

**MINUTES OF THE CITY OF PELLA
PLANNING AND ZONING COMMISSION MEETING
JANUARY 25, 2021**

CALL TO ORDER BY THE CHAIRPERSON AND ROLL CALL

Chairperson Canfield called the Planning and Zoning Commission to order at 7:00 p.m. in the Public Safety Complex. Members present were: Joe Canfield, Cathy Haustein (via phone), Kisha Jahner (via phone), Tom Johnson (via phone), Dave Landon (via phone), Robin Pfalzgraf, (via phone), and Teri Vos (via phone); absent: Julio Chiarella, Mark Groenendyk, Julie Heerema Mueller, and Ann Visser. Staff present: City Administrator Mike Nardini, Code Enforcement Officer Jared Parker (via phone), and the Deputy City Clerk. Due to heightened public health risks associated with the COVID-19 pandemic, accommodations were made to broadcast this meeting via conference call. Eleven members of the public joined the conference call.

APPROVAL OF TENTATIVE AGENDA

Motion by Haustein, second by Pfalzgraf to approve the tentative agenda. On roll call the vote was ayes: Haustein, Pfalzgraf, Canfield, Jahner, Johnson, Vos; nays: none; no response: Landon. Motion carried 6-0.

APPROVAL OF MINUTES

Motion by Jahner, second by Pfalzgraf to approve the minutes of the November 23, 2020 meeting. On roll call the vote was ayes: Jahner, Pfalzgraf, Canfield, Haustein, Johnson, Vos; nays: none; no response: Landon. Motion carried 6-0.

NEW BUSINESS PROPOSED

None.

PUBLIC HEARINGS

Consider a Rezoning Application to Change the Conditions of a Previously Approved Planned Unit Development for the Development Project Known as Genlink

The proposed ordinance would change the terms of a previously established Planned Unit Development (PUD) located at and around 969 211th Street. As background, in 2018, the City approved a PUD for Genlink which allowed for a convention center to be built. Recently, the applicant expressed a desire to adjust the lot lines of the property included in the PUD. Given the change in the proposed development, the original PUD must be amended to accommodate the change.

The proposed development, which was recently constructed, includes a 7,000-square foot private event space and activity center for the extended family who own the Pella Corporation. The primary purpose of this building is to provide a venue for the annual board meeting/family reunion. The facility will be used semi-regularly and will not be occupied full time by any staff and provides no residential sleeping quarters.

The proposed development is not changing any of the restrictions placed on the property, the proposed PUD simply revises the property lot lines.

The proposed ordinance does not change any of the zoning district modifications included with the original PUD. The original PUD required conformance with all applicable zoning districts except for the following modifications:

Zoning Requirements Waived or Amended:

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

Use Restrictions:

1. For the property identified as Community Commercial: the property shall be used for a private conferencing/dining and recreational facility only. This is considered a social club use under the Pella Zoning Ordinance.
2. For the property with a base zoning of Rural Residential: the property shall be used for single-family residential uses only.

Staff believes the proposed ordinance meets the requirements of the City’s zoning code. In addition, staff also believes the proposed ordinance is consistent and in conformance with the City’s Comprehensive Plan. Therefore, staff is recommending approval of the proposed ordinance.

Convened **Public Hearing** on the proposed ordinance. No written comments were received.

Motion by Johnson, second by Landon to close the public hearing as no further comments were received. Motion carried 7-0.

Motion by Vos, second by Landon to approve the ordinance as submitted. Motion carried 7-0.

Consider an Application to Form the Collegiate Neighborhood Historic District

Don André, 601 W. 1st Street, with the support of Historic Preservation Commission (HPC) members, has submitted an application to form a historic district. The name of the proposed district is the Collegiate Neighborhood Historic District, which generally includes properties between Main Street and W. Second Street as the east/west border and properties between Liberty Street and Independence Street as the north/south border. The City Historic District Overlay Zone Ordinance, Chapter 165.13.5, requires the Planning and Zoning Commission to review the proposed districts for compliance with the City’s comprehensive plan, prior to consideration by the Pella City Council.

As currently submitted, the application includes the support of 20 of 34 (59%) property owners included in the proposed district, which consists of 2,664 feet of the 4,079 feet (61%) of the street frontage in the proposed district. In addition to meeting the owner signature requirement, the application included a

comprehensive study of the Collegiate Neighborhood Historic District completed by Will Page, which was nominated by the State Historical Society of Iowa to the National Register of Historic Places on June 9, 2017, and subsequently approved by the National Park Service.

If the Collegiate Neighborhood Historic District is approved and formally established, the following activities would be subject to design review standards:

1. New construction of single or two-family homes or new accessory buildings for any single family or two-family homes in the historic districts.
2. Additions to existing structures in the historic districts which require a building permit.
3. Alterations to existing structures in the historic districts which require a building permit or demolition permit.
4. Alterations to existing structures in the historic districts which do not require a building permit or demolition permit but are visible from a public street or front of the structure do not require historic review; however, voluntary historic review is encouraged for such alterations. These types of alterations are also exempt from the certificate of appropriateness requirements. Other alterations not visible from the public street or front of the structure, and which do not otherwise need a building permit, shall be exempt from historic review.

For properties with base zoning which permits multi-family, commercial, or other non-residential uses, design review would then be conducted by the Community Development Committee first and then these same properties would also be subject to design review under the proposed historic district overlay zone.

If approved, City Code requires the HPC to use the "Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings" for contributing structures within the historic district overlay zone. For non-contributing structures, the HPC would utilize the "Dutch Residential Design Review District Guidelines". These guidelines are currently used for new single and two-family homes constructed within the City's commercial corridors. Furthermore, these guidelines place a heavy emphasis on requiring the new structure to "fit in with the existing neighborhood." Also, they provide flexibility for developers constructing new homes.

It is important to point out the City Code provides a process for appeal. Any person aggrieved by any decision of the HPC regarding an application for historic review in a historic district may appeal the action to the City Council.

The proposed historic district is primarily composed of single-family residences, many of which are considered contributing historic structures. The primary zone district in the proposed district is R2 or Two-Family Residential District. This district is intended to provide locations for medium density residential areas for single-family and two-family use with supporting and appropriate community facilities. Its regulations are intended to minimize traffic congestion and to assure that density is consistent with the carrying capacity of infrastructure.

The proposed Historic District has been reviewed and recommended for approval by the City's Historic Preservation Commission. The application meets the minimum application requirements for consideration and has been approved by the appropriate parties at the State of Iowa. Staff also believes the proposed district would be in compliance with the City's zoning code and Comprehensive Plan. Given this information, staff recommends approval of the ordinance establishing the Collegiate Neighborhood Historic District.

Convened **Public Hearing** on the proposed ordinance. No written comments were received.

Jahner stated the historic designation of the former Veterans Administration Hospital campus in Knoxville, Iowa has made it difficult for Marion County to proceed with plans for the property. She said she wanted the City to be aware that the formation of the Collegiate Neighborhood Historic District could potentially cause some difficulties for the City in the future.

In answer to a question from Pfalzgraf, City Administrator Mike Nardini confirmed that homeowners within the proposed historic district will have the ability to speak during the public hearing at the City Council meeting scheduled for February 2, 2021.

Jahner asked about tax credits that may be available for homeowners residing within a historic district. Nardini stated that those tax credits would be handled at the state and federal levels.

A question was received from an unidentified citizen in the chat function of the electronic meeting platform asking what the historic district designation would mean for current structures. Nardini explained that if the historic district were approved, only additions or demolition to existing structures within the district would require approval by the HPC.

Motion by Jahner, second by Pfalzgraf to close the public hearing as no further comments were received. Motion carried 7-0.

Motion by Haustein, second by Pfalzgraf to approve the historic district ordinance as submitted. Motion carried 7-0.

OTHER BUSINESS / PUBLIC FORUM

Work Session Regarding a Proposed Planning and Zoning Commission Procedural Rules Change

The purpose of this work session is to review a proposed change to the Planning and Zoning Commission Procedural Rules. As background, the purpose of these rules is to establish guidelines for conducting Commission meetings that are efficient yet allow for orderly participation and sharing of ideas and opinions. In addition, the rules set the regular Planning and Zoning Commission meeting dates and times, which is currently 7:00 p.m. on the fourth Monday of every month.

Recently, City Council agreed to begin its meetings one hour earlier, at 6:00 p.m., on the first and third Tuesday of every month. As a result, staff is seeking the Commission's direction on a proposal to change the start time of Commission meetings to 6:00 p.m., in order to better align with Council's and other Planning and Zoning board meeting start times. If this proposal has the Commission's support, this item would be presented for formal Commission consideration at a future meeting.

After discussion by the members, the Commission decided to keep the meeting start times at 7:00 p.m.

Next Meeting Date

The next Planning and Zoning Commission meeting is scheduled for February 22, 2021.

Adjourned at 7:37 p.m.