



**HISTORIC PRESERVATION COMMISSION MEETING**  
**WEDNESDAY, July 23, 2025 - 6:30 P.M.**  
**CITY COUNCIL CHAMBERS**  
**110 N. POPLAR STREET, WEST BRANCH, IOWA**  
*Council Quorum May Be Present*

<https://zoom.us/j/5814699699> or  
*dial in phone number 1-312-626-6799 with Meeting ID 581 469 9699*

**AGENDA**

1. Call to Order
2. Roll Call
3. Approve Consent Agenda/Move to action.
  - a. Approve minutes from the May 21, 2025 meeting.
4. Non-Consent Agenda. /Move to action.
  - a. Review and approve an awning design permit from The Down Under, 102 W. Main Street. / Move to action.
5. Comments from Commission Members
6. Next regular Historic Preservation Commission meeting; Wednesday, October 15, 2025
7. Adjourn

## **West Branch Historic Preservation Commission**

Wednesday, May 21, 2025

City Council Chambers, 110 North Poplar Street

Commission Members Present: Peggy Hermann, John Fuller, Lou Picek, Dana Gaffeler, Liz Seiberling

City Staff Present: Adam Kofoed, City Administrator

Public Present: None.

1. Call to Order.
2. Roll Call.
3. Approve Consent Agenda:
  - a. Approve minutes from the January 15, 2025 meeting.
    - i. Moved by: Lou Picek
    - ii. Seconded by: Peggy Hermann
    - iii. All ayes. The motion carries
  - b. Approve minutes from the April 16, 2025 meeting.
    - i. Moved by: Lou Picek
    - ii. Seconded by: Peggy Hermann
    - iii. All ayes. The motion carries
4. Non-Consent Agenda:
  - a. Review and approve a sign permit for The Black Rose, 116 W. Main Street
    - i. No objections.
    - ii. Moved by: John Fuller
    - iii. Seconded by: Liz Seiberling
    - iv. All ayes. The motion carries
  - b. Review and approve an awning design permit from John Dick, 105 W. Main Street
    - i. No objections.
    - ii. Moved by: Lou Picek
    - iii. Seconded by: John Fuller
    - iv. All ayes. The motion carries
  - c. Review and approve a sign permit for Izzy's Treasures, 105 S. Downey Street
    - i. No objections.
    - ii. Moved by: Lou Picek
    - iii. Seconded by: Dana Gaffeler
    - iv. All ayes. The motion carries
5. Comments from Commission Members
  - a. Lou reached out to the Barber Shop to let him know about the signage application requirements should they want to have signage installed.
  - b. Dana followed up on creating a 501c3 for Traveller's Rest funding and determined it would be relatively easy.
    - i. It would be called "Friends of Historic Preservation.
    - ii. This is currently in Adam's hands for next steps. He will schedule this for closer to the fiscal year end to capitalize on funds allocated for next year.
    - iii. Fundraising could occur during 2026 Hoover Hometown Days.

- c. Phase 4 Heritage Hill:
  - i. Applying for tax credits, closer on the Main Street side.
  - ii. Designed in a way that the Main Street facing side could be used as the front, though it will actually face away from it.
  - iii. This is located outside of the Historic District, however there may be a new Urban Renewal area in the City, that would include East Main Street, avoiding residential properties.
  - iv. Purpose:
    - 1. Parkside development is having financial issues and will not be developing at Heritage Hill Phase 4.
    - 2. A new developer will received the same kind of offer.
  - v. Not anticipating historic preservation involvement yet.
- d. Comprehensive plan
  - i. Feedback is planned to be collected in September.
  - ii. Historic Preservation should be included in the updated Comprehensive plan.
  - iii. It would include downtown reconstruction at the square, including infrastructure.
  - iv. There is a storytelling component in video form.
  - v. Participating UI students may be around town this summer to visit West Branch.
- e. Main Street grant applications:
  - i. There were approximately 9 applications.
- f. Grass roots opportunities to help those who are unable to care for their lawns and homes:
  - i. There is nothing unofficial known at this time. There could have been a strategy in the comprehensive plan to incorporate it in the City for those that cannot afford this effort, but it was not adopted at this time due to conflicts at the State level.
  - ii. Silver chord may have the opportunity.
  - iii. Dana will connect with Jessie to see what she thinks.
- 6. Next Regular Meeting: Wednesday, July 16, 2025 at 6:30pm
- 7. Adjourn
  - a. Moved by: John Fuller
  - b. Seconded By: Lou Picek
  - c. All ayes. The motion carries



## DESIGN APPROVAL / SIGN PERMIT APPLICATION

(Required for all exterior signage or facade work in the Main Street West Branch Downtown District)

Full Business Name: The Down Under

Business Street Address: 102 W Main St

Applicant Name: Mike Jones

Applicant Permanent Address: 49 Greenview Dr

Applicant Email: mikejonesappraisals@gmail.com

Applicant Phone Number: 3195309006

Does the applicant own the building? ☐ Yes ☒ No

If not, please attach a letter from the owner expressing permission for this project.

**\*\*REVIEW THE MAIN STREET IOWA RECOMMENDATIONS FOR SIGNS, AWNINGS & LIGHTING TO HELP ENSURE YOUR APPLICATION'S APPROVAL.\*\***

**TYPE OF PROJECT:** Please mark all that apply.

☐ Sign Applied to Facade ☐ Projecting/Blade Sign ☐ Fixed Post Sign ☒ Awning or Canopy  
☐ Other: \_\_\_\_\_

**Attach a detailed description and rendering of the proposed sign, awning or facade work. Including:**

- Dimensions and placement on the building/property.
- Illustrated drawing or mock-up of completed project
- Color samples
- Illumination method (if applicable)
- Type of Materials CANVAS

**APPROVAL STEPS:** Please allow 30 days.

1. Submit to Main Street West Branch for review / approval (email [mainstreetwestbranch@gmail.com](mailto:mainstreetwestbranch@gmail.com) or drop off at the office, 127 W Main St)
  - a. MSWB will vet the application through the Historic Preservation Commission if the property is in the Historic Preservation District or Planning & Zoning Commission if required.
  - b. Applications not in alignment with MSI Design Standards and overall aesthetic goals of the downtown district will be returned to the applicant with a complete explanation of changes necessary for alignment.
2. Review by the City Administrator and Historic Preservation Chair.
  - a. Applications not in compliance with City of West Branch ordinances will be returned to the applicant with a complete explanation of changes necessary for compliance.
3. Upon receipt of the application and approval from all above, the City will issue a permit to authorize installation. The permit fee shall be \$10.00, payable to the City of West Branch.

MSWB Received: \_\_\_\_\_  
MSWB Reviewed: \_\_\_\_\_

Commission Received: \_\_\_\_\_  
Commission Reviewed: \_\_\_\_\_

City Received: \_\_\_\_\_  
City Reviewed: \_\_\_\_\_

Applicant  
Notified: \_\_\_\_\_

Applicant Email Address: \*

mikejonesappraisals@gmail.com

Applicant Phone Number: \*

3195309006

Do you own the building? \*

☐ Yes

☒ No

If you do not own the property where you intend to complete this project you must attach a letter from the owner expressing permission for this project.

Upload 1 supported file. Max 10 MB.

 Add file

Type of Project: *Select all that apply* \*

☐ Sign Applied to Facade

☐ Project / Blade Sign

☐ Fixed Post Sign

☒ Awning or Canopy

☐ Other:



**Attach a detailed description and rendering of the proposed sign, awning or facade work. Including:** \*

- Dimensions and placement on the building/property.
- Illustrated drawing or mock-up of completed project
- Color samples
- Illumination method (if applicable)
- Type of Materials

Upload up to 5 supported files. Max 10 MB per file.

 [Add file](#)

Other notes or details you'd like to share with the review committees:

Your answer

A copy of your responses will be emailed to the address you provided.

Submit

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Google Forms





Mike Jones <mikejonesappraisals@gmail.com>

## Permission for Awning

2 messages

John Proeller <thehooverhouse@gmail.com>

Fri, Mar 28, 2025 at 11:51 AM

To: "Jessi Simon, WB Community Development Group" <mainstreetwestbranch@gmail.com>

Cc: Mike Jones <mikejonesappraisals@gmail.com>

Hi Jessi,

Mike asked me to give you a letter authorizing the installation of an awning over the DownUnder stairs. That sounds like a fine idea and is OK by me.

Thanks,

John

Jessi Simon, Main Street West Branch <mainstreetwestbranch@gmail.com>

Fri, Mar 28, 2025 at 12:13 PM

To: John Proeller <thehooverhouse@gmail.com>

Cc: Mike Jones <mikejonesappraisals@gmail.com>

Thank you! Mike you can save this email to submit with your application.



### Jessi Simon

Executive Director  
Main Street West Branch

☎ 3196437100

📞 3195302985

🌐 [mainstreetwestbranch.org](http://mainstreetwestbranch.org)

✉ [mainstreetwestbranch@gmail.com](mailto:mainstreetwestbranch@gmail.com)

📍 127 W Main St (PO Box 786), West Branch, IA 52358



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