



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

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**Monday, March 9, 2020      5:30 P.M.      825 Broadway Street – City Hall Conference Room**

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

**B. Chairperson's Comments**

1. Approval of tentative agenda.

**C. Approval of Minutes**

1. February 10, 2020 meeting

**D. New Business**

**E. Other Business / Work Session**

1. Discuss the status of the Collegiate Neighborhood Historic District designation application.
2. Updates from the Commission on research about the Certified Local Government and Main Street programs.
3. Update from staff on the Commission's annual budget to discuss potential educational opportunities and trainings for owners of historic properties.

**F. Adjourn**

**MINUTES OF THE CITY OF PELLA  
HISTORIC PRESERVATION COMMISSION  
FEBRUARY 10, 2020**

**CALL TO ORDER AND ROLL CALL**

Chairperson Kermode called the Historic Preservation Commission to order in the City Hall Conference Room at 5:30 p.m. Members present were: Don André, Bruce Boertje, Rhonda Kermode, Chris Meyers, and Lila Turnbull. Staff present: Zoning Administrator Bryce Johnson. One member of the public was present.

**APPROVAL OF TENTATIVE AGENDA**

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

**APPROVAL OF MINUTES**

**Motion** by Turnbull, second by D. André to approve the minutes from the January 13, 2020 meeting. Motion carried 5-0.

**NEW BUSINESS**

**Update on an Application to Form a Historic District Overlay Zone for the Collegiate Neighborhood Historic District**

At the Historic Preservation Commission's meeting on January 13, 2020, the Commission indicated that they would reach out to the owners of the four properties (906 Independence Street, 704 and 706 Independence Street, and 503 Main Street) that were part of the Collegiate Neighborhood Historic District national historic district, but not included in the historic district overlay zone. After a determination has been made by the Commission whether to include the properties in the historic district overlay zone, staff will send a letter to the State Historic Preservation Office (SHPO) explaining the Commission's reasoning so that SHPO can complete its review of the Collegiate Neighborhood Historic District local historic district application.

Kermode reported that the SHPO indicated that 906 Independence Street (owned by Central College) should be included in the historic district overlay zone, but that as 704 and 706 Independence and 503 Main Street have had the homes either moved or demolished, the Commission could justify their removal from the historic district overlay zone application.

Kermode and D. André stated they would speak with property owners who have not signed the petition for the historic district overlay zone. At this time, the Commission is unsure whether they will have a large enough percentage of property owners in favor of the historic district overlay zone to qualify for one, without support from the owner of 906 Independence

Street. Kermode will check with Will Page to see if property owners were given an option of opting out of participation in the Collegiate Neighborhood Historic district national historic district designation. Bob Zylstra suggested having Central College send the Commission a letter stating why they would not want to be included in the historic district overlay zone, which could then be sent to the SHPO.

## **OTHER BUSINESS/WORK SESSION**

### **Updates from Staff on the Certified Local Government Program Presentation to the City Council**

The Historic Preservation Commission has expressed interest in becoming a Certified Local Government. On February 4, 2020, Paula Mohr and Sara André from the SHPO gave a presentation to the Pella City Council to discuss the program, process, and benefits of becoming a Certified Local Government (CLG). Staff will provide an update to the Commission regarding this presentation.

Kermode said Councilmember Lynn Branderhorst stated she was happy that the topic of CLGs was brought up. Meyers stated he felt the presentation was well-received by the City Council and that he would like to see the discussion move forward. Specifically, he would like for the Commission to look into grants that may be able to assist the City with several projects, such as the upkeep of historical properties like the Memorial Building. He suggested speaking about benefits to becoming a CLG during the public forum portion of future City Council meetings. Turnbull stated that the Community Center could potentially benefit from CLG grants as well.

Zylstra said it would be beneficial if the Commission were to draft a clear statement to the City Council listing the benefits to the City as well as any obligations to the City in becoming a CLG. Meyers said he would contact the SHPO to get further information as to what the benefits and obligations might be.

Kermode noted that there is approximately \$500,000.00 available from the State for CLG grants, along with other types of grant funding. Zylstra suggested getting testimonials from those who have received CLG grants in other communities to share with the City Council. The Commission will reach out to contacts they have in CLG communities to find out what they consider to be pros and cons of being part of a CLG.

### **Other**

Kermode stated the Preserve Iowa Summit is scheduled for June 4 through 6, 2020 in Dubuque, Iowa.

Zylstra asked about landmark plaques for historical properties within the City of Pella. Kermode explained that the Commission and City staff are in the process of looking into

affordable options for landmark designation plaques for historical districts. However, CLG grants may be a future funding option for plaques. Boertje said Councilmember Calvin Bandstra has been involved in awarding plaques to property owners in Oskaloosa, Iowa, so he may be a good resource on the matter. The Commission stated they would like to have their budget reviewed so they can get an idea of the funds they will have available for items like landmark designation plaques.

### **Update from Staff on the Status of an Inventory Map of Pella's Historic Homes**

At the direction of the Commission, staff created an inventory map of Pella's historic homes, using information provided by Commissioner Bruce Boertje. Zoning Administrator Bryce Johnson shared the progress on the map and said he is hopeful that he will have a live map online in late February 2020.

### **Other**

The Commission agreed with Kermode that it is important that the Commission become involved in hosting educational events on historic preservation topics such as windows. The Commission also discussed advertising options for these events.

Adjourned at 6:39 p.m.



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THE  
**CITY of PELLA**

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**STAFF MEMO**

ITEM: E-1

SUBJECT: Discuss the Status of the Collegiate Neighborhood Historic District Designation Application

DATE: March 9, 2020

**BACKGROUND:**

At the Historic Preservation Commission's meeting on January 13, 2020, the Commission indicated that they would reach out to the owners of the four properties (906 Independence Street, 704 and 706 Independence Street, and 503 Main Street) that were part of the Collegiate Neighborhood Historic District national historic district, but not included in the historic district overlay zone. After a determination has been made by the Commission whether to include the properties in the historic district overlay zone, staff will send a letter to the State Historic Preservation Office (SHPO) explaining the Commission's reasoning so that SHPO can complete its review of the Collegiate Neighborhood Historic District local historic district application.

At the February 10, 2020 meeting, the Commission discussed two amendments to the boundary of the historic district referenced above. The first proposed boundary change is to exclude the three properties owned by RDP Holdings LLC (704 and 706 Independence Street and 503 Main Street) because these lots are now vacant. The second proposed change was to include the property located at 906 Independence Street owned Central College. Additionally, since the last meeting, two more property owners within the proposed district have signed the designation application in support of the district. Therefore, with these changes, the following has occurred:

- The inclusion of the Central College property will add approximately 475 feet of street frontage to the proposed Collegiate Neighborhood Historic District.
- The number of properties within the proposed district will increase by one (from 34 to 35).
- The number of properties in support of the proposed district will increase by two (from 19 to 21).

These changes are important to note because of the 51% rule as required in the zoning code for a local historic district to be established. With the addition of the Central College property and additional owners signing in support, staff has determined that doing so would not cause the application to fall below the 51% threshold requirement.

ATTACHMENTS: NONE

REPORT PREPARED BY: ZONING ADMINISTRATOR

REVIEWED BY: DEPUTY CITY CLERK

RECOMMENDATION: RECOMMEND SUBMITTING EXPLANATION LETTER TO SHPO



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**STAFF MEMO**

ITEM: E-2

SUBJECT: Updates from Commission on Research About the Certified Local Government and Main Street Programs.

DATE: March 9, 2020

**BACKGROUND:**

On February 4, 2020, Paula Mohr and Sara André from the State Historic Preservation Office gave a presentation to the Pella City Council to discuss the program, process, and benefits of becoming a Certified Local Government (CLG). At the February 10, 2020 Commission meeting, the Commission sought more information about the CLG program. Specifically, the Commission was interested in grant money to maintain historic properties and the overall benefits of becoming a CLG program. The purpose of this agenda item is to further discuss the Commission's findings.

ATTACHMENTS: NONE

REPORT PREPARED BY: ZONING ADMINISTRATOR

REVIEWED BY: DEPUTY CITY CLERK

RECOMMENDATION: NONE



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**STAFF MEMO**

ITEM: E-3

SUBJECT: Update from Staff on the Commission's Annual Budget to Discuss Potential Educational Opportunities and Trainings for Owners of Historic Properties.

DATE: March 9, 2020

**BACKGROUND:**

At the February 10, 2020 Commission meeting, the Commission discussed potential funding for educational opportunities and training for owners of historic properties. In past years, the City has offered to fund the Commission's participation in the annual Preserve Iowa Summit. The City's Finance Director will provide more insight regarding the City's budget and financial options.

ATTACHMENTS: NONE

REPORT PREPARED BY: ZONING ADMINISTRATOR

REVIEWED BY: DEPUTY CITY CLERK

RECOMMENDATION: NONE