

**MINUTES OF THE CITY OF PELLA  
HISTORIC PRESERVATION COMMISSION  
JANURY 10, 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, Rhonda Kermode, and Lila Turnbull; absent: Lorinda Bradley. Staff present: Planning and Zoning Director Gerald Buydos 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 4-0.

**PUBLIC FORUM**

Jena Sales, owner of 717 Main Street, which houses GROOM Barber Lounge, was present and introduced herself to the Commission. She explained that she and her husband are looking at doing some historic preservation work on the building. She spoke with the Commission regarding her family's goal to hopefully be permitted to live in an upstairs apartment in the building, but current City Code does not permit that without available on-site parking for the residence.

**APPROVAL OF MINUTES**

**Motion** by André, second by Boertje to approve the minutes from the November 8, 2021 meeting. Motion carried 4-0.

**OTHER BUSINESS/WORK SESSION**

**Discussion of the Proposed Scholte Garden Historic District**

The City of Pella Historic Preservation Commission recently 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 Historic Preservation Commission, 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 provided staff with a flash drive of photographs and other information for the properties to be included in the proposed historic district. Several properties have been recently sold, so signatures from the new property owners may need to be acquired in order to meet the required signature and property frontage minimums. Kermode said she will reach out to Carol Loynachan and Ann Visser to see if there are any other signatures that they may have gathered from property owners in support of the district.

If the minimum threshold of signatures is met, the Commission would like to move forward by holding some work sessions to fill out the site inventory forms required for each property.

### **Certified Local Government Update from Staff**

Buydos stated that it will be a goal for 2022 to determine whether the City of Pella is in favor of joining the Certified Local Government (CLG) program. Buydos will try to reach out to the State of Iowa again regarding the City's historic preservation ordinance and whether it fits the required CLG criteria. André said he was informed that the State has hired a new employee to run the CLG program.

### **Other**

Kermode said she has not yet heard back from the State of Iowa regarding the historic fire station and hopes to hear something soon.

### **Work Session to Discuss a Third Potential Local Historic District**

Kermode mentioned having had conversations with Jill Jansen and Lon Akerberg regarding the possible formation of a local historic district in their neighborhood, near West Market Park. The Commission answered Jansen and Akerberg's questions regarding the local historic district formation process. Following discussion, the Commission recommended Jansen and Akerberg reach out to property owners in their neighborhood to gauge interest in forming a local historic district. They would also need to determine the boundaries of the historic district and which properties would be included. If there is interest, the process could move forward and a proposal could be made to the Commission.

### **Work Session to Discuss the Iowa Economic Development Authority's Iowa Downtown Conference**

Kermode mentioned that the Iowa Economic Development Authority's Iowa Downtown Conference will be held in Pella on August 2 and 3, 2022. If the Commission has ideas for content for the conference, they should bring those ideas back to the Commission at their meeting on February 14, 2022 for discussion. These ideas could include keynote speakers, tours of buildings (such as the Community Center), and other educational opportunities for the public. Buydos advised the Commission to make a formal motion at the next meeting indicating the Commission's intent to participate in the conference. He suggested reaching out to Mayor DeWaard or the City Council about potentially showing support for the Commission's participation in the conference through a resolution.

Kermode mentioned that the Preserve Iowa Summit will be held in Mason City, Iowa on June 2, 3, and 4, 2022.

### **Annual Elections for Chairperson and Vice-Chairperson**

On an annual basis, the Historic Preservation Commission is required to select a Chairperson and Vice-Chairperson from its membership. All members of the Commission are eligible to serve in these roles. The primary role of the Chairperson is to conduct the Commission meetings. In the absence of the Chairperson, the Vice-Chairperson will serve as the Chairperson. Both positions will be held for one year.

Kermode was re-elected Chairperson and André was re-elected Vice-Chairperson for 2022.

### **Next Meeting Date**

The next meeting is scheduled for February 14, 2022.

Adjourned at 6:27 p.m.