



Mount
Vernon
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**CITY OF MOUNT VERNON
PLANNING & ZONING COMMISSION**

**Truman Jordan, Chair
Jacob Lindauer
Mary Horst
Julie Nosek**

**Jay Willems, Vice Chair
Cathy George
Brian Squires**

MEETING PACKET

**April 15, 2026 6:30 PM
City Hall, 213 1st Street NW**

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
April 15, 2026 6:30 PM**



AGENDA

1. Call to Order / Roll Call
2. Approval of Agenda
3. Approval of Minutes
4. Public Discussion - Items not on the agenda. Each citizen is limited to 5 minutes
5. Site Plan Review: MVCSD – 7th Avenue Parking Lot Reconstruction
6. Adjournment

PLANNING & ZONING COMMISSION
Meeting Minutes
March 25, 2026

The Mount Vernon Planning & Zoning Commission met at 6:30 p.m. on March 25, 2026 at City Hall, 213 First St NW, Mount Vernon, IA; with the option of attendance via Zoom.

Call to Order: At 6:39 p.m., Commission Chair Truman Jordan called the meeting to order.

Roll Call: Truman Jordan, Cathy George, Mary Horst and Julies Nosek – present for a quorum. Willems, Lindauer and Squires not present.

Agenda Approval: Motion by George to approve, seconded by Horst. All in favor.

Approval of Minutes: Move to approve the minutes for February 4, 2026, by Nosek, seconded by Horst. All in favor.

Public discussion - items not on the agenda: None

Agenda Item #5: Public Hearing on an Ordinance Amending Chapter 166 Subdivision Regulations, Section 3 Jurisdiction and Applicability, Subsection C. Extra-Territorial Jurisdiction of the Municipal Code of Mt. Vernon, Iowa. Commission Chair Jordan opened the public hearing at 6:41 p.m. There was no public comment and Jordan closed the public hearing at 6:42 p.m.

Motion by Nosek to recommend approval of Ordinance Amending Chapter 165 Zoning Regulations, Section 3 Jurisdiction and Applicability of the Municipal Code of Mt. Vernon, Iowa, to City Council. Seconded by George, all in favor.

Meeting adjourned at 7:09 p.m.

PLANNING & ZONING COMMISSION

April 15, 2026

Staff Report

Prepared by: Leigh Bradbury, City Planner

AGENDA ITEM #6

Site Plan Review

MVCSD Parking Lot Reconstruction

Owner / Applicant:	Mount Vernon Community School District
Parcel:	# 17094-76001-00000
Zoning District:	Traditional Residential (TR) / Public Use Overlay
Land Use:	Primary and Secondary Education

Background Information:

Mount Vernon School District seeks to reconstruct the parking lot between the Middle and Elementary School buildings during the summer of 2026, with improvements to pedestrian and vehicle safety by establishing a bus lane and separating 7th Ave SW traffic from the parking lot's circulation aisle.

This shared-use for through-traffic and parking circulation was established during the lot's original construction in the 1970's. While it has been paved and patched over the years, street traffic has never been properly separated from the parking area.

Marked pedestrian crossings are currently located on the north and south ends of the lot. A security gate closes 7th Avenue to thru-traffic on the south end from early morning until after buses depart around 3:20. Pedestrians and vehicles then move freely through the lot, mixing with through-traffic during late afternoon, evening and night-time hours.

Staff Analysis

The proposed site plan improves pedestrian and vehicle safety by providing a complete reconfiguration of this area, establishing Seventh (7th) Avenue SW as a separate roadway and providing a new, buses-only lane on the elementary school side.

The parking lot has been expanded to the west, to provide offset from the roadway, with vehicle access to the circulation aisles on the north and south ends. A nine-foot 9'-wide, landscaped median is expected to discourage pedestrian traffic from crossing mid-street.

A buses-only lane is offset from the roadway and indicated with striped pavement markings. This lane allows for stacking of up to ten (10) buses, with passengers loading to and from grade-separate sidewalk bordering the elementary school playground (which is fenced). An additional area for parking two buses short-term has been provided along the south edge of the lot.



Mount Vernon, circa 1980's.

Source: Linn County GIS Land Records, 1980 Imagery Basemap.

Pedestrian crossings have been slightly realigned on the north and south end, and all sidewalks are being reconstructed at six-foot (6') width, as identified in the plan. ADA-compliant parking has been relocated to the north end of the lot to improve access to the sidewalk, ramps and marked crosswalks.

Stormwater will continue to be directed to an intake and swale along 10th Avenue (south end of the lot) and west of the softball complex (north end).

A photometric plan has not yet been submitted. Lighting requirements have been communicated with the engineering firm and fixtures are expected to be compliant with full cut-off luminaires dimming to 60% between 10p.m. to 6 a.m. The plan is required and must be reviewed and approved by both the City's engineer and the Zoning Administrator.

Staff Recommendation:

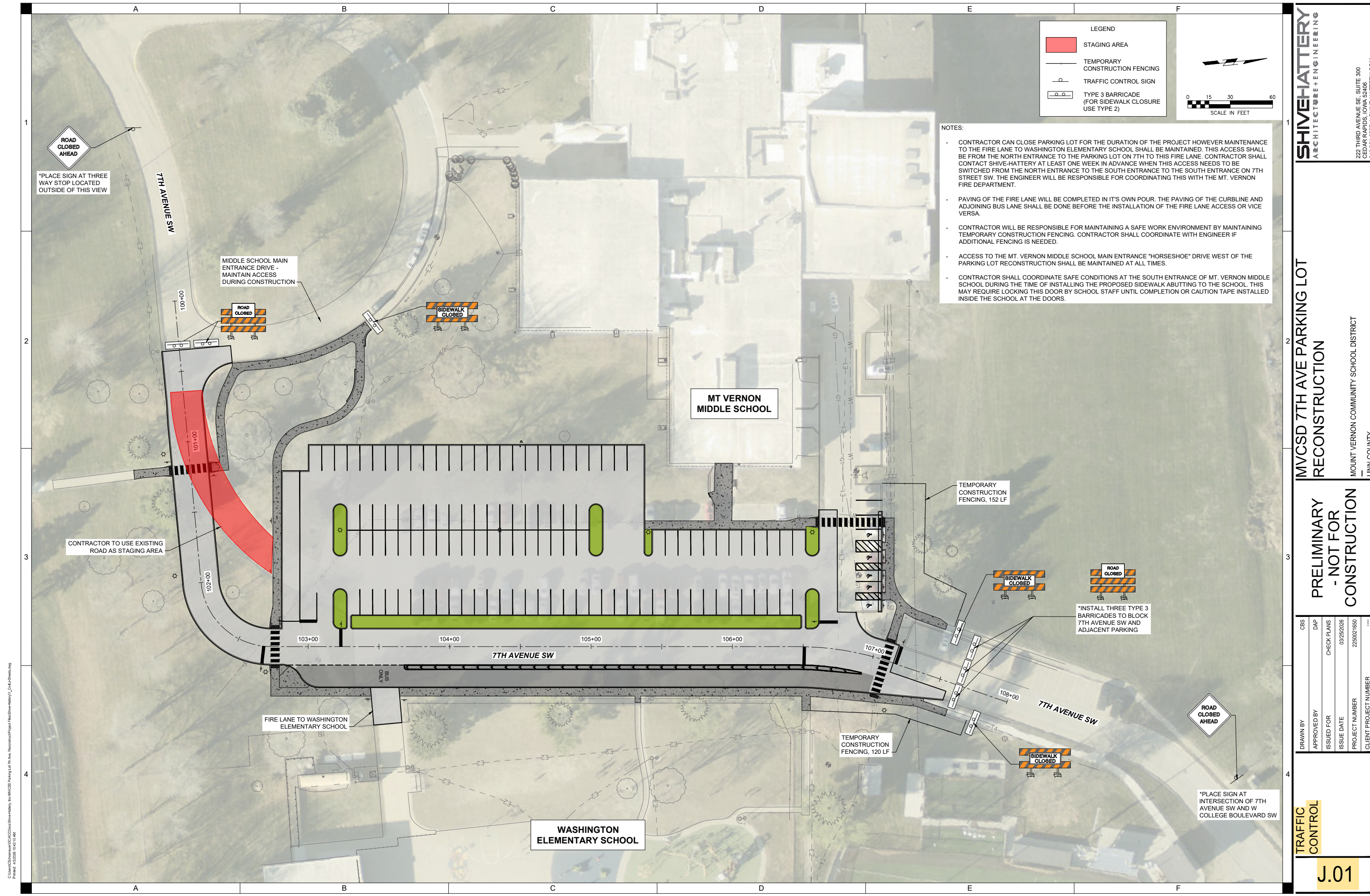
The site plan is recommended for approval, subject to review and acceptance of a photometric plan by the City's engineer and Zoning Administrator.

Action Required:

The Commission is to make a recommendation to City Council.

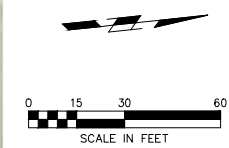
A motion is required for one of the following:

- Approval of MVCSD's Site Plan for Parking Lot Reconstruction as submitted
- Disapproval of MVCSD's Site Plan for Parking Lot Reconstruction as submitted
OR
- Approval of MVCSD's Site Plan for Parking Lot Reconstruction with the following requirements and/or modifications:
 - 1) Approval of a photometric plan by the City's engineer and Zoning Administrator.
 - 2) _____
 - 3) _____
 - 4) _____



LEGEND

- STAGING AREA
- TEMPORARY CONSTRUCTION FENCING
- TRAFFIC CONTROL SIGN
- TYPE 3 BARRICADE (FOR SIDEWALK CLOSURE USE TYPE 2)



- NOTES:**
- CONTRACTOR CAN CLOSE PARKING LOT FOR THE DURATION OF THE PROJECT HOWEVER MAINTENANCE TO THE FIRE LANE TO WASHINGTON ELEMENTARY SCHOOL SHALL BE MAINTAINED. THIS ACCESS SHALL BE FROM THE NORTH ENTRANCE TO THE PARKING LOT ON 7TH TO THIS FIRE LANE. CONTRACTOR SHALL CONTACT SHIVE-HATTERY AT LEAST ONE WEEK IN ADVANCE WHEN THIS ACCESS NEEDS TO BE SWITCHED FROM THE NORTH ENTRANCE TO THE SOUTH ENTRANCE TO THE SOUTH ENTRANCE ON 7TH STREET SW. THE ENGINEER WILL BE RESPONSIBLE FOR COORDINATING THIS WITH THE MT. VERNON FIRE DEPARTMENT.
 - PAVING OF THE FIRE LANE WILL BE COMPLETED IN ITS OWN POUR. THE PAVING OF THE CURBLINE AND ADJOINING BUS LANE SHALL BE DONE BEFORE THE INSTALLATION OF THE FIRE LANE ACCESS OR VICE VERSA.
 - CONTRACTOR WILL BE RESPONSIBLE FOR MAINTAINING A SAFE WORK ENVIRONMENT BY MAINTAINING TEMPORARY CONSTRUCTION FENCING. CONTRACTOR SHALL COORDINATE WITH ENGINEER IF ADDITIONAL FENCING IS NEEDED.
 - ACCESS TO THE MT. VERNON MIDDLE SCHOOL MAIN ENTRANCE "HORSESHOE" DRIVE WEST OF THE PARKING LOT RECONSTRUCTION SHALL BE MAINTAINED AT ALL TIMES.
 - CONTRACTOR SHALL COORDINATE SAFE CONDITIONS AT THE SOUTH ENTRANCE OF MT. VERNON MIDDLE SCHOOL DURING THE TIME OF INSTALLING THE PROPOSED SIDEWALK ABUTTING TO THE SCHOOL. THIS MAY REQUIRE LOCKING THIS DOOR BY SCHOOL STAFF UNTIL COMPLETION OR CAUTION TAPE INSTALLED INSIDE THE SCHOOL AT THE DOORS.

*PLACE SIGN AT THREE WAY STOP LOCATED OUTSIDE OF THIS VIEW

MIDDLE SCHOOL MAIN ENTRANCE DRIVE - MAINTAIN ACCESS DURING CONSTRUCTION

MT VERNON MIDDLE SCHOOL

CONTRACTOR TO USE EXISTING ROAD AS STAGING AREA

TEMPORARY CONSTRUCTION FENCING, 152 LF

FIRE LANE TO WASHINGTON ELEMENTARY SCHOOL

TEMPORARY CONSTRUCTION FENCING, 120 LF

*INSTALL THREE TYPE 3 BARRICADES TO BLOCK 7TH AVENUE SW AND ADJACENT PARKING

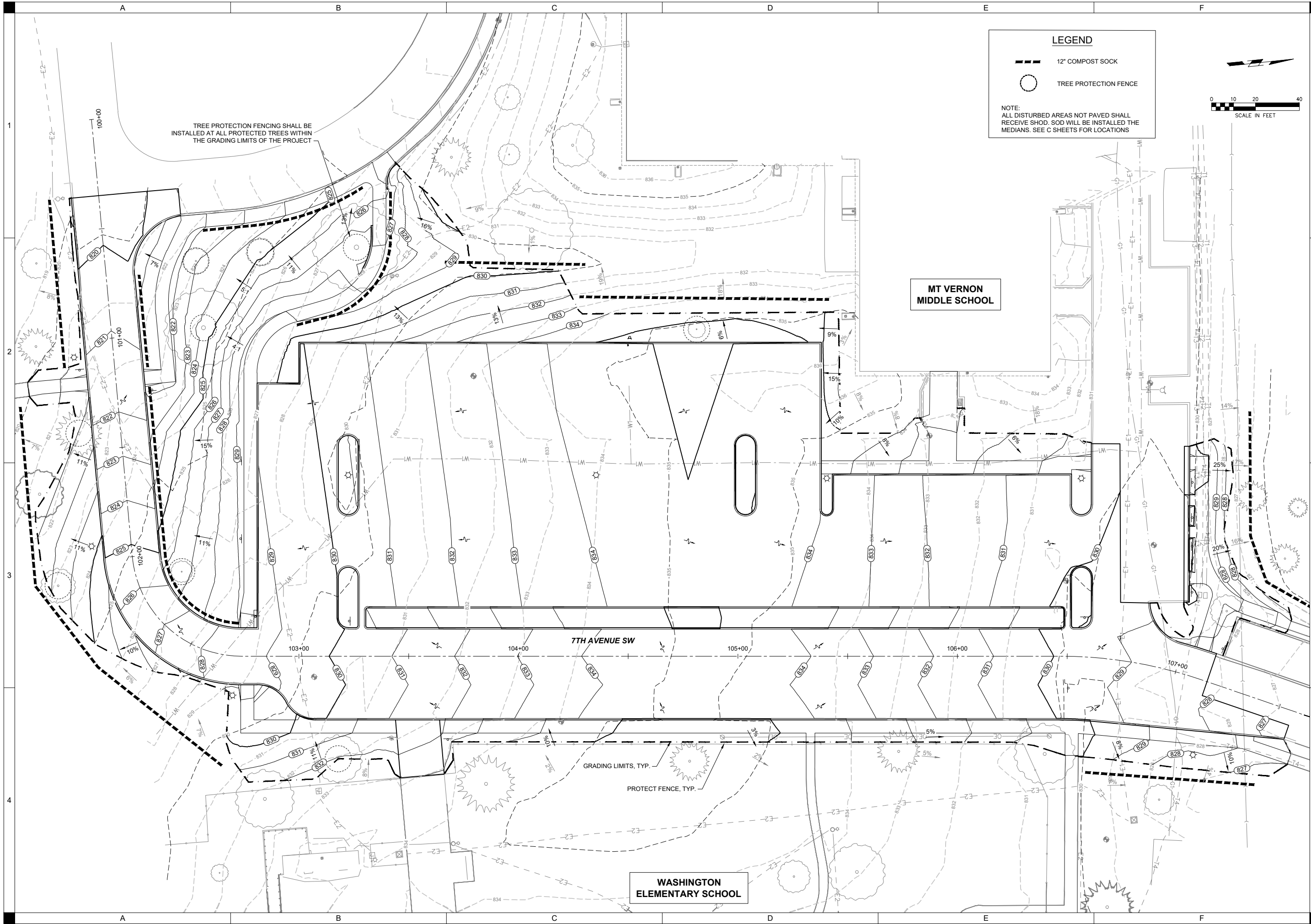
WASHINGTON ELEMENTARY SCHOOL

*PLACE SIGN AT INTERSECTION OF 7TH AVENUE SW AND W COLLEGE BOULEVARD SW

DRAWN BY	CBS
APPROVED BY	DAP
ISSUED FOR	CHECK PLANS
ISSUE DATE	03/25/2026
PROJECT NUMBER	2250021650
CLIENT PROJECT NUMBER	

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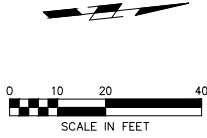


TREE PROTECTION FENCING SHALL BE INSTALLED AT ALL PROTECTED TREES WITHIN THE GRADING LIMITS OF THE PROJECT

LEGEND

- 12" COMPOST SOCK
- TREE PROTECTION FENCE

NOTE:
ALL DISTURBED AREAS NOT PAVED SHALL RECEIVE SHOD. SOD WILL BE INSTALLED THE MEDIANS. SEE C SHEETS FOR LOCATIONS



MT VERNON MIDDLE SCHOOL

7TH AVENUE SW

GRADING LIMITS, TYP.
PROTECT FENCE, TYP.

WASHINGTON ELEMENTARY SCHOOL

MVCSD 7TH AVE PARKING LOT RECONSTRUCTION

PRELIMINARY - NOT FOR CONSTRUCTION

DRAWN BY	CBS
APPROVED BY	DAP
ISSUED FOR	CHECK PLANS
ISSUE DATE	04/02/2026
PROJECT NUMBER	2250021650
CLIENT PROJECT NUMBER	---

GRADING AND EROSION CONTROL PLAN

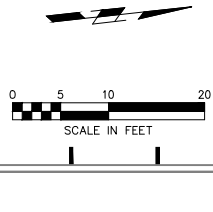
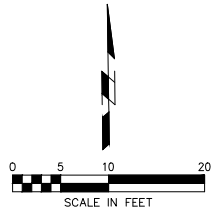
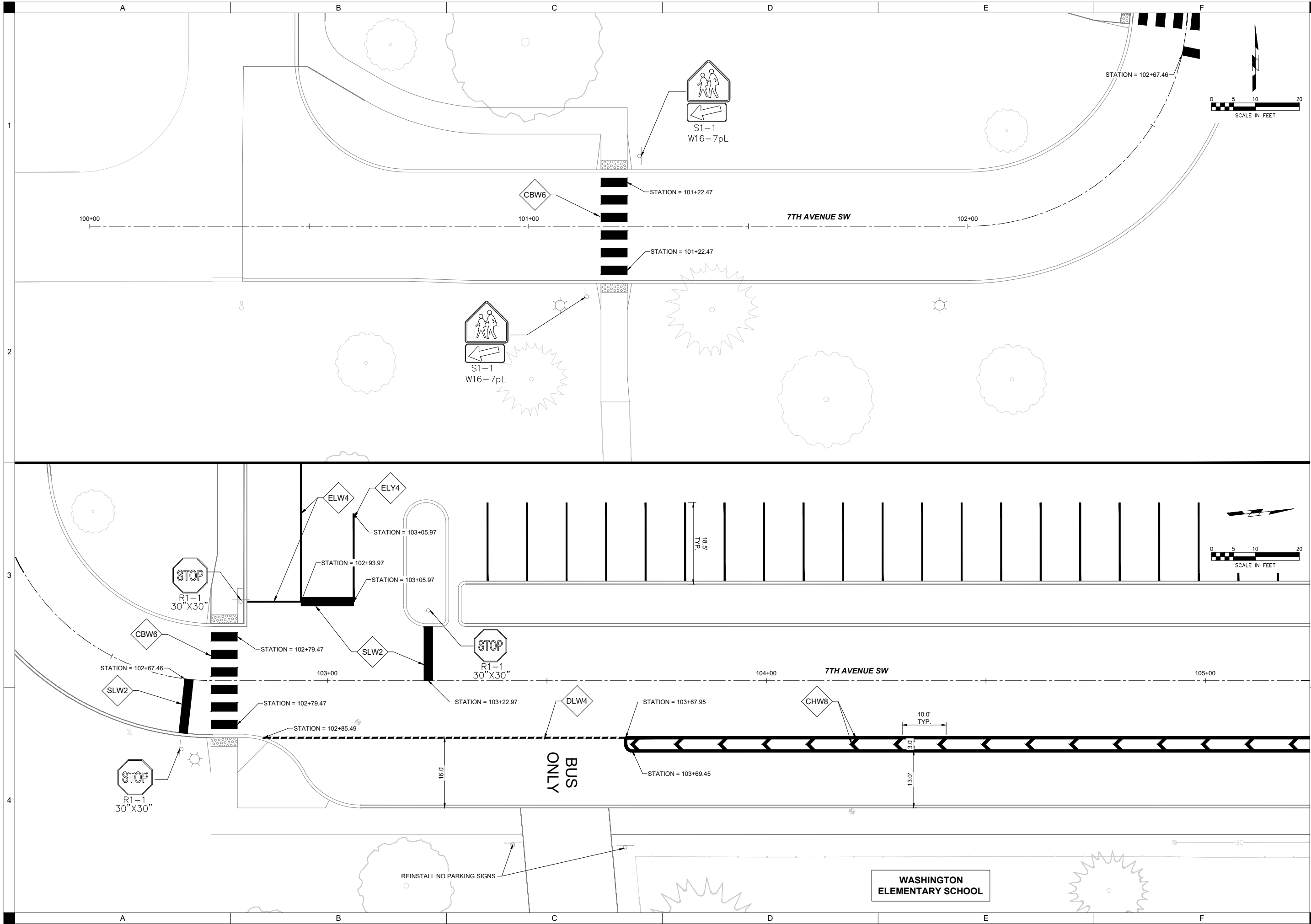
F.02

SHIVEHATTERY ARCHITECTURE+ENGINEERING

222 THIRD AVENUE SE, SUITE 300 CEDAR RAPIDS, IOWA 52406 319.384.0227 | SHIVEHATTERY.COM

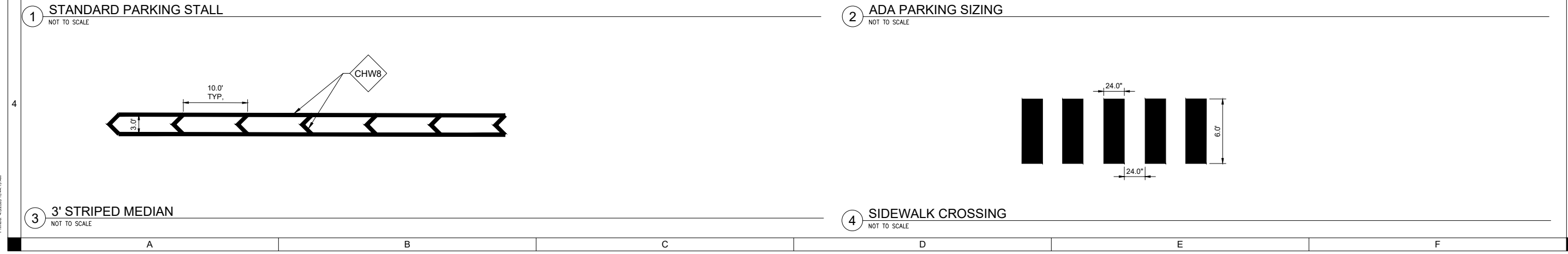
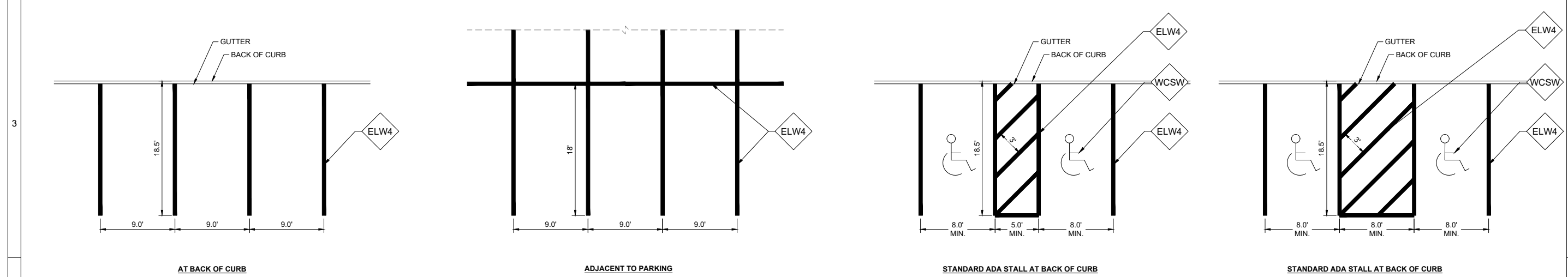
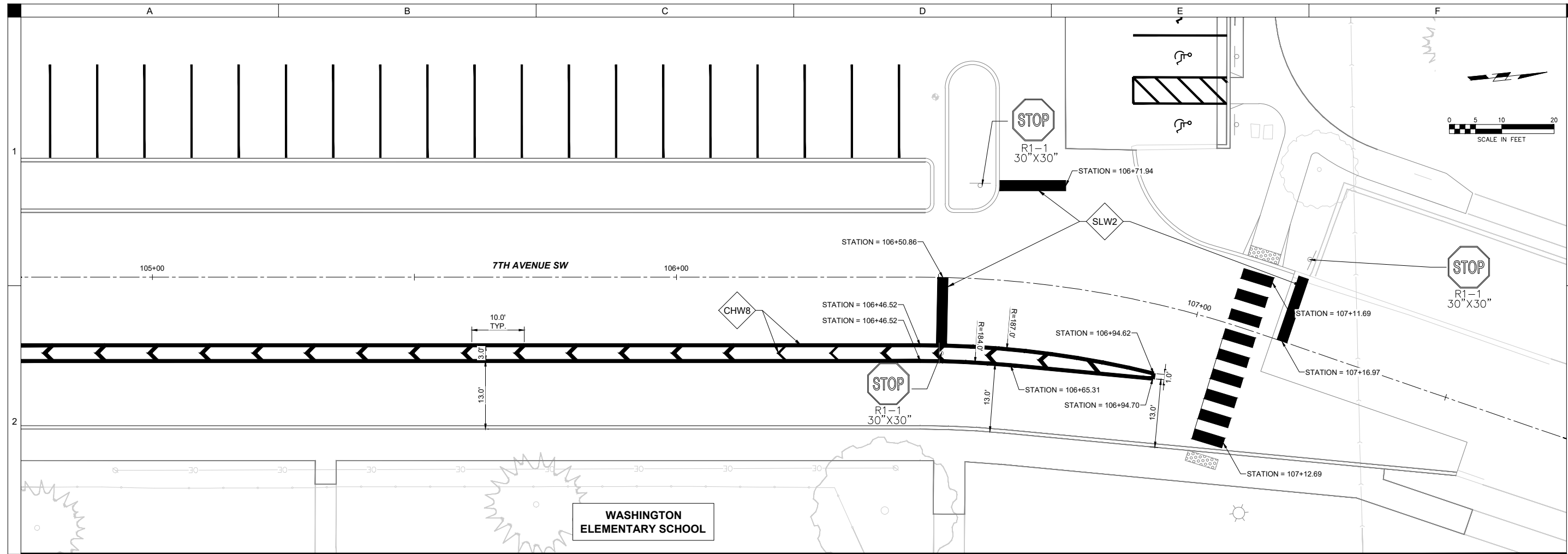
MOUNT VERNON COMMUNITY SCHOOL DISTRICT LINN COUNTY

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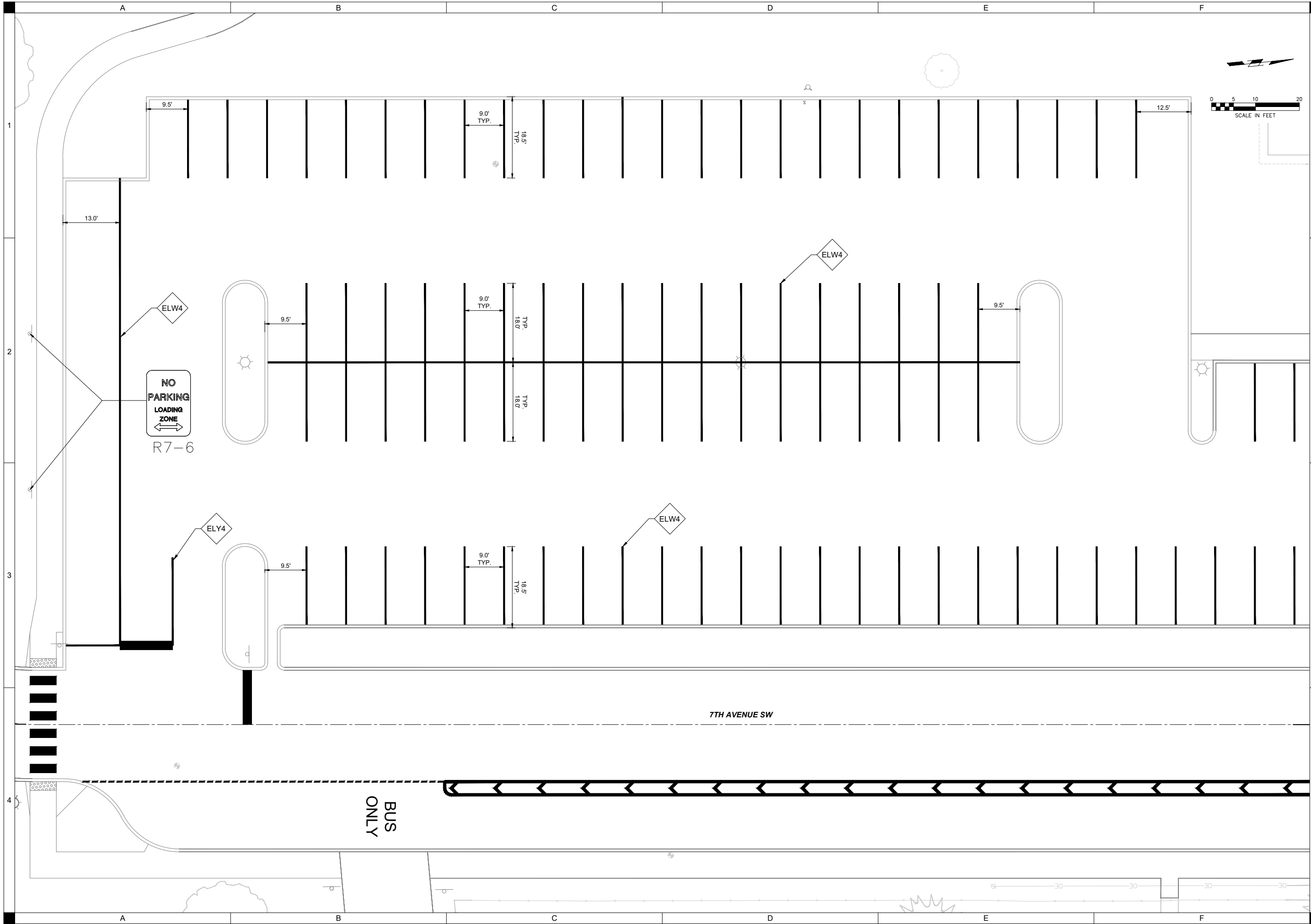
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ISSUED FOR	CHECK PLANS
ISSUE DATE	04/02/2024
PROJECT NUMBER	2230021650
CLIENT PROJECT NUMBER	

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ISSUED FOR	CHECK PLANS
ISSUE DATE	04/03/2026
PROJECT NUMBER	2230021650
CLIENT PROJECT NUMBER	



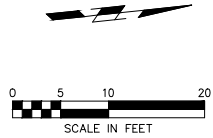
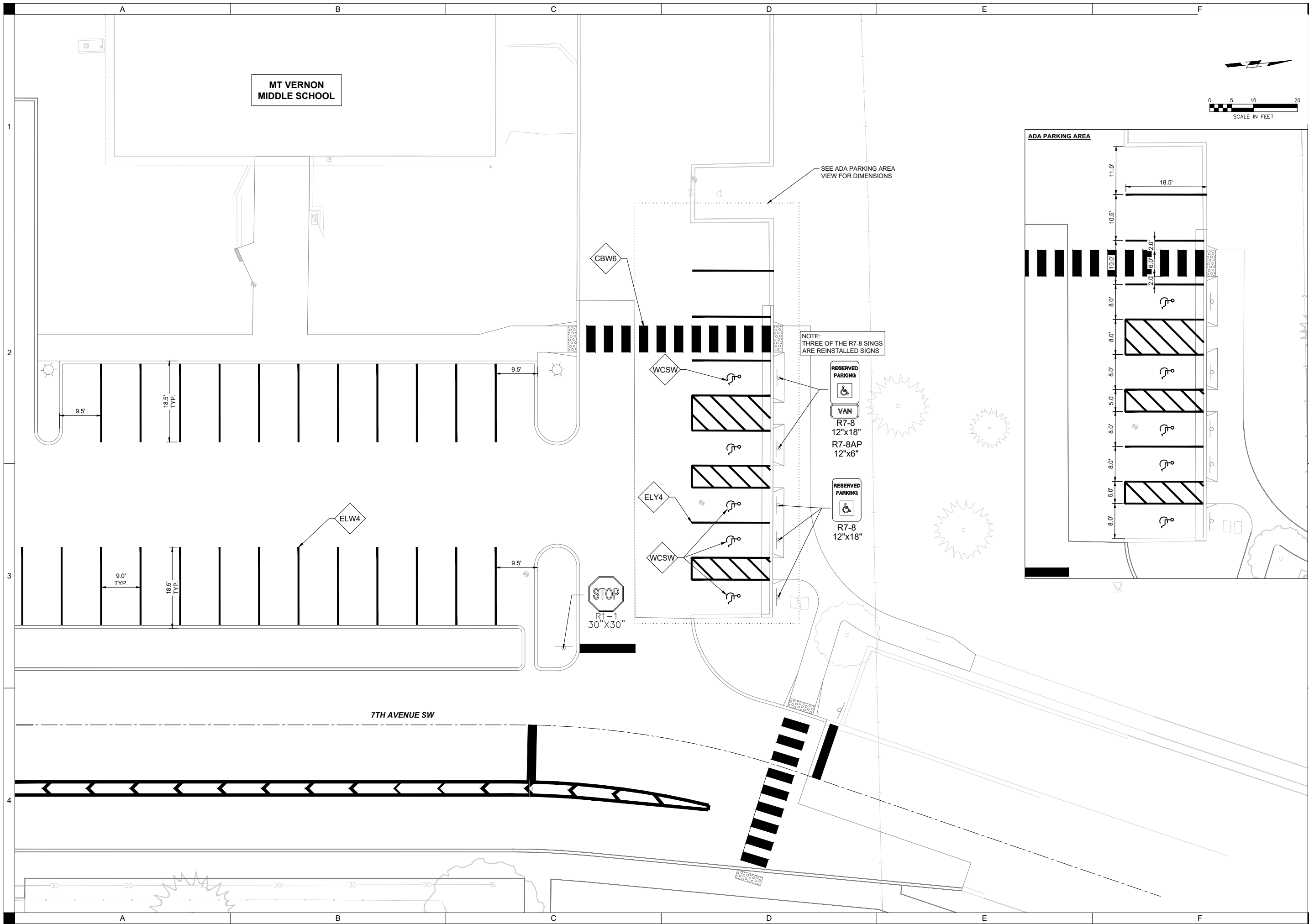
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APPROVED BY	DAP
ISSUED FOR	CHECK PLANS
ISSUE DATE	04/03/2024
PROJECT NUMBER	2230021650
CLIENT PROJECT NUMBER	---

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**MVCSD 7TH AVE PARKING LOT
RECONSTRUCTION**

MOUNT VERNON COMMUNITY SCHOOL DISTRICT
LINN COUNTY

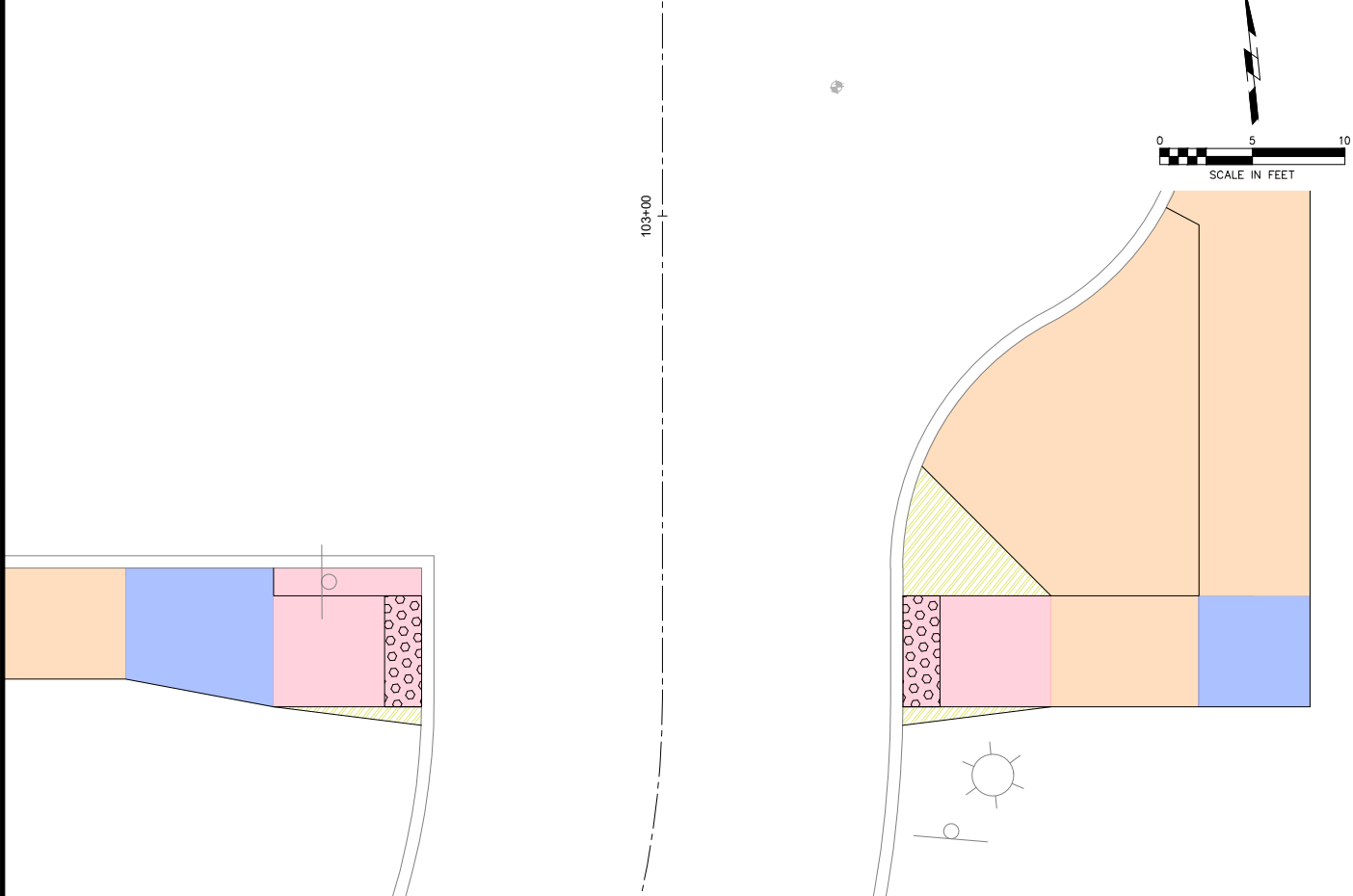
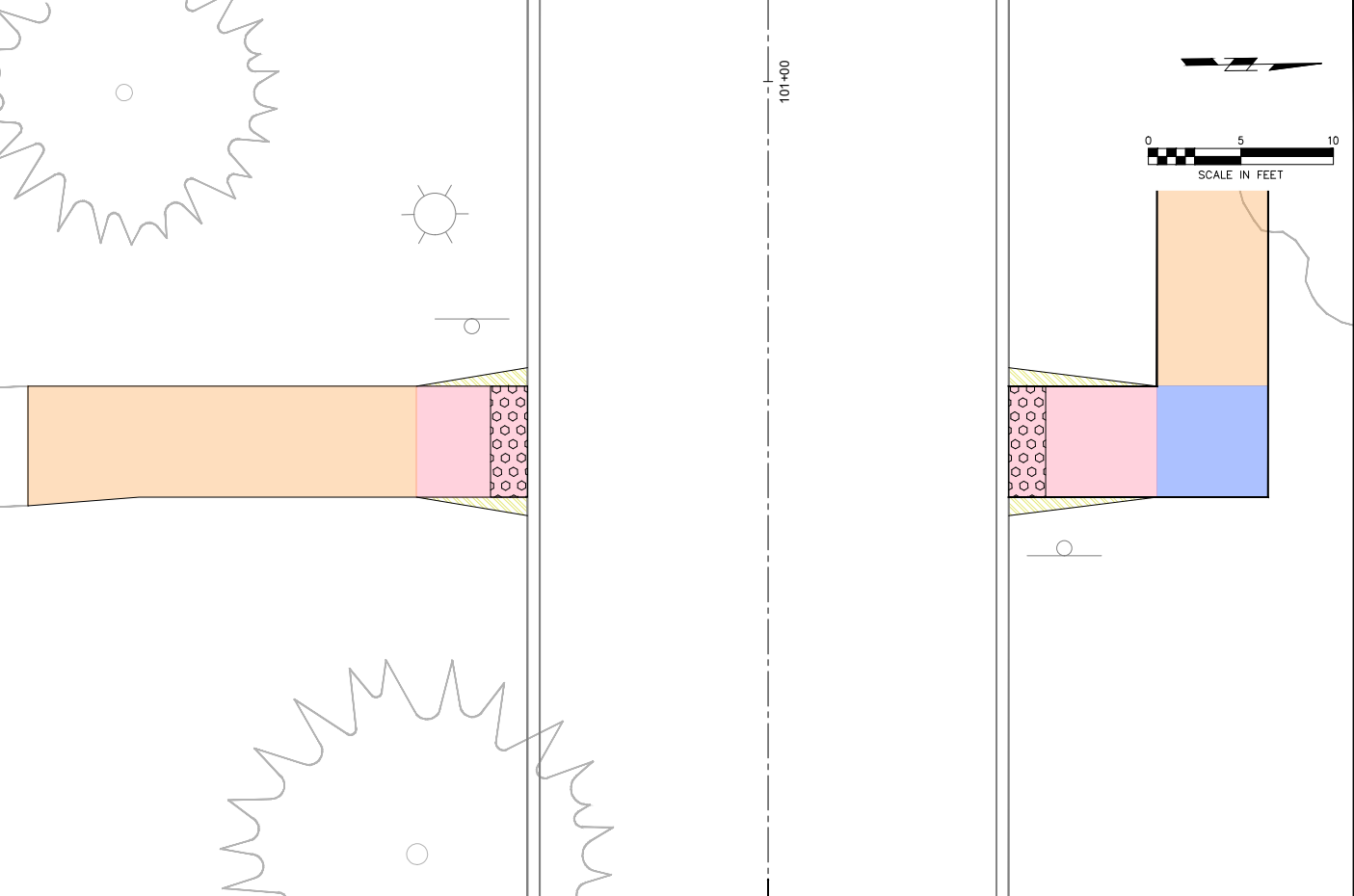
**PRELIMINARY
- NOT FOR
CONSTRUCTION**

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APPROVED BY	DAP
ISSUED FOR	CHECK PLANS
ISSUE DATE	04/02/2024
PROJECT NUMBER	2230021650
CLIENT PROJECT NUMBER	---

**SINGAGE AND
STRIPING PLAN**

LOCATION 1

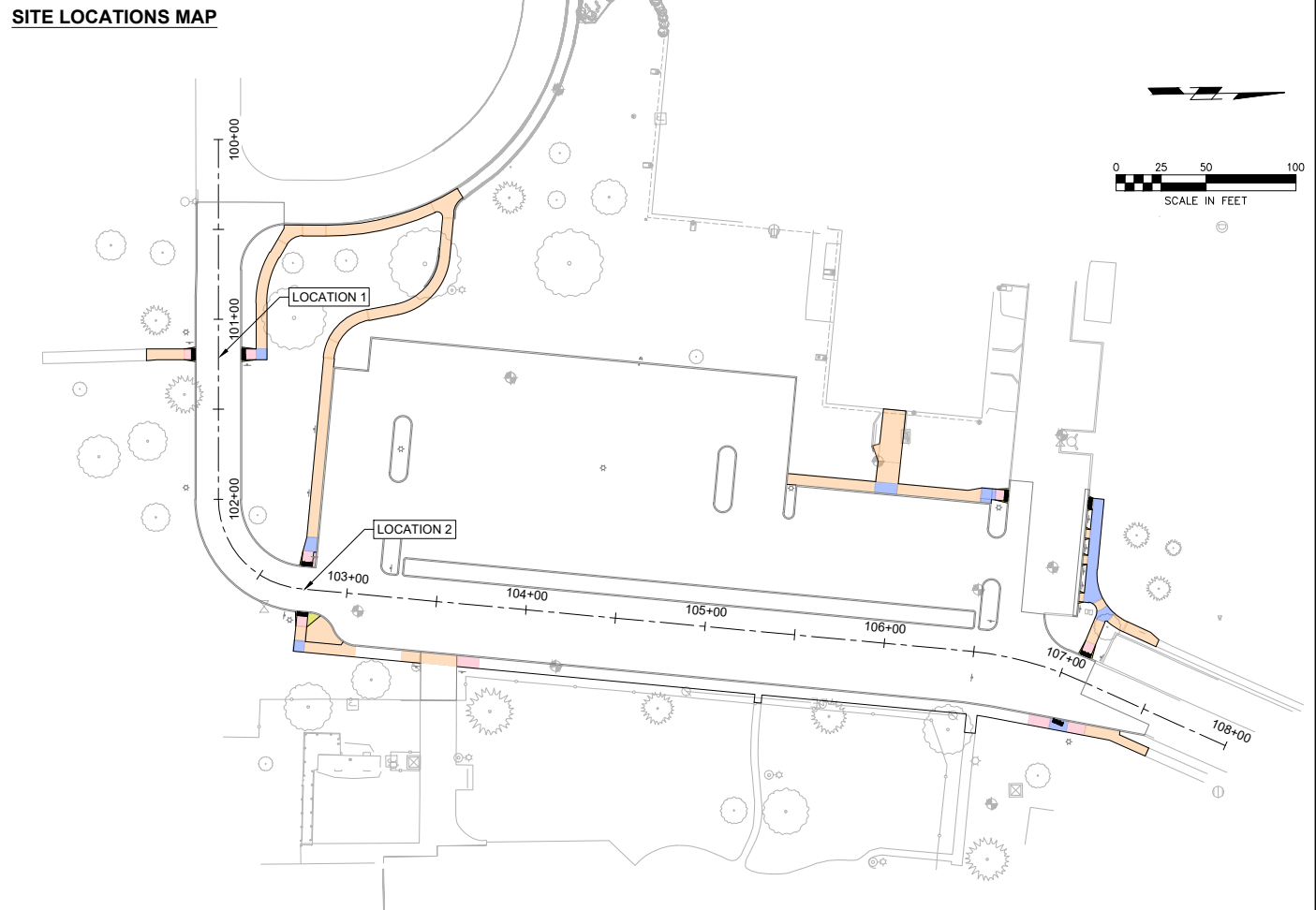
LOCATION 2



SITE LOCATIONS MAP

LEGEND

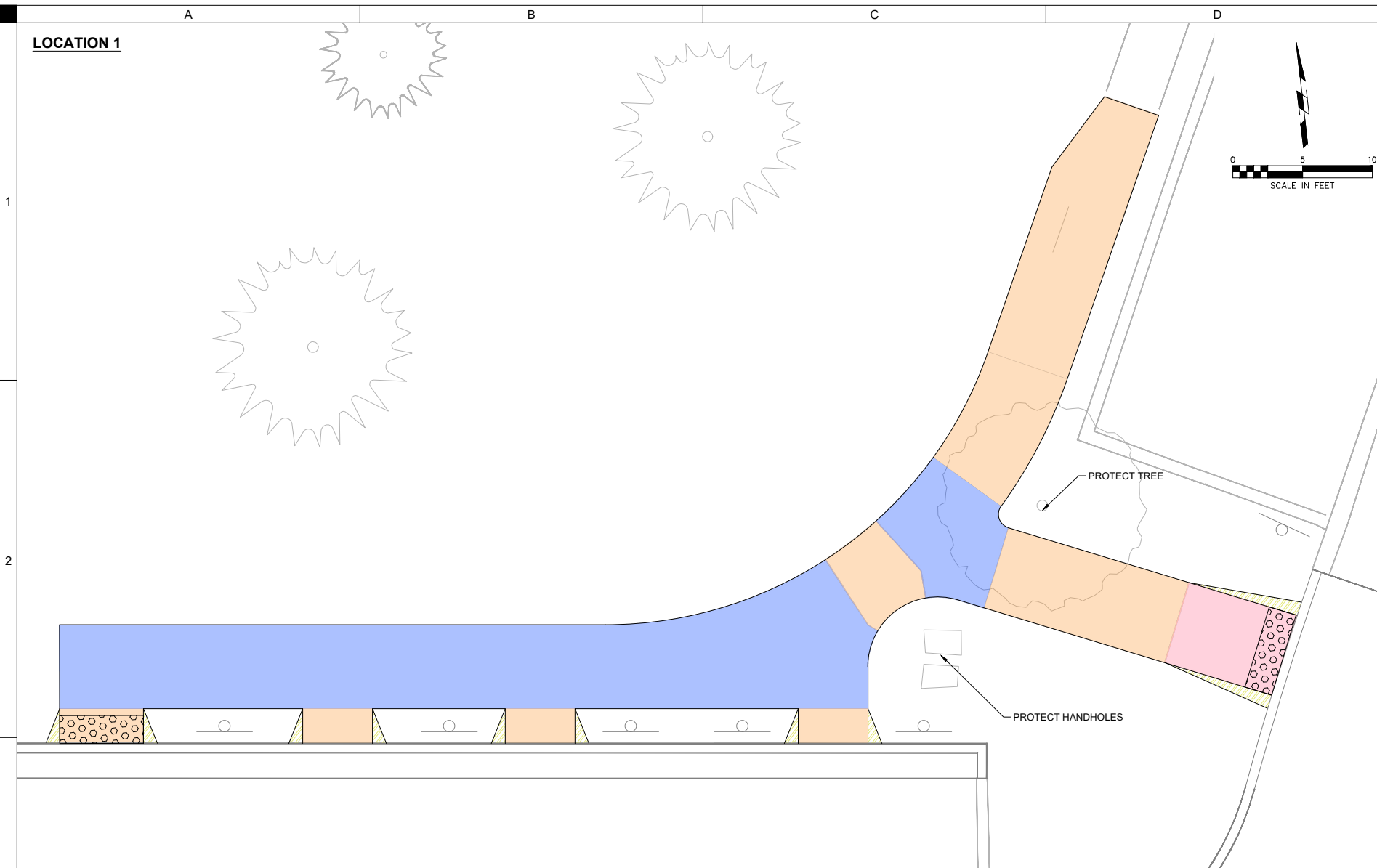
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	TURNING SPACE	2.0% MAX CROSS SLOPE
	PCC SIDEWALK	5.0% MAX LONG. SLOPE 2.0% MAX CROSS SLOPE
	RAMP TAPER	
	DETECTABLE WARNINGS	2' X 6' TYPICAL - CAST IRON *SEE DETAIL ON B SHEETS








DRAWN BY	CBS
APPROVED BY	DAP
ISSUED FOR	CHECK PLANS
ISSUE DATE	04/03/2026
PROJECT NUMBER	2230021650
CLIENT PROJECT NUMBER	

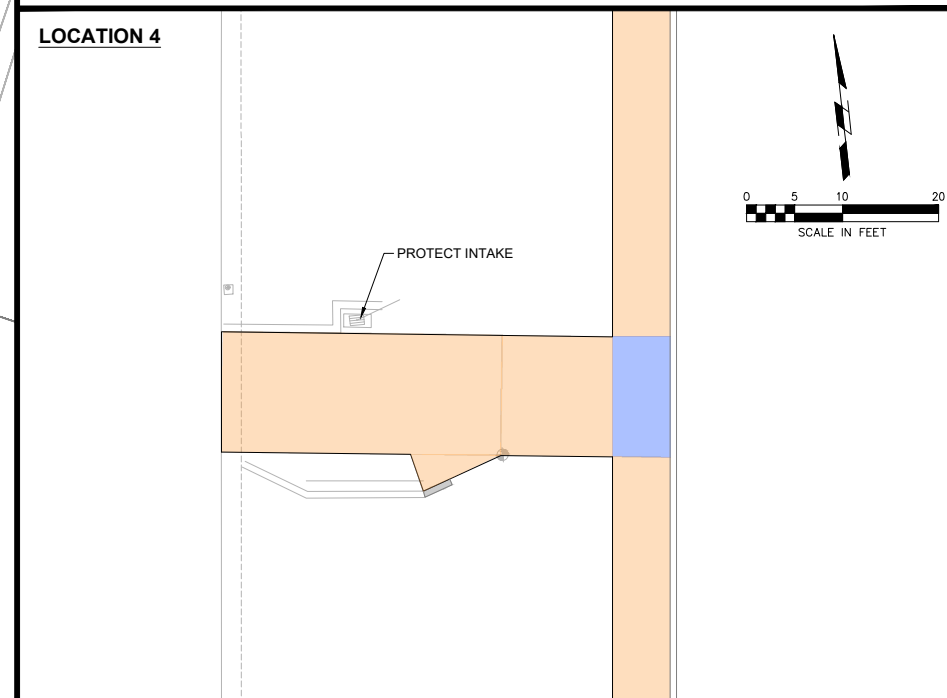
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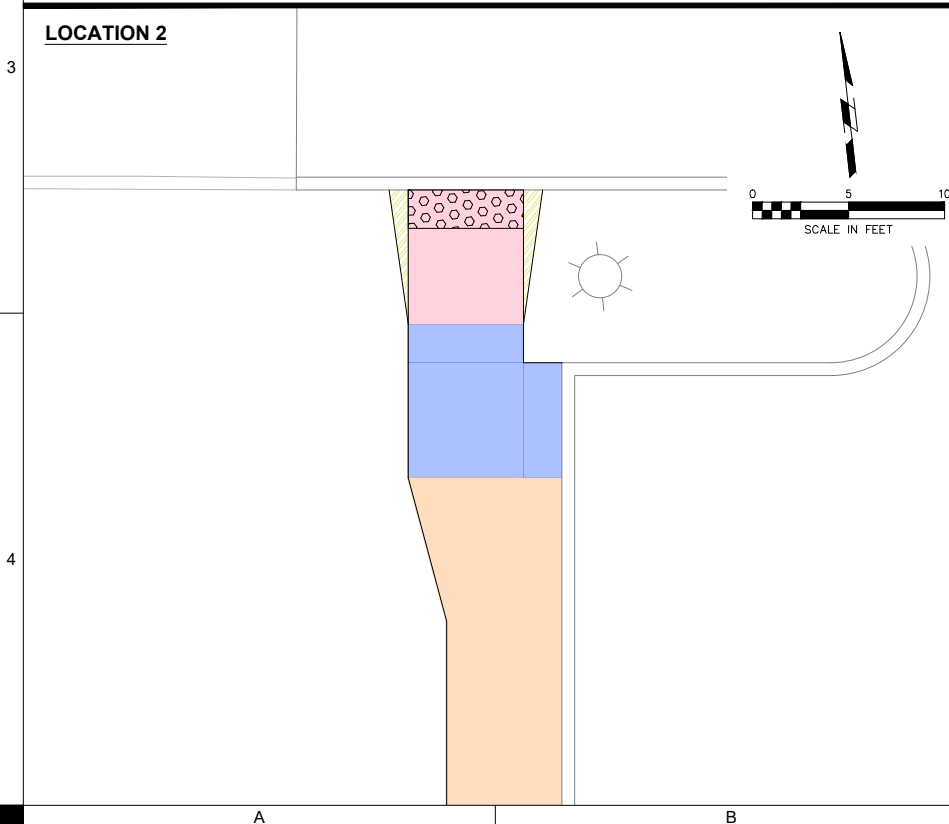


LEGEND	
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	TURNING SPACE 2.0% MAX CROSS SLOPE
	PCC SIDEWALK 5.0% MAX LONG. SLOPE 2.0% MAX CROSS SLOPE
	RAMP TAPER
	DETECTABLE WARNINGS 2' X 6' TYPICAL - CAST IRON *SEE DETAIL ON B SHEETS

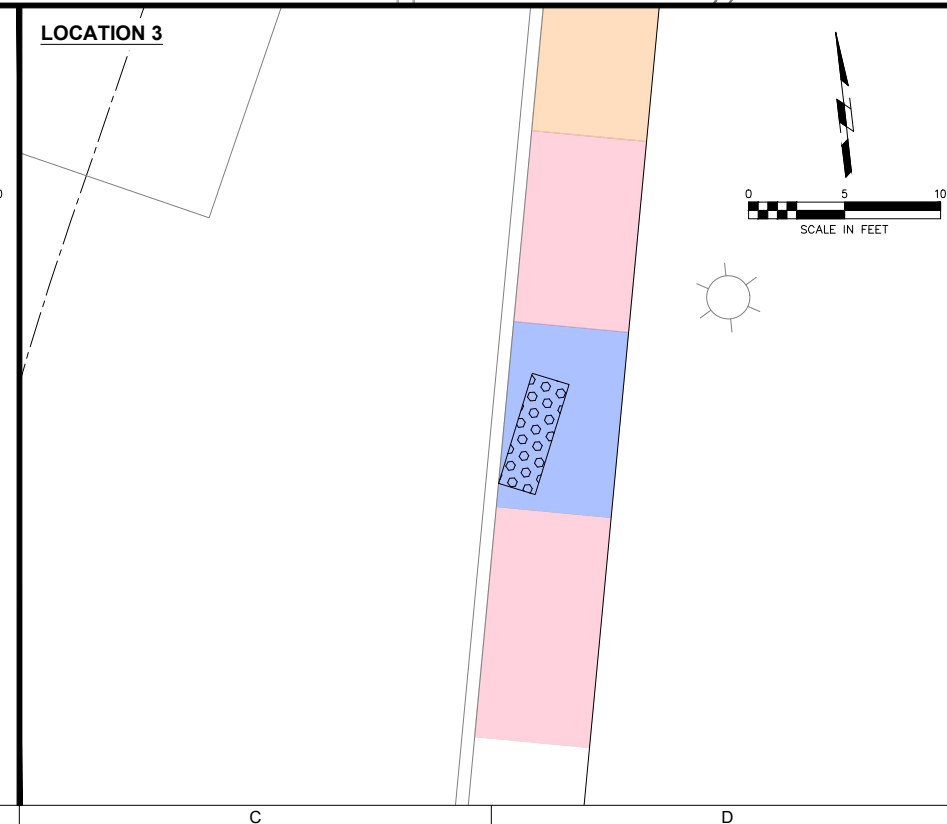
LOCATION 4



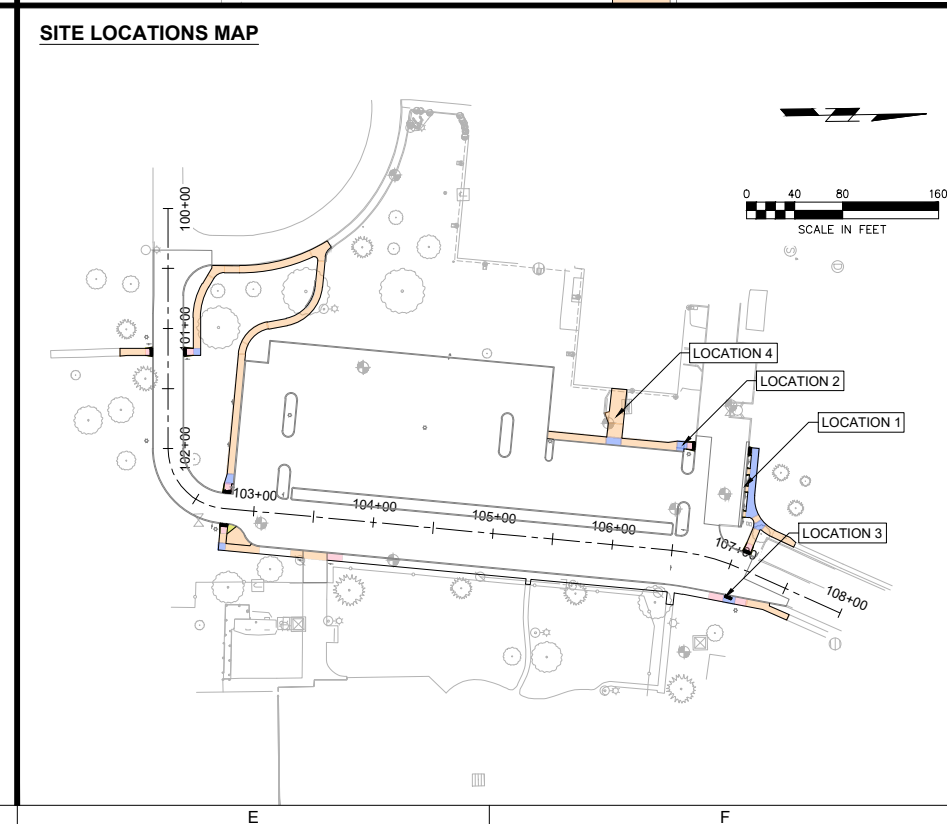
LOCATION 2



LOCATION 3



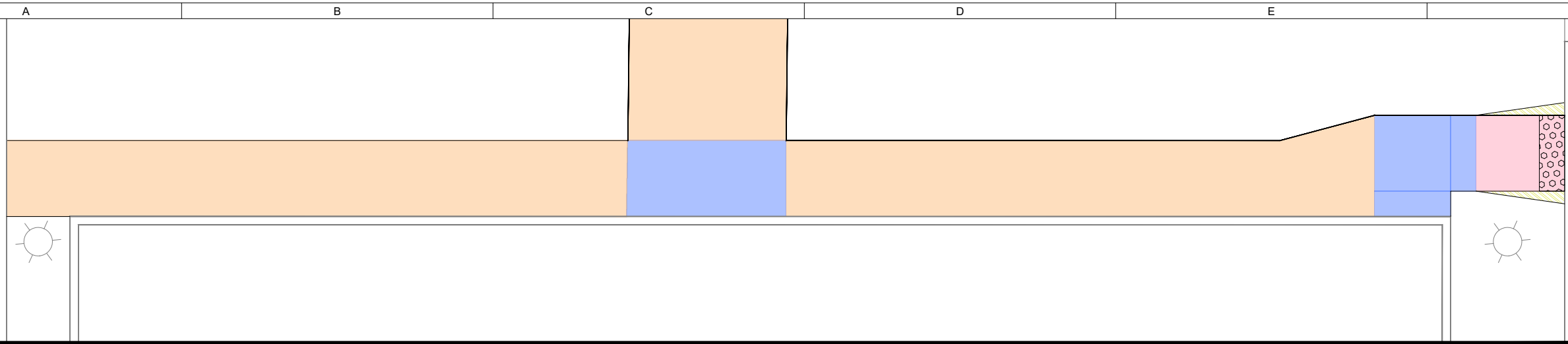
SITE LOCATIONS MAP



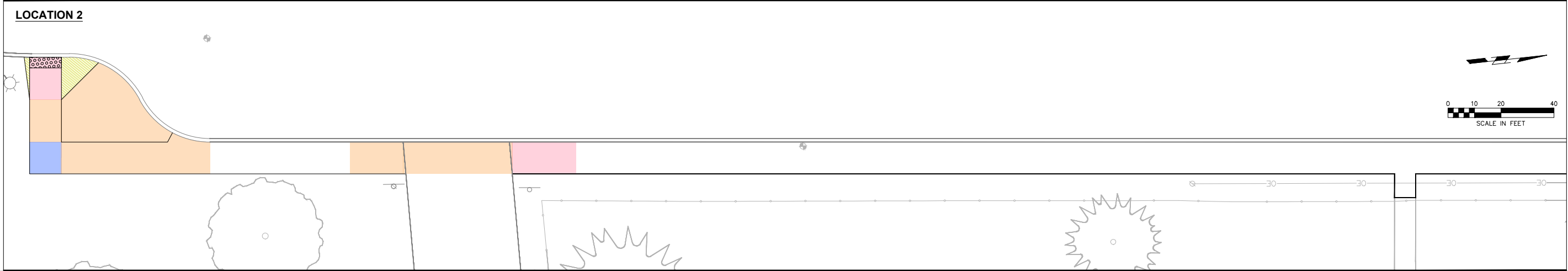
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CLIENT PROJECT NUMBER	

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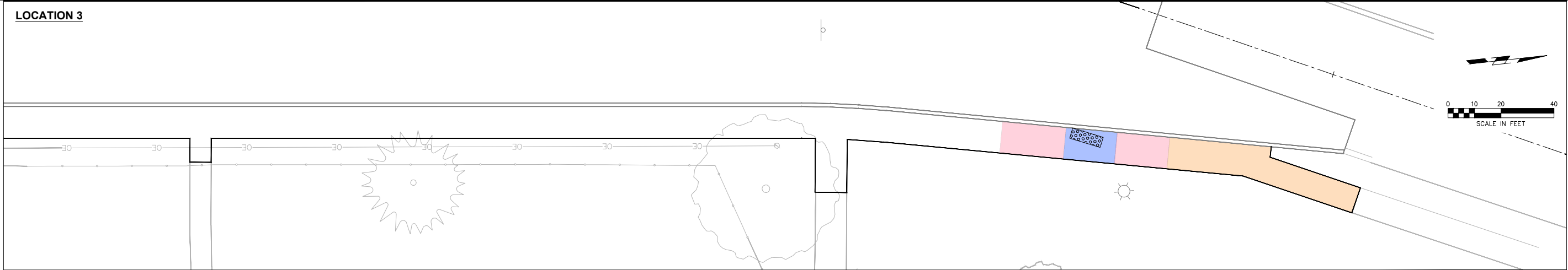
LOCATION 1



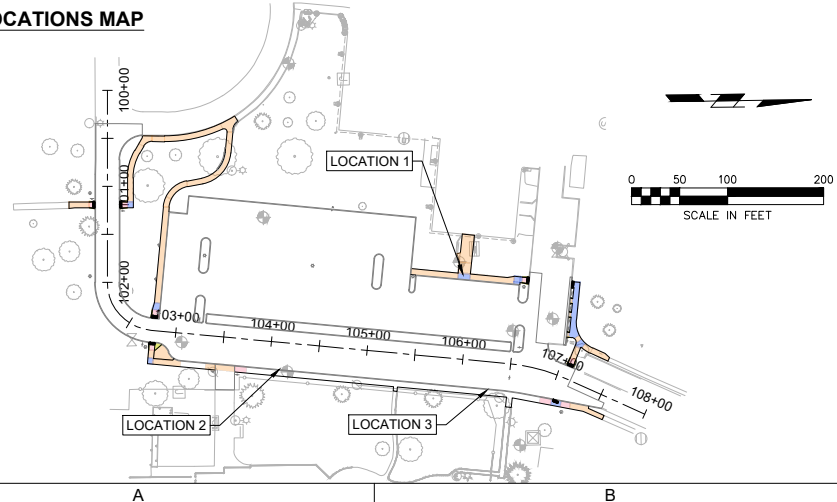
LOCATION 2



LOCATION 3



SITE LOCATIONS MAP

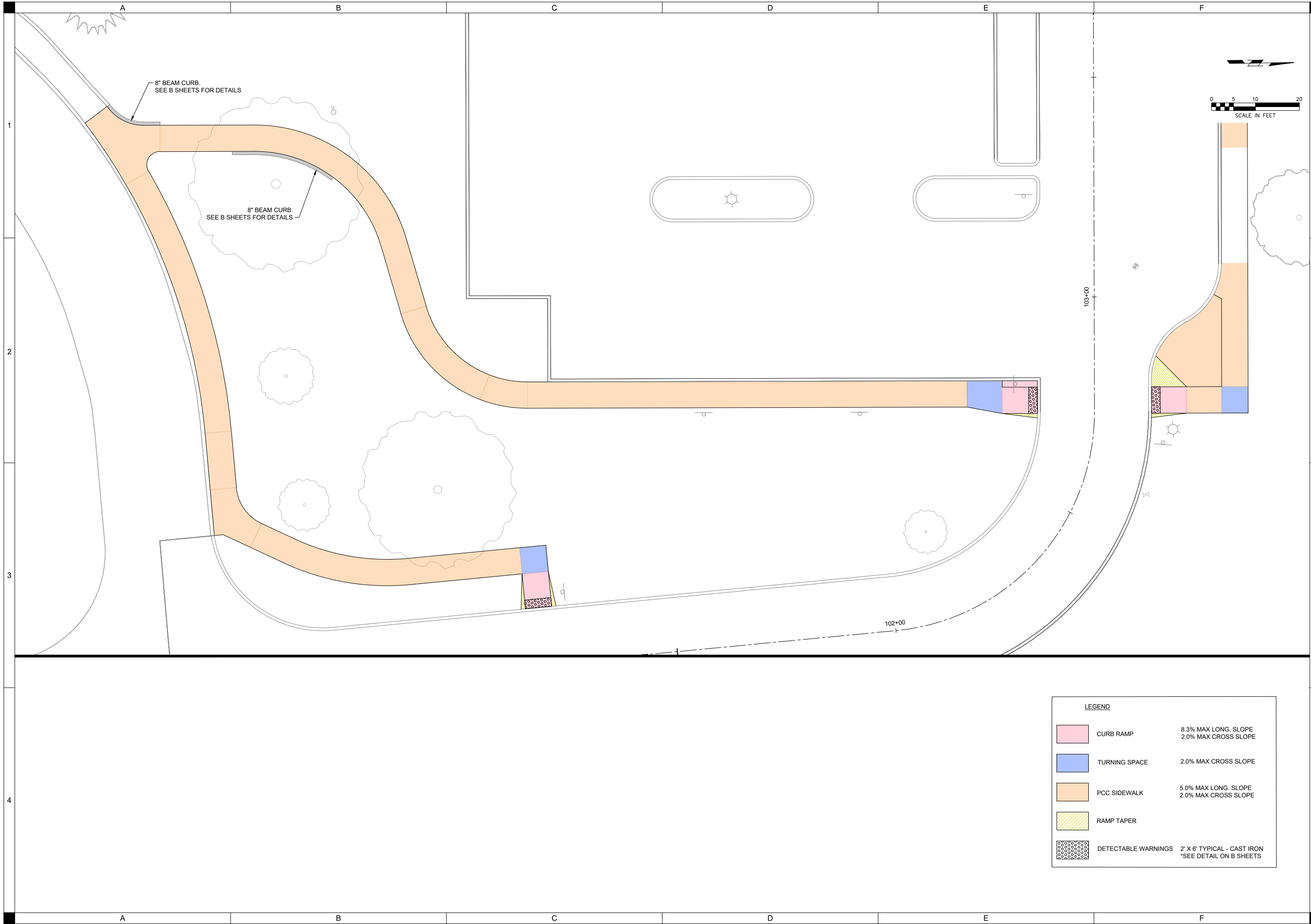


LEGEND	
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	TURNING SPACE 2.0% MAX CROSS SLOPE
	PCC SIDEWALK 5.0% MAX LONG. SLOPE 2.0% MAX CROSS SLOPE
	RAMP TAPER
	DETECTABLE WARNINGS 2' X 6' TYPICAL - CAST IRON *SEE DETAIL ON B SHEETS

DRAWN BY	CBS
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LEGEND	
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	TURNING SPACE 2.0% MAX CROSS SLOPE
	PCC SIDEWALK 5.0% MAX LONG. SLOPE 2.0% MAX CROSS SLOPE
	RAMP TAPER
	DETECTABLE WARNINGS 2' X 6' TYPICAL - CAST IRON *SEE DETAIL ON B SHEETS

SHIVEHATTERY
ARCHITECTURE + ENGINEERING

222 THIRD AVENUE SE, SUITE 300
CEDAR RAPIDS, IOWA 52406
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MVCSD 7TH AVE PARKING LOT
RECONSTRUCTION

MOUNT VERNON COMMUNITY SCHOOL DISTRICT
LINN COUNTY

**PRELIMINARY
- NOT FOR
CONSTRUCTION**

DRAWN BY	CBS	APPROVED BY	DAP	CHECK PLANS
ISSUED FOR	04/03/2018	PROJECT NUMBER	2230021650	CLIENT PROJECT NUMBER
ISSUE DATE	04/03/2018			

SIDEWALK PLAN

S.04