

Agenda (Red) and Post-Meeting Summary (Black)
10/24/22 Meeting, 2:00 pm
Heidi Honey, City Administrator, and DNR Code Compliance Task Force

1. Communication

- Task Force coordination with City Administrator, Task Force serving as staff--research, code comparison, identifying changes not approved by DNR, thoughts regarding modernization of language and identifying areas to be addressed by Planning and Council, next step is to take work to City Administrator for input and discussion.

Process: The Task Force will begin with the DNR-approved 1996 Code, compare it to the DNR Ord and identify areas in the current City Zoning Code that deviate from the 1996 Code and DNR Ord. The task force will document its process of review so that it may be understood by city staff, PC, City Council and ultimately, the DNR.

Status reports: Regular review by Task Force will be conducted with City Administrator. Status reports will be provided from the task force to the Planning Commission as the land use advisory body to the City Council at its regular monthly meetings. Copies of PC reports will be provided to City Council in its meeting packet.

Direction and Recommendations: Direction from City staff and PC will be obtained on issues that will involve flexibility requests or negotiation with DNR.

Open meeting law compliance: After discussion, the City Administrator and city attorney are comfortable that the above process, consisting of 1. research and reporting by the task force and 2. review and input by the City Administrator and/or City Staff when appropriate, PC and City Council, will comply with the open meeting law because decision making and discussions surrounding decision making will be done in a public setting.

- Task Force (serving as staff) with area hydrologist, The intent is to minimize outside consultant fees. The area hydrologist has offered to provide assistance. Task Force will coordinate with each other and City Administrator if information is requested from the hydrologist so as many as are available can be educated. Any flexibility negotiations will involve the entire task force and the City Administrator, if available, based on recommendations by PC, city council and City consultants, if required..

- Task Force will provide regular updates-written memo- to Planning Commission at regular meetings, recommend updates be included in Council packet. (included in discussion above)

2. Coordination with Heidi-parts of project that need input from City Administrator, Planner, City Engineer, City Attorney when appropriate.

City Administrator will communicate any problem areas identified by City Engineer, City Staff and City Planner to the task force to be addressed. Currently the City engineer has identified a use issue (landscaping rock used for landscaping versus landscaping rock used as a patio) and a grading and fill issue-what is the original grade?

3. Clarification of Responsibilities, '96 Code Sec 221 and 2017 Code 2.2(E) pp 11-12.

City Administrator and staff will review and provide feedback to the Task Force on the changed duties from '96 to 2017.

4. City Recordkeeping--DNR expectations, letters, approvals, summary of discussions.

The City has initiated and will continue a process to keep electronic and paper files regarding the DNR Compliance Review process, including summaries of conversations with the DNR establishing expectations and submissions/letters between the City and DNR.

Attachments: 221 and 2.2(E) pp 11-12