

**MINUTES OF THE CITY OF PELLA
COMMUNITY DEVELOPMENT COMMITTEE
MAY 10, 2023**

Chairperson Cody called the Community Development Committee (CDC) to order in the Memorial Building at 5:30 p.m. Members present were: Jerry Brummel, Patsy Cody, Allissa Grandia, Shelly Riggen, Wayne Stienstra, Caryn Van Hemert, Dennis Vander Beek, and Christi Vander Voort; absent: Nancy Henry, Mike Kiser. Staff present: Planning and Zoning Director Gerald Buydos (arrived at 5:41 p.m.), Zoning Analyst Jared Parker, and the Deputy City Clerk. One member of the public was in attendance.

APPROVAL OF TENTATIVE AGENDA

Motion by Van Hemert, second by Brummel to approve the tentative agenda. Motion carried 8-0.

APPROVAL OF MINUTES

Motion by Stienstra, second by Vander Beek to approve the minutes from the December 14, 2022 meeting. Motion carried 8-0.

NEW BUSINESS

Consider a Design Permit Application to Paint the Exterior of 1007 Washington St.

Van-Go Properties submitted a design permit application to paint the exterior of the building located at 1007 Washington St. The property is zoned Commercial Mixed-Use Urban (CUC). It is located within the Gateway Corridor (GC) overlay district and in the Historic Design District. A summary of the requested project is provided below.

The metal, as proposed, will be changed from blue gray to primarily white with a black roof and black wainscoting. The white color most closely matches the Pella Color Palette's Sherwin-Williams' Light French Gray (SW0055). The black color meets the Pella Color Palette requirement with either Benjamin Moore's Kendall Charcoal (HC-166) or Charcoal Slate (HC-178).

In evaluating this design application, staff confirmed the design contains colors from the Pella Color Palette and meets the requirements listed in the *Architectural Design Guidelines*. Therefore, staff recommended the design permit application be approved as submitted.

The property owner, Jon Van Woerkom, was present to speak in favor of the design permit and to answer questions from the Committee.

Motion by Brummel to approve the design permit as submitted with the condition that black shutters are added. The motion died for lack of a second.

Motion by Brummel, second by Van Hemert to approve the design permit as submitted with the condition that black shutters are added to the windows and the guard rail is painted to match the building as well. Motion carried 8-0.

Van Woerkom stated he will be submitting a design permit application for painting the roof of the building at 1009 Washington St.

Annual Election of Community Development Committee Officers

On an annual basis, the CDC is required to select a Chairperson and Vice-Chairperson from its membership. Per 165.16.3 of the Zoning Ordinance, the Chairperson can be reelected each year provided no more than three consecutive years have been served. All members are eligible to serve in these roles. The primary role of the Chairperson is to conduct the CDC meetings. In the absence of the Chairperson, the Vice-Chairperson will serve as the Chairperson during the CDC meetings. In addition to the above responsibilities, both positions will serve in liaison roles for staff and be on both the Sign and Design Subcommittees.

The CDC is also required to select three members to serve on the Design Subcommittee. The primary role of the Design Subcommittee is to review minor projects including, but not limited to, building trim modifications, repainting, fencing, tables, or other outdoor fixtures. The Committee must also select three members to serve on the Sign Subcommittee. The primary role of the Sign Subcommittee is to review all sign permits submitted to the Planning and Zoning Department.

The current Chairperson is Cody (two years served). The current CDC Vice-Chairperson is Van Hemert. CDC Design Subcommittee members are Stienstra, Vander Beek, and Vander Voort. CDC Sign Subcommittee members are Brummel, Cody, and Henry. All positions are held for one year.

Following discussion, Cody agreed to continue serving as Chairperson and Van Hemert agreed to continue serving as Vice-Chairperson. Grandia will replace Cody on the Sign Subcommittee and all other members of the Sign and Design Subcommittees will remain the same.

Motion by Riggen, second by Vander Beek to elect Cody as Chairperson and Van Hemert as Vice-Chairperson, as well as to replace Cody with Grandia on the Sign Subcommittee. Motion carried 8-0.

OTHER BUSINESS / WORK SESSION

Other

Cody reported that she had received many compliments regarding the look of Pella from visitors during Tulip Time.

Riggen shared that she learned that many of the buildings in downtown Pella were constructed of brick because several earlier buildings on the square were constructed of wood and were destroyed in fires.

Planning and Zoning Director Gerald Buydos distributed finalized copies of the *City of Pella's Architectural Design Guidelines* to members of the Committee. The Planning and Zoning Department will have a small number of hard copies on hand for members of the public who wish to purchase a copy; otherwise, it is also available on the City of Pella's website.

Vander Beek asked what the CDC would review, should a new business move into the former Burger King building located at 1500 Washington St. Buydos stated that an interior remodel would not require design review, but changes to the exterior, including windows, doors, and signage, would.

Buydos shared that the City has received a site plan application for a drive-through restaurant and retail space for the northwest corner of West Ninth Street and Washington Street. He also shared that the 5G wireless towers from U.S. Cellular that are being installed downtown will have decorative covers concealing the metal flanges at the base of the towers.

Next Meeting Date

The next regular meeting is scheduled for June 14, 2023.

Adjourned at 6:14 p.m.