



FAÇADE GRANT PROGRAM SUMMARY

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October, 2021

FAÇADE GRANT PROGRAM

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- Application
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FAÇADE GRANT PROGRAM

GRANT PROGRAM SUMMARY

The Zionsville Architectural Review Committee (“ZARC”) has a \$50,000 annual budget. The purpose of the program is to offer monies to property owners in the downtown village business area as an incentive to rehabilitate their building facades. This money comes from the Food & Beverage Tax and is specifically earmarked for downtown improvements.

The Façade Grant Program provides grants of **up to 40% of the qualified expenses for projects with a maximum cap of \$25,000.00.**

ZARC has been established by the Town Council to administer the program. ZARC will administer the program as summarized in the Four Step Process document and in accordance with the Architectural Façade Design Guidelines. Final determination of eligibility shall rest with ZARC.

Eligibility for the program should initially meet three criteria:

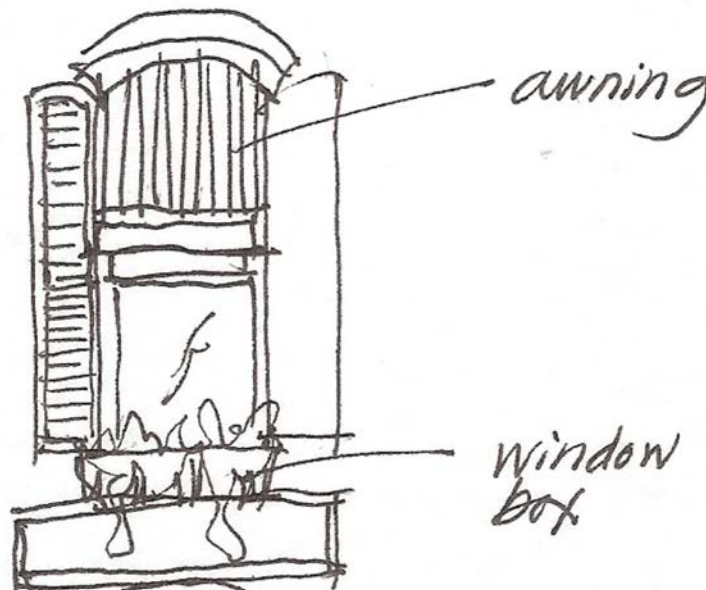
- The rehabilitation project property must be in or contiguous to the Zionsville downtown village business area as depicted on Page 8.
- The rehabilitation project must be visible from a public way.
- The rehabilitation project must contribute to the character of the building as well as the character of the Town of Zionsville Business District.



FAÇADE GRANT PROGRAM

GRANT PROGRAM OBJECTIVES

- Stimulate investment in Zionsville's downtown village business area through the rehabilitation of commercial buildings by offering financial and limited technical assistance for façade improvements.
- Maintain and expand the contribution of the Zionsville downtown village business area to Zionsville's economy by providing a pleasing aesthetic for the downtown district that attracts new businesses and consumers.
- Promote architectural appreciation through rehabilitation of Zionsville's downtown village business area properties using practices that conserve the existing building stock and encourage the enhancement of historic or distinct architectural features.
- Encourage and help initiate aesthetic improvements by assisting with the cost of rehabilitation of an existing and/or new infill façade.



FAÇADE GRANT PROGRAM

GRANT PROGRAM FOUR STEP PROCESS

The four-step process helps summarize the Zionsville Downtown Façade Rehabilitation Grant program administered by the Zionsville Architectural Review Committee (“ZARC”).

1) **Application**

Information and an application for the rehabilitation program may be obtained from the Department of Community and Economic Development at the Zionsville Town Hall, 1100 W. Oak Street, Zionsville, IN 46077. Information, including the application, may also be found at www.zionsville-in.gov. Upon its completion, the application may be returned to the Department of Community and Economic Development.

2) **Review / Approval**

The application will be reviewed by the ZARC. See the ZARC Grant documents for detailed requirements and the distribution of funding.

3) **Confirmation**

Upon review and approval, ZARC will notify the applicant that the project may proceed. Visits will be arranged throughout the project process to maintain fidelity to the plan.

4) **Execution / Payment**

Once the project is deemed completed, the owner/tenant will contact the Department of Community and Economic Development and will fill out the project completion form. Receipts for project costs must be presented at this time. Members of ZARC will then inspect and review the project to ensure that the rehabilitation was completed as approved. After inspection and upon final approval, the Director of the Department of Community and Economic Development will request the Zionsville Clerk-Treasurer to disburse the applicable funds at next available funds release date.



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APPLICATION CHECKLIST

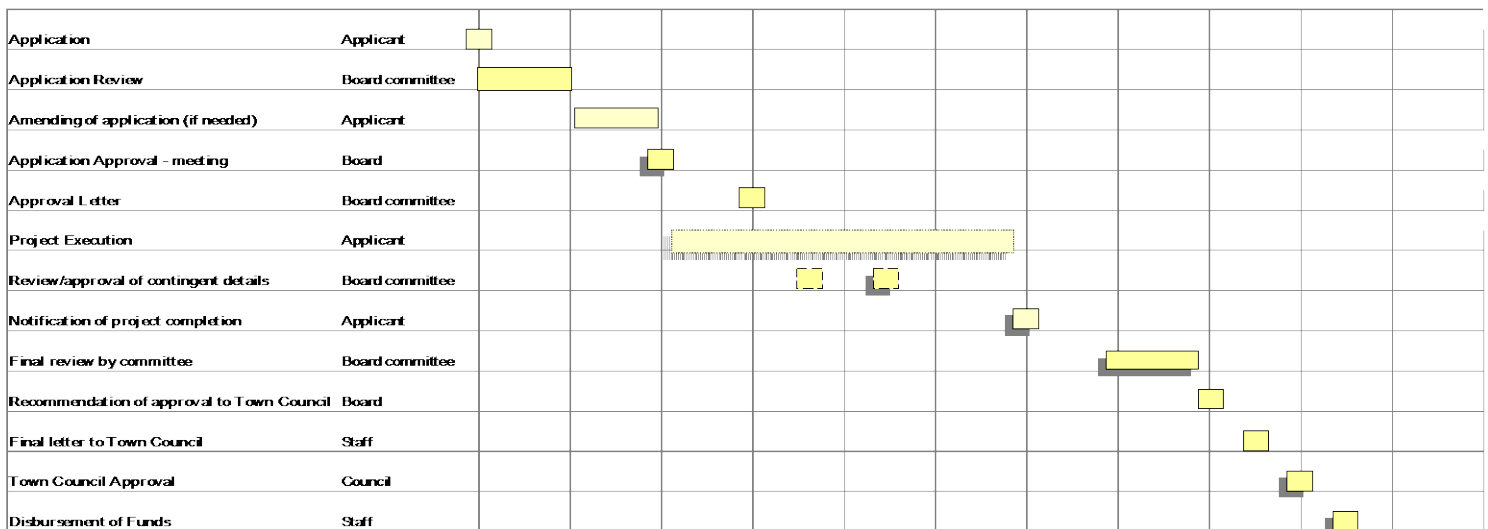
- Complete and Submit Application
- Get Quotes for Grant-Appropriate Portions of the Project
- Get Materials Samples Where Possible
- Review Application with a Committee Representative
- Meet on the Building Site with an Architect/Member of Committee
- Perhaps Get More Quotes and Material Samples
- Present the Project to ZARC for Approval

PROJECT TIMELINE FOR GRANT PROGRAM

Zionsville Architectural Review Committee

Successful Project Application and Project Flow Chart

Preliminary and Deliberative



C:\Documents and Settings\kclaver\My Documents\ZARC timeline.xls
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GRANT APPROVAL AND DISPERSAL PROCEDURES

1. Grant inquiries should be directed to the Zionsville Director of the Department of Community and Economic Development.
2. The Director will send the Application Letter, Application, and Guideline to interested applicants.
3. Application Fee: \$50.00 (due at filing).
4. Returned Grant Applications will be copied and distributed to members of ZARC for review (inspection of property and if deemed necessary, presentation/discussion with application) and action. *Permanent grant files will be kept in the Department of Community and Economic Development.*
5. ZARC recommends, in writing, Grant applications to the President of the Zionsville Town Council.
6. Upon Town Council Approval, the Director shall forward the application to the Zionsville Advisory Plan Commission (if applicable), for its approval. Once Plan Commission approval has been obtained, the Director shall notify the applicant of the Grant award (cc: Zionsville Clerk-Treasurer with footnote date of Council's, and if necessary, Plan Commission approval).

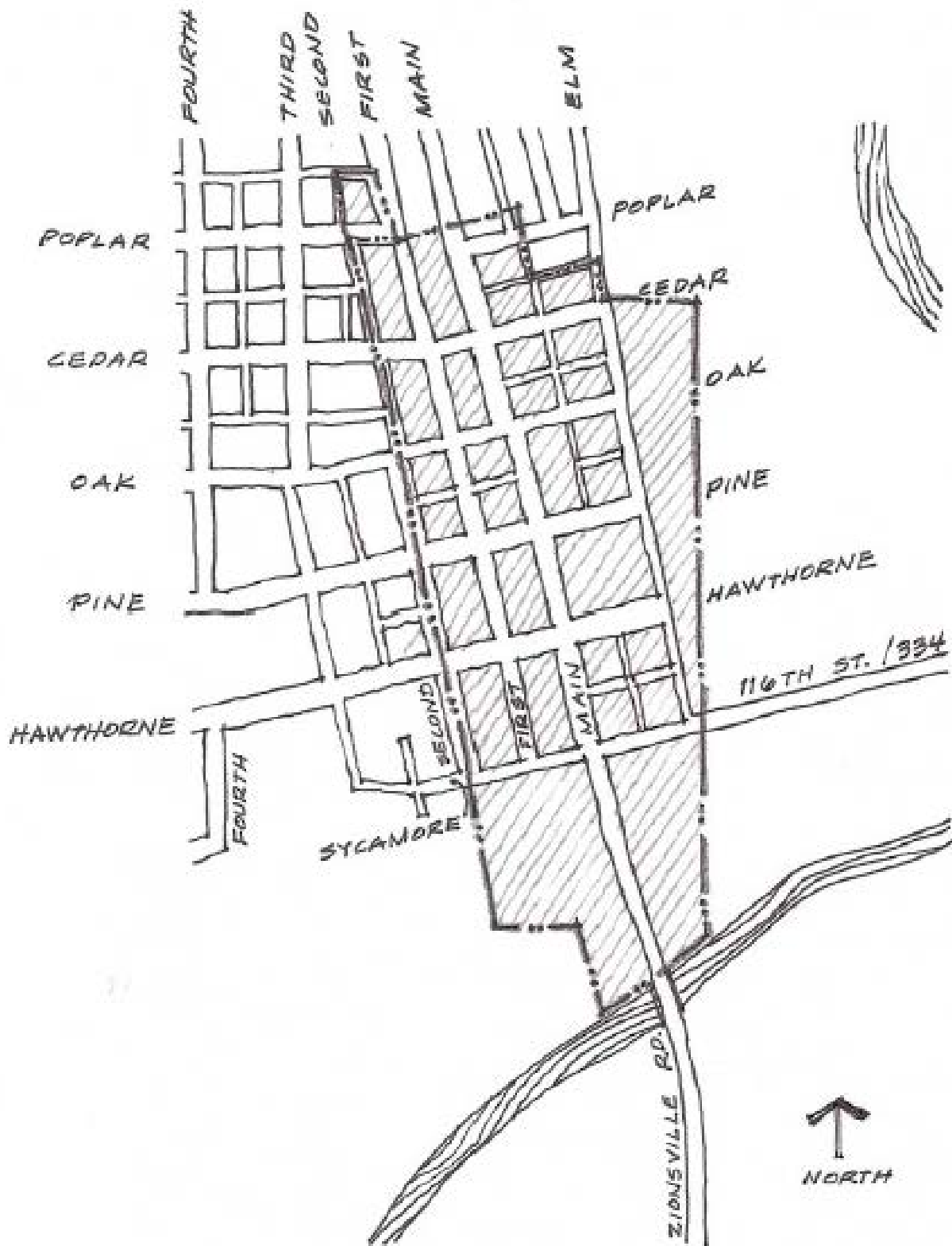
Dispersal Procedure:

1. Grant award: A Single payment is made upon satisfactory completion of the project. The grant payment is **up to 40%** of the project **with a maximum cap of \$25,000.00**. The percentage and exact amount of the match will be determined at the sole discretion of the Committee. The owner/applicant must **match** the grant award with personal funds (Ex: \$20,000.00 project = at least \$8,000.00).
2. To receive the grant payment the owner/applicant must:
 - a. Notify the Zionsville Department of Community & Economic Development that the project has been completed.
 - b. Present evidence of billings and receipts to the Department of Community and Economic Development that a minimum of 60% of the total cost of the project has been paid.
 - c. Sign and submit the Project Completion Form.
3. If those conditions are met, the Director of the Department of Community and Economic Development will in turn:
 - a. Present it to ZARC for final approval.
 - b. Certify in writing to the Clerk Treasurer that the completed project has been approved and that a minimum of 60% of the total costs on the project has been paid with copies of the paid receipts and certification to be placed in the permanent files of the Department of Community & Economic Development.
 - c. Sign and submit a claim form to the Clerk-Treasurer for payment of the approved grant. The claim form will be voted on at the next Town Council meeting, and after approval, will be paid at the next earliest funds release.



FAÇADE GRANT PROGRAM

FAÇADE REHABILITATION PROGRAM BOUNDARIES





ARCHITECTURAL FAÇADE DESIGN GUIDELINES

FAÇADE GRANT PROGRAM
ZIONSVILLE, INDIANA

Issued: 2009
Updated: December 6, 2012
Updated: July 22, 2021

ARCHITECTURAL FAÇADE DESIGN GUIDELINES

ZIONSVILLE, INDIANA

INTENT and APPLICATION:

To promote the rehabilitation of the facades of buildings located in the Zionsville Business District to maintain and enhance their architectural contribution to the character of the Business District.

OVERVIEW:

REHABILITATION IS DEFINED AS the act or process of making possible a compatible use for a property through repair or alterations while preserving those portions or features which convey its architectural values.

1. The character of a property will be retained or enhanced to contribute to the character of the Zionsville Business District. The removal of distinctive materials or alteration of features that characterize a property should be avoided.
2. Features that help a building contribute to the character of the Zionsville Business District in their own right should be retained or preserved.
3. Distinctive materials, features, and finishes that characterize a property should be preserved. Further, treatments that cause damage or removal to character defining materials will not be used.
4. Deteriorated historic features should be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature should match the old in design, color, texture, and, where possible, materials. Replacement of missing features should be substantiated by documentary and physical evidence.
5. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, should be avoided.
6. Additions and alterations: New additions, exterior alterations, or related new construction shall not destroy building proportion, scale, massing or materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the integrity of character defining elements of the property. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the property's original character would not be adversely impaired.

GUIDELINES FOR FACADE REHABILITATION

Introduction

The Guidelines are intended to assist in applying standards to projects generally; consequently, they are not meant to give case-specific advice or address exceptions or rare instances. The Guidelines pertain to buildings of all sizes, materials, occupancy, and construction types; but apply to only exterior façade work.

Rehabilitation begins with protection and maintenance, that work which should be maximized to enhance building and component retention. Next, where some deterioration is present, repair of the building's character defining materials and features is recommended. Finally, when deterioration is so extensive that repair is not possible, the most problematic area of work is considered: replacement of character defining historic materials and features with new materials.

Definitions:

Protect and Maintain: Protection generally involves the least degree of intervention and is preparatory to other work.

Repair: Repair includes the limited replacement in kind--or with compatible substitute material--of extensively deteriorated or missing parts of features when there are surviving prototypes

Replace: Replace includes replacing an entire character-defining feature based on adequate pictorial or physical documentation with new material to re-establish the feature because the level of deterioration or damage of materials precludes repair.

Alterations: Alterations include the selective removal of features of the building site that detract from the overall character.

TECHNICAL STANDARDS FOR REHABILITATION

- A. Storefronts**
- B. Windows**
- C. Entrances, Porches and Balconies**
- D. Roofs**
- E. Masonry**
- F. Wood**

A. STOREFRONTS

Why important?

1. The storefront is usually the most prominent feature of a historic commercial building, playing a crucial role in a store's advertising and merchandising strategy. Although a storefront normally does not extend beyond the first story, the rest of the building is often related to it visually through a unity of form and detail.

Recommended:

1. Identifying, retaining, and preserving storefronts--and their functional and decorative features-- that are important in defining the overall historic character of the building such as display windows, signs, doors, transoms, kick plates, corner posts, and entablatures.
2. The removal of inappropriate, non-historic cladding, false mansard roofs, and other later alterations can help reveal the historic character of a storefront.
3. Protecting and maintaining masonry, wood, and architectural metals which comprise storefronts through appropriate treatments such as cleaning, rust removal, limited paint removal, and reapplication of protective coating systems.
4. The limited replacement in kind--or with compatible substitute materials--of those extensively deteriorated or missing parts of storefronts where there are surviving prototypes such as transoms, kick plates pilasters, or signs.
5. Replacing in kind an entire storefront that is too deteriorated to repair--if the overall form and detailing are still evident--using the physical evidence as a model. If using the same material is not technically or economically feasible, then compatible substitute materials may be considered.
6. Designing and constructing a new storefront when the historic storefront is completely missing. It may be an accurate restoration using historical, pictorial, and physical documentation; or be a new design that is compatible with the size, scale, material, and color of the historic building.

Not recommended:

1. Removing or radically changing storefronts--and their features--which are important in defining the overall character of the building so that, as a result, the character is diminished.
2. Stripping storefront of historic material such as wood, cast iron, terra cotta, carrara glass, and brick.
3. Replacing an entire storefront when repair or materials and limited replacement of its parts are appropriate.
4. Using substitute material for the replacement parts that does not convey the same visual appearance as the surviving parts of the storefront.
5. Removing a storefront that is unrepairable and not replacing it; or replacing it with a new storefront that does not convey the same visual appearance.
6. Creating a false historical appearance because the replaced storefront is based on insufficient historical, pictorial, and physical documentation.
7. Introducing a new design that is incompatible in size, scale, material, and color.

B. WINDOWS

Why important?

1. As one of the few parts of a building serving as an interior and exterior feature, windows are nearly always an important part of the historic character of a building.
2. In most buildings, windows also comprise a considerable amount of the historic fabric of the wall plane and thus are deserving of special consideration in a rehabilitation project.

Recommended:

1. Identifying, retaining, and preserving windows--and their functional and decorative features-- are important in defining the overall historic character of the building.
2. Protecting, maintaining or repairing the wood and architectural metal which comprises - the window frame, sash, muntins, sills, or decorated jambs and moldings, and interior and exterior shutters and blinds - through appropriate surface treatments such as cleaning, rust removal, limited paint removal, and re-application of protective coating systems.
3. Making windows weather tight by re-caulking and replacing or installing weather-stripping. These actions also improve thermal efficiency.
4. If replacing an entire window that is too deteriorated to repair use the same sash and pane configuration and other design details. If using the same kind of material is not technically or economically feasible when replacing windows deteriorated beyond repair, then a compatible substitute material may be considered.
5. If the windows are completely missing, the windows may be replaced using historical, pictorial, and physical documentation; or be a new design that is compatible with the window openings and the historic character of the building.
6. If designing and installing additional windows, such design should be compatible with the overall design of the building.

Not recommended:

1. Removing or radically changing windows which are important in defining the historic character of the building so that, as a result, the character is diminished.
2. Changing the number, location, size or glazing pattern of windows, through cutting new openings, blocking-in windows, and installing replacement sash that do not fit the historic window opening.
3. Obscuring historic window trim with metal or other material.
4. Stripping windows of historic material such as wood, cast iron, and bronze.
5. Replacing windows solely because of peeling paint, broken glass, stuck sash, and high air infiltration. These conditions, in themselves, are no indication that windows are beyond repair.
6. Replacing an entire window when repair of materials and limited replacement of deteriorated or missing parts are appropriate.
7. Failing to reuse serviceable window hardware such as brass sash lifts and sash locks.
8. Using substitute material for the replacement part that does not convey the visual

appearance of the surviving parts of the window or that is physically or chemically incompatible.

9. Removing a character-defining window that is unrepairable and blocking it in; or replacing it with a new window that does not convey the same visual appearance.
10. Installing new windows, including frames, sash, and muntin configuration that are incompatible with the building's historic appearance or obscure, damage, or destroy character-defining features.

C. ENTRANCES, PORCHES & BALCONIES

Why important?

1. Entrances, porches and balconies are quite often the focus on the buildings primary elevations.

Together with their functional and decorative features such as doors, steps, balusters and entablatures, they can be extremely important in defining the overall character of a building.

Recommended:

1. Identifying, retaining, and preserving entrances, porches and balconies are important in defining the overall character of the building.
2. Protecting and maintaining masonry, wood, and architectural metal that comprise porches and balconies through appropriate surface treatments such as cleaning, rust removal, limited paint removal, and reapplication of protective coating systems.
3. Repairing porches and balconies by reinforcing the original materials.
4. Replacing in kind an entire entrance, porch or balcony that is too deteriorated to repair—if the form and detailing are still evident—using the physical evidence as a model to reproduce the feature. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.
5. Designing and constructing a new porch or balcony when the original porch or balcony is completely missing. It may be a restoration based on pictorial, and physical documentation: or the new design that is compatible with the original character of the building.
6. Designing entrances, porches or balconies when required by the new use in a manner that preserves the original character of the building style

Not recommended:

1. Removing or radically changing entrances, porches or balconies which are important in defining the overall original character of the building so that , as a result, the character is diminished.
2. Stripping entrances, porches or balconies of original materials such as wood, iron, cast iron, tile and brick.
3. Cutting new entrances on a primary elevation.
4. Replacing an entire porch or balcony when the repair of materials and limited replacement of parts are appropriate.

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5. Using a substitute material for the replacement parts that does not convey the visual appearance of the surviving parts of the original porch or balcony.
6. Removing a porch or balcony that is unrepairable and not replacing it, or replacing it with a new porch or balcony that does not convey the same visual appearance of the original.

D. ROOFS

Why important?

1. The roof--with its shape; features such as cresting, dormers, cupolas, and chimneys; and the size, color, and patterning of the roofing material--is an important design element of many buildings.
2. In addition a weather tight roof is essential to the long term preservation of the entire structure. Original roofing reflects availability of materials, levels of construction technology, weather, and cost.
3. All roof types and materials found in the Zionsville Business District generally can be seen from all sides and this consideration should be taken into account when repairing or replacing the original roof.

Recommended:

1. Identifying, retaining, and preserving roofs--and their functional and decorative features--that are important in defining the overall character of the building. This includes the roof's shape, such as hipped, gambrel, and mansard; decorative features, such as cupolas, cresting chimneys, and weathervanes; and roofing material such as slate, wood, clay tile, and metal, and asphalt as well as its size, color, and patterning.
2. Protecting and maintaining a roof by cleaning the gutters and downspouts and replacing deteriorated flashing. Replacement of gutters and downspouts should match as closely as possible the original material, color and style.
3. Roof sheathing should also be checked for proper venting to prevent moisture condensation and water penetration; and to insure that materials are free from insect infestation. Providing adequate anchorage for roofing material to guard against wind damage and moisture penetration.
4. Repairing a roof by reinforcing the original materials which comprise roof features will also generally include the limited replacement in kind - or with compatible substitute material - of those extensively deteriorated or missing parts of features when there are surviving prototypes such as cupola, louvers, dentils, dormer roofing; or slates, tiles, or wood shingles on a main roof.
5. Replacing in kind an entire feature of the roof that is too deteriorated to repair - if the overall form and detailing are still evident - using the physical evidence as a model to reproduce the feature.
6. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered. The substituted material should match the original style pattern and color of the original roofing material.
7. Designing and constructing a new feature when the original feature is completely missing, such as a chimney or cupola. It may be an accurate restoration using

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pictorial, and physical documentation; or be a new design that is compatible with the size, scale, material, and color of the building.

8. Installing mechanical and service equipment on the roof, such as air conditioning, transformers, and solar collectors, when required for the new use so that they are inconspicuous from the public view and do not damage or obscure character-defining features.

Not recommended:

1. Radically changing, damaging, or destroying roofs which are important in defining the overall character of the building so that, as a result, the character is diminished.
2. Removing a major portion of the roof or roofing material that is repairable, and then reconstructing it with new material in order to create a uniform or "improved" appearance.
3. Changing the configuration of a roof by adding new features such as dormer windows, vents, or skylights so that the building's character is diminished.
4. Stripping the roof of sound historic material such as slate, clay tile, wood, and architectural metal.
5. Applying paint or other coatings to roofing material which was originally uncoated.
6. Failing to clean and maintain gutters and downspouts properly so that water and debris collect and cause damage to roof fasteners, sheathing, and the underlying structure.
7. Allowing roof fasteners, such as nails and clips to corrode so that roofing material is subject to accelerated deterioration.
8. Permitting a leaking roof to remain unprotected so that accelerated deterioration of the original building materials--masonry, wood, plaster, paint and structural members--occurs.
9. Replacing an entire roof feature such as a cupola or dormer when repair of the original materials and limited replacement of deteriorated or missing parts are appropriate.
10. Failing to reuse intact slate or tile when only the roofing substrate needs replacement.
11. Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the roof or that is physically or chemically incompatible.
12. Removing a feature of the roof that is unrepairable, such as a chimney or dormer, and not replacing it; or replacing it with a new feature that does not convey the same visual appearance
13. Creating a false appearance because the replaced feature is based on insufficient historical, pictorial, and physical documentation.
14. Introducing a new roof feature that is incompatible in size, scale, material and color
Installing mechanical or service equipment so that it damages or obscures character-defining features; or is conspicuous from the public right-of-way.

E. MASONRY

Why important?

1. The longevity and appearance of a masonry wall is dependent upon the size of the individual units and the mortar.
2. While masonry is among the most durable of historic building materials, it is also very susceptible to damage by improper maintenance or repair techniques and harsh or abrasive cleaning methods.
3. Stone is one of the more lasting of masonry building materials and has been used throughout the history of American building construction. Brick varied considerably in size and quality. Historic mortar was generally quite soft, consisting primarily of lime and sand with other additives.

Recommended

1. Identifying, retaining, and preserving masonry features that are important in defining the overall character of the building such as walls, brackets, railings, cornices, window architraves, door pediments, steps, and columns; and details such as tooling and bonding patterns, coatings, and color.
2. Protecting and maintaining masonry by providing proper drainage so that water does not stand on flat, horizontal surfaces or accumulate in curved decorative features.
3. Cleaning masonry only when necessary to halt deterioration or remove heavy soiling.
4. Carrying out masonry surface cleaning tests after it has been determined that such cleaning is appropriate. Tests should be observed over a sufficient period of time so that both the immediate and the long range effects are known to enable selection of the gentlest method possible.
5. Cleaning masonry surfaces with the gentlest method possible, such as low pressure water and detergents, using natural bristle brushes.
6. Inspecting painted masonry surfaces to determine whether repainting is necessary.
7. Removing damaged or deteriorated paint only to the next sound layer using the gentlest method possible (e.g., hand scraping) prior to repainting.
8. Applying compatible paint coating systems following proper surface preparation.
9. Repainting with colors that are appropriate to the building and district.
10. Evaluating the overall condition of the masonry to determine whether more than protection and maintenance are required, that is, if repairs to the masonry features will be necessary.
11. Repairing masonry walls and other masonry features by repointing the mortar joints where there is evidence of deterioration such as disintegrating mortar, cracks in mortar joints, loose bricks, damp walls, or damaged plasterwork.
12. Removing deteriorated mortar by carefully hand-raking the joints to avoid damaging the masonry.
13. Duplicating old mortar in strength, composition, color, and texture.
14. Duplicating old mortar joints in width and in joint profile.
15. Repairing stucco by removing the damaged material and patching with new

stucco that duplicates the old in strength, composition, color, and texture.

16. Cutting damaged concrete back to remove the source of deterioration (often corrosion on metal reinforcement bars).
17. Repairing masonry features by patching, piecing-in, or consolidating the masonry using recognized preservation methods. Repair may also include the limited replacement in kind--or with compatible substitute material--of those extensively deteriorated or missing parts of masonry features when there are surviving prototypes such as terra-cotta brackets or stone balusters.
18. Applying new or non-historic surface treatments such as water-repellent coatings to masonry only after repointing and only if masonry repairs have failed to arrest water penetration problems
19. Replacing in kind an entire masonry feature that is too deteriorated to repair--if the overall form and detailing are still evident--using the physical evidence as a model to reproduce the feature. Examples can include large sections of a wall, a cornice, balustrade, column, or stairway.
20. If using the same kind of material is not technically or economically feasible, then a compatible material may be considered.

Not recommended

1. Removing or radically changing masonry features which are important in defining the overall character of the building so that, as a result, the character is diminished.
2. Replacing or rebuilding a major portion of exterior masonry walls that could be repaired so that, as a result, the building is no longer original and is essentially new construction.
3. Applying paint or other coatings such as stucco to masonry that has been historically unpainted or uncoated to create a new appearance.
4. Removing paint from historically painted masonry.
5. Radically changing the type of paint or coating or its color.
6. Failing to evaluate and treat the various causes of mortar joint deterioration such as leaking roofs or gutters, differential settlement of the building, capillary action, or extreme weather exposure.
7. Cleaning masonry surfaces when they are not heavily soiled to create a new appearance, thus needlessly introducing chemicals or moisture into original materials.
8. Cleaning masonry surfaces without testing or without sufficient time for the testing results to be of value.
9. Sandblasting brick or stone surfaces using dry or wet grit or other abrasives. These methods of cleaning permanently erode the surface of the material and accelerate deterioration.
10. Using a cleaning method that involves water or liquid chemical solutions when there is any possibility of freezing temperatures.
11. Cleaning with chemical products that will damage masonry, such as using acid on limestone or marble, or leaving chemicals on masonry surfaces.
12. Applying high pressure water cleaning methods that will damage historic masonry

and the mortar joints.

13. Removing paint that is firmly adhering to, and thus protecting, masonry surfaces.
14. Using methods of removing paint which are destructive to masonry, such as sandblasting, application of caustic solutions, or high pressure waterblasting.
15. Failing to follow manufacturers' product and application instructions when repainting masonry.
16. Using new paint colors that are inappropriate to the building and district.
17. Failing to undertake adequate measures to assure the protection of masonry features.
18. Removing non-deteriorated mortar from sound joints, then repointing the entire building to achieve a uniform appearance.
19. Using electric saws and hammers rather than hand tools to remove deteriorated mortar from joints prior to repointing.
20. Repointing with mortar of high portland cement content (unless it is the content of the historic mortar). This can often create a bond that is stronger than the historic material and can cause damage as a result of the differing coefficient of expansion and the differing porosity of the material and the mortar.
21. Repointing with a synthetic caulking compound.
22. Using a "scrub" coating technique to repoint instead of traditional repointing methods.
23. Changing the width or joint profile when repointing.
24. Removing sound stucco; or repairing with new stucco that is stronger than the historic material or does not convey the same visual appearance.
25. Patching concrete without removing the source of deterioration.
26. Replacing an entire masonry feature such as a cornice or balustrade when repair of the masonry and limited replacement of deteriorated or missing parts are appropriate.
27. Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the masonry feature or that is physically or chemically incompatible.
28. Applying waterproof, water repellent, or non-historic coatings such as stucco to masonry as a substitute for repointing and masonry repairs. Coatings are frequently unnecessary, expensive, and may change the appearance of historic masonry as well as accelerate its deterioration.
29. Removing a masonry feature that is unrepairable and not replacing it; or replacing it with a new feature that does not convey the same visual appearance.
30. Creating a false historical appearance because the replaced masonry feature is based on insufficient historical, pictorial, and physical documentation.
31. Introducing a new masonry feature that is incompatible in size, scale, material and color.

F. WOOD

Why important?

1. Whether as structural membering, exterior cladding, roofing, interior finishes, or

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decorative features, wood is frequently an essential component of older buildings.

2. Because it can be easily shaped by sawing, planing, carving, and gouging, wood is used for architectural features such as clapboard, cornices, brackets, entablatures, shutters, columns and balustrades.
3. Wooden features, both functional and decorative, may be important in defining the character of the building and thus their retention, protection, and repair are important in rehabilitation projects. Wood has played a central role in American building during every period and in every style.

Recommended:

1. Identifying, retaining, and preserving wood features that are important in defining the overall character of the building such as siding, cornices, brackets, window architraves, and doorway pediments; and their paints, finishes, and colors.
2. Protecting and maintaining wood features by providing proper drainage so that water is not allowed to stand on flat, horizontal surfaces or accumulate in decorative features.
3. Applying chemical preservatives to wood features such as beam ends or outriggers that are exposed to decay hazards and are traditionally unpainted.
4. Retaining coatings such as paint that help protect the wood from moisture and ultraviolet light. Paint removal should be considered only where there is paint surface deterioration and as part of an overall maintenance program which involves repainting or applying other appropriate protective coatings.
5. Repairing wood features by patching, piecing-in, consolidating, or otherwise reinforcing the wood using recognized preservation methods.
6. Repair may also include the limited replacement in kind--or with compatible substitute material-- of those extensively deteriorated or missing parts of features where there are surviving prototypes such as brackets, molding, or sections of siding.
7. Replacing in kind an entire wood feature that is too deteriorated to repair--if the overall form and detailing are still evident--using the physical evidence as a model to reproduce the feature. Examples of wood features include a cornice, entablature or balustrade.
8. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.
9. Designing and installing a new wood feature such as a cornice or doorway when the feature is completely missing. It may be an accurate restoration using historical, pictorial, and physical documentation; or be a new design that is compatible with the size, scale, material, and color of the building.

Not recommended:

1. Removing or radically changing wood features which are important in defining the overall character of the building so that, as a result, the character is diminished.
2. Removing a major portion of the wood from a facade instead of repairing or replacing only the deteriorated wood, then reconstructing the facade with new material in order to achieve a uniform or "improved" appearance.

ARCHITECTURAL FAÇADE DESIGN GUIDELINES

ZIONSVILLE, INDIANA

3. Radically changing the type of finish or its color or accent scheme so that the character of the exterior is diminished.
4. Stripping painted surfaces to bare wood, then applying clear finishes or stains in order to create a "natural look."
5. Stripping paint or varnish to bare wood rather than repairing or reapplying a special finish, i.e., a grain finish to an exterior wood feature such as a front door.
6. Failing to identify, evaluate, and treat the causes of wood deterioration, including faulty flashing,
7. leaking gutters, cracks and holes in siding, deteriorated caulking in joints and seams, plant material growing too close to wood surfaces, or insect or fungus infestation.
8. Stripping paint or other coatings to reveal bare wood, thus exposing historically coated surfaces to the effects of accelerated weathering.
9. Removing paint that is firmly adhering to, and thus, protecting wood surfaces.
10. Using destructive paint removal methods such as a propane or butane torches, sandblasting or waterblasting. These methods can irreversibly damage woodwork.
11. Using thermal devices improperly so that the woodwork is scorched.
12. Failing to neutralize the wood thoroughly after using chemicals so that new paint does not adhere.
13. Allowing detachable wood features to soak too long in a caustic solution so that the wood grain is raised and the surface roughened.
14. Failing to follow manufacturers' product and application instructions when repainting exterior woodwork.
15. Using new colors that are inappropriate to the building or district.
16. Failing to undertake adequate measures to assure the protection of wood features.
17. Replacing an entire wood feature such as a cornice or wall when repair of the wood and limited replacement of deteriorated or missing parts are appropriate.
18. Using substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the wood feature or that is physically or chemically incompatible.
19. Removing a feature that is unrepairable and not replacing it; or replacing it with a new feature that does not convey the same visual appearance.
20. Creating a false appearance because the replaced wood feature is based on insufficient historical, pictorial, and physical documentation.
21. Introducing a new wood feature that is incompatible in size, scale, material and color.

ARCHITECTURAL FAÇADE DESIGN GUIDELINES
ZIONSVILLE, INDIANA

AUTHORITIES:

The Town of Zionsville

Wayne DeLong
Director of Community & Economic Development
1100 West Oak Street
Zionsville, Indiana 46077

Zionsville Architectural Review Committee

Zionsville Town Hall
1100 West Oak Street
Zionsville, Indiana 46077

Town of Zionsville
Facade Rehabilitation Program
Program Application (2 pages)

Applicant Name: _____ Date: _____

Applicant's Mailing Address: _____

Property Location: _____

Applicant Email and Telephone Number: _____

Total Estimated Cost of Rehabilitation Project: \$ _____

Total Estimated Cost of the Project Portion
which meets the Eligibility Criteria: \$ _____

Grant Request:
Up to Forty (40)% of Qualified Project Expenses, Not to Exceed \$25,000.00 \$ _____

Submittal Checklist (Complete project information on page 2)

Summary Description of the Rehabilitation: _____

- Project must be completed within one year of the award notification.
- Grants are solely for Façade Rehabilitation, not maintenance or up-keep projects. Grants cannot be increased after notification of the initial award.
- The Application Fee for Development Plan Approval by the Zionsville Advisory Plan Commission shall be waived for Village Façade Rehabilitation Projects approved by the Zionsville Town Council.

Signature of Applicant

Date

If Applicant is not the Property Owner, please complete the following:

The undersigned, _____, being the owner of record of the property
commonly known as _____, hereby authorizes, _____
_____, to file an application to the Town of Zionsville's Grant
Façade Rehabilitation Program.

Owner Name: _____

Owner Mailing Address: _____

Owner Email and Telephone Number: _____

Property Address: _____

Property Owner Signature

Date

Application Filing Fee Due at Time of Submittal:
\$50.00

Town of Zionsville
Facade Rehabilitation Program

Program Application: *Project Information*

To constitute a complete Application, please provide the following information. Attach drawings, specifications or other information as necessary to complete the information below:

1. Scope of Work and description of how the proposed rehabilitation meets the Program's "Façade Rehabilitation Guidelines" for applicable project elements (attach additional pages and information as necessary):

 - a. Storefronts:

 - b. Windows:

 - c. Entrances, Porches and Balconies: _____

 - d. Roofs:

 - e. Masonry:

 - f. Wood:

 - g. Ancillary Structures:

2. _____ Sketches/Drawings
3. _____ Legal Description & Title of property
4. _____ Historical Information (optional)
5. _____ Project Schedule
6. _____ Other (please describe) _____

Application Filing Fee Due at Time of Submittal:
\$50.00



Zionsville Façade Rehabilitation Program Grant
Agreement for Project Construction and Maintenance
for
Zionsville Façade Rehabilitation Program

PART 1: GENERAL INFORMATION

GRANTEE (Name): _____

PROJECT NAME ("The Project"): _____

PROJECT ADDRESS: _____

GRANTEE CONTACT INFORMATION:

Grantee Name: _____

Grantee Address: _____

Grantee Phone: _____ Grantee Email: _____

Project description ("The Project") List and describe, or reference project scope by attachment, The Project, (including all aspects of the work including that outside of the façade grant program and that within the façade grant program). Attach drawings, descriptions or other information as necessary for a complete description. **Attach completed application.**

PART 2: FAÇADE GRANT AGREEMENT

(to be completed at the time of grant application approval)

This Agreement is entered into on _____ (date) between

The Town of Zionsville

and

_____ (Grantee),

_____ (address),

Whereas, the Town of Zionsville, has approved a façade improvement grant to Grantee subject to the execution of this Agreement. Grantee desires to accept the grant and to abide by the terms of this Agreement.

The Town of Zionsville has approved a grant in the amount of

_____ (\$) or _____ (%) of the project cost

hereinafter defined as a maximum amount of \$ _____, whichever is less, for
façade improvements at The Project located in Zionsville, Indiana.

The parties agree as follows:

1. Grantee reaffirms that all information provided to The Town of Zionsville is correct and accurate.
2. Grantee has read and agrees to abide by the provisions and requirements of The Town of Zionsville Façade Grant Program adopted 2009 and subsequent amendments.
3. All work performed by Grantee will be consistent with the approval by The Town of Zionsville. If Grantee desires to make any changes in the project during the execution of the work, Grantee will obtain written approval from The Town of Zionsville before implementing such changes. Grantee understands that The Town of Zionsville is not required to approve any changes and any unauthorized changes may result in partial or complete forfeiture of grant.
4. Grantee agrees to complete the improvements within one year from the date of this Agreement and understands that failure to complete the improvements within such time period will result in forfeiture of the grant. Grantee also agrees to submit a request for funding of the grant within sixty days after the completion of the work and understands that failure to do so may result in loss of the grant.

5. Grantee understands that the grant will be paid to Grantee only upon completion of the work and submission of all required certifications to The Town of Zionsville.

6. During the period of construction, Grantee agrees to keep in full force and effect a policy of commercial liability insurance in an amount of not less than one million (\$1,000,000) dollars and to name The Town of Zionsville as additional insureds on such policy. Grantee further agrees to indemnify and hold harmless The Town of Zionsville from any and all claims arising out of the work performed.

7. Grantee will notify The Town of Zionsville immediately if Grantee's interest in the subject property changes in any way. This Agreement is not assignable by Grantee without prior written approval of The Town of Zionsville which will not be unreasonably withheld.

8. In further consideration of the grant, Grantee hereby confirms, for a period of two (2) years from the date of completion, the façade and its finishes will not be materially altered by Grantee without the written approval of the The Town of Zionsville, which approval will not be unreasonably withheld. Failure to abide by this provision constitutes a breach of the Agreement, and should such breach occur, Grantee shall be required to repay the entire amount of the grant to the Town of Zionsville.

9. Grantee hereby grants to The Town of Zionsville the right to use pictures, renderings or descriptions of the work for any and all promotional purposes desired by The Town of Zionsville.

IN WITNESS WHEREOF, the parties have signed this Agreement on the day and year first above written

Grantee's Authorized Representative

(Printed or Typed name)

Grantee's Authorized Representative (Signature)

Date

The Town of Zionsville

Architectural Review Committee

(Printed or Typed name)

(Printed or Typed name)

Authorized Representative (Signature)

(Signature)

Date

Date

PART 3: PROJECT COMPLETION CERTIFICATION

(to be completed at final completion prior to payment of Grant funds):

Has a Notice of Completion been filed with The Town of Zionsville?

Yes _____ (if yes, date filed: _____) No _____

If no, please explain:

Date of ZARC final inspection: _____

I hereby certify that all Zionsville Building Façade grant funds were expended on the above named Project and that the Project is complete and we have made final payment for all work done per the Zionsville Architectural Rehabilitation Committee written approval.

I hereby certify that I intend to uphold the grant purpose for the remainder of my ownership of this property and will continue to maintain the improvements as long as I own this property or hold interest in the ownership of this property. For a period of two (2) years from the date signed below, I will not change, alter or embellish the façade associated with the approved and completed grant improvements without prior written approval of the Zionsville Architectural Review Committee and/or the Town Planner, Town of Zionsville. Should the Committee not be in effect at that future time, the Town Planner, or other Committee designee, shall grant the written approval. Normal maintenance that replaces with "like kind" shall not need written approval, i.e. painting of same color, replacement with same materials, etc. Transfer ownership of the property will not release grantee or grantees heirs from compliance with this agreement for any reason. If there is a breach of this certification, and the facade associated with the approved and completed grant improvements is modified without the prior written approval of the Zionsville Architectural Review Committee and/or the Town of Zionsville Planner, I understand that I, as Grantee, will be responsible for the repayment of the entire amount of the grant to the Town of Zionsville. I understand that this provision survives any change in ownership, and I will remain responsible, as Grantee, for the assertions contained herein.

I am aware of Indiana laws and understand that every person who testifies, declares, deposes, or certifies under penalty of perjury and willfully states as true any material matter which he or she knows to be false, is guilty of perjury, which is a felony punishable by imprisonment or fine or both. Furthermore, I am aware of Indiana laws and understand that every person who, with the intent to defraud, presents for allowance or for payment to any Town of Zionsville governmental entity or officer, or to any county, city, or district board or officer, authorized to allow or pay the same if genuine, any false or fraudulent claim, bill, account, voucher, or writing, is guilty of a felony-misdemeanor punishable by law through imprisonment, by a fine, or both.

I represent and warrant that I have full authority to execute this project Certification of Project Completion form on behalf of the Grantee. I declare under penalty of perjury that the foregoing project Certification of Project Completion for the above-mentioned Zionsville Building Façade Grant is true and correct.

Grantee's Authorized Representative
(Printed or Typed name)

Grantee's Authorized Representative

(Signature) Date