**FROM THE DESK OF DON KRAHER**

**COUNCIL EXECUTIVE**

To: Eric Olsen and appropriate staff

From: Don Kraher – Council Executive

Date: March 8, 2016

Re: Long Hollow Tower

Eric

As you know, the City Council has tasked me with reviewing documents as they pertain to the Long Hollow Tower; as part of that review, I wanted to give you and/or your staff the opportunity to respond to a few questions that have arisen, as well as to provide any information they would like for me to have.

I will be making my presentation on Monday, March 14th, so would like responses, if it is deemed appropriate, no later than Saturday March 12th, 2016.

Although I realize that this did not take place “under your watch,” some of the staff were present and may be able to shed some light. It appears that this project started initially in 2011, finally concluding in 2015.

1. What role, if any, did the Planning Department have in this process?
2. Former Staffer Elizabeth Schrey has stated that both Bill Weeks and Sherry Morris were aware of the conservation zone and the issue surrounding the Long Hollow Tower, but chose not to bring it up to City Council. Would these statements be accurate or inaccurate?
3. Whose responsibility would it have been, to bring up the issue of the conservation zone?
4. At that time, and prior to a legal opinion given by current City Attorney Lysia Bowling, was any other legal opinion authored that spoke to the issue of “grandfathering?”
5. Based on the information currently known, was the Long Hollow Tower properly permitted and inspected at each stage of construction? And, does planning/inspections have the appropriate documentation to support their position?
6. Is the Long Hollow Tower placed in a Flood Zone or Flood Plain under FEMA standards?
7. Was the new tower placed in the exact location of the old tower or was it moved to an alternate location within the same area?
8. What type of permit would be issued for the Communication Structure and/or Ice Bridge that was placed on the property? Were either of these (or if they are one structure) pre-existing? Was proper permitting /inspections done prior to these being constructed?
9. Would City Code require notice to citizens prior to the construction of a new / replacement tower? If so, were these notifications done?
10. Would a permit have been required to remove the old tower, and if so, was one granted?
11. Whose responsibility would it be to ensure that proper insurance certifications are in place during the construction process? At the time of construction, did the City have all required insurance certificates?
12. Does the City require documentation from the FCC or FAA during a tower construction phase?
13. When the request for permit was made, what HEIGHT of the tower was stated on the request?
14. Are there any Engineering reports of the tower?
15. Was a Final Inspection Report generated?

Finally,

Do you anticipate having any staff available at the Agenda Conference in the event that questions arise? A request to have staff present has not been made, I am just inquiring.

Respectfully,

Don