



# **CITY OF PELLA**

## **TENTATIVE WORK SESSION AGENDA**

### **CITY COUNCIL and PLANNING & ZONING COMMISSION**

**October 11, 2022 – 6:00 p.m.**

Public Safety Complex at 614 Main Street, use the Liberty Street entrance

#### **A. CALL TO ORDER BY MAYOR AND ROLL CALL**

#### **B. MAYOR'S COMMENTS**

1. Approval of Tentative Agenda

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

Public comments are limited to three minutes

#### **D. PETITIONS & COMMUNICATIONS**

1. City Update
2. Planning & Zoning Staff Goals and Priorities
3. City Council and Planning & Zoning Commission Goals and Priorities

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

Public comments are limited to three minutes

#### **F. ADJOURNMENT**

**NOTICE:** The City of Pella encourages all citizens of Pella to attend Council meetings. Our Council chambers are handicapped accessible and city staff members are available to give assistance if needed. If you are hearing impaired, vision impaired, or have limited English proficiency requiring an interpreter or reader, please contact City Hall at 641-628-4173 by noon the Monday prior to Council meetings to arrange for assistance. **TTY telephone service available for the hearing impaired through Relay Iowa 1-800-735-2942.**



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THE  
**CITY of PELLA**

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**STAFF MEMO TO COUNCIL  
AND PLANNING & ZONING COMMISSION**

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ITEM NO: D-2  
SUBJECT: Planning & Zoning Staff Goals and Priorities  
DATE: October 11, 2022

**BACKGROUND:**

The purpose of this work session is to discuss Planning & Zoning staff goals as well as priorities. As background, the primary documents that guide development and growth in the City of Pella include the Comprehensive Plan, the Zoning Code, and the Subdivision Ordinance. These documents need to be updated from time to time to stay current with changes in federal, state, and local laws; technical criteria; and social changes.

**Planning and Zoning Department**

The Planning and Zoning department processes all development-oriented permits and plans including all building permits, design permits, site plans, plats, sign permits, and Board of Adjustment items. The department deals with many codes and laws that help dictate and guide development. Developers and citizens look to the city to provide input for projects. Having consistent codes that are easy to understand helps all parties involved.

Below is a summary of projects processed by the Planning and Zoning department in the last 36 months:

- Housing unit permits (single, two-family, multi-family): 317
- Sign permits: 488
- Design permits: 105
- Site plans: 68
- Plats: 20
- Board of Adjustment items: 70

**Comprehensive Plan Update**

The purpose of this item is to discuss an update to the city's Comprehensive Plan. Pella's current Comprehensive Plan was adopted in 2014. The normal update cycle is between seven and 10 years.

- The Comprehensive Plan update would require hiring a consultant to deliver the work product.
- A Technical Advisory Committee (TAC) would need to be appointed by Council to guide and provide input during the process.
- The consultant would be chosen through a request for proposal (RFP) and bidding process.
- Due to numerous developments taking place, the Comprehensive Plan update should be a priority.

## **Zoning Code Update**

The purpose of this item is to discuss an update to the city's Zoning Code. Pella's current Zoning Code was adopted in 1976. Numerous additions and revisions have been made since that time. Normally, the Zoning Code is updated after adoption of Comprehensive Plan updates to bring it into conformance with the new land uses and plan elements reflected in the Comprehensive Plan.

- The Zoning Code should be updated after the Comprehensive Plan is revised, allowing the Zoning Code to implement the changes in the new Comprehensive Plan.
- A TAC would need to be appointed by Council to guide and provide input during the process. The same TAC from the Comprehensive Plan update could also work on the Zoning Code update.
- The consultant would be chosen through a RFP and bidding process.
- Tentative timeline is to start the process as the Comprehensive Plan update is winding down. It is possible that the same consultant could be used for both the Comprehensive Plan update and the Zoning Code update and be retained at the same time. The process could run concurrently.

## **Subdivision Code Update**

The purpose of this item is to discuss an update to the city's Subdivision Code. Pella's current Subdivision Code was last amended approximately 17 years ago. The normal update cycle depends on numerous conditions. The normal triggers are changes in state code that affect the division of land. After numerous state code changes, the Subdivision Ordinance may be outdated by both law and time.

The update of the Subdivision Ordinance should be done in conjunction with the Zoning Code updates.

ATTACHMENTS:                   None  
REPORT PREPARED BY:       Planning and Zoning Director  
REVIEWED BY:                 City Administrator, City Clerk  
RECOMMENDATION:           Seeking direction