

**WAYZATA PLANNING COMMISSION  
MEETING MINUTES  
APRIL 18, 2022**

**AGENDA ITEM 1. Call to Order**

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

Chair Parkhill read a prepared statement:

In-person public meetings at the City of Wayzata have now resumed. Members of the public may attend this meeting in person, provided they follow all City policies and protocols related to the pandemic, including wearing masks. Members of the public may also watch and listen remotely by logging into Zoom and entering meeting ID 83684148680 and passcode 219442 or by viewing the meeting on Channel 8, WCTV, and at the City’s website at [www.wayzata.org/WCTV](http://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 using the Zoom chat feature. All comments must include your full name and address, and will be taken and/or read at the appropriate time during the meeting. 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](mailto:PublicComment@wayzata.org). Please include “public comments” in the subject line, your name and address, and the agenda item that you are speaking to. Comments can also be submitted by calling City staff or mailing comments to Wayzata City Hall at 600 Rice St E, Wayzata, MN 55391 (Attn: Public Comments).

**AGENDA ITEM 2. Roll Call**

Chair Parkhill asked Community Development Director Goellner to take roll call.

Present at roll call were Commissioners: Douglas, Merriam, Parkhill, Stockton, Schwalbe, and Severson. Community Development Director Emily Goellner, Assistant Planner Valerie Quarles, Park Planner Nick Kieser, and City Attorney David Schelzel were also present.

**AGENDA ITEM 3. Approval of Agenda**

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

Commissioner Schwalbe made a motion, seconded by Commissioner Severson to approve the April 18, 2022 agenda, as presented.

The motion carried unanimously.

**AGENDA ITEM 4. Consent Agenda**

- a.) **Approval of the Draft Meeting Minutes of April 4, 2022 Planning Commission Meeting Minutes**

1           **b.) Acknowledgement of Development Application Withdrawal for Highcroft**  
2           **Enclave at 301 Peavey Lane**

3  
4 Chair Parkhill read the items on the consent agenda and asked if any Commissioner wished to pull  
5 an item for further discussion.

6  
7 Chair Parkhill asked for a motion to approve the Consent Agenda as presented.

8  
9 Commissioner Merriam made a motion, seconded by Commissioner Schwalbe to approve the  
10 Consent Agenda, as presented.

11  
12 The motion carried unanimously.

13  
14 **AGENDA ITEM 5. Public Hearing Items**

15  
16           **a) Consider Adoption of Draft Planning Commission Report and Recommendation**  
17           **of Approval for Site Alteration Permit for Section Foreman House at 738 Lake**  
18           **Street East**

19  
20 Assistant Planner, Valerie Quarles, stated that the City of Wayzata is applying for a site alteration  
21 permit for the Section Foreman House at 738 Lake Street East, as the owner of the property. She  
22 gave an overview of the site and the proposal to rehabilitate and re-use it as a lakefront learning  
23 center and noted that it is considered part of the Panoway project. She gave a summary of the site  
24 history and background and noted that detailed information was included in the packet. She noted  
25 that the house was designated as a Heritage Preservation Site in 2020 and gained a place on the  
26 National Register of Historic Places in 2021. She reviewed zoning and future land use and noted  
27 that it is currently zoned R-2 and the City is proposing to rezone it to Parks and Open Space in  
28 order to allow for the learning center use.

29  
30 Quentin Collette, New History, gave an overview of the work that has gone into documenting the  
31 history and the key features of the Section Foreman House between 2011 and 2020.

32  
33 Assistant Planner Quarles noted that in 2021 the City put out a survey that asked the community  
34 how the property should be rehabilitated and reused. She explained that overall the respondents  
35 wanted an area that provided access to the lakefront, had indoor and outdoor options and was  
36 geared more toward children than other age groups. She stated that following an RFP process, the  
37 selection committee chose Cushing Terrell as the lead architectural firm which a subcontracting  
38 team that includes Kimley-Horn, Victus Engineering, and Nor-Son Construction and New History  
39 in a historic advisory capacity. She gave an overview of the Design Review Committee and their  
40 overall focus, guiding principles, design priorities, and reviewed renderings and specific elements  
41 of the proposal. She reviewed the criteria for evaluation and noted that they are based on the  
42 Secretary for the Interior's historic standards. She explained that the Heritage Preservation Board  
43 met last week and informally approved the project and noted that it was not done formally because  
44 they needed a quorum. Staff is recommending adoption of the Report and Recommendation so it  
45 can continue onto the City Council for their approval.

46

1 Chair Parkhill asked if the Commission had any questions for Staff.

2

3 Commissioner Douglas asked for clarification of her comments regarding the Heritage  
4 Preservation Board.

5

6 Assistant Planner Quarles stated that there were three members present and without a quorum they  
7 could not make a formal recommendation.

8

9 Commissioner Schwalbe stated that it appears that it has not been occupied from 1992 to the  
10 present for the entire time the City has owned it. She stated that she thinks this has been looked at  
11 closely and along with the Panoway, she feels it is the perfect time to do something with this  
12 building that has just been sitting there for a long time. She stated that there are two learning  
13 rooms planned to be able to hold 12-15 students in a collaborative learning environment and asked  
14 how that size was determined.

15

16 Assistant Planner Quarles explained that this was part of why they City had the programming  
17 stakeholders on board such as Community Education, Y.M.C.A., and the Sailing Center who  
18 helped make that determination.

19

20 Commissioner Schwalbe asked if the expectation was that this would be staffed by someone all  
21 the time or just on-demand.

22

23 Assistant Planner Quarles stated that they would like to get the changes approved for the Site  
24 Alteration Permit through the process because that will determine more of those kinds of details.  
25 She stated that she does not believe it will be staffed full-time and thinks it would generally be  
26 more on-demand for programming stakeholders.

27

28 Commissioner Schwalbe noted that there is a restroom in the building and clarified that this would  
29 only be open when the building was open and would not be something that residents could count  
30 on being a public restroom.

31

32 Assistant Planner Quarles stated that the plans have some built in flexibility, so in the future, they  
33 could have just the front door open, but not the rest of the house, for example from 9:00 a.m. to  
34 5:00 p.m.

35

36 There being no additional questions from the Commission, Chair Parkhill opened the public  
37 hearing on the application at 7:00 pm.

38

39 Director Goellner stated there were no people that called in to the meeting that have asked to speak  
40 at the public hearing.

41

42 There being no one wishing to comment on the application, Chair Parkhill closed the public  
43 hearing at 7:01 pm.

44

45 Chair Parkhill asked for the Commission to share their questions and feedback on the application.

46

1 Commissioner Merriam referenced page 34 that showed two photos of the home and asked if the  
2 one where it is shown as white was from before the front porch was added.

3  
4 Assistant Planner Quarles explained that photo was before the front porch as added and noted that  
5 it is a view from the north, which can make it a bit confusing because the porch is located on the  
6 south side.

7  
8 Commissioner Merriam stated that when they discuss ‘historic preservation’ she asked if they are  
9 talking about two different eras from when it was built and then 1942. She asked if 1963 was even  
10 part of the consideration because she believes that was when the porch was added.

11  
12 Assistant Planner Quarles stated that the porch is technically outside the period of significance,  
13 but for the City’s purposes the reason to keep the porch was because it is a very small house so  
14 losing that space would not be very practical. She stated that another reason is that the porch is  
15 part of how people envision the house and look at it since it has been there since 1963.

16  
17 Commissioner Merriam noted the roof pitch on the original home and the difference from the 1942  
18 portion. She stated that she assumes that is okay because they are looking at both eras for the  
19 historic preservation. She noted that she heard that there are hollow doors that are used in there  
20 and there would not have been hollow doors during that period of time.

21  
22 Mr. Collette stated that he believes she is correct and that there are some interior doors that are not  
23 historic and were added or modified after the period of significance that are hollow.

24  
25 Commissioner Merriam asked if those would remain.

26  
27 Mr. Collette stated that would be a good question for the architectural team but believes that some  
28 of them will be replaced and some will be retained.

29  
30 Community Development Director Goellner stated that she would follow up on that question and  
31 pass along the information to the City Council and the Commission via e-mail when she gets the  
32 information.

33  
34 Commissioner Merriam asked about the easement for access to the property across the railroad  
35 property.

36  
37 Community Development Director Goellner explained that the easement for access is in place  
38 already, but they are still designing the exact material that will be used for the pathway. She stated  
39 that they are currently looking at a smooth, bituminous surface but noted that it would be intended  
40 as a walking path and not for vehicles for visitors, however it may be able to be used for Public  
41 Works vehicles.

42  
43 Commissioner Merriam asked if the railroad was looking for any changes to the access in order to  
44 make it safer.

45

1 Community Development Director Goellner stated the work is underway and noted that the  
2 railroad crossing work is fully funded by the State. She explained that the City is in coordination  
3 with the railroad for the exact work and believes that it will be completed later this year.

4  
5 Commissioner Douglas asked if the railroad has offered any grants or funding, since this is part of  
6 the railroad history.

7  
8 Community Development Director Goellner stated that they have not, at this time, but stated that  
9 she believed the Wayzata Conservancy has been in contact with various foundations that are  
10 related and have a strong interest in railroad history.

11  
12 Commissioner Schwalbe stated that on the project schedule it shows construction beginning in  
13 August of 2022 and asked if they think adequate funding will be in place by that time.

14  
15 Community Development Director Goellner explained that they have looked at a few different  
16 scheduling options. She stated that they had looked at construction starting as early as August of  
17 2022 but they would like to spend more time with the design process, so they are now expecting  
18 that to be completed at the end of 2022. She stated that she will make sure to put together a more  
19 updated schedule because they would be looking at construction beginning as early as April of  
20 2023 and noted that it would take several months. She stated that the Wayzata Conservancy is  
21 solely responsible for the funding for this project, so this is based on their timeline. She noted that  
22 she knows that they have a \$250,000 gift in place for about a \$1 million budget, so they are well  
23 on their way.

24  
25 There being no further discussion, Chair Parkhill asked for a motion on the application.

26  
27 Commissioner Douglas made a motion, seconded by Commissioner Schwalbe, to direct staff to  
28 Adopt a Draft Planning Commission Report and Recommendation with a recommendation of  
29 approval for the Site Alteration Permit for Section Foreman House at 738 Lake Street East.

30  
31 The motion carried unanimously.

32  
33 Community Development Director Goellner stated that staff has targeted the May 17, 2022 City  
34 Council Meeting for this item.

35  
36 **b) Consider Adoption of Draft Planning Commission Report and Recommendation**  
37 **of Approval for New Parks and Open Space Zoning District and Zoning Map**  
38 **Amendments**  
39

40 Parks Planner, Nick Kieser, gave an overview of the recommendation for a new zoning district  
41 called Parks and Open Space (P District). He stated that two public hearing requests tonight are  
42 staff led and explained that this item is for a zoning map amendment and a zoning text amendment.  
43 He reviewed the proposed zoning map and explained that the main purpose was to essentially  
44 protect and preserve the properties from any future development. He stated that currently the  
45 properties are zoned either commercial, residential, or a PUD. He explained that parks that are  
46 proposed to rezoned are: Klapprich; Shaver; Margaret Circle; Post Office; Heritage; Big Woods;

1 Nature Center; and Future Eco Park/Section Foreman House. He noted that all of the parcels are  
2 City owned and there were no privately owned properties that are proposed to be rezoned. He  
3 reviewed details of the proposed language, setbacks, and building heights for the new P District.  
4 He noted that this has been discussed at two Zoning Task Force meetings, two Parks and Trails  
5 Board meetings, and a community meeting. He explained that staff is recommending that  
6 following the public hearing, similar to the Section Foreman item, that the Commission approve  
7 the Report and Recommendation that staff put drafted.

8  
9 Chair Parkhill asked if the Commission had any questions for Staff.

10  
11 Commissioner Severson stated that there are 11 park parcels and 15 open spaces proposed for this  
12 and asked if the City also owns the open space parcels.

13  
14 Parks Planner Kieser explained that the City owns the 11 park parcels and also the 15 open space  
15 parcels and clarified that all the parcels being considered for this new zoning district are City-  
16 owned.

17  
18 Commissioner Severson stated that his presentation only showed 8 parks and asked what the other  
19 3 parks would be.

20  
21 Parks Planner Kieser stated that technically, Heritage Park is made up of 3 parcels and Big Woods  
22 is made up of 2 parcels, so it is technically 8 parks, but 11 parcels.

23  
24 Commissioner Severson asked if by designating that these are Parks and Open Spaces if the City  
25 is basically saying that they will not be purchased or sold and if they are sold, the new owner could  
26 not build on the property and they would have to be kept as parks.

27  
28 Parks Planner Kieser stated that if, for some reason, the City decides to sell off one of these parcels,  
29 the mechanism for developing it would have to at least go through a rezoning application in order  
30 to develop it for some other use. He stated that it may also require a Comprehensive Plan  
31 amendment. He stated that a public hearing would need to be held and criteria reviewed in order  
32 to rezone the property, so this is another layer of protection.

33  
34 Commissioner Severson stated that the intent is to protect these spaces for a longer term.

35  
36 Commissioner Stockton stated that she thinks this is an appropriate and a logical next step for the  
37 City. She asked about the delineations on the north side of the map shown on page 244 and asked  
38 if those were important for some reason.

39  
40 Parks Planner Kieser stated that they are not important and is just how it was subdivided at one  
41 point and explained that most of them would be considered outlots which are not developable.

42  
43 Commissioner Merriam asked why the Depot Park is not included.

44  
45 Parks Planner Kieser stated that the Depot is kind of on two parcels and explained that they were  
46 a bit concerned about rezoning it because the history of the ownership of the parcel is still being

1 worked on. He stated that the railroad has some ownership of the parcel so the City wanted to  
2 ensure that the history of the ownership was set before they decided to rezone the property.

3  
4 Commissioner Merriam asked if the City was considering purchasing those parcels from the  
5 railroad or if there would be some sort of agreement because the City already runs the Depot  
6 building.

7  
8 Parks Planner Kieser stated that the City is working on that right now and the hope is that it will  
9 eventually be included once the ownership question is resolved.

10  
11 Commissioner Merriam asked about the height of the Section Foreman House.

12  
13 Parks Planner Kieser stated that they do not have the specifics yet, but he would say it is probably  
14 around 30 feet tall.

15  
16 Commissioner Merriam stated that at one time there was some discussion about Klapprich Park  
17 about a two-story building for a warming house on the bottom and the top for some other use. She  
18 asked if that would even be a possibility in the future if this is limited to one-story and 20 feet.

19  
20 Parks Planner Kieser stated that this was something that was also brought up by the Parks and  
21 Trails Board. He stated the project she is referring to with platform tennis is, after discussions  
22 with the City Council, potentially moving to a different location.

23  
24 Chair Parkhill stated that it may be possible to get a variance for that project also.

25  
26 Commissioner Douglas stated that there was a slide in the presentation that talked about ‘supports  
27 the Parks and Trails Master Plan’. She noted that early on when all of these ideas came up, there  
28 were discussions that each park development would be considered individually when it came time  
29 to present a proposal for approval. She stated that at time, they said projects like the platform  
30 courts and maintenance would be privately funded. She asked if those options were still in place  
31 because she noticed that some of those things have been included in the City’s CIP.

32  
33 Parks Planner Kieser stated that they created the Parks and Trails master plan and now many of  
34 the future projects are incorporated into the City’s CIP, for example, the platform tennis project is  
35 included for this year. He stated that as the projects come up, they are brought before the Parks  
36 and Trails Board for a recommendation and then to the City Council for final approval. He stated  
37 that there could be City funds for these projects and noted that the platform tennis project funding  
38 is half private and half City funded.

39  
40 There being no further questions from the Commission to Staff, Chair Parkhill opened the public  
41 hearing on the application at 7:36 pm.

42  
43 Chris Morrison, 728 Widsten Circle, stated that she gets the feeling that the plan is that the City  
44 has made the structures that are already there just fit in. She asked about future requests and if,  
45 for example, all of the parks and open spaces could end up being buildings from one end to the  
46 other. She stated that it sounds like the City could apply to itself for permission to put up buildings

1 on its own land. She stated that she would like to know how future requests will be handled and  
2 asked why there was not a commitment to keeping these parcels as parks and open spaces.

3  
4 Polly Anderson, 230 Chicago Avenue N, asked about the pond that is shown as a green space on  
5 the south side of 394. She asked how this will be explained to the neighbors and communicated  
6 and what this action would mean for the neighbors of that pond. She stated that currently there  
7 does not seem to be any rules that apply to it and with this change, she believes that it would mean  
8 there would be additional management rules in order to protect the land that surrounds the pond.  
9 She stated that at the end of Chicago Avenue there is currently a temporary drainage pipe that is  
10 cracked and leads just north of her property and many trees have had roots eroded because the City  
11 has not put in a permanent solution to manage the water run-off. She stated that this water runs  
12 down into the pond that is being considered for a protected space and asked that the City consider  
13 this for a CIP project or that there be some sort of solution as this area is being developed. She  
14 stated that there are quite a few projects happening that abut this area that is currently a pond. She  
15 stated that they are asking the City to plan and protect this beautiful open spot that is a treasure for  
16 the City and for the neighborhood. She asked if there would be a way to protect and manage, for  
17 example, tree preservation. She asked if there could be a way for the neighbors along that pond to  
18 have to get a permit to cut down large trees. She asked what the City would be doing to put forth  
19 that extra layer of protection.

20  
21 Henry Miles, 746 Widsten Circle, distributed a handout to the Commission. He stated that he  
22 applauds the City's actions to memorialize, in perpetuity, the park and green spaces by creating  
23 this new zoning designation. He stated that for 7 years, as the sole volunteer, he has worked with  
24 City Administrator Dahl and Kurt Klapprich and their team to maintain what he calls the 'Little  
25 Woods' between Rice Street and Superior. He stated that the work includes picking up litter along  
26 the rights-of-way and behind the apartment building, cutting and dragging out dead fall and  
27 standing trees that have either died or been compromised, digging and hauling out materials that  
28 were illegally dumped included asphalt and cement, uprooting thousands of buckthorn plants, spot  
29 spraying poison ivy, and planting conifers on the hill. He explained that as a result of these efforts,  
30 there are seedling oaks and cedars that were never present before as well as wild flowers and fungi  
31 including bloodroot, lilies of the valley, and morel mushrooms that continue to spread. He stated  
32 that with tender loving care this area has evolved from a neglected and trashy backlot into a small  
33 environmental treasure and is a lovely entry point into the City. He stated that the south portion  
34 of this property the City plans to zone as parkland which is a good thing but explained that he  
35 would also like to see the northern half of the property also zoned as park and open space because  
36 today it is an untitled easement and he feels it should be protected. He stated that he would be  
37 happy to give the Commission a tour of the area so they could understand his feelings more clearly  
38 and expressed his appreciation to the Commission for their service to the community.

39  
40 Community Development Director Goellner stated there were no people that called in to the  
41 meeting that have asked to speak at the public hearing.

42  
43 Ms. Morrison stated that she thinks for about 1 hour about 7 years ago she joined Mr. Miles on  
44 that property and he has barely begun to describe how disgusting the things he was hauling out of  
45 there were, for example, thousands of diapers. She stated that Mr. Miles' willingness and interest  
46 in doing this is something that she would think the City should be encouraging and applauding.



1 She stated that he has literally put in thousands of hours working for the City, for nothing, just  
2 because he cares about the City. She initiated a round of applause for the work Mr. Miles has been  
3 doing in the City.

4  
5 There was a round of applause in honor of Mr. Miles.

6  
7 There being no additional comments on the application, Chair Parkhill closed the public hearing  
8 at 7:48 pm.

9  
10 Chair Parkhill asked for the Commission to share their questions and feedback on the application.

11  
12 Community Development Director Goellner reviewed the questions that had been asked during  
13 the public hearing. She stated that the first question was regarding future requests for future  
14 buildings and why the City would not commit to not building at all on these parcels. She explained  
15 that the City would look to the Parks and Trails Master Plan to indicate if they do intend, as a City,  
16 to build any new structures on these parcels.

17  
18 Parks Planner Kieser stated that that are not necessarily any new structures proposed, but will note  
19 the platform tennis project and explained that many of the other projects are renovations, such as  
20 the Section Foreman House and Bellcourt structure with the restrooms. He reiterated that there  
21 are not any new structures planned within the master plan but stated that there are plans to put a  
22 boardwalk in the nature center parcel.

23  
24 Community Development Director Goellner explained that the mechanism for preventing building  
25 structures on these parcels is made first through the park and trails master plan and then through  
26 the CIP. She stated that the next question was related to the pond south of Highway 12 about extra  
27 management of the pond area and other efforts that can be made by neighboring properties to  
28 protect the pond and the nearby trees.

29  
30 Parks Planner Kieser stated that this is something that he can bring up to the Parks and Trails Board  
31 along with the Energy and Environment Committee to see if there are any conservation efforts that  
32 can be made for that specific property. He stated that this property and the properties around it are  
33 within the Shoreland Overlay District which has different specific requirements and regulations  
34 but he stated that he does think there is room for improvement along this property.

35  
36 Chair Parkhill noted that he believes the City is also working on a tree ordinance. He noted that  
37 there was also a question related to the broken temporary drainage pipe and asked if staff was  
38 already aware of this issue.

39  
40 Parks Planner Kieser stated that he had gone to take a look at the pipe late last week and his next  
41 step will be to talk to City Engineer/Public Works Director Kelly on what the plans are for this  
42 pipe and see what can be done to improve that area.

43  
44 Community Development Director Goellner stated that the last question was whether the parcel  
45 that is shown as right-of-way on this map could also be zoned as park land. She noted that this  
46 area is considered general right-of-way along with the street, but noted that it is possible the City

1 could undertake the effort and bring it forth to the Council for consideration. She explained that  
2 it would require some surveying of the property and other legal costs to essentially describe it as  
3 its own parcel.

4  
5 Parks Planner Kieser stated that he can also bring this up to the Parks and Trails Board as  
6 something similar to the Post Office Park and see what can be done to add it into the actual park  
7 system.

8  
9 Commissioner Douglas clarified that if this became zoned as a park, that it could be added in under  
10 these protections at a later date.

11  
12 There being no further discussion, Chair Parkhill asked for a motion on the application.

13  
14 Commissioner Douglas made a motion, seconded by Commissioner Stockton, to Adopt Draft  
15 Planning Commission Report and Recommendation of Approval of the New Parks and Open  
16 Space Zoning District and Zoning Map Amendments.

17  
18 The motion carried unanimously.

19  
20 Community Development Director Goellner noted that she anticipates that this would be reviewed  
21 with the City Council on May 17, 2022.

22  
23 **AGENDA ITEM 6. Other Items:**

24  
25 **a) Review of Development Activities**

26  
27 Community Development Director Goellner stated that there is an upcoming neighborhood  
28 meeting that is being hosted by the property owner for 900 Wayzata Boulevard East which is the  
29 Wells Fargo property. She explained that the meeting is regarding development of the property  
30 into a smaller Wells Fargo bank building, a separate office building, and some residential units  
31 and noted that the meeting will be held on April 21, 2022 at 5:00 p.m.

32  
33 **b) Planning Commission Meeting Schedule**

34  
35 Community Development Director Goellner stated that they are planning to cancel the May 2,  
36 2022 Planning Commission meeting due to lack of agenda items.

37  
38 **AGENDA ITEM 7. Adjournment.**

39  
40 There being no further business on the agenda, Chair Parkhill asked for a motion to adjourn.

41  
42 Commissioner Douglas made a motion, seconded by Commissioner Merriam, to adjourn the  
43 Planning Commission meeting.

44  
45 The motion carried unanimously.

46

1 The Planning Commission meeting was adjourned at 8:00 p.m.

2

3 Respectfully submitted,

4 Kayla Atkins Rokosz

5 *TimeSaver Off Site Secretarial, Inc.*

6