

**MINUTES OF THE CITY OF PELLA  
PLANNING AND ZONING COMMISSION MEETING  
FEBRUARY 22, 2021**

**CALL TO ORDER BY THE CHAIRPERSON AND ROLL CALL**

Chairperson Canfield called the Planning and Zoning Commission to order at 7:00 p.m. in the Public Safety Complex. Members present were: Joe Canfield, Julio Chiarella (via phone), Cathy Haustein (via phone), Julie Heerema Mueller (arrived at 7:02 p.m.), Kisha Jahner (via phone), Tom Johnson (via phone), Dave Landon (via phone), Robin Pfalzgraf, Ann Visser (via phone), and Teri Vos (via phone); absent: Mark Groenendyk. Staff present: City Administrator Mike Nardini, Code Enforcement Officer Jared Parker, and the Deputy City Clerk. Due to heightened public health risks associated with the COVID-19 pandemic, accommodations were made to broadcast this meeting via conference call. Seventeen members of the public joined the conference call.

**APPROVAL OF TENTATIVE AGENDA**

**Motion** by Pfalzgraf, second by Landon to approve the tentative agenda. Motion carried 10-0.

**APPROVAL OF MINUTES**

**Motion** by Pfalzgraf, second by Johnson to approve the minutes of the January 25, 2020 meeting. Motion carried 10-0.

**PUBLIC HEARINGS**

**Consider a Rezoning Application for Land Along 218th Place, to Change the Zoning from A1 (Agricultural) and CC (Community Commercial) to M1 (Limited/Light Industrial)**

Bruce Schiebout has submitted a conditional rezoning application for a 9.66-acre parcel along 218th Place to change the zoning from A1 (Agricultural) and CC (Community Commercial) to M1 (Limited/Light Industrial). The subject property is currently utilized for agricultural purposes.

To address land compatibility issues, the applicant has agreed to the following conditions:

1. Conditional Uses: The applicant proposes conditions on the M1 district for the site, removing several intensive uses that would otherwise be permitted in M1. These uses to be disallowed include: Cocktail Lounge, Kennels, Restricted Business (Adult Entertainment), Recycling Collection, Recycling Processing, Recycling Processing Limited, and Tattoo Parlor.
2. The applicant has agreed to Type 'A' screening requirements for the development.
3. The applicant has agreed to design standards for any buildings constructed on-site.

Staff believes the proposed rezoning aligns with aspects of the City's Comprehensive Plan. In addition, staff also believes the conditions associated with this rezoning request address potential land use compatibility issues. As a result, staff is recommending approval of the rezoning request.

Convened **Public Hearing** on the proposed ordinance. No written comments were received.

Pfalzgraf said she is concerned that the property's use may end up being different from what is being proposed.

Applicant Bruce Schiebout was on the call to answer questions from the Commission and spoke in favor of the rezoning request. He explained that his intent is to build a brick structure for an office, approximately 4,800 square feet, and to expand his company's warehousing. He also mentioned that he has interest from another business owner to possibly relocate to this property as well. There have been difficulties with vehicles accessing his current business, which is an additional reason he would like to relocate to the top of the hill.

In response to a question from Landon, City Administrator Mike Nardini explained that any approved conditions on the rezoning would run with the land.

Attorney Brad Skinner was present on the call with Dr. Kenneth Van Wyk to ask questions about the rezoning request, as Van Wyk's property is located across 218<sup>th</sup> Place from the property proposed to be rezoned. He asked what type of screening would be required. Code Enforcement Officer Jared Parker explained that Type A screening would be required, which is primarily opaque screening. This can include a fence and any kind of dense foliage, such as large trees, to break up the visual effect. Nardini stated that the screening and the access location to the site would be approved as part of a site plan by the Commission.

Schiebout stated that the plan is for the existing driveway to be the entrance to the site and the office building will be located south of the entrance. He estimated it would be located approximately 100 feet north of Van Wyk's driveway.

Skinner stated that Van Wyk is concerned about the traffic on 218<sup>th</sup> Place. Nardini explained that traffic impact analysis can be evaluated during the site planning process. Schiebout stated that he does not anticipate there will be a significant increase in traffic.

Nardini explained to Skinner that the City Council is currently scheduled to hold a public hearing at their meeting on March 2, 2021 and the ordinance will require three readings to be approved. Skinner asked whether the Comprehensive Plan will be amended. Nardini replied that the Future Land Use Map would be updated if the property is rezoned by the City Council. Nardini gave an overview of the site planning process.

**Motion** by Landon, second by Johnson to close the public hearing as no further comments were received. Motion carried 10-0.

Pfalzgraf stated that Van Wyk can also attend the City Council's public hearing on this matter to express any concerns he may have about the rezoning. Nardini agreed.

Landon noted that since this is a rezoning matter, that the Commission should be careful to not discuss this matter outside of a Commission meeting. Nardini agreed and explained that Landon is referring to ex parte communication and it is important that if Commissioners have discussions with the applicant or others about this rezoning, those discussions and the information exchanged between parties should be disclosed to the Commission.

**Motion** by Jahner, second by Pfalzgraf to table the rezoning request to be reviewed at a future meeting. Motion carried 10-0.

## NEW BUSINESS PROPOSED

### Consider Final Plat for the Subdivision Known as Prairie Ridge Plat 2

RDP Holdings, LLC and ATI Group have submitted a final plat for phase three of their development known as the Prairie Ridge subdivision. The subject property is located north of Washington Street/Highway G28, north of the Fifield Road intersection. On July 16, 2019, the City Council approved an ordinance to rezone this property to Planned Unit Development (PUD). The Planning and Zoning Commission approved the preliminary plat for this project on June 22, 2020 and the City Council approved it on July 7, 2020. Please note that the proposed final plat includes 74 lots and various outlots.

Chapter 170.08.2 requires the Planning and Zoning Commission to review the final plat for conformance with the Comprehensive Plan, including the Future Land Use Map.

Housing options are noted as a priority goal in the City's Comprehensive Plan, with the aim to "provide a range of housing types at a variety of prices, to accommodate workers and residents at all stages of life." The Comprehensive Plan's text and Future Land Use Map are to be construed as a cohesive whole when determining a proposed project's conformity. As the impetus for additional and various housing options features prominently in the plan, and because the area's focus has been shifted from industrial to medium-density and multiple-family residential, the proposed development conforms with the Comprehensive Plan's goals. The City Council also determined this during its consideration of the rezoning to PUD, which was approved on July 16, 2019.

The developer has submitted the necessary performance bonds for the public infrastructure which will be completed as a part of this final plat. Once the infrastructure is constructed, it will be dedicated to the City of Pella. Listed below is a summary of the public infrastructure for this plat:

- Roadways: ~3,360 linear feet
- Sanitary Sewer: ~3,096 linear feet
- Storm Sewer: ~2,856 linear feet
- Electric: ~3,336 linear feet

The proposed final plat has been submitted to reflect City of Pella staff and consultant comments. Staff finds the final plat meets the minimum requirements of the zoning ordinance and subdivision ordinance. Additionally, staff finds the development conforms to the City's Comprehensive Plan. Based upon the findings, staff recommends approval of the final plat as submitted

**Motion** by Landon, second by Heerema Mueller to approve the final plat as submitted. Motion carried 10-0.

### Consider a Site Plan for Indoor Storage at 431 SE 14th Street

Brad Uitermarkt has proposed building a structure on the property located at 431 SE 14th Street. The main structure proposed shall be 14,256 square feet. The Comprehensive Plan's Future Land Use Map identifies this site as General Industrial. The proposed use aligns with this designation. The proposed site plan satisfies pertinent City Code and is consistent with the Comprehensive Plan. Staff recommends approval of the site plan as submitted.

**Motion** by Chiarella, second by Johnson to approve the site plan as submitted. Motion carried 10-0.

## **OTHER BUSINESS / PUBLIC FORUM**

### **Work Session to Review Information Regarding a Proposed Planned Unit Development for the Proposed Pella Market**

This work session is intended to discuss a proposed Planned Unit Development (PUD) on the three vacant lots located at or near 503 Main Street. The developer for this site is proposing the Pella Market, which is intended to be similar to the Gateway Market in Des Moines. According to the developer, the proposed Pella Market will offer the very best fresh food and exceptional service by providing produce essentials, freshly baked artisan breads, world-class grocery, a collection of the finest cheeses, unique wines, chef-crafted meals-to-go, and educational food and wine experiences for their customers. The Café will serve breakfast, lunch, and dinner offering catering and boxed lunches of the same great quality found in the market.

A considerable amount of site planning work has taken place for this proposed PUD. The plan was reviewed by professional engineers and City staff. This review included public safety issues, traffic concerns, and an infrastructure analysis. Overall, the planning for the development was completed in a comprehensive manner and in accordance with City Code.

The existing zoning for the property is Commercial – Mixed Use Urban Center (CUC). The CUC zoning district recognizes the mixed-use character of urban entry corridors into Pella’s downtown, including Washington Street and Main Street, which contain a combination of residential, commercial, and office uses. These entry corridors include special aesthetic and sign design standards, which will help enhance their status as principal entrances and arterials into Pella’s downtown, and to maintain their character as urban streets. The proposed Pella Market is an allowed use under the current zoning for the district.

The base zoning for the PUD will remain CUC. However, as the Commission may be aware, the location of this site is within the Webster School Urban Renewal Plan (URP). As background, the primary objectives of this URP were to provide opportunities and incentives that promote blight remediation. Furthermore, this area was previously declared as a ‘blighted area’ by the City Council. This is important as when redevelopment occurs in blighted areas, zoning requirements are often relaxed. In this case, the developer is proposing an enhanced building design in exchange for flexibility in minimum lot areas and setbacks.

In addition to the item noted above, the proposed PUD ordinance allows the developer to satisfy their 38 on-site parking space requirements with the off-site parking lot directly south of Independence Street. Through an agreement, the Pella Market will have access to 21 non-exclusive parking spaces, which are currently owned by South Main and the First Baptist Church. It is important to note that this parking proposal was reviewed by the City’s engineer, Veenstra & Kimm, in terms of capacity and pedestrian safety/access to the site. According to Veenstra & Kimm, several recent studies that evaluated parking in ‘downtown’ areas have concluded that actual parking utilization is less than traditional standards. Overall, Veenstra & Kimm concluded that for most periods of the day, the 14 on-site parking spaces would be adequate for the Pella Market. In addition, there will likely be some occasions when customers will park on the southside of Independence Street.

Finally, it is important to note, the only use allowed on this site is the Pella Market, which is also an allowable use under the City’s zoning code.

Staff believes the proposed Pella Market aligns closely with a key strategic goal of the Comprehensive Plan, which is economic development. Specifically, the Comprehensive Plan noted a ‘gap’ exists for food and beverage establishments. Staff believes the proposed Pella Market will help address this shortage in the community and will be a nice compliment to the new South Main development. Furthermore, the Comprehensive Plan has identified this section of Main Street as a commercial corridor and economic development area for the City.

Once again, the purpose of this work session is to discuss and address any concerns with the proposed PUD ordinance. This proposed ordinance is scheduled to be presented for formal consideration by the Planning and Zoning Commission during the March 22, 2021 meeting.

Heerema Mueller asked what the number of required parking spaces would be for this development. Nardini replied that 38 parking spaces would be required and 14 have been designated on site. Heerema Mueller expressed concern with the limited parking on site. Nardini explained that Pella Market’s parking agreement with First Baptist Church across the street will allow for an additional 21 spaces for use by Pella Market to help satisfy parking demands. Heerema Mueller stated that this still falls short of the number of parking spaces required for the business.

Pfalzgraf asked whether the parking agreement between Pella Market and First Baptist Church is in writing. Nardini replied yes, it is a formal agreement. Landon asked about Pella Market’s proposed hours of operation, as there could be overlap on when both entities need use of the parking lot. Nardini said he understands that First Baptist Church has exclusive use of the parking lot on Wednesday evenings and Sunday mornings. A copy of the parking agreement is included in the Commission’s packet with more details.

Jade Dix was present via phone to speak on behalf of the applicant. He stated that the proposed hours are 7:00 a.m. to 9:00 p.m., but he is unsure what the proposed hours for Sundays are. Pfalzgraf asked whether there will be signage placed in the parking lots noting restricted parking times. Dix stated that signage will be placed on site if there are issues with parking.

Jahner asked whether property owners in the South Main development will use First Baptist Church’s parking lot as overflow parking for their residences. Nardini stated that there are two parking spaces provided per dwelling unit in the South Main development. Parker added that there is also excess parking provided, per the requirements of South Main’s PUD. Nardini explained that Pella Market’s truck traffic would use the entrance located to the east of the alley.

Heerema Mueller stated that she thinks Pella Market is a great project for the City of Pella, but she has concerns with the lack of on-site parking. She noted that other local businesses have had to abide by the parking requirements set forth in City Code. Nardini explained that Veenstra & Kimm evaluated the parking situation and, based on those evaluations, the proposal is to allow off-site parking across the street at the church.

Pfalzgraf said she is surprised the developers were able to find space for 14 parking spaces on site. She stated that the parking situation is not ideal, but she likes what Pella Market has proposed. She stated that businesses around the square all utilize public parking and do not offer off-street parking for customers.

Landon said he thinks that if designated parking is located across the street from Pella Market, it is important that a mid-block pedestrian crossing on Independence Street be installed to protect those crossing the street. He asked whether Pella Market would have to undergo design review by the Community Development Committee (CDC). Nardini replied that Pella Market would be exempt from design review and the structure would be built as shown in the ordinance’s exhibits.

Johnson stated that Pella Market would be well-received by Central College's student body and that he is in support of the project. Haustein stated she is also in support of the project. She commented that the developer should consider placing bicycle racks on site. Chiarella commented that the development will be a good addition to that area of Pella.

Pfalzgraf stated that the current site is located on a hill. She asked Dix if the site will be leveled off. Dix replied yes, and there will be a retaining wall installed alongside the alley.

Canfield stated that he is disappointed that this project will not have to undergo design review to incorporate design elements to match the existing aesthetics of Pella. Nardini stated that design review was one of the concessions made by the City in order to develop a blighted area of the community. Canfield stated that when the Molengracht area was designed, it was done in a way to blend into the town. While the proposed Pella Market design is beautiful, Canfield stated that he is unsure that it fits in Pella.

Jahner asked whether Heerema Mueller is concerned with the City setting a precedence by approving this project. Heerema Mueller said she is in favor of Pella moving forward by working together with developers, but the City must be mindful of certain things that made Pella what it is.

Chiarella stated that there may be difficulty in building the proposed Pella Market according to Pella's design standards. He said that markets generally have a lot of natural light, so the proposed design with many windows is functional. Nardini said that the developer has stated the design of the building is very important to the business' operational model, which is a reason the developer has asked to have the design approved by City Council instead of the CDC.

In response to a question from Landon, Dix stated that Orchestrate Hospitality, which operates Liberty Street Kitchen, will operate Pella Market.

Nardini told the Commission that staff will speak with Veenstra & Kimm regarding the Commission's comments on installing a mid-block pedestrian crossing on Independence Street.

### **Annual Elections for Chairperson and Vice-Chairperson**

**Motion** by Landon, second by Heerema Mueller to elect Canfield as Chairperson and Teri Vos as Vice-Chairperson for 2021. On roll call the vote was: ayes: Landon, Heerema Mueller, Chiarella, Haustein, Jahner, Johnson, Pfalzgraf, and Visser; nays: none; abstain: Canfield and Vos. Motion carried 8-0.

### **Next Meeting Date**

The next Planning and Zoning Commission meeting is scheduled for March 22, 2021.

Adjourned at 8:57 p.m.