

**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 3, 2021	Cheryl Moss (Zoom)	2025
	*PJ McBride	2021
<b>CALL TO ORDER:</b> 3:00 PM	Kathy Mens, Vice Chair (Arrived @ 3:50 PM) (Zoom)	2022
<b>PLACE:</b> Zoom Meeting Originating From Administration Building	Wendie Schneider (Zoom)	2023
	Ben Jensen (Zoom)	2025
	Ray Lee	2023
	Dalton Johnston	2024
	*Absent	

**Special Note:** Due to recommendations to social distance in order to help slow the spread of the COVID-19 virus, the capacity of our meeting room is significantly limited. Therefore, public access to the meeting was provided via Zoom. Members of the public could participate by using the information found at the bottom of the agenda.

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

**PUBLIC PRESENT:** None

---

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

**COMMISSION AND BOARD MEMBERS PRESENT:** Moss, McBride, Schneider, Jensen, Lee, Johnston, Heddens, Murken, Faisal

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

Schoeneman summarized the 2020 work program items that are complete or nearly complete.

- Auditing regulations to determine whether we have smart development practices.
- Identify and determine if subdivision roads including private drives in unincorporated

Story County have been dedicated to the public.

- Citizen Serve permitting and development
- Review and consider ways to connect streets and trails for a unified transportation network appropriate to Story County.
- Explore opportunities in other areas of the County (Iowa Center and Shipley) to assess and respond to needs, similar to the work completed in Fernald.

Schoeneman also discussed a survey to county departments about the conceptual review and interagency review process that was completed.

### **Proposed 2021 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**

No comments.

### **Construction and Demolition Landfill**

Murken asked if staff had looked into using the old county home site. Schoeneman stated in 2016 there was concern about a cemetery close by, but she would check into it further.

### **Land Development Regulations and Rezonings to implement C2C Plan**

Schneider feels it is important to reconsider notification practices to better explain the process, increase distance of the notification area for uses that may have more impacts, and notifying potential stakeholders who may not be neighbors. Schoeneman stated research will be done on the distance other counties notify and ways of creating opportunities for people to ask questions before the commission meetings.

### **Designate Natural Resource Areas on C2C Plan Future Land Use Map**

No comments.

### **Consideration of conservation/sustainable design standards for all development**

No comments.

### **Develop public outreach toolkit to be used with the development review process**

Murken asked if it is feasible to increase notices to 2 miles. Schoeneman feels would be feasible if staff starts using post cards instead of letters so there will not be as big of a budget impact due to postage costs. The only concern is that if it is close to a city and then the notice could potentially include 300-400 people. Murken felt that notification would only need to be made to those in the unincorporated areas and the cities. Schoeneman stated currently all cities within 2 miles are notified. Murken felt that a larger area could be notified because of schools and fire departments that could be impacted. Schneider clarified that a broader notice range may only be necessary for certain types of CUPs.

### **Policy waiving zoning permit and development application fees to county departments, public entities**

No comments.

### **Explore allowing accessory dwelling units and building codes**

No comments.

### **Establish location guidelines for proposed subdivisions, minimum levels of services, a density based zoning program, and a development review evaluation matrix to determine potential ag/non-ag conflicts**

Murken felt the township trustees should be included in this item.

### **Draft healthy homes design guidelines**

No comments.

### **Erosion control and stormwater management outreach**

No comments

### **Sensitive Environmental area regulations review and update**

No comments.

### **Other comments on Broadband Study and Strategic Plan items**

No comments.

### **Other Comments**

Staff brought up one comment the department received on the work program regarding equipment sharing between cities and the county during emergencies. Murken stated Emergency Management has 15 extra radios in case jurisdictions need to use during emergencies. Dalton Johnston stated that he had proposed equipment sharing to the City of Roland previously. There are possibilities that if one city is impacted that other cities could possibly request help from other cities. Schoeneman stated a survey could be sent to cities and the department would work with Emergency Management.

Schnieder asked about improving the comment process from other departments and discussed a recent issue with the sheriff's office tracking of complaints. Schoeneman stated she would follow up with sheriff's office to clarify how they handle complaints. Schoeneman also stated that Citizen Serve would also provide the ability for our department to better track complaints and that she would also discuss with the sheriff's office how to notify our department of any land use complaints.

Murken complimented the work program survey that was sent out ahead of time. It made the process easier to prepare for the meeting.

Heddens likes the graphs so that progress/delays are easy to see and evaluate and be included in the quarterly reports.

Johnston asked if the previous DuPont stover sites could be used as debris sites. Schoeneman stated contact was made with former DuPont stover site property owners. The site used for the derecho was a former stover site in Milford Township. The issue is that if there are row crops there would be extra costs to pay the landowner for the crops that were removed. The Milford site landowner is not interested in construction and demolition debris, only vegetative. Johnston felt it would be beneficial for the county to buy property to be used as a debris site.

Murken wondered if there is a site already owned by the county that could be used as a debris site if needed and suggested staff reach out to the Facilities Management Director to include the

site as part of the upcoming county space needs assessment.

Faisal stated that she appreciated the information being sent out ahead of time as well as Schoeneman meeting with her individually to explain the process.

Meeting adjourned by at 3:58 PM

---

**REGULAR MEETING**

Called to Order at 4:00 PM

**APPROVAL OF AGENDA (MCU)**

---

**APPROVAL OF MINUTES (MCU)**

November 2, 2020

---

**PUBLIC COMMENTS: None**

---

**NEW BUSINESS****Charging Fees To County Departments And Public Entities Work Program Item**

Amelia Schoeneman presented a summary of the work program item. Planning and Development staff conducted a countywide department assessment regarding the collection of fees. A survey was sent to Story County department heads to collect information on waiving application fees for other departments and public entities. Six out of 7 of the respondents do not require Story County departments to pay for application fees. Most require other public entities to pay fees.

Mens asked how eliminating fees would affect the budget. Schoeneman stated that typically there are only one or two applications from public entities a year, so the revenue could be reduced by approximately \$2,000 a year. The three year average is about \$26,000 for that line item.

**MOTION: The Planning and Zoning Commission recommends the Board of Supervisors officially allow the waiving of the Planning and Development Department fees when the applicant applying is a Story County department, as well as officially allow waiving of the Planning and Development Department zoning permit fees and charging the base fee of \$30 for all other public entities (cities, school districts, state and federal government agencies).**

**Motion: Mens**

**Second: Schneider**

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

**Voting Nay: None**

**Not Voting: None**

**Absent: McBride**

**(6-0)**

**Designate Natural Resource Areas on C2C Plan Future Land Use Map Work Program Item**

Marcus Amman stated that this item was previously discussed with the commission in 2019, but since there are several new members, staff wanted to provide a summary and opportunity for the new commission to provide comments. The goal of the project is to more closely align the natural resource area boundaries with the actual natural resources in the field. Staff completed a review of the entire county identifying changes to the existing Natural Resource Layer based on review of the following:

- Story County Conservation Survey Priority Site/Sensitive Areas
- New FEMA Flood Maps
- Existing Lakes and Wetlands
- Story County Stream Buffers
- Priority Restorable Wetlands
- 2017 Aerial Imagery
- 2017 Soils Survey
- USGS Topographic Maps

Schoeneman asked if there are recommendations for outreach strategies or other features to consider and Moss felt that adding the area paddling groups should be added to the outreach list.

**MOTION: The Planning and Zoning Commission supports Planning and Development Staff beginning public outreach on the update to the Natural Resource Layers. Staff shall update the Commission on any changes to the data used for this project. Final Maps shall be brought back to the Planning and Zoning Commission for review and recommendation to the Story County Board of Supervisors.**

**Motion: Schneider**

**Second: Jensen**

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

**Voting Nay: None**

**Not Voting: None**

**Absent: McBride**

**(6-0)**

### **Review Of Planning And Zoning Organizational Policy And Rules Of Procedure**

Schoeneman stated she felt it would be helpful to review the rules of procedure yearly as a refresher and provided a brief summary of the most common questions that often come up from commission members.

- Quorum – for seven members, quorum is four members present. A majority of those present is required for action to be recommended on an item.
- Motions – clarifications on how to amend motions and adopt new findings if deviating from staff recommendations.
- Ex-parte contacts – Commission contact information is not given out. If anyone contacts a commission member directly, they should be referred to Staff to answer questions.
- Conflict of interest – typically would be due to a financial ties. Reach out to staff before the meeting if feel there may be a conflict. If a conflict is determined, should abstain from discussion and vote.
- No gifts can be received that are related to commission duties
- Continuances – cases can be tabled for a future meeting.
- Let staff know if cannot attend a meeting.

- Notification procedures – currently notices are sent to land owners within ¼ mile, but that could change as discussed previously as part of the public outreach work program item.

Moss noted that the Rules of Procedure states a motion and a second, nor a vote is required to approve the minutes. Schoeneman stated that would be amended to add that as a requirement.

Schneider asked for clarification regarding conflict of interest. Schoeneman stated that a member who elects to abstain from voting shall provide a statement as to why they are abstaining and remove themselves from the proceedings prior to the presentation of the case. Schoeneman stated that if there is not a conflict, but a commissioner wants to abstain that the member should consider voting no with an explanation, rather than abstaining.

---

## COMMENTS

**Staff:** ISU Extension Planning and Zoning training is being offered if any new members would like to sign up. Interviews will begin next week for the planner position.

**Commission:** Mens complimented Schoeneman on the work she is doing for the commission.

---

**ADJOURNMENT:** 4:36 PM

Cheryl Moss PZC Chair  
Approval of Minutes

3/15/21  
Title and Date