

**MINUTES OF THE CITY OF PELLA
PLANNING AND ZONING COMMISSION MEETING
JUNE 28, 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: Sarah Buchheit, Joe Canfield, Julio Chiarella, Kisha Jahner, Tom Johnson, Dave Landon, Robin Pfalzgraf, Ann Visser, and Teri Vos; absent: Mark Groenendyk and Cathy Haustein. Staff present: City Administrator Mike Nardini, City Planner Gerald Buydos, and the Deputy City Clerk. Five members of the public were present.

APPROVAL OF TENTATIVE AGENDA

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

APPROVAL OF MINUTES

Motion by Pfalzgraf, second by Landon to approve the minutes of the May 24, 2021 meeting. Motion carried 9-0.

NEW BUSINESS PROPOSED

Consider a Final Plat for the Shady Brook Subdivision Known as Shady Brook Acres Plat 2

A final plat for phase two of the development known as Shady Brook Acres Plat 2 was submitted by Matt Diehl on behalf of Refuge Brook Properties and by property owner Troy Seekamp. The subject property is located southeast of 218th Avenue and Neil Drive. The Planning and Zoning Commission approved the final plat for this project on July 23, 2007 and the City Council approved it on August 7, 2007. Plat 2 includes six lots, one property outlot, and one street outlot dedicated to the City of Pella. Once the infrastructure is constructed, it will be dedicated to the City of Pella. The end of Shady Brook Lane will incorporate an approved Fire Department turnaround for engine apparatus.

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

Motion by Chiarella, second by Pfalzgraf to approve the final plat as submitted. Motion carried 9-0.

OTHER BUSINESS / PUBLIC FORUM / WORK SESSION

**Work Session to Discuss Committee Assignments for the Proposed Oskaloosa Street Corridor
Redevelopment Plan**

The purpose of this work session was to discuss committee assignments for the proposed Oskaloosa Street Corridor Redevelopment Plan. The City Council recently reviewed this plan and directed staff to proceed with the next phases of implementation, which involve potential zoning changes. As a result, Council directed that a subcommittee of both Planning and Zoning Commission members and City Council members be assigned to work with staff and/or consultants on implementation.

City Administrator Mike Nardini gave background on the Oskaloosa Street Corridor Redevelopment Plan and estimated the time commitment for the subcommittee meetings to be approximately one to one and a half hours each. Chiarella and Pfalzgraf volunteered to serve on the subcommittee.

Work Session to Discuss Potential Items for a Proposed Joint City Council and Planning and Zoning Commission Meeting

During this work session, the Commission discussed potential future topics of discussion for a proposed joint City Council and Planning and Zoning Commission meeting. Following discussion, the Commission decided to focus their work session with the City Council on downtown parking requirements, freeway signage, general development issues, and the future Comprehensive Plan update. A proposed meeting date will be sent to the Commission once one has been determined.

Work Session to Discuss Questions from Commissioner Teri Vos Regarding the Pella Market Planned Unit Development (PUD) Process

During the May 24, 2021 Planning and Zoning Commission work session, Vos had asked Nardini to revisit questions she had submitted via e-mail on April 6, 2021. Staff did not respond to these questions via e-mail as a number of commissioners and other parties were included on the e-mail. As general practice, responding to emails that include a large number of board/commission members is discouraged and avoided due to the potential of an open meetings violation. Rather, staff informed Vos that her questions would be discussed during a future Planning and Zoning Commission work session. In addition to answering Vos' questions during this meeting, written answers to her questions were included in the meeting packet.

Throughout the course of this work session, the Commission asked questions about open meetings laws, as well as ex parte communication. Nardini suggested having the City Attorney attend a future meeting to answer the Commission's legal questions. The possibility of assigning City of Pella email addresses to commissioners will also be investigated. Additionally, staff was directed to look into the possibility of posting draft Commission meeting minutes online prior to their approval.

Nardini explained the process for preparing Council memos and the summarization of the Commission's position on agenda items.

Pfalzgraf asked for an explanation of Dutch design. Nardini explained that the City has a design manual with design guidelines. The Community Development Committee (CDC) will be working on proposed updates to the manual. Nardini answered questions about the appeals process for design permits.

Other

Nardini updated the Commission on development in Pella. He reported that construction on the Pella Market should begin in July 2021. Construction of the Lely North America building is underway. Applications for over 20 homes in the Prairie Ridge development have been approved. There are plans to amend the Prairie Ridge PUD to adjust the setback requirements.

Next Meeting Date

The next regular Planning and Zoning Commission meeting is scheduled for July 26, 2021.

Adjourned at 8:22 p.m.