HISTORIC PRESERVATION COMMISSION MEETING
WEDNESDAY, November 19, 2025 - 6:00 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 October 15, 2025 meeting.
4. Non-Consent Agenda. /Move to action.
   a. Review and approve a Sign Permit for the Serving Cafe, 209 E. Main Street. / Move to action.
5. Discussion/Presentation – U of I Student Team update on progress.
6. Comments from Commission Members
7. Next regular Historic Preservation Commission meeting; Wednesday, January 21, 2026
8. Adjourn

West Branch Historic Preservation Commission
Wednesday, October 14, 2025
City Council Chambers, 110 North Poplar Street

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

City Staff Present: None.

Public Present: Manda Brown, Sally Peck, Glendon Klein

1. Call to Order.
2. Roll Call.
3. Approve Consent Agenda:
    a. Approve minutes from the July 23, 2025 meeting.
        i. Moved by: Lou Picek
        ii. Seconded by: John Fuller
        iii. All ayes. The motion carries
4. Non-Consent Agenda:
    a. Review and approve awning design permit from Izzy's Treasure105 S. Downey Street.
        i. Discussion:
            1. The awning will be solid light green, not striped.
            2. Following approval, the business will apply for a grant
            3. The purpose is to brighten up the entrance to attract patrons.
        ii. Moved by: Lou Picek
        iii. Seconded by: John Fuller
        iv. All ayes. The motion carries
    b. Review and approve awning design permit from Ensell Properties, 101 W Main Street.
        i. Discussion:
            1. What is shown is represented lower and larger than it will be installed. It will be smaller and higher, meeting regulatory requirements.
            2. It will be two-sided.
        ii. Moved by: Liz Seiberling
        iii. Seconded by: John Fuller
        iv. All ayes. The motion carries
5. Comments from Commission Members:
    a. None.
6. Next Regular Meeting: Wednesday, January 21, 2026 at 6:30pm
7. Adjourn
    a. Moved by: John Fuller
    b. Seconded By: Dana Gafeller
    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 Serving Cafe

Business Street Address: 209 E Main Street West Branch

Applicant Name: Jennifer Walker

Applicant Permanent Address: 127 280th Street West Branch

Applicant Email: theservingcafe@gmail.com

Applicant Phone Number: 319-631-8615

Does the applicant own the building?　　[x] 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　　[x] Fixed Post Sign　　[ ] Awning or Canopy
[x] Other: Logo signage installed in front landscaping near main street

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

APPROVAL STEPS: *Please allow 30 days.*
1. Submit to Main Street West Branch for review / approval (email 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: _____　　Commission Received:_____　　City Received:_____　　Applicant
MSWB Reviewed:_____　　Commission Reviewed:_____　　City Reviewed:_____　　Notified:

The Serving Café – Logo Signage Permit Request

Topical view of placement

Frontal View of placement

Signage Dimensions

47" – 48"

Signage Mockup

Illumination

Solar powered lighting will be purchased for illumination