



WAYZATA HERITAGE PRESERVATION BOARD

Meeting Agenda

Wayzata City Hall Community Room, 600 Rice Street

Wednesday, March 5, 2025

11:30 AM

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Minutes**
 - a. Approve December 19, 2024 and January 23, 2025 Meeting Minutes
- 4. Old Business**
 - a. Review 2025 Work Plan
 - b. Election of 2025 Chair and Vice-Chair
- 5. New Business**
 - a. New Business from Members
- 6. Other Items**
 - a. City Calendar and Minutes Rotation Schedule
- 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: March 5, 2025	AGENDA ITEM: 3.a
TITLE: Approve December 19, 2024 and January 23, 2025 Meeting Minutes	
PROPOSED MOTION: To approve the Draft Meeting Minutes of December 19, 2024 and January 23, 2025	
PREPARED BY: Valerie Quarles, City 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. Sonya Travanty and staff provided the December minutes. Kelly Gratton provided the January minutes.

ATTACHMENTS:

1. Draft HPB Meeting Minutes of December 19, 2024
2. Draft HPB Meeting Minutes of January 23, 2025

Heritage Preservation Board Minutes

December 19, 2024

1. Call to Order

The meeting was called to order at 11:30am.

2. Roll Call

Present were Sue Ankeny, Kim Gharrity, Judy Starkey, Sonya Travanty (Heritage Preservation Board); Valerie Quarles (Assistant Planner); Jeff Prottas and Ann Johnson Stewart (Blue Water Theater) arrived later.

3. Approval of Minutes

The minutes of the October 24, 2024 meeting were approved.

4. Old Business

There was no old business to discuss.

5. (a) New Business from Members

The board briefly discussed current events around town.

(b) Review 2024 Work Plan and Draft 2025 Work Plan

The board reviewed what had been successful in 2024, what potential work items had not been completed, and whether all those items should carry over into 2025. The group also considered potential new items to be added in 2025 and the role of future grant funding. The results of the discussion are in the work plan.

(c) Guest Discussion: Blue Water Theater

BWT board members Jeff Prottas (President) and Ann Johnson Stewart (Facilities Chair and MN State Senator) discussed the mission of Blue Water Theater, transitions within the organization, historic facility needs assessment, and the theater's role within the community. The HPB discussed the role of proactive property preservation, offered future help and support for grant and bonding applications, and will consider holding a regular HPB meeting this year at the BWT building. The entire group also discussed having a "Open Doors"-type summer block party. They believe the building (once improvements have been made) could be a great community space for Wayzata. They want the building to be used for special occasions. Not many buildings in Wayzata have space to accommodate large groups.

Once upgrades are made, they believe the current building will fit their needs and a new building will not be needed. Want to bring in money and resources to reimagine the space and not just patch holes like they have been doing.

6. Other Items

The next HPB meeting will be Thursday, January 23.

Heritage Preservation Board Meeting Minutes – January 23, 2025
11:30am-1pm, Wayzata City Hall Conference Room

Call to Order

The meeting was called to order at 11:33am.

Roll Call

Board members Judy Starkey (vice-chair), Kim Gharrity and Kelly Gratton were present, along with City Planner Valerie Quarles.

Approval of Minutes

Member Starkey made a motion to approve the minutes of the November 21, 2024 HPB meeting. Member Gratton seconded. The minutes were approved by a vote of 3-0.

New Business from Members

New business was discussed.

Old Business

Discussion of the 2024 Work Plan:

- The work plan was reviewed. We discussed starting on the May items in February.
- Discussed Historic Homes: Val is checking on how many younger homes there are. Centennial Homes will all get a certificate. Questioned whether HPB hosts party again this year. (Every 5 years? Every other year?) Discussed possibility of honoring Holdridge Neighborhood, possibly in May or June. Val will check on Mayor's Award with Mayor.
- Plaques: We reviewed the list of known plaques. Val showed us a map of all the plaques. We reviewed pictures of the plaques. Member Starkey proposed having plaques along Lake Street to talk about former businesses in the district. Discussed playing with ideas for the Lake Walk (what gets clicks; what people are interested in). Discussed possible plaque for Holdridge.
- Discussed Mid-Century home in Holdridge from Star Tribune; maybe Mayor's Award recipient?
- Reviewed calendar for February and March meeting dates
- Reviewed attendance tracker

Staff Updates

There were no additional staff updates.

Adjournment

Member Gratton motioned to adjourn the meeting and Member Gharrity seconded. The meeting was adjourned by a vote of 3-0 at 12:55pm.



City of Wayzata Heritage Preservation Board Agenda Report

MEETING DATE: March 5, 2025	AGENDA ITEM: 4.a
TITLE: Review 2025 Work Plan	
PROPOSED MOTION: N/A	
PREPARED BY: Valerie Quarles, City Planner	
REVIEWED BY:	

ACTION REQUESTED:

Review the 2025 Work Plan and discuss.

FINANCIAL OR BUDGET CONSIDERATION:

Certain items in the Work Plan will carry costs.

2024-2026 STRATEGIC PLAN PRIORITIES RELEVANCE:

N/A

BACKGROUND:

Members should review this month's items in the Work Plan and prepare for next month. The work plan is a living document that can be adjusted throughout the year.

Mayor's Award

The board should put forth nominations so that staff can compile them for the Mayor's review. The Mayor will choose the final awardee, to be recognized at one of the Council meetings in May. (May is Historic Preservation Month.) At the last meeting, members discussed nominating 1708 Holdridge Circle.

Centennial Homes

In 2025, 9 buildings are turning 100, including 8 homes and one commercial building (David Lee Funeral Home). These properties will be awarded in the typical fashion at one of the Council meetings in May. Staff and the board will need to notify owners and create certificates. As a reminder, the board is now caught up on all Centennial Home anniversaries prior to this year.

Historic Homes Event

Staff has assembled a list of all Wayzata buildings built between 1925 and 1975, per Hennepin County property data. In total, there are 679 unique property IDs within this timeframe. However, condo buildings have unique property IDs for each unit, so the total number of buildings within the 50-year span is approximately 543 (removing 136 of 137 Barry Avenue Condominiums, built in 1970).

- 1926-1939: 66, including 2 apartment buildings and 5 commercial buildings
- 1940-1959: 371, including Holdridge, Glenbrook, Ridgeview, Harmony Circle, Margaret Circle, Highcroft portions, Shadyway Road, and scattered homes
- 1960-1975: 104, including Harmony Circle and scattered homes

The board should discuss what band of properties this year's Historic Homes event should focus on, and whether that approach holds up.

City Plaques (if time)

Project steps:

1. Creating an inventory of current plaques in town, public and private. The HPB has some records of the plaques it has produced but the picture does not appear to be comprehensive. A draft of the current inventory will be presented at the meeting. (2024)
- 2. Reviewing each existing public plaque to determine whether revision or addition is imminently necessary.**
3. Considering locations for new public plaques and creating criteria by which those locations could be ranked and ordered for production in the future.

ATTACHMENTS:

1. HPB Work Plan - February



Work Plan Progress – February 2025

Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2025 Work Plan	X											
City Plaques	X	X	X	X	X							
LMHS Programming Partnership			X	X	X	X				X		
Mayor's Award (annual)		X	X	X	X							
Centennial Homes (annual)		X	X	X	X							
Historic Homes Event (annual?)		X	X	X	X	X						
Update HPB Mission Statement						X						
James J Hill Days							X	X	X			
Recruitment and Retention (3 terms end)									X	X	X	
2026 Work Plan												X

This Month

Current/Preparation – see memo
Historic Homes Event – who's in attendance and when will it be held?
Centennial Homes – review 1925-1975 list
Mayor's Award – create list of nominations and submit to Mayor
City Plaques – review Plaque photos for maintenance needs and content updates.
Slot In
Just Deeds (James J Hill Days)
Racial covenants banned at home sale (tracking Mounds View ordinance)
Proactive engagement with historic property owners (as needed)
Support Section Foreman House funding (as needed)
Burial Mounds education (summer prep for fall event?)
Grant seeking for project capacity (ongoing)
Specific building celebrations on-site (look for upcoming anniversaries)
Bicycle tour (LMHS)
Outdoor media at the Depot (LMHS)
Unfunded
QR codes (Ely, Saint Paul)
Historic markers along Luce Line and/or Dakota rail trails (former Three Rivers Park District project with LMHS)
Grants Tracker
N/A



City of Wayzata Heritage Preservation Board Agenda Report

MEETING DATE: March 5, 2025	AGENDA ITEM: 4.b
TITLE: Election of 2025 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, City 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:

Typical Chair responsibilities may include:

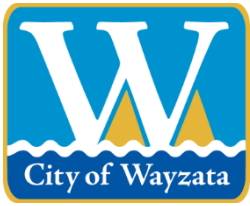
1. Assisting staff in running meetings, using the agenda that staff creates and publishes ahead of time. Staff and all Board members will present on individual items.
2. Managing decorum and rules of procedure. For the HPB, rules of procedure may be less formal than bodies like the Planning Commission 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: March 5, 2025	AGENDA ITEM: 5.a
TITLE: New Business from Members	
PROPOSED MOTION: N/A	
PREPARED BY: Valerie Quarles, City Planner	
REVIEWED BY:	

ACTION REQUESTED:

N/A

FINANCIAL OR BUDGET CONSIDERATION:

N/A

2024-2026 STRATEGIC PLAN PRIORITIES RELEVANCE:

N/A

BACKGROUND:

This is a space for board members to discuss potential new business and current events.

ATTACHMENTS:

None



City of Wayzata Heritage Preservation Board Agenda Report

MEETING DATE: March 5, 2025	AGENDA ITEM: 6.a
TITLE: City Calendar and Minutes Rotation Schedule	
PROPOSED MOTION: N/A	
PREPARED BY: Valerie Quarles, City Planner	
REVIEWED BY:	

ACTION REQUESTED:

Review the attached City Calendar and Minutes Schedule. Please let staff know if you have any anticipated conflicts with meeting dates/times or obligations to take minutes.

FINANCIAL OR BUDGET CONSIDERATION:

N/A

2024-2026 STRATEGIC PLAN PRIORITIES RELEVANCE:

N/A

BACKGROUND:

The next HPB meeting is Thursday, March 27. Sue Ankeny is scheduled to take the minutes.

ATTACHMENTS:

1. 2025 Wayzata City Calendar
2. HPB Meeting Minutes Schedule - February

City of Wayzata 2025 Meeting Calendar



January 2025						
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	

February 2025						
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	

March 2025						
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					

April 2025						
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			

May 2025						
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

June 2025						
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					

July 2025						
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		

August 2025						
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						

September 2025						
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				

October 2025						
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	

November 2025						
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						

December 2025						
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 5:30 PM

Planning Commission - 6:30 PM

City Council - 7:00 PM
Local Board of Appeal & Equalization - April 17th

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

Night to Unite

Holiday Observed
City Offices Closed

Election

Precinct Caucuses - no statewide caucus in 2025

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

Revised
1/8/2025

Wayzata Heritage Preservation Board

2024/2025 Meeting Minutes Schedule

Updated February 2025

Month	Minutes Taker	Received?
November 2024	Sue Ankeny	N/A – staff prepared
December 2024	Sonya Travanty	Yes
January 2025	Kelly Gratton	Yes
March 5 (rescheduled from Feb)	Kim Gharrity	
March 27	Sue Ankeny	
April	Sonya Travanty	
May	Kim Gharrity	
June	Kelly Gratton	
July	Judy Starkey	
August	Sonya Travanty	
September	Sue Ankeny	
October	Kim Gharrity	
November	Kelly Gratton	
December	Judy Starkey	

2025 Attendance

Meeting	Sue	Kim	Kelly	Judy	Sonya
January	Absent	Present	Present	Present	Absent
March 5					
March 27					
April					
May					
June					
July					
August					
September					
October					
November					
December					

2025 Term Tracker

Board Member	Term Ends
Sue Ankeny (Chair)	December 31, 2026
Kim Gharrity	December 31, 2025
Kelly Gratton	December 31, 2025
Judy Starkey	December 31, 2026
Sonya Travanty	December 31, 2025