



**City of Oskaloosa
Regular Meeting
Planning and Zoning Commission
Lower Level Conference Room
City Hall, 220 S. Market Street
Oskaloosa, IA 52577
Agenda
December 6, 2016
4:30 PM**

1. Roll Call

Chair: Campbell____; Members: Blomgren;____; Keep____; Kurtz____;

Tews ____; Wagner____;

2. Approval of the Minutes

A. Approval of the minutes from the November 8, 2016 meeting

Documents:

[PZ MINUTES 11-8-2016.PDF](#)

3. Citizens to be Heard

4. Miscellaneous Business

A. Consider a Certificate of Appropriateness for the property located at 202 1st Avenue East.

Documents:

[AGENDA ITEM- 202 1ST AVE E.DOCX](#)
[COA APPLICATION-202 1ST AVE E.PDF](#)
[202 1ST AVE E HPC REQUEST.PDF](#)
[CERTIFICATE OF APPROPRIATENESS 202 1ST AVE E.DOCX](#)

B. Planning & Zoning attendance record

Documents:

[PLANNING ZONING ATTENDANCE RECORD.PDF](#)

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
November 8, 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, November 8, 2016, by Chair Wyndell Campbell at 220 South Market Street, Oskaloosa, Iowa.

Campbell welcomed new Planning and Zoning Commission member David Kurtz to the Commission and administered the oath of office to him.

COMMISSION MEMBERS PRESENT: Pamela Blomgren, Wyndell Campbell, R. D. Keep, David Kurtz, Sarah Tarbell, Stephen Tews (at 4:32 p.m.) and Gabriel Wagner. COMMISSION MEMBERS ABSENT: None. CITY STAFF PRESENT: Andrew Jensen and Marilyn Johannes. Also present: Bryce Loring (Real Estate Development Associate with Casey's General Stores, Inc.)

Minutes from the October 18, 2016 Planning and Zoning Commission meeting.

It was moved by Blomgren, seconded by Wagner to approve the October 18, 2016 Planning and Zoning Commission minutes. Motion carried unanimously.

(Stephen Tews arrived at the meeting.)

Consider a site plan for the Casey's General Store site improvements project located at 1310 and 1402 A Avenue West.

The Casey's Marketing Company, owner of the Casey's General Store located at 1310 A Avenue West, has submitted a site plan for site improvements to the existing property and to 1402 A Avenue West (former Papa Murphy's property). The overall concept of the site improvements is to expand parking, construct an additional fuel pump, improve access, relocate the sign, and install several landscaping elements. The plan also demolishes the existing Papa Murphy's structure and associated paving.

Jensen said these are solid improvements that will improve traffic flow and safety and reduce impervious surface. Jensen said staff is in favor of the project with one stipulation that the lighting plan be revised with a maximum illumination level of 0.1 foot-candles along the southern property line. Jensen explained the need to limit the amount of light spilling onto adjacent properties in the area.

Loring said Casey's will make adjustments for lighting.

It was moved by Wagner seconded by Keep to approve the site plan for the Casey's General Store site improvements project located at 1310 and 1402 A Avenue West with the stipulation that the lighting plan be revised with a maximum illumination level of 0.1 foot-candles along the southern property line.

Blomgren asked if Casey's was planning to make improvements to the current building and commented that removal of the old Papa Murphy's building will improve ingress/egress.

Loring: Not planning any building improvements at this time.

Jensen: Will have just one entrance off of A Avenue instead of two. Staff debated whether to require additional grass between the roadway and the sidewalk according to the corridor plan. Bollards are being installed to prevent trucks from driving on the grass and crossing the curb onto the sidewalk.

Campbell raised a concern about green space between the parking lot and A Avenue. Jensen said that the proposed improvements meet the requirements for the distance between the road and sidewalk. Campbell noted that the site will be gaining trees, landscaping, and grass. He asked if there is any concern regarding loitering or long term parking issues. Jensen said that he does not believe loitering and long term parking to be a problem, especially with the lighting of the property. Also, the police department reviews all site plans and did not raise any concerns.

Tews raised questions about whether a full new redevelopment including a new structure was considered. Loring responded that Casey's is always looking at development and redevelopment opportunities and that sometimes these decisions can change quickly. He said that at this time, Casey's is pursuing the site improvements.

Tews suggested there are additional considerations that could be added to the "Budget Consideration" section of the staff communication. He noted that demolishing one building and replacing it with a parking lot will likely reduce property taxes to the city. Campbell said that he would not expect a significant difference in tax revenue than what the properties are currently paying.

Jensen explained the fee is to recoup expenses for staff time. If desired by the Commission, it might be possible to work with the County Assessor to get an estimated impact to property taxes.

Campbell mentioned that he would like to see the existing crosswalk at L Street and A Avenue marked better since the crossing is so popular. He recognized that it is probably a DOT issue. Keep asked if there were plans to reconfigure the east side of the intersection. Jensen said there are some planned city improvements to the intersection, but nothing imminent. He said that he will communicate the concerns to Public Works and to the DOT. Keep asked if the sidewalk is being moved back from the street. Jensen responded that it is.

Campbell: Going to relocate the sign? Loring: Yes, just relocating the pylon sign.

Kurtz: Does Casey's comply with detection/monitoring of underground tanks? Loring: In Iowa the DNR handles inspection. Kurtz: Does it comply? Loring: Yes, believe it's inspected once a year. Jensen: Should we find out more information? Kurtz: I believe that would be appropriate.

Blomgren: Think we should approve of plan. Best thing is improving the entrance and flow of vehicles coming in there. Jensen: It meets all parking requirements with 15 parking spaces required and one handicap space.

Campbell: Do not know how you prevent customers from parking close to the entrance. Believe the added green space will improve safety. Like the improvements and landscaping. Could we create a

natural barrier with shrubs instead of bollards? Jensen: Staff discussed whether shrubs would spill over to sidewalk and parking lot.

Keep: Would like to see shorter monument-style sign, but it's not a deal breaker. Blomgren: Would like to see that all along the corridor, maybe we need to propose an ordinance to address that issue.

Campbell called for a roll call vote. The vote was: YES – Blomgren, Campbell, Keep, Kurtz, Tarbell and Wagner. NAYS – Tews. Motion carried.

Discussion of potential future items.

Jensen updated the commission on City Council action on the sidewalk item and said another minor change was made at the last city council meeting.

Campbell noted the list of potential future items mentioned in the agenda item – Northwest Planning Study, tiny home regulations and ongoing educational opportunities; and asked if commission members would like to add anything to the list.

Campbell asked if anyone wanted to be a part of the steering committee for the Northwest Planning Study. Tews volunteered.

Jensen pointed out the Northwest Planning Study will be extensive, and might recommend extending extraterritorial zoning. Campbell asked what aspects the commission would have jurisdiction over if extraterritorial jurisdiction were exercised. Jensen said he would have to look into it further, and asked if the commission would like for him to gather more background information and provide it to the commission. Campbell said yes would like to have information, but could wait until the January meeting. Jensen said that he does know that if the city exercises extraterritorial jurisdiction for zoning, another member has to be added to the Planning and Zoning Commission from the county.

Blomgren told the commission about the upcoming South Central Regional Airport public hearing at the George Daily auditorium on November 22, 2016 at 6 p.m. and outlined the procedure that will be followed at the meeting regarding audience comments.

The meeting adjourned at 5:24 p.m.

Minutes by Marilyn Johannes



Planning and Zoning Commission

Meeting Date: December 6, 2016

Requested By: Development Services Dept.

Item Title:

Consider a Certificate of Appropriateness for the property located at 202 1st Avenue East.

Explanation:

Oskaloosa Downtown Development applicant for 202 1st Avenue East has applied for a Certificate of Appropriateness to remove plywood and install 3 Kolbe windows rustic in color along the south wall on the second floor of the building.

Ordinarily, Certificates of Appropriateness are addressed by the Historic Preservation Commission; however Oskaloosa Municipal Code 2.84.050 includes the following provision:

E. ...If no quorum exists, then the application will be forwarded to the next meeting of the planning commission.

The Historic Preservation Commission did not have a quorum for its regularly scheduled meeting on November 18, 2016; thus, this COA application has been forwarded to the Planning and Zoning Commission. If there are questions regarding this item, staff encourages the Commissioners to contact Historic Preservation Commissioners, to review Oskaloosa Historic Preservation documents online (<http://www.oskaloosaiowa.org/index.aspx?nid=161>), or to contact city staff to discuss.

Recommended Action:

Staff recommends approval of the Certificate of Appropriateness.

Budget Consideration:

None

Attachments:

Application, Location Map and Certificate of Appropriateness



**Application for Certificate of Appropriateness
Historic Preservation Commission
Oskaloosa, Iowa**

For Office Use Only		
Meeting date: <u>11/28/2016</u>	Forward to Main Street Design <input type="radio"/> Yes <input checked="" type="radio"/> No	City Staff: <u>Amie Roberts</u>
Additional Permit needed <input type="radio"/> Yes <input checked="" type="radio"/> No	Date received: <u>10/13/2016</u>	

Property Information to be filled out by applicant

Address: 202 1st Ave East

Scope of Work (Attach all other documents with this application)

Remove plywood & install windows in 3 locations of south wall second floor w/Kolbe windows. Color - Rustic to match attached sketch-up.

Applicant

Name: O.D.D.

Address: _____

Phone: _____

E-mail: eric.stout@musco.com

Owner

Name: BIG 4-Boys LLC

Address: 202 FIRST AVE EAST Oskaloosa

Phone: 641 673 8025

E-mail: SALE@TRGCValue.com

Architect or Contractor Information

Company: Musco

Address: 100 1st Ave West

Phone: 641-673-0411

E-Mail: eric.stout@musco.com

- Check list for needed items before submittal:
- Completed application form
 - Site plan/roof plan (drawn to scale)
 - Proposed building elevation (drawn to scale)
 - Photographs of building (existing and historic)
 - Product literature and specifications
 - Materials and color samples (must provide 10 paint samples)

Required Signatures

Owner: Burt Boy

Date: 10-11-2016

Applicant: [Signature]

Date: _____

Contractor: _____

Date: _____

Existing picture of windows





PROPOSED WINDOWS



Historic Preservation Commission Request 115



114 116 120 211

124 213 217 221 223

1st Ave E

S 1st St

202
1st Ave E

203 212

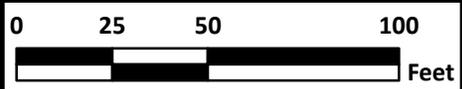
S 2nd St

222

214

216

201





Certificate of Appropriateness

City of Oskaloosa Historic Preservation/220 South Market Street/Oskaloosa, IA 52577/641-673-7472

Property: 202 1st Avenue East
Description of Work: Remove plywood and install 3 Kolbe windows rustic in color along the south wall on the second floor of the building.
Date Issued: 12/6/2016

In accordance with the provisions of section 15.50 of the City of Oskaloosa Municipal Code, The City of Oskaloosa Historic Preservation Commission has issued a certificate of appropriateness for the work listed above. The work was found to be consistent with preservation guidelines. The following conditions apply to this certificate of appropriateness:

1. All work will be done according to attached drawings as long as the signs meet the requirements.
2. This Certificate is only to remove plywood and install 3 Kolbe windows rustic in color along the south wall on the second floor of the building.
3. The building improvements within the zoning jurisdiction of the city must comply with the provisions of this chapter 15, *Buildings and Construction*, other relevant provisions of the Oskaloosa Municipal Code, and applicable building codes.
4. All work must be done in a craftsman-like manner, and must be completed within 120 days of the date this certificate was issued. Staff must approve any changes or additions to this certificate before work begins. Work that is not completed in accordance with this certificate may be subject to correction orders or citations.
5. If permits are required, you are responsible for obtaining them from the City of Oskaloosa Building Official, who can be reached at 641-673-7472.

Historic Preservation Staff

PLANNING & ZONING COMMISSION ATTENDANCE

	Present Members					
	Pam Blomgren	Wyndell Campbell	RD Keep	David Kurtz	Stephen Tews	Gabriel Wagner
11/9/2015	Present	Present	Present		Present	Absent
1/11/2016	Present	Present	Present		Present	Present
3/14/2016	Absent	Present	Present		Present	Present
4/11/2016	Present	Present	Present		Present	Absent
5/9/2016	Present	Present	Present		Present	Present
5/24/2016	Present	Present	Present		Present	Absent
6/7/2016	Present	Present	Present		Present	Present
7/6/2016	Present	Present	Absent		Present	Present
8/2/2016	Present	Present	Present		Present	Present
9/7/2016	Present	Present	Present		Absent	Present
10/18/2016	Present	Present	Absent		Present	Present
11/8/2016	Present	Present	Present	Present	Present	Present

* Adopted Attendance Policy

2/11/2013