

**City Council**  
Mayor Johanna Mouton  
Jeff Buchanan  
Cathy Iverson  
Molly MacDonald  
Alex Plechash

**City Manager**  
Jeffrey Dahl

Dear Wayzata Resident:

On behalf of the City of Wayzata, I would like to thank you for your interest in volunteering to serve on a Commission, Authority or Board (CAB). The Wayzata City Council places a high value on obtaining citizen input. One of the ways they accomplish this is through our advisory boards. Civic engagement is an important component to making Wayzata a great place to live. If appointed to a serve a position, you would help shape, plan, and provide your expertise on important decisions for the City of Wayzata. Applicants must have a desire to serve their community in a volunteer capacity and be willing to contribute the number of hours necessary for the particular group to which they are applying. Civic engagement helps our City flourish as a community and is the key to making well-informed, thoughtful, and creative decisions for challenges now and in our future.

This packet has been prepared to inform you of how you can be involved in local government through citizen advisory commission, authority or boards. It includes basic information, responsibilities, any necessary qualifications, and how to apply for a city commission, authority or board.

By serving on a City advisory CAB, you can help plan Wayzata's future. These advisory groups are making recommendations that affect life in Wayzata. It is important that prospective members understand the functions and responsibilities of the position before actively seeking appointment. A great deal of personal satisfaction can be received through public service, and the knowledge and experience gained will be invaluable to you.

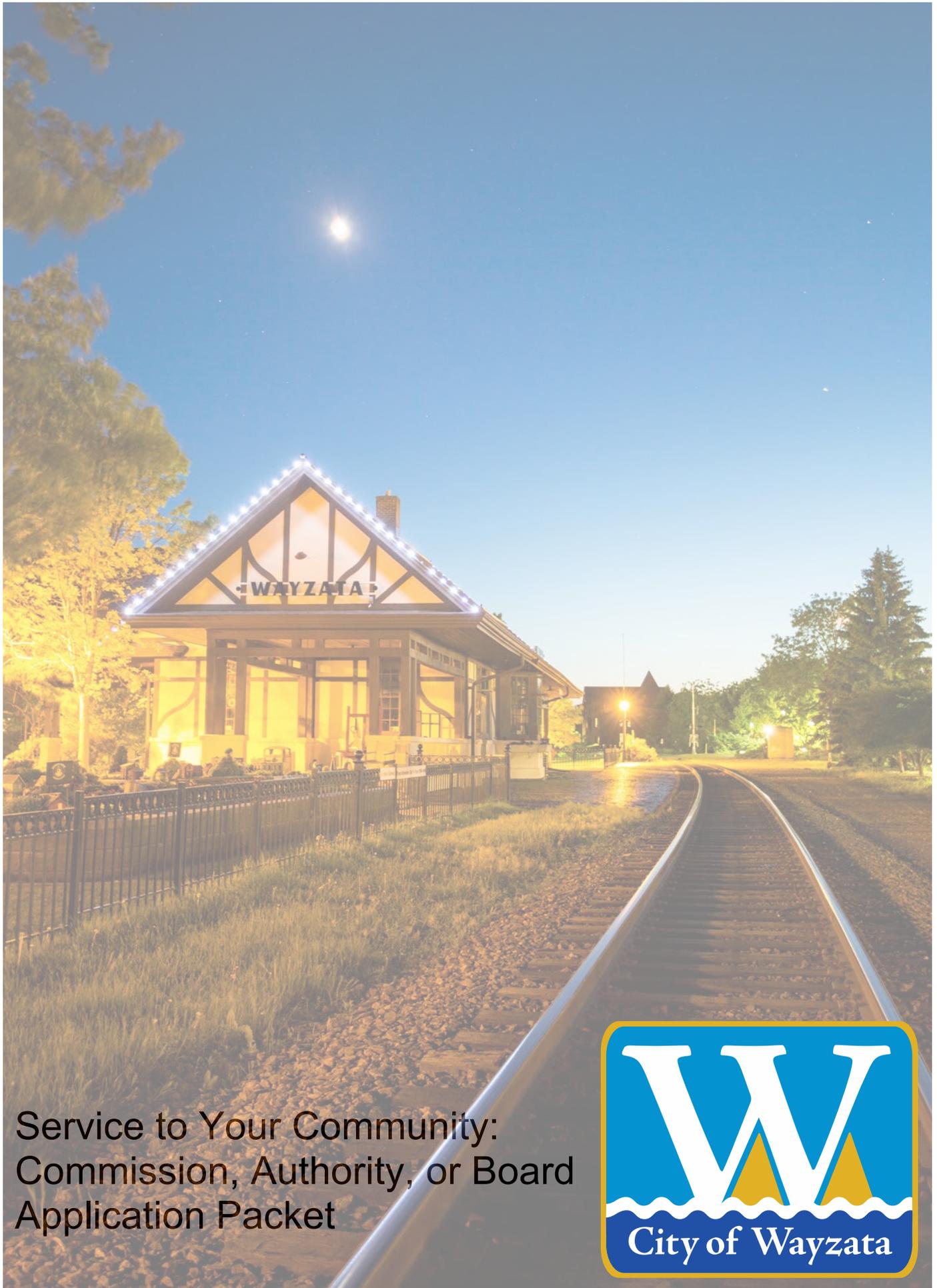
If you are interested in serving on the Planning Commission, please complete the application included in this packet. Feel free to include a résumé or other information you feel would help the City Council to decide if your expertise matches the requirements of the group of which you are seeking appointment. For further information, contact Kathy Leervig, City Clerk at (952) 404-5303 or [kleervig@wayzata.org](mailto:kleervig@wayzata.org).

We appreciate your interest in applying and serving the City of Wayzata.

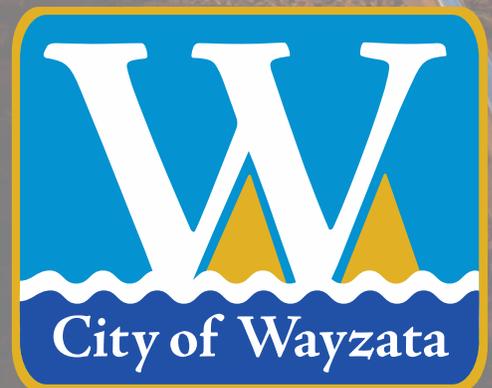
Sincerely,

*Johanna Mouton*

Johanna Mouton  
Mayor



Service to Your Community:  
Commission, Authority, or Board  
Application Packet



## Planning Commission



The Planning Commission is an advisory board that reviews and studies land use and development applications, and makes recommendations to the City Council. The Planning Commission holds public hearings on all developments including applications for zoning amendments, variances, conditional use permits, and subdivisions.

The Planning Commission consists of seven residents who are eligible voters residing in the City of Wayzata. The seven member Planning Commission is appointed by the City Council to assist and advise the City Council in the administration of the Zoning Ordinance, Comprehensive Plan, Design Standards and Subdivision Ordinance and any other matters referred to it by the City Council.

The Planning Commission may hold public hearings and public informational meetings on other development matters deemed necessary by the City Council and may make recommendations regarding same.

Strong Planning Commission candidates have:

- The ability to read and digest a large volume of information
- A willingness to assert a position and the rationale behind it in a public forum
- Listen to feedback and comments from applicants, residents and other community stakeholders
- Ability to balance varying opinions and perspectives in making recommendations to the City Council
- Interest in applying relevant Zoning Ordinance criteria to development applications
- Understanding and/or interest in the 2040 Comprehensive Plan
- Knowledge and/or interest in the real estate development process

The Planning Commission meetings are held in the evening usually on the first and third Monday of each month.



Do you have any current or prior service on a City Commission, Authority or Board?

Yes

No

If Yes, explain \_\_\_\_\_

Have you or any of your family members been employed by the City of Wayzata or served on any City Commission, Authority or Board?

Yes

No

If Yes, explain \_\_\_\_\_

Conflict of interest is defined as the participation in any activity, recommended action, or decision from which the individual had or could have the potential to receive personal gain, whether it be direct or indirect. In accordance with this definition, do you have any legal or equitable interest in any business, however organized, which could be constructed as a conflict of interest?

Yes

No

I agree to refrain from voting on issues where I have a conflict of interest.

Yes

No

I agree to read the agenda material provided prior to the Commission, Authority or Board meetings so that I am prepared to participate in discussion.

Yes

No

I agree to offer discussion on the pros and cons of the policy/issue being discussed and agree to refrain from personal criticism directed toward citizens, applicants, fellow Commission, Authority or Board members and staff.

Yes

No

I agree to contact and notify in advance the appropriate staff person when I cannot attend a regularly scheduled meeting.

Yes

No

### Experience, Education and Related Activities

Education: \_\_\_\_\_

Memberships: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Occupation: \_\_\_\_\_

Does your work require you to travel?

If so, please select the category that best fits your travel frequency.

A great deal

Periodically

Very Little

None

Community Service, Civic and Professional Activities:

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**Additional Information (attach additional sheets if necessary):**

What is your primary interest in serving on a Commission, Authority or Board?

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What strengths and abilities would you bring to the CAB? Do you have any special interests or training which you feel a particular board or commission could use?

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As a CAB member, are there any issues that might cause conflict between civic responsibility and personal/professional interests?

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**Public Contact Information and Disclaimer**

The following contact information may be given to residents/others should they want to reach you.

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*I authorize the City of Wayzata to share my public contact information with others. Please check the box above to affirm that you have read this notice.*

**Application Signature**

*Thank you for your interest in serving on a Commission, Authority or Board for the City of Wayzata.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return completed application by deadline of July 23, 2021 by 4:30 p.m. to:**

City of Wayzata  
Attention: Kathy Leervig, City Clerk ([kleervig@wayzata.org](mailto:kleervig@wayzata.org))  
600 Rice Street East  
Wayzata, MN 55391