

**MINUTES OF THE CITY OF PELLA
HISTORIC PRESERVATION COMMISSION
MAY 9, 2022**

CALL TO ORDER AND ROLL CALL

Vice-Chairperson André 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 (arrived at 5:03 p.m.), 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 Turnbull, second by Boertje to approve the tentative agenda. Motion carried 4-0.

APPROVAL OF MINUTES

Motion by Boertje, second by Bradley to approve the minutes from the April 11, 2022 meeting. Motion carried 4-0.

OTHER BUSINESS/WORK SESSION

Work Session to Discuss the Proposed Scholte Garden Historic District

Kermode arrived at 5:03 p.m.

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 distributed a booklet 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. Planning and Zoning Director Gerald Buydos asked that Boertje send staff a digital copy of the booklet, so that it can be printed and bound. 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.

Work Session to Discuss the Certified Local Government Program

Kermode and Bradley plan to meet to create talking points on the benefits of Certified Local Governments (CLG) to bring back for review by the Commission at the next meeting. Kermode 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. Planning and Zoning Director Gerald Buydos said he is still waiting on a response from the State regarding the City's historic preservation ordinance and whether it fits the required CLG criteria.

Work Session to Discuss the Historic Fire Station and Hose Tower

An estimate of repair costs is needed for the historic fire station and hose tower. At the next Commission meeting, staff and Commission will plan to tour the site. Staff will check with an engineering firm to see if they can look at the structure with the Commission.

Work Session to Discuss the Preserve Iowa Summit

The Iowa State Historic Preservation Office's Preserve Iowa Summit is scheduled for June 2 through 4, 2022 in Mason City, IA. Kermode stated that she plans to attend.

Other

The Commission reviewed signage that is used in the Sherman Hill Historic District in Des Moines, IA. Buydos will get a quote from Iowa Prison Industries on creating similar street signage for the Collegiate Neighborhood Historic District, as well as an entry sign to the district.

Kermode stated that the temporary signs that were placed in the yards of the Collegiate Neighborhood Historic District during Tulip Time were well-received by visitors. A suggestion was made to include Quick Response (QR) codes on signage so that visitors could pull up additional information about the homes on their phones.

Next Meeting Date

The next meeting is scheduled for June 13, 2022.

Adjourned at 5:42 p.m.