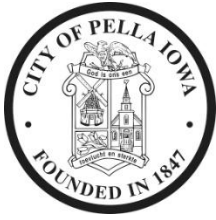




Historic District Designation Application Packet

Last Updated on March 12, 2018 by:

Planning & Zoning Department
825 Broadway Street, Lower Level
Pella, Iowa 50219



HISTORIC DISTRICT DESIGNATION INFORMATION

This document is intended to highlight the City's historic district ordinance and provide general guidance related to the establishment of a historic district. After reviewing this document, applicants should make contact with the City's Planning and Zoning Department to discuss the details and administrative requirements to avoid significant delays and or invalidation.

Historic District Defined:

Historic district overlay zones are geographically cohesive areas with significant concentrations of buildings. The subject area must contain abutting pieces of property under diverse ownership that meet approval criteria below.

- Are significant in American history, architecture, archaeology, and culture.
- Possess integrity of location, design, setting, materials, workmanship, feeling, and association.
- Are associated with events that have been a significant contribution to the patterns of our history or are associated with the lives of persons significant in our past.
- Embody the distinctive characteristics of a type, period, or method of construction, or represent the work of a master, or possess high artistic values, or represent a significant and distinguishable entity whose components may lack individual distinction.
- Have yielded or may be likely to yield information important in prehistory or history.

Consideration of a Historic District Application:

The following details are provided in an attempt to outline the governmental process. Public education and outreach are expected to play a pivotal role in the establishment of a historic district. It is likely that many more neighborhood meetings and input sessions will be necessary prior to submission of an application, although these meetings are not required and, therefore, are not outlined in the following steps to establish a historic district.

Step 1 - Preliminary Meeting with Staff:

A preliminary meeting with the Planning and Zoning Department should be scheduled to discuss the proposed project and to outline the historic district review process. At this meeting, the petitioner will receive preliminary feedback of the proposal based on the historic preservation ordinance and policies of the City of Pella.

Step 2 - Submission of Application and Supporting Materials:

An application to establish a historic district can be submitted by the City of Pella, the Historic Preservation Commission, the Planning and Zoning Commission, or a property owner from the proposed district. All applications for historic district review must include two (2) hard copies and one (1) digital copy of the required submittal materials.

Step 3 - Staff Review:

Following the submittal of an application, staff will review the application and accompanying materials to verify compliance with the application checklist and all historic district ordinance requirements.

Step 4 - Historic Preservation Commission Review:

The Historic Preservation Commission consists of five members appointed by the City Council. As part of the approval process, the Commission will hold a meeting, at which time the applicant will present the materials included with the application. If the Commission deems the application complete and sufficient to meet the required guidelines of creating a historic district, the Commission will recommend staff provide the included materials to the Iowa Department of Cultural Affairs – State Historic Preservation Office for their consideration

Step 5 - State Historic Preservation Office:

If approved by the Historic Preservation Commission, the State Historic Preservation Office will consider the application to create a historic district and make a determination as to the historic significance of the district. Additional information regarding district requirements can be found https://iowaculture.gov/history_or_by_calling_515-281-5111.

Step 6 - Historic Preservation Commission Public Hearing:

If approved by the State Historic Preservation Office, the Historic Preservation Commission will conduct a public hearing and review the proposed historic district as per the required criteria. Prior to the public hearing, notices will be sent to all property owners within the proposed district and those within 250 feet of the proposed district. The Commission will hear feedback from the property owners in the area and make a recommendation to the Planning and Zoning Commission and Pella City Council.

Step 7 - Planning and Zoning Commission Public Hearing:

The Planning and Zoning Commission will conduct a public hearing and review the proposed historic district as per the required criteria. Prior to the public hearing, notices will be sent to all property owners within the proposed district and those within 250 feet of the proposed district. The Commission will hear feedback from the property owners in the area and make a recommendation to the Pella City Council.

Step 8 - City Council Public Hearing and Readings:

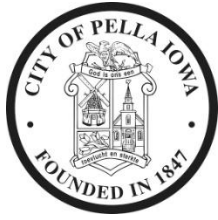
The Pella City Council will conduct a public hearing and review the proposed historic district as per the required criteria, taking into consideration the recommendations from both the Historic Preservation Commission and the Planning and Zoning Commission. Following the public hearing, the City Council will then consider the ordinance. Iowa law requires ordinances to be considered and voted on at three separate City Council meetings, unless the Council votes to suspend this requirement.

Historic District Requirements:

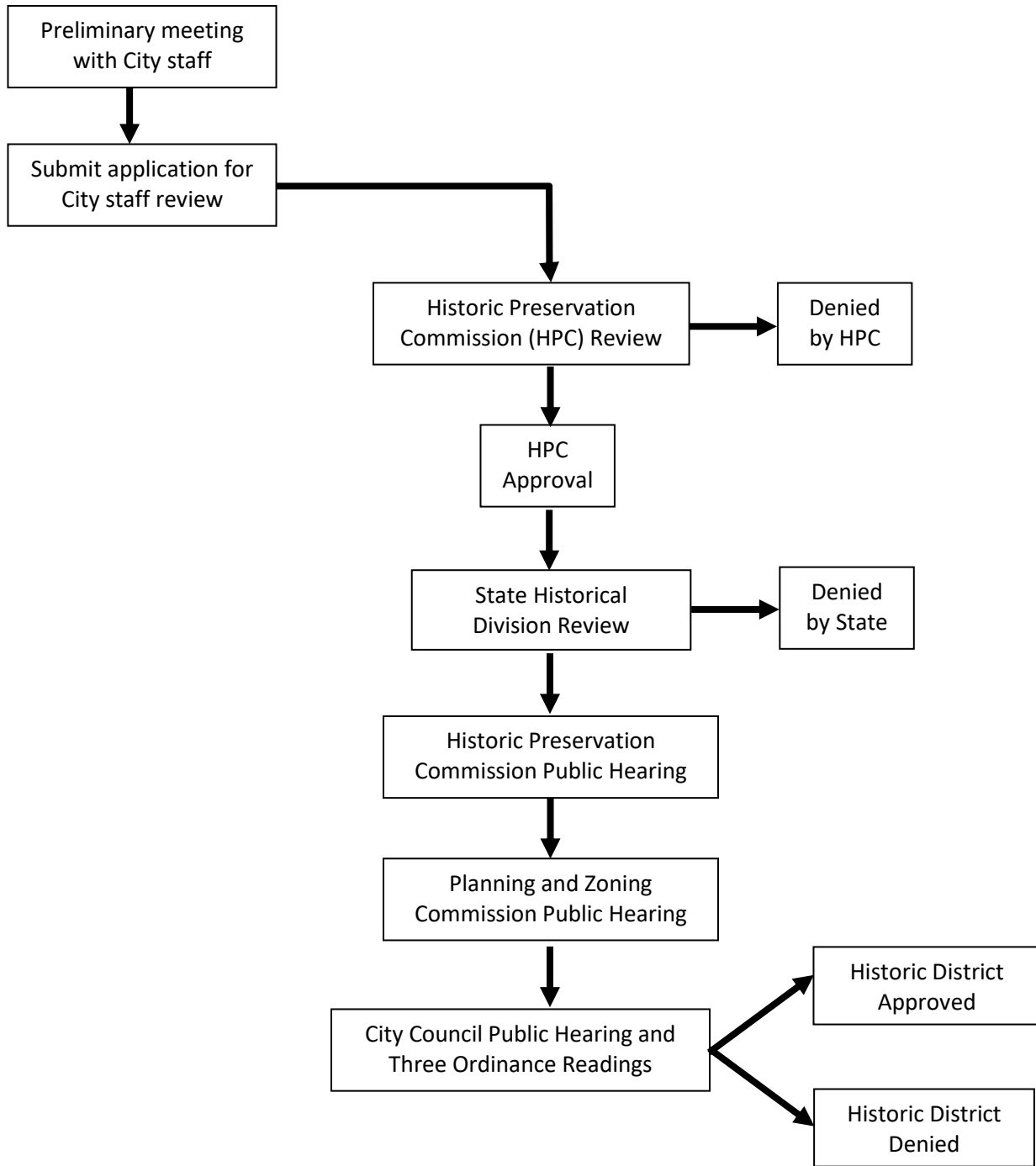
In the event a historic district is established, properties located within the district's boundaries would be required to obtain a certificate of appropriateness prior to any improvements that require a building permit. The standards by which the proposed improvement must abide by are dependent upon whether the structure is a new or existing structure, a contributing or non-contributing structure, and the general nature of the improvements. Existing structures which are found to be contributing structures require review in accordance with the "Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings." For non-contributing structures, the Historic Preservation Commission will utilize the "Dutch Residential Design Review District Guidelines."

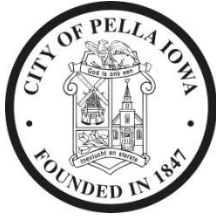
Additional Information:

For additional information regarding the historic district designation process or requirements, please contact the City's Zoning Administrator at 641-628-0443 or in person at 825 Broadway Street, Pella, Iowa 50219



HISTORIC DISTRICT DESIGNATION FLOWCHART





NOTICE OF UPCOMING CITY MEETINGS

The properties shown in the aerial image below are being considered for designation as a historic district. The following boards will hold public hearings as outlined below:

1. Historic Preservation Commission public hearing on February 6, 2018 at 6:00 p.m.
2. Planning and Zoning Commission public hearing on February 6, 2018 at 7:00 p.m.
3. City Council public hearing on February 6, 2018 at 7:00 p.m.

Unless otherwise posted, the meetings listed above are held at the Public Safety Building (614 Main Street).

The City of Pella Planning and Zoning Department invites you to attend these meetings and/or share your opinion regarding this project by completing the below form. You may submit comments in person, or by mail, to our offices at 825 Broadway Street, Pella, IA 50219. You may also email your comments regarding this case to the City's Zoning Administrator, Bryce C. Johnson, at bryce.johnson@cityofpella.com.

I support this request

I oppose this request

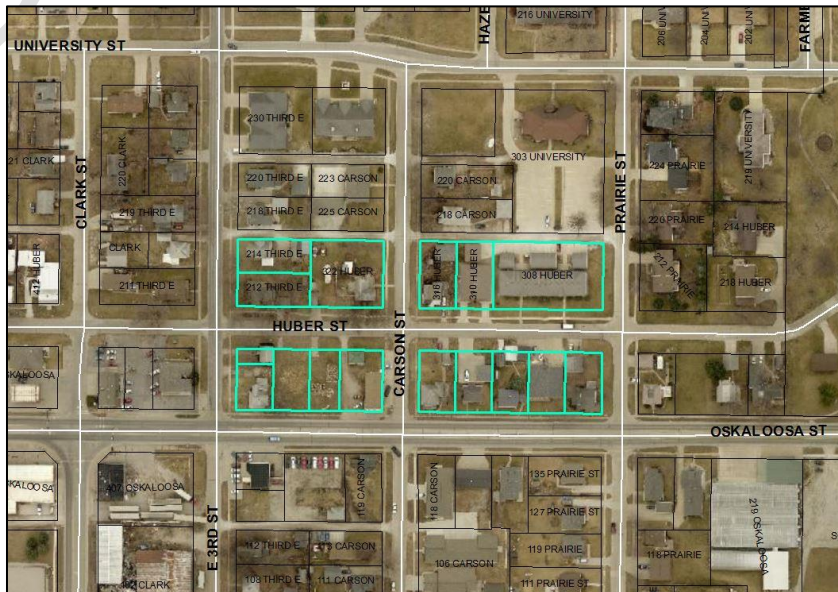
I have no comment

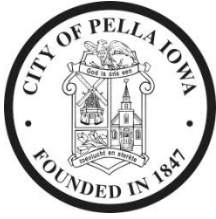
Resident Name (printed)

Mailing Address

Resident Signature

Date Signed





HISTORIC DISTRICT DESIGNATION APPLICATION

Case Number: _____

1. Applicant: _____ Phone: _____

Mailing Address: _____

Email Address: _____

2. Owner(s) of Record: _____ Phone: _____

Mailing Address: _____

Email Address: _____

3. Applicant is: Owner Applicant Other (please specify) _____

4. # of Properties in the Proposed District: _____ # of Consenting Property Owners: _____

(Note: 51% of the total number of parcels of real estate within the proposed district must consent to this application.)

5. Linear feet of public street frontage in the Proposed District: _____ Linear feet of public street frontage of Consenting Property Owners: _____

(Note: 51% of the total public street frontage area within the proposed district must consent to this application.)

6. # of Contributing Buildings in District: _____ # of Non-Contributing Buildings in District: _____

Location of Proposed Contiguous District: _____

Name of Proposed Historic District: _____

I hereby certify that the above statements and all accompanying statements and drawings are true and correct to the best of my knowledge. I hereby consent to the entry in or upon the premises described in this application by any authorized official of the City of Pella for the purpose of securing information, posting, maintaining, and removing such notices as may be required by law.

Applicant Signature

Date



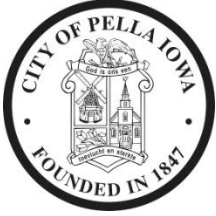
HISTORIC DISTRICT SUBMITTAL CHECKLIST

This is a general checklist; other items pertaining to your case may be necessary. The Community Development Committee (CDC) and/or City Council may request additional information. ALL APPLICANTS ARE URGED TO REVIEW THE MATERIAL IN THIS PACKET AND APPLICABLE MUNICIPAL CODES.

- Two (2) hard copies and one (1) digital copy of applicable materials shall be submitted for staff review at least six (6) weeks prior to the anticipated public hearing with the petition and other required documents.

Attach the following for all Historic District Designation applications:

1. Submit Application with Fees & Proof of Ownership. Complete a hard copy or electronic PDF file of the Historic District Designation application herein. The Letter of Authorization from one (1) owner of record within the proposed historic district is required if an agent is designated or if the owner's signature is not on the petition. *Application Fee of \$250.00 must be included at time of submittal.*
2. Certificate of Acknowledgement Form. A properly completed petition form duly signed by at least 50% of the total number of parcels of real estate and another petition form signed by 50% of the total public street frontage area within the proposed district (both are provided in this packet).
3. List of Properties and Surrounding Property Owners. A list of properties (refer to the form in this packet) within the proposed historic district shall be provided. The list shall, at a minimum, contain the addresses of each of the properties, owner names, Parcel Identification Numbers (PINs), whether the property is contributing or non-contributing, and whether each owner has consented to the nomination. A list of surrounding property owners within 250 feet of the perimeter of the proposed district must also be submitted.
4. Proposed Historic District Inventory Study. A comprehensive inventory study outlining the location of the proposed district shall be submitted. Photographs of each property within the proposed historic district shall be submitted, which identifies the property in the photograph and where the picture was taken.
5. Certificate of Acknowledgement. This form must be completed and demonstrate that at least 51% of the total parcel owners and public frontage owners are in support of the proposed district, as noted on the application. This form must be completed by the owners of record in the proposed district. Signatures by non-owners of record will be considered invalid.
6. Other Information. Any additional supporting documentation which may include, but is not limited to: history, narrative, photos, maps, and a list of addresses with age of structures.



HISTORIC DISTRICT DESIGNATION CRITERIA

Historic district overlay zones are geographically cohesive areas with significant concentrations of buildings and other resources that possess a high degree of historic integrity and convey a district sense of time and place and that have been designated as a historic district by the City Council pursuant to this ordinance. To qualify for designation as a historic district, the subject area must contain abutting pieces of property under diverse ownership that meet approval criteria below. *Attach separate paper if more space is needed.*

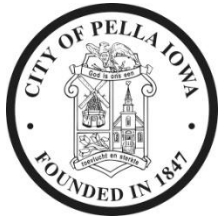
1. Significant in American history, architecture, archaeology, and culture.

2. Possess integrity of location, design, setting, materials, workmanship, feeling, and association.

3. Associated with events that have been a significant contribution to the patterns of our history or are associated with the lives of persons significant in our past.

4. Embody the distinctive characteristics of a type, period, or method of construction, or represent the work of a master, or possess high artistic values, or represent a significant and distinguishable entity whose components may lack individual distinction.

5. Have yielded or may be likely to yield information important in prehistory or history.



CERTIFICATE OF ACKNOWLEDGEMENT FORM

As the owner of a property located within the proposed _____ Historic District, I acknowledge that I have received a copy of the Historic Preservation ordinance and FAQs, and I fully understand the requirements of the ordinance. I have also received a copy of a map identifying the location of the proposed Historic District. I understand that if the Historic District is designated, it will be recorded as such with the County Recorder. I understand any minor or major exterior modifications listed under 165.13.5.5 of the Historic Preservation ordinance that I, or future owners of the property, undertake will require a Certificate of Appropriateness.

| I recommend approval of this district (check) | Property Address | Printed Name of Property Owner | Signature of Owner | Date Signed |
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HISTORIC DISTRICT FAQ INFORMATION HANDOUT

The following provisions are included as part of the Historic District Overlay Zone (Chapter 165.13.5) of the City's zoning ordinance.

1. All properties within a historic district overlay shall obtain a certificate of appropriateness for new construction, demolition, and exterior alterations subject to historic review. The requirements for historic review apply to the following as it pertains to exterior items:
 - a. New construction of single or two-family homes or new accessory buildings for any single family or two family homes in the historic districts.
 - b. Additions to existing structures in the historic districts which require a building permit.
 - c. Alterations to existing structures in the historic districts which require a building permit or demolition permit.
 - d. Alterations to existing structures in the historic districts which do not require a building permit or demolition permit but are visible from a public street or front of the structure do not require historic review; however voluntary historic review is encouraged for such alterations.
2. Applications for historic review for contributing structures in the historic overlay zone will be in conformance with the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings. All other structures within a historic overlay zone will be reviewed in accordance with the Dutch Residential Design Review District Guidelines.
3. For properties which have base zoning which permits multi-family, commercial, or other non-residential uses, design review shall be conducted by the Community Development Committee if said properties are in the Design Review Overlay District pursuant to 165.16, prior to review by the Historic Preservation Commission.
4. Appeals. Any person aggrieved by any decision of the Historic Preservation Commission regarding an application for historic review in a historic district, or for a historic landmark, may appeal the action to the City Council.
5. Compliance with Certificate Required. Issuance of a certificate of appropriateness, certificate of no material effect, or a certificate of economic hardship, is authorization to make only those material changes specified in the approved application. If it is found that such work is not being carried out in accordance with the certificate, the Building Official shall issue a stop work order. Any material change at variance with that authorized by the certificate shall be deemed a violation of these regulations and subject to enforcement as allowed by the Pella City Code herein.

Additional Information:

For additional information regarding the historic district designation process or requirements, contact the City's Zoning Administrator at 641-628-0443 or in person at 825 Broadway Street, Pella, Iowa 50219