



CITY OF PELLA

CITY COUNCIL OFFICIAL MINUTES

May 7, 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, Tony Bokhoven, Lynn Branderhorst, Harold Van Stryland, Bruce Schiebout. Absent: Larry Peterson. City Administrator Mike Nardini and City Clerk Mandy Smith were present. One staff member and ten 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. Oskaloosa Street Corridor Redevelopment Plan Update
 - b. Central Business District Infrastructure Improvements
2. Approval of Tentative Agenda.

De Jong moved to approve, seconded by Van Stryland.
On roll call the vote was:
AYES: De Jong, Van Stryland, Schiebout, Bokhoven, Branderhorst.
NAYS: None.
Motion carried.
3. Announce closed session pursuant to Iowa Code Chapter 21.5 1(j) to discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property.

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

No comments were received.

C. APPROVAL OF CONSENT AGENDA

Schiebout moved to approve the consent agenda, seconded by Bokhoven.

On roll call the vote was:

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

The following items were approved:

1. Approval of Minutes
 - a. Official Council Minutes for April 16, 2019
2. Report of Committees
 - a. Policy and Planning Minutes for April 16, 2019

PRESENT: Mayor Jim Mueller, Mark De Jong, Tony Bokhoven, Lynn Branderhorst, Harold Van Stryland, Bruce Schiebout, Larry Peterson

ABSENT: None

OTHERS: City staff and visitors

The Policy and Planning meeting began at 7:49 p.m. The first item on the agenda, an update regarding the Oskaloosa Street Corridor project, was postponed to a future meeting.

The next item on the agenda was a discussion regarding the Pella Area Community and Economic (PACE) Alliance funding allocation. At the end of a brief discussion, Council voiced their support of proceeding with providing a total of \$15,000 of funding to the PACE Alliance for fiscal year 19/20, as identified in the previously approved budget.

The meeting adjourned at 8:01 p.m.

Respectfully submitted:

Mandy Smith
City Clerk

b. Airport Committee Minutes for June 29, 2018

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

Members Absent: Randy Borgerding

Other Present: Shane Vande Voort, Airport Manager, Denny Buyert, Public Works Director

Chair Tom Vander Linden called meeting to order.

Temporary secretary was appointed: Dave Barnes

Roll was taken.

Motion: (Dave Barnes, second Warren Winkle)

To approve minutes of March 30, 2018 meeting. No changes were noted. The motion carried.

Project updates by Shane Vande Voort as follows:

Runway painting and markings completed in one day.

Airport lighting repairs are needed due to age and inability to find parts for very old systems. Pilot Controlled Lighting (PCL) is inoperative. Quotes are in the range of \$2,000. Airport Beacon has no available bulbs and a quote for a new beacon is in the range of \$4,000. Safety solution for now is to leave the VASI on and the runway lights on medium intensity during nighttime until such time as replacements are procured.

Terminal and FBO telephone system needs to be replaced, especially the voice mail system. Quotes are being obtained.

100LL fuel system needs a new check valve and until it is installed later today, the fuel truck has worked well.

New 100x100 hangar is in the quote stage. Under consideration is the placement of the new hangar and also moving the pole building, currently next to the shop, to make room. This new hangar will be owned by Classic Aviation, Inc. and financed with consideration of a new contract with the City.

Regional Airport Update:

Sid Pinney reported that there was a quarterly meeting held on June 20, 2018 where the annual audit was approved. The motion for summary judgment of the lawsuit between the cities of Pella and Oskaloosa and Mahaska County Board of Supervisors over unilaterally exiting the legal 28E agreement to build the Regional Airport was upheld on June 12, 2018 and unless appealed, will move the project forward with less delay. The County has until July 13, 2018 to appeal. A Supervisor has recently been appointed to fill the vacated term of Mr. Dolan. Mr. Pinney reported that if there is no appeal, purchase of land will likely begin this fall.

Dave Barnes reported that three members of the SCRAA and Pella City manager, Mike Nardini, are planning on attending the FAA convention in Kansas City, MO. in late August.

Current Airport needs before the City of Pella:

Former resolution sent to the City Council of Pella regarding the needs of the airport was reportedly received by the City, but sparse action has been taken thus far. Shane Vande Voort agreed to check to see that it has been included in the City Council Members packets for consideration.

Motion: (Dave Barnes, seconded by Sid Pinney)

Airport Advisory Committee meeting times will be scheduled and posted by the Chair of the committee, in compliance with the open meetings law in the Code of Iowa, quarterly unless a special meeting for pressing business is called by the Chair. Motion carried with one dissenting vote.

Tulip Time Flight Breakfast update:

Shane Vande Voort reported that there were approximately 80 aircraft that flew in that day and there were 1035 meals served. Considered the event a huge success. The Tulip Time Flight Breakfast has become the Gold Standard in the state for Flight Breakfasts! The event definitely showed the support from our community who drove in and certainly promoted aviation. Bi-plane rides were a success with over 100 paid rides and it was a safe operation.

Motion: (Sid Pinney, second by Dave Erickson)

Invite the Methodist Church to be the operator of the breakfast for Tulip Time 2019. Motion carried.

Shane Vande Voort reported some problems with unsolicited vendors trying to do business at the Tulip Time Flight Breakfast. It was suggested that Shane craft a question for the City attorney regarding contracts with Classic Aviation, Inc. and the City and also setting a standard policy to be considered for recommendation to the City Council allowing on-site ancillary vendors during events at the airport.

New Business:

Shane Vande Voort will check on City Council action for proclamation recognizing Marv's service on the committee. Rick Gritters reports that he is in the process of establishing a record of dates of service for all committee members as part of his ongoing 50th anniversary project.

Next meeting: September 28, 2018

Motion: (Dave Erickson, second Rick Gritters) Adjourn. Motion carried.

c. Airport Committee Minutes for September 28, 2018

Members Present: Rick Gritters, Dave Erickson, Dave Barnes, Tom Vander Linden, Sid Pinney

Members Absent: Randy Borgerding, Warren Winkel

Others Present: Shane Vande Voort, Denny Buyert, Jerry Searle HDR

Old Business: Motion: The Committee approved the minutes from June 29, 2018, motion Dave E and 2nd by Rick G. Motion carried.

New Business: Nothing to report

Project updates: No current projects

Discussion of needs at the existing Pella Municipal Airport:

Jerry Searle, working on a 10 year transition plan & priorities for existing airport.

Jerry Searle & HDR have signed a contract with the city to perform this work.

Top four priorities in plan: 1. Wildlife fence, 2. Runway pavement condition & improvements identified, 3. Aircraft storage and 4. Tie downs
We don't own enough land to the west to avoid new fence being considered an obstruction, will work with FAA or acquire an easement.

Aviation re-authorization funding being discussed at congress, maybe 1 billion for 5 years

Safety related issues may have priority by FAA

Sid pointed out that some of our airport at end of life

Life cycle of pavement was discussed by Jerry

Tom pointed out outside the box ideas such as drones and self-driving cars may be changing things in the future.

Rick asked about tie downs. It was highlighted by Jerry and Shane that IDOT won't fund things at our current airport unrelated to safety due to the new airport being planned.

Denny mentioned that yes there had been \$100,000 local dollars budgeted for tie downs, but the cost of 6 to 7 tie down areas per FAA rules and regulations may drive the costs north of \$300,000

Jerry further discussed the limited build constraints at our existing site and what other airports have done regarding additional hangar space new & used.

Jerry did stress how important FAA and/or DOT funding would be to make some of these transitional needs projects possible.

Regional Airport:

Sid reported the Board had passed a resolution to proceed with the Land Owner public meeting October 18th.

Meeting to be scheduled with the FAA was held up due to the pending court case.

Land purchasing may be allowed to proceed regardless of court case?

Dave pointed out the ownership restrictions removal and release on the Oskaloosa airport land was approved by the FAA.

Jerry also pointed out the Board needs to still take action to purchase land utilizing Eminent Domain.

Dave stated the FAA may release money to start land before the court case is resolved.

Several running for Supervisor in Mahaska County elections.

Further discussion was held regarding the legal process related to using eminent domain.

Airport Managers report to the committee: Motion made and approved to enter Shane's Airport Managers report into these minutes as follows:

Airport managers' report to the committee September 28, 2018.

Airport management report:

Activity is high and lack of hangars and tiedowns continue to be an issue.

On days of heavy large aircraft traffic ramp size becomes an issue, with large aircraft being moved multiple times to make room for arrivals.

Runway lighting: Radio controller has arrived and Gritters Electric has started installation. Rotating Beacon will be here in two weeks.

Gritters Electric has also been helping with troublesome runway lights.

Shop hangar Lighting: Shane is pursuing multiple quotes for new fixtures as old fixtures are no longer repairable.

New NOTAM system: Shane has begun the process of switching to electronic NOTAM distribution. Next steps are a letter of understanding and additional online training.

Wildlife issues: FBO staff have been stepping up harassment efforts. Pella Corp and Vermeer have agreed to partner on a propane cannon solution.

FBO report:

Hangar space is still a major issue. Quotes have been received and financing is available to the FBO. Challenges are as follows: maintaining a relationship to keep to customer airplanes in Corporate hangar. Shop hangar that holds two less airplanes than normal workload and does not have working room. High labor costs associated with keeping 9 airplanes in the storage hangar. No tiedown areas for transient traffic or arriving and departing shop customers. No ability to encourage growth at the airport.

Fuel sales: Fuel sales are up nearly 10% over last year to date. FBO-owned 100LL truck is working well and appreciated by customers, Jet A truck is under consideration. Aging fuel system requires more and more maintenance.

Shop capabilities continue to grow especially in avionics due to training, dealerships, and advanced equipment.

Instruction and rental fleet is still at 8 airplanes. Currently the charter fleet is just the TBM850 turbo-prop.

Staffing is a little low due to flight instructors and line personnel moving on.

FBO owned curtesy vans are in good shape and regularly used. Pella is known as a friendly and convenient destination (both the town and the airport).

City equipment is working well with no current issues as the mowing season winds down.

FBO staff are spending more time on wildlife harassment

Final Comments: Asked by Tom V,

Rick G brought up the growing concern of our hangar space shortage, he had looked up what other airports had for hangar space as listed on-line: Ottumwa 21, Newton 23, Knoxville 43, Oskaloosa 29, Chariton 11, and Pella 37

Sid asked about the possibility of self-serve fuel, Shane responded due to the risks involved, insurance and equipment requirements that this was not feasible at the current airport.

Adjourn: Motion by Rick G & 2nd by Dave E

Next regular meeting will take place on December 7, 2018.

d. Airport Committee Minutes for December 7, 2018

Members Present: Rick Gritters, Dave Erickson, Dave Barnes, Tom Vander Linden, Sid Pinney, Warren Winkel,

Members Absent: Randy Borgerding

Others Present: Shane Vande Voort, Denny Buyert

Approval of Minutes: Motion: The Committee approved the minutes from Sept. 28th, 2018, motion Dave E and 2nd by Dave B.

New Business:

Accepted resignation of Randy Borgerding from the committee.

Project updates:

10 year transition existing airport - Short discussion rehashing the plan being worked on by HDR. Items discussed briefly runway rehab, tie downs, access road, wildlife fence, etc.

Pavement failures & roughness findings discussed and potential load limit restrictions that could be applied by the DOT/FAA due to our pavement condition.

Discussion of needs at the existing Pella Municipal Airport:

10 year transition plan & priorities for existing airport was discussed again including adding the terminal building needs to the list, such as carpet, phone system, windows that are rotting, etc.

Motion made by Sid and 2nd by other member for Shane & Denny to create & submit an additional needs list to Jerry for the existing airport in an attempt to have the additional items included in the 10 year plan being done by HDR.

Fuel system age and concerns were discussed, we believe the 1989 equipment needs to be considered for replacement.

Regional Airport:

Reminded the Land Owner/eminent domain public meeting is scheduled for October 18th.

FAA land acquisition rules were discussed briefly

FAA to release Oskaloosa airport land to be sold soon

Next quarterly SCRAA board meeting scheduled for Feb. 28th.

No new news on the Mahaska County court case.

Land purchasing may be allowed to proceed regardless of court case?

Airport Managers report to the committee:

The rotating beacon has been installed and is working well. We are still waiting for Gritters Electric to install the pilot-controlled lighting box - we have installed the new antenna.

The voicemail module on the phone system is inoperative and we are having trouble finding a replacement. We may need to pursue quotes on a new system.

Snow removal equipment is working well with some good tests so far this year. The last weekend storm required use of all the equipment in addition to deice treatment. Nathan at Public Works adjusted the hydraulic pressure on the belly blade and it works better than ever.

Classic Aviation has been providing wildlife runs on a nearly daily basis with times ranging from 5am to midnight. Deer activity has been strong but is tapering off a little. USDA wildlife services will be on hand more often as the winter goes on.

Hangar space was a big issue during the big storm with 3 airplanes out on the ramp that had to be plowed around and moved.

Classic's shop and flight training operations are busy. 3 job positions are posted with an immediate need to fill the avionics position. 5 airplanes are normally in the shop which reduces efficiency and there is normally a need for 2 or 3 more aircraft to be in the shop.

The Cirrus maintenance business continues to grow with over 7000 aircraft in service and a growing jet fleet. A Cirrus Vision Jet pulled on the ramp for the first time last week. More hangar / shop space could bring more of this activity to Pella.

On a personal note today marks the 25th anniversary of me receiving my Private Pilot's License and the end of the month marks 20 years as FBO/Airport manager for me. My family and I are very thankful to those who have supported us over the years.

Submitted by, Shane Vande Voort

Final Comments:

This is Warren Winkel's last meeting.

It was expressed that the council needed to recognize Warren Winkel, Marv Tysseling, and Randy Borgerding for these years of service

Adjourn: Motion by Sid 2nd by Warren, motion carried.

Next regular meeting will take place on March 29, 2019.

e. Community Development Committee Minutes for January 9, 2019

Chairperson Brummel called the Community Development Committee to order in the Public Safety Complex at 5:30 p.m. Members present were: Leah Bokinsky, Jerry Brummel, Susan Canfield, Patsy Cody, Linda Groenendyk, Mike Kiser, Jody Lautenbach, Lowell Olivier-Shaw, and Wayne Stienstra. Absent: Robyn Van Berkum. Staff present: Zoning Administrator Bryce Johnson and Deputy City Clerk Cynthia Vaske.

Three members of the public were present.

APPROVAL OF TENTATIVE AGENDA

Motion by Cody, second by Canfield to approve the tentative agenda. Motion carried 9-0.

APPROVAL OF MINUTES

Motion by Cody, second by Stienstra to approve the minutes from the November 14, 2018 meeting. Motion carried 9-0.

NEW BUSINESS

Annual Elections of Chairperson and Vice-Chairperson

Motion by Cody, second by Canfield to elect Brummel as Chairperson and Kiser as Vice-Chairperson for 2019. Motion carried 9-0.

Other

Motion by Kiser, second by Cody to add Olivier-Shaw to the Design Subcommittee. Motion Carried 9-0. The Design Subcommittee will be comprised of Olivier-Shaw, Canfield, and Stienstra.

Motion by Cody, second by Canfield to add Lautenbach to the Sign Subcommittee. The Sign Subcommittee will be comprised of Cody, Bokinsky, Van Berkum, and Lautenbach.

(Case DSN19-01) Consider a Design Permit Application for Exterior Alterations to the Structure Located at 807 E. First Street

Fuji Chinese Restaurant has submitted a design permit application to alter the front façade of the building located at 807 East First Street.

The project is considered minor; however, the Design Subcommittee chose to deny the application, which is the reason the request is before the full Community Development Committee (CDC). According to the City's permit records, this property received previous approval of a design/building permit in November of 2000.

The CDC is tasked with reviewing this design permit application. A summary of the requested alterations is provided below. It is important to note that this work has already been completed as the applicants were not aware they needed City of Pella approval. Please be advised that the material used is not actual brick, but is cement board paneling. Photographs in the meeting packet show the building's facades (before and after), as well as the existing hindeloopen panels.

Proposed Alterations:

1. Install cement board paneling with a brick-like texture along the building's front façade (east wall).
2. Repaint window trim and door (east wall). Color to be determined with guidance from CDC.
3. Repaint the hindeloopen panels (north wall). Color to be determined with guidance from CDC.
4. Install six new windows along east façade.

In evaluating this design application, staff finds the proposed alteration to the building's east façade does not contain sufficient Dutch-themed material. Staff believes the request to repaint the hindeloopen panels, window trim, and entrance door meet the requirements listed in the Design Review District Design Manual. Therefore, staff recommends the application be conditionally approved based on removing the cement board panels or replacing such with brick that is similar to the current existing structure. Staff also recommends a deadline for completion be established if the CDC makes a motion for conditional approval. Any person denied a design permit pursuant to the recommendation of the CDC may appeal the denial within 30 days after notification of the denial to the City Council.

The applicant, Jojo Deng, spoke in favor of the design permit application and answered questions from the CDC.

Motion by Stienstra, second by Cody to approve the design permit with the conditions that the front entrance door is painted red, the hindeloopens are painted yellow and red, the window trim is painted white, the dormers are painted white with green faux shutters, and the faux brick is replaced with lap siding that is painted the same green as the faux shutters. On roll call the vote was: Aye: Stienstra, Cody, Bokinsky, Brummel, Canfield, Groenendyk, Kiser, and Olivier-Shaw. Lautenbach abstained. Motion carried 8-0.

OTHER BUSINESS / PUBLIC FORUM

Cody said she thinks the CDC needs more information and input on the Downtown Streetscape Plan as it will affect the CDC's role in signage and design downtown. Brummel said he will contact City Administrator Mike Nardini to get further information.

Kiser said he thinks it is important that the CDC is involved with the Oskaloosa Street corridor development discussions. Cody mentioned that the CDC had previously expressed a desire to communicate with the Planning and Zoning Commission on certain projects. Zoning Administrator Bryce Johnson said he can bring up those concerns to Nardini.

Cody said she was surprised to discover that the development on the former Webster School site will not undergo design review by the CDC. She asked why the CDC was not informed of this decision and asked that more communication occur between the City of Pella and the CDC. Johnson explained that the development Cody is referring to will be a Planned Unit Development, which is why it will not be reviewed by the CDC. He thanked the Commission for sharing their concerns.

The next regular meeting is scheduled for February 13, 2019.

Adjourned at 6:09 p.m.

f. **Community Services Board Minutes for January 18, 2019**

Present: April Cutler, Stephen Fyfe, Mike Lyons, Arvin Van Zante

Absent: Lauri Amelse, Amanda Schwerdtfeger, Glenn Steimling

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

Others: None

12:05pm Community Services Director Jeanette Vaughan called the meeting to order.

Minutes - Motion by Van Zante, seconded by Fyfe to approve the Community Services Board Meeting minutes of November 16, 2018. Motion carried 4-0.

Discussion Items

Lease Agreements – Vaughan outlined the submitted 2019 user agreements citing no changes in fees for the Pella Tennis Association, Pella Soccer Club and Pella Little League for the third straight year. No significant changes in service levels being provided. There is an addendum to the Pella Little League agreement which extends the contract for 5 days at the end of the season if needed for All Star games only. Any games scheduled would need to work around the City Rec Adult Co-Ed softball games.

The USSSA team cost has been reduced from \$140 to \$120. Their agreements will no longer include a scheduled weekend field time slot. They have not been using this as they typically play tournaments on the weekends. Also, the practice field times/days will now be consistent throughout the season to lessen administrative scheduling hours and the need to hold multiple draws. Teams can still rent fields or use them on first come/first serve basis. Motion by Cutler, second by Lyons to approve lease agreements from 6 USSSA Teams, Pella Soccer Club, Pella Tennis Association, and Pella Little League. Motion carried 4-0.

Facility Study – A draft of the study was presented at Council on January 15th. From comments made at Council on Tuesday, the Mayor and Council will need some time to review the draft study and they will plan to discuss it further at a future date. A copy of the report was sent to the members by Director Vaughan before the meeting. Van Zante asked to have a meeting to discuss the findings after having time to review. Vaughan noted a timing issue as Council will likely discuss it at Council budget sessions on February 11th and 12th, which is prior to the next regularly scheduled Board meeting. Board members should email Vaughan with any comments.

Budget Update – Staff met with City Administration on January 8th to review the first draft of the proposed budget. During the meeting Staff was asked to prioritize the CIP projects and to provide an organizational chart that would include positions needed to hold more tournaments at the sports park and to increase supervision of recreational programming. Vaughan noted that staff was also asked to include a budget number for repairs to the gym ceiling. Staff resubmitted a revised budget earlier in the week. Council budget sessions will be held on February 11th and 12th. Vaughan emailed a copy of the revised proposed operations budget and Capital Improvement Budget to the Board.

Department Updates:

Parks/Chandler

- Currently building layers of ice and expecting to open the ice rink on Monday, January 21.
- Two recent snow events have kept Parks busy last week and projected for coming week.
- 2019 Annual Flower Bid Packets have been sent out and are due back next week.
- Klokkenspel renovation being discussed. Chandler located the original designer Sylvia Brand in the Netherlands and the local contractor, Loren Steenhoek, who originally installed the tiles in the 1980s. They are both willing to help in the renovation efforts.
- Central Park bench concrete pads have been installed. Staff is working on getting black benches installed. The wooden benches from the park will be put up for sealed bids at a later date.
- Boilers have been inspected at the Community Center and Indoor Pool. All are working well. If cold temperatures continue we will likely be switching to fuel oil for the Community Center Building.
- Wiring for the lights on the Tulip Toren Christmas tree was damaged. The lights wiring and extension cords have been cut over a large portion of the tree. The Pella Police Department has issued a press release asking for the assistance from the public.
- The Eagle Scout finished the north bridge project at Big Rock Park.

Aquatics/Alex

- Staff is interviewing candidates for the vacant Assistant Aquatic Manger position. Trevor took a job with the City of West Des Moines. His last day was January 11.
- Hired Kevin Carlson to fill our part time custodian position. He started the beginning of December.
- First session of swim lessons has started. There are 57 students enrolled.
- Pella Rec swim team has two meets this month.
- We have been seeing high attendance for the facility this winter averaging 80-100 patrons per day.
- We have also seen an increase in attendance for low impact aerobics and evening aerobics classes. Averaging 10-15 people for each class.
- Multiple Birthday parties and after-hours rentals have been booked for the end of January/beginning of February.
- Guard classes will begin in February.

Art & Rec/Brenda

- A \$2500 grant for a new kiln was received from the Pella Community Foundation.
- The art center floor was waxed and the painted area was given a fresh coat of paint.
- Art classes start the week of January 21st.
- The pottery studio has been cleaned and is ready for use after removal of damaged ceiling.
- Sent out the bid packet notice for the photography and team shirts for the 2019 youth rec programs.

Adjournment

The next meeting is scheduled for Friday, February 15, 2019 at noon in room 206, in the Community Center.

Meeting adjourned at 12:40 pm.

g. **Library Board Minutes for March 12, 2019**

I. Call to Order: Secretary Kenny Nedder called the meeting to order at 4:02 p.m. Board members present were: Verlan Den Adel, Jane Koogler, Kenny Nedder, and Rachel Sparks. Library Director Wendy Street was present. Angela Adam, Brenda Huisman, and Praveen Mohan were excused.

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 February 2019 minutes prior to the meeting. A couple grammar changes were noted. Jane was added to the list of names who attended the Innovative Libraries Online Conference for trustee training. Jane moved to approve the February minutes as amended. Rachel seconded the motion. The minutes were unanimously approved.

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

VI. Unfinished Business:

- a. Meeting room use on Sundays – Wendy discussed the use of the meeting room on Sundays with the staff. They are going to discuss possible proposals for use at their next staff meeting.

VII. New Business:

- a. State funding – There is a surplus in the state funding from what was budgeted for the year due to a discount on a maintenance contract from the budgeted amount and some expenses being paid from the regular budget rather than state funding. Wendy provided a spreadsheet prior to the meeting for the Board members to review with proposed expenses for the extra state funding before the end of the fiscal year. After a brief discussion, Kenny moved to support the options proposed by Wendy. Jane seconded the motion. The motion was unanimously approved.
- b. Food for Fines during National Library Week (April 7-13) – \$1 in fines waived for every canned food donation. After a brief discussion, Jane moved to participate in food for fines for National Library Week. Verlan seconded the motion. The motion was unanimously approved.
- c. Review status of Gift & Memorial Funds – Wendy provided detail of the gift and memorial fund accounts along with the City of Pella's investment policy for the Board's information.

VIII. President's Report and Announcements: The president did not have a report.

IX. Director's Report:

- a. Holds on Available Items – We are ready to implement holds on available items. Once the policy has been updated, we will announce this feature to the public on March 18. We will start with a limit of 5 items per day. This is a feature our patrons have been asking for, so we are excited to see how it is received.
- b. Winter Reading Programs: Smitten with Reading – To encourage reading during the winter months, we had winter reading programs for adults and families. Sixty-eight people participated in the family reading program, with 16 families entered in the prize drawing. There were 45 entries in the adult winter reading program. Planning for the Summer Reading Program is underway. The theme is "A Universe of Stories."
- c. Budget news – The Marion County Board of Supervisors adopted their FY19-20 budget, which includes \$95,000 for libraries, an increase of \$5,000. With this increase, the Marion County libraries adopted a new distribution formula. Each of the five libraries will receive a base payment of \$4,000 (instead of \$3,000), and the remaining \$75,000 will be divided based on the previous year's checkouts to rural residents. Our library should see an increase in county funding of about \$2,000 in FY19-20. The Pella City Council adopted the FY19-20 budget at their March 5 meeting as expected.
- d. IMLS Grant application – We applied for an "Accelerating Promising Practices for Small Libraries" grant from the Institute of Museum and Library Services. Our grant application requests funding to create a "Community Memory" project to digitize and make accessible primary source documents, photos, and letters. The project plan includes software subscription, equipment, and hiring a part-time Digitization Assistant at the library and working with the Pella Historical Society and the community at large to create the database over two years. Chris Brown did all the work on this ambitious grant. Grant awards will be announced in June, so now we wait! The grant would begin in September.
- e. Building and Grounds
 - The Building Maintenance Technician waxed the lobby floor on Feb. 27.
 - The Friends of the Library have been updating the Book Nook and have renamed it "Friends' Finds."
- f. Statistics
 - Adventure passes: 17 total (8 Science Center, 9 Botanical Garden)
 - FaxScan24: 7 faxes sent
 - Mobile print service: 12 users sent 56 jobs totaling 523 pages
 - Hoopla:
 - i. 468 total circs borrowed by 244 patrons
 - ii. Average of 1.9 circs per patron
 - iii. 79 patrons used all 3 checkouts
 - iv. Average price per circulation: \$2.13
 - v. 116 patrons were blocked by the budget caps
- g. Upcoming events
 - March 21 at 6:30 p.m.: Genealogy Club in the Meeting Room. The topic is "An Introduction to HeritageQuest."
 - March 28 at 12:00 noon: The Brown Bag Book Club will discuss *The Book That Matters Most* by Ann Hood.
 - March 28 at 6:30 p.m.: The Teen Book Club will discuss *Red Kayak* by Priscilla Cummings. Books available for check out at the circulation desk.
 - April 8 at 7:00 p.m.: Culture Night: Puerto Rico featuring Yara and Leila Braulio. Learn about the culture of Puerto Rico from a native, and sample authentic food. This program will be held in Room 206 at the Community Center.
- h. Additional items
 - The Book bike should be finished and delivered by the end of March/beginning of April.

X. Trustee training reports: There were no Trustee training reports this month.

XI. Committee reports:

- a. Governance & Policy:
 - i. Revision to the Patron Assistance Policy – The policy was updated to support the ability to place holds on available items. Kenny moved to approve the change as presented. Jane seconded the motion. The change to the Patron Assistance Policy was unanimously approved.

XII. Adjournment: Secretary Kenny Nedder adjourned the meeting at 4:56 p.m. The next regularly scheduled Board Meeting is scheduled for April 9, 2019.

h. Planning and Zoning Commission Minutes for April 8, 2019

Chairperson Landon 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 Hausteine, Kisha Jahner, Dave Landon, Gary Van Vark, Ann Visser, and Teri Vos. Absent: Mark Groenendyk, Robin Pfalzgraf, and Ervin Van Wyk. Staff present: Finance Director Corey Goodenow, Zoning Administrator Bryce Johnson, and Deputy City Clerk Cynthia Vaske. Six members of the public were in attendance.

APPROVAL OF TENTATIVE AGENDA

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

APPROVAL OF MINUTES

Motion by Van Vark, second by Vos to approve the minutes of the March 11, 2019 meeting. Motion carried 8-0.

PUBLIC HEARINGS

Consider a Rezoning Application to Amend the Classification of the Property Located at the Northeast Intersection of Old Highway 163 and 210th Avenue from Light Industrial (M1) to Community Commercial (CC)

ATD Rentals LLC has submitted a request to rezone the property located at the northeast corner of the intersection of Old Highway 163 and 210th Avenue. The 1.71-acre subject property is currently vacant. However, the applicant is requesting the parcel be rezoned from Light Industrial (M1) to Community Commercial (CC). The purpose of the applicant's request is to facilitate construction of multiple duplex properties on the subject site. It is important to note that duplexes are not permitted within the M1 zoning district.

Given the intended use of the property and the current use of the properties in the surrounding area, staff does not believe the proposed development is consistent with the City's Comprehensive Plan. In addition, a Planned Unit Development (PUD) would also be required to identify mitigating actions for land use compatibility issues between residential, industrial, and commercial properties. This would be done before the rezoning for the property was approved. However, in reviewing this potential development, it does not appear it meets the threshold for a PUD in terms of size or uniqueness. Therefore, from staff's perspective, this rezoning application is inconsistent with the Comprehensive Plan and would likely create land use conflicts between the abutting and adjacent properties on Old Hwy 163. Based on staff's analysis, we believe the proposed rezoning should be denied.

Convened Public Hearing on the rezoning request. No written comments were received. Mike Dugger, with ATD Rentals LLC, spoke in favor of the rezoning. He explained his intent to build two or three duplexes on the property and said he was unaware of the zoning changes that would be necessary for this property at the time of purchase.

Vos asked what scenarios would allow for more housing to be built on this property. Finance Director Corey Goodenow explained that M1 does not allow housing. He further explained that PUDs are usually applied to much larger and more unique developments than what is being proposed. Vos asked whether the City has criteria listed somewhere that developments must meet in order to be considered for a PUD. Goodenow said he did not think the criteria is documented; however, PUDs have customarily been for developments on a much larger scale than what Dugger has proposed for the property. The PUD process can be quite cumbersome and lengthy with much negotiation between the City and the developer. Additionally, there are usually costly requirements for the development that are required of the developer. Dugger assured the Commission that he would be very accommodating to the City's requests.

Landon said rezoning the property from M1 to CC in order to build housing is, in his opinion, spot zoning, which is something the Commission should not do. Hausteine disagreed and said she believes CC to be a more appropriate zoning district for the property. Jahner commented that Marion County has a need for more housing, which Dugger is requesting to build. Visser said there is a need for affordable housing in the community. Dugger commented that the duplexes he plans to build would not be large ones.

As no further comments were received, the Public Hearing was closed.

Motion by Hausteine to approve the rezoning request. Motion was withdrawn.

Motion by Van Vark, second by Chiarella to deny the rezoning request. On roll call the vote was aye: Van Vark, Chiarella, Landon; nay: Canfield, Hausteine, Jahner, Visser, Vos. Motion failed 3-5.

Vos said it seems like there is more discussion that needs to take place between Dugger and the City before the Commission considers this rezoning request.

Motion by Vos, second by Jahner to table the rezoning request. Motion carried 8-0.

Goodenow asked the Commission what specific information they would like staff to come back with regarding this item. Vos said she would like to know that the option of a PUD was explored with the applicant. Chiarella suggested that Dugger check with neighboring property owners to get their thoughts on his proposed development. Canfield had questions on the Future Land Use Map of the Comprehensive Plan. Goodenow said a larger map will be provided at the next Commission meeting that is easier to read.

NEW BUSINESS PROPOSED

Consider a Site Plan for the Project Known as South Main Located at the Northwest Corner of Peace Street and Main Street to Construct a Mixed-Residential Development

South Main I, LLC is proposing a site plan to accommodate the first phase of a signature mixed-use development located at the former Webster School site. The overall development plan will contain a total of 42 residential units and include a mixture of townhomes, flats, and condominiums. It is important to note, this site plan includes 18 residential dwelling units, as well as a courtyard, extensive landscaping, private underground parking, a community building, and a private dog park.

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 today.

Hausteine questioned landscaping in the right-of-way. Zoning Administrator Bryce Johnson stated that any trees that are proposed to be located in the City's right-of-way will be reviewed by the City Council. Hausteine asked about the location of dumpsters on the property. South Main I, LLC President Brandon Foldes said that garbage totes will be issued to the residents of the units with individual garages and a dumpster will be located in the underground parking structure of Building 2.

Van Vark asked whether there will be parking provided for more than just the residents. Foldes said each garage will be able to store two vehicles with further parking available in the driveways. Additionally, Foldes said South Main I, LLC is working with the adjacent church on an easement for shared parking.

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

Consider a Final Plat for the Subdivision Known as Bos Ridge - Plat 2

Bos Ridge LLC has submitted a final plat for phase two of their development, known as Bos Ridge Subdivision Plat 2. The proposed subdivision is located approximately 1,200 feet north of the intersection of County Highway T15 and Bos Landen Drive. On March 5, 2018, the Planning and Zoning Commission reviewed and approved the preliminary plat for this 43-lot subdivision. Please note that the final plat being considered by the Commission is the second plat, which includes 32 lots.

The subdivision plat has been submitted to reflect City of Pella staff and consultant comments. Staff finds the final plat meets the minimum requirements of the Zoning Ordinance and Subdivision Ordinance. Additionally, staff finds the development conforms to the City's Comprehensive Plan. Based on the findings, staff recommends approval of the final plat.

Landon asked about the ponds seen on the aerial map of the subdivision and if they will remain or be filled in. Goodenow said the image of the property on the aerial map is from before work started on the property. He said it is his understanding that the ponds have been relocated within the subdivision to be a more aesthetic feature for the lots.

Motion by Van Vark, second by Canfield to approve the final plat as submitted. Motion carried 8-0.

OTHER BUSINESS / PUBLIC FORUM

Visser asked whether the lots in the Bos Ridge development are being sold. Goodenow replied that yes, they are. Visser asked whether units have been sold for the South Main development. Goodenow said he knows the development has garnered a lot of interest, but he is unaware if units have been sold. Visser expressed concern with the lack of affordable housing in Pella and said that many people moving into these new developments are not moving out of what would be considered affordable homes within the community. She said something needs to be done where people can move to Pella and Marion County and find affordable housing. Goodenow said that the need for affordable housing is a recognized and challenging issue that the whole state is facing. He said the City Council and City Administration have

been having a lot of discussion about this issue and what can be done to remedy it. Jahner commented that the population in Marion County has not increased in a number of years. She said people want to live in Marion County, but are unable to do so.
Adjourned at 8:09 p.m.

i. **Board of Adjustment Minutes for February 26, 2019**

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, Merlan Rolffs, and Lyle Vander Meiden. Absent: Mike Vander Wert. Staff present: Finance Director Corey Goodenow, City Attorney Kristine Stone, Zoning Administrator Bryce Johnson, and Deputy City Clerk Cynthia Vaske. Five members of the public were in attendance.

Annual Elections of Chair and Vice-Chair

Vander Wert was elected Chairperson and Nossaman was elected Vice-Chairperson for 2019.

CHAIRPERSON'S COMMENTS

Approval of the Tentative Agenda

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

APPROVAL OF MINUTES

Motion by Rolffs, second by Corbett to approve the October 15, 2018 minutes. Motion carried 5-0.

NEW BUSINESS/PUBLIC HEARINGS

Appeal from Shelly Riggen Concerning the Zoning Administrator's Determination of a Proposed Land Use at 836 Main Street

On January 11, 2019, Shelly Riggen submitted a request to operate a hair salon, retail sales, and training certification courses for salon professionals at 836 Main Street, which is located within the City's Central Business District (CBD) zoning district. The proposed salon service and retail sales are permitted by right in the CBD zoning district. However, it is the opinion of staff that per Chapter 165.11, the training certification component of the business is classified as a business or trade school, which is prohibited in the CBD zoning district. It is important to note that the appellant is requesting the Board of Adjustment classify this training certification component of the business as Personal Improvement Services. Additionally, Personal Improvement Services require a special use permit to operate in the CBD.

The Board of Adjustment has the following options in this matter:

1. Uphold staff's decision that the proposed business component is Business/Trade School which is a prohibited use in the CBD zoning district.
2. Reverse or modify the decision of the Zoning Administrator to classify the zoning use for the proposed training certification business component as a use type other than a 'Business/Trade School'.

Please note, for this option, the Board of Adjustment must specify the land use classification the proposed business component is defined as under the City of Pella's zoning ordinance. The concurring vote of a majority of the entire Board is required to reverse or modify the decision of the Zoning Administrator.

Convened Public Hearing on the appeal for 836 Main Street. Three written comments were received.

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

The appellant, Shelly Riggen, spoke in favor of reclassifying the property usage as Personal Improvement Services and answered questions from the Board. She explained that participants in her program will not be receiving certification. She further explained that the maximum number of students that she has space for is 14 and that she can provide private parking for them behind her building.

Shaughn Roorda expressed concern with Riggen's proposed business in downtown Pella and whether Riggen would have enough private parking available for her students. She suggested Riggen's business might be a better fit if located somewhere other than downtown. Riggen replied that her business will appear to tourists to be a hair salon with a large retail component. She explained that the training component of her business would comprise only 10% of her revenues.

Riggen asked about moving the classroom portion of her business off-site. Finance Director Corey Goodenow replied that salon services and retail sales are permitted by right in the CBD.

Motion by Vander Meiden, second by Reiter to close the Public Hearing. Motion carried 5-0.

Motion by Corbett, second by Reiter to uphold staff's decision that the proposed business component is a Business/Trade School which is a prohibited use in the CBD zoning district. On roll call the vote was aye: Corbett, Reiter, Rolffs, Vander Meiden; nay: Nossaman. Motion carried 4-1.

Adjourned at 6:58 p.m.

j. **Community Development Committee Minutes for April 10, 2019**

Chairperson Brummel called the Community Development Committee to order in the Public Safety Complex at 5:30 p.m. Members present were: Leah Bokinisky, Jerry Brummel, Susan Canfield, Mike Kiser, Jody Lautenbach, Lowell Olivier-Shaw, Wayne Stienstra, Robyn Van Berkum, and Bob Zylstra. Absent: Patsy Cody and Linda Groenendyk. Staff present: Zoning Administrator Bryce Johnson and Deputy City Clerk Cynthia Vaske. Two members of the public were present.

New Commissioner Robert Zylstra was introduced to the Commission.

APPROVAL OF TENTATIVE AGENDA

Motion by Kiser, second by Van Berkum to approve the tentative agenda. Motion carried 9-0.

APPROVAL OF MINUTES

Motion by Canfield, second by Van Berkum to approve the minutes from the January 9, 2019 meeting. Motion carried 9-0.

NEW BUSINESS

Consider a Design Permit Application for Exterior Alterations to the Structure Located at 620 Franklin Street (Case DSN19-04)

Heather Slings has submitted a design permit application to repaint several features on the front façade of the building located at 620 Franklin Street. The project is considered minor; however, the Design Subcommittee chose to deny the application, which is the reason the request was deferred to full committee. This property is currently located in the Central Business District (CBD) and Design Review (DR) overlay zone. A summary of the requested alterations is provided below. It is important to note that the *Design Manual* requires the applicant to obtain a design permit before the City issues a building permit.

Proposed Alterations:

1. Repaint the existing cornice, window trim, and building foundation from red to gray (SW7019).

It is important to note that the *Design Manual* identifies red brick color to be the most typical Dutch building element. Therefore, in evaluating this design application, staff finds the application does not contain acceptable Dutch-themed color. Rather than deny this request, staff recommends conditional approval of this application by selecting a more appropriate color from the Dutch Color Palette. Motion by Canfield, second by Van Berkum to deny the design permit, due to the proposed paint colors having not been chosen from the Dutch color palette. Motion carried 9-0.

Consider a Design Permit Application for Exterior Color of the Building Located at 814 Main Street (Case DSN19-05)
Heather Slings has submitted a design permit application to repaint the front façade of the building located at 814 Main Street. The project is considered major work which is the reason it is before the Community Development Committee (CDC). This property is currently located in the Central Business District (CBD) and Design Review (DR) overlay zone. A summary of the requested alterations is provided below. It is important to note that the *Design Manual* requires the applicant to obtain a design permit before the City issues a building permit.

Proposed Alterations:

1. Repaint the features above and below each window, the cornice, the awning (of this building only, not entirely), and the trim along each door charcoal (HC-166).
2. Repaint the front façade white (OC-119).
3. Repaint the window frames black (Wrought Iron Drizzle 2124-10).
4. Repaint both doors teal (Cloud Nine OC-119).

It is important to note that the *Design Manual* identifies red brick color to be the most typical Dutch building element. Therefore, in evaluating this design application, staff finds the application does not contain acceptable Dutch-themed colors. Rather than deny this request, staff recommends conditional approval of this application by selecting a more appropriate color from the Dutch Color Palette. Motion by Van Berkum, second by Canfield to deny the design permit, due to the proposed paint colors having not been chosen from the Dutch color palette. Motion carried 9-0.

Consider a Design Permit Application for Alterations to a Previously Approved Gazebo at the Scholte Gardens Located at 744 Washington Street (Case DSN19-08)

On behalf of the Pella Historical Society, Ed Sprague has resubmitted a design permit application to alter a previously approved gazebo located on Scholte Gardens at 744 Washington Street. This property is currently located in CBD and DR overlay zone. It is important to note that this item was originally approved by the CDC on August 22, 2018.

As further background, a condition of the original design permit required a separate design permit be submitted for any alterations, modifications, or repairs to the gazebo. Therefore, the applicant is proposing to redesign the gazebo. A summary of the requested alterations is provided on the following page. It is important to note that the *Design Manual* requires the applicant to obtain a design permit before the City issues a building permit.

Proposed Minor/Major Architectural Elements:

- New shingles (applicant will provide sample).
- Remove lattice under roof and replace using balusters similar to those on the Scholte House. The proposed balusters will be gold in color (shown on application).
- Remove remaining lattice in its entirety and built-in benches.
- Paint gazebo posts green (shown on application).

In evaluating this design application, staff believes the alterations contain sufficient Dutch-themed architectural elements. However, staff believes the proposed colors do not meet the requirements listed in the *Design Manual*. Rather than deny this request, staff recommends conditional approval of this application by selecting a more appropriate color from the Dutch Color Palette.

Motion by Kiser, second by Bokinsky to approve the design permit application as submitted, as the proposed colors match the Scholte House. On roll call the vote was aye: Kiser, Bokinsky, Brummel, Canfield, Lautenbach, Olivier-Shaw, Van Berkum, Zylstra; abstain: Stienstra. Motion carried 8-0.

Canfield left at 6:08 p.m.

Consider a Permanent Window Sign Application at 601 Franklin Street (Case SGN19-011)

Signarama has submitted a window sign application on behalf of Century 21 Real Estate to install nine individual block-style letters on the north window of the building located at 601 Franklin Street. As further background, the CDC Sign Subcommittee chose to deny the application due to the lack of Old-World design when compared to other signs on the property and the surrounding area.

The applicant is requesting a permit to install nine 8.5-inch tall letters on the north window of the building at 601 Franklin Street. The sign permit application identifies each letter as white in color. It is important to note that the CDC Sign Subcommittee approved a wall sign and projecting sign for Century 21 Real Estate. Both of these signs were installed on the north façade of the building in close proximity to the proposed window sign.

After evaluating this permit application, staff finds that the proposed window sign complies with the regulations in the Zoning Ordinance but fails to satisfy the Old-World design requirements of *Design Manual*. It is also important to note that the CDC Sign Subcommittee chose to deny this sign request. Therefore, staff recommends a conditional approval mandating the sign font be changed to one that is consistent with the downtown area and adjacent properties. Staff has attached examples of signage in the CBD district as a reference.

Century 21 Representative Matt Forland spoke in favor of the sign permit and explained why the proposed sign permit design and font were selected. The Commission found the lack of Old-World design in the sign to be problematic.

Motion by Stienstra to deny the design permit application. Motion was withdrawn.

Motion by Kiser, second by Stienstra to table the sign permit application until the applicant is able to provide the Commission with an alternative option. On roll call the vote was aye: Kiser, Stienstra, Bokinsky, Brummel, Olivier-Shaw, Van Berkum, Zylstra; abstain: Lautenbach. Motion carried 7-0.

Forland said he will try to come up with other signage options for the Commission to consider, but Century 21 may choose to withdraw its application if they are unable to figure out an alternative.

OTHER BUSINESS / PUBLIC FORUM

Zoning Administrator Bryce Johnson discussed the Bank Iowa monument sign with the Commission. He said the sign that was installed on the site does differ from the one that the Commission had originally approved. After some discussion, the majority of the Commission agreed to allow the installed sign to remain, though they did express frustration with the sign not matching what was originally approved. Zylstra asked about the possibility of fining people whose final building designs and signs do not match their approved design and sign permits. Johnson said that is something that staff can look into and provide further information to the Commission. He said the *Design Manual* currently states that the Building Official cannot issue a building permit until a design permit is approved. Johnson suggested amending the *Design Manual* to state that a certificate of occupancy will not be issued until it is deemed that the building is in compliance with the design permit that was issued. The Commission expressed interest in that amendment.

Adjourned at 6:35 p.m.

3. Petitions and Communications

a. Renewal of Class C Liquor License with Outdoor Service and Sunday Sales for Sports Page Bar and Grill

BACKGROUND: Des Moines Rock City, LLC, DBA Sports Page Bar and Grill located at 1111 W 16th St., has applied for renewal of their Class C Liquor License with Outdoor Service and Sunday Sales privileges. The term of the new license is 12 months and would expire on June 30, 2020. 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
RECOMMENDATION: Approve renewal

D. *PUBLIC HEARINGS – None

E. PETITIONS & COMMUNICATIONS

1. Special Event Permit Request for Destiny Deeper Tour.

Branderhorst moved to approve, seconded by Schiebout.

On roll call the vote was:

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

NAYS: None.

Motion carried.

BACKGROUND: Honeybee Ministries in Lynnville, Iowa, has requested a special event permit for the Destiny Deeper Tour scheduled on Saturday, May 11, 2019, from 7:00 to 9:00 p.m. As background, a special event permit is required when the general public is invited to attend an event held on public property.

The promoter is requesting to hold this event in the Caldwell Park shelter house. The event would involve a variety of ministry activities as well as Country and Christian music for attendees to enjoy.

All pertinent City departments have reviewed this application and comments are attached. The fee and insurance certificate have been received. Finally, the promoter has completed the necessary paperwork and provided the fees required to rent the Caldwell Park shelter house for the event, therefore approval is recommended.

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

2. Special Event Permit Request for American Legion Post 89 Food Walk/Ruck.

Bokhoven moved to approve, seconded by Schiebout.

On roll call the vote was:

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

NAYS: None.

Motion carried.

BACKGROUND: The American Legion Post 89 has requested a special event permit for the Food Walk/Ruck scheduled on Thursday, July 4, 2019, from 9:00 to 11:00 a.m. Set-up is requested to begin at 8:00 a.m. with take down complete by 11:30 a.m.

As background, the promoter is requesting to locate the start/finish line on the sidewalk in front of the Pella Memorial Building; this location has been approved by the Community Services Department in order to ensure it does not conflict with the City's 4th of July festivities. As further background, participants would walk using the sidewalks from the Memorial Building, south to the Highway 163 overpass, then turning around to return to the Memorial Building, as outlined on the attached map.

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

F. PLANNING & ZONING ITEMS – None

G. ADMINISTRATION REPORTS – None

H. RESOLUTIONS

- 1. Resolution No. 5967 entitled, "RESOLUTION APPROVING PRELIMINARY PLAT OF GENLINK SUBDIVISION."

De Jong moved to approve, seconded by Van Stryland.

On roll call the vote was:

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

NAYS: None.

Motion carried.

BACKGROUND: This resolution approves a preliminary plat for Genlink. As background, MAWAK LLC has submitted a preliminary plat to subdivide a property into three lots. The subject property is located at or near 2110 Idaho Drive. On April 16, 2019, the City Council approved an ordinance to rezone Lot 1 as Community Commercial (CC) with Lots 2 and 3 were rezoned to Rural Residential (RR). In addition to the change in base zoning, the ordinance also established a Planned Unit Development (PUD) overlay zone for this three-lot subdivision. 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.

Current Zoning Classification

Lot 1 has a base zone of CC, which 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. These uses may create land use conflicts with adjacent residential areas, requiring provision of adequate buffering. This district is most appropriately located along major arterial streets or in areas that can be adequately buffered from residential districts. The PUD Ordinance 957 further limits the use of Lot 1 to "Social Club", as defined under the City's zoning code.

Lots 2 and 3 have a base zone of RR, which 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. The PUD Ordinance 957 combined Lot 2 and 3 and restricted the use for the development to a single-family residence.

The PUD overlay zone is an overlay of agreed upon development standards intended to work in conjunction with established zoning, platting and subdivision regulations.

ADJACENT ZONING DISTRICTS			
North	South	East	West
Low-Density Single-Family Residential (R1)	Agricultural (A1)	Agricultural (A1)	Agricultural (A1)

Proposed Land Use

The approved PUD ordinance restricts the use of Lot 1 to construct a "Social Club" which is defined as "clubs which provide primarily social or meeting facilities. Typical uses include private social clubs and fraternal organizations." Further, the ordinance restricts the remaining Lots 2 and 3 to low-density single-family residential land uses. It is important to note that the proposed civic and residential land uses are respectively permitted by right in the CC and RR zoning districts.

Lot Requirements

The Pella City Council approved Ordinance 957 amending the requirements of Table 165.12-3 to reduce the front yard of Lot 1 from 25 feet to 15 feet. Additionally, the ordinance removed the floor area ratio requirement of 1.0 to zero. The RR zoning district setbacks and other requirements of Table 165.12-3 were not amended for Lot 2 or Lot 3. Staff has reviewed the proposed subdivision and confirmed that the proposed lots meet all minimum lot requirements.

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 an existing public right-of-way along Idaho Drive and a private drive used to access the City's well site.

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 from the development of Lot 1 will be collected naturally as it currently does today. However, the site has an interior storm sewer collection system by increasing the capacity of the existing pond. It is important to note that the storm water management plan has been reviewed and approved by the City's engineering consultant. That said, staff believes the storm water management system complies with the City's requirements for the preliminary plat.

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 is required for this subdivision and is achieved through the use of a rain garden to be installed to the southeast of the proposed development. Again, the City's engineering consultant has reviewed and approved the preliminary plat. Therefore, staff believe the preliminary plat meets this code requirement.

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 utilize an on-site sanitary system, which will be reviewed and permitted separately through Marion County. Therefore, staff believes this code requirement is met.

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: A single, private water line will connect to an existing water main stemming from Idaho Drive. In addition, the existing fire hydrants located along the private drive will provide adequate fire protection to the proposed development. The City's Fire Chief has reviewed and approved the location and accessibility of the fire hydrants for this subdivision.

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 Volksweg Trail will be preserved and maintained and provides adequate pedestrian access for the property. 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 subdivider has indicated that an overland flowage easement has been designed to meet the requirements by both the City's engineer and Public Works Director.

Comprehensive Plan

Chapter 170.06(2) requires the City Council to review the preliminary plat for conformance with the Comprehensive Plan, which identifies Principles of Future Land Use and Development. 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 1. In addition, Lots 2 and 3 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 approved 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 Preliminary Plat is in conformance and aligns with the Comprehensive Plan.

The preliminary plat has been revised to reflect City of Pella staff and engineering 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 should be noted, the Planning and Zoning Commission unanimously approved this preliminary plat during their meeting on April 22, 2019.

ATTACHMENTS: Resolution, Aerial Map, Preliminary Plat

REPORT PREPARED BY: Bryce Johnson, Zoning Administrator

REVIEWED BY: CITY ADMINISTRATOR

CITY CLERK

RECOMMENDATION: Approve resolution

2. Resolution No. 5968 entitled, "RESOLUTION APPROVING FINAL PLAT OF GENLINK SUBDIVISION."

De Jong moved to approve, seconded by Van Stryland.

On roll call the vote was:

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

NAYS: None.

Motion carried.

BACKGROUND: This resolution approves a final plat for Genlink. As background, MAWAK LLC has submitted a final plat to subdivide a property into three lots. The subject property is located at or near 2110 Idaho Drive. On April 16, 2019, the City Council approved an ordinance to rezone Lot 1 as Community Commercial (CC) with Lots 2 and 3 were rezoned to Rural Residential (RR). In addition to the change in base zoning, the ordinance also established a Planned Unit Development (PUD) overlay zone for this three-lot subdivision.

Pella City Code Requirements for Subdivision Plats

The subdivision ordinance states that the City Council shall review the final plat for conformance with the Comprehensive Plan, Zoning Ordinance, and Subdivision Ordinance, and shall consider the recommendations of reviewing parties.

The final plat is the legal document that is recorded with the Marion County Recorder's Office. The sale of subdivided lots can only proceed after this recording. The primary purpose of the final plat is to delineate property boundaries and to describe and dedicate rights-of-way and easements.

The final plat must conform with the approved preliminary plat. Staff believes the final plat meets the requirements as shown in the preliminary plat. Any modifications or conditions approved during consideration of the preliminary plat should be continued to consideration of the final plat.

Comprehensive Plan

Chapter 170.06(2) requires the City Council to review the preliminary plat for conformance with the Comprehensive Plan, which identifies Principles of Future Land Use and Development. 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 1. In addition, Lots 2 and 3 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 approved 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 final plat is in conformance and aligns with the Comprehensive Plan.

The subdivision plat has been submitted to reflect City of Pella staff and engineering consultant comments. Staff finds the final plat meets the minimum requirements of the Zoning Ordinance, the Subdivision Ordinance, and the preliminary plat. Additionally, staff finds the development conforms to the City's Comprehensive Plan. Based upon the findings, staff recommends approval of the final plat. Finally, it should be noted, the Planning and Zoning Commission unanimously approved this preliminary plat during their meeting on April 22, 2019.

ATTACHMENTS: Resolution, Aerial Map, Final Plat
REPORT PREPARED BY: Bryce Johnson, Zoning Administrator
REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK
RECOMMENDATION: Approve resolution

3. Resolution No. 5969 entitled, "RESOLUTION WAIVING SUBDIVISION REVIEW FOR THE DAKOTA RIDGE ACRES SUBDIVISION."

Schiebout moved to approve, seconded by De Jong.

On roll call the vote was:

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

NAYS: None.

Motion carried.

BACKGROUND: This resolution waives the City's subdivision authority for the Dakota Ridge Acres subdivision. As background, Scott Treft has submitted a preliminary and final plat to subdivide a property located at 2299 Dakota Drive. The proposed subdivision is located outside Pella's corporate limits; however, the subdivision is located within the City's two-mile jurisdiction. Specifically, the subject property is located within the Subarea B zone of the 28E Agreement, which provides subdivision control to the City of Pella and Marion County and exclusive zoning control to Marion County.

In evaluating the proposed subdivision, staff is recommending the City of Pella waive its right to review the proposed subdivision for the following reasons:

1. It is important to note that only a portion of the proposed subdivision is located within the City's two-mile jurisdiction. Furthermore, it is unlikely this proposed subdivision will be annexed into the City limits within the foreseeable future.
2. The proposed subdivision does not create any additional lots which are under the City's subdivision jurisdiction.
3. Marion County has already approved the proposed subdivision and has stated it meets all requirements for Marion County's zoning and subdivision ordinance.
4. The proposed subdivision would require nine waivers under the City's subdivision ordinance. From staff's perspective, it is unlikely all nine waivers would qualify as a 'hardship' and our recommendation would be to deny the proposed subdivision. While this position would be understandable if the entire subdivision was located within the City's subdivision jurisdiction, the fact is only a portion of the subdivision is in this area. Therefore, staff's position is to simply to defer to Marion County for review of this subdivision.

If Council is not in favor of waiving the City's right to review this proposed subdivision, listed below is a summary of the waivers which would be required for the Dakota Ridge Acres subdivision to meet the City's subdivision code:

- *7.11(1) Acre Subdivision*
Whenever the area is divided into lots containing one or more acres and the land could eventually be re-subdivided into smaller building lots, consideration shall be given to the street and lot arrangement of the original subdivision so that additional minor streets shall be opened which will permit a logical arrangement of smaller lots.
- *170.11(2) Relation to Adjoining Street System*
The arrangement of streets in new subdivisions shall make provision for the continuation of the streets in adjoining subdivisions, or for a proper intersection where said streets in the new subdivision shall connect therewith, or their proper projection where adjoining property is not subdivided insofar as they may be necessary for public requirements.
- *170.11(3H) Street System Connectivity*
Streets shall be designed to extend to property lines where the adjacent property could be developed in the future.
- *170.11(5A) Lots*
All side lot lines shall be substantially at right angles or radial to street centerlines unless the Council shall agree that a variation to this requirement will provide for enhanced street and lot arrangement. Double frontage lots shall be avoided except where essential to provide separation of residential development from major traffic arteries or to overcome specific constraints of topography.
- *170.11(5B) Lots*
Lot dimensions and area shall conform to the requirements of the Zoning Ordinance.
- *170.11(5D) Lots*
Flag lots shall be avoided except where development cannot be reasonably accomplished without their use.
- *170.11(5E) Lots*
Larger than normal lots or parcels shall be so arranged as to permit the logical location and opening of future streets and appropriate re-subdivision with provision for adequate utility connections for such re-subdivision. Dedication of easements or public right-of-way for future openings and extensions of such streets may be required.
- *170.13(5) 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. When a water main serving a residential subdivision within the corporate limits of the City is required to be more than eight inches in diameter because it is designed to serve a greater area than the subdivision, the subdivider shall be responsible for the cost of an eight-inch diameter water line. In subdivisions other than residential, larger mains may be required.
- *170.13(6) 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. Sidewalks greater than four feet in width may be required for bike trails. In such instances, the property owner shall be responsible for the cost of a four-foot wide sidewalk.

Staff is recommending the City waive its right to review the proposed subdivision. The reason for staff's position is the proximity of the proposed subdivision to Pella's corporate limits, the fact that only a portion of the subdivision is located within the City's jurisdiction and Marion County has already approved the proposed subdivision. If the Council does not wish to waive the City's right to review the proposed subdivision, then staff's recommendation would be to deny the proposed subdivision due to non-compliance with our subdivision ordinance. Finally, it should be noted, the Planning and Zoning Commission unanimously approved waiver of the City's subdivision authority for the Dakota Ridge Acres subdivision during their meeting on April 22, 2019.

ATTACHMENTS: Resolution, Aerial Map, Preliminary Plat, Final Plat, Application, Proximity Map
REPORT PREPARED BY: Bryce Johnson, Zoning Administrator
REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK
RECOMMENDATION: Approve resolution

4. Resolution No. 5970 entitled, "RESOLUTION APPROVING ORDERING THE PREPARATION OF PLANS AND SPECIFICATIONS, FORM OF CONTRACT, NOTICE OF HEARING AND NOTICE OF LETTING, SETTING DATE FOR PUBLIC HEARING, AUTHORIZING THE TAKING OF BIDS, AND AUTHORIZING BID OPENING FOR THE LIFT STATION REPAIRS PROJECT."

Van Stryland moved to approve, seconded by Branderhorst.

On roll call the vote was:

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

NAYS: None.

Motion carried.

BACKGROUND: This resolution establishes June 4, 2019, as the public hearing date and authorizes staff to seek bids for the Lift Station Repairs Project. As background, the City's wastewater lift stations 1, 2 and 3 were originally constructed in 1981-82. All three lift stations have several items that need immediate attention and repair. The extent of the work is generally described as follows: Replacement of hardware on existing ladders and access hatches; installation or relocation of wet well level transducers; and other miscellaneous associated work at three lift stations. The City's engineer on this project, Fox Engineering, will handle the bid process and provide construction phase services for the project. It is important to note, the engineer's opinion of probable costs for this project is \$45,000.

Critical dates have been identified as:

May 22, 2019	Bid Letting
June 4, 2019	Public Hearing to Receive Bids and Award of Contract
July 19, 2019	Notice to Proceed
October 30, 2019	Final Completion

Contract documents are on file in the Public Works office.

ATTACHMENTS: Resolution, Engineer's Opinion of Probable Cost, Notice of Hearing
REPORT PREPARED BY: Public Works Department
REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK
RECOMMENDATION: Approve resolution

I. ORDINANCES – None

I. CLAIMS

1. Abstract of Bills No. 2030.

De Jong moved to approve, seconded by Schiebout.

On roll call the vote was:

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

NAYS: None.

Motion carried.

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

Comments were received and addressed.

L. CLOSED SESSION

1. At 7:29 p.m., De Jong moved to enter into closed session pursuant to Iowa Code Chapter 21.5 1 (j) to discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property, seconded by Bokhoven.

On roll call the vote was:

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

NAYS: None.

Motion carried.

At 7:53 p.m., De Jong moved to reconvene to regular session, seconded by Van Stryland.

On roll call the vote was:

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

NAYS: None.

Motion carried.

No action was taken regarding this closed session.

M. ADJOURNMENT

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

On roll call the vote was:

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

NAYS: None.

Motion carried.

Meeting adjourned at 7:59 p.m.