



# PLANNING AND ZONING COMMISSION TENTATIVE AGENDA

Thursday, November 6, 2014  
Immediately Following

The Joint Meeting of the Commission and Board of Supervisors

*Public Meeting Room* - Story County Administration (900 6th Street) - Nevada, Iowa  
THIS MEETING IS OPEN TO THE PUBLIC PURSUANT TO CHAPTER 21 IOWA CODE.

1. CALL TO ORDER

2. ROLL CALL QUORUM DETERMINED

Nancy Couser, Chair; Susan Donaldson, Vice Chair; David Struthers; Nancy Miller; Aaron Steele; Scott Wendt; Marvin Smith

3. APPROVAL OF AGENDA

4. APPROVAL OF MINUTES

4.1. October 6, 2014 Draft Minutes

Documents: PZC MINUTES OCTOBER 2014.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.

G. OLD BUSINESS

7. NEW BUSINESS

7.1. 2015 Meeting Calendar

Documents: MEETING SCHEDULE CALENDAR 2015.PDF

7.1.1. Review And Consideration Of Changes To Story County Planning And Zoning Commission Organizational Policy And Rules Of Procedure

7.1.1.1. Election of Officers for Calendar Year 2015

8. PUBLIC HEARING ITEMS

9. COMMENTS

Staff  
Commission

10. ADJOURNMENT

The Commission shall adjourn prior to, but no later than 1:30 PM. Any business not brought forth to the Commission prior to adjournment shall be tabled to the next regularly scheduled Commission meeting.

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@storvcounty.com](mailto:PZWeb@storvcounty.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 ZONING**  
STORY COUNTY ADMINISTRATION  
900 6<sup>TH</sup> STREET  
NEVADA, IOWA 50201-2087



*"Commitment, Vision, Balance"*

**515-382-7245  
515-382-7294 (FAX)**

**MINUTES  
STORY COUNTY  
PLANNING AND ZONING COMMISSION**

<b>DATE:</b> July 7, 2014	Nancy Couser, Chair	2015
	Susan Donaldson, Vice-Chair	2015
	*Nancy Miller	2016
	Scott Wendt	2017
<b>CALL TO ORDER:</b> 5:30 p.m.	*David Struthers	2017
<b>PLACE:</b> Public Meeting Room	Aaron Steele	2018
Administration Building	*Marvin Smith	2018
	*Absent	

**ADJOURNMENT:** 7:26 PM

**PUBLIC PRESENT:** Gene Takle, David Fincham, Ardis Fincham, Chuck Brekke, Emily Sorensen, Erin Zehm, Jane Zehm, Al Brooks, James Elliott

**STAFF PRESENT:** Charlie Dissell, Interim-Director; Ryan Newstrom, Planner

**ROLL CALL:** Couser, Donaldson, Wendt, Steele

**ABSENT:** Struthers, Miller, Smith

---

**APPROVAL OF AGENDA (MCU)**

---

**APPROVAL OF MINUTES (MCU)**

July 7, 2014

---

**PUBLIC COMMENTS: Opened 5:32 p.m. – Closed 5:32 p.m.**

None

---

**OLD BUSINESS:**

None

---

**PUBLIC HEARING ITEM:**

**REZ02-14 BREKKE REZONING**

**Applicant:** Chuck Brekke

**Nature of Request:** Rezoning from A-2 to CLI, Commercial Light-Industrial

**Staff Member:** Charlie Dissell

**Parcel Number:** 1008400420, 1008400425

**STAFF PRESENTATION:**

Mr. Charlie Dissell reviewed the proposed Rezoning as submitted. Mr. Dissell reviewed the proposed location and current zoning as well as a history of the property in the Findings of Fact.

Mr. Dissell reviewed the standards of approval and the dates legal notifications were published.

Mr. Dissell provided comments submitted by Interagency Review Team members as follows:

Charlie Kuester, City of Ames Planning

*Appears consistent with the Ames Urban Fringe Plan.*

Dave Swanson, Story County Appraiser

*We will review the use of the parcel for the 2015 assessment.*

Mr. Dissell also provided Commission members with possible Conditions of Approval and how such would be implemented.

Mr. Dissell provided the following alternatives for the Commission to consider:

- 1) *The Story County Planning and Zoning Commission recommend approval of the Official Zoning Map Amendment, as put forth in case REZ02-14, and directs staff to forward the recommendation onto the Story County Board of Supervisors.*
- 2) *The Story County Planning and Zoning Commission recommend conditional approval of the Official Zoning Map Amendment, as put forth in case REZ02-14, and directs staff to forward the recommendation onto the Story County Board of Supervisors.*
- 3) *The Story County Planning and Zoning Commission recommend denial of the Official Zoning Map Amendment, as put forth in case REZ02-14, and directs staff to forward the recommendation onto the Story County Board of Supervisors.*
- 4) *The Story County Planning and Zoning Commission delays decision on the Official Zoning Map Amendment, as put forth in case REZ02-14, back to the applicant and/or staff for further review and/or modifications, and direct staff to place this item on the November 6, 2014 Planning and Zoning Commission Agenda under Old Business.*

---

**COMMISSION COMMENTS:**

Ms. Nancy Couser asked for clarification regarding the proposed rezoning location. Mr. Dissell stated that two parcels are involved the proposed rezoning also stating that the proposal is considered to be only one total amendment area.

Mr. Aaron Steele asked for clarification regarding the Ames Urban Fringe Plan areas asking for the City of Ames' overall position. Mr. Dissell stated that the Ames Urban Fringe Plan is fostered to the City of Ames and that Story County will typically agree with the City of Ames' opinion.

---

**APPLICANT COMMENTS:**

**Mr. Brekke**

Mr. Brekke stated that staff has presented the proposal well and asked Commission for any questions.

---

**PUBLIC COMMENT:**

**Mr. James Elliott**

Mr. Elliott asked what the long range plan will be for surrounding residents if the Brekke property becomes CLI, Commercial Light-Industrial.

Mr. Steele and Mr. Dissell stated that the surrounding area is also the same category as the Brekke parcels. Mr. Dissell also stated that the zoning and use is under the purview of the County also stating that the City of Ames would be involved in any sort of subdivision or annexation. Mr. Steele clarified the possible rezoning process of Mr. Elliott's property.

---

**COMMISSION COMMENTS:**

None

---

**MOTION: The Story County Planning and Zoning Commission recommend approval of the Official Zoning Map Amendment, as put forth in case REZ02-14, and directs staff to forward the recommendation onto the Story County Board of Supervisors. (MCU)**

**Motion:** Steele

**Second:** Wendt

**Voting Aye:** Donaldson, Steele, Wendt, Couser

**Voting Nay:** None

**Not Voting:** None

**Absent:** Struthers, Miller, Smith

---

**NEW BUSINESS:**

**CUP09-14 IOWA STATE UNIVERSITY CONDITIONAL USE PERMIT**

**Applicant:** Al Brooks

**Nature of Request:** Conditional Use Permit to construct a Commercial Wind Energy Conversion System (C-WECS)

**Staff Member:** Ryan Newstrom

**Parcel Number:** 00301300400

**STAFF PRESENTATION:**

Mr. Ryan Newstrom reviewed the proposed Conditional Use Permit as submitted. Mr. Newstrom reviewed the proposed location and property background information.

Mr. Newstrom reviewed the standards of approval and the dates legal notifications were published.

Mr. Newstrom provided Commission members with the following proposed condition of approval:

1. *All vehicular parking associated with the construction, operation, or maintenance of the C-WECS shall take place on site and shall not at any time take place in the public right-of-way.*

Mr. Newstrom provided the following alternatives for the Commission to consider:

- 1) *The Story County Planning and Zoning Commission recommends approval of the Conditional Use Permit, as put forth in case CUP09-14, to the Story County Board of Adjustment, and directs staff to place the item on the November 5, 2014, Story County Board of Adjustment agenda.*
- 2) *The Story County Planning and Zoning Commission recommends conditional approval of the Conditional Use Permit, as put forth in case CUP09-14, to the Story County Board of Adjustment, and directs staff to place the item on the November 5, 2014, Story County Board of Adjustment agenda.*
- 3) *The Story County Planning and Zoning Commission recommends denial of the Conditional Use Permit, as put forth in case CUP09-14, to the Story County Board of Adjustment, and directs staff to place the item on the November 5, 2014, Story County Board of Adjustment agenda.*
- 4) *The Story County Planning and Zoning Commission delays decision on the Conditional Use Permit request, as put forth in case CUP09-14, back to the applicant and/or staff for further review and/or modifications, and directs staff to place this item on the November 6, 2014, Planning and Zoning Commission Agenda under Old Business.*

---

**COMMISSION COMMENTS:**

Mr. Steele asked for clarification regarding proposed lighting. Mr. Newstrom stated that the lighting would coincide with FAA regulations, which is outside the purview of the county.

Mr. Steele also questioned whether the County is comfortable with not having a decommissioning plan or not. Mr. Newstrom stated that staff had discussed such and came to the conclusion that such decommissioning plan is not required as it is a public university facility. Mr. Dissell clarified the use as being a component to a wind farm. Mr. Dissell also stated the cellular towers are not required to have a decommissioning plan, but are required to be removed to a state in keeping with the character of the surrounding area.

Mr. Steele asked what would happen if the public university negotiated with the property owner to keep the tower for personal use. Mr. Newstrom clarified stating that if the use stayed the same nothing would need to be done, but if the use were the change then a Change In Use would need to be submitted.

---

**APPLICANT COMMENTS:**

**Mr. Brooks**

Mr. Brooks clarified decommissioning plans stating that the intention is to restore the site via the contracted contractors. Mr. Brooks asked Commission members for any questions. Mr. Brooks provided an overview of the proposed research.

---

**PUBLIC COMMENT:**

**Mr. David Fincham**

Mr. Fincham stated that his mother is a surrounding property owner and asked whether surrounding properties will be affected by this proposal. Mr. Brooks stated that all work will be contained to the proposed property.

Mr. Fincham also asked if drainage will be affected. Mr. Brooks stated that the tower is being designed so that there will be a minimum impact on the property and explained the proposed construction. Mr. Brooks also gave an overview of the proposed access.

---

**COMMISSION COMMENTS:**

Mr. Wendt asked for clarification regarding wind turbine locations. Mr. Dissell stated gave a short overview of existing wind turbines.

---

**MOTION: The Story County Planning and Zoning Commission recommends conditional approval of the Conditional Use Permit, as put forth in case CUP09-14, to the Story County Board of Adjustment, and directs staff to place the item on the November 5, 2014, Story County Board of Adjustment agenda. (MCU)**

**Condition: All vehicular parking associated with the construction, operation, or maintenance of the C-WECS shall take place on site and shall not at any time take place in the public right-of-way.**

**Motion:** Steele

**Second:** Donaldson

**Voting Aye:** Steele, Wendt, Couser, Donaldson

**Voting Nay:** None

**Not Voting:** None

**Absent:** Struthers, Miller, Smith

---

**PUBLIC HEARING ITEM:**

**ORD02-14 SECTION 90.10(6) SUPPLEMENTAL STANDARDS FOR COMMERCIAL WECS (C-WECS)**

**Nature of Request:** Consideration of changes to the conditional use supplemental standards for commercial wind energy conversion systems to address Shadow Flicker.

**Staff Member:** Ryan Newstrom

**STAFF PRESENTATION:**

Mr. Newstrom reviewed findings of Shadow Flicker research regarding noise and light. Mr. Newstrom reviewed other US states that have implemented similar regulations regarding Shadow Flicker.

Mr. Newstrom reviewed staff's recommendations regarding proposed Shadow Flicker regulations.

Mr. Newstrom provided the following alternatives for the Commission to consider:

- 1) *The Story County Planning and Zoning Commission recommends amendments to Section 85.08 and Section 90.10 6 of the Code of Ordinances of Story County, Iowa, as recommended by staff, and directs staff to forward the recommendations onto the Story County Board of Supervisors.*
- 2) *The Story County Planning and Zoning Commission recommends amendments to Section 85.08 and Section 90.10 6 of the Code of Ordinances of Story County, Iowa, with revisions to the staff recommendation, and directs staff to forward the recommendations onto the Story County Board of Supervisors.*
- 3) *The Story County Planning and Zoning Commission recommends no amendments to Section 85.08*

and Section 90.10 6 of the Code of Ordinances of Story County, Iowa, and directs staff to forward the recommendation onto the Story County Board of Supervisors.

- 4) *The Story County Planning and Zoning Commission delays decision on possible amendments to Section 85.08 and Section 90.10 6 of the Code of Ordinances of Story County, Iowa, for further review and/or modifications, and direct staff to place this item on the November 6, 2014, Planning and Zoning Commission Agenda.*

---

**PUBLIC COMMENT:**

None

---

**COMMISSION COMMENTS:**

Mr. Wendt provided proposed decommissioning photos from a C-WECS located near his home. Mr. Wendt stated that the C-WECS was graciously moved by the company, which has put Mr. Wendt's home outside the 10 hour area. Mr. Wendt stated he was very pleased by staff's proposal.

Mr. Newstrom stated that Shadow Flicker has become a common issue.

Mr. Steele asked for clarification regarding Actual Exposure. Mr. Newstrom explained in detail the definition of Actual Exposure.

---

**MOTION: The Story County Planning and Zoning Commission recommends amendments to Section 85.08 and Section 90.10 6 of the Code of Ordinances of Story County, Iowa, as recommended by staff, and directs staff to forward the recommendations onto the Story County Board of Supervisors. (MCU)**

**Motion:** Steele

**Second:** Wendt

**Voting Aye:** Wendt, Couser, Donaldson, Steele

**Voting Nay:** None

**Not Voting:** None

**Absent:** Struthers, Miller, Smith

---

**PUBLIC HEARING ITEM:**

**ORD03-14 SECTION 89.02 SIGNS**

**Nature of Request:** Consideration of changes to sign regulations.

**Staff Member:** Charlie Dissell

**STAFF PRESENTATION:**

Mr. Dissell reviewed direction given by the Board of Supervisors to research current sign regulations. Mr. Dissell gave an overview of other similar Counties sign regulations and notated how they compare to Story County sign regulations.

Mr. Dissell reviewed staff recommendations to signage regulation changes.

Mr. Dissell provided the following alternatives for the Commission to consider:

- 1) *The Story County Planning and Zoning Commission recommends amendments to Section 89.02 of the Code of Ordinances of Story County, Iowa, as recommended by staff, and directs staff to forward the recommendations onto the Story County Board of Supervisors.*
- 2) *The Story County Planning and Zoning Commission recommends amendments to Section 89.02 of the Code of Ordinances of Story County, Iowa, with revisions to the staff recommendation, and directs staff to forward the recommendations onto the Story County Board of Supervisors.*
- 3) *The Story County Planning and Zoning Commission recommends no amendments to Section 89.02 of the Code of Ordinances of Story County, Iowa, and directs staff to forward the recommendation onto the Story County Board of Supervisors.*
- 4) *The Story County Planning and Zoning Commission delays decision on possible amendments to*

*Section 89.02 of the Code of Ordinances of Story County, Iowa, for further review and/or modifications, and direct staff to place this item on the November 6, 2014, Planning and Zoning Commission Agenda.*

---

**PUBLIC COMMENT:**

None

---

**COMMISSION COMMENTS:**

Possible sign regulation changes were discussed.

---

**MOTION: The Story County Planning and Zoning Commission recommends amendments to Section 89.02 of the Code of Ordinances of Story County, Iowa, as recommended by staff, and directs staff to forward the recommendations onto the Story County Board of Supervisors. (MCU)**

**Motion:** Donaldson

**Second:** Steele

**Voting Aye:** Donaldson, Steele, Wendt, Couser

**Voting Nay:** None

**Not Voting:** None

**Absent:** Struthers, Miller, Smith

---

**COMMENTS**

**STAFF**

**DISCUSSION OF FUTURE MEETING DATES AND TIMES**

Mr. Dissell opened a discussion of Commission meeting dates and times of monthly meetings. Mr. Dissell recommended moving away from Monday meetings as well as moving the meeting start time earlier in the day to save budgetary monies.

Commission members and staff discussed the pros and cons to the suggested meeting dates and time changes.

**DISCUSSION OF JOINT MEETING WITH STORY COUNTY BOARD OF SUPERVISORS**

Mr. Dissell stated that a joint meeting will be tentatively scheduled and encourages Commission members to recommend possible changes.

**COMMISSION**

Mr. Wendt asked for an update on the Nady Subdivision. Mr. Dissell stated that the Nady Subdivision had been approved by the Board of Supervisors.

Mr. Wendt questioned how C-WECS decommissioning is funded and requested staff to invite Jessica Reynolds, Assistant County Attorney, to a future meeting to educate the Commission further.

---

**ADJOURNMENT: 7:26 PM**

---

**Approval of Minutes**

---

**Title and Date**

# 2015 Meeting Schedule

## Conceptual and Inter-Agency Review Team (CRT/IRT)

9:30 a.m.

## Planning and Zoning Commission (PZC)

Call to Order 4:00 p.m.  
1st Wednesday Monthly

## Board of Adjustment (BOA)

Call to Order 4:00 p.m.  
3rd Wednesday Monthly

Meeting Date	Submittal Deadline
January 29	Monthly 2 Weeks Prior to the Planning and Zoning Commission Meeting
February 26	
March 26	
April 30	
May 28	
June 25	
July 30	
August 27	
October 1	
October 30	
December 3	
January 7	

Meeting Date	Submittal Deadline
January 7	Monthly 2 Weeks Prior to the Planning and Zoning Commission Meeting
February 4	
March 4	
April 1	
May 6	
June 3	
July 1	
August 5	
September 2	
October 7	
November 4	
December 2	

Meeting Date	Submittal Deadline
January 21	Monthly 2 Weeks Prior to the Board of Adjustment Meeting
February 18	
March 18	
April 15	
May 20	
June 17	
July 15	
August 19	
September 16	
October 21	
November 18	
December 16	



## STORY COUNTY PLANNING AND ZONING COMMISSION ORGANIZATIONAL POLICY AND RULES OF PROCEDURE

Field Code Changed

**Creation.** Pursuant to the provision of statues and regulations of the *Iowa Code*, and as hereinafter set forth, there is hereby created and established a Planning and Zoning Commission consisting of seven (7) members appointed by the Board of Supervisors.

**Membership and Terms of Office.** All members shall be residents of Story County with a majority of the members residing in the unincorporated portions of the County. The term of office shall be five (5) years. The expiration date for all terms of office shall be December 31. The five (5) year term of office shall be effective as of January 1. Vacancies shall be filled for the unexpired term of any member whose term becomes vacant.

**Officers.** The Commission shall annually elect a chairperson and a vice-chairperson from among its members prior to the first calendar meeting of the year.

**Quorum.** A majority of the current membership of the Commission shall constitute a quorum and a quorum shall be required to conduct the business of the Commission. Actions on Development Application required to be reviewed by the Commission shall require a majority vote of the Commission membership present. At the request of members of the Planning and Zoning Commission, the County may make provisions for members of the Commission to participate in a meeting via a conference call or other telecommunication device.

**Meetings.** The Commission shall meet monthly or on call. The regularly scheduled meeting dates, time and location are determined by the Commission annually, prior to the first meeting of the calendar year. However, as needed, time and/or place of meeting may be revised and such changes noted in accordance with the notification procedures contained herein. There shall be an annual meeting with the Board of Supervisors to discuss the Commission's proceedings and activities, suggestions for policy and zoning ordinance revisions and other items relating to the Commission's duties.

### Meeting Cancellation

A regular meeting may be canceled due to a lack of substantive agenda items to be addressed, meeting location scheduling conflicts, emergency conditions, inclement weather, or other acts of nature beyond the County's control. It is the responsibility and prerogative of the Chair of the Planning and Zoning Commission to cancel such meeting, and the Chair will notify the Planning and Development Director or his/her designee who will assume responsibility for notifying the media and persons affected by the cancellation, posting notice of the cancellation as appropriate, and rescheduling the meeting as appropriate. In the event that a scheduled meeting is canceled, the Chair may schedule a special meeting of the items scheduled to be conducted at the canceled meeting shall be deferred until such rescheduled meeting.

Deleted: Zoning

**Procedure of Meetings.** The Commission shall follow the following procedure for each meeting.

1. **Call to Order**
  - a. Chair calls the meeting to order.
2. **Roll Call**
  - a. The recording secretary states each member's name, who responds in turn with "present".

Deleted: ¶  
A list of media to contact includes:¶  
- WHO - television channel 13 and WHO radio AM-1040: 515/242-3500¶  
- KASI/KCCG radio - 1430 AM and KCCQ radio - 107 FM: 232-1430¶  
- WOI - television channel 5: 1-800-858-5555¶

**3. Approval of Agenda**

- a. The chair determines if there are any changes or additions to the draft agenda. The agenda is then approved by the commission.
- b. Of note: approval of the agenda does not require a motion and a second.

**4. Approval of minutes**

- a. The chair determines if there are any changes or additions to the draft minutes. The minutes are then approved.
- b. Of note: approval of the minutes does not require a motion and a second, nor is a vote required.

**5. Public Comments**

- a. This is time for members of the public present to address to commission regarding matters not on the agenda. Also, correspondences received by staff regarding items not on the agenda are brought forth to the commission at this time.

**6. Old Business**

- a. This includes review of motions and business not settled at the last meeting when it was adjourned.
- b. If there is old business, each item is acted upon individually.

**7. New Business**

- a. At this point, the commission is considering new business. Each item listed on the agenda is addressed separately.
  - i. The chair first directs staff to present the case.
  - ii. Once staff is finished, the chair asks the commission members if there are any questions for staff.
  - iii. Once all questions have been reviewed, the chair then allows the applicant to present.
  - iv. Once applicant is finished, the chair asks the commission members if there are any questions for the applicant.
  - v. Once all questions have been reviewed, the chair asks whether any members of the public wish to address the commission regarding this application. The Chair may rule repetitious comments out of order, and also may limit the amount of time each member of the public has to speak.
  - vi. Once all public members have been given the opportunity to speak, the chair asks the commission if there are any additional questions of staff or the applicant.
  - vii. After all questions are answered, the chair will ask for a motion. Once a motion has been stated, the chair asks for a second to the motion. After motion has been made and seconded, the chair restates the motion for the record.
  - viii. The motion may be changed through an amendment. If no amendments are proposed, and the discussion has ended, the chair calls for a vote by roll call and the recording secretary calls each name, and the vote is recorded.
  - ix. Once the recording secretary has completed roll call vote, the chair announces the results.
  - x. The chair may address the applicant with an overview of the final result of all motion (i.e., "the commission has approved/recommended for approval your application to the board of supervisors. Please coordinate the next steps with the planning and development staff.)
- b. The same procedure is used for the next new business item.

Deleted: closes the public hearing and

Deleted: zoning

Deleted: Other Business

**8. Public Hearing Items**

- a. At this point, the commission is holding public hearings. Each item listed on the agenda is addressed separately.
  - i. The chair first directs staff to present the case.

- ii. Once staff is finished, the chair asks the commission members if there are any questions for staff.
- iii. Once all questions have been reviewed, the chair then allows the applicant to present.
- iv. Once applicant is finished, the chair asks the commission members if there are any questions for the applicant.
- v. Once all questions have been reviewed, the chair opens the public hearing and asks whether any members of the public wish to address the commission regarding this application. The Chair may rule repetitious comments out of order, and also may limit the amount of time each member of the public has to speak.
- vi. Once all public members have been given the opportunity to speak, the chair closes the public hearing and asks the commission if there are any additional questions of staff or the applicant.
- vii. After all questions are answered, the chair will ask for a motion. Once a motion has been stated, the chair asks for a second to the motion. After motion has been made and seconded, the chair restates the motion for the record.
- viii. The motion may be changed through an amendment. If no amendments are proposed, and the discussion has ended, the chair calls for a vote by roll call and the recording secretary calls each name, and the vote is recorded.
- ix. Once the recording secretary has completed roll call vote, the chair announces the results.
- x. The chair may address the applicant with an overview of the final result of all motion (i.e., "the commission has approved/recommended for approval your application to the board of supervisors. Please coordinate the next steps with the planning and development staff.)
- b. The same procedure is used for the next new business item.

**9. Comments**

- a. This item on the agenda allows the planning and zoning commission members to note any announcements or offer comments regarding items not on the agenda.
- b. This item on the agenda allows the planning and development staff to note any announcements or offer comments regarding items not on the agenda.

**10. Adjournment**

- a. The chair asks if there is any further business, and if not, the chair may adjourn the meeting. If the commission wishes to adjourn the meeting before all business is completed, the meeting must be adjourned by motion, and a second is required.

**Amending Motions.** Motions can be amended only by the following:

- 1) Inserting or adding a word, phrase or sentence;
- 2) Striking out a word, phrase or sentence;
- 3) Striking out and inserting (substituting) words, phrases, sentences or paragraphs.

After a main motion has been made and seconded, any member can proposed an amendment, after being recognized by the Chair, by stating, "I move to amend the motion by...". Each proposed amendment must be seconded by another member to proceed. If there is a statement, the Chair states the main motion and the amendment so members will understand how the proposed amendment will change the main motion. The chair than ask for Commission discussion on the proposed amendment. After the discussion has ended, a vote on the proposed amendment is taken. The vote is then taken, (Roll Call is not needed.) and the Chair announces the outcome of the vote.

**Ex-parte Contacts.** Any contact though e-mail, phone, in-person, or in such similar fashion that a Commission member may have with a party involved, or potentially involved, in a matter before the

Deleted: <#>This may include the election of officers, presentation on items neither on the agenda nor pending cases, and other matters.¶  
<#>If there is other business, each item is acted upon individually.¶  
<#>Commission Comments¶

Deleted: <#>Staff Comments¶

Deleted: zoning

Commission and outside of the public hearing process is known as an "ex-parte" contact. Any substantive information or facts that a Commission member may receive during the course of those contacts that relates to the matter at hand shall be made a part of the public record so that it can be available for consideration or challenge by all interested parties. This shall be done by way of a public statement by the Commission member prior to the presentation of the matter under consideration at the Commissions meeting.

**Conflict of Interest.** A Commission member may abstain if the member believes there is a conflict of interest, particularly if the conflict is of a financial nature or otherwise. A member who elects to abstain from voting shall discuss the reason for the abstention with the Commission prior to the presentation of the matter under consideration. During the presentation and discussion of the matter under consideration, a member who plans to abstain from voting should remove him/herself from the proceedings and from taking any action on the issue or attempting to persuade any other member of the Commission to act in any specific direction. Commission members may not receive any type of gift for their own personal use or enjoyment related to transaction of their official Commission duties.

**Continuances.** The Commission may table a case until a later meeting to enable additional testimony to be heard, a site visit, or for other good cause by an affirmative vote of a majority of the members present and voting. The Commission may remove the item from the table at anytime by an affirmative vote of a majority of the members present and voting, however may not take final action on the item unless a quorum is present and such action receives a concurring vote of a majority of the members present.

**Removal of Commission Members.** Commission members are appointed by the Board of Supervisors and may be removed at any time for failure, (1) to attend three consecutive meetings or (2) to attend at least 2/3 of the meetings within any 12-month period. Upon written request of the member proposed for removal, the Board of Supervisors shall hold a hearing on the removal before it becomes effective.

**Notification Procedures.** Notice of the time and place of the hearing shall be published and applicant notification letters and surrounding property owner notification letters (within one-quarter mile) must be mailed in accordance with Section 331.305, *Code of Iowa*, as amended.

ADOPTED: June 30, 1978  
REVISED: March 14, 1989  
September 11, 1990  
December 16, 2002  
March 28, 2005  
February 4, 2008  
April 6, 2009  
March 1, 2010  
November 6, 2014