

June 29, 2020
Work Session Notes
5:00 p.m.

*This is an open forum. Council and Staff may speak openly.
No business will be discussed other than on agenda.*

Council present: Mayor Myron Lueders, Mike Windey, Ron Grobeck and Judah Burlingame. Jill Carlson was absent.

Staff present: Clerk-Administrator Elaine Hanson; Deputy Clerk, Amanda Thorson; Coordinator, Justin Lohse; Jake Heusch, Planning & Zoning Consultant, Sourcewell.

Work Session Agenda & Discussion

Reviewed zoning processes to be pro-active as Ottertail grows and evolves.

1. **Old Town standards.** Discussed the possibility of an overlay to the zoning map for the old town district which would provide more flexibility in setbacks from right-of-way, structures and sewer..

2. **Fees.** Proposed increasing fees straight across the board for CUP, IUP, Variances and Rezoning.

3. **Code Enforcement.** In getting the pendulum to go the other way by enforcing our code with after-the-fact penalties, following the code and support of the City Staff when recommendations are made. Some examples were provided.

4. **Public Comments.** Jake provided a statement from the League regarding a public comment policy, highlighting ‘If questions or requests arise because of information learned from public comments, the council can direct staff or a specific councilmember to look into the issue and report back to the council as a whole.’ Times when a group of persons attend with an issue or request, Suggested Council to step back and not make a hasty decision. Thank the group and direct staff to provide recommendations after the issue has been studied would be a better way to handle those situations.

Work session adjourned at 6:10 p.m.

s/s _____
Elaine Hanson, MCMC
City Clerk-Treasurer