



CITY OF PELLA

CITY COUNCIL OFFICIAL MINUTES

October 2, 2018

A. CALL TO ORDER BY MAYOR AND ROLL CALL

The City Council of the City of Pella, Iowa, met in regular session at the Public Safety Complex meeting room at 7:00 p.m., Mayor Jim Mueller presiding. Council members present were: Mark De Jong, Lynn Branderhorst, Harold Van Stryland, Bruce Schiebout, Larry Peterson. Absent: Tony Bokhoven. City Administrator Mike Nardini and City Clerk Mandy Smith were present. Five staff members and five members of the general public signed the register.

B. MAYOR'S COMMENTS

1. Announce Policy and Planning meeting following the regular Council meeting to discuss:
 - a. Compensation and Benefits for Elected Officials
 - b. Zoning Review
2. Approval of Tentative Agenda.
Van Stryland moved to approve, seconded by Branderhorst. On roll call the vote was:
AYES: Van Stryland, Branderhorst, Schiebout, Peterson, De Jong.
NAYS: None.
Motion carried.

***PUBLIC FORUM (for anyone wishing to address Council regarding agenda items)**

No comments were received.

C. APPROVAL OF CONSENT AGENDA

Peterson moved to approve the consent agenda, seconded by Van Stryland. On roll call the vote was:

AYES: Peterson, Van Stryland, Schiebout, De Jong, Branderhorst.
NAYS: None.
Motion carried.

The following items were approved:

1. Approval of Minutes
 - a. Official Council Minutes for September 18, 2018
2. Report of Committees
 - a. Airport Committee Minutes for January 26, 2018

Members Present: Warren Winkle, Rick Gritters, Tom Vander Linden, Dave Barnes, Randy Borgerding

Members Absent: Dave Erickson, Sid Pinney

Others Present: Shane Vande Voort, Denny Buyert

Old Business: Motion: The Committee approved the minutes from December 8, 2017.

New Business:

Project updates: The runway painting will require a 2-3 day closure this spring after the temperatures are in the 50's. \$100,000 has been put in the budget for a paved tie-down area. Also, the city has been looking at options for smoothing the runway and has placed an additional \$100,000 in the budget for possible smoothing.

Regional Airport: Dave Barnes reported that there was a hearing in district court to consider Mahaska county's motion to dismiss and it was denied. Dave noted that the process could go to a jury trial next year. Dave noted that representatives from Pella, Oskaloosa, and the SCRAA board met with the FAA Central region in Kansas City recently for an update on the project status. The next SCRAA meeting will take place in February.

Discussion of needs at the Pella Municipal Airport and transitional budget to a replacement airport. Shane reported that hangar and tiedown discussions are ongoing and that the FBO is struggling due to loss of efficiency cause by lack of tiedowns and hangar space.

Airport Managers report to the committee: Shane reported there continues to be lots of activity at the airport and that a lack of hangar space and paved tiedowns continues to be an issue. Shane reported that USDA wildlife management will resume wildlife depredation at the airport.

The suggestion of an attendance policy was discussed but no action was taken.

Next regular meeting will take place on February 23, 2018.

- b. Airport Committee Minutes for March 3, 2018

Members Present: Warren Winkle, Rick Gritters, Tom Vander Linden, Dave Barnes, Randy Borgerding, Dave Erickson, Sid Pinney

Members Absent: None

Others Present: Shane Vande Voort

Old Business: Motion: The Committee approved the minutes from January 26, 2018.

New Business:

Project updates: The runway painting will require a 2-3 day closure this spring after the temperatures are in the 50's.

Regional Airport: Dave Barnes reported that there was a recent annual meeting of the SCRAA board where the budget was approved and officers were appointed.

Discussion of needs at the Pella Municipal Airport and transitional budget to a replacement airport. A motion was made, seconded and approved to remind council of the needs at the airport. See separate document titled "Pella Airport Committee Motion to Pella City Council – March 2018. The committee requested to have Jerry Searle attend a future meeting to discuss locations of improvements. Sid noted the need for remodeling of the airport terminal building.

Tulip Time Flight Breakfast Planning and 50-year anniversary of the airport update. The Committee ok'd inviting Biplane Rides of America to give rides at the fly-in.

Airport Managers report to the committee: Shane reported there continues to be lots of activity at the airport including airplanes of all sizes. Lack of hangar and tie-down space continues to be an issue.

The suggestion of an attendance policy was discussed but no action was taken.

Next regular meeting will take place on March 30, 2018.

c. Airport Committee Minutes for March 30, 2018

Members Present: Warren Winkle, Rick Gritters, Tom Vander Linden, Dave Barnes, Randy Borgerding, Sid Pinney

Members Absent: Dave Erickson

Others Present: Shane Vande Voort

Old Business: Motion: The Committee approved the minutes from March 3, 2018.

New Business:

Project updates: The runway painting date has not yet been set for this spring.

Regional Airport: Dave Barnes reported that there have been no additional meetings. A landowner's informational meeting is set for April.

Discussion of needs at the Pella Municipal Airport and transitional budget to a replacement airport. Shane reported that hangar and tiedown discussions are ongoing and that the FBO is struggling due to loss of efficiency cause by lack of tiedowns and hangar space.

Tulip Time Flight Breakfast planning and 50-year anniversary of the airport: Tulip Time duties were reviewed. Rick Gritters reported on his research of the 50th anniversary of the airport.

Airport Managers report to the committee: Shane reported there continues to be lots of activity the grass tiedowns have been used a lot this year. Rick also mentioned he is putting together information for Marv's proclamation.

The suggestion of an attendance policy will be discussed at a later meeting.

Next regular meeting will take place on April 27, 2018

d. Community Services Board Minutes for April 20, 2018

Present: April Cutler, Stephen Fyfe, Mike Lyons, Amanda Schwerdtfeger, Glenn Steimling, Teresa Thompson, Arvin Van Zante

Absent: Lauri Amelse

Staff: Jeanette Vaughan, Alex Meyers, Chandler Nunnikhoven, Dyan Parker, Brenda Ross

Others: None

12:02pm Community Services Director Jeanette Vaughan called the meeting to order

Minutes - Motion by Cutler, seconded by Schwerdtfeger to approve the Community Services Board Meeting minutes of January 26, 2017.

Motion carried 7-0

Discussion Items

2018 Tree Plan – Vaughan presented an updated list of trees Parks is planning to plant for the 2018 season. No other changes were made to the Plan. Van Zante asked for a status of Ash Tree Program. Vaughan reported that the ash tree program is ahead of schedule. Almost all of the trees slated for contractor removal are completed. 12 trees are going to continue to be treated. A few, smaller remaining ash trees will be removed by staff if/when they start to decline, mainly at the Soccer Complex. A significant project will be coming in Fall 2018 as a generous \$4,000 donation was received from the Pella Garden Club to replace trees in Brinkhoff Park. Staff will be developing a plan to present to the Board in the next few months.

Motion by Van Zante, second by Thompson to approve the 2018 Tree Plan. Motion carried 7-0

Review Rates for Pickleball Court Rental – Preliminary rates were discussed at the January Meeting. Staff is recommending courts as first come/first serve unless a tournament is being planned. Event cost for all 6 courts will be \$125/day for local groups plus \$25 deposit and \$200/day for non-local groups plus \$50 deposit. This rate will be updated via resolution later in the year. Vaughan reported on the status of Caldwell Park project. The project seeding is complete but we are still waiting on warm, dry weather to begin court painting. Estimating completion mid to late May. A generous donation of \$4,000 was received from Tim & Kim Yaggi along with an expected donation match from Pella Corp. This will be used for a shade structure, benches, and windscreens for the pickleball courts.

Transition of Pella Soccer Club to Iowa Rush Chapter – Community Services was notified by the Pella Soccer Club that they will be partnering with Iowa Rush Soccer Club and will be known at Iowa Rush South. Vaughan meeting with them to discuss organization changes and if will affect their current user agreement. Staff concerns include non-local organization profiting on the utilization of city property, increased difficulties with scheduling and adherence to facility rules with decreased local involvement in the program.

Status of Disc Golf Course at Big Rock Park – Vaughan reported that Chris Meyers will be taking the lead on this volunteer project. He has been out actively soliciting donations and tee box sponsorships including a \$550 for tee sponsorship (18 available-3 acquired so far). This sponsorship will cover the cost of the Hole signage/post, the basket/post and some of the concrete tee box concrete. Donations are being submitted to Parks Department Park's Trust. Chandler will work with Chris on determining tee box locations and fairways for the course. City staff will be tracking donations and disbursing funds as needed throughout the project. The City has \$6k budgeted to assist with the project in FY 18/19. Chris will be the lead on securing and organizing volunteer efforts. Fyfe asked if the Pella Corp family is in support of the project given the need for the park to stay as natural as possible. Vaughan reported that she has contacted the Farver family and they are in support of the project.

Community Center Gym Ceiling – Vaughan reported that the Community Center gym has been closed due to a recommendation by the City's insurance company. Vaughan is working on options involving full or partial removal of tiles and drywall. At this point, staff believes that a minimum of \$35,000 would need to be spent regardless of what option is chosen.

City Facility Study Status – Vaughan reported that City staff is preparing an RFP for engineering services. The hope is to have the RFP out in May, awarding it sometime in July with the study completed by the end of October so that the information can be used in the budget process. The study will include looking at multiple municipal facilities including the community center building.

Downtown Streetscape Plan – Vaughan updated the Board on the downtown streetscape project. The project involves the development of a plan to develop a unified and consistent streetscape for the downtown and also a proposed concept design for a restroom in Central Park. The Mayor will be appointing individuals to sit on a technical committee that will meet up to 6 times throughout the process. The Tech

committee is to establish a schedule and objectives for the study. Vaughan asked if anyone from the Board would like to be considered by the Mayor for inclusion on this committee they should email her. Public input meetings will also take place throughout the project. Vaughan encourages board members to attend if they are available.

Dockless Bike Share Program – Vaughan reported that she, along with representatives from Central College and Iowa Bike and Fitness, presented the program to Council on April 17th and received permission to proceed with the program. At the May 1st council meeting, there will be a vote on a resolution approving the Memorandum of Understanding with Veoride to provide the program. Implementation will take place 4-6 weeks after approval.

Department Updates:

Aquatics/Alex

- Princess, Mermaid and Pirate Pool Party – 150 tickets available for the event, approximately 30 tickets sold to date. Glenn Steimling's William Penn's class is working on the advertising for the event.
- Summer Swim Team sign up is open.
- Outdoor Pool Opening Status Update– Central College volunteers helped with cleaning and putting up umbrellas. Pella High School volunteering next week. There are 70 lifeguards signed up this year.
- Concessions has started at the Sports Park and Soccer complexes.

Art & Rec/Brenda

- Taking registration for summer art programs, fall soccer & flag football.
- The City Insurance Company, EMC Insurance, reviewed the gym ceiling. Their recommendation is to close the gym, bring in an engineer. Current cost to remove ceiling tile & dry wall is \$26,403. The engineer's cost is \$2800 and City staff has to rent scaffolding and remove various ceiling tiles, before the engineer will do the work. The cost from the 2013 evaluation was \$15,000 to replace ceiling tiles. Currently waiting on direction from City Administration.
- Due to the wet & cold weather Little League Baseball/Softball games finally started yesterday. This weekend will be the first soccer games for Club Soccer.
- Excel Mechanical is working on the auditorium air conditioning. Should be working by end of May.

Parks/Chandler

- Tulips are starting to bud, should have color for Tulip Time as long as weather permits.
- The Central Park fountain and the Mohlengracht canal are filling today. Will be operational this weekend.
- Sunken Garden Windmill bid is out for the 3rd time.
- Goose nesting in Sunken Gardens. Will work with DNR to remove or block off area.
- Working on parks - clean up, mowing grass, drinking fountains online and opening restrooms.
- Caldwell Park grass has been seeded and painting pickleball courts soon.

Other Comments

Arvin Van Zante noted the Union Street Players and Crossroads along with the Historical Pella Trust are forming a 5013c non-profit organization called Friends of Community. They plan to advocate for the Community Center restoration since it is a historical building. They want to collaborate with the City of Pella to maintain the building and services provided within. The Community Center, much like the Library, is a critical community resource.

Adjournment

Motion by Steimling, seconded by Van Zante to adjourn the Community Services Board Meeting. Motion carried 7-0

The next meeting is scheduled for Friday, May 18, 2018 at noon in room 206, in the Community Center.

Meeting adjourned at 1:00 pm.

Respectfully submitted:

Dyan Parker

e. Library Board Minutes for August 14, 2018

I. Call To Order: President Praveen Mohan called the meeting to order at 4:00 p.m. Board members present were: Angela Adam, Verlan Den Adel, Brenda Huisman, Jane Koogler, Praveen Mohan, Kenny Nedder, and Rachel Sparks. Library Director Wendy Street was present.

II. Recognition of Visitors and Visitor Comments: There were no visitors present.

III. Approval of Agenda: There were no changes to the agenda. The agenda stood as presented.

IV. Disposition of Minutes: All Board members received the July 2018 minutes prior to the meeting. Brenda moved to approve the July minutes as written. Rachel seconded the motion. The minutes were unanimously approved.

V. Approval of Bills: All Board members received the August list of bills prior to the meeting. After a brief discussion and questions regarding the bills, Kenny moved to approve the August bills. Jane seconded the motion. The bills were unanimously approved.

VI. Unfinished Business: There was no unfinished business.

VII. New Business:

- a. Adopt the holiday schedule – Wendy reviewed the proposal for the 2019 Holidays & Closings Schedule. This schedule is based off prior year's schedule. There was some light discussion regarding normal traffic during the regular holidays. Praveen moved to approve the holiday schedule as written. Angela seconded. The proposed schedule was unanimously approved.
- b. Review of Collection Agency statistics – Wendy walked through the collection process we've been using since 2004 and reviewed the statistics. Not everything is collected, however it is an effective deterrent. All agreed this is a good process to continue.
- c. Set policy for September Library Card sign up month (1/2 price cards) – Wendy reviewed that traditionally in September the library has provided this discount. This is something that is recommended to continue. Kenny moved to set the same policy for 2018. Verlan seconded. The policy was unanimously approved.
- d. Meeting Room art proposal – Wendy reviewed the proposal to have art added to the meeting room. The board discussed the proposal. The Friends of the Library have offered to burden the entire cost. Praveen motioned to move forward with the proposal. Angela seconded the motion. The motion to move forward with the Meeting Room art proposal was unanimously approved.

VIII. President's Report and Announcements:

- a. National Medal for museum and Library Services – Praveen brought the award up as a discussion point to determine if we should pursue. Wendy indicated she has already responded to the nomination and is looking into the application process. She explained there is not a high expectation that we would receive based on their interest areas not aligning with our current strengths.

IX. Director's Report:

- a. Summer Reading Programs - We are in the process of wrapping up our Summer Reading Programs. Katie will prepare a detailed report of the programs for children and teens for next month's packet. In the adult program, there were 366 entries this year, compared to 434 last year. Almost one third of the entries were submitted online.

- b. Grants - We received two grants from the Marion County Community Foundation:
 - \$865 for sensory equipment. We purchased 25 Disc-o-seats, 6 headphones and 1 tipi with the funding. In addition, Kinetic Edge donated two sensory kits that can be checked out for use in the library. All these items are intended to support patrons with special sensory needs as they use our library.
 - \$600 for an oral history project. We purchased recording equipment with the grant funds and have begun contacting Pella residents to record their “growing up” stories. Both projects are on our strategic plan.
 - c. Fundraiser for Puerto Rican library - The Iowa Library Association has adopted a Puerto Rican library to help them replace books and videos and other materials damaged in hurricanes Irma and Maria in 2017. Iowa libraries are encouraged to participate. With your permission, our staff would like to do a “pay to play” fundraiser. Library staff will pay to wear jeans to work from Aug. 15-31. For more information about the fundraiser and the library it supports, see: <https://ialibraryassociation.libguides.com/adoptalibrary>. Angela moved to support the option to wear jeans as a fundraiser. Praveen seconded the motion. The motion was unanimously approved.
 - d. City Facility Study - At the Aug. 7 City Council meeting, the Council voted to hire Short Elliott Hendrickson (SEH) of Johnston to do the city facility study.
 - e. Building and grounds - Ryan Waddell, the Building Maintenance Technician, power-washed the exterior brick wall around the mechanical courtyard and the limestone on the front tower. The bill from Pella Rental is for the equipment he used.
 - f. Friends of the Library book sale - The Friends of the Library held their annual Paperback Book Sale Thursday, July 26 through Saturday, July 28. The book sale netted \$696 for the Friends.
 - g. Statistics
 - FaxScan24: 7 faxes sent
 - Mobile print service: 15 users sent 30 jobs totaling 90 pages
 - Hoopla: 466 total circs borrowed by 217 patrons. Average of 2.1 circs per patron. 104 patrons used all 3 checkouts. Average price per circulation: \$2.26. 89 patrons were blocked by the budget caps.
 - h. Upcoming events
 - August 14 at 6:30 p.m.: Great American Reads book discussion. Let’s talk about the great books that didn’t make the list. What book would you nominate and why?
 - August 20 at 1:00 p.m.: Movie Musical Monday – Watch a classic musical with amazing singing and dancing in the Library Meeting Room. Popcorn provided.
 - August 21 at 7:00 p.m.: Back to School Braiding Basics – Join us for an introduction class to braiding. Participants will be shown two or three different simple braids. Registration is limited to 40. Dads are welcome too!
 - August 23 at 6:30 p.m.: Cemetery Care and Gravestone Repair. John Heider will present basic information on cemetery and gravestone care that includes documenting, cleaning, repairs, materials, equipment, and methods. In the Library Meeting Room.
 - August 30 at 12:00 noon: The Brown Bag Book Club will discuss The Music Shop by Rachel Joyce in the Library Meeting Room.
 - i. Other Topics Discussed
 - Halverson Trane repairs – The air handlers needed some small repairs resulting in two visits. Although the parts were inexpensive, the labor charge will be large next month.
 - County wide trustee meeting – Wendy has reached out to the other library directors to gather interest in a county wide trustee meeting this year. She is working to get it set up. Pella will host. The tentative date is Thursday, September 27th.
 - Summer Reading program survey – A small survey was developed to gather feedback on the summer reading program. It has been distributed on Facebook. Wendy will look for other ways to distribute to get more feedback.
 - Strategic Plan survey – There is a survey being developed to establish baselines for the strategic plan. This should be sent in September or October.
- X. Trustee training reports: There were no Trustee training reports this month.
- XI. Committee reports: There were no committee reports.
- XII. Adjournment: President Praveen Mohan adjourned the meeting at 5:10 p.m. The next regularly scheduled Board Meeting is scheduled for September 11, 2018.

f. Planning and Zoning Commission Minutes for August 27, 2018

Chairperson Landon called the Planning and Zoning Commission to order at 7:00 p.m. in the Public Safety Complex. Members present were: Julio Chiarella, Mark Groenendyk, Cathy Haustein, David Landon, Robin Pflzgraf, Gary Van Vark, Ervin Van Wyk, Ann Visser and Teri Vos. Absent: Craig Agan and Joe Canfield. Staff present: City Administrator Mike Nardini, Zoning Administrator Bryce Johnson, and Deputy City Clerk Cynthia Vaske. Forty-one members of the public were in attendance.

APPROVAL OF TENTATIVE AGENDA

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

APPROVAL OF MINUTES

Motion by Van Vark, second by Visser to approve the minutes of the August 13, 2018 meeting. Motion carried 9-0.

PUBLIC HEARINGS

Consider a Rezoning Application to Amend the Classification of the Property Located at 503 W. Second Street from Institutional (INS) to Two-Family Residential (R2)

Wendy Visser has submitted a request to rezone the property located at 503 W. Second Street. A single-family home currently sits on this 13,460 square-foot parcel. The applicant is requesting the parcel be rezoned from Institutional (INS) to Two-Family Residential (R2). According to Marion County and City records, the home was constructed in 1941 as a single-family home. At that time, the home was zoned appropriately as Two-Family Residential (R2). In December of 2002, Central College acquired the property and amended the zoning of the property to accommodate their use type of Institutional (INS). In July of 2017, Central College sold the property for use as a single-family home, making the property a “legally non-conforming use”, given that Single-Family Residential (detached) use types are not permitted in Institutional (INS) zoning districts. In order to appropriately zone the property for its current use, the owner is asking to rezone the property back to its original zoning designation of Two-Family Residential (R2).

Staff believes this rezoning request aligns with the City’s Comprehensive Plan. In addition, staff believes the proposed land use is compatible with the neighboring properties. Therefore, staff is recommending approval of this request.

Convened Public Hearing. Eight written comments were received. With no further comments received, the public hearing was closed.

Motion by Van Wyk, second by Chiarella to approve the rezoning request as submitted. Motion carried 9-0.

Consider a Rezoning Application to Amend the Classification of the Property Located at 505 W. Second Street from Institutional (INS) to Two-Family Residential (R2)

Josh and Lisa Roose have submitted a request to rezone the property located at 505 W. Second Street. A single-family home currently sits on this 8,353 square-foot parcel. The applicant is requesting the parcel be rezoned from Institutional (INS) to Two-Family Residential (R2). According to Marion County and City records, the home was constructed in 1941 as a single-family home. At that time the home was zoned

appropriately as Two-Family Residential (R2). In December of 1988, Central College acquired the property and amended the zoning of the property to accommodate their use type of Institutional (INS). In July of 2017, Central College sold the property for use as a single-family home, making the property a “legally non-conforming use”, given that Single-Family Residential (detached) use types are not permitted in Institutional (INS) zoning districts. In order to appropriately zone the property for its current use, the owner is asking to rezone the property back to its original zoning designation of Two-Family Residential (R2).

Staff believes this rezoning request aligns with the City’s Comprehensive Plan. In addition, staff believes the proposed land use is compatible with the neighboring properties. Therefore, staff is recommending approval of this request.

Convened Public Hearing. Eight written comments were received. With no further comments received, the public hearing was closed.

Motion by Visser, second by Chiarella to approve the rezoning request as submitted. Motion carried 9-0.

Consider a Rezoning Application to Amend the Classification of the Property Located at the Northwest Quadrant of the Intersection of Main Street and Peace Street from Institutional (INS) to Planned-Unit Development (PUD)

This proposed ordinance would change the base zoning classification for approximately 2.89 acres of properties owned by RDP Holdings, LLC. The properties are located at 403 Main Street, 413 Main Street, and 400 Broadway Street, which is the former Webster School site. This ordinance is being proposed by the City of Pella to satisfy the recommendations of the City’s Comprehensive Plan and Zoning Ordinance.

The proposed development is intended to be a signature mixed-use development for south central Iowa by providing a unique high-quality housing product. Overall, the development contains 41 housing units with price points allowing for a diverse buyer pool. In addition, the development will contain high-end housing finishes, a courtyard, extensive landscaping, and a community building. The community building is intended to provide meeting rooms and other recreational opportunities for the residents. In addition, the development could also feature small commercial operations such as a coffee shop or similar service related businesses. The overall estimated cost of the development is approximately \$17 million.

Staff believes the proposed ordinance meets the requirements of the City’s zoning code. In addition, staff also believes the proposed ordinance is consistent and in conformance with the City’s Comprehensive Plan. Therefore, staff is recommending approval of the proposed ordinance which would formally change the zoning for this property to a PUD with a CUC base zoning district.

Shyft Collective Principal Brandon Foldes spoke in favor of the PUD and explained some of the project’s key features. Haustein asked Foldes to explain the project’s commercial building. Foldes explained that Building C has the potential to house roughly 1,500 to 2,500 square feet of commercial space, but it could be a community space reserved solely for residents, or the space could be residential. As part of the PUD, they would have the flexibility to change that as they develop the project. At this time, they are evaluating their options for the space. The units are proposed to be priced from just under \$200,000 to over \$500,000 each.

Chiarella asked Foldes about the parking for the units. Foldes replied that they plan to have over two parking spaces per unit. Some of the parking will be in garages. Haustein asked about traffic review for this project, which will be located off of two busy streets. City Administrator Mike Nardini said the City’s engineer has done a preliminary traffic review, but during the site plan process they would conduct a more in-depth traffic analysis.

Convened Public Hearing. Four written comments were received. Joan Lucas said she served on the Planning and Zoning Commission in the late 1970s and 1980s and remembers discussing PUDs back then. She thinks this project is a very exciting concept, but does have concerns about parking for guests of residents. As a member of the First Baptist Church (FBC) located next to the proposed PUD site, she is hopeful that they can work together resolve some of their parking concerns.

Tami Breuklander expressed her concerns with parking for the PUD. She said there are currently 22 cars parked along Peace Street that belong to Central College students that will be displaced by this development. She asked that the amount of visitor parking needed for the development be looked at closely.

Pella Area Community & Economic (PACE) Alliance Executive Director Karen Eischen said PACE has heard about the challenges local employers face recruiting young professionals. This development is what millennials and baby boomers want—something walkable, community-oriented, and close to amenities. PACE supports this project and it will help to redevelop and connect the downtown along Main Street and help redevelop Oskaloosa Street.

Mike Lubberden said he is speaking on behalf of FBC. He said FBC thought they had gone through an alley abandonment process a number of years ago, but was recently told that it did not get recorded correctly. Therefore, FBC is petitioning the City for abandonment of the alley. FBC would like to have the alley to the south side of their property. Lubberden also posed a question regarding whether there would be an opportunity for FBC to work with the developers on possibly incorporating storm water detention efforts with FBC’s efforts to build parking to the east. Nardini explained that the City vacated the alley as a public right-of-way years ago, but it remains City of Pella property to date because it was never transferred to another property at that time. The sale of alleys is separate process, which will likely take place within the next 60 days. Lubberden pointed out a memorial sidewalk that is located to the south of FBC and asked that the developers consider allowing the portion not on the church’s property to remain.

Mike Clark, with FBC, said he shares the same concerns as those who have previously spoken and the church hopes to have an open line of communication with the developers. Central College Vice President for Finance and Administration/Treasurer Tom Johnson expressed Central College’s full support and excitement for the project. Don DeWard said he is part of the group working on this development. He said he wants to assure everyone that there has not been any effort for secrecy on this development. However, a project of this size takes substantial planning and they do not want to put misinformation out there. He said the development team will do what they can, within reason, to meet requests of those impacted most directly by the development.

With no further comments received, the public hearing was closed. Pfalzgraf said it is very refreshing and exciting to see everyone wanting to work together. Landon echoed Pfalzgraf’s statement and thanked those who gave comments. Haustein said she supports the concerns voiced by members of the public regarding parking for the development. Nardini explained that the City’s zoning code requires, at minimum, 85 parking spaces for the development. Chiarella expressed his desire for everyone involved in the PUD process to work as a team.

Motion by Pfalzgraf, second by Visser to approve the ordinance as submitted. Motion carried 9-0.

NEW BUSINESS PROPOSED

Consider a Site Plan Application Submitted by Pella Regional Health Center to Construct a New Parking Lot Near the Intersection of Hazel Street and Jefferson Street

Shive-Hattery, Inc., on behalf of Pella Regional Hospital, has submitted a site plan to construct a new parking lot in the southeast corner of the Pella Regional Health Center campus. Staff believes the proposed site plan meets the requirements of the City’s zoning code and is consistent with the City’s Comprehensive Plan. Therefore, staff is recommending the site plan be approved as submitted and presented.

Chiarella commented that the street names are not named on the site plan.

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

Consider a Plat of Survey Application Submitted by MRN Partnership / Mike Bogaard to Combine Lot 76 and Lot C of Hunter’s Ridge Plat 4 in Marion County

The proposed Plat of Survey is simply a retracement of Lot 76 and Lot C, which are part of the previously approved preliminary and final plats known as the Hunter’s Ridge subdivision. The subject properties are located near the intersection of 187th Place and 182nd Avenue.

While the properties are located outside the City's corporate limits, the properties are within the City's subdivision jurisdiction. The applicant is proposing to combine Lot 76 and Lot C to create an approximately 11,900 square-foot lot to construct a residential home. The Hunter's Ridge Final Plat approved by the City of Pella reserved Lot C for a future street to extend to the east. However, Marion County declined to accept this lot for a future public street. Therefore, the developer is requesting approval of this Plat of Survey which simply removes the road reservation from Lot C and combines it with Lot 76. The developer has also stated that extending a road through Lot C easterly would be difficult due to topography issues. Based on the input of the Marion County Engineer, staff is recommending denial of this Plat of Survey.

Randy Bogaard said, in his view, Marion County has abandoned the property and left it to the owners to pay taxes on, but not the ability to develop it. A potential buyer is interested in purchasing both Lot 76 and Lot C to build a home with more frontage than just Lot 76 would allow. Haustein asked how long Bogaard has been paying taxes on the property. Bogaard explained that MRN Partnership took ownership of the property in 2011 and the previous owner was likely paying taxes on it since the final plat was approved. Van Vark asked if Marion County can overturn the action taken by the Commission if they were to approve the request. Nardini said it is the opinion of the City Attorney that this is purely the City's decision to make. Groenendyk said he struggles with the fact that Marion County is reserving land, yet Bogaard is still being taxed on it. Bogaard said he asked the Marion County Engineer to meet him on site, but was refused. Groenendyk asked whether Marion County has any interest in acquiring the property. Bogaard said the Marion County Engineer told him no. Landon asked if the agreement between the City and Marion County has given the City zoning jurisdiction over this property, which is approval of amendments of plats and subdivision control. Nardini said yes. Landon asked if approval of the final plat would then go before the City Council. Nardini said yes.

Motion by Van Vark, second by Van Wyk to approve the final plat as submitted. Motion carried 9-0.

OTHER BUSINESS/PUBLIC FORUM

Nardini said the next Commission meeting is scheduled for September 24, 2018.

Adjourned at 8:30 p.m.

g. Board of Adjustment Minutes for September 11, 2018

Chairperson Nossaman called the Board of Adjustment to order at 6:00 p.m. in Room 206 of the Community Center. Members present were: Jim Corbett, Vince Nossaman, Susan Reiter, Jane Smith, and Lyle Vander Meiden. Absent: Merlan Rolffs and Mike Vander Wert. Staff present: Finance Director Corey Goodenow, Zoning Administrator Bryce Johnson, and Deputy City Clerk Cynthia Vaske. Three members of the public were in attendance.

CHAIRPERSON'S COMMENTS

Approval of the Tentative Agenda

Motion by Vander Meiden, second by Reiter to approve the tentative agenda. Motion carried 5-0.

APPROVAL OF MINUTES

Motion by Vander Meiden, second by Corbett, to approve the August 14, 2018 minutes. Motion carried 5-0.

NEW BUSINESS/PUBLIC HEARINGS

Consider a Variance Request for the Property Located at 1007 Union Street to Expand an Existing Accessory Structure

The applicant, Charles Keuning, is the owner of 1007 Union Street. A single-family detached residence is currently on this 10,423-square foot lot and is zoned R2, Two-Family Residential. This district is intended to provide locations for medium-density residential areas for single-family and two-family use with supporting and appropriate community facilities. The applicant is requesting a variance from Chapter 165.30.3(E) of the City's zoning ordinance to add a 160-square foot addition to an existing 800 square-foot shed. Under the zoning ordinance the subject property's accessory structure may not exceed 875 square feet.

While staff recognizes an increase in size of the proposed accessory may not have a material impact on the neighborhood, it does not appear to meet the requirements set forth in code for a variance. For this reason, staff recommends denial of the variance request.

Convened Public Hearing on the variance request for 1007 Union Street.

Motion by Reiter, second by Vander Meiden to accept five written comments into the public record. Motion carried 5-0.

Charles Keuning spoke in favor of the variance and answered questions from the Board. He explained that the current garage is in need of repair and he would like to rebuild the garage at an increased size to allow for more indoor storage.

Motion by Reiter, second by Smith to close the public hearing. Motion carried 5-0.

Further discussion occurred amongst Board members.

Motion by Vander Meiden, second by Reiter to approve the variance as presented based on the narrowness of the lot. Motion carried 5-0.

Consider an Application for a Variance for the Property Located at 1981 Fifield Road to Locate a Detached Structure Within the Front Yard
The applicant, Ron Paxton, is the owner of 1981 Fifield Road. The property is currently being developed as a special events venue. The subject site is within the M1, Light Industrial zoning district and is intended to reserve sites appropriate for the location of industrial uses with relatively limited environmental effects. The applicant is requesting a variance from Chapter 165.30.3(B) of the City's zoning ordinance to construct an accessory structure in the front yard. The zoning ordinance states that "no accessory building may be located between the front building line of the principal building and the front property line." The proposed accessory structure will be used as a warehouse for storing items relating to the special events venue.

It should be noted that if the variance request is approved, the applicant will be required to go before the Planning and Zoning Commission to request an amendment to the original site plan, which was approved on November 27, 2017. The approved site plan required removal of the existing structure shown in the aerial imagery, which is included as an attachment to the memo. That said, the existing structure recently caught fire and is longer suitable for use.

While staff is certainly sympathetic to the owner given the loss of the existing structure to fire, staff does not believe the applicant has met all seven of the requirements. Additionally, the site plan considered and approved by the Planning and Zoning Commission in November of 2017 clearly indicated the removal of the existing structure to ensure compliance with the City's zoning code. For these reasons, staff is recommending denial of the variance.

Convened Public Hearing on the variance request for 1981 Fifield Road.

Motion by Reiter, second by Vander Meiden to accept three written comments into the public record. Motion carried 5-0.

Ron Paxton spoke in favor of the variance and explained his request. He answered questions from the Board.

Motion by Reiter, second by Smith to close the public hearing. Motion carried 5-0.

Further discussion occurred amongst Board members.

Motion by Reiter, second by Corbett to approve the variance as presented, due to the lack of available options for locating the structure elsewhere on the property. Motion carried 5-0.

OTHER BUSINESS/PUBLIC FORUM

None.

Adjourned at 6:59 p.m.

3. Petitions and Communications

a. Renewal of Special Class C Liquor License (Beer/Wine) for Bapa Hospitality LLC (DBA AmericInn Hotel & Suites)

BACKGROUND: Bapa Hospitality LLC, DBA AmericInn Hotel & Suites at 910 W 16th Street, has applied for renewal of their Special Class C Liquor License (Beer/Wine). The term of the new license is 12 months and would expire on November 17, 2019. The application has been completed online with the state, and staff is recommending approval.

ATTACHMENTS: Application
 REPORT PREPARED BY: City Clerk
 REVIEWED BY: CITY ADMINISTRATOR
 CITY CLERK
 RECOMMENDATION: Approve renewal

D. *PUBLIC HEARINGS

1a. Public Hearing on Pella Sports Park Phase II Project Bids. No written comments were received. Oral comments from Council were received and addressed.

Schiebout moved to close the public hearing, seconded by De Jong.

On roll call the vote was:

AYES: Schiebout, De Jong, Branderhorst, Van Stryland, Peterson.

NAYS: None.

Motion carried.

BACKGROUND: This resolution approves the plans, specifications, form of contract, estimate of costs, and receives bids for the Pella Sports Park Phase II Project.

As background on this item, on May 1, 2018, Council approved an amendment to the 28E Agreement with Fields for Our Future, Inc. (FOF) for the purpose of constructing Phase II of the Pella Sports Park. It is important to note, according to the amendment each party would share the cost of the project on a 50/50 basis with the City's contribution not to exceed \$430,000, or 50% of the total cost, whichever is less.

In summary, Phase II base bid work generally consists of the construction of two new 210-foot baseball/softball fields with fencing; installation of a sidewalk from the main complex to the new fields; extended overhang protection on the backstops of all fields; and installation of an 8-foot wide concrete trail, 3,672 feet long, circling the greenfield space south of the existing ballfields. In addition, the following alternates were included with the bid: restroom facility, additional sidewalks, dugout roofs, pitching tunnels, 37 paved parking spaces, and increasing the trail width from 8-foot to 10-foot.

The engineer's opinion of probable costs is \$801,104 for the base bid and \$349,121 for the alternates. Engineering costs for the project are \$104,175.

The bid opening for the project was held at 2:00 p.m. on September 27, 2018. Three bids were received and are summarized below:

Contractor	Base Bid	Alt 1 Restroom facility	Alt 2 Add'l sidewalks	Alt 3 Dugout roofs	Alt 4 Pitching tunnels	Alt 5 37 paved parking spaces	Alt 6 Widening trail (10')
Joiner Construction	\$869,219	\$179,190	\$69,882	\$25,000	\$28,860	\$42,026	\$35,400
Koester Construction	\$955,000	\$171,000	\$103,000	\$42,400	\$38,000	\$67,000	\$52,000
Merit Construction	\$991,700	\$225,700	\$75,300	\$40,700	\$42,300	\$41,700	\$33,700

After reviewing the bid proposals, the City's engineer, Civil Design Advantage, recommends awarding the contract to the lowest responsible bidder, Joiner Construction of Plano, Iowa, for the base bid of \$869,219.

Critical dates have been identified as:

May 31, 2019 Substantial completion
 June 28, 2019 Final completion

Due to the bids coming in higher than anticipated, staff is requesting that the award of contract be delayed until October 16, 2018, in order to investigate alternative funding options.

ATTACHMENTS: Resolution, Form of Contract, Bid Tabulation, Engineer's Recommendation
 REPORT PREPARED BY: Community Services Department
 REVIEWED BY: CITY ADMINISTRATOR
 CITY CLERK
 RECOMMENDATION: Approve resolution continuing contract award to October 16, 2018

1b. Resolution No. 5907 entitled, "RESOLUTION APPROVING PLANS, SPECIFICATIONS, FORM OF CONTRACT, ESTIMATE OF COSTS, AND RECEIVING BIDS FOR THE PELLA SPORTS PARK PHASE II PROJECT."

De Jong moved to approve, seconded by Van Stryland.

On roll call the vote was:

AYES: De Jong, Van Stryland, Schiebout, Peterson, Branderhorst.

NAYS: None.

Motion carried.

E. PETITIONS & COMMUNICATIONS

1a. Special Event Permit Request for the 2018 Christmas Tour of Homes.

Schiebout moved to approve, seconded by Branderhorst.

On roll call the vote was:

AYES: Schiebout, Branderhorst, Van Stryland, Peterson, De Jong.

NAYS: None.

Motion carried.

BACKGROUND: The Pella Convention and Visitors Bureau has requested a special event permit for the 2018 Christmas Tour of Homes scheduled November 29 through December 1, 2018. Set-up is requested to begin November 28, 2018 at 1:00 p.m. with take down complete by Saturday, December 1, 2018 at 5:00 p.m.

The tour is proposed to be held during the following times:

Thursday, November 29th from 1:00 to 8:00 p.m.

Friday, November 30th from 10:00 a.m. to 8:00 p.m.

Saturday, December 1st from 10:00 a.m. to 2:00 p.m.

Homes on tour this year include:

Trevor and Lindsey Castle at 601 North Oaks Drive

Mike and Sarah Gerber at 765 187th Place

Karen Turk at 920 Brentwood

Mary Van Wyk at 1110 Washington Street

This proposed event would also include refreshments at the Pella Opera House, located at 611 Franklin Street. Directional signage is proposed to identify the tour locations.

In addition, a resolution has been included with this request to close nine parallel parking spots on the south side of the 1100 block of Washington Street, between W. 3rd Street and W. 4th Street. Closure of these parking spaces is at the request of the Police Department to ensure safety for guests visiting the home at 1110 Washington Street. No street closures have been requested.

All pertinent City departments have reviewed this application and comments are attached. The fee and insurance certificate have been received, and approval is recommended.

ATTACHMENTS: Resolution, Application, Map, Department Comments

REPORT PREPARED BY: City Clerk

REVIEWED BY: CITY ADMINISTRATOR

CITY CLERK

RECOMMENDATION: Approve special event permit and resolution

1b. Resolution No. 5908 entitled, "RESOLUTION TEMPORARILY CLOSING PUBLIC WAYS OR GROUNDS IN CONNECTION WITH A SPECIAL EVENT KNOWN AS THE 2018 CHRISTMAS TOUR OF HOMES."

Van Stryland moved to approve, seconded by Peterson.

On roll call the vote was:

AYES: Van Stryland, Peterson, De Jong, Branderhorst, Schiebout.

NAYS: None.

Motion carried.

2. New Class B Wine Permit for Casey's Marketing Company (DBA Casey's General Store #2694).

De Jong moved to approve, seconded by Peterson.

On roll call the vote was:

AYES: De Jong, Peterson, Branderhorst, Van Stryland, Schiebout.

NAYS: None.

Motion carried.

BACKGROUND: Casey's Marketing Company, DBA Casey's General Store #2694 located at 2421 Washington Street, currently has a Class C Beer Permit with Class B Native Wine Permit. Casey's has requested to apply for a Class B Wine Permit in place of their current Class B Native Wine Permit. If approved, this new permit would allow Casey's to begin selling wine manufactured outside of Iowa. Currently, the Class B Native Wine Permit only allows sales of wine that is native to Iowa.

If approved, this new privilege would be effective on November 1, 2018 and run concurrent with the current license which is set to expire on April 14, 2019.

Staff is recommending approval as all requirements have been completed online with the state.

ATTACHMENTS: Application

REPORT PREPARED BY: City Clerk

REVIEWED BY: CITY ADMINISTRATOR

CITY CLERK

RECOMMENDATION: Approve license

F. PLANNING & ZONING ITEMS – None

G. ADMINISTRATION REPORTS

1. Reschedule the Regular Council Meeting on January 1, 2019 to January 2, 2019.

Schiebout moved to approve, seconded by Van Stryland.

On roll call the vote was:

AYES: Schiebout, Van Stryland, Peterson, De Jong, Branderhorst.

NAYS: None.

Motion carried.

BACKGROUND: In order to avoid a conflict with the New Year's Day holiday, staff would like to request that the regular Council meeting scheduled for Tuesday, January 1, 2019, be rescheduled to Wednesday, January 2, 2019, at 7:00 p.m.

ATTACHMENTS:

None

REPORT PREPARED BY:

City Clerk

REVIEWED BY:

CITY ADMINISTRATOR

CITY CLERK

RECOMMENDATION:

Reschedule the January 1, 2019 Council meeting to January 2, 2019 at 7:00 p.m.

H. RESOLUTIONS

1. Resolution No. 5909 entitled, "RESOLUTION APPROVING PRELIMINARY PLAT FOR BOS LANDEN ESTATES."

Schiebout moved to approve, seconded by De Jong.

On roll call the vote was:

AYES: Schiebout, De Jong, Branderhorst, Van Stryland, Peterson.

NAYS: None.

Motion carried.

BACKGROUND: This resolution approves a preliminary plat for Bos Landen Estates. The applicant, Harvest Investments, LLC., submitted the preliminary plat to subdivide approximately 30 acres for a residential subdivision. This property is located approximately 1,200-feet south of the intersection of Bos Landen Drive and Utrecht Laan and abuts holes #1, 2, 17, and 18. As further background, Council adopted an ordinance to rezone this property to a Planned Unit Development (PUD) on September 18, 2018.

Pella City Code Requirements for Subdivision Plats

The subdivision ordinance states that the City Council shall review the preliminary plat for conformance with the Comprehensive Plan, Zoning Ordinance, and Subdivision Ordinance. Preliminary plats are required whenever the subdivider of any tract or parcel of land within the platting jurisdiction of the City wishes to make a subdivision. The preliminary platting process allows the City Council the opportunity to review the overall layout of the lots and street pattern, as well as compliance with all applicable City infrastructure and code requirements.

Zoning Classification

The property is currently zoned PUD with a base zoning district of R3, Multi-Family Residential.

The zoning for the property limits the use and number of housing units which may be constructed on the proposed lots as follows:

1. Lot 1 shall be used for a multi-family housing cooperative with a maximum of 45 housing units.
2. Lots 2 through 11 shall be used for single-family detached residences, with a maximum of 10 residential properties.

Proposed Development

The Bos Landen Estates development includes a 41-unit housing cooperative, which will contain many amenities including high-end finishes in the individual housing units, heated underground parking, courtyard, club room, exercise facility, and pickle ball courts. This portion of the development is intended for persons 55 or older who would like to 'right-size' their housing needs. The developer estimates the construction cost of the cooperative project to be approximately \$13.5 million. In addition to the housing cooperative project, the developer is also proposing to construct 10 single-family homes on Lots 2 through 11 which will be similar to the existing single-family homes in the Bos Landen Development.

Lot Requirements

Where no zoning modification is made in the agreed upon PUD, the development is required to comply with the bulk regulations of the Multiple-Family Residential (R3) zoning district. Staff has reviewed the proposed subdivision and confirmed that the proposed lots meet all minimum lot requirements of the PUD and R3 zoning district.

Required Improvements

The proposed plat includes nearly 3,000 linear feet of new public streets, water mains, sanitary sewers, and storm sewer. The proposed public street has been reviewed by City staff and Snyder & Associates, the City's engineering firm for development. This review included the following:

- Evaluation of Bos Landen Drive to serve the potential traffic from the new development
- Alignment of the proposed street
- Spacing of the new intersection at Bos Landen Drive compared to existing intersections
- Development traffic patterns
- Access for public safety vehicles to serve the development
- Cross connectivity requirements for the neighboring property west of the development
- Potential issues in crossing the Bos Landen Golf Course

Based on the preliminary review, it appears the proposed public street meets City Code requirements. In addition, staff believes Bos Landen Drive has the capacity to serve the additional traffic generated from the proposed development.

According to Chapter 170.12, before the preliminary plat of any area shall be accepted and recorded, the subdivider is required to make and install all public improvements located in Chapter 170.13.

The following is a review of those requirements.

Streets: The subdivider shall grade and improve all new streets between the property lines within the subdivide area. The paving on such new streets shall be built according to the Design Standards.

Staff comment: The proposed development will incorporate two new streets: Vintage Lane and Harvest Road. The proposed infrastructure, which complies with all City requirements and Statewide Urban Design Standards (SUDAS), includes 27-foot wide concrete streets constructed with seven-inch Portland Cement Concrete (PCC). It is important to note that the City of Pella has been included as a co-applicant of this preliminary plat as portions of the road right-of-way for the subdivision include existing City property.

It should be noted that the approved PUD ordinance has waived City Code sections 170.11.3.H, which requires new streets to extend to the property boundary. In addition, the PUD ordinance has waived City Code section 170.11.3.I, which limits the maximum length of the cul-de-sac to 600 feet. Staff believes the proposed street improvements meet all City requirements, including those identified in the PUD.

Storm Sewer and Drainage: The subdivider shall construct all storm water management structures, including, but not limited to: storm sewers, drains, inlets, manholes, and drainage conveyances, to provide for the adequate removal of all surface drainage according to the Design Standards and Standard Specifications. Engineering calculations, including references to support all assumptions and recommendations, shall accompany all storm water management systems designs.

Staff comment: The proposed development includes the installation and utilization of both overland flowage easements and storm sewers. Based on the calculations provided by the developer and confirmed by the City's engineer consultant and Public Works Director, staff believes the storm water management plan meets the City's requirements for the preliminary plat.

Secondary Storm Sewer: The subdivider must provide a secondary storm sewer system with access to the system from all lots in a subdivision. The engineer consultant may grant a waiver to this requirement based on the zoning of the subdivision or the topography or other site characteristics of each lot. Proposed secondary storm sewer system designs, including locations of conduit, grading, drainageways, and outlets, must be shown on the preliminary plat.

Staff comment: Secondary storm sewer service lines will be required where appropriate. Appropriate locations and requirements will be determined during the review of the construction plans by the City's engineer consultant and Public Works Department.

Sanitary Sewer: The subdivider shall construct sanitary sewers in conformance with the Design Standards and Standard Specifications. The subdivider shall provide a connection for each lot to the sanitary sewer. The sanitary sewer shall be in operation prior to occupancy of any building.

Staff comment: Lots 1 through 4 of the development will be served by a new eight-inch sewer main which will connect to an existing manhole near the southwest corner of Lot 1. Lots 5 through 11 will connect by a new eight-inch sewer main which will connect to an existing manhole near the southeast corner of Lot 8. It is important to note that the City's engineer consultant and Public Works staff have reviewed and approved the proposed plans.

Water Mains and Fire Hydrants: The subdivider shall install water mains and fire hydrants in the subdivided area. The installation of water mains and fire hydrants shall be made prior to the street pavement construction and shall be in conformance with the Design Standards and Standard Specifications.

Staff comment: The proposed development will be served by an eight-inch water main which will run adjacent to the public roadways throughout the development and connect to an existing eight-inch water main located along Bos Landen Drive near the entrance to the subdivision. It is important to note that the City's Fire Chief will review the location of the fire hydrants servicing Lot 1 during the site planning process to ensure adequate fire protection. Lots 2 through 11 include the fire hydrants as specified by SUDAS standards.

Sidewalks: Property owners shall install a four-foot wide concrete sidewalk along each lot frontage prior to the issuance of an occupancy permit for the structure on the lot. Sidewalks shall be installed in accordance with the Design Standards and Standard Specifications.

Staff comment: The plat notes that the sidewalks are not shown on the preliminary plat but will be installed in accordance with City standards at one-foot from the property lines in the right-of-way. It is important to note that according to the approved PUD ordinance for this development, sidewalks are only required along the south side of the proposed streets so that they do not conflict with the Bos Landen Golf Course.

Erosion Control Measures: The subdivider shall construct and maintain erosion and sediment control measures in accordance with the Design Standards.

Staff comment: The subdivider has indicated that an overland flowage easement has been designed to meet the requirements by both the City's engineer consultant and Public Works Director.

Comprehensive Plan

Additional housing is noted as a key priority goal in the City's Comprehensive Plan. In addition, the Comprehensive Plan also recommended to focus on areas within the community where infrastructure was already in place to serve additional housing. Furthermore, the Comprehensive Plan identified the need to provide diverse housing options within our community. From staff's perspective, the proposed development meets many of these targets as it is located in an existing housing development and is in close proximity to the City's sanitary sewer system.

The *Future Land Use Map* of the Comprehensive Plan targets the proposed site for Low-Density Residential housing. According to the City's Comprehensive Plan, densities for low-density residential can range from four to six units per acre. Based on this formula, the developer could construct 120 to 174 housing units on the 30-acre development and still be within the allowable density range as stated in the Comprehensive Plan. Based on the density restrictions as stated in the PUD, staff believes the upper limit for the housing units will be in the range of 55, which is significantly below the 174 units allowed in the Comprehensive Plan.

It is also important to note that the Bos Landen Golf Course serves as a natural barrier between the housing cooperative component of this development and any residential housing in the vicinity. Based on staff's analysis, it appears the nearest existing single-family home is approximately 850 feet away from the housing cooperative project. Even though there is a considerable distance between this development and the existing residential neighborhood in Bos Landen, it is important to note that the Land Use Compatibility Matrix within the Comprehensive Plan identifies the multi-family housing component of the development as compatible with single-family and low-density housing.

Based on our analysis, staff believes the proposed development is in accordance and aligns with the City's Comprehensive Plan.

Other Items of Note

The City of Pella is listed as co-applicant on this preliminary plat as portions of the road right-of-way for the subdivision include existing City property. Lots B, D, and E of the preliminary plat are currently owned by the City of Pella and will be included within the dedicated public right-of-way for the subdivision upon approval of the final plat.

The City's development agreement for this subdivision requires a separate action plan for crossing the Bos Landen Golf Course. The plan is intended to minimize disruptions for the golf course and address the necessary cart path rerouting for the new public street. The action must be approved by the City of Pella before the developer can begin construction of the new public street. Furthermore, the new section of the public street crossing the Bos Landen Golf Course must be completed by December 31, 2018. From staff's perspective, this fall is an ideal time to construct the new street as business at the golf course normally decreases after October 1st.

The developer will be required to submit a landscaping plan. The purpose of this plan is to help screen the new road from the residents on the south side of Bos Landen Drive. It is also important to note, the proposed location for the new road is more than 160 feet away from any residence on the south side of Bos Landen Drive. Staff believes this distance, and the Bos Landen Golf Course, serve as a natural barrier to the current homes on Bos Landen Drive. However, the developer is willing to install landscape to provide additional screening for the current residences.

It is important to note, the action plan for crossing Bos Landen Golf Course and landscaping will be reviewed and, if acceptable, approved by the City of Pella's administration. In addition, the approval of these items is unrelated to the preliminary plat.

Summary and Staff Recommendation

The preliminary plat has been revised to reflect City of Pella staff and consultant comments. Staff finds the preliminary plat meets the minimum requirements of the Zoning Ordinance and conforms to the City's Comprehensive Plan. Based upon the findings, staff recommends the preliminary plat be approved as submitted. Finally, it is important to note, the Planning and Zoning Commission unanimously approved this preliminary plat at their meeting on September 24, 2018.

ATTACHMENTS: Resolution, Aerial Map, Utilities Map, Preliminary Plat, Application
REPORT PREPARED BY: Planning and Zoning Department
REVIEWED BY: CITY ADMINISTRATION
CITY CLERK
RECOMMENDATION: Approve resolution

I. ORDINANCES – None

J. CLAIMS

1. Abstract of Bills No. 2016.
Schiebout moved to approve, seconded by Van Stryland.
On roll call the vote was:
AYES: Schiebout, Van Stryland, Peterson, De Jong, Branderhorst.
NAYS: None.
Motion carried.

K. OTHER BUSINESS / *PUBLIC FORUM (any additional comments from the public)

Comments were received and addressed.

L. CLOSED SESSION – None

M. ADJOURNMENT

There being no further business claiming their attention, Schiebout moved to adjourn, seconded by De Jong.

On roll call the vote was:

AYES: Schiebout, De Jong, Branderhorst, Van Stryland, Peterson.
NAYS: None.
Motion carried.

Meeting adjourned at 7:42 p.m.