

CITY OF OSKALOOSA
PLANNING & ZONING COMMISSION
REGULAR MEETING MINUTES
August 3, 2021

A regularly-scheduled meeting of the Planning and Zoning (P&Z) Commission for the City of Oskaloosa was called to order at 4:30 p.m. on Tuesday, August 3, 2021, by Chair Wyndell Campbell at 220 South Market Street, Oskaloosa, Iowa.

COMMISSION MEMBERS PRESENT: Wyndell Campbell, Robb Beane, Pamela Blomgren, R.D Keep, Scott Moore & Linda Russell

COMMISSION MEMBERS ABSENT: None

CITY STAFF PRESENT: Shawn Christ

OTHERS PRESENT: Brad Uitermarkt, Alvin VanZee, & Terry & Aima Earles

Approval of the June 8, 2021, meeting minutes.

It was moved by Keep, seconded by Blomgren to approve the June 8, 2021, Planning and Zoning Commission minutes. All Ayes, motion carried unanimously.

Citizens to be Heard

None

Request for Rezoning

Consider an application to rezone property located at 703 S Market Street from UC Mixed use Urban Corridor District and R-2 Urban Family

Confederated Builders & Marjorie Cunningham have submitted a request to rezone the property. They are requesting it be rezoned from UC Mixed Use Urban Corridor & R-2 Urban family residential district to US mixed urban corridor district. It was moved by Blomgren, seconded by Keep to approve the rezoning request application. All ayes, motion carried unanimously.

Site Plans

Consider a site plan application for a restaurant at 703 S Market Street

The city received a site plan application for a proposed Pizza Hut restaurant. The 120' x 330' lot is presently vacant and is split-zoned. The proposed building will be 1,385 square feet and offer drive-thru pickup, delivery, and carry out with no interior dining. The primary site access will be from Market Street and secondary access from 6th Avenue. 7 parking spaces are required, and 19 spaces have been approved. It was moved by Blomgren, seconded by Moore to approve the site plan application. All ayes, motion carried unanimously.

Street & Alley Vacations

Consider a request for the vacation and sale of the east-west alley adjacent to 401 South 11th Street

The owner of 401 South 11th is requesting to purchase the east-west alley adjacent to his property. The goal would be to buy the alley to increase their parking area and pave it. Staff sent a survey to all property owners nearby, 18 were surveyed, which 12 responses were received. Of the 12 responses, 9 did not oppose the alley vacate request, and 3 were opposed. 5 of those owners are interested in purchasing their portion and the other 4 indicated they would not like to purchase their portion. Terry Earles, 1110 3rd Ave. East, said he does not oppose the owner of 401 South 11th to purchase his alley but will be looking into purchasing his portion. Alvin VanZee, 1018 3rd Ave. East, said he was also interested in buying his half. It was moved by Moore, seconded by Blomgren to approve the alley vacate. All ayes, motion carried unanimously.

Miscellaneous Business

Consider a recommendation to hire RDG Planning & Design for the preparation of a comprehensive plan and zoning code update for the City of Oskaloosa

In June, staff published a request for proposals for qualified professional consultants to update the 2000 Comprehensive Plan and Zoning Code. Six proposals were received and reviewed by selected committee. There were 3 top finalists after review and scoring. These 3 finalists were invited to present in a team interview in late July. The committee determined that RDG Planning & Design was the most qualified firm, and they can complete the scope of work within the project budget. It was moved by Keep, seconded by Blomgren to recommend this consultant to council. Five ayes, one abstention by Campbell due to his original recommendation on the selection committee. Motion carried.

Review attendance record

The attendance record was briefly reviewed, and the committee was reminded to be aware that we do follow an attendance policy and attendance is kept.

With no other items for discussion, it was moved by Russell, seconded by Moore to adjourn at 4:52 p.m.

Minutes by Morgan DeBruin