



City of Oskaloosa  
Regular Meeting  
Planning and Zoning Commission  
Lower level Conference Room  
City Hall, 220 S. Market Street  
Oskaloosa, IA 52577  
Agenda  
September 7, 2016  
4:30 P.M.

**1. Roll Call**

Chair: Campbell\_\_\_\_; Members:Blomgren;\_\_\_\_; Keep\_\_\_\_; Tarbell\_\_\_\_;  
Tews\_\_\_\_;Wagner\_\_\_\_;

**2. Approval of the Minutes**

**A. Approval of the minutes from the August 2, 2016 meeting.**

Documents:

[20160802 PZ MINUTES.PDF](#)

**3. Citizens to be Heard**

**4. Miscellaneous Business**

**A. Discussion of possible zoning changes to the Oskaloosa Municipal Code concerning duplexes and single family attached dwellings.**

Documents:

[AGENDA ITEM.DOCX](#)  
[ATTACHEMENT 1 DUPLEX PROPOSAL V2.DOCX](#)  
[ATTACHEMENT 2 NON CONFORMING PARCELS MAP.PDF](#)  
[ATTACHEMENT 3 NON CONFORMING LOTS DATA.PDF](#)

**B. Consider nominations and appointment of a Vice-Chair for the Planning and Zoning Commission.**

Documents:

[ELECTION OF OFFICERS PZ.DOCX](#)

## **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  
August 2, 2016

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 2, 2016, by Chair Wyndell Campbell at 220 South Market Street, Oskaloosa, Iowa.

COMMISSION MEMBERS PRESENT: Pamela Blomgren, Wyndell Campbell, R. D. Keep, Sarah Tarbell, Stephen Tews and Gabriel Wagner. COMMISSION MEMBERS ABSENT: None. CITY STAFF PRESENT: Akhilesh Pal, Andrew Jensen and Marilyn Johannes.

Minutes from the July 6, 2016 Planning and Zoning Commission meeting.

It was moved by Blomgren, seconded by Campbell to approve the July 6, 2016 Planning and Zoning Commission minutes. Motion carried unanimously.

Consider changes to the Oskaloosa Municipal Code that would require sidewalk for new developments.

Campbell asked for a motion and second on the item as presented before opening the matter for discussion.

It was moved by Blomgren, seconded by Keep to approve the changes to Oskaloosa Municipal Code Section 17.08.120 as presented.

Jensen said a question staff has is what redevelopment means. Jensen asked the commission to define what redevelopment means.

Campbell said redevelopment occurs when creating a new use. Wagner said when changing the blueprint of a house. Campbell said all enlargements and/or extensions of more than 50% of total property area would qualify as redevelopment. Blomgren said she thought the sidewalk changes as presented by staff were sufficient. The commission considered giving a definition of what redevelopment means and Blomgren said if the commission did that it could affect all areas of the code where redevelopment is mentioned.

After further discussion of the matter with staff, Tews called for the question.

Campbell called for a roll call vote on the motion by Blomgren and second by Keep to approve the changes to the Oskaloosa Municipal Code that would require sidewalk for new developments as presented:

**17.8.120 – Required Public Sidewalk**

**A. Public sidewalk shall be required for the following:**

- 1. All new developments in all zoning districts. New developments include, but are not limited to, projects requiring a site plan review, changes in property use type, and all new residential structures.**
- 2. All redevelopments, enlargements, or extensions of more than twenty-five percent (25%) of either the total property area or gross building area in all zoning districts, except for single-family, two-family, and duplex use types.**

3. All redevelopments, enlargements, or extensions of more than fifty percent (50%) of either the total property area or gross building area for single-family, two- family, and duplex use types in all zoning districts.
4. These requirements may be waived by the City Council based on a recommendation after Planning and Zoning Commission review in GI (General Industrial) and LI (Limited Industrial) zoning districts.

All new or existing sidewalk required by this section must be constructed, or reconstructed, in concrete and in compliance with current ADA accessibility and City specification standards.

The vote was: YES – Blomgren, Campbell, Keep, Tarbell, Tews and Wagner. NAYS – None. Motion carried.

Pal encouraged all commission members to attend the City Council Study Session regarding this matter which is being held at 5 p.m. Monday, August 15, 2016, in the City Council Chambers.

Blomgren asked that appointment of a vice chair be placed on the next commission meeting agenda.

The meeting adjourned at 5:06 p.m.

Minutes by Marilyn Johannes



## Planning & Zoning Communication

Meeting Date: September 7, 2016  
Requested By: Public Works Department

**Item Title:**

Discussion of possible zoning changes to the Oskaloosa Municipal Code concerning duplexes and single family attached dwellings.

**Explanation:**

In recent years, some builders in the community have constructed duplexes and later divided them into two parcels – making them single-family attached dwellings. A duplex is a single structure with two housing units on a single parcel owned by a single entity. A single-family attached structure, although it may look like a duplex, has two dwelling units that sit on separate but adjoining parcels with an abutting wall on the lot line. Each property may be owned by a separate entity. These two different use-types have different requirements in our code. Presently, single-family attached have the same lot requirements as single-family detached dwellings.

With some recent misunderstandings between builders and city staff, finding a way to address our code requirements has become a pressing issue. Staff is recommending that Planning and Zoning consider several changes to Table 17.08C in Chapter 17 of municipal code.

Additionally, the Planning & Zoning Commission had previously discussed potentially changing the minimum lot size requirements for single-family dwellings in R-2 and R-3 districts. With the request for an update to Table 17.08C for single-family attached dwellings, staff is also recommending that Planning & Zoning consider updating these minimum lot requirements.

**Budget Consideration:**

None.

**Attachment:**

Considerations for Single-Family Attached Zoning Changes and Table 17.08C

Non-conforming Parcels Map

Non-conforming Parcels Data

Presently, single-family attached have the same lot requirements as single-family detached dwellings. For discussion and consideration, staff is recommending that single-family attached dwellings be addressed separately in Table 17.08C for lot size requirements. Additionally, staff recommends eliminating the double interior side yard setback requirements for single-family attached in Oskaloosa Municipal Code Section 17.22.030 (B).

Staff submits for consideration that in the R-1 zoning district:

- For single-family attached a 7,500 SF minimum lot area would be added; and
- For single-family attached a 7,500 SF minimum site area per housing unit would be added.

Staff submits for consideration that in the R-2 zoning district:

- Minimum lot area changed to 6,800 SF for single-family detached dwellings;
- Minimum site area per housing unit changed to 6,800 SF for single-family detached dwellings;
- For single-family attached a 5,000 SF minimum lot area would be added, which corresponds to half of the currently required 10,000 SF minimum lot area for duplexes;
- For single-family attached a 5,000 SF minimum site area per housing unit would be added, which corresponds to the minimum lot area; and
- For single-family attached a 40-foot minimum lot width would be added, which corresponds to half of the currently required 80-foot minimum for duplexes.

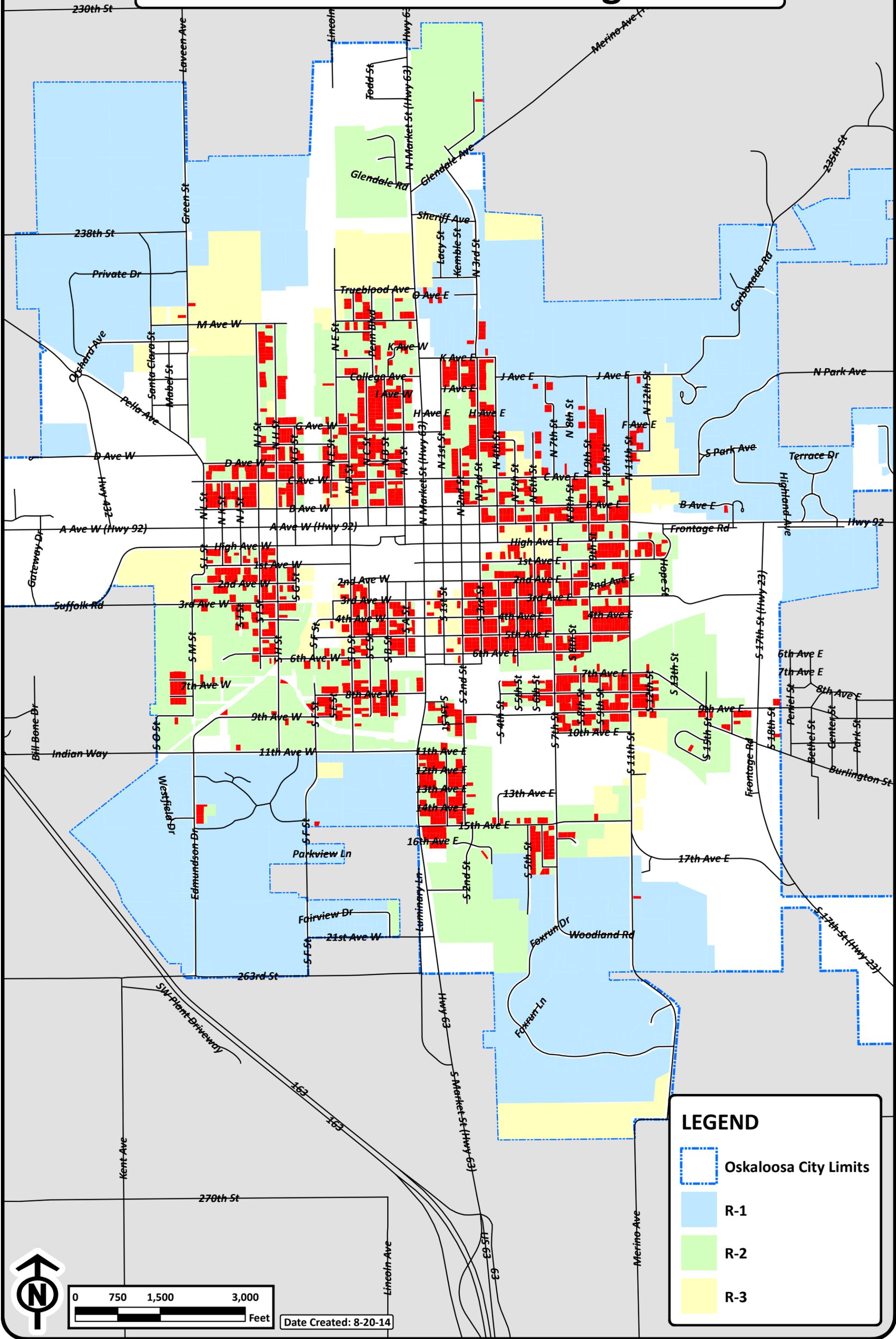
Staff submits for consideration that in the R-3 zoning district:

- Minimum lot area changed to 6,000 SF for single-family detached dwellings;
- Minimum site area per housing unit changed to 6,000 SF for single-family detached dwellings;
- For single-family attached a 4,200 SF minimum lot area would be added, which corresponds to half of the currently required 8,400 SF minimum lot area for duplexes;
- For single-family attached a 4,200 SF minimum site area per housing unit would be added, which corresponds to the minimum lot area; and
- For single-family attached a 35-foot minimum lot width would be added, which corresponds to half of the currently required 70-foot minimum for duplexes.

Oskaloosa Municipal Code Table 17.08C Summary of Site Development Regulations

Regulator	AG	RR	R-1	R-2	R-3	R-4
Minimum lot area (square feet)						3.0 acres
<b>Single-family detached</b>	2 units per each 40 acres	2 acres	8,400	<b>8,400</b> <b>6,800</b>	<b>7,200</b> <b>6,000</b>	4,000
<b>Single-family attached</b>	—	—	<b>7,500</b>	<b>5,000</b>	<b>4,200</b>	<b>4,000</b>
Duplex, townhouses	—	—	—	10,000	8,400	
Multi-family	—	—	—	—	10,000	
Other permitted uses	No requirement		8,400	10,000	10,000	
Minimum lot width (feet)	200	100	70			
<b>Single-family detached</b>				70	60	
<b>Single-family attached</b>				<b>40</b>	<b>35</b>	
Duplex				80	70	150
Townhouses				25	20	
Multi-family					80	
Other permitted uses					80	
Site area per housing unit (square feet) by type of residential						
<b>Single-family detached</b>			8,400	<b>8,400</b> <b>6,800</b>	<b>7,200</b> <b>6,000</b>	
<b>Single-family attached</b>			<b>7,500</b>	<b>5,000</b>	<b>5,000</b>	
Two-family, duplex	20 acres	2 acres		5,000	4,200	5,000 per unit
Townhouse				4,000	2,500	
Multi-family				NA	2,000	
Minimum yards (feet)						
Front yard	50	40	30	30	30	50
Street side yard	50	30	25	<u>15</u>	<u>15</u>	50
Interior side yard (Note 2)	50	<u>15</u>	7	7	7	
<u>1 to 1.5 stories</u>	50	20	10	10	10	
2-3 stories	NA	NA	NA	NA	<u>13</u>	50
More than 3 stories	50	40	40	40	30	
Nonresidential uses						
Rear yard	50	40	25	25	30	50
Maximum height (feet)	no limit	35	35	35	45	35
Maximum building coverage	NA	20%	35%	45%	55%	40%
Maximum impervious coverage	NA	30%	50%	60%	70%	60%

# Oskaloosa Non-Conforming Lot Sizes



**LEGEND**

- Oskaloosa City Limits
- R-1
- R-2
- R-3

0 750 1,500 3,000 Feet

Date Created: 8-20-14

	<b>ZONING</b>		
	<b>R-1 (Single Family)</b>	<b>R-2 (Urban Family)</b>	<b>R-3 (Multiple Family)</b>
Minimum Lot Area Per City Code (1 Family)	8400 SF	8400 SF	7200 SF
Approx. Total Number of Non-Conforming Lots:	1,000	2,950	400
<b>LOT SIZE</b>	<b>PERCENTAGE OF NON-CONFORMING LOTS</b>		
< 8400 SF	8%	56%	N/A
< 7200 SF	1.5%	24%	16%
< 7000 SF		20%	15%
< 6800 SF		18%	14%
< 6600 SF		16%	13%
< 6400 SF		13%	12%
< 6200 SF		11%	11%
< 6000 SF	0.5%	9%	10%
< 5800 SF		8%	9%
< 5600 SF		7%	8%
< 5500 SF		7%	8%
< 5400 SF		6%	8%
< 5000 SF		5%	7%



Planning & Zoning Communication  
Meeting Date: September 7, 2016  
Requested By: Public Works Department

**Item Title: ELECTION OF VICE CHAIR**

Consider nominations and appointment of a Vice-Chair for the Planning and Zoning Commission.

**Explanation:**

Planning and Zoning Commission Vice-Chair Andrew Jensen resigned from the commission on July 11, 2016. Due to the resignation of Vice-Chair Andrew Jensen, the commission needs to nominate and appoint a new Vice-Chair.

**Budget Consideration:**

Not applicable.

**Attachment:**

None.