



PLANNING AND ZONING COMMISSION MEETING

Tuesday, January 27, 2026 • 7:00 p.m.

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

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

1. Call to Order
2. Roll Call
3. Approve Agenda/Move to action.
 - a. Approve minutes from the November 25, 2025 meeting.
4. Public Hearing/Non-Consent Agenda. /Move to action.
 - a. Nominate _____ for Chairperson for the Planning & Zoning Commission for 2026. /Move to action.
 - b. Nominate _____ for Vice Chairperson for the Planning & Zoning Commission for 2026. / Move to action.
 - c. Nominate _____ for Secretary for the Planning & Zoning Commission for 2026. / Move to action.
 - d. Review and Approve Building Plans for Honey Den rebuild./ Move to Action
5. Discussion
6. City Staff reports
7. Comments from Chair and Commission Members
8. Next regular Planning & Zoning Commission meeting Tuesday, March 24, 2025
9. Adjourn

Planning & Zoning Commission Members: Chair John Fuller, Vice Chair Ryan Bowers, Brad Bower,

Matt Van Scyoc, Madison Conley, Emilie Walsh, Ryan Foley · **Zoning Administrator:** Terry Goerdt

Mayor: Roger Laughlin · **Council Members:** Mike Horihan, Colton Miller, Chantry Noel, Jerry Sexton, Tom Dean

City Administrator: Adam Kofoed **City Clerk:** Alycia Friis · **Fire Chief:** Kevin Stoolman · **Police Chief:** Greg Hall

· **Public Works Director:** Matt Goodale



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 _____

Subcontractors who will also perform work on this project:

Electrical Contractor Oasis Electric or Advanced Electric
Address _____ Lic# _____ Phone _____
Plumbing Contractor Lynchs Plumbing
Address 115 S 2nd St, West Branch, IA 52358 Lic# _____ Phone _____
HVAC Contractor Climate Engineers
Address 3005 Robins Road Hiawatha, IA 52233 Lic# _____ Phone _____
Water & Sewer Contractor Lynch's Plumbing
Address _____ Lic# _____ Phone _____

The undersigned has submitted the required plans and specifications which are hereto attached, incorporated into and part of this application. The undersigned agrees to construct in accordance with the approved plans and specifications; notify the Building Inspector when required inspections are needed; will not use or occupy this structure or structures covered by the permit until the certificate of occupancy has been issued; and will not proceed with construction until the permit has been issued.

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

FOR OFFICE USE ONLY

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: _____

*Certificate of Occupancy will not be issued until all fees have been paid.

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.



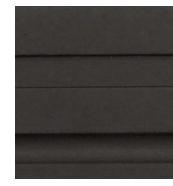
#HC-138



#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.lembke@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 regrade 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.



DESIGN CONCEPT

Project #20124-Updated

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

Date: April 1, 2025



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.

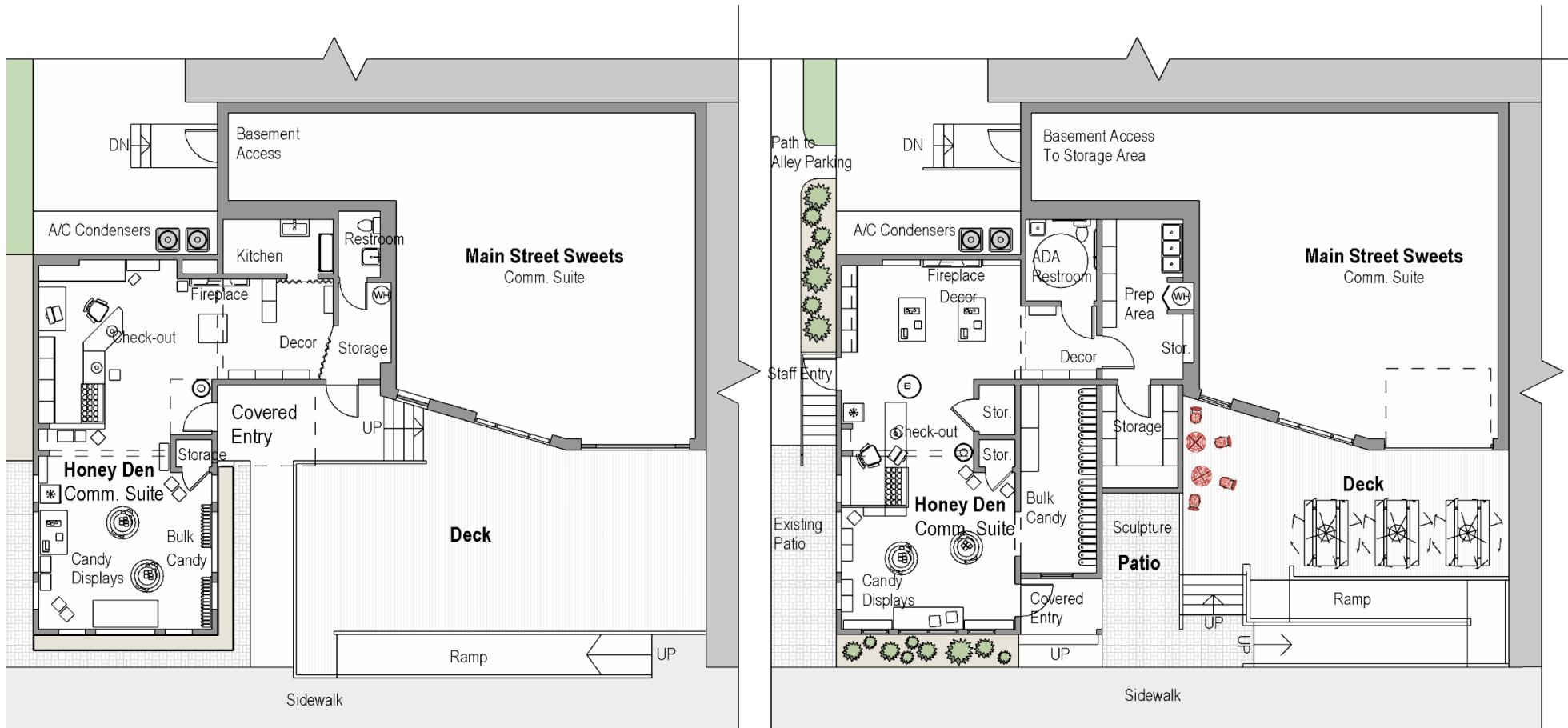


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