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WAYZATA CITY COUNCIL
WORKSHOP MEETING MINUTES
March 16, 2021

5:30 p.m. Discussion of Fire Department Updates to Policies and Procedures

Mayor Mouton called the meeting to order at 5:30 p.m. Pursuant to Minnesota Statute Sec. 13D.015 and because of the COVID-19 pandemic, the City Council Workshop was being held remotely by electronic means using the audio conferencing platform, Zoom. Council Members present: Plechash, Buchanan, Iverson and MacDonald. Also present: City Manager Jeff Dahl, Community Development Director Emily Goellner, Mike Kelly, Public Works Director/City Engineer, Administrative Services Director, Aurora Yager, Fire Chief, Kevin Klapprich, and Assistant Planner, Nick Kieser.

Mr. Dahl provided background noting in 2018, the City Council held a workshop discussing several topics related to the Fire Department including concerns with the existing structure; best practices and possible changes to the structure; discussion of the need for additional resources; and outlined next steps and engagement.

Discussion included the need to transition away from the FD's own "bylaws" to personnel policies that are more aligned with general City policies. This would allow for, among other things, a merit-based appointment process for leadership positions instead of holding internal elections.

Since 2018, staff has been meeting with a committee from the Fire Department to review potential new personnel policies that balance alignment with City policies but also respects the tradition and uniqueness of the Fire Department. The new Policies and Procedures were passed by the Fire Department at their February 23, 2021 meeting and will be officially be in effect at their March 22, 2021 meeting.

Administrative Services Director Yager thanked all staff members that were involved including members of the Fire Department, Chief Klapprich, Rich Holm, and John Berns.

Next Steps include meeting with the members of the Fire Department in support of these changes as it is now time to move forward with other needed updates. Specific next steps include an update of the ordinance; make the merit-based appointments; and refine the scope for a Fire Department study.

6:00 p.m. Discussion of Draft Neighborhood Notification Policy

Ms. Goellner discussed the proposed changes to neighborhood notification requirements and proposed draft policy for land use applications, demolitions, and major construction projects. Due to the City's high priority of overall transparency, there is a desire to review the current neighborhood notification requirements and policies for development applications to ensure that the community is aware and educated on proposals that come before the City as much as possible. There is also a desire to proactively communicate with neighborhood residents when demolition or major construction is going to occur.

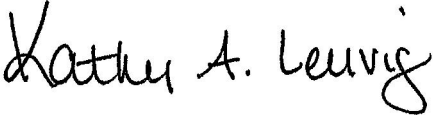
Staff believes that mailings and neighborhood meetings are the best way to receive input from the community and raise awareness on an application. Currently, Wayzata City Code requires that the City notify property owners within 350 feet of most development applications at least 10 days prior to the hearing. For variance applications in particular, the Wayzata City Code requires a radius of 500 feet for notices. It is not clear why the mailing radius is different for variances.

Staff has conducted research on neighborhood notification policies in surrounding communities. Staff proposes to increase the mailing radius to 500 feet for all development applications that require a public hearing. This is beyond what the State Statute requires, which is 350 feet.

1 Staff has also drafted a Neighborhood Notification Policy that requires that an applicant either host a
2 neighborhood meeting or send an additional letter that provides more detail than a typical notice from the
3 City does.

4
5 The Council was supportive of a 500 foot radius for all land use applications. A consistent distance for all
6 applications was encouraged. The Council noted that while mailings are a good way to reach some
7 residents, the use of newer technologies to communicate with residents is encouraged. The Council and
8 staff acknowledged that neighborhood meetings are hosted by the applicant and that not every applicant is
9 highly skilled at facilitating neighborhood discussion. Staff will continue to coach applicants on how to
10 host a productive neighborhood meeting. Staff noted that formal action by the Council is not absolutely
11 necessary in order to begin the work outlined in the Neighborhood Notification Policy, staff recommends
12 making Zoning Code Text Amendments to update the required mailing radius for applications in order to
13 prevent any discrepancies between this Policy and the Wayzata Code of Ordinances. An ordinance will be
14 presented to the Planning Commission and City Council in the near future.

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16 The workshop meeting was adjourned at 6:30 pm.
17 Respectfully submitted,

18


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20 Kathy Leervig
21 City Clerk
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