

Office Use Only	5/14/25	\$	BOA-25-287/2
	Date Filed	Fee	Application Number



JOHNSON COUNTY, IOWA

APPLICATION FOR: CONDITIONAL USE PERMIT

Application is hereby made for approval of a (state the official use as listed in the Johnson County UDO, and briefly describe the proposed use [e.g. Home Industry for Antique shop, Special Events for Corn Maze, etc.]):

Child Care Center

On property located at (street address if available or layman's description):

1795 Wenrose Dr NE

Parcel Number(s): 0322453007

The property consists of 4.3 total acres, and is currently zoned Residential

Note: This Conditional Use Permit is subject to any conditions outlined in chapter 8:1.23 of the Unified Development Ordinance and any other conditions deemed appropriate by the board of Adjustment to protect public health, safety, and welfare.

The undersigned affirms that the information provided herein is true and correct. If applicant is not the owner, applicant affirms that the owner(s) of the property described on this application consent to this application being submitted, and said owners hereby give their consent for the office of Johnson County Planning, Development, and Sustainability to conduct a site visit and photograph the subject property.

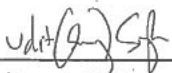
Leo Kelly
Name of Owner

The Well of Iowa - Udit (Sunny) Singh
Name of Applicant (if different)

1520 Cypress Circle North Liberty, IA 52317
Applicant Street Address (including City, State, Zip)

Applicant Phone

Applicant Email


Applicant Signature

See back page for Application Submittal Requirements and Checklist

Applications should be emailed to planning@johnsoncountyiowa.gov and delivered to the Planning, Development and Sustainability Office (913 South Dubuque Street, Iowa City, IA 52240)



The following items must be submitted for the application to be complete. Incomplete applications will not be considered until the next submission deadline. Once submitted, county staff will review the materials and request revisions (if necessary). Once all revisions and outside reviews have been received, the application will be placed on the next available Board of Adjustment agenda.

If working with an engineer who can provide CAD or GIS line work, electronic submissions should be submitted in accordance with the PDS department's electronic submission guidelines (see below). Preference is that electronic submission is prior to hard copy submission, but will be accepted until 12:00 p.m. the day after the submittal deadline.

Initial each empty box below to ensure you included all necessary information in the appropriate form for an application to be considered complete. Some items may require both electronic and physical copies.

Item Required	Electronic Copy (PDF unless otherwise noted)	Hard copy
Application Fee (varies based on application. Fee: \$ _____)		
This application form with all information completed		(2)
Brief cover letter explaining the proposed use including but not limited to the number of employees, parking facilities, days and hours of operation, estimate of maximum number of customers expected on site an any one time, provisions for water and wastewater, types of equipment to be used, signage, etc		
Site plan identifying the access, structure(s) for the proposed use, parking areas, signage location, and addressing any Supplemental Conditions required by Chapter 8:1.23		
If working with an engineer: CAD line work of the site plan, following the guidance below		
Proof of application to the Johnson County Health Department for a Public Health Zoning Application		
<u>For requests to establish Utility Scale Solar (use area of 20 acres or less):</u> <ul style="list-style-type: none"> Completed "Application Checklist for Utility-Scale Solar Systems (Supplemental Conditions)", accompanied by all information outlined on said checklist. Electronic Submission of all materials is required. 		
<u>For requests for Commercial Communications Towers, include the following:</u> <ul style="list-style-type: none"> Sensitive Areas Analysis in compliance with the Sensitive Areas Ordinance, or an <u>approved</u> Sensitive Areas waiver. Stormwater Management Plan (including soil erosion and sediment control) in compliance with the Stormwater Management regulations, or an <u>approved</u> waiver 		

Electronic Submission Requirements for CAD line work:

- Must be in AutoCAD 2017 or older and .dwg format (.dxf is also acceptable, no .zip files will be accepted).
- Submissions must use Coordinate System: NAD_1983_StatePlane_Iowa_South_FIPS_1402_Feet
- If applicable, submission should include information for Sensitive Areas Analysis/Mapping and Stormwater/Soil Erosion Control infrastructure on the site. This includes any limits of disturbance or other impact areas.
- Submission should NOT include legends, legal descriptions, location maps, signature blocks, etc.



Condition Use Permit Request



1520 Cypress Circle North Liberty IA 52317 United States

May 7, 2025

Johnson County, Iowa

Application for: Conditional Use Permit

Address: 1795 Wenrose Dr NE, North Liberty, IA 52317

Property Owner: Leo Kelly

Dear Johnson County,

We (The Well of Iowa Church) hereby request a conditional use permit for the roughly 2500sq ft barn structure located on the property on 1795 Wenrose Dr. NE for the purpose of an interim (1-2yr) location for our Elim Springs Day Care Center to further serve the North Liberty community.

Scope:

The barn structure on this 4.3 acre property will allow for what now is an in-home day care serving 5-7 children to transition towards becoming a full fledged day care center target to serve 15-20 children between the ages of 0-5 years old. This would mean a staff of at least 3 individuals alongside 1 child care director with a few admin resources that would not need to be on premise.

As it stands, this barn structure has not yet been fully constructed internally. We are working with a certified architect who is familiar with state regulations to draft plans that will be submitted to the city fire marshal alongside the state in order to acquire the necessary permits to allow for us to engage the day care center fully later in the fall of 2025. We are also working closely with CCRNR to ensure we are following all requirements to meet State standards.

Site Plan:

Per our understanding, the the gravel area surrounding the barn structure fully provides adequate parking both for families to drop off their children alongside the staff that would be working on premise. The structure also has enough space to enable an outdoor play area that is fenced to ensure children are safe and protected.

The barn has already been constructed with provisions for water, wastewater and electricity. **There are no plans for signage.** We are hoping to keep this location private considering the families who have opted into the day care center have already been identified.



Parking

Based on parking space / square footage we should be able to accommodate at least 20 cars on this highlighted gravel area. This would suffice the parking requirements identified in code.

We are currently targeting 20 families at a maximum (~7 spaces) and 4 employees making a total of 11 required parking spaces.

Below are some pictures to give more context for our intended use:



***All of our plans are being reviewed by a certified architect who has experience with day care center standards. ***



Property views:



We have attached a copy of the Johnson County Public Health Zoning Application.

To give you more clarity, this Day Care Center will be owned by The Well of Iowa Church and will be managed and ran by the following individuals:

Elim Springs Child Care Center **Director (7+ years of experience):**

KIM HOFFON: kim.hoffon@thewellia.com

Elim Springs Child Care Center **Administrator:**

AUSTIN HOFFON: austin.hoffon@thewellia.com

Warm Regards,

Udit (Sunny) Singh

Business Manager

The Well of Iowa



From: [redacted]
To: [redacted]
Cc: [redacted]
Subject: [redacted]
Date: May 9, 2025 11:04 AM

I'm the property owner and I approve this use.

On Fri, May 9, 2025, 3:57 PM Sunny Singh [redacted] wrote:
OK!

Warm regards,
Sunny

On May 9, 2025, at 1:53 PM, Joseph Wilensky [redacted] wrote:

Please send the consolidated packet to the planning@johnsoncountyiowa.gov email address

Joseph Wilensky, AICP, CFM | he, him, his
Planner, POS
319.356.6083

Building permit and inspection questions can be emailed to building@johnsoncountyiowa.gov. Questions related to development applications or code enforcement can be emailed to development@johnsoncountyiowa.gov.

Messages to and from this account are subject to public disclosure unless otherwise provided by law.

From: Sunny Singh [redacted]
Sent: Friday, 9 May 2025 11:04 AM
To: Joseph Wilensky [redacted]
Cc: Austin Hoffman [redacted]
Subject: Re: child care center

Adjustments have been made to highlight parking details and we have gone ahead and decided to have no signage. Leo Kelly (property owner) will be responding to this thread to notify his approval.

Do I still need to email planning@johnsoncountyiowa.gov or can I consider this email to be the official submission?

Thank you so much for your assistance,
Sunny Singh
Business Manager
The Well of Iowa

On May 8, 2025, at 11:19 AM, Joseph Wilensky [redacted] wrote:

Sunny,

Thanks for your message and call. Johnson County POS is hosting a statewide zoning officials conference this week, so staff are in and out of the office between conference sessions.

The submitted materials look sufficient, but I would suggest adding potential sign locations as they are explicitly mentioned in your letter of intent. Additionally, JoCo regulations regarding parking provision for child care centers are as follows:

Child Care Centers: One (1) space per three (3) families, plus one (1) space per employee on the largest working shift.

I'd suggest clarifying if the proposed parking area has the amount of required spaces and design as outlined in section 8:1.25.C of the [UDC](#).

Please ensure that the application is signed by either the applicant with a note from the underlying (and owner) authorizing the use of their property (this can be an email), or signed by the underlying property owner.

Joseph Wilensky, AICP, CFM | he, him, his
Planner, POS
319.356.6083

Building permit and inspection questions can be emailed to [redacted]. Questions related to development applications or code enforcement can be emailed to development@johnsoncountyiowa.gov.

Messages to and from this account are subject to public disclosure unless otherwise provided by law.

From: Sunny Singh [redacted]
Sent: Wednesday, Apr 24, 2025 11:04 AM
To: Joseph Wilensky [redacted]
Cc: Austin Hoffman [redacted]
Subject: Re: child care center

Hi Joseph,

I wanted to run all this by you so you could hope review before we formally submit the request for the June hearing. Leo Kelly (property owner) will sign the Public Health Zoning application but I wanted to make sure the applicant wasn't required to be Leo as well. Considering the business on premise would not be owned and managed by him. In theory, he would be leasing the barn structure use to the business.

Also, let me know if any additional details would be required for the letter of intent. Let me know if a call would help!

Thank you so much,
Sunny
319.406.3158

On Apr 22, 2025, at 4:29 PM, Joseph Wilensky [redacted] wrote:

that is the correct form for POS, but as mentioned in my email before you will have to apply to public health too. Submit the CUP application to development@johnsoncountyiowa.gov when ready. I think you need to drop off the public health app in person.

Joseph Wilensky, AICP, CFM | he, him, his
Planner, POS
319.356.6083

Building permit and inspection questions can be emailed to [redacted]. Questions related to development applications or code enforcement can be emailed to [redacted].

Messages to and from this account are subject to public disclosure unless otherwise provided by law.

From: Sunny Singh [redacted]
Sent: Tuesday, Apr 22, 2025 4:29 PM
To: Joseph Wilensky [redacted]
Cc: Leo Kelly (not a CC)
Subject: Re: child care center

Thank you so much!
Can you please confirm if this (see attached) is the correct form?



Upon completion of the letter of intent and this form, do we just submit directly to you and then you handle the application process / getting us on the agenda for a forthcoming meeting?

Warm Regards,
Surrey

On Apr 22, 2025, at 4:18 PM, Joseph Wilensky [redacted] wrote:
Mr. Singh,

The property you identified (1785 Wierrose Dr NE, PPN 0322403007) is appropriately zoned for a child care center (definition below) as a conditional use. To establish one, you will need to apply for a conditional use permit for a child care center. This involves submitting a CUP application by May 14 for the June 18 public hearing. At said hearing staff will present your application, you will have the opportunity to speak, and the public will also have an opportunity to speak in support of, or in opposition to, your application. The Board will deliberate and approve, approved with conditions, deny, or defer your application for additional information (usually to the next meeting if deferred). If approved, you will have 1 year to obtain a building permit or begin your use to ensure your permit does not expire.

You will need to submit an application to POS and Public Health (look under "Common Applications" at [redacted]). The application form contains a brief summary of required materials with your application, but as mentioned on the phone, any information you can provide in your letter of intent on your progress towards obtaining state licensing would be good to include.

Let me know if you have additional questions.

<image001.png>

<image002.png>

Joseph Wilensky, AICP, CFM
Planner
Planning, Development and Sustainability





Johnson County Public Health
855 S. Dubuque Street Suite 217 * Iowa City, Iowa 52240 * 319/356-6040 * Fax: 319/356-6944

FOR OFFICE USE ONLY:
ZONING NUMBER: _____

Johnson County Public Health Zoning Application



Applicant Name: Leo Kelly	Phone Number: [REDACTED]		
Address: 1795 Wenrose Dr NE	City: North Liberty	State: IA	Zip: 52317

NOTE: THIS APPLICATION NEED NOT BE SUBMITTED FOR FINAL PLATS.

TYPE OF ZONING REQUEST:	APPLICATION FEE:
<input type="checkbox"/> Zoning reclassification from _____ to _____	\$75.00 Application Fee
<input type="checkbox"/> Combined preliminary and final plat	\$50.00 + \$20.00 per Lot Application Fee*
<input type="checkbox"/> Preliminary plat using private onsite/centralized waste water systems	\$50.00 + \$20.00 per Lot Application Fee*
<input checked="" type="checkbox"/> Conditional Use Permit	\$25.00 Application Fee

***Outlots Exempt**

Application Fee _____ + Lot Fee (if applicable)
(Number of lots _____ Minus Number of Outlots = _____ x \$20.00 Fee Per Lot)
= Enclosed Fee _____

PLEASE RETURN THIS APPLICATION AND APPROPRIATE APPLICATION FEE TO:

**JOHNSON COUNTY PUBLIC HEALTH
855 S. DUBUQUE STREET SUITE 217
IOWA CITY, IA 52240**

The application and fee must be received by the department NO LESS THAN 24 HOURS prior to the Johnson County Zoning commission public hearing and/or the Johnson County Zoning Board of Adjustment.

No refund shall be made of any required fee accompanying a required application once filed with the administrative officer.

Signature of Applicant: _____ **Date:** 5.7.25