

**MINUTES OF THE CITY OF PELLA  
PLANNING AND ZONING COMMISSION MEETING  
MARCH 27, 2023**

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

Chairperson Vos called the Planning and Zoning Commission to order at 6:00 p.m. in the Public Safety Complex. Members present were: Sarah Buchheit, Joe Canfield, Julio Chiarella, Tom Johnson, Bob Smith, Marc Vande Noord, Ann Visser, and Teri Vos; absent: Cathy Haustein. Staff present: Planning and Zoning Director Gerald Buydos, Zoning Analyst Jared Parker, and the Deputy City Clerk. Four members of the public were present.

New Commission member Bob Smith was introduced.

**APPROVAL OF TENTATIVE AGENDA**

**Motion** by Visser, second by Buchheit to approve the tentative agenda. Motion carried 8-0.

**APPROVAL OF MINUTES**

**Motion** by Visser, second by Vande Noord to approve the minutes of the February 27, 2023 meeting. Motion carried 8-0.

**NEW BUSINESS PROPOSED**

**Consider a Site Plan, Submitted by Pella Community School District, to Construct an Addition at 801 E. 13th St.**

Pella Community School District submitted an application to construct an addition to Jefferson Intermediate and Pella Middle Schools. The proposed building will total have a footprint of 19,734 square feet with a total square footage of 34,167 square feet with approximately 92,000 square feet of new pavement.

Chapter 165.36(F)(3) requires the proposed site plan to conform to the City's Comprehensive Plan. The Future Land Use Map of the Comprehensive Plan identifies this site for "School/Central" land uses. Staff believes the proposal meets the community's goals listed in the Comprehensive Plan and complies with the Future Land Use Map.

Staff believes the proposed site plan meets the requirements of the City's zoning code and is consistent with the City's Comprehensive Plan. Therefore, staff recommended the site plan be approved as submitted.

Planning and Zoning Director Gerald Buydos explained the process by which site plans are reviewed by the City prior to consideration by the Commission. In response to a question by

the Commission, Buydos explained that traffic studies are not usually conducted for projects like the one being considered.

**Motion** by Canfield, second by Vande Noord to approve the site plan as submitted. Motion carried 8-0.

**Consider a Final Plat, Submitted by Artisanal LLC, for the Triangle Properties  
Subdivision, Located Along Washington Street**

Artisanal, LLC submitted a final plat to create two parcels along Washington Street. The 2.5-acre site, located at 2610 Washington St., is currently developed and is zoned Community Commercial (CC). The applicant wishes to subdivide and create two separate parcels. One parcel has an existing structure on it and one parcel will be vacant. The Planning and Zoning Commission approved the preliminary plat on February 27, 2023.

Chapter 170.06.2 tasks the Planning and Zoning Commission to review the proposed final plat for conformance with the City's Comprehensive Plan. The Comprehensive Plan's Future Land Use Map identifies this site as Commercial/Mixed Use. The existing use complies with this designation and the Comprehensive Plan.

The developer is required to submit the required performance bonds prior to consideration by the Pella City Council 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. A new sanitary sewer main will be required to be constructed across Washington Street.

Staff believes the final plat meets the minimum requirements of the zoning ordinance and subdivision ordinance, while also conforming to the City's Comprehensive Plan. Based upon the findings, staff recommended the final plat be approved as submitted.

Staff clarified for the Commission that property cannot be subdivided unless utilities are extended to the site.

**Motion** by Johnson, second by Canfield to approve the final plat as submitted. Motion carried 8-0.

**OTHER BUSINESS / WORK SESSION**

**Next Meeting Date**

The next regular Planning and Zoning Commission meeting is scheduled for April 24, 2023.

Adjourned at 6:29 p.m.