

**MINUTES OF THE CITY OF PELLA
PLANNING AND ZONING COMMISSION MEETING
JANUARY 23, 2023**

CALL TO ORDER BY THE CHAIRPERSON AND ROLL CALL

Vice-Chairperson Canfield called the Planning and Zoning Commission to order at 7:00 p.m. in the Public Safety Complex. Members present were: Sarah Buchheit, Joe Canfield, Julio Chiarella, Cathy Haustein, Tom Johnson, Marc Vande Noord, and Ann Visser; absent: Teri Vos. Staff present: Planning and Zoning Director Gerald Buydos, Zoning Analyst Jared Parker, Local Programming Coordinator Monte Goodyk, and the Deputy City Clerk. Four members of the public were present.

APPROVAL OF TENTATIVE AGENDA

Canfield announced that item E-1, a public hearing to consider an ordinance amending Section 165.33 of the zoning ordinance for the purpose of allowing certain signs in the right-of-way, was being pulled from the agenda.

Motion by Visser, second by Buchheit to approve the amended agenda. Motion carried 7-0.

APPROVAL OF MINUTES

Motion by Johnson, second by Vande Noord to approve the minutes of the December 13, 2022 meeting. Motion carried 7-0.

NEW BUSINESS PROPOSED

Consider a Site Plan, Submitted by Cornerstone Church, for Property Located at 1020 E. Oskaloosa St.

Cornerstone Church submitted a site plan application to construct two buildings and an addition on their property at 1020 E. Oskaloosa St. The Activities Building will be approximately 7,780 square feet, the Cadet Building will be approximately 2,268 square feet, and the addition will be 6,405 square feet. Approximately 41,000 square feet of pavement will be added. The existing building is 17,438 square feet and approximately 55,000 square feet of pavement is pre-existing. The first site plan for this property was approved by the Planning and Zoning Commission on January 27, 2020.

Chapter 165.36(F)(3) requires the proposed site plan to conform to the City's Comprehensive Plan. The Future Land Use Map of the Comprehensive Plan identifies this site for "Commercial/Mixed Use" land uses. Staff concluded in 2018 that this is compatible with the proposed land use since *Religious Assembly* is permitted in commercial zoning districts and that

it is compatible with the surrounding area. Therefore, staff believes the proposal meets this description in the Comprehensive Plan.

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 recommended the site plan be approved as submitted.

Pelds Design Services Engineer in Training Brandon Short was present to answer questions from the Commission. He mentioned possibly reducing the number of fire hydrants servicing the site from two to one. Planning and Zoning Director Gerald Buydos stated that Short's proposal can be reviewed by the City of Pella's Fire Chief and any changes to the location and number of fire hydrants can be administratively approved.

Motion by Johnson, second by Chiarella to approve the site plan as submitted. Motion carried 7-0.

OTHER BUSINESS / WORK SESSION

Annual Elections for Planning and Zoning Commission Chair and Vice-Chair

On an annual basis, the Planning and Zoning Commission is required to select a Chair and Vice-Chair from its membership. All members of the Commission are eligible to serve in these roles. The primary role of the Chair is to conduct the Planning and Zoning Commission meetings in accordance with the Planning and Zoning Procedural Rules. In the absence of the Chair, the Vice-Chair will serve as the Chair during the Planning and Zoning meetings. In addition to the above responsibilities, both positions will serve in a liaison role for staff.

Prior to the meeting, Vos, in communication with staff, indicated that she would be willing to serve another term as Chair. Canfield stated that he would be willing to serve as Vice-Chair for another term.

The Commission unanimously re-elected Vos as Chairperson and Canfield as Vice-Chairperson for 2023.

Work Session to Review Commission Procedural Rules

The City of Pella Planning and Zoning Commission Procedural Rules govern the conduct of the Commission. Staff asked the Commission to review them on an annual basis for familiarity and to determine whether any changes should be made. The rules may be amended through a resolution by a majority vote of the entire Commission.

Following review, the Commission decided that no changes to the Procedural Rules are necessary. Additionally, the Commission decided to move the start time of Commission meetings from 7:00 p.m. to 6:00 p.m. going forward.

Other

The Commission discussed with staff the three vacancies on the Commission. One vacancy is for an individual living within the Pella city limits and two others are for those living within the Mahaska County two-mile extraterritorial jurisdiction. Staff will email the Commission a link to the board/commission application so that they may share it with individuals who may be interested in serving.

Buydos mentioned that, at the next meeting, the Commission will possibly have four preliminary plats for consideration. The sign ordinance amendment that was pulled from this agenda may also be back on the agenda for consideration as well.

Next Meeting Date

The next regular Planning and Zoning Commission meeting is scheduled for February 27, 2023, at 6:00 p.m.

Adjourned at 7:26 p.m.