WAYZATA PLANNING COMMISSION
MEETING MINUTES
APRIL 20, 2026

AGENDA ITEM 1. Call to Order

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

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

AGENDA ITEM 2. Roll Call

Chair Cameron asked Community Development Director Sharpe to take roll call.

Present at roll call were Chair Cameron and Commissioners: Plantan, Schwalbe, Severson, Elg, VanLoy, and Ankeny. Community Development Director Alex Sharpe, Planner Haily Hedblom, and City Attorney David Schelzel were also present.

AGENDA ITEM 3. Approval of Agenda

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

Commissioner Schwalbe made a motion, seconded by Commissioner VanLoy, to approve the April 20, 2026, agenda as presented.

The motion carried unanimously.

AGENDA ITEM 4. Consent Agenda

a.) Approval of the February 23, 2026 Planning Commission Meeting Minutes

Chair Cameron read the item on the consent agenda and asked if any Commissioner wished to pull it for further discussion.

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

Commissioner Plantan made a motion, seconded by Commissioner Ankeny, to approve the Consent Agenda as presented.

The motion carried unanimously.

AGENDA ITEM 5. Old Business Items

a.) Consider Recommendation for Amendments to Planning Commission Bylaws

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

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

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

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

The motion carried unanimously.

<u>AGENDA ITEM 6.</u> Public Hearing Items:

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

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

During the presentation, Director Sharpe commented on the applicability of the Design Standards as they relate to this particular application, which includes a small building footprint of approximately 130 square feet. He reviewed the purpose of the Design Standards, noting that staff believes the intent is that the Standards are to apply to larger structures and development in commercial districts, or along public right-of-way within the city. Mr. Sharpe explained that the applicant was not aware initially that they needed to apply for design review at the time of submitting the CUP application, and that upon staff review of the project in preparation for the Planning Commission meeting, it was determined the Design Standards would apply to one of the two proposed structures. He stated that staff had worked with the applicant to amend their application to include the request for design review and approval, and that the Commission will need to provide recommendation to Council on the two significant design deviations presented during the meeting. He noted that the deviations were primarily due to the significantly smaller size of the proposed structure, and that the Standards do not currently allow for exceptions based on size or building type.

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

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

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

Chair Cameron responded that the determination seems very administrative.

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

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

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

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

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

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

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

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

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

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

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

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

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

Mr. Byers confirmed that was correct.

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

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

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

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

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

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

The motion carried unanimously.

<u>AGENDA ITEM 7.</u> Other Items:

a) Review of Development Activities

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

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

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

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

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

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

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

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

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

b) Planning Commission Meeting Schedule

<u>AGENDA ITEM 7.</u> Adjournment:

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

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

The motion carried unanimously.

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

Respectfully submitted,
Kayla Atkins Rokosz
TimeSaver Off Site Secretarial, Inc.