



City of Oskaloosa
Planning and Zoning Commission
Council Chambers
City Hall, 220 S. Market Street
Oskaloosa, IA 52577
Agenda
September 5, 2023

4:30 pm

1. Roll Call

Chair: Keep ____; Members: Beane ____; Blomgren ____; Champoux ____; Gemmell ____; Hunolt ____; Moore ____.

2. Approval of August 8, 2023 meeting minutes

Documents:

[20230808 PLANNING AND ZONING MEETING MINUTES.PDF](#)

3. Citizens to be Heard

4. Site Plans

A. Consider a site plan application for a hair salon expansion at 1210 B Avenue West

Documents:

[COMMUNICATION PZ HAIR DESIGNERS EXPANSION 9-5-2023.PDF](#)
[APPLICATION FORM.PDF](#)
[AERIAL LOCATION MAP BEACON.PDF](#)
[ELEVATIONS AND FLOOR PLAN.PDF](#)
[SITE PLAN 1.PDF](#)
[SITE PLAN 2 REVISED.PDF](#)

5. Reports

A. Review attendance record

Documents:

6. 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

Meeting Minutes
Wednesday, August 8, 2023

A regular meeting of the Planning and Zoning Commission was called to order on Wednesday, August 8, 2023 at 4:30 p.m. by chair R.D. Keep at 220 South Market Street, Oskaloosa, Iowa.

1. Roll Call

Present: R.D Keep, Robb Beane, Pamela Blomgren, Andrew Gemmell, Jeremy Hunolt, Scott Moore

Absent: Brant Champoux

Staff: Shawn Christ, Adam Eklofe

Others: Brad Uitermarkt, Bob Drost, David & Sheryl Wright, Darrel Swope

2. **Approval of the Minutes.** It was moved by Moore, seconded by Blomgren, to approve the July 5, 2023 meeting minutes. Motion carried unanimously.

3. **Citizens to be Heard.** David Wright, 2865 265th Street and 610 3rd Avenue West, expressed concerns about the condition and appearance of the detention basin near the Musco facilities shop under construction at 601 3rd Avenue West.

4. Street and Alley Vacations

- A. Consider the vacation and sale of a 200 foot by 16 foot section of the east-west alley adjacent to 806 South M Street.

Staff received an alley vacate request from Darrell and Deborah Swope, 806 South M Street, for the 100 foot by 16-foot east-west alley adjacent to the property, which staff has extended to 200 feet based on the resident survey. Mr. Swope would like to purchase the land to build a shed and connect his parcel. The owner of 904 South M responded and is not opposed. The alley was platted but not built. No utilities present.

Motion by Blomgren, seconded by Gemmell, to recommend the vacation and sale to the City Council. On roll call vote the motion carried unanimously.

- B. Consider the vacation and sale of 8,192.25 square feet of alley in the vicinity of 210 2nd Avenue West.

Staff received an alley vacate request from Gridco LLC on behalf of Musco Corporation, owner of the property located at 210 2nd Avenue West, for the 256.5 foot by 16.5-foot north-south alley and 256.6 by 16.5 foot east-west alley (total 8,192.25 square feet) located on the block of 210 2nd Avenue West. They wish to purchase the land in order to construct a new building on the block. There are several to be relocated as a part of the project by the developer. A survey of residents was not performed as Musco owns all adjoining properties.

Motion by Moore, seconded by Hunolt, to recommend the vacation and sale to the City Council. On roll call vote the motion carried unanimously.

- C. Consider vacation and sale of 1090 square feet of 2nd Avenue West across from 216 2nd Avenue West.

Staff received a street vacate request from Gridco LLC on behalf of Musco Corporation, owner of the abutting property at 200 1st Avenue West, for a 54.5 foot by

20 foot section of street (total 1,090 square feet) located across from 216 2nd Avenue West. They wish to purchase the land for a proposed Musco campus expansion. Staff is conducting a survey of the utility companies with infrastructure in this area. The intersection will be designed to allow for future straightening of 2nd Avenue west.

Motion by Beane, seconded by Moore, to recommend the vacation and sale to the City Council. On roll call vote the motion carried unanimously.

5. **Site Plans**

A. **Consider a site plan application for a downtown business campus and parking expansion**

The city received a site plan application from Musco Sport Lighting MDF for an office building expansion, renovation, new parking structure, and associated improvements.

The site is in the 200 block of 2nd Avenue West. The plan includes:

- A 50,000 SF two-story addition and 24,000 SF interior remodeling to Musco's MDF space. Includes a new main entrance, offices, café, lounge, conference rooms, lockers, restrooms, training space, and more. A new greenhouse corridor with a green roof will connect the addition to the existing building.
- A three-level parking garage with 50,000 square feet per floor. The garage will be access-controlled for Musco employees and will hold over 400 vehicles.
- A skywalk for employees connecting the parking garage to the MDF addition and street-level crosswalk on 2nd Avenue.
- A rear landscaped lawn area.
- A rear public parking area with approximately 45 vehicle stalls.
- A front parking area for Musco visitors with approximately 26 vehicle stalls.
- New streets, utilities, sidewalks, landscaping, and streetscaping.

The parking garage height and setback was designed to compliment the residential homes along 3rd Avenue.

Motion by Gemmell, seconded by Moore, to recommend approval of the site plan as submitted to the City Council. David Wright expressed concerns about where the stormwater will go. Brad Uitermarkt described the infrastructure and utility plans. Bob Drost described the project scope and said stormwater detention is located on the south side of the parking garage. There are discussions about the final design and appearance. The skywalk will meet DOT clearance requirements. Following roll call vote the motion carried unanimously.

6. **Reports**. Shawn Christ said building permit fee collections and construction valuations have increased significantly over the prior year and this positive development trend is expected to continue into the next fiscal year.

7. **Miscellaneous Business**. None

8. **Adjournment**. With no other items for discussion, it was moved by Hunolt and seconded by Blomgren to adjourn. Motion carried unanimously. The meeting adjourned at 5:35 p.m.



Planning & Zoning Commission

Meeting Date: September 5, 2023

Requested By: Development Services Department

Item Title:

Consider a site plan application for a hair salon expansion at 1210 B Avenue West

The city received a site plan application from Pam and Doug Peters of Hair Designers salon for a 20' x 68' building addition. P&Z review is required because the expansion exceeds 25 percent. The site is located at 1210 B Avenue West and zoned UC Urban Corridor district.

The proposed expansion adds new retail space and storage space. Parking will be accommodated in the existing parking lot, and there is no new parking proposed. The elevation drawing states the exterior will be fiber cement siding and brick to match existing. A required public sidewalk will be built along B Avenue West. Two street trees will also be provided as required.

The submittal has been reviewed by city staff and meets all applicable zoning and development requirements.

Staff recommends the Planning & Zoning Commission vote to approve the site plan application.

Budget Consideration: \$100 application fee.

Attachments: Application, location map, elevation and floor plan drawing, site plan drawings



City of Oskaloosa, Iowa

Development Services Department

220 South Market Street, Oskaloosa, IA 52577

Phone: (641) 673-7472

SITE PLAN APPLICATION

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

Project Information

Project Name: Hair Designers extension

Site Address: 1210 B Ave West

Site Legal Description: Lots 3+4 in block 4 of

Loughridge and Cassidays Addition

Current Site Zoning: Commercial (UC) Plus Alley East

Current Land Use: Hair Salon / Retail

Proposed Land Use: Hair Salon / Retail

Total Area: _____ acres (or) 16,440 square feet

Project Description: Increase the size of

Hair Designers

Application Fee Amount:
\$100.00

Contact Information:

Public Works Dept.

Sean Murphy

smurphy@oskaloosaiowa.org

Water & Wastewater Dept.

Kelly Hefner

khefner@oskaloosawater.org

Building Official

Mike Flahive

mflahive@oskaloosaiowa.org

Development Services Dept.

Shawn Christ

schrist@oskaloosaiowa.org

Contact Information

Owner: Pam Peters 295-0522

Name

Phone

2263 Lynn Ave pamelap1210@gmail.com

Address

Email

Applicant: PEP Consulting 295-1035

Name

Phone

2263 Lynn Ave dcpeters182@gmail.com

Address

Email

Engineer: _____

Name

Phone

Address

Email

Architect: _____

Name

Phone

Address

Email

OFFICE USE ONLY

Date Received:

8/17/23

Date Fee Paid:

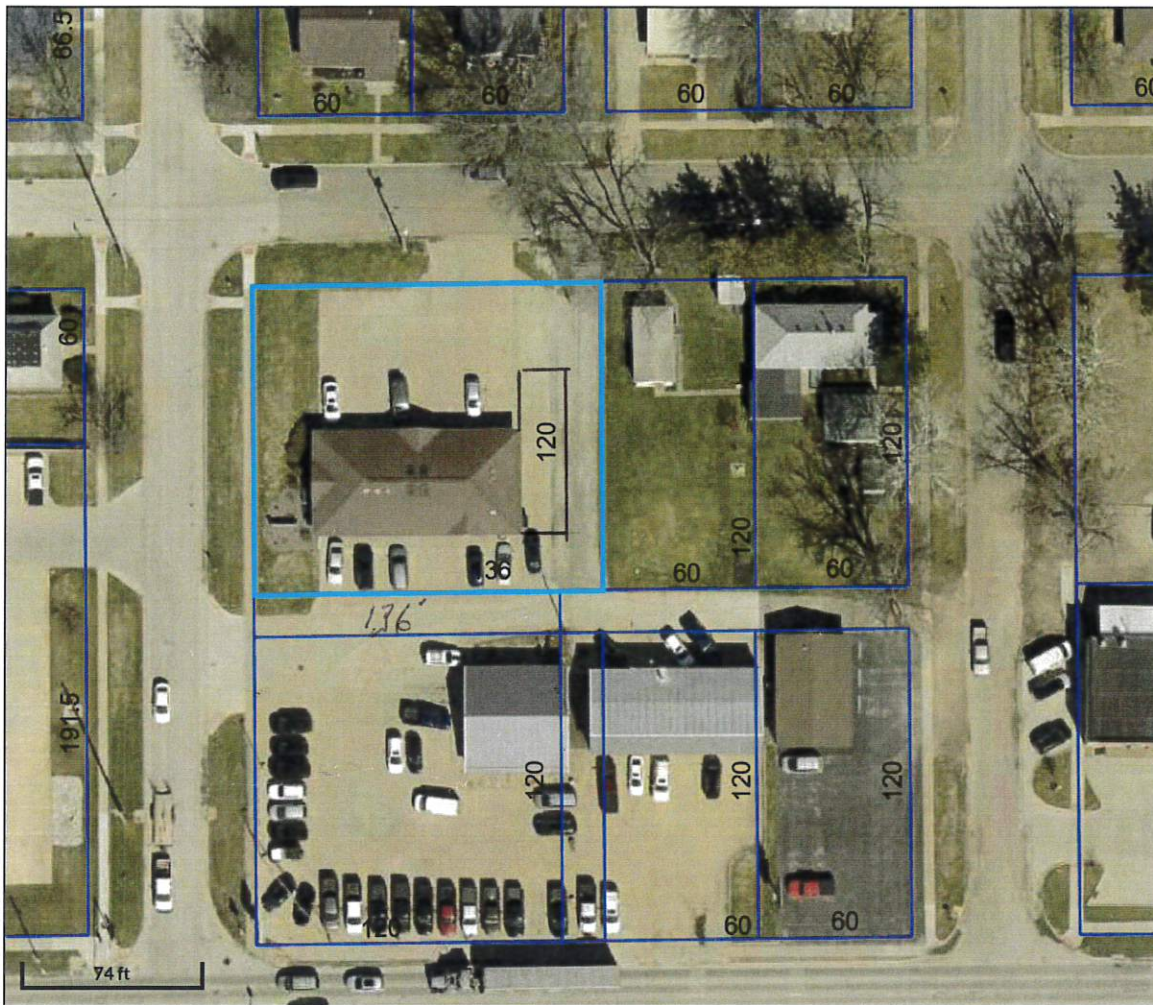
8/17/23

Building Permit No.

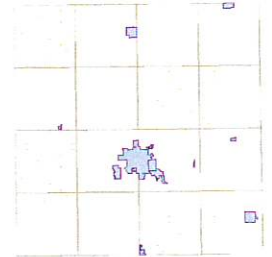
Applicant Signature: PEP Consulting by Doyle C. Pitt Date: 8/15/23

Owner Signature: [Signature] Date: 8/15/23

Mahaska County, IA



Overview



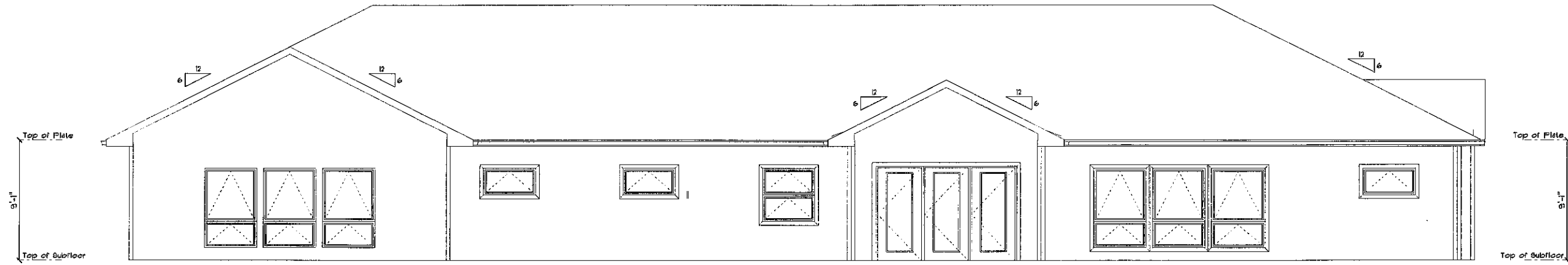
Legend

- Townships
- Corporate Limits
- Parcels
 - Parcel
 - BLL
 - Wind Turbine

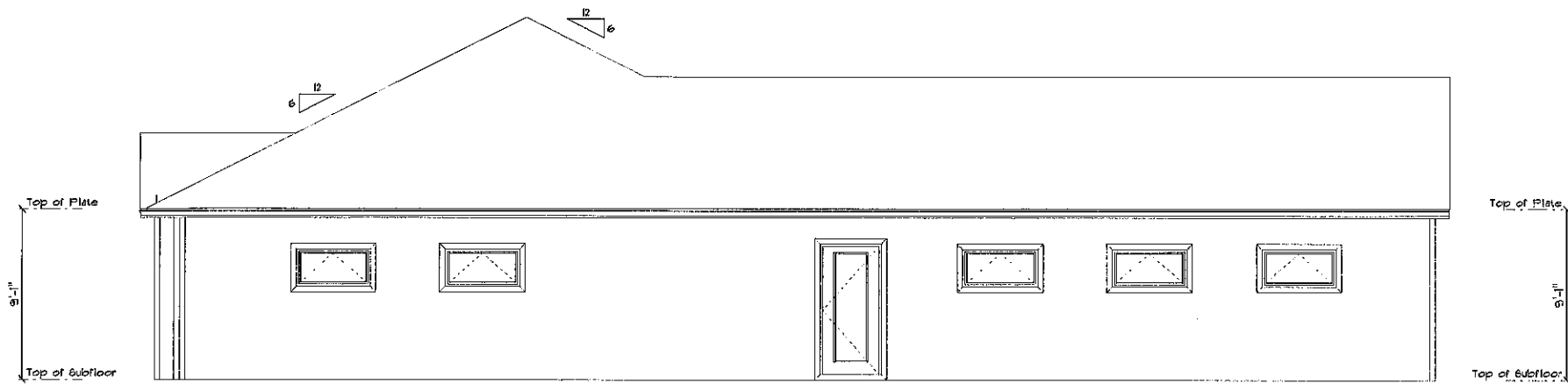
Parcel ID	1013309012	Alternate ID	918	Owner Address	Pep Consulting Inc
Sec/Twp/Rng	13-75-16	Class	C		2263 Lynn Ave
Property Address	1210 B AVE WEST	Acreage	n/a		Oskaloosa, IA 52577-9116
	OSKALOOSA				

District OSKALOOSA OSKALOOSA SCH OSKA FIRE
Brief Tax Description LOTS 3 & 4 BLK 4 LOU
 GHRIDGE & CASSIDAYS
 ADD & VAC ALLEY ADJ
 E
 (Note: Not to be used on legal documents)

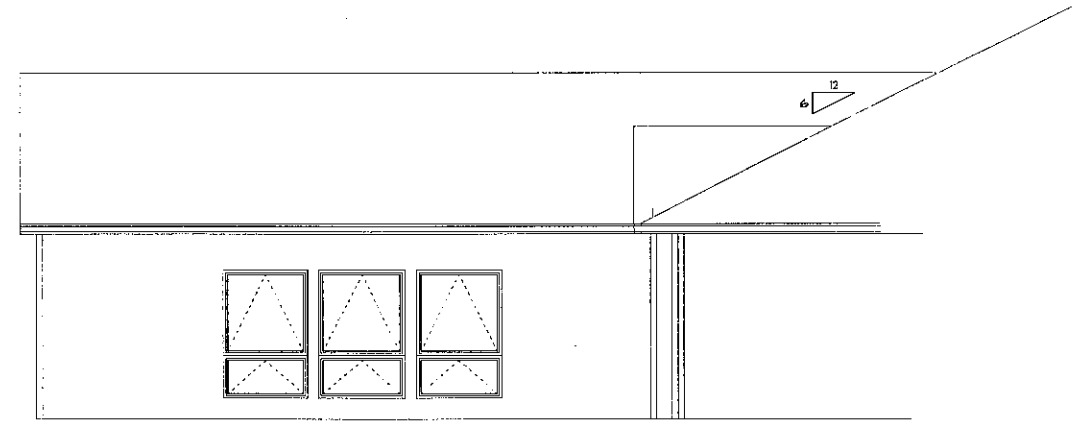
Date created: 8/15/2023
 Last Data Uploaded: 8/14/2023 6:23:00 PM
 Developed by



FRONT ELEVATION -B
SCALE: 1/4" = 1'-0"



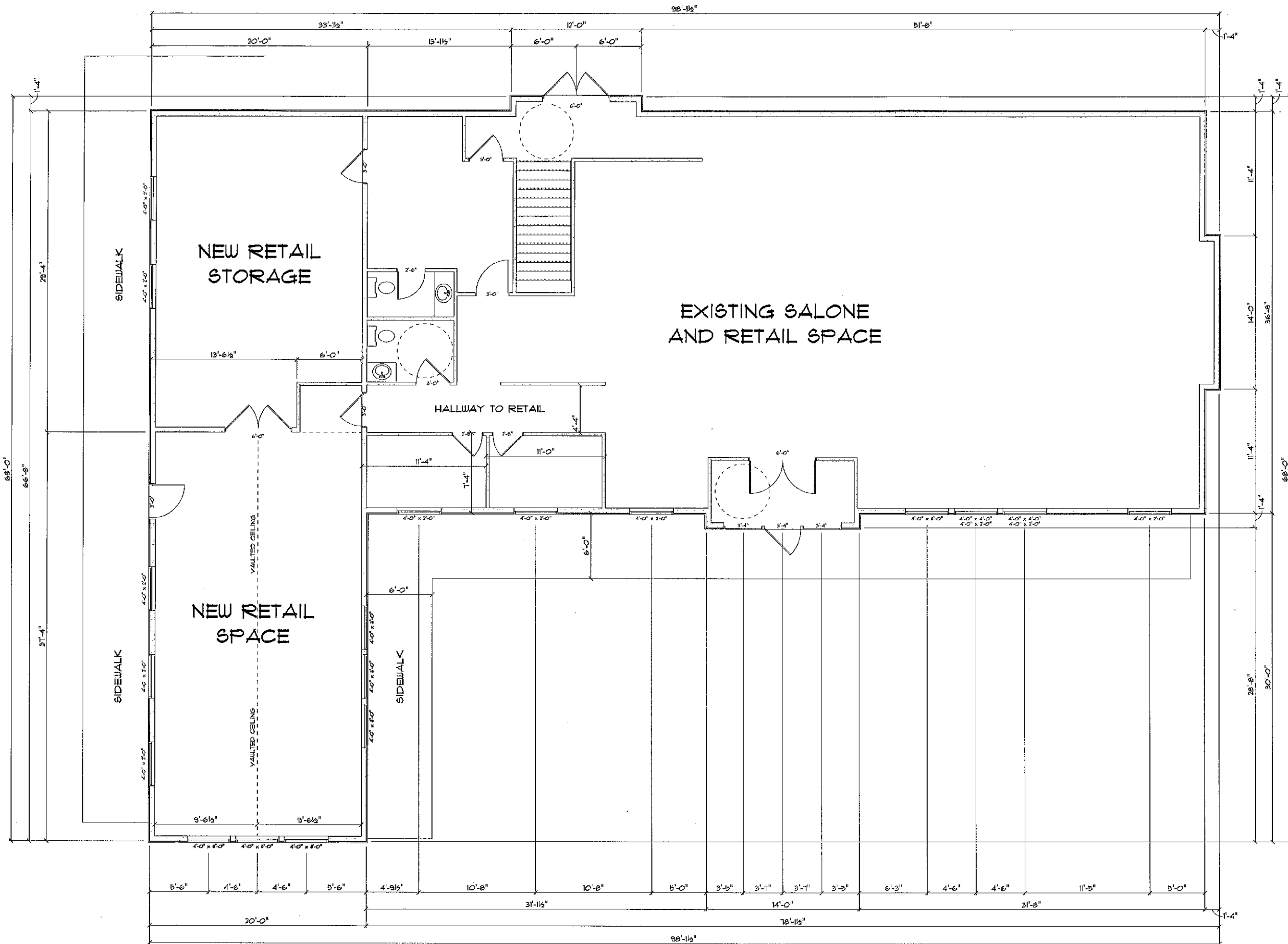
EAST ELEVATION -B
SCALE: 1/4" = 1'-0"



WEST ELEVATION -B
SCALE: 1/4" = 1'-0"

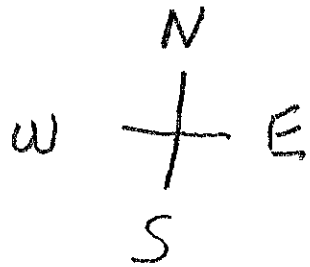
*Siding to be
Hardy Board & Brick*

P.E.P. Consulting
Salon Addition
7-26-2023



MAIN FLOOR -B
 SCALE: 1/4" = 1'-0"

P.E.P. Consulting
 Salon Addition
 7-26-2023



1" = 15'
30'

A vertical double-headed arrow is drawn to the right of the text. The text '1" = 15'' is positioned above the arrow, and '30'' is positioned below it.

120'

A vertical line with short horizontal caps at both ends, extending from the top to the bottom of the drawing area.

25'

A horizontal double-headed arrow pointing to the right, with the number '25'' written below it.

13' 6"

A horizontal double-headed arrow pointing to the left, with the number '13' 6"' written below it.

~~14'~~
22'

A vertical double-headed arrow pointing upwards, with a horizontal line drawn across its middle. The number '22'' is written below the arrow, and a crossed-out '14'' is written above it.

136' 6"

A horizontal line with short vertical caps at both ends, extending across the bottom of the drawing area.

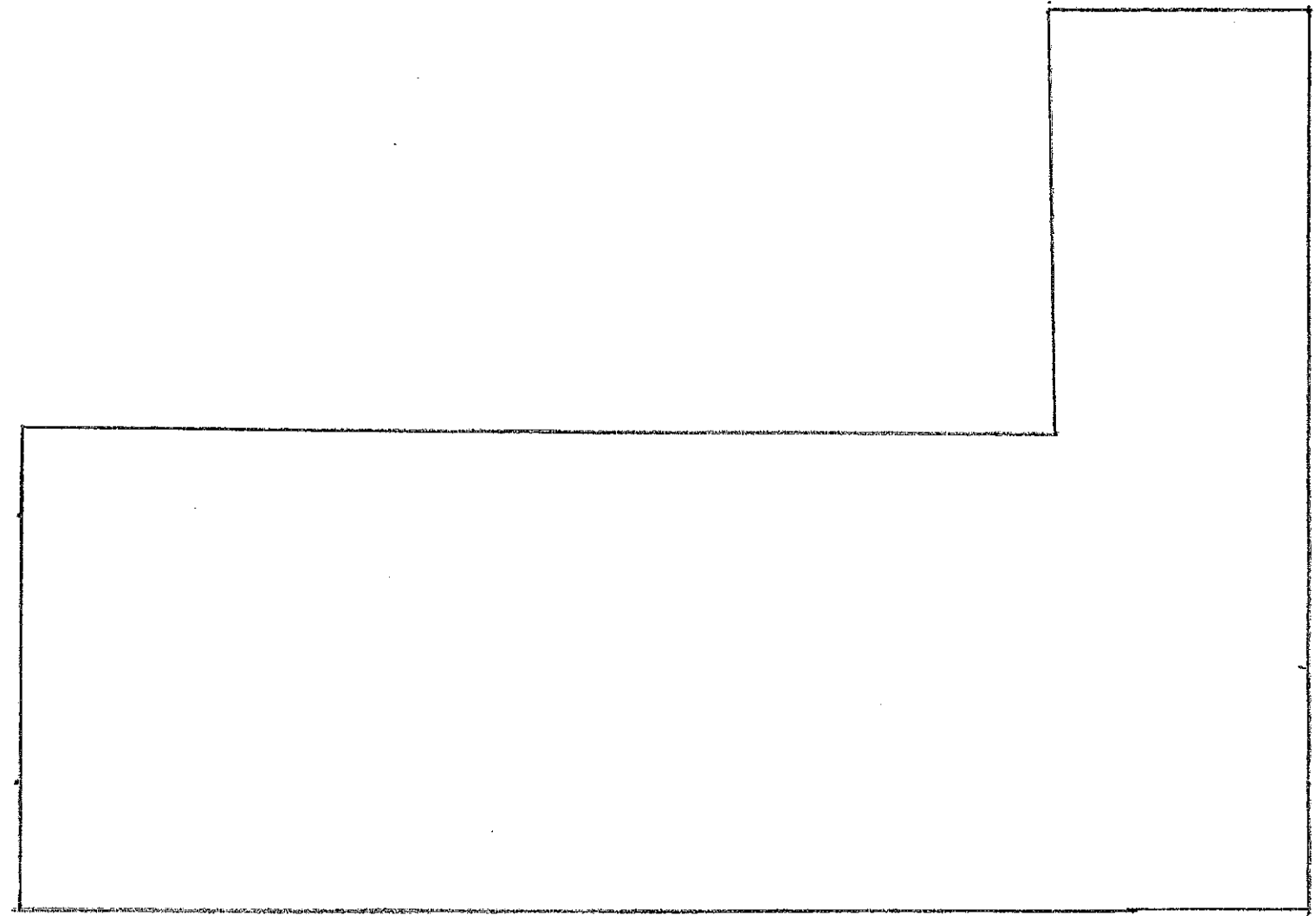
New Sidewalk in this area

2 cm = 10'

Existing Side walk

Tree X

Tree X



Planning Zoning Commission Attendance Record

Policy: no member shall be absent for any reason at 4 or more of the prior 12 regular meetings held

Meeting Date	Beane	Blomgren	Champoux	Gemmell	Hunolt	Keep	Moore
01/05/2021 Regular	Yes	Yes				Yes	Yes
02/02/2021 Regular	Yes	Yes				Yes	Yes
03/02/2021 No Meeting	-	-	-	-	-	-	-
04/06/2021 Regular	No	Yes				Yes	Yes
05/04/2021 Regular	No	Yes				Yes	Yes
06/08/2021 Regular	Yes	No				Yes	Yes
07/07/2021 No Meeting	-	-				-	-
08/03/2021 Regular	Yes	Yes				Yes	Yes
09/08/2021 Regular	Yes	Yes				Yes	Yes
10/05/2021 No Meeting	-	-	-	-	-	-	-
11/02/2021 No Meeting	-	-	-	-	-	-	-
12/07/2021 Regular	Yes	Yes	Yes	Yes		Yes	Yes
01/04/2022 Regular	Yes	Yes	Yes	Yes		Yes	Yes
02/08/2022 Regular	Yes	Yes	Yes	Yes		Yes	Yes
03/08/2022 No Meeting	-	-	-	-	-	-	-
04/05/2022 Regular	No	Yes	Yes	Yes		Yes	Yes
05/03/2022 Regular	No	Yes	Yes	Yes		No	Yes
06/07/2022 No Meeting	-	-	-	-	-	-	-
07/06/2022 No Meeting	-	-	-	-	-	-	-
08/02/2022 Regular	Yes	No	Yes	Yes		Yes	Yes
09/07/2022 No Meeting	-	-	-	-	-	-	-
10/04/2022 Regular	Yes	Yes	No	Yes		No	Yes
11/08/2022 Regular	Yes	Yes	Yes	Yes		Yes	Yes
12/06/2022 Regular	No	Yes	Yes	No	Yes	Yes	Yes
01/04/2022 No Meeting	-	-	-	-	-	-	-
02/07/2023 Regular	No	Yes	Yes	Yes	Yes	Yes	Yes
03/07/2023 Regular	Yes	Yes	Yes	Yes	Yes	Yes	Yes
04/04/2023 No Meeting	-	-	-	-	-	-	-
05/02/2023 Regular	No	Yes	Yes	Yes	Yes	Yes	Yes
06/06/2023 Regular	Yes	Yes	Yes	Yes	Yes	Yes	Yes
07/05/2023 Regular	Yes	Yes	Yes	Yes	Yes	Yes	Yes
08/05 2023 Regular	Yes	Yes	No	Yes	Yes	Yes	Yes