

**Columbia City
Façade
Improvement
Grant Program**

Grant applications will be reviewed in the order of date received. The applicant will be notified of the status of the application, with a checklist of missing or incomplete items needed. When the application is complete, the Grant Review Committee will review and make a recommendation to the Redevelopment Commission for approval.

Questions regarding this process should be addressed to the Whitley County Chamber of Commerce at 260-248-8131. Questions regarding the required easements should be addressed to Attorney Greg Hockemeyer, at 260-248-2224.

FAÇADE IMPROVEMENT MATCHING GRANT PROGRAM

The viability of downtown Columbia City is vital to the commercial viability of Columbia City as a whole. The purpose of this Façade Improvement Matching Grant Program is to stimulate efforts to improve the street appearance of Columbia City's commercial and business facades and in doing so, help stimulate the business environment of Columbia City.

The Program is funded by the City of Columbia City and the Columbia City Redevelopment Commission, hereinafter "Commission" and administered through the Whitley County Chamber of Commerce, hereinafter "Chamber". A Design Review Subcommittee will review applications and make funding recommendations to the Commission for approval. This is a team of local individuals consisting of a City Resident, one Member of the Commission, an Architect, one Downtown Building/Business Owner, and a Representative from the Chamber.

The Program offers up to a \$5,000 maximum per applicant (dependent upon the scope of work outlined), which may be under one or more grant applications.

All grants awarded (with the exception of the Architectural Assistance Grant) require a matching dollar-for-dollar expenditure by the owner or tenant. Grants will be awarded on a first-come, first-served basis, and applications must be submitted in their entirety, with all the necessary supporting documents attached before they will be considered for review.

Applications will also be reviewed and selected based on their compatibility with the vision and goals of the Commission, the Indiana Main Street program and their impact on the district. The Redevelopment Commission does reserve the right to grant additional money to targeted projects they believe will have a significant impact on the area. Exceptional projects will be brought to the Commission prior to Design Review Subcommittee review and recommendation.

Primary (front-facing) façades, double façades on corner buildings, and façades that are clearly visible from the street right-of-way are eligible for funding. *Façade is defined from the sidewalk to the top of the front facing exterior of the building.*

Available Funding

- Each business/building owner may apply and receive funding up to two (2) times per year or until the maximum match has been reached, whichever comes first. Potential applicants may apply for funding each year. All improvements must comply with local and state ordinances and codes.
- **Façade Improvement** – A 50% reimbursement up to \$5,000 for the actual costs.
- **Awnings** – A 50% reimbursement up to \$3,000 of actual costs associated with addition, improvement or replacement of awnings.
- **Signage/Lighting** – A 50% reimbursement of up to \$3,000 of actual costs associated with addition, improvement or replacement of signs.

- **Architectural Assistance** – A 100% reimbursement up to \$1,000 of actual architectural and/or engineering costs associated with façade improvements, providing the owner utilizes the architectural plans in the façade renovation. An accredited architect shall be retained for concept drawings, specifications and consultation to maintain the historical character of building renovation. If the project is deemed to be unfeasible, the Redevelopment Commission will reimburse up to the maximum amount regardless.

Eligibility Requirements

To participate in the Façade Improvement Grant Program, an eligible property must:

- **The property must be located in or demonstrably benefit the downtown Columbia City TIF District** as defined in the attached map. (See Attachment 1)
- **Have commercial activity as its primary purpose**, including but not limited to traditional retail and specialty shops, services, restaurants and bars, live entertainment, cultural venues, galleries and professional offices. Mixed use buildings (residential and commercial) will be considered commercial buildings.
- **Not be delinquent in property taxes, City liens or fines.** This requirement applies to both property and applicant.
- **Applicant or co-applicant must be the building owner or tenants** may qualify upon written consent of the building owner.
- **Building owner must grant to the Commission an easement**, license or other qualifying legal interest granting access to the building façade.
- **Building owner must execute a grant agreement** with the Commission.
- **All plans for rehabilitation** must comply with local and state ordinances and codes as well as the Columbia City Design Guidelines.
- **Ownership of Property:** 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. No grants will be awarded to government-owned properties. Non-profit organizations are not excluded from applying for grant funds; however, priority will be given to privately-owned commercial or mixed-use buildings.
- **The Commission has the authority to make exceptions at their discretion.**

Eligible Activities: *Items for which owners/tenants may use grant funds include, but are not limited to, the following:*

- Accentuating the existing features of the building through painting, lighting, restoration, replacement, cleaning or other treatment of exterior surfaces;
- The addition of design elements which may have appeared on the original building or are in keeping with the building's character
- Repair to building exterior facades which are contiguous to eligible street right-of-ways.
- Masonry repairs.
- Cleaning of building exterior.
- Exterior painting.
- Repairing or replacing cornices, entrances, doors, windows, decorative detail, and awnings.
- Other repairs that may improve the aesthetic quality of the building.

- Façade Renovation – Must involve the general upgrading of a building’s external appearance in compliance with the Columbia City Design Guidelines.
- Roof and chimney - Such repairs may only be eligible for funding when façade work is included in the project proposal and performed concurrently. Roof and chimney costs may not exceed 25% of the total project cost.
- Structural reinforcement - As necessary to rehabilitate the façade(s) and/or roof and chimneys. Costs associated with structural reinforcement may not exceed 25% of the total project cost.

Ineligible Activities: *Items include, but are not limited to, the following:*

- Interior improvements (except window display areas).
- Additions to existing structures.
- Sidewalks
- Purchase of furnishings, equipment, or other personal property which does not become a part of the real estate.
- Improvements completed or in progress prior to notification of approval.
- Repair or creation of features not compatible with original architecture.

Program Guidelines

- **Start of Work:** Work related to a Façade Improvement Grant cannot begin until authorized by the Commission. Funds spent before grant approval do not qualify as matching funds and are not eligible for reimbursement.
- **Distribution of Grant Money:** Funds will be allocated on a first come first serve basis according to the date of application and subject to the availability of budgeted funds.
- **Changes to Project Plans:** Any unapproved changes to project plans will void the grant and result in nonpayment of funds. If recipient decides to change the project after approval, they must immediately contact the review committee for additional project review. Funding awards cannot be increased after notification of the initial award. Projects not completed within one (1) year of approval will require re-application.
- **Cost Estimates (Bids):** The applicant is required to obtain in writing three preliminary cost estimates for all eligible improvements for which funding is being requested. The bids should be itemized for each portion of the improvement project (signage, exterior painting, window repair, etc.). The bids submitted to the review committee shall include only those improvements that are eligible for grant assistance. Bids must be made from the same scope of work by each contractor. Projects that are approved for funding will be based on the lowest of the bids; however, the applicant may select any of the submitted bidders to construct the improvement if the applicant chooses to pay the higher cost.
- **Permits & Fees:** Grant recipient is responsible for obtaining any required local and/or state permits.
- **In Addition:**
All construction management shall be the responsibility of the applicant.
Project costs are not to include the acquisition of real estate property.

Approval Procedures: *The following steps outline the Façade Grant Program process:*

Application

The following items must be submitted before any application can be reviewed:

- Current photograph of property to be improved.
- Drawings of proposed improvements.
- Written description of proposed improvements, including all materials and colors.
- Supporting Data Checklist (attached).
- Estimate of costs by a licensed contractor of construction. Any work done by property owners or tenants requires an estimate from an outside source to verify that costs are within reasonable parameters.
- Copy of the recorded property deed.

Preliminary Approval

At this time, there will be an on-site inspection of the property with applicant(s) and a Review Committee representative to review application. After this inspection, the Review Committee will make a preliminary decision on the status of the application.

Final Approval

Applicant(s) must submit three (3) final contractor itemized bids, including relevant product specifications. After the bids have been submitted, the Review Committee will determine if the project qualifies before making a recommendation to the Commission.

No work for which a grant is sought should begin until approved by the Commission and a Grant Agreement and Easement Agreement are executed.

Grantee is responsible for obtaining any permits required to do the project. Permit fees are not included as part of the grant funding.

Once construction begins, if the Grantee decides to change the project after issuance of the executed Grant Agreement, they must contact the Review Committee. Any unapproved changes will void the grant.

Grant Payments

Disbursement for grant payments will be made as follows:

100% of total grant award payable upon final inspection and verification that the work, as approved, has been completed according to the application and adherence to Design Guidelines and pursuant to the parties' grant Agreement. Verification of the completed work will be made by the Architect or other member of the Review Committee and approved by the Commission.

For more information about the Façade Grant Program or to submit a complete application, please contact:

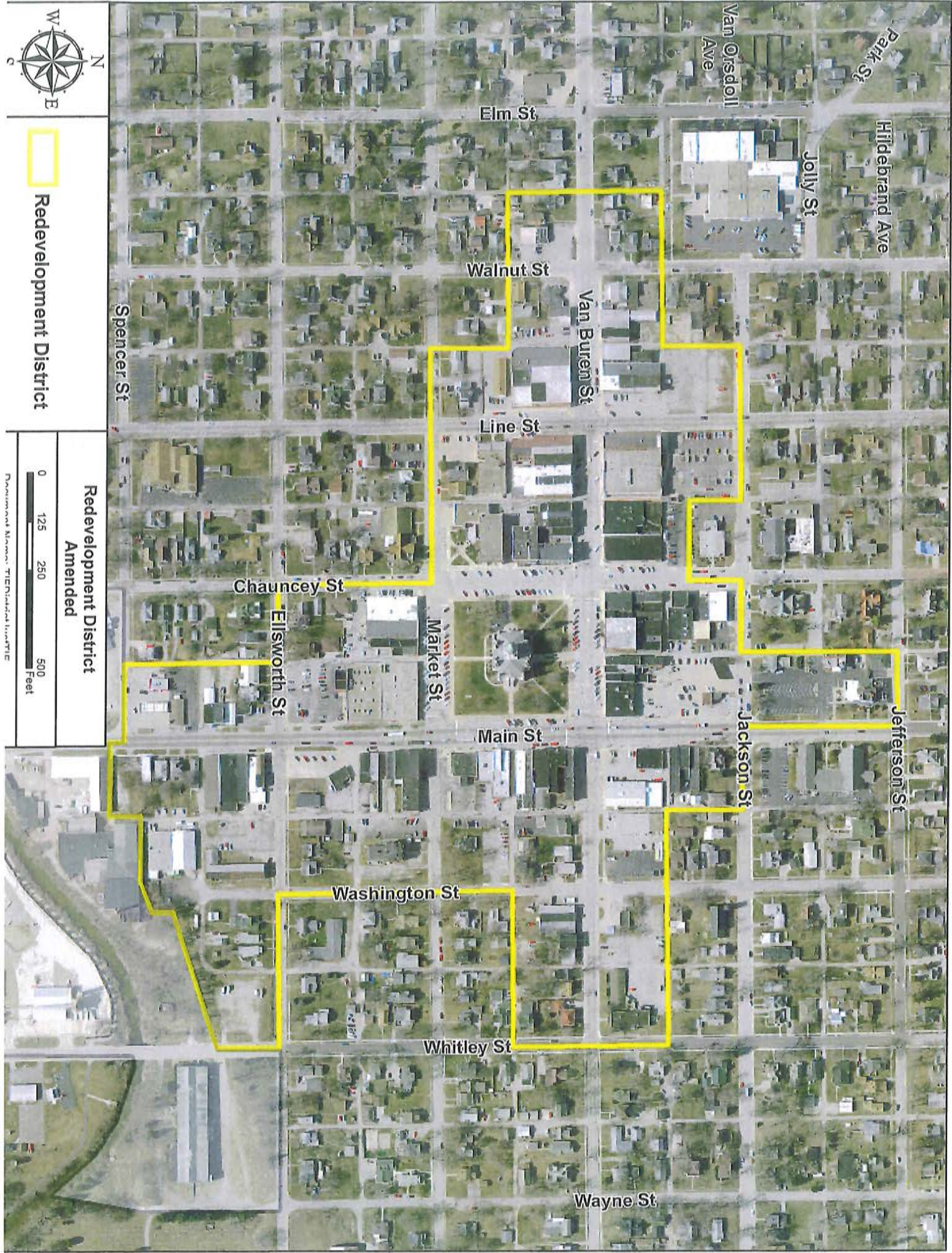
Whitley County Chamber of Commerce
 518 Garland Avenue, Suite A
 Columbia City, IN 46725
 Phone: (260) 248-8131
office@whitleychamber.com



Redevelopment District

Redevelopment District
Amended

0 125 250 500
Feet



FAÇADE IMPROVEMENT MATCHING GRANT PROGRAM

Supporting Data Checklist

Please submit this checklist as part of your application. If certain items do not apply to your specific project, please print "N/A" in the space provided.

General:

- ☐ Application
- ☐ Current photograph of property to be improved.
- ☐ Written description of proposed improvements, including all materials and colors.
- ☐ Written permission from property owner (if applicable).
- ☐ Copy of the recorded property deed.
- ☐ Submit a written estimate from three (3) companies

Signs:

- ☐ Provide a color rendering of the design chosen.
- ☐ Include specifications as to the size and width of the sign.
- ☐ Note how and where the sign will be hung on the buildings.
- ☐ Submit a written estimate from three (3) sign companies.

Paint:

- ☐ Provide samples of the colors chosen.
- ☐ Mark which color will be body color and which will be accent colors.
- ☐ Note where each color will be used.
- ☐ Submit a written estimate from three (3) paint companies.

Awnings:

- ☐ Provide information about color and style of awning chosen.
- ☐ Note where awning will be placed on the building.
- ☐ Submit three (3) written estimates from a licensed contractor.

Major Façade Alteration:

- ☐ Provide a rendering of major changes, including paint and awning colors, where applicable.
- ☐ Submit a written estimate from three (3) licensed contractors.

Architectural Assistance:

- ☐ Written proposal from an accredited architect.

The following documents must be executed and delivered to the Review Committee at the time of application submission:

- ☐ Signed Easement Agreement
- ☐ Signed Grant Agreement

APPLICATION

Façade Improvement Matching Grant Program

Application Date: _____

Applicant/Co-applicant: _____

Owner of Business: _____

Business Name and Address: _____

Phone Number: (____) _____

Type of façade improvement planned. Check all that apply and attach the Supporting Data Checklist:

Signage: Removal _____ New _____ Altered _____ Repaired _____

Awning: Removal _____ New _____ Altered _____ Repaired _____

Painting (approximate sq. ft. area): _____

Structural Alterations: _____

Cosmetic Alterations (moldings, windows, etc.): _____

Masonry Repairs: _____

Other (please specify): _____

TOTAL COST OF PROJECT: _____

Amount Requested: _____

Funds may be awarded as follows:

- Up to \$5,000 for facades, storefronts
- Up to \$3,000 for awnings
- Up to \$3,000 for signs
- Up to \$1,000 for architectural and/or engineering assistance

I hereby submit the attached plans, specification and color samples for the proposed project and understand that these must be approved by the Columbia City Redevelopment Commission. No work shall begin until I have received an executed Grant Agreement, Easement Agreement and Building Permit issued by the Columbia City Building Department if applicable. I further understand that the project must be completed within three (3) months or within a timeframe deemed reasonable by the Columbia City Redevelopment Commission. The full grant sum will not be paid until the project is complete and all other terms of the Grant Agreement are fulfilled. I also agree to leave the complete project in its approved design and colors for a period of five (5) years from the date of completion.

Signature: _____ Date: _____

Received By: _____ Date: _____

EASEMENT AGREEMENT

WHEREAS, the undersigned are the Owners of a building located upon a property within the Columbia City Downtown Redevelopment District;

WHEREAS, the Columbia City Redevelopment Commission has been authorized to acquire interests in real estate within the City for the express purposes of making grants for the repairs, rehabilitation and improvements of buildings necessary to improve the general climate for economic development within the boundaries of the Columbia City Redevelopment Commission;

WHEREAS, the Owner(s) of the below described real estate is/are desirous of improving the property and have applied for and have met all of the eligibility requirements established by the Commission;

THE PARTIES NOW THEREFORE MAKE THIS AGREEMENT, this ____ day of _____ 20 ____, by and between _____; hereinafter "the Owner", and the Columbia City Redevelopment Commission, hereinafter "the Commission".

The Commission and the Owner, in receipt of One Dollar (\$1.00), for other good and valuable consideration and the mutual condition and terms described herein, now say and contract as follows:

1. **PARTIES:** The Owner, _____, is the owner and/or holder of the property contained herein.

The Commission shall mean the Columbia City Redevelopment Commission. Pursuant to the authority conferred to it by statute, the Commission has the right to acquire, hold and dispose of interests in real estate.

2. **SCOPE OF AGREEMENT AND CONVEYANCE:** Owner agrees to convey to the Commission an easement (described specifically in section 3, below). Owner grants to the Commission the unrestricted right to inspect and ensure compliance with terms of the Grant Agreement (attached hereto as Exhibit A). The grant of said Easement conveys to the Commission an unrestricted right to view, examine and otherwise inspect the easement and appurtenant structures. The Commission shall have the reasonable right of entry and passage across the easement for such inspections.

Owner further agrees to abide by all architectural, design and historical criteria as established by the Grant Agreement and Contract Documents (contained within "Exhibit A") as established by the Commission. Any deviation from those established design guidelines in the Contract Documents shall be considered a breach of the terms of this Agreement and Grant Agreement. Owner agrees to undertake no action within the easement that does not comply with the design and construction criteria established by the Commission.

The parties agree, however, that the Commission shall have no right to enter onto the premises to cure any physical, structural or façade defects unless such the work to comprise such is the result of a written agreement between the parties. Nothing in this section or this Agreement is intended to abrogate or supersede the Commission's right to pursue remedies protected to it by the Grant Agreement or the Contract Documents.

3. **DESCRIPTION:** (INSERT LEGAL DESCRIPTION. THE DESCRIPTION WILL EXTEND FROM BUILDING TO INCLUDE ANY FIXTURES, i.e. AWNINGS)

4. **DURATION:** This easement shall be in effect for one (1) year from the date of the completion of the improvements described in the Grant Agreement and contract documents.

5. **REMEDIES:** The Commission and the Owner shall have all remedies available at law or in equity. Remedies for breach of this Agreement shall also be as described in the Grant Agreement.

6. **AUTHORITY OF PARTIES:** Each person signing this Agreement in a representative capacity on behalf of the Owner or the Commission warrants and represents that (i) said person has the actual authority and power to sign and to bind the person's respective principal to this Agreement; and (ii) all action necessary to authorize

execution of this Agreement has been duly taken.

7. **SUBORDINATION:** The Owner agrees to use its best efforts and commercially reasonable behavior to assist the Commission in obtaining any necessary approvals of financing institutions, mortgages or others who may have a superior interest in the real estate.

8. **NON-ASSIGNMENT:** The grant of easement described herein is specific to the Commission and may not be transferred or otherwise Assigned by the Owner without the express written authorization of the Commission.

By:
Owner

Attest: _____

STATE OF INDIANA)
)SS:
COUNTY OF WHITLEY)

Before me, the undersigned, a Notary Public in and for said County and State, this _____ day of _____, 20____, personally appeared _____, who acknowledged the execution of the foregoing Easement Agreement. In witness whereof, I have hereunto subscribed my name and affixed my official seal.

My commission expires: _____ Signature: _____

County of Residence: _____ Print: _____, Notary Public

By:
President
Columbia City Redevelopment Commission

Attest: _____

STATE OF INDIANA)
)SS:
COUNTY OF WHITLEY)

Before me, the undersigned, a Notary Public in and for said County and State, this _____ day of _____, 20____, personally appeared _____, who acknowledged the execution of the foregoing Easement Agreement. In witness whereof, I have hereunto subscribed my name and affixed my official seal.

My commission expires: _____ Signature: _____

County of Residence: _____ Print: _____, Notary Public

GRANT AGREEMENT

WHEREAS, the undersigned are the Owners of a building or structure located within the Columbia City Downtown Redevelopment District ("District");

WHEREAS, the District has been designated by the Columbia City Redevelopment Commission ("Commission") as an urban area in need of economic revitalization;

WHEREAS, the Commission has been authorized by statute to repair, rehabilitate and otherwise enhance said property so as to improve its overall general economic climate;

WHEREAS, the Owner(s) of the below described real estate are desirous of improving the property and have applied for and have met all of the eligibility requirements established by the Commission;

IN CONSIDERATION THEREOF, this ____ day of _____, 20____, ("Owner"), and the Columbia City Redevelopment Commission ("Commission") for the mutual covenants stated herein, do pledge and agree as follows:

SECTION 1: SUBJECT PROPERTY AFFECTED

For purposes of this Agreement, "Owner" shall mean the Owner of the property hereinafter described as: (ATTACH LEGAL DESCRIPTION OR OTHER PROOF OF OWNERSHIP)

The subject property is more commonly known as: (INSERT PROPERTY ADDRESS)

SECTION 2: CONSIDERATION & SCOPE

Owner shall cause improvements to the public way and the Commission shall match the expenditure made by Owner for said enhancement and rehabilitation activities in a sum not to exceed \$5,000.

The parties expressly agree that improvements and rehabilitation activities undertaken under the terms of this Agreement are expressly for the betterment of the City of Columbia City's Downtown Development District. The parties hereto further agree that any improvement or activity contemplated by this Agreement is for the improvement of public spaces and/or works.

SECTION 3: CONTRACT DOCUMENTS

The following Documents are attached hereto and hereinafter incorporated by reference:

- a. This Agreement;
- b. Easement Agreement;
- c. Grant Application;
- d. Description of Work;
- e. General Conditions/Specifications;
- f. Special Instructions (if any);
- g. Contract Addenda (if any).

This Agreement, together with other documents enumerated in this Section shall comprise the entirety of the Contract between the parties. All prior documents, negotiations or correspondence are to be considered as merged fully into this document.

SECTION 4: WORK TO BE PERFORMED

Owner agrees to fully perform all of the work described in the documents enumerated in Section 4 of this Agreement. Owner, upon receipt of a written authorization and/or a Certificate of Appropriateness

from the Commission, shall furnish all supervision, technical knowledge, personnel, labor, materials, tools, equipment and shall perform all work required for the rehabilitation and renovation of the subject property.

SECTION 5: OWNER RESPONSIBILITIES

a. **Obtaining Quotes.** Owner agrees to obtain three (3) quotes from qualified contractors prior to the initiation of work. Owner shall forward these quotes to the Commission. Owner will accept the lowest responsive and responsible bid. In the event the Owner wishes not to proceed with any of the responsive bidders, he or she must submit in writing the reason therefore to the Commission. The Commission may, in its discretion, permit the Owner to select an appropriate contractor.

b. **Start date.** Owner agrees to commence work within 30 calendar days of receipt of written notice and/or Certificate of Appropriateness.

This requirement does not apply to the Owner's hiring of an architect or engineer and applies only to Contractor's providing labor and materials for construction.

c. **Subcontracting:** The Owner agrees that he/she is completely responsible for the acts or omissions of his subcontractors and of the persons either directly or indirectly employed by them. **Nothing contained in the Contract documents shall create any contractual relationship between any contractor, subcontractor or agent of Owner, and the Columbia City Redevelopment Commission or the City of Columbia City.**

d. **Equal Employment and Federal Labor Standards:** The Owner will not discriminate against any employee or applicant for employment because of race, creed, color, age or national origin.

e. **Permits, Fees, Engineering Studies and Registered Surveys:** The Owner shall obtain and pay for all necessary permits, inspection charges and licenses for the authorization and execution of the work and labor performed. The Owner shall furnish all engineering studies and registered surveys as required and specified.

f. **Compliance with Code:** The Owner shall perform all work done under the Contract in a journeyman-like manner and in conformance with applicable codes, ordinances, regulations, and requirements whether or not covered by the specifications and drawings for the work as made part of the contract.

g. **Protection and Storage:** The Owner shall protect the premises and public right of ways from damage. Drop cloths shall be used when required. Sidewalks and roadways shall be kept clear of materials and equipment. The premises shall be protected from weather and natural elements.

h. **Clean Up and Clearance:** The Owner shall keep the premises clean and orderly during the course of the work and remove all debris at the completion of the work. Materials and equipment that have been removed and replaced as part of the work shall belong to the Owner unless stated otherwise in the specifications. If lead-hazard abatement is involved clearance is required.

i. **Insurance:** The Owner shall maintain, during the entire term of this Agreement, general liability insurance in an amount equal to \$500,000.00 or more combined single limit, and automobile liability insurance in an amount equal to \$500,000 or more, combined single limit. The Owner shall also maintain during the entire term of this Agreement workman's compensation and employer's liability insurance in amounts required by applicable law. All such insurance shall be maintained with reputable insurance companies and a certificate evidencing such coverage shall be provided to the Commission upon request, which certificate shall provide that the applicable insurance company will provide the Commission thirty (30) days advance written notice before any coverage required by this Agreement is canceled. During such 30-day period, the Owner or Tenant shall replace the coverage to be canceled with coverage equal to or better than the coverage to be canceled.

j. **Information Exchange:** The Owner shall agree to submit to the Commission, upon request, any information concerning work performed or to be performed under this Contract.

SECTION 6: GRANT OF EASEMENT

The Owner shall grant to the Commission a limited easement for the purposes of historic preservation, rehabilitation and enhancement of the subject property within the Columbia City Downtown Redevelopment District. The grant of said easement is made expressly pursuant to the Easement Agreement, attached hereto as Exhibit A and shall be duly recorded, along with a copy of this Agreement, in the Office of the Whitley County Recorder.

SECTION 7. QUALIFYING IMPROVEMENTS

- a. The Commission shall only extend payment upon the terms and conditions set forth herein, and only for qualifying work. "Qualifying Work" shall be defined as those improvements listed within the Grant Application, made a part hereof by operation of Section 3.
- b. The Owner may not use Commission funds for any of the following items:
 - i. Interior improvements;
 - ii. Additions to existing structures;
 - iii. Sidewalks;
 - iv. Purchase of furnishings, equipment or other personal property;
 - v. Improvements completed or in progress prior to notification of approval;
 - vi. Repair or creation of features not compatible with original architecture.
- c. No improvement may be made to an alleyway or a building facade or exterior facing an alleyway without the express written consent of the Commission.

SECTION 8. PERMANENCE OF IMPROVEMENTS; REMEDIES OF COMMISSISON

The parties agree that Commission funds used to purchase and/or otherwise finance exterior improvements to the above described real estate are considered permanent in nature and will remain with the subject property, even in the event of sale by the Owner to a third-party.

The Owner may not remove, dispose of or otherwise procure the absence of any fixture or improvement financed with Commission funds. In the event that the Owner should remove any fixture, improvement or any part thereof, the Commission shall have the right to receive the full amount of the grant made to the Owner under the terms of this Agreement.

Nothing in this section may be construed as abrogating or altering any other remedies ascribed to the Commission or to the Owner by operation of this Agreement. The remedy contemplated under this section is additional to any other remedy available at law or equity.

SECTION 9: PAYMENT

The Commission shall reimburse the Owner a sum not to exceed \$5,000.00 for monies expended for the work. That sum is payable when the following terms and conditions have been fully met:

- (a.) The Owner has fully performed all of the work described in the contract documents.
- (b.) The Owner has expended an amount equal to or greater than the grant amount described above.
- (c.) The Owner has completed, signed and delivered an invoice and claim form to the Commission indicating total project cost.
- (d.) The Owner has complied with the "no lien" provisions contained in Section 9 of this Agreement.

After the Owner has fully performed, Payment shall be due within thirty (30) days following completion of all terms of this Contract and final inspection of same by the Owner, any relevant regulatory agencies and the

Commission.

The Commission shall not be obligated to pay any sum in excess of \$5,000 for work performed under this Agreement.

SECTION 10: CONFLICT OF INTEREST

No member of the governing body of the community and no other officer, employee or agent of the community, who exercises any function or responsibilities with the planning and carrying out of the program, shall have any personal financial interest, direct or indirect in this Contract and the Owner shall take appropriate steps to assure compliance.

SECTION 11: INDEMNIFICATION

The Owner, Owner's agents, and any contractor or subcontractor acting on behalf of the Owner, hereby agree to indemnify, defend, and hold harmless both the Commission and the City of Columbia City from and against any and all losses, liabilities, damages, expenses, cost and fees (including, without limitation, attorneys' fees and other professional fees) incurred by the Commission and/or the City arising from the Owner's breach or the acts or omissions of the Owner, its employees, agents, subcontractors, invitees and representatives.

SECTION 12: NO LIENS

As material consideration for the execution of this Agreement by the Commission, the parties hereto agree that no liens shall attach to the Project or to the Work or to any funds that may be payable under this Agreement, in any case by reason of payment or non-payment by or to the Owner, or any subcontractor's mechanics, journeymen, laborers or persons performing labor upon or furnishing materials equipment or machinery for the Work (collectively "waiving persons"). The Owner, for it and for all other waiving persons, hereby WAIVES all right to claim a lien, or to file notice of a lien, against the Project or the Work for any purpose. If any liens are filed, the Owners shall, at its expense, obtain the release or discharge of the lien. If the Owner fails to promptly do so, the Commission shall have all legal and equitable rights and remedies against the Owner.

SECTION 13: AUTHORITY

Each person signing this Agreement in a representative capacity on behalf of the Owner or the Commission warrants and represents that (i) said person has the actual authority and power to sign and to bind the person's respective principal to this Agreement; and (ii) all action necessary to authorize execution of this Agreement has been duly taken.

SECTION 14: WARRANTIES

The Owner hereby warrants that the Work, including all labor materials, soil compaction and workmanship for a period of one (1) year from and after full completion of all of the work will be free of defects, irregularities and deficiencies, and shall promptly repair, at the Owner's expense, all such defects, irregularities and deficiencies detected by the Commission, its successors or agents, within said one-year period.

SECTION 15: BREACH; REMEDIES

In the event of a breach or threatened breach of this Agreement, the Commission shall have the right to monetary damages, equitable relief (including without limitation, specific performance) or any other rights or remedies available at law or equity. All remedies of the Commission shall be cumulative and shall not be deemed exclusive.

SECTION 16: MODIFICATION; WAIVER; ENTIRE AGREEMENT

The provisions of this Agreement may not be waived, amended or modified except by the express terms of an instrument or documents written and signed by the Commission and the Owner. This Agreement and its attachments constitute the entire understanding between the parties. If for any reason a provision hereof is determined by a court of competent jurisdiction to be invalid, unenforceable or illegal, said determination shall not affect the validity of all other provisions of this Agreement.

SECTION 17: ADDITIONAL COVENANTS

The rights and obligations of the parties hereunder shall inure to the benefit of and shall be binding upon, the heirs, personal representatives, successors and assigns of the Owner and the Commission, provided that this Agreement may not be assigned by the Owner without the express written consent of the Commission.

SECTION 18: GOVERNING LAW

This Agreement shall be construed under and governed by the laws of the State of Indiana.

SECTION 19: NOTICE

All notices required to be sent from one party to another shall be sent by U.S. mail first-class postage prepaid or certified mail or overnight courier to the address listed below.

THE PARTIES TO THIS AGREEMENT HAVE HEREUNTO SET THEIR HANDS:

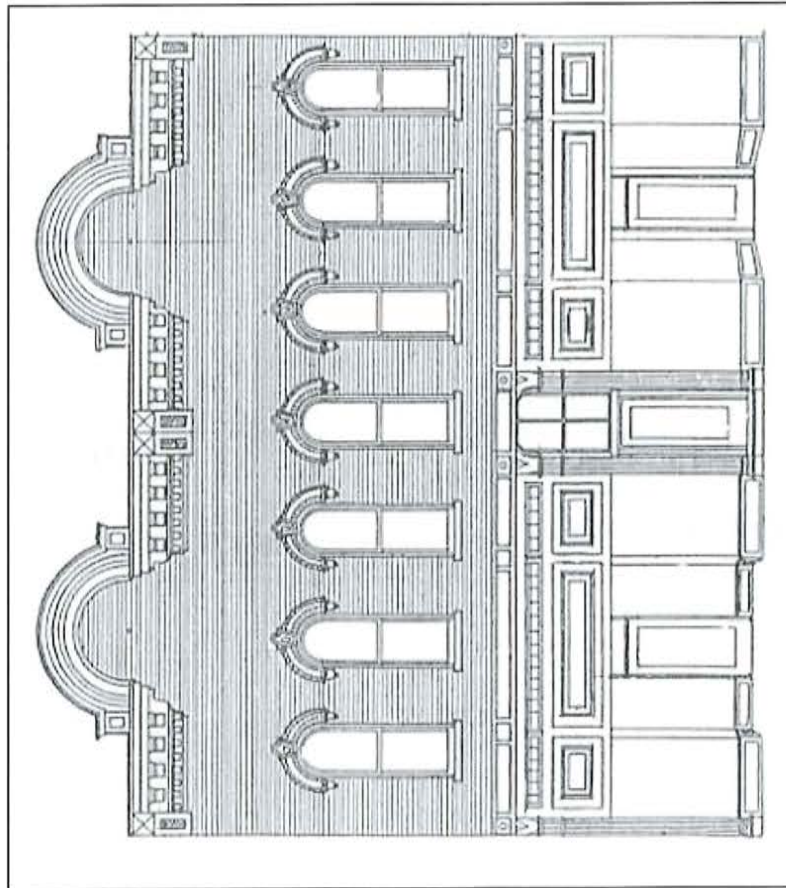
By:
Owner

Date:

By:
President
Columbia City Redevelopment Commission

Date:

Columbia City Design Guidelines



**The Whitley County
Chamber of Commerce**

in association with

**Historic Landmarks
Foundation of Indiana**

and

Indiana Downtown

March 2005

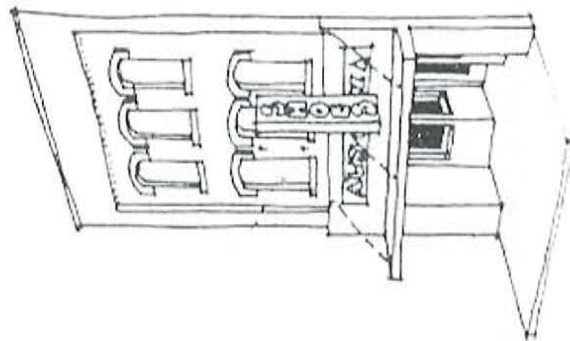
DOWNTOWN REDEVELOPMENT FAÇADE PROGRAM				
VENDOR LIST				
MEMBER	VENDOR	CONTACT	ADDRESS	PHONE
	<u>ARCHITECTS</u>			
*	TK Ladd Architecture	Teresa Ladd	PO Box 8896, Fort Wayne, IN 46898	260-484-1634
	MSKTD & Associates	Jim Kratzat	1715 Magnavox Way, Fort Wayne, IN 46804	260-432-9337
	<u>AWNINGS</u>			
	Fort Wayne Awning Co	Jim Waitke	7105 Ardmore Av, Fort Wayne, IN 46809	800-404-1636
	Lake City Awning & Signs	Jim McDairmant	10203 St. Rd. 13 Syracuse, IN 46567	866-269-4447
	<u>GENERAL CONTRACTORS</u>			
*	Reiff Construction Co	Jerry Reiff	1901 W. Business 30, Columbia City, IN 46725	260-244-7933
	<u>PAINTERS</u>			
*	Fahl Painting	Bob Fahl	10460 S. 700 E. Roanoke, IN 46783	260-672-9642
	Final Touch Painting	Terry Wood	2414 Blue Spruce Circle, Warsaw, IN 46580	574-269-9339
	McMillen Painting & Wallpapering	Sam McMillen	1015 S. Scott Road, Fort Wayne, IN 46814	260-760-6452
	Custom Painting, Inc	Ken Iskra	5727 Vance Av, Fort Wayne, IN	260-486-6470
	<u>SIGNAGE</u>			
	Graycraft Signs Plus	Scott Gray	3304 Lake City Hwy, Warsaw, IN 46580	888-247-4467
	Johnson Bros Sign Co. Inc	Hal Howard	307 S. State St, South Whitley, IN 46787	260-723-5161
	Martin & Co.	Gary Martin	560 S. Douglas Av, Columbia City, IN 46725	260-244-7131
	<u>WINDOWS</u>			
	City Glass Specialty, Co	Dick Hollman	2124 S. Calhoun St. Fort Wayne, IN 46802	260-747-3301
	O'Neil's Glass Service	Wade Babbitt	5405 Illinois Rd, Fort Wayne, IN 46804	800-274-5277

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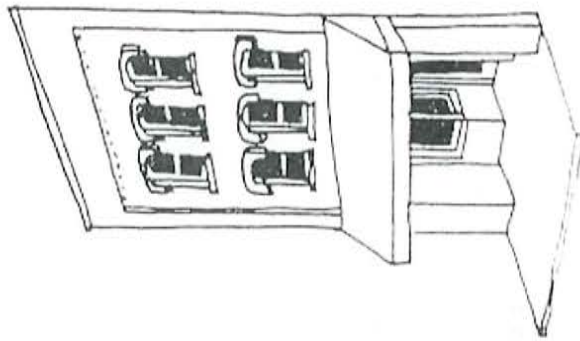
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REHABILITATION APPROACHES

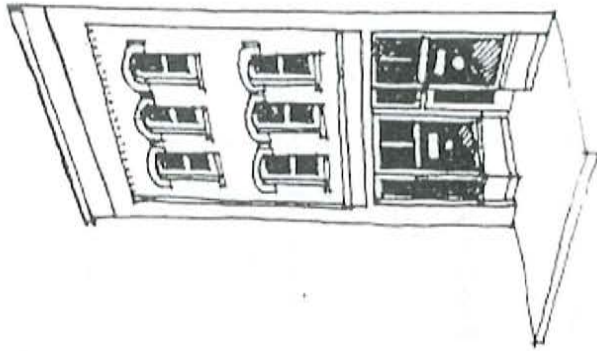
FACADE IMPROVEMENTS



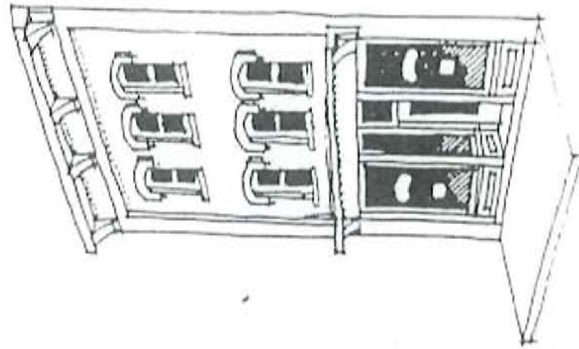
EXISTING FACADE



MINIMAL
REHABILITATION
\$3-5,000



MAJOR RENOVATION
\$8-15,000



RESTORATION
\$10-20,000

REHABILITATION APPROACHES

A number of approaches can be taken in making improvements to the exterior of a building.

Maintenance/Preservation

Keeping a building in good repair improves its appearance. This may involve minor repair or replacement of broken materials, removal of oversized or inappropriate signs, cleaning existing surfaces, caulking, tuck pointing and painting. Cleanliness and neatness communicate success and proprietary concern for the community, one's customers.

Minor rehabilitation/restoration

This approach begins with basic maintenance and goes a step further. Selective removal of extraneous or inappropriate materials can reveal attractive and exciting details. Canvas awnings provide protection from the elements, add color and movement to the façade, and offer an additional location for signage, addresses and the like. Awnings can also hide unattractive or inappropriate elements of a façade. The proper selection of paint colors can accentuate the good features of a building while making undesirable features less noticeable.

Major renovation

This approach involves the removal of all inappropriate or deteriorated materials and redesigning the façade based on the existing original elements. This approach may be restorative in character, complementing the existing building and its features, or may project an almost entirely "new" image. The experience of the past thirty years with "new" images is that time tends to render them anonymous and cheap, particularly in comparison to historical styles.

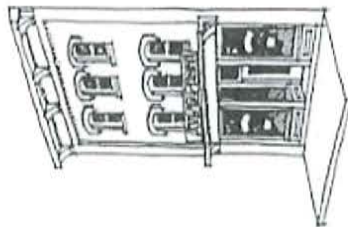
Restoration

Restoration means bringing a building back to its original condition. If a building has historic significance or has undergone only minimal alterations, this may be the most desirable approach. Moreover, maintaining or restoring an older building, irrespective of comparative historic or architectural merit, increases the sense of place and time that is unique to each community.

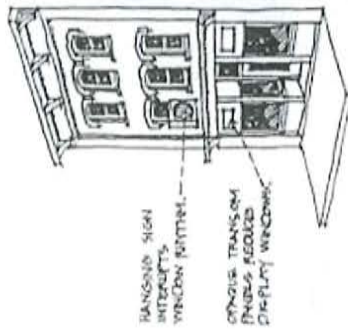
DESIGN PRINCIPLES

A Façade Evolution: From Good to Bad

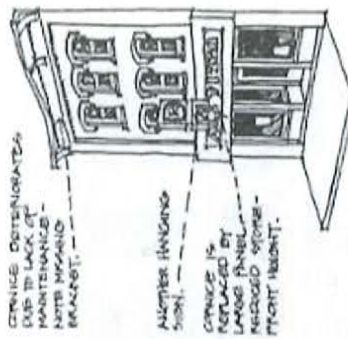
1. THE ORIGINAL FAÇADE— THE VISUAL RESOURCE



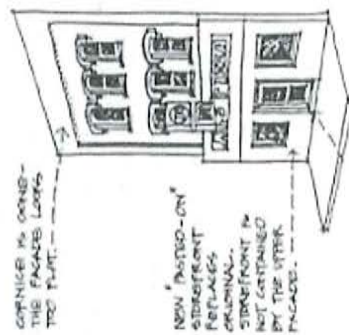
2. MINOR FAÇADE CHANGE



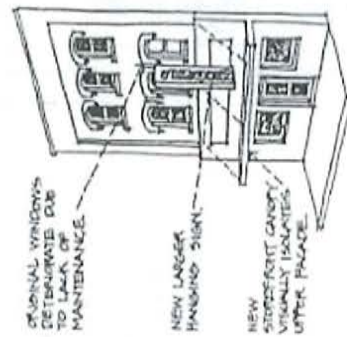
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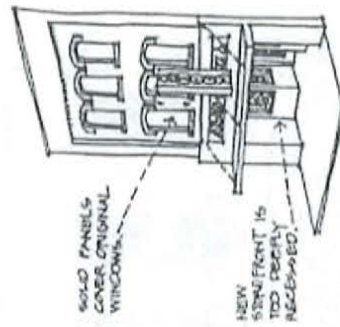
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5. MORE STOREFRONT CHANGE



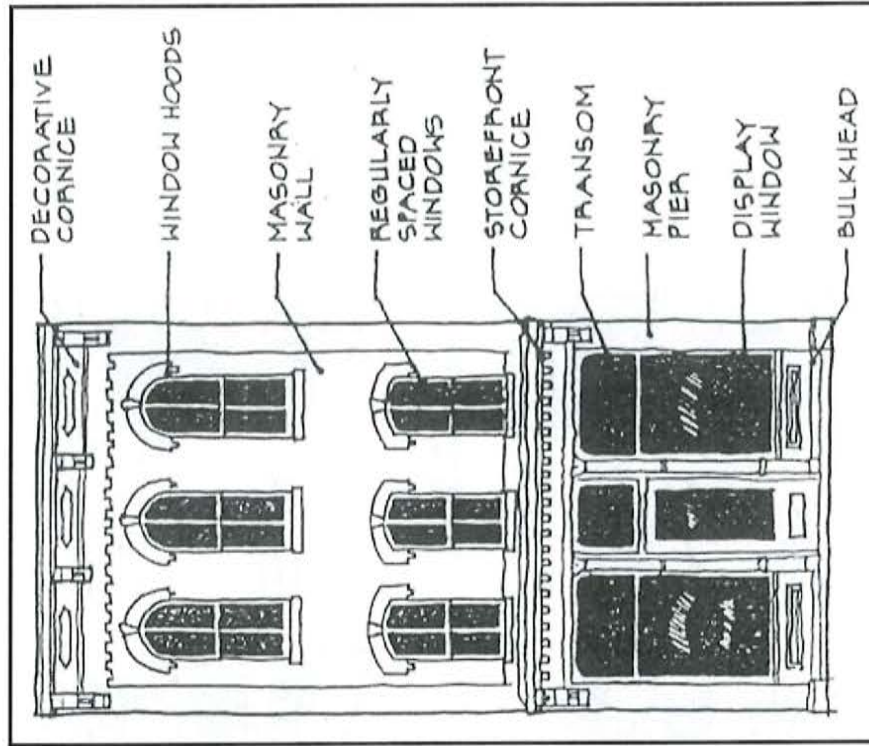
6. ANOTHER STOREFRONT REMODELING



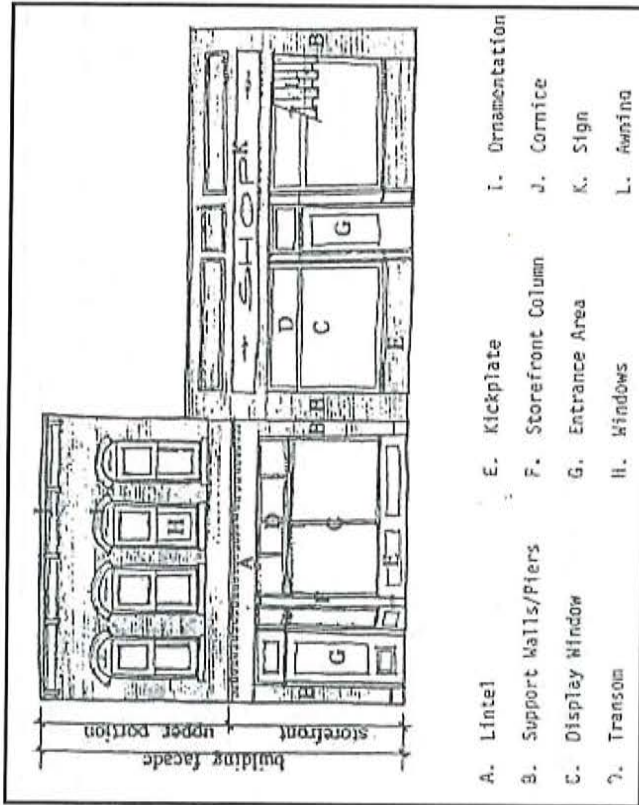
DESIGN PRINCIPLES

A good façade design works within the framework of three basic elements: the base, the middle and the top. On a typical or traditional building these elements take the form of the storefront, the upper floors and the cornice. The relationship of these elements to one another, to the street, to the people that walk and drive along the street, and to other buildings on the street is critical to a good façade design.

The successful coordination of the storefront, upper story and cornice elements within a single façade as well as with adjacent buildings helps create an attractive and exciting downtown streetscape.



DESIGN PRINCIPLES



STOREFRONT:

The storefront or base provides the human scale that invites people to walk along the street and allows them to feel comfortable while doing so. Window shopping, created by the transparency of a storefront which allows direct visual access to a shop's interior, is the essence of a downtown commercial area.

STOREFRONT CORNICE/LINTEL (A)

The horizontal span located above the display window/transom and below the second floor windows, balconies or bays. This space may contain supporting as well as cosmetic elements.

PIERS (B)

Vertical supporting members which frame the width of the building. Piers provide support for the upper story.

DISPLAY WINDOWS (C)

Area of glass which extends from the supporting bulkhead to the transom or cornice/frieze.

TRANSOM (D)

A window or horizontal series of windows located above the display windows and/or entrance doors.

KICKPLATE (E)

The space that occupies the lowest level of the storefront. The base which supports the display window.

DESIGN PRINCIPLES

STOREFRONT COLUMN (F)

Often decorative in nature, support for upper façade.

ENTRANCE (G)

Recessed or flush constructed area where entrance to the interior is obtained.

WINDOWS (H)

The windows of the upper floors establish a rhythm along the street, again at a human scale, and give the buildings an appearance of vitality.

WINDOW HOOD (I)

Highly decorative window lintels.

CORNICE (J)

The cornice emphasizes the height of the building, completes the building in an attractive manner and gives identity to the building at the skyline.

SIGNS (K)

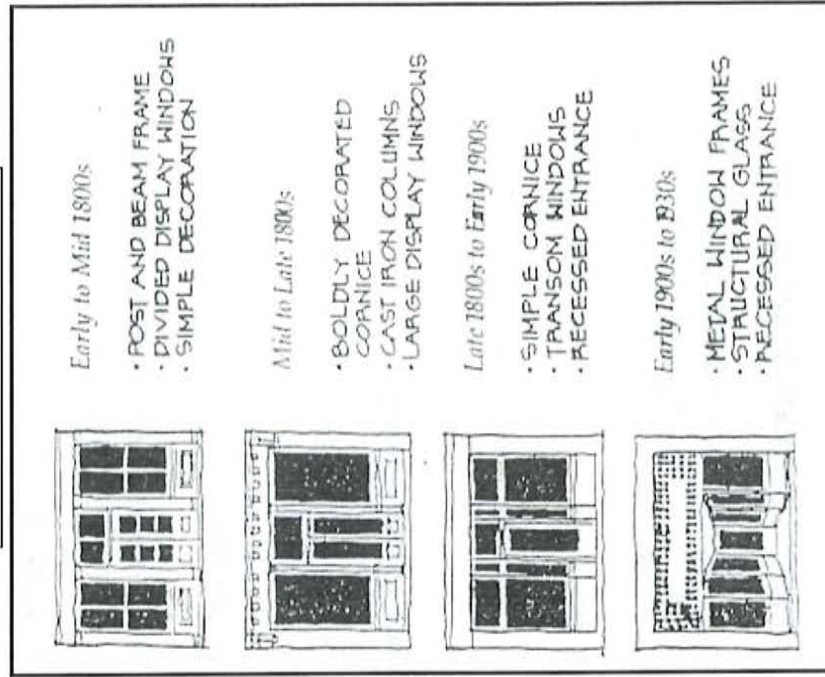
Identification of the business that is located within the building. Signs fit within the context of the overall façade.

DESIGN PRINCIPLES

AWNINGS (L)

Traditional means to shade the storefront and sidewalk from sun and rain during the warmer months. During the winter, awnings could be retracted to allow natural sunlight into the store for light and warmth.

TYPICAL STOREFRONTS



The façade of a building forms one image from the interaction of many different elements. Each individual element of a façade has an important role in defining the building's overall character. It is therefore very important to carefully consider every component in a façade during a renovation or restoration.

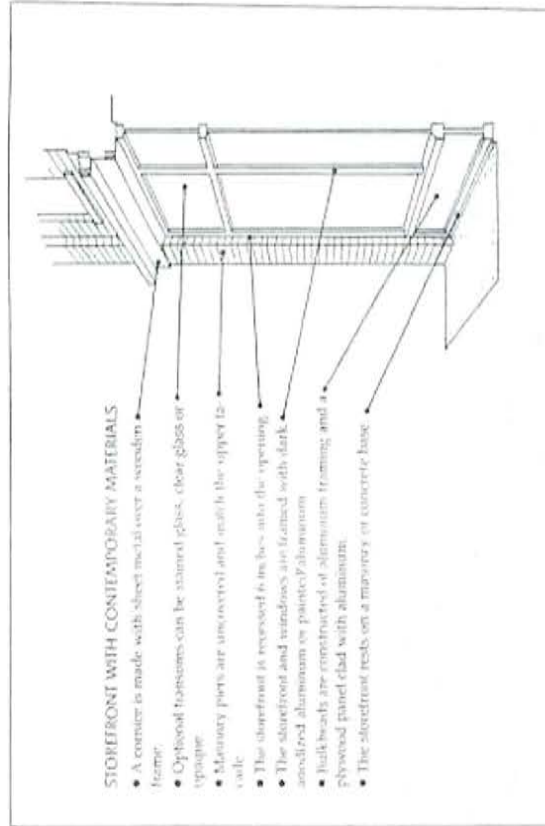
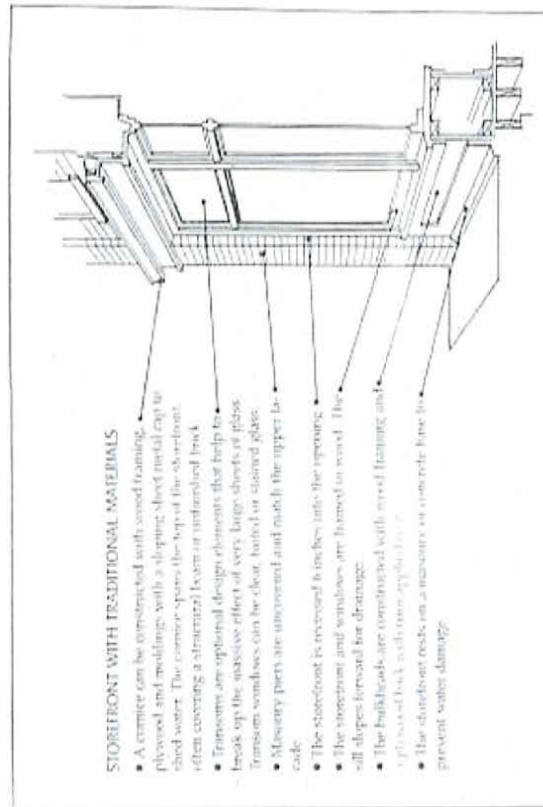
subdivision of blocks into individual parcels, and the buildings erected on them. Within each building are the intervals of the structural bays (the space between the major structural elements), and doors and windows, which establish a human-scaled rhythmic interval.

- The integrity of the basic elements of traditional façade design should be respected and coordinated whenever possible. Decorative details such as a window hoods, string courses, quoins, brackets, corbels and lintels should be retained or replaced whenever possible.
- The scale and proportion of original or traditional façade designs and elements within the façades should be respected. This is especially true of buildings that exemplify particular historic periods or styles.
- Inappropriate materials that obscure the original façade should be avoided. The feasibility of removing such materials should be considered whenever possible.
- While each building should maintain its own identity, in some cases it is possible for specific elements such as cornices, upper floor windows and kickplates to align with adjacent buildings. This helps to reinforce the continuity of the streetscape.
- Honesty and authenticity in style should be favored over superficiality. A redesigned façade, or portion thereof, should make an effort to preserve the primary elements of an existing style rather than adopting a false or irrelevant style.
- Buildings should establish rhythmic intervals at several scales. The primary urban rhythm is created by repetitive blocks, i.e. the interval of streets. The next rhythm is created by the

DESIGN GUIDELINES

Storefronts

- Storefronts should not extend beyond the plane of the façade.
- While recessed entryways are acceptable and often desirable, the entire storefront should generally not be recessed. This interrupts the continuity of the streetscape. However, an arcade and vertical structural elements carry the plane of the façade to the sidewalk.
- A storefront may be recessed when it is part of a system of covered walkways, such as a loggia.
- Entrances should relate logically to upper floor windows and/or pedimented cornices. An entrance placed directly below an upper floor window or a pedimented cornice, or an entrance spaced evenly between upper floor windows is favored over an entrance that is randomly placed with no reference to the other elements of the façade.
- Doors to businesses should be largely transparent and should not be residential in character.



DESIGN GUIDELINES

Openings

- When replacing windows, mullions and muntin bars should be used to imitate, if not replicate, the original window subdivisions.
 - Original openings on commercial buildings should not be either partially or completely blocked or closed up.
 - Original openings on industrial buildings that are too large to be compatible with a new use may be partially closed if done in a manner that maintains the scale of the original openings and their subdivisions and complements the character of the building.
 - Window openings and window subdivisions should be related to, and a logical subdivision of, the architectural/structural bay.
 - If a dropped ceiling is necessary inside the building, it should be pulled back or sloped away from the original windows so as to preserve the original proportions of the windows.
 - When it is absolutely unavoidable to close a window opening, it should be done in a manner to replicate the original window opening in terms of scale, color and detail.
- The use of awnings is encouraged to provide protection from the elements, add color, movement and scale to the façade, and to offer an additional location for signage and addresses.
 - Awnings should be made of canvas or other durable fabrics. Metal awnings that have historical significance may be used. Wood, wood shingles and plastic lite or non-lite should not be used.
 - The positioning of awnings should be designed so as to complement other façade elements and should not detract from the integrity of such elements.

Awnings

DESIGN GUIDELINES

Materials

- Wood should not be used except for traditional and/or trim elements like storefront doors, kickplates and window frames.
- New materials should be similar in texture and quality to existing materials.
- High reflectance materials in storefronts are encouraged. These materials include: polished stone, glazed brick, glazed terra cotta, brass, bronze, stainless steel, chrome, glass and paint finishes. Such materials generally appear cleaner than materials finished to a matte or low reflectance level. Subtle reflections contribute to the visual dynamics of the city street.
- Asbestos, asphalt, cast stone, concrete block, rough-sawn wood, artificial brick and similar materials should not be used.

Signage

- Traditional signage such as lettering on windows, flush mounted in the storefront cornice, traditional hanging signs and other traditional signs are encouraged. Plastic back-lit signs and signs that obscure display or other building elements are inappropriate.
- Back-lit awnings are not appropriate and should be avoided. Traditional signage/lighting is encouraged.

□

Color and Paint

- There are two types of color—integral and applied. Integral colors are the actual colors of the materials. Applied colors are added to the material.
- Integral colors of the primary original building materials should be painted over only when it is absolutely impossible to maintain or provide adequate protection to a deteriorating surface. Original materials intended to be painted should be painted.
 - When using applied colors, select colors that coordinate with one another and compliment the existing integral colors.
 - For small areas, and especially for shaped, molded or modeled surfaces, glossy paints should be used, particularly with dark colors. Shaped surfaces depend on light reflectance to reveal their shape. Glossy finishes increase reflectance and make shape more apparent.
 - Flat paints should be used where it is necessary to decrease apparent shape variations, especially on damaged or dented surfaces.

DESIGN GUIDELINES

Secondary Elevations

- Rear entrances should encourage the use of secondary parking areas and increase the accessibility of a business. This can be achieved through the use of awnings, signage, lighting, landscaping, quality materials, paint and proper maintenance.
- Service areas should be screened from public view with wood, masonry or landscaped enclosures.
- Dumpsters should be screened and properly maintained. Shared dumpsters are encouraged to minimize the locations for waste to accumulate.

Maintenance

All features of the exterior of a building or property should be maintained in such a manner as not to create any public safety hazard or nuisance, and as to convey the appearance of neatness and vitality in the downtown area. Vacant buildings should also be well-maintained.

Building Illumination

The use of exterior lighting is encouraged to identify signs and entrances and to accentuate architectural features.

Interior Connections, Sidewalks

The feasibility of making connections to other buildings and other businesses should be considered whenever possible. These connections should be made without destroying important

architectural features. Skywalks should not cross major roads or disrupt vistas.

Vacant and Parking Lots

- Vacant lots and off-street parking areas should be well-maintained and should carry the rhythm and continuity of the street through the use of landscaping and/or fencing. Fencing should generally be brick and/or wrought iron. Wood and chain link fences should not be used.
- There should be a landscape buffer between all off-street parking areas and public rights-of-way.
- All off-street parking and loading areas should be surfaced with durable all-weather, dust-free surfaces with adequate drainage and lighting.

DESIGN GUIDELINES

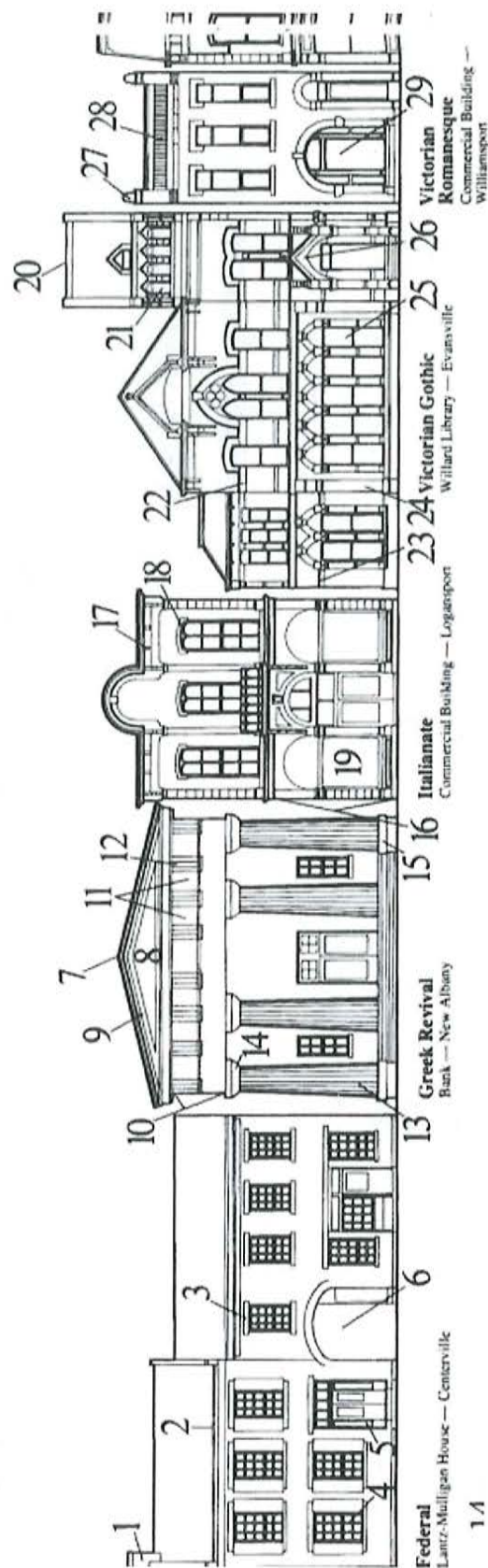
New Construction

1. Buildings should strengthen the continuity of the streetscape at a pedestrian scale and help to reinforce an urban atmosphere by following the established building set back along the same block.
2. On-site public areas such as plazas should be designed to work with sidewalks and other public areas in such a way that they do not become visually or functionally competitive.
3. New construction should not seek to imitate historic styles. It should seek to be visually complementary by relating dominant lines, proportions and scale of adjacent structures.
4. Exterior materials should have characteristics of high quality and permanence such as natural brick and stone.
5. Materials such as pre-cast concrete, metal and glass panels are discouraged as primary exterior materials.
6. Artificial brick veneer, cast or irregular-shaped stone, concrete block, stucco, wood, asbestos, asphalt siding and similar materials should not be used.
7. Avoid solid, unmodulated walls, particularly at the street level.
8. Street elevations should have appropriate windows.
9. When sighting a new building, important views should be retained/enhanced whenever possible.
10. Mechanical penthouses should be avoided whenever possible. When necessary, they should be constructed of materials comparable to those of the rest of the building.
11. Additions to existing buildings should not change the scale of the original architectural character of the building or destroy important architectural features. Materials and designs should relate to the existing building but should not attempt to look historic.
12. Parking areas should be located away from street frontage, pedestrian areas and park facilities, and screened with landscaping.
13. Historic paving materials should be retained.
14. Mechanical equipment should be contained within the building. If it must be located outside of the building it should be heavily screened with materials similar to the building and landscaping.
15. All conduits should be contained within the structure of the building.
16. Whenever possible, utility lines should be located underground.

Identifying Architectural Styles and Elements

- | | | | |
|-----------------------|------------------------|-------------------|----------------------------|
| 1. End Chimney | 9. Raking Cornice | 17. Brackets | 25. Gothic arched openings |
| 2. Eave | 10. Entablature | 18. Hooded window | 26. Gabled entry |
| 3. Lintel window head | 11. Metopes | 19. Plate glass | 27. Conical turret |
| 4. 9 over 6 sash | 12. Triglyph | 20. Tower | 28. Corbel |
| 5. Sidelight | 13. Doric Order Column | 21. Lunettes | 29. Semi-circular arch |
| 6. Elliptical arch | 14. Capital | 22. Stone banding | 30. Central pavilion |
| 7. Pedimented Gable | 15. Base | 23. String course | 31. Mansard roof |
| 8. Tympanum | 16. Arcade | 24. Buttress | 32. Dormer |

Illustration by John Wells

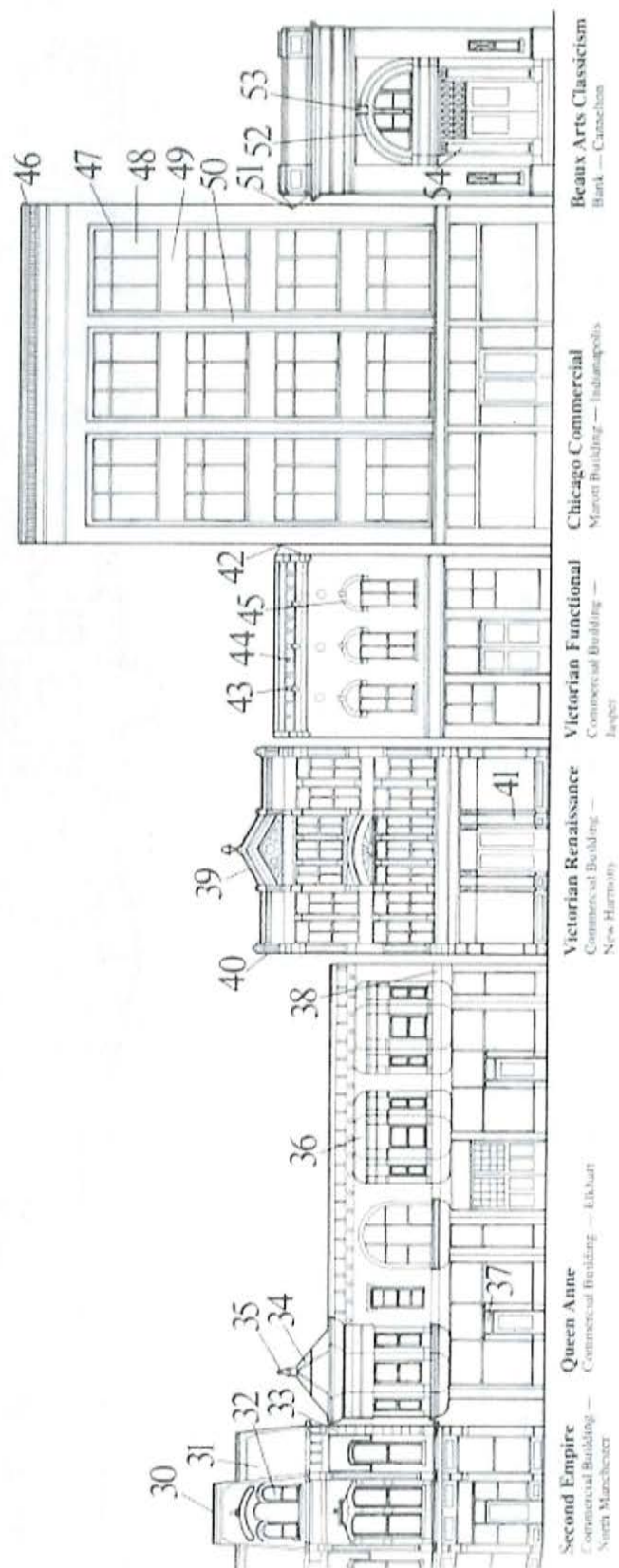


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33. Quoins
34. Turret
35. Finial
36. Oriel
37. Transom
38. Belt course
39. Pediment
40. Console

41. Pilaster
42. Cornice
43. Modillion
44. Dentil
45. Masonry round arch
46. Projecting eave
47. Window enframement
48. Chicago window

49. Spandrel
50. Pier
51. Parapet
52. Roman arch
53. Keystone
54. Ionic order column



Second Floor Rehabilitation: Considerations

One of the most overlooked opportunities in the central business district are the upper floors of the commercial buildings. Long underutilized or abandoned, these upper story spaces give the buildings a black eye with boarded up or broken windows and general lack luster appearance. They represent a loss of potential economic value to the building owner and a loss of tax revenue to the city. They may be a health hazard, definitely an eyesore and the deterioration and abandonment of these spaces contribute to the decline in the health of downtown buildings and the eventual loss of the valuable historic identity the central business district possess.

Why rehabilitate upper story areas? For the money. These spaces represent a potential for a favorable rate of return on your investment and a good business opportunity. If the first floor is a commercial usage, tenants on the upper levels provide built-in security for after hours and potential customers for that business. By adding additional usable space to the central business district, the quality and viability of the district is improved.

Upper floor development must be well thought out. The created space must respond to special market needs. There are no easy answers and no short cuts; only quality rehabilitations keep tenants.

To help ensure a successful upper floor development the following tips are offered:

- a. Identify buildings with profitable potential (ones with stairways in good locations along the front of the buildings or onto a side street).
- b. Select uses for which there is a market and where these uses are feasible in upper level space.
- c. Design and development economically, but with a measure of quality. Don't overdo for the market.
- d. Carefully evaluate financial potential and risk.
- e. Is the building structurally sound?
- f. Is there enough revenue producing floor area to justify the cost of renovating the space?
- g. How costly is the existing vertical circulation to rehab (stair towers, elevators; in many instances effective design can control these costs).
- h. What is the configuration and number of exposed vertical walls? Is the space limited to commercial use or is residential an option?
- i. Is there available parking nearby?

SIDEBAR:

Keeping Costs Down

Cost the project on paper before construction.

Leave brick walls exposed, paint or prime brick walls rather than insulate and cover over.

Expose structural elements to increase visual appeal and reduce costs.

Maintain existing wood or exposed joist ceilings.

Sand and urethane existing wood floors.

Install exposed sprinkler system (if needed).

Incorporate stock rather than custom designed items (i.e. cabinets) in the design keeping in mind that most of what you need can be acquired locally and the quality will be the same.

Use local small contractors.

Select good quality, traditional materials such as drywall and wood trim and do some of the work yourself.

Ideas for Reuse

Non-Profit Organizations –

The value of lease concessions may be partially or fully deductible.

Services Supporting Professional Needs—

Clerical, accounting, resume services, computer services such as desktop publishing, software sales or hardware servicing, watch, jewelry or small appliance, musical instrument repair.

Open Space Use – for telemarketing or light assembly.

Professional Space – for legal, counseling, planning, designing, consulting, architectural or other potentially “low inventory” type service. Individual professional on second floor; consultation, meeting or conference space on ground floor.

Shared Office Space –efficiency offices

Studio Space – photography, framing, video production, fashion design and/or alteration, tailoring, music, dance or art practice or instruction.

If the space was previously residential, you may only need to upgrade the systems (HVAC, electrical, plumbing, entrances, etc.)

If it is simply vacant with little demolition needed, and you wish to keep rehab costs low, lease it as a studio or loft unit. Generally market demand will be helpful in determining the best residential rehab. One or two bedroom units will be more common. Local ordinances should also be consulted for residential use of upper floors.

Marketing Your New Space

Advertise in a local paper or feature it in a main street story.

Put a banner on the building or a sign in the ground floor window.

Host a pre-construction party to benefit the local Main Street organization.

Direct contact with most likely tenants.

SECOND FLOOR REHABILITATION: GUIDELINES

The basic approach to a design for the interior of a building is the same as the exterior. Look for original detail and respect them in your plans for the rehab. Commonly commercial buildings still contain their ornamental tin ceilings, ornamental moldings of wood or metal and doors with decorative hinges, doorknobs and paneled spaces. These guidelines have been developed from the Secretary of the Interior Standards for Rehabilitation (see appendix I). A complete copy of the Secretary of the Interior Standards is available at the Whitley County Chamber Office. You are encouraged to consult this resource for a more detailed discussion of interior rehab that respects the historic integrity of the structure.

Quality rehabilitation materials should be used in the rehabilitation. Use of natural materials such as plaster, drywall and wood in the design and construction will improve the quality of the project and make the project more successful in the short and long term.

Evaluate the existing condition and significance of surviving details.

Preserve existing ornamental details. If these have been covered up, consider uncovering.

If the original details have been damaged, consider reconstructing them or developing a simplified version of the original.

Maintain the open feel of the space. If partitions are necessary, stop them short of ceiling height to maintain the open feel. Consider retaining the high ceilings and opening up the clerestory for energy conservation.

If a dropped ceiling is necessary, maintain original ceiling height at the windows creating a bulkhead to absorb the difference in heights.

Exposed portions of the structural system such as load bearing brick walls, cast iron columns, roof trusses, and posts and beams should be evaluated as to their importance in defining the character of the space or the history of the building technology and should be respected accordingly.

If new floors, stairs and partitions are necessary for a rehab, then these items should be constructed with the least amount of harm to the surviving architectural details.

GENERAL REHABILITATION GUIDELINES

Character retention and money savings through proper maintenance

BUILDING MAINTENANCE

Perhaps the most important task any building owner undertakes is the proper maintenance of the building itself. Proper maintenance not only helps ensure the long term investment of the owner, it also protects the character of the building. A regular maintenance program is essential to prevent the development of public safety hazards or deteriorated building materials. A small amount of preventative maintenance will save the building owner money and time in the long run. Whitley County Chamber has many publications which can aid you the building owner in developing a maintenance schedule for your historic property.

It is important to remember that new technologies are constantly being developed to combat physical deterioration of the building environment. These guidelines are intended to give broad rules to apply when designing a rehabilitation project or maintenance program for your building. Since technology is constantly changing, the latest publications should be sought out when tackling a particularly unusual or severe problem.

These guidelines expound a particular attitude about historic buildings, their use/reuse and continued care. These are not intended to be used as a "do-it-yourself" guide to building rehab. Whitley County Chamber is available for consultation services and you are encouraged to contact us or another qualified professional to aid you in planning a project.

STRUCTURAL CONSIDERATIONS:

As buildings age, they settle and move. One of the first considerations in any project is the structural integrity of the building itself. Look for clues to structural failure such as cracks in the walls along the foundation line, around doors and windows and at the building corners. Cracks may show on the interior or exterior of wall surfaces. A crack is an indication of movement. While cracks may indicate structural problems, this is not always the case. Most cracks are simply the result of previous settlement, freeze thaw cycles or movement within the finish material itself. Always determine if the crack is active or dormant and explore possible causes.

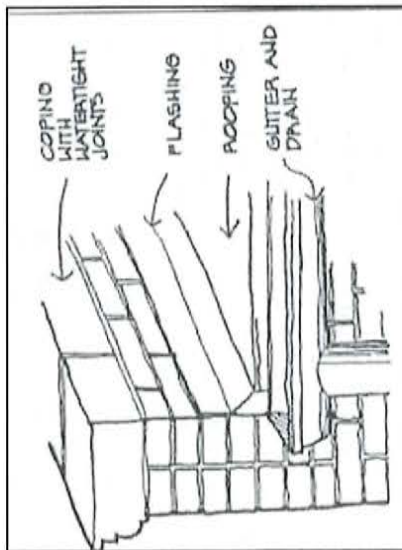
GUIDELINE: Review bearing capacity of roofs and floors for code compliance.

Examine the buildings walls for evidence of structural problems. Test wood framing for roofs and floors for adequate load capacity. Always determine if the new use of a building will be supported by the structural capacity as older buildings were often designed to carry lighter loads.

GENERAL REHABILITATION GUIDELINES

ROOFS:

The roof is a building's first line of defense against the ever-changing weather. It is subject to the most extreme conditions of any element of the building and must be routinely inspected for water dissipation. Many times roofs left to leak will cause structural problems in other parts of the building as water enters and deteriorates elements. Check not only the roofing material but also the gutters, downspouts and splashguards are in place and properly draining. Inspect flashing. Make sure all roofing materials are compatible when installing new.



Detail of a typical roof

WINDOWS:

Another important line of defense against changing weather are the windows of a building. Windows keep rain, snow, sleet and extreme temperatures out of the building. Windows are also a very important character-defining element. An owner can save money by repairing damaged windows with the materials rather than replacing them wholesale. If windows must be replaced, select windows that match the original configuration in size and detailing. Avoid using a mirrored film, keep windows transparent and use interior shades or blinds to provide privacy. There are many reputable contractors who can repair or replicate windows. There are also several manufacturers who can provide quality replacement windows that match the original size and style.

MASONRY:

Cleaning: The cleaning of masonry surfaces is a project to undertake with great thought and consideration. While brick and other masonry units appear to be very hard and indestructible, they are in reality very susceptible to severe damage due to improper maintenance and cleaning. **NEVER SANDBLAST OR USE HARSH CHEMICAL CLEANERS ON MASONRY BUILDING FAÇADES.** Sandblasting removes the protective outer coating of the masonry unit exposing it to rapid decay due to the exposure of the soft inner material to the elements. Some chemical cleaners may work but be sure to perform a test spot. A gentle scrubbing with a mild soap and water is often sufficient.

Painting is often used instead of cleaning to brighten or change a building's appearance. It is best to leave masonry unpainted. If masonry has already been painted then scrape off the loose paint and reapply a new coat.

GUIDELINE: Do not sandblast or use strong chemicals on masonry buildings.



REPLACEMENT OF MASONRY UNITS:

Often times when buildings are tuckpointed, some of the units will need to be replaced due to age and deterioration. It is important to try and match the units.

There are some general rules to follow in order to get the best match possible.

- Look at the color, texture, and size of bricks.



- Look at the width of the joints between the bricks.
- Look at the color and tone (degree of darkness) of the mortar.
- Match the type of the joint that is used elsewhere.

GUIDELINE: When replacing stones or bricks in a damaged wall, try to match the repaired section to the rest of the wall.

METAL FAÇADE COMPONENTS

REPAIRING/TUCKPOINTING:

Masonry surfaces require less routine maintenance than do most any other material. However, when masonry does require repairs it is critical to follow proper procedures in order to insure the material long-term survival. Mortar between masonry units is designed to wear replacement. This is so that masonry units such as brick do no wear out as fast. When tuckpointing, it is critical to match the consistency of the new mortar with the old. Mortars used today are much harder than earlier lime mortars. The stronger mixes are incompatible with the softer bricks found on historic buildings and will cause the masonry units themselves to crack and deteriorate. Softer mortar gives and takes during freeze thaw cycles therefore saving the bricks.

It is important to tuckpoint a building to keep water from sitting in the joints and causing damage during freezing weather and wear from rain.

- c. Bronze: Mild chemical treatments or low grit.

GUIDELINE: Clean metal storefronts components only when necessary, and only with the gentlest means possible.

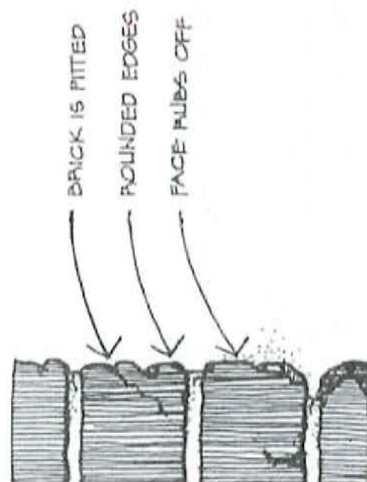
REPLACING METAL FAÇADE COMPONENTS:

Sometimes metal façade components have been destroyed and need replacing. Replacing these components with exactly the same type may be expensive. Before changing the design of the element, consider recasting it to resemble the missing piece in a substitute materials such as fiberglass or aluminum.

Also consider "catalog" replacements. Many companies are now making replacement parts for ornamental metal work.

GUIDELINE: Metals that have been destroyed should be replaced.

GUIDELINE: When sandblasting metalwork, protect those materials that may be damaged by the blasting such as wood and brick.



Commercial buildings are often capped by a metal cornice. This cap helps complete the top of the building by providing a decorative and interesting termination to the façade as a whole. This element of the historic commercial building is very vulnerable to weather and deterioration and must be inspected and repaired on a regular basis to avoid large repairs in the future.

Many different metals were used in the construction of these cornices. Entire façades were sometime fabricated from metal to imitate stone or other exotic building fabrics at a fraction of the cost. It is very important to identify the type of metal that needs repair at the outset of a rehabilitation project. This can be done by a laboratory or through research into the historical building permit files. Different metals require different cleaning or patching treatments. Always contract with professionals who have experience with metal repair. Keep metal painted and dry. Ensure that water is running off of flat surfaces.

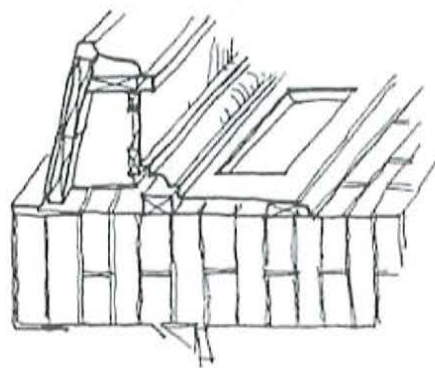
Suggested cleaning treatments:

- a. Cast iron: Hand-scraping and low pressure grit blasting.
- b. Aluminum, copper, lead, zinc: Mild chemical

Low Pressure Water Cleaning



Sheet Metal
Cornice



APPENDIX I

INDIANA CODE: RULE 8

Chances are the building which is subject to upper floor development is either on the National Register, contributes to a district, is a candidate for placement or is better than fifty years old. The project may or may not be part of a tax credit rehabilitation. Whether or not the building is significant, the Indiana Building Rehabilitation Standard (IBRS) was created to facilitate the reuse and revitalization of historic and existing structures. In many cases, the use of Rule 8 can reduce the cost of rehabilitation.

Previously, the State's building code was so restrictive as to prohibit the kind of historic rehabilitation taking place on Main Street. The restrictive and inflexible nature of Indiana's building code prior to 1988 made renovation and rehab so costly that many building owners were faced with demolition as their only alternative. As a result, many valuable structures were torn down and the gaps gave many Main Street communities a toothless appearance.

Indiana revised its Uniform Building Code with Rule 8, the IBRS. Under Rule 8 an owner can elect to rehab a structure according to its building classification. IBRS identifies 11 building types and proscribes mandatory scores for each type in the categories of Fire Safety, Means of Egress and General Safety. A numerical value is assigned to each element to test code compliance. The total score must equal or exceed a specified mandatory score for the building type. The entire building is scored; not just where the work is being performed. An itemized approach reveals a range of options available to bring a project at an allowable score. Features may be upgraded in the plans and design to pass by the State.

The following items are scored:

Height and Area
Fire Sprinkler/Extinguishing Systems
Corridor Walls/Partitions
HVAC Systems
Smoke Control/Windows
Dead-End Corridors
Elevators/Elevator Control
Uses Within a Building

Space Division
Fire Area
Vertical Opening/Shafts
Smoke Alarm Systems
Exits/Exit Capacity
Exit Travel Distance
Lighting/Egress
Communications

It is strongly recommended that a qualified engineer or architect review your rehabilitation plans and the structure, especially one familiar with Rule 8. In many communities the local building inspector is not necessarily "up" on this tool. When in doubt or further information is needed, contact the Whitley County Chamber of Commerce, or the Division of Historic Preservation and Archaeology at 317.232.1646. The Indiana Building Commissioner's Department of Fire and Building Services may also be of assistance at 317.232.1437.

APPENDIX II

ENERGY CONSERVATION

Money Savings through Energy Usage Reduction

As building and energy costs rise, it is important to make historic buildings energy efficient. This does not mean that a historic building must be gutted and rebuilt with new materials. That in and of itself is a waste of natural resources, both those used to construct the building in the beginning and the materials that must be made for the rehabilitation. Historic structures were built to take advantage of natural heating and cooling with high ceilings for summer heat and large windows to let in natural light.

Many times a simple fine tuning of existing systems and components is all that is needed to make a historic building energy efficient at a fraction of the cost of an entire retrofit. Listed below are some hints on making your building environmentally friendly and save your money in the long and short term.

USE AWNINGS, CANOPIES AND TREES:

Historically, these were used to provide shade during the summer months. Used in conjunction with open windows and high ceilings, interiors will stay cooler during summer months. With central air, these items will keep the cooling costs down. Make sure the trees are deciduous so they do not interfere with winter solar heating. Trees should be planted at least 10 feet from the front of the store.

REDUCE AIR INFILTRATION:

Use caulking and weather-stripping to improve efficiency of doors and windows. Air will enter through cracks in trim, windowsills and door jambs. Be sure to use materials that will not detract from the appearance of the building.

USE STORM WINDOWS:

Storm windows also help reduce air infiltration at a fraction of the cost of replacing the entire window. Mount the storm window on the interior to preserve the original appearance of the exterior. Add weep holes in order to prevent any moisture condensation. Exterior mounting of storms is another option. When this is done, match the existing size and configuration of the window itself.

USE INSULATION:

Insulate the attic area of your building. Heat loss through the roof is a major cost and can be prevented with a minimal investment. Consult an insulation professional to determine the best type for your situation. Be sure to ventilate the space properly.

INSULATE DUCTS AND WRAP PIPES:

Low cost and effective, this will help decrease your heating and cooling bills in a hurry.

