



**Wayzata City Council Workshop Meeting Agenda
Wayzata City Hall, 600 Rice Street
Meeting Held Remotely
TUESDAY, MARCH 16, 2021**

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Pursuant to Minnesota Statute Sec. 13D.015, and the Executive Orders and Emergency Declarations related to the COVID19 pandemic, this City Council Workshop meeting is being conducted by electronic means using the audio and video conferencing platform, Zoom. Members of the public may watch and listen to the meeting by logging into Zoom, or by calling 312-626-6799 on a phone, and entering Zoom Meeting ID 939 9009 9003, Passcode 788177.

WORKSHOP TOPICS FOR DISCUSSION:

1. Discussion of Fire Department Updates to Policies and Procedures (5:30-6:00 p.m.)
2. Discussion of Draft Neighborhood Notification Policy (6:00 - 6:30 p.m.)



City Council Workshop City Council Agenda Report

MEETING DATE: March 16, 2021	WORKSHOP AGENDA ITEM: 1
TITLE: Discussion of Fire Department Updates to Policies and Procedures (5:30-6:00 p.m.)	
PREPARED BY: Aurora Yager, Administrative Services Director, Kevin Klapprich, Fire Chief	
REVIEWED BY: Jeff Dahl, City Manager	

DISCUSSION OBJECTIVE:

To receive an update regarding the Fire Department's recent transition from its own bylaws to more uniform policies and procedures.

BACKGROUND:

In September of 2018 the City Council held a workshop with Chief Klapprich, Lieutenant John Berns, and Fire Service Specialist John Ehret from the State's Fire Marshal Division to discuss several topics related to the Fire Department including:

- concerns with the existing structure
- review best practices and possible changes to the structure
- discuss the need for additional resources
- outline next steps and engagement

The main takeaway from this workshop was 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.

Next Steps

With the members of the Fire Department in support of these changes it is now time to move forward with other needed updates and next steps which are outlined below.

1. **Update City Ordinances in Chapter 203 Fire Department.** This ordinance currently references the bylaws and elections process and therefore needs to be updated to reflect the new Policies and Procedures. Council review and action on these ordinance updates is planned for April.
2. **Make the merit-based appointments.** Staff will review and update job descriptions for all Fire Officer positions and outline a timeline to fill these positions.
3. **Refine the scope for a Fire Department study.** Based on previous discussions about the need to ensure the department remains sustainable long into the future, a study is planned for later this year that may cover topics such as structure and compensation.

ATTACHMENTS:

1. Fire Department Policies and Procedures
2. City Ordinance Chapter 203 - Fire Department



Wayzata Fire Department

Policy & Procedure Manual

Effective _____, 2021

Section 1. Scope

These Policies and Procedures (hereinafter “Policies”) govern the Fire Department (“Department”) of the City of Wayzata, Minnesota (“City”). These Policies replace the By-Laws of the Wayzata Volunteer Fire Department. All Firefighters are governed by these Policies, by the City of Wayzata Personnel Policy, by the Wayzata Fire Department Standard Operating Guidelines (“SOGs”), and by Wayzata City Ordinance 203. Changes, deletions, or additions to these Policies are only effective when approved by the Fire Chief and City Manager, except for Section 15 which shall set forth a separate amendment procedure. These Policies shall not have any effect on the governance of the Wayzata Fire Department Relief Association (“Relief Association”), which is a separate legal entity and is governed by its own By-Laws.

Section 2. Firefighter Eligibility Requirements

In order to be eligible to be hired as a Firefighter, and to continue employment as a Firefighter, all applicants and Firefighters must meet the following minimum requirements (Minimum Requirements):

- Must be at least 18 years of age.
- Be a high school graduate or equivalent.
- Hold a valid Minnesota driver’s license, along with a good driving record, and successfully complete and pass the background check, physical exam, and physical agility test.
- Have a Primary Residence within ten minutes of the Fire Station, as determined by the Fire Chief (the “Response Zone”). In the alternative, applicants (and current Firefighters) may qualify if (1) their regular place of employment is located within the Response Zone, (2) applicant works at this location at least forty hours per week, and (3) applicant can provide documentation that their employer will allow applicant to attend all fire calls during work hours (the Work Response Qualification). “Primary Residence” is defined as a person’s domicile and principal residence where that person maintains a household and sleeps most of the time.
- Meet all requirements set forth in the paid-on-call Firefighter position description.

In addition, all Firefighters are expected to:

- Carry out his/her responsibilities and provide good communication in a calm, positive, and professional manner, especially in emergency situations.
- Within two years of hire date, obtain and continue to maintain certification for:
 - Firefighter I and Firefighter II, from the MN Fire Service Certification Board,
 - Hazard Materials Operations, from the MN Fire Service Certification Board, and
 - Emergency Medical Responder (“EMR”), or a higher certification, from the MN Emergency Medical Services Regulatory Board.
- Understand and follow these Policies, SOGs, and any other City or Department policies and procedures.
- Complete training requirements established by the Fire Chief or designated Training Officer.
- Meet minimum attendance requirements for fire calls, drills, and business meetings pursuant to Section 6
- Demonstrate the City’s shared core values of respect, excellence, fiscal responsibility, pride, friendliness, responsiveness, safety, integrity and teamwork.

The Fire Chief is solely responsible for selecting applicants for hire, using a merit-based process, as outlined in the City's Personnel Policy, and for making recommendations to the City Manager for final hiring approval. To assist in the selection process, at his/her sole discretion, the Fire Chief may employ a Selection Committee, made up of Firefighters appointed by the Fire Chief, as well as other committee members determined by the Fire Chief and City Manager.

Section 3. Probationary Firefighters

Upon hire, all Firefighters shall complete a twelve-month probationary period, which may be extended by up to an additional six months at the discretion of the Fire Chief, if the Fire Chief deems additional time for evaluation is necessary. Probationary Firefighters will receive evaluations by the Fire Chief or his/her designee every four months. At any time during this probationary period, a Firefighter may be discharged at the sole discretion of the Fire Chief, with or without cause.

Section 4. Fire Officers

All Fire Officers must also be Firefighters in good standing, and shall meet all Firefighter requirements.

The Fire Chief shall be appointed by the City Manager, subject to approval by the City Council. The Fire Chief shall establish the Department's SOGs, chain of command, identify officer responsibilities and job descriptions, and appoint fire apparatus drivers.

The Fire Chief shall appoint the other Fire Officers, using a merit-based process. Fire Officers shall consist of:

- Fire Chief (one)
- Assistant Chief (up to two)
- Captain (up to four Captains and Lieutenants combined)
- Lieutenant (up to four Captains and Lieutenants combined)
- Fire Marshall (up to one)

At his/her sole discretion, the Fire Chief may appoint a Firefighter to a vacant Fire Officer position on an acting basis. The acting Fire Officer may serve until the formal selection process is completed for the vacant position. The Fire Chief may remove an acting Fire Officer at any time, with or without cause.

The Fire Chief may also designate one Firefighter to serve as Department Training Officer.

Section 5. Compensation

The City Manager shall determine the hourly pay for Firefighters based on an approved compensation plan by the City Council. Fire Officers shall receive additional compensation pursuant to the approved compensation plan. All Firefighters are eligible to receive a \$15,000 Basic Life Insurance policy paid by the City.

All Firefighters must also be members of the Wayzata Fire Department Relief Association, which provides retirement benefits to qualifying Firefighters. All policies and rules related to retirement benefits are governed solely by the Relief Association.

Section 6. Attendance

All Firefighters shall meet the following attendance requirements:

- Respond to a minimum of 25% of all paged fire calls in a calendar year.
 - When a Firefighter is not able to respond to a paged fire call because they are on official Department business, or are attending pre-approved fire training, that Firefighter shall be marked in as if they did attend the fire call.
- Attend a minimum of 50% of all drills and 50% of all business meetings in a calendar year.

Section 7. Mandatory Attendance

The Fire Chief may designate some drills, business meetings, or other requirements as mandatory, including, but not limited to: physical exams, physical agility tests, SCBA mask FIT tests, right to know/blood-borne pathogen/hazmat training, EMR refresher, and City respectful workplace training.

The Department will attempt to give as much advance notice as possible for mandatory requirements. If a Firefighter is unable to complete a mandatory requirement, he/she must work with the Fire Chief to complete that requirement on a time frame approved by the Fire Chief, unless a waiver is granted by the Fire Chief for good cause.

Section 8. Readiness and Orders

No Firefighter shall become impaired through the use of alcohol, drugs or other substances while on duty, nor shall any Firefighter report for a fire call while so impaired. No Firefighter shall, after reporting to a call, leave without permission of a Fire Officer. No Firefighter shall willfully, nor negligently, fail to obey an order issued by a Fire Officer.

Section 9. Conformance to Laws

No Firefighter shall commit any crime that would render him or her incapable of satisfactorily performing the duties of their position, or would impair the safe, efficient, or effective operation of a Department function.

Firefighters shall obey the laws of the United States, the laws of the State of Minnesota, and the ordinances of the City of Wayzata. The conviction or violation of any criminal law may be cause for disciplinary action. All Firefighters shall obey all traffic laws when responding to the Fire Station for a fire call.

It is the responsibility of each Firefighter to notify the Department of any violation or conviction of criminal law and/or revocation of Firefighter's driver's license. Failure to notify the Department may result in disciplinary action, including immediate termination.

The Department reserves the right to run annual driver license and criminal record checks.

Section 10. Fire Station Access and City Property

The Fire Chief controls access to Fire Station and use of all equipment, trucks and uniforms. All uniforms, ID cards, keys, and building access fobs are property of the City and shall be returned immediately at the conclusion of a Firefighter's employment.

The Fire Station, including all Firefighter's lockers, are property of the City, and subject to search by the Fire Chief or his/her designee.

Section 11. Uniforms

No Firefighter shall wear a Department uniform except when on duty, in response to a fire call, at an official Department function, or at such times as determined by the Fire Chief or another Fire Officer.

Section 12. Media Relations

No Firefighter shall make statements to the media, and all such requests shall be immediately referred to the Fire Chief. The Fire Chief will handle all media requests in accordance with the City's Communications Policy.

Section 13. Business Meetings

The Fire Chief shall preside over Department business meetings, but may delegate this duty to another Firefighter.

Section 14. Honorary Members

Any Firefighter having at least twenty years of active service with the Department, and having retired from such active service honorably, may be entitled to become an Honorary Member of the Department. Appointment as an Honorary Member shall not confer any legal right or status to the Honorary Member. The Department may invite Honorary Members in good standing to community and social functions organized by the Department.

Section 15. Community and Department Events

The City recognizes the history of the Department and Firefighter community involvement and service to the citizens of Wayzata. The Department encourages Firefighter involvement in community events and celebrations, Department support of other Wayzata community organizations, Department support of the broader fire service, and Firefighter participation in events that build comradery among Firefighters, and allow for social gatherings of Firefighter families. Many Firefighters join and remain with the Department because of this opportunity for service, community involvement, and comradery.

This history of involvement and service includes, but is not limited to:

- James J Hills Days
- Light Up the Lake parade and Holiday tree lighting
- Salvation Army Bell Ringing
- July 4th Kiddie Parade and Youth Olympics
- Fire Department Pancake Breakfast
- Santa to a Senior
- U.S. flag flying on the anniversary of September 11
- Annual Police Department vs Fire Department Softball Game
- Support for Wayzata High School athletics and extracurricular activities,
- Fire Department Second Call
- Fire Prevention Open House
- Fire Department participation in public safety line of duty death funerals and memorials
- Participation in funerals and memorials for current or retired Firefighters, City employees, and City Council members
- Fire Department support of neighboring fire departments and participation in state fire service memorials and celebrations,
- Recognition of Firefighters who retire in good standing
- Annual Fire Department family picnic, holiday party, and other social & family events.

Changes to this Section are only effective upon approval of the Fire Chief and the City Manager, and after affirmative vote of the City Council at a regular scheduled Council meeting, occurring not less than seven days after written notice of the Council meeting and the proposed changes are posted in the Fire Station.

Acknowledgment of Receipt of the Department's Policies and Procedures

Wayzata Firefighters

I acknowledge receiving a copy of the Department's Policies and Procedures.

It is my responsibility to read and be aware of the policies that are in place. Failure to abide by these policies may result in termination of employment.

Print Name

Signature

Date _____

Acknowledgment of Receipt of City of Wayzata's Personnel Policy

City of Wayzata Employees, includes Firefighters

I acknowledge receiving a copy of the City of Wayzata's personnel policy.

It is my responsibility to read and be aware of the policies that are in place. Failure to abide by these policies may result in termination of employment.

Print Name

Signature

Date _____

City of Wayzata Code of Ordinances

CHAPTER 203 - FIRE DEPARTMENT

203.01 - Organization.

For the proper protection of the lives and property of the citizens of Wayzata and others the Department may serve there is hereby organized a Volunteer Fire Department, which shall be referred to herein as the Fire Department. The City is committed to maintaining the Department as primarily a volunteer organization, but some regular City employees may be assigned to the Department when appropriate. The volunteer members of the Fire Department are governed by this Section, Department by-laws and directives adopted by the Fire Chief ("Chief"). Any amendment to the by-laws is subject to approval by the City Council before becoming effective. If not approved, the amendment is null and void.

(7-21-81 Code; Ord. 656 [3-15-2005])

203.02 - Composition.

The Fire Department shall consist of not less than twenty members, sometimes referred to herein as firefighters, to which may be added as many members as from time to time may be deemed necessary for proper functioning of the Department. The selection of new members, the qualifications required, and other regulations relative thereto shall be prescribed in the by-laws of the Department. The designated human resource director for the City of Wayzata shall serve on all Fire Department membership selection committees and ensure that recommendations for new members are based solely upon merit and ability. The Department is within the direction and control of the Fire Chief.

(7-21-81 Code; Ord. 656 [3-15-2005])

203.03 - Officers.

The officers of the Department shall be a Chief, an Assistant Chief, a Captain and a Lieutenant, whose duties shall be as hereinafter stated. The civil officers of the Department shall be a President, a Vice-President, a Secretary and a Treasurer, whose duties shall be prescribed in the by-laws of the Department.

203.04 - Election of Officers.

Subject to Section 203.06 and 203.07, the Chief, Assistant Chief and all other officers of the Department shall be elected by the members of the Department at its annual meeting. The method of election and the terms of the offices shall be as the by-laws provide. The Secretary of the Department, as soon as practical after the election of officers, shall submit a list of the officers so elected to the City Manager. The Chief has the right to reject an elected officer. The City Manager has the right to reject an elected Chief. The names of the Chief, Assistant Chief, and Officers shall be submitted for approval to the City Council. If the City Council or City Manager rejects or disapproves of an elected Chief or Assistant Chief, such person(s) shall not run for such position again for a period of at least two years. All elections must be based solely

on merit and ability. If for any reason the City Manager or City Council rejects or removes an elected candidate, a new election must be promptly scheduled.

(7-21-81 Code; Ord. 656 [3-15-2005])

203.05 - Meetings and Drills.

The Department shall meet at least once each month, and it shall have at least one regular drill per month.

(7-21-81 Code; Ord. 656 [3-15-2005])

203.06 - Government.

The Department shall adopt by-laws and such other regulations as the members deem necessary for the proper and efficient functioning of the Department.

(7-21-81 Code; Ord. 656 [3-15-2005])

203.07 - Duties of the Chief.

The Chief shall exercise complete supervision and control over the Fire Department and all Departmental apparatus. Except as provided for in this Chapter, the Fire Chief has final authority over all matters involving the Fire Department. The Chief shall examine the apparatus as often as may be necessary and see that it is properly kept, cared for and always ready for service. The Chief shall order drills of the Department as often as the Chief may deem necessary, and the Chief shall see to it that all members are fully trained for their work. The Chief, or the person exercising the powers and duties of his/her office, in case of fire shall have the power to direct that any building or structure be pulled down or removed in such a manner as the Chief may see fit, if such action is deemed by the Chief to be necessary to arrest the progress of any fire. The Chief, or the person in command at any fire, shall have the same power to suppress all tumults or disorders as police officers of the City, and the Chief shall have the power to prescribe limits within which no person shall come, and the Chief shall have the further power to order any person away from the neighborhood of said fire. The Chief may command assistance from inhabitants of the City, not members of the Fire Department, for the extinguishment of fires and for the preservation of property exposed to fires such as he may require. Any person who shall refuse or neglect to obey any lawful order of the officers in command at a fire, or who shall refuse or neglect to depart from a fire when ordered to do so as aforesaid shall for such offense be subject to the applicable penalties therefor. The Chief shall, in January of each year, report to the City Council the number of fire calls responded to during the preceding year, giving the value of buildings and contents concerned and the losses sustained, reporting both calls responded to in the City limits and those outside of the City limits. In the absence of the Chief the Assistant Chief, and in his absence the next ranking officer, shall carry out the duties of the Chief.

The Chief is elected by the members pursuant to Section 203.04, and is approved and removed by, and works under the authority and direction of, the City Manager.

(7-21-81 Code; Ord. 656 [3-15-2005])

203.08 - Education, Physical Testing, and Training.

The Chief, together with other officers of the Department, shall be responsible for preparing and carrying out a proper education, physical testing and training program for all members of the Department.

(7-21-81 Code; Ord. 656 [3-15-2005])

203.09 - Police Officers.

It shall be the duty of all police officers of the City to keep all idlers and suspicious persons from any fire and its vicinity and to use all proper methods to preserve goods and other property endangered at fires.

203.10 - False Alarms—Repealed.

(7-21-81 Code; repealed by Ord. 656 [3-15-2005])

203.11 - Police Powers of Firefighters.

All members of the Fire Department are hereby given special police powers for the purpose of enforcing the terms of this Chapter and other provisions of the City Code pertaining to fires.

(7-21-81 Code; Ord. 656 [3-15-2005])

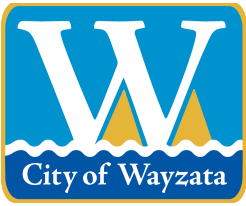
203.12 - Calls Outside the City.

The Fire Department is hereby authorized to answer fire calls outside of the City limits, and when so doing the members shall be considered on duty as firefighters of the City.

(7-21-81 Code; Ord. 656 [3-15-2005])

203.13 - Retirement Policy—Repealed.

(Ord. 499 [4-19-1988]; Repealed by Ord. [770](#) [4-13-2017])



City Council Workshop City Council Agenda Report

MEETING DATE: March 16, 2021	WORKSHOP AGENDA ITEM: 2
TITLE: Discussion of Draft Neighborhood Notification Policy (6:00 - 6:30 p.m.)	
PREPARED BY: Emily Goellner, Community Development Director, Nick Kieser, Assistant Planner	
REVIEWED BY: Jeff Dahl, City Manager	

DISCUSSION OBJECTIVE:

To discuss the proposed changes to neighborhood notification requirements and proposed draft policy for land use applications, demolitions, and major construction projects.

BACKGROUND:

From conversations with the City Council and Planning Commission and 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. Notifications are also sent to the Sun Sailor, posted on the City website, put in the Wayzata Weekly, and signs are installed on the sites. All of these are helpful, but staff has found that residents are still not fully aware of the proposed developments.

Notices of Public Hearings Sent by the City

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. Most of the surrounding communities use a 500-foot radius for public hearing notices. The City of Plymouth uses a radius of 750 feet. A summary of the research of other cities is attached. 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.

Additional Communication from Applicants

Staff has also drafted a Neighborhood Notification Policy document (see attached). Depending on the type of development application, the Policy requires that an applicant either host a neighborhood meeting or send an additional letter that provides more detail than a typical notice from the City does. Meetings would be required for larger, more impactful requests such as Planned Unit Developments, Comprehensive Plan Amendments, and Zoning Map Amendments (rezonings). The additional mailing would be required for projects that often wouldn't warrant a meeting: Variances, Conditional Use Permits, Subdivisions, and Design Review. To date, staff has asked several applicants to hold neighborhood meetings even though the meetings are not required by Wayzata City Code or by any official policy. Staff has also asked some builders to send a notice about upcoming construction activity to nearby property owners (see example from Bohland Homes attached).

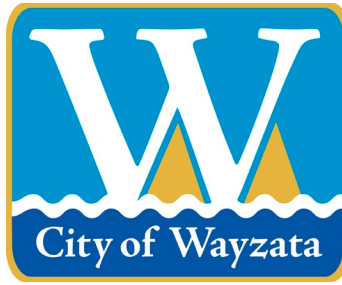
Staff included notification of major construction projects in the attached policy. Major construction projects would include new multi-family, office, and commercial structures, but not single-family homes. For this mailing

notification, staff proposes a radius of 350 feet. The attached policy also includes notifications to be sent for all demolition permits as well.

Staff would like to discuss the proposed Neighborhood Notification Policy for land use applications, demolitions, and major construction projects. If Council is supportive of this Policy, changes can be made as requested and it can be presented at a regular City Council meeting in the future.

ATTACHMENTS:

1. Draft Notification Policy and City Research



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

City Manager
Jeffrey Dahl

City of Wayzata

Draft Neighborhood Notification Policy

Neighborhood notification shall be conducted for all development applications. Proposals for Conditional Use Permits (CUPs), variances, vacations, subdivisions, design reviews, and text amendments shall require the notification be through a mailing. A mailing is also required for the start of major construction projects determined by the Planning staff. Proposals for Planned Unit Developments (PUDs), major PUD amendments, rezonings, and Comp Plan amendments shall require the notification be provided in a neighborhood meeting. If, in the opinion of Planning staff, the potential impact of a development application is great enough to warrant a neighborhood meeting rather than a mailing, then staff will require that notice.

Notification of Land Use Applications

Mailings (CUP, Variance, Vacation, Subdivision, Design Review, Text Amendment)

The applicant shall prepare a mailing regarding the proposal in order to provide information to residents and allow them time to give feedback to staff prior to the public hearing.

Mailing Guidelines:

1. Mailings shall be sent out by the applicant after the formal application has been received by the City and deemed to be complete and at least 7 days prior to the public hearing at the Planning Commission meeting.
2. Mailings shall be sent out to the same properties that will be notified of the public hearing, or to a larger area if staff feels it is warranted.
3. Notices shall be received at least 10 days prior to the date of the Planning Commission meeting.
4. If Planning staff feels additional time is warranted to solicit neighborhood input, mailings may be required to be sent out earlier.
5. Mailings shall be sent out to a mailing radius of **500 feet** from the property.
6. A draft of the entire mailing must be reviewed by Planning staff prior to sending.
7. A copy of the mailing shall be sent to Planning staff, who will forward it to members of the Planning Commission and City Council.

Mailings Shall Include the Following:

- Applicant name, address, and phone number
- Location of proposed project (map)
- Brief narrative describing the proposed project and specific application request(s)
- A site plan and/or project rendering

- Outline of expected process (i.e., Planning Commission public hearing, date of City Council review, etc.)
- City Planning staff contact information

Meetings (PUD, Major PUD Amendment, Rezoning, Comp Plan Amendment)

The applicant shall host the neighborhood meeting at City Hall or another public location approved by staff in order to provide information to residents and to gather feedback prior to the public hearing. Meetings may be held virtually if the public meetings are being held virtually as well.

Meeting Guidelines:

1. The meeting shall be scheduled after the formal application has been received and deemed complete by the Planning Division but at least 7 days prior to the public hearing at the Planning Commission meeting.
2. Notices shall be sent out by the applicant to the same properties that will be notified for the public hearing, or to a larger area if staff feels it is warranted.
3. Notices shall be received at least 10 days prior to the meeting date.
4. If Planning staff feels additional time is warranted to receive neighborhood input, meetings may be scheduled prior to the submission of a formal application.
5. Mailings shall be sent out to a mailing radius of **500 feet** from the property.
6. Meetings shall be held between 4:30 and 8:00 pm, Monday through Thursday. Meetings shall not be held on holidays. The applicant is required to check potential meeting dates with Planning staff.
7. The applicant shall host the meeting and make the presentation. A City representative shall be in attendance to observe and to answer questions about City policy and process.
8. A copy of the neighborhood meeting notice shall be sent to Planning staff, who will forward it to members of the Planning Commission and the City Council.
9. A sign-in sheet shall be kept and a copy provided to Planning staff, along with a summary of the meeting, after its conclusion.

Neighborhood Meeting Notices Shall Include the Following:

- Meeting date, time, and location
- Applicant name, address, and phone number
- Location of proposed project (map)
- Brief narrative describing the proposed project and specific application request(s)
- Outline of expected process (i.e., Planning Commission public hearing, date of City Council review, etc.)
- City Planning staff contact information

Notification of All Demolitions and Major Construction Projects**Mailings (Multi-Family, Office, and Commercial Construction Projects, All Principle Structure Demolitions)**

The applicant/developer/builder shall prepare a mailing regarding the construction project in order to provide timely information to the residents.

Mailing Guidelines:

1. Mailings shall be sent out by the applicant/developer/builder/property owner at least 10 days prior to the construction start date. If Planning staff feels additional time is warranted to notify the surrounding properties, mailings may be required to be sent out earlier.
2. Mailings shall be sent out to a mailing radius of **350 feet** from the property.
3. A draft of the entire mailing must be reviewed by Planning staff prior to sending.

Mailings Shall Include the Following:

- Applicant/developer/builder name, address, and phone number
- Clear information on how to file complaints or ask questions about construction
- Location of construction project (map)
- Brief narrative describing the construction project
- A site plan and/or project rendering
- Outline of expected construction timeline (expected hours of work, road closures, milestones and completion dates)
- Copy of Construction Management Agreement signed by applicant/developer/builder as required for the issuance of a building permit
- City Planning staff contact information

Public Notice Information

The list below are the current required mailing distances for each development application:

Variance – 500 feet

CUP – 350 feet

Zoning Ordinance Amendments (Text and Map) – 350 feet

Subdivision – 350 feet

PUD – 350 feet, but can be increased if deemed by the Zoning Administrator

Design Review – Does not state distance in Code, but does require a public hearing

Vacation – 350 feet

Essentially, the City uses 350 feet for every development application, unless the application has a variance then a 500 foot radius is used. The State of Minnesota requires a mailing distance of 350 feet from the property for every public hearing notice (§ 462.357 Subd. 3). The City does not require neighborhood meetings, but staff often encourages the applicant to hold a neighborhood meeting if the project is anticipated to significantly impact the surrounding properties. For example, the applicant for the Lothenbach Family Office at 401 Lake Street East hosted two neighborhood meetings at Wayzata City Hall.

Research on Surrounding Cities

Plymouth

CUP – 500 feet

Text and Map Amendments – 750 feet

Variance – 750 feet

Subdivision – 750 feet

No policy, but encourages neighborhood meetings for more impactful development applications.

Minnetonka

CUP – 400 feet

Variance – 400 feet

Text and Map Amendments – 400 feet

Subdivision – 400 feet

Policy that encourages neighborhood meetings

Woodland

Variance – 500 feet

CUP – 500 feet

Subdivision – 500 feet

Orono

Variance – 500 feet

Subdivisions – 500 feet

CUP – 500 feet

Golden Valley

Text and Map Amendments – 500 feet

PUD – 500 feet and neighborhood meeting

Subdivision – 500 feet

Variance – adjacent properties

Demolition Permits – 250 ft

Policy that states the applicant shall send a more detailed mailing to the neighborhood before the meeting for a CUP, subdivision, rezoning, or Comp Plan amendment. Neighborhood meetings are required for a PUD or a major PUD amendment.

BOHLAND HOMES

Dear Neighbor,

October | 2020

As you may be aware, there is a new development underway on the corner of Indian Mound & Walker Ave. This new development will be the North Lake Residences, consisting of seven new, beautiful townhomes.

As we are the builder for this project, we wanted to introduce ourselves and acknowledge the disruption that this development may cause. BohLand Homes will be your neighbor during the construction of the North Lake Residences, and we look forward to maintaining communication with the City of Wayzata, as well as our neighboring residents. We offer this letter to notify neighboring property owners about our construction plans and who to contact with any questions.

Safety is always our primary goal. We will be securing the site and managing the property to keep it safe and clean. We have placed fencing and no trespassing signs on the property along with our primary contact information.

Per City Ordinance, we will have working hours Monday-Friday from 7:00 AM to 6:00 PM and Saturdays from 8:00 AM to 5:00 PM. Construction workers will utilize parking along Walker Ave as primary and Indian Mound Rd as secondary.

As of today, we have sold many of the homes with just a few of them remaining. Upon completion, North Lake Residences will be maintained by its Homeowner's Association and a professional property management company.

Building construction has begun with an estimated completion of construction to be the end of 2021. We will do our best to minimize disruption, maintain a clean and safe site, and bring a legacy development to the neighborhood.

For any concerns or questions please contact Steve Prickett, BohLand Homes Project Manager, at (612)799-4346 or steve.prickett@bohlanddevelopment.com.

For further information regarding the North Lake Residences, please visit www.northlakeresidences.com.

Thank you for your patience and consideration.

Sincerely,



Steve Bohl
BohLand Homes
www.bohlandhomes.com