

City of Oskaloosa Boards and Commissions Orientation Packet



Planning and Zoning Commission

Created April of 2015
Updated October 2019

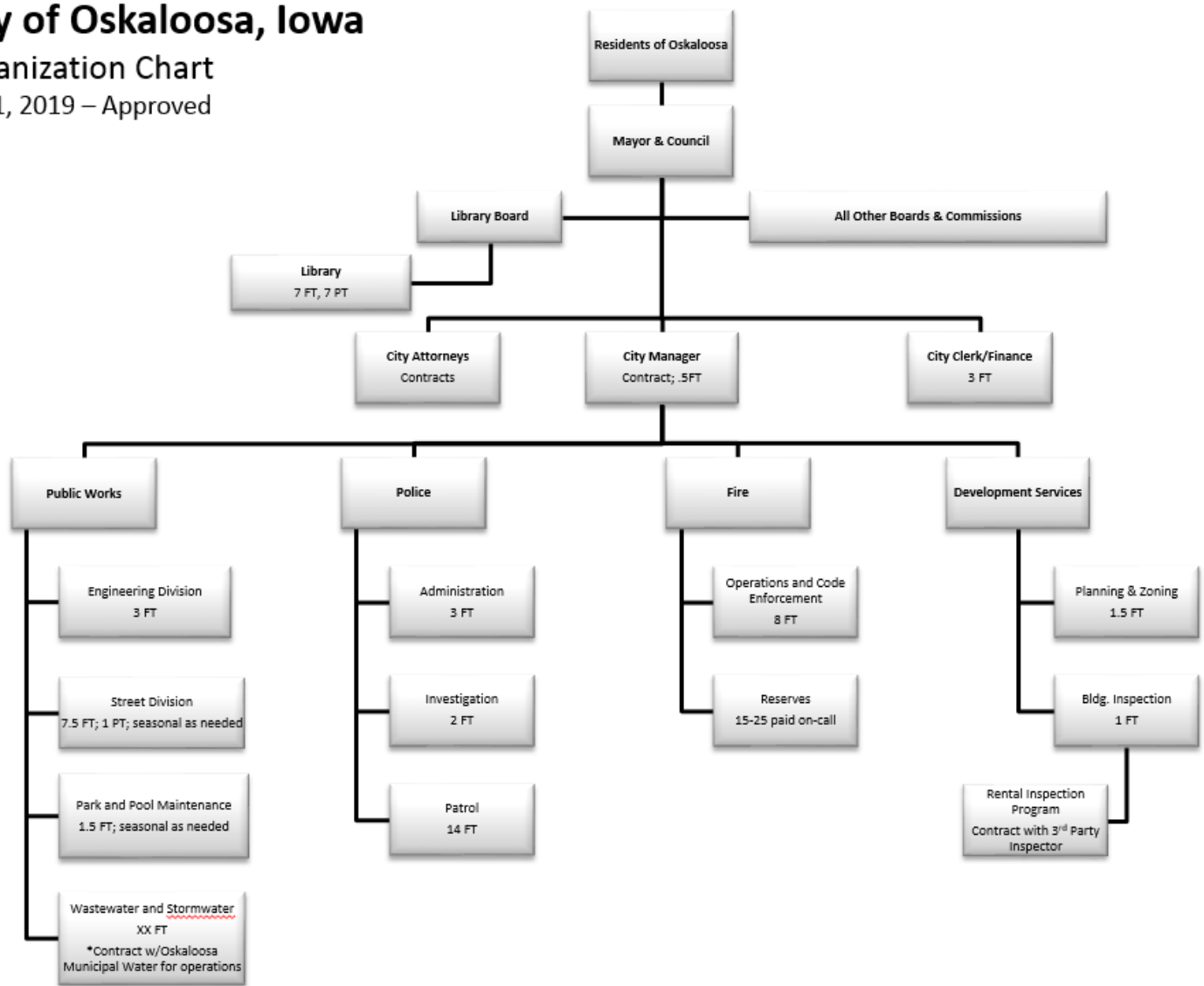
Table of Contents

- Introduction Page 3
- Mission Page 3
- Vision Page 3
- City Departments Page 4
- Form of Government Page 5
- Planning and Zoning Description Page 5
- Training Opportunities Page 5
- Additional Resources Page 6
- Powers Designated by Code Page 6

City of Oskaloosa, Iowa

Organization Chart

July 1, 2019 – Approved



Oskaloosa, Iowa

Oskaloosa is a diverse, micropolitan community offering big-city amenities. It is a “hot spot” for entrepreneurs thanks to public and private leaders who work to build strong infrastructure, communication, and transportation systems and have a vision of sustainable growth. It is a place businesses and workers want to call home. Our historic downtown district is a hub for live music, shopping, and dining. A high-speed fiber optic system delivers world-class communication solutions and can grow with technological changes and demands. With a current population of approximately 11,500 people, Oskaloosa continues to grow and change. The community is approximately 65 minutes from the state capital of Des Moines and just over an hour and a half away from Iowa City, home to the University of Iowa.



Mission

Serve and protect the citizens of Oskaloosa to provide a positive environment which encourages desirable growth and enhances the quality of life in the community.

Vision Statement

Make Oskaloosa an irresistible place to grow business so the quality of life is enhanced for the whole community.

City Departments

- City Clerk's Office: City Hall, 220 South Market Street
 - Appointed by the City Council, the City Clerk attends all council meetings and is responsible for duties defined by the Code of Iowa and designated by the City Council. The City Clerk is the Finance Director and City Treasurer by Oskaloosa City Code. The staff from the City Clerk's Office is responsible for maintaining all public records, which consists of storage, retention and scanning of official records.
- City Manager's Office: City Hall, 220 South Market Street
 - Appointed by the City Council, the City Manager oversees all administrative tasks necessary for city operations, supervises city departments, maintains the city budget and represents the municipality in a variety of settings. The City Manager implements policy adopted by the City Council.
- Development Services: City Hall, 220 South Market Street
 - The Development Services Department has a variety of responsibilities all related to the development, improvement, and maintenance of real property in Oskaloosa. Development Services staff oversee: building permits and inspections, long and short-range planning, zoning administration and enforcement, historic preservation, site plan review, rental housing inspections, housing development.
- Fire Department: 220 South Market Street
 - The Fire Department provides emergency response services to residents within and around the city limits of Oskaloosa, three cities, and eight townships. The department also assists the building official with fire prevention inspections. The Fire Department oversees Code Enforcement to keep our community safe and attractive for residents and visitors alike.
- Oskaloosa Public Library: 220 South Market Street
 - The Oskaloosa Public Library exists to serve as a primary source of information, education, recreation, and personal fulfillment for all of the City of Oskaloosa and Mahaska County.
- Police Department: Mahaska Law Enforcement Center, 214 High Avenue
 - The City of Oskaloosa Police Department provides public safety services to the residents of Oskaloosa. The Department uses bicycle, foot and vehicle patrol to provide public safety services to the city's residents, across 7.98 square miles.
- Public Works: City Hall, 220 South Market Street
 - Engineering
 - The Engineering/GIS Department is responsible for the design and oversight of city infrastructure construction, the maintenance of city maps and plats, and providing general engineering assistance to a variety of city departments.
 - Parks and Recreation: 804 South D Street
 - The Oskaloosa Parks Department oversees Edmundson Park, the Downtown Park, Jaycee's Parks, and Vanderwilt Park. The Parks Department monitors and maintains the health of the city's urban forestry program. The Parks Department assists with downtown activities and oversees seven shelters.

- Streets
 - The Streets Department fills potholes, replaces damaged concrete panels, chip seals or seal coats certain streets, and performs crack sealing.
- Wastewater: 2632 Kent Avenue
 - The Wastewater Department oversees two treatment plants and seven lift stations and are responsible for the sanitary sewer and stormwater system. The plants that Wastewater monitors treat just under 2 million gallons of wastewater per day.
- Oskaloosa Municipal Water Department: 1208 South 7th Street
 - The Oskaloosa Municipal Water Department (OMWD) is responsible for providing clean drinkable water for the City of Oskaloosa. OMWD treatment plant is located north of Oskaloosa and relies on a series of wells to pull from the Skunk River watershed.

City of Oskaloosa's Form of Government

The City of Oskaloosa has a Mayor-Council form of government with the City Council appointing a City Manager to serve at the discretion of the City Council. The City Council consists of seven Council Members, four elected by ward and three elected at large for overlapping terms of four years. The Mayor is elected for a two-year term. The Mayor is not a member of the City Council and does not vote. The City Council, Mayor, and city officers have such powers and shall perform such duties as are authorized by State law and by the ordinances, resolutions, rules, and regulations of the city.

Planning and Zoning Commission

The Planning & Zoning Commission is responsible for reviewing and making recommendations on plats, streets/parks improvements, comprehensive planning, zoning, proposed street names, street or alley vacates and other development matters that may require surveys, studies, maps, plans or charts of the whole or any portion of the city and any land outside, which in the opinion of the Commission, relates to the comprehensive plan. The Planning & Zoning Commission is also responsible for recommending amendments, supplements and modifications of the city's zoning ordinance to the City Council.

Residents of Oskaloosa are appointed to the Planning and Zoning Commission by the Oskaloosa City Council through an application process. Candidates may be required to interview as part of the appointment process.

The Planning and Zoning Commission is composed of seven members that serve five year terms. They typically meet the second Monday of the month at 4:30 pm in the City Council Chambers, as needed. Meetings are conducted under Robert's Rules of Order. The staff contact for the Planning and Zoning Commission is the Public Works Director.

Training Opportunities

The City of Oskaloosa annually hosts a planning and zoning workshop for Planning and Zoning Commission members. The workshop also applies to the Board of Adjustment, Building Code Board of Appeals, and

Historic Preservation Commission. There is no fee for commission members to attend the training that is offered in the evening.

Additional Resources

Please refer to the following websites for additional resources:

- <https://www.municode.com/library/ia/oskaloosa>
 - This link provides access to Oskaloosa's Municipal Code
- https://www.municode.com/library/ia/oskaloosa/codes/code_of_ordinances?nodeId=TIT17ZO
 - This link provides access to Oskaloosa's Municipal Code on Zoning
- <https://beaconbeta.schneidercorp.com/?site=MahaskaCountyIA>
 - This link provides access to Beacon to view county and city information, public records and Geographical Information Systems (GIS) via an online portal.

Powers Designated by Code

The Planning and Zoning Commission is an advisory board that provides recommendations on specific items to the City Council. By code or by charter, the Planning and Zoning Commission is granted specific powers and is assigned certain duties. The Commission has the authority to:

- Create a comprehensive plan for the city;
- Reviews and comment on all plans, plats or replats of a subdivision or resubdivisions of land;
- Review and comment on street and park improvements;
- Reviews all memorials and public works of art;
- Preparing and amending the city zoning code; and
- Fiscal responsibility to all funds designated to the Commission ;

Oskaloosa Municipal Code: Chapter 2.56, Articles I and II

The enabling legislature for the Planning and Zoning Commission is found in the Oskaloosa Municipal Code, Chapter 2.56 Articles I and II. That information is provided below;

ARTICLE I. - GENERAL PROVISIONS

- 2.56.010 - Establishment-Membership.
 - There shall be a city planning and zoning commission, hereinafter referred to as the planning and zoning commission, consisting of seven members, who shall be citizens of the city and qualified by knowledge or experience to act in matters pertaining to the development of a city plan and who shall not hold any elective office in the city government, appointed by the city council.
 - (Ord. 807 §1(e), 1990)
- 2.56.020 - Term.
 - The term of office of the members of the commission shall be five years. The terms of not more than one-third of the members will expire in any one year.
 - (Prior code §6-4.02)
- 2.56.030 - Vacancies.
 - If any vacancy shall exist on the commission caused by resignation, or otherwise, a successor for the residue of said term shall be appointed in the same manner as the original appointee.

- (Prior code §6-4.03)
- 2.56.040 - Compensation.
 - All members of the commission shall serve without compensation, except their actual expenses, which shall be subject to the approval of the council.
 - (Prior code §6-4.04)

ARTICLE II. - POWERS AND DUTIES

- 2.56.050 - Generally.
 - The commission shall have and exercise the powers and duties as set out in Sections 2.56.060 through 2.56.190.
 - (Prior code §6-4.05(part))
- 2.56.060 - Selection of officers.
 - The commission shall choose annually at its first regular meeting one of its members to act as chairman and another as vice-chairman, who shall perform all the duties of the chairman during his absence or disability.
 - (Prior code §6-4.05(1))
- 2.56.070 - Adoption of rules and regulations.
 - The commission shall adopt such rules and regulations governing its organization and procedure as it may deem necessary.
 - (Prior code §6-4.05(2))
- 2.56.080 - Annual report.
 - The commission shall each year make a report to the mayor and council of its proceedings, with a full statement of its receipts, disbursements and the progress of its work during the preceding fiscal year.
 - (Prior code §6-4.05(3))
- 2.56.090 - Appointment of assistants.
 - Subject to the limitations contained in this chapter as to the expenditure of funds, it may appoint such assistants as it may deem necessary and prescribe and define their respective duties and fix and regulate the compensation to be paid to the several persons employed by it.
 - (Prior code §6-4.05(4))
- 2.56.100 - Comprehensive plan-Authority.
 - It shall have full power and authority to make or cause to be made such surveys, studies, maps, plans, or charts of the whole or any portion of the city or of any land outside thereof, which in the opinion of the commission bears relation to the comprehensive plan and shall bring to the attention of the council and may publish its studies and recommendations.
 - (Prior code §6-4.05(5))
- 2.56.110 - Comprehensive plan-Preparation.
 - For the purpose of making a comprehensive plan for the physical development of the city, the commission shall make careful and comprehensive studies of present conditions and future growth of the city and with due regard to its relation to neighboring territory. The plan shall be made with the general purpose of guiding and accomplishing a coordinated, adjusted and harmonious development of the city and its environs which will, in accordance with the present and future needs, best promote health, safety, morals, order, convenience, prosperity, and general welfare, as well as efficiency and economy in the process of development.
 - (Prior code §6-4.05(6))

- 2.56.120 - Comprehensive plan-Public hearing.
 - Before adopting a comprehensive plan as referred to in Section 2.56.110, or any part of it, or any substantial amendment thereof, the commission shall hold at least one public hearing thereon, notice of the time of which shall be given by one publication in a newspaper of general circulation in the city not less than fifteen days before the date of the hearing. The adoption of the plan or part or amendment thereof shall be by resolution of the commission carried by the affirmative vote of not less than two-thirds of the members of the commission. After adoption of said plan by the commission an attested copy thereof shall be certified to the council and the council may approve the same. When said plan or any modification or amendment thereof shall receive the approval of the council, the plan until subsequently modified or amended as hereinbefore authorized shall constitute the official city plan.
 - (Prior code §6-4.05(7))
- 2.56.130 - Comprehensive plan-Amendments.
 - When the comprehensive plan as hereinbefore provided has been adopted no substantial amendment or modification thereof shall be made without such proposed change first being referred to the commission for its recommendations. If the commission disapproves the proposed change it may be adopted by the council only by the affirmative vote of at least three-fourths of the members of the council.
 - (Prior code §6-4.05(8))
- 2.56.140 - Recommendations of improvements.
 - No statuary, memorial or work of art in a public place, and no public building, bridge, viaduct, public structure or appurtenances, shall be located or erected, or site therefor obtained, nor shall any permit be issued by any department of the city for the erection or location thereof until and unless the design and proposed location of any such improvement shall have been submitted to the commission and its recommendations thereon obtained, except such requirements and recommendations shall not act as a stay upon action for any such improvement when the commission after thirty days' written notice requesting such recommendations, shall have failed to file same.
 - (Prior code §6-4.05(9))
- 2.56.150 - Review and comment on plats.
 - All plans, plats, or replats of subdivision or resubdivisions of land embraced in the city or adjacent thereto, laid out in lots or plats with the streets, alleys, or other portion of the same intended to be dedicated to the public in the city, shall first be submitted to the commission and its recommendations obtained before approval by the council.
 - (Prior code §6-4.05(10))
- 2.56.160 - Review and comment on street and park improvements.
 - No plan for any street, park, parkway, boulevard, traffic way, riverfront, or other public improvement affecting the city plan shall be finally approved by the city or the character or location thereof determined, unless such proposal shall first have been submitted to the commission and the latter shall have had thirty days within which to file its recommendations thereon.
 - (Prior code §6-4.05(11))
- 2.56.170 - Zoning.

- The commission shall have and exercise all the powers and duties and privileges in preparing and amending the city zoning code as provided by Chapter 414 of the 1977 Code of Iowa.
 - (Prior code §6-4.05(12))
- 2.56.180 - Fiscal responsibilities.
 - The commission shall have full, complete and exclusive authority to expend for and on behalf of the city all sums of money appropriated to it, and to use and expend all gifts, donations or payments whatsoever which are received by the city for city planning and zoning purposes.
 - (Prior code §6-4.05(13))
- 2.56.190 - Limitation on entering contracts.
 - The commission shall have no power to contract debts beyond the amount of its income for the present year.