

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**

Monday, August 30, 2021

11 a.m.

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

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

Minutes-Discuss and decide on meeting minutes.

Proclamation: Hunger Action Month-September 2021

Discuss a Vacancy Form requesting a GIS Specialist for the Secondary Road Department.

Discuss a Vacancy Form requesting a Traffic Technician Aide for the Secondary Road Department.

Discuss a Vacancy Form requesting a HIV HCV STI Outreach Coordinator for the Public Health Department.

Discuss use of chip disposal revenue from Ceres Environmental, Inc.

Public Hearing and first consideration on Case JA21-0007, an ordinance amending the Code of Ordinances, Linn County, Iowa by amending provisions in Chapter 107, Unified Development Code. Staff is proposing several text amendments to the Unified Development Code concerning: Temporary Uses, Event Centers in areas zoned Agricultural (AG), signs in areas zoned Critical Natural Resource (CNR), and lot size requirement exemptions for subdivisions in Planned Unit Development Overlay districts (PUD).

Approve a Five Day Liquor License for the Luke Bryan Farm Tour 2021 (Sept. 10, 2021) located at 10301 C. St. SW, Cedar Rapids (Brown Farm), noting all conditions have been met.

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.

Payroll Authorizations

Discuss and decide on Employment Change Roster (payroll authorizations).

Claims-Discuss and decide on claims.**Correspondence****Appointments****Adjournment**

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



PROCLAMATION

HUNGER ACTION MONTH – SEPTEMBER 2021

WHEREAS, hunger and poverty are issues of vital concern in Iowa where 9.8% of people struggle with hunger and one in every eight children do not know where their next meal will come from; and

WHEREAS, Linn County is committed to taking steps to combat hunger in every part of our community and to provide additional resources that people in Linn County need; and

WHEREAS, Linn County is committed to working with HACAP Food Reservoir, a member of the Feeding America® nationwide network of food banks, in educating people about the role and importance of food banks in addressing hunger and raising awareness of the need to devote more resources and attention to hunger issues; and

WHEREAS, more than 20,000 individuals in Linn County rely on food provided by HACAP Food Reservoir and partner agencies annually; and

WHEREAS, HACAP Food Reservoir distributed more than 10 million meals in 2020 through its network of food pantries, soup kitchens, shelters and other community organizations; and

WHEREAS, the month of September has been designated "Hunger Action Month" in order to bring attention to food insecurity in our communities and to engage the public in action – including volunteer shifts, social media shares, and donations – to end hunger one helping at a time; and

WHEREAS, food banks across the country, including the HACAP Food Reservoir, will use the month of September to bring awareness and help end hunger in their local community;

NOW, THEREFORE, BE IT PROCLAIMED, that we, the Linn County Board of Supervisors, do hereby recognize September 2021 as **HUNGER ACTION MONTH** in Linn County, Iowa, and encourage all residents of Linn County to support the efforts of local food banks and work toward ending hunger in our community.

Linn County Board of Supervisors

Chairperson



LINN COUNTY HUMAN RESOURCES DEPARTMENT
JEAN OXLEY LINN COUNTY PUBLIC SERVICE CENTER
935 2ND ST. SW
CEDAR RAPIDS, IA 52404
PH: 319-892-5120 | FAX: 319-892-5129

LinnCounty.org



VACANCY FORM

SELECT ONE:

☒ NEW POSITION

☐ REPLACEMENT

REPLACES: _____

SELECT ONE:

☐ NEW JOB CLASSIFICATION

☒ EXISTING JOB CLASSIFICATION

JOB TITLE: GIS Specialist

DEPARTMENT: Secondary Road

SHIFT/HOURS: M-F 7:00am-3:30pm

VACANCY DATE: immediate

NUMBER OF POSITIONS: 1

REASON TO ADD NEW POSITION (if applicable): ☐ BUDGET OFFER

NEW POSITION FUNDING SOURCE(S):

Secondary Road budget

☐ GRANT FUNDING

☒ OTHER: Work load and specific skill set needed

POST TO INSIDE: ☒ YES ☐ NO

ADVERTISE: ☒ YES ☐ NO

IF NO, GIVE EXPLANATION (i.e. not filling due to operational needs): _____

POSITION TYPE:

☒ FULL-TIME ☐ PART-TIME _____ # of hours/week ☐ TEMPORARY/SEASONAL

☐ ON-CALL/SUBSTITUTE ☐ GRANT-FUNDED

BARGAINING UNIT: ☐ Clerical ☐ Maintenance ☐ Para Professional ☒ Professional

☐ Attorneys ☐ Conservation ☐ Sergeants ☐ PPME

☐ NON-BARGAINING UNIT (Management and Confidential Employees)

APPROVED BY: [Signature]

DEPARTMENT HEAD (original signature required)

DATE

7/20/2021

By signing above, I acknowledge my understanding of the following about external job postings: Failure to make a good faith effort to begin the interview process within one month of receiving candidates' applications will result in HR charging the cost of advertising back to the department.

FOR HUMAN RESOURCES DEPARTMENT USE ONLY:

PAY GRADE: _____ STARTING SALARY: _____

HR DIRECTOR COMMENTS: This is an IT position located in Engineering

FINANCE/BUDGET DIRECTOR COMMENTS: Discuss w/ BOS for funding approval.

APPROVED BY: [Signature]
HUMAN RESOURCES DIRECTOR

DATE

8-9-21

APPROVED BY: [Signature]
FINANCE/BUDGET DIRECTOR

DATE

8/11/21

APPROVED BY: _____
CHAIRPERSON/BOARD OF SUPERVISORS

DATE



VACANCY FORM

SELECT ONE:

☒ NEW POSITION

☐ REPLACEMENT

REPLACES: _____

SELECT ONE:

☐ NEW JOB CLASSIFICATION

☒ EXISTING JOB CLASSIFICATION

JOB TITLE: Traffic Technician Aide

DEPARTMENT: Secondary Road

SHIFT/HOURS: 7:00 am - 3:30 pm

VACANCY DATE: 8/28/2021

NUMBER OF POSITIONS: 1

REASON TO ADD NEW POSITION (if applicable):

☐ BUDGET OFFER

☐ GRANT FUNDING

☐ OTHER: _____

NEW POSITION FUNDING SOURCE(S):

HFO position vacated by Nick Boren on the Construction
Crew will not be filled and overall there are no additional
positions. The Traffic Technician Aide & Heavy Equipment
Operator positions are the same pay so there is no change
to the budget.

POST TO INSIDE: ☒ YES ☐ NO

ADVERTISE: ☒ YES ☐ NO

IF NO, GIVE EXPLANATION (i.e. not filling due to operational needs): _____

POSITION TYPE:

☒ FULL-TIME ☐ PART-TIME _____ # of hours/week ☐ TEMPORARY/SEASONAL

☐ ON-CALL/SUBSTITUTE ☐ GRANT-FUNDED

☒ BARGAINING UNIT: ☐ Clerical ☒ Maintenance ☐ Para Professional ☐ Professional
☐ Attorneys ☐ Conservation ☐ Sergeants ☐ PPME

☐ NON-BARGAINING UNIT (Management and Confidential Employees)

APPROVED BY: [Signature]
DEPARTMENT HEAD (original signature required)

8/26/2021
DATE

FOR HUMAN RESOURCES DEPARTMENT USE ONLY:

PAY GRADE: _____ STARTING SALARY: _____
HR DIRECTOR COMMENTS: TTA & HEO are both pay grade 19A1, so this is budget neutral - Ace

FINANCE/BUDGET DIRECTOR COMMENTS: _____

APPROVED BY: Lisa Powell / by ACE
HUMAN RESOURCES DIRECTOR

8/27/21
DATE

APPROVED BY: [Signature]
FINANCE/BUDGET DIRECTOR

8/27/2021
DATE

APPROVED BY: _____
CHAIRPERSON/BOARD OF SUPERVISORS

DATE

LINN COUNTY HUMAN RESOURCES DEPARTMENT
JEAN OXLEY LINN COUNTY PUBLIC SERVICE CENTER
935 2ND ST. SW
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VACANCY FORM

SELECT ONE:

☒ NEW POSITION

☐ REPLACEMENT

REPLACES: _____

SELECT ONE:

☐ NEW JOB CLASSIFICATION

☒ EXISTING JOB CLASSIFICATION

JOB TITLE: HIV HCV STI Outreach Coordinator

DEPARTMENT: Public Health

SHIFT/HOURS: 8:00 am - 4:30 pm

VACANCY DATE: ASAP

NUMBER OF POSITIONS: 1

REASON TO ADD NEW POSITION (if

applicable): ☐ BUDGET OFFER

NEW POSITION FUNDING SOURCE(S):

Federal Pass through to IDPH to LCPH. Fully grant funded

☒ GRANT FUNDING

by CDC/IDPH.

☐ OTHER: _____

POST TO INSIDE: ☒ YES ☐ NO

ADVERTISE: ☒ YES ☐ NO

IF NO, GIVE EXPLANATION (i.e. not filling due to operational needs): _____

POSITION TYPE:

☒ FULL-TIME ☐ PART-TIME _____ # of hours/week ☐ TEMPORARY/SEASONAL

☐ ON-CALL/SUBSTITUTE ☒ GRANT-FUNDED

BARGAINING UNIT: ☐ Clerical ☐ Maintenance ☐ Para Professional ☒ Professional

☐ Attorneys ☐ Conservation ☐ Sergeants ☐ PPME

☐ NON-BARGAINING UNIT (Management and Confidential Employees)

APPROVED BY: [Signature]
DEPARTMENT HEAD (original signature required)

08-20-2021
DATE

By signing above, I acknowledge my understanding of the following about external job postings: Failure to make a good faith effort to begin the interview process within one month of receiving candidates' applications will result in HR charging the cost of advertising back to the department.

FOR HUMAN RESOURCES DEPARTMENT USE ONLY:

PAY GRADE: _____ STARTING SALARY: _____

HR DIRECTOR COMMENTS: _____

FINANCE/BUDGET DIRECTOR COMMENTS: _____

APPROVED BY: [Signature]
HUMAN RESOURCES DIRECTOR

8-20-21
DATE

APPROVED BY: [Signature]
FINANCE/BUDGET DIRECTOR

8-23-2021
DATE

APPROVED BY: _____
CHAIRPERSON/BOARD OF SUPERVISORS

DATE

Prepared by Jessie Black
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 30th day of AUGUST, 2021

Second consideration on the 1st day of SEPTEMBER, 2021

Third and final passage on the 8th day of SEPTEMBER, 2021

Published in the Gazette on the _____ day of SEPTEMBER, 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

Text that is being deleted is shown as ~~striketrough~~; newly proposed language will be displayed as underlined text.

Part I List of Proposed UDC Amendments:

Article V General Regulations, Section 107-93 General regulations for uses, Subsection (c) Temporary uses

This proposed amendment would add an additional fee to temporary use applications that are submitted fourteen days or less from the date of the event. The purpose of the fee is to account for the additional staff time- departments involved in the review of the temporary use permit. Staff must drop what they are working on and focus on reviewing the application in order to have conditions and recommendations in place. This delays other projects staff are working on, which may also be time sensitive. Another purpose of the additional fee is to discourage last minute submission of temporary use applications.

Article V General Regulations, Section 107-94 General regulations for structures, Subsection (j) Sign regulations, Table 107-94(j)(10)

This proposed amendment would outline what type of signs are allowed in Critical Natural Resource (CNR) zoning districts. Signage regulations in the Unified Development Code were updated two years ago and regulations on signage in CNR zoning districts was inadvertently left out, this amendment corrects that omission.

Article VII Zoning Classifications, Density, Dimensional Standards and Allowed Uses, Section 107-147 Use table, Banquet/reception facility.

This proposed amendment would allow banquet and reception facilities in agriculturally zoned areas. These uses must still meet the specific development requirements for commercial uses outlined in Article VI, Section 107-115 including submission of a major site plan, access to a hard surfaced road, and buffering.

Article VII Zoning Classifications, Density, Dimensional Standards and Allowed Uses, Section 107-148 Planned Unit Development.

This proposed amendment would specify that the minimum lot sizes for a Planned Unit Development are lots which conform to the Governing Plan, and that the minimum lot size of the underlying zoning district does not apply.

Part II Proposed Quarterly UDC Amendments: This part of the report details the actual text amendment language; language that is added to the section will be displayed as underlined text and deleted language will be represented as ~~striketrough~~ text.

1. Article V General Regulations, Section 107-93 General regulations for uses, Subsection (c) Temporary uses

- (c) Temporary uses. The county board of supervisors may, by resolution, permit the temporary establishment in any zoning district such uses as specified in the list below. Such permission shall be in accordance to an approved minor site plan and shall contain a commencement and a

- (1) Portland cement or asphaltic concrete mixing plant in conjunction with the construction of a highway or other large-scale project.
- (2) Carnival; circus; farm show; haunted house; haunted trail; crop maze; live nativity or other performance, concert or temporary assembly; farm winery or winery event at which alcohol will be sold for consumption on-site; or other similar temporary or transient attraction, activity or use.

c. *Subdivisions, multiple-family development and mobile home parks.* In zoning districts where residential subdivisions, multiple-family developments, and mobile home parks are permitted, not more than two signs located at the entrance to a subdivision, multiple-family development or mobile home park shall be permitted. The total of any such sign shall not exceed 64 square feet in surface area and no sign shall exceed 12 feet in height. Said signs may be located in the required yard of such development. This shall not preclude individual residences within subdivisions, multiple-family developments, and mobile home parks from having accessory or temporary signs.

Table 107-94(j)(10) Summary of sign characteristics by zone and use

Zoning District

Zoning District										
Use Category	AG/ <u>CNR</u>	RR1	RR2	RR3	USR (& USR-MF)	VR	VM	*HC	*GC	*I
Agricultural	1	2	2	2	2	2	3	1	1	1
Residential	2	2	2	2	2	2	3	2	2	2
Retail, Service, and Commercial	4	2	2	2	2	2	3	4	4	5
Institutional and Civic	3	2	2	2	2	2	3	4	4	5
Industrial	5	2	2	2	2	2	3	5	5	5
* Advertising signs permitted in these districts as allowed by article V, section 107-94(i)(14).										

Regulation Class	Regulation Section
1 =	Accessory signs, (AG and CNR districts)
2 =	Accessory signs, (RR1, RR2, RR3, USR, and VR districts)
3 =	Accessory signs, (VM district)
4 =	Accessory signs, (HC and GC districts)
5 =	Accessory signs, (I district)

4. Article VII Zoning Classifications, Density, Dimensional Standards and Allowed Uses, Section 107-147 Use table, Banquet/reception facility.

Retail, Service and Commercial Uses		STD	AG	RR 1/2/3	VR	VM	USR	USR-MF	HC	GC	I	CNR	MH
Food services	Catering service, banquet/reception facility, social or fraternal organization	107-115(r)	<u>C</u>			P			P	P			

5. Article VII Zoning Classifications, Density, Dimensional Standards and Allowed Uses, Section 107-148 Planned Unit Development, Subsections (f) & (g)

(f) Subdivision of land. Subdivisions which accomplish the implementation of an approved master plan are exempt from the underlying zoning district minimum or maximum lot size requirements.

~~(e)~~(g) Amendments to an approved master plan and/or governing plan. Amendments to associated plans shall be reviewed as follows:

ALTERNATIVES:

The following alternatives may be considered regarding the proposed UDC text amendments:

1. Recommend approval of the proposed amendments.
2. Recommend denial of the proposed amendments.
3. Refer the proposed amendments back to the staff for additional review/information.

STAFF RECOMMENDATION:

Staff recommends Alternative 1, recommend approval of the proposed UDC text amendments.