

**MINUTES OF THE CITY OF PELLA  
COMMUNITY DEVELOPMENT COMMITTEE  
JULY 8, 2020**

Chairperson Brummel called the Community Development Committee (CDC) to order in the Public Safety Complex at 5:30 p.m. Members present were: Jerry Brummel, Susan Canfield (via phone), Patsy Cody, Linda Groenendyk (via phone), Mike Kiser, Lowell Olivier-Shaw (via phone), Wayne Stienstra, Caryn Van Hemert, and Bob Zylstra; absent: Jody Lautenbach. Staff present: City Administrator Mike Nardini, Planning and Zoning Director Matthew Lepke, and Deputy City Clerk Cynthia Vaske. Due to heightened public health risks associated with the COVID-19 pandemic, accommodations were made to broadcast this meeting via conference call. Two members of the general public attended the conference call and ten members of the public attended the meeting in person.

**APPROVAL OF TENTATIVE AGENDA**

**Motion** by Zylstra, second by Cody to approve the tentative agenda. Motion carried 9-0.

**APPROVAL OF MINUTES**

**Motion** by Cody, second by Van Hemert to approve the minutes from the June 10, 2020 meeting. Motion carried 9-0.

**NEW BUSINESS**

**Consider a Design Permit Application to Alter the Front Exterior Façade of the Existing Structure, and an Accessory Structure, Located at 600 Main Street**

Melanie Wilborn (applicant) and Dennis Fynaardt (owner) have submitted a design permit application to alter the existing building located at 600 Main Street. The applicant proposes painting parts of the building's front façade, which are currently white. The central part of the building's front façade is brick; it would not be painted. The walls to either side are the portions proposed for painting.

The applicant proposes Sherwin-Williams' Gray Matters, which appears to match multiple gray colors on the Pella palette, including Benjamin Moore's Edgecomb Gray and Sherwin-Williams' Roycroft Mist Gray. Staff recommends approval of the design permit application.

Cody stated that since the applicant did not get approval for her design permit prior to making changes to the building, it makes it difficult for the CDC to ask other applicants to follow the required process for design permit approval. City Administrator Mike Nardini explained that a letter was sent to the applicant informing her that if a design application was not submitted for CDC consideration, she would be subject to a municipal infraction. He clarified that the CDC's

role is to approve the application on the merits of the design permit and not whether the application process is followed correctly.

In response to a question from Stienstra, Planning and Zoning Director Matthew Lepke explained that changes to the fence on the property would require a fence permit, but a design permit for the fence would not be required. Nardini said staff will look into whether the City has received a fence permit application for this address.

Zylstra said the issue is not the work that is being done to this property, it is the fact that the applicant has knowingly disregarded the design permit process. Brummel said the applicant has now proceeded multiple times to make changes to her property without design permit approval.

**Motion** by Cody, second by Groenendyk to approve the design permit as submitted. On roll call the vote was: ayes: Cody, Groenendyk, Canfield, Olivier-Shaw, and Van Hemert; nays: Brummel, Kiser, Stienstra, and Zylstra. Motion failed 5-4. Staff confirmed that the CDC's Procedural Rules states "the concurring vote of the majority of the entire membership of the Committee shall be necessary to decide on any matter upon which it is required to pass under the Zoning Ordinance." Following the meeting, in consultation with the City Attorney, it was determined that the design permit application's denial was invalid due to the fact that no objection was stated to the color the building and shed was painted. Therefore, the design permit was ultimately approved.

### **Consider a Design Permit Application to Alter the South and East Facades of the Existing Structure Located at 701 Main Street**

Vineyard Investors, LLC, (owner) has submitted a design permit application to alter the existing building located at 701 Main Street. The applicant proposes replacement of all 27 windows and four entry doorways (including trim) would be replaced and/or painted to match the window trim. All trim, gutters, and downspouts would match the windows' Impervia black color. Note that the roofline, parapet, and gable will remain.

Note the following statement from the applicant: "The transoms and moldings of the windows and doors, as well as the windows on the second floor of the south side will remain the same. The only changes are replacing windows in its original openings and matching the existing details of the building to match the black Pella Impervia windows. [The only change] to the sizing of the original window openings is to lower four windows on the first level on the south east corner of the building." The applicant proposes Pella Impervia windows with a PR0089 (Black) coating and has provided a sample of the window trim. Other trim, gutters, and downspouts would be painted to match the windows' color. Staff recommends approval of the design permit application.

Mike and Ciara Buchheit, the applicants, were present to speak in favor of the design permit application and to answer questions from the Committee. A sample window was shown to the Committee.

**Motion** by Zylstra, second by Van Hemert to approve the design permit as submitted. Motion carried 9-0.

**Consider a Design Permit Application to Alter the Front Façade of the Existing Structure Located at 812 Main Street**

Melissa Franje (applicant) has submitted a design permit application to alter the existing building located at 701 Main Street. The applicant proposes these front façade improvements: adding lattices to the windows, adding an awning, painting the window trim, and painting the front door. The applicant proposes two Sherwin-Williams paint colors, Honorable Blue (SW 6811) for the front door and awning, and Extra White (SW 7006) for the trim. Neither is on the Pella palette. However, depending on the awning chosen, the blue color may match a Pella palette color. Staff recommends approval of the design permit application with revision to match blues in the Pella palette.

Melissa Franje was present to speak in favor of the design permit and answer questions from the Committee. She explained that the old bookshop sign on the front of the property will remain under the awning and be visible to those underneath the awning looking up.

Zylstra suggested that the applicant choose the awning color she prefers and then match the paint color to that of the awning.

**Motion** by Cody, second by Stienstra to approve the design permit on the condition that the blue paint color matches the blue color of the awning. Motion carried 9-0.

**Consider a Design Permit Application to Alter the Eastern Façade of the Existing Structure Located at 713 E. First Street**

Brittany Dieleman (applicant), on behalf of Jana Vink (owner), has submitted a design permit application to alter the existing building located at 713 E. First Street. The applicant proposes façade improvements to the east side of the building: adding faux windows, an awning, a new entrance with windows and a recessed doorway, exterior lighting, painting the window trim, and painting the front door.

Window flower boxes and faux windows are proposed with this remodeling, which would replace at least one of the former window openings that has been covered. The owner is seeking permission from another owner (the building is cordoned into multiple suites) to improve more of the eastern façade, which would improve all of the wall area where mismatched brick was used to fill former window openings. The only alterations are to the building's east

façade. While the existing wall is brick, it does not match in multiple places where previous window openings were filled in or boarded up and painted, and the proposed façade work would be a pronounced improvement on a building that faces the Historical Village.

The applicant proposes four Sherwin-Williams paint colors: Classic White Buff (SW 0050), Copen Blue (SW 0068), Rookwood Shutter Green (SW 2809), and Needlepoint Navy (SW 0032). Benjamin Moore Lancaster White (HC 174) is also proposed. The colors are all in the Pella palette. The awning will be painted aluminum. Staff recommends approval of the design permit application.

Brittany Dieleman was present to speak in favor of the design permit and to answer questions from the Committee.

**Motion** by Zylstra, second by Cody to approve the design permit with the understanding that the proposed improvements to the area of the eastern façade where mismatched brick was used to fill former window openings are made with permission granted by that property owner. On roll call the vote was: ayes: Zylstra, Cody, Brummel, Canfield, Groenendyk, Kiser, Olivier-Shaw, and Stienstra; abstain: Van Hemert. Motion carried 8-0.

Zylstra asked about the possibility of planters being placed in the City's right-of-way. Lepke explained that the Public Works Department would have to review that request.

### **Consider a Sign Permit Application for Grāz, Located at 408 Oskaloosa Street**

The Well Resource Center (applicant) and PCD Property Management (owner) have submitted a sign permit application for the Grāz building located at 408 Oskaloosa Street, formerly the Dairy Queen. The sign package was not approved by the CDC Sign Subcommittee.

The only alterations in this application are to add signage to the property. The applicant has cited an example of signage in the central business district, using rounded corners, a design element that also appears in the Design Manual sign guidelines. In keeping with the food theme, the applicant proposes wooden signs with black lettering for the building, and a black sign for the drive-through menu board. The Pella palette contains many colors of similar hues to wood. The wooden signs are very similar to the Brown's Shoe Fit sign on the square (which does not have any design element on the sign's corners), and the proposed rounded sign corners are an appropriate design element outlined in the Design Manual. Staff recommends approval of the sign permit application.

Brummel said there was limited Dutch design in the building itself, so one member of the Sign Subcommittee was hoping to see more design elements in the signage. Zylstra said the proposed sign suits the building. Cody acknowledged that the applicant rounded the corners of the sign, which was a compromise.

**Motion** by Van Hemert, second by Kiser to approve the sign permit as submitted.  
Motion carried 9-0.

**Consider a Design Permit Application to Paint the Existing Structure Located at 612 Washington Street**

Randy Steenhoek (owner) has submitted a design permit application to alter the existing building located at 612 Washington Street. The applicant proposes painting the building, trim, and doors. The applicant proposes Sherwin-Williams paint colors: Roycroft Brass (SW 2843), as well as either a charcoal gray or black for the doors, and white for the windows and eve trim. The door and trim colors had not been finalized at the time this memo was written. The main house color, Roycroft Brass, is in the Pella palette. Staff recommends approval of the design permit application, with the condition that the trim and door colors be finalized and approved by the CDC before final project approval.

Randy Steenhoek was present to speak in favor of the design permit and to answer questions from the Committee. He stated he plans to paint the trim white and the doors black. He explained that the current shingles will likely be replaced in a couple of years with a shingle color that will complement the new paint colors.

**Motion** by Stienstra, second by Zylstra to approve the design permit on the condition that Roycroft Brass is used as the main paint color, the trim is painted white, and the doors will be painted black. Motion carried 9-0.

**OTHER BUSINESS / PUBLIC FORUM**

**Next Meeting Date**

The next regular meeting is scheduled for August 12, 2020.

**Administrative Approval of Minor Design Projects**

Nardini said that due to the COVID-19 pandemic, staff has received inquiries from elected officials regarding expedited development review. Most of the requests entail the design permit requirements for minor projects, which include repainting of buildings which have had a prior design permit approved, outdoor fixtures, fencing, door or window replacement, and new signs or modifications to existing signs. These items are eligible to be approved by a subcommittee of the CDC. Subcommittee approval typically takes three business days. If the subcommittee has concerns, the application is referred to the full CDC. Staff would like to discuss whether these requests should be processed administratively during the COVID-19 pandemic.

Nardini said this subject was discussed by the City Council during the July 7, 2020 work session. He asked the Committee to email him or Lepke with their thoughts on the proposed changes. The City Council plans to further discuss this item at the July 21, 2020 Council meeting and possibly review a draft ordinance of the changes. He extended an invitation to CDC members to attend that meeting.

Committee members shared their concerns regarding the proposed administrative approval of design permits for the painting of buildings and sign permits. Stienstra said he does not think three business days for approval is an unreasonable amount of time for design and sign permit review. Van Hemert stated that just because a paint color is part of the Pella Color Palette it does not necessarily mean it is a good fit for a building. Nardini said he will share the CDC's concerns with the City Council.

Stienstra left at 6:29 p.m.

#### **Other**

The Committee discussed the need to review whether the CDC should have the authority to review the design of industrial and institutional properties.

Adjourned at 6:54 p.m.