



# PLANNING AND ZONING COMMISSION TENTATIVE AGENDA

Wednesday, April 6, 2022

4:00 PM

*Public Meeting Room\* - Story County Administration (900 6th Street) – Nevada, Iowa*

**THIS MEETING IS OPEN TO THE PUBLIC PURSUANT TO CHAPTER 21 IOWA CODE.**

**SPECIAL NOTE TO THE PUBLIC: This meeting is also being offered via Zoom. Instructions to join can be found at bottom of the agenda.**

1. CALL TO ORDER; REGULARLY SCHEDULED COMMISSION MEETING
2. ROLL CALL/QUORUM DETERMINED
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES

Documents:

[020222 PZC MINUTES.PDF](#)

5. PUBLIC COMMENT

This is the time for members of the public to offer comments concerning matters not scheduled to be heard before the Planning and Zoning Commission.

6. OLD BUSINESS
7. NEW BUSINESS

- 7.1. Approval Of Amended 2022 Planning And Zoning Commission Meeting Schedule

Documents:

[2022 MEETING SCHEDULE.PDF](#)

8. COMMENTS

Staff  
Commission

9. ADJOURNMENT

10. INSTRUCTIONS TO PARTICIPATE IN ZOOM MEETINGS

**To join Zoom meeting by computer, tablet, smartphone:**

[HTTPS://US02WEB.ZOOM.US/J/7737180067?](https://us02web.zoom.us/j/7737180067?pwd=L3B5L2RNUZDSNJBLDUTQV2R0UDDAZZ09)

[PWD=L3B5L2RNUZDSNJBLDUTQV2R0UDDAZZ09](https://us02web.zoom.us/j/7737180067?pwd=L3B5L2RNUZDSNJBLDUTQV2R0UDDAZZ09)

**Meeting ID: 773 718 0067**

**Passcode: 1DR5Wg**

**To join the meeting by telephone:**

Dial 312- 626-6799 US

**Meeting ID: 773 718 0067**

**Passcode: 540442**

\*Story County strives to ensure that its programs and activities do not discriminate on the basis of race, color, national origin, sex, age or disability. Persons requiring assistance, auxiliary aids or services, or accommodation because of a disability may contact the county's ADA coordinator at (515)382-7204.

\*\*For further information on these cases, contact the Story County Planning and Development Department at [PZWeb@storycounty.com](mailto:PZWeb@storycounty.com) or by phone at (515) 382-7245. Case Files, including exact property locations, may be inspected in the Story County Planning and Development Department located in the Story County Administration Building, 900 6th Street, Nevada, Iowa.

**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> February 2, 2022	Cheryl Moss, Chair	2025
	Debbie Younkin	2026
<b>CALL TO ORDER:</b> 3:00 PM	Kathy Mens	2022
	Wendie Schneider	2023
<b>PLACE:</b> Zoom Meeting Originating	Ben Jensen, Vice Chair	2025
From Administration Building	Ray Lee	2023
	Dalton Johnston	2024
	*Absent	

**STAFF PRESENT:** Amelia Schoeneman, Director; Marcus Amman, Planner; Andrea Wagner Planner; Stephanie Jones, Recording Secretary

**PUBLIC PRESENT:** None

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**JOINT WORK SESSION OF BOARD OF SUPERVISORS AND PLANNING AND ZONING COMMISSION**

**COMMISSION AND BOARD MEMBERS PRESENT:** Moss, Mens, Younkin, Schneider, Jensen, Lee, Johnston, Faisal, Murken

The Board of Supervisors and Planning and Zoning Commission met to discuss the work program items for the Planning and Development Department.

**Proposed 2022 Work Program**

Schoeneman summarized the work program items and discussion, if any, took place after each and is summarized below.

- **Ames Urban Fringe Plan Amendment and Renewal** - actively working on this process and everyone agreed should be a high priority.
- **Construction and Demolition Landfill** – This has been a work program item since 2015. The county leased a temporary site that was used post-derecho. The property

owner is not interested in allowing non-vegetative debris on site, but staff has been in recent contact about the possibility of purchasing a portion of the site. There is one other property owner possibly interested. Staff is concerned that while identifying a site for purchase is important, there is concern about moving forward without a debris management plan. Staff does not feel they have the expertise in the area or capacity to complete the item. After reaching out to Leanne Harter, it was suggested to do an RFP to try to find help from someone that has skills in the area of site design. Schoeneman stated that once it is confirmed if these property owners are interested, she would bring back the item for direction on an RFP.

Discussion took place about the old county home property not being large enough to use for a site, and it had been previously looked into. Staff will continue to do searching for examples of others that have demolition sites.

- **Establish location guidelines for proposed subdivisions, establish minimum levels of services, develop a density based zoning program, and create a development review evaluation matrix to determine potential ag/non-ag conflicts; Amendments to Chapter 87 Land Division Requirements** – This item is currently being worked on.
- **Designate Natural Resource Areas on C2C Plan Future Land Use Map and Sensitive Environmental Area Regulations Review and Update** – This item is currently being worked on and making clarifications about items such as how do we know what a prairie or wetland is.
- **Conduct a comprehensive review of the Land Development Regulations, rezonings as necessary to implement C2C Plan, and regulations adopted prior to 1985 for obsolete, ineffective or unenforceable regulations** – from the survey it was found that several wanted this item higher so it was moved to the top of priorities of medium items. This would be finishing changes to administrative, code enforcement and nonconforming uses chapters.
- **Review of Chapter 90, Conditional Uses** – This was separated from the review of the land development regulations item because it was found to be a large item that is going to take a lot of staff time.
- **Creation of a shared code enforcement position with Story County communities** – This item came from the housing study. There were only four responses received to a survey that was sent out to cities. Additional outreach will be done and hoping for more responses. Discussion also took place about the processes that a building code would entail. The housing study identified the building code as a medium priority and the code enforcement position as short term.
- **Erosion Control and Stormwater Management Outreach** – This item came from the watershed study. Reaching out to small cities about what a stormwater ordinance looks like. Discussion took place about if this is something that the Watershed Coordinator could be working on.

- **Consider creating a day-of inspection fee** – Somewhat frequently contractors call for day of inspections, rather than scheduling 24 hours in advance. There is a \$100 fine for pouring concrete without an inspection. Day-of inspections require staff's other work to be reprioritized. Staff would like to charge for these inspections to discourage them, but also to prevent pouring without an inspection. Discussion took place and it was decided to no longer accommodate people by providing day-of inspections, and to investigate increasing the fine for pouring concrete without an inspection.
- **Accessory Dwelling Units/Building Code** – This item was previously talked about, however in the survey there was a comment about incorporating energy efficiency, which can be looked into.
- **Conservation Design Standards** – This item was added by staff and placed last in the low priority due to other protections for environmentally sensitive areas being prioritized.
- **Trails Planning** – This item was suggested in the survey. Discussion took place on this being part of a previous work program item, and it did not move forward because of cost. Younkin suggested about focusing more on trail connectivity while doing new subdivisions. Thought is that an easement could be required if subdividing a property that is on a trails route to dedicate space.

**Motion by Schneider, Second by Mens to recommend approval of the 2022 Work Program as presented, including investigating increasing the fine for pouring concrete without an inspection, and the addition of Trails Planning to the Story County Board of Supervisors. (MCU)**

**Other Comments**

None

Joint work session adjourned by Faisal at 4:53 PM

**REGULAR MEETING**

Called to Order at 4:55 PM

**APPROVAL OF AGENDA (MCU)**

**APPROVAL OF MINUTES**

**Motion by Schneider, Second by Lee to approve the January 5, 2022 minutes with change to the term expirations of commissioners. (MCU)**

**PUBLIC COMMENTS:** None

**NEW BUSINESS**

**Work Program Item To Develop Public Outreach Toolkit**

Schoeneman stated that the toolkit is a guide to follow when doing public outreach and provided a summary on the following items:

- **Improving notification process**

- Increasing notification distance for certain uses such as large-scale development or development that may have a greater impact on residents.
- Postcard format for notices are more cost-effective, as well as provide the necessary information efficiently creating higher readership.
- Better use of social media by providing additional information than only a meeting date.
- Signboard alterations such as QR code or plastic box with fliers, as well as interactive map on website.
- Supportive resources - Permitting and application educational videos for applicants. How to write an effective public comment. Public workshops before public hearings, include continuing to offer hybrid meetings.

**MOTION: The Story County Planning and Zoning Commission recommended approval of the Public Outreach Toolkit as presented to the Story County Board of Supervisors.**

**Motion: Jensen**

**Second: Schneider**

**Voting Aye: Jensen, Schneider, Moss, Mens, Younkin, Lee, Johnston**

**Voting Nay: None**

**Not Voting: None**

**Absent: None**

**(7-0)**

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**COMMENTS**

**Staff:** Schoeneman stated that she would be bringing an updated meeting calendar to the next meeting for approval to change the start time to 5:00 in June, September, and November due to the meeting room being used for election training.

**Commission:** Younkin recommended the book, *Iowa Agriculture*.

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**ADJOURNMENT: 5:17 PM**

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**Approval of Minutes**

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**Title and Date**

**Conceptual  
Review Team (CRT)**  
9:30 a.m. every Thursday

Conceptual Review Team meetings are held every Thursday at 9:30 am.

Deadline for application and materials to be submitted is Thursday at noon the week prior to meeting.

## 2022 Meeting Schedule

**Planning and Zoning  
Commission (PZC)**  
Meeting Start Time 4:00 p.m.  
1st Wednesday Monthly  
(\*\*5:00 p.m. June/Sept/Nov\*\*)

Meeting Date	Submittal Deadline 4:30pm
<b>January 5</b>	December 20
<b>February 2</b>	January 17
<b>March 2</b>	February 14
<b>April 6</b>	March 21
<b>May 4</b>	April 18
<b>**June 1</b>	May 16
<b>July 6</b>	June 20
<b>August 3</b>	July 18
<b>**September 7</b>	August 22
<b>October 5</b>	September 19
<b>**November 2</b>	October 17
<b>December 7</b>	November 21

## Board of Adjustment (BOA)

Meeting Start Time 4:00 p.m.  
3rd Wednesday Monthly

Meeting Date	Submittal Deadline 4:30pm
<b>January 19</b>	January 3
<b>February 16</b>	January 31
<b>March 16</b>	February 28
<b>April 20</b>	April 4
<b>May 18</b>	May 2
<b>June 15</b>	May 27
<b>July 20</b>	July 1
<b>August 17</b>	August 1
<b>September 21</b>	September 2
<b>October 19</b>	October 3
<b>November 16</b>	October 31
<b>December 21</b>	December 5