

**CITY OF OSKALOOSA**  
**PLANNING & ZONING COMMISSION**

Meeting Minutes  
Tuesday, February 7, 2023

A regular meeting of the Planning and Zoning Commission was called to order on Tuesday, February 7, 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, Pamela Blomgren, Brant Champoux, Jeremy Hunolt, Scott Moore, Andrew Gemmell

Absent: Robb Beane

Staff: Shawn Christ, Sean Murphy

Others: Bob Drost, Francis & Linda Glandon

Chairman Keep noted two staff corrections to the agenda communication sheets. For item 5A (alley vacate), the reference to “Mr. Voss” should be “Mr. Glandon”. And for item 4A (rezoning), the staff recommendation is to approve the request due to the findings. It was moved and seconded to accept the corrections. Motion carried unanimously.

2. **Approval of the Minutes.** It was moved by Blomgren, seconded by Moore, to approve the December 6, 2022 meeting minutes. Motion carried unanimously.

3. **Citizens to be Heard.** None

**4. Public Hearings**

- A. Consider an application to rezone property in the vicinity of 212 2nd Ave W from CC Community Commercial to DC Downtown Commercial.

Chairman Keep introduced the item and Shawn Christ provided comments. Gridco, LLC, a real estate holding company for Musco, has applied to rezone property in the vicinity of 212 2nd Avenue West from CC Community Commercial to DC Downtown Commercial. The rezoning area encompasses multiple city blocks (approximately 13 acres). Christ referenced the location map. The rezoning area includes the MCG building with parking areas, part of Musco’s parking area and building, Penn Centre Theater, Musco’s facilities shop, and adjoining vacant lots. The application states the request is to resolve split-zoning on the Musco campus and that DC zoning is more conducive regarding setbacks and site coverage. The subject property is within Oskaloosa’s downtown and central business district. It adjoins DC zoning on the east, R-2 zoning on the south, CC and GC zoning to the west, and CC zoning to the north.

Findings. Zoning was established in 2000 and likely driven by the mall. The CC district is designed for large properties and major shopping areas. Bulk standards require large setbacks and also limit building and impervious surface coverage on a lot. It limits building density in favor of parking lots and open space. The DC district is designed for downtown Oskaloosa and mixed uses. It requires no setbacks and does not limit lot coverage, appropriate in a downtown central business district. The mall has transitioned from a regional shopping center to a mix of offices, retail, entertainment, and community services. The rezoning is consistent with the Comprehensive Plan. The Plan recommends MU Mixed Use future land use which is described as “vibrant urban

areas with a mix of commercial, office, service, limited production light industrial, and medium to high density residential". The proposed DC zoning appears more appropriate than the existing CC zoning for the primary land use. It is consistent with existing land use patterns, would not encroach into the neighborhood or severely impact traffic, downtown character, public facilities, natural characteristics, or change population density. The change would also not constitute spot zoning.

Keep opened the public hearing. Bob Drost, Musco facilities development, discussed the request. Musco has been reviewing their downtown properties and planning their campus. They looked at zoning and discussed with city staff. The DC zoning makes sense. The facilities shop and theater buildings were built up to the property lines, like in a downtown.

With no further comments the public hearing was closed. It was moved by Moore, seconded by Blomgren, to recommend approval of the application. Gemmell asked about the residential lots behind the theater and facilities shop. Drost stated they have been purchased and demolished since the aerial photo was taken. Keep asked if the zoning will affect the mall. Christ stated it will not, and any changes made here will be carried forward to the new zoning map. Keep asked if it will cause problems for the property zoned GC west of D Street. Drost stated there is a mix of zoning there and they are agreeable to the uses. Blomgren stated the proposal is consistent with the Mixed Use recommendation.

Following discussion Keep said there is a motion and second to approve the application. Following roll call vote, the motion carried unanimously to recommend approval of the application to Council. On February 21 the council will set the public hearing and hold a first reading March 6.

## 5. **Street and Alley Vacations**

### A. Consider a request to authorize vacation and sale of the 265.5 foot by 16.5 foot section of the east-west alley adjacent to 701 2nd Avenue East

Staff received this alley vacate request from Francis (Frank) Glandon, owner of the property located at 701 2nd Avenue East. Mr. Glandon would like to purchase the land for use as vehicle storage. Sean Murphy said staff is recommending considering the vacation of all of the remaining alley on this block, as vacating only this portion would create a dead-end alley. Murphy reviewed the survey results. Frank Glandon said the owner of 702 1<sup>st</sup> Avenue East has no interest in buying his portion for the apartment building, but will still need easement access which is no problem.

Following clarification and discussion it was moved by Blomgren, seconded by Gemmell, to approve the staff recommendation to vacate the western 205.5 feet of the alley subject to a permanent easement for utilities and driveway access, and that the 60 feet at the eastern side remain as public ROW to maintain access. Following roll call vote, the motion carried unanimously. This will proceed to council on February 21.

## 6. **Miscellaneous Business**

### A. Selection of officers for 2023

It was moved by Moore, seconded by Champoux to nominate RD Keep as chair and Pam Blomgren as vice chair. Keep and Blomgren accepted the nominations. All ayes, motion carried unanimously. Members discussed electing a secretary pro-tem and decided that the chair or vice chair could assist with minutes or agendas if staff is not available.

7. **Reports.**

A. **Review attendance record**

Keep referred to the attendance sheet. Christ said the commission's attendance policy states members cannot miss more than 4 of the last 12 regular meetings held. There is an issue with Robb Beane's attendance. Robb is good about informing staff when he will miss meetings but has now missed four. The policy says the chair should speak with the member and ask if he/she would like to resign. If not, the chair will schedule a vote of the commission on whether the member should be removed and to provide that recommendation to the Mayor. Keep said he will contact Robb to discuss.

B. **Miscellaneous**

Christ gave bound copies of the PlanOsby comprehensive plan to the members. He also said the new Housing Needs Assessment is complete, prepared by RDG, and is available on the city's website.

8. **Adjournment.** With no other items for discussion, it was moved by Moore and seconded by Blomgren to adjourn. Motion carried unanimously. The meeting adjourned at 5:05 p.m.

Minutes by Shawn Christ