



**CITY OF PELLA, IOWA  
HISTORIC PRESERVATION COMMISSION  
TENTATIVE MEETING AGENDA**

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**Monday, August 8, 2022                      5:00 P.M.                      829 Broadway St. – Memorial Building**

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**A. Call to Order and Roll Call**

**B. Chairperson’s Comments**

1. Approval of tentative agenda

**C. Public Forum (for anyone wishing to address the Commission on items not on the agenda)**

**D. Approval of Minutes**

1. June 13, 2022 meeting

**E. New Business - None**

**F. Other Business / Work Session**

1. Work session to discuss the proposed Scholte Garden Historic District
  
2. Work session to discuss the recent IDEA Presentations
  
3. Work session to discuss the Hose Tower
  
4. Next meeting date is September 12, 2022

**G. Commissioner Comments**

**H. Adjourn**

**MINUTES OF THE CITY OF PELLA  
HISTORIC PRESERVATION COMMISSION  
JUNE 13, 2022**

**CALL TO ORDER AND ROLL CALL**

Chairperson Kermode called the Historic Preservation Commission (HPC) to order in the Memorial Building at 5:00 p.m. Members present were: Don André, Bruce Boertje, Lorinda Bradley, Rhonda Kermode, and Lila Turnbull. Staff present: Planning and Zoning Director Gerald Buydos, Zoning Analyst Jared Parker, and the Deputy City Clerk. Three members of the public attended the meeting.

**APPROVAL OF TENTATIVE AGENDA**

**Motion** by André, second by Boertje to approve the tentative agenda. Motion carried 5-0.

**APPROVAL OF MINUTES**

**Motion** by Boertje, second by André to approve the minutes from the May 9, 2022 meeting. Motion carried 5-0.

**NEW BUSINESS**

**Consider an Addition Permit Application for 508 W. 1<sup>st</sup> St., Located Within the Collegiate Neighborhood Historic District**

The applicant, Jane Smith, submitted an application to construct an addition at 508 W. First St., which is located within the Collegiate Neighborhood Historic District. The building would be considered a contributing structure and, as such, the building needs to be reviewed under the standards required by code.

The proposed addition is going to have siding that matches the existing structure. The addition is being added to a newer addition on the house, which is located behind the more historical brick portion. Additionally, it is also clear where the demarcation is between the new and the old structures. The only feature that would stand out is the floor-to-ceiling glass on the west side facing West First Street, though this would serve as a clear indicator of where the addition begins. The rest of the added windows appear to maintain a similar massing on the west side, which is the character-defining elevation for the property.

As the addition matches the newer portions of the existing structure, while maintaining the distinctiveness, this satisfies every part of the 10-part test under the requirements under *The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings*. Therefore, staff recommended that the addition be approved as submitted.

The applicant, Jane Smith, was present to speak in favor of the addition permit application and to answer questions from the Commission. She stated that the addition's large glass window will be a nine-light window.

**Motion** by André, second by Bradley to approve the addition permit as submitted.

**Motion** by André, second by Bradley to amend the previous motion with the requirement that the proposed picture window is a nine-light window. Motion carried 5-0.

## **OTHER BUSINESS/WORK SESSION**

### **Work Session to Discuss the Proposed Scholte Garden Historic District**

In 2021, the City of Pella HPC held informational sessions with property owners in the proposed Scholte Garden Historic District. Signatures from owners of property on Broadway Street, as well as Main Street, have been received and calculated determining support of the proposed historic district. The rules to determine property and frontage support are as follows:

A. The process to rezone areas as a historic district shall follow the requirements of Chapter 165.38 of the City of Pella's zoning code. In addition to the requirements of this code section, the application to rezone property for a historic overlay district must contain signatures of the owners of at least 50% of the total number of parcels of real estate within the proposed district, excluding parcels owned by government bodies, provided that each parcel, within the meaning of this subsection, shall constitute a separate parcel for property tax assessment purposes, as shown in the records of the county assessor on the date of the filing of the petition. Furthermore, the application must also contain signatures of owners of at least 50% of the total public street frontage area within the proposed district, excluding public street frontage abutting governmental property. An application to rezone areas as a historic district can be submitted by the City of Pella, the HPC, the Planning and Zoning Commission, or a property owner from the proposed district.

The Scholte Garden Historic District consist of 47 parcels. Of the 47 parcels, 30 property owners have signed as supporting the district, which equates to 63.8%. The 30 property owners also own 1,546.5 feet of frontage, which equates to 57.5%.

To date, staff has not received any further signatures and a completed Historic District Designation Application has not yet been submitted for consideration by the Commission.

Boertje sent staff a digital copy of the booklet he created that is comprised of information about property in the proposed historic district that he researched and compiled. The booklet could be passed along to the City Council and the property owners in the district. Staff will look into getting quotes to print and bind the booklet for distribution. The booklet could then be submitted to the State of Iowa with the completed application. Photos of other substantial structures on the properties in the proposed district still need to be gathered. Boertje continues to work on the submittal to the State of Iowa. Photos of the properties will need be printed and identified with addresses and parcel identification numbers.

### **Work Session to Discuss the Certified Local Government Program**

Kermode and Bradley met to create talking points on the benefits of Certified Local Governments (CLG). Kermode and Bradley explained that, as part of a CLG, the City would be eligible for grants and technical assistance, networking with other CLGs, and be eligible to receive training for the Commission.

Grant matches can be monetary or through volunteer hours. Being a CLG can provide cities with funds for educational materials. There is no cost to join the program and no known disadvantages.

Bob Zylstra said it might be beneficial for the Commission to speak to the Pella Area Community and Economic Alliance's Downtown Development Council about CLG benefits and the Main Street Iowa program. Klingner & Associates, P.C. Architect and Pella Branch Manager Kim Mulch said the Spirit of Pella might be another group for the Commission to talk with too.

Kermode said she will reach out to Councilmember Liz Sporrer and Mayor Don DeWaard, Bradley will reach out to Councilmember Dave Hopkins, and Boertje will reach out to either Councilmember Lynn Branderhorst or Councilmember Calvin Bandstra to discuss CLG benefits.

Kermode will forward the list of talking points to staff.

### **Work Session to Discuss Historic District Signage**

Buydos showed the Commission proposed street signage for the Collegiate Neighborhood Historic District, which Iowa Prison Industries has provided him with. Each sign was quoted a cost of \$121.40. The Commission indicated their support for the proposed design and suggested that the wording on the top of the sign be changed from *Local Historic District* to *Pella Historic District*.

Kermode announced the Commission would take a scheduled recess at 5:57 p.m. and reconvene at the historic fire station and hose tower site. The meeting reconvened at 6:08 p.m.

### **Work Session to Discuss the Historic Fire Station and Hose Tower**

At the Historic Preservation Commission meeting on May 9, 2022, the Commission expressed interest in touring the historic fire station and hose tower site. Arrangements were made to allow the Commission access to the structures for inspection. An estimate of repair costs is needed. Mulch was present to tour the site with the Commission. The outside of the hose tower needs significant repair. Mulch will look into getting some cost estimates for potential repairs to the siding. The Commission also noted that the upstairs of the historic fire station is in need of repairs as well.

### **Next Meeting Date**

The next meeting is scheduled for July 11, 2022.

Adjourned at 6:45 p.m.



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# CITY of PELLA

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## STAFF MEMO TO THE HISTORIC PRESERVATION COMMISSION

ITEM NO: F-1  
SUBJECT: Work Session to discuss the Scholte Gardens Historic District  
DATE: August 8, 2022

### **BACKGROUND:**

Chairperson Kermode would like to discuss the Scholte Gardens Historic District.

ATTACHMENTS: None  
REPORT PREPARED BY: Zoning Analyst  
REVIEWED BY: Planning and Zoning Director



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## STAFF MEMO TO THE HISTORIC PRESERVATION COMMISSION

ITEM NO: F-2  
SUBJECT: Work Session to discuss the IDEA Presentations  
DATE: August 8, 2022

### **BACKGROUND:**

Chairperson Kermode would like to discuss the IDEA Presentations.

ATTACHMENTS: None  
REPORT PREPARED BY: Zoning Analyst  
REVIEWED BY: Planning and Zoning Director



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## STAFF MEMO TO THE HISTORIC PRESERVATION COMMISSION

ITEM NO: F-3  
SUBJECT: Work Session to the Historic Fire Station and Hose Tower  
DATE: May 9, 2022

### **BACKGROUND:**

Chairperson Kermode would like to discuss the historic fire station and hose tower.

ATTACHMENTS: None  
REPORT PREPARED BY: Planning and Zoning Director  
REVIEWED BY: Zoning Analyst