

WAYZATA PLANNING COMMISSION

Meeting Agenda

Wayzata City Hall Community Room, 600 Rice Street

Monday, January 5, 2026

6:30 PM

HYBRID MEETING INFORMATION

[Click here to join Teams Meeting](#)

[Meeting ID: 297 745 414 916 7 Passcode: MG385hT9](#)

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 Teams 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 December 15, 2025
5. **Old Business Items**
6. **Public Hearing Items**
7. **Other Items**
 - a. Election of Chair and Vice Chair
 - b. Review of Development Activities
 - c. Planning Commission Meeting Schedule
 - d. Annual Commissioner Training & Code of Conduct Review
8. **Adjournment**

Upcoming Meetings:

City Council — January 20, 2026

Planning Commission — January 26, 2026

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: January 5, 2026	AGENDA ITEM: 4.a
TITLE: Approval of Meeting Minutes of December 15, 2025	
PREPARED BY: Alex Sharpe, Community Development Director	
REVIEWED BY: Alex Sharpe, Community Development Director	
60 DAY DEADLINE: N/A	

BACKGROUND:

N/A

ACTION REQUESTED:

Staff recommends approval of the meeting minutes of December 15, 2025.

ATTACHMENTS:

1. PC.12.15.2025 Minutes - Final Draft

1 **WAYZATA PLANNING COMMISSION**
2 **MEETING MINUTES**
3 **DECEMBER 15, 2025**

4
5
6 **AGENDA ITEM 1. Call to Order**

7
8 Chair Cameron called the meeting to order at 6:30 p.m.

9
10 Chair Cameron read a prepared statement that outlined multiple options for joining remotely or
11 submitting comments and questions.

12
13 **AGENDA ITEM 2. Roll Call**

14
15 Present at roll call were Commissioners: Schwalbe, Severson, Cameron, VanLoy, and Ankeny.
16 Community Development Director Alex Sharpe, and City Attorney David Schelzel were also
17 present.

18
19 Absent at roll call were Commissioners: Elg and Plantan

20
21 **AGENDA ITEM 3. Approval of Agenda**

22
23 Community Development Director Sharpe noted that the City received an additional public
24 comment on Consent Agenda item b.) related to 220 Central Avenue S. He noted that the comment
25 was included with the materials for Commission review and would be added to the public record.

26
27 With that addition to the public record, Chair Cameron asked for a motion to approve the agenda
28 for the meeting as presented.

29
30 Commissioner Severson made a motion, seconded by Commissioner Ankeny, to approve the
31 December 15, 2025, agenda as presented with the addition of the public comment on Consent
32 Agenda item b.).

33
34 The motion carried unanimously.

35
36 **AGENDA ITEM 4. Consent Agenda**

- 37
38 **a.) Approval of the December 1, 2025 Planning Commission Meeting Minutes**
39 **b.) Adoption of Planning Commission Report and Recommendation of Approval for**
40 **Lot Width Variance and CUP for a Two-Family Home at 220 Central Avenue S**

41
42 Chair Cameron read the items on the consent agenda and asked if any Commissioner wished to
43 pull an item for further discussion.

44
45 Hearing no such request, Chair Cameron asked for a motion to approve the Consent Agenda as
46 presented.

1
2 Commissioner Schwalbe made a motion, seconded by Commissioner VanLoy, to approve the
3 Consent Agenda as presented.

4
5 The motion carried unanimously.

6
7 **AGENDA ITEM 5. Old Business Items**

8
9 There were no items of old business.

10
11 **AGENDA ITEM 6. Public Hearing Items**

12
13 There were no items for public hearing.

14
15 **AGENDA ITEM 7. Other Items:**

16
17 **a) Review of Development Activities**

18
19 Mr. Sharpe explained that there were limited development activities in the City at the moment due
20 to winter conditions.

21
22 He noted that the Klapprich Park warming house was nearing completion. He stated that the rinks
23 have been flooded and can be used, but cautioned that they were not in their final form yet. He
24 stated that the Parks and Trails Board was planning a ribbon-cutting ceremony to take place on
25 January 10, 2026, and for the park to be officially reopened in the spring of 2026.

26
27 Chair Cameron noted that the Carisch building project had removed construction barriers from the
28 sidewalks and that sidewalk appears to be open.

29
30 **b) Planning Commission Meeting Schedule**

31
32 Chair Cameron stated that the next Planning Commission meeting was scheduled for the beginning
33 of January.

34
35 Mr. Sharpe reminded the Commission that this would be the annual Planning Commission training
36 meeting, as there were no other scheduled development application items. He encouraged the
37 Commission to contact staff if there were specific questions or items they were interested in for
38 the annual training meeting, so they would have time to pull together the pertinent information.

39
40 City Attorney Schelzel echoed the suggestion by Mr. Sharpe for the Commission to bring questions
41 for discussion during the training. He suggested that they reflect on the past year, and any issues
42 or situations they may have wrestled with, and bring those things to discussion at the training. He
43 explained that the more questions and discussion items the Commission can bring to the table, the
44 more productive the annual training will be.

1 Chair Cameron commended Commissioners Schwalbe and Elg for being reappointed as
2 commissioners for new 3-year terms.

3
4 **AGENDA ITEM 8. Adjournment.**

5
6 There being no further business on the agenda, Chair Cameron asked for a motion to adjourn.

7
8 Commissioner VanLoy made a motion, seconded by Commissioner Ankeny, to adjourn the
9 Planning Commission meeting.

10
11 The motion carried unanimously.

12
13 The Planning Commission meeting was adjourned at 6:37 p.m.

14
15 Respectfully submitted,
16 Kayla Atkins Rokosz
17 *TimeSaver Off Site Secretarial, Inc.*
18



City of Wayzata Planning Commission Agenda Report

MEETING DATE: January 5, 2026	AGENDA ITEM: 7.a
TITLE: Election of Chair and Vice Chair	
PREPARED BY: Alex Sharpe, Community Development Director	
REVIEWED BY: Alex Sharpe, Community Development Director	
60 DAY DEADLINE: N/A	

BACKGROUND:

Every calendar year, in accordance with Commission bylaws, an election of officers is held. Commissioners are asked to make nominations for the Chair and Vice Chair positions. Descriptions of each position are attached. The Commission's bylaws allow each member to serve in a role for no more than three consecutive years. The current Chair, Cameron, has served in this role for one year. The current Vice Chair, Plantan, has also served in this role for one year. Nominations may also be received in advance of the meeting and will be presented by staff for review by the Commission.

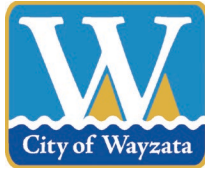
At the meeting, staff will ask for nominations. Any Commissioner may then make a motion to elect a Chair and Vice Chair. Staff will be available for any questions.

ACTION REQUESTED:

Staff recommends that a Commissioner may make a motion to elect a Chair and Vice Chair for the 2025 calendar year.

ATTACHMENTS:

1. Wayzata Planning Commission Elected Leadership Position Descriptions



Wayzata Planning Commission

Descriptions of Elected Leadership Positions

Chair

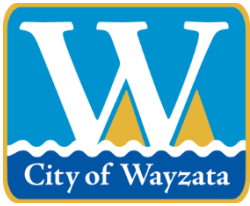
Position Duties:

- **Lead Meetings.** Though still a commissioner, the primary role of the Chair at meetings is to lead the commission through the agenda, following rules of procedure, allowing everyone to speak, facilitating discussion, maintaining decorum, and ensuring the commission fulfills its role and makes decisions.
- **Follow and Maintain Rules of Order.** Meetings should generally follow Robert's Rules. This includes:
 - Opening and closing the meeting
 - Adopting and following the agenda
 - Introducing each agenda item and leading discussion
 - Observe rules of public hearings
 - Leading Commission through action on items
 - Consulting City Attorney on procedural and legal questions
- **Rely on Staff for Information on Application, Procedure, Legal Issues**
 - If there are any anticipated issues or questions with an agenda item, check in with the Community Development Director or the planner who drafted the staff report ahead of the meeting
 - Though the public and applicant may provide helpful information, check with staff and confirm facts, ask questions, etc.
 - Encourage Commissioners to send questions to staff ahead of the meeting so that the most thorough answers can be prepared
- **Model and Manage Decorum**
 - Allowing all Commissioners, applicants, and members of the public to speak and finish their thoughts while still being mindful of the general time limits
 - Facilitate participation by all members and discourage interruptions, arguments, and rude or counterproductive behavior
- **Focus Discussion on Applicable Facts and Rules**
 - Assist the Commission in focusing on the land use requests being made in its discussion and decision, and matters reasonably related to those requests.
 - Bring the commission back to the subject at hand when the commission, applicants, public stray from the topic.
 - Be sure the commission discusses the applicable rules and standards for the application that are outlined in the staff report. These are generally provisions of the Zoning Ordinance (inc. Design Standards), Subdivision Ordinance, and/or Comp Plan excerpts.

Vice Chair

Position Duties:

- **Serve as Chair in Chair's Absence.** If the Chair is unable to attend a meeting, the Vice Chair will fill the role of Chair before and during the meeting.



**City of Wayzata
Planning Commission
Agenda Report**

MEETING DATE: January 5, 2026	AGENDA ITEM: 7.c
TITLE: Planning Commission Meeting Schedule	
PREPARED BY: Alex Sharpe, Community Development Director	
REVIEWED BY: Alex Sharpe, Community Development Director	
60 DAY DEADLINE: N/A	

BACKGROUND:

The 2026 City Calendar and City Council Liaison Schedule are attached. The next City Council meeting is scheduled for Tuesday, January 6. The next Planning Commission meeting is scheduled for Monday, January 26.

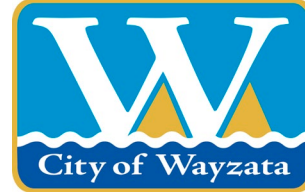
ACTION REQUESTED:

N/A

ATTACHMENTS:

1. 2026 City Calendar

City of Wayzata 2026 Meeting Calendar



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E&E Mtg 2/24

HPB Mtg 2/25

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HPB Mtg 3/25

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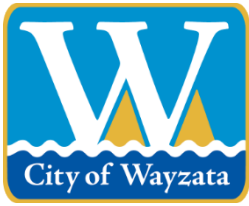
E&E Mtg 11/24

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- Energy & Environment 5:30 PM
- Planning Commission - 6:30 PM
- City Council - 7:00 PM
Local Board of Appeal & Equalization - TBD April 2026
- Charter Commission - 9:00 AM
- Lake Minnetonka Conservation District (LMCD)
- Heritage Preservation Board (HPB) - 2:00 PM
- Housing & Redevelopment Authority (HRA) - 7:30 AM
- Parks & Trails Board - 6:00 PM
- Night to Unite
- Holiday Observed
City Offices Closed
- Election
Precinct Caucuses—2/3/26 (No Public Meetings)

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

Revised
12/15/2025



City of Wayzata Planning Commission Agenda Report

MEETING DATE: January 5, 2026	AGENDA ITEM: 7.d
TITLE: Annual Commissioner Training & Code of Conduct Review	
PREPARED BY: Alex Sharpe, Community Development Director	
REVIEWED BY: Alex Sharpe, Community Development Director	
60 DAY DEADLINE: N/A	

BACKGROUND:

The Planning Commission will break from the typical meeting style for a workshop session. Workshops are an informal meeting type where no actions are taken. The workshop is available for the public to attend, but are not televised or recorded and cannot be attended digitally.

At or around the first meeting of every year the City Attorney and Community Development Director facilitate a training and code of conduct session with the Commission. Commissioners are encouraged to bring questions and examples from projects in prior years to discuss and learn best practices.

ACTION REQUESTED:

N/A

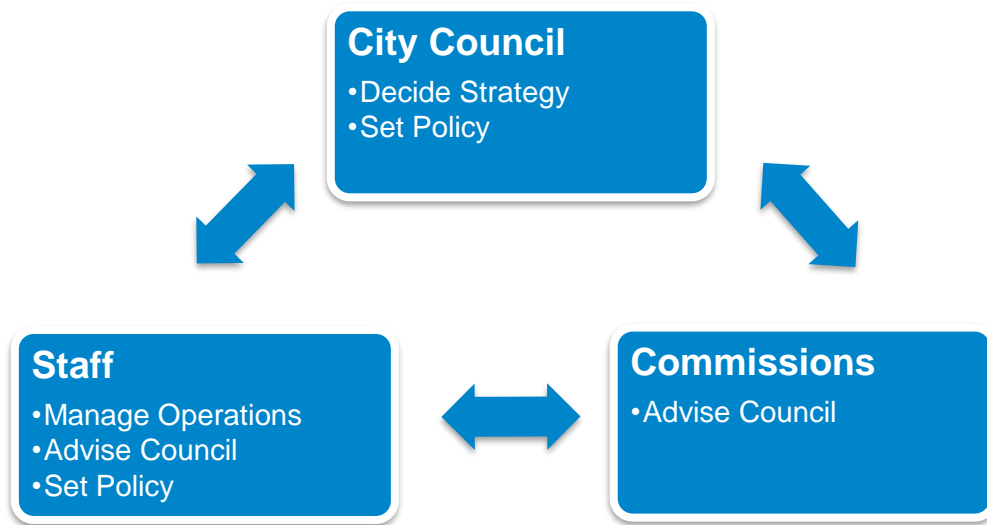
ATTACHMENTS:

1. Code of Conduct Policy For Boards and Commissions
2. Code of Conduct for the Public at Meetings



Code of Conduct for Boards and Commissions

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
<ul style="list-style-type: none"> ● Adopts City policies ● Makes policy-level decisions ● Hires & supervise City Manager ● Reviews and Approves <ul style="list-style-type: none"> ○ 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 	<ul style="list-style-type: none"> ● 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 	<ul style="list-style-type: none"> ● 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>...
<ul style="list-style-type: none"> ● 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 	<ul style="list-style-type: none"> ● 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



Code of Conduct Policy for the Public at City Meetings

This Code of Conduct policy has been adopted by the City Council to establish respectful behavior guidelines for all who attend and participate in public meetings.

Respectful Behavior Guidelines for All Public Meetings <i>Our expectation is that we, and all those who participate in our proceedings, will be respectful of each other, including Council Members, board members and commissioners, other members of the public, applicants, guests, and City staff.</i>	
Persons Participating in Meetings Should Strive To...	Persons Participating in Meetings Should Avoid...
<ul style="list-style-type: none"> ● Treat people with respect, courtesy, and kindness ● Speak in turn and only when recognized by the Mayor or Chair of the meeting ● Adhere to the rules of the Council Chambers or other meeting room, including the safety and health protocols of the City ● Adhere to time limits for speaking (typically 3 minutes) ● Focus comments on the subject matter of the agenda item ● Highlight information that will be relevant and helpful to the deliberation of Council, or the Board or Commission ● Recognize and respect differences of opinions 	<ul style="list-style-type: none"> ● Speaking over or cutting off another person's comments ● Speaking out of turn or shouting from the audience ● Insulting, disparaging comments, or putting down staff, Council members or others in public ● Using or displaying belittling, demeaning, judging or patronizing comments or body language ● Questioning motivations of others, even when there is a difference of opinion ● Violence or the threat of violence, which will not be tolerated ● Distracting or disruptive behavior, including moving around Council Chambers, not adhering to safety or health protocols, cheering/shouting

***Individuals who fail to honor these respectful behavior guidelines may be asked to leave the meeting, and the meeting may be recessed until such time as the individual/s have left the meeting and order has been restored by the Mayor and/or City Manager.**