WAYZATA HERITAGE PRESERVATION BOARD
Meeting Agenda

Wayzata City Hall Community Room, 600 Rice Street
Wednesday, March 26, 2025
11:30 AM

1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes**
   a. Approve December 19, 2024, January 23, 2025, and March 5, 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 26, 2025	**AGENDA ITEM:** 3.a
TITLE: Approve December 19, 2024, January 23, 2025, and March 5, 2025 Meeting Minutes	
PROPOSED MOTION: To approve the Draft Meeting Minutes of December 19, 2024, January 23, 2025, and March 5, 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, and Kim Gharrity provided the March 5 minutes.

ATTACHMENTS:
1. Draft HPB Meeting Minutes of December 19, 2024
2. Draft HPB Meeting Minutes of January 23, 2025
3. Draft HPB Meeting Minutes of March 5, 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.

DRAFT

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 may 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.

DRAFT

Heritage Preservation Board Meeting Minutes of March 5, 2025
11:30am-1pm, Wayzata City Hall Community Room

Call to Order
The meeting was called to order at 11:35am.

Roll Call
Board members Sonya Travanty and Kim Gharrity were present, along with City Planner Valerie Quarles.

Approval of Minutes
The minutes from December and January were not approved due to lack of a quorum, and will be approved at our next meeting.

Old Business
2025 Work Plan Items
Mayor's Award
The board will put forth nominations so staff can compile them for the mayor's review. The mayor will then choose the final awardee, to be recognized at one of the Council meetings in May and potentially also at the Historic Homes Event. Currently 1708 Holdridge Circle, 534 Wayzata Blvd. and 257 Central Avenue are being considered for nomination.

Historic Homes Event
In 2025, 9 buildings are turning 100, including 8 homes and one commercial building (David Lee Funeral Home). Additionally, there are 149 other properties that are at least 75 years old, for a total of 158 properties built between 1925 and 1950. Our Historic Homes Event this year, will focus on these 158 properties and is planned to be held on May 15, 2025, from 5-7pm in the Wayzata City Hall Community Room. Valerie will ask Joanie Holtz if she'd be willing to speak… other details regarding refreshments and how we'll recognize these property owners, will be discussed at our next meeting.

City Plaques
More likely to focus on this in the summer months.

New Business from Members
Included casual conversation around proposals for the TCF building, Wuollet's space, unoccupied retail space in town, etc.

Adjournment
The meeting was adjourned at 12:35pm.

City of Wayzata
Heritage Preservation Board
Agenda Report

MEETING DATE: March 26, 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 Mayor has stated he'd like to have a call with the HPB chair, or a member of the HPB, to discuss the nominees and get some additional information before making a decision. This needs to happen in the next week or two in order to stay on track for May (Historic Preservation Month), since Centennial Homes are still proposed to be awarded on the same timeline. At the last meeting, members nominated 1708 Holdridge Circle, 534 Wayzata Boulevard, and 257 Central Avenue South.

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. To stay on track for May, reaching out to owners and creation of certificates needs to happen in April. This work will need to fall more on the board this year rather than staff.

Historic Homes Event
The Historic Homes event, planned for mid-May at the last meeting, should be delayed to the fall for summer planning. Staff will not have the capacity to support the event until a replacement planner is hired. It is anticipated that, if the hiring timeline remains accurate, a new planner (who will also serve as the liaison to the HPB in the same way that City Planner Quarles has) will start by June and get familiar with the HPB over the summer. Again, board members will need to take the lead.

Other Items
The work plan further adjusts timelines of other proposed items for spring and summer to better accommodate staff capacity. The HPB may adjust these timelines to be more aggressive or relaxed as desired, with the understanding that a similar level of support for the board's activities may not be achieved until later this year.

ATTACHMENTS:
1. HPB Work Plan - March

Work Plan Progress – March 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	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 – planning delayed to summer for fall event – adjust as needed at that time
Centennial Homes – stick with original timeline and get homes awarded at May Council – get certificates created and paid for out of the budget and homeowners notified
Mayor's Award – Mayor wants to have a call with the Chair to discuss the HPB's recommendation, certificate needs to be created, homeowner contacted, and awarded at May Council meeting
City Plaques – review Plaque photos for maintenance needs and content updates when capacity is improved among staff and board members, likely later in the year
LMHS Programming – delayed to summer
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 26, 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. A quorum is needed to achieve this. In previous 2025 meetings, the decision was made to delay this vote until all members were present. However, attendance has made this difficult. As staff capacity varies in the coming months, having leadership positions filled will be important in maintaining momentum toward the Board's goals.

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 26, 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 26, 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, April 24. Sonya Travanty is scheduled to take the minutes.

ATTACHMENTS:
1. 2025 Wayzata City Calendar
2. HPB Meeting Minutes Schedule - March

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			

Revised
1/8/2025

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.

Wayzata Heritage Preservation Board

2025 Meeting Minutes Schedule

Updated March 2025

Month	Minutes Taker	Received?
January 23	Kelly Gratton	Yes
March 5 (rescheduled from Feb)	Kim Gharrity	Yes
March 26 (rescheduled)	Sue Ankeny	
April 24	Sonya Travanty	
May 22	Kim Gharrity	
June 26	Kelly Gratton	
July 24	Judy Starkey	
August 28	Sonya Travanty	
September 25	Sue Ankeny	
October 23	Kim Gharrity	
November 20	Kelly Gratton	
December 18	Judy Starkey	

2025 Attendance

Meeting	Sue	Kim	Kelly	Judy	Sonya
January	Absent	Present	Present	Present	Absent
March 5	Absent	Present	Absent	Absent	Present
March 26					
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