

## **West Branch Historic Preservation Commission**

Wednesday, January 21, 2026

City Council Chambers, 110 North Poplar Street

Commission Members Present:

Peggy Hermann, John Fuller, Dana Gaffeler, Liz Seiberling

City Staff Present: Adam Kofoed, City Administrator

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

1. Approve consent Agenda:
  - a. Moved by: John Fuller
  - b. Seconded by: Peggy Hermann
  - c. All ayes. The motion carries.
2. Approve minutes from the previous meeting on November 19, 2025:
  - a. Moved by: John Fuller
  - b. Seconded by: Dana Gaffeler
  - c. All ayes. The motion carries.
3. Non-Consent Agenda/Move to Action:
  - a. Election of Commission Officers:
    - i. Chairperson: Dana Gaffeler
    - ii. Vice Chairperson: Liz Seiberling
    - iii. Secretary: Liz Seiberling
      1. Moved by: John Fuller
      2. Seconded: Peggy Hermann
      3. All ayes. The motion carries.
4. Discussion/Presentation – University of Iowa Student Team
  - a. Update:
    - i. Update West Branch Comprehensive Plan, then can move forward with CLG status application.
  - b. Timeline:
    - i. Questionnaire was provided to each Commission Member.
      1. Due to Adam or Will by January 30, 2026.
      2. Comments are optional, but encouraged.
    - ii. The team would like to meet with the group in February to review the feedback request.
      1. The third Wednesday of February may not be feasible. Adam will send an email with date options.
    - iii. Group training in March.
    - iv. Public input session in March for Historic Preservation Plan
  - c. Refer to the Historic Preservation Commission packet from August 1, 2017 to reference the Historic Preservation Plan.
5. Comments from Commission Members:
  - a. Metal awning at 112 W, Main St. did not go through the Commission.

- i. Adam will draft a letter with Attorney oversight and share with Dana prior to sending to the Building Owner.
- 6. Next regular Historic Preservation Commission meeting; Wednesday, April 15, 2026
- 7. Adjourn
  - a. Moved by: John Fuller
  - b. Seconded by: Peggy Hermann
  - c. All aye's. The motion carries.