

DATE: March 9, 2026

TO: Tony LaColla, Division Chief,
Land Use + Preservation, Department of Planning and Zoning

FROM: Lanning Blaser, Planner
Department of Planning and Zoning

SUBJECT: Special Use Permit #2026-00006
Administrative Review for Change of Ownership
Site Use: Parking Lot
Applicant: 1908 MVA LLC
Location: 115-117 E Howell Avenue
Zone: RB/Townhouse

Request

Special Use Permit #2026-00006 is a request to change ownership of an existing private parking lot from Canada Life Assurance and Bremmer & Goris Communication to 1908 MVA LLC. No changes to the parking lot operations are proposed and the applicant would continue operating the private parking lot for use of the building at 1908 Mt. Vernon Avenue.

Special Use Permit #1986 granted authority to operate the parking lot within the residential zone for the use of the building located at 1908 Mount Vernon Avenue. The current request is to transfer ownership with no other changes.

Community Outreach

Public notice was provided through eNews and via the City's Administrative Special Use Permit webpage. Staff did not receive any comments to cause docketing of the change of ownership request. There have been no violations found within the last five years.

Staff Action

Staff supports the change of ownership request and finds the continued operation of the parking lot at this location to be a positive amenity to the 1908 Mt. Vernon business. The change of ownership of the parking lot has no impact on the surrounding uses and does not produce adverse effects to the nearby area. Given the use is remaining the same, staff have carried forward the previous conditions, amending condition #1 to standard SUP language. Conditions #3, #7, and #8 have been deleted as there are no current parking requirements for the parking lot use.

Staff hereby approves the Special Use Permit request.

ADMINISTRATIVE ACTION - DEPARTMENT OF PLANNING AND ZONING:

Date: March 9, 2026

Action: Approved


Tony LaColla, AICP, Division Chief

Attachments: 1) Special Use Permit Conditions
2) Statement of Consent

CONDITIONS OF SPECIAL USE PERMIT #2026-00006

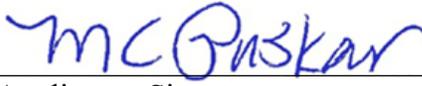
The applicant is responsible for ensuring that the following conditions are adhered to at all times. Violation of any of the conditions may result in fines and/or referral to public hearing by the Planning Commission and City Council.

1. **CONDITION AMENDED BY STAFF:** The administrative special use permit be granted to the applicant only or to any ~~corporation or~~ business or entity in which the applicant ~~or its principals~~ has a controlling interest. Any change in the ownership of the use that is subject of the administrative permit may be transferred administratively with the approval of the director pursuant to the requirement so section 11-511 of this ordinance. (P&CD)
2. The applicant chain off the parking lot if problems develop after normal working hours. (PC) (SUP#1986)
3. **CONDITION DELETE BY STAFF:** ~~The applicant post signs indicating that the parking lot is for tenants and visitors to 1908 Mount Vernon Avenue only.~~ (T&ES) (P&C) (SUP#1986)
4. The lot be cleaned of litter three times per week. (P&CD) (T&ES) (SUP#1986)
5. On the west property line the applicant will construct and maintain a vertical board fence of the design agreed to with the adjacent property owner, to a height of six feet along the back yard area, five feet from there forward to the north corner of the parking area, and four feet along the north side of the parking area to the driveway; and that the six foot fence line will also be constructed on the south property line to meet the existing wooden fence if the adjacent property owner to the south agrees.

The fence will have vertical 1” x 4” boards on two sides of horizontal stringers. Maintenance of the side of the fence facing the adjacent homeowners to the west and south will be the responsibility of the homeowners except where any damage is caused from the parking lot side of the fence. (PC) (SUP#1986)
6. The drainage of the northwest corner of the lot be rectified so that water will drain to the street. (PC) (SUP#1986)
7. **CONDITION DELETED BY STAFF:** ~~Parking in the lot will not be stacked.~~ (PC) (SUP#1986)
8. **CONDITION DELETED BY STAFF:** ~~The applicant will provide five off-site parking spaces for post office employees.~~ (PC) (SUP#1986)
9. The applicant will provide lighting for the parking area as mutually agreed by the applicant and the adjacent property owner to the west. (PC) (SUP#1986)

STATEMENT OF CONSENT

The undersigned hereby agrees and consents to the attached conditions of this Special Use Permit #2026-00006. The undersigned also hereby agrees to obtain all applicable licenses and permits required for the parking lot use at 115-117 E Howell Avenue.



Applicant - Signature

3/12/2026
Date

M. Catharine Puskar

Applicant – Printed

3/12/2026
Date