

**WAYZATA CITY COUNCIL
WORKSHOP MEETING MINUTES
May 6, 2025**

4:45 p.m. Discussion of Additional Short-Term Rental Ordinance Amendments and Review of Next Steps

Mayor Mullin called the meeting to order at 4:45 p.m. Council Members present in-person in the community room at City Hall offices: MacDonald, Parkhill, Plechash, and Sorensen. Also present: City Manager Jeff Dahl, Deputy City Manager Aurora Yager, Community Development Director Alex Sharpe, Interim Chief of Police Jamie Baker, and.

DISCUSSION OBJECTIVE:

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

BACKGROUND:

Community Development Director, Alex Sharpe provided Council with a brief presentation on short-term rentals and the current direction from City Council.

After providing more context, Mr. Sharpe mentioned that 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.

Director Sharpe further presented additional research on how surrounding communities regulate short term rentals.

Director Sharpe then presented provisions of a draft ordinance summarized below:

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 licenses 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.

The Council directed staff to start outreach to the short-term rental community and to present the proposed ordinance provisions as a conceptual question rather than as a definitive ordinance provision. Director Sharpe stated that this information could be presented to both the short-term rental licensees and the neighborhoods that have expressed concerns in the past. This engagement is proposed to begin in June.

Council provided direction that after this engagement is complete, staff should bring an ordinance back for the Council to adopt.

5:15 p.m. Review and Discussion of Public Safety Facility Needs Assessment Report

Mr. Dahl provided background and noted the purpose of the meeting is to listen to and discuss the Public Safety Needs Assessment Report and to reach consensus on next steps.

Mr. Dahl indicated that 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. Michael Healy and Paul Michell from BKV Group presented more detailed information on the analysis. They indicated that over the past six months, staff has been working with them 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.

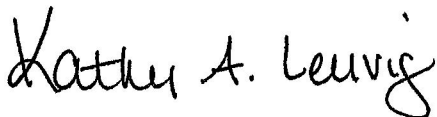
The Council discussed the needs assessment and acknowledged the incredible amount of work that had been put into the assessment and that the Council have more time to review the assessment in more detail, that both of the Chiefs speak more to the need, and that staff develop a summary of next steps including funding opportunities and touring other public safety facilities. Mr. Dahl said he would schedule a workshop for the topic later in the summer.

6:15 p.m. Discussion of Process for New Agenda Items

Mayor Mullin presented some Council operations topics that he would like to have as discussion points as a part of the up and coming strategic planning process, specifically related to agenda setting and the development review process. There was consensus among the Council to incorporate these topics as a part of the strategic planning process.

The workshop meeting was adjourned at 6:30 p.m.

Respectfully submitted,



Kathy Leervig, City Clerk