

WAYZATA PLANNING COMMISSION

Meeting Agenda

Wayzata City Hall Community Room, 600 Rice Street

Monday, October 21, 2024

6:30 PM

HYBRID MEETING INFORMATION

Click here to join Zoom Meeting

Meeting ID: 872 6216 0163 Passcode: 802131

Members of the public may attend this Planning Commission meeting in person, or watch and listen remotely by viewing the meeting on Channel 8, WCTV, and at the City's website at www.wayzata.org/WCTV.



Public comment during the Public Forum and/or Public Hearing portions of the meeting may be provided in person at the meeting, in advance, or by logging into the zoom call and raising your hand during the public hearing. **When your name is called in the meeting, you will be seen and heard in our Council Chambers and the cable channel.** You will be asked to unmute and then you may begin your comment. All public comments must include your full name and address.

The City encourages comments or questions about items on the agenda and, when possible, requests that you submit them in advance by emailing PublicComment@wayzata.org, calling City staff at 952-404-5323, or mailing Wayzata City Hall at 600 Rice St E, Wayzata, MN 55391 (Attn: Public Comment).

1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Consent Agenda**
 - a. Approval of Meeting Minutes of August 19, 2024
5. **Other Items**
 - a. Election of Vice-Chair
 - b. Review of Development Activities
 - c. Planning Commission Meeting Schedule
6. **Adjournment**

Upcoming Meetings:

City Council - October 22, 2024

Planning Commission - November 4, 2024

Members of the Planning Commission and some staff members may gather at the Wayzata Bar and Grill immediately after the meeting for a purely social event. All members of the public are welcome.



City of Wayzata Planning Commission Agenda Report

MEETING DATE: October 21, 2024	AGENDA ITEM: 4.a
TITLE: Approval of Meeting Minutes of August 19, 2024	
PREPARED BY: Valerie Quarles, Assistant Planner	
REVIEWED BY: Eric Zweber, Planning Consultant	
60 DAY DEADLINE: N/A	

BACKGROUND:

N/A

ACTION REQUESTED:

Staff recommends approval of the regular meeting minutes of August 19, 2024.

ATTACHMENTS:

1. Planning Commission Meeting Minutes of August 19, 2024

**WAYZATA PLANNING COMMISSION
MEETING MINUTES
AUGUST 19, 2024**

AGENDA ITEM 1. Call to Order

Commissioner Severson called the meeting to order at 6:30 p.m. and explained that in the absence of both Chair Stockton and Vice-Chair Sorensen, staff had asked her to step in to run the meeting as Acting Chair.

Commissioner Severson asked for a motion to officially appoint her to serve as Acting Chair for tonight's meeting. Commissioner Schwalbe made a motion, seconded by Commissioner Elg to appoint Commissioner Severson as Acting Chair for the August 19, 2024 Planning Commission meeting. The motion carried unanimously.

AGENDA ITEM 2. Roll Call

Acting Chair Severson asked Community Development Director Goellner to take roll call.

Present at roll call were Commissioners: Plantan, Schwalbe, Severson, Elg, and Cameron. Community Development Director Emily Goellner and City Attorney David Schelzel were also present.

Absent at roll call were Commissioners: Sorensen and Stockton.

AGENDA ITEM 3. Approval of Agenda

Acting Chair Severson asked for a motion to approve the agenda for the meeting.

Commissioner Plantan made a motion, seconded by Commissioner Schwalbe to approve the August 19, 2024 agenda, as presented. The motion carried unanimously.

AGENDA ITEM 4. Consent Agenda

- a.) Approval of the August 5, 2024 Planning Commission Meeting Minutes
- b.) Approval of Planning Commission Report and Recommendation of Approval of Comprehensive Plan Amendment, Zoning Map Amendment, Conditional Use Permit, Variance to the West Side Yard Setback, and Design Deviations for an Elderly Care Facility (Moments of Wayzata) at 163 Wayzata Boulevard West
- c.) Approval of Planning Commission Report and Recommendation of approval of Amendments to Conditional Use Permits for Eloise Restaurant Parking at 332 Broadway Avenue South

Acting Chair Severson read the items on the consent agenda and asked if any Commissioner wished to pull an item for further discussion.

1 Commissioner Cameron asked about the recommendations related to the Moments of Wayzata
2 where in item e., it says that the applicant must coordinate with Xcel Energy on the installation of
3 a sidewalk on the north side of Wayzata Boulevard. He noted that there was currently not a
4 sidewalk in this location or further east, and to the west is the highway bridge and asked why the
5 Commission was recommending that they put in a sidewalk.

6
7 Community Development Director Goellner stated that she thought there was a sidewalk on the
8 north side, near the Country Club, over the bridge. She noted that the applicant had not fully
9 designed this portion of the project yet because the coordination with Xcel is likely to take several
10 months but believes it will include a sidewalk connection.

11
12 Commissioner Cameron explained that the Planning Commission had not discussed this point
13 during their meeting so he wanted to make sure he understood it.

14
15 Community Development Director Goellner clarified that the sidewalk had been discussed more
16 at a staff level along with the City Engineer so they just wanted to make sure this was captured in
17 this document for coordination at a later date.

18
19 Acting Chair Severson asked for a motion to approve the Consent Agenda as presented.

20
21 Commissioner Cameron made a motion, seconded by Commissioner Schwalbe to approve the
22 Consent Agenda as presented. The motion carried unanimously.

23
24 **AGENDA ITEM 5. Other Items:**

25
26 **a) Review of Development Activities**

27
28 **b) Planning Commission Meeting Schedule**

29
30 Community Development Director Goellner stated that this would be her last meeting with the
31 Planning Commission and admitted that it was bittersweet. She explained that because of the City's
32 transition following her leaving the City and bringing in new leadership, the September 9, 2024
33 Planning Commission meeting would be canceled.

34
35 Commissioner Plantan expressed her appreciation to Community Development Director Goellner
36 for her many years of service to the City. She stated that her service had always been top notch
37 and that it had been an absolute pleasure to work with her. She explained that she did not think of
38 this as a 'goodbye' but 'until we meet again'.

39
40 **AGENDA ITEM 6. Adjournment.**

41
42 There being no further business on the agenda, Acting Chair Severson asked for a motion to
43 adjourn.

44
45 Commissioner Plantan made a motion, seconded by Commissioner Elg to adjourn the Planning
46 Commission meeting. The motion carried unanimously.

1
2 The Planning Commission meeting was adjourned at 6:37 p.m.
3

4 Respectfully submitted,
5 Kayla Atkins Rokosz
6 *TimeSaver Off Site Secretarial, Inc.*
7

DRAFT



City of Wayzata Planning Commission Agenda Report

MEETING DATE: October 21, 2024	AGENDA ITEM: 5.a
TITLE: Election of Vice-Chair	
PREPARED BY: Valerie Quarles, Assistant Planner	
REVIEWED BY: Eric Zweber, Planning Consultant	
60 DAY DEADLINE:	

BACKGROUND:

With Commissioner Sorensen's departure to serve on City Council, the Planning Commission now has a vacant Vice-Chair position. The Vice-Chair's duties include taking on the Chair's responsibilities when the Chair is absent. Per the Commission's bylaws, the Vice Chair will serve until the first meeting in 2025, when a new election for all officers of the 2025 term will take place.

ACTION REQUESTED:

Commissioners should nominate and select a Vice-Chair.

ATTACHMENTS:

None



City of Wayzata Planning Commission Agenda Report

MEETING DATE: October 21, 2024	AGENDA ITEM: 5.c
TITLE: Planning Commission Meeting Schedule	
PREPARED BY: Valerie Quarles, Assistant Planner	
REVIEWED BY: Eric Zweber, Planning Consultant	
60 DAY DEADLINE: N/A	

BACKGROUND:

The 2024 City Calendar and City Council Liaison Schedule are attached. The next City Council meeting is scheduled for Tuesday, October 22. The next Planning Commission meeting is scheduled for Monday, November 4.

The City Council Liaison Schedule lists former Commissioner Sorensen as assigned to the October 22 meeting. Planning Commissioners are encouraged to determine who may be able to attend the October 22 meeting in-person or by watching online.

ACTION REQUESTED:

N/A

ATTACHMENTS:

1. 2024 Wayzata City Calendar
2. 2024 City Council Liaison Schedule - updated July 2024

City of Wayzata 2024 Meeting Calendar



S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

S	M	T	W	Th	F	S
				1	2	3
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- Energy & Environment 5:00 PM
- Planning Commission - 6:30 PM
- City Council - 7:00 PM
- Charter Commission - 9:00 AM
- Lake Minnetonka Conservation District (LMCD)
- Heritage Preservation Board (HPB) - 11:30 AM
- Housing & Redevelopment Authority (HRA) - 7:30 AM
- Parks & Trails Board - 6:00 PM
- Elections (see below)
- Night to Unite

Meeting dates and times are subject to change. Dates can be confirmed by calling City Hall.

- Holiday Observed
- City Offices Closed

2024 Election Dates

- February 27—Precinct Caucus
- March 5—Presidential Nomination Primary
- April 30—Special Primary Election (Hennepin Co Commissioner)
- May 14, 2024—Special Election (Hennepin Co Commissioner)
- August 13—State General Primary Election
- November 5—State General Election

Revised
10/24/2023

2024 Planning Commission Assignments at Council Meetings

	<u>Meeting Date</u>	<u>Commission Representative</u>
Tuesday	January 9	Peggy Douglas
Tuesday	January 23	Adam Elg
Tuesday	February 6	Chris Plantan
Tuesday	February 20	Bonnie Schwalbe
Tuesday	March 12	Jen Severson
Tuesday	March 26	Ken Sorensen
Tuesday	April 9	Larissa Stockton
Tuesday	April 23	Peggy Douglas
Tuesday	May 7	Adam Elg
Tuesday	May 21	Chris Plantan
Tuesday	June 4	Bonnie Schwalbe
Tuesday	June 18	Jen Severson
Tuesday	July 9	Ken Sorensen
Tuesday	July 23	Larissa Stockton
Wednesday	August 7	Blake Cameron
Tuesday	August 20	Adam Elg
Tuesday	September 3	Chris Plantan
Tuesday	September 17	Bonnie Schwalbe
Tuesday	October 8	Jen Severson
Tuesday	October 22	Ken Sorensen
Tuesday	November 12	Larissa Stockton
N/A	No meeting November 26th	
Tuesday	December 3	Blake Cameron
Tuesday	December 17	Adam Elg