

BOARD OF SUPERVISORSDistrict 1 | **Stacey Walker**District 2 | **Ben Rogers**District 3 | **Louis J. Zumbach****JEAN OXLEY LINN COUNTY PUBLIC SERVICE CENTER**

935 2ND ST. SW

CEDAR RAPIDS, IA 52404

PH: 319-892-5000 | FAX: 319-892-5009

LinnCounty.org

**LINN COUNTY BOARD OF SUPERVISORS
MEETING AGENDA**

Wednesday, February 3, 2021

11 a.m.

Formal Board Room—Jean Oxley Public Service Center
935 2nd St. SW, Cedar Rapids, IA**Call to Order****Pledge of Allegiance****Public Comment: Five Minute Limit per Speaker**

This comment period is for the public to address topics on today's agenda.

Consent Agenda

Items listed on the consent agenda are routine and will be considered by one motion without individual discussion unless the Board removes an item for separate consideration.

Statement of Election Costs – General Election, November 3, 2020

Reports

Receive and place on file Auditor's Quarterly Report for the quarter ending 12/31/20 in the amount of \$775,636.48. Total Auditor transfer fees deposited by Recorder with the County Treasurer in the amount of \$12,590.00.

Resolutions

Resolution accepting Business 30, west of the Mt. Vernon city limits and east of the Lisbon city limits, into the Linn County Secondary Road system.

Resolution accepting Lisbon Blvd, between Business 30 and Cedar County, into the Linn County Secondary Road system.

Resolution accepting a portion of Willow Creek Ln west of Willow Creek Rd into the Linn County Secondary Road system.

Resolution to approve Final Plat for Alger Homestead Addition, Case JF20-0011

Resolution to approve Residential Parcel Split for Morio Farm Addition, Case JPS21-0001.

Resolution accepting a contract for project FM-C057(152)—55-57, HMA(hot mix asphalt) resurfacing on First St and Front Dr from bridge #795 to Otter View Rd, to L.L. Pelling Co., Inc. in the amount of \$275,597.94 and authorize Bradley J. Ketels, County Engineer, to sign contract and associated documents.

Resolution accepting a contract for project L-SHELLSBURG RD(21), concrete paving on Shellsburg Road from Linn-Benton Road to Palo city limits and on Blairs Ferry Road from Palo Marsh Road to the Cedar River bridge, and on Palo Marsh Road from Blairs Ferry Road to the Bear Creek bridge, to Horsfield Construction, Inc. in the amount of \$1,394,659.30 and authorize Bradley J. Ketels, County Engineer, to sign contract and associated documents.

Contract and Agreements

Approve agreement between the East Central Iowa Council of Governments, Linn County, and Feed Iowa First for rural recovery projects related to economic recovery and resiliency

Authorize Chair to sign an Iowa Certified Local Government 2020 Annual Report for the Linn County Historic Preservation Commission

Approve and authorize Facilities to donate 2 counters, 4 office chairs plus track and hardware to Benton County Transportation (Dana Burmeister – Director) noting this is used furniture with no County value.

Licenses & Permits

Regular Agenda

Discuss and Decide on Consent Agenda

Minutes-Discuss and decide on meeting minutes.

Claims-Discuss and decide on claims.

Third and final consideration on an ordinance amending the Code of Ordinances, Linn County, Iowa, by amending provisions in Chapter 107, Unified Development Code.

Update on Linn County's response to COVID-19

Discuss and decide on Fiscal Year 2021 Witwer Trust Grant funding recommendations.

Public Comment: Five Minute Limit per Speaker

This is an opportunity for the public to address the board on any subject pertaining to board business.

Board Member Reports

Legislative Update

Correspondence

Appointments

**1:30
Formal Board Room**

Budget discussions and follow-up for the proposed Fiscal Year 2022 budgets

Other budget discussions if necessary.

Adjournment

To adhere to social distancing requirements, Linn County employees and the public may participate in this meeting as follows:

- 1) Conference call—telephone number 1-800-945-0974, access code 501116
- 2) Email questions or comments prior to or during the meeting to: bd-supervisors@linncounty.org

For questions about meeting accessibility or to request accommodations to attend or to participate in a meeting due to a disability, please contact the Board of Supervisors office at 319-892-5000 or at bd-supervisors@linncounty.org.

LINN COUNTY AUDITOR'S OFFICE

Joel Miller | Auditor

Rebecca Shoop | First Deputy

JEAN OXLEY LINN COUNTY PUBLIC SERVICE CENTER

935 2ND ST. SW

CEDAR RAPIDS, IA 52404

PH: 319-892-5300

LinnCounty.org



January 27, 2021

To: Linn County Board of Supervisors

From: Joel D. Miller, Linn County Auditor & Commissioner of Elections

Re: Statement of Election Costs

Please receive and place on file the election cost figures below. The figures represent costs for the **General Election held on November 3, 2020.**

All costs incurred for General Election are the responsibility of the county and are paid from the Election Services' budget.

Total Cost: \$1,393,727.14**Election Cost to County: \$744,410.00****Joel D. Miller****Linn County Auditor**

935 2nd St. SW

Cedar Rapids, IA 52404

(p) 319-892-5300 (f) 319-892-5359

**Cost
Statement*****General Election - November 3, 2020***

WAGES / MILEAGE	
Election Officials / Precinct Rovers / etc.	\$173,376.00
Election Technicians	\$59,939.95
Temporary Office Staff	\$365,457.72
Permanent Office Staff (Over regularly scheduled hours)	\$12,446.44
Satellite Workers	\$112,743.29
Mileage Reimbursements	\$8,239.12
PRINTING	
Election Registers	\$1,148.65
Ballots	\$64,013.82
Photo Copies & Signs	\$15.30
SUPPLIES	
Tally Envelopes/ Spoiled Ballot Envelopes	\$47.93
Absentee Ballot Envelopes/Supplies	\$39,166.03
Voter Rosters	\$153.80
"I Voted" Stickers	\$366.60
Labels/Paper at Precinct (E-Poll Book)	\$266.58
Miscellaneous Forms & Supplies	\$23,505.77

PUBLICATIONS & ADVERTISING	
Public Notices & Sample Ballots	\$5,147.36
Additional Advertising	\$33,026.96
PROFESSIONAL SERVICES	
Ballot-on-Demand	\$4,801.93
Vote-by-Mail	\$0.00
POSTAGE	
Precinct Official Communications	\$117.00
Absentee Ballots - Mailing Out	\$3,513.66
Absentee Ballots - Returned by Mail	\$99,311.10
POLLING PLACE	
Building Rental	\$4,457.00
Security Officers for Schools	\$10,835.63
Van Rental & Gas (Machine Delivery)	\$251.44
Car Rental & Gas (Election Day / Satellite Vehicles)	\$7,603.86
Technician Van Gas	\$84.16
OTHER	
PPE	\$1,163.91
Lookup Tool Update	\$294.75
Elections Trailer and Supplies	\$20,954.39
Photo Copier Rental & Associated Charges	\$1,058.45
ASVP Board Meals	\$1,773.09
Temp Tech Meal	\$105.51
Training Snacks	\$172.52
Allegra Mailers	\$95,181.36
Allegra Postage	\$79,622.54
Additional Signs and Materials	\$17,967.53
IT Security Upgrade	\$88,415.21
Panasonic System	\$40,835.00
Poll Print/Poll Pads	\$15,072.00
Ballot Stock	\$1,073.78
ELECTION TOTAL:	\$1,393,727.14
LESS AMOUNT, HAVACARES GRANT	-\$62,200.00
LESS AMOUNT, CENTER FOR TECH AND CIVIC LIFE	-\$587,117.14
ELECTION COST TO COUNTY:	\$744,410.00

This statement is given pursuant to Code of Iowa section 47.3 par. 2 which states:

... The county commissioner of elections shall certify to the county board of supervisors a statement of cost for an election. The cost shall be assessed by the county board of supervisors against the political subdivision for which the election was held.



AUDITOR'S QUARTERLY REPORT TO THE BOARD OF SUPERVISORS

October 1st, 2020 to December 31st, 2020

Election Reports	\$	10.00
Election: Reimbursements of Local Elections	\$	2,085.78
Election: Misc. Fees	\$	2,400.00
Maps and Supplies	\$	26.00
Grants:	\$	770,360.00
Digital Data	\$	0.00
Research Fees	\$	0.00
Misc. Fees	\$	2.20
Purchasing Card Rebate	\$	0.00
Plat Survey Fees	\$	250.00
Book and Materials	\$	0.00
Liquor Licenses	\$	465.00
Cigarette Permits	\$	37.50
 Total On Deposit with the County Treasurer	 \$	 <u>775,636.48</u>
 Total Auditor Transfer Fees Deposited by Recorder with the County Treasurer	 \$	 <u>\$12,590.00</u>

I, Joel Miller, Auditor of Linn County, Iowa, do hereby certify that the above information is a true and correct record of fees collected by me as Auditor, for the quarter ending December 31st, 2020.

Joel Miller by Rebecca Shoop 1-27-2021
Joel Miller, Linn County Auditor Date

Prepared by and Return to: Linn County Secondary Road Dept., 1888 County Home Road, Marion, Iowa 52302, (319)892-6400

RESOLUTION # _____

ACCEPTANCE OF ROAD

WHEREAS, the Iowa Department of Transportation constructed the Hwy 30 bypass around Mt. Vernon and Lisbon and transferred the old portion of Hwy 30, now named Business 30, to Linn County , and

WHEREAS, the Iowa Department of Transportation has requested that the transferred section of road be accepted into the Linn County Secondary Road System, and

WHEREAS, the Linn County Engineer has reviewed the transferred sections of Business 30 and recommends acceptance.

NOW, THEREFORE BE IT RESOLVED by the Linn County Board of Supervisors, that the above named road(s) be hereby accepted into the Linn County Secondary Road System and the County Engineer be directed to assume the maintenance of said road(s) in accordance with the Linn County Road Maintenance Policy.

Moved by Supervisor _____ Seconded by Supervisor _____
that the above resolution be adopted this __ day of _____, 201__ by a vote of ____ aye ____ nay and
_____ abstain from voting.

BOARD OF SUPERVISORS
LINN COUNTY, IOWA

ATTEST:

Chairperson

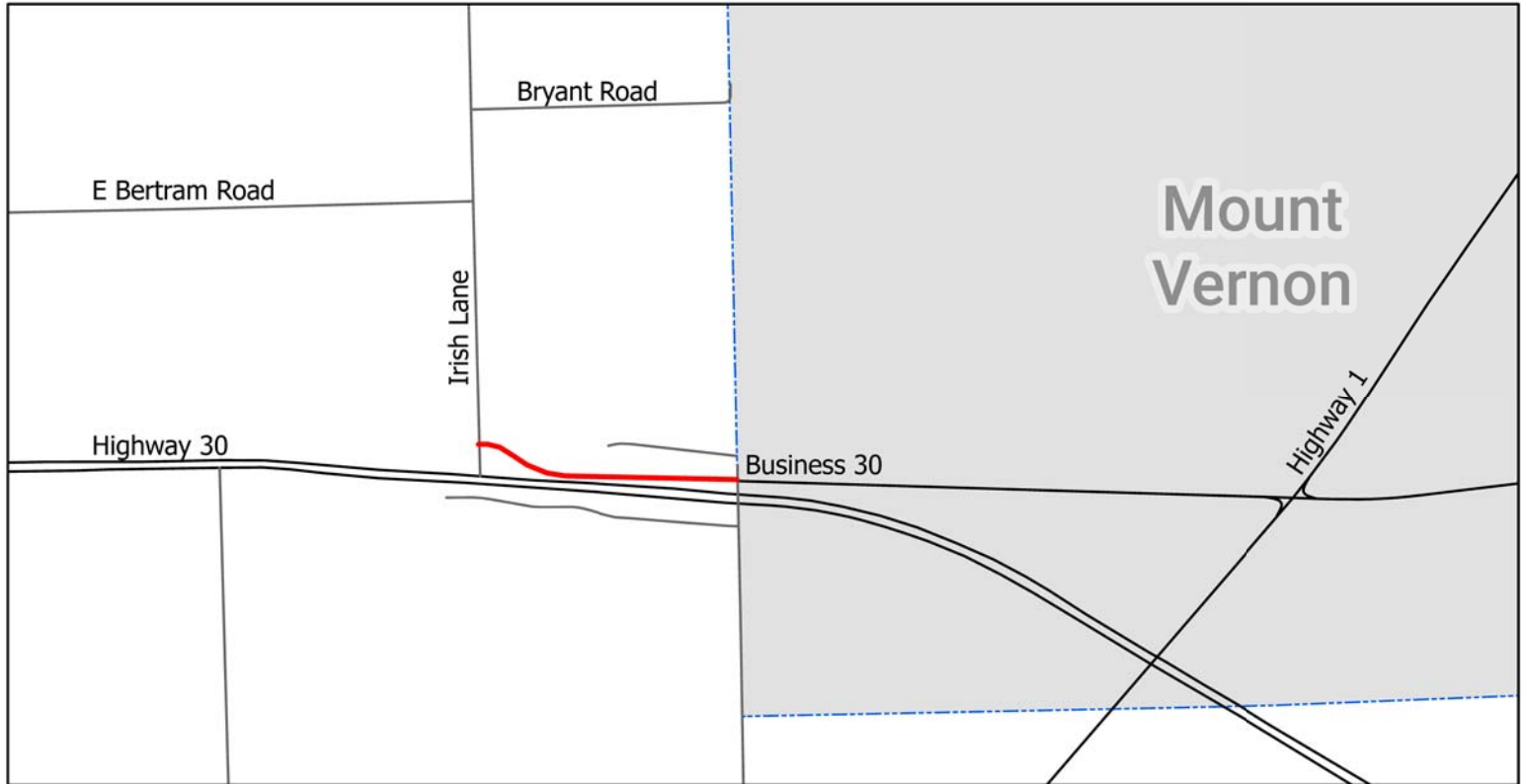
Linn County Auditor

Vice Chairperson

Supervisor



Business 30 Road Acceptance Map



Prepared by and Return to: Linn County Secondary Road Dept., 1888 County Home Road, Marion, Iowa 52302, (319)892-6400

RESOLUTION # _____

ACCEPTANCE OF ROAD

WHEREAS, the Iowa Department of Transportation constructed the Hwy 30 bypass around Lisbon and built a new road, from Business 30 over the new Hwy 30 to Adams Ave in Cedar County, in NE1/4 section 13-82-5, and

WHEREAS, the Iowa Department of Transportation has requested that the new section of road be accepted into the Linn County Secondary Road System, and

WHEREAS, the Linn County Engineer has reviewed the newly built road as Lisbon Blvd and recommends acceptance.

NOW, THEREFORE BE IT RESOLVED by the Linn County Board of Supervisors, that the above named road(s) be hereby accepted into the Linn County Secondary Road System and the County Engineer be directed to assume the maintenance of said road(s) in accordance with the Linn County Road Maintenance Policy.

Moved by Supervisor _____ Seconded by Supervisor _____
that the above resolution be adopted this __ day of _____, 201__ by a vote of ____ aye ____ nay and
_____ abstain from voting.

BOARD OF SUPERVISORS
LINN COUNTY, IOWA

ATTEST:

Chairperson

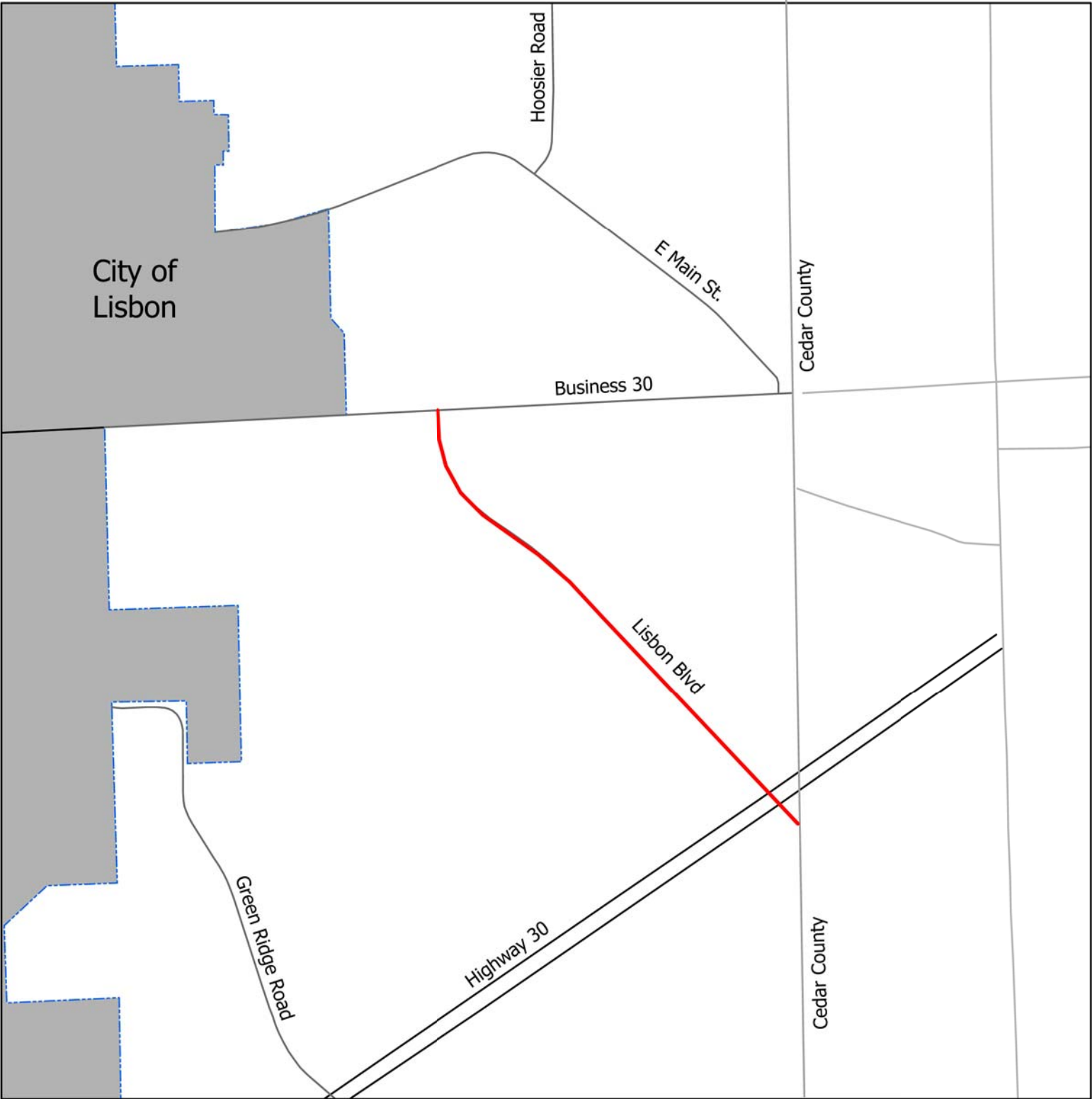
Linn County Auditor

Vice Chairperson

Supervisor



Lisbon Blvd Road Acceptance Map



Prepared by and Return to: Linn County Secondary Road Dept., 1888 County Home Road, Marion, Iowa 52302, (319)892-6400

RESOLUTION # _____

ACCEPTANCE OF ROAD

WHEREAS, the Iowa Department of Transportation has constructed the Hwy 30 bypass around Mt. Vernon and built a new access road west of Willow Creek Road in the NW1/4 NE1/4 and NE1/4 NW1/4 section 17-82-5, and

WHEREAS, the Iowa Department of Transportation has requested that the new section of road be accepted into the Linn County Secondary Road System, and

WHEREAS, the Linn County Engineer has reviewed the newly built access as Willow Creek Lane and recommends acceptance.

NOW, THEREFORE BE IT RESOLVED by the Linn County Board of Supervisors, that the above named road(s) be hereby accepted into the Linn County Secondary Road System and the County Engineer be directed to assume the maintenance of said road(s) in accordance with the Linn County Road Maintenance Policy.

Moved by Supervisor _____ Seconded by Supervisor _____
that the above resolution be adopted this __ day of _____, 201__ by a vote of ____ aye ____ nay and
_____ abstain from voting.

BOARD OF SUPERVISORS
LINN COUNTY, IOWA

ATTEST:

Chairperson

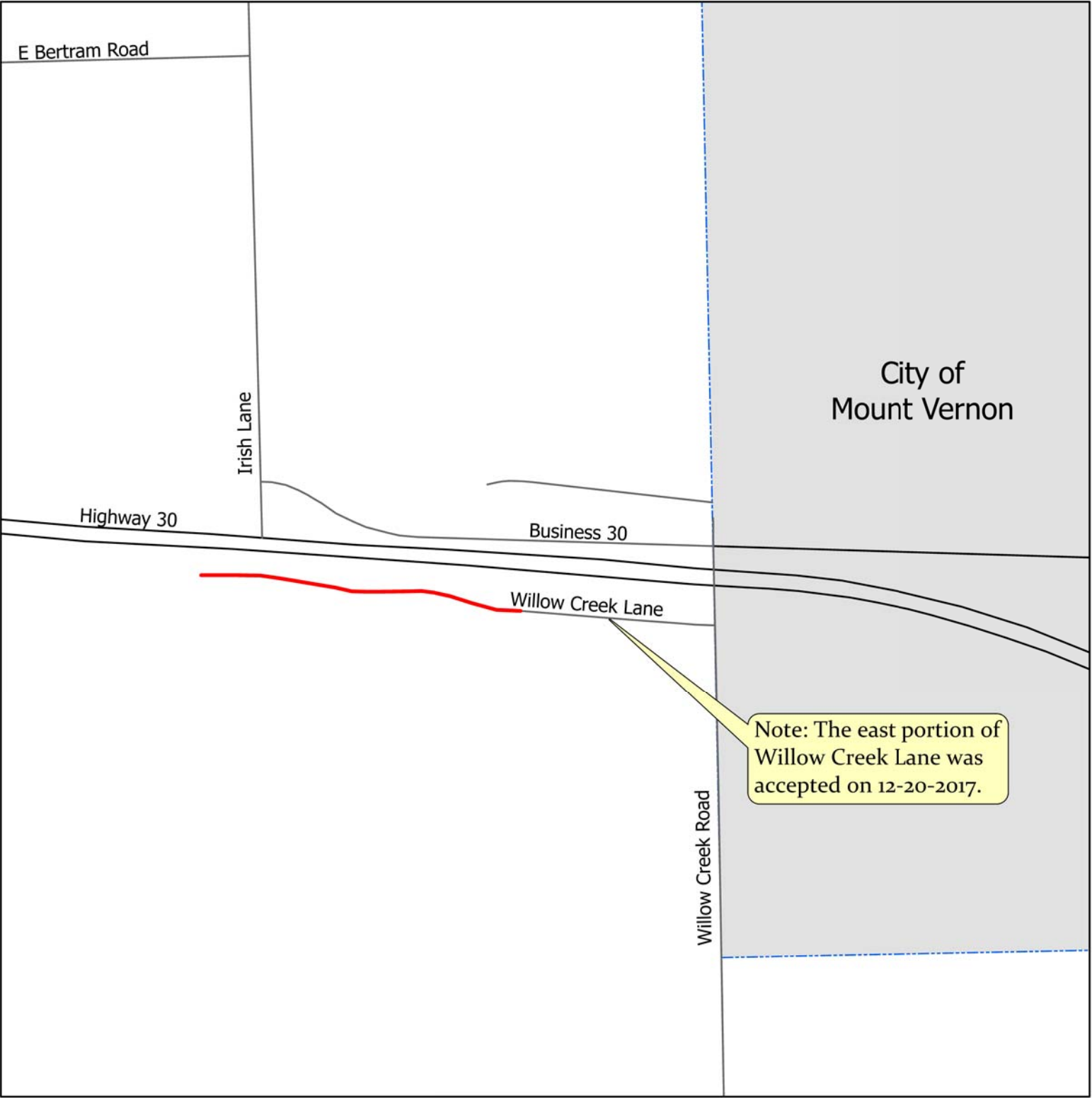
Linn County Auditor

Vice Chairperson

Supervisor



Willow Creek Lane Road Acceptance Map



LINN COUNTY BOARD OF SUPERVISORS

RESOLUTION # _____

APPROVING A FINAL PLAT

WHEREAS, a final plat of Alger Homestead Addition (Case #JF20-0011) to Linn County, Iowa, containing three (3) lots, labeled Lot 1 (one), Lot 2 (two) and Lot A, has been filed for approval, a subdivision of real estate located in the SWSE of Section 23, Township 83 North, Range 06 West of the 5th P.M., Linn County, Iowa, described as follows:

Lot 1, Johnson's Second Addition to Linn County, Iowa. The label of the lot is designated on the Final Plat by figures near the center of the lot. The dimensions of the lot, the width of the street and the distances from the lines and corners of the United States public land survey system are shown in feet and decimals thereof on said Plat.

WHEREAS, said plat is accompanied by a certificate acknowledging that said subdivision is by, and with the free consent of the proprietors, and is accompanied by a certificate dedicating certain property to the public, as shown on the plat; and

WHEREAS, said plat and its attachments thereto have been found to conform to the requirements of the comprehensive plan and the subdivision ordinance; and the requirements of other ordinances and state laws governing such plats; and

WHEREAS, the following conditions as listed on the Planning and Development Staff Report of August 19, 2020 as last amended on September 21, 2020 have been addressed:

LINN COUNTY SECONDARY ROAD DEPARTMENT

1. Entrance permit required for new entrances and existing unpermitted entrances, Sec.11 and the Unified Development Code, Article IV, Sec. 107-72 § 2 (h)(5). All approved entrances shall be brought into conformance with County standards. One entrance per parcel is allowed. The minimum distance allowed from the centerline of a road intersection to the centerline of a driveway is 150 feet.
2. Dedication of road rights-of-way, County Standard Specifications, Section 5. A minimum of 50 feet of right-of-way on Bloomington Road and 55 feet of right-of-way on O'Connor Road adjacent to the development shall be dedicated to the County for road purposes.
3. Road agreement with conditions similar to final plat cases. County Standard Specifications, Section 1.
4. E-911 address sign will be required at the time an entrance permit is applied for at the Secondary Road Department.

IOWA DEPARTMENT OF TRANSPORTATION

1. No conditions to be met.

LINN COUNTY PUBLIC HEALTH DEPARTMENT

1. No conditions to be met.

NATURAL RESOURCES CONSERVATION SERVICE

1. Show approximate location of natural drainage ways and a note restricting building within the natural drainage way should be shown on the final plat. Contact the NRCS office for widths and building restriction requirements.
2. Land disturbance greater than 1 acre in size, not associated with agricultural crop production, will require a NPDES permit granted by the Iowa Department of Natural Resources.
3. A site plan showing potential location of home and septic and water well on lots.

4. Wet soils may adversely impact possible home and septic site(s). Clarify plans for subsurface drainage with USDA Natural Resources Conservation Service (NRCS).
5. Clarify plans to address potential wetland area with NRCS.

LINN COUNTY CONSERVATION DEPARTMENT

1. No conditions to be met.

LINN COUNTY EMERGENCY MANAGEMENT

1. No conditions to be met.

LINN COUNTY PLANNING AND DEVELOPMENT - ZONING DIVISION

1. Various revisions to the site plan and final plat.
2. Prior to approval of the final plat, the owner must sign an "Acceptance of Conditions" form. The "Acceptance of Conditions" form states that the owner understands and agrees to comply with the agreed upon conditions as stated in the staff report.
3. This plat lies within the 2-mile jurisdiction of the City of Bertram, and as per Chapter 354 of the Code of Iowa, a certified resolution by any municipality that has authority to review the plat to either approve the plat or waive its right to review must be provided.
4. Approval of utility and drainage easements by the appropriate companies with all easements marked on the final plat bound copies.
5. The proposed subdivision name and proposed names of all roads, streets and lanes shall be submitted for review and approval by the Linn County Auditor's office prior to approval of the final plat.
6. The final plat bound documents must be approved by the Linn County Board of Supervisors on or before **SEPTEMBER 21, 2021** as per Article IV, Section 107-72, § (1)(g), and shall be recorded within 1 year of that approval, as per Article IV, Section 107-72, § (2)(f) of the UDC.
7. One original and 3 complete copies of the final plat bound documents that must include the following:
 - i. Owner's certificate and dedication certificate executed in the form provided by the laws of Iowa, dedicating to Linn County title to all property intended for public use, including public roads
 - ii. Title opinion and a consent to plat signed by the mortgage holder if there is a mortgage or encumbrance on the property as well as a release of all streets, easements, or other areas to be conveyed or dedicated to local government units within which the land is located
 - iii. Surveyor's certificate
 - iv. Auditor's certificate
 - v. Resolution of the Planning and Zoning Commission
 - vi. Resolution of the Board of Supervisors
 - vii. Resolution of approval or waiver of review by applicable municipalities
 - viii. Treasurer's certificate
 - ix. Agricultural Land Use Notification. The landowner shall ensure that such notification shall be attached to the deed and shall become a separate entry on the abstract of title for all the property that is subject of the permit or development as per Article V, Section 107-91, § (h) of the UDC.
 - x. Restrictive covenants or deed restrictions, as separate instruments, not combined with any other instrument
 - xi. Three (3) copies of the surveyor's drawing
 - xii. A covenant for a secondary road assessment

NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors, of Linn County, Iowa, that said plat is hereby approved. The Board of Supervisors and County Engineer are hereby authorized to enter approval upon the final plat resolution. The Board of Supervisors' Chairperson is also hereby authorized to sign said plat which executes an acceptance of dedication of property to the public, as shown on said plat.

NOW, THEREFORE BE IT FURTHER RESOLVED, by the Board of Supervisors, of Linn County, Iowa, that said plat and plat proceedings shall not be changed or altered in any way, without the approval of the Linn County Board of Supervisors. Said plat and plat proceedings shall be recorded by February 3, 2022 to be valid.

Passed and approved this 3rd day of February, 2021

Linn County Board of Supervisors

Chair

Vice Chair

Supervisor

Aye:

Nay:

Abstain:

Absent:

Attest:

Joel Miller, Linn County Auditor

Linn County Board of Supervisors
February 3, 2021
Resolution # _____
JF20-0011
Page 4 of 4

Linn County Engineer

Brad Ketels, Engineer

State of Iowa)
) SS
County of Linn)

I, Joel Miller, County Auditor of Linn County, Iowa, hereby certify that at a regular meeting of the said Board of Supervisors, the foregoing resolution was duly adopted by a vote of:

___ Aye ___ Nay ___ Abstain ___ Absent

Joel Miller

Subscribed and sworn to before me by the aforesaid Joel Miller, _____,

on this _____ day of _____, 2021.

Notary Public State of Iowa

LINN COUNTY BOARD OF SUPERVISORS

RESOLUTION # _____

APPROVING A RESIDENTIAL PARCEL SPLIT

WHEREAS, a Residential Parcel Split of Morio Farm Addition (Case # JPS21-0001) to Linn County, Iowa, containing two (2) lots, numbered lot 1 and lettered outlot A has been filed for approval, a subdivision of real estate located in the NWNE of Section 24, Township 82 North, Range 5 West of the 5th P.M., Linn County, Iowa, described as follows:

Beginning at the Southeast corner of the Northwest 1/4 of the Northeast 1/4 of Section 24, Township 82 North, Range 5 West; thence S 87°04'57" W along the South line of the North 1/2 of the Northeast 1/4 of said Section 24, a distance of 1322.18 feet to the Southwest corner of the Northwest 1/4 of the Northeast 1/4 of said Section 24; thence N 01°11'13" W along the West line of the Northeast 1/4 of said Section 24, a distance of 1184.36 feet to a point on the South line of the North 8 rods of the Northwest 1/4 of the Northeast 1/4 of said Section 24; thence N 86°48'14" E along said South line, a distance of 495.00 feet to a point on the East line of the West 30 rods of the Northwest 1/4 of the Northeast 1/4 of said Section 24; thence N 01°11'13" W along said East line, a distance of 77.18 feet to a point on the centerline of Green Ridge Road; thence Southeasterly along said centerline 156.75 feet along the arc of a 553.90 foot radius curve, concave Northeasterly, whose 156.23 foot chord bears S 30°41'03"E; thence S 38°47'29" E along said centerline, a distance of 884.00 feet; thence S 34°03'29" E along said centerline, a distance of 152.20 feet; thence S 27°25'29" E along said centerline, a distance of 203.90 feet thence S 23°32'03" E, a distance of 99.38 feet to the Point of Beginning containing 26.14 acres of which 1.10 acres appears to be existing county road right of way and being subject to all easements and restrictions of record.

WHEREAS, said plat is accompanied by a certificate acknowledging that said subdivision is by, and with the free consent of the proprietors, and is accompanied by a certificate dedicating certain property to the public, as shown on the plat; and

WHEREAS, said plat and its attachments thereto have been found to conform to the requirements of the comprehensive plan and the subdivision ordinance; and the requirements of other ordinances and state laws governing such plats; and

WHEREAS, the following conditions as listed on the Planning and Development Staff Report of December 16, 2021 as last amended on January 19, 2021 have been addressed:

LINN COUNTY SECONDARY ROAD DEPARTMENT

1. Entrance permit required for new entrances and existing unpermitted entrances, County Standard Specifications, Section 11 and the Unified Development Code, Article IV, Sec. 107-72 § 2 (h)(5). All approved entrances shall be brought into conformance with County standards. One entrance is allowed onto Green Ridge Road from Lot 1 and also from Outlot A. An additional access may be allowed with justification and permit from Lot 1 and Outlot A.
2. Dedication of road rights-of-way, County Standard Specifications, Section 5. Forty feet of right-of-way on Green Ridge Road adjacent to development shall be dedicated to the County for road purposes. Decorative rocks, walls, or other items that may identify the owner or address of the property, are not allowed within the road right-of-way.
3. Road agreement with conditions applicable to residential parcel split cases. County Standard Specifications, Section 1.

IOWA DEPARTMENT OF TRANSPORTATION

1. Not within the jurisdiction of the Iowa Department of Transportation.

LINN COUNTY PUBLIC HEALTH DEPARTMENT

1. Existing house must be reviewed by Linn County Public Health for compliance with Linn County Code of Ordinances Chapter 105, Article VI Property Maintenance Regulations. If applicable, correction of certain deficiencies may require permits, inspections and final approval from the Building Division of Linn County Planning & Development.

NATURAL RESOURCES CONSERVATION SERVICE

1. Show approximate location of natural drainage ways and a note restricting building within the natural drainage way should be shown on the final plat. Contact the NRCS office for widths and building restriction requirements.
2. Clarify plans to address potential wetland area with NRCS.

LINN COUNTY CONSERVATION DEPARTMENT

No Conditions to be met.

LINN COUNTY EMERGENCY MANAGEMENT

No conditions to be met.

LINN COUNTY PLANNING AND DEVELOPMENT – ZONING DIVISION

1. All side and rear yard setbacks must be met for all structures involved in this proposal.
2. Various revisions to the site plan and final plat.
3. Prior to approval of the final plat, the owner must sign an "Acceptance of Conditions" form. The "Acceptance of Conditions" form states that the owner understands and agrees to comply with the agreed upon conditions as stated in the staff report.
4. This plat lies within the 2-mile jurisdiction of the City of Lisbon. As per Chapter 354 of the Code of Iowa, a certified resolution by any municipality that has authority to review the plat to either approve the plat or waive its right to review must be provided.
5. Approval of utility and drainage easements by the appropriate companies with all easements marked on the final plat bound copies.
6. The remaining land of the parent parcel will result in a parcel of less than 35 acres. Either combine the remaining land to an adjacent parcel by deed restriction to total 35 acres or more, or include the remaining land as part of the final plat. If included as a part of the final plat, the lot will be non-buildable until brought into conformance with the Linn County UDC and will require the note: "This parcel may only be developed in accordance with all development regulations in effect at the time development is proposed" on the plat.
7. The proposed subdivision name and proposed names of all roads, streets and lanes shall be submitted for review and approval by the Linn County Auditor's office prior to approval of the final plat.
8. One original and 3 complete copies of the final plat bound documents that must include the following:
 - (i) Owner's certificate and dedication certificate executed in the form provided by the laws of Iowa, dedicating to Linn County title to all property intended for public use, including public roads
 - (ii) Title opinion and a consent to plat signed by the mortgage holder if there is a mortgage or encumbrance on the property as well as a release of all streets, easements, or other areas to be conveyed or dedicated to local government units within which the land is located
 - (iii) Surveyor's certificate
 - (iv) Auditor's certificate
 - (v) Resolution of the Planning and Zoning Commission
 - (vi) Resolution of the Board of Supervisors
 - (vii) Resolution of approval or waiver of review by applicable municipalities

- (viii) Treasurer's certificate
 - (ix) Agricultural Land Use Notification. The landowner shall ensure that such notification shall be attached to the deed and shall become a separate entry on the abstract of title for all the property that is subject of the permit or development as per Article V, Section 107-91, § (h) of the Unified Development Code.
 - (x) Restrictive covenants or deed restrictions, as separate instruments, not combined with any other instrument
 - (xi) Three (3) copies of the surveyor's drawing
 - (xii) A covenant for a secondary road assessment
9. Final plat bound copies must be approved by the Linn County Board of Supervisors on or before **JANUARY 19, 2022** as per Article IV, Section 107-72, § (1)(g), and shall be recorded within 1 year of that approval, as per Article IV, Section 107-72, § (2)(f), of the Unified Development Code.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors, of Linn County, Iowa, that said plat is hereby approved. The Board of Supervisors and County Engineer are hereby authorized to enter approval upon the final plat resolution. The Board of Supervisors' Chairperson is also hereby authorized to sign said plat which executes an acceptance of dedication of property to the public, as shown on said plat.

NOW, THEREFORE BE IT FURTHER RESOLVED, by the Board of Supervisors, of Linn County, Iowa, that said plat and plat proceedings shall not be changed or altered in any way, without the approval of the Linn County Board of Supervisors. Said plat and plat proceedings shall be recorded by February 3, 2022 to be valid.

Passed and approved this 3rd day of February, 2021

Linn County Board of Supervisors

Chair

Vice Chair

Supervisor

Linn County Board of Supervisors
Resolution # _____
February 3rd, 2021
JPS21-0001
Page 4 of 4

Aye:

Nay:

Abstain:

Absent:

Attest:

Joel Miller, Linn County Auditor

Linn County Engineer

Brad Ketels, Engineer

State of Iowa)
) SS
County of Linn)

I, Joel Miller, County Auditor of Linn County, Iowa, hereby certify that at a regular meeting of the said Board of Supervisors, the foregoing resolution was duly adopted by a vote of:

___ Aye ___ Nay ___ Abstain ___ Absent

Joel Miller

Subscribed and sworn to before me by the aforesaid Joel Miller, _____,

On this _____ day of _____, 2021.

Notary Public State of Iowa

RESOLUTION (resolution number)

WHEREAS, the Board of Supervisors, hereafter referred to as “the Board”, believes the FM-C057(152)--55-57, hereafter referred to as “the project” is in the best interest of Linn County, Iowa, and the residents thereof. The project is defined as HMA(hot mix asphalt) resurfacing on First St and Front Dr from bridge #795 to Otter View Rd; and

WHEREAS, the Board has sought appropriate professional guidance for the concept and planning for the project and followed the steps as required by the Code of Iowa for notifications, hearings, and bidding/letting; and

WHEREAS, The Board finds this resolution appropriate and necessary to protect, preserve, and improve the rights, privileges, property, peace, safety, health, welfare, comfort, and convenience of Linn County and its citizens, all as provided for in and permitted by section 331.301 of the Code of Iowa; and

IT IS THEREFORE RESOLVED by Board to accept the bid from L.L. Pelling Co., Inc. in the amount of \$275,597.94 and awards the associated contract(s) to the same;

BE IT FURTHER RESOLVED that all other resolutions or parts of resolutions in conflict with this resolution are hereby repealed. If any part of this resolution is adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the resolution or action of The Board as a whole or any part thereof not adjudged invalid or unconstitutional. This resolution shall be in full force and effect from and after the date of its approval as provided by law; and

BE IT FURTHER RESOLVED by the Board of Supervisors of Linn County, Iowa, that after receiving the necessary contract documents, including but not limited to, the contractor’s bond and certificate of insurance, Bradley J. Ketels, the County Engineer for Linn County, Iowa, be and is hereby designated, authorized, and empowered on behalf of the Board of Supervisors of said County to execute the contracts in connection with the afore awarded construction project let through the DOT for this county.

Dated at Cedar Rapids, Iowa, this 3rd day of February, 2021.

Board of Supervisors of Linn County, Iowa

ATTEST:

By _____
County Auditor

SEAL



Contracts and Specifications Bureau

01/20/2021 2:37:01 PM

AASHTOWare Project™ Version 4.3 Revision 023

Project(s) and Vendor Ranking

Page 1 of 2

Call Order: 169	Contract ID: 57-C057-152	Primary County: LINN
Letting Date: January 20, 2021 10:00 A.M.		DBE Goal: 0.0%
Letting Status: AWARDED	Awarded Vendor: PELLING, L.L. CO., INC.	
Contract Period: Start Date: 09/07/21 15 Working Days		

Project Information:

Project: FM-C057(152)--55-57	Work Type: HMA RESURFACING
County: LINN	Prj Awd Amt:
Route: FIRST STREET	
Location: On FIRST ST & FRONT DR from BRIDGE #795 to OTTER VIEW RD S1 2 T84 R08	

CONFIDENTIAL - DESTROY IF PROJECT IS NOT AWARDED



Contracts and Specifications Bureau

01/20/2021 2:37:01 PM

AASHTOWare Project™ Version 4.3 Revision 023

Project(s) and Vendor Ranking

Page 2 of 2

Call Order: 169 Contract ID: 57-C057-152 Primary County: LINN
Letting Date: January 20, 2021 10:00 A.M. DBE Goal: 0.0%
Letting Status: AWARDED Awarded Vendor: PELLING, L.L. CO., INC.
Contract Period: Start Date: 09/07/21 15 Working Days

Rank	Vendor ID	Vendor Name	Total Bid	Percent Of Low Bid
1	PE140	PELLING, L.L. CO., INC.	\$275,597.94	100.00%

CONFIDENTIAL - DESTROY IF PROJECT IS NOT AWARDED



Contracts and Specifications Bureau

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AASHTOWare Project™ Version 4.3 Revision 023

Tabulation of Construction and Material Bids

Page 1 of 3

Call Order: 169
Letting Date: January 20, 2021

Contract ID: 57-C057-152

Primary County: LINN

Line No / Item Number Item Description Alt Set / Alt Member				(1) PELLING, L.L. CO., INC.					
Quantity and Units				Unit Price	Ext Amount	Unit Price	Ext Amount	Unit Price	Ext Amount
SECTION: 0001 ROADWAY ITEMS						Cat Alt Set:		Cat Alt Member:	
0010	2121-7425020	124.000	TON	31.30000	3,881.20				
GRANULAR SHOULDERS, TYPE B									
0020	2123-7450000	3.410	STA	941.00000	3,208.81				
SHOULDER CONSTRUCTION, EARTH									
0030	2212-5070310	750.000	SY	90.00000	67,500.00				
PATCHES, FULL-DEPTH REPAIR									
0040	2212-5070330	14.000	EACH	55.00000	770.00				
PATCHES BY COUNT (REPAIR)									
0050	2213-6745500	3.410	STA	990.00000	3,375.90				
REMOVAL OF CURB									
0060	2214-5145150	265.000	SY	13.65000	3,617.25				
PAVEMENT SCARIFICATION									
0070	2303-0002380	518.940	TON	61.75000	31,986.50				
HOT MIX ASPHALT MIXTURE INTERLAYER BASE COURSE, 3/8 IN. MIX									



Contracts and Specifications Bureau

01/20/2021 2:37:01 PM

AASHTOWare Project™ Version 4.3 Revision 023

Tabulation of Construction and Material Bids

Page 2 of 3

Call Order: 169
Letting Date: January 20, 2021

Contract ID: 57-C057-152

Primary County: LINN

Line No / Item Number				(1) PELLING, L.L. CO., INC.					
Item Description									
Alt Set / Alt Member		Quantity and Units		Unit Price	Ext Amount	Unit Price	Ext Amount	Unit Price	Ext Amount
SECTION: 0001 ROADWAY ITEMS						Cat Alt Set:		Cat Alt Member:	
0080	2303-1033500	886.000	TON	60.50000	53,603.00				
HOT MIX ASPHALT STANDARD TRAFFIC, SURFACE COURSE, 1/2 IN. MIX, NO SPECIAL FRICTION REQUIREMENT									
0090	2303-1258283	53.000	TON	443.00000	23,479.00				
ASPHALT BINDER, PG 58-28S, STANDARD TRAFFIC									
0100	2303-1258346	41.000	TON	585.00000	23,985.00				
ASPHALT BINDER, PG 58-34E, EXTREMELY HIGH TRAFFIC									
0110	2511-6745900	8.000	SY	68.00000	544.00				
REMOVAL OF SIDEWALK									
0120	2512-1750006	341.000	LF	24.00000	8,184.00				
CURB AND GUTTER, P.C. CONCRETE, AS PER PLAN									
0130	2527-9263117	100.580	STA	66.00000	6,638.28				
PAINTED PAVEMENT MARKINGS, DURABLE									
0140	2528-8445110	(1)	LS	6,900.00000	6,900.00				
TRAFFIC CONTROL									



Contracts and Specifications Bureau

01/20/2021 2:37:01 PM

AASHTOWare Project™ Version 4.3 Revision 023

Tabulation of Construction and Material Bids

Page 3 of 3

Call Order: 169

Contract ID: 57-C057-152

Primary County: LINN

Letting Date: January 20, 2021

Line No / Item Number		(1) PELLING, L.L. CO., INC.					
Item Description							
Alt Set / Alt Member	Quantity and Units	Unit Price	Ext Amount	Unit Price	Ext Amount	Unit Price	Ext Amount

SECTION: 0001 ROADWAY ITEMS

Cat Alt Set:

Cat Alt Member:

0150 2528-8445113 25.000 EACH 605.00000 15,125.00

FLAGGERS

0160 2533-4980005 (1) LS 22,800.00000 22,800.00

MOBILIZATION

Section Totals: \$275,597.94

Contract Item Totals \$275,597.94

Contract Time Totals

Contract Grand Totals \$275,597.94

() indicates item is bid as Lump Sum

CONFIDENTIAL - DESTROY IF PROJECT IS NOT AWARDED

RESOLUTION

WHEREAS, the Board of Supervisors, hereafter referred to as "the Board", believes the L-SHELLSBURG RD(21), hereafter referred to as "the project" is in the best interest of Linn County, Iowa, and the residents thereof. The project is defined as concrete paving on Shellsburg Road from Linn-Benton Road to Palo city limits and on Blairs Ferry Road from Palo Marsh Road to the Cedar River bridge, and on Palo Marsh Road from Blairs Ferry Road to the Bear Creek bridge ; and

WHEREAS, the Board has sought appropriate professional guidance for the concept and planning for the project and followed the steps as required by the Code of Iowa for notifications, hearings, and bidding/letting; and

WHEREAS, The Board finds this resolution appropriate and necessary to protect, preserve, and improve the rights, privileges, property, peace, safety, health, welfare, comfort, and convenience of Linn County and its citizens, all as provided for in and permitted by section 331.301 of the Code of Iowa; and

IT IS THEREFORE RESOLVED by Board to accept the bid from Horsfield Construction, Inc. in the amount of \$1,394,659.30 and awards the associated contract(s) to the same;

BE IT FURTHER RESOLVED that all other resolutions or parts of resolutions in conflict with this resolution are hereby repealed. If any part of this resolution is adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the resolution or action of The Board as a whole or any part thereof not adjudged invalid or unconstitutional. This resolution shall be in full force and effect from and after the date of its approval as provided by law; and

BE IT FURTHER RESOLVED by the Board of Supervisors of Linn County, Iowa, that after receiving the necessary contract documents, including but not limited to, the contractor's bond and certificate of insurance, Bradley J. Ketels, the County Engineer for Linn County, Iowa, be and is hereby designated, authorized, and empowered on behalf of the Board of Supervisors of said County to execute the contracts in connection with the afore awarded construction project let on January 26, 2021.

Dated at Cedar Rapids, Iowa, this 3rd day of February, 2021.

Board of Supervisors of Linn County, Iowa

ATTEST:

By _____
County Auditor

SEAL

Linn County Secondary Road Department
1888 County Home Road
Marion, IA 52302

L-SHELLSBURG RD(21) Bid Tabulation
Linn County
Work Type: PCC Paving
Letting Date: 1/26/2021 11:00 AM

					Engineer's Estimate		Apparent Low Bid		HORSFIELD CONSTRUCTION INC 505 EAST MAIN STREET EPWORTH, IA 52045		CROELL, INC. 2010 KENWOOD AVE NEW HAMPTON, IA 50659		FLYNN COMPANY, INC. 800 JULIEN DUBUQUE DR. DUBUQUE, IA 52004-0327		STREB CONSTRUCTION CO., INC. 3391 CHARBON RD SE CORALVILLE, IA 52241		CEDAR VALLEY CORP., LLC. 2637 WAGNER ROAD WATERLOO, IA 50703	
	Item Number	Description	Units	Quantity	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price
1	2121-7425020	GRANULAR SHOULDERS, TYPE B	TON	9,304.0	\$18.00	\$167,472.00	\$17.00	\$158,168.00	\$15.95	\$148,398.80	\$17.50	\$162,820.00	\$17.50	\$162,820.00	\$17.89	\$166,448.56		
2	2210-0475105	CHOKE STONE BASE	TON	1,304.0	\$20.00	\$26,080.00	\$18.00	\$23,472.00	\$14.25	\$18,582.00	\$17.50	\$22,820.00	\$17.50	\$22,820.00	\$18.68	\$24,358.72		
3	2210-0475290	MACADAM STONE BASE	TON	1,240.0	\$20.00	\$24,800.00	\$19.00	\$23,560.00	\$14.25	\$17,670.00	\$17.50	\$21,700.00	\$17.50	\$21,700.00	\$19.43	\$24,093.20		
4	2212-5070310	PATCHES, FULL-DEPTH REPAIR	SY	923.0	\$70.00	\$64,610.00	\$75.00	\$69,225.00	\$82.00	\$75,686.00	\$82.00	\$75,686.00	\$82.00	\$75,686.00	\$82.00	\$75,686.00		
5	2212-5070330	PATCHES BY COUNT (REPAIR)	EACH	12	\$350.00	\$4,200.00	\$200.00	\$2,400.00	\$236.00	\$2,832.00	\$236.00	\$2,832.00	\$236.00	\$2,832.00	\$236.00	\$2,832.00		
6	2214-5145150	PAVEMENT SCARIFICATION	SY	356.0	\$13.00	\$4,628.00	\$11.00	\$3,916.00	\$11.00	\$3,916.00	\$11.00	\$3,916.00	\$11.00	\$3,916.00	\$11.00	\$3,916.00		
7	2301-0685550	BRIDGE APPROACH PAVEMENT, AS PER PLAN	SY	66.7	\$75.00	\$5,002.50	\$150.00	\$10,005.00	\$166.00	\$11,072.20	\$68.00	\$4,535.60	\$150.00	\$10,005.00	\$190.65	\$12,716.36		
8	2301-1033080	STANDARD OR SLIP FORM PORTLAND CEMENT CONCRETE PAVEMENT, CLASS C, CLASS 3 DURABILITY, 8 IN.	SY	2,869.0	\$25.00	\$71,725.00	\$40.00	\$114,760.00	\$40.25	\$115,477.25	\$35.60	\$102,136.40	\$50.00	\$143,450.00	\$60.80	\$174,435.20		
9	2303-1033500	HOT MIX ASPHALT STANDARD TRAFFIC, SURFACE COURSE, 1/2 IN. MIX, NO SPECIAL FRICTION REQUIREMENT	TON	452.00	\$70.00	\$31,640.00	\$72.00	\$32,544.00	\$72.00	\$32,544.00	\$72.00	\$32,544.00	\$72.00	\$32,544.00	\$72.00	\$32,544.00		
10	2303-1258283	ASPHALT BINDER, PG 58-28S, STANDARD TRAFFIC	TON	27.10	\$550.00	\$14,905.00	\$460.00	\$12,466.00	\$460.00	\$12,466.00	\$460.00	\$12,466.00	\$460.00	\$12,466.00	\$460.00	\$12,466.00		
11	2310-5151040	PORTLAND CEMENT CONCRETE OVERLAY, FURNISH ONLY	CY	7,838.0	\$75.00	\$587,850.00	\$82.50	\$646,635.00	\$83.00	\$650,554.00	\$82.32	\$645,224.16	\$107.00	\$838,666.00	\$96.43	\$755,818.34		
12	2310-5151551	PORTLAND CEMENT CONCRETE OVERLAY, PLACEMENT ONLY (WHITE TOPPING)	SY	34,670.0	\$4.25	\$147,347.50	\$5.72	\$198,312.40	\$5.50	\$190,685.00	\$8.70	\$301,629.00	\$4.95	\$171,616.50	\$11.31	\$392,117.70		
13	2401-6745650	REMOVAL OF EXISTING STRUCTURES	LS	1.00	\$3,500.00	\$3,500.00	\$1,000.00	\$1,000.00	\$750.00	\$750.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00		
14	2404-7775005	REINFORCING STEEL, EPOXY COATED	LB	2,109	\$2.50	\$5,272.50	\$1.00	\$2,109.00	\$0.85	\$1,792.65	\$1.50	\$3,163.50	\$3.75	\$7,908.75	\$2.00	\$4,218.00		
15	2506-4984000	FLOWABLE MORTAR	CY	1.5	\$500.00	\$750.00	\$500.00	\$750.00	\$300.00	\$450.00	\$850.00	\$1,275.00	\$850.00	\$1,275.00	\$250.00	\$375.00		
16	2510-6745850	REMOVAL OF PAVEMENT	SY	3,590.0	\$4.00	\$14,360.00	\$8.00	\$28,720.00	\$9.50	\$34,105.00	\$5.50	\$19,745.00	\$5.00	\$17,950.00	\$9.77	\$35,074.30		
17	2518-6910000	SAFETY CLOSURE	EACH	10	\$200.00	\$2,000.00	\$200.00	\$2,000.00	\$100.00	\$1,000.00	\$200.00	\$2,000.00	\$100.00	\$1,000.00	\$200.00	\$2,000.00		
18	2527-9263117	PAINTED PAVEMENT MARKINGS, DURABLE	STA	344.82	\$42.00	\$14,482.44	\$45.00	\$15,516.90	\$55.00	\$18,965.10	\$45.00	\$15,516.90	\$55.00	\$18,965.10	\$45.00	\$15,516.90		
19	2527-9263143	PAINTED SYMBOLS AND LEGENDS, DURABLE	EACH	2	\$350.00	\$700.00	\$400.00	\$800.00	\$150.00	\$300.00	\$400.00	\$800.00	\$150.00	\$300.00	\$400.00	\$800.00		
20	2528-8445110	TRAFFIC CONTROL	LS	1.00	\$8,000.00	\$8,000.00	\$7,300.00	\$7,300.00	\$17,000.00	\$17,000.00	\$7,300.00	\$7,300.00	\$8,500.00	\$8,500.00	\$7,300.00	\$7,300.00		
21	2529-8201000	JOINT ASSEMBLY, EF	EACH	2	\$750.00	\$1,500.00	\$500.00	\$1,000.00	\$1,100.00	\$2,200.00	\$925.00	\$1,850.00	\$750.00	\$1,500.00	\$350.00	\$700.00		
22	2533-4980005	MOBILIZATION	LS	1.00	\$25,000.00	\$25,000.00	\$40,000.00	\$40,000.00	\$74,500.00	\$74,500.00	\$101,500.00	\$101,500.00	\$100,000.00	\$100,000.00	\$172,800.00	\$172,800.00		
Contract Totals					\$1,225,824.94		\$1,394,659.30		\$1,430,946.00		\$1,542,959.56		\$1,657,420.35		\$1,917,716.28			
Percent of Estimate					100.00%		113.77%		116.73%		125.87%		135.21%		156.44%			



**AGREEMENT BETWEEN THE EAST CENTRAL IOWA COUNCIL OF GOVERNMENTS,
LINN COUNTY, AND FEED IOWA FIRST
FOR RURAL RECOVERY PROJECTS RELATED TO ECONOMIC RECOVERY AND RESILIENCY**

THIS AGREEMENT is by and between the East Central Iowa Council of Governments (herein called “ECICOG”), Feed Iowa First, and Linn County;

WHEREAS, ECICOG has accepted a proposal from Feed Iowa First in which ECICOG will provide funding related to economic recovery and resiliency due to the COVID-19 pandemic through the Equitable Land Access (ELA) program;

WHEREAS, the ELA program connects individuals from marginalized communities to land and injects equity into the farming process by providing seeds, equipment, and guidance from germination to sale of produce.

WHEREAS, the ELA program supports economic recovery by promoting entrepreneurship within minority populations that are particularly vulnerable to COVID-19 impacts;

WHEREAS, eligibility for funding through the Rural Recovery Challenge requires involvement from a government or economic development agency;

NOW, THEREFORE, it is agreed between the parties hereto that:

SCOPE OF SERVICES/DELIVERABLES PROVIDED BY FEED IOWA FIRST TO ECICOG AND LINN COUNTY:

Feed Iowa First to provide the following services to ECICOG and Linn County:

Marketing/Outreach

- a. A website will be purchased, developed and used as a marketing and outreach point to generate awareness of and interest in the ELA program. Content related to the ELA program will be available in English and translated into Swahili, French, and Spanish.
- b. A new logo and graphics will be designed and embedded on website.
- c. Development of print materials to reach individuals from marginalized communities will be generated and distributed through various channels. Content related to the ELA program in these materials will be available in English and translated into Swahili, French, and Spanish.

Development and Procurement Channels

- a. Exploration of produce markets with an intent to purchase a minimum of three seed species for growth on site.
- b. Arrange for a minimum of three meetings between a contracted community partner and local produce markets to assess community needs and market demand for various produce.

- c. A minimum of one procurement contract will be drafted and will be utilized for the sale of produce farmed under the ELA program.
- d. Distribution guidance will be developed to expand produce sales under the ELA program.

PAYMENT FOR SERVICES/DELIVERABLES:

All services and deliverables will be provided by Feed Iowa First by June 30, 2021. Feed Iowa First shall provide written updates to ECICOG and Linn County on the status of the services and deliverables monthly until disbursement of the final payment.

ECICOG will provide two installments of payment to Feed Iowa First:

- The first installment of \$2,500 will be payable upon signature of this contract.
The second installment of \$2,500 will be payable upon completion of the deliverables stipulated in the scope of services/deliverables.

GENERAL PROVISIONS

Changes to be in Writing

None of the covenants, provisions, terms, or conditions of this Agreement shall be modified, waived, or abandoned, except by a written instrument duly signed by the parties. This agreement contains the whole agreement of the parties.

Hold Harmless

Feed Iowa First shall hold harmless, defend, and indemnify ECICOG and Linn County from all claims, actions, suits, charges, and judgments whatsoever that arise out of Feed Iowa First's performance or nonperformance of the services or subject matter called for in this Agreement.

Severability

If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby and all other parts of this Agreement shall nevertheless be in full force and effect.

Duration

This agreement may be modified by mutual consent of authorized officials from ECICOG, Linn County and Feed Iowa First. This agreement shall become effective upon signature by the authorized officials from the ECICOG, Feed Iowa First, and Linn County and will remain in effect until the disbursement of the final payment.

SIGNATURES: In witness thereof, the parties to this agreement through their duly authorized representatives have executed this agreement on the days and dates set out below. The effective date of this agreement is the date of the signature last affixed to this page.

EAST CENTRAL IOWA COUNCIL OF GOVERNMENTS

Karen Kurt
Executive Director

Date

FEED IOWA FIRST

Carter Oswood
Feed Iowa First

Date

LINN COUNTY

Stacey Walker, Chair
Linn County Board of Supervisors

Date

NOT SUBMITTED

Reviewers cannot see your material until you submit your application. Once you have finished the last step, you will receive a confirmation message and ID number.

State Historical Society of Iowa

2020 Certified Local Government Annual Report

Linn County Planning & Development / Stephanie Lientz

935 2nd St SW

Cedar Rapids, IA 52404, United States

319-892-5138

stephanie.lientz@linncounty.org

Forms Edit

Certified Local Government Annual Report

* indicates a required field

Under the CLG Agreement with the State, local governments and their historic preservation commissions are responsible for submitting an annual report documenting the commission's preservation work and that they have met the requirements of the CLG program.

This annual report is also an important tool for your commission to evaluate its own performance and to plan for the coming year.

1. Name of the city, county, or land use district:

Please choose the name from the drop down table.

Linn County Historic Preservation Commission

2.

Did your commission undertake any projects for historic identification/survey, evaluation and or registration/nomination projects in this calendar year?

CLG Standards are in your local government's Certified Local Government (CLG) Agreement and the National Historic Preservation Act:

- 1) The CLG shall maintain a system for the survey and inventory of historic and prehistoric properties in a manner consistent with and approved by the STATE.
- 2) The CLG will review National Register nominations on any property that lies in the jurisdiction of its historic preservation commission.

Please upload any Iowa Site Inventory Forms or other survey materials produced during the year. Please do not upload any projects that were funded with a CLG or HRDP grant, mandated by the Section 106 review and compliance process, or National Register nominations as we already have these documents in our files.

no

3.

Were any National Register of Historic Places (NRHP) properties in your City, County, or LUD were altered, moved, or demolished in this calendar year?

no

4. Does your local government designate local landmarks or local districts?

IMPORTANT: Most local governments do not have a program for local designation. If you have questions about whether you have a local designation program or not, please contact Paula Mohr before you complete this section.

No

5.

If you answered yes to the previous question, in this calendar year, what properties did your city place on its list of locally designated historic landmarks and/or historic districts? Please provide the historic name and address of each property

IMPORTANT: Most local governments do not have a program for local designation. If you have questions about whether you have a local designation program or not, please contact Paula Mohr before you complete this section.

REMINDER: Before local districts are designated by your city council, you must send the local nomination to the SHPO for review and comment. Please allow at least 45 days for review before the nomination is scheduled for city council review. The SHPO review takes place after your commission has approved the local district nomination and **BEFORE** it is placed on the city council's agenda.

N/A

5.1.

Please attach a copy of the final designation nomination(s) and ordinances(s) for these properties

6.

In this calendar year, what were the actions to revise, amend, change, or de-list a locally designated property? Please provide the name and address of the property(ies) and the action. If no action was taken, enter N/A

N/A

7.

Has your city or county passed other ordinances that directly or indirectly affect historic preservation?

no

8.

Did your city, county, LUD or its historic preservation commission undertake any of the following activities in this calendar year? Please think broadly about this question and include any activity (small or large) that facilitated historic preservation in your community. This is your opportunity to boast about your accomplishments and get credit for the great work you do!

CLG Standards found in CLG Agreement and National Historic Preservation Act:

- 1) The CLG will enforce all appropriate state and local ordinances for designating and protecting historic properties.
- 2) The CLG shall provide for adequate public participation in the local historic preservation programs.

a. Historic preservation planning. Examples include the development or revision of an preservation plan, development of a work plan for your commission, etc. | b. Provided technical assistance on historic preservation issues or projects. Examples include working with individual property owners, business owners, institutions to identify appropriate treatments and find appropriate materials, research advice, etc.

8.1.

Describe the city, county, LUD, and/or historic preservation commission's historic preservation planning activities in this calendar year.

The Linn County Historic Preservation Commission (HPC) are continuing their work to complete the nomination process for the National Register listing of the Wickiup Hill Natural Area, as a potential Archeological District or Multiple Property listing. This particular project is based in the framework of the Rural Preservation Initiative (RPI) started in 2017 to address a problem whereby the county lacks a mechanism to introduce preservation planning to rural areas beyond the boundaries of existing city based CLGs. Because of this deficiency, historic preservation and planning professionals must take a proactive approach to inform property owners, stakeholders, and community members of the importance of their historic properties, the need for recognition and protection, and the resources available to assist them with protection. The goal is to complete National Register nominations of eligible projects in three categories including: rural towns and villages where the creation of CLGs is not possible; previously unrecorded historic farm/rural structures; and identified archaeological sites.

In addition to focusing on the RPI, the HPC will continue working on the creation of a demolition review policy for Linn County, researching protection and identification measures for our Pioneer Cemeteries, administering the Linn County Preservation Grant Program, replacing and/or repairing Lincoln Highway kiosks which were damaged in the August 10, 2020 derecho storm, and hosting a virtual Preservation Month activity to highlight recent Linn County Preservation Grant Program projects.

An award ceremony to celebrate the National Register listing of the Coggon Commercial Historic District was planned, but was canceled due to public health concerns. HPC Initiated conversations with Etzel Sugar Grove Farm for possible National Register nomination under the RPI umbrella, however initial meetings were delayed due to COVID, and many of the farm structures were later damaged in the August 10 derecho storm.

8.2.

Describe the city, county, LUD, and/or historic preservation commission's assistance on preservation issues or projects in this calendar year. Please be specific (address(es) of property(ies), what was the issue(s), what technical assistance was provided?).

The commission provided technical assistance and guidance at its annual Linn County Preservation Grant workshop, which was held in-person at the Fairfax Public Library on February 29, 2020. The workshop is a great resource for representatives of Linn County non-profits who wish to apply for current or future grant funding for their preservation projects. Members of the commission were present at the meeting to answer questions about a particular project, to provide information related to the details of how the grant program functions, and the purpose and benefits of preservation work.

9.

Are there any particular issues, challenges, and/or successes your preservation commission has encountered or accomplished this year?

The commission transitioned to holding virtual meetings beginning in April 2020, and the switch from in-person meetings was challenging at times. However, commissioners were able to adjust quickly, and successfully administered the Grant Program, awarding grant funds totaling \$28,800.00. Plans to pursue a National Register nomination for Etzel Sugar Grove Farm are on hold indefinitely, as that project was delayed by public health concerns, and ultimately halted by the derecho. The commission is still working to identify the next National Register nomination project. The commission also determined that Preservation month activities could not be safely held, and members are hoping the outlook is better this year. The HPC had two commission members which had to leave due to illness, which has also been challenging.

10.

What partnerships did your commission form or continue with other entities? (examples include local main street office, local school, historical society, library, museum, service club, etc.) If none, enter N/A

The commission formed a new partnership with the Linn County Lincoln Highway association to assist with the repair and/or replacement of kiosks that were damaged in the derecho storm.

11.

Did your historic preservation commission receive any grants (other than CLG or HRDP) this year? If so, please describe. If none, enter N/A

N/A

12. Does your commission have a website?

Yes

12.1. What is the website address?

<https://www.linncounty.org/137/Historic-Preservation>

13. Does your commission have a Facebook page?

No

14.

List dates of public commission meetings held (please note these are meetings actually held with a quorum, not just those that were scheduled).

CLG Standards found in CLG Agreement and National Historic Preservation Act:

- 1) The CLG will organize and maintain a historic preservation commission, which must meet at least three (3) times per year.
- 2) The commission will be composed of community members with a demonstrated positive interest in historic preservation, or closely related fields, to the extent available in the community.
- 3) The commission will comply with Iowa Code Chapter 21 (open meetings) in its operations.
- 4) Commission members will participate in state-sponsored or state-approved historic preservation training activities.

1/15/2020, 2/19/2020, 4/15/2020, 5/6/2020, 6/17/2020, 7/15/2020, 9/16/2020, 10/21/2020, 11/18/2020, 12/16/2020

15.

We recommend that the local government provide the commission a budget with a minimum of \$750 to pay for training and other commission expenses. In this calendar year, what was the dollar amount for the historic preservation commission's annual budget?

\$9,545.00

16. Where are your official CLG files located?

Certified Local Government files must be stored at city hall (for city commissions) or the county courthouse (for county commissions).

Jean Oxley Linn County Public Service Center, Planning
& Development Department

17.

Please list the names of the Historic Preservation Commissioners who served during this calendar year.

Patricia Soukup, Amanda Happel, Nancy Goodlove, Michael LeClere, Barbara Westercamp, Maura Pilcher, Dick Thomas, Steve Ciha, Todd McNall

18.

Each CLG was asked to provide a work plan last year. Please provide a self-assessment of your progress on the initiatives and programs you identified last year. Were you able to accomplish much of what you set out to do? If not, what would help you fulfill this next year's work plan?

With public health concerns, a transition from in-person to virtual meetings, the derecho in August, and the loss of key members due to personal health concerns, this was the most difficult year the commission has faced. It was a struggle to move work plan items forward, and many initiatives will remain on the next work plan. Even with the challenges and setbacks of this prior year, the commissioners remain committed to working to identify a new National Register nomination project, working on projects within their subcommittees, administering the Grant Program, and working to fulfill next year's work plan.

19.

Each commission should develop a work plan for the coming year. This work plan should include the project(s), initiatives and programs you plan to begin or complete. Also discuss your plan for obtaining historic preservation training in 2021. Please attach your work plan to your annual report.

[HPC_Workplan - FY21.pdf](#)

20. Please update contact information about your 2021 Chief Elected Official.

Note: This is beginning January 2021. Please provide the information for the Mayor, Chairman of the Board of Supervisors, or President of LUD Trustees.

First and Last Name	Mailing Address	Phone Number	Email Address
Stacey Walker	935 2nd St SW, Cedar Rapids, IA 52404	319-892-5000	bd_supervisors@linncounty.org

21.**Please update contact information about your Staff Person for the Historic Preservation Commission.**

This is a local government staff member and is required. Electronic and mailed communication is sent to the staff person and chair of the commission who will forward to the rest of the commission members.

First and Last Name	Job Title	Mailing Address	Phone Number	Email Address
Stephanie Lientz	Senior Planner	935 2nd St SW, Cedar Rapids, IA 52404	319-892-5138	stephanie.lientz@linncounty.org

22.**Please complete the following and provide contact information about your 2021 Chairperson/Commissioner.**

Note: Electronic and mailed communication will be sent to the staff person for the commission and the chair who will forward the information to the rest of the commission members.

First and Last Name	Mailing Address	Home Phone Number	Work Phone Number	Email Address
Maura Pilcher	523 Knollwood Dr SE, Cedar Rapids, IA 52403	319-651-1133		mlrpilcher@hotmail.com

22.1.

If the commissioner represents a locally designated district, provide the name of the district (Representative, Name of Local Historic District). If the commissioner does not represent a local historic district, enter N/A

N/A

22.2. Specify the month, day, and year that the commissioner's term will end.

12/31/2021

22.3.

Does this person serve as the Contact with the State Historic Preservation Office for the Commission?

No

23.

Please complete the following and provide information about your 2021 Vice Chairperson/Commissioner.

Note: Electronic and mailed communication will be sent to the staff person for the commission and the contact.

First and Last Name	Mailing Address	Home Phone Number	Work Phone Number	Email Address
Michael LeClere	1157 Monticello Rd, Coggon, IA 52218	319- 929- 8113	319- 377- 7604	michaell@martingardnerarch.com

23.1.

If the commissioner represents a locally designated district, provide the name of the district (Representative, Name of Local Historic District). If the commissioner does not represent a local historic district, enter N/A

Most local governments do not have a program for local designation. If you have questions about whether you have a local designation program or not, please contact Paula Mohr before you complete this section.

N/A

23.2. Specify the month, day, and year that the commissioner's term will end.

12/31/2022

23.3.

Does this person serve as the Contact with the State Historic Preservation Office for the Commission?

No

24.

Please complete the following and provide information about your 2021 Secretary/Commissioner.

Note: Electronic and mailed communication will be sent to the staff person for the commission and the contact.

First and Last Name	Mailing Address	Home Phone Number	Work Phone Number	Email Address
Patricia Soukup	4525 1st Ave SW #2 Cedar Rapids, IA 52404	319-361- 0864		Patty.soukup4525@gmail.com

24.1.

If the commissioner represents a locally designated district, provide the name of the district (Representative, Name of Local Historic District). If the commissioner does not represent a local historic district, enter N/A

N/A

24.2. Specify the month, day, and year that the commissioner's term will end.

12/31/2021

24.3.**Does this person serve as the Contact with the State Historic Preservation Office for the Commission?**

No

25.**Please complete the following and provide information about your 2021 Commissioner.**

Note: Electronic and mailed communication will be sent to the staff person for the commission and the contact.

First and Last Name	Mailing Address	Home Phone Number	Work Phone Number	Email Address
Todd McNall	4336 Fox Meadow Dr SE Cedar Rapids, IA 52403	319-360- 2131	319-248- 3381	Tmcnall4336@gmail.com

25.1.**If the commissioner represents a locally designated district, provide the name of the district (Representative, Name of Local Historic District). If the commissioner does not represent a local historic district, enter N/A**

N/A

25.2. Specify the month, day, and year that the commissioner's term will end.

12/31/2022

25.3.

Does this person serve as the Contact with the State Historic Preservation Office for the Commission?

No

26.

Please complete the following and provide information about your 2021 Commissioner.

Note: Electronic and mailed communication will be sent to the staff person for the commission and the contact.

First and Last Name	Mailing Address	Home Phone Number	Work Phone Number	Email Address
Steven Ciha	5290 Sutton Rd Central City, IA 52214	319-533-4543		flyboy.slc@gmail.com

26.1.

If the commissioner represents a locally designated district, provide the name of the district (Representative, Name of Local Historic District). If the commissioner does not represent a local historic district, enter N/A

N/A

26.2. Specify the month, day, and year that the commissioner's term will end.

12/31/2023

26.3.

Does this person serve as the Contact with the State Historic Preservation Office for the Commission?

No

27.

Please complete the following and provide information about your 2021 Commissioner.

Note: Electronic and mailed communication will be sent to the staff person for the commission and the contact.

First and Last Name	Mailing Address	Home Phone Number	Work Phone Number	Email Address
Barbara Westercamp	3612 Timberline Dr Cedar Rapids, IA 52402	319- 431- 6543		bwestercamp@appassoc.net

27.1.

If the commissioner represents a locally designated district, provide the name of the district (Representative, Name of Local Historic District). If the commissioner does not represent a local historic district, enter N/A

N/A

27.2. Specify the month, day, and year that the commissioner's term will end.

12/31/2022

27.3.

Does this person serve as the Contact with the State Historic Preservation Office for the Commission?

No

28.

Please complete the following and provide information about your 2021 Commissioner.

Note: Electronic and mailed communication will be sent to the staff person for the commission and the contact.

First and Last	Mailing Address	Home Phone	Work Phone	Email Address
-------------------	-----------------	---------------	---------------	---------------

Name		Number	Number	
Dick Thomas	2115 1st Ave SE #3207 Cedar Rapids, IA 52402	319-297- 5591		revdrcol30@gmail.com

28.1.

If the commissioner represents a locally designated district, provide the name of the district (Representative, Name of Local Historic District). If the commissioner does not represent a local historic district, enter N/A.

N/A

28.2. Specify the month, day, and year that the commissioner's term will end.

12/31/2021

28.3.

Does this person serve as the Contact with the State Historic Preservation Office for the Commission?

No

29.

Please complete the following and provide information about your 2021 Commissioner.

Note: Electronic and mailed communication will be sent to the staff person for the commission and the contact.

First and Last Name	Mailing Address	Home Phone Number	Work Phone Number	Email Address
Amanda Happel	4314 Armar Dr SE Apt 10 Cedar Rapids, IA 52403	319-929- 4300		Amanda.happel@gmail.com

29.1.

If the commissioner represents a locally designated district, provide the name of the district (Representative, Name of Local Historic District). If the commissioner does not represent a local historic district, enter N/A*

N/A

29.2. Specify the month, day, and year that the commissioner's term will end.*

mm/dd/yyyy

12/31/2023

29.3.

Does this person serve as the Contact with the State Historic Preservation Office for the Commission?*

no

30.

Please complete the following and provide information about your 2021 Commissioner.

Note: Electronic and mailed communication will be sent to the staff person for the commission and the contact.

First and Last Name	Mailing Address	Home Phone Number	Work Phone Number	Email Address
Hilary Copeland-Marvin	925 11th St, Marion, IA 52302	319-594- 1073		haqcopeland@hotmail.com

30.1.

If the commissioner represents a locally designated district, provide the name of the district (Representative, Name of Local Historic District). If the commissioner does not represent a local historic district, enter N/A*

N/A

30.2. Specify the month, day, and year that the commissioner's term will end.

MM/DD/YYYY

12/31/2022

30.3.**Does this person serve as the Contact with the State Historic Preservation Office for the Commission?***

no

31.**Please complete the following and provide information about your 2021 Commissioner.**

Note: Electronic and mailed communication will be sent to the staff person for the commission and the contact.

32.**Please attach biographical sketches for commissioners who were newly appointed in 2021.**

Please be sure newly appointed commissioners sign and date their statement.

[Linn County HPC Biographical Sketches.pdf](#)

33.**Does your commission have any vacancies? If so, how many? If you have no vacancies, enter N/A.**

N/A

34. Please complete the Commission Training Table.

An important requirement of the Certified Local Government program is annual state-sponsored (such as the Preserve Iowa Summit) or state-approved training undertaken by at least one member of the historic preservation commission and/or staff liaison. In this table, provide information about the commissioners' involvement in historic preservation training, listing the name of the conference, workshop or meeting (including online training opportunities); the sponsoring organization; the location and date when the training occurred. Be sure to provide the names of commissioners, staff, and elected officials who attended.

Name of Event	Sponsor Organization	Location	Date	Names of Attendees
Preserve Iowa Summit	Iowa State Historic Preservation Office	Virtual	June 4-6	Maura Pilcher, Amanda Happel, Patricia Soukup, Michael LeClere, Barb Westercamp
PastForward	National Trust for Historic Preservation	Virtual	October 27-30	Steve Ciha, Patricia Soukup, Todd McNall, Maura Pilcher

35.

Who of your commission members, staff, and/or elected officials attended the Preserve Iowa Summit? If so, please provide their names.

Please note this must be completed. If no one attended, enter none.

Maura Pilcher, Amanda Happel, Patricia Soukup, Michael LeClere, Barb Westercamp

36. Signature page

2020 CLG Annual Report_BOS Signature Page.pdf

ATTACHMENTS Edit**Ordinances/Resolutions**

If you have a new ordinance/resolution or have changed your existing ordinance/resolution, upload it here.

[no file]

Ordinances/Resolutions

[no file]

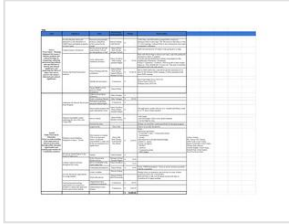
Survey Materials

If you have produced Site Inventory Forms or a survey in the calendar year, please upload it here

[no file]

Work plan

Please upload the upcoming year's work plan here.



HPC_Workplan - FY21.pdf

Biographical Sketches for New Commissioners

If you have new commissioners, please upload their Biographical Sketches here. Please make sure that they are signed. The form can be downloaded from here:

<https://drive.google.com/file/d/1GDBtPLv2an2sXho54yJfZRT13bwL4RFZ/view?usp=sharing>

[no file]

Supplementary Material

Upload any supplementary material here

[no file]

Supplementary Material 2

Upload any supplementary material here

[no file]

Supplementary Material 3

Upload any supplementary material here

[no file]

Elected Official's Signature Page

Please schedule a time to present your annual report to your city council or Board of Supervisors. Ask your elected official to sign the signature page and upload here.

The form can be downloaded from here: <https://drive.google.com/file/d/1YcetiR-inEjVfvoUWn3A5czCeim2m-XC/view?usp=sharing>



2020 CLG Annual Report_BOS Signature Page.pdf



Prepared by Charlie Nichols
Linn County Planning & Development
935 2nd Street S.W., Cedar Rapids, Iowa 52404-2100
(319) 892-5130
Return to Becky Shoop, Auditor's Office

LINN COUNTY ORDINANCE # _____

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES, LINN COUNTY, IOWA
BY AMENDING PROVISIONS IN CHAPTER 107**

BE IT ENACTED by the Board of Supervisors, Linn County, Iowa:

SECTION 1. SEE ATTACHMENT A

SECTION 2. REPEALER. All ordinances or parts of ordinances in conflict with this ordinance are repealed.

SECTION 3. SEVERABILITY. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 4. SAVING. The Code of Ordinances, Linn County, Iowa, shall remain in full force and effect, save and except as amended by this ordinance.

SECTION 5. EFFECTIVE DATE. This ordinance shall be in effect after its final passage, approval and publication as provided by law.

Public hearing and first consideration on the 19TH day of January, 2021

Second consideration on the 20TH day of January, 2021

Third and final passage on the 3rd day of February, 2021.

Published in the Gazette on the _____ of _____, 2021.

LINN COUNTY BOARD OF SUPERVISORS

Chairperson

Supervisor

Supervisor

ATTEST:

Joel D. Miller, Linn County Auditor

STATE OF IOWA)
)SS
COUNTY OF LINN)

I, _____, County Auditor of Linn County, Iowa, hereby certify that the above and foregoing is a true copy of an ordinance passed by the Linn County Board of Supervisors at a regular meeting of said Board held on _____, 2021 and published as provided by law on _____, 2021.

Linn County Auditor

Subscribed and sworn to me this _____ day of _____, 2021.

Notary Public, State of Iowa

ATTACHMENT A

Language that is added to the section will be displayed as underlined text and deleted language will be represented as ~~strikethrough~~ text.

1. Article IV Development Review Processes and Requirements, Section 107-71 Site plans, Subsection (3) Major site plan requirements

- (3) *Major site plan requirements.* Whenever this chapter requires submission of a major site plan, the applicant shall submit ~~six one copies~~ electronic copy and one paper copy of a site plan prepared by an engineer, landscape architect, architect or similar licensed professional. A major site plan shall meet the following specifications and show the data listed:

2. Article IV Development Review Processes and Requirements, Section 107-72 Land division processes and requirements, Subsection (2) Major subdivision

(2) Major Subdivision.

- f. *Process for review of major subdivision applications.* The process below shall be followed in reviewing applications for major subdivisions:

11. *Final plat filing requirements.* Four copies of the final plat, together with copies of forms and certificates as specified in subsection (2)g of this section, shall be submitted to the planning and development department in bound form, together with an additional two unbound copies of the final plat. Bound copies shall be backed with ~~a nine-inch by 15½-inch~~ blue, top-fold manuscript cover. To be considered by the board of supervisors, a final plat clearly marked "Final Plat" shall meet all of the following requirements:

- g. *Required recording of final plat.* The final plat with all required documents shall be entered in the proper record books in the office of the county recorder. When so entered, the plat only shall also be entered in the records of the county auditor and the plat shall be of no validity until so filed in both offices. Approval of the final plat by the board of supervisors shall be void if the plat and its proceedings are not recorded by the owner in the office of the county recorder within one year after date of approval, unless, within that time, an extension based upon unusual circumstances is granted by the board of supervisors.

1. *Filing document requirements.* Required filings with the county recorder shall include all of the following documents:

- (i) Owner's certificate and dedication certificate executed in the form provided by state law, dedicating to the county the title to all property intended for public use, including public roads.
- (ii) Title opinion and a consent to plat signed by the mortgage holder if there is a mortgage or encumbrance on the property as well as a release of all streets, easements, or other areas to be conveyed or dedicated to local government units within which the land is located.
- (iii) Surveyor's certificate.
- (iv) Auditor's certificate.
- (v) Resolution of the planning and zoning commission.
- (vi) Resolution of the board of supervisors.

- (vii) Resolution of approval or waiver of review by applicable municipalities.
- (viii) Treasurer's certificate.
- (ix) Agricultural land use notification.
- (x) Restrictive covenants or deed restrictions, as separate instruments, not combined with any other instrument.
- (xi) ~~Three copies of the surveyor's~~ Twelve original signed plat drawings.
- (xii) Covenant for a secondary road assessment.

3. Article IV Development Review Processes and Requirements, Section 107-72 Land division processes and requirements, Subsection (5) Minor boundary change

(5) *Minor boundary change.*

- a. *Purpose.* The purpose of this subsection is to prescribe uniform procedures for review of an adjustment to a common boundary between no more than two adjacent parcels or tracts of land.
- b. *Conditions.*
 - 1. A minor boundary change shall not create any additional parcels or tracts, and shall not result in the creation of any additional buildable parcels or tracts. A parcel or tract is considered non-buildable if it cannot comply with the provisions of this chapter, including but not limited to the provisions for nonconforming lots and legal lots of record in section 107-49.
 - 2. No new violations of this chapter shall be created by the action.
 - 3. Such division of land shall not be in conflict with any other state or lawful municipal regulations regarding division of land.
 - 4. ~~Any minor boundary change that requires a rezoning or land use map amendment shall go through the minor subdivision process described in subsection (3) of this section.~~

4. Article V General Regulations, Section 107-94 General regulations for structures, Subsection (c) Accessory structures

- (c) *Accessory structures.* Accessory structures shall meet the following requirements:
 - (1) *Attached.* Attached accessory structures shall meet all the requirements of this chapter which apply to the principal structure to which they are attached.
 - (2) *Detached.* Detached accessory structures shall meet all of the following requirements:
 - a. Detached structures shall not exceed the size limitations as per Table 107-94(b)(2).

Table 107-94 Accessory Structure Limitations

Lot Size in Acres	All districts except AG, CNR and MH
<u>1.00 or less</u>	<u>1,200 square feet of floor area</u>

1.01 to 1.99 or less	1,200 <u>1,500</u> square feet <u>of floor area</u>
2.00 to 4.99	1,800 <u>2,000</u> square feet <u>of floor area</u>
5.00 to 9.99	2,400 <u>2,800</u> square feet <u>of floor area</u>
10.00 or greater	3,600 <u>4,200</u> square feet <u>of floor area</u>

1. Ground mounted solar panels are exempt from Table 107-94(b)(2) size limitations.

b. In agricultural, CNR and residential zoning districts, and for agricultural and residential uses in the VM Village Mixed-Use District:

1. Maintain corner side yard requirements.
2. Maintain ten feet to any side lot line when the accessory structure is located beside the principal structure; when located behind the principal structure the setback may be reduced to no less than three feet from any side or rear lot line with any overhang not closer than one foot from the lot line.
3. Detached accessory structures may be allowed to the front of the principal structure provided the detached accessory structure maintains the front yard, side yard and corner side yard setbacks for the zoning district where the structure is located. An accessory structure shall be considered to be located in front of the principal structure if any portion of the exterior wall of the accessory structure is closer to the front lot line than the exterior wall of the principal structure.

c. In residential zoning districts, and for agricultural and residential uses in the VM Village Mixed-Use District:

1. On parcels smaller than ~~three~~ one acres in area, no more than one accessory structure may be located in front of the principal structure. Such accessory structure shall not exceed ~~720~~ 864 square feet in size of floor area. This restriction shall not apply to ground mounted solar panels and arrays.

ed. In all other districts. Detached accessory buildings located in any zoning district except residential or agricultural, shall meet all the requirements of this chapter which apply to principal structures in such zoning district.

5. Article VI Specific Development Standards, Section 107-115, Standards for retail, service and commercial uses, Subsection (z) Commercial uses, all types

(z) *Commercial uses, all use types.* All commercial uses listed in Table 107-147-1 shall meet the following standards:

- (1) *Major site plan required.* A major site plan shall be submitted and reviewed prior to the approval of any commercial use.
- (2) *Street access.* The site shall have access to a hard surfaced road of sufficient capacity to accommodate the traffic that the use will generate, with continuous hard surfaced connection to a county arterial, or state or federal highway.

- (3) *Access.* Vehicular access points shall create a minimum of conflict with through traffic movement.
- (4) *Parking.* Parking and loading shall meet the standards in section 107-93(e).
- (5) ~~*Size limited.*~~ *VM Village Mixed-Use District.* In the VM Village Mixed-Use District, commercial uses shall be limited to a maximum floor area of 10,000 square feet, unless otherwise specified below, and outdoor storage area shall not exceed 5,000 square feet in size and shall be screened from adjacent residences and public roads by a solid fence six feet in height.
- (6) *Buffers.* Buffers shall be installed meeting the standards in section 107-93(d) or section 107-136(f)(4), depending on the applicable zoning district.
- (7) *Lighting.* Any lighting used for outdoor illumination on a commercial property shall be installed to deflect light away from adjoining property and public streets. The sources of light shall be hooded or controlled so light does not shine upward nor light adjoining property.

6. Article VI Specific Development Standards, Section 107-115, Standards for retail, service and commercial uses, Buffers

All uses, except Vehicle Services, in Section 107-115 containing a provision regarding "Buffers" is amended as follows:

Buffers. Buffers shall be installed meeting the standards in section 107-93(d) or section 107-136(f)(4), depending on the applicable zoning district.

7. Article VII Zoning Classifications, Density, Dimensional Standards and Allowed Uses, Table 107-147-1 Use Table

Table 107-147-1 Use Table

Retail, Service and Commercial Uses		STD	AG	RR 1/2/3	VR	VM	USR	USR- MF	HC	GC	I	CNR	MH
Business and Household Services	Building maintenance or cleaning services	107-115(j)				C			P	P	P		
	Contractor's yard or outdoor storage					C			C	C	P		
	Copying, printing, mailing and packaging services					P			P	P	P		
	Lawn, garden and yard maintenance services	107-115(k)	C			C			C	P	P		
	Small appliance and household equipment repair					P			P	P	P		
	Well-drilling or septic tank cleaning	107-115(l)	C			C			C	C	P		

8. Article XI Definitions, Section 107-180 Definitions

Floor area means the sum of the gross horizontal areas of ~~several~~ one or more floors of a building or structure from the exterior face of exterior walls. Floor area shall also include all overhangs more than 2' from the exterior walls as measured horizontally from the exterior of the wall face. For rooms with sloped ceilings, the area having a ceiling height of less than 5 feet shall not count towards the total floor area.