

# STORY COUNTY BOARD OF SUPERVISORS

March 5, 2013

# CURRENT AND LONG RANGE PLANNING

- **Planning and Zoning Commission**
  - No December PZC Meeting
  - January – Chamness Technologies CUP Request
  - February – Messenger Subdivision; Soupier Rezoning; Allen CUP (Child Care Center)
  - March – Jensen Ramsey CUP (Indoor Recreation Facility); Roosa Rezoning
- **Board of Adjustment**
  - December – Denial of Soupier Variance (to the minimum 35-acre lot size of the A-1 District)
  - January – no regular meeting
  - February 6<sup>th</sup> meeting – rescheduled to January 30<sup>th</sup> – Chamness Technologies CUP Request
  - March – Allen CUP, Vinniss Minor Modification Request

# CURRENT AND LONG RANGE PLANNING

## ■ Board of Supervisors

- January: NDA Subdivision; E911 Address Assessment; ISAC Goal Setting Session Application
- February: Zimmerman Subdivision; Messenger Subdivision; Annual Report; Work Program; Site Plan Waivers (2)
- March: Soupir Rezoning; Planning Services to Communities project; Technical Assistance to Communities; Economic Development RFP

# CURRENT AND LONG RANGE PLANNING

- Bella Woods Subdivision ( 16 lots) – March PZC
- Stagecoach Subdivision (51 lots) to Ames DRC in March
- Pending Conceptual Review Items
  - Miller Subdivision (Iowa Center)



# WORK PROGRAM ITEMS

## CAPITAL IMPROVEMENTS PLAN

- Timeframe
  - March – ongoing

Organizing the  
process.

Identifying the  
projects.

Selecting the  
projects.

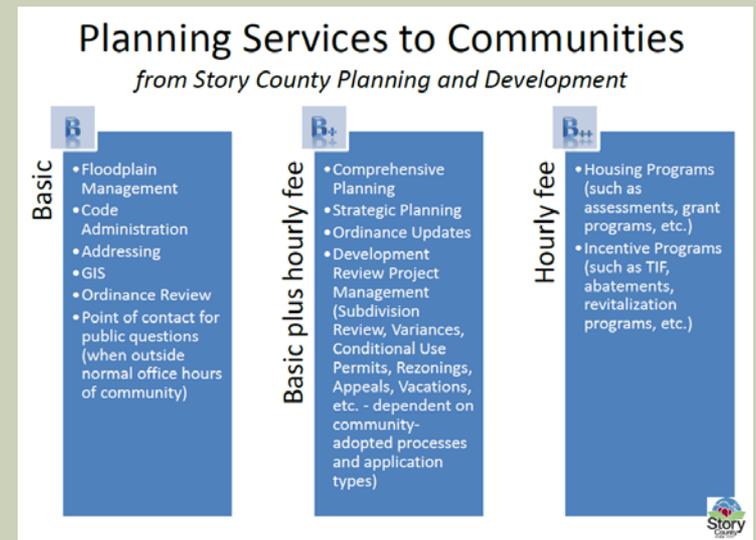
Formatting and  
presentation of  
the material.

Adoption and  
Implementation.

# WORK PROGRAM ITEMS

## PLANNING SERVICES TO COMMUNITIES

- Timeframe
  - February- ongoing
- Project Highlights
  - BOS discussion March 5<sup>th</sup>
  - Outreach to communities in March - April



# WORK PROGRAM ITEMS

## COMPREHENSIVE PLAN AUDIT

- **Timeframe**
  - February- July
- **Project Highlights**
  - **Project goal:**  
Recommendations to BOS on what elements of a comp plan are in place, what is missing and what to do.

Steps	Timeframes
"What is a comp plan" meeting	Late March (3/27)
Materials from other department	April
Review plan elements	May -June
Present findings and recommendations	July

Elements	Adopted Plans and Policies	Date of Adoption/Last Amendment	Department/Involved Agencies	Comments/Where could we do better?
Vision and Goals				
Community Health				
Land Use				
Community Facilities and Services				
Cultural Resources				
Transportation				
Economic Development				
Housing				
Natural Resources				
Demographics				
Communications				
Emergency Preparedness				
Public Safety				
Infrastructure and Utilities				
Intergovernmental Coordination				

# WORK PROGRAM ITEMS

## COMMUNITY VISION PLAN—FACT SHEET

- **Timeframe**
  - March – September
- **Project Highlights**
  - Project goal: One-Page Summary Sheet of project for BOS to use in liaison role.

# WORK PROGRAM ITEMS

## BOS GOAL SETTING SESSIONS

- Timeframe
  - February – September
- Project Highlights
  - Preliminary meeting with IPA Representative on February 28<sup>th</sup>
  - Strategic planning session set for April 17<sup>th</sup>
  - Questionnaires distributed February 28<sup>th</sup>

# WORK PROGRAM ITEMS

## ECONOMIC DEVELOPMENT RFP

- **Timeframe**
  - February – July
- **Project Highlights**
  - Draft RFP under review by Story County Attorney's Office
  - Tentatively scheduled to be released on March 15<sup>th</sup>

# WORK PROGRAM ITEMS

FINALIZE SCANNING—QUALITY  
CONTROL AND IDENTIFY STEPS TO  
LINK TO GIS

- Timeframe
  - January – April
- Project Highlights
  - On-schedule: ongoing as time allows for data entry/review.

# WORK PROGRAM ITEMS

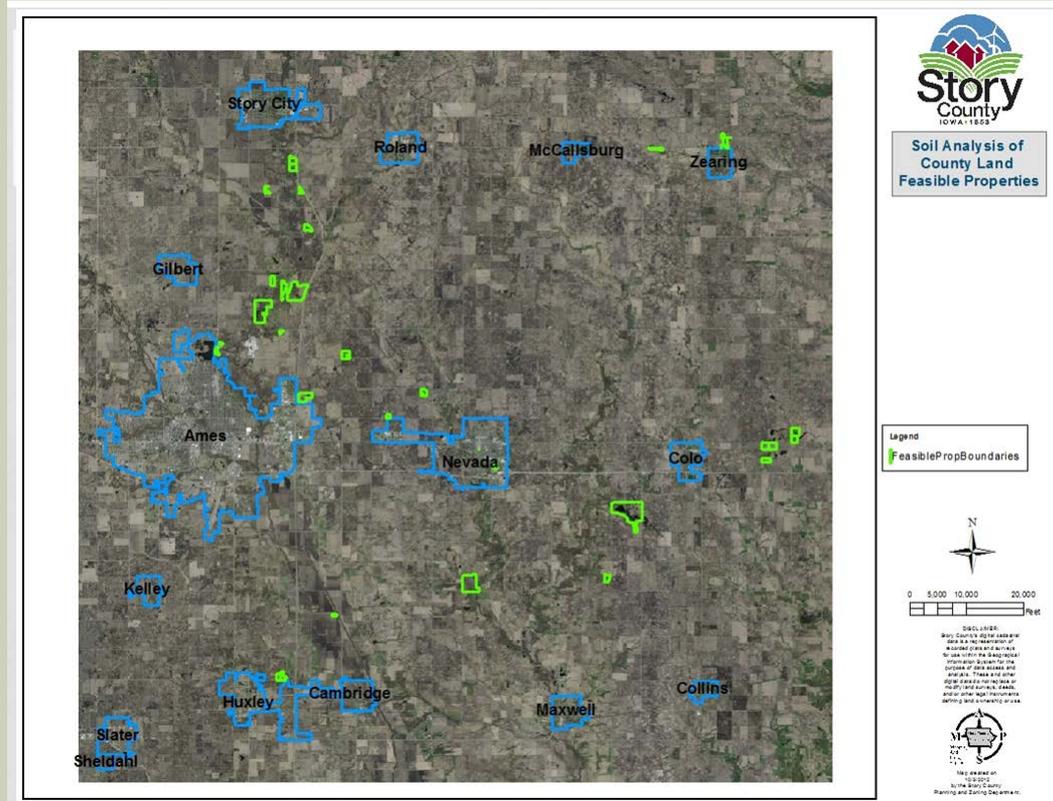
CONNECT IOWA

- Timeframe
  - January – August
- Project Highlights
  - Discussions on temporary help underway.
  - Iowa Broadband Summit – April 9, 2013

# WORK PROGRAM ITEMS

## TILLABLE FARMLAND PROJECT

- Timeframe
  - January – May
- Project Highlights
  - Management agreements under review



# WORK PROGRAM ITEMS

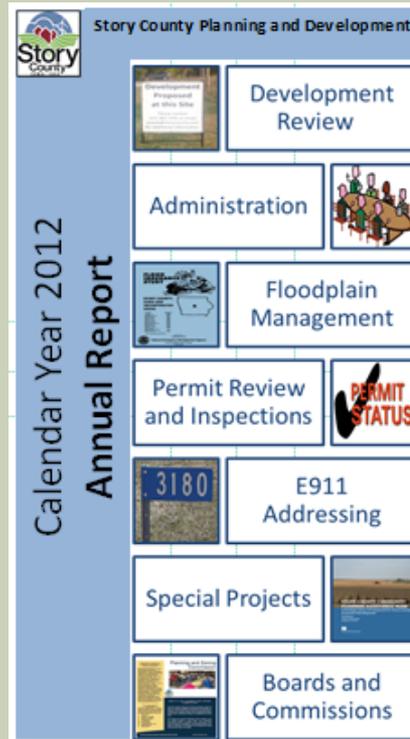
## COMMUNITY GARDENS AT COUNTY- OWNED FACILITIES

- Timeframe
  - February - April
- Project Highlights
  - Nevada Farmer's Market discussions
  - Reviewing Ames school gardens

# WORK PROGRAM ITEMS

# ANNUAL REPORT

- Timeframe
  - January – February
- Project Highlights
  - Completed!



**BOARDS AND COMMISSIONS**

Story County Planning and Development provides staff support to the Story County Board of Supervisors, Planning and Zoning Commission, and Board of Adjustment. In total, over 100 items were brought to these three for review, recommendation and action.

<b>Board of Supervisors</b>	
44 meetings attended – 90 total items for action	
17 Resolutions	
14 Ordinances (Public Hearings)	
12 Minutes of Site Plan (Consent)	
13 Additional Items	
10 Department Reports	
15 Other	
<b>Board of Adjustment</b>	
In 2012 the Story County Board of Adjustment met five times and considered the following items:	
3 Variances	1 Appeal
2 Conditional Use Permits	
<b>Planning and Zoning Commission</b>	
The Planning and Zoning Commission held eight meetings in 2012. The following types and numbers of cases were recommended for action by the Commission to either the Board of Supervisors or the Board of Adjustment:	
4 Ordinance Amendments	2 Substitutions
2 Conditional Use Permits	2 Rezonings
2 CDP Amendment	2 Other

**ADMINISTRATION**

**Scanning Project**  
In 2000, Story County Planning and Development (Zoning) started an ambitious project to scan in permits and records dating to 1958. The project over the years has taken staff resources, temporary employees and volunteers from the community. The project was finalized in December 2012.

**Codification Project**  
During 2012, the Story County Board of Supervisors initiated a codification project to complete the County Code of Ordinances. Planning and Development staff initially presented the Board with a complete listing of all active ordinances adopted by Story County. Later in the year, staff reviewed proposed code modifications for regulations enforced by Planning and Development.

**Website Work—Fillable Forms**  
Story County redesigned its website and went live with that project in 2012. Planning and Development staff dedicated several hours to serve on the committee charged with the project, and then to implement the necessary revisions and ongoing maintenance. Through this process many of the forms and application materials provided online were revamped and developed into fillable forms for ease of use.

**Code Enforcement**  
With the removal of the Code Enforcement Officer position in early 2012, code enforcement functions were added to the County Planner responsibilities, which went into effect December 2012. Nineteen (19) Notices of Violations (NOVs) were issued with voluntary compliance achieved on 15 cases and expected completion on one additional in early 2013.

# WORK PROGRAM ITEMS

## EOC TRAINING—ESF 14 MATERIALS

- Timeframe
  - January – Ongoing
- Project Highlights
  - Planners trained 2/28
  - Scheduling online IS-814 for staff week of March 25th



# WORK PROGRAM ITEMS

## EOC TRAINING—ESF 14 MATERIALS

- Timeframe
  - January – Ongoing
- Project Highlights
  - Planners trained 2/28
  - Scheduling online IS-814 for staff week of March 25th



# WORK PROGRAM ITEMS

## COUNTY SERVICES LISTING SUMMARY

- **Timeframe**
  - January – February
- **Project Highlights**
  - Available to use following final review.



### County Services, Permits and Licenses By Department (Location of Office)

- **Absentee Ballots** - Auditor (Administration Building)
- **Adopt-a-Road** - Engineer (Engineer's Office)
- **Address Change Form** - Auditor (Administration Building)
- **ATV Registration** - Recorder (Administration Building)
- **Beer & Liquor Licenses** - Auditor (Administration Building)
- **Birth Certificates** - Recorder (Administration Building)
- **Boat Registration** - Recorder (Administration Building)
- **Bridge Construction/Maintenance** - Engineer (Engineer's Office)
- **Budget Information** - Board of Supervisors (Administration Building)
- **Building Permits** - P&D (Administration Building)
- **CAFOs** - Environmental Health (Administration Building)
- **Camping Information** - Conservation (McFarland Park)
- **Child Care Resource** - Community Services (HSC Building)
- **Claims and Warrants** - Auditor (Administration Building)
- **Community Health Programs** - Public Health (Homeward)
- **County Website** - Information Technology (Administration Building)
- **Death Certificates** - Recorder (Administration Building)
- **Deeds and Contracts** - Recorder (Administration Building)
- **Disaster Planning** - Emergency Management (Administration Building)
- **Ditches (trash/mowing)** - Engineer (Engineer's Office)
- **Drainage Districts** - Auditor (Administration Building)
- **Driveway Permits** - Engineer (Engineer's Office)
- **Dust Control** - Engineer (Engineer's Office)
- **Economic Development** - P&D (Administration Building)
- **Election Information** - Auditor (Administration Building)
- **E911 Addresses** - P&D (Administration Building)
- **Employment** - Human Resources (Administration Building)
- **Family Farm Credit** - Assessor (Administration Building)
- **Fines Recovery** - County Attorney (Justice Center)
- **Fire Ban** - Emergency Management (Administration Building)
- **Fireworks Display Permit** - Auditor (Administration Building)
- **Floodplain Permits** - P&D (Administration Building)
- **Flu Clinics** - Public Health (Homeward)
- **Food Permits** - Environmental Health (Administration Building)
- **Forest Reserve** - Conservation (McFarland Park)
- **Home Business Permit** - P&D (Administration Building)
- **Homestead Credit** - Assessor (Administration Building)
- **Hunting and Fishing Access** - Conservation (McFarland Park)
- **Hunting and Fishing Licenses** - Recorder (Administration Building)
- **Jail Administration** - Sheriff (Justice Center)
- **Lead Paint Concerns** - Environmental Health (Administration Building)
- **License Plate Registrations** - Treasurers (Administration Building)
- **Manure Management** - Environmental Health (Administration Building)
- **Maps** - GIS Coordinator (Administration Building)
- **Maps (plats)** - Recorder (Administration Building)
- **Maps (political boundaries)** - Auditor (Administration Building)
- **Marriage License** - Recorder (Administration Building)
- **Mental Health Facilities** - Community Services (HSC Building)
- **Military Exemption** - Assessor (Administration Building)
- **Moving Permit** - Engineer (Engineer's Office)
- **Native Wine Permits** - Auditor (Administration Building)
- **Passports** - Recorder (Administration Building)
- **Permits (zoning)** - P&D (Administration Building)
- **Pet Adoption** - Animal Shelter (Animal Shelter)
- **Pet Assessments** - Assessor (Administration Building)
- **Property Tax Payments** - Treasurer (Administration Building)
- **Property Research** - P&D (Administration Building)
- **Prosecutor** - County Attorney (Justice Center)
- **Radon Information** - Environmental Health (Administration Building)
- **Real Estate Transfer Information** - Auditor (Administration Building)
- **Reporting Stray Animals** - Animal Shelter (Animal Shelter)
- **Rezoning** - P&D (Administration Building)
- **Right of Way (ROW) Permits** - Engineer (Engineer's Office)
- **Septic Permit** - Environmental Health (Administration Building)
- **Sign Permit** - P&D (Administration Building)
- **Snowmobile Registration** - Recorder (Administration Building)
- **Subdividing** - P&D (Administration Building)
- **Tax Abatements** - Auditor (Administration Building)
- **Tax Credit Claim** - Treasurer (Administration Building)
- **Tax Levy Information** - Auditor (Administration Building)
- **Utility Permits** - Engineer (Engineer's Office)
- **Vehicle Titles and Registrations** - Treasurer (Administration Building)
- **Veteran's Assistance** - Veterans Affairs (HSC Building)
- **Victim Witness Assistance** - County Attorney (HSC Building)
- **Voter Registration** - Auditor (Administration Building)
- **Weapons Permits** - Sheriff (Justice Center)
- **Well Inspection** - Environmental Health (Administration Building)
- **Well Plugging** - Environmental Health (Administration Building)
- **Water Well Permit** - Environmental Health (Administration Building)
- **Weed Commissioner** - IRVM (Engineer's Office)

### Checklist for Building in Unincorporated (Rural) Story County

Before building on property in the rural, unincorporated area, it is important to find out the following:

- 0 **Property Boundaries, Easements, Covenants**  
Check plat of survey, deed and address of lot to determine limitations on the use of the property. Determine this before advancing to other steps. If you are unsure as to whether the property is buildable, call the Planning and Development Department at 515-382-7245.
- 0 **Zoning and Floodplain Questions** Call the Planning and Development Department at 515-382-7245.
- 0 **Permit for well and septic** Call the Environmental Health Program at 515-382-7241.  
Problems may occur due to soil types and distances from house.
- 0 **E911 Addressing** Call the Planning and Development Department at 515-382-7245.  
Every rural residence must have an address assigned for mail and emergency service location.
- 0 **Driveway** Call the Engineer's Office at 515-382-7255.  
Cutting field entrances should be checked for residential use, new driveways must also be permitted.
- 0 **School District** Call the Planning and Development Department at 515-382-7245.  
Based on legal description of property, this office can tell you the school district in which the property lies.
- 0 **School Bus Service** Call appropriate school district as determined above.
- 0 **Homestead and Military Tax Credits** Call the Story County Assessor's Office at 515-3827320.  
Property tax credits are available to qualifying individuals.
- 0 **Mail, Newspaper, and Package Delivery** Check with appropriate service provider.
- 0 **Utilities** Call appropriate utility to set up service and billing.  
Electric \_\_\_\_\_ Natural or LP Gas \_\_\_\_\_  
Water (if applicable) \_\_\_\_\_ Sewer (if applicable) \_\_\_\_\_  
Internet \_\_\_\_\_ Garbage/Recyclable pickup \_\_\_\_\_  
Telephone \_\_\_\_\_ Cable \_\_\_\_\_

This checklist is just a start. Try to inform yourself fully of your rights and responsibilities so that you are not surprised by unforeseen problems as you develop your new home.

### Story County Buildings

<p><b>Administration Building</b> Location: 500 6th Street Nevasda, IA 50201 Hours: 8:00 AM - 5:00 PM Monday - Friday Contact Phone: 515-382-7200</p> 	<p><b>Animal Shelter</b> Location: 975 W Lincoln Hwy Nevasda, IA 50201 Hours: 11:00 AM - 4:00 PM Monday - Saturday Contact Phone: 515-382-3338</p> 
<p><b>Conservation Center</b> Location: 56461 180th Street Amaes, IA 50010 Hours: Monday-Friday, 8:30 AM-4:30 PM, Saturdays and Sundays, 1-5 PM Contact Phone: 515-232-2516</p> 	<p><b>Engineer &amp; Secondary Roads</b> Location: 837 N Avenue Nevasda, IA 50201 Hours: 8:00 AM - 5:00 PM Monday - Friday Contact Phone: 515-382-7355</p> 
<p><b>Human Services Center</b> Location: 216 S Millgrove Amaes, IA 50010 Hours: 8:00 AM - 5:00 PM Monday - Friday</p> 	<p><b>Justice Center</b> Location: 1315 S B Avenue Nevasda, IA 50201 Hours: 8:30 AM - 5:00 PM Monday - Friday</p> 

# WORK PROGRAM ITEMS

## AMES URBAN FRINGE PLAN STUDY AREA

- Timeframe
  - March - August

# WORK PROGRAM ITEMS

## SUBDIVISION REGULATIONS REVIEW

- Timeframe
  - February - July

Story County Subdivision Regulations Review	Key Dates (2013)
Discuss Project with Interagency Review Team	13-Feb
Kickoff Meeting with Work Group	25-Feb
2nd Meeting with Work Group	18-Mar
3rd Meeting with Work Group	8-Apr
Final Meeting with Work Group	22-Apr
Staff Reports Finalized	26-Apr
Planning and Zoning Commission Review	6-May
	4-Jun
	11-Jun
Board of Supervisors Review	18-Jun
Final Publication	27-Jun
Effective Date	1-Jul

# WORK PROGRAM ITEMS

## COMPREHENSIVE REVIEW OF CUPS, TMH, CONDITIONAL REZONING AGREEMENTS

- Timeframe
  - February – July
- Project Highlights
  - TMH Permits reviewed
    - One outstanding issue to be resolved.

# WORK PROGRAM ITEMS

## E-PROCESSING OF APPLICATIONS

- Timeframe
  - February – November

<b>Story County E-Processing of Applications</b>	<b>Key Deadline Dates (2013)</b>
Contact Renee Twedt/Barb Steinback for online payment guidance	11-Feb
Update all application to have email submittal button	13-Feb
Post updated applications on web	14-Feb
Meet w/ I.T., Treasurer	15-Feb
Meet w/ I.T., Treasurer; State Bank	27-Feb

# WORK PROGRAM ITEMS

## ACCESS DB—CLEAN UP OLD PARCEL NUMBERS

- Timeframe
  - March - September

# WORK PROGRAM ITEMS

## ENFORCEMENT CASES

- Timeframe
  - February – ongoing
- Scheduling worksession with the Board of Supervisors in late March/early April

# WORK PROGRAM ITEMS

## LETTER OF MAP CHANGES (LOMC UPDATES)

- Timeframe
  - February – ongoing
- Reviewed FEMA's database to get all files not yet entered
- Data entry and ArcView work to be done week of March 11<sup>th</sup>
- SOP developed in early April for ongoing maintenance steps.

# WORK PROGRAM ITEMS

Possible new item to add

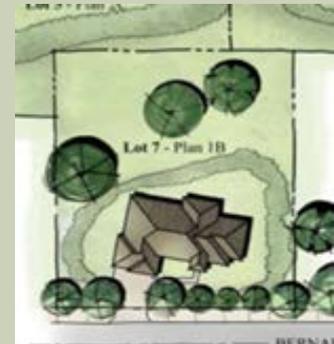
- Technical Assistance to Communities
- Timeframe
  - March - July
- Guided by: Leanne Harter

# OTHER PROJECTS

- CPAT – article for APA’s *The Commissioner*
- Ames Mine tour
- Iowa Water Conference – March 4 and 5<sup>th</sup>
  - Conference Planning Committee
- Performance Evaluations completed
- Heartland Economic Development Course – April 21<sup>st</sup> through 25<sup>th</sup>
- CoZO Spring Conference
  - Charlie Dissell – Conference Planning Committee

# PERMIT ACTIVITY

Permit Type	January	February
Agricultural exemptions		1 issued 5 pending
Zoning permits	13	5
3 new single family dwellings		
Total zoning permit valuations for January – February = \$678,251.50		
Preliminary development permits	9	5
Property research reports		1
Floodplain permits		1



# QUESTIONS?