



Planning and Development Department
Administration Building
900 6th Street, Nevada, Iowa 50201

Ph. 515-382-7245
www.storycountyiowa.gov

January 16, 2026

MEMORANDUM

TO: Story County Board of Adjustment
FROM: Leanne Harter, AICP CFM
RE: CUP Extension for CASE NUMBER CUP02-16, Request for a Minor Modification to CUP02-16 for an expanded parking area for Saints Peter and Paul Catholic Church, 14238 500th Avenue.

In September 2025, the Story County Board of Adjustment approved an extension for the Conditional Use Permit CASE NO. CUP02-16.1 through February 19, 2026.

Representatives from Saints Peter and Paul Catholic Church have requested an additional time extension due to direction received from the diocese to pause capital improvements until spring 2026 related to master planning. The original CUP was granted on February 19, 2020, by the Story County Board of Adjustment, granting the request for a Conditional Use Permit modification for an expanded parking area for Saints Peter and Paul Catholic Church with conditions and an alternative compliance request to allow the 10 trees required for the proposed parking lot to be installed south of the proposed parking area and count towards the requirement that 20% of the impervious area added be landscaped. The approved Findings of Fact are attached as reference.

As noted in September 2025 with the initial extension request, as communicated to Staff by a representative of the church, the project was delayed, due in part to the COVID-19 pandemic and associated factors.

Section 90.05 Expiration of Permits from the *Story County, Iowa Code of Ordinances* is copied below. This section addresses the timeframe for approved conditional use permits. CUP02-16.1 essentially expired as of February 2025, but was extended through Board action through February 2026. The section below would allow the Board of Adjustment, if it finds that at least one of the sections in 2.A-C below is met, to extend the permit for one year.

90.05 EXPIRATION OF PERMITS.

1. A conditional use permit shall expire automatically if:
 - A. Within five years after issuance, substantial action has not been taken to accomplish the purpose of the permit; or



Planning and Development Department
Ph. 515-382-7245

- B. After substantial action has been taken and subsequently such work is discontinued for a period of one year, the permit shall immediately expire; or
 - C. The conditional use has been established and subsequently is discontinued for a period of one year, the permit shall immediately expire.
2. The Board of Adjustment may extend for a period up to one year the date when a permit would otherwise expire pursuant to subsection 1 of this section if it concludes that:
- A. The permit has not expired; or
 - B. The permit recipient has proceeded in good faith and with due diligence; or
 - C. Conditions have not changed so substantially as to warrant a new application.
3. Successive extensions may be granted for periods up to one year upon the same findings. The permit holder shall submit a written extension request and applicable fee to the Planning and Development Department. The extension request shall be considered by the Board of Adjustment in accordance with the adopted development review procedures.

As the proposed scope of the project is not anticipated to change from that approved by the Board of Adjustment in February 2020, and extended through February 2026 by action of the Board of Adjustment in September 2025, Staff recommends that the Board of Adjustment grant an additional *final* extension for a period of one year through February 2027. If the work is not undertaken within that timeframe, a new application will be required to be submitted and approved.

Instrument #: 2020-02851
03/31/2020 01:51:32 PM Total Pages: 10
00 OTHER
Recording Fee: \$ 0.00
Stacie Herridge, Recorder, Story County Iowa



Prepared by Marcus Amman, Story County Planning and Development Department, 900 6th Street,
Nevada, Iowa 50201 515-382-7245

**STORY COUNTY, IOWA
CERTIFICATE OF CONDITIONAL USE PERMIT
AND WRITTEN FINDINGS OF FACT**

IN THE MATTER OF THE APPLICATION OF: : **PERMIT NO. CUP02-16.1**
Saints Peter and Paul Catholic Church, 14238 :
500th Avenue, Ames, Parcel ID 01-30-100-315, :
Parcel D in the SW NW of Section: 30 :
Township: 85 Range: 24, Lafayette Township, :
for a Minor Modification to CUP02-16 for an :
expanded parking area. :

On February 19, 2020, the Story County Board of Adjustment approved the Conditional Use Permit CASE NO. CUP02-16.1 for the request for a Conditional Use Permit modification for an expanded parking area for Saints Peter and Paul Catholic Church with conditions and an alternative compliance request to allow the 10 trees required for the proposed parking lot to be installed south of the proposed parking area and count towards the requirement that 20% of the impervious area added be landscaped.

VOTE: Motion: Brekke
Second: Neubauer
Ayes: Brekke, Neubauer, Winfrey, McGill, Schneider
Nays: None
Not Voting: None
Absent: None
Vote: (5-0)

Written Findings of Fact

Case Summary: A Minor Modification to CUP02-16 to construct an addition to the existing parking lot at Saints Peter and Paul Church. Currently, parishioners park in the right of way or use stacked parking during larger events. The existing parking lot has 81 parking stalls. The addition would add 49 parking stalls on the east side of the existing parking lot. The expanded parking area would allow the church to provide adequate parking for larger events (weddings, funerals, holiday masses). The parking lot is gravel, as is the proposed addition. A 40-foot-by-

46-foot area in the existing parking lot is proposed to be paved to provide three additional Americans with Disabilities Act-compliant (accessible) parking spaces. The applicant also proposes to extend a driveway from the expanded area of the parking lot to connect with an existing circular drive to the south for additional ingress and egress. The County Engineer has reviewed and approved this plan. The applicant has also requested alternative compliance to allow the required parking lot trees to count towards the required landscaping to be added to offset the additional impervious surfaces.

Amelia Schoeneman, Story county Planning and Development Planner, reviewed the Conditional Use Permit Application, site plans, written narrative and other related submittal materials and responses from the applicant to County staff comments in accordance to Chapter 90 Conditional Uses of the Story County Land Development Regulations. Schoeneman presented the staff report at the February 19, 2020, Story County Board of Adjustment meeting.

Conditional Use Permit Analysis

A. Applicable Regulations: Chapter 90.04: Standards for Approval

The Planning and Zoning Commission shall review the proposed development for conformance to the following development criteria:

1. **Compatibility.** The proposed buildings or use shall be constructed, arranged and operated to be compatible with the character of the zoning district and immediate vicinity, and not to interfere with the development and use of adjacent property in accordance with the applicable district regulations. The proposed development shall not be unsightly, obnoxious, nor offensive in appearance to abutting or nearby properties.

Staff Comment: The proposal does not include any new improvements beyond the expanded parking area, additional accessible spaces, new driveway, and additional landscaping. No new buildings or additions are proposed and no change in the use of the property will occur. The church has been located on the property for 103 years. The intent of the parking lot expansion is to create sufficient parking so that parking is not occurring in the right of way and stacked parking is not necessary. This will improve flow in the parking lot and likely have a positive impact on the single-family dwelling to the north that shares the access and drive with the church. It will also improve the safety of motorists on 500th Avenue and traffic flow as parking will not occur in the right of way.

The expanded parking area will be adjacent to the agricultural fields on the

adjacent properties. A 16-foot to 13-foot setback from the adjacent properties is proposed. A five-foot minimum setback is required. There is existing landscaping on the north and east side of the property between the proposed parking area and property line that will provide separation and buffering, especially as the trees (planted in 2016) grow.

2. **Transition.** The development shall provide for a suitable transition, and if necessary, buffer between the proposed buildings or use and surrounding properties.

Staff Comment: Green space surrounds the church building and other buildings. There are large agricultural parcels located to the north, east, and south of the church property adjacent to the proposed expanded parking area. There is existing landscaping on the north and east side of the property between the proposed parking area and property line that will provide separation and buffering, especially as the trees (planted in 2016) grow. The dwelling located to the north is approximately 50 feet from the north property line of the subject property. The dwelling on the west side of the road is approximately 86 feet from the west property line of the subject property. The parking lot expansion is occurring on the east side of the property away from the dwellings. The applicant plans to install additional landscaping to the south of the parking area.

Ten new trees are proposed.

3. **Traffic.** The development shall provide for adequate ingress and egress, with particular attention to vehicular and pedestrian safety and convenience, traffic flow and control, and emergency access.

Staff Comment: The intent of the proposed parking lot expansion is to improve traffic flow on the site and provide additional ingress and egress. While the use is not changing, and no additional traffic will occur, the expansion is needed to accommodate the current maximum usage levels of the property. During larger events (Christmas and Easter Mass, weddings, and funerals), the existing parking lot is not sufficiently sized to accommodate all vehicles. Some vehicles are parking in/near the road right of way during these larger events. Staff recommends a condition that no parking in the right of way is permitted.

Stacked parking is also occurring. The applicant is proposing the addition of 49 parking spaces to alleviate this issue. The applicant is proposing to pave a portion of the drive aisle into the parking lot and a 40-foot-by-46-foot

portion of the center aisle in the existing parking lot for three new accessible parking stalls. This area will be marked and provide an example for other cars to line up with. Bollards are also proposed in front of every stall adjacent to the septic system in the expanded parking area. Staff recommends a condition that the church monitor if stacked parking continues after the parking lot expansion and explore methods of marking the parking stalls, such as curb stops.

A new, 25-foot wide driveway from the southern portion of the parking area will be constructed to connect to an existing circular drive with two accesses onto 500th Avenue. The existing parking lot also has two accesses onto 500th Avenue. The County Engineer has reviewed and supports the ingress and egress plan to connect the parking lot with the circular drive, allowing the use of the additional two accesses for church traffic. A condition is recommended that a demolition permit be obtained for the demolition of a shed located where the new drive is proposed and a condition that a permit be obtained for any work in the right of way including paving or widening of accesses from the Story County Engineer. Additionally, a condition is recommended that the southern access of the circular drive be an entrance only and the northern portion be an exit only.

4. **Parking and Loading.** The development shall provide all off-street parking and loading areas as required by this Ordinance, and adequate service entrances and areas. Appropriate screening shall be provided around parking and service areas to minimize visual impacts, glare from headlights, noise, fumes or other detrimental impacts.

Staff Comment: The Story County Land Development Regulations prescribe parking maximums to avoid excessive parking. Following the General Site Planning Standards in Table 88-5 in the Land Development Regulations, a maximum of one parking space per every four seats in a general assemble use is permitted. With the 540 seat capacity of the church (parish hall and sanctuary seats), plus the capacity of the education center and rectory (80), a maximum of 150 parking stalls is permitted. This has been communicated with the applicant. The proposed 130 parking stalls meet this requirement.

The minimum number of accessible parking spaces is also required. The applicant is proposing to pave a portion of the drive aisle into the parking lot and a 40-foot-by-46-foot portion of the center aisle in the existing parking lot for three new accessible parking stalls.

Staff recommends a condition that the church monitor if stacked parking continues after the parking lot expansion and explore methods of marking

the parking stalls, such as curb stops.

The expanded parking area will be adjacent to the agricultural fields on the adjacent properties. A 16-foot to 13-foot setback from the adjacent properties is proposed. A five-foot minimum setback is required. There is existing landscaping on the north and east side of the property between the proposed parking area and property line that will provide separation and buffering, especially as the trees (planted in 2016) grow. The applicant plans to install additional landscaping to the south of the parking area. Ten new trees are proposed immediately south of the expanded parking area.

5. **Signs and Lighting.** Permitted signage shall be in accordance with the applicable district regulations and shall be compatible with the immediate vicinity. Exterior lighting, if provided, shall be with consideration given to glare, traffic safety and compatibility with property in the immediate vicinity.

Staff Comment: Internal signage for directing traffic is excepted for the sign requirements in the Story County Land Development Regulations. No other new lighting or signage is proposed.

6. **Environmental Protection.** The development shall be planned and operated in such a manner that will safeguard environmental and visual resources. The development shall not generate excessive noise, vibration, dust, smoke, fumes, odor, glare, groundwater pollution or other undesirable, hazardous or nuisance conditions, including weeds.

Staff Comment: Landscaping equivalent to 20% of the impervious surfaces added is required to be installed at lower areas adjacent to the improvements to provide maximum benefit stormwater absorption. Additionally, for parking lots of more than 10 parking spaces, one tree for every five parking spaces is required to be planted. Ten trees are proposed to be planted south of the expanded parking area and will occupy a 5,053 square-foot area. The applicant indicated that runoff will flow south from the southern section of the proposed parking lot and the trees will help with stormwater absorption. Typically, the square footage of landscaping is calculated separately from the required parking lot trees. The applicant has requested alternative compliance given that other areas are already landscaped/in lawn. The 5,043 square feet of trees exceeds the 20% landscaping requirement to offset impervious surfaces. Staff recommends approval of this request.

Other stormwater management is not required for developments that disturb under one acre of area. The submitted site plan shows compliance with the

requirements for erosion control: a silt fence around the disturbed areas is shown and the applicant indicates topsoil will be reused in the new landscaping area. Staff also communicated that all disturbed areas, including topsoil stockpiles, shall be temporarily stabilized through seeding or other measures if work will not occur on an area for 14 days.

The Environmental Health Department has recommended cordoning off the septic system during construction and ensuring construction traffic will not damage the pipe between the distribution box and tanks. Staff recommends these steps as conditions.

A. If the Commission concludes that all the above development criteria will be met, it must recommend approval of the application unless it concludes that, if completed as proposed, there is a strong probability the development will:

- 1. not adequately safeguard the health, safety and general welfare of persons residing or working in adjoining or surrounding property.**

Staff Comment: Impact of the parking expansion to adjacent properties should be minimal and will improve flow in the parking lot and likely have a positive impact on the single-family dwelling to the north that shares the access and drive with the church. It will also improve the safety of motorists on 500th Avenue and traffic flow as parking will not occur in the right of way.

The expanded parking area will be adjacent to the agricultural fields on the adjacent properties. A 16-foot to 13-foot setback from the adjacent properties is proposed and there is existing landscaping on the north and east side of the property between the proposed parking area and property line that will provide separation and buffering, especially as the trees (planted in 2016) grow.

- 2. impair an adequate supply (including quality) of light and air to surrounding properties.**

Staff Comment: No new structures are being built. The gravel parking lot is an existing use being expanded.

- 3. unduly increase congestion in the roads, or the hazard from fire, flood, or similar dangers.**

Staff Comment: The intent of the proposed parking lot expansion is to improve traffic flow on the site and provide additional ingress and egress. While the use is not changing, and no additional traffic will occur, the expansion is needed to accommodate the current maximum usage levels of the property. Further, a new, 25-foot wide driveway from the southern portion of the parking area will be constructed to connect to an existing circular drive with two accesses onto 500th Avenue. The County Engineer has reviewed and supports the ingress and egress plan to connect the parking lot with the circular drive, allowing the use of the additional two accesses for church traffic.

4. **diminish or impair established property values on adjoining or surrounding property.**

Staff Comment: The Story County Assessor's Office raised no concerns with the Conditional Use Permit application.

5. **not be in accord with the intent, purpose and spirit of the Land Development Regulations or County Cornerstone to Capstone (C2C) Plan.**

Staff Comment: The proposed use is in accordance with the Story County Land Development Regulations, which permit churches in the A-1 Agricultural district if the Story County Board of Adjustment grants a Conditional Use Permit. The C2C Plan is oriented toward preserving the county's rural character and high-value agricultural land. Two-thirds of the property is in agricultural production and will not be impacted by the request. The area where the parking lot expansion is proposed is in grass. However, it was previously farmed until the 2016 conditional use permit for the church addition when the new septic system was installed in this area. The expanded parking area will be adjacent to the agricultural fields on the adjacent properties. A 16-foot to 13-foot setback from the adjacent properties is proposed. There is existing landscaping on the north and east side of the property between the proposed parking area and property line that will provide separation and buffering.

Comments

Planning and Development staff routed the CUP request to the Interagency Review Team for comments on November 20, 2019. Applicable review comments for the board's consideration are as follows:

Margaret Jaynes, Environmental Health Department

The diagram that was submitted with the application includes the diagram of the septic laterals. I recommend temporary cordoning of the laterals during construction to keep all traffic off. Check with Brian Campbell, septic engineer, to see if the pipe between the tanks and the d-box is strong enough for heavy construction vehicles if that line will be driven over during construction. After construction, a visual barrier such as small bushes, flowerbeds, or markers should be installed around the laterals to keep all church traffic off. The changes to the building will not impact the septic laterals or well. As far as the sizing of the septic laterals, it would be a good time to check the rural water use to see if the existing system is large enough.

Please note Environmental Health reviewed and supported the proposed bollards to protect the septic system after this comment.

David Swanson, Assessor's Office

No comments.

Darren Moon, County Engineer

I am fine with the changes to the driveways since they are existing and they all seem to have plenty of sight distance. It would probably be best if we required the new south drive to be enter only so we don't have cars sitting at all of the drives trying to get out at the same time. I was not aware that they were still parking on the shoulders but that mile is maintained by Boone County so if there were any complaints, they would go to them. I thought that there was a condition on the expansion the last time to no longer allow shoulder parking.

Planning and Development

The Planning and Development Department also had several comments and questions for the applicant. These were incorporated into the staff report and finding for the Board's consideration.

Comments from the General Public

Public notification letters were mailed to surrounding property owners within a quarter-mile of the site on February 12, 2020, regarding the conditional use permit application. The Planning and Development Department has not received any comments as of the writing of this report

Points to Consider for the Conditional Use Permit Request

1. The applicant is proposing the addition of 49 parking spaces, additional landscaping to the south of the parking area including ten new trees, a 25-foot wide driveway from the southern portion of the parking area to connect to an existing circular drive with two existing accesses onto 500th, and paving a portion of the drive aisle into the existing parking lot and a 40-foot-by-46-foot portion of the center aisle in the existing parking lot for three new accessible parking stalls.
2. The intent of the parking lot expansion is to create sufficient parking so that parking is not occurring in the right of way and stacked parking is not occurring during larger events/masses. This will improve the flow of traffic on-site and on 500th Avenue.
3. The proposal to connect the expanded parking area via a new drive to an existing circular drive and existing accesses will create two new access for church traffic, promoting traffic flow.
4. The expanded parking area will be adjacent to the agricultural fields on the adjacent properties. A 16-foot to 13-foot setback from the adjacent properties is proposed. There is existing landscaping on the north and east side of the property between the proposed parking area and property line.
5. The dwelling located to the north is approximately 50 feet from the north property line of the subject property. The dwelling on the west side of the road is approximately 86 feet from the west property line of the subject property. The parking lot expansion is occurring on the east side of the property away from the dwellings. As the dwelling to the north shares an access with the church through the parking lot, they may benefit from the improvements.
6. The church has been located on the property since 1917. Two-thirds of the property is in agricultural production and will not be impacted by the request if the alternative compliance request for the landscaping is approved.
7. All applicable General Site Planning Standards in Chapter 88 of the Story County Land Development Regulations are met.

Public Hearing Comments from February 19, 2020

Schneider had concerns about combining landscaping requirements. Schoeneman stated that there are two separate landscaping requirements. The parking lot tree landscaping requirement provides landscaping and shading for the parking lot. New trees were already planted around the parking lot, including the area where the parking lot expansion is occurring, with the previous CUP request, which meets the intent of the parking lot requirement to provide shading and landscaping. Schoeneman stated that the only place to put more trees would be along the southern edge of the new parking area, which is where the runoff flows, meeting the intent of the landscaping to be added to offset impervious surfaces. Schoeneman stated that this type of

alternative compliance request has been requested before. Moore stated that the adjacent land use is agricultural and will likely remain in agriculture. Moore also stated that accommodating trees is case specific.

Mark Thiessen stated that where the septic field is located between the expanded parking lot expansion areas there is a large grass area so trees cannot be planted in that area to avoid the roots getting into the septic system. Schoeneman confirmed that landscaping is not an option in the grassy area where septic field is located.

Tom Gust stated that he has some concerns with the traffic speed on 500th Ave and wondered if the speed limit signs could have flashing red lights. Schoeneman stated that would be a request for the County Engineer. Moore stated that information would be shared with the County Engineer and Sheriff about the traffic concerns. Gust stated that he is in favor of the church's parking lot expansion.

Board of Adjustment Action on Written Findings of Fact

Date: March 18, 2020

VOTE:	Ayes	Nays
McGill	X	
Brekke	X	
Neubauer	X	
Scarlett	X	
Youngberg	(Absent)	

Vote:

Chair:

Winfrey Schneider



3/18/2020