permit. Once a property has been designated as a Heritage Preservation Site, the owners of said property must apply for a Site Alteration Permit from the City Council in order to make any of the following changes to the site:

1. Remodel, alter or repair in any manner, including paint color, which will change the exterior appearance of the Heritage Preservation Site.
2. New exterior construction.
3. Signs.
4. Moving of buildings.
5. Demolition in whole or in part. This does not apply to structures required to be demolished in accordance with Minn. Stats. Ch. 463.

The application for a Site Alteration Permit must be accompanied by detailed plans including a site plan, building elevations, and design details and materials as deemed necessary by City staff to evaluate the request. Besides the Site Alteration Permit the regular City Permits shall be required.

The Secretary of Interior's Standards for Rehabilitation as set forth in 36 CFR 67 will be the basis for a Site Alteration Permit application. The Building Official will not issue a Site Alteration Permit if the City Council finds that the change(s) will materially impair the historical integrity of the specific criteria that was used to justify the designation of the respective site.

The City Planner will review the Site Alteration Permit application and provide comments to the Board who shall make recommendations to the Planning Commission. The Planning Commission shall hold a public hearing and make recommendations to the City Council. Prior to such hearing the Planning Commission shall cause to be published in the City's official newspaper notice of the hearing at least ten days prior to the date of the hearing. Notice of said hearing shall be sent to all owners of the Heritage Preservation Site, all property owners within 500 feet of the boundary of the Heritage Preservation Site and the President of the Wayzata Historical Society. The notice shall contain a description of the proposed changes to the Heritage Preservation Site.

When the City Council is reviewing a Site Alteration Permit, it shall approve, deny, or make such modifications, changes and alterations based on the recommendations of the Board and Planning Commission, and its own findings.

In emergency situations, where immediate repair or demolition is needed to protect the safety of a Heritage Preservation Site or its inhabitants, the Building Official may issue a building or demolition permit without a Site Alteration Permit. In the case of a permit issued pursuant to this Paragraph, the Building Official shall immediately notify the Board, in writing, of its action and specify the facts and conditions constituting the emergency situation. The Board will have 30 days

in which to review any emergency repairs and make its recommendations to the Planning Commission as to whether any additional repairs or modifications will be needed in order to bring the Heritage Preservation Site in to compliance with this ordinance.

Any violation of, or neglect to comply with, the provisions of this Paragraph on the part of any person, or any neglect or refusal of any owner or occupant of any premises to allow said property to be examined as herein provided, and the same to be cleaned, repaired, reconstructed, or abandoned shall be a violation of this Code, and said person shall be guilty of a misdemeanor in accordance with Chapter 104 of the City Code. In addition, the City Council or its agents reserves the right to either require the property owner to restore the property to its historic state or enter the property to make the necessary changes, and assess the costs to the property owner.

(Ord. 807[8-26-2021])

911.06 - Removal of Designation and Extinguishment of a Preservation Easement.

A property owner can petition to have the designation as a Heritage Preservation Site removed or a preservation easement extinguished. The property owner must state the reasons for requesting this action and provide information supporting such reasons. The City Council reserves the right to have the property inspected by the City Building Official and/or other consultants to validate these reasons. Reasons for requesting such removal/extinguishment may include, but are not limited to, that the site is no longer historically significant, or that retaining the designation/preservation easement would create an unforeseen economic hardship. In the event unforeseen economic hardship is offered as a reason, the property owner must provide data sufficient to establish such economic hardship and evidence that the site has been advertised for sale for restoration or reuse, and that sale for restoration or reuse is not economically feasible.

Prior to the removal of a site designation/extinguishment of a preservation easement, the Board shall make recommendations to the Planning Commission and the Planning Commission shall hold a public hearing and seek the comments of all concerned citizens. The public hearing and publication notice requirements shall be the same as for a Designation Hearing.

The Board's recommendation shall become part of the Planning Commission's official record along with the Planning Commission's recommendation to the City Council concerning the proposed removal of a site designation/extinguishment of a preservation easement.

The City Council can choose to approve or deny any proposed removal of a site designation/extinguishment of a preservation easement, as it deems necessary after consideration of:

A. The recommendation of the Board and Planning Commission;

- B. Information supplied by the property owner;
- C. Other information deemed relevant by the City Council; and
- D. The public policy and purpose of this Ordinance. Approval for removal of a site designation/extinguishment of a preservation easement requires a simple majority of the City Council.

911.07 - Limitations.

The guidelines for limitations of the Board are given below:

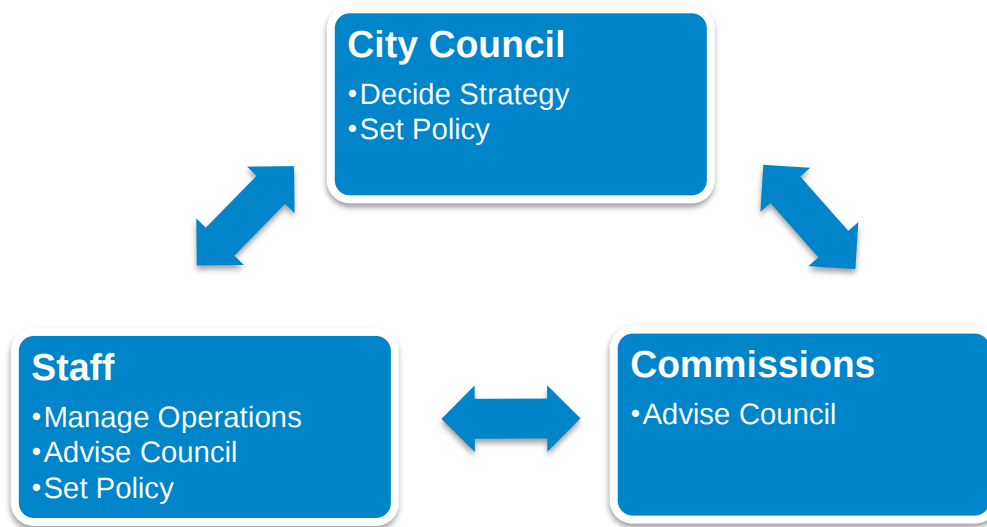
- A. The Board is an advisory committee to the Planning Commission and City Council and therefore shall have no power to bind the City by contract or otherwise.
- B. The Board shall have no communication or make application to the National Register or to the State of Minnesota, or encourage others to do so, for the designation of a historic site or district without the consent of the City Council.



Code of Conduct for Boards and Commissions

(Adopted August 5, 2022)

This Code of Conduct policy has been adopted by the City Council to both (i) highlight the roles and responsibilities of Council members, City staff, and Boards and Commissions, and (ii) establish respectful behavior guidelines for working with each other, staff, and boards and commissions.



City Council	City Manager & Staff	Boards and Commissions
- Adopts City policies - Makes policy-level decisions - Hires & supervise City Manager - Reviews and Approves - City Budget, CIPs, and related work plans - Ordinances - Developments and Land Use applications - City's Strategic Plan - Other requests/proposals under City Code - Appoints members of advisory boards and commissions	- Carries out Council policies and decisions - Manages City operations and staff - Provides advice to Council - Proposes budget and policies - Delivers City services - Enforces City codes & policies	- Advises Council on areas within their purview as established in City Code, Council directive, or Work Plan - Helps gather and provide community perspective - Propose Work Plan items and recommended Council action - Hold hearings as directed by Council and required by City Code

Working with Each Other and the Public

Our expectation is that we, and all those who participate in our proceedings, will be respectful of each other, members of the public, visitors, and City staff.

Members Should <u>Strive To</u> ...	Members Should <u>Avoid</u> ...
• Treat people with respect, courtesy, and kindness • Adhere to “Rules of Order” for all Meetings • Respect and support the Chair’s role in leading meetings and Staff’s supportive and advisory role • Encourage others to express their opinions and ideas and actively listen to what others have to say • Consider the ideas of others to improve decisions and outcomes • Recognize and respect differences • Prepare in advance for meetings and the items on the agenda • Focus on the business of the Board and Commission and the items on the agenda • Consider only factual, impartial, and relevant factors in decisions • Accept decisions of the majority once made while also respecting the opinions of the minority • Identifying your role as a Board member if presenting at a public meeting	• Speaking over or cutting off another person • Insulting, disparaging ideas, or putting down Staff, other Board members, Applicants, or members of the public • Belittling, demeaning, or patronizing comments or body language • Questioning motivations of others • Speaking for writing for other Board members, the Board as a whole, or the City unless specifically authorized to do so • Take on topics that are outside of the scope of the board • Making promises to applicants or community members • Violence or the threat of violence

Working with Staff

Board and Commission Members pledge to City Staff that they will:

- Respect staff as professionals and valued resources and members of the City’s team and not direct their work
- Support a positive and constructive workplace environment for City employees where staff are encouraged to work to their full potential
- When possible, notify the staff liaison in advance of a Board Meeting of any new information related to an agenda item, as well as anticipated questions and requests to pull agenda items from the consent agenda, so the appropriate staff can compile the information needed
- Acknowledge and understand their role as public officials, and the need for transparency and openness in conducting the City’s business and in communication with each other and with staff

Acknowledgement and Agreement

I have reviewed and understand this Code of Conduct policy. I agree to follow it to the best of my ability.

Name (Please Print)

Signature

Date



City of Wayzata Heritage Preservation Board Agenda Report

MEETING DATE: January 25, 2024	AGENDA ITEM: 4.b
TITLE: Review and Approval of 2023 Annual Report and Work Plan Summary	
PROPOSED MOTION: To approve the attached 2023 Annual Report and 2024 Work Plan Summary.	
PREPARED BY: Valerie Quarles, Assistant Planner	
REVIEWED BY:	

ACTION REQUESTED:

Staff recommends approval of the attached 2023 Annual Report and 2024 Work Plan Summary.

FINANCIAL OR BUDGET CONSIDERATION:

N/A

2024-2026 STRATEGIC PLAN PRIORITIES RELEVANCE:

The work plan is a statement of how the Heritage Preservation Board will fulfill both the priorities of the City Council and their own.

BACKGROUND:

The below text is what will go in front of the City Council in February as a statement of the Heritage Preservation Board's achievements in 2023 and priorities in 2024. The HPB will consider their detailed adaptive work plan, for internal use, in a separate item today.

Accomplishments in 2023

Recruitment and Growth

- Ongoing efforts to recruit new members led to adding three new board members at the end of 2023
- Shifted meeting time and frequency to attract new members
- Publicized the work of the board through an appearance in *Wayzata Together*
- Continued to build capacity for future efforts

Community

- Continued to coordinate Mayor's Award, Centennial Home Awards, and other ways to recognize residents and friends of Wayzata who are preserving their homes or commercial buildings
- Built relationships with new Lake Minnetonka Historical Society for future partnership

James J. Hill Days

- Represented the City for duration of festival with their own booth, educating visitors on the Section Foreman House, Just Deeds, and promoting HPB recruitment
- Met with 100+ visitors

Other Initiatives

- Began work on updating certain historic plaques around Wayzata
- Considered how Wayzata's building permit process can account for discovery of cultural resources

Priorities for 2024

Community

- Collaboration with Lake Minnetonka Historical Society
- Centennial Home Event
- Promotion of Just Deeds program

Built Environment

- Proactive engagement with property owners of historic buildings that will be at risk in the future, but may not be now
- Support funding opportunities for Section Foreman House

Education

- Explore new topics and opportunities as championed by Board members

Annual Responsibilities

- Mayor's Award
- Centennial Home Awards
- James J. Hill Days

ATTACHMENTS:

None



City of Wayzata Heritage Preservation Board Agenda Report

MEETING DATE: January 25, 2024	AGENDA ITEM: 4.c
TITLE: Discussion of 2024 Work Plan	
PROPOSED MOTION: N/A	
PREPARED BY: Valerie Quarles, Assistant Planner	
REVIEWED BY:	

ACTION REQUESTED:

N/A

FINANCIAL OR BUDGET CONSIDERATION:

Certain items in the work plan will carry costs.

2024-2026 STRATEGIC PLAN PRIORITIES RELEVANCE:

N/A

BACKGROUND:

A presentation and activity will be conducted at the meeting to determine the HPB's main priorities for 2024, and which members would want to champion each item. Then, the group will schedule out those items across the 2024 calendar.

Annual/recurring items include:

- Mayor's Award
- Centennial Home Awards
- James J. Hill Days
- Annual Report

Potential items include:

- Exploring additional responsibilities of the Board, as shown in City Code
- Educational topics and opportunities
- Promotion of Just Deeds program
- Collaboration with Lake Minnetonka Historical Society
- Centennial Home Event
- Engagement with buildings that will be at risk in the future, but not now
- Other items championed by Board members

Items that have been previously discussed and de-prioritized by the Board include:

- Preservation Easement widespread promotion
- Trappers' Cabin maintenance
- City-sponsored grants for historic preservation efforts
- Building permits and cultural resource archaeology
- Burial mounds education (due to student group coordination - may return)

Note that these items are discussed in the December 5, 2023 meeting minutes.

ATTACHMENTS:

None



City of Wayzata Heritage Preservation Board Agenda Report

MEETING DATE: January 25, 2024	AGENDA ITEM: 4.d
TITLE: Election of Chair and Vice-Chair	
PROPOSED MOTION: 1. To approve the nomination of _____ as Chair of the Wayzata Heritage Preservation Board. 2. To approve the nomination of _____ as Vice-Chair of the Wayzata Heritage Preservation Board.	
PREPARED BY: Valerie Quarles, Assistant Planner	
REVIEWED BY:	

ACTION REQUESTED:

The Board should discuss the duties of the Chair and Vice-Chair, make nominations, and confirm one member to each position using the proposed motions.

FINANCIAL OR BUDGET CONSIDERATION:

N/A

2024-2026 STRATEGIC PLAN PRIORITIES RELEVANCE:

N/A

BACKGROUND:

The Heritage Preservation Board has not always had an official Chair or Vice-Chair, but the increased size of the board now necessitates the positions. Because these positions are "new", the Chair will work directly with City staff and the rest of the board to determine what typical duties may fit their strengths, and those duties may change over time as whoever is elected becomes more accustomed to their role. The Chair and Vice-Chair do not need to be longstanding members of the Board.

Typical Chair responsibilities may include:

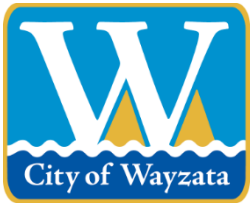
1. Running meetings, using the agenda that staff creates and publishes ahead of time. Staff and all Board members will present on individual items.
2. Managing decorum and rules of procedure. For the HPB, rules of procedure may be less formal than bodies like the Planning Commission and City Council.
3. Representing the HPB at other public meetings.

Vice-Chair responsibilities include:

1. Filling in for the Chair when they are absent.

ATTACHMENTS:

None



**City of Wayzata
Heritage Preservation Board
Agenda Report**

MEETING DATE: January 25, 2024	AGENDA ITEM: 4.e
TITLE: New Business from Members	
PROPOSED MOTION:	
PREPARED BY:	
REVIEWED BY:	

ACTION REQUESTED:

FINANCIAL OR BUDGET CONSIDERATION:

2024-2026 STRATEGIC PLAN PRIORITIES RELEVANCE:

BACKGROUND:

ATTACHMENTS:

None



City of Wayzata Heritage Preservation Board Agenda Report

MEETING DATE: January 25, 2024	AGENDA ITEM: 5.c
TITLE: Centennial Homes Event and Awards	
PROPOSED MOTION: N/A	
PREPARED BY: Valerie Quarles, Assistant Planner	
REVIEWED BY:	

ACTION REQUESTED:

N/A

FINANCIAL OR BUDGET CONSIDERATION:

Costs of the event will come out of the HPB's budget.

2024-2026 STRATEGIC PLAN PRIORITIES RELEVANCE:

N/A

BACKGROUND:

Below is a review of decisions made at the previous meeting related to the Centennial Home Awards and event.

- The event is planned to be hosted in the Community Room due to capacity.
- The format will likely be a cocktail hour, keynote speaker, and short awards ceremony for Centennial Home owners. The Mayor's Award will be given out separately at a City Council meeting this spring.
- A keynote speaker will be pursued once a date for the event is settled on. The preferred speaker is someone who works for a non-profit or government entity in order to avoid the appearance of the speaker profiting off of business they might gain from the event.
- The presenter of the awards could be the Mayor or a Council member passionate about preservation.
- Light appetizers and/or snacks will be provided. These could be from the Muni or from another establishment. Given the Board's previous tradition of buying cakes for awardees, miniature take-home cakes should be included.
- The decision to provide drinks/drink tickets will be settled on once overall costs have been projected.
- Conversation starters will be provided at tables.
- Invitees will include all homeowners who have received or are going to receive (at the event) Centennial Home Awards. Depending on the number of RSVPs, the event may be opened up to historic homeowners who have not yet reached the 100-year milestone.
- Invitations will be sent as postcards.
- Planner Quarles has reached out to Wayzata Schools regarding the physical drawings of each awarded home, and whether a classroom would want to take those on as a community art project.
- The event should take place in May.

ATTACHMENTS:

None



City of Wayzata Heritage Preservation Board Agenda Report

MEETING DATE: January 25, 2024	AGENDA ITEM: 5.d
TITLE: Old Business	
PROPOSED MOTION:	
PREPARED BY: Valerie Quarles, Assistant Planner	
REVIEWED BY:	

ACTION REQUESTED:

Discuss the below items.

FINANCIAL OR BUDGET CONSIDERATION:

N/A

2024-2026 STRATEGIC PLAN PRIORITIES RELEVANCE:

N/A

BACKGROUND:

This item serves as a monthly space for those items we may not have the capacity to make progress on at the moment, but are still at top of mind. In January 2024, these items include:

- Just Deeds: In 2024, we had no new discharges. The HPB and City staff have signaled interest in promoting the program to homeowners who have not taken part yet. In order to get content into the Wayzata Weekly or Portal newsletters, the City Manager and Mayor will need to give the OK.
- Lake Minnetonka Historical Society collaboration: LMHS is presenting on the "Early History of Wayzata and the North Shore" in the Community Room at 7pm on February 12. Board members should consider registering to attend - both to review our own history and to make connections with people interested in Wayzata-specific history. More information can be found here: <https://www.lakeminnetonkahistory.org/events.html>
- Blue Water Theater: No updates to report.
- City website updates: No updates to report, besides adding the Board's new members to the public roster.

ATTACHMENTS:

None