

**CITY OF OSKALOOSA**  
**PLANNING & ZONING COMMISSION**

Meeting Minutes  
Tuesday, August 2, 2022

A regular meeting of the Planning and Zoning Commission was called to order on Tuesday, August 2, 2022 at 4:30 p.m. by chair RD Keep at 220 South Market Street, Oskaloosa, Iowa.

**1. Roll Call**

Present: R.D Keep, Robb Beane, Brant Champoux, Andrew Gemmell, Scott Moore, Linda Russell

Absent: Pamela Blomgren

Staff: Shawn Christ and Sean Murphy

Others: Chantha Bjerke and Erin Van Roekel

2. **Approval of the Minutes.** It was moved by Moore, seconded by Russell, to approve the May 3, 2022 meeting minutes. Motion carried unanimously.

3. **Citizens to be Heard.** None

**4. Street and Alley Vacations**

1. Consider a request to authorize the vacation and sale of the 60 foot by 16.5 foot section of the east-west alley adjacent to 804 5th Avenue East.

Staff received an alley vacate request from Jerry and Nancy Sparks, owners of the property located at 804 5th Avenue East, for the 60 foot by 16.5-foot east-west alley adjacent to the property. Staff conducted a survey of eight (8) property owners with direct access to the alley and utility companies. Five (5) responses were received. All the responses indicated that they were not opposed to the alley vacate request. Multiple utility companies have indicated that they have existing infrastructure in the alley and will require a permanent easement for access and maintenance. It was moved by Moore, seconded by Russell, to recommend approval of the alley vacate. By roll call vote, all ayes, motion carried unanimously.

2. Consider a request to authorize the vacation and sale of the vacation and sale of the 120 foot by 16.5 foot section of the east-west alley adjacent to 408 South B Street.

Staff received an alley vacate request from Tim Vos, owner of the property located at 408 South B Street, for the 60 foot by 16.5-foot east-west alley adjacent to the property. Mr. Vos would like to purchase the land to expand his yard. While contacting property owners regarding the application, Matthew Larson, owner of the adjacent property at 216 3 rd Avenue East, requested that the city also vacate an additional 60 feet of the alley, which was added to the request. Staff conducted a survey of seven (7) property owners with direct access to the alley and utility companies. Two (2) responses were received. Both responses indicated that they were not opposed to the alley vacate request. Multiple utility companies have indicated that they have existing infrastructure in the alley and will require a permanent easement for access and maintenance. It was moved by Gemmell, seconded by Champoux, to recommend approval of the alley vacate. By roll call vote, all ayes, motion carried unanimously.

**5. Site Plans**

- A. Consider a site plan application for a drive-thru restaurant at 208 A Avenue West. The city received a site plan application for a proposed Domino's restaurant to be located at 208 A Avenue West. A drive-in restaurant is a permitted use in the CC district. The proposed building will be 2,000 square feet and offer drive-thru pickup, delivery, carry out, and dine-in seating. There will be a front outdoor patio with seating for 8-10 customers, and indoor seating for another 8-10 customers. Building materials, parking, and landscaping standards will be met or exceeded. The sidewalk will be relocated away from the avenue for safety. The Iowa DOT will only allow one driveway access to Highway 92. To accommodate delivery and drive-thru traffic, the developer proposes egress to the former North A Street. Although the proposal eliminates five (5) public parking stalls, the site plan designates five new stalls as "public and customer parking" on the south side of the site to compensate. The site plan shows exiting trucks passing over the east curb edge, through a light pole, and into the city's east parking lot. Erin Van Roekel, Garden Associates, stated the software shows conservative truck movements and the truck Domino's uses for deliveries has a shorter wheelbase so this shouldn't be an issue. Additionally, the site plan was revised to show an awning and wall encroaching onto city property to the east.

It was moved by Beane, seconded by Moore, to recommend approval of the site plan with the following conditions:

1. A minimum five parking stalls, or equivalent to the number of public stalls lost, are clearly signed and/or designated onsite for public and customer use where shown on the site plan.
  2. The proposed truck turning movements are reviewed and discussed with engineering staff, and design revisions made as needed, to help ensure there will be no damage to public infrastructure or property.
  3. The awning and wall encroaching from the east elevation are revised to not block a future sidewalk extension and meet applicable requirements.
6. **Miscellaneous Business.** Shawn Christ provided an update on the Plan Osky Comprehensive Plan project. A draft copy of the future land use plan map and chapter was passed around. An implementation workshop with the advisory committee is scheduled for August 25. In September a meeting will be held with the P&Z Commission and also a public open house to start rolling out the plan. In October the P&Z Commission and City Council will consider adoption.
7. **Adjournment.** With no other items for discussion, it was moved by Russell, seconded by Moore, to adjourn at 5:03 p.m. Motion carried unanimously.

Minutes by Shawn Christ