



City of Oskaloosa  
Regular Meeting  
Planning and Zoning Commission  
Council Chambers  
City Hall, 220 S. Market Street  
Oskaloosa, IA 52577  
Agenda  
October 18, 2016  
4:30PM

**1. Roll Call**

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

**2. Approval of the Minutes**

**A. Approval of the minutes from the September 7, 2016 meeting**

Documents:

[PZ MINUTES 9-7-2016.PDF](#)

**3. Citizens to be Heard**

**4. Request for Rezoning**

**A. Consider amending the City of Oskaloosa zoning ordinance by re-zoning the properties located at 1317 A Avenue East from R-3 (Multiple Family Residential) to CC (Community Commercial).**

Documents:

[1317 A AVE REZONE AGENDA ITEM.DOCX](#)  
[1317 A AVE E REZONE APPLICATION.PDF](#)  
[1317 A AVE E REZONE.PDF](#)  
[REZONE-RESPONSE LETTER.PDF](#)  
[REZONE-RESPONSE LETTER\(2\).PDF](#)  
[RESPONSE LETTER\(3\).PDF](#)  
[1317 A AVE E REZONING EMAIL.PDF](#)  
[1317 A AVE REZONE PETITION.PDF](#)

**5. Ordinances**

**A. Consider changes to the Oskaloosa Municipal Code that would change minimum lot requirements in the R-1, R-2, and**

## **R-3 zoning districts.**

Documents:

[DUPLEX AND SF ATTACHED AGENDA ITEM.DOCX](#)  
[DUPLEX PROPOSAL V2.DOCX](#)

## **6. Miscellaneous Business**

### **A. Discussion of potential future agenda items.**

Documents:

[FUTURE AGENDA ITEMS.DOCX](#)  
[NW PLANNING STUDY SCOPE OF WORK.PDF](#)

### **B. Planning & Zoning Commission Attendance Record**

Documents:

[PLANNING ZONING ATTENDANCE RECORD.PDF](#)

## **7. 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  
September 7, 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 Wednesday, September 7, 2016, by Chair Wyndell Campbell, at 220 South Market Street, Oskaloosa, Iowa.

COMMISSION MEMBERS PRESENT: Pamela Blomgren, Wyndell Campbell, R. D. Keep, Sarah Tarbell and Gabriel Wagner. COMMISSION MEMBERS ABSENT: Stephen Tews. CITY STAFF PRESENT: Andrew Jensen, David Dixon and Marilyn Johannes. OTHERS PRESENT: Brian Booy.

Minutes from the August 2, 2016 Planning and Zoning Commission meeting.

It was moved by Blomgren, seconded by Keep to approve the August 2, 2016 Planning and Zoning Commission minutes. Motion carried unanimously.

Consider nominations and appointment of a Vice-Chair.

Keep said he would be willing to serve as vice-chair of the commission. It was moved by Wagner, seconded by Blomgren to appoint R. D. Keep vice-chair of the commission. Motion carried unanimously.

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

Jensen explained that 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, and a single-family attached structure, although it may look like a duplex, has two dwelling units that sit on separate adjoining parcels with an abutting wall on the lot line with each property possibly owned by a separate entity. However, the two different use types have different requirements in the code. Currently single family attached dwellings have the same lot requirements as single family detached dwellings.

Recently there have been some misunderstandings between builders and city staff regarding the requirements. Oskaloosa Public Works Director Akhilesh Pal inadvertently signed off on a plat that did not meet standards in the code. Staff is recommending several changes to the code to address the matter and to possibly change the minimum lot size requirements for single family dwellings in R-2 and R-3 districts at the same time.

Booy said it is difficult to build a townhouse or duplex with the current code requirements.

Dixon said difficulty when build a duplex and then decide to sell each unit to different owners. Problem is created when you divide ownership. Staff is trying to address the immediate problem and future problems down the road. Pal and Oskaloosa Building Official Wyatt Russell are both on board regarding the recommended changes to the code. Staff prepared and fully supports the proposed changes.

Keep asked if the changes will create problems for realtors. Jensen: Staff recommends changing lot sizes in R2 and R3 to allow these units.

Wagner: Are the two different residential uses built the same way? Booy: Yes.

Campbell: Can we get rid of duplex designation and just have single family attached? Booy: Need to keep duplex because it is a single parcel with two units that are rented out.

Booy: Properties are surveyed after they are built because it is difficult for contractors to get units exactly split in half on a lot.

Campbell: When plat and make two lots with two separate units, how does that affect taxes?

Jensen: This is just a discussion item at this time, can provide commission with that information on taxation at the next meeting.

Campbell: If not built to scale in new code what happens? Jensen: If can't be split correctly, would need to apply for a variance if follow code revisions. Campbell: Think should be contiguous. Jensen: From Planning and Zoning Commission side just dealing with zoning issues not building code requirements.

Jensen indicated where staff failed, the code changes that will be put in place will deal with that so it does not happen again.

Blomgren: City under the International Building Code? Jensen: Currently trying to include IBC specifics in our municipal code.

Tarbell: Concerned about all of these small housing units having several people living in one unit.

Campbell: That usually happens in rental units. I believe this type of housing is for the aging population, after retirement, want less maintenance, less upkeep.

Booy: Contractors pay a lot for an old house on a property just to demolish it. In order to make money on the property need to build a duplex or a single family attached dwelling.

Keep requested information from staff – said he would like to see how could deal with several small houses in a community in one area instead of trailers.

(R. D. Keep left the meeting at 5:35p.m.)

Campbell: Can we have this matter on the October meeting? Jensen: Next step is for the Planning and Zoning Commission to have a public hearing. Campbell asked that the public hearing regarding the proposed zoning changes be put on the October meeting agenda.

Blomgren asked if staff is recommending the changes and Jensen said yes.

Wagner said he would like for staff to look at no parking on hills on C Avenue East near former Grant School.

Campbell announced the city council tabled scheduling the public hearing on the code changes regarding sidewalks until the next city council meeting and that council is having a study session regarding the matter. Campbell recommended that commission members attend the study session

and reach out to City Council members. Johannes said the study session is at 5:00 p.m. on September 19.

Campbell asked staff whether sidewalk code changes apply to redevelopment within two mile radius of Oskaloosa. Staff said they did not think it applies to areas outside the city limits, but said they would check and confirm.

Jensen announced the city received a grant for a northwest planning study in the future regional airport area; expect other development in the area.

The meeting adjourned at 5:42 p.m.

Minutes by Marilyn Johannes



## Planning & Zoning Commission

Meeting Date: October 18, 2016

Requested By: Development Services Dept.

### Item Title:

Consider amending the City of Oskaloosa zoning ordinance by re-zoning the properties located at 1317 A Avenue East from R-3 (Multiple Family Residential) to CC (Community Commercial).

### Explanation:

Dhiren Dholoakia, owner of the property of 1317 A Avenue East as depicted on the attached map, has requested that the two parcels located at that address be re-zoned from R-3 (Multiple Family Residential) to CC (Community Commercial). The total property area is 0.99 acres.

The reason for this rezoning request is that the property owners would like to develop a campground and RV park. The property owners have indicated that it is unpractical to use for property for residential uses.

The CC zoning designation would be consistent with properties adjacent to the south along A Avenue East. Additionally, the only access to this property is by way of an easement across 1315 Avenue East (Americas best Value Inn), which lies directly to the south. Because of this access, there is a direct relationship to the uses in the CC zoning district to the south.

On the other side, changing these parcels to CC would create an "island" of the R-3 zoning district directly to the east at 1407 B Avenue East. Best zoning practices typically try to avoid these types of isolated islands of a single parcel zoning district. Additionally, for properties located at 1242, 1244, and 1248 C Avenue East, designating these parcels as CC would be a significant increase in intensity of adjacent land use.

From staff's perspective, the proposed land use change appears to be inconsistent with the *The Oskaloosa Plan: A Comprehensive Plan for the City of Oskaloosa, Iowa*. This plan identifies the area proposed for re-zoning to be "Urban Residential," which is to have characteristics of "Restrictive land uses, emphasizing housing." More information can be found on page 46 of *The Oskaloosa Plan*.

### Recommended Action:

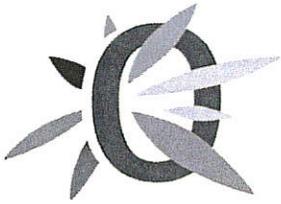
Staff recommends the Planning and Zoning Commission recommend denial of the proposed revisions to the residential regulations in the Oskaloosa Zoning Ordinance.

**Budget Consideration:**

Minimal costs associated with changes to the Oskaloosa Municipal Code.

**Attachments:**

Re-zoning Application, Location Map, and Correspondence received from the public.



# City of Oskaloosa, Iowa

## Public Works Department

804 South D Street, Oskaloosa, IA 52577  
Phone: (641)673-7472 Fax: (641)673-3733

### RE-ZONING APPLICATION

**PLEASE NOTE:** Site plans, elevations, drawings, or any other material determined by the Zoning Administrator to be necessary to describe the requested re-zoning and proposed land uses to the Planning and Zoning Commission and/or the City Council must be included with this application.

#### Re-Zoning Request Information

Property Address: Aff Ave East Oskaloosa / 1317 A AVE E

Property Legal Description: \_\_\_\_\_

Current Zoning: R-3

Current Land Use: None

Proposed Zoning: \* CC

Proposed Land Use: Camp Ground and RV Park

Reason for Re-Zone Request: \* SEE ATTACHED

Application Fee Amount:  
\$250.00

#### Contact Information:

Public Works Dept.  
**Akhilesh Pal, P.E.**  
akhilesh.pal@oskaloosaiowa.org

Building Official  
**Wyatt Russell**  
wyatt.russell@oskaloosaiowa.org

Engineer Technician  
**Nathan Willey**  
nathan.willey@oskaloosaiowa.org

#### Contact Information

Owner: Dhiren Dholakia (402) 517-8902  
Name Phone  
1315 A Ave E Oskaloosa, IA Dhiren.Dholakia@gmail.com  
Address Email

Applicant: \_\_\_\_\_  
Name Phone  
Address Email

#### OFFICE USE ONLY

Date Received:  
9/9/2016

Date Fee Paid:  
9/9/2016

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner Signature:  Date: 09/09/16

The Lots are under Zone R and never been used before for anything, we would like to have opportunity to develop and provide a Camp & or RV Parking spots to the visitors from out of town and convert those unproductive lots into a productive that way these lots which never produce any revenue for city or a community. We can give chance to these lots to contribute to the community and produce some Tax income to the City of Oskaloosa.

Another reason that we would like City to consider RE-Zoning that the Easement Rights for these two lots are from the commercial property (Which is from a Motel calls Americas Best Value Inn), there is no direct access to these two lots from anywhere else. There is not much of options to develop this lots for a residence use because of no direct accessibility to the Lots.

While we develop the Property we will take care of full privacy for our neighbors with installing 8' Privacy Fence all around the property.

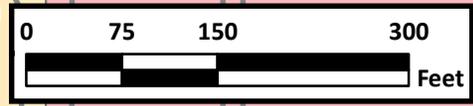
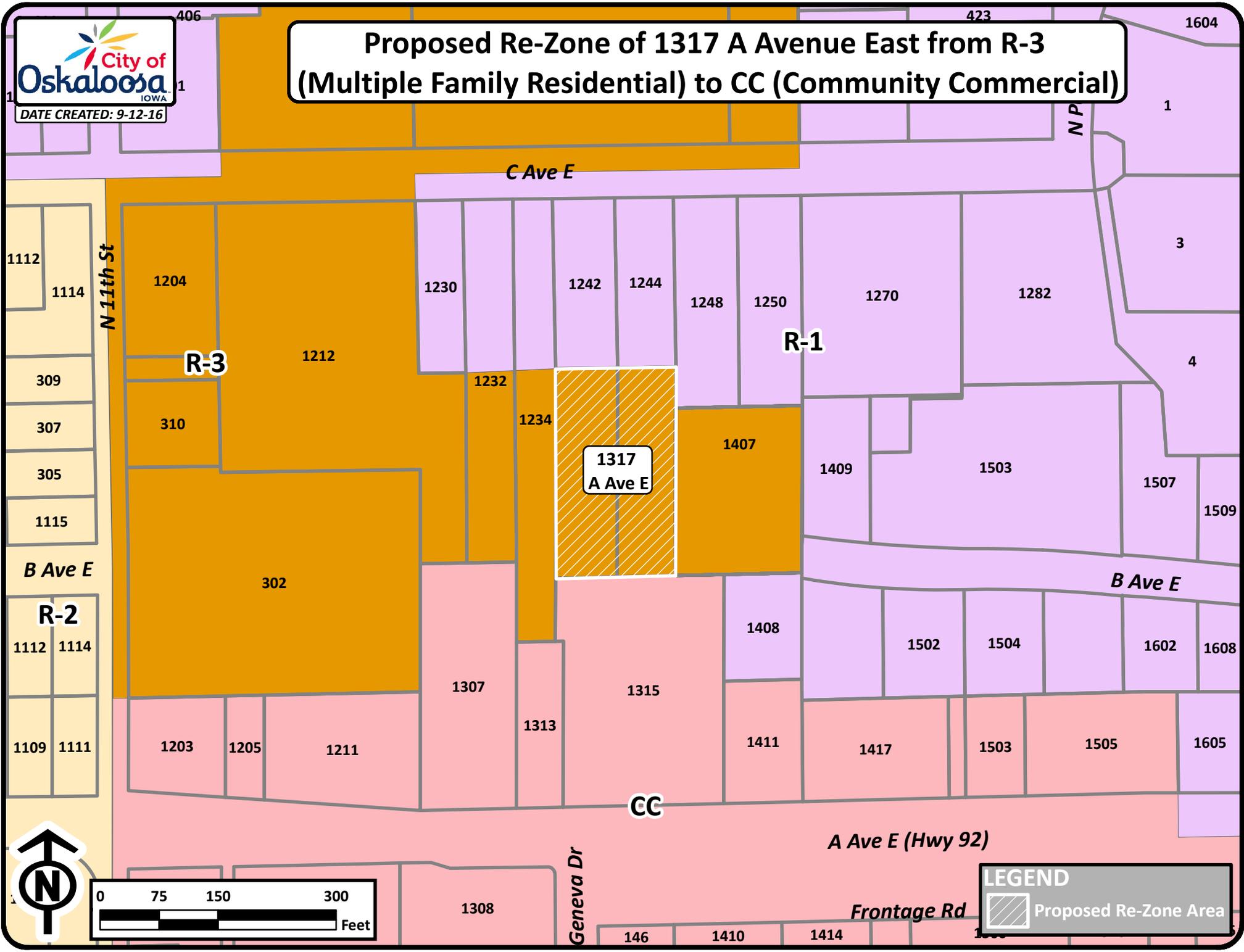
Fair ground is providing the facility for Camper and/or RV Parking in town but they closes the facility in winter time so at that time we can have that business in town instead of letting that business go somewhere else and generate some tax revenue for City in the slow period.

  
09/09/16



DATE CREATED: 9-12-16

# Proposed Re-Zone of 1317 A Avenue East from R-3 (Multiple Family Residential) to CC (Community Commercial)



**LEGEND**

 Proposed Re-Zone Area

September 24, 2016

Mr. Andrew Jensen  
Development Services Director  
City of Oskaloosa  
220 S. Mkt.  
Oskaloosa, Iowa 52577

Dear Mr. Jensen,

Thank you for your explanation of the proposed re-zoning of 1317 A Avenue East from R-3 to CC. I had not realized the motel was now the owner of that property and that it is now an A Ave. East address.

The property borders my backyard and that of my neighbor to the east. As this is a residential neighborhood of family homes and residential apartment buildings with all ages of residents. I strongly object to the rezoning.

The planned use of this area as a campground for RV housing of itinerant construction workers would drastically lower neighborhood property values. There is a safety factor as the dwellers would not be permanent residents and there would be a constant turnover. I'm sure there would also be a noise factor to consider.

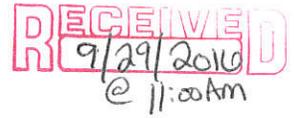
For these reasons I feel strongly that a proposed rezoning would be very detrimental not only to my property but that of the neighborhood. I doubt any residential area of Oskaloosa would welcome a change of this type

Please make my thoughts known to the Planning and Zoning Commission.

Thank you for your consideration.

Sincerely,

Marjorie A. Jackson  
1242 C Ave. East  
Oskaloosa, Iowa  
641 673 9646



Mark Tennison  
1244 C Ave East  
Oskaloosa, IA 52577

September 29, 2016

Subject: Rezoning of property at 1317 A Ave East to be used for campground/ RV Park.

To whom it may concern,

As the property owner, at the address list above, I am strong against the rezoning of the lot at 1317 A Ave East. A campground/RV Park doesn't fit into the area of a mostly residential district. I feel that, if approved, that this will cause a decrease in my property value. I am concerned with the noise that this will generate with multiple camper/RV's on this lot and I am concerned that people living in the Park will use my property as an easy access to walk from the RV Park to the Hospital, which is directly across from my house. There are already people cutting through this lot and through mine and neighboring properties to get to the hospital. I'm not sure where they are coming from at this point but a Campground/RV Park will only increase this issue.

The City Codes states that I personally can't have a camper/RV on my property and live in it for more than three consecutive days or 14 days in a calendar year and that I can't hook that camper/RV to city utilities. So why are we going to allow a campground/RV Park in the middle of a residential area and allow them to hook to city utilities and use this as a somewhat permanent residents?

**17.28.080 - Parking for personal and recreational vehicles.**

*C. Special Provisions for Recreational Vehicles and Boats. Parking and storage of recreational vehicles and boats within residential districts is subject to the following additional conditions. These conditions are in addition to those requirements for the parking of personal vehicles.*

*3. Recreational vehicles may be used as temporary parking by guests for a maximum of three consecutive days or fourteen days total during any calendar year. Cooking in a recreational vehicle or boat is prohibited at all times. Recreational vehicles or boats shall not be occupied for living purposes.*

*4. Recreational vehicles and boats may not be permanently connected to utility lines. Sewer hookups are prohibited at all times.*

The City Code also states that a future campground has to be a minimum size of one acre. This lot is slightly less than one acre and should not be allowed by current city code.

**17.22.050 - Supplemental use regulations-Commercial uses.**

*Campgrounds.*

*1. Minimum Size. Each campground established after the effective date of the ordinance codified in this title shall have a minimum size of one acre.*

By definition of the current city code, a campground is to be used for travelers to stay in and that they can only stay for no more than seven consecutive days. This proposed park, to me, sounds more like a permanent campground where people can live indefinitely.

**17.06.070 - Commercial use types.**

*Campground. Facilities providing camping or parking areas and incidental services for travelers in recreational vehicles or tents, which accommodate each guest or visitor for no more than seven consecutive days during any one-month period.*

When I moved into this house almost ten years ago, I checked to see what the vacant lot behind my house was zoned as, and found out that it is zoned as an R-3 (Multiple-Family Residential District), which I am fine with. I would much rather see an apartment building similar to the current apartment at the end of the B Ave East extension than a campground/RV Park.

I am asking you to consider how you would feel if someone wanted to place a campground/RV Park next to your house, in your residential neighborhood. Or better yet, take a drive through the current trailer park on Pella Ave, would you want that to move next door to you?

Sincerely,  
Mark Tennison

City of Oskaloosa  
Planning and Zoning Commission  
220 South Market Street  
Oskaloosa, Iowa 52577

October 10, 2016

Re: Proposed Rezoning of 1317 A Avenue East, Oskaloosa, IA 52577

Good day,

My name is Bob Walton, a fifth generation family resident of Oskaloosa. My wife (Ruth) and I moved to 1602 B Avenue East (B Ave) in 1977. We reside in the fourth house east of 1317 A Ave E (1317) on the south side of B Ave. We have a clear, but narrower view of 1317. Those of us living in that neighborhood and affected by the proposed rezoning appreciate the opportunity to make our thoughts known.

After I read the rezoning notification letter and gave the map a brief look, I grabbed a camera and took a short walk to 1317. While on my journey through the area I snapped several high resolution pictures of the site and surrounding residential areas. I observed the only vehicle access to 1317 is a narrow driveway running up the hill from A Ave along the west side of the central motel building. Make no mistake, this driveway connects to a large parcel of ground!

The ground rises rather sharply from A Ave up to C Ave, with the 1317 parcel slightly higher than B Ave. Because of this mid-level position, 1317 is quite visible from C Ave above. With an elevation above that of B Ave on the east, B Ave resident's view of 1317 varies from a wide open view at Roger Duven's apartments and B Ave homes to a more narrow view extending east to approximately 1608 B Ave East.

After walking the ground, I compared what I saw with the Zone Map and something immediately jumped out at me. The 1317 parcel is "land locked." It is isolated on three sides by residential zoning: R3 and R1 to the west; R1 to the north; an adjacent R3 apartment house and R1 homes (in close proximity) to the east.

A campground and RV parking on this site would pose two large and immediate negatives for the surrounding residential neighbors. The first negative is: a constant view of vehicles and clutter (possibly fenced in) as well as noise generated by vehicles and people coming and going at all hours of the day and night. Metal fencing would only make it look worse.

The second negative (of perhaps more importance) is pedestrian encroachment in the surrounding residential neighborhoods, with a wide open exit path to B Ave. Kids being kids, campers being campers and RV'ers doing their thing, each is motivated to move around and not be confined in a small area. If that weren't true they wouldn't be out there in the first place. This is why campgrounds and RV parking lots are located away from housing, generally outside corporate city limits. KOA Campgrounds is but one example. Fences were built for kids to climb. Remember?

Unfortunately, the camper's unimpeded path to roam leads directly east past the Duven' Apartments and on to B Ave, a street with no sidewalks. The inevitable human traffic will lead to varying degrees of trespass and who knows what other mischief. This is a prescription for trouble.

On the basis of what I observed, I now voice my strong opposition to the proposed rezoning of 1317 to CC. In my view, a campground and/or RV parking is entirely incompatible in a residential neighborhood, and it would inevitably lead to conflict with the residents.

The current owners are no doubt counting on their recently acquired motel to secure your "Yes" vote. They stated to me, "If it became an objective eyesore to the neighbors they would just fence it in." Not exactly a confidence builder, is it? Vote "No".

Sincerely,

  
Bob Walton

**From:** [Lyle Siefering](#)  
**To:** [Andrew Jensen](#)  
**Subject:** 1317 A Ave E Rezoning  
**Date:** Sunday, October 02, 2016 4:37:09 PM  
**Attachments:** [sharp@hawkeye-re.com\\_20161002\\_162903.pdf](#)

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Dear Mr. Jensen,

I was shocked when I received the letter about rezoning this property to allow campers to use this for camp ground. I think this would be very inappropriate in the middle of the residential area. I have labeled where we live and granted it is a few properties away but what keeps more properties asking for the same thing once this starts.

This is to let you know to pass on to the Planning and Zoning Commission that we recommend that they deny this request.

Regards,

Lyle and Becky Siefering

Lyle Siefering  
Broker Associate/Owner  
(641) 673-6683 Office  
(641) 660-8424 Mobile  
(641) 673-9224 Fax  
Lyle@hawkeye-re.com  
Hawkeye Real Estate  
121 High Ave. E.  
Oskaloosa, IA 52577  
Chris Roach, Broker  
Licensed in the State of Iowa  
<http://www.hawkeye-re.com>

-----Original Message-----

From: sharp@hawkeye-re.com [<mailto:sharp@hawkeye-re.com>] On Behalf Of sharp@  
Sent: Sunday, October 2, 2016 4:29 PM  
To: Lyle Siefering  
Subject: Scanned image from Hawkeye Real Estate

Reply to: sharp@hawkeye-re.com <sharp@hawkeye-re.com> Device Name: Hawkeye Real Estate Device Model:  
MX-4140N  
Location: Not Set

File Format: PDF (High)  
Resolution: 200dpi x 200dpi

Attached file is scanned image in PDF format.  
Use Acrobat(R)Reader(R) or Adobe(R)Reader(R) of Adobe Systems Incorporated to view the document.  
Adobe(R)Reader(R) can be downloaded from the following URL:  
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<http://www.adobe.com/>

PETITION

RECEIVED

Petition to: Oskaloosa Planning and Zoning Commission  
Oskaloosa City Council

OCT 03 2016

CITY CLERK OF OSKALOOSA

Petition Summary:

Action petitioned for: We the undersigned are concerned citizens who urge:

that the proposed rezoning of the property located at 1317 A Avenue East from R-3 (Multiple Family Residential District) to CC (Community Commercial District) not be enacted.

Reason: The purpose of rezoning is to create a RV campground for temporary construction workers with a constant turnover of dwellers. This is now a neighborhood of family and apartment homes with residents of all ages. It is felt the rezoning would lower the property values and perhaps cause instability of the said neighborhood.

Signature	Printed Name	Address	Phone #
1. <i>Mark Tennison</i>	Mark Tennison	1244 C Ave E	641-676-3073
2. <i>Marjorie Jackson</i>	Marjorie Jackson	1242 C Ave E	641-673-9646
3. <i>Mike Rusted</i>	Mike Rusted	1234 C Ave E	641-673-8777
4. <i>Trevor Hoeksema</i>	TREVOR HOEKSEMA	1230 C Ave E	641-629-1434
5. <i>Virginia I. Walker</i>	Virginia I. Walker	1282 C Ave E	641-673-4348
6. <i>Eric Patmer</i>	Eric Patmer	1117 C Ave E	641 673-7589
7. <i>Rick Cady</i>	Rick Cady	1307 AVE E	(641) 660-1499
8. <i>Blen [unclear]</i>	1283 C Ave <del>East</del>		
9. <i>[unclear]</i>	1250 C Ave E		515 783 4528
10. <i>Joel Wynes</i>	(Printed name #9)		
<i>husband &amp; wife</i>	Waylon Williams	1248 C Ave East	641 670 0320
	Hilly Harsel man	" "	641 670 0514



## Planning & Zoning Commission

Meeting Date: October 18, 2016  
Requested By: Development Services Dept.

### Item Title: PUBLIC HEARING

Consider changes to the Oskaloosa Municipal Code that would change minimum lot requirements in the R-1, R-2, and R-3 zoning districts.

### Explanation:

At their meeting on September 7, 2016, the Planning and Zoning Commission discussed possible changes to Table 17.08C, which provides site development regulations. The proposed changes:

1. Reduce the minimum lot sizes for Single-Family Detached dwellings; and
2. Create specific regulations for Single-Family Attached dwellings.

Additionally, the proposed changes remove the double side-yard setbacks for Single-Family Attached dwellings. As a result of that discussion, a public hearing was scheduled to consider the proposed revisions to Table 17.08C Summary of Site Development Regulations in the Oskaloosa Municipal Code, which are shown on the following page, and to consider removing the following section from the Oskaloosa Municipal Code:

~~17.22.030~~

- ~~B. Single-Family Attached. When permitted, the minimum side yard opposite the common wall shall be equal to twice the normal required side yard.~~

For additional perspective on these issues, staff has attached a short document with background information.

### Recommended Action:

Staff recommends the Planning and Zoning Commission recommend approval of the proposed revisions to the residential regulations in the Oskaloosa Zoning Ordinance.

### Budget Consideration:

Minimal costs associated with changes to the Oskaloosa Municipal Code.

### Attachments:

Oskaloosa Municipal Code table 17.08C Summary of Site Development Regulations  
Proposed Residential Zoning Changes Background

Oskaloosa Municipal Code (OMC) 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	<del>8,400</del> 6,800	<del>7,200</del> 6,000	4,000
<b>Single-family attached</b>	---	---	7,500	5,000	4,200	4,000
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	150
<b>Single-family attached</b>				40	35	
Duplex				80	70	
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	<del>8,400</del> 6,800	<del>7,200</del> 5,500	5,000 per unit
<b>Single-family attached</b>			7,500	5,000	5,000	
Two-family, duplex	20 acres	2 acres		5,000	4,200	
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	15	15	50
Interior side yard (Note 2)	50	15	7	7	7	50
<u>1 to 1.5 stories</u>	50	20	10	10	10	
2-3 stories	NA	NA	NA	NA	13	
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%

## Proposed Residential Zoning Changes Background

In Oskaloosa Municipal Code, section 17.06.040, duplexes are defined as:

*The use of a legally-described lot for two dwelling units, each occupied by one family within a single building, excluding manufactured or mobile home units, but including modular housing units.*

In Oskaloosa Municipal Code, section 17.06.040, single-family attached is defined as:

*A single-family residential use in which one dwelling unit is located on a single lot and is attached by a common vertical wall to only one other adjacent dwelling unit on another single lot.*

Presently, single-family attached have the same lot requirements as single-family detached dwellings. 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 OMC 17.22.030 (B), which reads:

*Single-Family Attached. When permitted, the minimum side yard opposite the common wall shall be equal to twice the normal required side yard.*

In the R-1 zoning district, staff recommends amending Table 17.08C as follows:

- 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.

In the R-2 zoning district, staff recommends amending Table 17.08C as follows:

- Minimum lot areas 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 area would be added, which corresponds to half of the currently required 80-foot minimum for duplexes.

In the R-3 zoning district, staff recommends amending Table 17.08C as follows:

- Minimum lot areas 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 area would be added, which corresponds to half of the currently required 70-foot minimum for duplexes.

If all proposed changes are adopted, single-family attached homes will be permitted on all lots where duplexes are currently permitted. Additionally, the vast majority of existing parcels in the R-2 and R-3 zoning districts will meet the minimum lot requirements for new single-family detached homes. Overall, staff understanding is that this will reduce the burden on home builders and residents pursuing new infill developments, while preserving the existing character and physical development pattern of the city's older neighborhoods.



**Planning & Zoning Commission**  
Meeting Date: October 18, 2016  
Requested By: Development Services Dept.

**Item Title:**

Discussion of potential future agenda items.

**Explanation:**

This item is intended for an open discussion between staff and the Planning and Zoning Commission about potential future agenda priorities. Back in October, 2015, the Commission had a similar discussion where sidewalk requirements and minimum lot sizes were identified as priority issues. Other items discussed at that time were city-wide ally vacations and a two-mile extension of extra territorial zoning. The Commission agreed to discuss these items at a future date.

Staff requests that the Commission also discuss the Northwest Planning Study, tiny home regulations, and ongoing educational opportunities for planning commissioners.

**Budget Consideration:**

None

**Attachments:**

None

## Scope of Work Northwest Oskaloosa Planning Area

### I. PROJECT OBJECTIVES:

The proposed South Central Regional Airport and the US Highway 63 Bypass will require the acquisition of land to accommodate the ultimate development of these public improvements. As these proposed improvements are implemented, existing land uses are expected to change.

Recognizing that existing land use patterns may change, the City of Oskaloosa recognizes the need to develop a future land use plan for the area that may be affected as a result of the two public improvements being implemented. The City desires to advocate future land uses that are compatible with the proposed South Central Regional Airport as well as the US Highway 63 Bypass.

To that end, the City desires to develop a Future Land Use Plan for an area described generally as the northwest quadrant of the City and the area extending to the northwest. The existing Comprehensive Future Land Use Plan may be amended to incorporate future land use recommendations.

The existing Zoning District Regulations will be reviewed. The Zoning District Regulations (City of Oskaloosa) provide a tool to implement the Future Land Use Plan.

Since the imaginary surfaces of the proposed airport extend over the incorporated city and corporate boundary; the City desires to develop an Airport Height Restriction Zoning Ordinance for consideration. The purpose of the Airport Height Restriction Zoning Ordinance is to protect the airport air space and approaches to the Proposed South Central Regional Airport. Mahaska County will be encouraged to adopt similar language.

### II. PROJECT AREA:

The project area extends west from US Highway 63 to Highland Avenue and north from IA Highway 92 to 210<sup>th</sup> Street. Nearly all of the project area is located within unincorporated Mahaska County. The study area includes the proposed South Central Regional Airport (Site A) and the proposed US 63 Bypass corridor.

The Lacey Sports Complex, Oskaloosa Elementary School, Mahaska County Fairgrounds, William Penn University and several public parks are located in the study area.

The project will focus for the most part on the area west of Union Pacific Railroad to IA 163 and north between 238<sup>th</sup> Street and 210<sup>th</sup> Street. In addition, the area in the

immediate vicinity of the IA 92/IA 163 interchange will be addressed in greater detail than the remaining study area located within the corporate boundary.

The footprint associated with the proposed South Central Regional Airport consists of two areas. The first is defined by the proposed property acquisition area. The second is defined by FAR Part 77 – Airport Airspace.

### III. URBAN/RURAL SERVICE AREA

The project study area extends over a relatively large area. Future development pressures typically develop around nodes or along transportation corridors. The City can control development to some extent through zoning and delivery of municipal services. To that end, the consultant will define the study area in terms of:

- Urban Service Area 1: All Municipal Services Provided
- Urban Service Area 2: Partial Municipal Services
- Rural – No Municipal Services

The development density (population and/or employment) is related in part to the availability of municipal services.

Prior to developing a Future Land Use Plan, areas that can reasonably be served with municipal infrastructure should be identified. The highway corridor and in particular the areas around the proposed US63/IA163 Interchange will experience some level of development. These future development areas are located within the airport imaginary surfaces as defined by FAR Part 77.

The Consultant will collaborate with the City staff to determine which geographic areas can reasonably be served with water, sanitary sewer, roads, as well as other municipal services (fire protection, law enforcement, etc.)

Those areas that exhibit development potential, but more difficult to serve, will be identified and referenced as Urban Service Area II or Urban Reserve.

### IV. LAND USE PLAN

Once the Urban/Rural Service Areas are defined, the Future Land Use Plan for the Study Area will be prepared. The generalized Future Land Use Plan will show.

- Proposed US 63 Highway Corridor/US 63-IA163 Interchange Alternatives
- Proposed South Central Regional Airport
- Residential (Dwelling Units/Acre) Density
- Commercial/General Business/Mixed Uses
- Institutional/Public Owned
- Open Space/Recreation/Environmental Resource Protection
- Agriculture

The Future Land Use Plan will incorporate guidance and recommendations from the Iowa Airport Land Use Guidebook. The Guidebook provides recommendations related to land uses generally compatible with airport operations.

- The Proposed South Central Regional Airport has been entered into the NPIAS and is an “obligated” to adhere to federal grant assurances:
- Federal Grant Assurance 21: Compatible Land Use (See FAA Federal Grant Assurance 21)

#### V. LAND USE ZONING

The intent is to apply District Regulations as set forth in the City’s Zoning Ordinance.

- Uses Permitted By Right
- Conditional Uses
- Bulk Regulations

Since Mahaska County has not adopted a land use plan or zoning, the City may extend its zoning regulations two miles beyond the corporate boundary.

Should the City incorporate territory beyond the current boundary so as to include some of the US 63 Bypass Corridor, the area subject to regulation will include some of the unincorporated territory between the new boundary and the South Central Regional Airport.

#### VI. AIRPORT HEIGHT RESTRICTION

A draft height restriction ordinance based on the imaginary surfaces associated with the proposed South Central Regional Airport will be prepared.

- Primary Surface
- Transitional Surface
- Approach Surface
- Horizontal Surface
- Conical Surface

The draft ordinance is intended to protect the airspace associated with the proposed South Central Regional Airport. The draft ordinance should identify which entity will administer the ordinance.

- Staff administration/review/permitting
- Planning and Zoning Review/Action
- Board of Adjustment

**VII. MEETINGS:**

The following number of meetings may be required.

- Staff Meetings: Five (5)
- Steering Committee Meetings: Three (3)
- Oskaloosa Planning and Zoning Commission: Two (2)

**VIII. DELIVERABLES:**

The Consultant will provide the following deliverables, (electronic).

- Land Use Plan (Study Area-New)
- Draft Airport Height Restriction Zoning Ordinance (New)

**IX. STEERING COMMITTEE:**

Creation of a Steering Committee is recommended to assist in the development of the Future Land Use Plan and Airport Height Restriction Ordinance. The Committee Chairperson may present the plan recommendations to the Oskaloosa Plan and Zoning Commission, South Central Regional Airport Board, City Council and Board of Supervisors.

**X. TIME TO COMPLETE**

The Consultant will complete the Scope of Work within nine (9) months from the date of Notice to Proceed. The project is expected to begin after July 1, 2016 (State Fiscal Year 2017).

**XI. DELIVERABLES**

- Future Land Use Plan (30 copies, 2-CD's)
- Draft Airport Height Restriction Ordinance (20 copies, 2-CD's)

**XII. IOWA DOT – OFFICE OF AVIATION**

A request for funding assistance will be submitted to the Iowa DOT – Office of Aviation. One (1) electronic copy of the deliverables will be provided to the Office of Aviation.

**PLANNING & ZONING COMMISSION ATTENDANCE**

	Present Members					
	<b>Pam Blomgren</b>	<b>Wyndell Campbell</b>	<b>RD Keep</b>	<b>Sarah Tarbell</b>	<b>Stephen Tews</b>	<b>Gabriel Wagner</b>
<b>1/12/2015</b>	Present	Present	Present	Absent		
<b>3/9/2015</b>	Present	Present	Present	Present		
<b>3/19/2015</b>	Present	Present	Present	Present		
<b>4/13/2015</b>	Present	Present	Present	Present		
<b>5/11/2015</b>	Present	Present	Present	Present		Present
<b>6/8/2015</b>	Present	Absent	Present	Present	Absent	Present
<b>7/13/2015</b>	Present	Present	Present	Present	Present	Present
<b>8/10/2015</b>	Present	Present	Absent	Present	Present	Present
<b>9/14/2015</b>	Present	Present	Present	Absent	Present	Present
<b>10/12/2015</b>	Present	Present	Present	Present	Present	Present
<b>10/13/2015</b>	Present	Present	Present	Present	Absent	Present
<b>11/9/2015</b>	Present	Present	Present	Absent	Present	Absent
<b>1/11/2016</b>	Present	Present	Present	Present	Present	Present
<b>3/14/2016</b>	Absent	Present	Present	Present	Present	Present
<b>4/11/2016</b>	Present	Present	Present	Absent	Present	Absent
<b>5/9/2016</b>	Present	Present	Present	Present	Present	Present
<b>5/24/2016</b>	Present	Present	Present	Present	Present	Absent
<b>6/7/2016</b>	Present	Present	Present	Present	Present	Present
<b>7/6/2016</b>	Present	Present	Absent	Absent	Present	Present
<b>8/2/2016</b>	Present	Present	Present	Present	Present	Present
<b>9/7/2016</b>	Present	Present	Present	Present	Absent	Present

\* Adopted Attendance Policy  
2/11/2013