

WAYZATA PLANNING COMMISSION

Meeting Agenda

Wayzata City Hall Community Room, 600 Rice Street

Monday, May 4, 2026

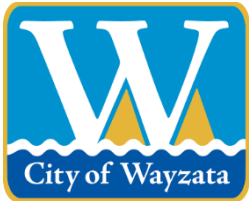
6:30 PM

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 April 20th, 2026
 - b. Approve Planning Commission Report and Recommendation of Approval of CUP and Design Deviations for Woodhill Country Club
5. **Old Business Items**
6. **Public Hearing Items**
7. **Other Items**
 - a. Planning Commission Meeting Schedule
 - b. Review of Development Activities
8. **Adjournment**

Upcoming Meetings:
City Council - May 5, 2026
Planning Commission - May 18, 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: May 4, 2026	AGENDA ITEM: 4.a
TITLE: Approval of Meeting Minutes of April 20th, 2026	
PREPARED BY: Haily Hedblom, Planner	
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 April 20th, 2026.

ATTACHMENTS:

1. Draft PC Minutes 04.20.2026

1 **a.) Consider Recommendation for Amendments to Planning Commission Bylaws**

2
3 Community Development Director Sharpe provided a summary of previous discussions the
4 Commission had regarding on possibly amending the Planning Commission Bylaws with respect
5 to the requirement of Council meeting attendance. He reviewed the proposed amendments
6 prepared by staff on the direction of the Commission, and explained that staff had incorporated a
7 number of additional minor changes to clarify and update the bylaws in other sections, as well as
8 an amendment to remove Section 3.6 requiring in-person attendance at City Council meetings.

9
10 After discussion, there was consensus of the Commission that the proposed amendments were
11 consistent with what had been discussed at the last Commission meeting and the additional
12 amendments suggested by staff made sense.

13
14 Mr. Sharpe stated that, at the recommendation of the Commission, staff would bring the proposed
15 amendments to the City Council for their review and approval. He encouraged Chair Cameron to
16 attend that Council meeting so he could explain the recommendation for the changes to the Bylaws.

17
18 City Attorney Schelzel advised a motion be made. Chair Cameron made a motion to recommend
19 amendments to the Planning Commission Bylaws to City Council, as presented. The motion was
20 seconded by Commissioner Elg.

21
22 The motion carried unanimously.

23
24 **AGENDA ITEM 6. Public Hearing Items:**

25
26 **a) Consider Application for Conditional Use Permit (CUP) and Design Approval for**
27 **Two Golf Course-Related Improvement Projects at Woodhill Country Club**

28
29 Planner Hedblom gave an overview of the application for a CUP for two improvement projects at
30 Woodhill Country Club: a viewing pavilion and satellite restroom ‘convenience station’. She
31 reviewed the project location, details of the request, considerations for future and similar
32 development on the subject property, and additional provisions applicable to the application,
33 including evaluation of deviations from the City’s Design Standards for one of the proposed
34 structures.

35
36 During the presentation, Director Sharpe commented on the applicability of the Design Standards
37 as they relate to this particular application, which includes a small building footprint of
38 approximately 130 square feet. He reviewed the purpose of the Design Standards, noting that staff
39 believes the intent is that the Standards are to apply to larger structures and development in
40 commercial districts, or along public right-of-way within the city. Mr. Sharpe explained that the
41 applicant was not aware initially that they needed to apply for design review at the time of
42 submitting the CUP application, and that upon staff review of the project in preparation for the
43 Planning Commission meeting, it was determined the Design Standards would apply to one of the
44 two proposed structures. He stated that staff had worked with the applicant to amend their
45 application to include the request for design review and approval, and that the Commission will
46 need to provide recommendation to Council on the two significant design deviations presented

1 during the meeting. He noted that the deviations were primarily due to the significantly smaller
2 size of the proposed structure, and that the Standards do not currently allow for exceptions based
3 on size or building type.

4
5 Ms. Hedblom continued the staff presentation of the application, including the Design Deviations
6 under consideration for the application.

7
8 Chair Cameron asked for clarification on the Design Standards applicability as City Code states
9 the purpose of the Standards are, in part, to guide development in commercial districts of the City.

10
11 Ms. Hedblom answered that although the zoning district for this project is residential, the
12 convenience station meets the definition of a nonresidential-type building construction that triggers
13 the requirement of design review.

14
15 Chair Cameron responded that the determination seems very administrative.

16
17 Mr. Sharpe stated that staff did not disagree with the Chair's comment and that efforts were made
18 to look for ways the proposed structure may be able to be exempt from design review, or possibly
19 subject only to administrative approval of the deviations. He stated that ultimately staff concluded
20 the Design Standards do apply to the proposed structure and must be evaluated. He added that the
21 Planning Commission or City Council may elect to revise or adjust language in the Design
22 Standards at a later date to address concerns for smaller construction types or projects.

23
24 Ms. Hedblom continued the staff presentation, outlining comments and recommended conditions
25 of approval from staff, including additional permitting that would be needed.

26
27 Commissioner VanLoy remarked that he was not aware that septic systems were still being
28 installed in City limits. He asked staff to confirm that Hennepin County was the reviewing
29 authority for such systems.

30
31 Mr. Sharpe confirmed that Hennepin County is the regulating authority for septic installations and
32 maintenance. He added that there are very limited sites within the community that are still served
33 by well and septic, and that those sites are managed by the County.

34
35 There being no further questions for staff, Chair Cameron invited the applicant to address the
36 Commission.

37
38 Matt Byers, Managing Principal Architect at Plaad, LLC and representing Woodhill Country Club
39 on the Application, reviewed additional renderings not included in the staff presentation.

40
41 Commissioner Schwalbe asked if Woodhill Country Club had an 18-hole golf course and how
42 many convenience stations they had already.

43
44 Mr. Byers stated that it was an 18-hole course and asked Brian Edmiston from Woodhill Country
45 Club if he could answer the question regarding existing convenience stations.

46

1 Mr. Edmiston answered that they currently have 1 convenience station on course, which is very
2 small, located near holes 3 and 4, and that the proposed new convenience station would be on hole
3 5. He explained that if this application is approved, the existing convenience station would go
4 away because it is outdated and doesn't fit their needs.

5
6 There being no further questions from the Commission for the Applicant, Chair Cameron opened
7 the public hearing at 7:04 p.m. There being no one present in person or online wishing to speak
8 at the public hearing, he closed the public hearing at 7:05 p.m.

9
10 Commissioner Severson asked if the proposed convenience station structure was larger, if it would
11 meet the City's Design Standards.

12
13 Ms. Hedblom stated that staff evaluated the plans submitted with the application and found three
14 points of deviation from the Design Standards. She added that it would not be possible to determine
15 if a larger structure for this use would meet the Standards without specific plans and a thorough
16 review process.

17
18 Chair Cameron asked if the plans were for a slab foundation with frost footings.

19
20 Mr. Byers confirmed that was correct.

21
22 Chair Cameron stated that he struggles with evaluating the convenience station design deviations
23 because the applicant is proposing a very small building, and explained that he felt like there should
24 be a better way to handle this type of request.

25
26 Commissioner Van Loy stated that he felt the positive effect of this project on the area would
27 outweigh the negative impacts of allowing a design deviation, referring to criteria listed in City
28 Ordinance for evaluating design deviations.

29
30 Commissioner Plantan stated that she agreed with Commissioner Van Loy and would recommend
31 approval of the Significant Design Deviations and the minor deviation.

32
33 Commissioner Elg noted that the City's Design Standards do not apply well to this size of building.

34
35 Chair Cameron reviewed the considerations for recommending approval of the CUP request and
36 stated that he didn't see any reason not to recommend approval.

37
38 Chair Cameron made a motion, seconded by Commissioner Schwalbe, to direct staff to prepare a
39 draft Planning Commission Report and Recommendation of Approval for a Conditional Use
40 Permit (CUP) for Two Golf Course Related Improvement Projects at Woodhill Country Club, and
41 approval of the Design Deviations as discussed, with the conditions proposed by staff and
42 appropriate findings for adoption at the next Commission meeting.

43
44 The motion carried unanimously.

45
46 **AGENDA ITEM 7. Other Items:**

1
2 **a) Review of Development Activities**
3

4 Mr. Sharpe noted that the City had reviewed 5 building permit applications last week. He stated
5 that he expected the Wells Fargo site to be issued a Certificate of Occupancy by late spring/early
6 summer for the apartments. He explained that staff were continuing to work with the property
7 owner to address the code violation issues and the visuals for 200 Lake Street East. He noted that
8 the City will be applying for grant funds for the property to assist in cleaning up contamination on
9 the site.

10
11 Commissioner Ankeny noted that there had been litigation related to the 200 Lake Street site,
12 where the judge ruled on the side of the City, and asked if the applicant planned to appeal that
13 ruling. She stated that someone at the last City Council meeting made a statement about the City
14 and the developer working together, and asked what was holding up the project.

15
16 Mr. Sharpe explained that the applicant had appealed that court ruling, so it was currently in active
17 litigation.

18
19 Commissioner Schwalbe noted that the building at 200 Lake Street has become more vandalized
20 as time passes, and that she had worries about liability. She asked if the City sent the Police
21 Department to the building on a regular basis to try to disrupt some of these activities.

22
23 Mr. Sharpe suggested that these topics could be discussed outside of the Planning Commission
24 meeting, but noted that staff was working with the Police Department.

25
26 Chair Cameron asked if there was work underway related to Lake Street retail concerns previously
27 expressed by the Commission.

28
29 Mr. Sharpe stated that Lake Street retail is an item scheduled for discussion at a City Council Work
30 Session meeting in late May.

31
32 Commissioner Van Loy asked about the activity happening at the former Caribou Coffee location.

33
34 Mr. Sharpe stated that they do not have any permit applications indicating who the interior tenants
35 will be, but there have been a few businesses that have made announcements that they were coming
36 to the City.

37
38 **b) Planning Commission Meeting Schedule**
39

40 **AGENDA ITEM 7. Adjournment:**
41

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

44 Commissioner Plantan made a motion, seconded by Commissioner Severson, to adjourn the
45 Planning Commission meeting.
46

1 The motion carried unanimously.

2

3 The Planning Commission meeting was adjourned at 7:21 p.m.

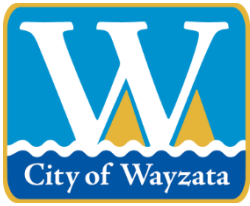
4

5 Respectfully submitted,

6 Kayla Atkins Rokosz

7 *TimeSaver Off Site Secretarial, Inc.*

8



City of Wayzata Planning Commission Agenda Report

MEETING DATE: May 4, 2026	AGENDA ITEM: 4.b
TITLE: Approve Planning Commission Report and Recommendation of Approval of CUP and Design Deviations for Woodhill Country Club	
PREPARED BY: Haily Hedblom, Planner	
REVIEWED BY: Alex Sharpe, Community Development Director	
60 DAY DEADLINE: 60 Day Deadline: June 1, 2026 120 Day Deadline: July 31, 2026	

BACKGROUND:

Woodhill Country Club has submitted an application for a Conditional Use Permit (CUP) and Design Deviations to allow for the construction of the following improvement projects:

1. A new pavilion structure adjacent to the existing racquet sports facilities on the property
2. A small convenience station (restroom) adjacent to the tee box on Hole 5 of the golf course

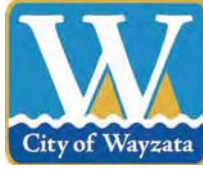
On April 20, 2026, the Planning Commission held a public hearing and directed staff to prepare a Report and Recommendation of Approval, with conditions as presented in the staff report for the application. The draft Report and Recommendation is attached for review.

ACTION REQUESTED:

Staff recommends the approval of the draft Planning Commission Report and Recommendation of Approval of CUP and Design Deviations for Woodhill Country Club.

ATTACHMENTS:

1. Draft PC Report - Recreational Use CUP and Design Deviations - Woodhill CC



WAYZATA PLANNING COMMISSION

May 4, 2026

REPORT AND RECOMMENDATION OF APPROVAL OF CONDITIONAL USE PERMIT AND DESIGN DEVIATIONS FOR WOODHILL COUNTRY CLUB

DRAFT

SUMMARY OF RECOMMENDATION

Approval* of Conditional Use Permit (CUP) for Recreational Use

Approval* of Design Deviations for Golf Course Convenience Building

REPORT AND RECOMMENDATION

Section 1. BACKGROUND

- 1.1 Application Information and Property. Brian Edmiston, on behalf of Woodhill Country Club, (the “Applicant”) has submitted an application (the “Application”) for a conditional use permit (CUP) and design approval for two golf course related improvements (a pavilion structure and convenience station/restroom) (collectively, the “Project”) at 200 Woodhill Road, legally described on Attachment A (the “Property”).
- 1.2 Approvals Requested. The Applicant is requesting approval of the following:
 - A. CUP for Recreational Uses: A CUP for new “Recreation, Outdoor Commercial” uses in the R-1 Zoning District (the “Recreational Use CUP”).
 - B. Design Deviations: The following two Significant Deviations from the Design Standards for the proposed golf course convenience building/restroom (the “Design Deviations”):

1. Façade Transparency (Sec. 909.11.B.3): A deviation from the Design Standard that requires the minimum unobstructed depth from the required glazing to the closest parallel interior wall to be ten feet.
2. Building Materials and Quality (Sec. 909.14.B.3.b-c): A deviation from the Design Standards that require that (i) the defined Building Base extend to two and three feet in height above ground level; and (ii) the Building Base be composed of Masonry Materials; and that projecting trims and moldings be composed of either complementary Masonry Materials or dimensional Board Siding Materials.

- 1.3 Property. The address, property identification number, and owner of the Property are as follows:

Address	PID	Owner
200 Woodhill Rd	02-117-23-11-0001	Woodhill Country Club

- 1.4 Land Use Designations. The Property is zoned and guided as follows:

Zoning:	R-1 Low Density Single Family Residential
Comp Plan:	Semi-Public/Private
Overlay Districts:	N/A

- 1.5 Notice and Public Hearing. Notice of the public hearing on the Application was published in the *Sun Sailor* on April 9, 2026 and mailed to all property owners located within 500 feet of the Property on April 8, 2026. The Applicant mailed a letter with additional details about the Application to residents within 500 feet of the Property on April 8, 2026. The public hearing on the Application was held at the April 20, 2026 Planning Commission meeting.

Section 2. STANDARDS

- 2.1 CUP for Recreational Use. The golf course pavilion structure and convenience station/restroom proposed in the Application are classified as conditional uses in the R-1 Zoning District. Sec. 937.02.

- A. In reviewing requests for a Conditional Use Permit, Section 904.2.F of the Zoning Ordinance requires City Council to consider possible adverse effects of a proposed conditional use. Council's judgment shall be based upon (but not limited to) the following factors:

1. The proposed action in relation to the specific policies and provisions of the official City Comprehensive Plan.

2. The proposed use's compatibility with present and future uses of the area.
3. The proposed use's conformity with all performance standards contained herein (i.e., parking, loading, noise, etc.).
4. The proposed use's effect on the area in which it is proposed.
5. The proposed use's impact upon property values in the area in which it is developed.
6. Traffic generated by the proposed use is in relation to capabilities of streets serving the property.
7. The proposed use's impact upon existing public services and facilities including parks, schools, streets and utilities, and the City's service capacity.

2.2 Design Standards and Deviations.

- A. All new building construction in the City that has a nonresidential and/or multifamily component must comply with the Design Standards found in Section 9 of the Zoning Ordinance. Staff has reviewed the proposed design for the Project and found that the proposed design is compliant with the applicable standards except for two Significant Deviations (noted elsewhere in this Report) that require City Council approval.
- B. A Significant Deviation from the Design Standards may be permitted under Sec. 909.29 if City Council (after considering the Planning Commission's recommendation) makes a finding that the negative impact of such deviation is outweighed by one or more of the following factors:
 1. The extent to which the project advances specific policies and provisions of the City's Comprehensive Plan.
 2. The extent to which the deviation permits greater conformity with other Standards, the Guidance of the Design Standards, policies behind the Standards, or with other Zoning Ordinance standards.
 3. The positive effect of the project on the area in which the project is proposed.
 4. The alleviation of an undue burden, taking into account current leasing, housing and commercial conditions.

5. The accommodation of future possible uses contemplated by the Design Standards, the Zoning Ordinance or the Comprehensive Plan.
6. A national, state or local historic designation.
7. The project is the remodeling of an existing building which largely otherwise conforms to the Design Standards.

Section 3. FINDINGS OF FACT

Based on the Application materials, staff reports, public comment presented at the public hearing, and Wayzata's Zoning Ordinance, the Planning Commission of the City of Wayzata makes the following findings of fact:

- 3.1 CUP for Recreational Use. The provisions of Section 904.2.F of the Zoning Ordinance related to conditional uses, have been considered and are all satisfactorily met with respect to the Recreational Use CUP.
 - A. The uses associated with the Applicant's proposed Project (the "Proposed Use") would have not have adverse effects on the surrounding area based upon the following:
 1. The Proposed Use is consistent with and furthers policies and provisions of the official City Comprehensive Plan which guides the Property to Semi-Public/Private uses, such as those associated with a golf course of which the Project would be a part.
 2. The Proposed Use is compatible with present and future uses of the area, which are those related to a golf course and country club.
 3. The Proposed Use conforms with all relevant performance standards contained in the Zoning Ordinance.
 4. The Proposed Use will have a positive effect on the area in which it is proposed as it will improve the existing conditions of the Property and provide appropriate, well-designed structures for users of the Property.
 5. The Proposed Use will not have a known negative impact upon property values in the area.
 6. The Proposed Use will not generate additional traffic beyond the capacity of the surrounding streets.

7. The Proposed Use will not have a negative impact upon existing public services and facilities including parks, schools, streets and utilities, and the City's service capacity.
- 3.2 Design Deviations. The Commission finds that there would be very little, if any, negative impact of deviating from the façade transparency and building materials and quality Design Standards (as requested by Applicant) given the function and otherwise appropriate design of the proposed convenience station, located entirely within Applicant's large, existing golf course and far from any adjacent residential or other uses. To the extent there are any negative impacts of the Design Deviations, those impacts are outweighed by the overall positive effect of the Project and proposed improvements to the existing conditions.

Section 4. RECOMMENDATION

- 4.1 Planning Commission Recommendation. Based on the findings in section 3 of this Report, the Planning Commission recommends **APPROVAL** of the Recreational Use CUP and Design Deviations, subject to the following conditions:
- A. The Applicant must secure all necessary building permits for construction of the Project, and follow all laws and regulations applicable to thereto, including building codes and land use regulations, and City Code and policies applicable to days and times of work, and construction management.
 - B. The Applicant must comply with the requirements noted by the City Engineer and City Forester in the April 20, 2026 Staff Report on the Application.
 - C. The Project must be built according to the submittals that are a part of the Application, and that have been reviewed and approved by the City under Ch. 909 (Design Standards).
 - D. All expenses of the City of Wayzata, including consultant, expert, legal, and planning fees incurred must be fully reimbursed by the Applicant.

Adopted by the Wayzata Planning Commission this 4th day of May 2026.

Attachment A: Legal Description and Information on Property

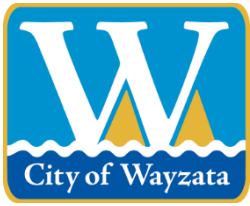
Attachment A
Legal Description of Property

Lot 67, Auditor's Subdivision No. 184, Hennepin County,

And

Part of the Northeast Quarter of the Northeast Quarter of Section 2, Township 117 North, Range 23 West Hennepin County.

DRAFT



City of Wayzata Planning Commission Agenda Report

MEETING DATE: May 4, 2026	AGENDA ITEM: 7.a
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, May 5th, 2026. The next Planning Commission meeting is scheduled for Monday, May 18th, 2026.

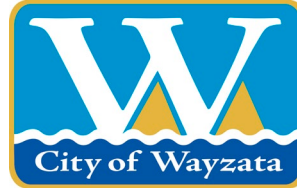
ACTION REQUESTED:

N/A

ATTACHMENTS:

1. 2026 City Calendar

City of Wayzata 2026 Meeting Calendar



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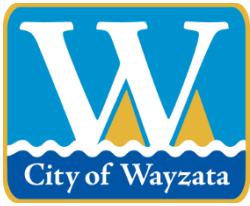
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- Energy & Environment 5:30 PM
- Planning Commission - 6:30 PM
- City Council - 7:00 PM
Local Board of Appeal & Equalization - TBD April 2026
- Charter Commission - 9:00 AM
- Lake Minnetonka Conservation District (LMCD)
- Heritage Preservation Board (HPB) - 2:00 PM
- Housing & Redevelopment Authority (HRA) - 7:30 AM
- Parks & Trails Board - 6:00 PM
- Public Art Committee - 5:00 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
1/20/2026



**City of Wayzata
Planning Commission
Agenda Report**

MEETING DATE: May 4, 2026	AGENDA ITEM: 7.b
TITLE: Review of Development Activities	
PREPARED BY: Alex Sharpe, Community Development Director	
REVIEWED BY:	
60 DAY DEADLINE: N/A	

BACKGROUND:

A verbal update will be provided at the meeting.

ACTION REQUESTED:

N/A

ATTACHMENTS:

None