

**MINUTES OF THE CITY OF PELLA  
PLANNING AND ZONING COMMISSION MEETING  
MAY 24, 2021**

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

Vice-Chairperson Vos called the Planning and Zoning Commission to order at 7:00 p.m. in the Public Safety Complex. Members present were: Sarah Buchheit, Joe Canfield (joined via phone at 7:03 p.m.), Julio Chiarella, Cathy Haustein, Kisha Jahner, Tom Johnson, Dave Landon, Robin Pfalzgraf, Ann Visser, and Teri Vos; absent: Mark Groenendyk. Staff present: City Administrator Mike Nardini, City Planner Gerald Buydos, 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. Three members of the public attended the meeting in person and five individuals joined the conference call.

Commissioner Buchheit and City Planner Gerald Buydos were introduced to the Commission. Mayor Don DeWaard and Council member Bruce Schiebout were also in attendance and introduced.

**APPROVAL OF TENTATIVE AGENDA**

**Motion** by Pfalzgraf, second by Visser to approve the tentative agenda. Motion carried 9-0.

**APPROVAL OF MINUTES**

**Motion** by Landon, second by Pfalzgraf to approve the minutes of the April 26, 2021 meeting. Motion carried 9-0.

Canfield joined the conference call at 7:03 p.m.

**NEW BUSINESS PROPOSED**

**Consider a Site Plan for an Office Along 218<sup>th</sup> Place**

Bruce Schiebout has submitted a site plan to construct an 8,000-square-foot structure on the property located at 218th Place. The overall site layout was approved as part of the conditional rezoning of the property to Limited/Light Industrial (M1). The proposed site plan satisfies pertinent City Code and is consistent with the Comprehensive Plan. Staff recommends approval of the site plan as submitted.

In response to a question from the Commission, City Administrator Mike Nardini explained building coverage for site plans. Buydos identified the location of the proposed driveway for the office.

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

**OTHER BUSINESS / PUBLIC FORUM / WORK SESSION**

**Work Session to Discuss the Proposed Prairie Ridge Commercial Urban Renewal Plan**

The purpose of this work session was to discuss the proposed Prairie Ridge Commercial Urban Renewal Plan (URP), which would include the commercial development that is located northeast of the

Washington Street and Fifield Road intersection. The developer is proposing to construct a Smash Park recreation center, which is scheduled to open in 2022. In addition, the developer is willing to commit to construction of a fast-casual restaurant by December 2024.

To support the development, the developer will be required to construct on-site public infrastructure improvements including a new commercial roadway within the development of approximately 600 linear feet and an extension of the City's sanitary sewer system. The estimated cost of this public infrastructure is \$1,157,000.

The City's engineering consultant recommends that a right-turn lane on westbound Washington Street approaching Fifield Road be installed in 2022, as well as the installation of traffic signals at the intersection of Washington Street and Fifield Road prior to the fast-casual restaurant opening.

Staff believes the proposed development addresses a critical shortage in the community of eating and drinking establishments. Staff also believes the proposed URP aligns and is in conformance with the City's Comprehensive Plan.

Mayor DeWaard answered questions from the Commission about the 19-acre site. He explained that Smash Park and the fast-casual restaurant would be built on roughly six of the 19 acres.

Vos asked for guidance on how to approach items that come before the Commission for consideration that have already been promoted in the media. Nardini explained that the City has specific rules to follow under City Code when it comes to consideration of development projects, but that it is generally at the discretion of the developer to decide when they would like to release announcements to the media about upcoming projects.

### **Work Session to Discuss the Proposed Oskaloosa Street Corridor Redevelopment Plan**

The purpose of this work session was to discuss the proposed Oskaloosa Street Corridor Redevelopment Plan. In 2018, Council approved an agreement with Snyder & Associates to develop guidelines for this corridor, which Council ultimately approved on December 17, 2019. The project was intended to identify needed commercial development within Pella and formalize a strategy for recruiting potential businesses. The geographical area of this corridor extends from the intersection of Main Street and Oskaloosa Street to the intersection of Oskaloosa Street and 240th Avenue. The plan focuses on the promotion of infill development to utilize existing infrastructure.

The development guidelines recommend zoning amendments for the segment of Oskaloosa Street between Main Street and Carson Street. Included in the regulations are allowing brewpubs, microbreweries, and cocktail lounges to operate by right in this area. Currently, these zoning uses require a special use permit. Recommendations have been made for limiting the allowable uses in this geographical area. The development regulations regarding setbacks, parking requirements, lot areas, etc. will need to be reviewed and updated with the new guidelines.

The City Council recently reviewed this plan and directed staff to proceed with the next phases of implementation, which involve potential zoning changes. Canfield mentioned there may be an opportunity for a small group of representatives from the Commission to work with a consultant and City Council members regarding the next steps for this project. An email will be sent to the Commission with an estimated time commitment for this work. If appointments have not been made to this group by the next Commission

meeting, Nardini stated that there will likely be another work session to discuss this item at that time. Vos asked that the group's decisions be communicated to the full Commission.

Nardini stated that staff will check with the City Attorney for clarification on whether grandfathered zoning uses would continue to be allowed after a property was sold. He said, as he understands it, the use would be allowed to remain if it was continuous. However, if a grandfathered use lapses for longer than six months, it may no longer be allowed.

### **Work Session to Discuss Potential Future Zoning Amendments**

During this work session, potential future zoning amendments were discussed with the Commission, including the voluntary rezoning petition, land use compatibility issues, signage, and parking requirements. Plans are being made to hold a joint City Council-Planning and Zoning Commission meeting later this year to discuss City priorities, economic development, zoning issues, and other concerns.

Vos asked Nardini to revisit the questions that she asked in an email she sent on April 6, 2021 and provide answers either through email or at the next Commission meeting. Nardini stated he will review that email and address those questions during a work session at the next Commission meeting.

Canfield stated that it is important that design review requirements for the proposed Oskaloosa Street Corridor Redevelopment Plan do not conflict with any other design review requirements that may already be in place.

The Commission agreed to move forward on making a decision regarding the voluntary rezoning petition. Future potential zoning amendments for land use compatibility issues, signage, and parking requirements will likely be discussed as part of the Oskaloosa Street Corridor Redevelopment Plan process.

### **Other**

Canfield reported that Scott and Jena Sales, owners of GROOM Barber Lounge, had reached out to him. They are in the process of trying to purchase 717 Main St. with plans to move their barber shop into the building and live upstairs. There is a City Code requirement to provide two parking spaces on-site for the residence. However, due to the lot configuration, the Sales family cannot comply with the parking requirement. There are other residences located above businesses on the square which have been grandfathered in and are not required to provide on-site parking, as the residential uses existed prior to the enactment of the parking requirement. Canfield has forwarded the Sales' email to staff, who will then send it out to the Commission. This item will be brought forward to the Commission for discussion during the June 28, 2021 work session.

Nardini estimated that upcoming meetings will likely take roughly 90 minutes and asked the Commission to plan accordingly.

### **Next Meeting Date**

The next regular Planning and Zoning Commission meeting is scheduled for June 28, 2021.

Adjourned at 8:24 p.m.