



**Wayzata City Council Workshop Meeting Agenda
Wayzata City Hall Community Room, 600 Rice Street
TUESDAY, MAY 6, 2025**

WORKSHOP TOPICS FOR DISCUSSION:

1. Discussion of Additional Short-Term Rental Ordinance Amendments and Review of Next Steps (4:45 to 5:15 pm)
2. Review and Discussion of Public Safety Facility Needs Assessment Report (5:15-6:15 p.m.)
3. Discussion of Process for New Agenda Items (6:15-6:30 p.m.)



City Council Workshop City Council Agenda Report

MEETING DATE: May 6, 2025	WORKSHOP AGENDA ITEM: 1
TITLE: Discussion of Additional Short-Term Rental Ordinance Amendments and Review of Next Steps (4:45 to 5:15 pm)	
PREPARED BY: Alex Sharpe, Community Development Director	
REVIEWED BY: Jeffrey Dahl, City Manager	

DISCUSSION OBJECTIVE:

To review background information, priorities, and options for additional ordinance amendments regulating short-term rentals.

2024-2026 STRATEGIC PLAN PRIORITIES RELEVANCE:

Sustain Community Character & Safety

The City strives to keep its neighborhoods safe and maintain their character through reasonable ordinances that balance property rights with the greater vision of the community.

Diversify Revenue

The City Council has sought to diversify the City's revenue to ensure taxes remain manageable. Fees and additional lodging tax could be collected if ordinance amendments are directed.

BACKGROUND:

On March 25, 2025, the City Council discussed the potential for additional short-term rental regulations at a workshop session. Staff presented a brief history, and the status of the current ordinance. The following items summarize this background information:

- Short-term rentals have been discussed by the Council on multiple occasions, starting in 2018 and establishing additional regulation of short-term rentals as a strategic priority in 2023.
 - Two neighborhoods have seen the highest number of short-term rentals.
- The City adopted a "Short-Term Rental" ordinance in October 2024.
 - "Short-Term Rental" is defined to be any rental of a residential property for less than one month.
 - The ordinance requires short-term rentals to obtain a rental license.
 - Short-term rental licenses do not require background checks for renters.
 - By requiring a license the City was able to determine the location and number of short-term rentals.
 - Currently, there are 16 short-term rental units licensed. Staff estimates there may be up to 5 additional units that are seasonal or located within condos or town-homes that operate unlicensed.

At the March 25th discussion, staff sought direction from the Council to determine if additional regulations or restrictions could be adopted to mitigate impacts on the surrounding neighborhoods. The Council discussed the impact that short-term rentals may have on the surrounding properties and the clustering of units in specific neighborhoods or locations.

Council stated that short-term rental regulations remain a strategic priority and provided staff with the following direction:

- Provide simple, understandable ordinance amendments that do not require a significant process.
- Ordinance amendments should include engagement and occur as soon as possible.
- Research and determine whether the City is able to restrict short-term rentals to residents or owners within a specific distance to the rental unit.
- Determine whether short-term rentals could be limited to multifamily locations such as condos and town homes, which are more prevalent in downtown.
- Provide additional context and research on neighboring communities.

Staff Findings

Staff has researched surrounding communities and found that Wayzata's current ordinance is less restrictive on the spectrum of ordinances in surrounding communities. Attached to this memo is an updated diagram of the spectrum of regulations for surrounding communities for reference. This diagram shows that many surrounding communities prohibit rentals for less than 30 days (one month). Those that do allow short-term rentals often require that the unit be homesteaded and the primary residence of the owner. Currently, one unit in Wayzata is owner-occupied; the rest are investment rental properties. If short-term rental were prohibited, these units would be permitted to rent units for durations of one-month or longer.

Staff researched whether short-term rentals could be limited to specific zoning districts, incentivizing short-term rentals to operate in more commercial areas and adjacent to downtown. An evaluation of the current licensed short-term rentals found that all the current units are located within single-family and two-family residential districts. If the Council is seeking to encourage short-term rentals in multifamily locations, more relaxed restrictions should be in the R-5 High Density Residential and C-4 Central Business districts.

Additionally, the City Attorney has opined that the City may limit short-term rentals to Wayzata residents whether that resident resides on the property or elsewhere in the community. Alternatively, the City also has the authority to require that a short-term rental operator reside within a set distance from the unit. For example, the ordinance could state that the owner must have a homesteaded property within 10-miles of the short-term rental unit.

Ordinance Provisions

To support the timely consideration and adoption of a proposed ordinance, staff has prepared a preliminary draft outline. The provisions included are intended to inform and guide the Council's discussion, reflecting key points raised during the March workshop.

- Short-term rentals (rentals for less than one month) are prohibited in single/two-family zoning districts with the following exceptions:
 - The property is a homestead and the operator resides on site.
 - The property is within a commercial or multi-family zoning district.
 - Current short-term rental licensees are permitted to continue operation until January 1, 2027, after such date, all future rentals shall be for a minimum duration of one-month.
- All short-term rental operators shall certify that they are residents of the City of Wayzata, Minnesota.

Public Engagement

The proposed ordinance amendments above would not affect the zoning ordinance and as such, would not require a public hearing. Prior to amendments to the current ordinance, staff recommends that Council direct staff to engage with short-term rental property owners/licence holders to inform them of any proposed amendments prior to adoption. Additionally, prior to the first reading of a proposed ordinance staff would recommend engagement with the neighborhoods that have expressed concerns about short-term rentals in the past.

Next Steps

Assuming the Council directs staff to make specific amendments to the ordinance, staff recommends the following next steps:

- Engagement with current license holders ensuring their awareness of proposed ordinance amendments
- Engagement with residents in neighborhoods where short-term rentals are clustered or those whom have expressed concerns in the past
- If sought, Council directs staff and the City Attorney to begin drafting an ordinance to address specific code amendments outlined previously
- If zoning ordinance amendments are required, a public hearing is held at Planning Commission
- Staff brings finalized ordinance to City Council for first and second readings

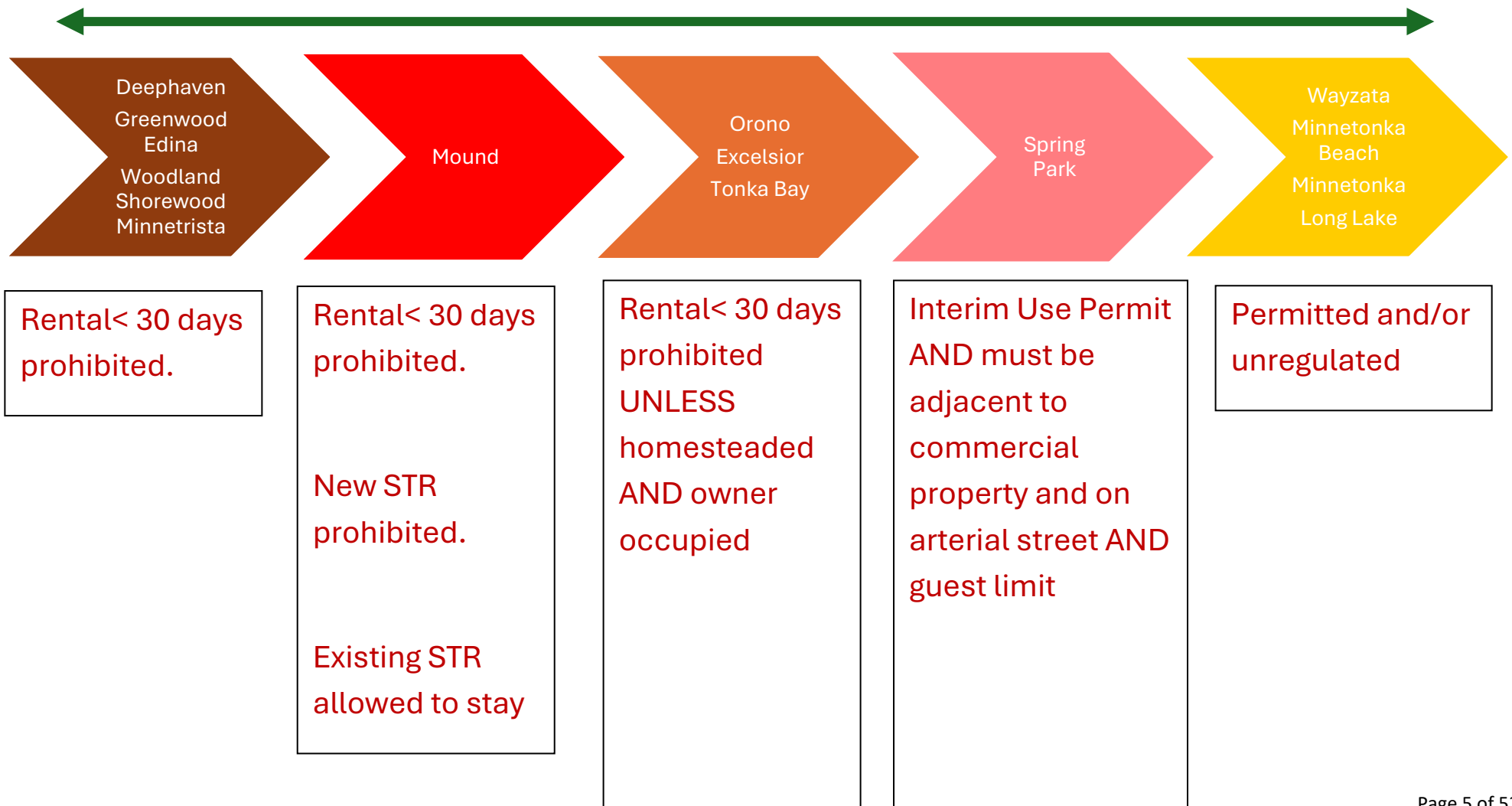
ATTACHMENTS:

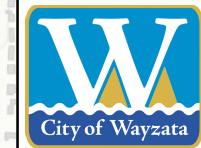
1. STR Graphic
2. Short Term Rental Map 2025-3-24
3. Wayzata Code Excerpt
4. Excelsior, MN Code of Ordinances

STR Regulations in Surrounding Communities

MOST RESTRICTIVE

LEAST RESTRICTIVE

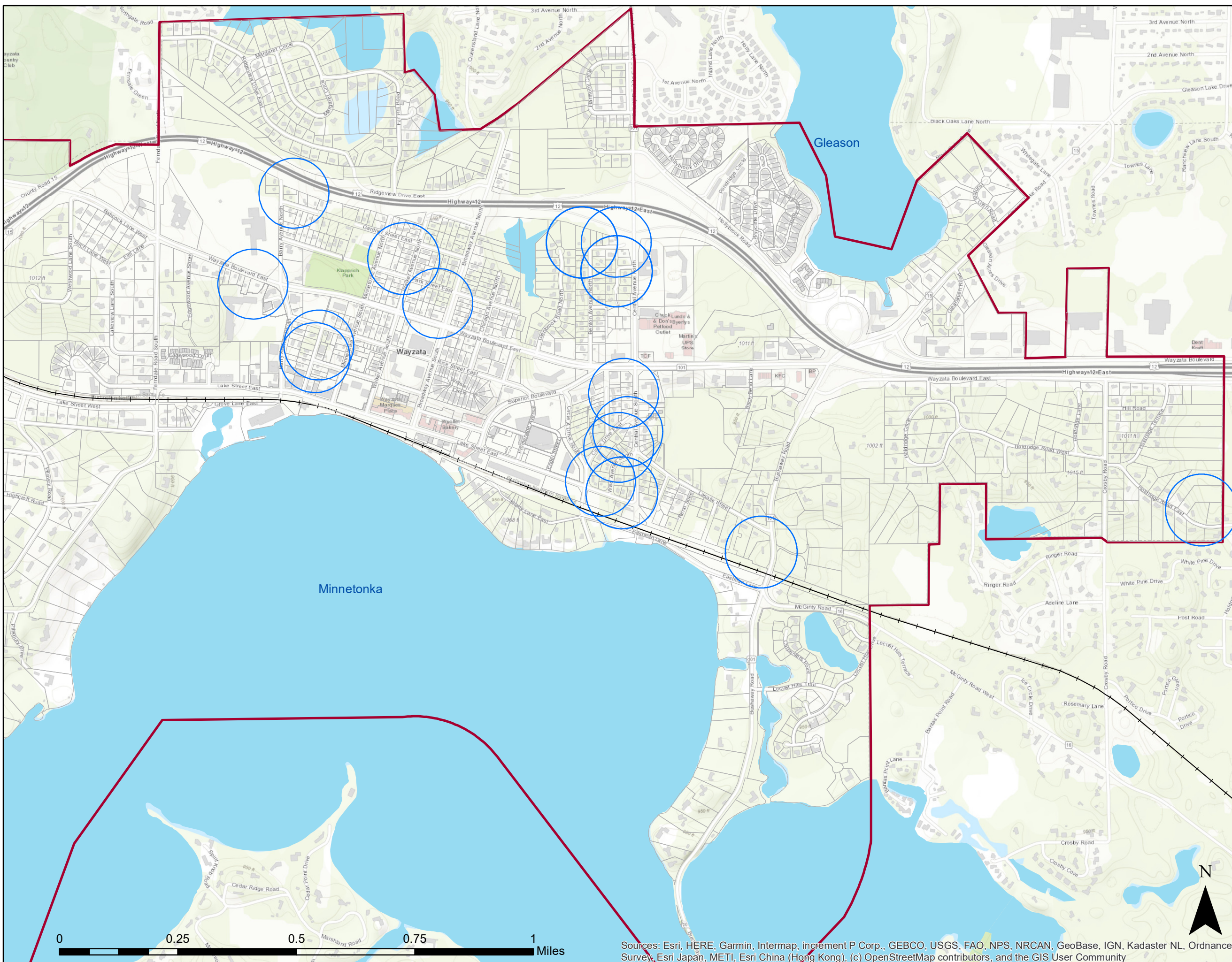




Wayzata Rental Map

Legend

-  Short Term Rental Locations
- 16 Known Locations



This map shows approximate locations of known short term rental properties. Updates to this map will occur as needed.

Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community

Wayzata Code Excerpt for Short-Term Rentals

815.02 Scope.

This Chapter applies to all rental dwellings and the individual units therein that are rented or leased in whole or in part, for any duration, including apartment buildings, town homes, single-family and two-family housing, guest and caretaker houses, and condominiums with private entrances. It also includes any accessory structures of the rental dwellings, such as garages and storage buildings, and appurtenances such as sidewalks, driveways and retaining walls, which are on the property of the rental dwelling. This Chapter does not apply to Minnesota Department of Health licensed rest homes, convalescent care facilities, or nursing homes, or to hotels or motels otherwise licensed by the City.815.03 Definitions.

N. "Short-Term Rental" means a unit that is rented out for less than one-month intervals.

ARTICLE XXIV. - SHORT-TERM RENTALS

Sec. 10-1301. - Definitions.

The following words, terms, and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Bedroom means a habitable room within a primary residence which is used, or intended to be used, primarily for the purpose of sleeping, but shall not include any kitchen or dining room furnishings. The room shall be a minimum of 70 square feet, have a minimum length (in one direction) of seven feet, shall have a minimum ceiling height of seven feet, and shall have a method of egress in addition to the primary entry door to the room.

Dwelling unit means a residential building or portion thereof intended for occupancy by one or more persons with facilities for living, sleeping, cooking, and eating, but not including hotels, motels, nursing homes, tents, seasonal cabins, motor homes, or travel trailers. For purposes of this chapter, a dwelling unit shall include boarding and renting of rooms to not more than two individuals.

Primary residence means a dwelling that is a person's tax domicile, where the person: lives on the property for at least 183 days out of the year; is a resident of the State of Minnesota and files state income taxes in Minnesota; and uses the property address for their driver's license, voting registration, and federal and state tax returns.

Short-term rental means a dwelling unit that is offered to transient guests in exchange for a fee or other consideration for a period of less than 28 consecutive days.

Transient guests means persons, who in exchange for a fee or other consideration occupy a room or rooms, residential premises, or other property used for sleeping accommodations for a period of less than 28 consecutive days.

(Ord. No. 660, § 2, 5-6-2024)

Sec. 10-1302. - License.

- (a) *License required.* No person shall operate a short-term rental in the city without first obtaining a license.
- (b) *Zoning requirements.* No property may be licensed for or used as a short-term home rental unless it conforms with zoning requirements (appendix E). Short-term rentals are prohibited in residential districts except in a property that is a primary residence in the R1 and R2 zoning districts. Short-term rentals are permitted in the downtown commercial, cottage commercial, and mixed use commercial districts and are prohibited in the general commercial district.

- (c) *License application.* The license application shall be made and filed on forms furnished by the city manager for such purposes and shall, at a minimum, set forth the following information.
- (1) Address of the short-term rental property and name of the short-term rental operator (in R-1 and R-2, the person whose primary residence is being rented short-term; in commercial districts, property manager/owner).
 - (2) Emergency contact information.
 - (3) If located in the R1 or R2 zoning district, affidavit of primary residence to verify primary residence.
 - (4) Maximum number of bedrooms, as defined herein, and occupants.
 - (5) Listing services where the short-term rental is advertised.
 - (6) Such other and further information as the city may require from time to time.
- (d) *Issuance and license term.* The procedures in section 10-34 and this article shall govern the issuance, term, and renewal of licenses under this article. The provisions of section 10-35 and this article shall govern the duties of the licensee.
- (e) *Nontransferable.* Licenses issued under this section are nontransferable. Each license shall automatically terminate upon the sale or other conveyance of the property.
- (f) *No vested right.* Licenses granted hereunder constitute a revocable, limited right. Nothing herein shall be construed as granting a vested property right.

(Ord. No. 660, § 2, 5-6-2024; Ord. No. 675, § 1, 1-6-2025)

Note— Ord. No. 660, § 5, adopted May 6, 2024 enacts a "limited duration waiver of enforcement of primary residence requirement." The city will waive enforcement through December 31, 2024 of the primary residence requirement set forth in section 10-1302 and section 41-2 of appendix E for properties located in the R-1 and R-2 zoning districts. This limited duration waiver of enforcement is provided to allow short-term rental operators sufficient time and opportunity to come into compliance with the primary residence requirement set forth in section 10-1302. Such limited duration waiver of enforcement shall not be construed as granting any vested property right. Such waiver of enforcement is limited solely to the primary residence requirement for properties located in the R-1 and R-2 zoning districts and no waiver of any other provision is intended or implied provided, however, that a person renting their property for less than 28 days between the effective date of this ordinance and December 31, 2024 shall not be required to apply for or obtain a license but shall be required to register with the city. Such registration shall include, at a minimum, the items listed in subsections 10-1032(c)(1), (2), (4), (5), and (6). Such registration shall not be construed as granting any vested property right.

Sec. 10-1303. - Fees.

No license shall be issued under this article until the appropriate license fee shall be paid in full. The fee for a license under this article shall be established by the city council and adopted in the city fee schedule and may be amended from time to time.

(Ord. No. 660, § 2, 5-6-2024)

Sec. 10-1304. - Performance standards.

- (a) *Parking requirements.* All vehicular parking associated with a short-term rental must conform with appendix E, article 19, off-street parking requirements, and must abide by city public parking regulations.
- (b) *Maintenance standards.* It is the responsibility of the licensee to assure that every short-term rental is maintained in compliance with all city ordinances and state laws. A violation of any federal, state, or local laws constitutes a public nuisance and may be enforced as provided in this Code.
- (c) *Advertisement.* The license number and expiration date must be listed on any platform or website used for advertising purposes.
- (d) *Signage.* No commercial signage is allowed on the property of a short-term rental located in a residential district.

(Ord. No. 660, § 2, 5-6-2024)

Sec. 10-1305. - Exemptions.

This article does not apply to hotels, motels, bed and breakfasts, nursing homes, or state licensed residential care facilities.

(Ord. No. 660, § 2, 5-6-2024)

Sec. 10-1306. - Posting notice.

Every owner of a short-term rental shall post a notice on the premises, inside by the front door, containing the following information:

- (1) The property address.
- (2) The name, address, and 24-hour contact phone number of the short-term rental operator (in R-1 and R-2, the primary resident; in commercial districts, property manager/owner).
- (3) The city license with a receipt showing that the license fee for the current year has been paid.

(Ord. No. 660, § 2, 5-6-2024)

Sec. 10-1307. - Violations, enforcement and fines.

- (a) A short-term rental license may be revoked or suspended, after an opportunity for a hearing, if the licensee violates the provisions of this article or the city Code.
- (b) A violation of this chapter shall be subject to administrative enforcement under Chapter 3 of this Code, including imposition of fines in accordance with the city's approved fee schedule, and any other enforcement remedies available under law and this Code.
- (c) In the event of a violation or threatened violation of this chapter, the city, in addition to any other remedies, is entitled to seek injunctive relief to prevent, retrain, correct, or abate such violations or threatened violations.
- (d) A violation of the provisions of this chapter is a misdemeanor. Each day that such violation occurs shall constitute a separate offense.

(Ord. No. 660, § 2, 5-6-2024)



City Council Workshop City Council Agenda Report

MEETING DATE: May 6, 2025	WORKSHOP AGENDA ITEM: 2
TITLE: Review and Discussion of Public Safety Facility Needs Assessment Report (5:15-6:15 p.m.)	
PREPARED BY: Jeffrey Dahl, City Manager	
REVIEWED BY: Not Applicable	

DISCUSSION OBJECTIVE:

To listen and discuss the Public Safety Needs Assessment Report and gain consensus on next steps.

2024-2026 STRATEGIC PLAN PRIORITIES RELEVANCE:

Achieve & Sustain Operational Excellence

A strategic initiative in the Strategic Plan was to develop facilities plans to ensure well-maintained City facilities and excellent public service.

BACKGROUND:

As a part of the 2024-2026 Strategic Plan, one of the noted initiatives to achieve operational excellence was to perform a facility needs assessment within the City's Public Safety departments. The primary driver of this initiative is that the City's public safety facilities have not been significantly updated for more than a decade and are becoming inadequate for the following reasons:

- Call volume and overall activity of the departments have significantly increased
- The number of employees within both Police and Fire have increased significantly and will likely continue to increase
- The level of service, more regulations, prioritization of health and safety of both employees and the community all mean the City needs more space (For Example: better accommodations for all genders are needed as well as a larger space for EOC—Emergency Operations Center)

The City Council approved a contract with BKV Group to conduct the assessment in fall 2024 after their completed report on proposed security upgrades to City Hall. Over the past six months, staff has been working with BKV on the development of a Needs Assessment Report that identifies future facility needs based on the individual characteristics of the Wayzata Police and Fire Departments and industry best practices. Based on the needs, BKV identified some high-level building layout and site options to consider. Interim Police Chief Baker, Fire Chief Klapprich, City Manager Dahl, and Deputy City Manager Yager were the primary staff members that met with BKV. However, feedback from a survey that was distributed to all employees of both Police and Fire, has been incorporated into the report as well.

Attached is the full report and powerpoint presentation for review and discussion.

ATTACHMENTS:

1. 25-0331 Wayzata Public Safety



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B K V G R O U P

WAYZATA PUBLIC SAFETY

Needs Assessment & Master Planning

March 14, 2025

PUBLIC SAFETY NEEDS ASSESSMENT

- Facility Operational Assessment | Completed
- Staff Surveys | Completed
- Space Programming | Completed
- Master Planning & Site Feasibility | Completed
- Cost Estimating | Completed
- Draft Final Study Report | In-process





OPERATIONAL ASSESSMENT

FIRE STATION FACILITY OPERATIONAL ASSESSMENT OVERVIEW

- There is insufficient maneuvering clearance between the apparatus and the wall of the apparatus bay. The 13' center-to-center spacing of the apparatus doors is 5' less than industry-standard, making the distance between vehicles 5' tighter than industry standard.
- Gear storage, hose storage, hose drying, table/chair storage, etc. are located along the wall, limiting the walking space. These proximities increase the risk that a firefighter will be injured by moving apparatus.
- The turnout gear is stored in the apparatus bays and is exposed to diesel exhaust and natural UV light. This is non-compliant with NFPA standards.
- There is insufficient drainage in the apparatus bays. This allows water dripping from the apparatus to flow in front of the vehicles and across walking paths, creating a slip hazard.



Office area adjacent to apparatus bay.



Conference room.



Men's restroom.



Staff mailboxes and printer area.



Lower level dayroom space.



Historic fire truck display area in lower level.

FIRE STATION FACILITY OPERATIONAL ASSESSMENT OVERVIEW

- There is poor separation between the “clean” areas of the station and the areas that are expected to have fireground toxins and diesel particulates suspended in the air. Each of these issues exposes everyone who enters the station to carcinogenic chemicals.
- The shop, SCBA, and decontamination areas are located at the rear of the bays. These spaces should be enclosed separate from the apparatus bay air volume with appropriate clean air supply and exhaust.
- The washer/extractor for contaminated turnout gear is in the lower level. Contaminated gear is carried into the clean portions of the station, down the stairs, and into the mechanical room. This leads to fireground contaminants off-gassing throughout the “clean” portions of the station.
- The washer/dryer for uniforms and bedding is in the apparatus bays where it is exposed to diesel exhaust and fireground contaminants.
- There is carpet throughout the living/ office side of the station. Carpet has been shown to harbor MRSA and will trap and contain diesel particulates and fireground contaminants.



Settled pavers at apparatus bay apron.



Turnout gear stored within apparatus bays.



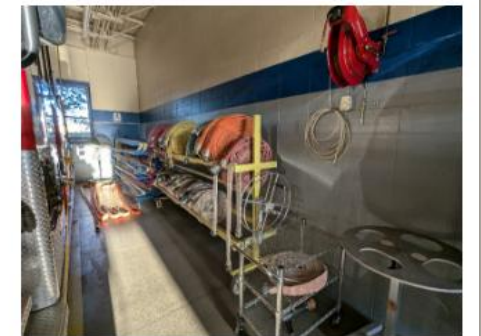
Shop space and SCBA filling area.



Apparatus bay.



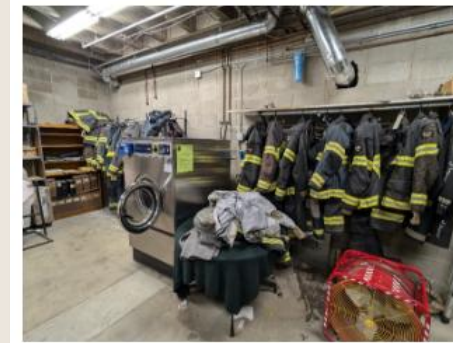
Insufficiently sized floor drain in apparatus bay.



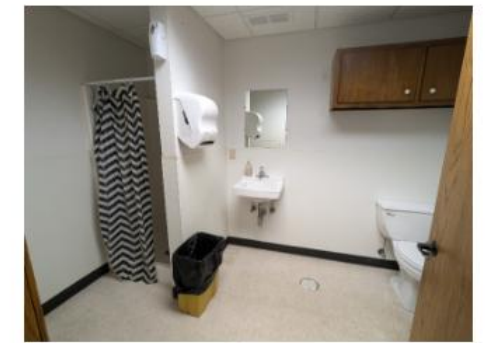
Hose storage area in apparatus bay.

FIRE STATION FACILITY OPERATIONAL ASSESSMENT OVERVIEW

- There is limited parking available for firefighters responding to a call, and it is shared with the general public. This can delay response and firefighters search for parking.
- There is insufficient space to fit all the apparatus comfortably within the building. The zodiac trailer and utility pickup cannot park straight, which significantly delays response. No available space for future growth.
- There is only one apparatus bay with 14' tall doors and sufficient length to house the aerial apparatus.
- The ~14'-0" clear height to bottom of roof structure does not provide enough overhead clearance for a firefighter to stand on top of the apparatus for routine tasks, nor does it provide enough space to tilt a cab for routing maintenance checks.
- There is no elevator in the fire station connecting the main level and the lower level. This is required by building code and the ADA.



Extractor and turnout gear drying area in lower level.



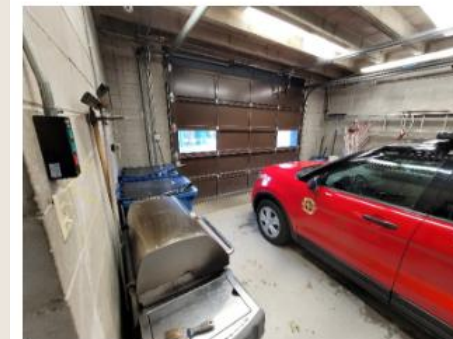
Shower area in lower level.



Mezzanine storage area.



Cramped storage in apparatus bay.



Command vehicle garage at lower level.



Training room at lower level.

POLICE STATION FACILITY OPERATIONAL ASSESSMENT OVERVIEW

- The facility does not provide a welcoming or inviting approach to encourage community engagement and interaction with the Police Department. Wayfinding to the Police Department is difficult.
- The Police Department does not have a lobby space, the records counter is located directly onto a narrow corridor. The area adjacent to the records window is undersized, not providing adequate space to hold sensitive conversations or to provide separation between potential offenders, witnesses and victims coming to the station.
- Only one soft interview room is provided, ideally provide at least two to allow one to be setup for children and families.
- The locker room cannot accommodate the current staffing levels nor additional staff. Restroom facilities are undersized for number of staff.
- Private offices and workstations are at capacity with current staffing levels.
- Lack of private meeting space and collaborative areas.



Secured police fleet and police staff parking area.



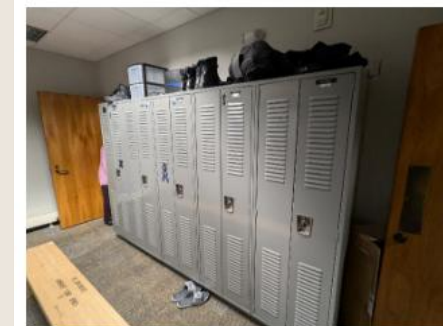
Found property bicycles stored outside.



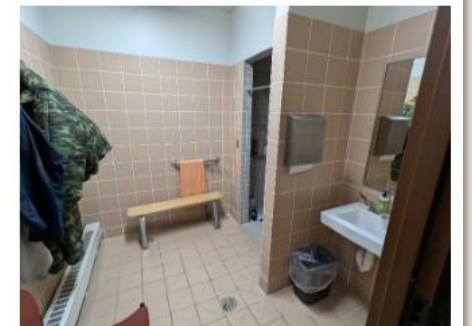
Evidence / storage garage bay.



Temporary holding intake area.



Police locker room.



Locker room restroom/shower facility.

POLICE STATION FACILITY OPERATIONAL ASSESSMENT OVERVIEW

- Police fleet are stored outside exposed to the extreme weather conditions.
- Facility does not provide a training room with capacity to host training events nor adequate for use as an Emergency Operations Center.
- There is a general lack of available storage space throughout the facility. Files, supplies, and equipment are stored throughout the facility in less-than-ideal spaces to support efficient operations.
- Evidence processing and storage areas are insufficient to support operations and long-term storage needs.
- There is a critical gap in overall wellness and training functions such as physical conditioning space, defensive tactical training, access to daylight in workspaces, staff decompression and break areas.
- Inadequate ventilation in evidence areas, weapon cleaning and locker rooms.



Weapon cleaning area.



Evidence and multi-purpose work area.



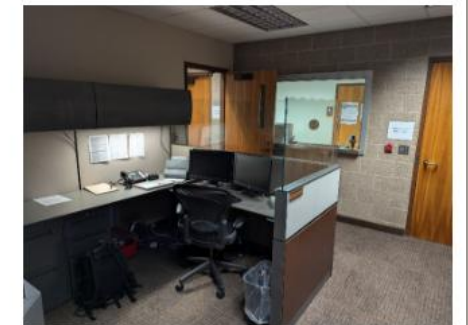
Armory storage room.



Staff mailboxes and printer area.



Private office.



Records staff work area & records public counter.

SPACE NEEDS

DEPARTMENT SPACE NEEDS SUMMARY

Police Department (Identified 20-yr Space Need): **31,500 nsf**

Existing Police Station Operational Area: 6,200 nsf*

**The existing sf indicated does not include public areas, mechanical, electrical, data rooms which are included in the projected space need above.*

Net Usable Square Feet (nsf) includes total usable area of enclosed space measured from inside face of exterior wall.

PROGRAM OVERVIEW

- Police Administration, Records, Investigations, Patrol office spaces
- 40-person community/training room/EOC
- Law enforcement personnel lockers and shower facilities
- Evidence processing and storage facilities
- Temporary holding and interview spaces
- Soft interview spaces
- Staff breakroom
- Spaces to support staff health & wellness
- Dedicated equipment storage rooms
- 20 stall indoor squad garage

DEPARTMENT SPACE NEEDS SUMMARY

Fire Department (Identified 20-year Space Need): **29,908 nsf**

Existing Fire Station Operational Area: 11,465 sf*

**The existing sf indicated does not include public areas, mechanical, electrical, data rooms which are included in the projected space need above.*

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Net Usable Square Feet (nsf) includes total usable area of enclosed space measured from inside face of exterior wall.

PROGRAM OVERVIEW

- Fire Administration office space and meeting area
- 40-person community/training room/EOC
- 6 bunk rooms with 2 restroom/shower facilities
- Firefighter dayroom space
- Physical conditioning & fire training spaces
- Personnel and equipment decontamination spaces
- Dedicated turnout gear storage room
- Equipment, medical & hose storage spaces
- 8 apparatus bays

FACILITY SPACE NEEDS SUMMARY

Fire Station (20-year Space Need): 33,497 gsf

Police Station (20-year Space Need): 35,280 gsf

Public Safety Facility (20-year Space Need): **63,513 gsf***

**Approximate Space Savings With Combined Facility: 5,264 gsf*

Gross Square Feet (gsf) includes total area of enclosed space measured to exterior walls of building.

PROGRAM OVERVIEW

Shared Spaces

- Lobby area & public restrooms
- 40-person community/training room/EOC
- Physical conditioning room
- Building support areas (mech/elec/data/etc)

BUILDING PROGRAM STACKING
Stand-alone Public Safety Facility

PUBLIC SAFETY FACILITY STACKING		BUILDING LEVEL					COMMENTS
		Level B2	Level B1	Level 1	Level 2	Level 3	
Department Divisions							
	ADMINISTRATION	0	0	1,413	0	0	
	RECORDS	0	243	1,100	0	0	
	PATROL	0	1,334	1,688	0	0	
	INVESTIGATIONS	0	0	702	0	0	
	EVIDENCE	0	2,033	719	0	0	
	DETENTION	0	0	2,503	0	0	
	TRAINING	0	100	1,194	0	0	
	FLEET	0	9,626	0	0	0	
	PUBLIC AREAS	0	0	4,400	0	0	
	COMMON AREAS	0	2,044	839	0	0	
	BUILDING SERVICES	0	1,169	396	0	0	
	FIRE - ADMINISTRATION			1,856			
	FIRE - APPARATUS BAYS & SUPPORT			15,454	2,284	684	
	FIRE - FIREFIGHTER AREAS				3,095		
	FIRE - CIRCULATION		556	613	613		
Subtotal, Building Level:		0	17,104	32,876	5,992	684	
Building Envelope Factor (12%)		0	2,052	3,945	719	82	
TOTAL PROPOSED GSF		0	19,156	36,821	6,712	766	63,454

BUILDING PROGRAM STACKING
Stand-alone Police Station

POLICE FACILITY STACKING		BUILDING LEVEL					COMMENTS
		Level B2	Level B1	Level 1	Level 2	Level 3	
Department Divisions							
	ADMINISTRATION	0	0	1,413	0	0	
	RECORDS	0	0	1,343	0	0	
	PATROL	0	1,334	1,688	0	0	
	INVESTIGATIONS	0	0	702	0	0	
	EVIDENCE	0	2,033	719	0	0	
	DETENTION	0	0	2,503	0	0	
	TRAINING	0	100	1,194	0	0	
	FLEET	0	9,626	0	0	0	
	PUBLIC AREAS	0	0	4,400	0	0	
	COMMON AREAS	0	2,044	839	0	0	
	BUILDING SERVICES	0	869	696	0	0	
Subtotal, Building Level:		0	16,004	15,496	0	0	
Building Envelope Factor (12%)		0	1,921	1,859	0	0	
TOTAL PROPOSED GSF		0	17,925	17,355	0	0	35,280

BUILDING PROGRAM STACKING
Stand-alone Fire Station

FIRE STATION STACKING		BUILDING LEVEL					COMMENTS
		Level B2	Level B1	Level 1	Level 2	Level 3	
Department Divisions							
	PUBLIC AREAS			2,868			
	ADMINISTRATION			1,961			
	APPARATUS BAYS & SUPPORT			15,454	684	684	
	FIREFIGHTER AREAS				4,235		
	BUILDING SUPPORT			3,482	540		Includes 1,600sf mezzanine
Subtotal, Building Level:		0	0	23,764	5,459	684	
Building Envelope Factor (12%)		0	0	2,852	655	82	
TOTAL PROPOSED GSF		0	0	26,616	6,115	766	33,497



MASTER PLANNING

MASTER PLANNING APPROACHES

Renovate & Expand the Existing Facility

- Option 1.d

Renovate & Expand the Existing Facility for Police + New Construction of Fire Station

- Option 1.e + Option 4

New Build Public Safety Facility at New Site

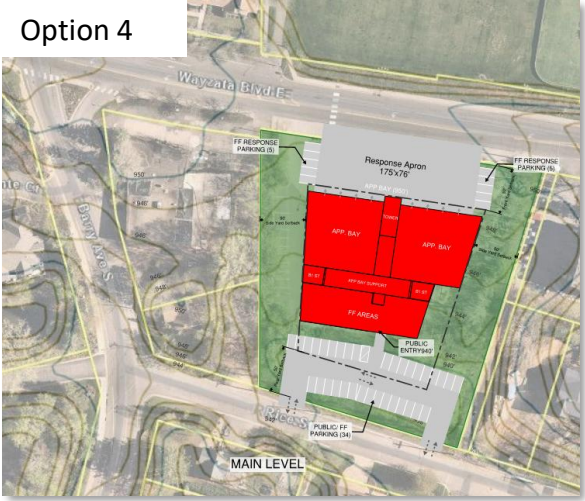
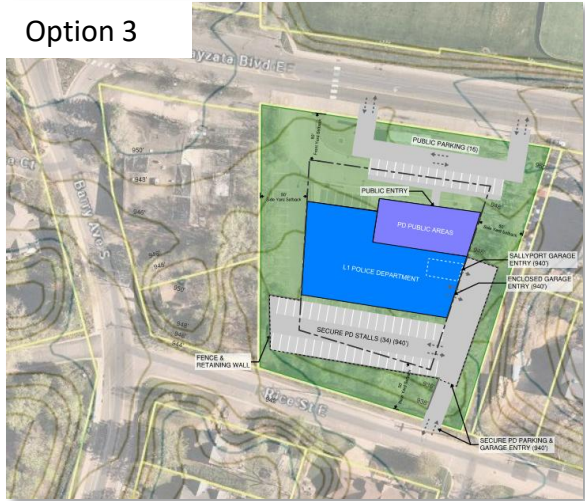
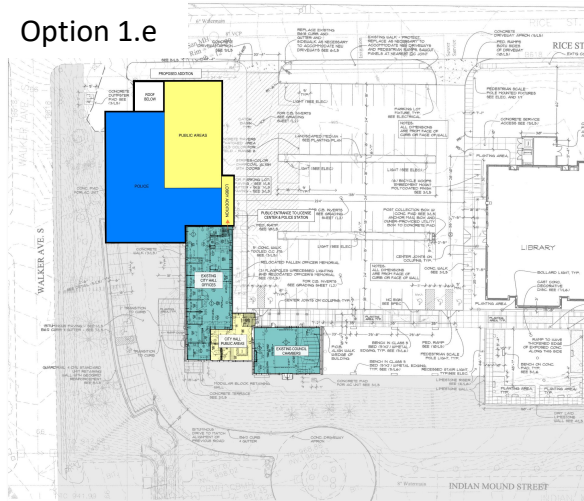
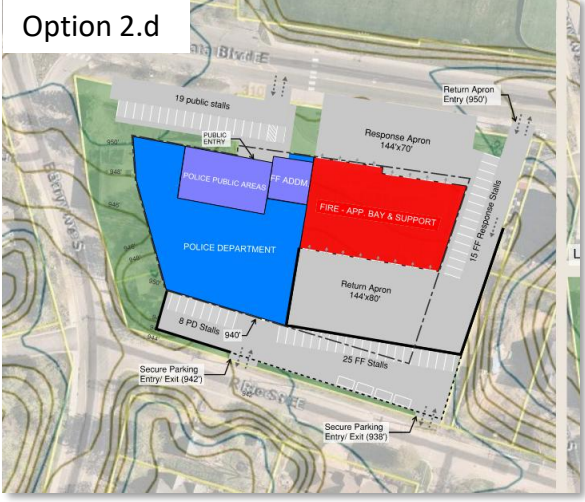
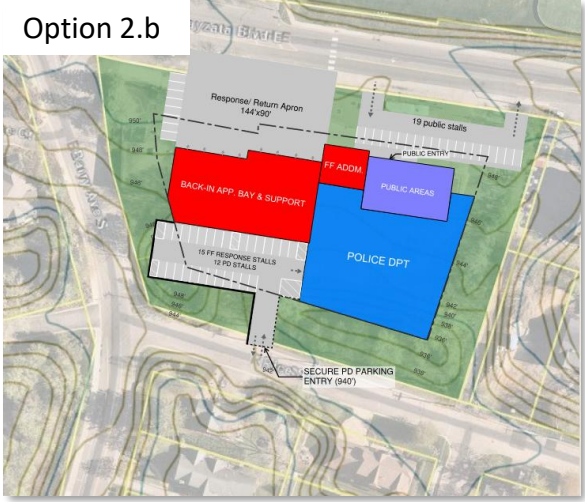
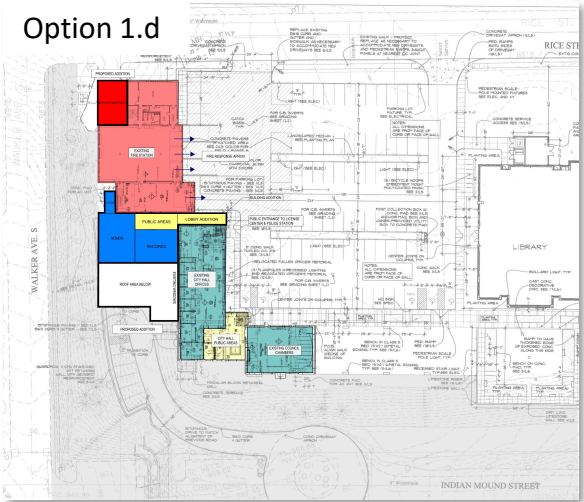
- Option 2.b

- Option 2.d

New Build Police Facility at New Site

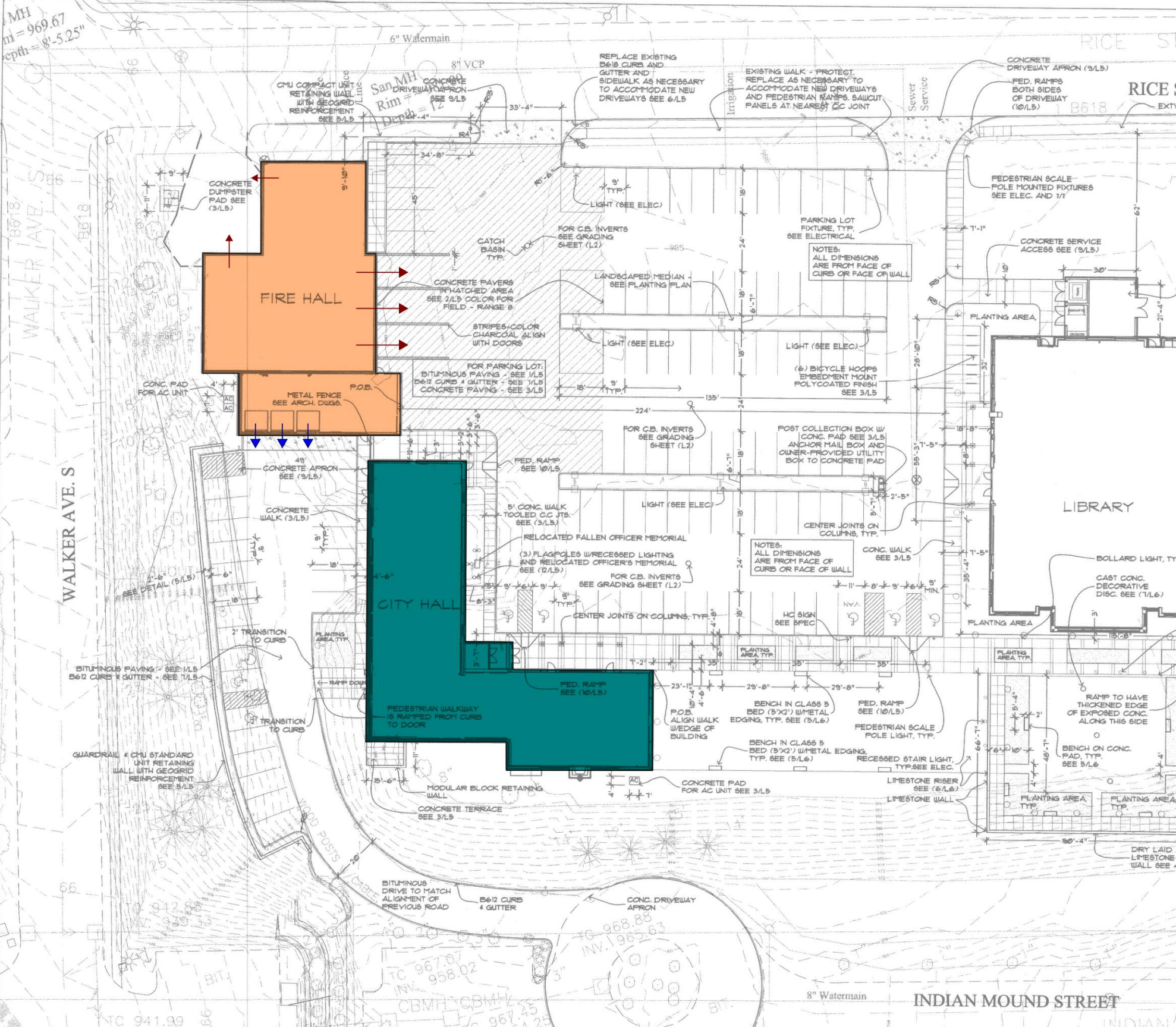
- Option 3*

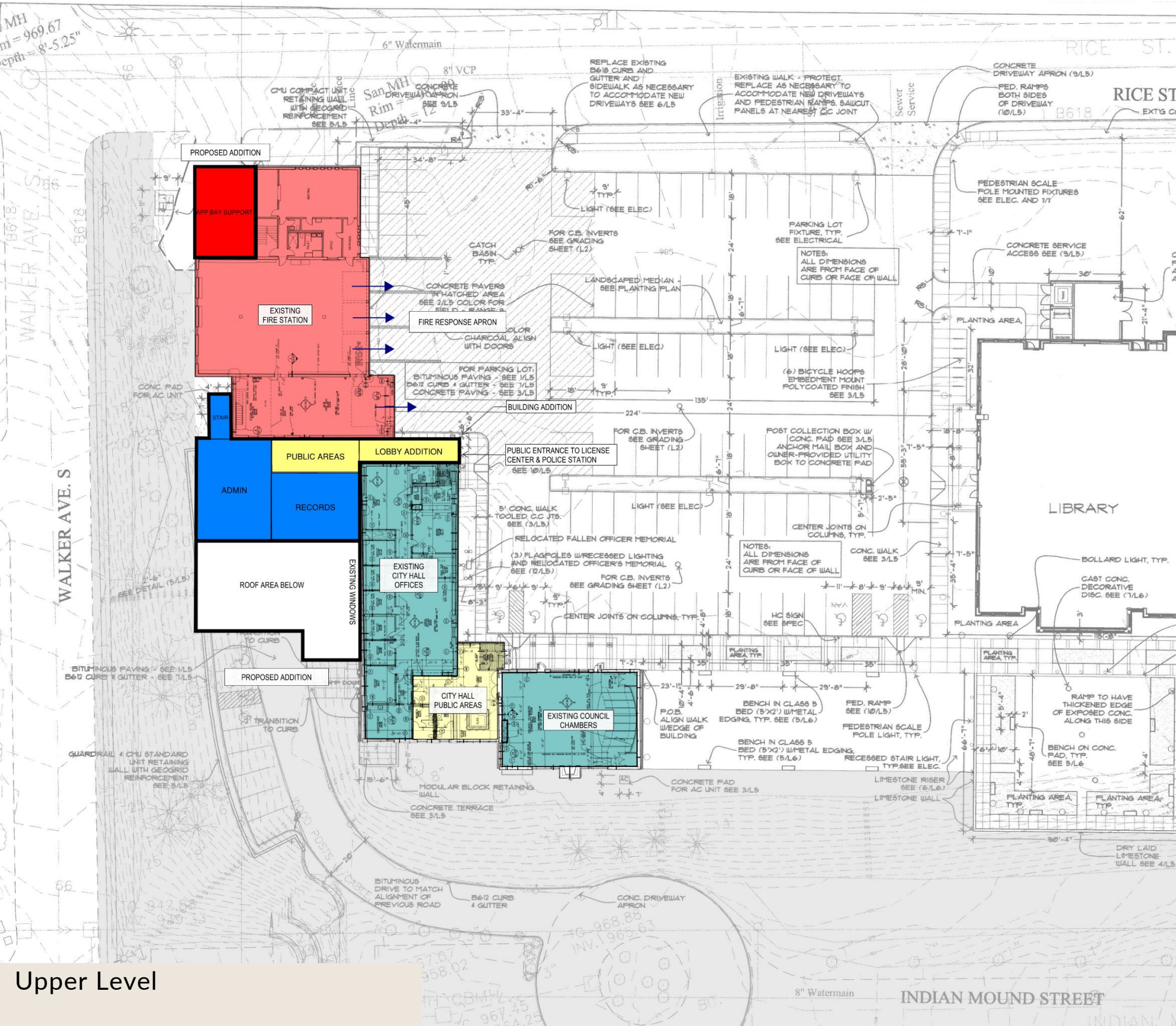
**Does not address Fire Department needs*



EXISTING CONDITIONS

600 Rice Street E





OPTION 1.d | PUBLIC SAFETY EXPANSION

600 Rice Street E

Summary

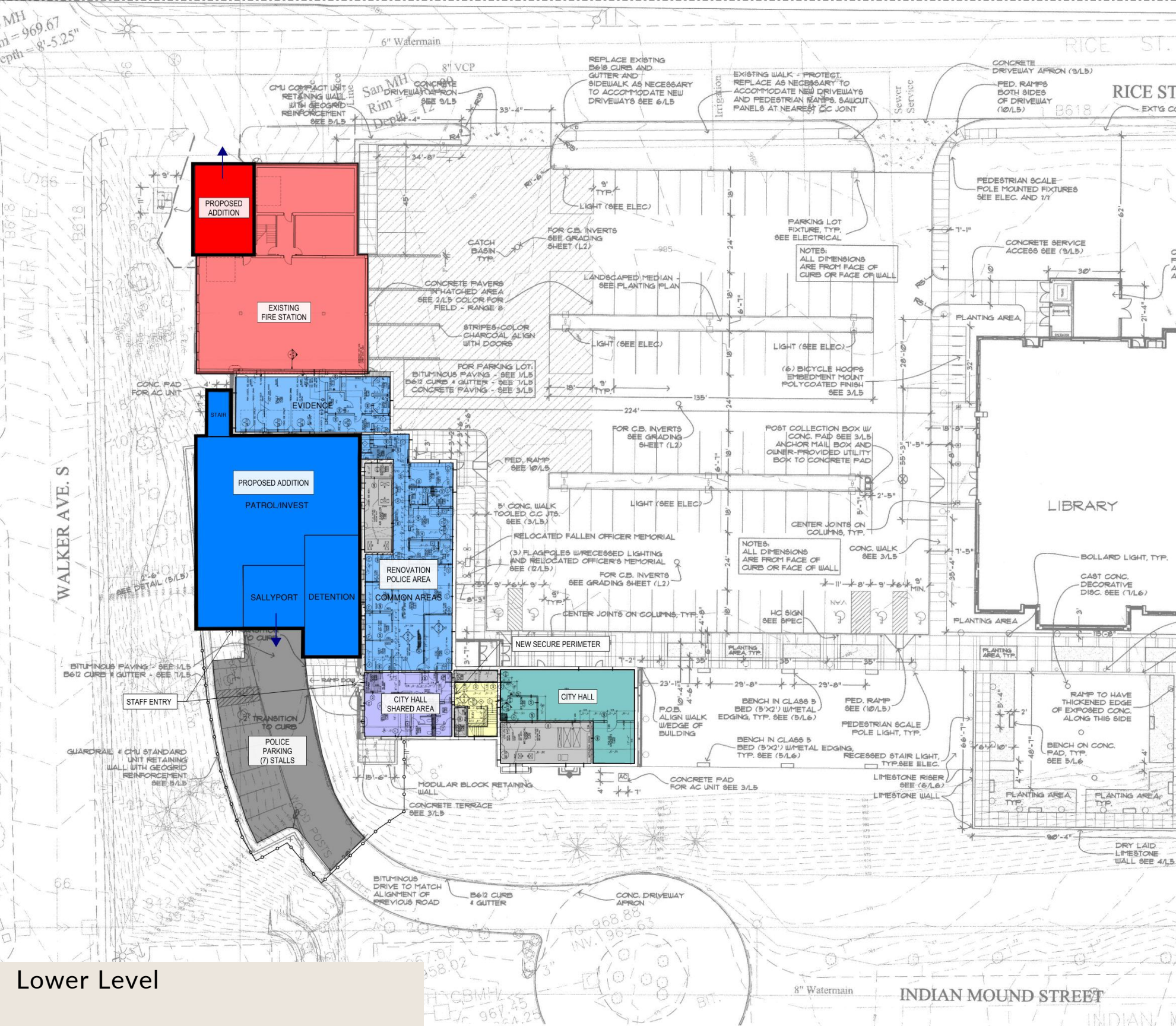
- Renovation of existing fire hall with small addition does not address full current or future operational needs of the fire department.
- Building addition and renovation of existing police areas partially addresses 10-yr operational needs of the police department.
- New police station public lobby entry adjacent to the License Center; lower level becomes staff-only.

Police Facility

Option addresses 10-yr operational space needs of the police department, less the following:

- Does not provide secure parking for police staff or squads; no squad garage for indoor parking.
- Reduces available on-site parking for staff.
- No evidence garage, long-term evidence storage or large evidence storage provided.
- No bike/found property storage.
- No physical conditioning or training spaces provided.
- No bike patrol or K9 area.
- No classroom/training room/E.O.C. (potential to utilize lower level of existing fire hall).
- Smaller detention area (less one hard interview room and juvenile waiting area).

Upper Level



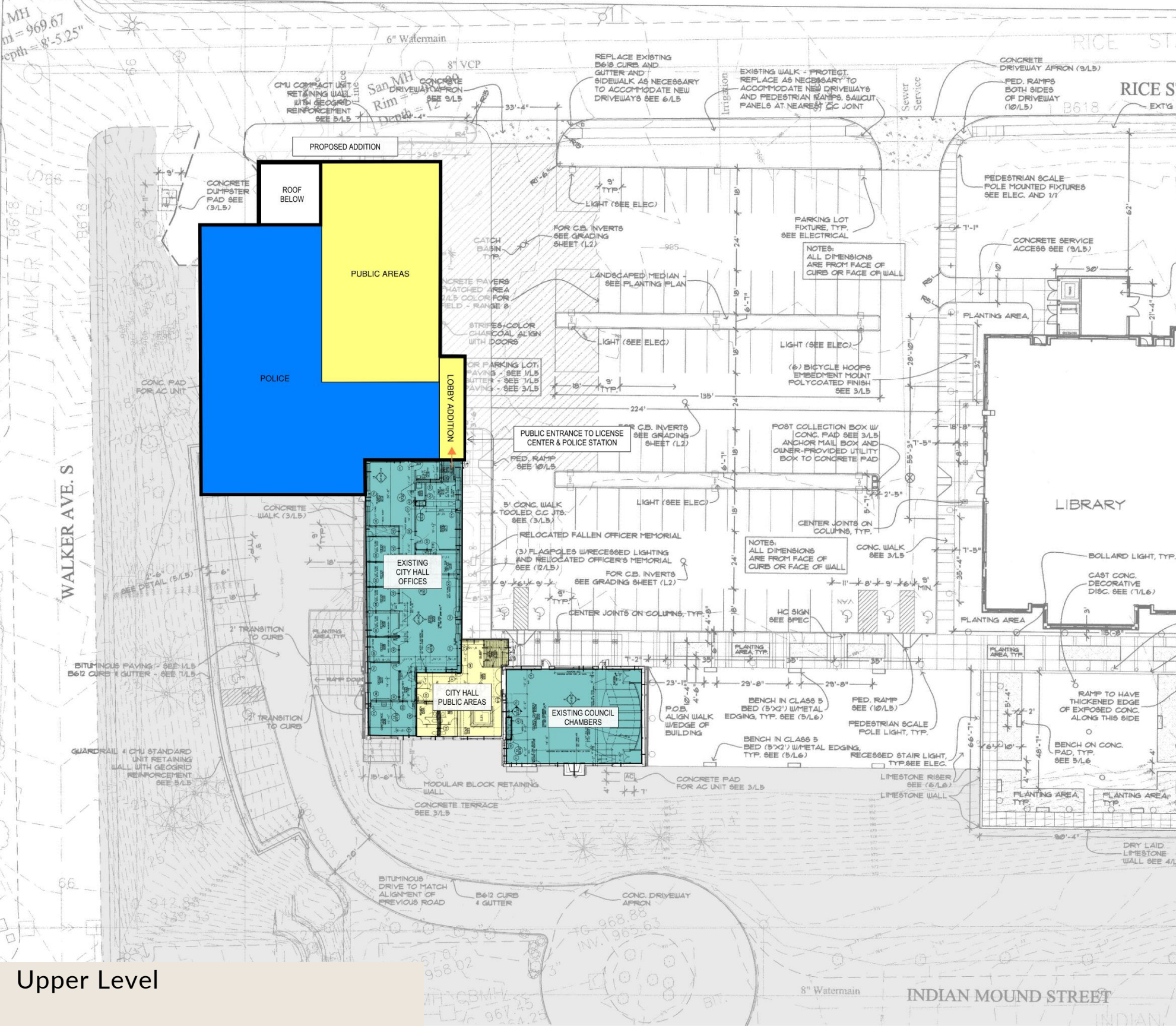
OPTION 1.d | PUBLIC SAFETY EXPANSION 600 Rice Street E

Summary Continued...

Fire Station

Small addition focused on firefighter health & wellness, providing decontamination spaces, dedicated turnout gear storage, and equipment decontamination. Option does not address long-term needs of the fire department.

- No additional apparatus bays or equipment storage space.
- No bunkrooms or living support spaces (existing bunk area could be better accommodated in lower level through renovation).
- No additional office or meeting space
- No training/classroom space (existing area in the lower level could be maintained).
- Proposed addition conflicts with current garage area for historic fire truck.



OPTION 1.e | PUBLIC SAFETY EXPANSION 600 Rice Street E

Summary

- Demolition of the existing fire hall and two-story building addition to accommodate the police department.
- Renovation of the existing police areas
- Planned facility does not address current operational needs of fire department on this site.
- New police station public lobby entry adjacent to city hall and license center; lower level become staff-only.

Police Facility

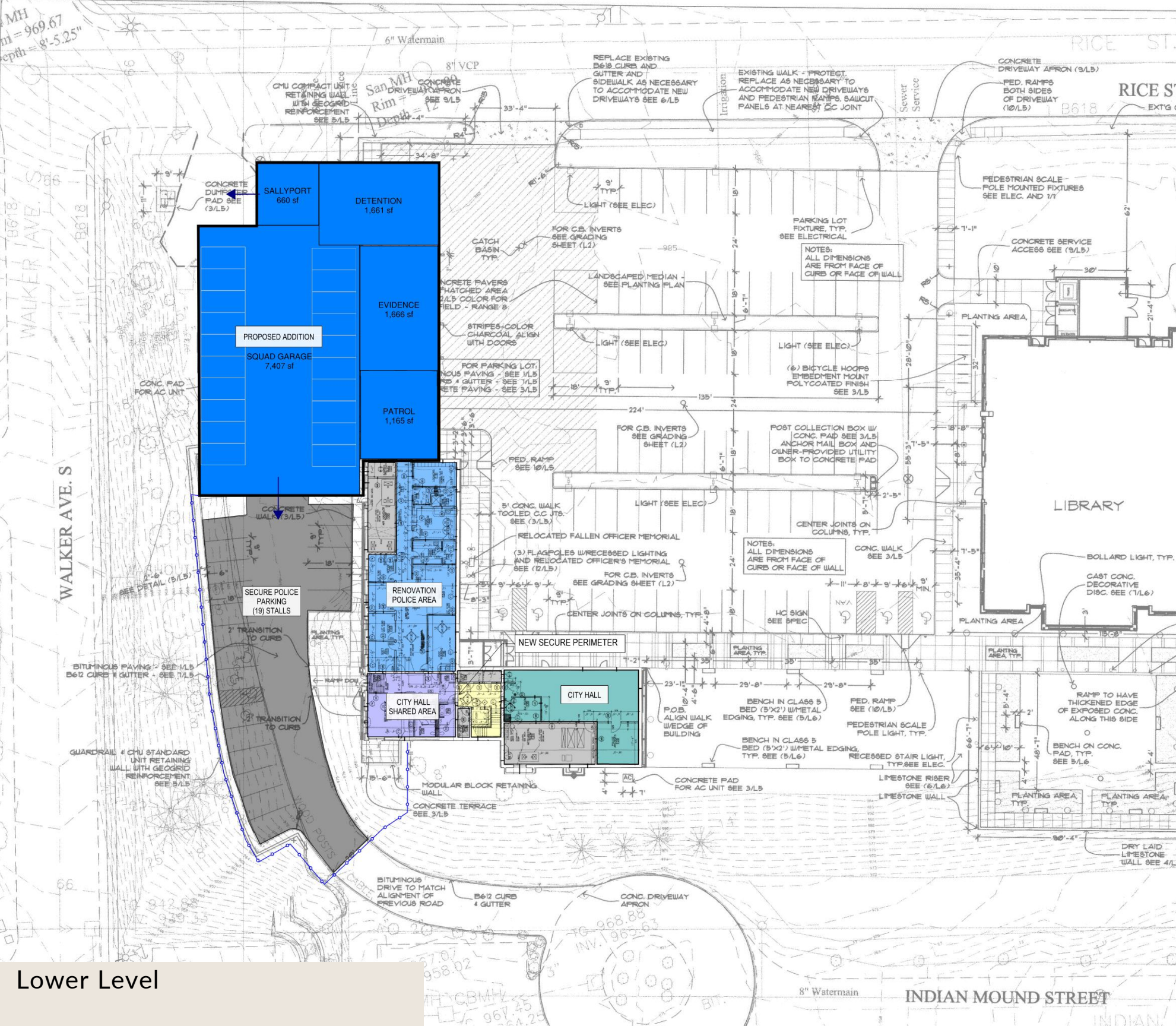
Option addresses 20-yr operational space needs of the police department, less the following:

- Provides limited secure parking for police staff and squads outdoors; includes a 20-stall squad garage for indoor parking.
- Reduces available on-site parking for staff.
- No evidence garage for processing larger evidence.
- No bike/found property storage.
- No bike patrol or K9 area.
- Smaller detention area (less one hard interview room and juvenile waiting area).

OPTION 1.e | PUBLIC SAFETY EXPANSION

600 Rice Street E

See previous sheet for summary.



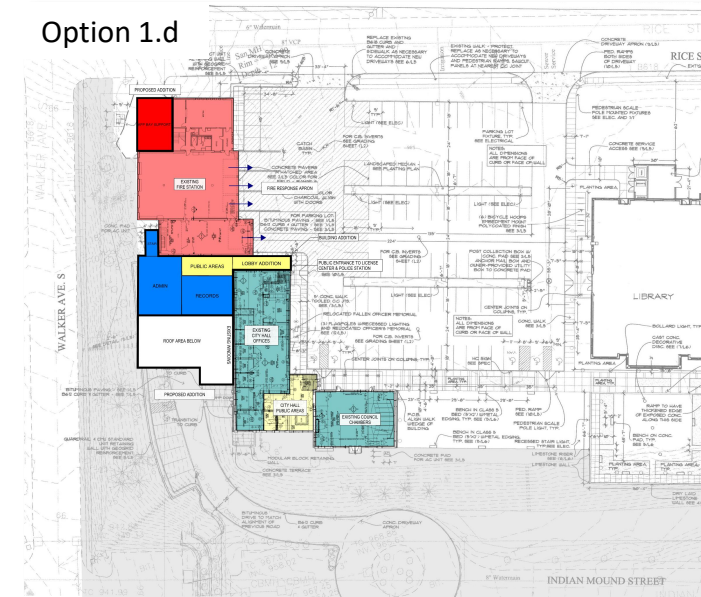
Lower Level

PLANNING SUMMARY

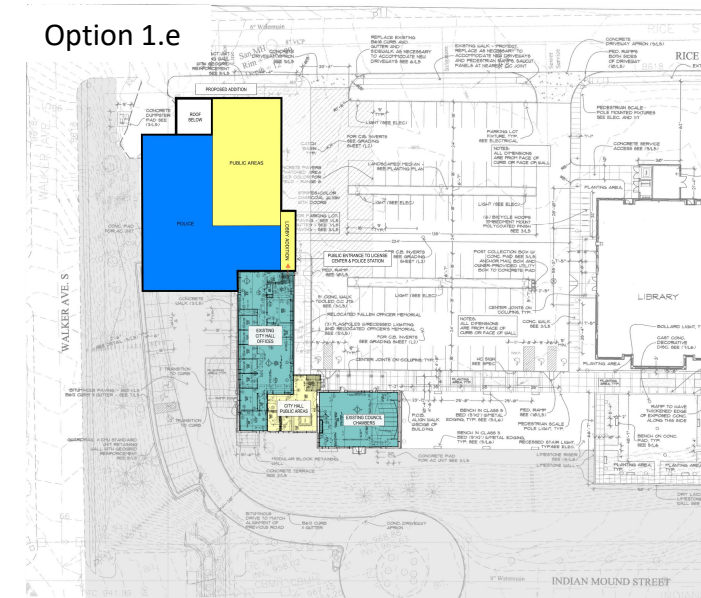
Existing Site | 600 Rice Street

- The existing site does not lend well for an expansion to the Fire Station to the east. The sloping topography along Rice Street is a challenge and there is no available site area without impeding on public/staff parking.
- A small addition to the Fire Station at the northwest corner could provide further support and decontamination spaces as a short-term benefit. However, likely not worth the investment.
- This site could support an addition to the Police Station (Option 1.d) to provide a portion of their operational needs, but there are further compromises with reduced on-site parking for staff/public and no available area for police fleet vehicles. Not a desirable option.
- This site could support an addition to the Police Station (Option 1.e) meeting the Department's long-term operational needs if the Fire Department moved off-site. This option requires construction of a new fire station.

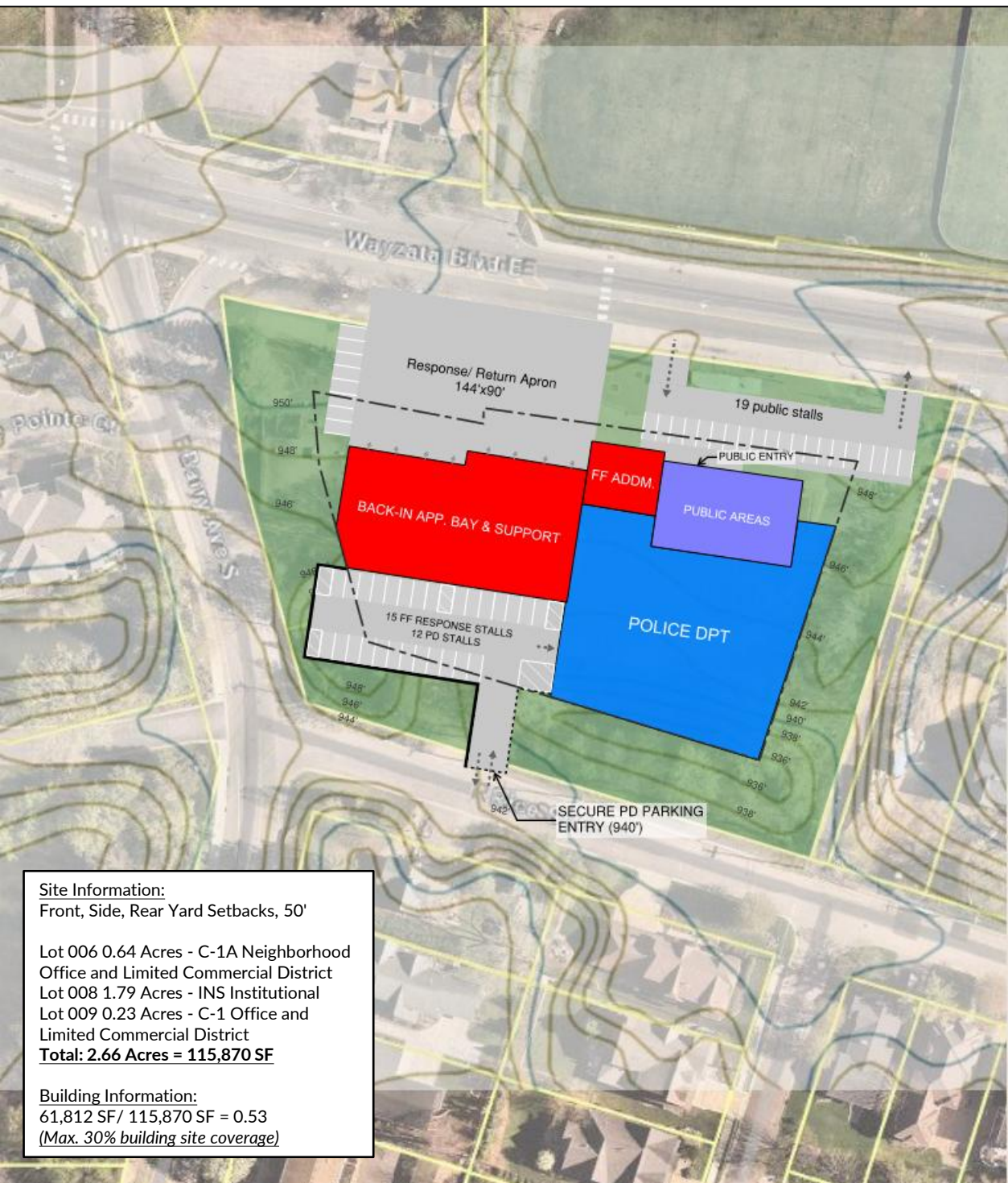
Option 1.d



Option 1.e



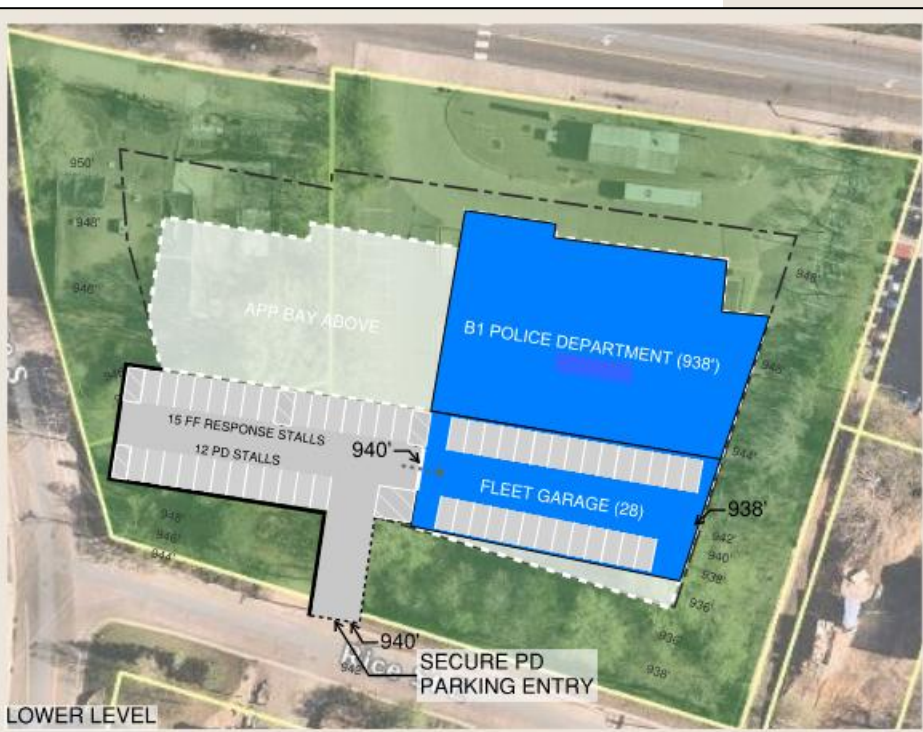
OPTION 2.b | PUBLIC SAFETY NEW BUILD
Barry Ave S & Wayzata Blvd E Site



Site Information:
Front, Side, Rear Yard Setbacks, 50'

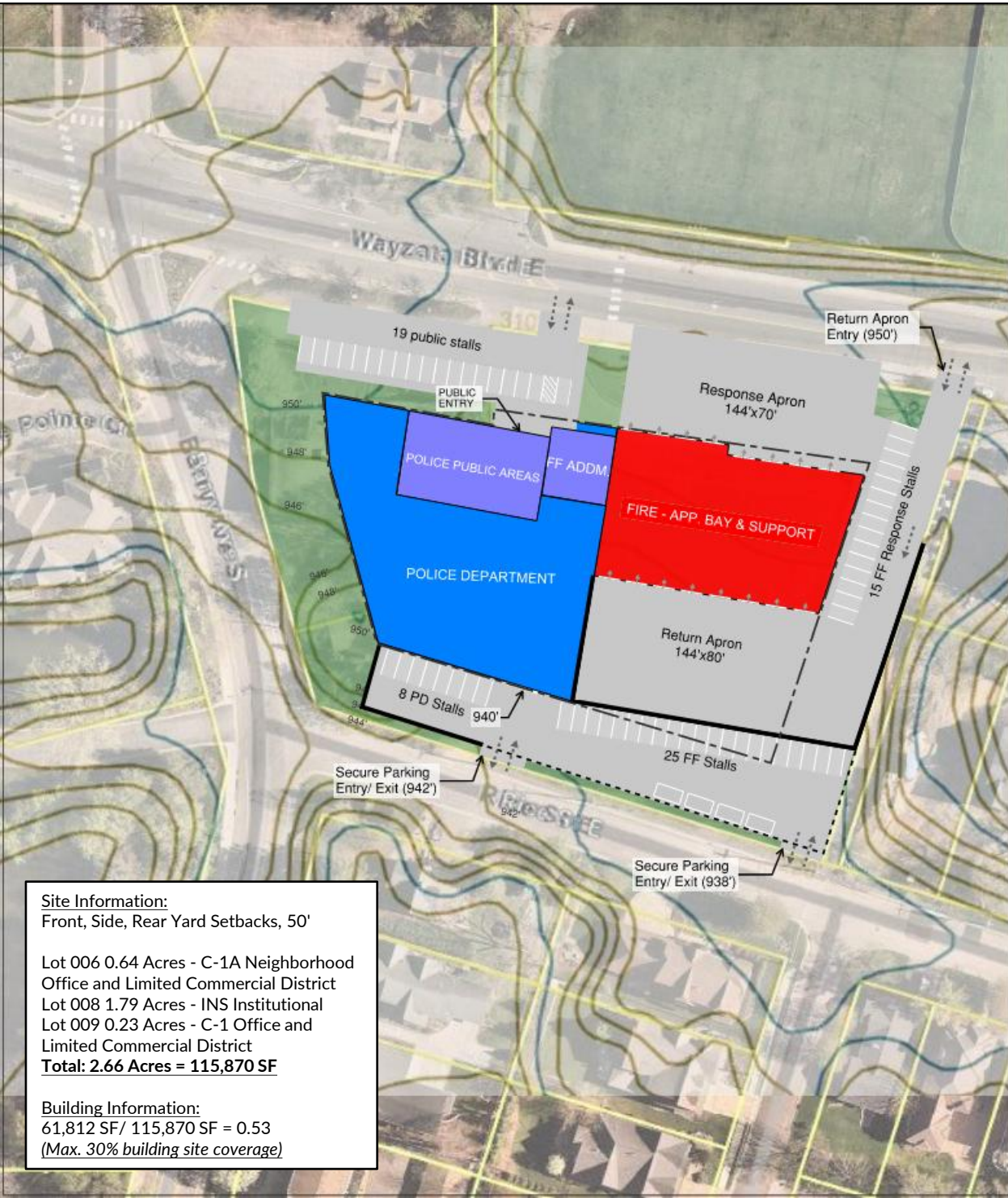
Lot 006 0.64 Acres - C-1A Neighborhood Office and Limited Commercial District
Lot 008 1.79 Acres - INS Institutional
Lot 009 0.23 Acres - C-1 Office and Limited Commercial District
Total: 2.66 Acres = 115,870 SF

Building Information:
61,812 SF/ 115,870 SF = 0.53
(Max. 30% building site coverage)



- Summary**
- New combined fire and police facility, two-stories above grade with lower level for police functions/garage.
 - Provides full 20-year operational space needs for fire and police.
 - Back-in apparatus bays are not ideal and traffic may cause challenges; however, deeper apron provides more maneuvering area.
 - Fire training tower located at front apron visible to Wayzata Blvd.
 - Site topography will require firefighters to use stairs/elevator to enter apparatus bays from south parking lot.
 - Minimal on-site parking for public to support training room, short 26 stalls from program.
 - Short 32 stalls from programmed need for police and fire staff parking.
 - Site is nearly fully developed with minimal pervious area available.
 - Site does not allow room for future growth.
 - Requires acquisition of three parcels.

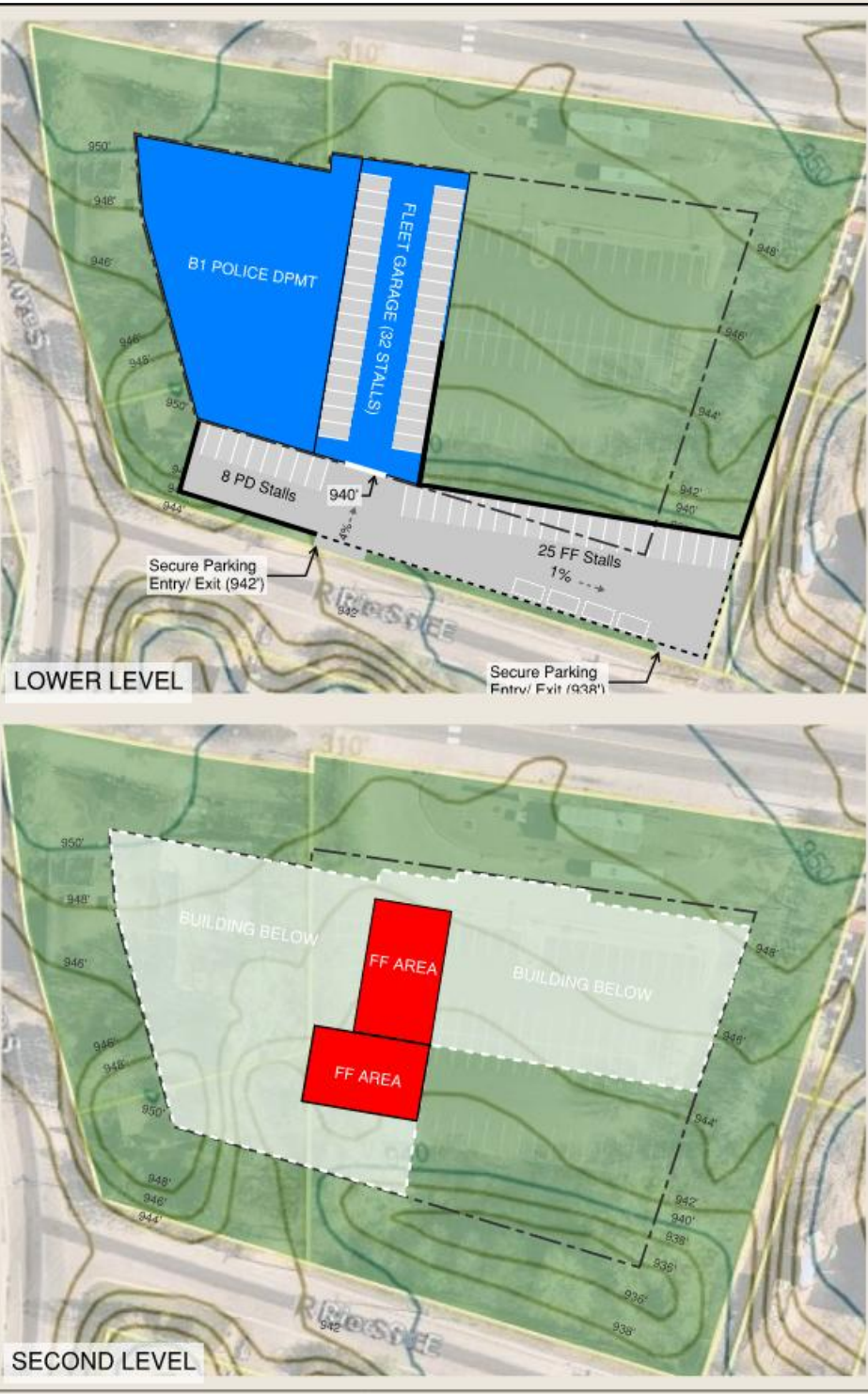
OPTION 2.d | PUBLIC SAFETY NEW BUILD
Barry Ave S & Wayzata Blvd E Site



Site Information:
Front, Side, Rear Yard Setbacks, 50'

Lot 006 0.64 Acres - C-1A Neighborhood Office and Limited Commercial District
Lot 008 1.79 Acres - INS Institutional
Lot 009 0.23 Acres - C-1 Office and Limited Commercial District
Total: 2.66 Acres = 115,870 SF

Building Information:
61,812 SF/ 115,870 SF = 0.53
(Max. 30% building site coverage)



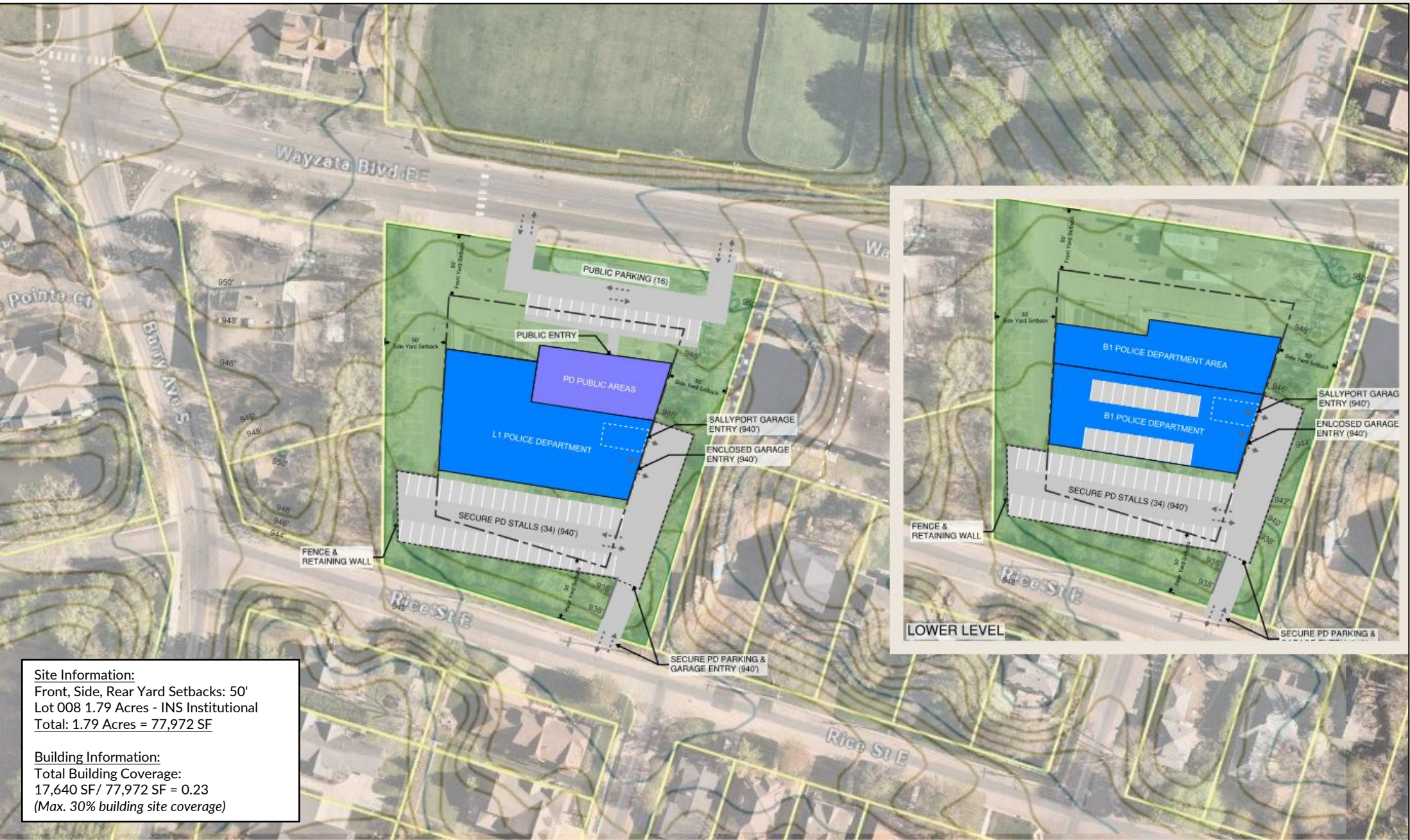
- Summary**
- New combined fire and police facility, two-stories above grade with lower level for police functions/garage.
 - Provides full 20-year operational space needs for fire and police.
 - Drive-thru apparatus bays ideal for safety and flexibility.
 - Fire training tower located at rear apron.
 - Site is nearly fully developed, beyond zoning requirements, with minimal pervious area available.
 - Minimal on-site parking for public to support training room, short 26 stalls from program.
 - Short 22 stalls from programmed need for police and fire staff parking.
 - Site does not allow room for future growth.
 - Requires acquisition of three parcels.

OPTION 3 | POLICE FACILITY NEW BUILD

Barry Ave S & Wayzata Blvd E Site

Summary

- New stand-alone police facility, one-story with lower level exposed on south side.
- Provides full 20-year operational space needs for police.
- Site allows for adequate stand-off zones around building and landscape buffers.
- Minimal on-site parking for public to support training room, short 26 stalls from program.
- Short 8 stalls from programmed need for police staff.
- Requires acquisition of one parcel.



Site Information:
Front, Side, Rear Yard Setbacks: 50'
Lot 008 1.79 Acres - INS Institutional
Total: 1.79 Acres = 77,972 SF

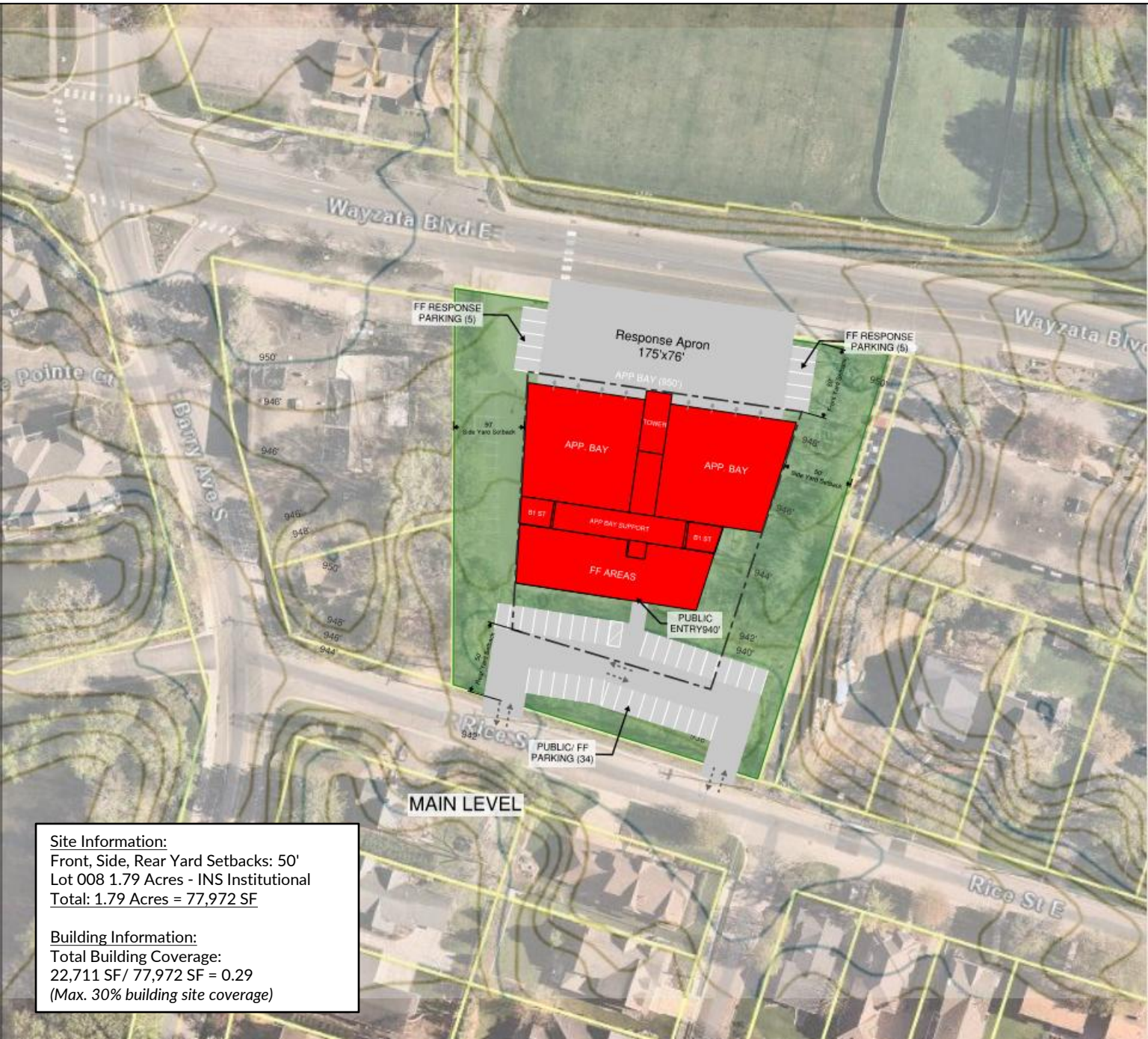
Building Information:
Total Building Coverage:
17,640 SF/ 77,972 SF = 0.23
(Max. 30% building site coverage)

OPTION 4 | FIRE STATION NEW BUILD

Barry Ave S & Wayzata Blvd E Site

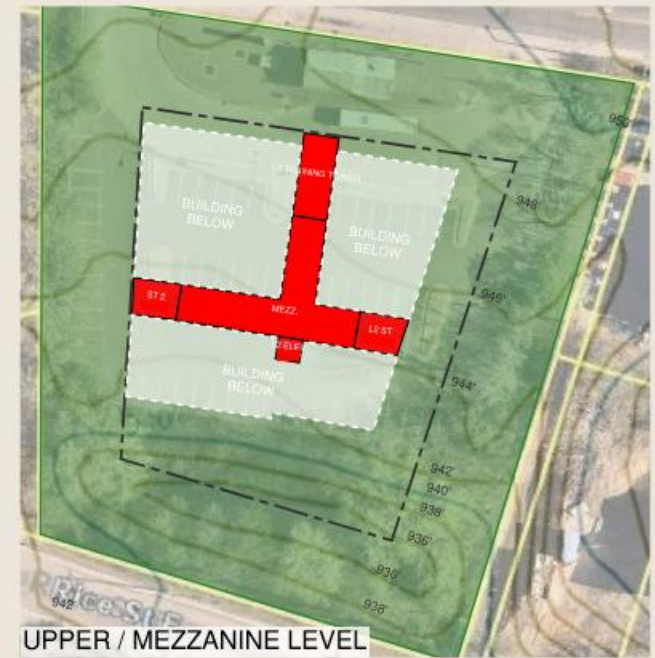
Summary

- New stand-alone fire station, two levels with exposed lower level on south side.
- Provides full 20-year operational space needs for fire.
- Site has some room for future expansion.
- Allows for appropriate landscape buffer around building and parking areas.
- Back-in apparatus bays are not ideal and traffic may cause challenges; however, deeper apron provides more maneuvering area.
- Firefighter living quarters on same level as apparatus bays provides faster response time
- Limited on-site parking for firefighter response parking at response apron, short 5 stalls.
- Requires acquisition of one parcel.



Site Information:
Front, Side, Rear Yard Setbacks: 50'
Lot 008 1.79 Acres - INS Institutional
Total: 1.79 Acres = 77,972 SF

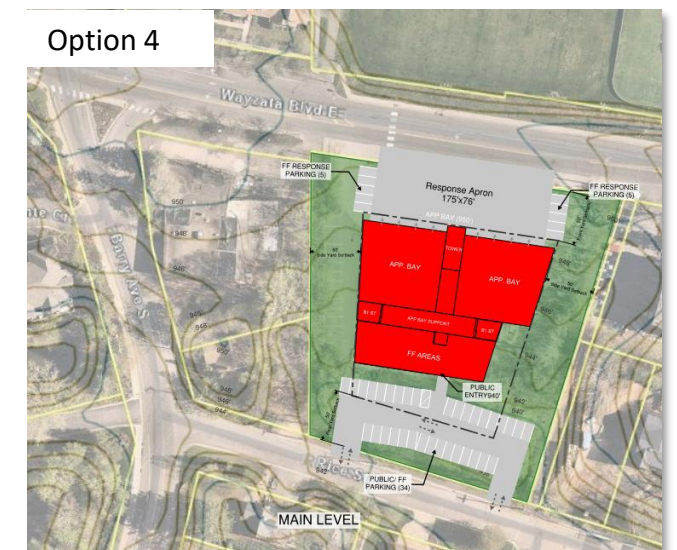
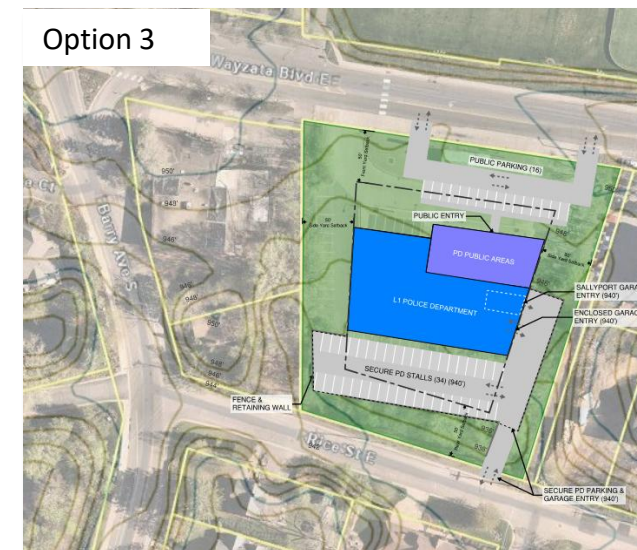
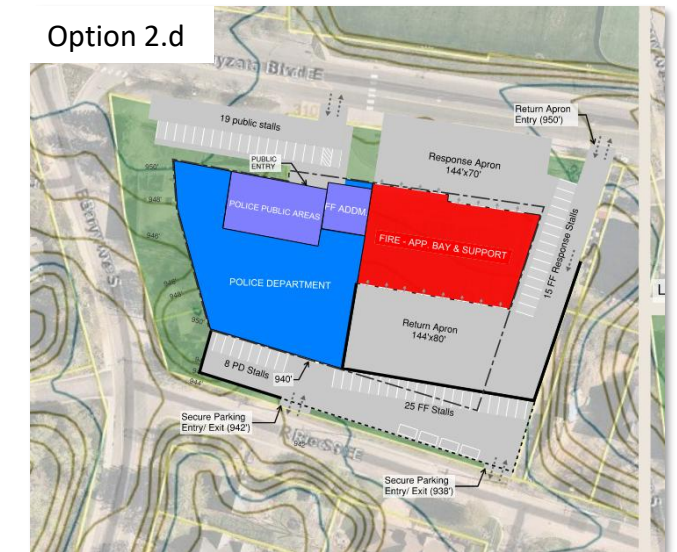
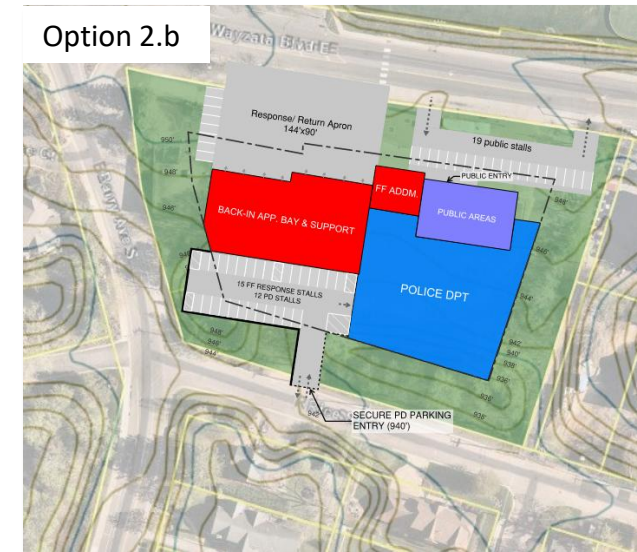
Building Information:
Total Building Coverage:
22,711 SF / 77,972 SF = 0.29
(Max. 30% building site coverage)



PLANNING SUMMARY

Alternate Site | Wayzata Boulevard

- This site can support a stand-alone Fire Station or Police Station well.
- A Public Safety Facility could be constructed on the site however the site would be fully-developed with no room for future expansion.
- Due to the limited site area, providing the programmed on-site parking needs can not be achieved for any of the Public Safety Facility options.
- **Option 2.d** would be the preferred option with drive-thru apparatus bays. However, the public parking area is tight with no landscape buffer zone to the road.
- **Option 2.b** would be the second preferred option with back-in apparatus bays. Back-in bays off Wayzata Boulevard may not be ideal due to traffic volume and the proximity of the response apron to the intersection.

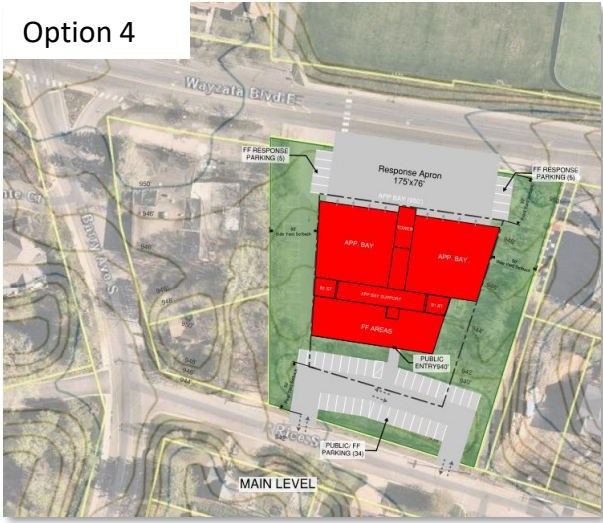
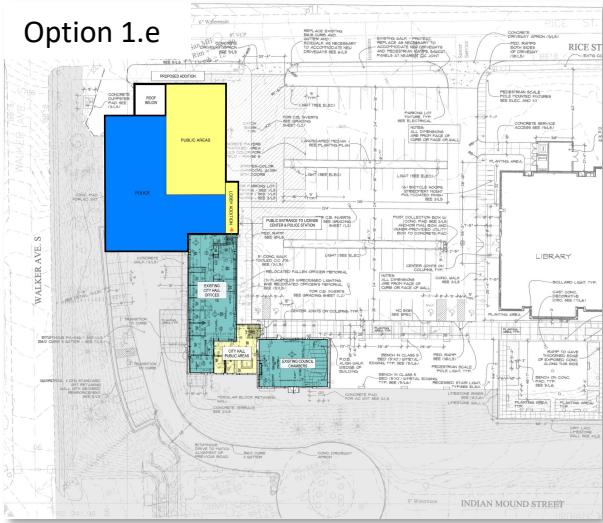




COST ESTIMATES

COST ESTIMATES | Option 1.e + Option 4

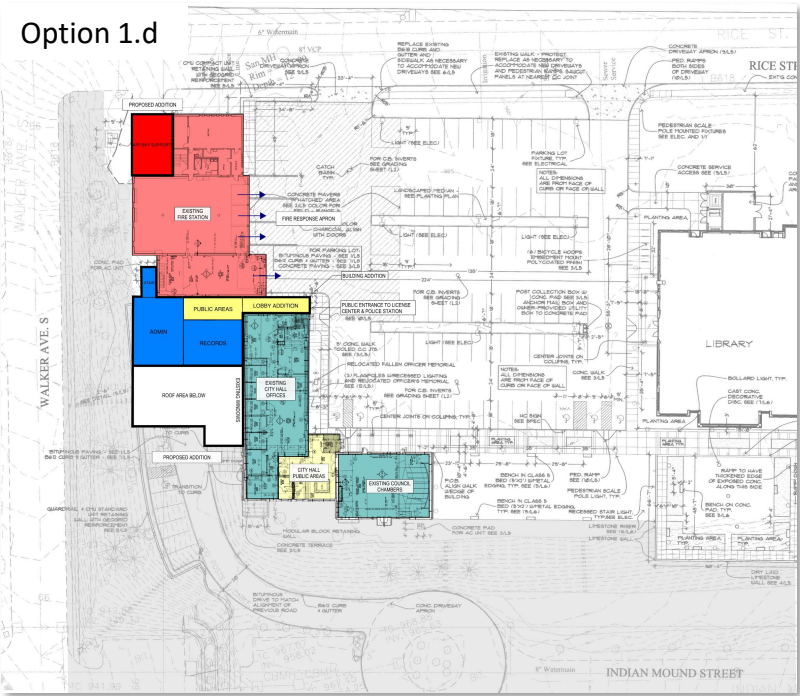
- Preliminary Cost Estimate is based on Rough Order of Magnitude (ROM); utilizing historical construction cost data.
- Cost estimates do not include site acquisition costs.
- Soft Costs include costs not directly tied to the physical construction of the building; they include- Special Inspections, Permits, A/E fees, Furniture, Technology, etc.



	COMBINED APPROACH (OPTION 1.e + OPTION 4)		OPTION 1.e		OPTION 4	
	Low-range	High-range	Low-range	High-range	Low-range	High-range
Estimated Project Cost (2027):	\$33,307,291	\$37,117,031	\$14,217,424	\$15,851,749	\$19,089,867	\$21,265,282
Estimated Project Cost Escalated to year 2028:	\$34,972,655	\$38,972,882	\$14,928,295	\$16,644,336	\$20,044,360	\$22,328,546
Estimated Project Cost Escalated to year 2029:	\$36,721,288	\$40,921,526	\$15,674,710	\$17,476,553	\$21,046,578	\$23,444,973
Estimated Project Cost Escalated to year 2030:	\$38,557,353	\$42,967,602	\$16,458,446	\$18,350,380	\$22,098,907	\$24,617,222
Estimated Project Cost Escalated to year 2031:	\$40,485,220	\$45,115,982	\$17,281,368	\$19,267,899	\$23,203,852	\$25,848,083
Estimated Project Cost Escalated to year 2032:	\$42,509,481	\$47,371,781	\$18,145,436	\$20,231,294	\$24,364,045	\$27,140,487

COST ESTIMATE | OPTION 1.d

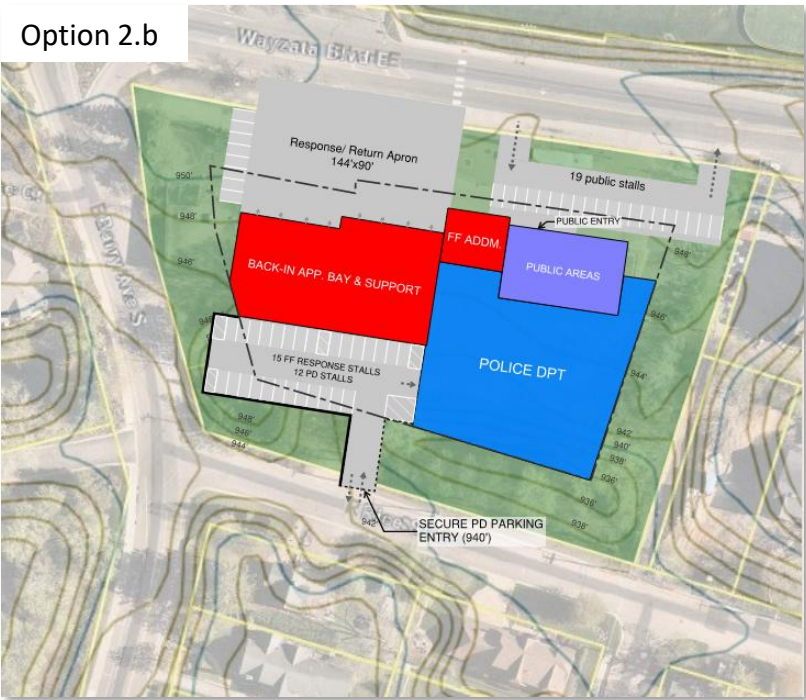
- Preliminary Cost Estimate is based on Rough Order of Magnitude (ROM); utilizing historical construction cost data.
- Cost estimates do not include site acquisition costs.
- Soft Costs include costs not directly tied to the physical construction of the building; they include- Special Inspections, Permits, A/E fees, Furniture, Technology, etc.



PUBLIC SAFETY (OPTION 1.d: RENOVATION + EXPANSION)		Low-range	High-range
New Construction (Office Areas)		\$4,632,500	\$5,177,500
New Construction (Garage Areas)		\$225,000	\$255,000
Renovation		\$1,295,000	\$1,400,000
Building Demolition		\$0	\$0
Sub Total:		\$6,152,500	\$6,832,500
Site Development & Utilities (Estimated 1.5ac sitework)		\$1,110,780	\$1,176,120
Sub Total Building Construction Cost:		\$7,263,280	\$8,008,620
Design & Construction Contingency (15%)		\$1,089,492	\$1,201,293
Estimated Construction Cost with Contingency:		\$8,352,772	\$9,209,913
Construction Escalation (mid-point 2027)		\$417,639	\$460,496
Soft Costs (20%)		\$1,754,082	\$1,934,082
Site Acquisition Costs		\$0	\$0
Estimated Material Tax Rebate		-\$140,327	-\$154,727
Sub Total Project Cost:		\$10,384,166	\$11,449,764
Estimated Project Cost (2027):		\$10,384,166	\$11,449,764
Estimated Project Cost Escalated to year 2028:		\$10,903,374	\$12,022,252
Estimated Project Cost Escalated to year 2029:		\$11,448,543	\$12,623,365
Estimated Project Cost Escalated to year 2030:		\$12,020,970	\$13,254,533
Estimated Project Cost Escalated to year 2031:		\$12,622,019	\$13,917,260
Estimated Project Cost Escalated to year 2032:		\$13,253,120	\$14,613,122

COST ESTIMATES | OPTION 2.b

- Preliminary Cost Estimate is based on Rough Order of Magnitude (ROM); utilizing historical construction cost data.
- Cost estimates do not include site acquisition costs.
- Soft Costs include costs not directly tied to the physical construction of the building; they include- Special Inspections, Permits, A/E fees, Furniture, Technology, etc.

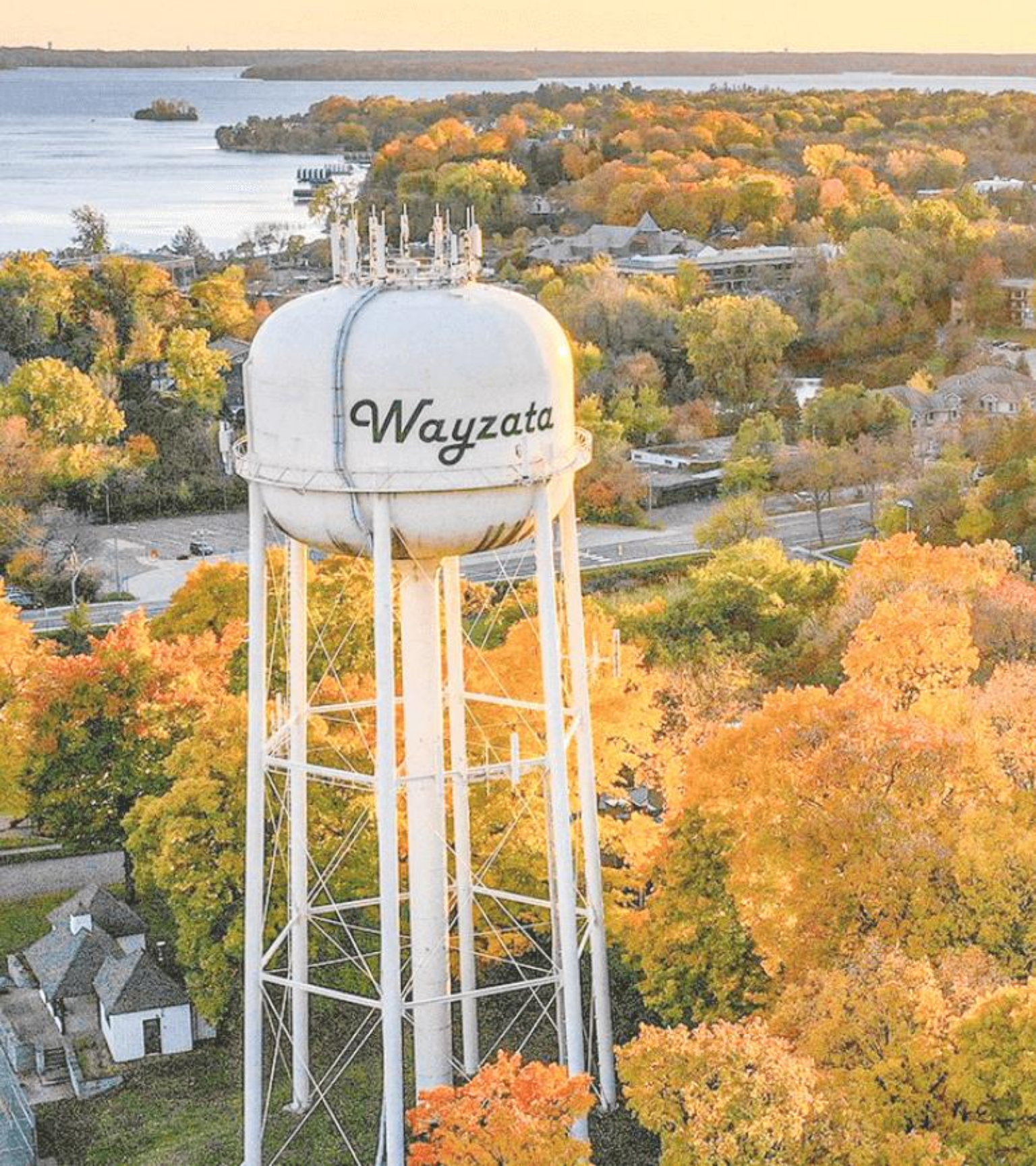


PUBLIC SAFETY FACILITY (OPTION 2: NEW BUILD)		Low-range	High-range
New Construction (Office Areas & Fire Living Quarters)		\$16,076,900	\$17,968,300
New Construction (Apparatus Bays)		\$3,504,360	\$3,901,080
New Construction (Mezzanine)		\$378,000	\$420,000
New Construction (Garage Areas)		\$2,425,725	\$2,749,155
Sub Total:		\$22,384,985	\$25,038,535
Site Development & Utilities (Estimated 3ac sitework)		\$2,482,920	\$2,613,600
Sub Total Building Construction Cost:		\$24,867,905	\$27,652,135
Design & Construction Contingency (15%)		\$3,730,186	\$4,147,820
Estimated Construction Cost with Contingency:		\$28,598,091	\$31,799,955
Construction Escalation (mid-point 2027)		\$1,429,905	\$1,589,998
Soft Costs (20%)		\$6,005,599	\$6,677,991
Site Acquisition Costs		\$0	\$0
Estimated Material Tax Rebate		-\$480,448	-\$534,239
Sub Total Project Cost:		\$35,553,146	\$39,533,704
Estimated Project Cost (2027):		\$35,553,146	\$39,533,704
Estimated Project Cost Escalated to year 2028:		\$37,330,804	\$41,510,390
Estimated Project Cost Escalated to year 2029:		\$39,197,344	\$43,585,909
Estimated Project Cost Escalated to year 2030:		\$41,157,211	\$45,765,205
Estimated Project Cost Escalated to year 2031:		\$43,215,072	\$48,053,465
Estimated Project Cost Escalated to year 2032:		\$45,375,825	\$50,456,138

NEXT STEPS

- Option to tour newer local facilities.
- Identify desired path forward that addresses the Fire and Police Department's operational needs.
- Identify funding source(s) for future project(s).
- Identify implementation schedule for future project(s).
- Complete a Geotechnical Report of potential site to confirm soil conditions.
- Site acquisition (if needed).
- Initiate design process with A/E firm.

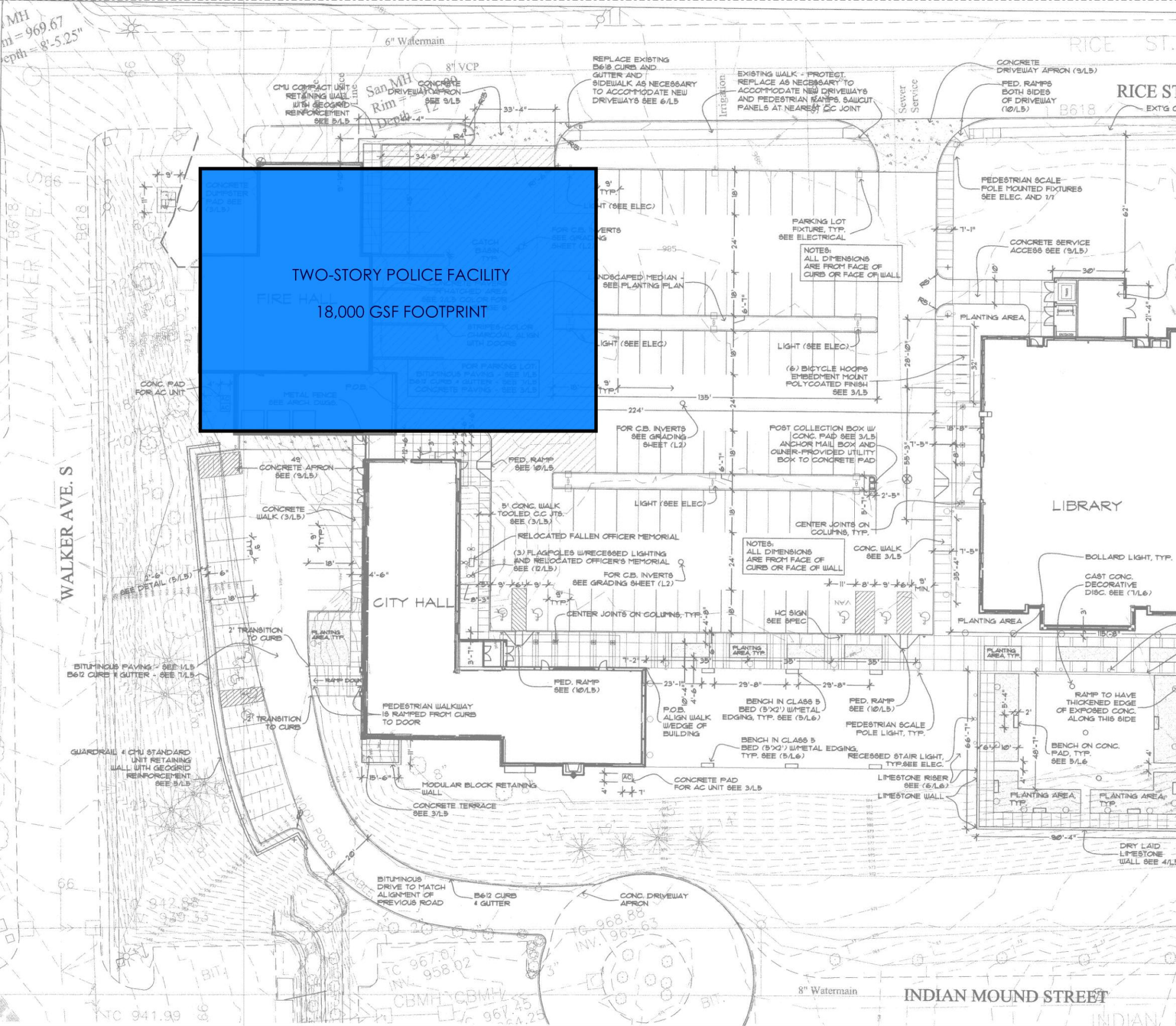




Thank you ▲

Contact:
Paul Michell
BKV Group
Partner-in-Charge
612.339.3752
pmichell@bkvgroup.com

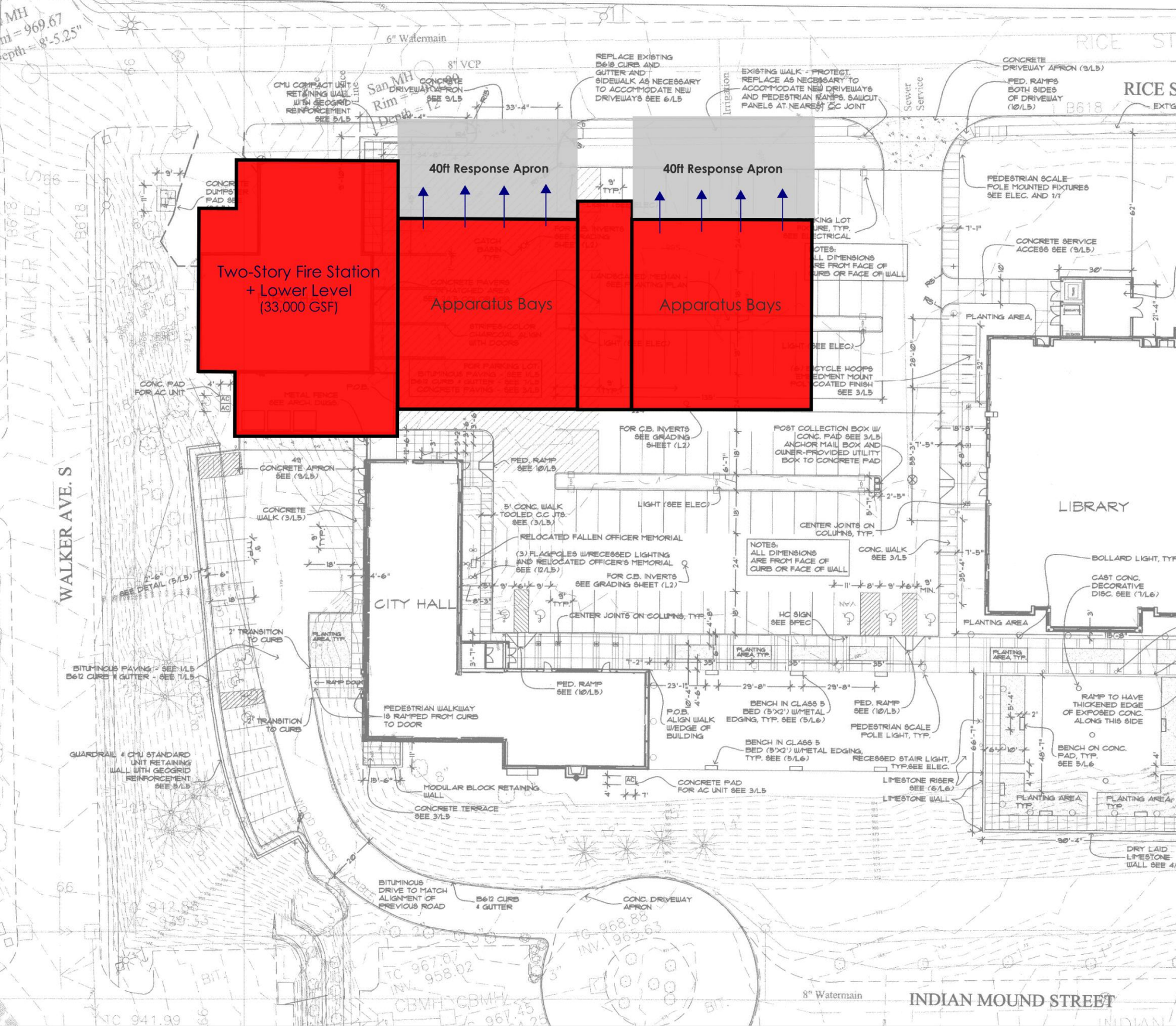
BKV
GROUP



OPTION 1.a | POLICE FACILITY NEW BUILD 600 Rice Street E

Summary

- New police facility with partially exposed lower level on western side; replacing existing fire station.
- Planned facility addresses 20-yr operational needs of police department.
- Option does not address needs of the fire department on this site.
- Existing police areas in city hall would be vacated and open for other use.
- Proposed police facility blocks visibility to city hall from Rice Street.
- Proposed facility reduces available on-site parking to support the city hall and library.

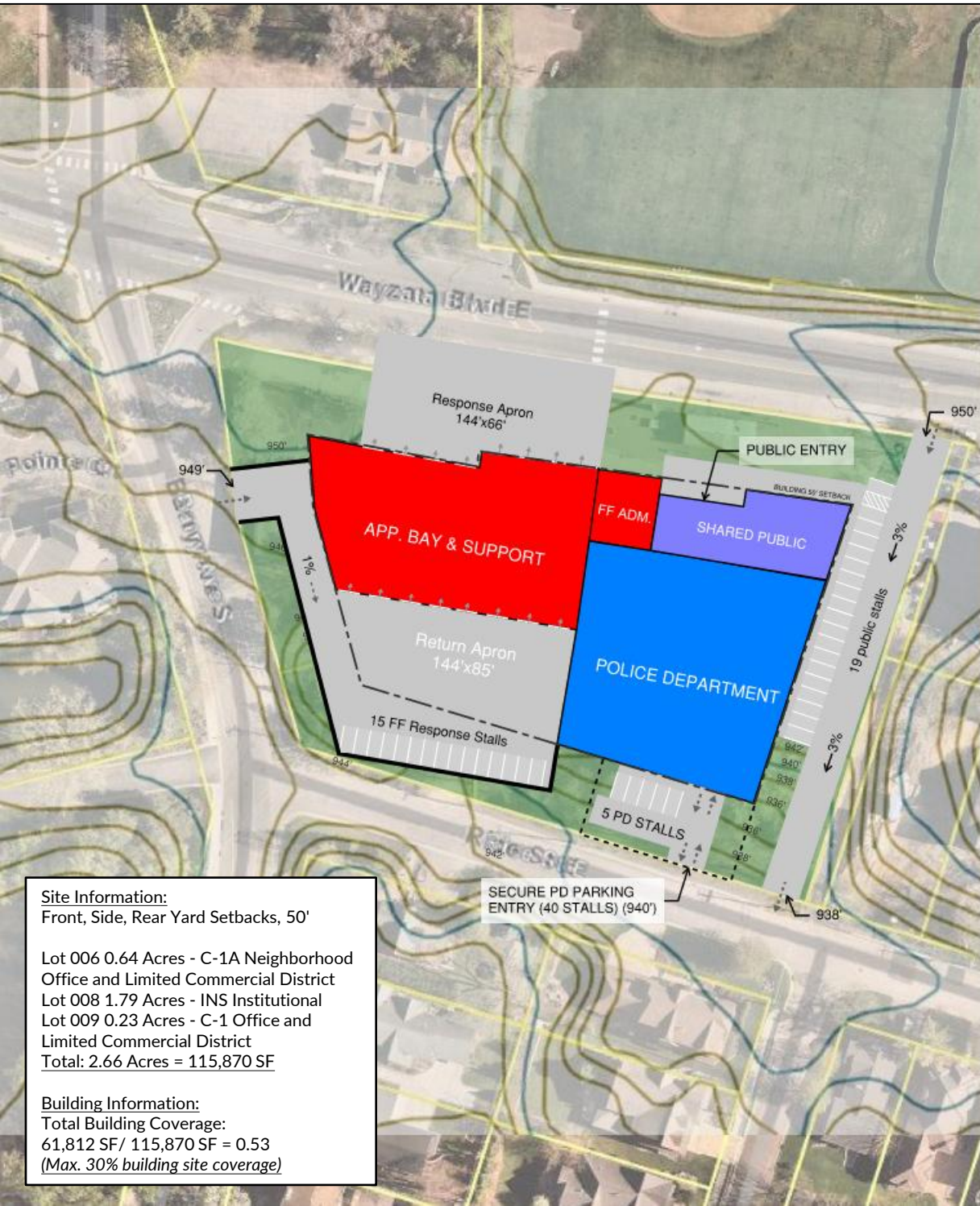


OPTION 1.b | FIRE STATION NEW BUILD 600 Rice Street E

Summary

- New two-story fire station with partially exposed lower level on western side; replacing existing fire station.
- Planned facility addresses 20-yr operational needs of fire department.
- Option does not address needs of the police department on this site.
- Proposed fire station blocks visibility to city hall from Rice Street.
- Proposed facility reduces available on-site parking to support the city hall and library.
- Topography of Rice Street would require apparatus bay floor areas at different elevations which is less than ideal

OPTION 2.a | PUBLIC SAFETY NEW BUILD
Barry Ave S & Wayzata Blvd E Site



Site Information:
Front, Side, Rear Yard Setbacks, 50'

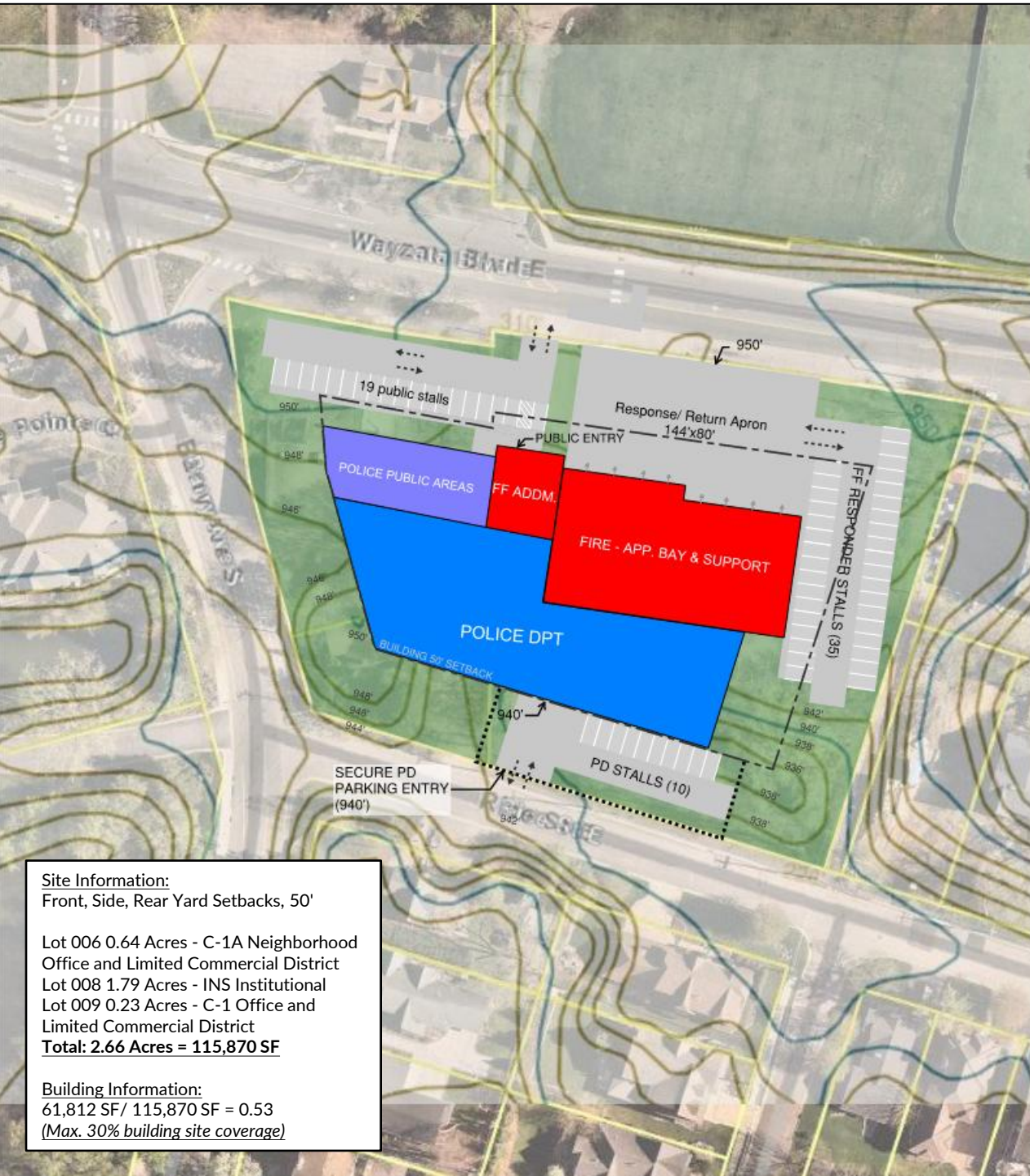
Lot 006 0.64 Acres - C-1A Neighborhood Office and Limited Commercial District
Lot 008 1.79 Acres - INS Institutional
Lot 009 0.23 Acres - C-1 Office and Limited Commercial District
Total: 2.66 Acres = 115,870 SF

Building Information:
Total Building Coverage:
61,812 SF / 115,870 SF = 0.53
(Max. 30% building site coverage)



- Summary**
- New combined fire and police facility, two-stories above grade with lower level for police functions/garage.
 - Provides full 20-year operational space needs for fire and police.
 - Drive-thru apparatus bays ideal for safety and flexibility.
 - Fire training tower located at rear apron.
 - Minimal on-site parking available for fire staff, short 25 stalls from program.
 - Minimal on-site parking available to police staff, short 22 stalls from program.
 - Public parking located along one-way alley along east side of site, not ideal for accessibility and no landscape buffer to adjacent parcels.
 - Minimal on-site parking for public to support training room, short 26 stalls from program.
 - Site is nearly fully developed with minimal pervious area available.
 - Site does not allow room for future growth.
 - Requires acquisition of three parcels.

OPTION 2.c | PUBLIC SAFETY NEW BUILD
Barry Ave S & Wayzata Blvd E Site



Site Information:
Front, Side, Rear Yard Setbacks, 50'

Lot 006 0.64 Acres - C-1A Neighborhood Office and Limited Commercial District
Lot 008 1.79 Acres - INS Institutional
Lot 009 0.23 Acres - C-1 Office and Limited Commercial District
Total: 2.66 Acres = 115,870 SF

Building Information:
61,812 SF/ 115,870 SF = 0.53
(Max. 30% building site coverage)



- Summary**
- New combined fire and police facility, two-stories above grade with lower level for police functions/garage.
 - Provides full 20-year operational space needs for fire and police.
 - Public parking lot at corner of Wayzata Blvd and Berry Ave leaves limited landscape buffer.
 - Back-in apparatus bays are not ideal, and traffic may cause challenges.
 - Adjacency of firefighter parking to fire station is ideal.
 - Fire training tower located at front apron visible to Wayzata Blvd.
 - Minimal on-site parking for public to support training room, short 26 stalls from program.
 - Short 27 stalls from programmed need for police and fire staff parking.
 - Site is nearly fully developed with minimal pervious area available.
 - Site does not allow room for future growth.
 - Requires acquisition of three parcels.



City Council Workshop City Council Agenda Report

MEETING DATE: May 6, 2025	WORKSHOP AGENDA ITEM: 3
TITLE: Discussion of Process for New Agenda Items (6:15-6:30 p.m.)	
PREPARED BY: Jeffrey Dahl, City Manager	
REVIEWED BY: Not Applicable	

DISCUSSION OBJECTIVE:

To listen and discuss process for new agenda items.

2024-2026 STRATEGIC PLAN PRIORITIES RELEVANCE:

Not Applicable.

BACKGROUND:

Mayor Mullin has requested time to discuss a possible new process for bringing forward new Council Agenda topics. There are no attachments as this item will be an informal discussion.

ATTACHMENTS:

None