

CITY OF OSKALOOSA
PLANNING & ZONING COMMISSION

Meeting Minutes
Tuesday, October 3, 2023

A regular meeting of the Planning and Zoning Commission was called to order on Tuesday, October 3, 2023 at 4:30 p.m. by chair R.D. Keep at 220 South Market Street, Oskaloosa, Iowa.

1. Roll Call

Present: R.D Keep, Robb Beane, Pamela Blomgren, Brant Champoux, Andrew Gemmell, Jeremy Hunolt, Scott Moore

Absent: none

Staff: Shawn Christ, Adam Eklofe

Others: Scott Simmons, Kathy Koppin, one other

- 2. Approval of the Minutes.** It was moved by Blomgren, seconded by Champoux, to approve the September 5, 2023 meeting minutes. Motion carried unanimously.

- 3. Citizens to be Heard.** none

4. Site Plans

- A. Consider a site plan application for an accessory dwelling unit (ADU) at 526 North 4th Street

The city received a site plan application from Kathy Koppin and Scott Simmons to remodel an existing 20' x 50' garage into living space. The garage was built in 1949 and is approximately 3 feet from the side lot line. A 1-hour rated firewall will be added to the sidewall and new shared electric/water/sewer services will be added. The driveway will be widened to 20-feet for parking.

Christ reviewed the proposal and specific standards for ADUs. This is an existing building, the 800 SF limit will be met due to the 12-inch exterior walls when finished, and framing off one of the closet spaces in the living room. There was discussion of a variance option, allowance of windows in the sidewall separation area, habitable space under the 2021 IRC code, and driveway width.

Motion by Blomgren, seconded by Hunolt, to approve the site plan with the condition that the interior layout not exceed 800 SF. Motion carried unanimously.

- 5. Reports.** Christ reported Mayor Krutzfeldt proclaimed October as Community Planning Month and the city will receive the Daniel Burnham Award from Iowa APA for Plan Osky. The mayor thanked members of the P&Z Commission and the Comprehensive Plan advisory committee for their role in the effort. Blomgren said staff deserves credit as well. Christ also reported Main Street Oskaloosa will host an Elevate Tour of multiple downtown buildings on Saturday, October 14 from 10 to 1. Cost to attend is \$10.
- 6. Adjournment.** With no other items for discussion, it was moved by Gemmell and seconded by Blomgren to adjourn. Motion carried unanimously. The meeting adjourned at 4:48 p.m.