



**HISTORIC PRESERVATION COMMISSION MEETING**  
**WEDNESDAY, May 20, 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 March 18, 2026 meeting.
4. Non-Consent Agenda. /Move to action.
  - a. Review and Approve the Sign Permit application for Kate and Alivia Boutique./ Move to Action.
5. Discussion/Presentation
6. Comments from Commission Members
7. Next regular Historic Preservation Commission meeting; Wednesday, July 15, 2026
8. Adjourn

## **West Branch Historic Preservation Commission**

Wednesday, March 18, 2026

City Council Chambers, 110 North Poplar Street

Commission Members Present:

Peggy Hermann, John Fuller, Liz Seiberling, Lou Picek

City Staff Present: Adam Kofoed, City Administrator

Public Present: None.

1. Approve minutes from the previous meeting on February 18, 2026:
  - a. Not yet completed. This will be approved at the next meeting.
2. Non-Consent Agenda/Move to Action:
  - a. Review and Approve City Ordinance Chapter 25, Historic Preservation Commission Amendment
    - i. Comments:
      1. No changes for operation.
      2. Temporarily takes away the signage and display ordinance due to the necessary sequence of events.
    - ii. Moved by: John Fuller
    - iii. Seconded: Liz Seiberling
    - iv. All ayes. The motion carries.
  - b. Public Hearing – Certification Agreement by and between Iowa State Historic Preservation Officer and the City of West Branch
    - i. Moved by: John Fuller
    - ii. Seconded: Lou Picek
    - iii. All ayes. The motion carries.
3. Discussion/Presentation – University of Iowa Student Team
  - a. Due to Spring Break, this will occur at a later date.
4. Comments from Commission Members:
  - a. Adam will reach out to Will to see if he needs to see additional historic documents. Lou will facilitate as needed.
5. Next regular Historic Preservation Commission meeting; Wednesday, April 16, 2026
6. Adjourn
  - a. Moved by: John Fuller
  - b. Seconded by: Lou Picek
  - c. All aye's. 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: Kate & Alivia Boutique

Business Street Address: 109 E Main (Unit B)

Applicant Name: Kori Leighty

Applicant Permanent Address: 616 Cedar Bend Dr Solon, IA 52333

Applicant Email: kateandalivia@gmail.com

Applicant Phone Number: 319-480-8990

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: Window decals

**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 - **see attached.**
- Window decal on center storefront window  
 Kate&Alivia Boutique logo with white letters, and  
 "Women's Clothing" on left lower window, "Stylish  
 Accessories" on right lower window pane. Also logo  
 and hours on entry door. 20x36 aluminum blade sign  
 white rectangle with black logo and black bracket.  
**SEE ATTACHED MOCKUP.**

**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: 4/14  
 MSWB Reviewed: 4/25

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

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

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



Install location:  
will be at least 7'  
above sidewalk.  
Bracket style TBD.

Will be white vinyl letters  
(not black text on white)

*kate*  
*&*  
*alivia*

— B O U T I Q U E —

----- Forwarded message -----

**From:** **Ensell Properties** <ensellpropertiesllc@gmail.com>

**Date:** Thu, Apr 30, 2026 at 3:14 PM

**Subject:** Sign approval

**To:** kateandalivia@gmail.com <kateandalivia@gmail.com>

We approve Kate and Alivia's signage for 109 E Main Street Commercial Unit B!

Thank you,  
Lindsay Klein