

**September 20, 2022**

**MET IN REGULAR SESSION**

The Board of Supervisors met in regular session at 10:00 A.M. All members present, except Supervisor Shea appearing via teleconference, he later appeared in person. Chairman Wichman presiding.

**PLEDGE OF ALLEGIANCE**

**1. CONSENT AGENDA**

After discussion was held by the Board, a motion was made by Grobe, and second by Schultz, to approve:

A. September 13, 2022, Minutes as read.

**2. SCHEDULED SESSIONS**

Motion by Schultz, second by Belt, to canvass 2022 Lewis Central Election, and to authorize Auditor to pay election costs.

UNANIMOUS VOTE. Motion Carried.

Motion by Schultz, second by Belt, to approve Second Consideration of Ordinance No. 2022-04, an Ordinance to amend Chapter 3.50 “Animal Care and Control” of the Pottawattamie County, Iowa Code; and to adopt Ordinance No. 2022-04 in law. Said ordinance is laid out as follows:

**POTTAWATTAMIE COUNTY, IOWA  
ORDINANCE NO. 2022-04**

**AN ORDINANCE** to amend the following in Chapter 3.50, of Pottawattamie County, Iowa Animal Care and Control Ordinance:

1. 3.50.005.23 Amend boarding to kennel to commercial kennel and amend Chapter 162.8 of the Code of Iowa to Zoning Ordinance of Pottawattamie County, Iowa.
2. 3.50.005.25 Add “excluding urban chickens (refer to section 3.50.035)
3. 3.50.005.32 Add “PASTURE: Land in the rear yard (as defined in Section 8.002.260.02 of the Pottawattamie County, Iowa Zoning Ordinance) covered with grass and other low plants suitable for grazing animals.”
4. 3.50.006.07 Delete “The fee for this procedure shall be as set forth in the schedule of fees (\$20.00)”
5. 3.50.007.09 Amend license to permit and by this Chapter to Chapter 8 – Pottawattamie County, IA Zoning Ordinance.
6. Add Section 3.50.035 Urban Chickens.

**BE IT ORDAINED BY THE BOARD OF SUPERVISORS OF POTTAWATTAMIE COUNTY, IOWA**

**SECTION 1 - REPEAL OF CONFLICTING ORDINANCES:** That section 3.50.005.23 is hereby repealed in its entirety. Furthermore all other Ordinances in conflict with the provisions of this Ordinance are hereby repealed to the extent necessary to give this Ordinance full force and effect.

**SECTION 2 - AMENDMENTS:** That the Pottawattamie County, Iowa, Code, be and the same is hereby amended by adding thereto the following new Section, to be codified as Section 3.50.005.23:

3.50.005.23      **KENNEL:** Any ‘commercial kennel’, as defined in Chapter 8 of the Zoning Ordinance of Pottawattamie County, Iowa.

**SECTION 3 - REPEAL OF CONFLICTING ORDINANCES:** That section 3.50.005.25 is hereby repealed in its entirety. Furthermore all other Ordinances in conflict with the provisions of this Ordinance are hereby repealed to the extent necessary to give this Ordinance full force and effect.

**SECTION 4 - AMENDMENTS:** That the Pottawattamie County, Iowa, Code, be and the same is hereby amended by adding thereto the following new Section, to be codified as Section 3.50.005.25:

3.50.005.25      **LIVESTOCK:** Farm animals, such as beef cattle, dairy cows, sheep, hogs, chickens and turkeys, excluding urban chickens (refer to section 3.50.035).

**SECTION 5 - REPEAL OF CONFLICTING ORDINANCES:** That section 3.50.005.32 is hereby repealed in its entirety. Furthermore all other Ordinances in conflict with the provisions of this Ordinance are hereby repealed to the extent necessary to give this Ordinance full force and effect.

**SECTION 6 - AMENDMENTS:** That the Pottawattamie County, Iowa, Code, be and the same is hereby amended by adding thereto the following new Section, to be codified as Section 3.50.005.32:

3.50.005.32 **PASTURE:** Land in the rear yard (as defined in Section 8.002.260.02 of the Pottawattamie County, Iowa Zoning Ordinance) covered with grass and other low plants suitable for grazing animals.

**SECTION 7 - REPEAL OF CONFLICTING ORDINANCES:** That section 3.50.006.07 is hereby repealed in its entirety. Furthermore all other Ordinances in conflict with the provisions of this Ordinance are hereby repealed to the extent necessary to give this Ordinance full force and effect.

**SECTION 8 - AMENDMENTS:** That the Pottawattamie County, Iowa, Code, be and the same is hereby amended by adding thereto the following new Section, to be codified as Section 3.50.006.07:

3.50.006.07 Any dog that has been impounded by the County shall have an identifying microchip inserted under its skin at its owner/custodian's expense prior to being released to the owner/custodian.

**SECTION 9 - REPEAL OF CONFLICTING ORDINANCES:** That section 3.50.007.09 is hereby repealed in its entirety. Furthermore all other Ordinances in conflict with the provisions of this Ordinance are hereby repealed to the extent necessary to give this Ordinance full force and effect.

**SECTION 10 - AMENDMENTS:** That the Pottawattamie County, Iowa, Code, be and the same is hereby amended by adding thereto the following new Section, to be codified as Section 3.50.007.09:

3.50.007.09 NUMBER RESTRICTED: It is unlawful for any person to own, keep or harbor at anytime more than four (4) dogs under this Chapter without the appropriate permitting, or as otherwise provided for by Chapter 8 – Pottawattamie County, IA Zoning Ordinance.

**SECTION 11 - AMENDMENTS:** That the Pottawattamie County, Iowa, Code, be and the same is hereby amended by adding thereto the following new Section, to be codified as Section 3.50.035:

3.50.035 URBAN CHICKENS:

- .01 Notwithstanding the provisions of this section, the keeping of domestic chickens (members of the subspecies of *Gallus gallus domesticus*) shall be permitted on properties with a single-family dwelling that have less than one acre of pasture and/or are in the R-3 (Urban Residential) Zoning District, so long as such keeping is in strict compliance with this subsection and all other applicable County ordinances unless, despite compliance with the following, the presence of any particular chickens endangers the health, safety, peace, quiet, comfort, enjoyment of, or otherwise becomes a public nuisance to nearby residents or occupants or places of business.
- A. No person shall keep chickens inside a single-family dwelling unit.
  - B. A tenant must obtain the landlord's written permission to keep chickens, which shall be submitted as part of the application for a permit.
  - C. Chickens must be confined in a coop or fowl house not less than 18 inches in height or, in the alternative, within a fenced pen area. Chickens must be kept within the coop, the fowl house, or the fenced pen area at all times unless removed for a temporary time for cleaning or for the safety of the chicken. Chickens must be housed in the coop from dusk until dawn.
  - D. The coop, the fowl house, or the fenced pen area shall be located in the rear yard only (as defined in Section 8.002.260.02 of the Pottawattamie County, Iowa Zoning Ordinance), must be of such a design to be reasonably expected to prevent entry by dogs, cats, or other animals, shall be completely enclosed (except fenced pen area), shall be well maintained, and shall be well drained so there is no accumulation of moisture.
  - E. The materials used in making a coop or fowl house (stationary or mobile) shall be uniform for each element of the structure such that the walls are made of the same material, the roof has the same shingles or other covering, and any windows or openings are constructed using the same materials. The use of scrap, waste board, sheet metal, or similar materials is prohibited.
  - F. Any coop, fowl house, or fenced pen area shall be kept clean, sanitary and free from accumulation of chicken excrement and objectionable odors. All droppings and body excretions shall be either placed in fly-proof containers and double-bagged in plastic bags or, in the alternative, used as fertilizer on the same property so long as the droppings and body excretions are spread and incorporated into the soil within twenty-four (24) hours.
  - G. Odors from chickens, chicken manure or other chicken related substances shall not be perceptible beyond the boundaries of the permitted tract of land. Noise from chickens shall not to disturb persons on adjoining properties or beyond based on an objective or reasonable person standard.
  - H. All chicken feed shall be stored in rodent-proof containers.
  - I. No more than twelve (12) chickens shall be kept or maintained per property.
  - J. All chickens shall have wings clipped at any given time so as to eliminate the possibility of flight from the permittee's property.
  - K. All such chickens must be hens; no roosters are permitted.
  - L. The County shall not be liable for injury or death of chickens caused by dogs, cats, or other animals, domestic or wild, whether such animals are licensed by the County or not. Further, injury or death of a chicken caused by an animal is not, in and of itself, sufficient grounds for Animal Control to determine that the animal is a dangerous/vicious animal pursuant to Section 3.50.010. Any dead chicken, not caused by slaughtering, shall be disposed of immediately upon discovering in a manner so as not to cause a nuisance pursuant to Chapter 8, Zoning Ordinance.
  - M. Any slaughter of chickens not regulated by state law or otherwise forbidden or regulated shall be done only in a humane and sanitary manner and shall not be done open to the view of any public area or adjacent property owned by another.

.02 No person shall keep any chickens unless they possess a Pottawattamie County, Iowa Urban Chicken (Hen) Permit issued by Animal Control.

- A. Animal Control shall provide an application form upon request, which shall include consent forms for landlords.
- B. The fees and associated costs shall be set by resolution.
- C. Permits will be granted for one (1) year valid from January 1 through December 31. Permits may be purchased at any time during the year but will be valid only through December 31.
- D. The applicant shall successfully complete an approved class in raising chickens in an urban setting prior to being issued a permit. Animal Control shall maintain a current list of such approved classes.
- E. By the granting of the permit to raise chickens and the application thereof, the permittee authorizes that the County or its agents have the right to go onto permittee's property any time and without prior notice for the limited purpose of inspection of the premises to ensure that all applicable conditions have been met.
- F. Within thirty (30) days after the expiration of any permit, the permittee shall apply for and secure a renewal of the permit in the manner provided for in this chapter. Failure to renew a permit within the time herein provided shall result in a delinquent fee, in addition to the regular permit fee, as set by the Pottawattamie County, Iowa Board of Supervisors. All applicants shall be furnished with permit rules and regulations at the time the application is made.
- G. The permit is a limited license for the activity, and no vested zoning rights arise from the permit being issued.
- H. The permit does not run with the land. Private restrictions on the use of the property shall remain enforceable and shall supersede the permit. The private restrictions include, but are not limited to, deed restrictions, neighborhood association bylaws, covenants and restrictions, and rental agreements. A permit issued to a person whose property is subject to private restrictions that prohibit keeping of chickens is void.

.03 In the event that an applicant or permittee does not fully and strictly comply with the requirements of this section, the application may be denied or the permit may be revoked. If an application is denied or a permit is revoked, the applicant or permittee shall be so informed in writing and also informed of the right to appeal said decision.

- A. In any instance where Animal Control has denied, revoked, suspended, or not renewed a permit, the applicant or permit holder may appeal the decision to the Pottawattamie County, Iowa Board of Health within ten (10) business days of receipt by the applicant or holder of the permit of the notice of the decision.
- B. When an application for a permit is denied or when a permit is revoked:
  - 1. The applicant may not re-apply for a new permit for a period of 1 year from the date of the denial or revocation unless the denial or revocation is due to administrative reasons only, as determined by Animal Control.
  - 2. Any chicken(s) shall be removed immediately.
  - 3. Any coop, fowl house, fencing or other structures shall be removed within ten (10) days of the date of the permit being denied or revoked.
- C. Animal Control shall issue a permit within 7 to 10 working days from receipt of application.

**SECTION 12 - SEVERABILITY:** That should any section or provision of this Ordinance be declared by a court of competent jurisdiction to be invalid, that decision shall not effect that validity of the Ordinance as a whole or any part thereof, other than the part so declared to be invalid.

**SECTION 13 - REPEAL OF CONFLICTING ORDINANCES:** That all ordinance or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

**SECTION 14 - EFFECTIVE DATE:** This Ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED AND APPROVED SEPTEMBER 20, 2022.

ROLL CALL VOTE

	AYE	NAY	ABSTAIN	ABSENT
_____ Tim Wichman, Chairman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Scott Belt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Lynn Grobe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Justin Schultz	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Brian Shea

Attest: \_\_\_\_\_  
 Melvyn Houser, County Auditor  
 Pottawattamie County, Iowa

**Roll Call Vote: AYES: Wichman, Belt, Schultz, Shea. NAYS: Grobe. Motion Carried.**

The Board discussed the Second Consideration of Ordinance No. 2022-05, an Ordinance to amend Chapter 8 “Zoning Ordinance” of the Pottawattamie County, Iowa, Code; and to adopt Ordinance No. 2022-05 into law. Discussion only. No Action Taken.

Motion by Schultz, second by Belt, to approve and authorize Board to sign **Resolution No. 63-2022** entitled: **RESOLUTION TO ESTABLISH A SCHEDULE OF FEES.**

**CHAPTER 1.50  
 SCHEDULE OF FEES**

**1.50.010 PURPOSE:** The purpose of this chapter is to set forth those fees and charges authorized to be charged by the County pursuant to specific authorization of the Board of Supervisors, as evidenced herein, or as authorized in other chapters of this Code. The provisions of this Chapter shall constitute authorization for the County Official designated by the respective Titles and/or Chapters within the Titles, to charge and collect the fees and charges set forth herein. If a fee or charge is authorized to be made or charged, such fee or charge is nonetheless authorized to be made or charged, the same as if it were set forth herein. *(Ordinance #2008-02/February 1, 2008)*

**1.50.020 FEES SET BY RESOLUTION:** Any fees not specifically set forth in this Chapter shall be set and amended by resolution by the Board of Supervisors. The schedule of fees shall be maintained and shall be available for inspection in the Office of Planning and Development. *(Ordinance #2008-02/February 1, 2008)*

**1.50.030 INVESTIGATION FOR WORK WITHOUT A PERMIT:** Whenever any work for which a permit is required by the Pottawattamie County, Iowa, Code, has commenced without first obtaining said permit, a special investigation shall be made before a permit may be issued for such work. *(Ordinance #2008-02/February 1, 2008)*

**1.50.040 INVESTIGATION FEE FOR WORK WITHOUT A PERMIT:** An investigation fee, in addition to the permit fee, shall be collected whether or not a permit is then or subsequently issued. The investigation fee shall be double the amount of the permit fee required by the Pottawattamie County, Iowa, Code or as set by resolution by the Board of Supervisors. In the event more than one permit is required prior to commencing said work, the investigation fee shall double the amount of all permit fees required. The payment of such investigation fee shall not exempt any person from compliance with all other provisions of the Pottawattamie County, Iowa, Code, nor from any penalty prescribed by law. *(Ordinance #2008-02/February 1, 2008)*

**1.50.050 SITE EVALUATION FEE:** In the event a site evaluation is required by the Pottawattamie County, Iowa, Code, in various chapters, a site evaluation fee shall be charged. The site evaluation fee shall be seventy-five (75) percent of the permit requiring the site evaluation. In the event a site evaluation involves multiple permits, the site evaluation fee shall be fifty (50) percent of the accumulatively total of all permits required. *(Ordinance #2008-02/February 1, 2008)*

**1.50.060 FEE REFUND:** Fees shall not be entitled to be refunded. *(Ordinance #2009-05/June 5, 2009)*

**RESOLUTION NO. 63-2022**

**A RESOLUTION TO ESTABLISH A SCHEDULE OF FEES.**

**WHEREAS, Pottawattamie County, Iowa, has established the need for fees to cover the cost of administering various provisions of the Pottawattamie County, Iowa, Code; and**

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF POTTAWATTAMIE COUNTY, IOWA, that the Board of Supervisors of Pottawattamie County, Iowa, that the following Schedule of Fees be and the same is hereby amended and said amendments adopted.**

County Code Chapter 3.50-Animal Control Description of License, Fee or Permit	Charges
Any animal	\$ 8.00
Unspayed female or unneutered male	\$ 22.00
Urban Chicken (Hen) Permit	\$ 75.00

County Code Chapter 3.55-Sexually Oriented Businesses Description of License, Fee or Permit	Charges
Sexually Oriented Business License-Initial License	\$ 100.00
Sexually Oriented Business License-Annual Renewal	\$ 50.00
Sexually Oriented Business Employees License-Initial License	\$ 50.00

Sexually Oriented Business Employees License-Annual Renewal	\$ 25.00
County Code Chapter 5.50-Onsite Wastewater Treatment and Disposal Systems Description of License, Fee or Permit	Charges
Percolation Test	\$450.00
Septic Permit & 1st Septic Inspection Fee	\$ 120.00
Septic Permit Tank Only Permit and Inspection Fee	\$ 60.00
Septic Inspection Fee 2nd & subsequent (Per Visit)	\$ 60.00
Septic Variance	\$ 120.00
Septic Installer's Commercial License	\$ 60.00
Septic Pre-Installation Site Inspection	\$ 60.00
Late Inspection Fee Per Hour (Inspections after 4:30 P.M. time calculated at job site plus drive time from job site to Courthouse)	\$ 75.00
Site Evaluation Fee (% of Permit Fee) *50% of septic permit fee if multiple permits applied for at the same time	75%*
Time of Transfer Waiver Agreement	\$150.00
County Code Chapter 5.60-Private Water Well Description of License, Fee or Permit	Charges
Well Permit	\$ 120.00
Well Pre-Installation Site Inspection	\$ 60.00
Well Variance	\$ 120.00
Site Evaluation Fee (% of Permit Fee) *50% of the well permit fee if multiple permits are applied for at the same time	75%*
Late Inspection Fee Per Hour (Inspections after 4:30 P.M. time calculated at job site plus drive time from job site to Courthouse)	\$ 75.00
County Code Chapter 5.05-Local Siting Description of License, Fee or Permit	Charges
Local Siting approval for projects outlined in Chapter 5.05	\$5000.00
Amendment to Local Siting approval for projects in Chapter 5.05	\$2500.00
County Code Chapter 5.30-Floodplain Development Description of License, Fee or Permit	Charges
Floodplain Development Permit	\$ 120.00
Site Evaluation Fee (% of Permit Fee) *50% of Floodplain Development permit fee if multiple permits applied for at the same time	75%*
Floodplain Development Variance	\$ 120.00
County Code Chapter 7.30-Rural Addressing Description of License, Fee or Permit	Charges
Cost to change the name of a roadway	Actual Cost
County Code Title 8-Zoning Ordinance Description of License, Fee or Permit	Charges
Zoning Text Amendment	\$ 450.00
Zoning Map Amendment – Any District**	\$ 400.00
Development Plan Review Class R-5, R-6 and I-3 Districts/Per Plan Submittal	\$ 300.00
Conditional Use Permit**	\$ 260.00
Zoning Variance-Appeal of Administrative Decision**	\$ 140.00
Zoning Permit for signs, home occupations and other issues not required to secure building permits	\$ 70.00
Site Evaluation Fee (% of Permit Fee) *50% of the zoning permit fee if multiple permits are applied for at the same time	75%*
Late Inspection Fee Per Hour (Inspections after 4:30 P.M. time calculated at job site plus drive time from job site to Courthouse)	\$ 75.00
County Code Title 9-Subdivision Ordinance Description of License, Fee or Permit	Charges
Preliminary Plat-Minor Subdivision	\$ 165.00
Preliminary Plat Major Subdivision	\$ 275.00 + \$5/lot
Final Plat - Minor Subdivision	\$ 165.00
Final Plat - Major Subdivision	\$ 275.00 + \$5/lot
Subdivision Variance or Appeal/Per Issue	\$ 120.00
Final Construction Plan Review	\$ 200.00
Stop sign per public road intersection	\$ 100.00
Intersection sign per public road intersection	\$ 210.00
Sketch Plat Application per parcel (\$150 minimum)	\$ 75.00
Sketch Plat Application for a minor or major subdivision	\$ 200.00 1 <sup>st</sup> 4 lots + \$5.00/lot >4

**County Code Title 10-Building Codes  
BUILDING PERMIT FEE  
(Table 3-A of the 1997 UBC Administrative)**

TOTAL VALUATION	FEE
\$1 to \$500	\$ 23.50
\$501 to 2,000	\$ 23.50 for the first \$ 500.00 plus \$ 3.05 for each additional \$ 100.00, or fraction thereof, to and including \$ 2,000.00

\$2,001 to \$25,000	\$ 69.25 for the first \$ 2,000.00 plus \$ 14.00 for each additional \$ 1,000.00, or fraction thereof, to and including \$ 25,000.00
\$25,001 to \$50,000	\$ 391.75 for the first \$ 25,000.00 plus \$ 10.10 for each additional \$ 1,000.00, or fraction thereof, to and including \$ 50,000.00
\$50,001 to \$100,000	\$ 643.75 for the first \$ 50,000.00 plus \$ 7.00 for each additional \$ 1,000.00, or fraction thereof, to and including \$ 100,000.00
\$100,001 to \$500,000	\$ 993.75 for the first \$ 100,000.00 plus \$ 5.60 for each additional \$ 1,000.00, or fraction thereof, to and including \$ 500,000.00
\$500,001 to \$1,000,000	\$ 3,233.75 for the first \$ 500,000.00 plus \$ 4.75 for each additional \$ 1,000.00, or fraction thereof, to and including \$ 1,000,000.00
\$1,000,001 and up	\$ 5,608.75 for the first \$ 1,000,000.00 plus \$ 3.15 for each additional \$ 1,000.00, or fraction thereof
<b>Other Inspections and Fees:</b> 1. Inspections outside of normal business hours (minimum charge-two hours) \$75.00 per hr* 2. Reinspection fees assessed under provisions of Building Official \$75.00 per hr* 3. Inspections for which no fee is specifically indicated (minimum charge-1/2 hour) \$75.00 per hr* 4. Additional plan review required by changes, additions or revisions to plans. (Minimum charge is 1/2 hour) \$75.00 per hr* 5. For use of outside consultants for plan checking and inspections, or both...Actual costs**	

\*Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

\*\*Actual costs include administrative and overhead costs.

Construction valuations shall include total value of work including materials and labor for which the permit is being issued such as electrical, gas, mechanical, plumbing equipment and permanent systems. The determination of value or valuation for new construction per square foot under any of the provisions of the adopted Codes shall be as currently published in the International Code Council "Building Safety" Journal. For residential one and two family, the square foot construction cost shall be 76% of the table valuation, effective September 1, 2007. Annually, in June, the Board of Supervisors may review the this percentage to determine if the fees collected are adequate to cover expenses incurred in the operation of the Building and Safety Division. If, in the opinion of the Building Official, the valuation is underestimated on the application for remodeling, the Building Official shall require the applicant can show detailed estimates to meet the approval of the Building Official. Final building permit valuation shall be set by the Building Official.

<i>BUILDING VALUATION OF:</i>	<i>PER SQUARE FOOT</i>
Dwelling – Habitable Living Area	\$ 71.50
Dwelling – Remodel/Finish Existing Area into Habitable Living Area	\$ 36.50
Dwelling – Pre-Manufactured Home – Habitable Living Area	\$ 35.75
Basement – Finished Habitable Living Area	\$ 36.50
Basement – Unfinished Non-Habitable Area	\$ 18.25
Basement – Finish Existing Unfinished Area into Habitable Living Area	\$ 28.50
Garage – Attached or Detached Area	\$ 28.00
Storage Shed/Pole Barn Area (Post & Truss Design)	\$ 10.75
Carport – Attached or Detached Area	\$ 12.50
Porch – Enclosed Habitable Area	\$ 29.50
Porch – With Roof Area	\$ 14.75
Porch – Deck Only Area	\$ 8.25
<i>BUILDING VALUATION OF:</i>	<i>PER SQUARE FOOT</i>
Block or CMU fence over six (6) feet in height	\$ 8.25
Retaining walls over four (4) feet in height	\$ 8.25
<i>TYPES OF PERMITS:</i>	<i>FLAT FEE</i>
Reshingle-Existing Structure	\$100.00
Windows and Door Replacement*	\$100.00
Combination of 2: Reshingle or Windows & Doors*	\$ 75.00
Demolition of Principal Structure, per structure (Issued in conjunction with other permit on the same property there is No Charge)	\$ 75.00
Demolition of Accessory Structure, per structure (Issued in conjunction with other permit on the same property there is No Charge)	\$75.00
Interior Commercial Alteration before Remodeling	\$150.00
Residential Tornado Shelter	\$ 56.25

- Window replacement: size for size or smaller installation of new windows in an existing structure for every permitted project.

**ELECTRICAL PERMIT FEES**  
**(Table 3-B of the 1997 UBC Administrative)**  
**Permit Issuance**

1.	For the issuance of each electrical permit	\$23.50
2.	For the issuing of each supplemental permit for which the original permit has not expired, been canceled, or finale	\$7.25

## System Fee Schedule (Note: The following do not include permit-issuing fee.)

1.	New Residential Buildings The following fees shall include all wiring and electrical equipment in or on each building, or other electrical equipment on the same premises constructed at the same time.	
	Multifamily: For new multifamily buildings (apartments and condominiums) having three or more dwelling units constructed at the same time, not including the area of garages, carports and accessory buildings, per square foot (0.09 m <sup>2</sup> )	\$0.050
	Single and Two family: For new single- and two-family residential buildings constructed at the same time and not including the area of garages, carports and accessory buildings, per square foot (0.09 m <sup>2</sup> )	\$0.056
2.	Private Swimming Pools For new private, in ground swimming pools for single-family and multifamily occupancies, including a complete system of necessary branch circuit wiring, bonding, grounding, underwater lighting, water pumping and other similar electrical equipment directly related to the operation of a swimming pool, each pool	\$49.50
3.	Carnivals and Circuses Carnivals, circuses, or other traveling shows or exhibitions utilizing transportable-type rides, booths, displays and attractions.	
	For electrical generators and electrically driven rides, each	\$23.50
	For mechanically driven rides and walk-through attractions or displays having electric lighting, each	\$7.25
	For a system of area and booth lighting, each	\$7.25
	For permanently installed rides, booths, displays and attractions, use the Unit Fee Schedule.	
4.	Temporary Power Service	
	For a temporary service pole or pedestal, including all pole or pedestal-mounted receptacle outlets and appurtenances each	\$23.50
	For a temporary distribution system and temporary lighting and receptacle outlets for construction sites, decorative lights, Christmas tree sale lots, fireworks stand, etc. each	\$12.30

## Unit Fee Schedule (Note: The following do not include permit-issuing fee.)

1.	Receptacle, Switch and Light Outlets For receptacle, switch, light or other outlets at which current is used or controlled, except services, feeders and meters:	
	First 20 fixtures, each	\$1.10
	Additional fixtures, each (Note: For multi-outlet assemblies, each 5 feet (1524 mm) or fraction thereof may be considered as one outlet.)	\$0.73
2.	Lighting Fixtures For lighting fixtures, sockets or other lamp-holding devices:	
	First 20 fixtures, each	\$1.10
	Additional fixtures, each	\$0.73
	For pole or platform-mounted lighting fixtures, each	\$1.10
	For theatrical-type lighting fixtures or assemblies, each	\$1.10
3.	Residential Appliances For fixed residential appliances or receptacle outlets for same, including wall-mounted electric ovens; counter-mounted cooking tops; electric ranges; self-contained room; console or through-wall air conditioners; space heaters; food waste grinders; dishwaters; washing machine; water heaters; clothes dryers; or other motor-operated appliances not exceeding 1 horsepower (HP) (746 W) in rating, each (Note: For other types of air conditioners and other motor-driven appliances having larger electrical ratings, see Power apparatus.)	\$4.75
4.	Nonresidential Appliances For nonresidential appliances and self-contained factory-wired, nonresidential appliances not exceeding 1 horsepower (HP), kilowatt (kW) or kilovolt-ampere (kVA), in rating, including medical and dental devices; food, beverage and ice cream cabinets; illuminated show cases; drinking fountains; vending machines; laundry machines; or other similar types of equipment, each (Note: For other types of air conditioners and other motor-driven appliances having larger electrical ratings, see Power apparatus.)	\$4.75
5.	Power Apparatus For motors, generators, transformers, rectifiers, synchronous converters, capacitors, industrial heating, air conditioners and heat pumps, cooking or baking equipment and other apparatus, as follows:	
	Rating in horsepower (HP), kilowatts (kW), kilovolt-amperes (kVA) or kilovolt-amperes-reactive (kVAR):	
	Up to and including 1, each	\$4.75
	Over 1 and not over 10, each	\$12.30
	Over 10 and not over 50, each	\$24.60
	Over 50 and not over 100, each	\$49.50

	Over 100, each	\$74.50
	<i>Notes:</i>	
	1. For equipment or appliances having more than one motor, transformer, heater, etc. the sum of the combined ratings may be used.	
	2. These fees include all switches, circuit breakers, contractors, thermostats, relays and other directly related control equipment.	
6.	Busways For trolley and plug-in-type busways, each 100 feet (30 480 mm) or fraction thereof ( <i>Note: An additional fee is required for lighting fixtures, motors and other appliances that are connected to trolley and plug-in-type busyways. A fee is not required for portable tools.</i> )	\$7.25
7.	Signs, Outline Lighting and Marquees For signs, outline lighting systems or marquees supplied from one branch circuit, each	\$24.60
	For additional branch circuits within the same sign, outline lighting system or marquee, each	\$4.75
8.	Services For services of 600 volts or less and not over 200 amperes in rating, each	\$30.50
	For services of 600 volts or less and over 200 amperes to 1,000 amperes, each	\$62.15
	For services over 600 volts or over 1,000 amperes in rating, each	\$124.30
9.	Miscellaneous Apparatus, Conduits and Conductors For electrical apparatus, conduits and conductors for which a permit is required but for which no fee is herein set forth ( <i>Note: This fee is not applicable when a fee is paid for one or more services, outlets, fixtures, appliances, power apparatus, busways, signs or other equipment.</i> )	\$18.20

#### Other Inspections and Fees

1.	Inspections outside of normal business hours, per hour (minimum charge-two hours)	\$75.00*
2.	Reinspection fees assessed under provisions of Section 10.01.700.08 per inspection	\$75.00*
3.	Inspections for which no fee is specifically indicated, per hour (minimum charge-one half hour)	\$75.00*
4.	Additional plan review required by changes, additions or revisions to plans or to plans for which an initial review has been completed (minimum charge-one half hour)	\$75.00*

\*Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

#### MECHANICAL PERMIT FEES (Table 3-C of the 1997 UBC Administrative)

##### Permit Issuance and Heaters

1.	For the issuance of each mechanical permit	\$23.50
2.	For issuing each supplemental permit for which the original permit has not expired, been canceled or finale	\$7.25

##### Unit Fee Schedule (*Note: The following do not include permit-issuing fee.*)

1.	For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliances, up to and including 100,000 Btu/h (29.3)	\$14.80
	For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance over 100,000 Btu/h (29.3)	\$18.20
	For the installation or relocation of each floor furnace, including vent	\$14.80
	For the installation or relocation of each suspended heater, recessed wall heater or floor-mounted unit heater	\$14.80
2.	Appliance Vents	
	For the installation, relocation or replacement of each appliance vent installed and not included in an appliance permit	\$7.25
3.	Repairs or Additions	
	For the repair of, alteration of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit or each heating, cooling, absorption or evaporative cooling system, including installation of controls regulated by the Mechanical Code	\$13.70
4.	Boilers, Compressors and Absorption Systems	
	For the installation or relocation of each boiler or compressor to and including 3 horsepower (10.6 kW), or each absorption system to and including 100,000 Btu/h (29.3 kW)	\$14.70
	For the installation or relocation of each boiler or compressor over 3 horsepower (10.6 kW) to and including 15 horsepower (52.7 kW), or each absorption system over 100,000 Btu/h (29.3 kW) to and including 500,000 Btu/h (146.6 kW)	\$27.15
	For the installation or relocation of each boiler or compressor over 15 horsepower (52.7 kW) to and including 30 horsepower (105.5 kW), or each absorption system over 500,000 Btu/h (146.6 kW) to and including 1,000,000 Btu/h (293.1 kW).	\$37.25

	For the installation or relocation of each boiler or compressor over 30 horsepower (105.5 kW) to and including 50 horsepower (176 kW), or each absorption system over 1,000,000 Btu/h (293.1 kW) to and including 1,750,000 Btu/h (512.9 kW).	\$55.45
	For the installation or relocation of each boiler or compressor over 50 horsepower (176 kW), or each absorption system over 1,750,000 Btu/h (512.9 kW)	\$92.65
5.	<b>Air Handlers</b>	
	For each air-handling unit to and including 10,000 cubic feet per minute (cfm) (4719 L/s), including ducts attached thereto <i>(Note: This fee does not apply to an air-handling unit which is a portion of a factory-assembled appliance, cooling unit, evaporative cooler or absorption unit for which a permit is required elsewhere in the Mechanical Code.)</i>	\$10.65
	For each air-handling unit over 10,000 cfm (4719 L/s)	\$18.10
6.	<b>Evaporative Coolers</b>	
	For each evaporative cooler other than portable type	\$10.65
7.	<b>Ventilation and Exhaust</b>	
	For each ventilation fan connected to a single duct	\$7.25
	For each ventilation system which is not a portion of any heating or air-conditioning system authorized by a permit	\$10.65
	For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood	\$10.65
8.	<b>Incinerators</b>	
	For the installation or relocation of each domestic-type incinerator	\$18.20
	For the installation or relocation of each commercial or industrial-type incinerator	\$14.50
9.	<b>Miscellaneous</b>	
	For each appliance or piece of equipment regulated by the Mechanical Code but not classed in other appliance categories, or for which their fee is listed in the table	\$10.65

**Other Inspections and Fees**

1.	Inspections outside of normal business hours, per hour (minimum charge-two hours)	\$75.00*
2.	Reinspection fees assessed under provisions of Section 10.01.700.08 per inspection	\$75.00*
3.	Inspections for which no fee is specifically indicated, per hour (minimum charge-one half hour)	\$75.00*
4.	Additional plan review required by changes, additions or revisions to plans or to plans for which an initial review has been completed (minimum charge-one half hour)	\$75.00*

\*Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

**PLUMBING PERMIT FEES**  
*(Table 3-D of the 1997 UBC Administrative)*

Permit Issuance

1.	For the issuance of each plumbing permit	\$23.50
2.	For issuing each supplemental permit for which the original permit has not expired, been canceled or finale	\$7.25

Unit Fee Schedule *(Note: The following do not include permit-issuing fee.)*

1.	<b>Fixtures and Vents</b>	
	For each plumbing fixture or trap or set of fixtures on one trap (including water, drainage piping and backflow protection thereof)	\$9.80
	For repair or alteration of drainage or vent piping, each fixture	\$4.75
2.	<b>Sewers, Disposal Systems and Interceptors</b>	
	For each building sewer and each trailer park sewer	\$24.65
	For each private sewage disposal system (See Title 5 fees above)	
	For each industrial waste pretreatment interceptor, including its trap and vent, excepting kitchen-type grease interceptors functioning as fixture traps	\$19.90
	Rainwater Systems-per drain (inside building)	\$9.80
3.	<b>Wells</b>	
	For each private water well (See Title 5 fees above)	
4.	<b>Water Piping and Water Heaters</b>	
	For installation, alteration, or repair of water piping or water-treating equipment, or both, each	\$4.75
	For each water heater including vent	\$12.30
	For vents only, see Table 3-C	
5.	<b>Gas Piping Systems</b>	
	For each gas piping system of one to five outlets	\$6.15
	For each additional outlet over five, each	\$1.10

6.	Lawn Sprinklers, Vacuum Breakers and Backflow Protection Devices	
	For each lawn sprinkler system on any one meter, including backflow protection devices thereof	\$14.80
	For atmospheric-type vacuum breakers or backflow protection devices not included in Item 1:	
	1 to 5 devices	\$12.30
	Over 5 devices, each	\$2.25
	For each backflow-protection device other than atmospheric-type vacuum breakers:	
	2 inches (50.8 mm) and smaller	\$12.30
	Over 2 inches (50.8 mm)	\$24.65
7.	Swimming Pools For each swimming pool or spa:	
	Public pool	\$91.25
	Public spa	\$60.75
	Private pool, over 5,000 gallons in ground or above ground. 1 square foot = 7.48 gallons	\$60.75
	Private spa	\$30.25
8.	Miscellaneous	
	For each appliance or piece of equipment regulated by the Plumbing Code but not classed in other appliance categories, or for which no other fee is listed in this code	\$9.80

**Other Inspections and Fees**

1.	Inspections outside of normal business hours, per hour (minimum charge-two hours)	\$75.00*
2.	Reinspection fees assessed under provisions of Section 10.01.700.08 per inspection	\$75.00*
3.	Inspections for which no fee is specifically indicated, per hour (minimum charge-one half hour)	\$75.00*
4.	Additional plan review required by changes, additions or revisions to plans or to plans for which an initial review has been completed (minimum charge-one half hour)	\$75.00*

\*Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

**PROPERTY MAINTENANCE CODE**

1.	Inspections of property to determine abatement work to be completed and post abatement inspection and cleanup work, per hour (minimum charge-two hours)	\$75.00*
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**GRADING PERMIT FEES**

**Permit Issuance**

1.	For the issuance of each grading permit	\$23.50
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Unit Fee Schedule (Note: The following do not include permit-issuing fee.)

		PER CUBIC YARD:
1.	Excavation and Fill-all Relocated On-site	.02
2.	Fill Brought in from Off-site	.06
3.	Excavation Removed from On-site	.06

**ALL-TERRAIN AND OFF-ROAD VEHICLE LICENSES**

County Code Chapter 12-All-Terrain and Off-Road Vehicle Licensing	Charges
For each All-Terrain and/or Off-Road Vehicle License	\$ 50.00

PASSED AND APPROVED SEPTEMBER 20, 2022

	ROLL CALL VOTE			
	AYE	NAY	ABSTAIN	ABSENT
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tim Wichman, Chairman				
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scott Belt				
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lynn Grobe				
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Justin Schultz				
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brian Shea				

Attest: \_\_\_\_\_

Melvyn Houser, County Auditor  
Pottawattamie County, Iowa

Roll Call Vote: **AYES: Belt, Grobe, Schultz, Shea. NAYS: Wichman. Motion Carried.**

Matt Wyant/Director, Planning and Development, Maria Sieck/Administrator, Public Health and Kris Wood/Administrator, WIC appeared before the Board to provide an update on Regionalization of Public Health Services by Iowa Department of Health and Human Services (DPH). Discussion only. No Action Taken.

Motion by Schultz, second by Belt, to approve and authorize Board Chairman to sign the proposal for Independent Third-Party Commission on Three Courthouse Projects Pertaining to the HVAC upgrades in the amount of \$79,500.

UNANIMOUS VOTE. Motion Carried.

Motion by Schultz, second by Belt, to approve and authorize Board Chairman to sign CO #5, Contract Adjustment for Approved Change Orders.

UNANIMOUS VOTE. Motion Carried.

### 3. OTHER BUSINESS

Motion by Belt, second by Schultz, to approve the quote for Microsoft 365 3-year licensing.

UNANIMOUS VOTE. Motion Carried.

Motion by Belt, second by Schultz, to approve and authorize Board Chairman to sign Cox agreement for Phone and Internet Service.

UNANIMOUS VOTE. Motion Carried.

Motion by Schultz, second by Belt, to approve the following applications made to the Assessor's Office: Homestead (125 recommend allowed, 6 recommend disallowed), Military (13 recommend allowed, 2 recommend disallowed), Disabled Veteran Homestead (5 recommend allowed, 0 recommend disallowed), Family Farm (4 recommend allowed, 1 recommend disallowed).

UNANIMOUS VOTE. Motion Carried.

Discussion was held by the Board with the City of Underwood, Treynor, McClelland, and Oakland regarding small town needs. Discussion only. No Action Taken.

### 4. RECEIVED/FILED

#### A. Salary Action(s):

- 1) Communications – Payroll status change for Becky Hermanson.

### 5. PUBLIC COMMENTS

No Public Comments.

### 6. CLOSED SESSION

Motion by Shea, second by Grobe, to go into Closed Session pursuant Iowa Code 20.17(3) for discussion and/or decision on labor negotiations/collective bargaining matters.

Roll Call Vote: **AYES: Wichman, Belt, Grobe, Schultz, Shea. Motion Carried.**

Motion by Belt, second by Schultz, to go out of Closed Session.

Roll Call Vote: **AYES: Wichman, Belt, Grobe, Schultz, Shea. Motion Carried.**

### 7. BUDGET STUDY SESSION

Mitch Kay/Director, Finance and Budget appeared before the Board for a Budget Study Session. Discussion only. No action taken.

### 8. ADJOURN

Motion by Belt, second by Shea, to adjourn meeting.

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 1:45 P.M.

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Tim Wichman, Chairman

ATTEST: \_\_\_\_\_  
Melvyn Houser, Pottawattamie County Auditor

APPROVED: September 27, 2022

PUBLISH: X