

**From:** Mike Salati  
**To:** ["Lance Bernard"](#)  
**Subject:** RE: Boone County Comp Plan RFP  
**Date:** Friday, October 16, 2020 8:36:00 AM

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Dear Lance,

Thank you for your email. In response to your questions, I offer the following:

- 1) I am not sure of what parameters would make the plan a rewrite verses an update, and I cannot speak for the Planning and Zoning Commission, who will review the proposals. However, from my perspective as Zoning Administrator, I would expect the plan to be updated, and coordinated so that it addresses the current and expected conditions in Boone County. The basic framework of the plan is fine, and we are expecting that successful consultant will provide an update that will help Boone County save money while accomplishing the purpose for the update. It is also expected that the plan will address planning issues from our incorporated municipalities so that the goals are cooperative. The plan is working but changes to the community and development have out grown the plan.
- 2) I do not expect that every topic area be updated. The Zoning Commission members noted in the RFP authorization meeting that the plan seems to contain a lot of information that may not be vital to the plan update. We would entertain suggestions on the best way to proceed in making the plan most usable while providing the needed information to accomplish the goals of the plan.
- 3) Boone County has \$ 30,000 budgeted for fiscal year 2020-2021 ending June 30. Depending on the final projected cost, we expect the balance to be budgeted in fiscal year 2021-2022.
- 4) We do not expect the Zoning Ordinance to be rewritten, in fact relatively few changes to the regulations. We would also like to address solar facility regulations. Question # 2 asked similar questions and here is the response:

Staff will also assist as much as possible to keep costs low. We want the ordinance to reflect the final plan. These things include: (not comprehensive) - The sign ordinance. It conflicts with itself in several places. - The use table needs to be inclusive of all uses in all the districts. I would like to reconfigure all of the use sections to be in the chart instead of some in the district standards, and some in the use chart. - Some of the regulatory lot size sections and the way they are regulated requiring certain minimum lot sizes depending on how many nonfarm residences are within a certain area. - Several changes to regulatory sections that do not match with the way Zoning has been practiced here since its inception. Most of these are minor (like not requiring a permit for structures under 102 sq ft. )

- 5) Staff will handle all procedural processes to get the Ordinance approved including public hearings, advertisements and work meetings. We would expect you to only provide the content to make the proposed ordinance. Staff will assist as necessary in typing, formatting etc. We would like the consultant to review, provide recommendations and suggested

content.

- 6) Boone County does not have any mandatory storm water control regulations for development. However, we do work with developers to meet expectations of our County Engineer to protect our infrastructure and voluntarily try to meet a no net increase runoff goal. We would be looking for the consultant to work with the County Engineer to recommend regulations that would meet current practice and incorporate reasonable standards to provide a basic regulatory structure for this issue.

Thank you for your interest and we look forward to your proposal. This and the previous questions and responses will be posted on our website at:

<https://www.boonecounty.iowa.gov/government/planning-development/departments-of-planning-development/comprehensive-plan>

Sincerely,  
Mike Salati

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**From:** Lance Bernard [mailto:lance@hkgi.com]  
**Sent:** Thursday, October 15, 2020 2:43 PM  
**To:** Mike Salati  
**Cc:** Brad Scheib  
**Subject:** Boone County Comp Plan RFP

Hi Mike,

We would like to submit some questions regarding the RFP for the County's Comprehensive Plan update:

1. Does the County anticipate the Comprehensive Plan will be a rewrite?
2. A large portion of the County's current plan is dedicated to existing conditions and trends (Profile of Boone County: pages 8 – 96). Does the County anticipate every topic area covered in this section to be updated?
3. The evaluation criteria includes a measure that will be based on the firm's ability to divide project costs between two fiscal years. Can you share with us the budget allocated for each fiscal year?
4. What areas of the Zoning Ordinance will need to be updated?
5. Are you looking for the consultant to facilitate the process for getting the zoning code update approved or just provide the content?
6. Can you provide more information on the level effort, expectations, and deliverables for Scope Item #5? This question particularly pertains to the sentence in the RFP that states "study and recommend introductory storm water regulations and incorporate into Zoning Ordinance proposal."

We look forward to submitting a proposal.

Much appreciated,  
Lance

**Lance H. Bernard**

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