

**STORY COUNTY  
PLANNING AND DEVELOPMENT  
STORY COUNTY ADMINISTRATION  
900 6<sup>TH</sup> STREET  
NEVADA, IOWA 50201-2087**



*"Commitment, Vision, Balance"*

**515-382-7245**

**MINUTES  
STORY COUNTY  
BOARD OF ADJUSTMENT**

**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> November 17, 2021	*Steve McGill, Chair	2022
	Matthew Neubauer, Vice Chair	2021
	Kelli Excell	2023
	*Nathan Hovick	2024
	Elara Jondle	2024
	*Absent	

**CALL TO ORDER:** 4:00 PM

**PLACE:** Story County Administration Building

**PUBLIC PRESENT:**

**STAFF PRESENT:** Amelia Schoeneman, Planning and Development Director; Stephanie Jones, Recording Secretary

**ROLL CALL:** Neubauer, Jondle, Excell

**ABSENT:** McGill, Hovick

**APPROVAL OF AGENDA (MCU)**

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**APPROVAL OF MINUTES (MCU)**

October 20, 2021

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**PUBLIC COMMENTS:**

None

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**OTHER BUSINESS:**

**Review of Story County Supplement to ICAP's Introduction to Planning and Zoning Workshop**

Amelia Schoeneman presented a training on the role of the Board of Adjustment based off the Iowa State Extension training and how it applies to Story County. Topics discussed included:

- ❖ C2C Comprehensive Plan
- ❖ C2C Land Use Plan
- ❖ Ames Urban Fringe Plan
- ❖ Story County Zoning Map
- ❖ Story County Zoning Districts
- ❖ Principal Permitted Uses
- ❖ Nonconforming Uses
- ❖ Nonconforming Structures
- ❖ Nonconforming Use of Land
- ❖ The Story County Board of Adjustment is a Quasi-Judicial Board. Makes decisions based on facts and evidence presented at public hearing. Decisions can be appealed to district court within 30 days. The Board must approve a findings of fact document for each case. May not talk to members of the public outside of the public hearing (ex-parte contacts) so that all members have the same information.
- ❖ Conflict of Interest
- ❖ Conditional Use Permit Standards
- ❖ Variance Standards
- ❖ Rules of Procedure - appeals, quorum, continuances, hearings, time limits on public comments, swearing members of the public in, public comments should be directed to the board.

Neubauer asked if the chair should say I will entertain a motion for, and then state what the motion should be or if that is too misleading. Schoeneman stated there is nothing specific in the Rules of Procedure, but it could be added.

Neubauer asked if board members should make their thoughts known for the record. Schoeneman stated that it is an assumption if agree with staff's findings if they do not otherwise indicate, but if a member doesn't agree with staff, they should let staff know why they don't agree.

Excell asked if there is a time limit for meetings. It is noted on the agenda that the board shall adjourn no later than 11:30 p.m. Schoeneman stated that if the board felt it is getting too late to make an adequate decision that they could ask for a continuance.

**BOARD/STAFF COMMENTS:**

**Staff:** Officer Elections will take place at the December meeting and there will likely be two modifications for Conditional Use Permits on the agenda that were previously granted with time limits.

**Board:** None

**ADJOURNMENT:** 4:50 PM

1-19-2022  
**Approval of Minutes**

, Chairman  
**Title and Date**