BROWN COUNTY
MT. STERLING

Mt. Sterling, Illinois, Uptown Business District

Facade Improvement Program
June 21, 2012
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PROGRAM OVERVIEW

The Facade Improvement Program for the Mt. Sterling Uptown Business District is designed to stimulate uptown investment, maintain and expand the economic contribution of the Uptown district, preserve the historical character of Uptown buildings, and initiate aesthetic improvements in Uptown Mt. Sterling.

The program provides financial incentives and design assistance to property and business owners to be matched by their investment of private funds for the purpose of restoring/renovating commercial storefronts and replacing deteriorated or poor quality commercial signs and awnings. Money cannot be used for work currently in progress or already completed.

Business Owners & Tenants who are considered to be "Disqualified Persons" of the Tracy Family Foundation are not eligible to participate in the Facade Improvement Program (provided that the Foundation is the sole funder of the program).

The City of Mt. Sterling, IL will be the program administrator for the Facade Improvement Program. Awards will be determined by the Mt. Sterling Facade Committee, which will be composed of the following voting members noted below.

Number of Members	Member Description
1	Architect with Historic Preservation Experience
1	City Council Member
1 - 2	Individual from Brown County community-at-large with preference given to individuals with background in real estate, construction, or related field
1 - 2	Individual from Brown County community-at-large with background and/or interest in historic preservation
(1)	Mt. Sterling, IL City Administrator will serve in an Ex-Officio role (he/she will only vote if the Committee is equally divided)

The Mt. Sterling Facade Committee will evaluate applications to determine eligibility and, based on a set of criteria, make awards to those proposed projects that are determined will have the greatest impact on enhancing the targeted area. Funding will be provided to those applications receiving the overall highest scores until the funds are exhausted.

Project applications will be scored on how well it meets each criterion on a scale of 0 to 5 with zero being not meeting the criteria at all to five being meeting the criterion completely. The criteria are as follows:

- The amount of visual improvement the proposed project will bring to the storefront and the streetscape.
- Design consistency/compatibility with the Development & Design Guidelines identified in the Mt. Sterling Long Range Strategic Plan and Redevelopment Blueprint and/or The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for preserving and rehabilitating historic Buildings.
- Visual prominence of the project building and its location.
- With limited program resources additional points will be given to applications in which private investment will be greater than 25% of the project budget.

To assist building owners & tenants with understanding this and potential impact on their buildings, case studies for key buildings in the study are included in **Appendix H.**

PROGRAM OBJECTIVES

- Encourage private investment in the visual improvement of storefronts, signs, and awnings
- Enhance the appearance of the streetscape
- Reduce vacancies in storefronts and upper floors
- Expand worker and shopper population in the Uptown District
- Strengthen or restore the original character of historic buildings
- Provide a catalyst for others to improve their buildings

ELIGIBILITY REQUIREMENTS

- Be located within program boundaries as shown in red on the diagram on page 4. Facades facing Main and Capitol Streets will be given priority for approval.
- Buildings outside of the program boundaries will be considered if all of the following conditions exist: 1. Business is a retail establishment located within one block of the geographic boundaries, 2. Business is visible from Main Street, and 3. Business is in keeping with the values of the Tracy Family Foundation, funder of the Facade Improvement Grant Program.
- If the applicant is not the owner of the building, written consent detailing the intended improvements must be obtained from the legal owner and submitted with the application.
- For sign and awning projects, tenant must have at least five years remaining in lease at location of proposed project and/or option to renew for at least five years.
- Building projects must be designed by a qualified design professional and signs must be produced by a professional sign maker.
- The project applicant must owe no outstanding property taxes, fees, judgments, or liens to the City of Mt. Sterling and have no outstanding code violations.
- All work performed on the recipient's building must comply with Mt. Sterling ordinances, codes, and regulations. It is the sole responsibility of the recipient to obtain any and all zoning clearances, variances, permits, and approvals before work commences.
- Projects must comply with the Development and Design Guidelines in the Mt. Sterling, Illinois Uptown Long-Range Strategic Plan and Redevelopment Blueprint dated November 1, 2011 and the *Secretary of the Interior's Standards for the Rehabilitation of Historic Buildings* **(Appendix E).**

PROGRAM BOUNDARIES

Buildings within the boundary area are eligible for the Facade Improvement Program.

Note: Buildings owned by disqualified persons of the Tracy Family Foundation are not eligible for the Facade Improvement Grant Program.

FINANCIAL & DESIGN INCENTIVES

Grant Conditions

A 75% reimbursement of total approved project costs up to a maximum of $100,000 per building. Buildings with eligible facades less than 50 feet are eligible for up to $50,000. Buildings with eligible facades greater than 50 feet are eligible for up to $100,000. Total project costs must meet or exceed $2,500.00 (for a minimum applicant investment of $625.00) to be considered for funding. Each building may receive funding only once a year. Reference Appendix D for terms of grant.

Grants are available to both building and business owners (tenants) for permanent aesthetic exterior improvements, exterior rehabilitation and/or extensive restoration of significant portions of a building's facade. Tenants must provide written permission of building owners.

Eligible work may include signage, awnings, window and door repair, cornice repair, exterior surface cleaning and painting, masonry repair, and other substantial improvements.

Primary (front-facing) facades, double facades (on corner buildings), and facades clearly visible from the public right of way are eligible for funding. If building has multiple addresses, but has been consolidated as one property in the tax records it will be considered as one building for purpose of facade program.

All improvements must comply with local and state ordinances and codes as well as follow the Development & Design Guidelines in the *Mt. Sterling, Illinois, Uptown Long-Range Strategic Plan*.

Eligible Improvements & Expenses

Architectural Fees:

50% of architectural fees up to $7,500.00.

Signage:

The restoration of historic signs and the design, fabrication and installation of new signs approved by the Mt. Sterling Facade Committee. May also include the removal of non-conforming or unused signs.

Awnings:

Canvas Awnings with or without signage. Also includes canopies and marquees. May also include the removal of non-conforming or unused awnings and canopies.

Lighting:

Restoration, replacement, or new construction of historically and/or architecturally decorative lighting fixtures for the exterior of the building.

Doors & Windows:

Repair, restoration, replacement and installation of doors and windows, frames, railings, sills, glazing or glass, including storefront display windows. Restoration or reconstruction of original storefront entrance, as well as original window openings, is encouraged. If windows are replaced with new windows they should be energy efficient windows meeting the following criteria: Maximum U factor = .40, Maximum fenetration SHGC = any, Air leakage rates = .3 CFM/sq. ft. of window area or less.

Exterior Wall Finishes:

Cleaning, repairing or repainting building exterior surfaces, including brick, stone, wood, cast iron, tile, stucco or other similar exterior finishes and decorative treatments. All exterior wall finishes and improvements will be compatible to the architectural style of the building, color schemes shall accent the building and harmonize with adjacent buildings.

Cornices & Decorative Detailing:

Repairing or replacing cornices and other decorative detailing.

Structural Reinforcement:

As necessary to rehabilitate the facade(s). Costs associated with structural reinforcement may not exceed 25% of the total project cost.

Other Repairs:
Repairs and other exterior improvements that may improve the aesthetic quality and historic integrity of the building.

Ineligible Improvements & Expenses

Inappropriate Materials and Treatments:
Including but not limited to the installation of aluminum or vinyl siding, use of sandblasting and stucco to cover existing brick.

Interior Improvements:
Including restoration or rehabilitation work, interior window coverings, and interior window displays.

Site Improvements & Landscaping:
Other than building pavement associated with storefront work.

Roof and Chimney Repairs:
Roof and chimney repairs are not included unless they are integral to the facade work (mansard roofs, etc.).

Electrical Work:
Except as related to appropriate signage or exterior lighting

Security Systems

Personal Property:
The purchase and installation of furnishings, equipment or other personal property which does not transfer ownership as part of the real estate.

Permits & Fees:
Any local and/or state permitting costs or fees.

Note: Labor by Applicant: The applicant may be capable of doing certain types of labor. After consultation with the applicant, if the City Administrator determines the applicant is qualified to perform approved work, the applicant will be notified. Applicant labor may only account for 25% of the applicants required match.

Architectural Design Assistance Program

The Facade Improvement Program will provide architectural consulting services by a licensed architect in the state of Illinois, to applicants, up to a maximum of 40 hours. Applicant will be responsible for all additional professional services required for purpose of obtaining permits.

BEFORE: ***Existing transoms and projecting windows are covered with siding; Storefronts are inappropriate aluminum; Storm windows and door are inappropriate; Historic detail has been removed.***

AFTER: ***Siding has been removed; Transoms are restored to original glazing pattern; Storefronts are appropriate wood construction; Trim and panel details have been restored at facade.***

APPLICATION PROCESS | CHECKLIST

Application Submission Checklist:
In addition to the completed Facade Improvement Application, all applications must include:

- **Pre-Application Meeting:** All potential applicants are required to meet with the City Administrator prior to application submission.
- **Completed Facade Improvement Application** with all necessary information and signatures, including building owner consent (if applicant is not the legal owner).
- **Roof inspections** are required to insure that existing roof is in good condition and that all drainage systems are operational.
- **Current photographs** of the property to be improved (at least one photograph per facade) and photographs of abutting buildings.
- **Written description of current condition** of the building including any significant maintenance issues.
- **Detailed project plans and specifications,** including a written description of improvements to be made indicating project materials, finishes and colors to be used. Include relationship to adjacent buildings.
- **Samples of all materials and surface applications** to be used in the rehabilitation (i.e. paint, awning color/ material, and any other finishes or treatments.)
- **Copies of receipts or other documentation** showing personal property, business property and real estates taxes paid in full is required to be eligible for program funding and is to be submitted with completed application.
- **Bid Summary Sheet** in writing for all eligible improvements.
- **Applicants are required to submit a grant commitment letter** or a letter from a financial institution or other acceptable proof of funds indicating that the Applicant has access to sufficient capital to complete the project.

Application Process:
Applications along with all items noted under the application submission checklist on this page should be submitted to:

City of Mt. Sterling, IL
Vada Yingling, City Administrator
145 West Main Street
Mt. Sterling, IL 62353
Phone: 217-773-2513 | Fax: 217-773-3218
mscityadmin@casscomm.com

Note: During the application process and construction the owner of the building will provide access to their building during normal business hours as required by the City of Mt. Sterling, IL.

TIMELINE

- **Pre-Application Meeting:** Potential applicants meet with the Program administrator prior to application submission.
- **Application Received:** City Administrator receives completed application and all supplemental materials by the applicable due date.
- **Design Review:** Application is evaluated by the Mt. Sterling Facade Committee.
- **Design Approval:** The Mt. Sterling Facade Committee may approve or deny portions of any application and accept the altered project without resubmission.
- **Notification of Award:** Recipients will be notified approximately 30 days after the application deadline.
- **Facade Improvement Agreement Signed:** A Facade Improvement Agreement is signed by the City of Mt. Sterling, IL and the recipient after the application has been submitted.
- **Maintenance Agreement Signed:** Recipient signs a Maintenance Agreement.
- **Program Recognition:** Upon notification of receipt of the financial incentive, each building/business owner is required to display a sign, provided by the City of Mt. Sterling, IL stating that the project is partially funded by the Mt. Sterling Facade Improvement Program.
- **Work Commences:** Work related to a Facade Improvement Grant cannot begin until authorized by the City Administrator. Funds spent before grant approval do not qualify as matching funds and are not eligible for reimbursement. All facade improvements must be started within 60 days of project approval.
- **Work Completed:** All facade improvements must be completed within 3 to 6 months of project approval, depending on the project size. A six month extension may be granted with demonstrated hardship.
- **Inspection:** All facade improvements must be inspected by the City Administrator and certified building inspectors to verify work has been completed according to the Facade Improvement Agreement.
- **Submission of Final Documentation:** After photos (minimum of one per facade) and paid invoices itemizing all eligible costs are submitted to City of Mt. Sterling, IL for verification by the City Administrator.
- **Reimbursement:** Within thirty (30) days of receiving all the required documentation the applicant will be reimbursed in accordance with terms of the program. Funds may be disbursed in phases depending upon project cost and funding circumstances. These factors will be analyzed, administered on a case by case basis and incorporated into the Facade Improvement Award.

Note: Projects that have received a grant prior to securing tenants for rental space must have 50% occupancy before partial payment will be processed. Owner has one full year to retain full occupancy in order to receive full payment.

OTHER PROGRAMS

Rehabilitation Investment Tax Credit (Optional Program for Building Owners)

Established by the Tax Reform Act of 1986, the Rehabilitation Investment Tax Credit allows for a 20% tax credit for the substantial rehabilitation of commercial, agricultural, industrial, or rental residential buildings that are certified as historic. The credit may be subtracted directly from federal income taxes owed by the owner.

Provisions

In order to qualify for the 20% tax credit, a property owner must:

1. **Have a certified historic structure.** To be certified, the building must be listed individually in the National Register, or as a contributing building within a historic district which is listed in the National Register of Historic Places, or be a contributing building within a local historic district which has been certified by the Illinois Historic Preservation Agency and the National Park Service. A several block area in Mt. Sterling is already listed.
2. Use the building for an income-producing purpose such as rental-residential, commercial, agricultural, or industrial.
3. Rehabilitate the building in accordance with the *Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.* The National Park Service, with advice from the Illinois Historic Preservation Agency, determines whether a project meets the Standards for Rehabilitation.
4. Spend an amount greater than the building's adjusted basis (roughly the current depreciated value of the building not including land value) on the approved rehabilitation project.
5. Complete the work in a timely manner. Projects must meet the minimum expenditure test within a two-year measuring period, but applicants may take up to five years to complete a phased project if plans and specifications are approved in advance of construction.
6. Pay a fee to the National Park Service; the fee will be no less than $250 and not greater than $2,500 and will be based upon the qualifying rehabilitation expenditures.

The application process for this tax credit involves three parts, each with a review by both the Illinois Historic Preservation Agency (IHPA) and the National Park Service.

Tax Increment Financing (TIF) (Optional Program for Building Owners)

Owners may also qualify for TIF financing for work associated with the Facade Improvement Program. To learn more and to see if you qualify contact;

Philip Krupps
Brown County Development Corporation
217-257-5083

or

Vada Yingling, City Administrator
City of Mt. Sterling, IL
217-773-2513
mscityadmin@casscomm.com

APPENDIX

List of Appendices

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APPENDIX A

FACADE IMPROVEMENT APPLICATION

City of Mt. Sterling, Illinois

Estimated Total Project Cost $ _____ Amount Requested $ _____

Address of Property to be improved:_____

I. Applicant/Owner Information

Applicant Name: _____

Applicant Mailing Address: _____

Home Phone:_____ Daytime Phone:_____

Mobile Phone: _____Fax:_____

E-mail Address: _____

Property Owner Name: _____
(If different from Applicant)

Owner Mailing Address:_____

Home Phone:_____ Daytime Phone:_____

Mobile Phone: _____Fax:_____

E-mail Address: _____

II. Property Information

Is this property listed on the National Register of Historic Places _____ Yes _____No

Is the first floor of the building currently occupied? _____ Yes _____No

Name of Business: _____

Type: _____ Retail _____ Service _____ Professional _____ Other _____

Daytime Phone of Business _____ Evening Phone of Business Owner_____

Are any upper stories currently occupied _____ Yes _____ No

APPENDIX A (CONT.)

I understand that the Facade Improvement Grant must be used for the project described in this application and that the Mt. Sterling Facade Committee must review the application and approve it prior to beginning construction. I understand that failure to comply with the approved application may result in losing my eligibility to receive funds.

I acknowledge that the City of Mt. Sterling, IL is obligated only to administer the grant procedures and is not liable to the applicant, owner or third parties for any obligations or claims of any nature growing out of, arising out of or otherwise related to the project or application undertaken by the applicant and/or owner.

Signature of Applicant(s): _____ Date:_____

As the legal owner of the property, I hereby grant authorization to complete the facade improvements indicated on this application.

Signature of Owner(s): _____ Date:_____

Please include an Application Checklist and all required supplemental materials when submitting this application to the City of Mt. Sterling, IL. Applications will not be considered complete until all required materials have been submitted.

APPENDIX B

Note: Please attach all bids to this application. This form is a summary sheet only, detailed bid information to be attached.

Address of Property to be Improved:_____

Contractor:_____

Bid Summary (fill out a summary for each bid attached)

Work Scope	**Cost**
General Requirements	
Demolition	
Structural Reinforcement	
Masonry Repair/Cleaning	
Window Repair/Replacement	
Door Repair/Replacement	
Storefront Repair/Replacement	
Painting	
Cornice Repair/Replacement	
Exterior Lighting	
Signage	
Awnings	
Other Construction Costs	
Sub-Total	
Contractors Fee	
Grand Total	

Notes:

- Contractors/fabricators are to be licensed and bonded.
- Applicant must secure proof of license and insurance coverage from contractor.
- Fabricator/Contractor proposals must include scope of work, itemized project budget, timeline and qualifications.
- A pre-construction meeting with the City Administrator is required prior to any work commencing on the facade improvement project.

APPENDIX C

FACADE IMPROVEMENT AGREEMENT

City of Mt. Sterling, Illinois

Address of property to be improved:_____

Summarize or attach Approved Scope of Work: _____

_____

_____

_____

Date project to be started by: _____

Date Project to be completed by: _____

Maximum amount of reimbursement: _____

No. receipts accepted for reimbursement:_____

Any unapproved changes to project plans as stated above in the Scope of Work will void the grant and result in nonpayment of funds. If changes to the scope of work are necessary, it is the responsibility of the Recipients to immediately contact the City of Mt. Sterling, IL for additional project review before continuing the project. Funding awards cannot be increased after notification of the initial award, regardless of approved change in Scope of Work. Work approved prior to grant approval is not eligible for funding. Reimbursement will occur after project completion and upon submission of appropriate forms and documents as outlined in the guidelines. All required permits are the responsibility of the owner/applicant.

Signature of Applicant _____ Date: _____

City of Mt. Sterling, IL

Signature _____ Date: _____

APPENDIX D

FACADE MAINTENANCE AGREEMENT

City of Mt. Sterling, Illinois

This covenant and agreement made this _____day of _____, 20_____, by and between _____, (Property Owner), and the Mt. Sterling, IL City Administrator.

Whereas, the Tracy Family Foundation has made available funds for facade program, and

Whereas, the property owner, having received a grant issued by the City of Mt. Sterling, IL will, for 60 months after the completion of the project, assume the total cost of the continued maintenance, repair and administration of the property in a manner satisfactory to the Mt. Sterling Façade Committee & City Administrator, and

Whereas, a grant in the amount of $_____ has been awarded to _____ for the property located at _____ .

Now therefore, the Property Owner agrees to the following provisions:

Properties that receive funds in excess of $10,000.00 will be subject to a Recapture Agreement. For every month the property is maintained according to standards put forth by this program, 1/60th of the grant will be forgiven. On the 60th month of the grant the Recapture Agreement may be released by the City of Mt. Sterling, IL with no further obligation to the property owner. In the event of a change of ownership of the property occurs during the five year period, the grant must be repaid to the City of Mt. Sterling, IL on a pro-rated basis for the property title to be released. Property owner will be responsible for the courthouse recording fee of the Release of the Recapture Agreement.

Name of Property Owner(s)_____

Signature of Property Owner(s) _____ Date: _____

City of Mt. Sterling, IL

_____ Date: _____

APPENDIX E

SUMMARY OF THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

1 A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.

2 The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.

3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.

4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.

5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.

6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.

7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.

8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

10. New additions and adjacent or related new construction will be undertaken in a such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

APPENDIX F

CONTACTS & OTHER SOURCES OF INFORMATION

Local Contacts:

City of Mt. Sterling Illinois
City Administrator
145 Main Street
Mt. Sterling, Illinois 62353-1296

State Contact:

Illinois Historic Preservation Office
(Preservation Services)
IDNR – One Natural Resources Way
Springfield, IL 62702-1271
Phone: 217-782-4836

The Preservation Services Division of the Illinois Historic Preservation Office is home to the State Historic Preservation Office (SHPO) for Illinois. . The SHPO is charged with administering federal and state preservation programs and laws

National Contact:

Technical Preservation Services
National Park Service
1849 C Street NW, Mail Stop 7243
Washington, DC 20240
Phone: 202-513-7270
Email: NPS_TPS@nps.gov
Web: www.nps.gov/tps/standards.htm

Technical Preservation Services develops historic preservation policy and guidance on preserving and rehabilitating historic buildings, administers the Federal Historic Preservation Tax Incentives Program for rehabilitating historic buildings, and sets the Secretary of the Interior's Standards for the Treatment of Historic Properties.

APPENDIX G

PRESERVATION BRIEFS

Technical Preservation Services, a branch of the National Park Service, publishes a series of Preservation Briefs that may assist property owners with the rehabilitation of their historic buildings. The illustrated Preservation Briefs are available free online at **http://www.nps.gov/tps/how-to-preserve/briefs.htm.**

Below is a list of the preservation briefs that might apply to Facade Improvement projects in Mt. Sterling, Illinois.

Cleaning and Water-Repellent Treatments for Historic Masonry Buildings

Repointing Mortar Joints in Historic Masonry Buildings

Improving Energy Efficiency in Historic Buildings

Roofing for Historic Buildings

Dangers of Abrasive Cleaning to Historic Buildings

The Preservation of Historic Glazed Architectural Terra-Cotta

Aluminum and Vinyl Siding on Historic Buildings: The Appropriateness of Substitute Materials for Resurfacing Historic Wood Frame Buildings

The Repair of Historic Wooden Windows

Exterior Paint Problems on Historic Woodwork

Rehabilitating Historic Storefronts

The Preservation of Historic Pigmented Structural Glass (Vitrolite and Carrara Glass)

The Repair and Thermal Upgrading of Historic Steel Windows

New Exterior Additions to Historic Buildings: Preservation Concerns

Preservation of Historic Concrete

The Use of Substitute Materials on Historic Building Exteriors

Architectural Character—Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving their Character

Rehabilitating Interiors in Historic Buildings—Identifying Character-Defining Elements

The Repair and Replacement of Historic Wooden Shingle Roofs

Repairing Historic Flat Plaster—Walls and Ceilings

The Preservation and Repair of Historic Stucco

Preserving Historic Ornamental Plaster

Heating, Ventilating, and Cooling Historic Buildings: Problems and Recommended Approaches

The Preservation of Historic Signs

The Maintenance and Repair of Architectural Cast Iron

Painting Historic Interiors

APPENDIX G (CONT.)

The Repair, Replacement, and Maintenance of Historic Slate Roofs

The Preservation and Repair of Historic Clay Tile Roofs

Mothballing Historic Buildings

Making Historic Properties Accessible

The Preservation and Repair of Historic Stained and Leaded Glass

Applied Decoration for Historic Interiors: Preserving Historic Composition Ornament

Understanding Old Buildings: The Process of Architectural Investigation

Appropriate Methods of Reducing Lead-Paint Hazards in Historic Housing

Removing Graffiti from Historic Masonry

Holding the Line: Controlling Unwanted Moisture in Historic Buildings

Preserving Historic Ceramic Tile Floors

The Seismic Retrofit of Historic Buildings

The Maintenance, Repair and Replacement of Historic Cast Stone

The Preparation and Use of Historic Structure Reports

The Use of Awnings on Historic Buildings: Repair, Replacement and New Design

Maintaining the Exterior of Small and Medium Size Historic Buildings

Historic Decorative Metal Ceilings and Walls: Use, Repair, and Replacement

APPENDIX H

APPLYING THE GUIDELINES TO YOUR BUILDING

To assist building owners with the application process the following section of the appendix contains suggested facade improvement for some of the buildings covered by the program. These are meant to show the potential impact to the building and provide guidance in helping to prepare the application.

Properties included as of June 1, 2012:

110 W. Main St.

126–128 W. Main St.

117–119 W. Main St.

123–125 W. Main St.

108 E. Main St.

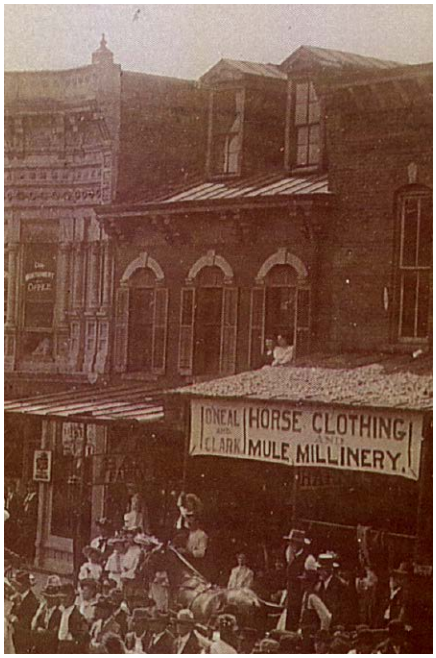
104 E. Main St.

105–107 W. Main St.

108 N. Capitol Ave.

110 W. MAIN ST.

- **A** Remove existing aluminum canopy, existing storefront, and brick veneer piers, headwall and kneewall. Look for evidence of original storefront & transom design; document and / or salvage original storefront elements to inform replacement storefront.
- **B** Remove existing windows and replace with new, operable, clad wood windows to replicate the original historic window configuration.
- **C** Remove paint from existing brick facade. Evaluate condition of existing brick to determine viability of cleaning and tuckpointing to expose original brick facade and limestone sills. If original brick is in poor condition to expose to the weather, provide paint finish over entire surface.
- **D** Provide new wood and insulated glass storefronts to replicate the original historic storefront design.
- **E** Provide new brackets, cornice and coping at parapet wall to replicate original cornice design intent.
- **F** Provide new signage per Development and Design Guidelines



126–128 W. MAIN ST.

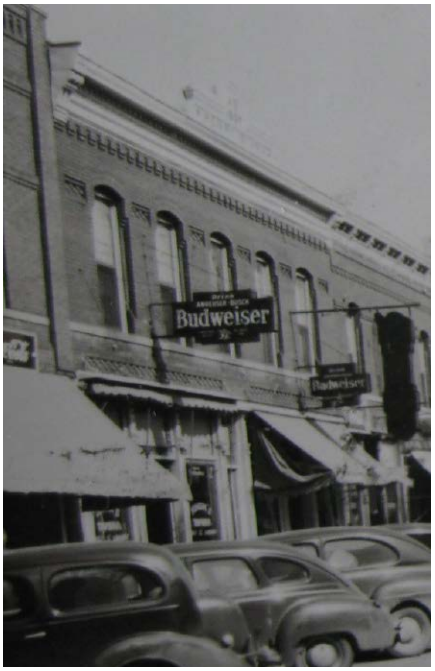
- **A** Remove infill construction and aluminum windows at second floor and replace with new, operable, clad wood windows to replicate the original historic window configuration.
- **B** Remove existing storefronts and cladding at facade and transoms. Look for evidence of original storefront & transom design; document and / or salvage original storefront elements to inform replacement storefront.
- **C** Remove existing roof canopy and soffit to expose original brick facade - repair any damaged masonry.
- **D** Clean and tuckpoint existing brick facade and limestone sills, lintels, and coping.
- **E** Inspect and repair parapet and flashing.
- **F** Provide new wood and insulated glass storefronts and transom to replicate the original historic storefront design.
- **G** Provide new retail tenant signage per Development and Design Guidelines

117–119 W. MAIN ST.

- **A** Remove existing metal and wood panels at existing storefront / transoms. Look for evidence of original storefront & transom design; document and / or salvage original storefront elements to inform replacement storefront.
- **B** Remove paint at brick string course and arched window heads. Clean and tuckpoint existing brick facade and limestone sills.
- **C** Provide new wood and insulated glass storefronts with transoms to replicate the original historic storefront design.
- **D** Measure and record original wood window dimensions and profiles, including brick mould. Provide new operable, insulated, clad wood windows to match original windows.
- **E** Clean original tin cornice and brackets - repair or replace as necessary, provide new aluminum coping; paint entire cornice.
- **F** Provide awnings at retail storefronts and entrances. Omit awnings at entrances to second floor apartments.
- **G** Remove existing signage and provide new signage per Development and Design Guidelines

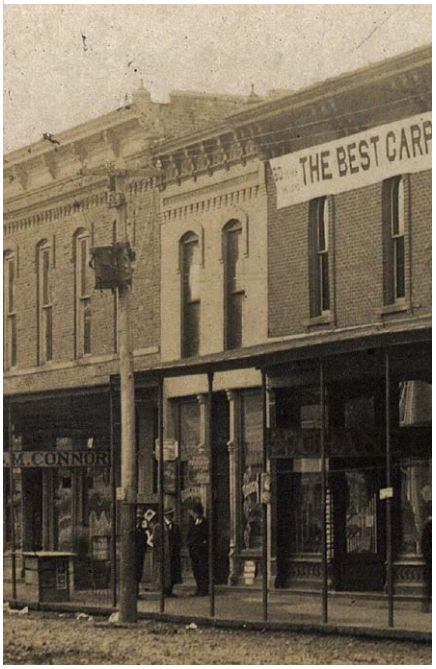
123–125 W. MAIN ST.

- **A** Remove existing EIFS facade material, aluminum canopy and existing storefront and transom panels. Look for evidence of original storefront & transom design; document and / or salvage original storefront elements to inform replacement storefront.
- **B** Clean and tuckpoint existing brick facade and limestone head details and string course.
- **C** Provide new windows at (2) east openings to match existing adjacent replacement windows.
- **D** Repair / replace damaged aluminum coping / cornice. Paint to match existing.
- **E** Provide new wood and insulated glass storefronts with transoms to replicate the original historic storefront design.
- **F** Provide fabric awnings (transoms located behind awnings).
- **G** Provide new signage per Development and Design Guidelines



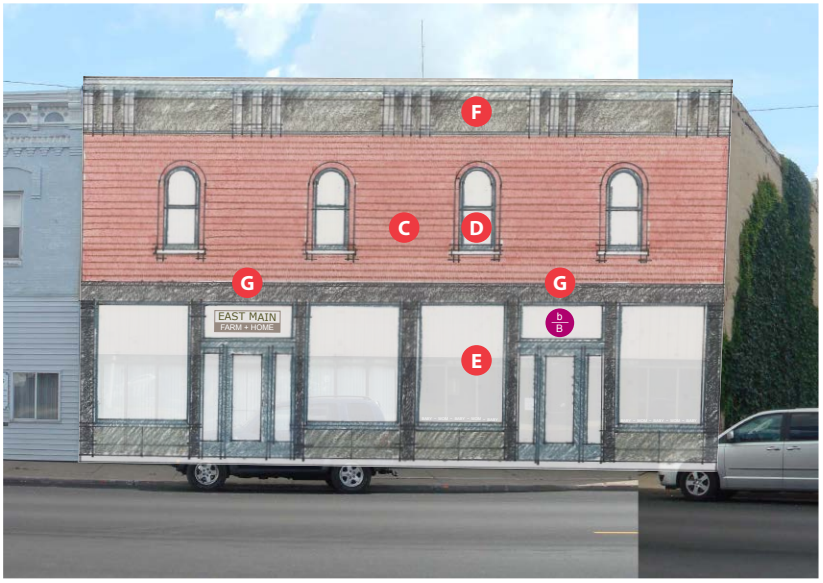
108 E. MAIN ST.

- **A** Remove existing vinyl siding, windows, door and sidelight at storefront. Look for evidence of original storefront & transom design; document and / or salvage original storefront elements to inform replacement storefront.
- **B** Remove paint from existing brick facade. Evaluate condition of existing brick to determine viability of cleaning and tuckpointing to expose original brick facade and limestone sills. Examine area of infilled brick at second floor windows, to be removed. If original brick is in poor condition to expose to the weather, provide paint finish over entire surface.
- **C** Remove existing windows and brick infill at original masonry window opening. Provide new, operable, clad wood windows to replicate the original historic window configuration.
- **D** Provide new wood and insulated glass storefronts to replicate the original historic storefront design.
- **E** Patch and repair existing cornice as necessary and provide new paint finish.
- **F** Provide new signage per Development and Design Guidelines



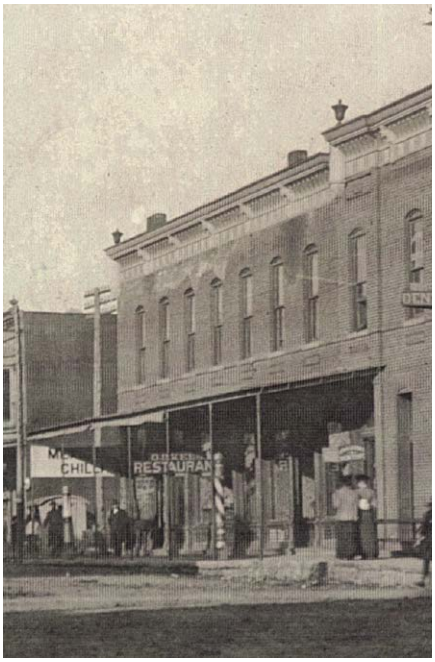
104 E. MAIN ST.

- **A** Remove existing aluminum siding at transom area and second floor facade. Remove all framing and supports for aluminum siding and patch and repair any damaged brick.
- **B** Remove existing aluminum storefront windows, doors and framing. Maintain original cast iron storefront columns. Look for addtional evidence of original storefront & transom design; document and / or salvage original storefront elements to inform replacement storefront.
- **C** Clean and tuckpoint existing brick facade and limestone sills.
- **D** Provide new operable, insulated, clad wood windows at original second floor openings to match original historic window configuration.
- **E** Provide new wood and insulated glass storefronts with transoms to replicate the original historic storefront design.
- **F** Rework existing parapet to provide new brackets and cornice to match original design.
- **G** Provide new signage per Development and Design Guidelines



105–107 W. MAIN ST.

- **A** Replace damaged original wood windows with new, operable, clad wood windows to match original.
- **B** Remove existing storefronts and cladding at facade and transoms. Look for evidence of original storefront & transom design; document and / or salvage original storefront elements to inform replacement storefront.
- **C** Clean and tuckpoint existing brick facade and limestone sills, lintels, and coping.
- **D** Inspect and repair parapet and flashing.
- **E** Remove paint at recessed brick panels - clean and tuckpoint as necessary.
- **F** Remove satellite dish from face of building.
- **G** Provide new wood and insulated glass storefronts and transom to replicate the original historic storefront design.
- **H** Provide new retail tenant signage per Development and Design Guidelines

108 N. CAPITOL AVE.

- **A** Remove existing vinyl siding, metal roof canopy and existing storefront. Look for evidence of original storefront & transom design; document and / or salvage original storefront elements to inform replacement storefront.
- **B** Clean and tuckpoint existing brick facade and limestone sills.
- **C** Provide new wood and insulated glass storefronts with transoms to replicate the original historic storefront design.
- **D** Provide fabric awnings (transoms located behind awnings).
- **E** Provide new signage per Development and Design Guidelines