

**MINUTES OF THE CITY OF PELLA
PLANNING AND ZONING COMMISSION MEETING
JULY 27, 2020**

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: Joe Canfield, Julio Chiarella (via phone), Cathy Haustein (via phone), Julie Heerema Mueller, Kisha Jahner, Dave Landon, Robin Pfalzgraf, Gary Van Vark, and Ann Visser; absent: Mark Groenendyk and Teri Vos. Staff present: City Administrator Mike Nardini, Planning and Zoning Director Matthew Lepke, and Deputy City Clerk Cynthia Vaske. Due to heightened public health risks associated with the COVID-19 pandemic, accommodations were made to broadcast this meeting via conference call. One member of the public was present.

APPROVAL OF TENTATIVE AGENDA

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

APPROVAL OF MINUTES

Motion by Van Vark, second by Pfalzgraf to approve the minutes of the June 22, 2020 meeting. Motion carried 9-0.

PUBLIC HEARINGS

None.

NEW BUSINESS PROPOSED

Consider a Site Plan for an Industrial Building on 0.8 Acres at 433 SE 16th Street

Randy De Vries has submitted a site plan to construct an 8,568-square foot building at 433 SE 16th Street. The 0.8-acre site is currently undeveloped and is zoned M1 (Limited/Light Industrial). The applicant proposes a warehouse (7,868 sq. ft.) with an office (700 sq. ft.) in the building. A dustless area for outdoor storage of heavy equipment is proposed at the north end of the site. Warehousing (enclosed) is a permitted use in the M1 zone district.

Chapter 165.36(F)(3) requires the proposed site plan to conform to the City's Comprehensive Plan. The Comprehensive Plan's Future Land Use Map identifies this site as General Industrial. The proposed use comports with this designation. The proposed site plan satisfies pertinent City Code and is consistent with the Comprehensive Plan. Staff recommends approval of the site plan as submitted.

Motion by Landon, second by Pfalzgraf to approve the site plan as submitted. Motion carried 9-0.

OTHER BUSINESS / PUBLIC FORUM

Next Meeting Scheduled for August 24, 2020

The next Planning and Zoning Commission meeting is scheduled for August 24, 2020.

Work Session on the Planning and Zoning Commission's Procedural Rules

Staff would like to discuss potential changes to the Commission's procedural rules.

One change involves voting. Rather than requiring a majority of the entire Commission to vote on an item for passage, a simple majority of the Commission members present would be sufficient to vote on an item for passage. Additionally, other changes would clean up passages that are incorrect, such as the frequency and location of meetings, and formalize electronic meeting participation. These changes require an amendment to the Planning and Zoning Commission's Procedural Rules.

The passage below is excerpted from the current Commission procedural rules:

Part IV: Conduct of Meetings

Rule 20: Votes Necessary for Passage

The concurring vote of the majority of the entire Commission shall be necessary to decide on any matter upon which it is required to pass under the Zoning Ordinance.

This is how the rule would read, should the Commission recommend the amendment:

Part IV: Conduct of Meetings

Rule 20: Votes Necessary for Passage

The concurring vote of the majority of the Commission members present, in person or via electronic means, shall be necessary to decide on any matter upon which it is required to pass under the Zoning Ordinance.

This amendment would prevent a situation where the Commission body is reduced, due to absences, and a 5-1 vote would not be sufficient to pass an item.

Pfalzgraf asked if this has been a problem for the Commission in the past. City Administrator Mike Nardini explained that this issue has not been a problem for the Commission, but it has been discussed recently for another of the City's boards, so the City is trying to standardize this rule across its advisory boards and commissions. However, this would not apply to final decision-making bodies, such as the City Council and Board of Adjustment.

Pfalzgraf explained that she is okay with this proposed amendment for regularly scheduled Commission meetings. However, she stated that she does not think this rule should be applied to special meetings, as she and other Commissioners could have scheduling conflicts and may not be able to attend them.

Chiarella suggested choosing a specific day for special meetings to be placed in the Procedural Rules so that Commissioners would know in advance to reserve that day and time each month, like they do with the regular meetings.

Landon said he recalls instances where the Commission has barely had a quorum present. In those instances, items have usually passed unanimously, but easily could have been denied on a 5-1 vote. He stated he supports using a simple majority for the passage of votes. Canfield agreed.

Nardini said the Commission will have an opportunity to vote on these proposed changes at the next Commission meeting, which is scheduled for August 24, 2020.

A second change would correct passages in the rules that are no longer accurate, concerning the frequency of meetings and their location.

The passage below is excerpted from the current Commission procedural rules:

Part II: Time and Place of Meetings

Rule 6: Regular Meetings

Planning and Zoning Commission meetings are held twice per month at the Pella Public Works Office at 100 Truman Road. The Planning and Zoning Director may schedule a meeting for another time with approval of the Chair. The Planning and Zoning Commission upon a vote may continue items from one meeting to the next. All public hearings shall be scheduled for the same time as the meeting where items corresponding thereto are on the Agenda.

This is how the rule would read, should the Commission recommend the amendment:

Part II: Time and Place of Meetings

Rule 6: Regular Meetings

Planning and Zoning Commission meetings are held once per month. The Planning and Zoning Director may schedule a meeting for another time with approval of the Chair. The Planning and Zoning Commission, upon a vote, may continue items from one meeting to the next. All public hearings shall be scheduled for the same time as the meeting where items corresponding thereto are on the Agenda.

A third change would formally permit members to virtually participate in meetings.

The passage below is excerpted from the current Commission procedural rules:

Part IV: Conduct of Meetings

Rule 10: Roll Call

A majority of the entire Planning and Zoning Commission shall constitute a quorum for the transaction of business. Before proceeding with the business of the Commission, the Planning and Zoning Director shall note members present, and enter those names in the minutes. The Planning and Zoning Director shall determine the presence of a quorum as required by law and these rules.

This is how the rule would read, should the Commission recommend the amendment:

Part IV: Conduct of Meetings

Rule 10: Roll Call

A majority of the entire Planning and Zoning Commission shall constitute a quorum for the transaction of business. Before proceeding with the business of the Commission, the Planning and Zoning Director shall note members present, and enter those names in the minutes. The Planning and Zoning Director shall determine the presence of a quorum as required by law and these rules. Commission members may participate in the meeting either in person or via electronic means as listed in the meeting agenda. Either form of participation shall allow a Commission member to be considered present to conduct business.

The first amendment would make a simple majority of the members participating in a meeting sufficient to vote on the passage of an item, rather than requiring a majority of the entire Commission. A quorum (six members) would remain required to conduct business. The second amendment is housekeeping to clean up incorrect passages in the rules. The third amendment formalizes Commission members' ability to participate electronically in meetings and be considered present to conduct business.

Other

Pfalzgraf asked about a building project underway on Idaho Drive across from the Bos Landen Golf Course. Nardini said that he recalls the owner plans to have a home-based occupation. He said he will look into that matter further to provide Pfalzgraf with an answer.

Adjourned at 7:23 p.m.