

**WAYZATA PLANNING COMMISSION
MEETING MINUTES
JANUARY 8, 2024**

AGENDA ITEM 1. Call to Order

Chair Stockton called the meeting to order at 6:30 p.m.

Chair Stockton read a prepared statement outlining multiple options for joining remotely or submitting comments and questions.

AGENDA ITEM 2. Roll Call

Chair Stockton asked Community Development Director Goellner to take roll call.

Present at roll call were Commissioners: Douglas, Stockton, Sorensen, Schwalbe, Severson, Elg, and Plantan. Community Development Director Emily Goellner, Assistant Planner Valerie Quarles, and City Attorney David Schelzel were also present.

AGENDA ITEM 3. Approval of Agenda

Chair Stockton asked for a motion to approve the agenda for the meeting.

Commissioner Severson made a motion, seconded by Commissioner Schwalbe, to approve the January 8, 2024 agenda as presented. The motion carried unanimously.

AGENDA ITEM 4. Consent Agenda

a.) Approval of the November 20, 2023 Planning Commission Meeting Minutes

b.) Approval of Planning Commission Report and Recommendation of Denial for Fence Variances at 728 Wayzata Blvd E

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

Hearing no such request, Chair Stockton asked for a motion to approve the Consent Agenda as presented.

Commissioner Douglas made a motion, seconded by Commissioner Elg, to approve the Consent Agenda as presented. The motion carried 6-0-1 (Plantan abstained).

AGENDA ITEM 5. Other Items

a) Welcome Commissioner Plantan

1 Chair Stockton welcomed recently re-appointed former Planning Commissioner Plantan back to
2 the Commission.

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4 Commissioner Plantan introduced herself and shared some of her background and experience, and
5 noted that she was happy to be back serving the community in this capacity.

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7 **b) Election of Officers for 2024**
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9 Chair Stockton explained that the Chair and Vice-Chair were elected annually at the first meeting
10 of the Commission. Community Development Director Goellner noted that Commissioners could
11 make nominations for such positions in advance, and that there had been a nomination received
12 for Larissa Stockton to serve as Chair, and Ken Sorensen to serve as Vice-Chair. She further
13 explained that the Commission could also take any other nominations of Commissioners for such
14 positions at this time.

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16 There being no additional nominations, Chair Stockton asked for a motion on the nominations.

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18 Commissioner Elg made a motion, seconded by Commissioner Schwalbe, to appoint Larissa
19 Stockton to serve as Chair. The motion carried unanimously.

20
21 Commissioner Douglas made a motion, seconded by Commissioner Plantan, to appoint Ken
22 Sorensen to serve as Vice-Chair. The motion carried unanimously.

23
24 **c) Review of Development Activities**
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26 Community Development Director Goellner noted that the City has received one new development
27 application for property located at 620 Bushaway Road, where they are proposing an addition to
28 their home, but noted that staff did not expect it to be completed and ready for the Commission
29 until closer to March.

30
31 **d) Planning Commission Meeting Schedule**
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33 Community Development Director Goellner noted that she does not have any items scheduled for
34 the January 22, 2024 or the February 5, 2024 Planning Commission meetings, and would likely be
35 canceling those meetings.

36
37 Commissioner Douglas explained that she had gotten several questions about the previously
38 approved Zitzloff project and its potential start date.

39
40 Community Development Director Goellner stated that she does not yet know about the start date
41 for that project, and explained that the applicant's team is working on the financing and bidding
42 process. She stated that the next step would be the approval of a development agreement by the
43 City Council, which has been drafted and should be on an upcoming meeting. She noted that the
44 Commission liaison schedule for the Council meetings was included in their packet and
45 encouraged Commissioners to come in person, if possible, to the City Council meetings they are
46 assigned to observe.

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2 **AGENDA ITEM 7. Adjournment.**
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4 There being no further business on the agenda, Chair Stockton asked for a motion to adjourn.
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6 Commissioner Sorensen made a motion, seconded by Commissioner Elg, to adjourn the Planning
7 Commission meeting. The motion carried unanimously.
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9 The Planning Commission meeting was adjourned at 6:42 p.m.
10

11 Respectfully submitted,
12

13 Kayla Atkins Rokosz

14 *TimeSaver Off Site Secretarial, Inc.*

**WAYZATA PLANNING COMMISSION
WORKSHOP MEETING MINUTES
JANUARY 8, 2024**

AGENDA ITEM 1. Roll Call

Present were Commissioners: Stockton, Douglas, Elg, Plantan, Schwalbe, Severson, and Sorensen. Community Development Director Emily Goellner, Assistant Planner Valerie Quarles, and City Attorney David Schelzel were also present.

AGENDA ITEM 2. Annual Planning Commission Training

City Attorney Schelzel began a presentation explaining the rules and guidelines for the Planning Commission, beginning with the different roles of Commissioners and of City staff. The group discussed the role of staff recommendations, and noted satisfaction with the current process, as well as with the overall tone and tenure of the Planning Commission meetings.

City Attorney Schelzel explained the different levels of discretion involved with different types of planning applications. The group discussed when it may or may not be appropriate to meet with applicants ahead of public meetings, and considered other ways to seek additional information or answers to questions on an application ahead of a public meeting. The group discussed the role of neighborhood meetings and when to refer inquiries to staff.

City Attorney Schelzel presented the different standards and criteria that the Planning Commission uses for different types of planning applications. The group had an extensive discussion on how to adhere closely to the applicable criteria, while still facilitating strong debate and consideration of an item. The group also discussed the best ways to handle potentially misleading statements from applicants and the public in a public setting.

The meeting concluded with a review of the standard flow of public meetings, Commissioner conduct and policies, and a brief question-and-answer session with staff.

Commissioner Stockton thanked the group for their continued hard work and thoughtful deliberation.

AGENDA ITEM 7. Adjournment.

There being no further business on the agenda, the meeting was adjourned by general consent at 8:00 p.m.