

PLANNING & ZONING COMMISSION
Meeting Minutes
August 28, 2024

The Mount Vernon Planning & Zoning Commission met at 6:00 p.m. on August 28, 2024 at City Hall, 213 First St NW, Mount Vernon , IA; with the option of attendance via Zoom.

Call to Order: At 6:07 p.m., Commission Chair Truman Jordan called the meeting to order.

Role Call: Four members present: Truman Jordan, Jay Williams, Jacob Lindauer, Cathy George and the newest member, Mary Horst. Commission member Joan Burge was present, having agreed to stay on until the discussion on ADU's was complete. Jake Buster and Matt Nelson were absent.

Agenda Approval: Staff noted Agenda Item #3 included approval of July 17, 2024 minutes, not June. There was no meeting in June, for lack of quorum. Motion to approve with this change, Willems; seconded by George. All in favor.

Public discussion - items not on the agenda: None

Agenda Item #5: Zoning Code Update: Accessory Dwelling Units, Tiny Houses & Shipping Containers

ECICOG consultant Tom Gruis addressed questions from commission members and then presented a second draft ordinance, based on the majority response from commission members.

Questions from staff included the following:

- Q. How does the City enforce the requirement for owner-occupation of one unit?
 - A. If it becomes a problem, the City could move to rental permitting & inspection, possibly through existing services provided by ECICOG or Linn County.

- Q. Will ADU's be permitted by right or is there an approval process they will go through?
 - A. A Conditional Use Permit would go through the Board of Adjustment, with consideration given on a case-by-case basis. The board can approve with additional restrictions, to protect against negative affects on surrounding properties.

Q. Is there any possibility of subsequent subdivision of parcels with ADUs?

A. There is a minimum size restriction on lots, so this is not likely. Also, subdivisions go through P&Z

Q. Is there a way to have the abstract language updated to note the owner-occupied restriction, to provide notice to potential subsequent owners?

A. Staff to research.

Regulations incorporated into the ordinance language, based on the majority response included the following:

- Owner-occupied requirement for at least one dwelling unit (primary or ADU)
- Permanent foundation required
- 600 sq ft Minimum to 800 / 1000 maximum
- Limit of one (1) ADU per parcel
- Home occupations allowed
- Off-Street Parking Requirement of 1
- Separate bath and kitchen facilities required
- For attached / internal: Entrance on separate façade from that of the primary structure
- Other bulk regulations same as primary structure
- Design requirement to match primary façade`

Commission members agreed unanimously to designate ADU's as permitted by right (versus by Conditional Use Permit) for districts with single family dwellings as an allowed use. Gruis will prepare a final draft for final consideration and vote at the September 18, 2024 meeting.

Staff provided an update on pending ordinances to address zoning of Smoke Shops, CHI's low to moderate income development, the downtown streetscape and Alliant smart pole installation. Mary Horst was welcomed as an official commission member and Joan Burge was thanked for her service and staying on through the ADU ordinance process.

Meeting was adjourned at 8:20.

Staff present: City Planner Leigh Bradbury