

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM

Date: 12/28/23 Weekly Agenda Date: 1/2/24

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Daniel Priestley, Zoning Coordinator

WORDING FOR AGENDA ITEM:

Consideration of applicants for the appointment to fill one expired term on the Woodbury County Zoning Commission from 2024 to 2028.

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

EXECUTIVE SUMMARY:

This item requests for the Board to consider appointing one (1) applicant from the candidate pool to the Zoning Commission (ZC) for a 5-year term (2024 to 2028).

BACKGROUND:

Three (3) candidates have applied to be considered for service on the Zoning Commission. The candidates meet the requirements to serve and their references have been verified.

Applicants: Applications Enclosed.

- Hanson, Jeffrey William, 1623 Eastland Ave., Lawton, IA 51030, 712-899-4054

- McWilliams, David, 1563 Buchanan Ave., Sioux City, IA 51106, 712-266-6917

- O'Tool, Jeffrey Dean, 1466 140th St., Sioux City, IA 51106, 712-898-9017

FINANCIAL IMPACT:

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IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?

Yes No

RECOMMENDATION:

Approve the appointment of one of the candidates (effective immediately) to the Zoning Commission for a new five-year term (2024 to 2028).

ACTION REQUIRED / PROPOSED MOTION:

Motion to approve the the appointment of _____ (effective immediately) to the Zoning Commission for a new five-year term (2024 to 2028).

4. Planning and Zoning Commission.

- A. Establishment. Pursuant to Chapter 335 of the Code of Iowa, a County Zoning Commission, consisting of five members, as previously established, is hereby continued.
- B. Appointment and membership
 - (1) The members of the Zoning Commission shall be appointed by the Board of Supervisors for terms of five years. Terms of Commissioners shall be staggered so that no more than two memberships expire on December 31 of any year. Vacancies shall be filled in the same manner for the remainder of an expired term.
 - (2) Members of the Zoning Commission shall consist of eligible electors, as defined by Iowa Code section 39.3, who reside within the area regulated by the County Zoning Ordinance and shall not be officers or employees of any agency or department of the County. Iowa law requires all appointive boards, commissions, committees, and councils of a political subdivision to be gender balanced by using a fair and unbiased method of selecting the best qualified applicants. The Board of Supervisors may appoint any qualified applicant, regardless of gender, after making a three-month good faith effort to appoint a gender balanced Commission.
 - (3) Members of the Zoning Commission shall serve without compensation but may be reimbursed for the actual expenses incurred while performing their official duties, which shall be subject to the approval of the Board of Supervisors.
 - (4) Any member of the Zoning Commission may be removed for cause by the Board of Supervisors following a public hearing on written charges. Cause for removal may be found by the Board of Supervisors in any action or condition which it determines to be detrimental to the proper functioning of the Commission, including conflicts of interest, violations of laws or regulations pertaining to the role of the Commission, failing to carry out the duties of a member of the Commission, including failure to attend 50% or more regular meetings in any twelve month period, or other conduct which casts doubt upon the integrity or effectiveness of the member.
- C. Rules of Procedure. The Commission shall organize itself and shall adopt and maintain, subject to the approval of the Board of Supervisors, Rules of Procedure in conformance with the provisions of this ordinance and the Iowa Code to govern the conduct of its business.
- D. Powers and Duties. The Zoning Commission shall have the following powers and it shall be its duty:
 - (1) To recommend the boundaries of the various districts and appropriate regulations and restrictions to be enforced in the districts within the area regulated by the County Zoning Ordinance;
 - (2) To, with due diligence, prepare a preliminary report and hold public hearings on the preliminary report before submitting the Commission's final report to the Board of Supervisors as provided in the County Zoning Ordinance and Subdivision Regulations;
 - (3) To recommend to the Board of Supervisors amendments, supplements, changes or modifications to the text or Zoning District Map of the County Zoning Ordinance. The Commission's report and any recommendations may include a proposed ordinance or amendments to an ordinance;
 - (4) To recommend to the Board of Supervisors, the adoption of a comprehensive plan pursuant to Iowa Code Section 335.5, or amendments thereto;

- (5) To contract with professional consultants, regional planning commissions, the economic development authority, or the federal government, for local planning assistance, with the approval of the Board of Supervisors.

**APPLICATION FORM FOR WOODBURY COUNTY
BOARD/COMMISSION**

Please Return To:

Woodbury County Board of Supervisors, Room 104, Woodbury County Courthouse,
620 Douglas St., Sioux City, Iowa 51101

Phone: (712) 279-6525 Fax: (712) 279-279-6577 Website: <http://woodburyiowa.com>

Application For: Planning and Zoning Commission and Board of Adjustment (Board/Commission)

Date October 25, 2023 E-mail Address jhanson@mcclurevision.com

Name Jeffrey William Hanson

Address 1623 Eastland Avenue, Lawton, Iowa 51030

Phone Number 712-899-4054 Fax Number _____

Business Phone 712-220-3294 Cell Phone 712-899-4054

This form assists the Board of Supervisors in evaluating the qualifications of applicants for appointment to a board or commission. State law requires political subdivisions to make a good faith effort to balance most appointive boards, commissions, committees, and councils according to gender by January 1, 2012, and each year thereafter.

Female Male

Place of employment and position (and/or activities such as hobbies, volunteer work, etc. that you feel may qualify you for this position):

Current: McClure Engineering – Business Development Lead

Previous: City of Sioux City – Community Development Operations Manager (18 years)

Previous: SIMPCO – Transportation Planning Director (6 years)

Retired volunteer firefighter with the Lawton Fire Department (17 years)

Woodbury County Emergency Operations Center Management Team – Planning Section Chief (15 years)

The following questions will assist the Board of Supervisors in its selection.

■ **How much time will you be willing to devote in this position?**

Available to attend all meetings and committed to devoting as much time as needed.

■ **Interest in Appointment: Describe in detail why you are interested in serving on a county board or commission. Include information about your background that supports your interest.**

I am a lifelong Sioux City/Woodbury County resident. I built our family home in 2000 in rural Woodbury County where my wife and I have raised our two children. I was employed with the City of Sioux City, Iowa in various Planning and Community Development positions. Most recently I served as the Community Development Operations Manager overseeing the Housing, Inspections, Neighborhood Services, and Planning and Zoning Divisions.

■ **Contributions you feel you can make to the Board/Commission:**

I believe I could use my education and 24 years of professional experience in planning and community development to contribute to the Planning and Zoning Commission and Board of Adjustment.

■ **Direction/role you perceive of this Board/Commission:**

Planning and Zoning Commission – Provide recommendations to the Board of Adjustment and Board of Supervisors on planning, zoning, subdivision, and development projects in the unincorporated area of Woodbury County.

Board of Adjustment – Quasi-judicial board to hear and make decisions regarding appeals to the Zoning Ordinance.

Reviews and decides on variances and conditional use permits in the unincorporated area of Woodbury County.

■ **In lieu of/in addition to the above, do you have any comments to add that may assist the Board of Supervisors in its selection?**

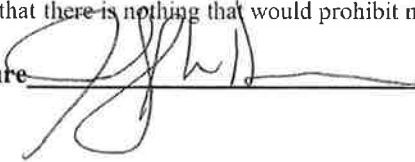
No additional information.

■ **Please provide two references who may be contacted on your qualifications for this position.**

Name	Address	Phone number	Email address	Relationship
Ryan Ross	329 Pierce Street	712-259-3563	ross@craryhuff.com	Friend/Colleague
Kurt Miene	212 Larimer Street	712-870-5222	Kurt.Miene@stocktontowingiowa.com	Friend/Lawton Fire

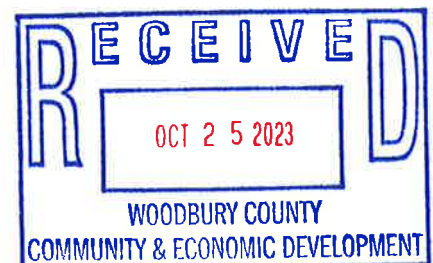
I certify that there is nothing that would prohibit me from serving on this board or commission.

Signature



Date 10/25/2023

**YOUR APPLICATION WILL BE RETAINED IN OUR FILES FOR ONE YEAR
THIS APPLICATION IS A PUBLIC DOCUMENT AND AS SUCH CAN BE REPRODUCED AND
DISTRIBUTED FOR THE PUBLIC.**



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BOARD/COMMISSION**

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**Woodbury County Board of Supervisors, Room 104, Woodbury County
Courthouse, 620 Douglas St., Sioux City, Iowa 51101
Phone: (712) 279-6525 Fax: (712) 279-279-6577**

Application For: David McWilliams (Board/Commission) Date 12/3/23 E-mail

Address dgjmw49@gmail.com Name David McWilliams

Address 1563 Buchanan Ave Sioux City, IA 51106 Phone Number 712-266-6917

Fax Number _____ Business Phone _____

Cell Phone 712-266-6917

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Female **Male**

Place of employment and position (and/or activities such as hobbies, volunteer work, etc. that you feel may qualify you for this position):

Retired from City of Sioux City as Airport Operations Manager after approximately 30 years.

Presently working at Dakota Valley Schools. Current Board Member at The Municipal Federal

Credit Union and Chair of the Auditing Committee.

The following questions will assist the Board of Supervisors in its selection.

- How much time will you be willing to devote in this position?**

Having been a past member of the Planning and Zoning Committee, I know and am willing to

spend the time needed for the position. _____

- **Interest in Appointment:** Describe in detail why you are interested in serving on a county board or commission. Include information about your background that supports your interest.

_____ Was a past member of the Planning and Zoning Commission serving 2 terms and serving as Chairman for a year. _____

- **Contributions you feel you can make to the Board/Commission:**

_ I feel I would have excellent knowledge of the procedures and policies having helped to rewrite the Zoning regulations. _____

- **Direction/role you perceive of this Board/Commission:**

___ I would be a link between the committee and the general public to make the Supervisors job easier. _____

- **In lieu of/in addition to the above, do you have any comments to add that may assist the Board of Supervisors in its selection?**

- **Please provide two references who may be contacted on your qualifications for this position.**

Name Address Phone Number Email Address Relationship

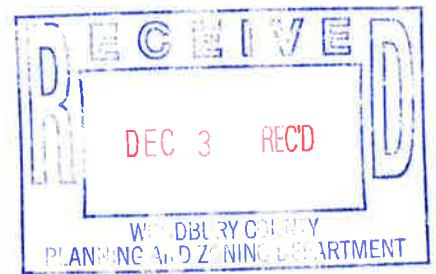
_ Steve Olson 2000 Spring Creek Rd Sioux City, IA 51106 Phone 712-253-0769 Email heritage24@aol.com Relationship-Friend

Tom Verzani 1522 Buchanan Ave Sioux City, IA 51106 Phone 712-253-4759 Email tverzani@gmail.com Relationship-Friend

I certify that there is nothing that would prohibit me from serving on this board or

commission. **Signature David McWilliams** __ **Date 12/3/2023** __

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APPLICATION FORM FOR WOODBURY COUNTY BOARD/COMMISSION

NOV 15 2023 10:21 AM

Please Return To:

Woodbury County Board of Supervisors, Room 104, Woodbury County Courthouse, 620 Douglas St., Sioux City, Iowa 51101
Phone: (712) 279-6525 Fax: (712) 279-279-6577 Website: www.woodburycountyiowa.gov

Application For: Zoning Commission (Board/Commission)
Date: 11/10/23 E-mail Address: JEFFREY.OSTOIC@outlook.com
Name: Jeffrey Dean O'Toole
Address: 1466 140th St Sioux City IA 51106
Phone Number: 712 898 9017 Fax Number:
Business Phone: Cell Phone: 712 898 9017

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Female Male

Place of employment and position (and/or activities such as hobbies, volunteer work, etc. that you feel may qualify you for this position):

- Unity Point Health - Physician in Emergency Department
- served on zoning commission for several years
- land owner, outdoorsman, hunter,

The following questions will assist the Board of Supervisors in its selection.

How much time will you be willing to devote in this position?

3-5 hours per month

Interest in Appointment: Describe in detail why you are interested in serving on a county board or commission. Include information about your background that supports your interest.

I think it is important to find a balance between individual rights and whats best for the greater good. Making sure we consider the factors that and understand how this decision will affect the county for decades to come. I have served for

Contributions you feel you can make to the Board/Commission: the last several years on the

- 1) critical thinker, 2) landowner, Commission
3) Parent of children I hope come back to woodbury county

■ Direction/role you perceive of this Board/Commission:

- fair and reasonable application of the zoning rules and regulations, allowing a forum for public to show support/opposition,
- supporting landowner autonomy and public interests

■ In lieu of/in addition to the above, do you have any comments to add that may assist the Board of Supervisors in its selection?

■ Please provide two references who may be contacted on your qualifications for this position.

Name	Address	Phone number	Email address	Relationship
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John Atwood	1506 155 th St Surv City	712-490-6926		Board member at Hawkeye gun Range
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Jay Morrison	706 Coffee Farm Rd Sergeant Bluff, IA	712-333-9360		Clay breaker coach @ gmail.com Head coach of midget no' trap team, also Hawkeye Board member
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I certify that there is nothing that would prohibit me from serving on this board or commission.

Signature  Date 11/10/23

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Zoning Commission and Board of Adjustment Advertisement Dates for Commission and Board Openings

October 5, 2023

- Posted to the Woodbury County website “News” section.

October 17, 2023

- Sergeant Bluff Advocate
 - o Ad

October 18, 2023

- Danbury Review
 - o Ad

October 19, 2023

- Merville Record
 - o Ad

October 23, 2023

- Facebook
 - o Social Media Post
- Twitter
 - o Social Media Post

October 26, 2023

- Sioux City Journal
 - o Legal Notice

November 21, 2023

- Facebook
 - o Social Media Post

November 27, 2023

- Twitter
 - o Social Media Post

Application Deadline: December 5, 2023



**WOODBURY COUNTY
COMMUNITY &
ECONOMIC
DEVELOPMENT**

**COMMISSION &
BOARD OPENINGS**

**NOW ACCEPTING
APPLICATIONS FOR**

**WOODBURY COUNTY
Zoning Commission &
Board of Adjustment**

Must be a resident of
rural unincorporated Woodbury County

For more information,
call 712-279-6609

Applications can be downloaded at
www.WoodburyCountyCED.com
Application Deadline: Dec. 5, 2023

Ran in the Sergeant Bluff Advocate, Danbury Review, & Merville Record

NOW ACCEPTING APPLICATIONS FOR APPOINTMENTS TO THE WOODBURY COUNTY PLANNING AND ZONING COMMISSION AND BOARD OF ADJUSTMENT

To apply, submit a completed application by December 5, 2023, to the Woodbury County Board of Supervisors, Woodbury County Courthouse, 620 Douglas St., Room 104, Sioux City, IA 51101. Applicants must be residents of rural unincorporated Woodbury County. For more information, visit: WoodburyCountyIowa.gov (Committee Pages) or call (712) 279-6609.

Planning and Zoning Commission (1 Appointment Available)

The Zoning Commission is a commission of five citizens appointed by the County Board of Supervisors. The Commission is responsible for preparing and making recommendations to the Board of Adjustment and Board of Supervisors on issues concerning: the general plan and amendments; subdivision plans, amendments to the ordinance, rezoning, and development. Members shall be residents of the unincorporated area of the County and serve terms of five years without compensation. This appointment will be from 1/24 to 12/28.

Board of Adjustment (1 Appointment Available)

The Board of Adjustment is a quasi-judicial board of five citizens appointed by the County Board of Supervisors. The Board hears and decides appeals to any order, requirement, decision, or determination made by an administrative officer in the enforcement of the County's zoning ordinance; hears and reviews variances and special exceptions from the terms of the zoning ordinance; and decides applications for conditional use permits. Members shall be residents of the unincorporated area of the county and serve terms of five years without compensation. This appointment will be from 1/24 to 12/28.

Ran in the Sioux City Journal Legals Section



**WOODBURY COUNTY
COMMUNITY &
ECONOMIC
DEVELOPMENT**

COMMISSION & BOARD OPENINGS

ZONING COMMISSION	BOARD OF ADJUSTMENT
1 OPENING	1 OPENING
January 2024 to December 2028 The Zoning Commission is a commission of five citizens appointed by the Woodbury County Board of Supervisors. The Commission is responsible for preparing and making recommendations to the Board of Adjustment and Board of Supervisors on issues concerning the general plan and amendments, rights-of-way dedications, vacations, partial vacations, subdivision plans, amendments to the ordinance, rezoning, and development. Members shall be residents of the unincorporated area of the County and serve terms of five years without compensation.	January 2024 to December 2028 The Board of Adjustment is a quasi-judicial board of five citizens appointed by the Woodbury County Board of Supervisors. The Board hears and decides appeals to any order, requirement, decision, or determination made by an administrative officer in the enforcement of the County's zoning ordinance; hears and reviews variances and special exceptions from the terms of the zoning ordinance; and decides applications for conditional use permits. Members shall be residents of the unincorporated area of the county and serve terms of five years without compensation.

MUST BE A RESIDENT OF RURAL UNINCORPORATED WOODBURY COUNTY

For more information, call 712-279-6609

Applications can be downloaded at <https://tinyurl.com/ZCBA2024>

APPLICATION DEADLINE: DECEMBER 5, 2023

Posted to social media (Facebook & Twitter).