

**MINUTES OF THE CITY OF PELLA
COMMUNITY DEVELOPMENT COMMITTEE
MARCH 11, 2020**

Chairperson Brummel called the Community Development Committee to order in the Public Safety Complex at 5:30 p.m. Members present were: Jerry Brummel, Susan Canfield, Patsy Cody, Mike Kiser, Jody Lautenbach, Lowell Olivier-Shaw, and Wayne Stienstra. Absent: Leah Bokinsky, Linda Groenendyk, and Bob Zylstra. Staff present: Zoning Administrator Bryce Johnson and Deputy City Clerk Cynthia Vaske. Two members of the public were present.

APPROVAL OF TENTATIVE AGENDA

Motion by Cody, second by Kiser to approve the tentative agenda. Motion carried 7-0.

APPROVAL OF MINUTES

Motion by Stienstra, second by Cody to approve the minutes from the February 12, 2020 meeting. Motion carried 7-0.

NEW BUSINESS

Consider a Design Permit Application to Alter the Exterior Facades of the Existing Structure Located at 408 Oskaloosa Street

PCD Property Management has submitted a design permit application to alter the building located at 408 Oskaloosa Street, known as the former Dairy Queen building. The application describes the proposed project as an “urban, contemporary design that uses earth tones with plenty of natural light.” A summary of the requested alterations is provided below.

Proposed Alterations:

1. Repaint entire building using Dakota Woods Green.
2. Windows replaced on the south façade using Pella double-hung vinyl windows in brown. Windows on north, east, and west facades will be replaced using windows that are similar to those existing.
3. Exterior lighting upgrades as shown on the rendering.
4. Install garage door on east façade near the building’s southeast corner.
5. Construct a canopy parallel to the east façade with same color as existing roof with cedar posts. Roofing will either be asphalt shingles (Weatherwood) or a steel roof (Pella Brown). Three individual overhangs similar in design and style are also proposed over the new windows along Oskaloosa Street.
6. Small areas of cedar highlights throughout structure.
7. Parking lot will be sealed and striped.

It is important to note that the existing structure was built on the property lines along South Clark Street and Oskaloosa Street, meaning that the proposed awnings will hang over the public right-of-way. Therefore, the applicant may need additional approval from the City's Public Works Department prior to installation. Also, please be advised that the signs and produce displays shown in the applicant's rendering are not part of this design permit review.

In evaluating this design application, staff believes the alterations meet the requirements listed in the *Design Review District Design Manual*. Therefore, staff recommends the design permit application be approved as submitted

The Well Resource Center Executive Director Jayson Henry was present to speak in favor of the design permit and answer questions from the Community Development Committee (CDC).

After much discussion amongst the CDC members, the decision was made to table the design permit. The CDC requested the applicant provide an updated rendering of all four sides of the building for design review. Henry stated that the windows and lighting fixtures included with the design permit application were incorrect, so he will ensure that the CDC receives the correct ones along with the updated rendering.

Motion by Kiser, second by Stienstra to table the design permit. Motion carried 7-0.

OTHER BUSINESS / PUBLIC FORUM

Other

Cody asked about the work being done at McDonald's. Zoning Administrator Bryce Johnson replied that no exterior work is being done, only interior.

Cody shared concerns with merchandise in front of a business downtown. Johnson stated that merchandise is not supposed to be placed in the right-of-way, however enforcement of this is on a complaint-driven basis.

Next Meeting Date

The next regular meeting is scheduled for April 8, 2020.

Adjourned at 6:24 p.m.