



CITY OF PELLA

CITY COUNCIL OFFICIAL MINUTES

March 19, 2019

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. Four staff members and thirteen members of the general public signed the register.

B. MAYOR'S COMMENTS

1. Announce no Policy and Planning meeting will follow the regular Council meeting.

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.

3. Reappointment of Curtis Baugh to the Civil Service Commission.

De Jong moved to approve, seconded by Schiebout.

On roll call the vote was:

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

NAYS: None.

Motion carried.

BACKGROUND: Mayor Mueller would like to reappoint Curtis Baugh to serve another term on the Civil Service Commission. Mr. Baugh has served on the Civil Service Commission since 2003. He owns Pella Art & Graphics, Inc. and Pella Promotions, Inc. If approved, Mr. Baugh's new four-year term would expire on April 1, 2023.

ATTACHMENTS: None

REPORT PREPARED BY: Robert A. Bokinsky, Chief of Police

REVIEWED BY: CITY ADMINISTRATOR

CITY CLERK

RECOMMENDATION: Approve the reappointment

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

No comments were received.

C. APPROVAL OF CONSENT AGENDA

Van Stryland moved to approve the consent agenda, seconded by Schiebout.

On roll call the vote was:

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

NAYS: None.

Motion carried.

The following items were approved:

1. Approval of Minutes

- a. Official Council Minutes for March 5, 2019

2. Report of Committees

- a. Historic Preservation Commission Minutes for January 14, 2019

CALL TO ORDER AND ROLL CALL

Vice-Chairperson Kermode called the Historic Preservation Commission to order in the City Hall Conference Room at 5:30 p.m. Members present were: Kathy Bruxvoort, Rhonda Kermode, and Lila Turnbull. Staff present: Finance Director Corey Goodenow and Zoning Administrator Bryce Johnson. Two members of the public was present.

Election of Chairperson and Vice-Chairperson

Kermode was elected Chairperson and Turnbull was elected Vice-Chairperson for 2019.

APPROVAL OF TENTATIVE AGENDA

Motion by Turnbull, second by Bruxvoort to approve the tentative agenda. Motion carried 3-0.

APPROVAL OF MINUTES

Motion by Turnbull, second by Bruxvoort to approve the minutes from the December 10, 2018 meeting. Motion carried 3-0.

NEW BUSINESS

Kermode asked whether the Historic Preservation Commission (Commission) could receive City funding to send a couple of commissioners and a City staff member to the Preserve Iowa Summit, which will be held in Newton, Iowa this year. Finance Director Corey Goodenow said that should be feasible, as there is a budget line item for trainings in the Planning and Zoning Department budget.

Kermode said that since part of the Commission's focus is on education, then perhaps the City Council could approve a small budget for the Commission for that purpose, such as funds for the Collegiate Historic District Block Party. Goodenow said that can be presented to the City Council for their feedback.

OTHER BUSINESS/WORK SESSION

Review of Historic Property and Subdivision Map

At the December 2018 Historic Preservation Meeting, the Commission requested that staff put together a map showing property construction dates and subdivision dates, based on the records available through the Marion County Assessor. Staff created a map with the available data and presented it to the Commission for review.

Kermode said the home at 313 Main Street is a property with historical significance. Goodenow asked whether Kermode believes the home should be given local landmark status. Kermode said yes. Goodenow said the City will send a letter to the homeowners explaining the local landmark designation process, along with an application packet to determine whether they are interested in pursuing that designation. Turnbull asked that all commissioners be supplied with a copy of the application packet. Goodenow said that staff will ensure that is emailed to the Commission.

Bob Zylstra asked whether the City is looking for nominations for local landmarks. Goodenow explained that the City will process local landmark applications as they come in, but they have not yet received an application.

Bruce Boertje presented a study from the late 1970s that took inventory of homes and buildings in Pella that might be eligible for placement on the National Register of Historic Places.

Adjourned at 6:22 p.m.

b. Planning and Zoning Commission Minutes for February 25, 2019

Vice-Chairperson Vos 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, Cathy Haustein, Kisha Jahner, Robin Pfalzgraf, Gary Van Vark, Ann Visser, and Teri Vos. Absent: Mark Groenendyk, Dave Landon, and Ervin Van Wyk. Staff present: City Administrator Mike Nardini, Zoning Administrator Bryce Johnson, and Deputy City Clerk Cynthia Vaske. Five members of the public were in attendance.

APPROVAL OF TENTATIVE AGENDA

Motion by Visser, second by Pfalzgraf to approve the tentative agenda. Motion carried 8-0.

APPROVAL OF MINUTES

Motion by Van Vark, second by Jahner to approve the minutes of the January 28, 2019 meeting. Motion carried 8-0.

PUBLIC HEARINGS

Consider an Ordinance to Amend Chapter 165.11 of the Zoning Ordinance to Define and Establish Permitted Zoning Districts for Commercial Event Venue Land Uses

The ordinance under consideration would amend the City's zoning ordinance relating to commercial event venue land uses. As background, this item was discussed during the January 7, 2019 Planning and Zoning meeting and subsequently discussed at the City Council Policy and Planning meeting on February 19, 2019. The following is an outline of the key changes associated with the proposed ordinance which creates a new land use classification of "Commercial Event Venue," establishes permitted zoning districts for the new land use classification, and revises the current classification of "Commercial Recreation" to "Amusement Recreation." Staff is recommending approval of the proposed ordinance.

Convened Public Hearing on the rezoning request. No written comments were received. Ron Paxton, owner of Sun Valley Barn, expressed concern over being required to provide paved parking for his venue, which is located outside of the Central Business District (CBD), when a commercial event venue in the CBD would not have that same requirement. City Administrator Mike Nardini explained that approval of the proposed ordinance by the Planning and Zoning Commission would only dictate where a commercial event venue could be located. A special use permit would be required for a commercial event venue located within the CBD.

As no further comments were received, the public hearing was closed.

Canfield said parking for businesses in the CBD is on a first come, first served basis. Nardini explained that through the special use permit process, neighboring property owners would be notified of a proposed commercial event venue and have an opportunity to voice any concerns to the Board of Adjustment during a public hearing. The Board of Adjustment could then impose restrictions on the business as to their size and operating hours.

Angie Paxton shared her concerns with the Commission regarding the requirement of paved parking for their event venue. Nardini said that the location of the Paxtons' event venue is allowed by right and they are not subject to the special use permit process, which a CBD-located event venue would be.

Haustein asked whether a special use permit could restrict an event from being held at a CBD-located commercial event venue during Tulip Time. Nardini said yes. He further explained that approval of the proposed ordinance does not guarantee there would be a commercial event venue permitted in the downtown, as special use permits are specific to a location. Van Vark asked whether The Cellar Peanut Pub had restrictions placed on its business hours by the Board of Adjustment. Nardini said yes.

Motion by Pfalzgraf, second by Canfield to approve the ordinance as submitted. Motion carried 8-0.

NEW BUSINESS PROPOSED

Consider a Site Plan Application to Expand the Madison Elementary School Parking Lot Located at 950 E. University Street

Pella Community Schools has submitted a site plan to expand the existing parking lot at Madison Elementary School located at 950 E. University Street. The proposed development would provide an additional 49 parking spaces for a total of 171. It is important to note that the total amount of parking provided on-site is nearly four times the minimum necessary in the zoning code. 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.

Pella Community School District Director of Operations Ryan Doschadis said a goal of the parking lot expansion is also increased safety, particularly during student drop-off and pick-up times and events held outside of regular school hours. In response to a question from Canfield about storm water, Garden & Associates President Brad Uitermarkt said there is an existing detention basin located along the south side of the parking lot.

Motion by Haustein, second by Visser to approve the site plan as submitted. Motion carried 8-0.

Other

Vos said the Commission had expressed interest in potentially being able to attend meetings remotely and asked whether staff has found out if that is a possibility. Zoning Administrator Bryce Johnson said staff is continuing to look in to that. Nardini said staff will check with the City Attorney to see if that is allowed and will follow up with the Commission.

Nardini provided updates to the Commission on upcoming City projects, including a parking study and a telecommunications utility.

A special Planning and Zoning Commission meeting is scheduled for March 11, 2019.

Adjourned at 7:52 p.m.

D. *PUBLIC HEARINGS

1a. Public Hearing on Considering a Text Amendment to the Zoning Ordinance to Define and Establish Permitted Zoning Districts for Commercial Event Venue Land Uses.

No written or oral comments were received.

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

On roll call the vote was:

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

NAYS: None.

Motion carried.

BACKGROUND: The ordinance under consideration would amend the City's zoning ordinance relating to commercial event venue land uses. As background, this item was discussed during the Policy and Planning session on February 19, 2019. The following is an outline of the key changes associated with the proposed ordinance which creates a new land use classification of "Commercial Event Venue," establishes permitted zoning districts for the new land use classification, and revises the current classification of "Commercial Recreation" to "Amusement Recreation."

1. New Land Use Classification/Definition of "Commercial Event Venue"

a. Definition added to Chapter 165.11.5.

i. "An establishment that is leased on a temporary basis before the event by individuals or groups who reserve the facility to accommodate private functions including, but not limited to, banquets, weddings, anniversaries, receptions, business organizational meetings, and other similar functions, to which the general public is not admitted. Such establishments may include kitchen facilities for the preparation of food and areas for dancing, dining, and other entertainment activities that customarily occur in association with banquets, weddings, or receptions. A commercial event venue does not include amusement recreation, cocktail lounge, cultural service, or restaurant."

b. Permitted Zoning Districts added to Table 156.12.

i. By Right in Community Commercial (CC), Commercial-Planned Development (CPD), and Mixed-Use Commercial (CUC).

ii. Special Use Permit in Central Business District (CBD).

c. Minimum Parking Requirements added to Table 165.32-1.

i. Parking. A commercial event venue shall provide parking at a ratio of one parking space for each two and one-half guests allowed on-site and one parking space for each permanent employee.

2. Amend "Commercial Recreation" to "Amusement Recreation"

a. Definition per 165.11.5(H)

Private businesses or other organizations which may or may not be commercial by structure or by nature, which are primarily engaged in the provision or sponsorship of sports, entertainment, or recreation for participants or spectators. Typical uses include driving ranges, miniature golf, theaters, ~~private dance halls~~, billiard or bowling centers, game arcades, or private skating facilities.

Staff is recommending approval of the proposed ordinance which would create a new land use classification of "Commercial Event Venue," establish permitted zoning districts for the new land use classification, and revise the current classification of "Commercial Recreation" to "Amusement Recreation." Finally, it is important to note that the Planning and Zoning Commission unanimously approved this ordinance at their meeting on February 25, 2019.

ATTACHMENTS: Ordinance

REPORT PREPARED BY: Zoning Administrator

REVIEWED BY: CITY ADMINISTRATOR

CITY CLERK

RECOMMENDATION: Approve ordinance

1b. Ordinance No. 956 entitled, "AN ORDINANCE AMENDING THE CITY CODE OF THE CITY OF PELLA BY AMENDING THE ZONING ORDINANCE BY ADDING PROVISIONS FOR REGULATING AND DEFINING COMMERCIAL EVENT VENUE AS A LAND USE."

Schiebout moved to place ordinance no. 956 on its first reading, seconded by Van Stryland.

On roll call the vote was:

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

NAYS: None.

Motion carried.

2a. Public Hearing on Rezoning Application for the Property Located at or near 2110 Idaho Drive in Marion County from Agricultural (A1) to Planned Unit Development (PUD).

Two written comments were received; one was included in the Council packet and one was received after the Council packet was published.

Schiebout moved to enter the comment into public record, seconded by De Jong.

On roll call the vote was:

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

NAYS: None.

Motion carried.

Two oral comments were received and addressed.

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

On roll call the vote was:

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

NAYS: None.

Motion carried.

BACKGROUND: This proposed ordinance would change the base zoning classification for approximately 22.78-acres from Agricultural (A1) to a base zone of Community Commercial (CC) and Rural Residential (RR) with a Planned Unit Development (PUD) overlay zone. It is important to note this 7,000-square foot building is intended to be a private conferencing, dining, and recreational facility for Pella Corporation and Genlink. Under the City's Zoning Ordinance the proposed development is considered a social club use, which is a permitted land use in the CC zoning district. The overall estimated cost of the development is approximately \$5 million.

Current Zoning: The existing zoning for the property is Agricultural (A1) which provides for and preserves the agricultural and rural use of land, while accommodating very low-density residential development generally associated with agricultural uses. In addition, land included in the Urban Reserve in the Comprehensive Development Plan should be retained in the A1 District to prevent premature or inappropriate development.

Proposed Zoning: The proposed zoning for this property is a base zone of Community Commercial (CC) and Rural Residential (RR) with a Planned Unit Development (PUD) overlay zone. The CC zoning district accommodates a variety of commercial uses, some of which have significant traffic or visual effect. These districts may include commercial uses which are oriented to services, including automotive services, rather than retail activities. This district is most appropriately located along major arterial streets or in areas that can be adequately buffered from residential districts. The RR zoning district provides for the rural residential use of land, accommodating low-density residential environments. The district's regulations assure that density is developed consistent with land use policies of the Pella Comprehensive Plan regarding rural subdivisions and levels of infrastructure.

Planned Unit Development: PUD overlay zones are designed to allow for comprehensively planned projects which provide for innovative and imaginative approaches to urban design and land development. A PUD is a negotiated contract for land development between the private developer and the public governmental entity. This differs from the traditional approach to land development wherein the developer develops land pursuant to minimum standards previously adopted by the government. A PUD permits flexible variation from established land regulations as contained in zoning districts and in platting and subdivision requirements. The developer, with City staff guidance, Planning and Zoning Commission review, and Council approval, may develop its own guidelines for the best development of the land in question. As a result, some requirements of the PUD will be greater than the City's Zoning Code. In addition, there will also be some variations from the Zoning Code to accommodate the development. The overall intent of the PUD is to enhance land use compatibility with the existing neighborhood.

A considerable amount of site planning work has taken place for this proposed PUD. The plan was reviewed by professional engineers and City staff. This review included public safety issues, traffic concerns, and an infrastructure analysis. Overall, the planning for the development was completed in a comprehensive manner and in accordance with City Code.

Key Requirements of the Proposed Ordinance

Exhibit A-1 and A-2

The proposed development site is required to be developed in accordance with Exhibit A-1 and A-2. This preliminary site plan has been reviewed and approved by the City's engineer and staff. Staff believes this preliminary plan meets the City's site plan requirements and will undergo further review during the consideration of a formal site plan.

Exhibit B-1 through B-4

The proposed development is required to be designed in accordance with the color renditions as identified in Exhibit B-1 through B-4. Staff believes the design is significantly above any requirements under the City Code.

Zoning District Modifications

The proposed ordinance requires the development to be in conformance with the base CC zoning district except for the following modifications:

Zoning Requirements Waived or Amended:

1. The requirements of Table 165.12-3, Front Yard, shall be reduced from 25 feet to 15 feet.
2. The requirements of Table 165.12-3, Floor Area Ratio, shall be reduced from 1.0 to zero.
3. The landscaping and screening requirements of Section 165.31 shall be waived upon the submission of a landscaping plan identifying all existing trees and those planned to be removed upon development. The plan shall be submitted at or before final site plan approval. This waiver shall not apply to the screening of dumpster enclosures.

Use Restrictions:

1. For the property identified as Lot A: the property shall be used for a private conferencing/dining and recreational facility only. This is considered a social club use under the Pella Zoning Ordinance.
2. For the property identified as Lots B & C: the property shall be used for single-family residential uses only.

Subdivision Ordinance Modifications

The proposed ordinance requires the development to be in conformance with the requirements of Chapter 170 of the City's municipal code except for the following modifications:

1. The access drive to Lot A will remain a private drive and does not require curb and gutter. It shall otherwise be constructed to City standards.
2. Lot C is intended to be combined with the adjacent Lot D for the development of a single-family residence. Building permits shall not be issued for any development on Lot C or D until a restrictive covenant has been filed permanently joining those lots.

Comprehensive Plan: The Future Land Use Map of the Comprehensive Plan targets the proposed site for Agricultural and Low- Density Residential developments. Due to the commercial aspects of the proposed conference center, the Comprehensive Plan recommends a PUD to mitigate potential land use conflicts. In this particular case, the proposed PUD identifies the proposed conference center as the only use for Lot A. In addition, Lots B and C can only be used for single-family residential purposes. These restrictions will limit the density of the development and assist in mitigating any potential land use conflicts with neighboring properties. Furthermore, there is a significant distance of natural barriers (i.e. trees) between the conference center and the nearest residential property. Based on staff's analysis, we believe any potential land use conflicts have been addressed in the proposed PUD.

In addition, the proposed \$5 million conference center targets a priority goal of the Comprehensive Plan, which is economic strength. The conference center will play a key role in supporting Pella Corporation's presence in our community. Furthermore, the conference center will also strengthen the tax base and increase the economic vitality of the City. As a result, staff believes the proposed PUD is in conformance and aligns with the Comprehensive Plan.

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 base zoning district of CC and RR with a PUD overlay zone. Finally, it is important to note that the Planning and Zoning Commission unanimously approved this ordinance at their meeting on March 11, 2019.

ATTACHMENTS: Ordinance, Exhibit A-1 and A-2, Exhibit B-1 through B-4, Written Comment
REPORT PREPARED BY: Bryce C. Johnson, Zoning Administrator
REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK
RECOMMENDATION: Approve ordinance

2b. Ordinance No. 957 entitled, "AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE CITY OF PELLA, IOWA, BY CHANGING THE ZONING CLASSIFICATION OF APPROXIMATELY 23 ACRES OF LAND LOCATED AT OR NEAR 2110 IDAHO DRIVE, MARION COUNTY, IOWA."

Van Stryland moved to place ordinance no. 957 on its first reading, seconded by Peterson.

On roll call the vote was:

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

NAYS: None.

Motion carried.

E. PETITIONS & COMMUNICATIONS

1a. Special Event Permit Request for the Southern Iowa Mustang Club Car Show.

De Jong moved to approve, seconded by Schiebout.

On roll call the vote was:

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

NAYS: None.

Motion carried.

BACKGROUND: The Mustang Club of Southern Iowa has requested a special event permit for their annual car show. The event is scheduled on Saturday, June 15, 2019 from 8:00 a.m. to 3:00 p.m. with set-up starting at 7:00 a.m. and take down ending at 5:00 p.m. As background, the Mustang Club of Southern Iowa promotes the Ford Mustang via car shows, picnics, cruises, tours, and other public activities. They are requesting to hold their 24th annual car show in Pella to allow their attendees the opportunity to attend a car show in a picturesque setting and enjoy shopping at area businesses. The promoter anticipates having 80 cars and 200 people attend the event.

As part of their application, the promoter has requested closure of the following street segments between 7:00 a.m. and 5:00 p.m. the day of the event:

- Broadway Street between Washington Street and Franklin Street
- Broadway Street between Franklin Street and Liberty Street

The promoter is recommending keeping the intersections (Broadway and Franklin as well as Broadway and Liberty) open during the event to minimize any traffic disruptions.

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

ATTACHMENTS: Resolution, Application, Map, Department Comments
REPORT PREPARED BY: City Clerk
REVIEWED BY: CITY ADMINISTRATOR
RECOMMENDATION: Approve special event permit and resolution

1b. Resolution No. 5955 entitled, "RESOLUTION TEMPORARILY CLOSING PUBLIC WAYS OR GROUNDS IN CONNECTION WITH A SPECIAL EVENT KNOWN AS THE SOUTHERN IOWA MUSTANG CLUB CAR SHOW."

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.

F. PLANNING & ZONING ITEMS – None

G. ADMINISTRATION REPORTS – None

H. RESOLUTIONS

1. Resolution No. 5956 entitled, “RESOLUTION APPROVING PRELIMINARY PLAT FOR SOUTH MAIN SUBDIVISION.”

De Jong moved to approve, seconded by Schiebout.

On roll call the vote was:

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

NAYS: None.

Motion carried.

BACKGROUND: This resolution approves a preliminary plat for the South Main Subdivision. The applicant, RDP Holdings, LLC., submitted the preliminary plat to subdivide one parcel (approximately 2.89-acres) into seven buildable lots with four outlots. The subject property is located at 403 Main Street, 413 Main Street, and 400 Broadway Street, also known as the former Webster School site. On September 18, 2018, the City Council approved an ordinance to rezone this property to Planned Unit Development (PUD), which was subsequently revised on February 5, 2019 to accommodate requests by the developer. As further background, this property is part of the recently adopted Webster Park Urban Renewal Plan.

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 zoning for this property is a Planned Unit Development (PUD) with a base district of Mixed Use Urban Commercial Corridor (CUC). The CUC zoning district recognizes the mixed-use character of urban entry corridors into Pella’s downtown, including Washington Street and Main Street, which contain a combination of residential, commercial, and office uses. These entry corridors include special aesthetic and sign design standards, which will help enhance their status as principal entrances and arterials into Pella’s downtown, and maintain their character as urban streets. It is important to note, CUC zoning is directly to the north, east, and south of this development.

PROPOSED DEVELOPMENT: 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.

LOT REQUIREMENTS: Where no zoning modification is made in the PUD, the development is required to comply with the bulk regulations of the CUC district. Staff has reviewed the proposed subdivision and confirmed that the proposed lots meet all minimum lot requirements of the PUD and CUC zoning districts.

REQUIRED IMPROVEMENTS: 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 identified 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 not incorporate any new public streets. The proposed subdivision provides adequate frontage to existing public rights-of-way specifically along Main Street, Peace Street, and Independence Street. It is important to note that Outlot A will be utilized for a private drive for vehicle access to the interior of the subdivision.

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 majority of the site runoff will be collected by a site interior storm sewer collection system that will be connected to the proposed underground detention area on Outlot A. The buildings’ roof drains will connect to the new storm sewer system. This new storm sewer will also be utilized as storm water detention for larger storm events to provide additional site storm water detention. It is important to note that the storm water management plan waste reviewed by the City’s engineering consultant and Public Works Department during the site planning review process. That said, staff believes the storm water management system meets the City’s requirements for preliminary plats.

Secondary Storm Sewer: Subdividers must provide a secondary storm sewer system with access to the system from all lots in a subdivision. The City’s engineer 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 engineering 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: The developer will install two public sanitary sewer mains throughout the subdivision. The first will run parallel to Independence Street along the proposed private drive and continue eastward connecting to the City’s existing eight-inch sanitary sewer on Main Street. Lots 1 through 5 will be serviced with a second extension of this sanitary sewer along the proposed private drive running parallel to Main Street. The second sanitary sewer line will serve Lot 7 by extending the City’s existing 10-inch sanitary sewer located at the intersection of Peace Street and Main Street. This extension will be installed along Peace Street and is approximately 210 linear feet from the existing manhole. The sanitary sewer mains are located within a public utility easement for which the owner is responsible for all repair and replacement of the landscaping, driveways, and surfacing that may be disturbed by the City as part of its operation, maintenance, repair or replacement of its public

sanitary sewer. Staff believes this meets City Code requirements for development, and City staff and the City's engineering consultant believe adequate system capacity exists to serve the development.

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 public water lines follow a similar route as the sanitary sewer system. Using two main water lines the developer will connect one to the City's existing four-inch line on Broadway Street. This proposed water line will run eastbound following the development's private drive then connect to the City's eight-inch water line on Independence Street. Water services for Lot 7 will be provided by connecting to the City's existing four-inch line along Peace Street. The developer is also required to install two additional fire hydrants. Four existing hydrants are located near each of the four intersections nearest to the subdivision. The two additional hydrants will be located along the proposed private drive separated by approximately 300 feet. The water mains are located within a public utility easement for which the owner is responsible for all repair and replacement of the landscaping, driveways, and surfacing that may be disturbed by the City as part of its operation, maintenance, repair or replacement of its water mains. The City's Fire Chief has reviewed and approved the location and accessibility of all fire hydrants for this subdivision. Staff believes this meets City Code requirements for development, and City staff and the City's engineering consultant believe adequate system capacity exists to serve the development.

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 preliminary plat indicates sidewalks are required by City Code. Staff believes the preliminary plat complies with this code requirement.

Erosion Control Measures: The subdivider shall construct and maintain erosion and sediment control measures in accordance with the Design Standards. STAFF COMMENT: The City's engineering consultant and Public Works Director have reviewed the preliminary plat and verified the erosion control measures are appropriate for the location.

COMPREHENSIVE PLAN: Additional housing is noted as a key priority goal in the City's Comprehensive Plan. In addition, the Comprehensive Plan prefers infill development, or development that is built on vacant or under-utilized lots in existing neighborhoods. The reason for this recommendation includes making use of existing infrastructure as well as infill housing gaps by utilizing under used lots which detract from the neighborhood vitality. Furthermore, the Comprehensive Plan provided, as an example, an infill multi-family housing development within a block of this proposed site.

The Future Land Use Map of the Comprehensive Plan targets the proposed site for Commercial and Civic/Public use. This designation was attributed to the site formerly being used by Central College. In addition, the Land Use Compatibility Matrix of the Comprehensive Plan indicates the high-density residential development is "basically compatible" with the adjacent commercial and nearby residential land uses.

In determining conformance with the Comprehensive Plan, it is important to review the document as a whole, including the text. Based on staff's analysis, we believe the proposed development is in conformance and aligns with the Comprehensive Plan.

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 subdivision ordinance while also conforming 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 March 11, 2019.

ATTACHMENTS: Resolution, Aerial Map, Proposed Lot Layout, Preliminary Plat
REPORT PREPARED BY: Bryce C. Johnson, Zoning Administrator
REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK
RECOMMENDATION: Approve resolution

2. Resolution No. 5957 entitled, "RESOLUTION APPROVING A HOTEL/MOTEL DISTRIBUTION AGREEMENT WITH THE CONVENTION AND VISITORS BUREAU (CVB)."

Peterson moved to approve, seconded by Van Stryland.

On roll call the vote was:

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

NAYS: None.

Motion carried.

BACKGROUND: During their meeting on March 5, 2019, the City Council directed staff to prepare a resolution for consideration that would approve a three-year hotel/motel distribution agreement with the Convention and Visitors Bureau (CVB). Under the terms of the proposed agreement, the CVB would receive 57% of the revenue from the hotel/motel tax.

Listed below is a summary of hotel/motel taxes collected over the last five years:

	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19*
Hotel/Motel Taxes Coll.	\$339,244	\$362,451	\$387,801	\$416,258	\$416,000
Distributions to CVB	\$203,547	\$217,471	\$232,681	\$246,171	\$237,120

*Estimated Collections

Listed below are the key terms of the proposed contract:

- The term of the agreement is April 1, 2019 through March 31, 2022.
- The City will pay the CVB 57% of the hotel/motel tax revenue received by the City from the Iowa Department of Revenue during the term of this agreement.
- The CVB Board of Directors will consist of 10 to 12 members, with 9 to 11 of the members being appointed by the current board as voting members. The City's Community Services Director will continue to serve on the board as a non-voting member.
- This agreement may be terminated by either party by giving written notice to the other party. The date of termination will be 30 days following the date of said notice. In the event of termination, the City would reimburse the CVB for the amount of outstanding liabilities as of the date of the notice.

ATTACHMENTS: Resolution, CVB Contract
REPORT PREPARED BY: City Administration
REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK
RECOMMENDATION: Approve resolution

I. ORDINANCES

- 1. Ordinance No. 955 entitled, "AN ORDINANCE AMENDING SECTIONS 15.04 AND 17.06 OF THE CITY CODE OF THE CITY OF PELLA, IOWA, FOR THE PURPOSE OF INCREASING THE COMPENSATION OF THE MAYOR AND CITY COUNCIL MEMBERS."

Schiebout moved to place ordinance no. 955 on its second reading, seconded by De Jong.

On roll call the vote was:

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

NAYS: None.

Motion carried.

BACKGROUND: The purpose of this proposed ordinance is to increase compensation for elected officials. As background, compensation amounts for elected officials in the City of Pella have not increased since 2008. Prior to that date, the compensation amounts had not been changed since 1986, as detailed below:

Year	Annual Mayor Compensation	Annual Council Compensation
1986 to 2007	\$2,500	\$600
2008 to 2019	\$7,200	\$2,400

To assist with determining the amount by which to increase compensation for elected officials, staff compiled research from other cities in Iowa. When comparing against 14 Iowa cities with annual budgets between \$45-99M, the City of Pella's Mayor compensation ranked 5th lowest, with annual compensation ranging between \$3,600 and \$91,197. The City of Pella's Council compensation ranked 3rd lowest, with annual compensation ranging between \$1,200 and \$7,400. This data is included as a memo attachment.

Furthermore, in considering compensation for elected officials, it is important to understand that most cities have separate boards that handle the operations of their utilities. However, for the City of Pella, the City Council is responsible for our utilities. This is important in analyzing compensation, as utilities such as our electric utility add complexity and require additional oversight by the City Council.

Elected officials estimate they currently spend between 5 and 30 hours per week on City business including interacting with citizens, attending Council meetings, and attending other meetings. The number of hours elected officials spend on City business is expected to increase in the near future if the City proceeds with the addition of a new municipal telecommunications utility. The City Council, not a separate utility board, would provide oversight for the new utility.

Recommended Changes

Effective Date	Annual Mayor Compensation	Annual Council Compensation
January 1, 2020	\$13,500	\$6,000
January 1, 2021	\$15,000	\$7,000
January 1, 2022	\$16,500	\$8,000
January 1, 2023	\$18,000	\$9,000
January 1, 2024 (and every January 1 st thereafter)	Annual increase using the average increase in prices for the Midwest region as established by the federal government via the consumer price index for the prior 12 months	

Staff is recommending approval of the proposed ordinance increasing elected official compensation. In accordance with Iowa Code Chapter 372.13(8), should this ordinance be adopted prior to November of 2019, the change in compensation would be effective as of January 1, 2020.

ATTACHMENTS: Ordinance, Research
REPORT PREPARED BY: City Administration
REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK
RECOMMENDATION: Approve ordinance

I. CLAIMS

- 1. Abstract of Bills No. 2027.

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)

No comments were received.

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 8:02 p.m.