

**MINUTES OF THE CITY OF PELLA
HISTORIC PRESERVATION COMMISSION
MAY 10, 2021**

CALL TO ORDER AND ROLL CALL

Chairperson Kermode called the Historic Preservation Commission to order in the Public Safety Complex at 5:00 p.m. Members present were: Don André, Bruce Boertje, Rhonda Kermode, and Lila Turnbull. Staff present: Assistant City Administrator Corey Goodenow and City Planner Gerald Buydos. Three members of the public attended the meeting.

APPROVAL OF TENTATIVE AGENDA

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

APPROVAL OF MINUTES

Motion by Turnbull, second by D. André to approve the minutes from the April 12, 2021 meeting. Motion carried 4-0.

NEW BUSINESS

None.

OTHER BUSINESS/WORK SESSION

Discussion of Scholte Garden Neighborhood Historic District

The Commission has indicated a desire to review a potential historic district in the Scholte Garden area. A proposed notification letter, which could be sent to property owners in the proposed district, was distributed to the Commission for review. Staff suggested holding an informational meeting for those property owners on June 7, 2021 at 6:00 p.m. at the Memorial Building. Staff will check with State Historical Society of Iowa Architectural Historians Sara André and Paula Mohr to see if they will be available for the meeting as well.

Several property owners in the proposed historic district were present. The Commission and staff explained the requirements and process to form a local historic district and what that would mean for property owners. The proposed district's boundaries would roughly be north of the Scholte House on Washington Street, between Main Street and Broadway Street, and south of Lincoln Street/Lincoln Elementary School.

Concerns were brought up regarding 515 Broadway St. and alterations that have been made to the windows. Assistant City Administrator Corey Goodenow stated that he will have Building Official Jerry Byers look into those concerns.

Kermode advised property owners with questions about local historic districts to reach out to the Commission for assistance.

Review Certified Local Government Program Application and Information

Staff supplied the Commission with a Certified Local Government (CLG) program information packet from the State Historic Preservation Office of Iowa for review. Goodenow stated he will reach out to S. André and Mohr to provide them with a copy the City's historic preservation ordinance and ask them whether the City needs to revise the ordinance in order to be eligible for consideration for the CLG program.

Review Site Inventory Form

The Commission indicated a desire to discuss and review the site inventory form, which is used to gather information about historic properties to assess whether the property meets criteria for placement on the National Register of Historic Places. A copy of the form was provided to the Commission. One site inventory form will need to be completed for each property in the proposed historic district.

Discuss Historic District Signage

Iowa Prison Industries, the source of the City's street signs, has informed the City that signage production is currently on hold given the events that occurred at Anamosa State Penitentiary on March 23, 2021. A representative has indicated they expect to be closed for at least another eight weeks. Goodenow stated that he will follow up with the representative at that time to see if production has resumed. If not, staff will likely begin to research other vendors for signage.

Other

Kermode reported that she will be meeting Jennifer Price on May 11, 2021 at the historic Pella Fire Station for a field services consultation.

Goodenow reported that he has attempted to reach out to Lori Baugh regarding her interest in serving on the Commission, but he has not yet been able to connect with her by phone.

Next Meeting Date

The next meeting is scheduled for June 7, 2021. This meeting will be held in lieu of the Commission's regular monthly meeting.

Adjourned at 6:13 p.m.