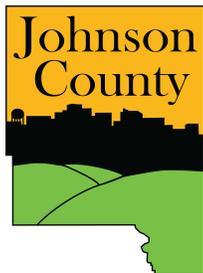


PLANNING APPLICATION COVER SHEET**PROJECT TYPE: Conditional Use Permit****NO. CUP26-000002****APPLICATION DATE: 03/01/2026****PROPERTY OWNER: JONATHAN D & CARRIE A KOUTEK****APPLICANT: Jonathan Koutek****WORK DESCRIPTION: Conditional Use Permit (CUP) to operate a home industry.****SITE ADDRESS: 2624 White Oak Ave NE****PPROPERTY INFORMATION**

Parcel ID (PPN)	Acres in Parcel	Current zoning classification
0214126002	8.97	R - Residential

**Planning, Development and Sustainability****913 S. Dubuque St. Iowa City, IA 52240****planning@johnsoncountyiowa.gov 319-356-6083****<https://www.johnsoncountyiowa.gov/pds>**

Jonathan and Carrie Koutek
Koutek Services LLC
2624 White Oak Ave NE
Iowa City, IA 52240

March 1, 2026

To the Johnson County Zoning Board:

Please accept this letter and the attached documents as a formal application for a Conditional Use Permit to operate a home-based industry at our primary residence. Koutek Services LLC is a service-based company where the majority of our work is performed off-site at our customers' homes. The home-based portion of our operations is primarily administrative, consisting of answering phone calls, managing emails, and handling deliveries for items that will eventually be installed at our customers' homes.

The following information addresses the specific submittal requirements for this application:

- Days and Hours of Operation: - Monday through Friday, 8:30 AM to 5:00 PM.
- Number of Employees: - The business is operated by the owners, Jonathan and Carrie Koutek, with the assistance of one part-time employee.
- Number and Type of Parking Facilities: - All business-related parking is handled on-site within our existing residential driveway. This includes space for our service vehicles and the occasional customer vehicle.
- Estimated Maximum Number of Customers: - We anticipate a maximum of one family on-site at any given time, with a frequency of no more than twice per month.
- Plan for Provision of Water and Wastewater: - Our existing private residential bathroom and septic system will be used to accommodate the minimal on-site needs of the business.
- Type of Equipment to be Used: - Equipment stored on-site includes three pickup trucks, two trailers, and a small skid loader used for snow removal and the occasional moving of pallets.
- Signage: - A non-illuminated 12x24-inch sign mounted to our existing mailbox post.

Delivery Logistics: The nature of our business requires intermittent LTL (Less-Than-Truckload) freight deliveries. We typically average one delivery per week, usually consisting of one to two pallets per shipment. While there are periods of variable frequency where project demands may result in more than one delivery in a week, these occurrences are brief and do not impact the regular flow of traffic or the rural, primarily agricultural traffic on our road.

Statement of Intent: Koutek Services LLC

Purpose of Application: The intent of this application is to obtain a Conditional Use Permit to allow for a home-based business at 2624 White Oak Ave NE. Our goal is to maintain the residential and agricultural integrity of the property while utilizing a small portion of the premises for the administrative and logistical needs of Koutek Services LLC.

Operational Intent and Community Impact:

- **Primary Business Activity:** - The business is a service-based model where the vast majority of labor and customer interaction occurs at the client's location, not at our residence.
- **Preservation of Neighborhood Character:** - The home-based operations are designed to be low-impact and nearly invisible to the public. There will be no significant changes to the exterior of the home or property that would suggest a commercial industrial site.
- **Traffic and Noise Management:** - Because we do not host regular retail hours or high-volume customer traffic, there will be no measurable increase in noise or traffic congestion.
- **Environmental Responsibility:** - All business activities are conducted in a manner that protects our private septic and water systems. No hazardous materials are processed or disposed of on-site.
- **Long-Term Vision:** - Our intent is to grow a sustainable local business that supports our family and one part-time employee while remaining a quiet, respectful member of the Johnson County rural community.

Thank you for your consideration of this application.

Sincerely,

Jonathan Koutek Owner, Koutek Services LLC

Rd NE

White Oak Ave NE

Structure for proposed use

Sign on our mailbox post.

2624

Homeowner/Employee parking.

