

Office Use Only	6/11/25 Date Filed	\$ Fee	BDA-25-28731 Application Number
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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.]):
DAY PROGRAM SPACE FOR ADULTS WITH INTELLECTUAL DISABILITIES

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

5305 HERBERT HOOVER HWY NE, WEST BRANCH, IA 52358

Parcel Number(s): 0910126003

The property consists of 9.46 total acres, and is currently zoned AG

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.

The Village Community
 Name of Owner

Ann Brownsberger on behalf of The Village Community
 Name of Applicant (if different)

PO BOX 5284, CORALVILLE, IA 52241

Applicant Street Address (including City, State, Zip)

[Redacted Address]

Applicant Phone

Applicant Email

A Brownsberger
 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 be returned and 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: \$ 250)		AB
This application form with all information completed	AB	(2) AB
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	AB	AB
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	AB	AB
If working with an engineer: CAD line work of the site plan, following the guidance below	NA	
Proof of application to the Johnson County Health Department for a Public Health Zoning Application	AB	
<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. 	NA	NA
<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 	NA	

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.





Johnson County Planning, Development, and Sustainability
913 S. Dubuque St
Iowa City, IA 52240

To Whom It May Concern:

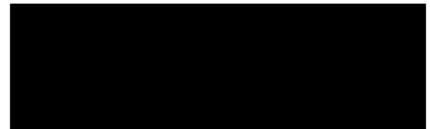
The Village Community is a local non-profit serving adults with intellectual disabilities. Our mission is to provide a place where people with intellectual disabilities are nurtured and valued, a place where they can be engaged in all aspects of their lives, learning and growing alongside their friends, family and members of the community. We are requesting a CUP to operate a private institution and continue providing day habilitation programming to our members on the property. Our day program serves 20 individuals with the support of 8 staff. It is unusual that everyone would be present at one time. Our hours of operation are Monday through Friday from 8 AM-4 PM, excluding major holidays. Given that our membership does not drive, our parking areas have ample space for employee and program vehicles. We have a private well and a septic system that we inspect regularly and service as needed. The property was previously used as a winery and has more than sufficient septic capacity to accommodate our usage. We have a 3'x5' sign near the road.

Please reach out if additional information is needed.

Respectfully,

A Brownsberger
Ann Brownsberger

The Village Community
PO BOX 5284
Coralville, IA 52241



Herbert Hoover Hwy NE / F44



EMERGENCY ACTION PLAN (EAP)
The Village Community



I. GENERAL

A conditionally permitted use (subject to approval by the Board of Adjustment) will be operated at the applicant's property located at 5305 Herbert Hoover Hwy NE, West Branch, IA 52358.

II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the days and times of operation which are Monday through Friday from 8 AM-4 PM (hereinafter referred to as the business) in response to an emergency or otherwise hazardous condition. These actions will be taken by organizers, management, personnel, and attendees. These actions represent those required prior to the use, in preparation for, and those required during an emergency.
- B. Flexibility must be exercised when implementing this plan because of the wide variety of potential hazards that exist for this use. These hazards include, but are not limited to, Fire, Medical Emergencies, Severe Weather, or situations where Law Enforcement is required.

III. ASSUMPTIONS

The possibility of an occurrence of an emergency is present at this site. The types of emergencies possible are various and could require the response of Fire & Rescue, Emergency Medical Services, and/or Law Enforcement.

IV. BASIC PLAN

A. EAP Coordinator

- 1. The EAP coordinator will be identified as the point of contact for all communications regarding the site. This person is identified as Ann Brownsberger, 319-530-0417

B. Emergency Notification

- 1. In the event of an emergency, 911 should be notified of the emergency. The caller should have the following information available for the 911 operator: nature of emergency, location, and contact person with callback number.

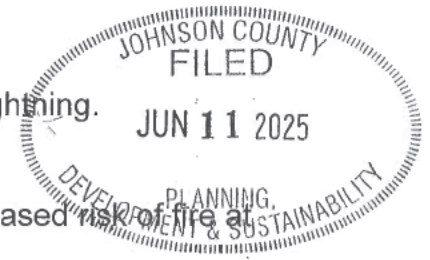
C. Severe Weather

- 1. Before the event/use - designate the EAP coordinator and his/her designee to monitor weather conditions via trustworthy radio, television, internet, or smartphone applications before and during operations. If severe weather is predicted prior to an event, the coordinator will evaluate the conditions and determine if the operations will remain as scheduled.
- 2. During the event/use - If severe weather occurs during the hours of operation, the coordinator or his/her designee will make appropriate announcements to

those in attendance:

- a) **Severe Thunderstorm Watch** - If a Severe Thunderstorm Watch is issued for the area, the following announcement will be made:
A Severe Thunderstorm Watch is in effect for this area please monitor for changing weather conditions and be prepared for delays, postponement or cancellations.
 - b) **Severe Thunderstorm Warning** - If a Severe Thunderstorm Warning is issued for the area, the following announcement will be made:
A Severe Thunderstorm Warning is in effect for this area. The event is postponed until further notice. Please seek shelter or leave the area as soon as possible.
 - c) **Tornado Watch** - If a Tornado Watch is issued for the area, the following announcement will be made:
A Tornado Watch is in effect for this area. Please be prepared to evacuate the area.
 - d) **Tornado Warning** - If a Tornado Warning is issued for the area, the following announcement will be made:
A Tornado Warning is in effect for this area. This event is postponed until further notice. Take cover immediately.
 - e) **Tornado Sighting/Touchdown** - If a Tornado has been sighted in the area, or if a touchdown has occurred, the following announcement will be made:
A Tornado has been sighted. This event is postponed until further notice. All persons should take cover immediately.
 - f) **Other Severe Weather** - If other severe weather occurs, such as heavy rain, high winds, lightning, hail, etc... all activities will be interrupted immediately, and the following announcement will be made:
This event is postponed until further notice due to severe weather. Please leave the area or take cover as quickly as possible.
3. Identification of best available protective areas:
- a) In the event of a Tornado Warning, sighting, or touchdown the following locations are designated as the best available protective areas for **outside, open spaces** (e.g., ditches along the roadway):
 - ☐ Ditch along Herbert Hoover Highway
 - ☐
 - ☐
 - b) In the event of a Tornado Warning, sighting, or touchdown the following locations are designated as the best available protective areas for **inside areas** (e.g., house basement, inside a structure):
 - ☒ Lowest level storage closets and bathroom
 - ☐
 - ☐
4. Ann Brownsberger will have available a mobile phone, or other communication device in case emergency responders must report to the area due to injuries.
5. This event will follow the 30-30 Rule for lightning. If lightning is observed and thunder is heard within 30 seconds, the event will be delayed until 30 minutes

have passed since thunder was heard or the last flash of lightning.



D. Fire

1. List any specific hazard that has been identified as an increased risk of fire at this business. No known increased risk
2. The site shall have staff trained in the use of Portable Fire Extinguishers.
3. The use of open frames for grilling is permitted under the Fire Code when the following conditions are met:
 - a) You must have a working ten-pound (10) fire extinguisher for the proper fire risk (type ABC, etc.)
 - b) Each space is allowed 1 LP tank per cooking device and only 1 spare LP tank regardless of the number of cooking devices. All LP tanks are to be secured in an approved manner (tied, strapped, chained, etc.)
 - c) All tents/canopies used for cooking shall have a FLAME SPREAD Certification attached to the tent.
4. Should an incident occur that requires the Fire Department, 911 will be utilized to request this resource, unless they are already on scene. The caller should have the following information available for the 911 operator: nature of emergency, location, and contact person with callback number.

E. Medical Emergencies

1. As with any business, there is potential for injury to the participants. The types of injuries are various and include those that are heat related, as well as traumatic injuries.
2. For events longer than 3 hours with more than 1,000 guests expected onsite, first aid or Emergency Medical Services (EMS) medical services should be present. Identify your medical plan for this event/use:

No plans for events

3. Should an incident occur that requires EMS, the caller will have the following information available for the 911 operator: the nature of emergency, location, and contact person with callback number.

F. Law Enforcement

1. The need for constant Law Enforcement presence at this event has not been identified.
2. Should an incident occur that requires Law Enforcement, the caller will have the following information available for the 911 operator: nature of emergency, precise location, and contact person with callback number.

G. Emergency Vehicle Access

1. Access for Emergency Vehicles will be maintained at all times.
2. Fire lanes and fire hydrants will not be obstructed.
3. Participants and spectators will be directed to park in approved areas and not to obstruct protective features, sidewalks or public thoroughways.
4. Parking for attendee vehicles will be (See CUP map).

V. CONTACT INFORMATION

Primary Contact	Ann Brownsberger	319-530-0417
Secondary Contact	Brenda Kurtz	319-321-2560

VI. ADOPTION

This document is the initial Emergency Action Plan for _____ The Village Community _____ and may be updated or amended as required.

6/1/2025
Effective Date