



Mount  
Vernon  
IOWA

**City of Mt. Vernon  
Planning and Zoning Commission  
November 13, 2024 6:30 PM  
City Hall, 213 1<sup>st</sup> Street NW**

**MEETING PACKET**

**Remote / Zoom Access:**

For those who are unable to attend please log onto Zoom 5-10 minutes prior to the meeting. Contact staff member Leigh Bradbury at (319) 929-6541 for a link to be emailed to you, or log on utilizing the meeting ID#: **687 626 2505**

**City of Mount Vernon  
Planning and Zoning Commission  
City Hall 213 First St NW  
November 13, 2024 6:30 PM**



## **AGENDA**

1. Call to Order / Roll Call
2. Approval of Agenda
3. Approval of Minutes - September 18, 2024
4. Public Discussion - Items not on the agenda. Each citizen is limited to 5 minutes
5. Site Plan Review: 520 1<sup>st</sup> Street SW
6. Staff Updates:
  - Comprehensive Plan Update
7. Adjournment

**PLANNING & ZONING COMMISSION**  
**Meeting Minutes**  
**September 18, 2024**

**The Mount Vernon Planning & Zoning Commission met at 6:30 p.m. on September 18, 2024 at City Hall, 213 First St NW, Mount Vernon, IA; with the option of attendance via Zoom.**

**Call to Order:** At 6:03 p.m., Commission Chair Truman Jordan called the meeting to order.

**Roll Call:** Four members attended in person, including Truman Jordan, Jay Willems, and Cathy George. Commission members Jake Buster and Jacob Lindauer were absent. Joan Burge agreed to continue her term until the ADU ordinance update is complete, due to the resignation of commission member Matt Nelson.

**Agenda Approval:** Commission member Willems noted corrections on Roll Call, motion to approve with this change, George; seconded by Willems. All in favor.

**Approval of Minutes from August 28, 2024:** Motion to approve, George; seconded by Willems. All in favor.

**Public discussion - items not on the agenda:** None

**Agenda Item #5: Zoning Ordinance Amendment – Ch165 Zoning Regulations**

Staff noted that City Administrator Chris Nosbisch recommends that Accessory Dwelling Units be a Conditional Use, not permitted by right to provide a more efficient means of addressing any concerns that may arise. Conditional Use Permits provide the Board of Adjustment with the ability to place additional restrictions on the ADU use, based on potential negative impact on adjacent properties. If those restrictions are not met, the permit may be revoked, providing a means of enforcement.

Commission member Willems moved to approve the zoning ordinance amendment defining Accessory dwelling units as present, with this amendment: Conditional Use in all districts. Motion seconded by George. Willems, Burge and George in favor, Jordan voting against.

**Agenda Item #6: Ordinance Amendments**

Chapter 165: Smoke Shop as a Permitted Use in Limited Industrial

**Planning & Zoning Commission Mtg Minutes – September 18, 2024**

CH46 Minors: 46.03 Smoke Shops: Under 21 / proprietor responsibilities

Staff from the Wellness Coalition were present and spoke in favor of the ordinance in consideration of recent national statistics and research on use by minors of smoke shop-related substances.

Commission member Burge inquired as to enforcement of the under 21 provision. Business owners face fines and potential loss of license as defined by state code. Willems inquired as to whether notice would be given to existing business owners. Notice of public hearing is required by state code for both Planning and Zoning and City Council action on the ordinance.

Motion to approve both amendments by Willems was seconded by George, with all voting in favor.

Move to adjourn at 7:23 p.m. by Willems, seconded by George, all in favor.

**Staff present:** City Planner Leigh Bradbury

**PLANNING & ZONING COMMISSION**  
**November 13, 2024**  
**Staff Report**

**Prepared by:** Leigh Bradbury, City Planner

**AGENDA ITEM:**                      **Site Plan Review - 520 1<sup>st</sup> Street SW**

<b>Requested Action:</b>	Recommendation to City Council
<b>Address:</b>	520 1 <sup>st</sup> Street SW
<b>Zoning:</b>	Limited Commercial
<b>Applicant / Owner:</b>	Douglas S. & Sarah M. Berner
<b>Size:</b>	44,300 ft <sup>2</sup> / 1.01 acres
<b>Location:</b>	7 <sup>th</sup> Avenue & 1 <sup>st</sup> Street, west of the cemetery

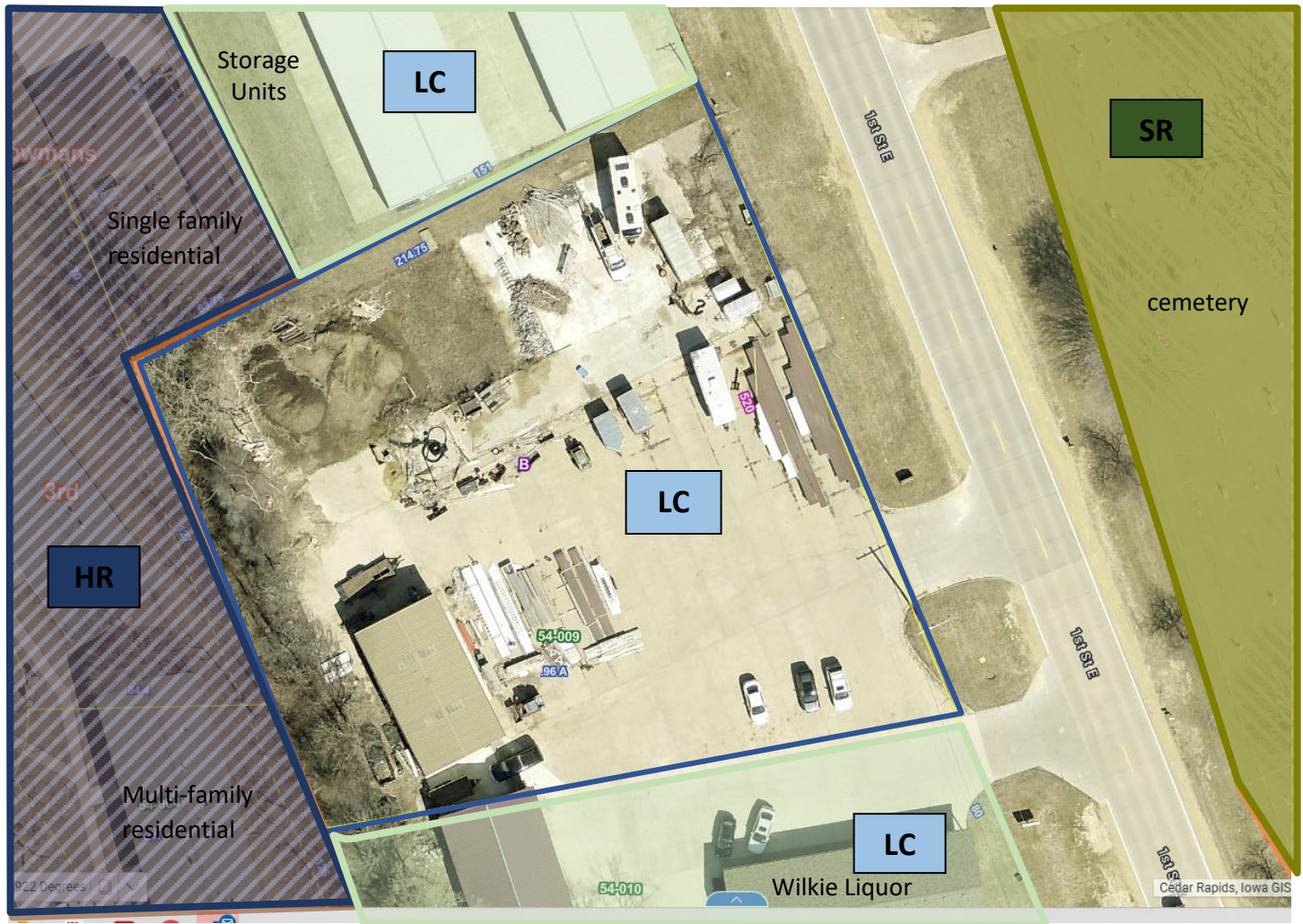
**Background Information:** In August, 2015, fire destroyed the bowling alley located on this parcel, leaving a concrete foundation, parking lot and driveway access; along with one accessory building, all of which are in usable condition at this time. The owner seeks to redevelop the property to provide office space and contractor equipment storage, best described as Trade Services. The Board of Adjustment approved a Conditional Use Permit for this use on October 24, 2024. The owner now seeks review by the commission of the attached site plan and recommendation to City Council in order to move forward.

**Staff Analysis:** City Engineer Dave Schechinger and City Planner Leigh Bradbury have reviewed the plan with the following notes.

- Parcel dimensions and monuments must be noted.
- The sanitary sewer service line must be televised and a connection approved by the City engineer prior to construction.
- A 6' opaque screening barrier is required along the rear lot line and northwest corner to protect the existing residential uses adjacent to this parcel. The applicant intends to utilize an evergreen (conifer) hedge-like barrier for this purpose. This must be noted as part of the landscaping plan.
- All parking dimensions need to be noted.
- Signage and a photometric plan must be submitted to City staff for review and approval in compliance with City Code.

The Board of Adjustment's approval of the owner's Conditional Use Permit is subject to streetside landscaping sufficient to provide visual and auditory screening from the Cemetery. Staff will continue to work with the applicant to ensure that this requirement is met.

**Zoning and use of the adjacent parcels are as noted below:**



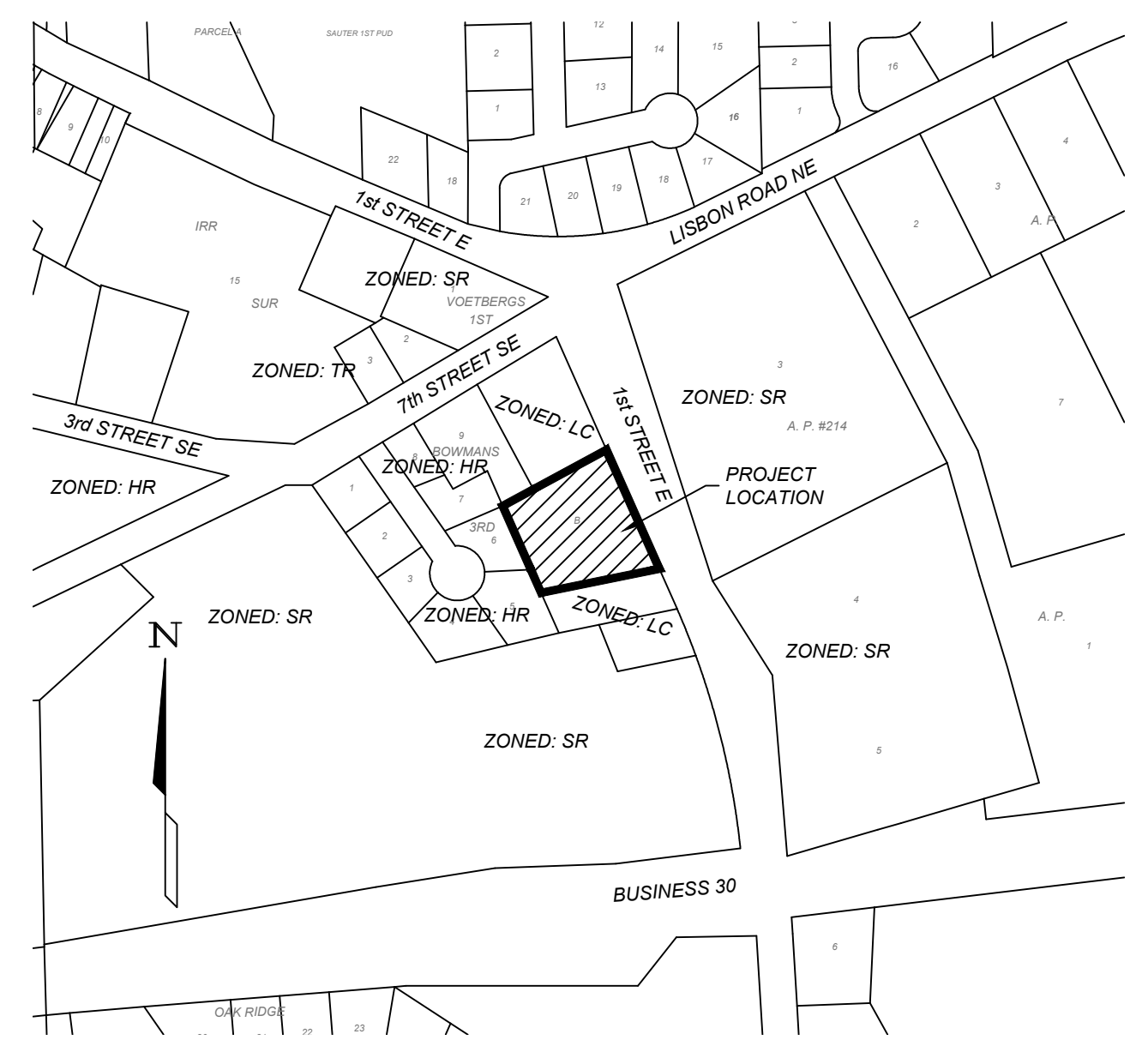
**Staff Recommendation:** Staff recommends approval of site plan, subject to the following conditions:

- 1) Review and approval by City Engineer Dave Schechinger of sanitary sewer connection.
- 2) Review and approval of signage and photometric plans by the City Planner / Zoning Administrator.
- 3) Notations on parcel dimensions, monuments and screening as noted.

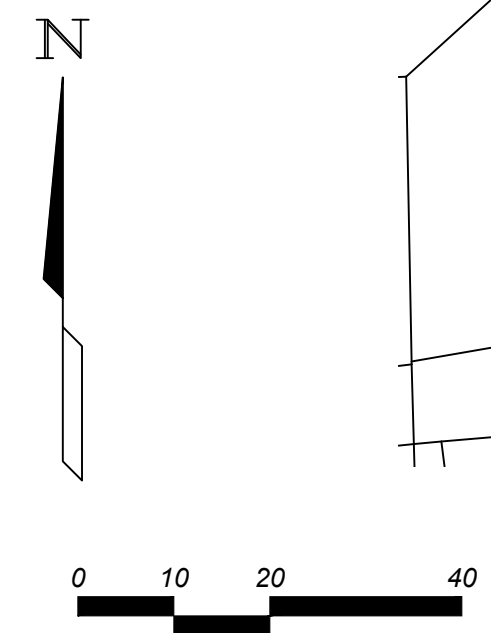
**Action Required:** Recommendation to City Council to 1) approve, 2) approve with modifications / conditions, or 3) disapprove the site plan.



**SITE PLAN  
520 1ST STREET SE  
TO THE CITY OF MOUNT VERNON, LINN COUNTY IOWA**



**LOCATION MAP**  
SCALE: 1" = 300'



LANDSCAPE SCHEDULE						
QTY	ID	DESCRIPTION	MIN. SIZE	ROOT	SPACING	NOTES
4	NS	NORWAY SPRUCE	6' TALL	BB	SEE PLAN	NURSERY MATCHED, QUALITY SPECIMEN
2	PC	PRAIRIE CRABAPPLE	6' TALL	BB	SEE PLAN	NURSERY MATCHED, QUALITY SPECIMEN
2	AH	AMERICAN HORNBEAM	6' TALL	BB	SEE PLAN	NURSERY MATCHED, QUALITY SPECIMEN
1	ER	EASTERN REDBUD	6' TALL	BB	SEE PLAN	NURSERY MATCHED, QUALITY SPECIMEN

\*SMALLER TREES USED BECAUSE OF OVERHEAD POWER LINES

LANDSCAPING:  
LANDSCAPE REQUIRED (20%) STREET PROPERTY LINE  
150 FEET \* 15 FEET / 500 SQUARE FEET PER TREE = 5 TREES  
5 ORNAMENTAL TREES  
4 EVERGREEN TO BLOCK PARKING LOT

**LEGAL DESCRIPTION**

ALL THAT PART OF LOT "B", SUB-DIVISION OF LOT 13, IR-REGULAR SURVEY SET SECTION 10-82-3, LINN COUNTY, IOWA described as follows:  
Commencing at a point 174.57 feet West and 129.49 feet North of the SE corner of S44 S44 said Section 10, said point being the intersection of the South line of said Lot "B" and the W-ly right-of-way line of Iowa Highway 0150; thence North 21° 09' West, along said W-ly right-of-way line, 217.17 feet; thence South 64° 45' West, 214.75 feet; thence South 21° 09' East, 253.17 feet to a point on the South line of said Lot "B"; thence North 81° 15' East, along the South line of said Lot "B", 220 feet to the point of beginning  
excepting therefrom the following  
Beginning at a point 174.57 feet West and 129.49 feet North of the SE corner of S44 S44 of said Section 10, said point being the intersection of the South line of said Lot "B" of the Subdivision of Lot 13 and the W-ly right-of-way line of the Public Highway; thence North 21° 09' West on said highway right-of-way line, 80 feet; thence South 81° 15' West, 220 feet; thence South 21° 09' East, 80 feet to the South line of said Lot "B"; thence North 81° 15' East on the South line of said Lot "B", 220 feet to the point of beginning.

SURVEYOR: BRAIN ENGINEERING, INC.  
1940 MIDLAND COURT NE  
CEDAR RAPIDS, IOWA 52402  
319-294-9424  
OWNER: DOUGLAS S. BERNER AND SARAH M. BERNER  
520 1ST STREET SE  
MOUNT VERNON, IA 52314  
319-310-4798

PROPERTY: 520 1ST STREET SE  
LOCATION: MOUNT VERNON, IA 52314  
UNIT #2 - STORAGE FOR CONSTRUCTION SERVICE  
CONDITIONAL USE FOR AUTO SERVICES AND TRADE SERVICES  
TOTAL SITE AREA: 43,200 SF = 0.99 ACRES  
EXISTING ZONING: LC - LIMITED COMMERCIAL  
TOTAL SQ. FT. OF STRUCTURES:  
EXISTING: 13,410 SF = 31.0%  
PROPOSED: 11,851 SF = 27.4%  
HARD SURFACE AREA OF LOT (INCLUDES BUILDING AND PAVING):  
EXISTING: 35,880 SF = 83.1%  
PROPOSED: 32,280 SF = 74.7%  
OPEN AREA OF LOT:  
EXISTING: 7,320 SF = 16.9%  
PROPOSED: 10,920 SF = 25.3%

SETBACKS: LC  
FRONT YARD: 25'  
INTERIOR SIDE YARD: 10'  
REAR YARD: 20'  
CORNER SIDE YARD: 10'  
SUPPLEMENTAL SETBACKS:  
Side Yard: An accessory building may be located a minimum of five feet from the side lot line of the property if it is located between the rear building line of the principal building and the rear property line.  
Setbacks on Built-Up Blockfaces: These provisions apply if forty percent or more of the buildings on that blockface have front yard setbacks different from those required for the specific district.  
(a) If a building is to be built on a parcel of land within 100 feet of existing buildings on both sides, the minimum front yard shall be the mean setbacks of the adjacent buildings.  
(b) If a building is to be built on a parcel of land within 100 feet of an existing building on one side only, the minimum front yard shall be the setback of the adjacent building.  
(c) If a building is to be built on a parcel of land not within 100 feet of an existing building on either side, then the minimum front yard shall be the mean setback of all existing buildings on the blockface.  
(d) No setback adjustment pursuant to this section shall create a required front yard setback more than five feet greater than that otherwise required by the applicable zoning district.  
PARKING:  
TRADE SERVICES  
10,000 SQUARE FEET / 500 SQUARE FEET PER SPACE = 20 PARKING SPACES  
TRADE SERVICES - STORAGE  
1,200 SQUARE FEET / 5000 SQUARE FEET PER SPACE = 1 PARKING SPACE  
21 PARKING SPACES REQUIRED  
1 VAN ACCESSIBLE  
21 PARKING SPACES PROVIDED INCLUDING 2 VAN ACCESSIBLE HANDICAP SPACES

NOTES:  
1. PROPOSED PAVING WILL BE TYPICAL WITH 6" GRANULAR SUBBASE  
2. EXISTING SANITARY SEWER AND WATER SERVICES TO BE USED  
3. CONTRACTOR TO VERIFY SIZE AND DEPTH OF SERVICES  
4. HANDICAP PARKING SPOTS CAN NOT EXCEED 2.00% SLOPE  
5. SIDEWALK CROSS SLOPE NOT EXCEED 2.00%  
6. REGULAR PARKING SPACES WILL BE 8'X12' AND HANDICAP SPACES WILL BE 8'X14' WITH AN 8'X19' ACCESS AISLE  
7. UNIT #2 HAS DOOR ON EAST SIDE OF UNIT AND OVERHEAD DOOR ON WEST SIDE, WHICH IS OPPOSITE OF BUILDING ELEVATIONS

I hereby certify that this engineering document was performed by me or under my direct personal supervision and that I am a duly licensed Professional Engineer under the laws of the State of Iowa.  
Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Douglas F. Brain, P.E.  
My License Renewal Date is December 31, 2024  
License Number: 20267  
Pages or sheets covered by this seal: \_\_\_\_\_

**BRAIN ENGINEERING, INC.**

SITE PLAN  
520 1ST STREET SE

Drawn: DFB  
Checked:  
Reviewed:

Book: 3  
Sheet: 2  
Scale: 1" = 20'  
No. 1

Page: C1  
of: C2  
Project No.: 611924-10

Revision: \_\_\_\_\_ Date: \_\_\_\_\_

