



ARCHITECTURAL SERVICES effective July 1, 2008 through June 30, 2009

Available to Associate, Designated, and Premier Illinois Main Street (IMS) communities, Architectural Services are provided by the Illinois Historic Preservation Agency (IHPA) and are entirely free of charge. Interested communities must have an Executive Director or involved Board President. Architectural Services fall into two categories: Building Services (assistance for a specific building) and Community Services (trainings, presentations, public meetings, etc.). Building Services are initiated by submitting a Building Services Request Form to IHPA designers. Community Services are accessed by contacting an IHPA designer directly. All Architectural Services will meet the Secretary of the Interior's Standards for Rehabilitation.

BUILDING SERVICES

Building Services are available to business and/or property owners of any commercial property within a community's designated Main Street district. IHPA designers work one-on-one with building owners. Building owners should contact their Main Street Executive Director for a Building Services Request Form. Directors can download the form from the IHPA website and submit it and related information to the IHPA designers. Services for a particular building can include one or more of the following:

- *Pre-Site Visit News Release:* A customized news story released by IHPA and targeted to local and regional media outlets that announces the upcoming site visit and its agenda.
- *Site Visit:* An on-site meeting with the Director and building owner where the designer will answer questions, identify maintenance issues, and suggest both interior and exterior design options. The building and/or business owner must be present.
- *Post-Site Visit News Release:* A customized news story released by IHPA that discusses the site visit and what follow up is anticipated.
- *Assessment Report:* A report of maintenance, program, function, and/or code issues as well as possible solutions. Questions raised at the site visit will be answered in the report.
- *General Recommendations:* An item-by-item description of all proposed changes.
- *Technical Information:* i.e., Preservation Briefs, product information, repair procedures.
- *Preliminary Cost Estimate:* An itemized listing of potential expenses.
- *Project Follow-Up:* The designer is available by phone to answer questions during the bidding and construction phases. The designer will not provide construction management or inspections, but will answer questions about design changes, products, and proper preservation techniques.
- *Disaster Evaluation:* In the event of a fire or other catastrophe, an IHPA architect will visit the site to determine the extent of damage and whether demolition is required.
- *Estimated Market Value for full design project:* \$1,425 based on 15 hours at \$95 per hour.

COMMUNITY SERVICES

Community Services are planning, preservation, and design presentations and workshops organized by the Main Street Executive Director with content provided by IHPA designers. The two bolded presentations, one in each category, are mandatory for every new Main Street community.

COMMUNITY TRAINING

Community Training are public sessions that promote the importance of quality design and the preservation ethic as they relate to downtown revitalization and business improvement. Surrounding communities should be encouraged to attend; the Design Committee is required to attend. Other attendees can include business owners, design professionals, contractors, board members and volunteers, interior designers, graphic designers, history buffs, Historical-Society and Preservation-Commission members, realtors, local-government representatives, and interested citizens. If you feel that your community would benefit from any of these presentations, contact your Director to request a session.

- ***Design CORE Training:*** This basic session stresses the importance of good design, preservation, basic maintenance, low-cost improvements, and financial incentives. Every new IMS community must receive this presentation, but any community can request this presentation for further education. This does not repeat any content of Design Committee Training. (2½ hours)
- *Styles in Downtown:* A heavily illustrated presentation that places your local buildings within the context of American architecture. This locally tailored presentation can assist in recruiting volunteers for the Design Committee. (¾ - 1 hour)
- *Design Training Workshop:* Designer and attendees walk the district discussing specific successes and areas of improvement. Owners are encouraged to bring their unique concerns and problems to discuss. (2 hours)
- *Design Training Presentations:* Topics include upper-story development, a walking tour of the downtown, preserving mid-20th-century architecture, basic building maintenance, awnings and signs, economics of historic preservation, retail displays and interiors, graphic unity for small businesses. Additional topics available as they are developed. (¾ - 1½ hours)
- *Estimated Market Value of each free service:* \$1,200, including honorarium and travel expenses.

DESIGN-COMMITTEE TRAINING AND ASSISTANCE

These presentations for the Design Committee range from committee procedure to dispensing design advice.

- ***Design-Committee Training:*** This critical, mandatory session examines committee procedure, roles and responsibilities, committee activities, and work-plan development. Any community can request this training to keep its Design Committee well-functioning. This does not repeat any content of Design CORE Training. (2 hours)
- *Advanced Design-Committee Training:* This session examines architectural styles, concepts of quality design, historically appropriate building materials, and design-review issues. (2 hours)
- *Special Committee Meetings:* Periodic meetings can be scheduled to review plans, discuss current and future projects, and provide a forum for answering questions. These serve to direct, clarify, and resolve issues that effect a community's design orientation.
- *Design Guidelines Development:* IHPA designers are available to assist the committee in the development and/or review of Design Guidelines.
- *Consultation:* Designers can provide input on any Design-Committee activity, should the committee wish. Projects can include walking tour brochures, sign ordinance review, zoning ordinance review, district expansion, comprehensive-plan review, work-plan review, etc.
- *Estimated Market Value of this free service:* \$1,200 including honorarium and travel expenses.