

**MINUTES OF THE CITY OF PELLA  
PLANNING AND ZONING COMMISSION MEETING  
JULY 24, 2023**

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

Chairperson Teri 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, Cathy Haustein, Tom Johnson, Bob Smith, Marc Vande Noord, and Teri Vos; absent: none. Staff present: Planning and Zoning Director Gerald Buydos, Zoning Analyst Jared Parker, Local Programming Coordinator Monte Goodyk, and the Deputy City Clerk. One member of the public attended the meeting.

**APPROVAL OF TENTATIVE AGENDA**

**Motion** by Smith, second by Canfield to approve the tentative agenda. Motion carried 8-0.

**APPROVAL OF MINUTES**

**Motion** by Vande Noord, second by Smith to approve the minutes of the June 26, 2023 meeting. Motion carried 8-0.

**NEW BUSINESS PROPOSED**

**Consider a Modification to a Previously Approved Site Plan for 1301 W. 12<sup>th</sup> St., as Submitted by Dingeman Concrete Inc.**

Jeff Dingeman submitted a site plan modification request to move the westerly building located at 1301 W. 12th St. north a distance of 36 feet off the south property line. In addition, four parking spaces will be added south of the building. The western building will also be downsized to 14,336 square feet from approximately 15,360 square feet. The eastern building was constructed at approximately 13,440 square feet.

According to the Zoning Ordinance, the proposed land use is classified as *Warehousing (Enclosed)*, which is defined as “uses including storage, distribution and handling of goods and materials within enclosed structures. Typical uses include wholesale distributors, storage warehouses and van and storage companies.” This land use is permitted by right in the City’s M1 zoning district.

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 “General Industrial” land uses. Staff believes the proposal meets this description in the Comprehensive Plan, along with providing more industrial acres, which is noted as a need in the Comprehensive Plan.

Staff believes the revised site plan meets the requirements of the City's zoning code and is consistent with the City's Comprehensive Plan. Staff recommended the revised site plan be approved.

The applicant, Jeff Dingeman, was present to speak in favor of the site plan modification and to answer questions from the Commission.

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

## **OTHER BUSINESS / WORK SESSION**

### **Work Session to Discuss Updates to the Comprehensive Plan, Zoning Code, and Subdivision Code**

At the June 26, 2023 meeting, the Planning and Zoning Commission held a work session to review the general outline of the process the City of Pella will be going through with updates to the Comprehensive Plan, Zoning Code and Subdivision Ordinance. While staff did not currently have further updates on this item, this was an opportunity for the Commission to have further discussion if they so desired.

The City of Pella's Comprehensive Plan was last updated in 2014. Normal updates can be anywhere from seven to 10 years in length, but some can push the vision out 20 years. One of the major determinations is growth. The City of Pella is experiencing growth and therefore the Comprehensive Plan should be looked at and updated. The Zoning Code dates to the 1970s, with a major update in the 1980s, and modifications almost every year since. This document needs a comprehensive rewrite to bring it up-to-date and into conformance with the new Comprehensive Plan. The Subdivision Ordinance also should have a comprehensive rewrite to bring it into conformance with the goals and policies of the updated Comprehensive Plan.

The proposed consultant hiring process will be as follows: The City will issue a Request for Proposals (RFP) on the items. This may include only one, or possibly all three. A Review Committee of staff and Planning and Zoning Commission members will review the proposals and rank them. Presentations may be requested of the top firms to the Review Committee. A final consultant will be recommended by the Review Committee to the City Council to retain.

The Comprehensive Plan update process proposed may be as follows: The consultant will propose a timeline and general details for the process. A Technical Advisory Committee (TAC) will work in conjunction with the consultant and staff to create the document. The TAC will be made up of citizens, Planning and Zoning Commission members, and potentially City Council members and/or other Board and Committee members of the City. The TAC will recommend the final product to the Planning and Zoning Commission for hearing and ultimately to the City Council for approval.

Planning and Zoning Director Gerald Buydos explained the current code requirements for site plan review. Currently, 180 days after a site plan has been approved, staff can no longer approve minor site plan modifications for the developer; the modifications must be considered by the full Commission. This was true for Dingeman's site plan modification, as the site plan had been approved more than 180 days ago. This is an example of something that might be looked at during the Zoning Code update process.

#### **Next Meeting Date**

The next regular Planning and Zoning Commission meeting is scheduled for August 28, 2023.

Adjourned at 6:19 p.m.