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110 N. Poplar Street • PO Box 218 • West Branch, Iowa 52358  
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**WEST BRANCH PRESERVATION COMMISSION MEETING**

**Wednesday, May 6, 2020 • 6:30 p.m.**

**\*\*West Branch City Council Chambers, 110 N. Poplar St.**

*Council Quorum May Be Present*

*\*\*An electronic meeting (pursuant to Iowa Code Section 21.8) of the Historic Preservation Commission meeting will be held on Wednesday, May 6, 2020 because a meeting in person is impossible or impractical due to concerns for the health and safety of Commission members, staff and the public presented by COVID-19. Until further notice, all of our commission meetings will be held electronically only. Persons may still attend, observe and participate in the meeting at the Council Chambers, City Hall, 110 N. Poplar St., West Branch, Iowa. Social distancing practices shall be observed for any persons attending the meeting in person at City Hall.*

1. Call to Order
2. Roll Call
3. Elect and Approve \_\_\_\_\_ as Chairperson of the West Branch Preservation Commission./Move to action.
4. Review & Approve Sign Permit request from Touched By Power. / Move to action.
5. Review Chapter 26 – West Branch Preservation Commission
6. Old Business
7. New Business
8. Adjourn

**Meeting will be held via Zoom platform. Please contact the City Office for call in details.**

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**West Branch Preservation Commission Members:** Lou Picek, John Fuller, Liz Seiberling, Dana Gafeller and Karen Suchomel

**West Branch Preservation Commission Honorary Members:** Vacant

**Mayor:** Roger Laughlin • **Council Members:** Colton Miller, Nick Goodweiler, Jodee Stoolman, Jerry Sexton, Tom Dean  
**City Administrator/Clerk:** Redmond Jones II • **Fire Chief:** Kevin Stoolman • **Library Director:** Nick Shimmin  
**Parks & Rec Director:** Melissa Russell • **Police Chief:** Mike Horihan • **Public Works Director:** Matt Goodale



## SIGN PERMIT APPLICATION

BUSINESS

Touched by Power

(full business name)

104 E. MAIN ST.

(street address of business)

APPLICANT

Tracey HARTZ

(name)

1051 305th St Adelissa IA 52720

(permanent address)

PROPERTY  
OWNERWayne MAAS

(name)

Town City IA

(permanent address)

Intended date of installation

ASAP

Linear foot of building frontage

TYPE OF SIGN(S):

- ☒ applied to façade "windows"  
☒ projecting  
☐ fixed post  
☐ movable (sandwich board)

Will sign be illuminated? NO If so, describe means of illumination:

Attach detailed description and sketch of proposed sign.

INCLUDE:

- EXACT MEASUREMENTS
- LOCATION ON BUILDING OR RELATIONSHIP TO BUILDING
- LETTERING STYLE
- COLOR SAMPLES
- MEANS OF SECURING MOVABLE SIGNS

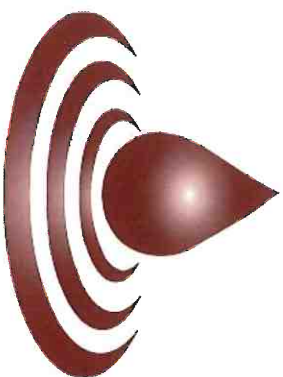
Attached pics and  
measurements  
next to them.

Colors are those as  
printed  
secured by metal pole-hole is already in bldg.

The Preservation Commission would like to work with you in the development of signs that compliment your property and the Historic Downtown District. If you wish to consult with the Commission before finalizing your design, please contact the Chairperson for the schedule of meetings.

COMMISSION RECOMMENDATION:

\* This is proof of what will be a metal  
hanging sign off brick above building - hung off  
metal pole sign size will be 36x20



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- Swedish Massage
- Deep Tissue
- Cupping
- Hot Stones
- Prenatal
- Aromatherapy
- Ionic Body Detox
- Air Brush Tans

Massage Therapy



Tracey Hartz, LMT  
319-631-1214  
[www.touchbypower.com](http://www.touchbypower.com)

Et Spa Services



Front  
Door  
20' wide

Front  
Windows  
2 -  
4 ft wide

will be  
put on  
wireless  
vinyl  
graphics

## CHAPTER 26

### WEST BRANCH PRESERVATION COMMISSION

26.01 Purpose  
26.02 Definitions  
26.03 Commission Established  
26.04 Membership  
26.05 Term  
26.06 Quorum

26.07 Permit Required  
26.08 Application  
26.09 Investigation and Issuance  
26.10 Violation  
26.11 Nonconforming Signs  
26.12 Enforcement  
26.13 Annual Report

#### **26.01 PURPOSE.** The purpose of this chapter is:

1. To foster civic beauty.
2. To stabilize, improve and protect property values.
3. To strengthen the local economy.
4. To promote the use of and to perpetuate, protect and preserve areas and structures of historic and architectural value for the education, pleasure and welfare of the citizens of the City.
5. To serve as a liaison between the City government and the various aspects of the community and other interested organizations and participants.
6. To develop an awareness of our heritage through historic preservation values regarding the community of West Branch, and to create an environment of the period from the 1870's to the 1920's with an appearance compatible with the themes of the Herbert Hoover National Historic Site, blending the areas where possible. Particular attention should be paid to Heritage Square Park, a sensitive area which provides a transition between the site and downtown West Branch.
7. To develop a grant program designed to aid property owners and/or business owners within the preservation district in the design and purchase of signs that will complement the West Branch Historic District and the West Branch Preservation District. Participation in a resulting grant program would be voluntary.

#### **26.02 DEFINITIONS.**

1. "West Branch Historic District" consists of any building in West Branch that is listed on the National Register of Historic Places. All of the terms of this chapter apply to property located within the West

Branch Historic District. *(See Map included in the Appendix to this Code of Ordinances.)*

2. “West Branch Preservation District” consists of all of those properties located within the West Branch Historic District, together with all of those properties in the West Branch Preservation District, as shown on the map included in the Appendix to this Code of Ordinances. The provisions of this chapter relating to signs apply to property located within the West Branch Preservation District. Property located in CB-1, CB-2 and CI-2 Districts may be included in the West Branch Preservation District upon application of the property owner to the City. *(See form of application in the Appendix to this Code of Ordinances.)*

**26.03 COMMISSION ESTABLISHED.** The Council shall establish and maintain a West Branch Preservation Commission which shall be vested with the responsibility of assuring that new construction, exterior alterations and/or repairs to the buildings situated in the Historic District conform to the requirements set forth in the *Standards For The Restoration and Rehabilitation of Historic Structures* and/or the *Standards for Signage Design and Display* and that signs in the Preservation District conform to requirements set forth in the *Standards for Signage Design and Display*. The West Branch Preservation Commission shall be composed of five (5) members, at least one (1) of whom shall be a resident or owner of property in the Preservation District. The West Branch Historic Preservation Commission recommends that three (3) honorary (non-voting) advisory members be appointed by the Council: the Superintendent of Herbert Hoover National Historic Site or representative, the Director of the Herbert Hoover Presidential Library or representative and the Executive Director of the Herbert Hoover Presidential Library Association or representative. *(See the Appendix to this Code of Ordinances for the Standards for Restoration and Rehabilitation of Historic Structures and Standards for Signage Design and Display.)*

**26.04 MEMBERSHIP.** The Commission shall consist of five (5) members, appointed to staggered three-year terms by the Mayor with approval of the Council. Appointments are to be made with due regard to proper representation of residents and property owners of the district. *The members of the West Branch Preservation Commission shall elect the Chair for a term of one year by majority vote at the first scheduled meeting each year.*

*(Ord. 591 – Sep. 05 Supp.)*

**26.05 TERM.** The term of membership on the West Branch Preservation Commission shall be two (2) years. Initial appointment is made in such a manner as to stagger the terms.

**26.06 QUORUM.** Three (3) voting members of the West Branch Preservation Commission shall constitute a quorum.

**26.07 PERMIT REQUIRED.** It is unlawful for any person to begin new construction or to make any external alteration or repairs, including signs, in any manner whatsoever to any building within the confines of the Historic District, or to install or change a sign within the Preservation District, without first obtaining a permit as provided herein.

**26.08 APPLICATION.** Applicants for permit under this chapter must file with the Mayor an application in writing on a form furnished for such purpose, which shall give the following information:

1. Name of applicant and property owner.
2. Permanent address of applicant and full address of property owner.
3. A detailed description of the nature of the proposed construction, external alteration and/or repair to the building.
4. A drawing or sketch of proposed construction or external alteration.
5. The intended start and finish dates for alteration and/or repair.

*(See the Appendix to this Code of Ordinances for Permit Application Form.)*

**26.09 INVESTIGATION AND ISSUANCE.**

1. Upon receipt of application for permit under this chapter by the Mayor or designated alternate, the application shall be checked for compliance with the City of West Branch Building Codes within five (5) days. It shall also be referred upon receipt to the Chairperson of the West Branch Preservation Commission.
2. Applications for construction, alterations and/or repairs not in compliance with City of West Branch Building Codes will be returned to the applicant with a complete explanation of changes necessary for compliance.
3. Upon receipt of application, the Chairperson of the West Branch Preservation Commission shall call a meeting of said Commission. The



Commission shall approve or disapprove the application by majority vote based on the *Basic Standards for the Restoration and Rehabilitation of Historic Structures, Standards for Signage Design and Display, Checklist and Example of Prohibited Signs*. (See Appendix to this Code of Ordinances.) The application and a report of Commission action shall be returned to the Mayor within ten (10) calendar days from date of receipt.

4. Upon receipt of the application and report from the West Branch Preservation Commission, the Mayor or designated agent will issue a permit to authorize construction, alterations and repairs receiving approval of the Commission. The permit shall be issued within twelve (12) calendar days from the date of the application. The permit fee shall be \$10.00.

5. Upon receipt of an unfavorable report from the West Branch Preservation Commission, the Mayor or his or her assigned agent will notify applicant of the rejection and the reason therefor. The applicant will also be informed in the same notification that the rejection can be appealed through the Council at the following regular meeting, or that a revised application may be submitted to the Commission for review.

6. The Council shall serve as an arbitrator on all appeals. The Council shall make a decision within 30 days of an appeal. An appeal of the decision of Council, if any, must be made with the Clerk of District Court within 60 days of the decision of Council.

**26.10 VIOLATION.** Any person violating any provision of this chapter shall be deemed guilty of a misdemeanor; if such violation continues, each day's violation shall be considered a separate offense.

**26.11 NONCONFORMING SIGNS.** All signs installed or displayed on September 9, 1991, are allowed to remain. All signs installed or displayed subsequent to September 9, 1991, and all future signs, including replacements or modifications, must fully comply with this chapter. Variances may be granted upon showing of undue hardship. Before any variance is granted the following conditions must be shown to be present: the sign must be located outside a building and must display a trademark or symbol recognized State-wide or nationally.



**26.12 ENFORCEMENT.** The Mayor or such officer(s) of the City as may be designated by the Mayor shall be responsible for the enforcement of the provisions of this chapter and shall notify those persons or establishments who are in violation of this chapter. The Historic Preservation Commission or any private citizen may notify the Mayor that a sign may be in violation of this chapter, but it is the Mayor's duty to enforce this chapter.

**26.13 ANNUAL REPORT.** The Commission shall report annually to the Council on its activities. The report shall be presented to the Council each year in July. The Commission shall submit a preliminary budget to the City Council the first meeting in January each year. *(Ord. 565 – Feb. 04 Supp.)*

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