



110 N. Poplar Street • PO Box 218 • West Branch, Iowa 52358
(319) 643-5888 • Fax (319) 643-2305 • www.westbranchiowa.org • city@westbranchiowa.org

HISTORIC PRESERVATION COMMISSION MEETING
Monday, April 24, 2017 • 7:00 p.m.
West Branch City Council Chambers, 110 N. Poplar St.
Council Quorum May Be Present

1. Call to Order
2. Roll Call
3. Future Preservation Training
4. Discuss Statement of Goals
5. Discuss 1st Draft of Historic Preservation Plan
6. Discuss Financing Historic Housing Incentives
7. Adjourn

Historic Preservation Commission Members: John Fuller, Lou Picek, Liz Sieberling, Karen Suchomel, Hillary Maurer
Historic Preservation Commission Honorary Members: Cary Wiesner

Mayor: Roger Laughlin • **Council Members:** Jordan Ellyson, Colton Miller, Brian Pierce, Tim Shields, Mary Beth Stevenson
Fire Chief: Kevin Stoolman • **Library Director:** Nick Shimmin
Parks & Rec Director: Melissa Russell • **Police Chief:** Mike Horihan • **Public Works Director:** Matt Goodale

West Branch: Historic Preservation Plan



2017 West Branch Historic
Preservation Plan:
Todd Bagby, Abdullah
Mohammed, Adam Kofoed

University of Iowa
School of Urban and
Regional Planning

April 6th, 2017

“Situated in one of the finest valleys the sun ever shone upon, surrounded by all the natural advantages that man could wish (or nearly so), who would not live in West Branch?”

-from the May 19th, 1871 Index, the first West Branch newspaper

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INTRODUCTION

The updated historic preservation plan for West Branch was produced by University of Iowa Urban and Regional Planning students Todd Bagby, Sarah Gardner, Adam Kofoed, and Abdullah Mohammed during the spring of 2017 with assistance from Professor John Fuller who is a member of West Branch's Historic Preservation Commission (HPC). Community input was conducted on February 23rd, 2017 with approximately 20 attendees. An additional update was reviewed by the HPC on April 6th, 2017. The HPC is one of a number of boards and commissions that advise the West Branch City Council. Its duties are to: ". . . promote the use of and perpetuate, protect, and preserve areas and structures of historic and architectural value for the education, pleasure and welfare of the citizens of the City of West Branch.") This plan is the first historic preservation plan drawn up for the City of West Branch.

Plans such as this one are produced by communities across the country in order to focus community attention on local historic resources. This historic preservation plan also has the prospect of connecting West Branch with state and national entities engaged in historic preservation, and helping the city become eligible for grant funding for preservation projects. The plan was presented in draft form to the community for review and comment in a public meeting sponsored by to be determined and held to be determined in the to be determined room. Approximately to be determined persons were in attendance. No written comments were received; oral comments were incorporated by John Fuller, and the revised plan was presented for adoption by the HPC during its scheduled meeting of to be determined. The HPC reviewed and further revised the plan at that time, and asked that Mr. Fuller forward its final version of the plan to the City and make that plan ready for submission to the State Historical Society of Iowa.

In the pages that follow the role of historic preservation in communities is described. The national legislative context of historic preservation is mentioned briefly, and resources for preservation are listed. Finally, preservation goals for West Branch are presented, together with action steps to help achieve those goals.

SUMMARY OF PAST EFFORTS

The first start of Preservation in West Branch occurred in 1939 called the Herbert Hoover Birthplace Society. They were tasked to oversee the preservation of President Herbert Hoover's birthplace which eventually led became the Herbert Hoover Presidential Library Association. In 1987, the city of West Branch submitted its first national application for its historic district. The application was approved and the following were admitted into the national registry of historic places; 1) Werhman Agency, 2) Cats 'N Dogs Antiques, 3) Rex Hardware Building, 4) Opera Block, 5) 1916 West Branch State Bank, 6) The Hoover House, 7) 1875 West Branch Bank, 8) War Memorial Building, 9) Union Block, 10) Gibson's Barber Shop, 11) West Branch Heritage Museum, 12) Main Street Art & Antiques, 13)Faye's Bakery, and 14) Jeffries Deep Rock. In 1990, 15) Rich & Bailey Business Block was added to the registry. The last building to be registered on the national registry is the Enlow Library which application was approved in 1995.

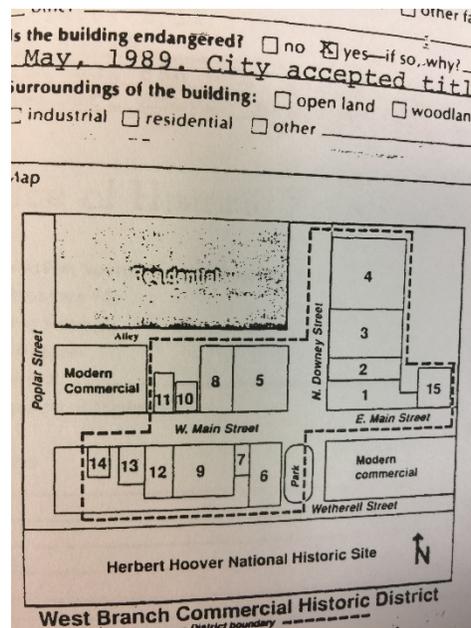


Image 1: Found in 1990 Application for National Registry of Historic Places

In 2010, the city of West Branch adopted a historic preservation plan. The plan was amended to help the city requesting a grant funding for preservation projects and to submitting the plan to the State Historic Society of Iowa. Prior to the plan, West Branch preserved the most magnificent historical resource which is Herbert Hoover Birthplace house. Additionally, more buildings and structure beside the commercial historic districts were registered in the National Register of Historic Places to sustain the identity of the community (such as the Mill Creek Bridge). Currently in 2017, the city of West Branch is updating its historic preservation plan and seeking to apply and comply with Iowa's Certified Local Government program.

PUBLIC SECTOR RESPONSIBILITIES

In general, most of the facility buildings in the city are owned by the county's government including the most historic buildings. In the other hand, the local governments have the responsibility and the controlling over maintaining those buildings and the infrastructure. The public sector responsibility is divided between the county and the local governments.¹ For West Branch, the community is seeking local government employees, the city council, and historic preservation commission will continue to follow all state and federal guidelines for historic preservation. Public sector employees do have the ability to consult the HPC and enforce the ability to properly maintain the Historic Preservation programs of West Branch.

¹ APA Historic plan preparation. **Municipal and county government frequently own some of the most important historic resources in the community- city hall, county building, libraries schools, museums, and parks. In addition, local government are responsible for many infrastructure improvements, including road repair and replacement, sewer upgrading..**

OVERVIEW OF LOCAL HISTORIC PRESERVATION

City and state plans for historic preservation are common nationwide. For example, nearby Iowa City produced its first plan in 1992, and its current version can be found on the city's website (www.iowa-city.com/city/planning/historicPlan.htm). Many other adopted and draft plans for larger and smaller Iowa cities also can be found on the web. Our neighboring state of Wisconsin has its current state plan available on that state's Division of Historic Preservation website www.wisconsinhistory.org/hp/plan.asp. Illinois has had its state plan since 1970, and the current 2008 version is at http://openlibrary.org/b/OL5395072M/State_of_Illinois_historic_preservation_plan.

These plans are done to help guide and structure efforts to conserve historic resources in the interest of improving communities in ways that achieve citizens' goals. It is believed that historic resources are valuable to communities' quality of life and economic wellbeing. Preservation plans can focus attention on these resources and help achieve their optimal utilization.

Cities perform historic preservation planning and plan implementation based on their police powers to protect the health, welfare and safety of their residents. With specific reference to historic preservation, the Supreme Court held that police powers may be used to preserve aesthetic features in *Penn Central Transportation Co. v. City of New York*, 438 U.S. > 104, 129 (1978).

A key resource in Iowa for historic preservation is the State Historical Society of Iowa (SHS), an arm of our state Department of Cultural Affairs. Its activities are described on the Department's web site (www.culturalaffairs.org/shsi/). Among other duties, the SHS operates a Certified Local Government (CLG) program to support local governments' historic preservation programs.

Of special importance to West Branch is our local National Park Service site, because the Park Service is charged with carrying out the primary federal government role in preservation. The Park Service's Historic Preservation Planning Program's goals include strengthening historic preservation in policy and land-use decision-making at the local level, increasing public participation in historic preservation activity, and expanding knowledge in preservation planning. The Service might reasonably be viewed as a key resource and partner in historic preservation for West Branch.

LEGISLATIVE HISTORY OF HISTORIC PRESERVATION

A brief background of historic preservation at the national level in the U.S. would begin with the **Antiquities Act of 1906**, which prohibited unauthorized excavation, removal or defacement of “objects of antiquity” on public land. An **Historic Sites Act of 1935** established the National Park Service as the federal lead agency in historic preservation and cultural resources management. The act directed the Park Service to identify, register, describe, document and purchase important historic properties of national significance. The **National Historic Preservation Act of 1966** established the framework for much of today’s federal historic preservation program. It created an Advisory Council on Historic Preservation, State Historic Preservation Offices and the National Register of Historic Places—which recognizes resources that are of significance at the national, state or local levels. According to this act, all federal agencies must take into account the effects of their actions on historic properties. The **Department of Transportation Act of 1968** required that department to avoid implementing transportation projects that impact historic properties. Impacts to historic properties need to be studied and those impacts minimized as much as possible. The **National Environmental Policy Act of 1969** required broad review of impacts on the natural environment and to the human environment, including cultural resources. There is a long list of other acts and executive orders strengthening and expanding preservation efforts. Notable for the local situation are **Executive Order 13006** (1996) requiring agencies to give priority consideration to using historic buildings in historic neighborhoods in downtown business areas, and **Executive Order 13287** (2003), which states federal policy: “. . . to provide leadership in preserving America’s heritage by actively advancing the protection, enhancement and contemporary use of the historic properties owned by the Federal Government, and by promoting intergovernmental cooperation and partnerships for the preservation and use of historic properties.” Agencies are to appoint Federal Preservation Officers, make lists of their historic properties and review management policies for those properties.

INCENTIVE PROGRAMS FOR HISTORIC PRESERVATION

Quite a variety of support activities exist for historic preservation. Some of the prominent programs include **Federal Rehabilitation Tax Credits**, which give tax credits to property owners for qualified historic property rehabilitation projects. The credits are available for income-producing properties that are National Historic Landmarks, that are listed in the National Register, and that contribute to National Register Historic Districts and certain local historic districts. **Charitable Contributions for Historic Preservation Purposes** are available for partial-interest contributions in historic properties. Iowa offers **Historic Resource Development Program** grants to those in the CLG program for rehabilitating city or county-owned properties that are listed on the National Register. One potential structure in West Branch would be our Town Hall. There is also a competitive, matching **CLG Grant Program** to be used to underwrite historic preservation activities other than building rehabilitation.

GOALS FOR THE HISTORIC PRESERVATION PLAN: 2017

The following set of five goals has been set forward for historic preservation in West Branch. Goal achievement is to begin upon adoption of the plan. Most goals have a number of possible action steps to be undertaken in pursuance of the goal. Progress towards goal achievement is to be evaluated annually.

Old Goal 1

Continue municipal policy to protect historic resources and implement this policy through effective legislation and regulatory measures.

New Goal 1

Strengthen the historic preservation commission's ability to protect historic resources, improve partnerships between municipal government, state government and federal agencies, evaluate historic preservation actives, and actively seek funding opportunities.

- Action 1: Incorporate an updated 2017 West Branch Historic Preservation Plan as an amendment to the West Branch Comprehensive Plan
- Action 2: Evaluate the need for zoning changes in historic and conservation districts to promote neighborhood stabilization and enhancement
- Action 3: Investigate revised Building Code requirements for historic districts
- Action 4: Schedule regular reviews of historic properties
- Action 5: Become a Certified Local Government and follow all guidelines under the program
- Action 6: Support Preservation Commission members and citizens of West Branch in receiving additional education on preservation techniques
- Action 7: Improve enforcement of the Historic Preservation Ordinance
- Action 8: Examine practices for moving historic buildings

Old Goal 2

Provide technical assistance to preserve and improve historic properties

New Goal 2

Establish a residential historic preservation program for housing and neighborhood development

- Action 1: Continue the West Branch Hoover Medallion Program in partnership with the National Park Service
- Action 2: Encourage historic preservation and revitalization of houses over 100 years old, while starting a Century Medallion Program
- Action 3: Develop a Historic Housing recruitment and real estate packet
- Action 4: Coordinate with preservation specialists on techniques for preserving historic buildings and make techniques readily available to the public
- Action 5: Seek financial incentives or assistance for neighborhood development in historic housing areas

- Action 6: Promote historic activities as a recruitment tool to encourage people to live in historic West Branch

Goal 3

Heighten public awareness of historic preservation in West Branch and provide preservation education

- Action 1: Start a quarterly historic night walking tour highlighting West Branch history and preservation
- Action 2: Add to the city website for a section with all information on the historic district, Hoover Medallion Homeownership, and techniques for preserving historic buildings
- Action 3: Actively and regularly gauge public concerns and innovative ideas regarding historic preservation in the community.
- Action 4: Develop an educational and recreational schedule to encourage community activities and education regarding the history of West Branch
- Action 5: Encourage local media to highlight historic preservation in West Branch
- Action 6: Partner with the Hoover Museum and the National Park Service on historical engagement ideas
- Action 7: Investigate the possibility of a historic biking tour or trail for historic houses to promote historic activities in West Branch and promote recreation within historic areas.

Old Goal 4

Maintain and strengthen preservation partnerships between municipal government, state government, and federal agencies

New Goal 4

Maintain and strengthen economic activity in West Branch's current Historic District

- Action 1: Coordinate with current businesses and the local heritage museum on starting a historic district television and radio advertisement program to encourage tourism and promote local small town businesses
- Action 2: Research, develop a plan, and make recommendations to the City Council on future historic and economic advertising of West Branch
- Action 3: Collaborate with the Hoover Museum, the National Park Service, local businesses, including the Presidential Inn, and frequently visit regional locations to promote visiting West Branch's Historic District
- Action 4: Assertively find funding opportunities to help ensure all historic district properties are fully utilized, including upper story living

Old Goal 5

Regularly review and evaluate historic preservation activities

New Goal 5

Expand and document the historic preservation district to include other properties with historic significance and improve public accessibility to historic properties

- Action 1: Establish a public accessible inventory for all historic preservation buildings

- Action 2: Develop maps for the current historic preservation district and potential preservation building
- Action 3: Create a publicly visual inventory of potential historic preservation areas
- Action 4: Encourage Historic Preservation Commission and community members to identify and apply for national registry status and develop a plan for registering targeted historic buildings.
- Action 5: Collaborate and coordinate with local newspapers, the Hoover Museum, the National Park Service, and local historians to record the history of West Branch.
- Action 6: Start a process to help future Historic Preservation Commission members to apply for National Historic Preservation
- Action 7: Add the West Branch Town Hall to the National Register of Historical Places
- Action 8 Add Townsend’s Traveler’s Rest to National Register of Historical Places

DETAILS OF ACTION STEPS

Goal 1

Strengthen the historic preservation commission’s ability to protect historic resources, improve partnerships between municipal government, state government and federal agencies, evaluate historic preservation actives, and actively seek funding opportunities.

Action 1: Incorporate an updated 2017 West Branch Historic Preservation Plan as an amendment to the West Branch Comprehensive Plan

Action 2: Evaluate the need for zoning changes in historic and conservation districts to promote neighborhood stabilization and enhancement

Action 3: Action 3: Investigate revised Building Code requirements for historic districts

The State of Iowa periodically adopts State Historic Building Codes, as well as the International Building Code. It is recommended that both these coeds be investigated for adoption to provide for safer structures, preserve historic features, and assure the highest economic impact from reusing existing historic buildings.

Action 4: Schedule regular reviews of historic properties

Regular evaluation of historic preservation activities undertaken in West Branch will inform the planning process by identifying how well programs and initiatives are or are not working. Such regular evaluation has proven very useful in Iowa City for both informing the city staff, and by showing progress to funders which makes city projects more attractive for grant funding. Following adoption of the Iowa City Historic Preservation Plan in 1992, the Iowa City Historic Preservation Commission (HPC) conducted annual reviews of the plan's ten basic goals and the work plan to achieve them. The results were reported each year in progress reports submitted for Iowa's Certified Local Government program. Annual review and reporting helped the HPC achieve steady progress. It also helped make Iowa City one of the most successful state grant recipients in Iowa. Regular evaluations have had the effect of making the plan into an

ongoing process. The city of West Branch Would benefit from evaluating its historic preservation efforts in a similar fashion, using the goals enumerated in this plan document.

Action 5: Become a Certified Local Government and follow all guidelines under the program

Action 6: Support Preservation Commission members and citizens of West Branch in receiving additional education on preservation techniques

Regular training and up to date knowledge of preservation will be important for West Branch. For a small town it is hard to find enough preservation specialists and their ability to educate the commission, local government officials, and community members will have a significant impact in the enjoyment of historic places.

Action 7: Improve enforcement of the Historic Preservation Ordinance

Consider administrative changes to improve enforcement of historic preservation design review, including regular review of the "Definitions" section in the Historic Preservation Ordinance to make sure language is concise and not open to interpretation.

- A. Strengthen remedies for noncompliance. Examples of such remedies include fines, injunctive relief and compliance orders, forced reconstruction, and loss of further entitlement
- B. Use provisions of the International Building Code to promote maintenance and upkeep of historic properties
- C. Consider administrative changes to improve enforcement of historic preservation design review, including regular review of the "Definitions" section in the Historic Preservation Ordinance to make sure language is concise and not open to interpretation.

Action 8: Examine practices for moving historic buildings

The last resort for preserving a historic building is moving it. This complex issue should be examined by a study group representing various parties responsible for such actions (such as the Historic Preservation Commission, Planning and Zoning, the Zoning Board of Adjustment, Utilities, etc.) to determine if a new ordinance might be warranted or a revised set of policies should be adopted.

Goal 2

Establish a residential historic preservation program for housing and neighborhood development

Action 1: Continue West Branch Hoover Medallion Program in partnership with the National Park Service

The Hoover Medallion Program was previously run by Red Cedar Chapter No. 238 of Questers with an assisting grant from the Iowa Questers. Hoover Medallion Homes were houses that stood during Herbert Hoover's residency in West Branch and were given medallions in 1974. As of March of 2017, only 14 of 18 are currently standing that received medallions.

A.) Investigate if these houses still have medallions, whether there are more houses meeting the Hoover Medallion criteria, and investigate other ideas which may enhance a future program.

B.) Restarting the program and preserving these houses will help start a residential historic housing program that many residents voiced concerns about in a February, 2017 Historic Preservation work session. Strengthening the city's ability to preserve and recruit historic housing preservation will help encourage housing revitalization.

C.) Develop an application process for homeowners interested in the Hoover Medallion Program and homeowners looking to preserve and revitalize their historic houses.

D.) Develop recruitment goals for Hoover Medallion Houses

E.) Develop a plan to advertise historic houses such as small signage for people to read as they walk or bike by Hoover Homes. If such a program exists it will increase awareness and encourage visiting nearby historic neighborhoods.

Action 2: Encourage historic preservation and revitalization of houses over 100 years old, while starting a Century Medallion Program

A.) Develop an application process for homeowners interested in preserving their 100 year old home

B.) Develop recruitment goals for preserving 100 year old homes

C.) Start a Century Medallion Program

Action 3: Develop a Historic Housing recruitment and real estate packet

A good historic housing program should be encourage owning or selling houses and should relieve doubts in maintaining an older home. The Preservation Committee will work with realtors to develop a real estate packet which provides positive information in owning, selling, recruiting, and maintaining older preserved housing.

Action 4: Coordinate with preservation specialist on techniques for preserving historic buildings and make techniques readily available to the public

Providing information to the public is an importing part of West Branch's plan to preserve its older housing. The city and Preservation Commission should plan to receive preservation training, provide a list of developers who are experienced in maintain older homes, and provide a list of businesses that specialize in preserving older material for restoring and revitalizing buildings.

Action 5: Seek financial incentives or assistance for neighborhood development in historic housing areas

Historically recognized homes tend to increase in value faster than other homes, but it can be costly to find materials and maintain the house. Incentives such as tax abatements, tax credits, freezing assessed home values over a number of years, and financial aid will help reduce possible burdens of owning historic homes and will increase the quality of the housing in West Branch.

Examples: The City of Bloomfield, Iowa applied for CDBG grants and used them to put rooftop apartments above their town square. Dubuque, Iowa has received numerous state tax credits to improve its historic district.

Action 6: Promote historic activities as a recruitment tool to encourage people to live in historic West Branch

Goal 3

Heighten public awareness of historic preservation in West Branch and provide preservation education

Action 1: Start a historic night walking tour highlighting West Branch history and preservation
Many residents expressed a lot of interest in historic tours, where in the past, they learned a lot about West Branch. The Historic Preservation Commission Members should host historic walking tours to promote and teach residents about historic preservation in West Branch.

Action 2: Add to the city website for a section with all information on the historic district, Hoover Medallion Homeownership, and techniques for preserving historic buildings

Easy access to information is very important if a historic housing program is successful. The city of West Branch, should strive to have a website similar to Sioux City, Iowa which has plenty of information on how to perform maintenance instructions for homeowners.

Action 3: Actively and regularly gauge public concerns and innovative ideas regarding historic preservation in the community.

A periodic survey of the opinions of historic and conservation district property owners regarding their concerns about the design review process, or the kinds of design aids they would like to see provided, should be taken. These surveys should also be inventoried with the rest of the city's historical documents and surveys.

Action 4: Develop an educational and recreational schedule to encourage community activities and education regarding the history of West Branch

Participation is a huge process for community development. Educational and recreational events involving historic preservation should be planned in advance. This will encourage participation and will give community members time to recruit for their events.

Action 5: Encourage local media to highlight historic preservation in West Branch

Local media is an important player in small towns like West Branch. Utilizing local media in the surrounding area to educate the public about the historic properties in West Branch will increase name recognition and encouraging local tourism of historic West Branch.

Action 6: Partner with the Hoover Museum and the National Park Service on historical engagement ideas

The city, council members, and historic commission members should seek strong relationships with important historical organizations and include them in the engagement process. Working with other organizations will expand participation and increase knowledge, communication, and information between mutual partners.

Action 7: Investigate the possibility of a historic biking tour or trail for historic houses to promote historic activities in West Branch and promote recreation within historic areas.

This could also include investigating an Underground Railroad trail system that John Brown would have traveled on.

Goal 4

Maintain and strengthen economic activity in West Branch's current Historic District

Action 1: Coordinate with current businesses, local heritage organizations, and West Branch Community Development Group on starting a historic district television and radio advertisement program to encourage tourism and promote local small town businesses

Working together is an important aspect of small town historic life. Businesses and houses in the Historic Preservation Districts should advertise together creating name recognition for all historic partners

Action 2: Research, develop a plan, and make recommendations to the City Council on future historic and economic advertising of West Branch

Similar to Marion, Iowa, West Branch should develop a plan to advertise shopping, opening a business, and visiting historic downtown West Branch.

Action 3: Collaborate with the Hoover Museum, the National Park Service, local businesses, including the Presidential Inn, and frequently visit regional locations to promote visiting West Branch's Historic District

Members of the Historic Preservation Commission should design a brochure and other advertising materials, and partner with other regional tourist areas to promote historic West Branch and regional destinations.

Action 4: Assertively find funding opportunities to help ensure all historic district properties are fully utilized, including upper story living

A good historic plan ensures that preserved properties are being used to their fullest potential. Bloomfield, Iowa received CDBG grants to develop upper story living in its historic main street. West Branch can also partner with local accountants to seek and apply for state tax credits much like Dubuque, Iowa does. The historic preservation commission could also sponsor a member to receive grant writing skills at local colleges to improve their competitiveness in receiving grants.

New Goal 5

Expand and document the historic preservation district to include other properties with historic significance and improve public accessibility to historic properties

Action 1: Establish a public accessible inventory for all historic preservation buildings

Sometimes in small towns, town stories and family documents are the main driver of a town's history. The historic preservation should find ways to collect documents and record stories to preserve West Branch's heritage. Finding a sound and accessible place will ensure these cherished memories are captured for the future generations.

Action 2: Develop easily accessible maps for current historic preservation district and potential preservation building

Sometimes, maps are the best way of providing easily understandable information. The commission should strive to store and provide up to date maps of historical buildings, potential historic places, and map significant stories.

Action 3: Create a publicly visual inventory of potential historic preservation areas

Community members of West Branch expressed a lot of interest in historical areas of the town. It is important for the city to document significant historical places and provide that information for citizens. This can lead to future preservation but also provides additional information on the history of West Branch.

Action 4: Encourage Historic Preservation Commission and community members to identify and apply for national registry status and develop a plan for registering targeted historic buildings.

This includes adding buildings to the local preservation district such as the Town Hall and potentially working with Cedar County in preserving The Underground Railroad Stop called Traveler's Rest located just outside West Branch city limits.

Action 5: Collaborate and coordinate with local newspapers, the Hoover Museum, the National Park Service, and local historians to record the history of West Branch.

Action 6: Action 6: Start a process to help future Historic Preservation Commission members to apply for National Historic Preservation

Applying for the National Registry of Historical Places can be timely, and at times confusing. To provide additional tips and explain the process, successful applications should provide a timeline list of procedures and best practices to further encourage applications.

Action 7: Add the West Branch Town Hall to the National Register of Historical Places

Action 8: Add Townsend's Traveler's Rest to National Register of Historical Places

MAINTAIN CLG STATUS AND ANNUAL REVIEWS

The West Branch HPC strives to complete as many goals as possible. In accordance with maintaining a certified local government status and good planning practices, the HPC will meet annually to review the commission's progress. The first item listed is the CLG annual checklist to follow and the second is a timeline of when the HPC hopes to accomplish the goals outline in this historic preservation plan.

A Checklist for Effective Commission Operations and Maintaining CLG Status

The Commission

- Members are all officially appointed by the Mayor/ Board of Supervisors
- Members who are continuing on the commission are officially re-appointed by the Mayor or Board of Supervisors
- No vacant positions
- Demonstrated positive interest in historic preservation
- Members should have the time to attend meetings and support projects

Meetings

- Minimum three times a year but realistically and minimally a commission should be meeting quarterly if not bimonthly.
- There is a regular meeting day, time, and location
- An announcement and the agenda is posted 24 hours before the meeting
- Follow the agenda, do not stray off agenda topics. Be concise and to the point in discussions.
- There is a written set of minutes for every official meeting
- The public is welcome
- Do business only when there is a Quorum of members present. Any time a quorum of commissioners gathers, that is considered an official meeting and must be conducted in adherence to Chapter 21 of the Iowa Code.

Other Responsibilities

- Report regularly to your mayor and city council or county board of supervisors
- Comply with local and state regulations regarding conflict of interest
- Comply with State Gift Law 4. Meet CLG program requirements
- Operate in compliance with the Secretary of the Interior's Standards and Guidelines.
- Set up a system for on-going survey, evaluation and registration
- Maintain a Historic Property Inventory that complies with the State's. Store inventory and other commission in a city or county-owned facility that is controlled but accessible.
- Prepare and follow an annual work plan
- Meet annual historic preservation training requirement
- Complete a minimum of one historic preservation activity a year
- Review National Register of Historic Places nominations
- Complete and submit the CLG Annual Report

TIMELINE FOR HISTORIC PRESERVATION GOALS

To be added after HPC meeting on April 6th, 2017

Goal 1 Actions	Completed within	6 months	1 year	2 years	3 years	4-5 years	Status	Notes
Historic Plan ammended to Comp Plan		x						
Evaluate Need for Historic Zoning			x					
Investigate Building Codes				x				
Schedule Regular Reviews		x						Annually
Become CLG Certified Follow Guidelines		x						UI students completing application
Recieving Additional Education			x					Annually
Examine Enforcement of Historic District			x					Annually
Examine remedies for noncompliance			x					Annually
Administration Changes in enforcement			x					Annually
Examine practices for Moving Buildings						x		
Goal 2 Actions								
Hoover Medallion Program								
A1.)Investigate which houses have medallions			x					
A2.)Investigate houses meeting criteria		Adam						
B)Restart Hoover Medallion Program			x					
C)Develop Application Process		Todd						
D)Develop Recruitment Goals			x					
E)Develop Advertising Plan			x					
Encrouage Preservation of 100yr Homes				x				
A)Develop Application Process		Todd						
B)Develop Recruitment Goals				x				
Develop Historic Real Estate Packet		Adam?						Will need to be updated as incentives and funding changes
Cordinate with preservation speciallists/developers			x					
Seek Financial Incentives								Annually
Request incentives from city council		Adam						
Start fundraising program and or apply for CLG Grant			x					
Request frunding from city council			x					Annual \$750.00
Promote Historic Activities as Recruitment					x			

Goal 3 Actions								
Start a historic night walking tour		x						
Add Historic Preservation to City's Website			x					
Actively gauge public concerns			x			x		annually with survey at 5 year mark
Develop Educational/Recreational Schedule			x					
Encourage local media to cover history			x					
Partner with groups on engagement			x					Annually
Investigate Historic Biking Tour/Trail					x			
Goal 4 Actions								
Advertise historic business,homes,groups					x			
Find/develop plan advertising areas			x					
Collaborate with tourist areas and promote WB				x				
Assertively find funding opportunities			x					Annually
A.) Sponser Individual Recieving Grant Writing Training				x				
Goal 5 Actions								
Establish publically available inventory		x						
Develop easility accessible maps		Students						
Create publically available inventory on potential places		Students						Will need assistance from commission too
Encourage National Registry for potential places				x				Can apply for grants to help with the application process
Collaborate with local historians to tell history of WB					x			
Start aiding process for national registry applications						x		
Add Townhall to National Registry					x			
Add Traveler's Rest to National Registry						x		

APENDIX I: SHORT HISTORY OF WEST BRANCH

Many of the first settlers came to this region were primarily Quakers who traveled by wagon over the Mississippi River crossing the towns of Davenport and Muscatine, then called Bloomington (Stratton 1948, 5). Many believe pioneer farmer David Walton who worked in Ohio and later Indiana was the first settler in Cedar County after hearing about the Black Hawk Purchase of 1835. By the end of 1836, 37 pioneers had staked claims in the county where a few located west of the Red Cedar, currently known as the Cedar River (Abel 2001).

However, it wasn't until 1851 when West Branch, Iowa became inhabited by David Tatum in 1851 compared to Rochester in 1836 and Iowa City 1839 (Abel 2001). Many of the early residents would have interacted with the American Indians who were still living in the open prairie at that time.

Just a few years later around 1856 abolitionist John Brown made frequent visits to another Quaker town nearby called Springdale. Although the Maxson farm that housed John Brown over the winter is no longer standing, the Traveler's Rest/Inn that John Brown also stayed at and was owned by William Townsend is located and still standing in West Branch.

Joseph Steer, a Philadelphian Quaker who turned his attention to real estate and his brother in law, John Wetherell laid out the original plot of West Branch around 1865 (Stratton 1948, 12). Around the time of the original platting of West Branch, Jesse Hoover and his father Eli moved to West Branch from Miami County, Ohio. Jesse who was, President Herbert Hoover's father was the town's blacksmith and married a Canadian Quaker named Hulda Randall Minthorn.

In 1869, a survey and plat was named Cameron, Iowa just east of Main St. which was named after the John S. Cameron, chief engineer of the Burlington, Cedar Rapids, and Northern railroad which was preparing to extend its line through West Branch and Cameron (Stratton 1948, 12). The federal government refused to recognize Cameron as some of its original plat was platted in the town of West Branch (Stratton 1948, 12). According to the local residents, a vote took place between the two towns and West Branch was the winning town name.

On December, 20th 1870, The Burlington, Cedar Rapids, and Northern Railroad came to town and was greeted by West Branch with a banner day (Hoffman 2001). Only five years later, West Branch became an incorporated town in 1875 (Kofoed, West Branch Grows 2001).

"West Branch has given rise to many interesting and notable characters during its 150-year history, but the one who has put it on the map is undeniably Herbert Hoover, U.S. President and statesman, the town's most distinguished native son (Kofoed, Native Son: Herbert Hoover 2001)." President Herbert Hoover was born in West Branch, Iowa on August 10th 1874 to Quaker parents Jesse who died of typhoid fever in 1880 and was the

first to be buried in the West Branch Cemetery (Kofoed, Native Son: Herbert Hoover 2001). Four years later, in 1884, Herbert's other Hulda succumbed to pneumonia (Kofoed, West Branch Grows 2001). After the passing of his parents at age 11, President Herbert Hoover moved to Newberg, Oregon to live with his Uncle Henry John Minthorn.

Like many small towns located near railroads during the agriculture boom in the late 1880's, West Branch became a bustling town. The Opera Block hosted many musicals and wrestling matches, the Hoover House was a hotel for tourists, and the old Indian School had a roller rink (District 1987). All of these buildings are now a part of the West Branch Historic District.

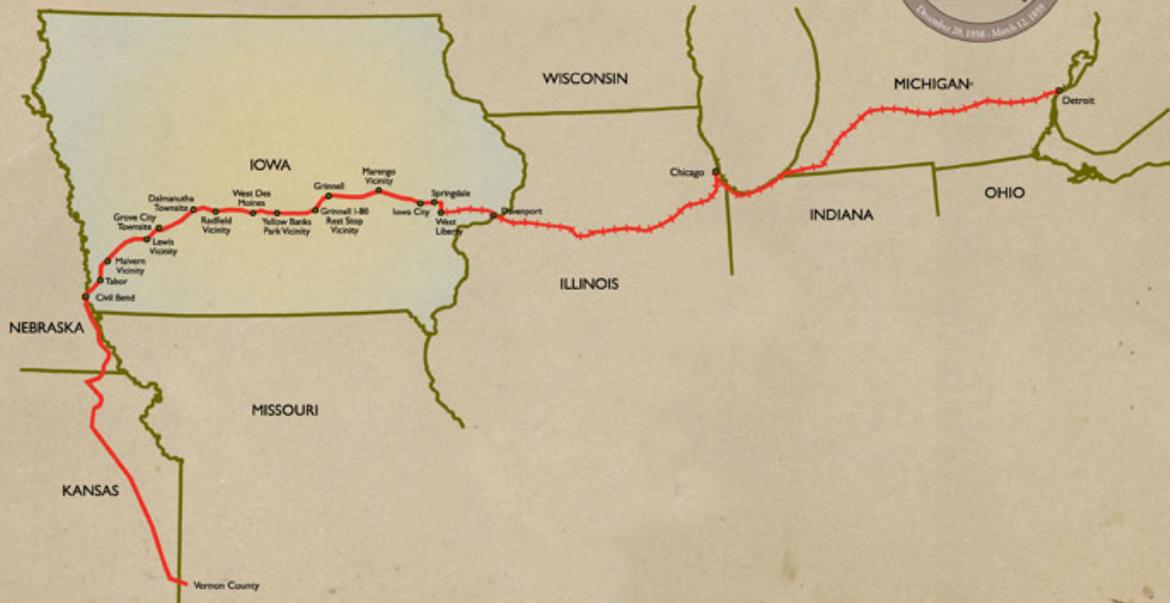
The Herbert Hoover Birthplace Society eventually became the Herbert Hoover Presidential Library Association, was first formed in 1939 to oversee the preservation of Hoover's birthplace. This eventually led to Hoover Birthday Celebrations in 1948 which are still celebrated today as "Hoover Hometown Days" and the creation of the Library Museum in 1951 (Kofoed, Hoover Park Development 2001).

Most of the major housing developments occurred in the early to mid-1900. In the early 1900's most of the single family housing was developed where 4th through 6th street currently are today. Many of the baby boomer housing developments in the mid 1900's were along 1st street, Cookson, Foster, and Thomas Drive. Around the 1960's housing developments occurred near the center of town with an extended Oliphant Street named after one of the early developers of West Branch and outer developments near the golf course called Greenview (Kofoed, West Branch Grows 2001). The early 1990's continued the outward growth near the golf course called Bickford and eventually late 1990's developments were concentrated closer the central town. The late 1990's developments were called Pedersen Valley and the most current developments in 2015 are located near Pedersen Valley called the Meadows.

The Quaker pioneers, railroad, agriculture boom, President Herbert Hoover's fame, and the baby boomers made huge contribution West Branch. Today West Branch is conveniently located next to Interstate 80 and is a good location between to larger cities called Iowa City and Davenport. Today town benefits from historic minded tourists, quick commutes to large employment centers, and its small town historic charm.

Appendix II John Brown Freedom Trail

JOHN BROWN FREEDOM TRAIL 1859



(T. n.d.)

"I prefer to think of Iowa as I saw it through the eyes of a ten-year-old boy and the eyes of all ten-year-olds are or should be filled with the wonders of Iowa's streams and the woods, of the mystery of growing crops. His days should be filled with adventure and great undertakings, with participation in good and comforting things."

-From an informal address by Herbert Hoover before the Iowa Society of Washington in 1927