



Design Review District Design Manual – 3<sup>rd</sup> Edition

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### The Vision for Pella

Creating and retaining the vision of a heritage destination remains a critical challenge of any city government. Working together with new ideas in retail and housing developments while still retaining the character and identity of established community and businesses is often a delicate balance. It is the desire of this community to remain strong in its vision by retaining its long term integrity through the reflection of the buildings and signage in our community.

With these design parameters we hope to lay the groundwork necessary for you to become a working part of our community. Dutch architecture, Dutch colors and key Dutch building elements will be explained to help you make an informed decision about building anew or updating an existing business in Pella.

This manual is meant to be used in conjunction with the Design Review District (DR) Overlay District regulations of the Pella Zoning Ordinance. Please also refer to the DR District regulations as these zoning regulations shall apply in conjunction with Community Development Committee review.

### Community Development Committee



*Molengracht*

The Community Development Committee (CDC) was established by the City Council in 1978 to oversee Dutch Architecture review. The purpose of the CDC is to preserve and promote the unique charm, atmosphere, quaint and romantic character, natural beauty and historical aspects of the community. The CDC will review all proposed plans for a building permit in the design review districts and issue or deny a Design Permit. The CDC will also

recommend that a Building Permit be issued or denied. This review shall relate to the proposed appearance, colors, texture, materials and architectural design of the exterior, including the front, sides, rear and roof of the proposed building as well as any signs, graphics, visual display, outdoor furniture and fixtures. *Any alterations, modifications or repairs to structures in the design review districts are to be reviewed by the Committee.* The Committee has fourteen (14) days to report to the Building Official any recommendations or changes that the Committee determines are required to comply with the Dutch architectural theme. No building permit will be issued until the Community Development Committee approves the architectural design of the proposed new building or modifications. *Depending on the scope of work, the project will be considered as either a major project, which is reviewed by full Committee or a minor project, which can be reviewed by sub-committee in less time.*



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### The Design Review Process

*Meetings of the CDC can be called at least twice a month with special meetings as needed. One week lead time for application submittal is needed for any major project.*



The CDC stands ready to assist residents, businesses and developers with prompt review of all design permit applications. *Meetings of the CDC can be called at least twice a month with special meetings as needed. One week lead time for application submittal is needed for any major project.* Applicants submitting a site plan in a design review district for a new development can submit their Dutch Architecture plan concurrent or prior to city staff review of the site plan. The nature of a design review is somewhat similar to a design charrette or design workshop. This manual is intended to assist both the applicant and the CDC in defining Dutch Architectural Elements during the design review process.

#### Design Permit: Major Projects

Major projects include new building construction or building additions, modification to the main building, or repainting of the major portions of a building. A major project is reviewed by the full Community Development Committee at a meeting.

#### Design Permit: Minor Projects

Minor projects include building trim modifications, such as door or window replacement, trim repainting, fencing, tables, lighting, or other outdoor fixtures. Minor projects are reviewed by the Architectural Subcommittee of the CDC which can meet as needed, usually in just a few business days. The Subcommittee if presented with an unusual request or if there is a concern about design, may defer review of a minor project to the full Committee.



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Process for Design Permits (Major Projects) That Involve No Site Plan Review

Shortest Time Between Steps*	Developer Submits Design
1-2 Weeks	↓
One or more meetings	CDC Design Review Design Permit Approval
Next Business Day	↓
	Building Permit Can Be Issued or Exterior Work Can Begin

\*CDC may involve one or more meetings as necessary to finalize approved design.

Process for Design Permits (Major Projects) That Involve Site Plan Review

Shortest Time Between Steps*	Developer Submits Design
1-2 Weeks	↓
One or more meetings	CDC Design Review Design Permit Approval
1-2 Weeks	↓
One meeting	Planning and Zoning Review of Site Plan
Next Business Day	↓
	Building Permit Can Be Issued

\* These time parameters assume submittal of site plan to city staff 30 days before P&Z meeting and no need for major revisions thereto. CDC may involve one or more meetings as necessary to finalize approved design.

**Exemptions.** Any maintenance work which does not change the original appearance of the structure is exempt from Design Permit (examples: repainting to original color or replacing a window with the same).

**Required Design Permit Supporting Materials.** Color facade drawings for every side of the building or black and white drawing with color indicated in text are required along with color swatches/color chips, sample of materials (type of brick, type of shingles, etc. for new construction).



Facade Rendering

Cedar Shingled roof (Dynasty  
window above door (Frosted Glass)  
Door - Carob Chip



Color Swatches



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### Design Assistance

In addition to this Design Manual and the Design Review Checklist, the following options for Design Permit assistance are available:



A Community Development Committee sponsor can be called using the membership list, if an applicant wishes to work with one or more individual Committee members.



City staff, including Planning and Zoning Director and Building Official can help with answering specific questions about the City Code or the Design Manual.



Dutch Color Palettes are available for loaning out at the Planning and Zoning Department.



Dutch architecture reference books are available for loaning out at the Planning and Zoning Department.



Touring the commercial districts of the community, especially if one has never been to Pella, is always recommended when possible. In particular, the following gateways contain numerous examples of Dutch Architecture:

Central Business District (Downtown)

Washington Street from Highway 163 to Central Business District

Main Street from Central Business District South to Oskaloosa Street

Oskaloosa Street from Main Street to 240<sup>th</sup>/Eagle Lane

### Preliminary Reviews

Applicants, especially for major projects such as new buildings, are encouraged to submit preliminary designs before submitting the formal Design Permit application. Preliminary review can even be done via email, working through the Planning and Zoning Director who will work with the Committee and transmit comments back to the applicant.





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**Pictorial Examples of Commercial Dutch Architecture**



*State Farm Office*



*Pella Corporation Training Center*



*McDonald's*



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*Westpoort Convenience Center*



*Public Safety Complex*



*Pella Fire Department*



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*Country Inn & Suites*



*Jansen's*



*The Pizza Ranch*



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*Westport Car Wash*



*Pella State Bank*



*Attorney's Office*



*Boat's Home Furnishings*



*Leighton State Bank*



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*Van Hemert Chiropractic*



*Hooyer Construction*



*De Winkelen Hof*



*Sterling Professional Plaza*



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### Typical Dutch Commercial Building Elements

The elements listed below are representative of typical Dutch architectural elements. The following are acceptable elements, upon review and approval of the Community Development Committee. Other architectural elements may be allowed upon approval of the Community Development Committee. Gables are one of the most common elements. The use of faux shutters is also common.

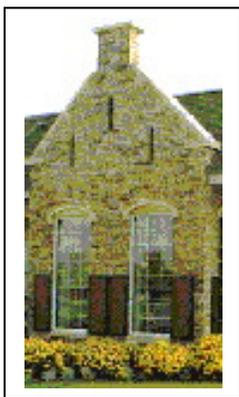
- ❑ Red colored brick
- ❑ Stucco (in some cases)
- ❑ Gables
- ❑ Different bonds of masonry
- ❑ Mixture of brick and concrete elements
- ❑ Geometric decorations
- ❑ Keystoning
- ❑ Mullions
- ❑ Bay windows
- ❑ Fascia
- ❑ Cupola
- ❑ Dormers
- ❑ Faux shutters
- ❑ Faux doors with strap hinges
- ❑ Hip treatments
- ❑ Crest feature
- ❑ Sash window
- ❑ Spring valute
- ❑ Dutch arch
- ❑ Hindelopen panels at front entrances
- ❑ Lanterns/Faux Lanterns
- ❑ Window (flower) boxes
- ❑ Building Ties



Window Boxes



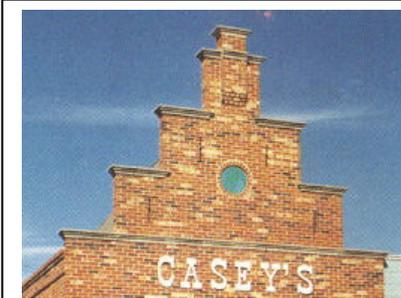
Building Ties (black elements above window arch)



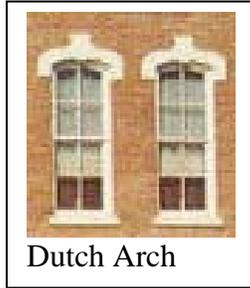
*The use of gables and faux shutters as Dutch architectural elements is common, especially in conjunction with each other. Gables are one of the most common elements.*



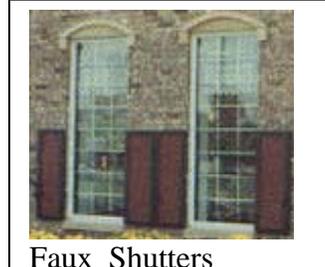
**Pictorial Examples of Typical Dutch Elements**



Stepped Gable



Dutch Arch



Faux Shutters



Neck Gable



Decorated Gable



Stepped Gable



Faux Doors, Shutters



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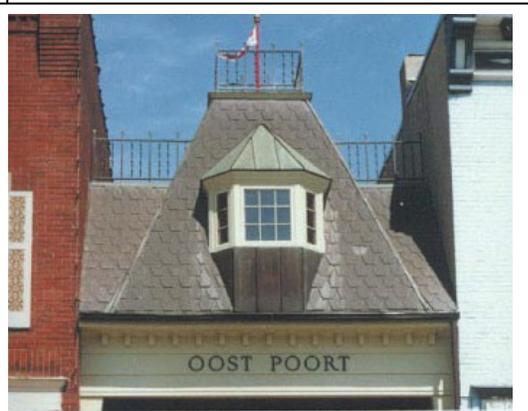
Faux Door, Brick



Brick, Dormers, Beak Gable



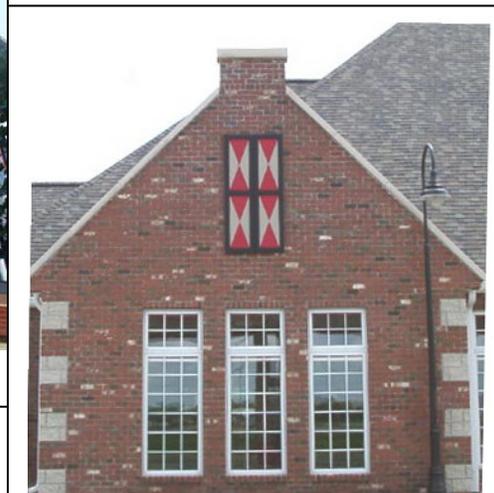
Beak Gable, Trim Decoration



Dormer



Hindeloopen, Lanterns



Beak Gable, Brick, Faux Shutters



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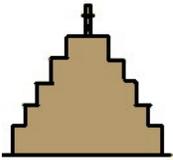
### Architectural Facades, Exterior Walls and Elevations

Brick is the primary acceptable exterior wall material. Stucco-like material and wood are also acceptable in some instances but shall be treated only as an exception. Wall material selection shall be approved by the Community Development Committee.

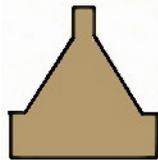
Building facades of all buildings shall be consistent with the character, massing, volume, and materials of the building typology. Variety in building massing is encouraged.

#### Gables

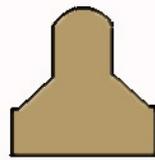
Gables are a very common Dutch architectural element in Pella. Variety in gable design is encouraged. Typical gable (outline) designs are provided below:



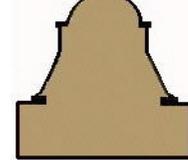
Stepped Gable



Beak Gable



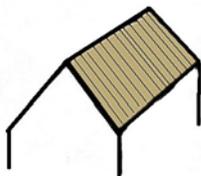
Neck Gable



Bell Gable

#### Roofs

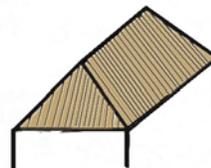
Roof styles and pitches for commercial buildings shall be in a manner consistent with the building typology. Flat roofs or low pitch roofs are generally discouraged. Typical roof pitches and designs are provided below:



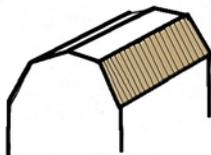
Saddle Roof



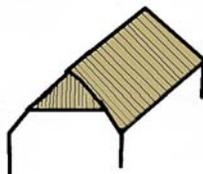
Lean to Roof



Hipped Roof



Broken Roof



Hipped Gable Roof

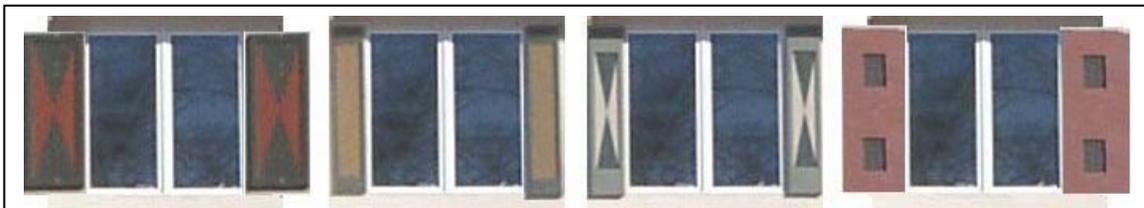


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### Shutters



Faux shutters are a common Dutch architectural element in Pella. Faux shutters can be a relatively inexpensive element and are commonly used in conjunction with gables. McDonald's and Westpoort Convenience Center are just a few examples where shutters are used in conjunction with gables and other Dutch architectural elements. Authentic replication of shutter designs can be found at the former Scoops "n" Loops across from Pella Corporation on Oskaloosa Street, for example, where actual shutter designs from the Netherlands were replicated.



*Actual shutter designs from the Netherlands were used as a basis for the design of the former Scoops "n" Loops building shutters.*

### Attention to Detail

Generally there is great attention to detail placed on Dutch architecture, whether in Pella or the Netherlands.

### Variety in Design

Variety in architectural design, including building floor plan, ornamentation and colors is strongly encouraged.

### Architectural Colors

The most delicate feature of Dutch Architecture expression is color. Colors shall be chosen from the *Dutch Color Palette*. Other color selections may only be used upon approval of the Community Development Committee. The color of roofing and siding materials is extremely important. Selection shall be made from a limited palette as described in the *Dutch Color Palette*. Both initial and weathered color characteristics should be considered when selecting specific colors. Other color selections or building material selections may only be used upon approval of the Community Development Committee. All colors, both before initial construction and subsequent repainting are subject to Community Development Committee approval.



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### 360 Degree Architecture

The intent of 360° architecture guidelines is to achieve a unique aesthetic design through high quality architecture and construction with attention to placement, relationship and orientation of structures to provide greater compatibility with surrounding land uses.

All sides of a building should have a finished facade that is complementary in architecture and materials to the primary entrance or front of the building. Architectural detail should be extended to all sides of a building to ensure a finished and consistent look. The city encourages creativity when designing buildings so that each building will resemble the “old style” of Dutch architecture.

1. All sides of all buildings open to public view should be treated with the same level architectural and aesthetic style as the front of the building. Any side that is not visible to the public should not be held to the same level of architectural style.
2. All publicly viewable facades on all **new** buildings or **additions to existing building structures** must contain at least 1 of the major elements and 1 of the minor elements listed on page 20.
3. Facades for both **new** and **additions to existing buildings** must be comprised of at least 25% of the aforementioned elements and materials listed on page 20.

### Gateway Corridor

Those buildings whose rear facades face or abut a Gateway Corridor street such as Washington Street will be held to a high standard of aesthetic design. The development must follow the facade scale (described on pages 19 & 20) for both the front and rear sides of the building. It is important to encourage and maintain proper design standards that reflect the Dutch heritage, because visitors entering Pella will view these building first.



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**360 Degree Architecture Example: Applebee's**

*South Elevation*



*Major Elements:*  
Gable Roofline  
Main Body Brick

*Minor Elements:*  
Doors, Windows with Bars and  
Keystones  
EFIS Cut Stone Frame  
Lantern Lights  
Painted Millwork Door Surround Shutters

*West Elevation*



*Major Elements:*  
Gable Roofline  
Main Body Brick

*Minor Elements:*  
Door, Windows with Bars and Keystones  
Lantern Lights  
Painted Millwork Door Surround,Shutters

*East Elevation*



*Major Elements:*  
Gable Roofline  
Main Body Brick

*Minor Elements:*  
Windows with Bars and Keystones  
Shutters  
Lantern Lights

*North Elevation*



*Major Elements:*  
Gable Roofline  
Main Body Brick

*Minor Elements:*  
Corbelled Brick Soldier Course  
and 2 Rowlock Courses of Brick  
Metal Gates for Dumpster  
Enclosure



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### Design Parameters for Metal Buildings in Periphery Areas

The use of metal in building design is generally discouraged. However, the incorporation of brick and other Dutch Architectural elements can enhance otherwise plain metal structures and still provide the visual effect of Dutch Architecture. The minimum parameters as it relates to metal buildings in periphery areas include a combination of materials and elements as follows:

- 1) Major and minor elements, including one major architectural element one minor element from the Element Features listed on page 20; and
- 2) 25% major element addition including rooflines and a combination of major materials and minor elements such that a minimum of 25% of the front facade is comprised of the aforementioned elements and materials.

### Design Parameters for Large Commercial Buildings

The Community Development Committee recognizes that newer commercial buildings do present design challenges compared to the smaller, quaint design of Dutch architecture in the historic downtown. However, it is the intent of the Zoning Ordinance and Community Development Committee to foster high quality design on a uniform basis city wide. Larger commercial buildings on the newer periphery areas have numerous options within the framework of these commercial design parameters to provide a unique facade appearance and even provide an effect which breaks up the large, “big box” appearance. Providing faux shutters and faux doors, for example, can give the effect of multiple or varied facades even though only one business structure may be present. The Historical Village Windmill design, for example, includes faux doors to provide the illusion of multiple buildings or facades even though a limited number of actual portals is present on the structure. Gable features can also be incorporated in the design of larger commercial structures to offset otherwise relatively monotonous, big box appearance. Specific requirements and design parameters for larger commercial buildings are listed below.

#### Intent

The intent of these design parameters is to reduce the massive scale and uniform, boxy appearances associated with larger commercial buildings. The unique, quaint community character of Pella should and can be respected through context and scale sensitive design.





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### Facade Scale

Developments that have facades over 100 feet in linear length shall incorporate wall projections or recesses a minimum of 3 feet in depth with a minimum of 20 contiguous feet within each 100 feet of facade length. These recesses or wall projections shall extend over at least 20 percent of the facade. Further, developments shall use Dutch architectural element features along at least 60 percent of the facade.

### Element Features

Element features include major element features and minor element features. A major element feature is defined as a structural compositional element which changes the outline, roof, superstructure or overall design of the building. A minor element feature is defined as an ornamentation or architectural attachment feature which adds additional character through embellishment, highlighting or otherwise furthering the established style of the building defined by the major element feature(s).

#### Major Architectural Elements:

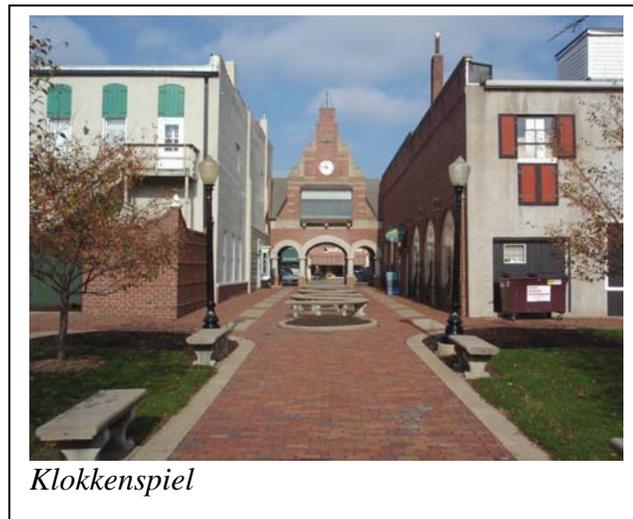
- ❑ Gables (Stepped, Beak, Neck, Bell)
- ❑ Roof Types (Saddle, Lean to Roof, Hipped Roof, Broken Roof, Hipped Gable)

#### Major Materials:

- ❑ Brick
- ❑ Stucco
- ❑ Mixture of Brick and Concrete Elements

#### Minor Elements:

- ❑ Faux shutters
- ❑ Faux doors
- ❑ Cupola
- ❑ Different bonds of masonry
- ❑ Geometric decorations
- ❑ Keystoning
- ❑ Mullions
- ❑ Bay windows
- ❑ Fascia
- ❑ Hip treatments
- ❑ Dutch arch
- ❑ Dormers



*Klokkenspiel*

### Gables

Gables as a Dutch architectural element are strongly encouraged.



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### Color, Texture, Material Variation

Building facades should include variation in colors, texture and material such that intervals of repetition generally do not exceed thirty (30) feet, either horizontally or vertically. At least one of the following elements must repeat horizontally:

1. Change in color
2. Change in texture
3. Change in material module
4. Change in architectural plane no less than twelve (12) inches in width, such as an offset, reveal or projecting rib

### Roofs

Variations in roof lines are encouraged. Roof lines should be varied with a change in height every 100 linear feet in the building length. Parapets, mansard roofs, gable roofs, hip roofs, or dormers shall be used to conceal flat roofs and roof top equipment from public view.

### **Design Guidelines for Non-Building Features**

Non-building features should be designed to present a unified theme throughout the city and maintain a consistent look and feel that is complementary in architecture and materials to the facades of the structure. The City of Pella encourages aesthetic design in all the development projects throughout the city no matter the size or scope.

### **Cart Corrals**

The cart corral shall have a finished look that is complimentary to the aesthetic style and quality of the development in which the corrals will be located, specifically the corrals should have a similar style to the front facade of the building.

1. It is strongly discouraged that cart corrals be constructed of metal, but if constructed this way, they must be covered with wood, strong plastic such as PVC or other materials such as decorative fencing. It is recommended that the corrals be constructed of one the major materials listed on page 20. Other design possibilities exist and may be used upon review and approval by the Community Development Committee.
2. Colors for the cart corral must be chosen from the Dutch color palette.



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### Cart Storage

If carts will be stored outside the building, even for temporary purposes or short periods of time, the storage area shall have a finished look that is complimentary to the aesthetic style and quality of the development in which the carts will be stored. It is strongly encouraged that the storage area be attached and integrated into the primary structure. Detached storage facilities may be used, but it is encouraged that these storage facilities then be designed to be architecturally consistent with the primary structure.

### Dumpster Enclosures



All dumpster enclosures (including trash, recycling, etc) should be of permanent construction, should be 100% opaque, and shall have a finished look that is complimentary to the aesthetic style and quality of the development in which the enclosures will be located. The enclosures shall minimize the exposure of dumpsters to the public view and be integrated into the buildings.

1. It is encouraged that the location of the dumpster enclosure should be in the rear of the building. If the building's rear side faces a major corridor street, then the dumpster enclosure shall be located on either side of the building, preferably the side that is least viewable to the public.
2. It is strongly encouraged that dumpster enclosures shall be permanently attached to the building. Detached, free standing enclosures may be built; however the detached structure should not be situated on a moveable platform or enclosed by a temporary structure.

The enclosure shall consist of one minor architectural element.

- Examples include geometric designs, keystoneing or faux shutters

### LED Lighting

LED lighting used for building architecture lighting not associated with signage shall be permitted subject to Design Permit review. In no case shall colored LED lighting or other colored lighting be used for building lighting. Any building lighting shall be white and non colored.



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### Signage Design Parameters



Context sensitive signage design is strongly encouraged in Pella. The City Code requires that the Community Development Committee review all sign permits and consider such aspects of signage design as general design, arrangement, texture, materials, colors, lighting and placement. Further, the City Code requires that the CDC review all proposed signs with respect to appropriateness of sign in relation to other signs and other structures on the premises and in the nearby area. Certain zoning districts such as the CBD and CUC Districts have special requirements for signage design.

#### Intent

The intent of the City Code signage regulations and these design parameters are to foster a high quality of life and preserve and promote the community character of Pella through context sensitive signage design.

#### CBD District

It is especially important that signage design in the downtown of Pella be context sensitive. Internally lit signs of any kind are not allowed. Pole signs are not allowed. Primary sign types found in the downtown include wall signs, portable specialty signs and European shingle signs. Plastic signs are strongly discouraged. Signage material generally should be wood or metal consistent with Old World design such as a metal shingle sign. The CBD District is the quaint heart of Pella, and the signage in this district reflects the European village character, which contributes to tourism and the overall quality of life in the community.



*The use of gooseneck lighting is encouraged for externally lit signs in the Central Business District.*



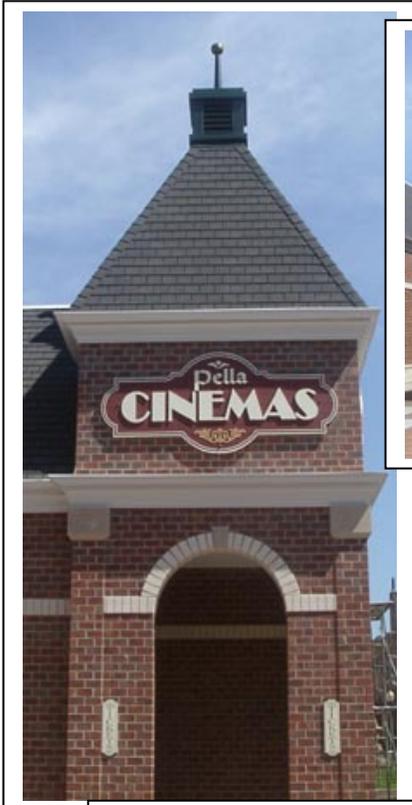
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Examples of Signage in the CBD District





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### CUC District

The CUC District includes the entry gateways into the downtown on Washington Street from West 5<sup>th</sup> Street to the CBD District and Main Street from the CBD District south to Oskaloosa Street. These gateways into the heart of Pella are mixed use corridors. Context sensitive signage design that respects nearby residential homes is strongly encouraged. Pole signs are not allowed. Freestanding ground signs need to be externally illuminated or non-lit.

### Examples of Signage in the CUC District





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### CC District

The CC District generally includes Washington Street west of West 5<sup>th</sup> Street and Oskaloosa Street east of Main Street. These are the commercial gateways into the City. Signage at Pella's gateways should be context sensitive and consistent with the Dutch Color Palette. Pole signs are prohibited except for food, fuel and lodging uses in the Highway 163 Bypass Signage Areas. Freestanding ground or elevated monument signs and wall signs are encouraged. Externally lit or non lit signage is encouraged wherever possible. Individual letters for wall signage is preferred over plastic cabinet design. Country Inn & Suites, for example, primarily utilized individual letters for their hotel wall signage.

### Examples of Signage in the CC District





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### Institutional Signs

Signs for institutions, including schools, colleges, universities, hospitals, churches and other institutions should be context sensitive to adjacent residential neighborhoods. The Sign Regulations expressly prohibit the stereotypical plastic cabinet design for institutional signage. External lit or non lit signs are encouraged.



*Signs for institutions should be context sensitive to adjacent residential neighborhoods. The stereotypical plastic cabinet design for institutional signs is not allowed (see Sign Regulations for definition).*

### Internal versus External Lighting

The use of internally lit signs is not allowed in the CBD District. Freestanding ground signs in the CUC District need to be externally illuminated or non-lit. The use of externally illuminated or non-illuminated signs is encouraged throughout the City. Where internally lit signs are allowed, the City Code places additional size limitations on such signs compared to externally lit or non-illuminated signs.

### Colors

Signage colors should be chosen from the Dutch Color Palette. Other colors may be approved by the Community Development Committee. The use of dark green, earth tone or white colors for signs is common, but color selection should always be context sensitive. Bright or glossy colors are to be avoided.

### Signs Expressly Prohibited by Code

The purpose of prohibiting certain signs in Pella is to preserve the quaint character and Dutch heritage of the community and related tourism industry, protect the public safety of motorists and pedestrians, foster context sensitive signage design, and to minimize the negative visual impacts of signage on adjacent residential uses.

- ❑ Neon or similar tube type is prohibited City wide
- ❑ Internally lit signs are prohibited in the CBD District
- ❑ Internally lit freestanding ground signs are prohibited in the CUC Districts
- ❑ Freestanding Elevated (Pole) signs are prohibited except for food, fuel, and lodging uses in Highway 163 Bypass Signage areas
- ❑ Electronically or mechanically moving signs are prohibited City wide
- ❑ Window signs shall not contain internal lighting (City-wide)
- ❑ Open light bulbs, flashing, blinking or rotating lights are prohibited City wide
- ❑ Any signs which are not specifically listed in the Sign Ordinance are not permitted



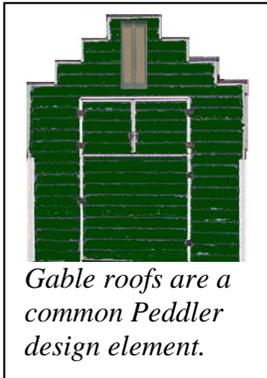
## Design Review District Design Manual – 3<sup>rd</sup> Edition

The sign regulations of the Pella Zoning Ordinance contain additional provisions not listed in this manual. Please contact the zoning administrator for further information and for sign permit application forms.

### Outdoor Fixtures

Outdoor fixtures, including seating fixtures, awnings, tables, lighting, fencing, landscaping containers and other fixtures are subject to Community Development Committee review and approval in the Design Review and Dutch Residential Overlay Districts. Context sensitive design with respect to the general location and adjacent building architecture should be kept in mind when considering outdoor fixtures. Glossy, bright colored or plastic appearance fixtures should generally be avoided.

### Peddlers



The Pella Zoning Ordinance limits peddlers as a use to the commercial zoning districts and further requires Community Development Committee review. Peddlers that exceed thirty (30) days consecutive or nonconsecutive per calendar year are required to have a Dutch theme. Gable roofs are one of the most common architectural elements used to achieve a Dutch theme. Faux shutters are also utilized. In addition, color and material selection and context sensitive design shall be considered by the Committee for peddlers that exceed thirty (30) days per year. Peddlers that do not exceed thirty (30) days per year are encouraged to have a Dutch theme. A peddler's permit is required.

### Banners in the Public Right of Way

Banners in the public right of way require Community Development Committee approval and are subject to the Pella Zoning Ordinance, Sign Regulations chapter. The Committee shall consider colors, materials and themes, special event and seasonal design factors when reviewing sign permits for banners in the public right of way. A sign permit is required.





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### **Respecting Community Character While Accommodating New Development**

The City of Pella and the Community Development Committee encourage new development and stand ready to assist developers and businesses with the Design Permit requirements. While the City recognizes that certain businesses have “typical designs” for their establishments in other communities, we hope you also recognize that Pella is a unique community that prides itself on its Dutch heritage and high quality of life.



*Windmill Interpretative Center*



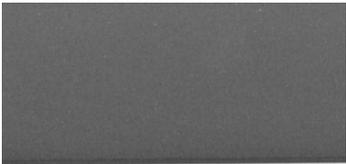
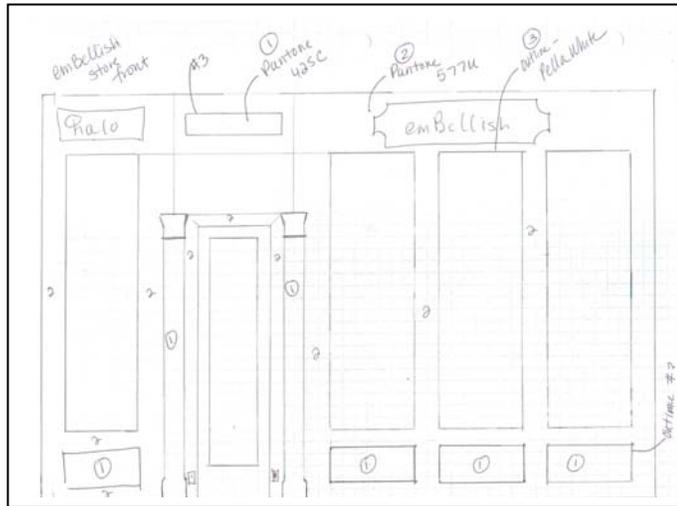
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### Dutch Color Palette

The Dutch Color Palette is an approved target guide of colors that are in keeping with the character of the community. Other colors may be used if approved by the Community Development Committee. Rather than use specific brands or paint swatches, the Dutch Color Palette uses the *Pantone Matching System* (PMS), which is a universal paint system. Architects, building and sign contractors, and local paint stores generally are familiar with or can match PMS colors. Proposed application of approved colors, whether main body or trim, is subject to Committee review as is the overall context of the building and the location. Also, please consider the finish of the proposed paint (gloss, satin, flat, etc.). Glossy finish paints generally should be avoided.

The Dutch Color Palette is available for loaning out at the Planning and Zoning Department.

*Please consider the finish of the proposed paint. Glossy finish paints generally should be avoided.*



<b>PANTONE</b>	6 pts	PANTONE Black	37.5
<b>425 C</b>	2 pts	PANTONE Ref. Blue	12.5
⊗	8 pts	PANTONE Trans.Wt.	50.0



<b>PANTONE</b>	3 pts	PANTONE Yellow	18.7
<b>577 U</b>	1 pt	PANTONE Ref. Blue	6.3
⊗	12 pts	PANTONE Trans.Wt.	75.0





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### Dutch Color Palette Index of Pantone Colors

Reds	Yellows	Greens	Greens	Blues	Blues	Blues	Browns	Trim colors
1797C	7401U	555C	578U	5463C	307U	657U	4625U	871U
1807C	7402U	347C	579U	5473C	308U	658U	4695C	872U
485C	7403U	348C	580U	5483C	309U	659U	462C	873U
201C	7404U	349C		5493C	3105U	660U	463C	874U
202C	7405U	350C	<b>Blues</b>	5503C	3115U	661U	4625C	875U
1795C	7406U	371C	7474U	5513C	3125U	662U	4635C	876U
7420C	7407U	621C	7475U	5523C	3145U		4645C	877U
186C	7499U	622C	7476U	642C	3155U	<b>Violets</b>	4655C	
187C	7506C	623C	7477U	643C	3165U	2665U	4665C	<b>Greys</b>
188C	7508C	624C	7474C	644C	539U	2685U	4675C	Cool grey 1U
	7411C	625C	7475C	645C	540U	2695U	4685C	Cool grey 2U
<b>Orange</b>	141C	626C	7476C	646C	541U	2735U	726C	Cool grey 3U
173C	1205C	627C	7477C	647C	542U	2745U	727C	Cool grey 4U
174C	1215C	5605C	327U	648C	543U	2755U	728C	Cool grey 5U
175C		5615C	328U	649C	544U	2765U	729C	Cool grey 6U
158C		5625C	329U	650C	545U	663U	730C	Cool grey 7U
159C		5635C	330U	651C	5463U	664U	731C	Cool grey 8U
160C		5645C	539C	652C	5473U	665U	732C	Cool grey 9U
158U		5655C	540C	653C	5483U	666U	719U	Cool grey 10U
159U		5665C	541C	654C	5493U	667U	720U	Cool grey 11U
160U		448C	542C	655C	5503U	668U	721U	420C
		449C	543C	283U	5513U	669U	722U	421C
		450C	544C	284U	5523U	256U	723U	422C
		451C	545C	285U	628U	257U	724U	423C
		452C	5395C	286U	629U	258U	725U	424C
		453C	5405C	287U	630U	259U		425C
		454C	5415C	288U	631U	260U		426C
		5743C	5425C	289U	632U	261U		
		5753C	5435C	290U	633U	262U		
		5763C	5445C	291U	634U	7443C		
		5773C	5455C	292U	642U	7444C		
		5783C	546C	293U	643U	7445C		
		5793C	547C	294U	644U	7446C		
		5803C	548C	295U	645U	7447C		
		574U	549C	296U	646U	7448C		
		575U	550C	304U	647U	7449C		
		576U	551C	305U	648U			
		577U	552C	306U	656U			



## Design Review District Design Manual – 3<sup>rd</sup> Edition

### Design Review Checklist

#### Building Design

- Accurate, detailed scale drawings and elevations illustrating the proposed construction or alteration.
- Accurate, detailed drawings or photographs showing existing conditions of the building.
- Accurate detailed scale drawings of site plan (where site plan submittal required).
- Samples, specifications, photos of all materials ie: door cut sheets, window/grille specs, siding, handrails, fencing, brick, etc.
- Accurate and sufficient samples of paint chips for primary and trim colors.
- Manufacturer’s cut sheet or specifications and locations for all HVAC units and other infrastructure (where such infrastructure will be located outside the building).
- Sample and/or specifications of roofing material.
- Narrative explaining the scope of work proposed.
- Additional drawing(s) or sections of details for trim and finish work.

#### Signs

- Accurate, scaled color rendering of proposed sign, or photograph if already existing.
- Material specifications; accurate and sufficient samples of each proposed color.
- Photograph or accurate scale drawing of building elevation showing proposed location(s) of wall signage, window signs, European shingle signs and other attached signage.
- Photograph or accurate scale drawing of site plan showing proposed location of freestanding sign.
- Type & location of all lighting fixtures.

#### Outdoor Fixtures

- Accurate, detailed scale drawing of fences, screening, benches, seating, tables, architectural ornamentation or other outdoor fixtures.
- Manufacturer’s cut sheets for all fixture(s); photos if available; specify colors.

#### Lighting

- Show numbers & locations of proposed lights on a site plan.
- Provide manufacturer’s cut sheets for all fixture(s) and/or pole(s); photos if available; specify colors.
- Specify types of bulbs and size/intensity for each type of fixture.
- Accurate, scale drawings or photographs of building elevations for wall mounted lights.

#### Awnings/Canopies

- Photo or brochure showing proposed design.
- Color sample or swatch of proposed material.
- Photograph or accurate scale drawing of building, showing where awning is to be installed.



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### Dutch Architectural Element Glossary

*Bay Window:* A large window that projects from the outer wall of a building.

*Building Tie:* A diamond or rectangular shaped element which is usually black metal in appearance and is the exposed end of a tie rod or horizontal building support. Building ties can also be vertical or other shapes.



*Building Tie*

*Cupola:* A small, domed roof element.

*Dormer:* A window set vertically in a small gable projecting from a sloping roof.



*Dormer*

*Dutch Arch:* An arch feature located above a window.



*Dutch Arch*

*Fascia:* A flat horizontal band located between architectural moldings.

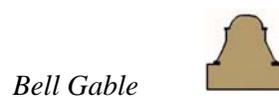
*Gable:* The wall section at the ends of a sloping roof bounded by the two roof slopes and the ridgepole location. Typical gable types in Pella include the beak, bell, neck and stepped gables.



*Beak Gable*



*Neck Gable*



*Bell Gable*



*Stepped Gable*

*Hindeloopen:* An style of painting originating from the village of Hindeloopen in the Netherlands. Hindeloopen can be sometimes found on exteriors as well as interiors of buildings in Pella.



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*Hindeloopen*

*Keystone:* The centrally located wedge-shaped stone of an arch that locks the arch together.

*Keystoning:* Usage of keystones on building facades.

*Lantern/Faux Lantern:* An Old World looking light fixture which may or may not actually be functional as a source of illumination.



*Lantern*

*Little Amsterdamer:* A Dutch style traffic bollard which is all black in color or in some cases different colors, such as black with white markings or other colors.



*Little Amsterdamer*

*Mullions:* A vertical line or strip separating windowpanes.

*Ridgepole:* The horizontal beam at the ridge of a roof to which the rafters are attached.

*Sash Window:* A sliding section of a window or window frame with multiple glass panes.

*Shutters, Faux:* Architectural elements which appear to be actual hinged covers or screening devices for windows but which are decorative and permanently attached to a wall.



*Faux Shutters*

*Shutters:* Hinged covers or screening devices for windows which can be used to block or close windows.



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*Stucco*: A durable, fine finish for exterior walls usually consisting of cement, sand and lime.

*Window (Flower) Box*: A long, narrow box containing flowers located on the windowsill.



*Window Box*