

**STORY COUNTY PLANNING AND DEVELOPMENT**  
STORY COUNTY ADMINISTRATION  
900 6<sup>TH</sup> STREET  
NEVADA, IOWA 50201-2087  
515-382-7245



*"Commitment, Vision, Balance"*

**MINUTES  
STORY COUNTY  
PLANNING AND ZONING COMMISSION**

**AN AUDIO RECORDING OF THE FULL MEETING MAY BE FOUND IN THE PLANNING AND DEVELOPMENT DEPARTMENT, OR BY VISITING [WWW.STORYCOUNTYIOWA.GOV](http://WWW.STORYCOUNTYIOWA.GOV)**

<b>DATE:</b> August 5, 2020	Kathy Mens (Zoom)	2022
	PJ McBride (Zoom)	2021
<b>CALL TO ORDER:</b> 4:00 PM	Cheryl Moss (Zoom)	2020
<b>PLACE:</b> Zoom Meeting Originating From Administration Building	Wendie Schneider (Zoom)	2023
	*Absent	

**Special Note:** Due to recommendations to social distance in order to help slow the spread of the COVID-19 virus, public access to the meeting was provided via Zoom. Members of the public could participate by using the information at the end of the agenda.

**STAFF PRESENT:** Jerry Moore, Director; Stephanie Jones, Recording Secretary

**PUBLIC PRESENT:** None

---

**APPROVAL OF AGENDA (MCU)**

**Motion by McBride, Second by Schneider to approve agenda with moving item 7 before item 6.**

---

**APPROVAL OF MINUTES**

May 6, 2020

July 1, 2020 (strike that May 6, 2020 were approved on July 1, 2020)

**Motion by Mens, Second by McBride to approve the May 6, 2020 minutes and July 1, 2020 minutes with striking that the May minutes were approved in July.**

**Voting Aye:** Mens, McBride, Moss, Schneider

**Voting Nay:** None

**Absent:** None

---

**PUBLIC COMMENTS:** None

---

**NEW BUSINESS**

**Story County Planning and Zoning Commission Training**

Ethan Anderson provided information about conflict of interest.

- Determining if someone is able to serve on the board.
- Determining if a commission member should abstain from a vote.
- Liability

Moss asked if liability issues would be linked to commission members if there is a personal benefit to an action for voting a certain way. Moss gave an example as her boss deciding to propose a new housing development where she was not aware ahead of time the person (applicant) would be presenting at a meeting. Ethan did not think that situation would disqualify a commission member from being able to take action. Anderson stated that as long as they are doing their duty as a commission member and that there is not a financial benefit to gain from the vote they are protected.

Jerry Moore provided background information about the instances that the Planning and Development staff contact the County Attorney's Office for legal assistance. The interest in this item was generated when the County was responded to HF2512 where several Planning and Zoning Commissioners and Board of Adjustment members who didn't reside in the unincorporated area of the County were required to vacate their positions and a few Planning and Zoning Commissioners requested a legal opinion from the County's Attorney's Office staff. Areas where Planning and Development staff contact the County Attorney's Office for legal assistance include:

- Development Case Applications
- Code Enforcement Actions
- Work Program Items
- Records Requests
- County Civil Attorney Request Form submittals

---

## **OLD BUSINESS**

### **Ames Urban Fringe Plan Amendment Process Draft Letter To the Cities of Ames and Gilbert**

Moore stated that the letter to the Mayors of Ames and Gilbert and City Councils would be placed on the BOS August 11, 2020 agenda and asked if the commissioners have any questions or revision suggestions. The Commission thought the letter looked good and appreciated that suggestions from the July meeting had been incorporated in the letter. If the letter was supported by the Planning and Zoning Commission, it would be placed on the Board of Supervisors agenda for action.

**MOTION: The Story County Planning and Zoning Commission supports approval of the draft letter.**

**Motion: Mens**

**Second: McBride**

**Voting Aye: Mens, McBride, Moss, Schneider**

**Voting Nay: None**

**Absent: None**

**(4-0)**

**COMMENTS**

**Staff:** Moore updated that services have continued by our department. The BOS have approved that appointments can be made for services that cannot be provided by phone or electronically. Within two weeks department heads and elected officials will be meeting to discuss a plan to find additional ways to interact with the general public. In September, additional training will be provided on areas of importance to Commissioners to assist with the review of development cases.

**COMMISSION:** Schneider stated that she has not heard any public complaints about the building being closed to the public. Mens stated that she had a unique situation with titling a vehicle that had to be sent to another state to be signed. She stated it is easier in person, but the situation was worked out. Moss stated she appreciated the ISU Extension training being offered and she recommends that new members participate in the training. Mens stated that she does not think she will be available for the September 2, 2020 Planning and Zoning Commission meeting.

---

**ADJOURNMENT:** 5:01 PM

Cheryl Moss - PZC Chair  
**Approval of Minutes**

PZC Chair 9/2/20  
**Title and Date**