



**City of Oskaloosa
Planning and Zoning Commission
Council Chambers
City Hall, 220 S. Market Street
Oskaloosa IA, 52577
Agenda**

1. Roll Call

Chair: Barnhart____; Members: Blomgren____;Campbell; Collins____; Jensen____;
Keep____; Tarbell____;

2. Approval of the Minutes

A. Approval of the minutes for the December 8, 2014 meeting

Documents: [DECEMBER 8_2014 PZ MINUTES.PDF](#)

3. Ordinances

A. Consider an Ordinance amending Oskaloosa City Code Chapter 12 Streets, Sidewalks, and Public Places by adding 12.46 Farmers' and Public Markets.

Documents: [AGENDA ITEM FARMERS MARKET.DOCX](#), [ORDINACE FARMERS MARKET.DOCX](#)

B. Consider an Ordinance amending Oskaloosa City Code Section 12.44 to include Community Gardens.

Documents: [AGENDA ITEM COMMUNITY GARDENS.DOCX](#), [ORDINACE COMMUNITY GARDEN.DOCX](#)

4. 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
December 8, 2014

A regularly-scheduled meeting of the Planning and Zoning (P&Z) Commission for the City of Oskaloosa was called to order at 4:32 p.m. on Monday, December 8, 2014, by Holden Barnhart, at 220 South Market Street, Oskaloosa, Iowa.

COMMISSION MEMBERS PRESENT: Holden Barnhart, Pamela Blomgren, Wyndell Campbell, Dawn Collins, Andrew Jensen (arrived at 4:35 p.m.), R.D. Keep and Sarah Tarbell. COMMISSION MEMBERS ABSENT: None. CITY STAFF PRESENT: Wyatt Russell, Dylan Mulfinger and Amie Roberts.

Minutes from the November 10, 2014 Planning and Zoning Commission meeting.

It was moved by Keep, seconded by Blomgren to approve the November 10, 2014 Planning and Zoning Commission minutes. The Vote was: YES- Barnhart, Blomgren, Campbell, Collins, Keep and Tarbell. NO- None. ABSENT: Jensen. Motion carried.

Item 3-A Consider an Ordinance amendment to accommodate existing non-conforming residential development in Oskaloosa Municipal Code Sections 17.24.020, 17.32.030, and adding 17.32.070 for discontinued non-conforming development.

(Jensen entered the meeting). Russell gave an overview of the Ordinance to be amended and explained the changes to 17.24.020 Section C. He also explained the changes to 17.32.03 Section C 2, and 17.32.070 Section A.

The Commission discussed the language in the proposed code change, Blomgren wanted to know the definition of natural disaster. Campbell looked up the definition and said it was “a natural event such as a flood, earthquake, or hurricane that causes great damage or loss of life.” Blomgren did not like the use of the term natural disaster because it could be too restrictive, in the case of a water heater failure that caught a dwelling on fire, which is not a natural disaster, but still was not intentionally done to destroy the dwelling.

Blomgren made a motion, Collins seconded to accept the language and change natural disaster in 17.24.020 Section C to destroyed or damaged excluding purposeful destruction. Barnhart then discussed the language for building within the current footprint without an increase in gross floor area, or building to the setbacks within table 17.08C. Barnhart brought the example of having a large house on a small lot and if we made the owner rebuild to current setbacks that would make them reduce the gross floor area. After further discussion among the Commission, Blomgren made a motion, Collins seconded to amend the original motion to accept new language in the stipulations to read; The dwelling should meet the requirements set forth in Table 17.08C except the minimum lot area; however, if setbacks cannot be met from Table 17.08C, then the dwelling shall be allowed to be built on the original footprint without an increase in the gross floor area. The vote was: YES: Barnhart, Blomgren, Campbell, Collins, Jensen, Keep and Tarbell. NO- None. Motion carried.

Item 4-A Consider a Resolution Approving a Complete Streets Policy and Directing Staff to Develop Implementation Strategies to Increase the Usability of All Streets for All Modes of Travel for People of All Ages and Abilities in Oskaloosa.

Mulfinger presented the P&Z Commission with a Complete Streets presentation. After the presentation The Commission asked questions of Mulfinger about Complete Streets. The questions included if

accidents have increased or decreased where cities have adopted the complete streets, definition and example of a road diet, and changes in landscape median examples located at Smokey Row and William Penn University crosswalks.

Further discussion was made about the policy and how it would look. Staff told the Commission that every project is individualized and that this policy is not to give free reign in design, but rather opens options up to help accommodate all modes of transportation within Oskaloosa when doing future projects

Blomgren motioned, Jensen seconded to have City Council receive the resolution for review and approval. The vote was: YES: Blomgren, Collins, Jensen, Keep and Tarbell. NO: Barnhart and Campbell.

The meeting adjourned at 5:45 p. m.

Minutes by Amie Roberts



Planning and Zoning

Meeting Date: January 12, 2015

Requested By: City Manager's Office

Item Title:

Consider an Ordinance amending Oskaloosa City Code Chapter 12 Streets, Sidewalks, and Public Places by adding 12.46 Farmers' and Public Markets.

Explanation :

The City of Oskaloosa is considering adding 12.46 Farmers' and Public Market to Chapter 12 Streets, Sidewalks, and Public Places Park Regulations to promote and protect sites for Farmers' Markets in Oskaloosa. The city has worked informally with the Oskaloosa Farmers' Market in the past and now would like to formalize that process through code. This code change will create a formal permit process that allows markets on city property.

The City of Oskaloosa recognizes that Farmers' Markets provide fresh produce to community residents, supports local farmers, serves as a community gathering place, builds social connections and promotes the use of downtown.

Creating an ordinance formalizing the process for Farmers' and Public Markets will assist the community in its efforts to become a certified Blue Zones Community.

Budget Consideration:

Costs associated with making modifications to the Oskaloosa Municipal Code. Staff time required for processing application and providing street closure.

Attachments :

Ordinance

ORDINANCE NO. _____

**AN ORDINANCE AMENDING THE OSKALOOSA, IOWA CITY CODE 12 STREETS,
SIDEWALKS, AND PUBLIC PLACES BY ADDING PROVISION 12.46 FARMERS AND
PUBLIC MARKETS**

BE IT ENACTED by the City Council of the City of Oskaloosa, Iowa:

SECTION 1. CHAPTER 12 Streets, Sidewalks, And Public Places is amended by adding the following language

Chapter 12.46.000 Farmers' or Public Market

12.46.010 - Definitions

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Farmers' or public market means a sale of products, the majority of which have been produced in the state, including but not limited to raw fresh vegetables, fruit, honey, herbs, flowers, plants, nuts, baked goods or handcrafted items which conform to all applicable city, county or state health and safety provisions, particularly state department of agriculture and land stewardship regulations, and which are offered for sale by any person, business, or organization on a portion of or entirely on a public street, sidewalk, alley, park or public place during set hours, no more than two days per week within a one-year period.

Market manager means a person who or organization which holds a farmers' or public market permit and who organizes the participants of the market, promulgates regulations for the conduct of the market consistent with section 12.46.080 of this division, and generally is responsible for the operation of the market.

12.46.020 - Required.

No person shall conduct a farmers' or public market, as defined in section 12.46.010 of this division, without first having obtained a permit as provided in sections 12.46.030 and 12.46.040 of this division.

12.46.030 - Application.

Any person applying for a permit to conduct a farmers' or public market shall make written application to the Public Works Department or designated office at least 30 days prior to the first proposed date for the market. No permit shall be issued unless an application is filed with the city and all additional materials stated in the application are submitted.

Applicants must follow all rules and regulations in accordance with street closures.

12.46.040. - Issuance.

Upon the Public Works Department determining that a person or organization applying for farmers' or public market permit has complied with the terms of section 102-558 of this division; the chief of police, and, if a market is held in a park, the director of park and recreation and that the proposed sale will not reasonably disrupt pedestrian and vehicular traffic in the area of the market; that no other application has been submitted which proposes a similar geographic location for the market; that the city ordinances will be obeyed in the conduct of the market; the Public Works Department shall issue a permit to conduct a farmers' or public market. If the permit is denied, the Public Works Department shall state the reason therefor on the face of the application and shall so inform the applicant. No farmers' or public market permit shall be issued for a market within any residential zone of the city.

12.46.050 - Appeal of denial.

Any farmers' or public market permit denial may be appealed to the City Council at the next scheduled council meeting by submitting a written request for appeal to the Public Works Department. The City Council shall consider the denial and shall either affirm the denial or direct the Public Works Department to issue the permit. The City Council shall base its decision upon a review of the application, the reasons for denial, and any statements from interested parties. If more than one application has been submitted which proposes a farmers' or public market in similar geographic locations, the City Council shall consider the following criteria to determine which application to grant:

- (1) Experience in managing a farmers' or public market.
- (2) For what purpose the proceeds of the farmers' or public market will be used.

12.46.060 - Duration.

The farmers' or public market permit shall be issued in the name of the market manager and contain the dates of the sale and shall be valid through December 31 of the year in which the market is held.

12.46.070 - Fee.

- (a) There is no fee associated with conducting or holding a farmers' or public Market in the City of Oskaloosa.

12.46.080 - Market manager's responsibilities.

- (a) Under this division, the market manager's responsibilities shall be to:
 - (1) Contact the Public Works Department to arrange for the appropriate signs and/or barriers to control traffic and/or parking in the area of the market, including but not limited to obtaining street closing permits and any other permit required by this Code.

- (2) Ensure that trash containers are provided in the market and that the market area is reasonably free of trash during and at the close of the market.
- (b) Failure to comply with any of the subsections in subsection (a) of this section shall be punishable as a simple misdemeanor and may result in the revocation of the farmers' or public market permit.

12.46.090 - Conduct of permittee.

A farmers' or public market permittee as well as all agents, employees or representatives shall comply with the following in conducting a farmers' or public market:

- (1) No person shall conduct a farmers' or public market from 10:00 p.m. until 7:00 a.m. the following day.
- (2) No person shall erect booths, tables, or display merchandise in such a manner so as to block pedestrian or vehicular traffic, unless a street has been designated and is blocked off for the farmers' market.
- (3) No person shall erect booths, tables, or display merchandise or in any other manner participate in a farmers' or public market without the express consent of the market manager.

SECTION 2. WHEN EFFECTIVE. This amendment to the ordinance shall be in effect from and after its final passage, approval, and publication by law.

Passed by the Council the _____ day of _____ 2014,
and approved this _____ day of _____ 2014.

David Krutzfeldt, Mayor

ATTEST:

Amy Miller, City Clerk

I certify that the foregoing was published as Ordinance No. _____ on the
_____ day of _____ 2014.

Amy Miller, City Clerk



Planning and Zoning

Meeting Date: January 12, 2014

Requested By: City Manager's Office

Item Title:

Consider an Ordinance amending Oskaloosa City Code Section Miscellaneous Regulations 12.48 to include Community Gardens.

Explanation :

The City is adding Community Gardens to the Oskaloosa Municipal Code Miscellaneous Regulations 12.48. The new code defines Community Gardens and allows residents to use public property and public vacant lots for community gardens through a permit process.

Adding to the Oskaloosa Municipal code would ensure that Community Gardens are allowed within the City of Oskaloosa, and that vacant public lots can be used for such purpose when certain criteria is met.

Creating an ordinance allowing Community Gardens will assist the community in its efforts to become a certified Blue Zones Community.

Budget Consideration:

Costs associated with making modifications to the Oskaloosa Municipal Code.

Attachments :

Ordinance

ORDINANCE NO. _____

**AN ORDINANCE AMENDING THE OSKALOOSA, IOWA CITY CODE 12.48
MISCELLANEOUS REGULATIONS BY ADDING PROVISIONS PERTAINING TO
COMMUNITY GARDENS**

BE IT ENACTED by the City Council of the City of Oskaloosa, Iowa:

SECTION 1. Section Miscellaneous Regulations 12.48 of the Oskaloosa City Code is amended by adding the following language

12.48.060 - Community Gardens

A. Definition

- a. Community Gardens - A portion of city owned property used to grow fruits, vegetables, flowers, herbs, wood products, native or ornamental plants for non-commercial purposes, in which there is no exchange of goods for monetary value.

B. Rules and Guidelines

- a. Individuals participating in a Community Gardens are required to follow all rules and guidelines as stated in the Oskaloosa Community Gardens Rules and Guidelines, as adopted by Oskaloosa City Council.

C. Application

- a. Individuals or organizations are allowed through an application process to administer Community Gardens on city property.

SECTION 2. WHEN EFFECTIVE. This amendment to the ordinance shall be in effect from and after its final passage, approval, and publication by law.

Passed by the Council the _____ day of _____ 2014,
and approved this _____ day of _____ 2014.

David Krutzfeldt, Mayor

ATTEST: _____
Amy Miller, City Clerk

I certify that the foregoing was published as Ordinance No. _____ on the
_____ day of _____ 2014.

Signed