

City of West Branch

~A Heritage for Success~

110 N. Poplar Street • PO Box 218 • West Branch, Iowa 52358
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WEST BRANCH PRESERVATION COMMISSION MEETING

Tuesday, December 8, 2015 • 6:30 p.m.

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

Council Quorum May Be Present

1. Call to Order
2. Roll Call
3. Approve recommendation to City Council to adopt the model ordinance establishing a historic preservation commission for the City of West Branch, Iowa; providing for the recognition and promotion of historic sites and defining powers and duties of the commission./Move to Action.
4. Approve Sign Permit Application for 102 W. Main Street./Move to Action.
5. Downtown Lighting Update
6. West Branch Historic District and West Branch Preservation District Boundaries
7. Adjourn

West Branch Preservation Commission Members: Alan Bohanan, John Fuller, Peggy Jeffries, Lou Picek, vacant

West Branch Preservation Commission Honorary Members: Lynn Smith, Karen Suchomel, Cary Wiesner

Mayor: vacant • **Council Members:** Jordan Ellyson, Colton Miller, Brian Pierce, Tim Shields, Mary Beth Stevenson

City Administrator/Clerk: Matt Muckler • **Fire Chief:** Kevin Stoolman • **Library Director:** Nick Shimmin

Parks & Rec Director: Melissa Russell • **Police Chief:** Mike Horihan • **Public Works Director:** Matt Goodale

CHAPTER 26

WEST BRANCH PRESERVATION COMMISSION

26.01 Purpose	26.07 Permit Required
26.02 Definitions	26.08 Application
26.03 Commission Established	26.09 Investigation and Issuance
26.04 Membership	26.10 Violation
26.05 Term	26.11 Nonconforming Signs
26.06 Quorum	26.12 Enforcement
	26.13 Annual Report

26.01 PURPOSE. The purpose of this chapter is:

1. To foster civic beauty.
2. To stabilize, improve and protect property values.
3. To strengthen the local economy.
4. To promote the use of and to perpetuate, protect and preserve areas and structures of historic and architectural value for the education, pleasure and welfare of the citizens of the City.
5. To serve as a liaison between the City government and the various aspects of the community and other interested organizations and participants.
6. To develop an awareness of our heritage through historic preservation values regarding the community of West Branch, and to create an environment of the period from the 1870's to the 1920's with an appearance compatible with the themes of the Herbert Hoover National Historic Site, blending the areas where possible. Particular attention should be paid to Heritage Square Park, a sensitive area which provides a transition between the site and downtown West Branch.
7. To develop a grant program designed to aid property owners and/or business owners within the preservation district in the design and purchase of signs that will complement the West Branch Historic District and the West Branch Preservation District. Participation in a resulting grant program would be voluntary.

26.02 DEFINITIONS.

1. "West Branch Historic District" consists of any building in West Branch that is listed on the National Register of Historic Places. All of the terms of this chapter apply to property located within the West

Branch Historic District. *(See Map included in the Appendix to this Code of Ordinances.)*

2. “West Branch Preservation District” consists of all of those properties located within the West Branch Historic District, together with all of those properties in the West Branch Preservation District, as shown on the map included in the Appendix to this Code of Ordinances. The provisions of this chapter relating to signs apply to property located within the West Branch Preservation District. Property located in CB-1, CB-2 and CI-2 Districts may be included in the West Branch Preservation District upon application of the property owner to the City. *(See form of application in the Appendix to this Code of Ordinances.)*

26.03 COMMISSION ESTABLISHED. The Council shall establish and maintain a West Branch Preservation Commission which shall be vested with the responsibility of assuring that new construction, exterior alterations and/or repairs to the buildings situated in the Historic District conform to the requirements set forth in the *Standards For The Restoration and Rehabilitation of Historic Structures* and/or the *Standards for Signage Design and Display* and that signs in the Preservation District conform to requirements set forth in the *Standards for Signage Design and Display*. The West Branch Preservation Commission shall be composed of five (5) members, at least one (1) of whom shall be a resident or owner of property in the Preservation District. The West Branch Historic Preservation Commission recommends that three (3) honorary (non-voting) advisory members be appointed by the Council: the Superintendent of Herbert Hoover National Historic Site or representative, the Director of the Herbert Hoover Presidential Library or representative and the Executive Director of the Herbert Hoover Presidential Library Association or representative. *(See the Appendix to this Code of Ordinances for the Standards for Restoration and Rehabilitation of Historic Structures and Standards for Signage Design and Display.)*

26.04 MEMBERSHIP. The Commission shall consist of five (5) members, appointed to staggered three-year terms by the Mayor with approval of the Council. Appointments are to be made with due regard to proper representation of residents and property owners of the district. The members of the West Branch Preservation Commission shall elect the Chair for a term of one year by majority vote at the first scheduled meeting each year.

(Ord. 591 – Sep. 05 Supp.)

26.05 TERM. The term of membership on the West Branch Preservation Commission shall be two (2) years. Initial appointment is made in such a manner as to stagger the terms.

26.06 QUORUM. Three (3) voting members of the West Branch Preservation Commission shall constitute a quorum.

26.07 PERMIT REQUIRED. It is unlawful for any person to begin new construction or to make any external alteration or repairs, including signs, in any manner whatsoever to any building within the confines of the Historic District, or to install or change a sign within the Preservation District, without first obtaining a permit as provided herein.

26.08 APPLICATION. Applicants for permit under this chapter must file with the Mayor an application in writing on a form furnished for such purpose, which shall give the following information:

1. Name of applicant and property owner.
2. Permanent address of applicant and full address of property owner.
3. A detailed description of the nature of the proposed construction, external alteration and/or repair to the building.
4. A drawing or sketch of proposed construction or external alteration.
5. The intended start and finish dates for alteration and/or repair.

(See the Appendix to this Code of Ordinances for Permit Application Form.)

26.09 INVESTIGATION AND ISSUANCE.

1. Upon receipt of application for permit under this chapter by the Mayor or designated alternate, the application shall be checked for compliance with the City of West Branch Building Codes within five (5) days. It shall also be referred upon receipt to the Chairperson of the West Branch Preservation Commission.
2. Applications for construction, alterations and/or repairs not in compliance with City of West Branch Building Codes will be returned to the applicant with a complete explanation of changes necessary for compliance.
3. Upon receipt of application, the Chairperson of the West Branch Preservation Commission shall call a meeting of said Commission. The

Commission shall approve or disapprove the application by majority vote based on the *Basic Standards for the Restoration and Rehabilitation of Historic Structures, Standards for Signage Design and Display, Checklist and Example of Prohibited Signs*. (See Appendix to this Code of Ordinances.) The application and a report of Commission action shall be returned to the Mayor within ten (10) calendar days from date of receipt.

4. Upon receipt of the application and report from the West Branch Preservation Commission, the Mayor or designated agent will issue a permit to authorize construction, alterations and repairs receiving approval of the Commission. The permit shall be issued within twelve (12) calendar days from the date of the application. The permit fee shall be \$10.00.

5. Upon receipt of an unfavorable report from the West Branch Preservation Commission, the Mayor or his or her assigned agent will notify applicant of the rejection and the reason therefor. The applicant will also be informed in the same notification that the rejection can be appealed through the Council at the following regular meeting, or that a revised application may be submitted to the Commission for review.

6. The Council shall serve as an arbitrator on all appeals. The Council shall make a decision within 30 days of an appeal. An appeal of the decision of Council, if any, must be made with the Clerk of District Court within 60 days of the decision of Council.

26.10 VIOLATION. Any person violating any provision of this chapter shall be deemed guilty of a misdemeanor; if such violation continues, each day's violation shall be considered a separate offense.

26.11 NONCONFORMING SIGNS. All signs installed or displayed on September 9, 1991, are allowed to remain. All signs installed or displayed subsequent to September 9, 1991, and all future signs, including replacements or modifications, must fully comply with this chapter. Variances may be granted upon showing of undue hardship. Before any variance is granted the following conditions must be shown to be present: the sign must be located outside a building and must display a trademark or symbol recognized State-wide or nationally.

26.12 ENFORCEMENT. The Mayor or such officer(s) of the City as may be designated by the Mayor shall be responsible for the enforcement of the provisions of this chapter and shall notify those persons or establishments who are in violation of this chapter. The Historic Preservation Commission or any private citizen may notify the Mayor that a sign may be in violation of this chapter, but it is the Mayor's duty to enforce this chapter.

26.13 ANNUAL REPORT. The Commission shall report annually to the Council on its activities. The report shall be presented to the Council each year in July. The Commission shall submit a preliminary budget to the City Council the first meeting in January each year. *(Ord. 565 – Feb. 04 Supp.)*

ORDINANCE

736

AN ORDINANCE ESTABLISHING A HISTORIC PRESERVATION COMMISSION FOR THE CITY OF WEST BRANCH, IOWA; PROVIDING FOR THE RECOGNITION AND PROMOTION OF HISTORIC SITES AND DEFINING POWERS AND DUTIES OF THE COMMISSION.

BE IT ORDAINED BY THE CITY COUNCIL OF WEST BRANCH, IOWA:

Section 1: Purpose and Intent

The purpose of this ordinance is to:

- a. Promote the educational, cultural, economic and general welfare of the public through the recognition, enhancement, and perpetuation of sites and districts of historical and cultural significance;
- b. Safeguard the City's historic, aesthetic, and cultural heritage by preserving sites and districts of historic and cultural significance;
- c. Stabilize and improve property values;
- d. Foster pride in the legacy of beauty and achievements of the past;
- e. Protect and enhance the City's attractions to tourists and visitors and the support and stimulus to business thereby provided;
- f. Strengthen the economy of the City;
- g. Promote the use of sites and districts of historic and cultural significance as places for the education, pleasure, and welfare of the people of the City.

Section 2: Definitions

- a. Commission. The West Branch Historic Preservation Commission, as established by this ordinance.
- b. Historic District. An area which contains a significant portion of sites including archaeological sites, buildings, structures, objects and/or other improvements which, considered as a whole, possesses integrity of location, design, setting, materials, workmanship, feeling, and association, and
 1. embodies the distinctive characteristics of a type, period, or method of construction, or that represents the work of a master, or that possesses high artistic values, or that

- represents a significant and distinguishable entity whose components may lack individual distinction; or
 - 2. is associated with events that have made significant contributions to the broad patterns of our local, state or national history; or
 - 3. possesses a coherent and distinctive visual character or integrity based upon similarity of scale, design, color, setting, workmanship, materials, or combinations thereof, which is deemed to add significantly to the value and attractiveness of properties within such area.
 - 4. is associated with the lives of persons significant in our past; or
 - 5. has yielded, or may be likely to yield, information important in prehistory or history.
- c. *Historic Landmark. A site including archaeological sites, object, structure or building which,*
- 1. is associated with events that have made a significant contribution to the broad patterns of our history; or
 - 2. is associated with the lives of persons significant in our past; or
 - 3. embodies the distinctive characteristics of a type, period, or method of construction, or that represents a work of a master, or that possesses high artistic values, or that represents a significant and distinguishable entity whose components may lack individual distinction; or
 - 4. has yielded, or may be likely to yield, information important in prehistory or history.

Section 3: West Branch Historic Preservation Commission

- a. The Commission shall initially consist of five members who shall be residents of the City.
- b. Members of the Commission shall be appointed by the Mayor with the advice and consent of the City Council. Members shall demonstrate a positive interest in historic preservation, possessing interest or expertise in architecture, architectural history, historic preservation, city planning, building rehabilitation, conservation in general or real estate.
- c. The original appointment of the members of the Commission shall be, three for two years, and two for three years, from January 1 following the year of such appointment or until their successor is appointed to serve for the term of three years.
- d. Vacancies occurring in the Commission, other than expiration of term of office, shall be only for the unexpired portion of the term of the member replaced.
- e. Members may serve for more than one term and each member shall serve until the appointment of a successor.
- f. Vacancies shall be filled by the City according to the original selection as aforesaid.

- g. Members shall serve without compensation.
- h. A simple majority of the commission shall constitute a quorum for the transaction of business.
- i. The Commission shall elect a Chairman who shall preside over all Commission meetings and elect a Secretary who shall be responsible for maintaining written records of the commission's proceedings.
- j. The Commission shall meet at least three (3) times a year

Section 4: Powers of the Commission

- a. The Commission may conduct studies for the identification and designation of historic districts and landmarks meeting the definitions established by this ordinance. The commission may proceed at its own initiative or upon a petition from any person, group, or association. The Commission shall maintain records of all studies and inventories for public use.
- b. The Commission may make a recommendation to the State Historic Preservation Office for the listing of a historic district or landmark in the National Register of Historic Places and may conduct a public hearing thereon.
- c. The Commission may investigate and recommend to the City Council the adoption of ordinances designating historic landmarks and historic districts if they qualify as defined herein; and
- d. Provide information for the purpose of historic preservation to the governing body.
- e. Promote and conduct an educational and interpretive program on historic properties within its jurisdiction.
- f. Other Powers. In addition to those duties and powers specified above, the Commission may, with City Council approval:
 1. Accept unconditional gifts and donations of real and personal property, including money, for the purpose of historic preservation.
 2. Acquire by purchase, bequest, or donation, fee and lesser interests in historic properties, including properties adjacent to or associated with historic properties.
 3. Preserve, restore, maintain and operate historic properties, under the ownership or control of the Commission.
 4. Lease, sell, and otherwise transfer or dispose of historic properties subject to rights of public access and other covenants and in a manner that will preserve the property.
 5. Contract, with the approval of the governing body, with the state or the federal government or other organizations.

6. Cooperate with the federal, state and local governments in the pursuance of the objectives of historic preservation.

Section 5: Severability

Should any section or provision of this ordinance be decided by a court of this state to be unconstitutional or invalid, such decision shall not affect the validity of the ordinance as a whole or any part thereof other than the part so decided to be unconstitutional or invalid.

Section 6: Amendatory Provisions

The City may amend this ordinance to meet any unforeseen circumstances which may affect the duties and responsibilities of the Commission.

Section 7: Effective Date

This ordinance shall take effect immediately upon passage and publication as required by law.

Passed, adopted and approved this ____ day of _____ 20__.

City of West Branch, Iowa.

Mayor Roger Laughlin

City Clerk Matt Muckler

RECEIVED
10/26/15

SIGN PERMIT APPLICATION

BUSINESS The DownUnder
(full business name)
102 W MAIN ST
(street address of business)

APPLICANT Mlice Jones
(name)
49 Greenview Dr WB
(permanent address)

PROPERTY OWNER John Foeller
(name)
PO Box 189 WBT
(permanent address)

COMMISSION:	
RECEIVED	_____
REVIEWED	_____
NOTIFIED	_____
BUILDING OFFICIAL:	
DATE APPROVED	_____
PERMIT NUMBER	_____
DATE ISSUED	_____

Intended date of installation December
Linear foot of building frontage 68

TYPE OF SIGN(S): _____ applied to façade
 projecting
 _____ fixed post
 _____ movable (sandwich board)

Will sign be illuminated? YES If so, describe means of illumination:
Directional Bullet Lights

Attach detailed description and sketch of proposed sign.
 INCLUDE:

- EXACT MEASUREMENTS
- LOCATION ON BUILDING OR RELATIONSHIP TO BUILDING
- LETTERING STYLE
- COLOR SAMPLES
- MEANS OF SECURING MOVABLE SIGNS

The Preservation Commission would like to work with you in the development of signs that compliment your property and the Historic Downtown District. If you wish to consult with the Commission before finalizing your design, please contact the Chairperson for the schedule of meetings.

COMMISSION RECOMMENDATION: _____

PAID
10/26/15
ck # 1004
\$10⁰⁰11



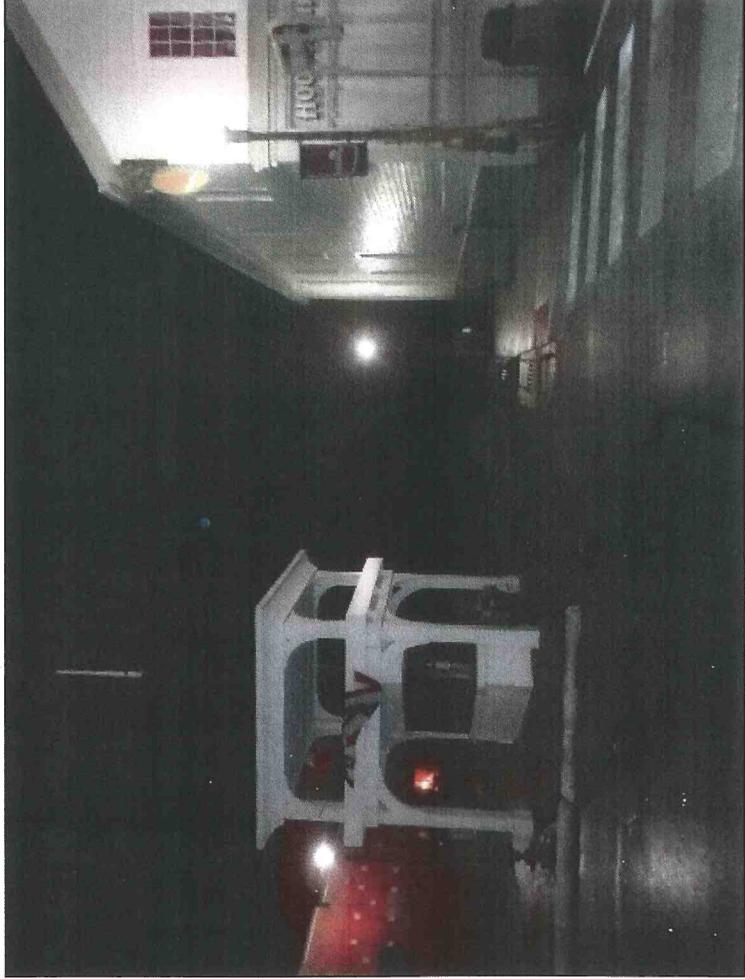
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10/12/2015

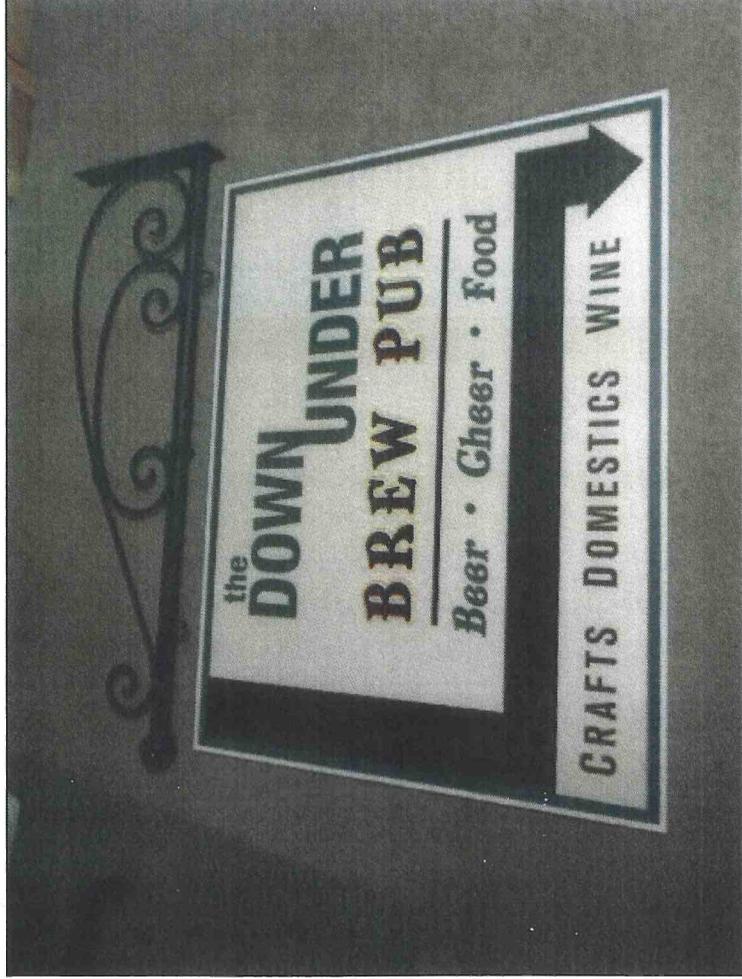
Photograph Addendum

Borrower/Client	
Property Address	102 W Main St
City	County
State	Zip Code
Lender	
Mike Jones	

102 W Main DownUnder



Sign



3' x 4'

Form LPC4X6 — "WinTOTAL" appraisal software by a la mode, inc. — 1-800-ALAMODE

ORDINANCE NO. 735

AN ORDINANCE AMENDING THE STANDARDS FOR SIGNAGE DESIGN AND DISPLAY FOUND IN THE APPENDIX TO THE CODE OF ORDINANCES OF THE CITY OF WEST BRANCH, IOWA.

1. BE IT ENACTED by the City Council of West Branch, Iowa, that the Appendix of the Code of Ordinances of the City of West Branch, Iowa is hereby amended by inserting the following language in the last sentence in Section II of the *Standards for Signage Design and Display*:

Only the following signs shall be permitted in the Heritage Square area, including South Downey Street and the intersections of South Downey with Wetherell Street and Main Street:

a. Applied signs.

b. Projecting signs on the east and west sides of the Heritage Square area.

2. This amendment to the ordinance shall be in full effect from and after its publication as by law provided.
3. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.
4. If any section, provision, or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of this ordinance as a whole or any part, section, or provision thereof not adjudged invalid or unconstitutional.

Passed and approved this 30th day of November, 2015.

First Reading: November 2, 2015
Second Reading: November 16, 2015
Third Reading: November 30, 2015

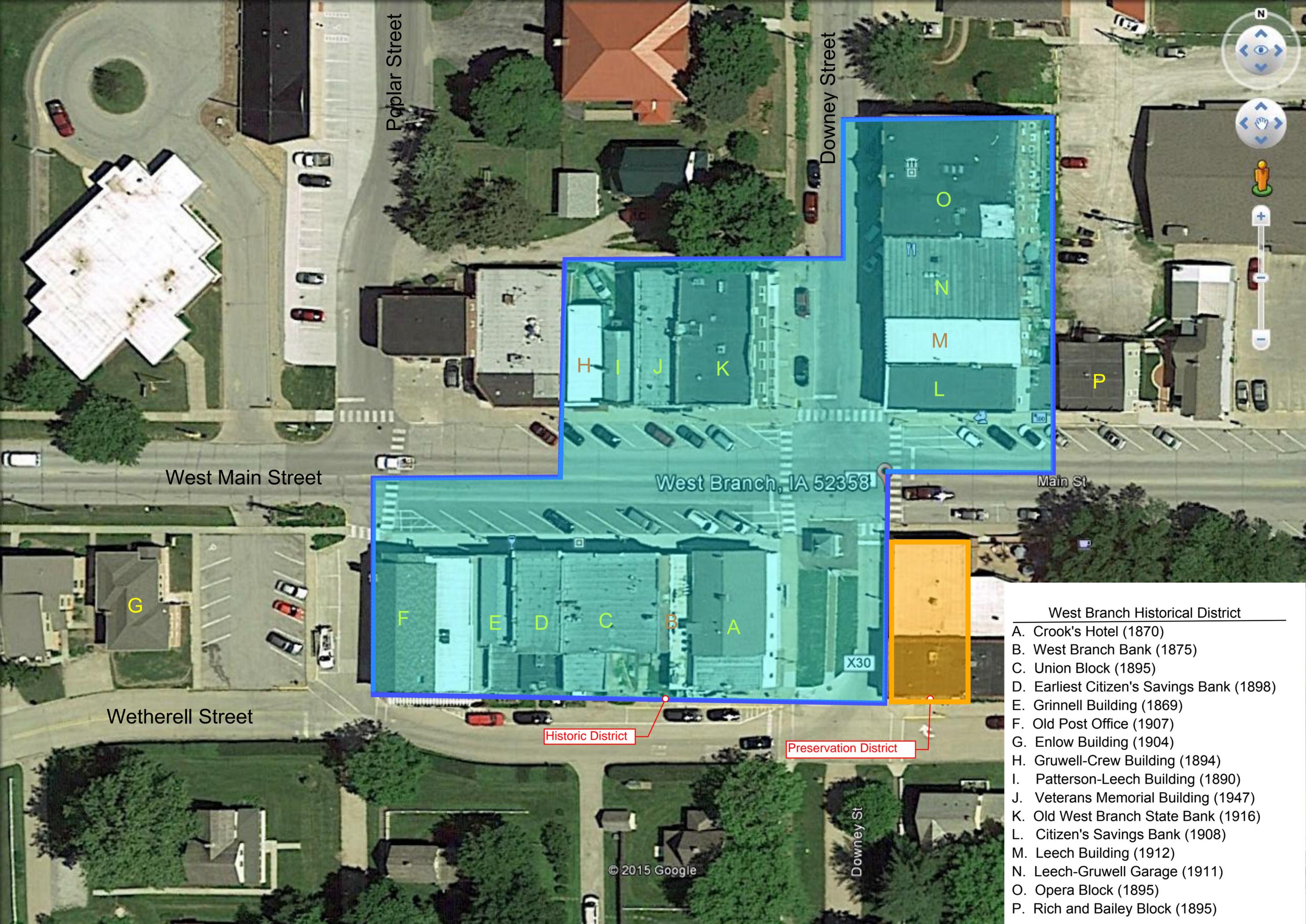


Roger Laughlin, Mayor Pro Tem

Attest:



Matt Muckler, City Administrator/Clerk



Poplar Street

Downey Street

West Main Street

West Branch, IA 52358

Main St

Wetherell Street

Downey St

Historic District

Preservation District

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West Branch Historical District

- A. Crook's Hotel (1870)
- B. West Branch Bank (1875)
- C. Union Block (1895)
- D. Earliest Citizen's Savings Bank (1898)
- E. Grinnell Building (1869)
- F. Old Post Office (1907)
- G. Enlow Building (1904)
- H. Gruwell-Crew Building (1894)
- I. Patterson-Leech Building (1890)
- J. Veterans Memorial Building (1947)
- K. Old West Branch State Bank (1916)
- L. Citizen's Savings Bank (1908)
- M. Leech Building (1912)
- N. Leech-Gruwell Garage (1911)
- O. Opera Block (1895)
- P. Rich and Bailey Block (1895)