



HISTORIC PRESERVATION COMMISSION MEETING
WEDNESDAY, January 21, 2026 - 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 November 19, 2025 meeting.
4. Non-Consent Agenda. /Move to action.
 - a. Review and approve a design concept for The Honey Den and Main Street Sweets, 104 & 106 E. Main Street. / Move to action.
 - b. Nominate _____ for Chairperson for the Historic Preservation Commission for 2026. /Move to action.
 - c. Nominate _____ for Vice Chairperson for the Historic Preservation Commission for 2026. / Move to action.
 - d. Nominate _____ for Secretary for the Historic Preservation Commission for 2026. / Move to action.
5. Discussion/Presentation – U of I Student Team update and timeline.
6. Comments from Commission Members
7. Next regular Historic Preservation Commission meeting; Wednesday, April 15, 2026
8. Adjourn

Mayor: Roger Laughlin • **Council Members:** Tom Dean, Colton Miller, Chantry Noel, Mike Horihan, Jerry Sexton
City Administrator Adam Kofoed • **City Clerk** Alycia Friis • **Fire Chief** Kevin Stoolman • **Library Director** Jessie Schafer
Parks & Rec Director Erin Laughlin • **Police Chief** Greg Hall • **Public Works Director** Matt Goodale

West Branch Historic Preservation Commission

Wednesday, November 19, 2025

City Council Chambers, 110 North Poplar Street

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

City Staff Present: Adam Kofoed

Public Present: Will (william-harter@uiowa.edu), Seth, and Thea, students from the University of Iowa

1. Call to Order.
2. Roll Call.
3. Approve Consent Agenda:
 - a. Approve minutes from the October 15, 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 for the Serving Café, 209 E. Main Street.
 - i. Discussion:
 1. Illumination intent is unclear. It is allowed to be lit from the ground. It is assumed that the sign will not be self-illuminated.
 - ii. Moved by: John Fuller on the condition that the lighting strategy is confirmed to be an appropriate type, facing upwards.
 - iii. Seconded by: Lou Picek
 - iv. All ayes. The motion carries
5. Discussion/Presentation – U of I Student Team update
 - a. CLG (Certified Local Government) status:
 - i. This is being finalized.
 - ii. The City is 95% complete with the submission.
 - iii. SHPO (State Historic Preservation Office) grants become available upon status completion.
 - iv. Maintaining status should be achievable as many requirements are already being met.
 - v. The team has been working with SHPO to get recommendations for the group. New items include:
 1. Including an educational component to provide citizens with information about the historic preservation efforts and processes. It was noted that this could be a page on the website, for example.
 2. Participate in more historic preservation trainings.
 - a. CAMP (Commission Assistance and Mentoring Program). Provides location preservation training, exercises, resources, and mentoring. The cost is a \$75 one-time fee.
 - b. NAPC webinar series. These are free.
 - c. NAPC in-person summit “Preserve Iowa Summit” on June 2 and 3, 2026 in Ankeney, IA.
 - vi. SHPO representative, Allison Archambo: allison.archambo@iowaEDA.com

- vii. A specific number of hours for training time required was not given.
 - viii. Total amount of grant funding given out last year to CLGs, was just under \$100,000.
 - ix. Issues:
 - 1. Time for deliberation of a signage application.
 - 2. Overlap of historic district maps.
 - 3. The U of I group will provide suggestions as a part of their deliverable.
 - x. Adam would like to know what the realistic number of hours required dedicated to CLG maintenance. Comments were not provided by Allison on this topic.
 - xi. A commission member is to be responsible for documentation of efforts – namely training documentation.
6. Comments from Commission Members:
- a. Main Street design meeting recap:
 - i. Enforcement of ordinances was brought up and discussed who is responsible for enforcement if there is an ordinance in place. Presently there is nothing in the ordinances that protects grounds, sidewalks, etc.
 - 1. Painting on sidewalks is seen as art/free speech by individuals.
 - 2. Adam would enforce ordinances if they apply.
 - 3. Main Street can provide the list of issues to Adam to follow up on.
7. Next Regular Meeting: Wednesday, January 21, 2026 at 6:30pm
8. Adjourn
- a. Moved by: John Fuller
 - b. Seconded By: Lou Picek
 - c. All ayes. The motion carries



Historical Preservation Committ

BUILDING PERMIT APPLICATION

****New construction of commercial, industrial or multi-family (3-or more dwellings) require a Site Plan Application to be submitted and approved by the Planning & Zoning Commission and City Council prior to a building permit being issued.**

Project Description: ☒ Commercial ☐ Industrial ☐ Multi-family (3 or more units)

Project Address 106 E. Main Street & 104 E Main St (GIS address for both is 106 E. Main)

Parcel #: 050013081010020

Applicant Name: Tiffany Leschke-Frederick

Applicant Address: 512 290th St. West Branch, Iowa 52358

Phone: 224-628-1309 **Email:** thehoneydeniowa@gmail.com

Structure Use: Retail Store and Ice Cream/Restaurant **Max Occupancy:**

Total Square Footage (finished) 775 & 1128 **(Unfinished)** Basement is 630

Valuation* \$150,000 The Project Valuation shall include total value of work, including materials and labor,

for which the permit is being issued, including electrical, gas, mechanical, plumbing equipment and permanent systems. If, in the opinion of the Building Official, the valuation is underestimated on the application, the final building permit valuation shall be set by the Building Official.

Owner Name Tiffany Leschke-Frederick **Phone** 224-628-1309

Mailing Address 512 290th St. West Branch, Iowa 52358

Email Thehoneydeniowa@gmail.com

Architect or Engineer Name: **Phone**

Mailing Address

Email

General Contractor Partner Home Advantage **Phone**

Mailing Address

Email

Electrical Contractor Oasis Electric or Advanced Electric

Plumbing Contractor Lynchs Plumbing

Address	115 S 2nd St, West Branch, IA 52358	Lic#	Phone
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HVAC Contractor Climate Engineers

Address	3005 Robins Road Hiawatha, IA 52233	Lic#	Phone
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Water & Sewer Contractor Lynch's Plumbing

Address	Lic#	Phone
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I hereby certify that I have read and examined and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does presume to give authority to violate or waive the provisions of any other laws required by Federal, State, and City or covenants regulating construction or the performance of construction. Any unapproved changes herein shall make the application invalid.

Applicant Signature _____ Date _____

Please print above name here Tiffany Leschke-Frederick

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☐ Approved ☐ Denied

Permit No. _____

Zoning Administrator _____ Date _____

Permit Fee

Water & Sewer Connection Fee

Water Meter & Radio Read Fee

Sidewalk Recording Fee_____

Knox Box Fee

Wastewater Lift Station Connection Fee (if applicable) _____

Inspection Fees: \$50 for each re-inspection for a failed inspection (to be billed as occurred)

*Total Fees:

Revised 5/2019

INSTRUCTIONS FOR Commercial, Industrial and Multi-family building permits

1. Confirming property lines, buried utilities, easements, restrictive covenants, or association requirements are strictly the responsibility of the owner and/or contractor. It is the responsibility of the owner and/or contractor to locate and be able to substantiate exact locations of lot pins.
2. IOWA ONE CALL (811 or 800-292-8989) must be notified prior to excavation of any kind.
3. Every *permit* issued shall become invalid unless the work authorized by such *permit* is commenced within 180 days after its issuance, or if the work authorized by such *permit* is suspended or abandoned for a period of 180 days after the time the work is commenced.
4. **Required Information: submit to the City Office, 110 N. Poplar or email:**
permits@westbranchiowa.org
 - ☐ Complete building permit application (signed and dated)
 - ☐ 2 sets of building plans, no larger than 11x17, or Pdf
 - ☐ Erosion control in place and maintained during construction – permits will not be issued until an initial inspection of the site is conducted and required controls are in place.
5. **Required Inspections:** the yellow inspection sheet must be displayed in a conspicuous place on the job
 - **Footings** - must be inspected prior to being poured.
 - **Underslab plumbing** - must be inspected prior to backfilling trenches.
 - **Water & Sewer service connections**
 - **Electric & Gas Service**
 - **Rough in** - inspection of rough plumbing, electrical, mechanical and framing must be done prior to the installation of insulation and drywall.
 - **Sidewalks** - must be installed according to Chapter 136.07 WB Code of Ordinances.
 - **Final** – final inspection must be passed before a certificate of occupancy will be issued. All inspection fees must be paid prior to issuance of Certificate of Occupancy.
6. **Contact the Zoning Administrator / Building Inspector at 319-330-9806 at least 48 hours in advance of an inspection request.**

DESIGN CONCEPT PROPOSAL

April 1, 2025

The Honey Den, 106 Main Street, West Branch, IA

Project #02124-Updated



Design recommendations are based upon field inspection during the site visit and/or information provided by the owner/tenant and are conceptual only. They are not intended for construction purposes. Additional consultation, or the use of specialized consultants including a licensed architect or engineer, may be required for additional design development and for individual issues or concerns. Prior to beginning any work, consult with local officials to ensure compliance with local codes and ordinances.



Existing building viewed from Main Street. Material changes indicate the phasing of additions to the building, most prominently the old auto shop building on the right, and the newest addition to the left, identifiable by its hipped roof.

NOTES

The property at 106 Main Street consists of a circa 1920's auto service station with a small, attached building constructed to the west. A later addition extends north from the east side of the building. The service station building currently houses a restaurant, *Main Street Sweets*, while the addition houses a candy store, *The Honey Den*. The business owners of *The Honey Den* have recently acquired the building and the adjacent 104 Main Street as part of their plans to expand their business. The owners plan to make facade improvements to the building and expand its footprint, solidifying the business as a downtown destination, in coordination with the adjacent *Main Street Sweets*. The purpose of this design proposal is to provide recommendations on expanding the building's footprint, establishing better curb appeal, and better activating the courtyard space in front of the businesses as a shared hub. This proposal has been updated to reflect a need for a food packaging area to support their growing candy shipping business.

- We recommend building a small addition on the west edge of the building to create additional retail floor space and a new primary entrance with street presence. The proposed plan extended the hipped roof over the addition with a flat-roofed section in the center. A second addition extends from the addition with a separate roofline. There are two options for roofing the second addition;

- a) Option A: Utilizes a flat roof with a short parapet. This option creates a lower-profile roofline on the second addition. We recommend a membrane roof such as TPO.
 - b) Option B: Utilizes a shed roof sloping towards the street. This option would allow for architectural shingles or metal roof to be installed. Ensure the pitch is a minimum 3:12 and properly installed per manufacturers specifications for low-slope applications.
- We recommend residing the building with new clapboard siding in a smooth finish. Siding should have a 3-4" reveal to reflect the "Boomtown" style siding of nearby buildings. Wood or cement board siding are suitable options that are durable and have a quality finish. Avoid vinyl siding.
- We recommend utilizing the corner of the new addition to establish a grander and no-step entry.
- We recommend adding a new restroom that conforms to ADA accessibility standards. The proposed plan utilizes existing plumbing in the existing kitchen area for the restroom, allowing for a larger storage/food packaging and prep area. [ADA tax credits](#) are available through the IRS to help offset the cost of accessibility improvements.
- We recommend building a new smaller elevated deck from 104 Main with new ADA ramp and stairwells for better connection between businesses. We recommend using a wire railing system, or similar low-visibility railing. This will help to maintain an open feeling. We recommend an apron screening around the deck to keep out animals. The ADA ramp and patio stair are placed to create a similar experience to both routes.
- We recommend installing strand lighting over the patio/deck areas to encourage outdoor use in the evenings and to support extended business hours. We also recommend installing gooseneck lights on the new addition.
- We recommend incorporating new planting areas and using a permeable paving material for the patio to aid with stormwater management.
- We recommend black or dark bronze windows/doors on the new addition and for replacement windows on the front façade. We recommend enlarging the front windows by lowering the sills and maintaining the same headers.
- We recommend a neutral color palette for the buildings siding and roof, and using accent features to add color and interesting features. This will allow the greater flexibility and reduce the cost of making changes. Ideal areas to incorporate accent colors include:
 - a) Business signage
 - b) Gooseneck lighting
 - c) Outdoor furniture
 - d) Entry door
 - e) Canvas awning
 - f) Murals/Sculptural elements
- There is ample storage space in the basement of the building. We recommend utilizing this area for storage. For better access to the basement entrance, we recommend installing a secondary entrance/exit on the east

wall as shown in the floor plan. This would also provide connectivity to the side pathway for street and alley parking connectivity. The door can be limited for staff use only if desired.

- The *Main Street Sweets Building* has a classic auto shop typology. We recommend accentuating this by removing clap board siding, which is likely covering brick, and installing new doors within infilled openings as shown. We recommend black or dark bronze for new windows/doors.
- We recommend removing the timber awning and residing the false front between the two businesses with a neutral architectural siding option.
- We recommend installing a fixed or retractable canvas awning above the primary storefront window. This will enhance the “candy shop” aesthetic.
- There is opportunity to incorporate retro or modern graphics to advertise business offerings and possibilities for to incorporate interactive sculptural elements in the courtyard as shown.
- We recommend new updated signage to promote business branding. Add business identifying signage. Consider multiple scales – larger signage on the upper façade is more visible from a distance, while vinyl letter signage on doors and windows is at a pedestrian scale. We recommend a projecting sign for the *Honey Den* on the corner of the 106 building and mounted signage on the upper façade of 104 for *Main Street Sweets*.

Main Street Iowa recommendations follow the [Secretary of Interior's Standards](#) for the rehabilitation of historic buildings. Additional information on technical guidance can be found in [Preservation Briefs](#) prepared by the National Park Service.

COLOR SCHEME

Benjamin Moore paint colors and Sunbrella awning fabric is shown here for reference. Appearance of color samples will vary depending on computer screen or printer – view actual samples for color matching.



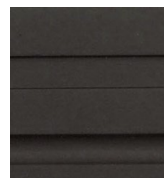
#HC-138



#OC-68



Charcoal



Dark Bronze



#4987-0000

Main Street Iowa design staff is available to provide continued assistance as the project progresses. Please contact Sarah Lembke (515.348.6181 or sarah.lemcke@iowaeda.com) or Keegan Hall (515. 348.6186 or keegan.hall@iowaeda.com) with any questions, requests for technical information or project updates.



Option A: Concept rendering from Main Street showing addition with covered corner entry, and second addition with flat roof and parapet. The exterior cladding is removed from the Main Street Sweets building and updated windows.



DESIGN CONCEPT

Project #20124-Updated

The Honey Den, 106 Main Street, West Branch, IA

Date: April 1, 2025



Option B: Concept rendering from Main Street showing addition with covered corner entry, and second addition with shed roof.



DESIGN CONCEPT

Project #20124-Updated

The Honey Den, 106 Main Street, West Branch, IA

Date: April 1, 2025



Concept Rendering showing new entry. The extended roofline creates a covered entry. The approach is regraded to provide an accessible entry. The nook between the building and deck allows access to the sewer clean-out and opportunity for a playful sculptural feature.



Concept Rendering showing new patio with ADA compliant ramp. Foldable picnic tables provide flexible seating that can be easily stowed away during periods of inclement weather.

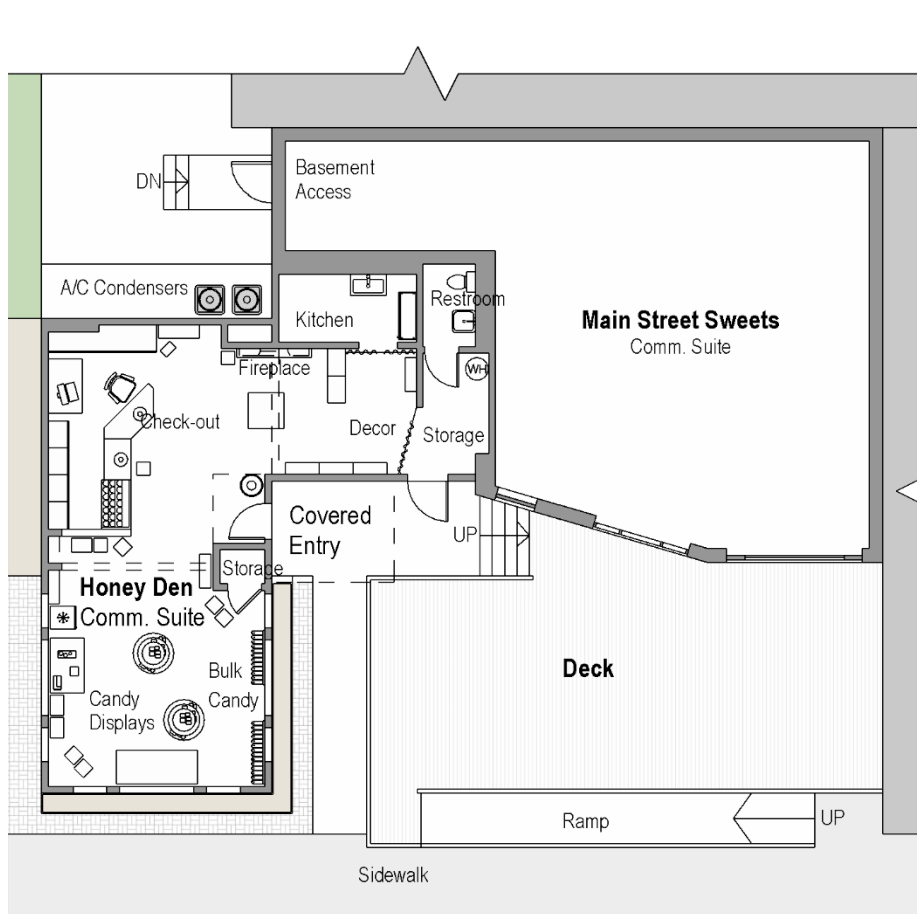


DESIGN CONCEPT

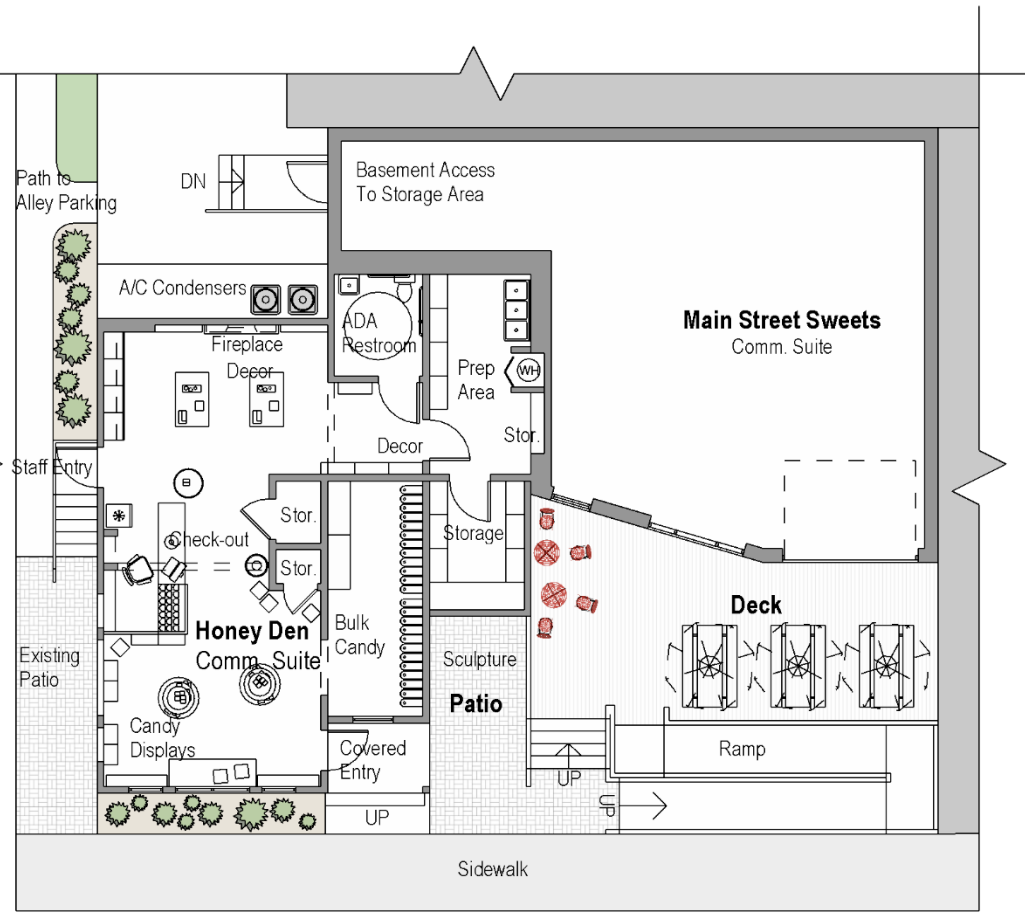
Project #20124-Updated

The Honey Den, 106 Main Street, West Branch, IA

Date: April 1, 2025



EXISTING FLOOR PLAN



PROPOSED FLOOR PLAN



DESIGN CONCEPT

Project #20124-Updated

The Honey Den, 106 Main Street, West Branch, IA

Date: April 1, 2025