

**JONES COUNTY
BOARD OF ADJUSTMENT**

AGENDA

**TUESDAY, NOVEMBER 18TH 3:30 p.m.
COMMUNITY ROOM, JONES COUNTY COURTHOUSE**

- 4:00 p.m.** • Call meeting to order, approve agenda, and October 21, 2025 meeting minutes.

Public Hearing for property owners Anna & Ethan Oneal who have applied for a special permitted use permit for property of 5.82 acres located in the A-Agricultural Zoning District, described Com 660' N SE COR, NE NE, TH W 440' N 660' TO BEG of Section 24 of Scotch Grove Township, generally located at 15913 Hwy 136, Onslow, IA. More specifically, the application is for his automotive repair business to come into compliance with the Jones County Zoning Ordinance for a Home Based Business.

- Action for property owners Anna & Ethan Oneal who have applied for a special permitted use permit for property of 5.82 acres located in the A-Agricultural Zoning District, described Com 660' N SE COR, NE NE, TH W 440' N 660' TO BEG of Section 24 of Scotch Grove Township, generally located at 15913 Hwy 136, Onslow, IA. More specifically, the application for his automotive repair business to come into compliance with the Jones County Zoning Ordinance for a Home Based Business.

Public Hearing for property owner Sawyer Stephen who has applied for a special permitted use permit for property of .66 acres located in the A-Agricultural Zoning District, described as Parcel 2021-27 in

- SW NE & PT OF GLEN ADAMS 1ST ADD LOT 3 of Section 9 of Lovell Township, generally located at 16291 Rock Rd., Monitcello. More specifically the application is for a request to start a small car dealership.

Action for property owner Sawyer Stephen who has applied for a special permitted use permit for property of .66 acres located in the A-Agricultural Zoning District, described as Parcel 2021-27 in SW

- NE & PT OF GLEN ADAMS 1ST ADD LOT 3 of Section 9 of Lovell Township, generally located at 16291 Rock Rd., Monitcello. More specifically the application is for a request to start a small car dealership.

- Annual appointments and administrative rules

- Next meeting, if needed is December 16, 2025. Application deadline is Wednesday November 26, 2025.

Meeting Minutes

Members present:

John Hinz
Kathy McDonell
Sarah Tate

Members Absent:

Roger Kistler
Stan Reiter

Staff present:

Whitney Amos – Land Use Administrator

Visitors present:

Clark Theilen
Ned Rohwedder
Representative from Nextlink

Hinz called the meeting to order at 4:00 p.m.

Motion by McDonell was seconded by Tate to approve the agenda. All Aye. Motion Carried.

Motion by Tate seconded by McDonell to approve the meeting minutes for the September 16th meeting.

Motion by McDonell seconded by Tate to open the public hearing at 4:02 p.m. for Property Owners Mark, Jason, Deanne, and Jamie Hasler, and applicant AMG Technology Investment Group, dba Nextlink, who have applied for a special permitted use permit for property of 9.75 acres located in the A-Agricultural Zoning District, described as N ¼ NE ¼ SW ¼ of Section 01 of Lovell Township, generally located at 24491 135th Ave., Monticello, IA. More specifically, the application is to request a new communications tower for wireless internet.

Amos noted that the Board received the copies of the application, aerial map, and written report. Amos noted here was one comment from a citizen.

There was much discussion about locality of tower and sharing other towers. Nextlink advised that they have tried to search other options to install their equipment, however in this proposed area the only option was to build a new tower in order to cover the rural area.

Theilen had some concern as to why the new tower was needed and why an existing tower or tower site could not be utilized. Nextlink advised that they did try to contact other towers in the area to no avail to be able to lease a section for their equipment.

Motion by Tate seconded by McDonell to close the public hearing at 4:33p.m. All aye. Motion carried.

Motion by Tate seconded by McDonell to approve the special permitted use application as presented for Property Owners Mark, Jason, Deanne, and Jamie Hasler, and applicant AMG Technology Investment Group, dba Nextlink

Roll call vote:

John Hinz- aye

Kathy McDonell- aye

Sarah Tate- aye

All aye. Motion carried.

The next regular scheduled meeting is November 18, 2025, with the application deadline being Wednesday October 29, 2025.

Motion by McDonell seconded by Tate to adjourn at 4:44 p.m. All aye. Motion carried.

Jones County Land Use
Rm 113 Courthouse, 500 W Main St.
Anamosa, Iowa 52205
Phone: 319-462-2282 Fax: 319-462-5815
Email: landuse@jonescountyiowa.gov
Website: www.jonescountyiowa.gov



Jones County Zoning

Special Permitted Use Application

For Office Use Only

☐ Approved

☐ Denied

Date: _____

Comments: _____

Signature of Jones County Land Use Administrator

The Board of Adjustment will review the proposal and deny or approve.

Fee: **\$250.00 (non-refundable)** payable to Jones County, with the completed application.

Date Application Filed: _____

Owner Information

Name on property: <u>Ethan O'Neal</u>			
Address to receive mail:	House Number & Street: <u>15913 Hwy 136</u>		Apartment/Unit
	City: <u>Onslow</u>	State: <u>IA</u>	Zip Code: <u>52321</u>
Phone:	<u>1 7320</u>	E-mail Address:	<u>XXXXXXXXXXXXXXXXXXXX</u>

Applicant Information

Name: (If different from above.)			
Address to receive mail:	House Number & Street:		Apartment/Unit
	City:	State:	Zip Code:
Phone:	()	E-mail Address:	

Parcel Information

Township	<u>Scotch Grove</u>	Section	<u>24-85-02</u>	Property Address	<u>15913 Hwy 136 Onslow IA</u>
Zoning District:	<u>SLGMD</u>	County Parcel ID(s), if known: <u>0724200003</u>			

Additional information regarding the parcel(s), if any:

Proposed Use

Attach a site plan indicating the location of any existing, and proposed, buildings and driveways.

Attach a copy of the entrance access permit from the County Engineer, if any.

Attach a narrative providing the following information:

- Expected traffic volumes, including the impact on local roads and access to hard surface roads.
- Noise impact on surrounding property owners, residents, and livestock.
- Provisions for sanitary services (permanent and/or temporary waste disposal plans).

The narrative shall include any additional information required in the Zoning Ordinance for the specific permitted use requested.

Additional information and regulations may be required of properties located in a Critical Resource Area Overlay (Section 9 of Article V).

Additional information may be requested by the County to assist the Board of Adjustment in considering the application.

☒ **A and A2 - Agricultural District Special Permitted Uses Article V – Section 1. and 2. D.**

- ☐ Auxiliary dwelling units subject to Article XI.
- ☐ Bed and breakfast inns subject to Article VIII.
- ☐ Churches or other places of worship, including parish houses and Sunday school facilities.
- ☐ Commercial recreation uses subject to Article IX.
- ☐ Communication towers subject to Article XIV.
- ☒ Home-based Industries subject to Article VII.
- ☐ Kennels and Animal Shelter Requirements subject to Article XXI.
- ☐ Public and private stables.
- ☐ Quarry and Extraction Uses subject to Article X.
- ☐ Seasonal dwelling units subject to Article XI.
- ☐ Seed, feed, biofuel plants, (biodiesel, ethanol) and other direct farm supply businesses.
- ☐ Wind Energy Conversion Systems (WECS) under 100 Kilowatts subject to Article XV.
- ☐ Wineries and other Value Added Agricultural Products.
- ☐ Quarry and Extraction Uses subject to Article X.

☐ **R - Residential District Special Permitted Uses Article V – Section 3. D.**

- ☐ Animal shelters subject to Article XXI.
- ☐ Auxiliary dwelling units subject to Article XI.
- ☐ Bed and breakfast inns subject to Article VIII.
- ☐ Churches or other places of worship, including parish houses and Sunday school facilities.
- ☐ Home-based industries subject to Article VII.
- ☐ Parks, playgrounds, golf courses (public and private), service organizations, and recreational uses.
- ☐ Schools (public and private), educational institutions, preschools, and day care facilities.
- ☐ Wind Energy Conversion System (WECS) – Small subject to Article XV.

☐ **RMH - Residential Manufactured Housing District Special Permitted Uses Article V – Section 4. E.**

- ☐ Home-based industries subject to Article VII.

☐ **C1 - Commercial District Special Permitted Uses Article V – Section 5. D.**

- ☐ Bed and breakfast inns subject to Article VIII.
- ☐ Communication towers subject to Article XIV.
- ☐ Wind Energy Conversion Systems (WECS) – Small subject to Article XV.
- ☐ Wineries and other Value Added Agricultural Products.

☐ **C2 - Highway Commercial District Special Permitted Uses Article V – Section 6. D.**

- ☐ Bed and breakfast inns subject to Article VIII.
- ☐ Communication towers subject to Article XIV.
- ☐ Wind Energy Conversion Systems (WECS) – Small subject to Article XV.
- ☐ Wineries and other Value Added Agricultural Products.
- ☐ Adult entertainment uses subject to Article XII.

☐ **I1 - Industry District Special Permitted Uses Article V – Section 7. D.**

- ☐ Adult entertainment uses subject to Article XII.
- ☐ Communication towers subject to Article XIV.
- ☐ Quarry and Extraction Uses subject to Article X.
- ☐ Wind Energy Conversion Systems (WECS) – Small subject to Article XV.

The land parcel(s) must comply with the minimum lot area, front, rear, and side yard setbacks, and maximum height restrictions in the applicable district, as described in the Jones County Zoning Ordinance. The Jones County Zoning Ordinance is available in the office of the Jones County Auditor, or on-line at www.jonescountyiowa.gov.

The applicant is responsible for reviewing the provisions of the Jones County Zoning Ordinance prior to submitting this application.

DNR Storm Water Permits are required when development disturbs one acre or more of land. For more information, contact the Department of Natural Resources at (515) 725-8417 or contact Clark Ott at (563) 927-2640 and ask for storm water permit assistance.

Special Permitted Use applications are submitted to the Jones County Board of Adjustment for consideration and approval or denial. The Board of Adjustment may apply additional conditions for approval, as may be warranted to mitigate any deleterious effects of the proposed use. The decision of the Board of Adjustment may be appealed by filing a petition with the District Court within thirty (30) days after the decision has been issued by the Board of Adjustment.

This development is subject to, and shall be required, as a condition of final development approval, to comply with the Code of Iowa and all Jones County ordinances, requirements, and standards that are in effect at the time of final development approval.

The undersigned applicant certifies under oath and under the penalties of perjury that the foregoing information is true and correct.



Applicant Signature

10-23-26

Date

Owner Signature (if different than above)

Date

QUESTIONS

WHO TO CONTACT

Flood Plain Determination	Flood Plain Coordinator 319-462-4386 – Brenda Leonard
Access Permit for Drive	County Engineer 319-462-3785 – Derek Snead
911 Address	911 Coordinator 319-462-2735 – Gary Schwab 9-1 Mon - Wed
Well and Septic	Environmental Services 319-462-4715 – Paula Hart
Electrical Permits/Inspections	<u>https://iowaelectrical.gov/</u> – <u>ggrant@dps.state.ia.us</u> Greg Grant 319-350-2404

Iowa Secretary of State
321 East 12th Street
Des Moines, IA 50319
sos.iowa.gov



FILED

Date 4/18/2024 12:05 PM
Corp No 785353
Cert No FT0340721

Certificate of Organization - LLC

Information

CODE 489 DOMESTIC LIMITED LIABILITY COMPANY

Code

O'Neal Auto L.L.C.

Name of the limited liability company

Principal office

15915 Highway 136

Address

Onslow

City

IA

State

52321

Zip

USA

Country

The mailing address of the entity's principal office

15915 Highway 136

Address

Onslow

City

IA

State

52321

Zip

USA

Country

OT-0000 Date of filing

Registration Date

No

Does the limited liability company have an Iowa registered agent for service of process?

Registered Agent and Registered Office Address

Ethan Ray O'Neal

Full Name

15915 Highway 136

Address

Onslow

City

IA

State

52321

Zip

USA

Country

The mailing address of its registered office

15915 Highway 136

Onslow

Onslow

Onslow

Ethan Ray O'NEAL

Onslow

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USA

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Signature(s)

04/18/2024 12:05:19

Onslow

CERTIFICATE OF ORGANIZATION
OF

O'Neal Auto L.L.C.

Pursuant to the Revised Uniform Limited Liability Company Act, Chapter 489 of the Code of Iowa, the undersigned Organizer does hereby adopt the following Certificate of Organization for the company.

Article I. The name of the limited liability company is

O'Neal Auto L.L.C.

Article II. The street address of the corporation's initial registered office is

15915 Highway 136, Onslow, Iowa 52321

and the name of its initial registered agent at that office is

Ethan Ray O'Neal

Article III. The street address of the company's initial principal business office is

15915 Highway 136, Onslow, Iowa 52321

Article IV. The company shall be perpetual in duration.

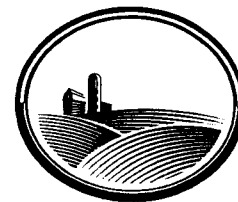
IN WITNESS WHEREOF, the undersigned organizer has executed this Certificate of Organization on the date below.

Date: 18/04/2024

Ethan Ray O'NEAL

By: Ethan Ray O'NEAL

Jones County Land Use
 Rm 113 Courthouse, 500 W Main St.
 Anamosa, Iowa 52205
 Phone: 319-462-2282 Fax: 319-462-5815
 Email: landuse@jonescountyiowa.gov
 Website: www.jonescountyiowa.gov



JONES COUNTY LAND USE

Written Report of the Jones County Land Use Administrator Request for a Special Permitted Use

Application from:	Owners, Anna & Ethan Oneal
For property located:	15913 Highway 136, Onslow
Brief legal description:	COMM 660' N SE COR NE NE, TH W 440' N 660' E 440' S TO BEG
Parcel number:	07-24-200-003
Parcel size:	5.82 acres
Proposal:	To operate a home-based automotive business
Current Zoning District:	A-Agricultural
Applicable Ordinance Provisions:	Article V. Zoning Districts ▪ Section 1. A-Agricultural ▪ D. Special Permitted Uses ▪ 6. Home-based industries subject to Article VII.
Date application received:	October 23, 2025
Applicable fee:	\$250 paid on October 23, 2025
Notice published: (Article XXV-Section 5)	Week of November 3, 2025 (6-7 days notice provided; 5-20 days required)
Adjacent property owners notified by certified mail: (Article XXV-Section 5)	October 30, 2025
Report mailed to Board of Adjustment: (Article XXV-Section 7)	November 12, 2025
Report mailed to Applicant: (Article XXV-Section 7)	November 12, 2025

Copy of application, proposed use, and copy of map attached.

See pages 2 and 3 for report.

Report of the Jones County Land Use Administrator
(Article XXV-Section 7)

	Derek Snead – Jones County Engineer
Comments:	<i>I have reviewed the Special Permitted Use Application submitted by Ethan O'Neal in Section 24 of Scotch Grove Township. My comments are as follows:</i> <i>Jones County has established rules for control of access to secondary roads. This policy was developed to formalize Jones County's requirements for the location and establishment of driveways, field accesses and farm entrances requested by county property owners. If a new access will be constructed or if there are any proposed changes to an existing property access, the property owner must contact the Iowa Department of Transportation prior to commencing any access construction.</i> <i>Any work that may necessitate work (ditching, driveway resurfacing, etc.) within the road right-of-way must contact the Iowa Department of Transportation before commencing with construction.</i> <i>If the applicant has any questions on any of the above conditions, please contact myself for more information and guidance.</i>
	Jones County District Soil Conservationist – Addie Manternach
Comments:	<i>No comments from this department.</i>
	Jones County Sanitarian – Lisa Bogran
Comments:	<i>Since we have record of a functioning septic located at 15913 Hwy 136, there are no requirements from this department.</i>
N/A	Flood Plain Manager – Brenda Leonard
Comments:	<i>This is not in a flood plain</i>
	Jones County Conservation Director – Brad Mormann
Comments:	<i>No comments received.</i>
	Jones County E911 Coordinator – Gary Schwab
Comments:	<i>In review of the above stated application the Jones County 911 office finds this application is in compliance with Chapter 3, Uniform Rural Address System to title IV Streets, Roads, Public ways, and transportation, as part of the Jones County Code of Ordinances.</i>

Page 3: Owner: Anna & Ethan Oneal
 Property Location: 15913 Hwy 136, Onslow
 Board of Adjustment meeting: November 18, at 3:30 p.m.

<i>Minimal apparent impact</i>	Impact which the application will have on the overall land use plan in Jones County (Article XXV-Section 7)
Comments: <i>According to the 2023 Comprehensive Land Use Plan, home based businesses should be encouraged and promoted where activities are conducted in the primary residence or accessory building conforming to all applicable ordinance and regulations.</i>	
<i>Minimal apparent impact</i>	Impact which the application would have on surrounding property: (Article XXV-Section 7)
Comments: <i>Adjacent properties are generally agricultural uses</i>	

Potential outcomes of Special Permitted Use	
<i>Approve the application in full</i>	
<i>Approve the application with modifications</i>	
<i>Deny the application</i>	
<i>Table the application to a later date</i>	

Page 4: Owner: Anna & Ethan Oneal
Property Location: 15913 Hwy 136, Onslow
Board of Adjustment meeting: November 18, at 3:30 p.m.

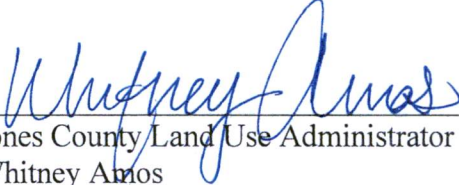
Further Reference to:

- Article XIX-Lighting Requirements
- Article XX-Sign Requirements
- Article XXII-Off-Street Parking

Comments:

ARTICLE VII HOME-BASED INDUSTRY

1. It may be service and/or product oriented.
2. It shall not occupy more than 20% of the floor area of one floor of the dwelling;
3. It shall not be objectionable to its surroundings due to nuisance factors such as exterior appearance, the emission of odor, gas, dust, smoke, noise, or in any other way;
4. Not more than one (1) person who is not a member of the family thereby residing shall be regularly employed on the premises in addition to the proprietor;
5. No outside storage or display or products shall be allowed except in the case of roadside stands in which products produced on the respective property are offered for sale.
6. It shall not create traffic or delivery concerns in the immediate area; and,
7. There shall not be created diminishment or impairment of established property values to adjoining or surrounding property.

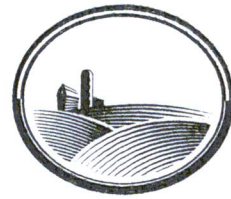


Jones County Land Use Administrator
Whitney Amos

11/12/25

Date

Jones County Land Use
 Rm 113 Courthouse, 500 W Main St.
 Anamosa, Iowa 52205
 Phone: 319-462-2282 Fax: 319-462-5815
 Email: landuse@jonescountyiowa.gov
 Website: www.jonescountyiowa.gov



Jones County Zoning

Special Permitted Use Application

For Office Use Only		
☐ Approved	☐ Denied	Date: _____
Comments: _____		
_____ Signature of Jones County Land Use Administrator		

The Board of Adjustment will review the proposal and deny or approve.

Fee: \$250.00 (non-refundable) payable to Jones County, with the completed application

Date Application Filed: 10/29/25

Owner Information			
Name on property: <u>Sawyer Stephen</u>			
Address to receive mail:	House Number & Street: <u>16291 Rock Rd.</u>		Apartment/Unit
	City: <u>Monticello</u>	State: <u>IA</u>	Zip Code: <u>52310</u>
Phone: <u>XXXXXXXXXXXXXXX</u>	E-mail Address: <u>XXXXXXXXXXXXXXXXXXXXXXXXXXXX</u>		

Applicant Information			
Name: (If different from above.)			
Address to receive mail:	House Number & Street:		Apartment/Unit
	City:	State:	Zip Code:
Phone: ()	E-mail Address:		

Parcel Information				
Township	<u>09-86-03</u>	Section	<u>09-86-03</u>	Property Address <u>16291 Rock Rd</u>
Zoning District: <u>Agricultural</u>				County Parcel ID(s), if known: _____

Additional information regarding the parcel(s), if any:

Proposed Use

Attach a site plan indicating the location of any existing, and proposed, buildings and driveways.

Attach a copy of the entrance access permit from the County Engineer, if any.

Attach a narrative providing the following information:

- Expected traffic volumes, including the impact on local roads and access to hard surface roads.
- Noise impact on surrounding property owners, residents, and livestock.
- Provisions for sanitary services (permanent and/or temporary waste disposal plans).

The narrative shall include any additional information required in the Zoning Ordinance for the specific permitted use requested.

Additional information and regulations may be required of properties located in a Critical Resource Area Overlay (Section 9 of Article V).

Additional information may be requested by the County to assist the Board of Adjustment in considering the application.

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- ☐ Auxiliary dwelling units subject to Article XI.
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☐ **R - Residential District Special Permitted Uses Article V – Section 3. D.**

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☐ **C2 - Highway Commercial District Special Permitted Uses Article V – Section 6. D.**

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☐ **I1 - Industry District Special Permitted Uses Article V – Section 7. D.**

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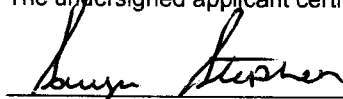
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This development is subject to, and shall be required, as a condition of final development approval, to comply with the Code of Iowa and all Jones County ordinances, requirements, and standards that are in effect at the time of final development approval.

The undersigned applicant certifies under oath and under the penalties of perjury that the foregoing information is true and correct.



Applicant Signature

10-29-25
Date

Owner Signature (if different than above)

Date

QUESTIONS

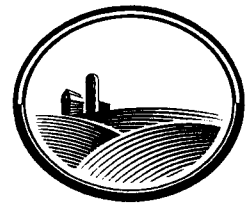
WHO TO CONTACT

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Access Permit for Drive	County Engineer 319-462-3785 – Derek Snead
911 Address	911 Coordinator 319-462-2735 – Gary Schwab 9-1 Mon - Wed
Well and Septic	Environmental Services 319-462-4715 – Paula Hart
Electrical Permits/Inspections	https://iowaelectrical.gov/ – ggrant@dps.state.ia.us Greg Grant 319-350-2404

Sawyer Stephen - Dealer Report

I am looking to start a small used car dealership outside of Monticello, My plan is to just have a few cars at a time at most. For the most part I will be cleaning up and/or fixing on the vehicles I have bought and looking to sell.

Jones County Land Use
 Rm 113 Courthouse, 500 W Main St.
 Anamosa, Iowa 52205
 Phone: 319-462-2282 Fax: 319-462-5815
 Email: landuse@jonescountyiowa.gov
 Website: www.jonescountyiowa.gov



JONES COUNTY LAND USE

Written Report of the Jones County Land Use Administrator Request for a Special Permitted Use

Application from:	Owners, Sawyer Stephen
For property located:	16291 Rock Rd., Monticello, IA 52310
Brief legal description:	Parcel 2021-27 In SW NE & PT OF GLEN ADAMS 1 ST ADD LOT 3
Parcel number:	02-09-200-009
Parcel size:	.66
Proposal:	To operate a home-based business to rebuild automotive vehicles and having a small used car dealership.
Current Zoning District:	A-Agricultural
Applicable Ordinance Provisions:	Article V. Zoning Districts ▪ Section 1. A-Agricultural ▪ D. Special Permitted Uses ▪ 6. Home-based industries subject to Article VII.
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Adjacent property owners notified by certified mail: (Article XXV-Section 5)	October 30, 2025
Report mailed to Board of Adjustment: (Article XXV-Section 7)	November 12, 2025
Report mailed to Applicant: (Article XXV-Section 7)	November 12, 2025

Copy of application, proposed use, and copy of map attached.

See pages 2 and 3 for report.

Report of the Jones County Land Use Administrator
(Article XXV-Section 7)

	Derek Snead – Jones County Engineer
Comments:	<i>I have reviewed the Special Permitted Use Application submitted by Sawyer Stephen in Section 9 of Lovell Township. My comments are as follows:</i> <i>Jones County has established rules for control of access to secondary roads. This policy was developed to formalize Jones County's requirements for the location and establishment of driveways, field accesses and farm entrances requested by county property owners. If a new access will be constructed or if there are any proposed changes to an existing property access, the property owner must file an 'Application for Access' with the Jones County Secondary Road Department prior to commencing any access construction.</i> <i>Jones County has established an ordinance to ensure uniform building and structural alterations along County public secondary road rights-of-way that will protect and preserve the highway corridor. If a property owner desires to build a structure or alter an existing structure that is within thirty feet of the secondary road right-of-way, then a variance request must be filed with the County Engineer's Office before any construction may commence.</i> <i>Any work that may necessitate work (ditching, driveway resurfacing, etc.) within the County road right-of-way must first obtain an Application for Alteration of Public Right-of-Way before commencing with construction.</i> <i>If the applicant has any questions on any of the above conditions, please contact myself for more information and guidance.</i>
	Jones County District Soil Conservationist – Addie Manternach
Comments:	<i>No comment from this department.</i>
	Jones County Sanitarian – Lisa Bogran
Comments:	<i>There are no comments specifically from this department. However, if there will be a paint booth, a DNR permit may be required, so please inquire with DNR Field Office 1 regarding that, if applicable.</i>
N/A	Flood Plain Manager – Brenda Leonard
Comments:	<i>This is not in a flood plain</i>
	Jones County Conservation Director – Brad Mormann
Comments:	<i>No comments received.</i>
	Jones County E911 Coordinator – Gary Schwab
Comments:	<i>In review of the above stated application the Jones County 911 office finds this application is in compliance to Chapter 3, Uniform Rural Address System to Title IV Streets, Roads, Public Ways, and Transportation, as part of the Jones County Code of Ordinances.</i>

Page 3: Owner: Sawyer Stephen
Property Location: 16291 Rock Rd., Monticello, IA
Board of Adjustment meeting: November 18, at 3:30 p.m.

<i>Minimal apparent impact</i>	Impact which the application will have on the overall land use plan in Jones County (Article XXV-Section 7)
Comments: <i>According to the 2023 Comprehensive Land Use Plan, home based businesses should be encouraged and promoted where activities are conducted in the primary residence or accessory building conforming to all applicable ordinance and regulations.</i>	
<i>Minimal apparent impact</i>	Impact which the application would have on surrounding property: (Article XXV-Section 7)
Comments: <i>Adjacent properties are generally agricultural uses</i>	

Potential outcomes of Special Permitted Use	
<i>Approve the application in full</i>	
<i>Approve the application with modifications</i>	
<i>Deny the application</i>	
<i>Table the application to a later date</i>	

Page 4: Owner: Sawyer Stephen
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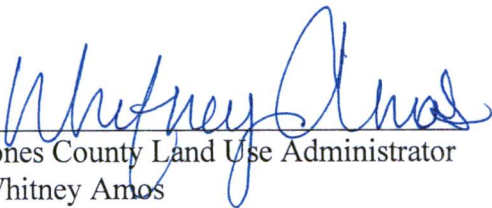
Further Reference to:

- Article XIX-Lighting Requirements
- Article XX-Sign Requirements
- Article XXII-Off-Street Parking

Comments:

ARTICLE VII HOME-BASED INDUSTRY

1. It may be service and/or product oriented.
2. It shall not occupy more than 20% of the floor area of one floor of the dwelling;
3. It shall not be objectionable to its surroundings due to nuisance factors such as exterior appearance, the emission of odor, gas, dust, smoke, noise, or in any other way;
4. Not more than one (1) person who is not a member of the family thereby residing shall be regularly employed on the premises in addition to the proprietor;
5. No outside storage or display or products shall be allowed except in the case of roadside stands in which products produced on the respective property are offered for sale.
6. It shall not create traffic or delivery concerns in the immediate area; and,
7. There shall not be created diminishment or impairment of established property values to adjoining or surrounding property.


Jones County Land Use Administrator
Whitney Amos

11/12/25
Date

BOARD OF ADJUSTMENT
ADMINISTRATIVE RULES
JONES COUNTY
Adopted November 2025

In compliance with Iowa Code, Section 335.12 and the Jones County Zoning Ordinance, Title VI - Property & Land Use, the following rules and procedures are hereby adopted by the Jones County Board of Adjustment.

MEMBERSHIP

The Board shall consist of five (5) members appointed by the Board of Supervisors. The members shall reside within Jones County and all the members shall reside outside the corporate limits of any city. Each member shall be appointed for a term of five (5) years, except that with the initial board one (1) member shall be appointed for a term of five (5) years, one (1) member for a term of four (4) years, one (1) member for a term of three (3) years, one (1) member for a term of two (2) years, and one (1) member for a term of one (1) year. Members shall be removable for cause by the Board of Supervisors upon written charges and following public hearing. Vacancies shall be filled for the unexpired term of any member whose term becomes vacant.

OFFICERS

The Board of Adjustment shall select a chairperson at the first regular meeting in July to serve for a period of one (1) year (July 1-June 30). In his or her absence, an acting chairperson will be designated by the other members.

DUTIES

The chairperson, or in his absence, the acting chairperson, will preside at all meetings, appoint committees, administer oaths, compel the attendance of witnesses and perform such other duties as may be ordered by the Board.

OFFICE OF THE BOARD OF ADJUSTMENT

The Jones County Land Use Office is designated as the office of the Board of Adjustment. The Land Use Administrator shall be responsible for the secretary's duties; record and maintain minutes of the meetings, ensure that the minutes are adopted and perform such other duties as the board may determine.

MEETINGS

The Board shall determine regular meeting dates. The chairperson, secretary or applicant may request special meetings. All meetings of the Board of Adjustment shall be open to the public. The secretary shall keep and file records of the public hearings and other official actions. The secretary will provide the Board notice of the special meeting, purpose and time 48 hours in advance. If the special meeting is at the request of the applicant, costs of the special meeting will be assessed to the applicant.

QUORUM

A quorum of the board shall consist of 3 members. A quorum may be formed if one member of the three-person quorum is participating by teleconference. Without a quorum, no business will be transacted and no official action on any matter will take place.

PUBLIC NOTICE

On receipt of the application and filing fee, the Land Use Administrator shall place the application on the next regular Board of Adjustment meeting agenda and publish the public hearing notice including time and place at least five (5) days prior to the hearing, but no longer than twenty (20) days in the officially designated newspapers of the County. In addition, certified mailings shall be sent to all adjoining property owners with the time and place of the hearing.

ORDER OF BUSINESS

Call to order

Approval of agenda

Approval of minutes of previous meeting

Reports of officers, committees, staff

Unfinished business

New Business: Appeals and applications on the agenda

Time open for citizens wishing to address the Board on matters not on the established agenda

Any other discussion or announcements

Notice of next meeting

Adjourn

ORDER OF PUBLIC HEARING

Report by the Land Use staff
Appellants or applicants side of the case
Observer comments/case
Comment by Land Use staff
Appellant's rebuttal
Action by Board

CITIZEN PARTICIPATION

Persons other than Board members shall be permitted to address the Board on specific agenda items.

A citizen addressing the Board shall state his name and address.

Citizens shall be limited to three minutes speaking time per item unless additional time is granted by the presiding officer. Total citizen input on any subject under Board consideration shall be limited to a fixed period determined by the presiding officer.

Citizen comments must be directed to the subject under consideration. The presiding officer shall rule on the relevance of citizen comments. Citizens making personal, impertinent or slanderous remarks shall be barred by the presiding officer from further comment before the board.

The Board may, in its discretion, allow citizens who wish to raise a matter not on the agenda to address the Board at the end of the regular agenda

MOTIONS

Motions may be made by anyone on the Board except the presiding officer. The administrator shall restate the motion before a vote is taken.

DISCUSSION

A board member shall speak only after being recognized by the presiding officer. A member recognized for a specific purpose shall limit remarks to that purpose. A member, after being recognized, shall not be interrupted except by the presiding officer.

The presiding officer may enter into any discussion.

Each board member will limit his or hers remarks to a reasonable length.

The presiding officer has the right to close debate and speak last on any item.

Discussion may be closed on any item at any time by the presiding officer with concurrence of the majority of the Board.

Voting shall be by roll call and shall be recorded by aye or nay. Every member of the Board, including the presiding officer, is required to vote on each motion. A member shall abstain if he believes there is a conflict of interest, particularly if the conflict is of a financial nature.

Roberts Rules of Order, Revised, shall govern all Board meetings in all cases where these rules do not provide the procedures to be followed.

POWERS OF THE BOARD OF ADJUSTMENT

The Board will hear:

Appeals from any decision involving an alleged error in any order, requirement, decision or determination made by the Land Use Administrator in the enforcement of the Jones County Zoning Ordinance.

Authorize in special use cases and variances from the terms of this Ordinance, as will not be contrary to the public interest, where owing to special conditions a literal enforcement of the provision of the ordinance will result in unnecessary hardship, and so that the spirit of the ordinance shall be observed, and substantial justice is done.

VOTE REQUIRED

The concurring vote of three members of the Board of Adjustment shall be necessary to reverse any order, requirement, decisions, or determination of the Land Use Administrator, or to decide in favor of the applicant on any matter upon which it is required to pass under this Ordinance, or to affect any variance of this Ordinance.

APPLICATION FEE

The Board of Supervisors will set a filing fee which the Land Use Office will collect when the application is filed. The fees are payable to Jones County, Iowa, and are not refundable. The Land Use Administrator shall not take any action upon the application until the filing fee has been collected in full.

FEES FOR SPECIAL MEETINGS

The Board of Supervisors will determine the fee to hold any special meetings, when the special meeting was called in order to accommodate the schedule and any deadlines of the applicant.

ETHICS

Board members are expected to attend all regular and special meetings of the Board. If a member has a valid reason for nonattendance, the member shall notify the Land Use Administrator before the meeting.

Each member of the Board has an affirmative ethical duty to recuse themselves from hearing any matter before the Board in which financial, familial, intimate social interests, or public statements would call into question their ability to be impartial in the minds of a substantial portion of the general public; or in which a vote against the interests of one's family or close associates would likely cause significant tensions in those ongoing relationships.

Each member of the Board has an ethical duty to avoid obtaining, outside of the public hearing, alleged facts about, or opinions about, the merits of an application before the Board. Each case must be decided only on the basis of the evidence placed on the record in a public hearing of a matter before the Board. If a member of the public approaches a Board member, outside of the public hearing process, wanting to talk about a matter scheduled to be heard by the Board, the Board member should politely decline to discuss the matter.

Each member of the Board has an ethical duty to avoid saying anything in public for or against the merits of any matter before the Board, or any party involved in a matter before the Board, prior to the opening of the hearing on the case.

Members of the Board have a duty to scrupulously avoid involvements with parties to applications which might call into question their impartiality. For example, gifts or gratuities from a "grateful" applicant or member of the public after a hearing in which the Board member voted in favor of or against the party should not be accepted.

The Board will not consider a request (informal or not) for advice on theoretical or actual situations which potentially may later come before the Board as an appeal or application.

REVIEW BY BOARD OF ADJUSTMENT

The Board of Adjustment will review the application and report at the public hearing. If the land use change signs were not visible during site inspection, the request maybe tabled. It is also a recommendation by the Board of Supervisors that members of the Board of Adjustment review the properties on the agenda. At the said public hearing, the Board of Adjustment shall also receive comments from the applicant and the public at large. The Board of Adjustment shall then render its decision to approve the application in full, approve the application subject to modifications, table the application, request a review by the Board of Supervisors, or deny the application.

WRITTEN FINDINGS

The Board of Adjustment shall issue its decision in writing specifying the reasons for its decision. Whenever the Board of Adjustment approves or denies an application in full, or as modified, the decision shall also set out in detail the exact nature of the exception or variance granted or denied including any specific restrictions to be placed on the variance or the reasoning for the denial. The Land Use Administrator shall mail a copy of the decision to the applicant.

PERMIT

The Land Use Administrator shall issue a permit to any applicant who is granted an exception or variance by the Board of Adjustment. The permit shall describe the property subject to the exception or variance and shall also specify the exact nature of the exception or variance granted. No development or construction may be initiated on the property until the variance permit is issued. The permit shall become null and void one (1) year after the date on which it is issued unless the approved use is commenced within that same one (1) year time period.

REVIEW BY BOARD OF SUPERVISORS

The Board of Adjustment may table any variance application in order to request review by the Board of Supervisors. The Board of Supervisors' review shall include a majority vote and shall be sent back to the Board of Adjustment for their consideration in a final decision. The Board of Adjustment will have thirty (30) days from the date of the original public hearing to make a ruling.

APPEAL TO DISTRICT COURT

Pursuant to 2005 Iowa Code Section 335.18, any landowner, or other person aggrieved by a decision rendered under this Ordinance by the Board of Adjustment may file a petition with the District Court within thirty (30) days after the decision has been issued by the Board of Adjustment.

Adopted by the Jones County Board of Adjustment on _____

Chairperson _____