

**MINUTES OF THE CITY OF PELLA  
PLANNING AND ZONING COMMISSION  
MAY 22, 2017**

Vice-Chairperson Vos called the Planning and Zoning Commission to order in the Public Safety Complex at 7:00 p.m. Members present were: Craig Agan, Joe Canfield, Julio Chiarella, Mark Groenendyk, Cathy Haustein, Robin Pfalzgraf, Gary Van Vark, Ann Visser, and Teri Vos. Absent: Dave Landon and Ervin Van Wyk. Staff present: City Administrator Mike Nardini, Finance Director Corey Goodenow, Zoning Administrator Bryce Johnson, and Deputy City Clerk Cynthia Vaske. The following individuals signed the visitor attendance sheet: Jim Mansueto and Rhonda Kermode.

Unless otherwise noted, all actions were taken unanimously.

**APPROVAL OF TENTATIVE AGENDA**

**Motion** by Visser, second by Van Vark to approve the tentative agenda.

**APPROVAL OF MINUTES**

**Motion** by Canfield, second by Agan to approve the minutes of the April 24, 2017 meeting.

**NEW BUSINESS:**

**Work Session to Discuss Criteria for Establishing Historic Overlay Districts and Landmark Designations**

A presentation was given by staff on historic overlay districts and landmark designations. Historic Preservation Commissioners Rhonda Kermode and Jim Mansueto were present to answer questions from the Planning and Zoning Commission (Commission). City Administrator Mike Nardini mentioned that the formal ordinance for establishing a historic overlay district and the designation of landmarks is scheduled for consideration at the June 26, 2017 Commission meeting. A public hearing will be held at that time as well.

**Review of Requirements and Administrative Procedures for Rezoning Applications**

A presentation was given by staff as an overview of rezoning requirements and procedures. The Commission directed staff to add to the rezoning notification letters information regarding the option for citizens that disagree with the rezoning to file a protest signed by at least 20% of the property owners within 300 feet of the subject site. This would then require a supermajority, five of the six City Councilmembers, to approve the rezoning.

Vos said it was mentioned that the primary purpose of the petition is for the City's compatibility information and not necessarily for the Commission to imply that they should vote in favor of or against a rezoning. This is something she said could be clarified for people. She said she thinks many people believe that whether they sign a petition will have a significant impact on the approval of the rezoning. Nardini said the City uses the petition as just one piece of information in determining land use compatibility. He said the City is happy to make modifications to rezoning notification letters to increase the awareness of options citizens have if they disagree with a proposed rezoning.

Vos also requested an increase in the font size of the public hearing notification sign that is posted on site of a property to be rezoned to increase visibility. Canfield suggested placing in the notices a direct link to the applicable City Code section regarding rezoning procedures for viewing online.

Vos asked about Landon's suggestion to change the wording of the rezoning petition from "in support of the proposed rezoning" to "is not opposed to the proposed rezoning." Finance Director Corey Goodenow said that he does not believe there is anything in the City Code that would prevent the change in the petition's verbiage. Vos asked when the Commission might see that change as a future agenda item. Nardini said it could be placed on the agenda for a work session at the Commission's regular meeting, which is scheduled for June 26, 2017. He said the Commission will be considering Thistles' site plan at a special meeting, which will be scheduled for early June 2017. Nardini welcomed additional input from Commissioners via email.

#### **OTHER BUSINESS / PUBLIC FORUM**

Introductions were made among commissioners, as this was Canfield's first meeting.

Adjourned at 8:08 p.m.