

To: Winneshiek County Board of Supervisors

From: Wendy Stevens, Chair, Winneshiek County Zoning Commission

RE: Evaluation of Recent Ordinance Revision by the Winneshiek County Zoning Commission

Date: January 13, 2015

Evaluation of the Consulting Firm: SEH-Yaggy

Items of satisfaction

Monte Applegate was very personable. He was good in helping us flush out ideas. Monte was good in his ability to listen to us and at pulling ideas out of us/initiating brain-storming. He worked with our schedules in planning meeting dates and times.

Sound advice was given.

The final product was delivered on time.

Items of dissatisfaction

Very poor proofreading by the consultant. Changes such as additions/deletions/restructuring that were proposed by the Zoning Commission (P&Z) were not always accurately reflected in the document.

On one occasion none of the corrections/changes from the previous P&Z meeting were incorporated into the document given to the subcommittee for consideration.

Better timing of tasks to be done by the subcommittee was needed. At the final subcommittee meeting, changes to the Ordinance concerning Conditional Use Permits and the Board of Adjustment portion of the Ordinance were simply read to subcommittee members for approval without written material for each member and without time to consider changes proposed by SEH-Yaggy.

P&Z/subcommittee never got to see the final product before it went to the Board of Supervisors' public hearing. Errors remained in the final document.

Recommendations:

Consultant should suggest a schedule that does not compress so much into the final months. More needed to be done earlier in the process.

Future contracts with consultants should specify that final payment(s) not be made until the product is delivered to specification; perhaps benchmarks to be met should be included in the contract.

Document should be available on the computer as work is being done by P&Z or the subcommittee. The document could be directly manipulated as discussion occurs.

Consulting agency should provide examples of ordinance language/ideas from other neighboring counties or counties similar to ours for our consideration.

We would like a more detailed report on how the consultant compared the Comprehensive Plan to the Ordinance including omissions/inconsistencies that were noted.

Evaluation of the Winneshiek County Zoning Commission and Subcommittee

Items of satisfaction

The subcommittee put forth a lot of effort going through details and pulling out information for P&Z to consider. Subcommittee members were diligent and conscientious.

There was good flow and sharing of information.

It was valuable to have the perspective of members of P&Z who had previous experience working on Ordinance revision.

Legal counsel presence was important and appreciated.

Zoning administrator is knowledgeable, fair, and consistent in dealing with the public and with P&Z.

Items that could be improved and Recommendations

Better integration of new members to P&Z is needed; they need to be fully appraised of the Ordinance revision process and how they can contribute.

Solicit more input from the public during ordinance revision. Public meetings should be held during the revision process. A skilled facilitator could have small group discussions with the public and present results to P&Z. Ask for letters from the public with suggestions and comments/ documentation of information. Perhaps holding public meetings in locations in the county other than the courthouse to encourage the participation of all county residents.

Better understanding of the responsibilities to be handled by the consulting agency and responsibilities designated to P&Z is needed.

Materials should be available to subcommittee members for consideration prior to subcommittee meetings for the most effective use of time.

Attendance of a Supervisor at P&Z meetings would be appreciated to enhance communication between P&Z and Board of Supervisors.

Taking good notes during the subcommittee meetings to share with P&Z will be important as we move forward.

90 minute meeting is a good time period for accomplishing tasks without fatigue.