



# CITY OF PELLA

## CITY COUNCIL OFFICIAL MINUTES

February 16, 2021

### **A. CALL TO ORDER BY MAYOR AND ROLL CALL**

The City Council of the City of Pella, Iowa, met in regular session at the Public Safety Complex (614 Main Street) at 6:00 p.m., Mayor Don DeWaard presiding. Council members present were: Mark De Jong, Liz Sporrer, Lynn Branderhorst, Calvin Bandstra, Bruce Schiebout, Dave Hopkins. Absent: None.

City Administrator Mike Nardini, City Clerk Mandy Smith, and four additional staff members were present in person. Due to heightened public health risks associated with the COVID-19 pandemic, this meeting was broadcast via conference call. Two staff members and eight members of the general public attended the conference call.

### **B. MAYOR'S COMMENTS**

1. Announce no Policy and Planning meeting will follow the regular Council meeting.
2. Approval of Tentative Agenda.  
De Jong moved to approve, seconded by Branderhorst.  
On roll call the vote was: AYES: 6, NAYS: None. Motion carried.
3. Announce exempt session pursuant to Iowa Code Chapter 21.9 to discuss employment conditions of employees not covered by collective bargaining agreements.

### **\*PUBLIC FORUM (for anyone wishing to address Council regarding agenda items)**

No comments were received.

### **C. APPROVAL OF CONSENT AGENDA**

Sporrer moved to approve the consent agenda, seconded by Schiebout.

On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

The following items were approved:

1. Approval of Minutes
  - a. Official Council Minutes for February 2, 2021
2. Report of Committees
  - a. Policy and Planning Minutes for February 2, 2021

PRESENT: Mayor Don DeWaard, Mark De Jong, Liz Sporrer, Lynn Branderhorst, Calvin Bandstra, Bruce Schiebout, Dave Hopkins  
ABSENT: None

OTHERS: City staff and visitors

The Policy and Planning meeting began at 6:42 p.m. The first item on the agenda was a presentation from the Pella Convention and Visitors Bureau (CVB). Director Jill Vandevort discussed the CVB's financial state resulting from impacts related to the COVID-19 pandemic. The CVB is a 501c6 organization, which greatly limits their ability to apply for grant funding. Due to the impact the pandemic has had on tourism, Rob Bandstra, on behalf of the CVB Board of Directors, asked the Council to consider providing an extra level of financial support.

The following financial support options were provided as recommendations:

1. \$135,000 would allow a normal marketing plan with normal staffing
2. \$120,000 would allow a moderate marketing plan with reduced staff hours
3. \$100,000 would allow a "survival" marketing plan with minimal staff

As this was a discussion item only, no formal direction was given by Council. The CVB funding allocation will be further discussed during the upcoming budget work sessions.

The next item on the agenda was an overview of the upcoming fiscal year 21/22 budget process. City Administrator Mike Nardini stated that this budget will place an emphasis on maintaining status quo operations with a vision towards long-term capital facility enhancements and infrastructure projects. As this was a discussion item only, no formal direction was given by Council. The fiscal year 21/22 budget work sessions are scheduled for February 15th and February 16th.

The meeting adjourned at 7:38 p.m.

Respectfully submitted:

Mandy Smith  
City Clerk

- b. Airport Committee Minutes for December 11, 2020

Members Present: Tom Vander Linden, Dave Erickson, Ted Zylstra, Sid Pinney, Matt Hutchinson

Members Absent: Dave Barnes, Rick Gritters

Others Present: Shane Vande Voort, Denny Buyert

Approval of Minutes: Previous minutes reviewed and amended as requested

Motion: Brought by Ted Zylstra to approve amended minutes, supported by Dave Erickson, motion passed unanimously

Update: The Council approved the release of the \$69,000 in CARES Act funds, to be distributed to the FBO for costs incurred due to COVID and the runway closure in the fall.

The first reading of the lease for a new hangar for a corporate customer has been approved. The second reading will be upcoming for final approval.

Regional Airport Update: No new business to discuss

New Business: Further discussion on the 2021 budget process and the role of the airport committee in making recommendations for the 5 year CIP. There is not mutual agreement between the Committee, Staff and Council that only "Safety Related" items should be part of the 5 year CIP. The committee feels that without an actual plan to address needs of the current airport, we will continue to experience emergency expenditures, as the current infrastructure degrades, while waiting for the regional airport. While the committee supports the inclusion of the new AWOS in the CIP, other operational and facility improvements need to be addressed to maintain the viability of the current airport.

Motion: Brought by Ted Zylstra, the Committee acknowledges and supports the replacement of the AWOS system at Pella Municipal airport, supported by Dave Erickson, motion passed unanimously.

Airport Managers report to the committee: By Shane Vande Voort

COVID mitigation practices in place

Classic Aviation has experienced ten employees being quarantined, with eight people testing positive.

Snow equipment is prepped and ready to go for winter season

Fuel sales have been decent since the airport reopened, the maintenance shop is staying busy, and flight instruction is very strong.

Activity at the airport still emphasizes the need for additional heated hangar space, along with more ramp space for safe operation of aircraft on the ground.

Final Comments: The Committee needs to continue working towards being part of the budget process and having its recommendations be considered as part of the 5 year CIP process.

Adjourn: Motion by Ted Zylstra, support by Sid Pinney, passed unanimously.

Next regular meeting will take place on January 29, 2021

### c. Historic Preservation Commission Minutes for January 20, 2021

Chairperson Kermode called the Historic Preservation Commission to order in the Public Safety Complex at 6:00 p.m. Members present were: Don André, Bruce Boertje, Rhonda Kermode, and Lila Turnbull. Staff present: Finance Director and Assistant City Administrator Corey Goodenow, Building Official Jerry Byers, 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. Ten members of the public joined the conference call.

#### APPROVAL OF TENTATIVE AGENDA

Motion by André, second by Boertje to approve the tentative agenda. Motion carried 4-0.

#### APPROVAL OF MINUTES

Motion by Boertje, second by André to approve the minutes from the October 12, 2020 meeting. Motion carried 4-0.

#### PUBLIC HEARING

Consideration of 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.

As background, historic district overlay zones are geographically cohesive areas with significant concentrations of buildings and other resources that possess a high degree of historical integrity and convey a distinct sense of time and place and that have been designated as a historic district by the City Council pursuant to this ordinance. To qualify for designation as a historic district, the subject area must contain abutting pieces of property under diverse ownership that meet the following approval criteria:

1. Are significant in American history, architecture, archaeology, and culture; and
2. Possess integrity of location, design, setting, materials, workmanship, feeling, and association; and
3. Are associated with events that have been a significant contribution to the patterns of our history; or
4. Are associated with the lives of persons significant in our past; or
5. Embody the distinctive characteristics of a type, period, or method of construction, or represent the work of a master, or possess high artistic values, or represent a significant and distinguishable entity whose components may lack individual distinction;
6. Have yielded or may be likely to yield information important in prehistory or history.

Chapter 165.13.5 of the Pella City Code specifies the requirements to form a historic district. In order for the City to consider an application for a historic district, the application must contain the following;

1. 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.
2. Signatures of the owners of at least 50% of the total public street frontage area within the proposed district, excluding public street frontage abutting government property.
3. Supporting documentation so that the Commission can evaluate whether the application to form a historic district meets the ordinance criteria.

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.

If approved, City Code requires public hearings and review by the Planning and Zoning Commission and City Council. This process follows the same requirements as all zoning amendments. The proposed historic district is currently scheduled for public hearings and consideration at the January 25, 2021 Planning and Zoning Meeting and the February 2, 2021 City Council meeting.

In summary, the City has received an application to form the Collegiate Neighborhood Historic District. The application meets the minimum application requirements for consideration and has been approved by the appropriate parties at the State of Iowa.

Convened Public Hearing on the proposed historic district overlay zone. No written comments were received.

Motion by Boertje, second by André to close the public hearing as no further comments were received. Motion carried 4-0.

Motion by André, second by Turnbull to approve the historic district overlay zone application as presented. Motion carried 4-0.

#### OTHER BUSINESS/WORK SESSION

Annual Elections for Chairperson and Vice-Chairperson

Kermode was elected Chairperson and André was elected Vice-Chairperson for 2021.

Other

Kermode read aloud a proposed resolution from the Commission in support of the efforts of the Friends of the Pella Community Center in preserving Pella's Community Center building. The Commission will place the proposed resolution on the agenda for formal consideration at their next meeting, which is scheduled for February 8, 2021.

Kermode reported that she heard back from the State Historical Society of Iowa about performing a field services visit on the Pella Fire Station Hose Tower. This visit will be an opportunity to discover whether the building would qualify to be placed on the National Register of Historic Places and could facilitate the connection with a skilled tradesman to perform the necessary repairs on the building.

Adjourned at 6:19 p.m.

## **D. RESOLUTIONS**

1. Resolution No. 6242 entitled, "RESOLUTION SETTING A DATE FOR A PUBLIC HEARING ON THE MAXIMUM PROPERTY TAX DOLLAR COLLECTION AND MAXIMUM LEVY RATE FOR FISCAL YEAR 2021-2022."

Schiebout moved to approve, seconded by Bandstra.

On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

BACKGROUND: This resolution establishes the public hearing date of March 2, 2021 to approve the total maximum property tax collections. As background, senate file 634 requires municipalities to determine the maximum amount of taxes that they will certify to be levied as property taxes from certain levies in the upcoming fiscal year. As part of the process, cities are required to hold a public hearing and consider public input prior to formal consideration.

The attached notice will be published in the Des Moines Register prior to the March 2 public hearing date. This notice sets the maximum tax rate as \$10.01175 per \$1,000 of assessed valuation for all non-debt service-related levies. Inclusion of the debt service levy of .18825 brings the total levy amount to \$10.20, which would continue this levy rate for the 20th consecutive year. Alternatively, Council could elect to lower the tax rate and reduce the amount of collected property tax if desired, which would be addressed as part of the City's budget process.

In summary, state law requires the City to hold a public hearing to set the maximum property tax rate. This resolution establishes the public hearing date of March 2, 2021 and sets the maximum levy rate as \$10.01175 per \$1,000 of assessed valuation for all non-debt-service-related levies.

ATTACHMENTS:	Resolution, Public Notice
REPORT PREPARED BY:	Finance Director
REVIEWED BY:	City Administrator, City Clerk
RECOMMENDATION:	Approve resolution

2. Resolution No. 6243 entitled, "RESOLUTION ACCEPTING THE FISCAL YEAR 19/20 ANNUAL AUDIT."

Branderhorst moved to approve, seconded by De Jong.

On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

BACKGROUND: This resolution accepts the FY 19/20 annual audit. As background, the City of Pella is required by Iowa Code to conduct an audit by an independent accounting firm on an annual basis. The accounting firm of Van Maanen, Sietstra, Meyer & Nikkel, PC conducted this audit and will be in attendance to present their findings to Council.

Highlights for the year include the following:

- An unmodified opinion was given on the financial statements.
- The assets and deferred outflows of resources of the City of Pella exceeded its liabilities and deferred inflows of resources at the close of the fiscal year by \$112,357,060 (net position).
- The assets and deferred outflows of resources of the City's governmental activities exceeded liabilities and deferred inflows of resources by \$55,169,550.
- Assets and deferred outflows of resources of the business type activities exceeded liabilities and deferred inflows of resources by \$57,187,510.
- For FY 19/20, revenues for governmental activities exceeded expenses by \$1,446,605.
- Within the City's business type activities, FY 19/20 expenditures exceeded revenues by \$152,046, which is primarily a result of the startup expense associated with the City's new telecommunication utility.

• As of June 30, 2020, the general fund had an unassigned fund balance of \$2,591,016 or working capital of nearly 38% of annual expenditures. The FY 19/20 audit is on file in the City Clerk's office and the Pella Public Library.

ATTACHMENTS: Resolution, Auditor's Report  
REPORT PREPARED BY: Finance Director  
REVIEWED BY: City Clerk  
RECOMMENDATION: Approve resolution

3. Resolution No. 6244 entitled, "RESOLUTION APPROVING ORDERING THE PREPARATION OF PLANS AND SPECIFICATIONS, FORM OF CONTRACT, NOTICE OF HEARING AND NOTICE OF LETTING, SETTING DATE FOR PUBLIC HEARING, AUTHORIZING THE TAKING OF BIDS, AND AUTHORIZING BID OPENING FOR THE OOST POORT ALLEY SEWER, STORM AND PAVING PROJECT."

Schiebout moved to approve, seconded by Hopkins.

On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

BACKGROUND: This resolution establishes April 6, 2021 as the public hearing date and authorizes staff to seek bids for the Oost Poort Alley Sewer, Storm and Paving Project. The extent of the work for this project generally includes the following items:

- Sanitary sewer, storm sewer, underground storm water detention, and paving improvements in the Oost Poort Alley and adjacent City parking lots
- The parking lots will be paved with concrete
- The alley pavement will be bid with concrete and include a bid alternate for brick surfacing
- Sanitary sewer and services replacement in the alley from East 1st Street to one-half block west
- Storm sewer and intakes installed along the Oost Poort Alley and connecting to the existing storm sewer system at Washington and East 1st Street
- The new storm sewer will connect to the downspout drains installed as part of the Oost Poort Phase 1 project in 2019
- Underground storm water detention systems will be installed under the east half of the existing City parking lot and under the city-owned unpaved parking lot located in the center of the block

The City's engineer on this project, Garden & Associates, will handle the bid process and provide construction phase services for the project. The engineer's opinion of probable costs is \$900,353 for the base bid with concrete and \$951,618 with the brick inlay alternate.

The project's critical dates are listed below:

March 25, 2021 Bid letting  
April 6, 2021 Public hearing to receive bids and award of contract  
April 20, 2021 Notice to proceed (approximate)  
Late fall 2021 Final completion (the base bid is 155 working days with an alternate bid of 175 working days)

Contract documents are on file in the Public Works office.

ATTACHMENTS: Resolution, Notice of Hearing, Notice to Bidders  
REPORT PREPARED BY: Public Works Department  
REVIEWED BY: City Administrator, City Clerk  
RECOMMENDATION: Approve resolution

## **E. ORDINANCES**

1. Ordinance No. 986 entitled, "AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE CITY OF PELLA, IOWA, BY AMENDING THE PUD ORDINANCE FOR PROPERTY LOCATED AT OR NEAR 2110 IDAHO DRIVE, MARION COUNTY, IOWA."

De Jong moved to place ordinance no. 986 on its second reading, seconded by Hopkins.

On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

It was moved by De Jong that the statutory rule requiring said ordinance to be considered and voted on for passage at two Council meetings prior to the meeting at which it is to be finally passed be suspended, seconded by Schiebout.

On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

De Jong moved that ordinance no. 986 be adopted, seconded by Schiebout.

On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

Mayor DeWaard declared the ordinance duly passed and adopted.

BACKGROUND: This proposed ordinance would change the terms of a previously approved Planned Unit Development (PUD) located at and around 969 211th Street. As background, in 2019, the City approved a PUD for Genlink which allowed for a private conference, dining, and recreational facility 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.

Proposed Development

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 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, will not be occupied full-time by staff, and does not include residential sleeping quarters.

Planned Unit Development (PUD)

A PUD is designed to allow for comprehensively planned projects which provide for innovative and imaginative approaches to urban design and land development. A PUD is a negotiated contract for land development between the private developer and the public governmental entity. This differs from the traditional approach to land development wherein the developer develops land pursuant to minimum standards previously adopted by the government. A PUD permits flexible variation from established land regulations as contained in zoning districts and in platting and subdivision requirements. The developer, with City staff guidance, Planning and Zoning Commission review, and Council approval, may develop its own guidelines for the best development of the land in question.

Key Requirements of the Proposed Ordinance  
Exhibit A

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

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.

Comprehensive Plan

The Future Land Use Map of the Comprehensive Plan targets the proposed site for Agricultural and Low- Density Residential developments. Due to the commercial aspects of the proposed conference center, the Comprehensive Plan recommends a PUD to mitigate potential land use conflicts. In this particular case, the proposed PUD identifies the proposed conference center as the only use for the area with a base zoning of Community Commercial (CC). In addition, the Rural Residential portion of the property is still bound by the same restrictions to its base district, which would mean no denser residential uses than single-family housing. These restrictions will limit the density of the development and assist in mitigating any potential land use conflicts with neighboring properties. Furthermore, there is a significant distance of natural barriers (i.e. trees) between the conference center and the nearest residential property. Based on staff's analysis, we believe any potential land use conflicts have been addressed in the proposed PUD.

Summary and Staff Recommendation

Staff believes the proposed ordinance meets the requirements of the City's zoning code. In addition, staff believes the proposed ordinance is consistent and in conformance with the City's Comprehensive Plan; therefore, staff is recommending approval of the proposed ordinance. Finally, it is important to note that the Planning and Zoning Commission unanimously approved this ordinance at their meeting on January 25, 2021.

ATTACHMENTS: Ordinance with Exhibits, Application, Aerial Map, Future Land Use Map  
REPORT PREPARED BY: Code Enforcement Officer  
REPORT REVIEWED BY: City Administrator, City Clerk  
RECOMMENDATION: Approve ordinance

2. Ordinance No. 987 entitled, "AN ORDINANCE DESIGNATING THE COLLEGIATE NEIGHBORHOOD AS A HISTORIC DISTRICT OVERLAY ZONE UNDER THE JURISDICTION OF THE CITY OF PELLA, MARION COUNTY, IOWA."

Branderhorst moved to place ordinance no. 987 on its second reading, seconded by De Jong.

On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

It was moved by Schiebout that the statutory rule requiring said ordinance to be considered and voted on for passage at two Council meetings prior to the meeting at which it is to be finally passed be suspended, seconded by Branderhorst.

On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

Schiebout moved that ordinance no. 987 be adopted, seconded by Branderhorst.

On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

Mayor DeWaard declared the ordinance duly passed and adopted.

BACKGROUND: This proposed ordinance establishes the Collegiate Neighborhood Historic District. As background, Don André, at 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 exact borders of the district are included as a memo attachment. 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 City's Comprehensive Plan prior to consideration by the City Council; this occurred during their meeting on January 25, 2021.

Purpose of the Proposed Historic District

As background, historic district overlay zones are geographically cohesive areas with significant concentrations of buildings and other resources that possess a high degree of historical integrity and convey a distinct sense of time and place and that have been designated as a historic district by the City Council pursuant to this ordinance. To qualify for designation as a historic district, the subject area must contain abutting pieces of property under diverse ownership that meet the following approval criteria:

1. Are significant in American history, architecture, archaeology, and culture; and
2. Possess integrity of location, design, setting, materials, workmanship, feeling, and association; and
3. Are associated with events that have been a significant contribution to the patterns of our history; or
4. Are associated with the lives of persons significant in our past; or
5. Embody the distinctive characteristics of a type, period, or method of construction, or represent the work of a master, or possess high artistic values, or represent a significant and distinguishable entity whose components may lack individual distinction;
6. Have yielded or may be likely to yield information important in prehistory or history.

Requirements to Form a Historic District

Chapter 165.13.5 of the Pella City Code specifies the requirements to form a historic district. In order for the City to consider an application for a historic district, the application must contain the following:

1. 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.
  2. Signatures of the owners of at least 50% of the total public street frontage area within the proposed district, excluding public street frontage abutting government property.
  3. Supporting documentation so that the Commission can evaluate whether the application to form a historic district meets the ordinance criteria.
- 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.

Design Review Requirements for a Historic District Overlay Zone

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.

Design Review Standards

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.

Zoning

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.

Comprehensive Plan

The City's future land use map identifies the district as primarily Low-Density Residential. The land use characteristics of this category typically include restrictive land uses, emphasizing single-family detached development. Density is typically one to four units per acre, although these areas may include some single-family attached projects with densities up to six units per acre in small areas. Based on the expected continued use of properties included in the proposed district, staff believes the proposed historic district would be in compliance with the City's Comprehensive Plan.

Summary and Staff Recommendation

The proposed Historic District has been reviewed and recommended for approval by the City's Historic Preservation Commission and Planning and Zoning Commission. The application meets the minimum 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.

- ATTACHMENTS: Ordinance, Map, City Code Chapter 165.13.5
- REPORT PREPARED BY: City Administration
- REVIEWED BY: City Administrator, City Clerk
- RECOMMENDATION: Approve ordinance

**F. CLAIMS**

1. Abstract of Bills No. 2073.  
Branderhorst moved to approve, seconded by Bandstra.  
On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

**G. PETITIONS & COMMUNICATIONS**

- 1a. Special Event Permit Request for the 2021 Klompen Classic.  
De Jong moved to approve, seconded by Hopkins.  
On roll call the vote was: AYES: 6, NAYS: None. Motion carried.  
BACKGROUND: Crossroads of Pella has requested a special event permit for the annual Klompen Classic 5K scheduled for Wednesday, May 5, 2021, from 5:00 to 9:00 p.m. This annual event generates funds to support Crossroads programs that serve thousands of local children and families year-round.  
This year, Crossroads is proposing a new race route, as outlined on the attached map. In addition, Crossroads has informed the City that they will be putting numerous safety measures into place during this event, as outlined on the memo attachment that accompanies their special event application. Included as part of the safety measures, Crossroads will use a new method which starts participants in smaller groups with a

short time delay between each group. This approach minimizes a large crowd gathering at the start line, and also helps reduce the chance of crowds gathering after the race finishes.

A resolution is included with this request closing the following street segments during the event:

West 1st Street between Union and Independence

Independence Street between W 1st and Main

Main Street between Independence and Elm

Maple Street between Main and Hazel

Elm Street between Main and Hazel

Hazel Street between Maple and Elm

Union Street between Main and W 1st

While the resolution notes that the above street segments will be closed from 4:00 to 9:00 p.m. during the event, the roads will be re-opened once the race has completed; this is anticipated to be prior to 9:00 p.m.

All pertinent City departments have reviewed this application and comments are attached. The fee and insurance certificate have been received. Staff is recommending conditional approval of this event with the understanding that if the Centers for Disease Control, Iowa Department of Public Health, or Governor issues an order or guidelines prohibiting events like this due to the COVID-19 pandemic, this event will not be able to occur.

ATTACHMENTS:	Resolution, Application, Map, Department Comments
REPORT PREPARED BY:	City Clerk
REVIEWED BY:	City Administrator
RECOMMENDATION:	Conditional approval of special event permit and resolution as outlined

- 1b. Resolution No. 6245 entitled, "RESOLUTION TEMPORARILY CLOSING PUBLIC WAYS OR GROUNDS IN CONNECTION WITH A SPECIAL EVENT KNOWN AS 2021 KLOMPEN CLASSIC."  
De Jong moved to approve, seconded by Hopkins.  
On roll call the vote was: AYES: 6, NAYS: None. Motion carried.
2. Fiscal Year 21-22 Budget and Capital Improvement Program Presentations were received from the following departments: Library, Police, City Hall, Planning and Zoning. As this was a work session item, no formal Council action was taken.

#### **H. OTHER BUSINESS / \*PUBLIC FORUM (any additional comments from the public)**

Comments were received and addressed.

#### **I. EXEMPT SESSION**

1. At 8:26 p.m., De Jong moved to enter into exempt session pursuant to Iowa Code Chapter 21.9 to discuss employment conditions of employees not covered by collective bargaining agreements, seconded by Hopkins.  
On roll call the vote was: AYES: 6, NAYS: None. Motion carried.  
  
At 8:34 p.m., Schiebout moved to reconvene to regular session, seconded by Hopkins.  
On roll call the vote was: AYES: 6, NAYS: None. Motion carried.  
  
Hopkins moved to approve Resolution No. 6246 entitled, "RESOLUTION AMENDING INFECTIOUS DISEASE ACTION PLAN/POLICY RELATED TO THE COVID-19 PUBLIC HEALTH CRISIS," seconded by Branderhorst.  
On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

#### **I. ADJOURNMENT**

There being no further business claiming their attention, Bandstra moved to adjourn, seconded by Sporrer.  
On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

Meeting adjourned at 8:36 p.m.