

**MINUTES OF THE CITY OF PELLA  
HISTORIC PRESERVATION COMMISSION  
MARCH 14, 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 (arrived at 5:01 p.m.), Rhonda Kermode, and Lila Turnbull. Staff present: Planning and Zoning Director Gerald Buydos and the Deputy City Clerk. No 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.

**APPROVAL OF MINUTES**

**Motion** by Turnbull, second by André to approve the minutes from the February 14, 2022 meeting. Motion carried 4-0.

**OTHER BUSINESS/WORK SESSION**

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

Bradley arrived at 5:01 p.m.

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.

Kermode reported that she had visited the Marion County Courthouse to research information about the proposed historic district. André reported that he was told the State of Iowa requires that only one site inventory form be completed for each historic district and not one form for each structure. The Commission will also need to determine which structures are contributing versus non-contributing, as well as the style of the homes. Bradley and André volunteered to work on identifying the architectural style of each home. Boertje will work on compiling a narrative on the history of the district.

### **Work Session to Review the Historic Preservation Commission Procedural Rules**

The City of Pella HPC's Procedural Rules govern the conduct of the Commission. As the rules have not been amended since their adoption in 2015, staff asked the Commission to review them for familiarity and to determine if any changes should be made.

The Commission decided to update the Procedural Rules with the following minor changes: the Memorial Building at 829 Broadway Street will replace the Public Works Conference Room at 100 Truman Road as the Commission's usual meeting location, as well as removing references to the Building Official and replacing them with the Deputy City Clerk. Additionally, references to the City Planner will be removed and replaced with the Planning and Zoning Director.

**Motion** by André, second by Boertje to direct staff to draft a resolution for consideration by the Commission to amend the Commission's Procedural Rules with the agreed upon changes at a future meeting. Motion carried 5-0.

### **Other**

Bradley introduced herself to the Commission, as this was the first meeting she attended since her appointment.

Boertje reported that he had found some historical Pella Chronicle articles identifying various efforts to create sister city relationships between Pella and other communities including Muna, Mexico; Bicha, Russia; and Pignon, Haiti. It is unknown whether any of these relationships were official and/or still exist. Buydos explained his experience working with sister cities and what those relationships typically entail.

Kermode stated that a report on the historic fire station was emailed to the Committee. She mentioned the possibility of having another consultant, possibly a structural engineer, look at hose tower, as it needs repaired. She mentioned that it might be a good time to look into the City becoming a Certified Local Government (CLG), which might help with those repairs. Buydos said he is waiting on a response from the State regarding the City's historic preservation ordinance and whether it fits the required CLG criteria.

Buydos inquired about the significance of an old apple barn located off of north Main Street. Boertje explained that it was built to store apples for a former apple orchard.

Buydos reported that he gave the Commission's recommendation to the City Administrator and Mayor DeWaard regarding the City becoming a supporting sponsor of the 2022 Iowa Economic Development Authority's Iowa Downtown Conference. Kermode mentioned that her friend's application to host a panel discussion at the conference regarding sustainability through preservation had, unfortunately, not been accepted.

#### **Next Meeting Date**

The next meeting is scheduled for April 11, 2022.

Adjourned at 6:03 p.m.