



**City of Oskaloosa
Planning and Zoning Commission
Council Chambers
City Hall, 220 S. Market Street
Oskaloosa, IA 52577
Agenda
May 11, 2015
4:30 P.M.**

1. Roll Call

Members: Blomgren_____; Campbell;_____; Jensen_____; Keep_____; Tarbell_____;
Wagner_____;

2. Approval of the Minutes

A. Approval of the minutes for the April 13, 2015 meeting

Documents: [04-13-2015 PZ MINUTES.PDF](#)

3. Miscellaneous Business

A. Election of Chairperson

4. Citizens to be Heard

5. Street and Alley Vacations

**A. Consider vacation and sale of multiple alleys and a street to
Central Reformed Church located at 815 2nd Avenue East**

Documents: [CRC STREET AND ALLEY VACATIONS AGENDA.PDF](#),
[ALLEY VACATION APPLICATION.PDF](#), [STREET VACATION
APPLICATION.PDF](#), [CRC STREET - ALLEY VACATES.PDF](#), [RESPONSE
POSTCARDS-ALLEY VACATES.XLS](#), [LETTER.PDF](#), [LOCATION PLAN.PDF](#)

6. 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
April 13, 2015

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, April 13, 2015, by Pamela Blomgren at 220 South Market Street, Oskaloosa, Iowa.

COMMISSION MEMBERS PRESENT: Pamela Blomgren, Wyndell Campbell, Andrew Jensen, R. D. Keep and Sarah Tarbell. COMMISSION MEMBERS ABSENT: Holden Barnhart. CITY STAFF PRESENT: Dylan Mulfinger, Akhilesh Pal and Marilyn Johannes. OTHERS PRESENT: Tom Walling, David Krutzfeldt, representatives from Blue Zones and several other citizens.

Minutes from the March 19, 2015 Planning and Zoning Commission special meeting.

It was moved by Campbell, seconded by Keep to approve the March 19, 2015 Planning and Zoning Commission special meeting minutes. The vote was: YES – Blomgren, Campbell, Jensen, Keep and Tarbell. No – none. Motion carried.

Minutes from the March 9, 2015 Planning and Zoning Commission regular meeting.

It was moved by Jensen, seconded by Campbell to approve the March 9, 2015 Planning and Zoning Commission regular meeting minutes. The vote was: YES – Blomgren, Campbell, Jensen, Keep and Tarbell. No – none. Motion carried.

Consider adoption of the “Walk, Run, Ride Oskaloosa: Oskaloosa’s Active Transportation Plan.”

Mulfinger gave a power point presentation on the plan that was included in the Planning and Zoning Commission agenda packet. He explained the major costs involved in implementing the plan are for sidewalks (80%) and crosswalks (15%) and funds will come from various sources as well as the city: the George Daily Trust, the IDOT TAP Program, Mahaska County Community Foundation, various grant programs and private donations.

Blomgren asked how the plan plays in with current sidewalk construction and new construction that requires sidewalks. Pal explained the city has received a \$232,000 grant for construction of sidewalks and the plan is flexible, not necessarily as outlined.

Jensen said the plan is to connect current sidewalks with new sidewalks over time, part of bigger network.

Keep said he liked what he saw in the plan instead of “sidewalks to nowhere.” Keep also asked about metered signs. Pal said for new traffic signals only at this time, not going to change existing signs until they need replaced. If sidewalks are installed, can install metered signs for pedestrians when signals are upgraded.

Jensen questioned the number of performance measures and wondered if the map could show the route of future recreation trail development. Mulfinger indicated future development of the trail had not been mapped out yet, but is being worked on. Jensen also said it would be nice to reference

the maps in the text. Jensen said should emphasize want to connect to current sidewalks, first priority to avoid “sidewalks to nowhere.”

Tarbell said she is glad the routes avoided heavy traffic areas and asked if the bus route was taken into consideration, felt the bus route should be outlined on the map, that the bus route be put on walking path, could increase bus route participation. She asked if there were bike mounts on the buses. Mulfinger said no but he did not believe they would object if you bring your bike on the bus.

Keep asked if sidewalks were going to be put in on both sides of 11th Avenue West eventually. Pal said yes.

Campbell said it would be helpful to put up way-finding signs showing route to priority destinations, access points on map, that signs need to direct people where to go to find priority destinations, should be highlighted on the map. Campbell said objections would come from citizens who were going to have to clear the sidewalk of snow in the winter due to the installation of the sidewalks, often a hardship for the handicapped and elderly but he felt the advantages outweigh the disadvantages.

Pal said priorities are not set in stone, plan is flexible. Council has already adopted the Safe Routes to School Plan which is the city’s first priority and it will be implemented as funding is available. Second priority is to connect new sidewalks to existing sidewalks. Pal also indicated the bus route can be incorporated on plan.

Blomgren asked the audience if anyone would like to comment. Sharon Ferguson, Tom Walling, Natalie Spray and Roger Bean commented on the plan.

Blomgren asked how the city plans to continue making progress toward the project. Mulfinger said the bicycle coalition that will keep making recommendations.

Blomgren said she is in favor of the plan and recommended a motion in favor. Keep made a motion to recommend that City Council adopt the “Walk, Run, Ride Oskaloosa: Oskaloosa’s Active Transportation Plan.” Campbell seconded. Campbell said he is anxious to see progress on the plans. The vote was: YES – Blomgren, Campbell, Jensen, Keep and Tarbell. No – none. Motion carried.

It was moved by Campbell, seconded by Keep that the meeting adjourn. The meeting adjourned at 5:17 p.m.

Minutes by Marilyn Johannes



Planning & Zoning Commission
Meeting Date: May 11, 2015
Requested By: Public Works Dept.

Item Title:

Consider vacation and sale of multiple alleys and a street to Central Reformed Church located at 815 2nd Avenue East.

Explanation:

Representatives from Central Reformed Church located at 815 2nd Avenue East have submitted four (4) alley vacation requests and one (1) street vacation request to the public works department. These requests have been made in anticipation of future church building expansion and parking improvements. The requested street vacation and all of the requested alley vacations are located in an R-2 (Urban Family Residential) district. Survey response cards were sent out to the local utilities and residents who potentially use the proposed alleys. (Please view the attached Location and Survey Response Map for the locations of each resident response.)

A summary of the street and alley vacate requests, resident responses, and staff recommendations are as follows:

- Request #1: The (128.25 X 16.5) foot portion of the east-west alley lying adjacent to 907 2nd Avenue East and 214 South 8th Street. Of the residents who responded to the survey, 3 did want the alley vacated and 5 did not want the alley vacated. Staff recommends that this alley vacate request be denied. However, if this alley is vacated then access easements will need to be secured for the adjacent property owners and utilities.
- Request #2: The (256.5 X 16.5) foot east-west alley lying adjacent to 815 2nd Avenue East and 802 1st Avenue East, the (136.5 X 16.5) foot portion of the east-west alley lying adjacent to 810 & 814 2nd Avenue East, and the (120 X 16.5) foot portion of the north-south alley lying adjacent to 810 2nd Avenue East. Central Reformed Church owns the properties on either side of these alley sections, therefore staff recommends approval of these alley vacates along with utility access easements and/or utility relocation.

- Request #3 & Request #4: The (120 X 16.5) foot portion of the east-west alley lying adjacent to 802 & 808 2nd Avenue East, and the (120 X 16.5) foot portion of the north-south alley lying adjacent to 809 3rd Avenue East. Of the residents who responded to the survey, 1 (CRC) did want the alley vacated, 1 did not want the alley vacated, and 1 did not respond to the survey. Staff recommends approval of these alley vacates along with access easements for both residents and utilities.
- Street Vacation Request: The (241.5 X 66) foot section of 2nd Avenue East between South 7th Street and South 8th Street. Staff did receive a written response from a resident opposing this street vacate. (See attached letter.) Staff recommends approval of this street vacate along with utility access easements and/or utility relocation. If approved, maintenance of the vacated street (snow removal, repairs, etc.) will be the responsibility of the property owner. Street closure of the vacated street must be completed according to Oskaloosa public works department standards.

Budget Consideration:

Public alleys are sold for \$0.50/square foot and public streets are sold for \$1.00/square foot. Total revenue of \$23,409.31 will be received for the following:

- $(881.25' \times 16.5' \times \$0.50/SF) = \$7,270.31$ for the alleys,
- $(241.5' \times 66' \times \$1.00/SF) = \$15,939.00$ for the street
- $(\$100 \text{ for the street vacate application and } \$100 \text{ for the four alley vacate applications}) = \200.00

Attachments:

Alley Vacation Applications No. 1-4, Street Vacation Application, Location and Survey Response Map, Letter From Resident, Resident and Utility Responses

ALLEY VACATION REQUEST
City of Oskaloosa, Iowa

Policy for sale of alleys:

Policy Adopted: 2/18/2003

1. The property owner requesting the vacation of the alley will pay the \$100.00 application fee and the purchase price of one-half of the alley at the time of the request. If the alley vacation and sale is not approved, the amount of the purchase will be refunded. Other property owners adjacent to the alley that wish to purchase their half will have 30 days after the third reading of the ordinance to purchase their portion. After the 30 days it could be sold to other adjoining property owners.
2. Alleys sold within a residentially zoned area will be sold at the residential rate (\$.50/SF), and alleys located in commercially or industrially zoned areas will be sold at commercial rates (\$1.00/SF).

Date of Request: April 27, 2015

Property Owner Name: Central Reformed Church

Address: 815 Second Avenue East
Oskaloosa, Iowa 52577

Phone: (641)673-3843

Description of alley requested for vacation: A part of the east-west alley located in Block 2
of Hetherington's Addition to the City of Oskaloosa, Mahaska County, Iowa lying between
the West line of Lots 4 and 5 and the midpoint of the north-south alley.

Reason for requesting alley vacation: Parking lot and driveway improvements.

Signature *Chris Walker Rep Central Reformed Church*

OFFICE USE:

Application Fee Paid \$100.⁰⁰

Amount Paid For 1/2 of Alley: \$ 128.25 X 16.5 X \$.50 /SF

Vacation Approved Denied Refund Payment

ALLEY VACATION REQUEST
City of Oskaloosa, Iowa

Policy for sale of alleys:

Policy Adopted: 2/18/2003

1. The property owner requesting the vacation of the alley will pay the \$100.00 application fee and the purchase price of one-half of the alley at the time of the request. If the alley vacation and sale is not approved, the amount of the purchase will be refunded. Other property owners adjacent to the alley that wish to purchase their half will have 30 days after the third reading of the ordinance to purchase their portion. After the 30 days it could be sold to other adjoining property owners.
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Date of Request: April 27, 2015

Property Owner Name: Central Reformed Church

Address: 815 Second Avenue East
Oskaloosa, Iowa 52577

Phone: (641)673-3843

Description of alley requested for vacation: See attached.

Reason for requesting alley vacation: Parking lot and driveway improvements.

Signature *Central Reformed Church*

OFFICE USE:

Application Fee Paid waived

Amount Paid For 1/2 of Alley: \$ 256.50 (256.5 X 112.5 X \$.50 /SF)

Vacation Approved _____ Denied _____ Refund Payment _____

ALLEY VACATION REQUEST
City of Oskaloosa, Iowa

Policy for sale of alleys:

Policy Adopted: 2/18/2003

1. The property owner requesting the vacation of the alley will pay the \$100.00 application fee and the purchase price of one-half of the alley at the time of the request. If the alley vacation and sale is not approved, the amount of the purchase will be refunded. Other property owners adjacent to the alley that wish to purchase their half will have 30 days after the third reading of the ordinance to purchase their portion. After the 30 days it could be sold to other adjoining property owners.
2. Alleys sold within a residentially zoned area will be sold at the residential rate (\$.50/SF), and alleys located in commercially or industrially zoned areas will be sold at commercial rates (\$1.00/SF).

Date of Request: April 27, 2015Property Owner Name: Central Reformed ChurchAddress: 815 Second Avenue East
Oskaloosa, Iowa 52577Phone: (641)673-3843Description of alley requested for vacation: A part of the east-west alley located in Block 4
of Hetherington's Addition to the City of Oskaloosa, Mahaska County, Iowa lying between
the West line of Lots 4 and 5 and the East line of Lots 3 and 6.Reason for requesting alley vacation: Parking lot and driveway improvements.Signature *Constance Hest* Rep Central Reformed Church

OFFICE USE:

Application Fee Paid waivedAmount Paid For 1/2 of Alley: \$ _____ (120 X 16.5 X \$.50 /SF)

Vacation Approved _____ Denied _____ Refund Payment _____

ALLEY VACATION REQUEST
City of Oskaloosa, Iowa

Policy for sale of alleys:

Policy Adopted: 2/18/2003

1. The property owner requesting the vacation of the alley will pay the \$100.00 application fee and the purchase price of one-half of the alley at the time of the request. If the alley vacation and sale is not approved, the amount of the purchase will be refunded. Other property owners adjacent to the alley that wish to purchase their half will have 30 days after the third reading of the ordinance to purchase their portion. After the 30 days it could be sold to other adjoining property owners.
2. Alleys sold within a residentially zoned area will be sold at the residential rate (\$.50/SF), and alleys located in commercially or industrially zoned areas will be sold at commercial rates (\$1.00/SF).

Date of Request: April 27, 2015Property Owner Name: Central Reformed ChurchAddress: 815 Second Avenue East
Oskaloosa, Iowa 52577Phone: (641)673-3843Description of alley requested for vacation: A part of the north-south alley located in Block 4
of Hetherington's Addition to the City of Oskaloosa, Mahaska County, Iowa lying between
the South line of Lots 6 and 7 and the North line of Lots 6 and 7.Reason for requesting alley vacation: Parking lot and driveway improvements.Signature *Carla K. Steep* Rep Central Reformed Church

OFFICE USE:

Application Fee Paid waivedAmount Paid For 1/2 of Alley: \$ (120 X 16.5 X \$.50 /SF)Vacation Approved Denied Refund Payment

STREET VACATION REQUEST
City of Oskaloosa, Iowa

Policy for sale of streets:

Policy Adopted: 2/18/2003

1. The property owner requesting the vacation of the street will pay the \$100.00 application fee at the time of the request. This fee reimburses the City for publication and processing cost is not refundable under any circumstances. Other property owners adjacent to the street that wish to purchase their half will have 30 days after the third reading of the ordinance to purchase their portion. After the 30 days it could be sold to other adjoining property owners.
2. The selling price of the street right-of-way will be established by the City Council.

Date of Request: April 27, 2015

Property Owner Name: Central Reformed Church

Address: 815 Second Avenue East
Oskaloosa, Iowa 52577

Phone: (641)673-3843

Description of street requested for vacation: Second Avenue East between the East line of
South 7th Street and the West line of South 8th Street.

Reason for requesting street vacation: Parking lot improvements and building expansion.

Signature Greg V. West Rep. Central Reformed Church

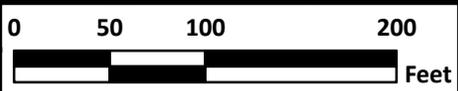
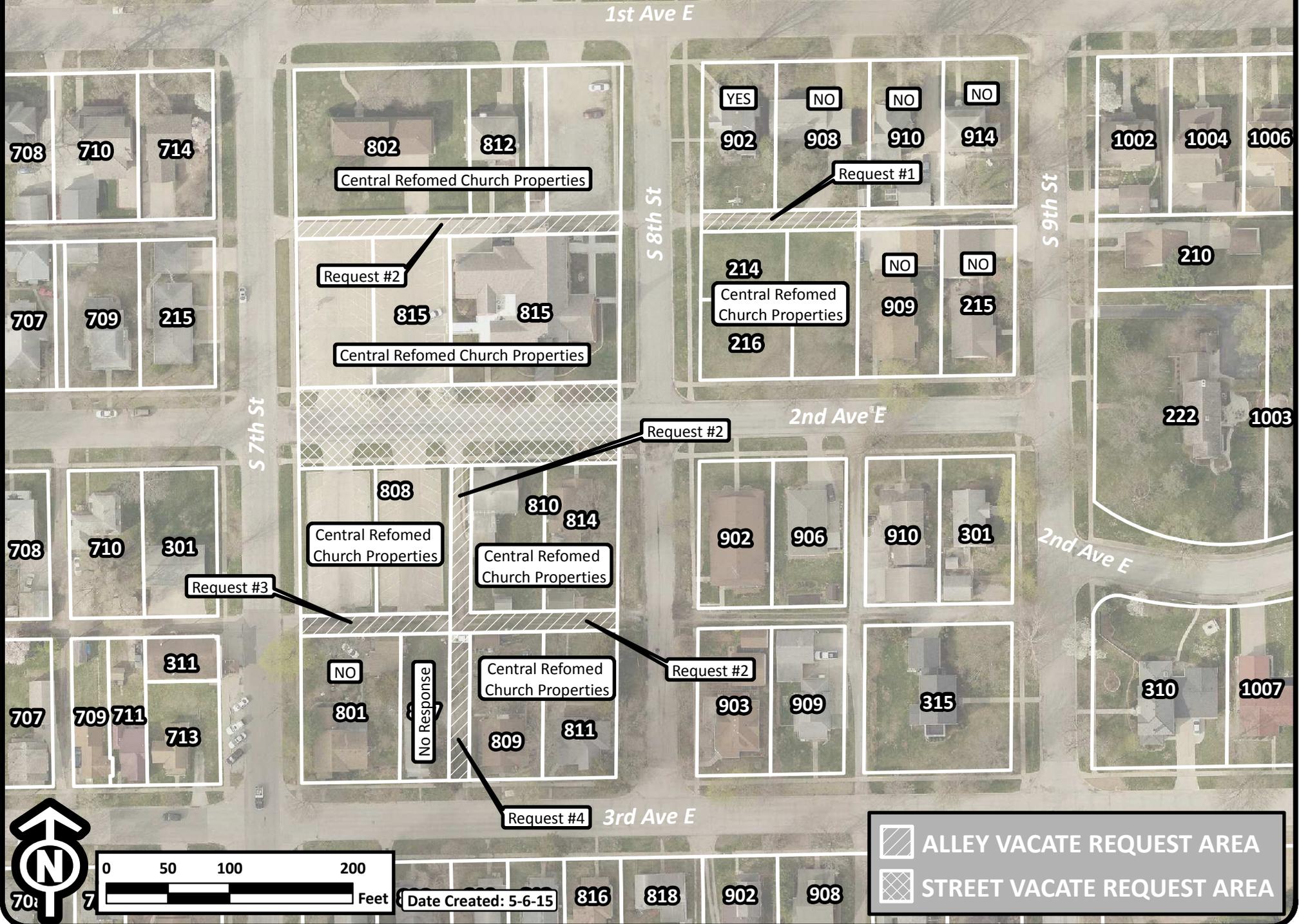
OFFICE USE:

Application Fee Paid \$100.⁰⁰

Amount Paid For Street: \$ 15,939.⁰⁰ (Price to be set by City Council)

Vacation Approved _____ Denied _____

Street & Alley Vacate Requests for 815 2nd Avenue East (Central Reformed Church) and Survey Responses



Date Created: 5-6-15

 ALLEY VACATE REQUEST AREA
 STREET VACATE REQUEST AREA

ALLEY VACATION RESPONSE : Central Reformed Church

ADDRESS	NAME	RESPONSE	COMMENTS
902 1st Avenue East	Marjorie England Living Trust	Yes, approve the alley vacated	
908 1st Avenue East	Bertha Beyer % Navonne Schultz	No, Do not approve the alley vacate	The alley in question is used daily. It is the only access to 1/2 of the garage. This is also the preferred drive to use due to the slope of the 1st Ave. drive. If the alley is vacated not only would there be an unreasonable burden on the 96 year old occupant but the property would be devalued due to the loss of access.
910 1st Avenue East	John & Donna Bixler	No, Do not approve the alley vacate	I don't see the point of vacating the alley. Two neighbors depend on garage access from this alley
914 1st Avenue East	Randal & Sharon Horn	No, Do not approve the alley vacate	This action of vacating the alley would block access to two residences. Therefore, lowering their property value
909 2nd Avenue East	Karl & Mary Wisbrock	No, Do not approve the alley vacate	We use the alley for access to our garage- the garage door faces the west. (our neighbor across the alley also uses the alley for access.) Closing that
801 3rd Avenue East	Scott & Rhonda Medlin	No, Do not approve the alley vacate	My property needs the east/west alley to reach the garage
807 3rd Avenue East	Joan Felton & Lisa Sharp		
215 South 9th Street	Jacob & Judith Roberts	No, Do not approve the alley vacate	
809 & 811 3rd Avenue Ea	Central Reformed Church	Yes, approve the alley vacate	
907 2nd Avenue East & 214 South 8th Street	Central Reformed Church	Yes, approve the alley vacate	

UTILITY COMPANY RESPONSE

MCG	Major Utility Infrastructure
WATER DEPT.	Major Utility Infrastructure

CENTURY LINK	Major Utility Infrastructure
MIDAMERICAN ENERGY	Major Utility Infrastructure
CITY SANITARY SEWER	Major Utility Infrastructure

Tues, May 5, 2015

To City Council members of Plan + Zone
Regarding closing of 2nd ave. East from
South 7th to South 8th.

We have questions

Will they build something that causes
lots of traffic or noise?

• Don't they own several lots around
the church they could use?

we use this street to travel down-
town most every day.

We are against closing this street.

Sincerely
Bob & Jones

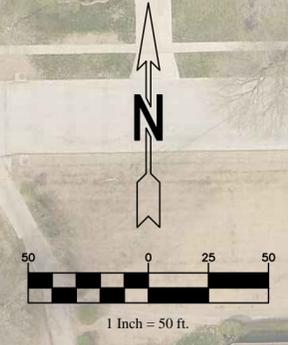
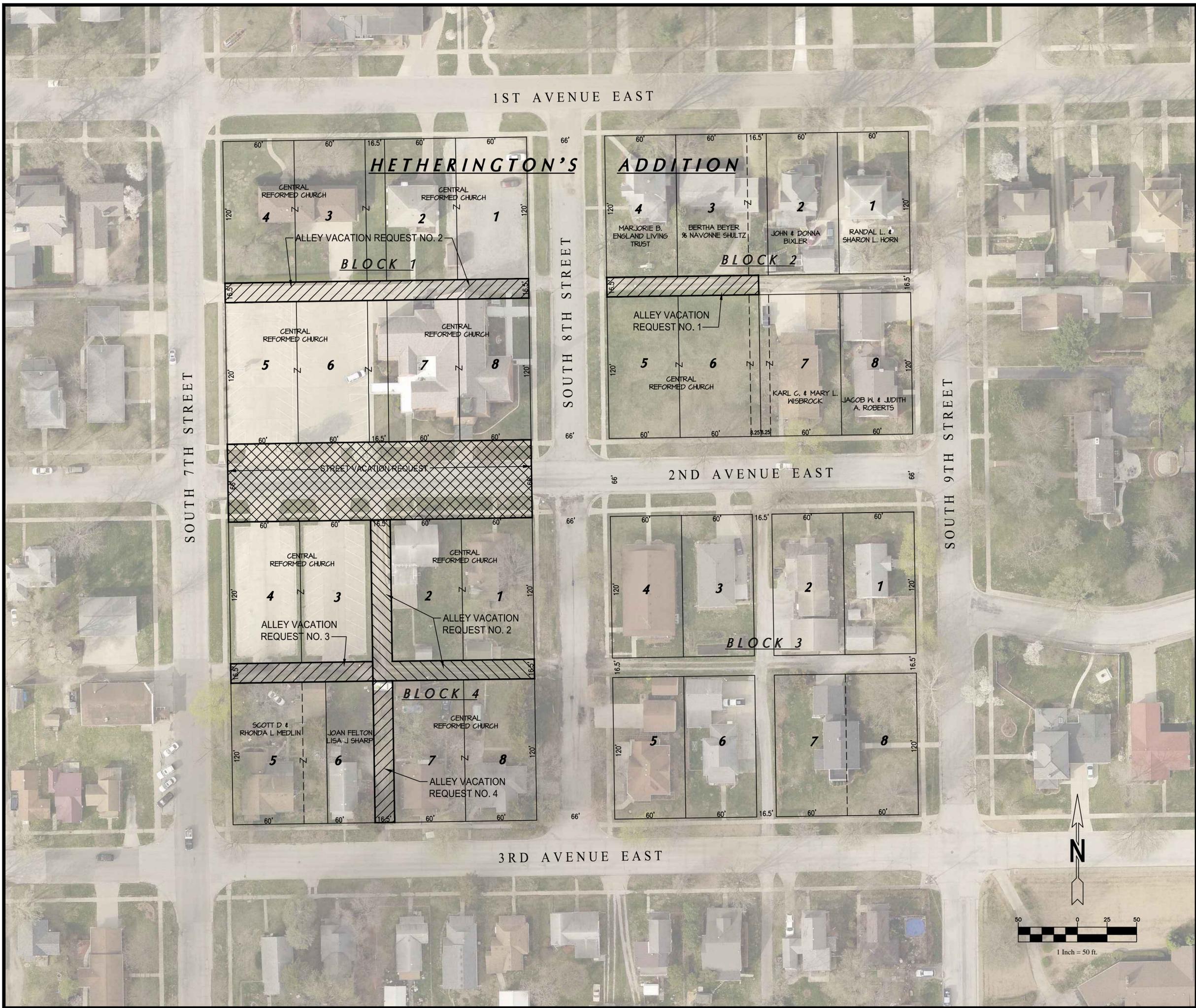
Violet M Jones

our reason to write you is we are going
to be out of town on the May 11th meeting.

RECEIVED

MAY 05 2015

CITY CLERK OF OSKALOOSA



GARDEN & ASSOCIATES, LTD.
ENGINEERS & SURVEYORS
 500 E. Taylor, Suite C
 Creston, Iowa 50801
 641.782.4005 Phone
 641.782.4118 Fax
 email@gardenassociates.net

**STREET AND ALLEY
 VACATION REQUEST
 CENTRAL REFORMED CHURCH
 OSKALOOSA, IOWA**
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SHEET TITLE
**LOCATION
 PLAN**

SCALE:
 1"=50'

FIELD BOOK:

DRAWN BY:
 TRH

APPROVED:
 RAN

REVISIONS:

DATE:
 APR. 20, 2015

PROJECT NO.:
 9015087

SHEET NO.:
 1 of 1