



City of Oskaloosa  
Regular Meeting  
Planning and Zoning Commission  
Council Chambers  
City Hall, 220 S. Market Street  
Oskaloosa, IA 52577  
Agenda  
4/4/2017  
4:30PM

**1. Roll Call**

Chair: Campbell \_\_\_\_\_; Members: Blomgren \_\_\_\_\_; Keep \_\_\_\_\_; Kurtz \_\_\_\_\_; Russell \_\_\_\_\_; Tews \_\_\_\_\_; Wagner \_\_\_\_\_;

**2. Approval of the Minutes**

**A. Approval of the minutes from the February 7, 2017 meeting**

Documents:

[FEBRUARY 7 2017 PZ MINUTES.PDF](#)

**3. Citizens to be Heard**

**4. Site Plans**

**A. Consider a site plan for 201 Cornerstone Drive for the State Bank of Bussey.**

Documents:

[AGENDA COMMUNICATION.DOCX](#)  
[201 CORNERSTONE DRIVE APP.PDF](#)  
[SITE PLAN DETAILS REV.PDF](#)

**5. Adjournment**

If you require special accommodations, please contact the City Manager's Office at least 24 hours prior to the meeting at (641) 673-9431.

CITY OF OSKALOOSA  
PLANNING & ZONING COMMISSION  
REGULAR MEETING MINUTES  
February 7, 2017

A regularly-scheduled meeting of the Planning and Zoning (P&Z) Commission for the City of Oskaloosa was called to order at 4:32 p.m. on Tuesday, February 7, 2017, by Chair Wyndell Campbell at 220 South Market Street, Oskaloosa, Iowa.

COMMISSION MEMBERS PRESENT: Pamela Blomgren, Wyndell Campbell, R. D. Keep, David Kurtz, Linda Russell, and Gabriel Wagner. COMMISSION MEMBERS ABSENT: Stephen Tews. CITY STAFF PRESENT: Andrew Jensen, Sean Murphy and Marilyn Johannes. Others present: Briana Bartlett and Matt Kargol, FACE representatives.

Minutes from the January 4, 2017 Planning and Zoning Commission meeting.

Linda Russell pointed out her name was omitted from the roll call vote on the vacation of an unused section of street right-of-way lying between 815 and 901 South F Street.

It was moved by Blomgren, seconded by Keep to approve the January 4, 2017 Planning and Zoning Commission minutes with the correction to add Linda Russell to the roll call vote in favor of the vacation of an unused section of street right-of-way lying between 815 and 901 South F Street. Motion carried unanimously.

Citizens to be Heard

None.

Election of Officers

It was moved by Blomgren, seconded by Wagner to retain the current officers (Wyndell Campbell, Chair, and R. D. Keep, Vice Chair). Motion carried unanimously.

Discussion of proposed Sculpture Tour by Fine Arts and Cultural Events (FACE) of Mahaska County.

Oskaloosa Municipal Code (OMC) Chapter 2.56.140 states the Planning and Zoning Commission has the authority to review and make recommendations on the design and location of “work(s) of art in a public place.”

FACE has developed a proposal for a Sculpture Tour in Oskaloosa placing sculptures throughout the community for display for the tour. Approximately half of the sculptures are proposed to be on publicly-owned land. Staff is working with FACE to identify potential public locations and once the Sculpture Tour locations are finalized, the Planning and Zoning Commission will be petitioned for formal approval.

Briana Bartlett, president of FACE, said FACE has been awarded some money to bring sculptures to town.

Matt Kargol said the temporary structures will be up for approximately a year and then new ones will take their place and FACE would like to plan to have sculptures in place for at least five years. FACE has enough money for the first year and FACE is fundraising to raise enough money to continue having the sculptures in place.

Bartlett said the sculptures will be for sale and they will make sure the sculptures are appropriate and safe for all audiences. FACE will coordinate the tour with the Arts Council before Skunk River Arts Festival and Art on the Square events.

Jensen said the sculptures will be on movable concrete pads.

Blomgren asked about insurance on sculptures. Kargol said if on your property, liability on property owner. The sculptures belong to the artist. Kargol said there would be plaques on site naming the sculpture sponsor and noted there would be pamphlets available identifying all sculptures on the tour.

Campbell expressed concern about everything being labeled, and the pervasiveness of advertising. Kargol concurred with the concern.

Jensen said the commission would only consider approval of the sculptures in public locations. Campbell asked about process after commission action on the tour. Jensen said the matter would just be an informational item for the City Council after Planning and Zoning Commission approval.

*Consider an ordinance repealing and replacing Ordinance No. 1389 and Section 17.08.120 – Required Public Sidewalk of the Oskaloosa Municipal Code – PUBLIC HEARING.*

Campbell opened the public hearing, received no comments (no public in attendance), and closed the public hearing.

It was moved by Blomgren, seconded by Keep to approve the ordinance repealing and replacing Ordinance No. 1389 and Section 17.08.120 – Required Public Sidewalk of the Oskaloosa Municipal Code, as presented by staff.

Jensen explained the only change in the ordinance is to remove unsatisfactory language indicating that Council could serve as an appeals board for rules and regulations specified in Title 17 Zoning of the Oskaloosa Municipal Code. Jensen noted only the Board of Adjustment can serve as the appeals board for Title 17 of the code.

Campbell asked what would happen if the ordinance was left as currently written. Jensen said all of the ordinance would be in effect except for the portion in violation of the State Code.

Campbell called for a roll call vote on approval of the ordinance as recommended by staff. The vote was: YES – Blomgren, Campbell, Keep, Kurtz, Russell and Wagner. NAYS – None. Motion carried.

*Consider amendment to the City Code of the City of Oskaloosa, Iowa, by amending provisions pertaining to Title 16 – Subdivisions.*

Campbell noted that the public hearing indicated in the agenda packet is inaccurate, as no public hearing is needed for this item.

Staff is recommending changes to the subdivision code because currently the subdivision regulations do not have regulations for minor and major subdivisions. The proposed provisions for minor subdivisions are intended to simplify the requirements for subdividing property in situations where

public infrastructure improvements are already in place. In addition, the intent is to revise and update various portions of the ordinance to remove ambiguities and to provide clarity in the code.

It was moved by Keep, seconded by Blomgren to approve the amendment to the City Code of the City of Oskaloosa, Iowa, by amending provisions pertaining to Title 16 – Subdivisions.

Jensen said the City Engineer makes the final determination as to whether a request qualifies as a minor subdivision or not. Murphy said the determination is not that difficult, as it depends on whether public infrastructure is necessary. For minor subdivisions, the proposed changes in the code require less steps to get to the final process.

Campbell called for a roll call vote on the amendment as presented. The vote was: YES – Blomgren, Campbell, Keep, Kurtz, Russell and Wagner. NAYS – None. Motion carried.

The meeting adjourned at 5:36 p.m.

Minutes by Marilyn Johannes



## Planning & Zoning Commission

Meeting Date: April 4, 2017

Requested By: Development Services Dept.

### Item Title:

Consider a site plan for 201 Cornerstone Drive for the State Bank of Bussey.

### Explanation:

The State Bank of Bussey has submitted a site plan for a new building and site improvements on their property located at 201 Cornerstone Drive. The overall concept of the project is to construct a 3,700 SF new bank with two drive through windows, customer and employee parking, associated site improvements, and landscaping throughout the property.

The property is presently vacant and is in the HC (Highway Commercial) zoning District. The proposed future use of the property is Financial Services, which is permitted in the HC District. Zoning and site development regulations and standard can be found in Title 17 of the Oskaloosa Municipal Code.

According to staff's review of the information provided by the applicant, the proposed project will meet all of the site planning requirements of the HC District. The proposed project will provide a total of 18 off-street parking spaces, which exceeds the required 13 spaces for this facility. The proposed project meets all setback, use, landscaping, sidewalk, circulation, and signage requirements.

As shown below, staff has several recommended stipulations for the approval of this site plan. The most significant is that a storm water discharge plan and calculations need to be provided. The applicant is currently considering two options: the detention area on the southwest corner of the property, and connecting to the existing storm water inlet along the northern edge of the property. If storm water calculations show adequate capacity in the existing storm water drainage and detention system for the properties to the north and east, the application (and staff) would prefer to connect to the inlet. If calculations show inadequate capacity, an acceptable alternative is to construct a detention area on the southeast corner of the site, which would have to be engineered based on calculations.

Staff recommends that the Planning & Zoning Commission recommend an approval of the site plan for the State Bank of Bussey project at 201 Cornerstone Drive with the following stipulations:

- A photometric lighting plan be provided.
- A storm water discharge plan and calculations be provided with a maximum release rate limited to the pre-development five (5) year storm event, and the total detention storage capacity designed for the post-development one-hundred (100) year storm event.
- Clarification on the location of the handicap accessible parking stall and sidewalk ramp.
- Removal of the two right-of-way trees at the corner of A Avenue West and Cornerstone Drive.
- Grading and elevations be revised to show adequate flow of storm water runoff.

- State in the construction notes that Best Management Practices (BMP's) will be used for storm water control.

**Budget Consideration:**

\$100.00 for the site plan application fee.

The project is estimated to generate approximately \$30,000 in total annual property taxes, of which approximately \$12,600 would go to the City of Oskaloosa.

**Attachments:**

1. Application
2. Site Plan
3. Building Elevation 1
4. Building Elevation 2



# City of Oskaloosa, Iowa

**Public Works Department**  
804 South D Street, Oskaloosa, IA 52577  
Phone: (641)673-7472 Fax: (641)673-3733

## SITE PLAN APPLICATION

SITE PLAN APPLICATION WILL NOT BE REVIEWED BY STAFF UNLESS ATTACHED CHECKLIST IS SUBSTANTIALLY COMPLETE

### Project Information

Project Name: New Facility for State Bank of Bussey

Site Address: 201 Comerstone Drive

Site Legal Description: Parcel ID: 1014326005 Sec 14 - Twp 75 - Rng 16

OUTLOT A, OSKALOOSA SHOPPING CENTER, LLC

Current Site Zoning: HC - Highway Gateway Commercial

Current Land Use: Vacant

Proposed Land Use: Bank

Total Area: .769 acres (or) 33,509 square feet

Project Description: New single story 3,700 sf branch bank facility

Application Fee Amount:  
\$100.00

### Contact Information:

*Public Works Dept.*

**Akhilesh Pal, P.E.**

akhilesh.pal@oskaloosaiowa.org

*Water & Wastewater Dept.*

**Chad Coon**

chad.coon@oskaloosaiowa.org

*Building Official*

**Wyatt Russell**

wyatt.russell@oskaloosaiowa.org

*Engineer Technician*

**Nathan Willey**

nathan.willey@oskaloosaiowa.org

### Contact Information

Owner: State Bank of Bussey / Contact: Kim Hansen or Ed Sullivan 641-944-5314

Name 402 Merrill Street, Bussey, IA 50044 Phone esullivan@sbbussey.com

Address \_\_\_\_\_ Email \_\_\_\_\_

Applicant: Single-Source, LLC - Steph Weiand, AIA 319-232-6554

Name 112 West Park Lane, Waterloo, IA 50701 Phone steph@single-source.net

Address \_\_\_\_\_ Email \_\_\_\_\_

Engineer: To be determined

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

Architect: Single-Source, LLC - Steph Weiand, AIA #5158 319-232-6554

Name 112 West Park Lane, Waterloo IA 50701 Phone steph@single-source.net

Address \_\_\_\_\_ Email \_\_\_\_\_

### OFFICE USE ONLY

Date Received: \_\_\_\_\_

Date Fee Paid: \_\_\_\_\_

Building Permit No. \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: 2/23/17



112 WEST PARK LANE  
WATERLOO, IA 50701  
(P) 319-232-8554  
(F) 319-234-0510  
SINGLE-SOURCE.NET

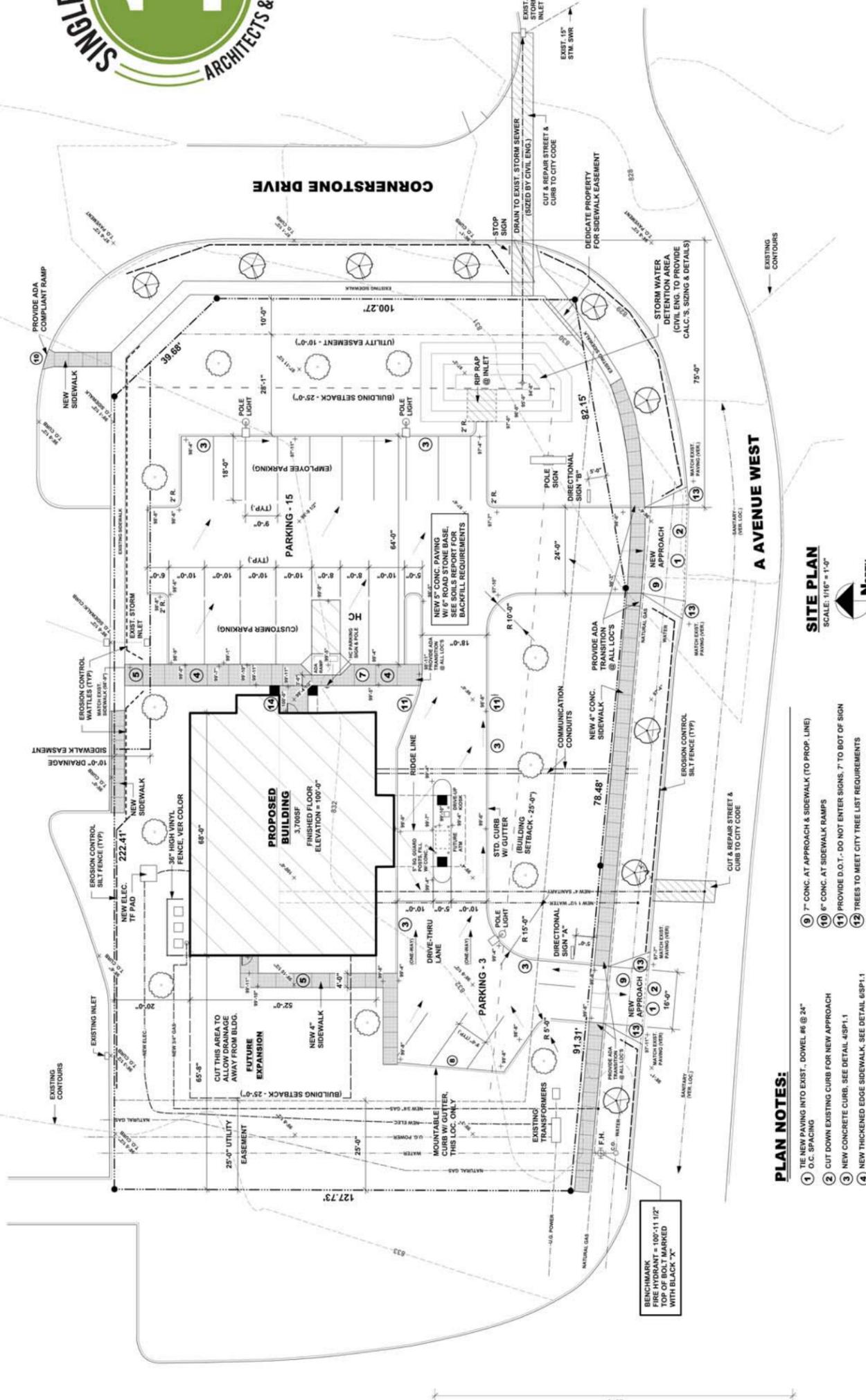
# NEW BUILDING FOR: State Bank of Bussey

OSKALOOSA, IA

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DATE ISSUED:	02/23/2017
DATE:	03/27/2017
DRAWN BY:	DAS
CHECKED BY:	SWJ
PROJECT #:	10214
SITE PLAN	
SHEET #:	SP1.1



## SITE PLAN

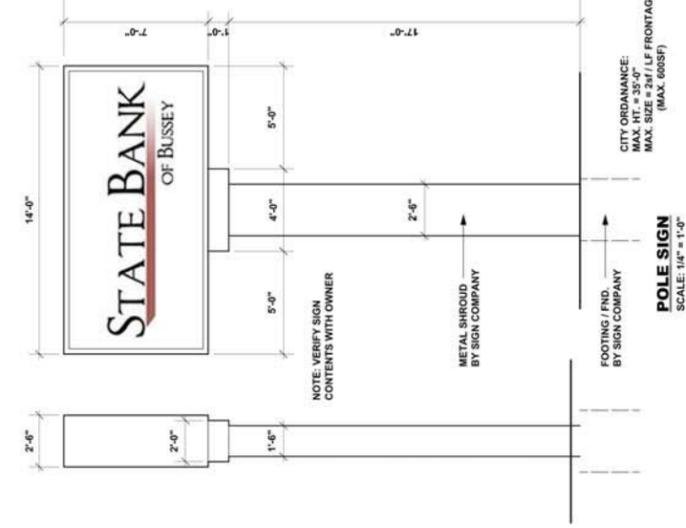
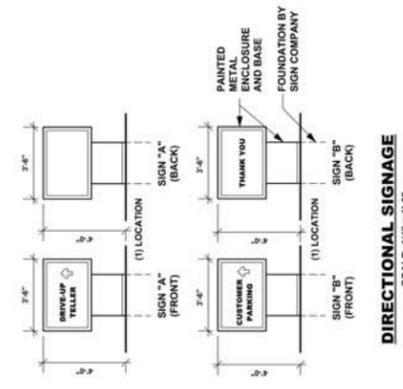
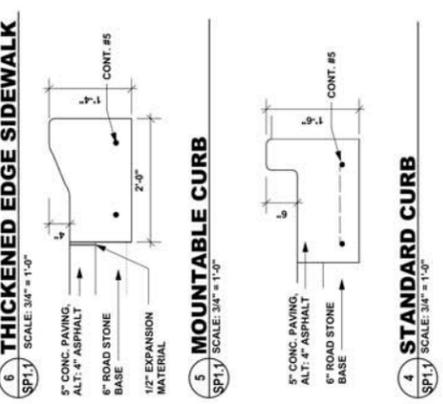
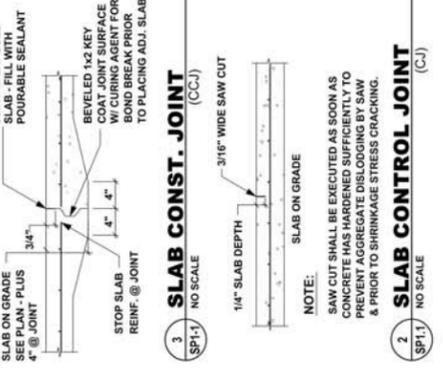
SCALE: 1/8" = 1'-0"



NOTE: VERIFY ALL UTILITY LOCATIONS

## PLAN NOTES:

1. NEW PAVING INTO EXIST. DOWEL # @ 24" O.C. SPACING
2. CUT DOWN EXISTING CURB FOR NEW APPROACH
3. NEW CONCRETE CURB. SEE DETAIL 4SP1.1
4. NEW THICKENED EDGE SIDEWALK. SEE DETAIL 6SP1.1
5. NEW 4" CONCRETE SIDEWALK
6. NEW 5" CONCRETE PAVING OVER 6" ROAD STONE BASE. REFER TO SOIL REPORT FOR OVER EXCAVATION AND FILL REQUIREMENTS. SOILS REPORT TAKE PRESIDENCE
7. H.C. RAMP. SEE DETAIL 1SP1.1
8. NEW MOUNTABLE CURB. SEE DETAIL 5SP1.1
9. 7" CONC. AT APPROACH & SIDEWALK (TO PROP. LINE)
10. 6" CONC. AT SIDEWALK RAMPS
11. PROVIDE D.O.T. - DO NOT ENTER SIGNS, 7' TO BOT OF SIGN
12. TREES TO MEET CITY TREE LIST REQUIREMENTS
13. TAPERED DRIVEWAY APPROACH
14. PROVIDE KNOX BOX. VERIFY LOCATION W/ FIRE DEPART.



PROJECT DATA / CODE STUDY

PROJECT: STATE BANK OF BUSSEY  
201 CORNERSTONE DRIVE, OSKALOOSA, IA 52377

GOVERNING CODE: 2009 IBC (BUILDING CODE)  
2009 UPC / 2009 IMC / 2009 FIRE CODE / 2014 NEC  
2012 IECC (ENERGY CODE)

ZONING: HC: HIGHWAY GATEWAY COMMERCIAL

CONSTRUCTION TYPE: V-B (UNPROTECTED)

BUILDING HEIGHT: 21' - SINGLE STORY

OCCUPANCY GROUP: B-BANK

ALLOWABLE AREA: (OCCUPANCY) (BASE) (INCREASE) (TOTAL ALLOWED)  
(174) 0.0000 0.7500 15.7500

S.F. BREAKDOWN: (MAN LEVEL) 3,696 SF  
(BASEMENT) 1,700 SF  
TOTAL: 5,396 SF

SPRINKLER SYSTEM: NOT REQUIRED

EXT. WALL RATING: NOT REQUIRED, TABLE 602

FIRE-RESISTANCE: NO RATING REQUIRED FOR BUILDING ELEMENTS - TABLE 601

SITE DEVELOPMENT REGULATIONS:

LOT AREA: MINIMUM SF REQ. = 6,000 SF  
PROVIDED = 33,106 SF

FRONT YARD SET BACK: 25'-0"

REAR YARD SET BACK: 25'-0"

BUILDING HEIGHT: MAXIMUM = 45'-0"  
PROVIDED = 21'-0"

BUILDING COVERAGE: MAXIMUM = 85%  
PROVIDED = 11% (33,106 SITE / 3,700 BUILDING)

IMPERVIOUS COVERAGE: MAXIMUM = 85%  
PROVIDED = 43% (33,106 SITE / 14,391 IMPERVIOUS)

WASTE COLLECTION: WHEEL TYPE TO CURB, STORED INSIDE BUILDING

LANDSCAPING REQUIREMENT: (HC ZONING)  
15' REQUIRED ADJACENT TO STREET PROPERTY LINE  
NOT REQUIRED (TABLE 17.2(B))

SCREENING REQUIREMENT: (17.2) SEE CITY OF OSKALOOSA AREA (33' SPACING)  
BOULEVARD TREES (SMALL): MIN. 30' O.C. (SERVICEBERRY)

PARKING REQUIREMENT: FINANCIAL SERVICE = 1200SF  
PROVIDED: 15 STALLS (3700SF / 300 = 12.33)

PARKING LANDSCAPING NOT REQUIRED, ROLL-OUT TYPE UTILIZED

DUMPSTER: TRASH ENCLOSURE NOT REQUIRED, ROLL-OUT TYPE UTILIZED