

Request for Proposals

For the Rehabilitation and Adaptive Reuse of
The Lafayette Building



Release Date
September 22, 2022

Deadline for Submission
January 26, 2023

THE CITY OF SOUTH BEND



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I. SUMMARY OF OFFERING

<p>OPPORTUNITY</p>	<p>Acquisition and rehabilitation of the Lafayette Building located in downtown South Bend. The building offers approximately 37,000 square feet across five floors. Additionally, the adjacent 117/119 S. Lafayette offers the opportunity for off-street parking.</p>
<p>LOCATION</p>	<p>Lafayette Building: 115 S. Lafayette Blvd., South Bend, IN 46601 Parcel Number: 71-08-12-151-003.000-026</p> <p>Off-Street Parking: 117 & 119 S. Lafayette Blvd. South Bend, IN 46601 Parcel Number: 71-08-12-151-004.000-026</p>
<p>USES</p>	<p>Uses as allowed in the Downtown zoning district, including cultural, institutional, office, commercial, retail, and multi-family residential among others.</p>
<p>HISTORIC STANDARDS</p>	<p>The building is a City of South Bend local landmark and is located within the West Washington National Historic District. Exterior modifications must receive approval from the St. Joseph County & South Bend Historic Preservation Commission.</p>
<p>DEVELOPMENT TEAM</p>	<p>Applicant team should be composed of a diverse background of professions and be able to present their experience, knowledge, and expertise.</p>
<p>CAPITAL INVESTMENT</p>	<p>Substantial investment is required for further building stabilization, rehabilitation, renovation, and completion of any intended development. Business terms will reflect the private investment required.</p>
<p>FINANCIAL REQUIREMENTS</p>	<p>Each Applicant will need to demonstrate its ability to successfully finance, construct and operate the project.</p>
<p>SELECTION PROCESS</p>	<p>City Staff will review the development proposals and will provide recommendation to the Redevelopment Commission for approval of a selected development team and proposal. Upon Redevelopment Commission action, City Staff will work with the selected development team and proposal to prepare a Real Estate Development and Purchase Agreement.</p>

SUBMITTAL DEADLINE	Proposals are due to the Redevelopment Commission, via email to RDCRFP@southbendin.gov , no later than 9:00 am ET on January 26, 2023.
PRE-SUBMITTAL MEETING AND TOUR	There will be a pre-submittal meeting and building tour on October 18th at the Lafayette Building, 115 S. Lafayette Blvd., South Bend IN, 46601.
MINIMUM BID	The minimum offering price is \$392,100.00.
CONTACT	Joseph Molnar Property Development Manager Department of Community Investment, City of South Bend 574.245.6022 jrmolnar@southbendin.gov

II. INTRODUCTION

The City of South Bend is pleased to issue this Request for Proposals (RFP) seeking qualified applicants (“Applicant”) to purchase and rehabilitate, adaptively reuse, and manage the Lafayette Building located in downtown South Bend. This offering presents a rare and unique opportunity to return a monumental historic building to life and to further the revitalization of downtown South Bend. The City is open to creative adaptive reuse proposals that contain a mix of uses in the building.

The City acquired the Lafayette Building in 2018 with the purpose of preserving the existing structure and returning it to productive use. The key dates for this offering and anticipated schedule for the selection of Applicant are below.

Pre-Submittal tour and conference:	October 18, 2022, from 10:00 a.m. through 2:00 p.m. at the Lafayette Building, 115 S. Lafayette Blvd., South Bend, IN 46601
Written questions deadline:	January 13, 2023, at 12:00 p.m.
Submittal deadline:	January 26, 2023, at 9:00 a.m.

Interested parties are responsible for reviewing and becoming familiar with the contents of all portions of this RFP.

III. PROPERTY DESCRIPTION

Originally known as the Dean Building, the Lafayette Building is South Bend’s first commercial office building and is an excellent example of turn of the century Neo-Classical style.

The Lafayette Building is immediately west of City and County governmental offices – including the County-City Building and St. Joseph County Courthouses – and near a variety of other professional offices. The location is steps away from a range of downtown restaurants, attractions, and entertainment options and only three blocks from the St. Joseph River.

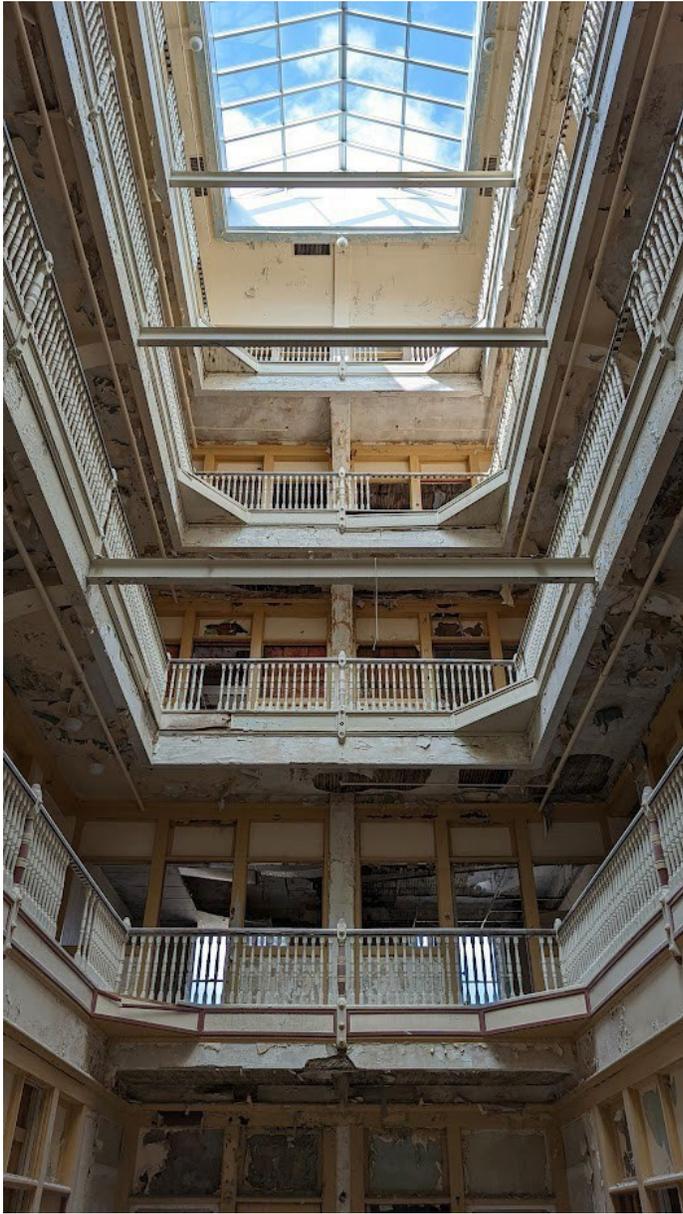


Figure 1. Skylight at the roof that lights the five-story interior atrium

A. The Building

The Lafayette Building was constructed in 1901 as a two-story office building. It housed attorneys, physicians, real estate agents, life insurance agents and proprietary medical companies. By 1903, a three-story addition was added to the structure to make the building a total of five stories tall. It was a high-end building, constructed of brick with limestone and terra cotta details. The entrance is articulated with limestone details and a marble portico.



Figure 2. The Lafayette Building's east and south facing facades

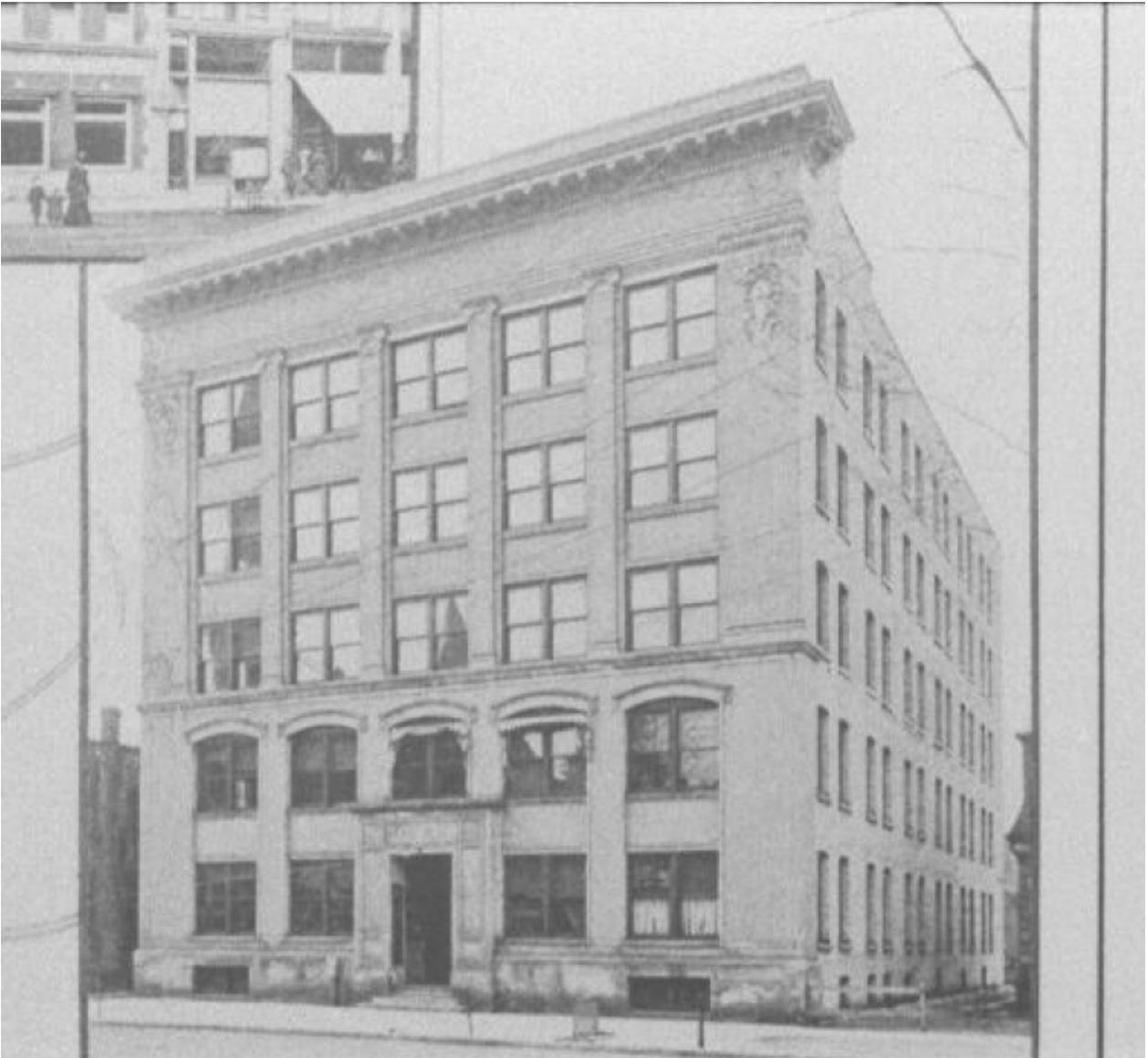


Figure 3. The Dean Building in circa 1920s

The interior is an architectural marvel featuring a five-story atrium surrounded by balconies on three sides with an original skylight at the roof that naturally lights the interior spaces throughout. The building layout consists of a circular plan with offices ringing the perimeter and interior glass that allows privacy but lets in natural light. Natural light from the central atrium is an attribute that is critical to retain in a proposed rehabilitation regardless of the proposed use.

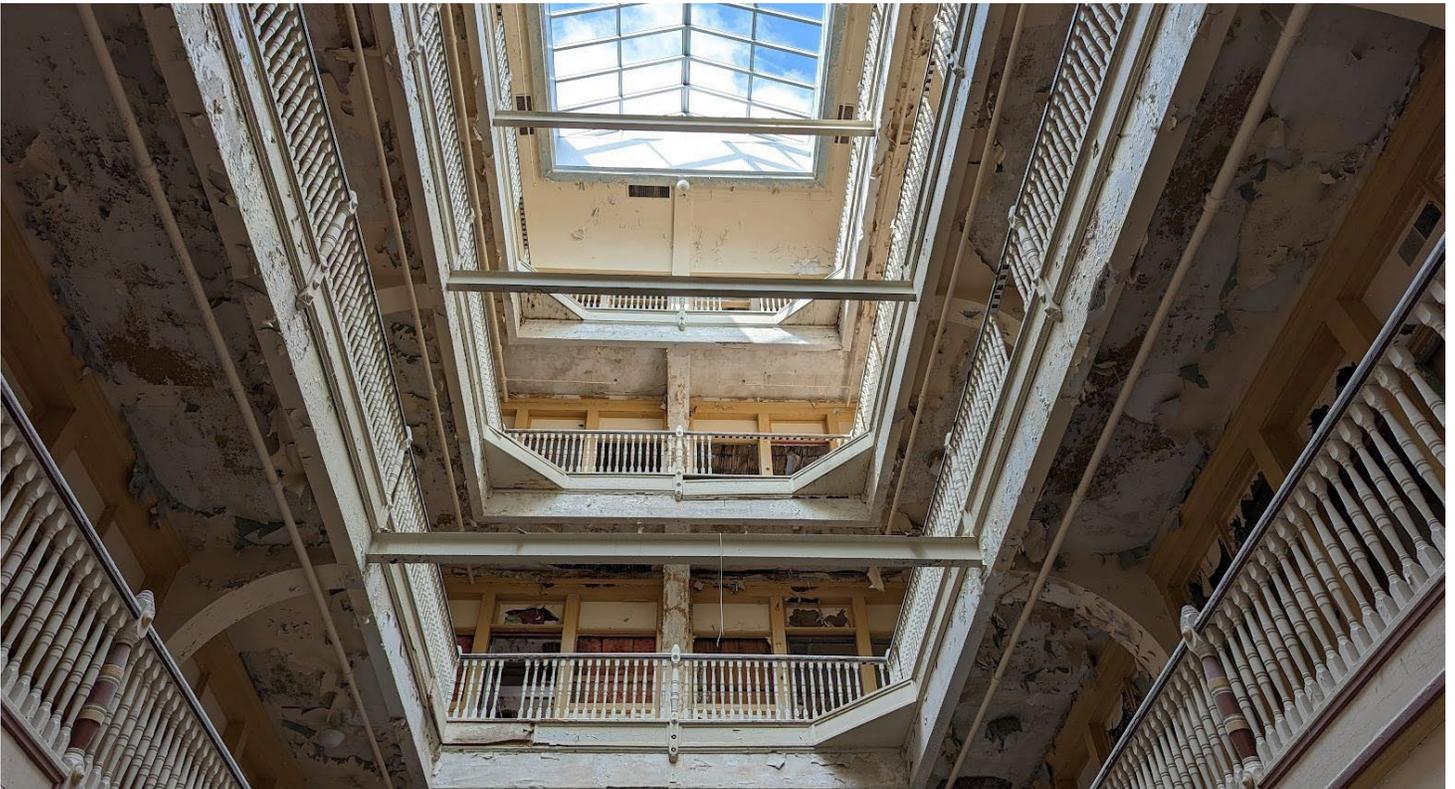


Figure 4. Atrium and Skylight

The City has undertaken a number of efforts in order to help stabilize and improve the viability of the property with a cost totaling ~ \$750,000.

City stabilization efforts have included a full roof replacement including a complete tear off and re-roof of the building, roof drain replacement totaling full replacement of two interior drainpipes, skylight replacement, exterior brick and limestone masonry rehabilitation (crack repair,

tuck-pointing, masonry rebuilding, soft control joint installation, cleaning and limestone patching), asbestos abatement based on the assessment of building condition report findings, and a full building cleanout which removed remaining office furniture, glass, and debris from the building. The asbestos report is available for review upon request by the Applicant.

The Lafayette Building was designated as a Local Historical Landmark in 2000. As such, exterior improvements are subject to Preservation Standards for Local Landmarks. Applicable exterior improvements will require review and approval by the Historic Preservation Commission. The Lafayette Building is also a contributing structure in two National Register Historic Districts, the Downtown South Bend Multiple Resource Area and West Washington National Register Historic District. As a result, the designation may qualify the structure for funding incentives. There are no historical reviews of interior changes however, Department of Community Investment approval will be required.

The building has five floors and a full basement with a total of about 37,350 gross square feet of space. Floors 2 through 5 are similar in size and layout, and each are 6,029 gross square feet.

A set of floor plans can be found in Section IX.A.3 of this RFP.

LAFAYETTE BUILDING GROSS SQUARE FOOTAGE	
Basement	6,632 GSF
1st Floor	6,609 GSF
2nd Floor	6,029 GSF
3rd Floor	6,029 GSF
4th Floor	6,029 GSF
5th Floor	6,029 GSF
TOTAL	37,357 GSF



Figure 6. Satellite view of the Lafayette Building and included 117 & 119 Lafayette Blvd. properties

B. The Grounds

The Lafayette Building sits on a site that is approximately 0.17 acres. This RFP also includes 117 & 119 S. Lafayette which is a 0.16 acre parking lot immediately south of the Lafayette Building across from a paved alley. The City is open to the possibility of vacating the alley as part of a potential development of both the Lafayette Building and 117 & 119 S. Lafayette.



Figure 5. 117 & 119 Lafayette Blvd. Parking Lot

C. Surrounding Uses

To the immediate north of the Lafayette Building is the Former First Presbyterian Church – also a designated local landmark – which is currently vacant. To the west are parking lots and a variety of small scale office and residential uses. To the south, beyond the 117 & 119 S. Lafayette Blvd. parking lots is the St. Joseph County and City of South Bend Building Department building. To the east are several governmental offices, including the County-City Building and St. Joseph County Courthouse Complex.

IV. PROJECT OBJECTIVES AND DESIRED LAND USES

A. Objectives of Request for Proposal

The objectives of this Request for Proposal (“RFP”), and an awarded proposal, are to:

- Renovate the Lafayette Building for a productive use;
- Maintain the historic integrity of the building;
- Promote development that enhances the appearance, value, and character of downtown and the surrounding area; and
- Incorporate principles consistent with an urban walkable downtown South Bend.

B. Encouraged Uses and Activities

Projects shall support the highest and best use of the property, which the Department has determined to be either:

- Restoration of the building to its original use as a high-quality office building;
- Adaptive re-use of the building for a market rate multifamily residential development, either condominiums or apartments;
- A mix of office, residential, retail, or commercial development including a boutique hotel; or
- Any and all uses allowed in the Downtown zoning district.

The City supports increasing residential density downtown. In conjunction with any proposed reuse of the building, the City would be supportive of ground floor retail, restaurant or entertainment uses, as appropriate. Only proposals that intend reuse of the entire building will be considered.

This list is not intended to be exhaustive and the City is open to new ideas and creative uses within the Downtown Zoning District. A list of all allowed uses is attached to this RFP.

V. KEY TERMS

Below are key elements of the proposed offering that should be addressed and included as part of the response to this RFP.

1. *Applicant*: Shall include the actual legal entity submitting and executing the Proposal Documents and Forms.
2. *Bid*: Proposal Documents and Forms completed by the Applicant and submitted for consideration by the Department.
3. *Bid Period*: Shall commence upon publication of the legal notice offering the Property for sale and shall end on the date and time specified in the legal notice.
4. *Department*: The City of South Bend Department of Community Investment, 14th Floor, County-City Building, 227 W. Jefferson, South Bend, IN 46601, working through the City of South Bend Redevelopment Commission (“Commission”).
5. *Development Plan*: The River West Development Area Plan, which is available for review on the City’s website (link can be found Section IX.B.1 or at the Department of Community Investment offices located at 227 W. Jefferson Blvd., 14th Floor, County-City Building, South Bend, Indiana.
6. *Project*: Development, redevelopment, improvement and/or use of the property.
7. *Property*: The property that is the subject of these Proposal Documents.
8. *Proposal*: Applicant’s intended purchase and development of the Property as described in its Bid to the Department.

VI. EVALUATION CRITERIA

The Department may consider the creativity of each Applicant's approach to effective use of the Project Site and the adaptation of the Applicant's Proposal to the unique character and historic nature of the Property.

The Department expressly reserves the right to accept or reject any or all Bids and to waive any informalities, irregularities, or technical defects if such are deemed, in the Department's sole opinion, to be immaterial. **The Department shall not be responsible for errors and/or omissions on behalf of the Applicant. The Department will not be responsible for making interpretations or correcting errors.**

The Department shall evaluate and consider the following factors in its review of Bids:

1. The degree to which the Applicant's Bid meets the objectives of the River West Development Area Plan and meets or exceeds the criteria outlined in this RFP.
2. The size and character of the improvements proposed by to be made by the Applicant.
3. Applicant's plans and ability to improve the Property with reasonable promptness and Applicant's proposed timetable for commencing and completing the Project.
4. The financial responsibility, qualifications, experience and ability of the Applicant to finance and complete the development as proposed.
5. The total Purchase Price offered by Applicant.
6. The immediate and long-term potential impact on employment and residential population in the area anticipated to result from development of the Property.
7. Any other factors which will assure the Department that the sale of the Property, if made, will further the execution of the River West Development Area Plan and will best serve in the interest of the community, both from the standpoint of human and economic welfare and public funds expended.

In the event that no Bid is recommended, the Redevelopment Commission may dispose of the Property at either public sale or by private negotiation in accordance with Indiana Code §36-7-14-22.

VII. SUBMITTAL INSTRUCTIONS AND REQUIREMENTS

A. Submittal Instructions

1. Schedule

Pre-Submittal tour and conference:	October 18 2022, from 10:00 a.m. through 2:00 p.m. at the Lafayette Building, 115 S. Lafayette Blvd., South Bend IN, 46601
Written questions deadline:	January 13, 2023, at 12:00 p.m.
Submittal deadline:	January 26, 2023, at 9:00 a.m.

2. Pre-Submittal Meeting and Building Tour

Interested parties are strongly encouraged to attend the pre-submittal meeting and tour on October 18, 2022, from 10:00 a.m. to 2:00 p.m. at the Lafayette Building 115 Lafayette Street, South Bend, IN 46601. City staff will address questions and offer a tour of the building. Access may be limited based on building conditions and all parties will be required to sign liability waivers.

3. Questions Regarding RFP

Any requests for information concerning, or clarification of, this RFP must be submitted in writing before 5:00 p.m. on January 13, 2023 to: Joseph Molnar 227 W Jefferson Blvd., 14th Floor, South Bend, IN 46601 or by e-mail to jrmolnar@southbend.in.gov.

Responses to all questions directed to staff either at the pre-submittal meeting or in writing prior the date above will be posted on the City's web page for this RFP. Applicants are presumed to have received any and all information contained and referenced in this RFP, transmitted to interested parties and posted on the City's web page for this RFP.

[LINK FOR RFP WEB PAGE](#)

4. Form of Submittal

An electric copy of the submittal, in a single PDF document, shall be submitted to RDCRFP@southbend.in.gov with subject line of "Bid: Lafayette Building."

If desired, Applicant may submit a physical copy of the submittal. Submittals must be prepared and submitted in an organized manner.

All physical Bids must be clearly marked “Bid: Lafayette Building” and delivered to:

City of South Bend, Department of Community Investment
227 W. Jefferson Blvd., South Bend, IN 46601
14th Floor, County-City Building
Attn: Joseph Molnar
South Bend, IN 46601

5. Bid Delivery

The proposals are due to the Department no later than January 26, 2023 at 9:00 a.m.

B. Bid Requirements

1. The minimum offering price is \$392,100.00.

2. The site purchase must include both parcels being bid.

3. Cover letter:

Submit a cover letter that introduces the development team and highlights of the rehabilitation concept for the building, executed by an authorized signatory of the development team.

4. Statement of Qualifications and Financial Responsibility:
Applicant shall complete a Statement of Qualifications and Financial Responsibility on the form provided. In addition, the Department reserves the right to make such investigation as it deems necessary to determine the ability of the Applicant to perform the obligations expressed in Applicant’s Proposal to the Department, including Applicant’s experience, financial status or any other item referenced in the Proposal Documents and Forms. The Department reserves the right to reject any Bid where, in the Department’s sole opinion, the evidence or information does not satisfy the Department that the Applicant is qualified to properly carry out the obligations of the proposed Project, or where the Applicant refuses to cooperate or assist the Department in making such investigation.

5. Affidavit _____ of _____ Non-Collusion:

Applicant shall complete the Affidavit of Non-Collusion on the form provided. The Affidavit of Non-Collusion is affirmation that the Applicant has not colluded, conspired, connived, or agreed with any other Applicant or person, firm, or corporation in regard

to any Bid submitted to the Department. The failure of Applicant to submit the Affidavit of Non-Collusion shall be cause for rejection of Applicant's Proposal.

6. Statement of Sources and Uses:

Applicant shall submit a statement of sources and uses that includes:

- Analysis detailing costs (uses) associated with the proposed project, categorized by:
 - acquisition cost;
 - approximate construction costs both hard and soft, and
 - analysis detailing sources of funds to support the project, categorized by:
 - financing sources / equity; and
 - debt.

7. Narrative Description:

Applicant shall submit a concise Narrative Description of the Applicant's proposed development of the Property. The Narrative Description shall include:

- the exact nature, character and use of the Applicant's proposed improvements to the Property;
- conceptual maps, plans and drawings to clearly indicate the location, size, materials, square footage, style of structures, parking lots, and any other improvements proposed for development of the Property;
- required parking needs;
- the cost of any improvements or investments being requested of the Department and the return of such investment to the Department;
- applicant's experience and expertise on similar projects;
- the respective experience and expertise of the individuals comprising a development team;
- project timeline outlining when major development actions will occur; and
- jobs to be created or retained.

Bids submitted prior to the Bid Deadline may be withdrawn upon written request of the Applicant provided such request is received by the Department not less than twenty-four (24) hours prior to the Bid Deadline.

VIII. SELECTION PROCESS AND AWARD

A. Completeness Review

City will review all submittals to determine whether they are complete and responsive to this RFP. Only submittals that are complete, responsive and meet all requirements of this RFP will be evaluated during the selection process. The City will deem a submittal non-responsive and ineligible for consideration for any of the following reasons:

1. The submittal does not include all information specified in Section VII of this RFP.
2. The submittal is not responsive to the City's development objectives and key terms (Sections IV and V).
3. The submittal is submitted after the deadline or incomplete.
4. The submittal includes information that is false or misleading.

The City will send a letter to any Applicant whose submittal is deemed non-responsive and will indicate the reason(s) that the submittal is deemed non-responsive.

B. Evaluation and Recommendation

Complete and responsive submittals from qualified Applicants will be reviewed in detail by staff. If warranted, the City reserves the right to request clarification or additional information from individual Applicants.

An accepted bid will be publicly recommended at a meeting of the South Bend Redevelopment Commission, to be held at 9:30 a.m. (EDT), March 9th, 2023, in Room 1308, County-City Building, 227 West Jefferson Boulevard, South Bend, IN 46601. The recommended Bidder will be invited to attend this meeting, to present their vision of the project and answer questions the Commission may have.

The requirements Indiana Code § 36-7-14-122 concerning the public sale of property shall apply to the Bid Process in addition to any and all other applicable laws governing the disposition of property by a public entity.

C. General Disclaimers

- This Request for Proposals does not commit the Department or the Commission to awards a contract or pay costs incurred in preparation of a proposal responding to this request.
- The Department/Commission reserves the right to reject any/all proposals received as a result of this request or to cancel in its entirety the RFP process, if deemed in the best interests of the City to do so.
- The successful Applicant shall comply with City of South Bend ordinances and all other federal, state, and local laws and regulations.
- The Department may modify this RFP by issuance of a written Addendum by posting on the RFP webpage.
- The Department reserves the right to reject all proposals from Applicants with delinquent taxes, assessments, penalties, interest, or utility fees either with the City of South Bend or St. Joseph County, IN.

IX. ATTACHMENTS AND ELECTRONIC LINKS

A. ATTACHMENTS

1. Proposal Documents
2. Bid checklist
3. Floor Plans
4. Downtown Zoning District Standards
5. Historic Preservation Group B Standards

B. ELECTRONIC LINKS

1. River West Development Area Plan:
southbendin.gov/wp-content/uploads/2018/07/River-West-Development-Plan.pdf
2. Bid Website: southbendin.gov/board/redevelopment-commission/request-for-proposals-rfps/

1. Proposal Documents

BID SUBMISSION

Application To: *Department of Community Investment
14th Floor, County-City Building
227 West Jefferson Boulevard
South Bend, Indiana 46601*

(Note: "Applicant," as used in these Proposal Documents and Forms, shall include the actual legal entity submitting and executing the Proposal Documents and Forms.)

The undersigned Applicant certifies that it has familiarized itself with the present and existing conditions of the Property incorporated herein. Applicant further certifies that it has familiarized itself with the Proposal Documents and Forms.

By this letter of Application to the Department, Applicant hereby offers and proposes to purchase the Property being offered by the Department. Applicant further certifies its intent to participate in the development of the Property in accordance with Federal, State and Local ordinances and regulations governing same, and in accordance with the Development Plan for the area as approved and amended from time-to-time by the Commission.

Applicant's Bid offering to purchase the Property is described as follows:

Dollars

Purchase Price

Applicant has submitted the following documentation in its Bid and understands that such documentation will be considered by the Department in the Department's determination whether to award any bid. Applicant hereby certifies that:

1. Applicant has submitted a Narrative Description of the proposed development for the Property described, explaining the exact nature and character of the improvements proposed for the Property and their use, together with maps and plans sufficiently complete to indicate the general improvements to be made on the Property. *(Maps and plans must be of sufficient scale to indicate clearly the location of the structures and other proposed improvements and should provide information on building elevations and materials.)*
2. Applicant has reviewed and completed the Proposal Documents and Forms provided by the Department which include: (i) a Statement of the Qualifications and Financial Responsibility; (ii) a Statement for Public Disclosure, and (iii) a sworn Affidavit of Non-Collusion.

Applicant understands and acknowledges that the submission of a completed Application by Applicant shall constitute express authorization by Applicant to the Department to obtain, solicit, receive and/or utilize information that the Department, in its sole discretion, deems pertinent to Applicant's submission, including information from any persons or entities identified by Applicant or from persons or entities having knowledge of the Applicant's experience, abilities, past performance, integrity or financial status, or knowledge related to any other item referenced in the Proposal Documents and Forms.

Applicant, by submission of a completed Application also acknowledges that any information provided to or obtained by the Department, whether related to financial matters or otherwise, may be subject to disclosure under the *State of Indiana's Access to Public Records Act (IC 5-14-3-1 et seq.)* provided, however, that if the Applicant indicates that certain financial or other documentation is submitted in confidence, by specifically and clearly marking and identifying said documentation as **CONFIDENTIAL**, the Department will endeavor to keep said documentation confidential to the extent permitted by law.

Applicant further agrees to execute a contract for the purchase of property for development in the form prepared by the Department within ninety (90) days after notification of acceptance of this offer and to develop and use the above identified Property in conformity with the Federal, State and Local ordinances and regulations governing same; applicable Development Plan; the Narrative Description and maps and plans as submitted by Applicant, with amendments, if any, as approved by the Commission.

Applicant understands and acknowledges that the Department and Commission expressly reserves the right to reject any and all Bids and to waive any informalities, irregularities or technical defects if such are deemed, in the Department or Commission's sole opinion, to be immaterial.

Dated _____

Respectfully submitted,

Name of Individual or Corporation

By: _____

Signature

Name (type)

Title

ATTEST: (BY SECRETARY OF A CORPORATION)

Address:

By: _____

Signature

Name (type)

Title

Address:

Statement of Qualifications and Financial Responsibility

Applicant: _____

Address: _____

E-Mail Address: _____

Federal I.D. or Social Security #: _____

Type of Organization:

Corporation Proprietorship Joint Venture Partnership

Other: _____

Person(s) Authorized to Sign Quotes, Bids and/or Contracts on behalf of Applicant:

NAME	OFFICIAL CAPACITY	TELEPHONE/FAX NUMBER

1. Is Applicant a subsidiary of or affiliated with any other corporation or corporations or any other firm or firms?

Yes

No

If yes, list each corporation or firm by name and address, specify its relationship to Applicant, and identify the officers and directors or trustees common to Applicant and such other corporation or firm:

The financial condition of Applicant, as of _____, _____, is as

reflected in Exhibit "E", Current Financial Statement.

Name and address of auditor or public accountant, if applicable, who performed the audit on which said financial statement is based:

2. Names and addresses of bank references:

3. Has Applicant or the parent corporation, or any subsidiary or affiliated corporation of the Applicant (if any), or said parent corporation, or any of the Applicant's officers or principal members, shareholders or investors, or other interested parties (as listed in items 5, 6, and 7 of the Statement for Public Disclosure and referred to herein as Principals of the Applicant) been adjudged bankrupt, either voluntary or involuntary, within the past 10 years?

Yes

No

If yes, give date, place and under what name:

4. Has Applicant or anyone referred to as Principals of the Applicant, as defined in Question 3, above, been indicted, charged and/or convicted of any felony within the past 10 years?

Yes

No

If yes, give for each case (1) date, (2) charge, (3) place, (4) Court, (5) action taken. Attach any explanation deemed necessary.

5. Has Applicant, or anyone referred to as Principals of the Applicant, as defined in Question 3, above, been convicted of, or entered any plea of guilty, or nolo contendere, or otherwise have been found civilly liable for any criminal offense or civil action involving embezzlement, forgery, bribery, conspiracy or any other offense arising out of the submission of bids or proposals on public works projects or contracts?

Yes

No

If yes, give for each case (1) date, (2) charge, (3) place, (4) Court, (5) action taken. Attach any explanation deemed necessary.

6. The following statements and other evidence of the Applicant's qualifications and financial responsibilities (other than the financial statement referred to above) are attached hereto and hereby made part of Applicant's Bid:

7. Does any member of the South Bend Redevelopment Commission or any officer or employee of the City of South Bend Department of Redevelopment have any direct or indirect personal interest in the Applicant or the development of the land as proposed? If yes, explain:

8. Does any member of the governing body of the City of South Bend or any public official or employee of the City of South Bend have any direct or indirect personal interest in the Applicant or the development of the land as proposed? If yes, explain:

Certification

I (We), _____ Certify that this Statement of Qualifications and Financial Responsibility and the attached evidence of the Applicant's qualifications and financial responsibility, including financial statements, are true and correct to the best of my (our) knowledge and belief.

_____ <i>Name</i>	_____ <i>Name</i>
_____ <i>Signature</i>	_____ <i>Signature</i>
_____ <i>Title</i>	_____ <i>Title</i>
_____ <i>Date</i>	_____ <i>Date</i>

(If the Applicant is an individual, this statement should be signed by such individual; if a partnership, by one of the partners; if a corporation or other entity, by one of its chief officers having knowledge of the facts required by this statement.)

Certification

I (We), _____ Certify that this Statement for Public Disclosure is true and correct to the best of my (our) knowledge and belief.

Name

Name

Signature

Signature

Title

Title

Date

Date

(If the Applicant is an individual, this statement should be signed by such individual; if a partnership, it should be signed by one of the partners; if a corporation or other entity, it should be signed by one of its chief officers having knowledge of the facts required by this statement.)

2. Bid Checklist

The Lafayette Building RFP Bid Checklist

___ Bid Submission with Minimum Bid of \$392,100.00 for both parcels

___ Cover Letter

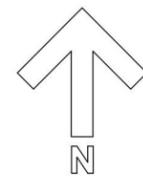
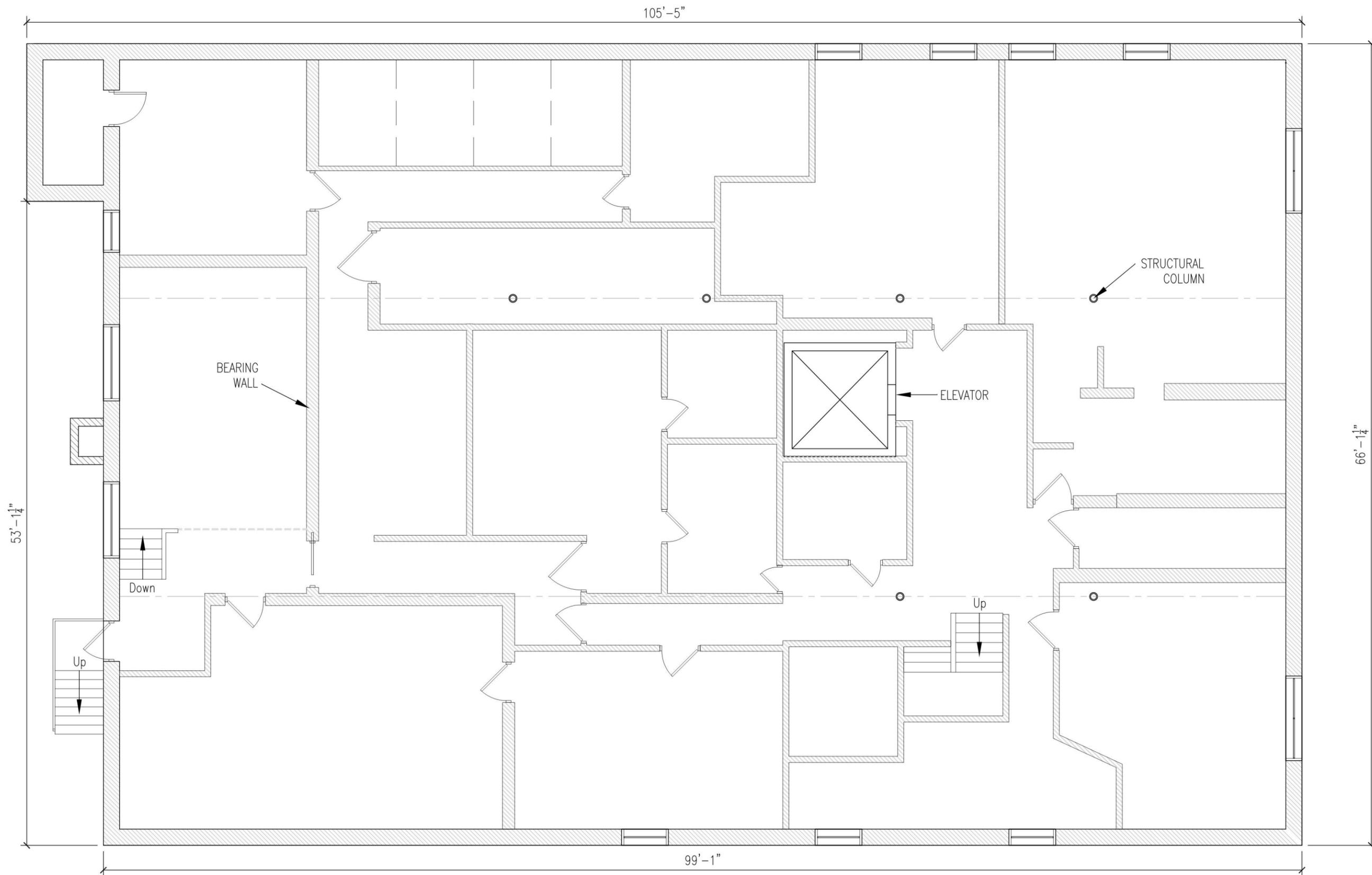
___ Statement of Qualifications and Financial Responsibility

___ Affidavit of Non-Collusion

___ Statement of Sources and Uses

___ Narrative Description

3. Floor Plans



BASEMENT – EXISTING FLOOR PLAN
 1/8" = 1' 0"



K I L
 ARCHITECTURE
 PLANNING
 1126 LINCOLNWAY EAST
 SOUTH BEND, IN
 4 6 6 0 1

GREGORY A. KIL
 NCARB AIA
 ARCHITECT

574.288.2654
 FAX 289.2420
 www.kilarchitecture.com

PRELIMINARY
 NOT FOR
 CONSTRUCTION

EXISTING CONDITIONS
 DOCUMENTATION

**LAFAYETTE
 BUILDING**

115 S LAFAYETTE BLVD
 SOUTH BEND, IN, 46601

PORTAGE TOWNSHIP
 ST. JOSEPH COUNTY

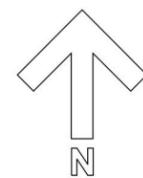
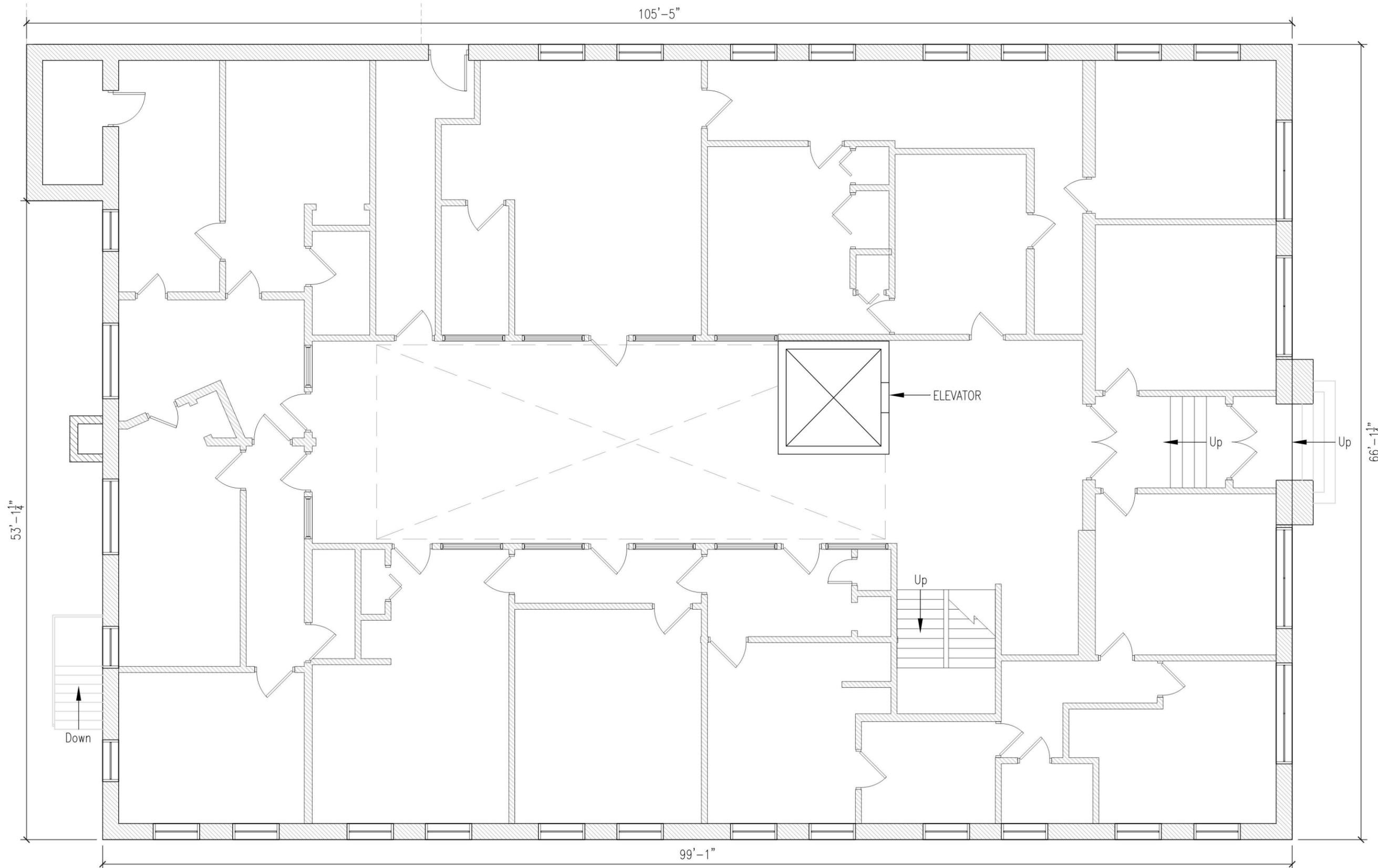
**BASEMENT
 FLOOR PLAN**

DATE: SEPT 07, 2016
 EXISTING CONDITIONS

REVISED:

THIS DOCUMENT AND THE DESIGN IS THE PROPERTY OF KIL ARCHITECTURE / PLANNING AND THE USE IS LIMITED TO THE SPECIFIC PROJECT. THE ARCHITECT SHALL BE DEEMED THE AUTHOR OF THIS DOCUMENT AND SHALL BE RESPONSIBLE FOR ALL CONSTRUCTION, STATUTORY AND OTHER REGULATORY REQUIREMENTS. THIS DOCUMENT MAY NOT BE REPRODUCED, COPIED OR USED WITHOUT THE WRITTEN PERMISSION OF KIL ARCHITECTURE / PLANNING.

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1ST FLOOR - EXISTING FLOOR PLAN
1/8" = 1' 0"



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SOUTH BEND, IN
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GREGORY A. KIL
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EXISTING CONDITIONS
DOCUMENTATION

**LAFAYETTE
BUILDING**

115 S LAFAYETTE BLVD
SOUTH BEND, IN, 46601

PORTAGE TOWNSHIP
ST. JOSEPH COUNTY

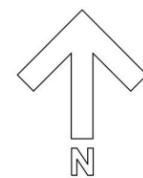
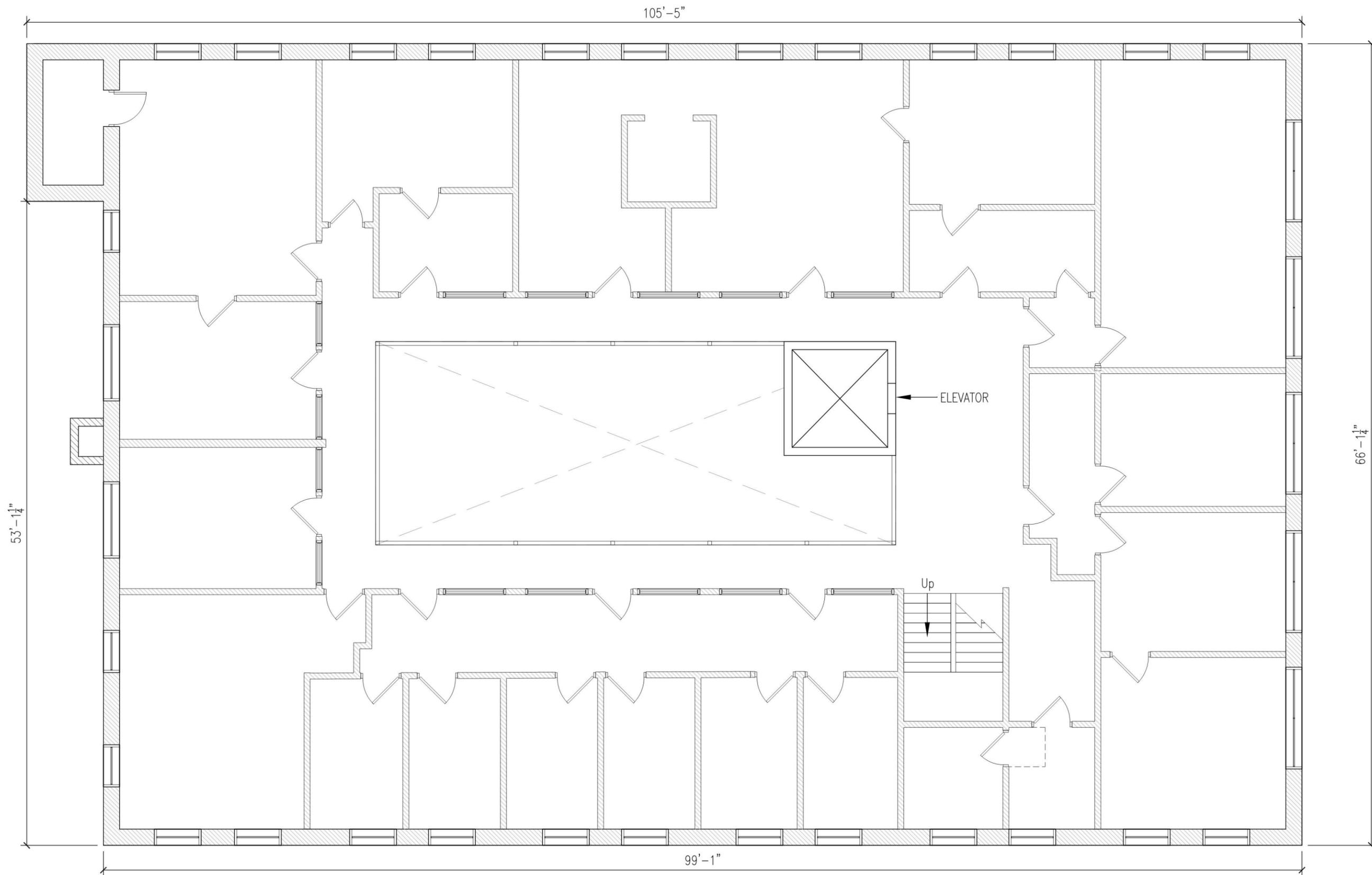
1ST
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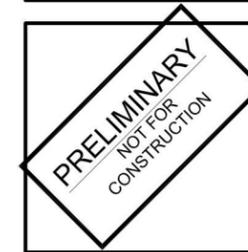
2ND FLOOR — EXISTING FLOOR PLAN
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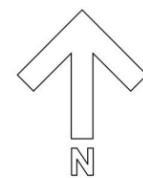
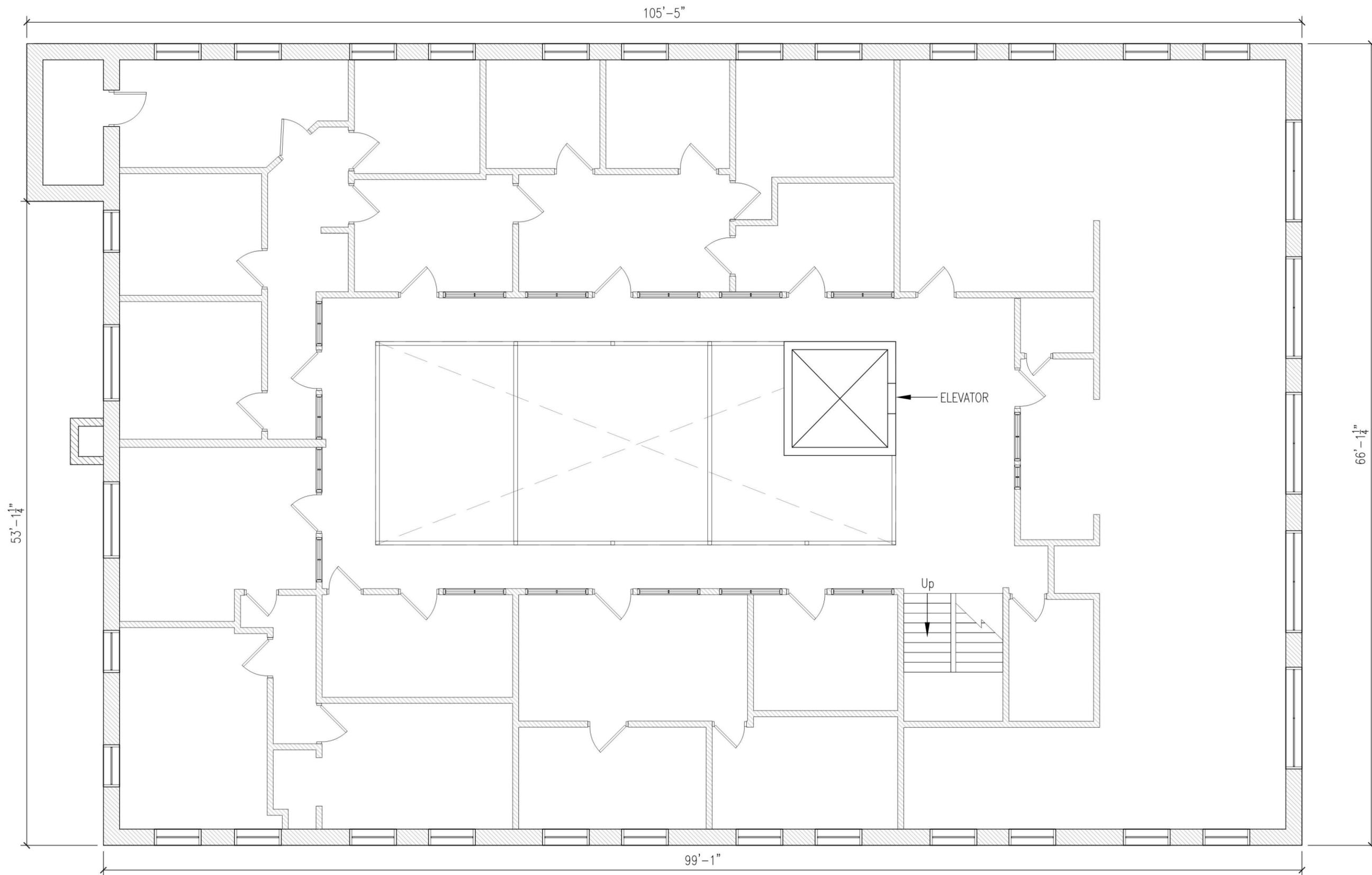
**2ND
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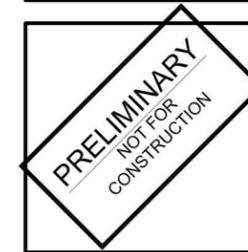
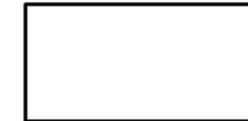
3RD FLOOR — EXISTING FLOOR PLAN
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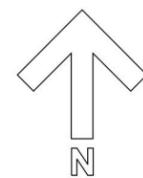
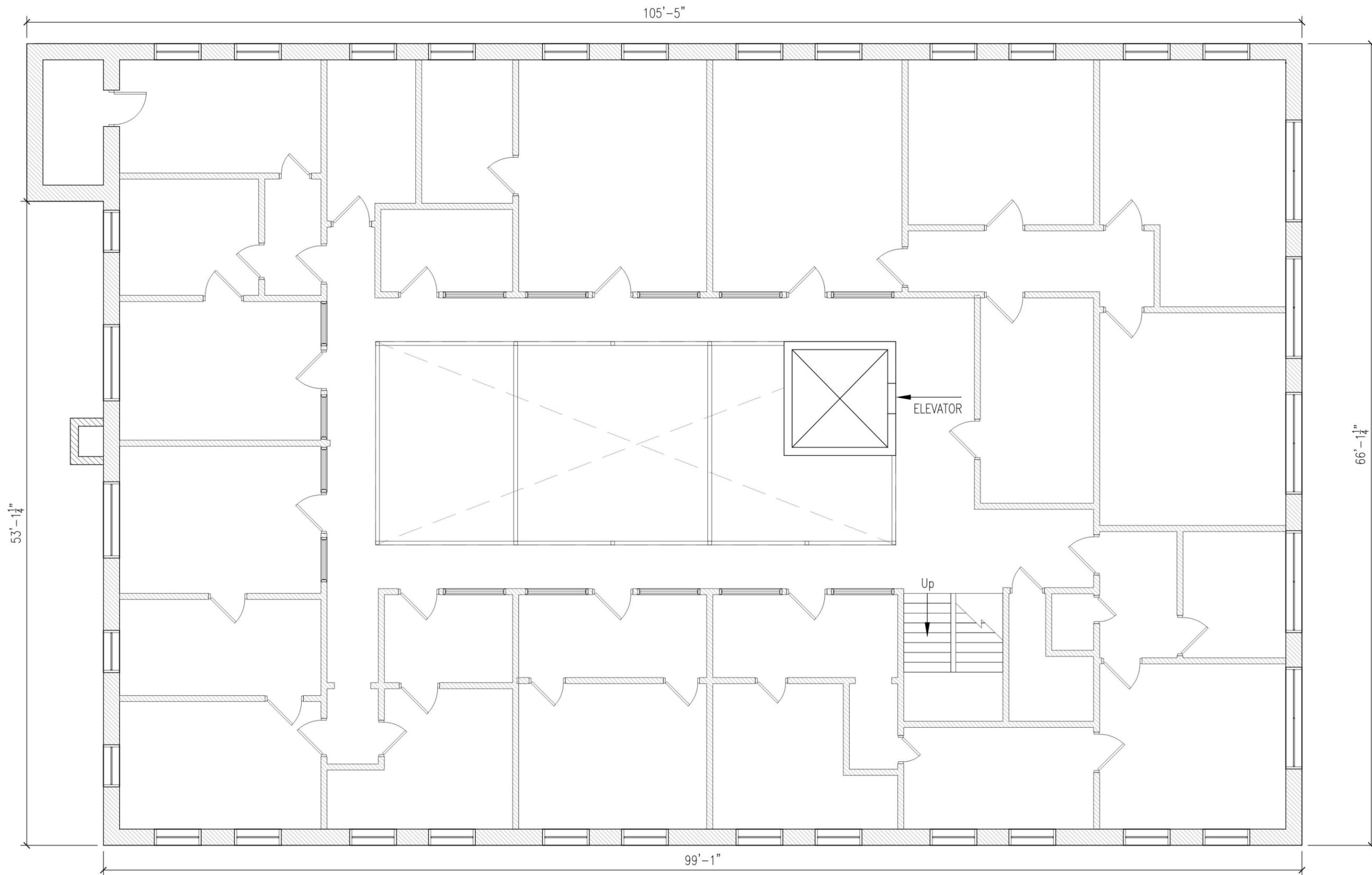
**3RD
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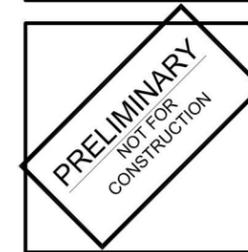
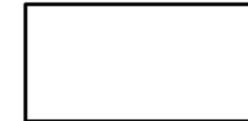
4TH FLOOR — EXISTING FLOOR PLAN
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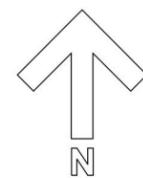
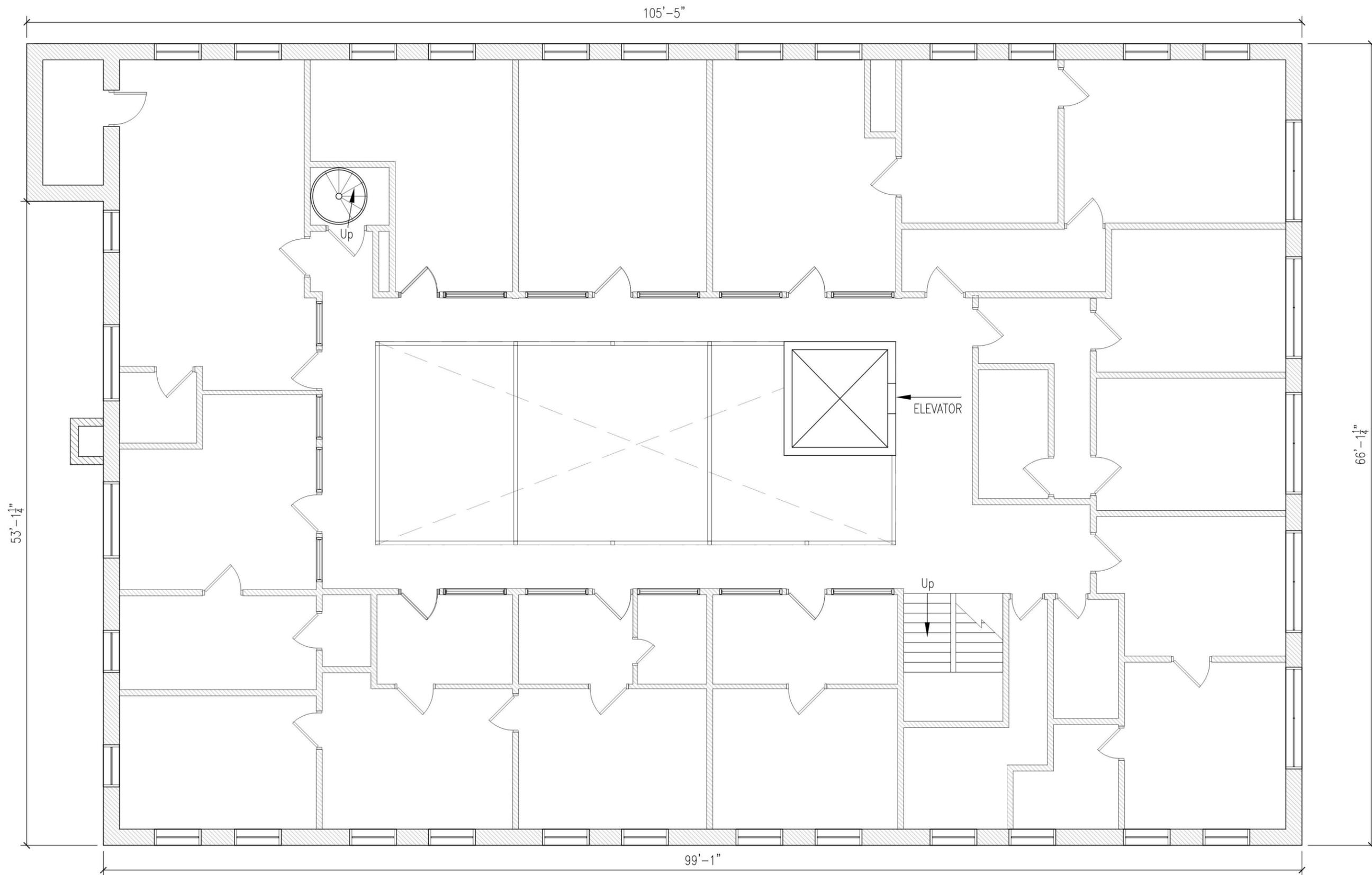
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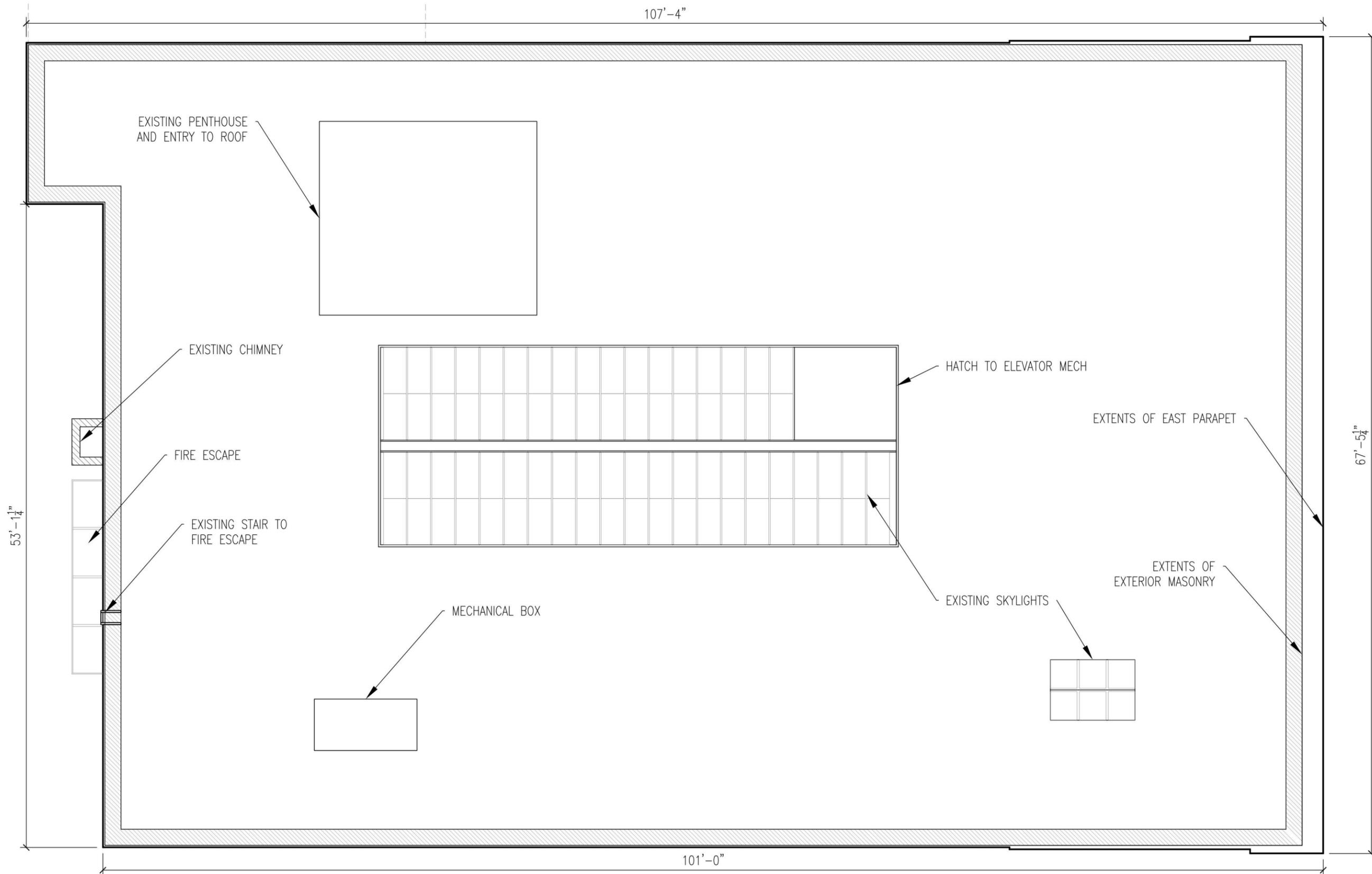
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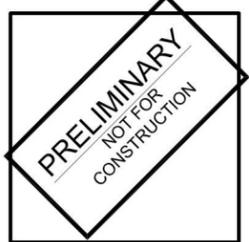
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PORTAGE TOWNSHIP
ST. JOSEPH COUNTY

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4. Downtown Zoning District Standards



Section 21-03.08: DT Downtown

(a) Intent

The DT District is established to promote the development of the downtown region of the City of South Bend as a high intensity urban center for a multi-county region.

The following are typical characteristics of the DT District:

- A mixture of mid-rise and high rise mixed-use developments, including a variety of compatible building types and urban uses
- Buildings with active building frontages set at or close to the sidewalk
- Pedestrian-oriented scale with wide sidewalks, regularly spaced street trees, and amenities that create a walkable environment

(b) Building types

The following building types are permitted in the DT District:

- Townhouse
- Apartment House
- Stacked Flats
- Shop
- Mid-Rise/Tower

The names of the building types are not intended to limit or expand uses allowed within the building. See [Section 21-08.02](#) for building type descriptions and regulations.

Uses

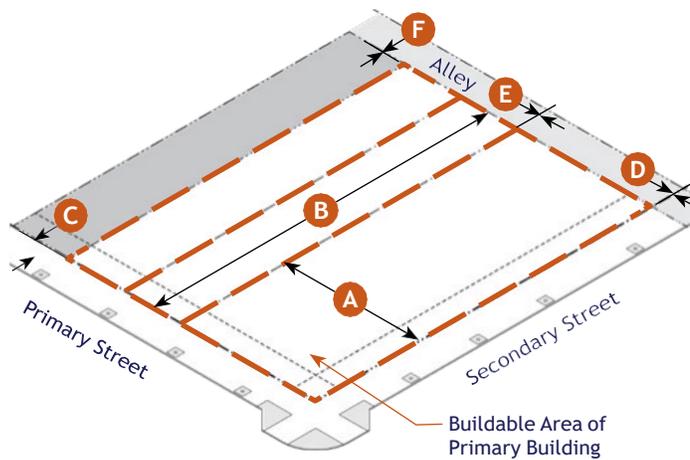
(c) Principal Uses	Use Definition & Standards
Agricultural	
Community Garden	■ * 21-06.01(e)(2)
Civic & Institutional	
Assembly, Neighborhood	■ * 21-06.01(f)(1)
Assembly, General	■ 21-06.01(f)(2)
College/University	■ 21-06.01(f)(4)
Hospital	■ 21-06.01(f)(6)
Library/Museum/Cultural Facility	■ 21-06.01(f)(7)
Parks & Open Space	■ 21-06.01(f)(8)
Police/Fire Facilities	■ 21-06.01(f)(9)
Religious Institutions	■ 21-06.01(f)(10)
School, Pre-K/Primary/Secondary	■ 21-06.01(f)(11)
Industrial, Manufacturing, & Processing	
Industrial, Artisan	■ * 21-06.01(g)(1)
Research/Laboratory Facility	■ 21-06.01(g)(4)
Lodging	
Bed & Breakfast	■ * 21-06.01(h)(1)
Hotel	■ * 21-06.01(h)(2)
Office	
Professional Offices	■ 21-06.01(i)(1)
Residential	
Dwelling, Ancillary	■ * 21-06.01(j)(1)
Dwelling, 1 Unit	■ * 21-06.01(j)(2)
Dwelling, 2 Units	■ * 21-06.01(j)(3)
Dwelling, Multi-Unit	■ 21-06.01(j)(5)
Group Residence	■ 21-06.01(j)(6)
Group Residence, State Regulated	■ 21-06.01(j)(7)
Residential Care Facility	■ 21-06.01(j)(8)
Shared Housing	■ 21-06.01(j)(9)

(c) Principal Uses (continued)	Use Definition & Standards
Retail & Service	
Animal Care Establishment	■ * 21-06.01(k)(2)
Bar/Tavern	■ 21-06.01(k)(3)
Beer/Wine/Liquor Sales	■ 21-06.01(k)(4)
Commercial School	■ 21-06.01(k)(5)
Day Care Center	■ 21-06.01(k)(6)
Drive-Through Facility	■ * 21-06.01(k)(7)
Entertainment/Recreation Facility, Indoor	■ 21-06.01(k)(8)
Entertainment/Recreation Facility, Outdoor	■ 21-06.01(k)(9)
Funeral Services	■ 21-06.01(k)(10)
Gas Station	■ * 21-06.01(k)(11)
Medical/Dental Clinic	■ 21-06.01(k)(12)
Personal Care & Services	■ 21-06.01(k)(13)
Private Club/Lodge	■ 21-06.01(k)(14)
Restaurant	■ 21-06.01(k)(15)
Retail & Service, General	■ 21-06.01(k)(16)
Self-Storage Facility	■ * 21-06.01(k)(18)
Tattoo/Piercing Parlor	■ 21-06.01(k)(19)
Tobacco/Hookah/Vaping	■ 21-06.01(k)(20)
Vehicle Sales or Rental	■ * 21-06.01(k)(21)
Vehicle Service, Major	■ * 21-06.01(k)(22)
Vehicle Service, Minor	■ * 21-06.01(k)(23)
Transportation	
Heliport	■ 21-06.01(l)(3)
Parking Lot	■ * 21-06.01(l)(4)
Passenger Terminal	■ 21-06.01(l)(5)
Transit Station	■ 21-06.01(l)(6)
Utilities	
Solar Farm	■ 21-06.01(m)(1)
Utilities, Major	■ * 21-06.01(m)(2)
Utilities, Minor	■ * 21-06.01(m)(3)
Wireless Communications	■ * 21-06.01(m)(4)

See [Section 21-06.02](#) for accessory use standards.

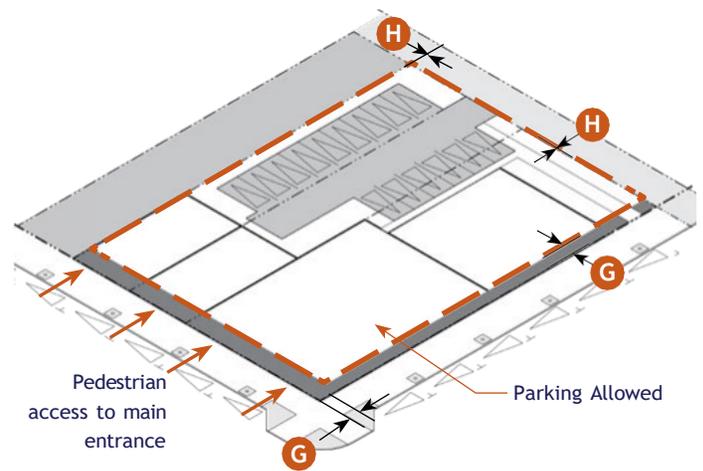
Key ■ Allowed ■ Allowed subject to Conditions ■ Special Exception * Use Specific Standards

Building Placement



- Minimum Setback Line
- - - Maximum Setback Line

Access & Parking

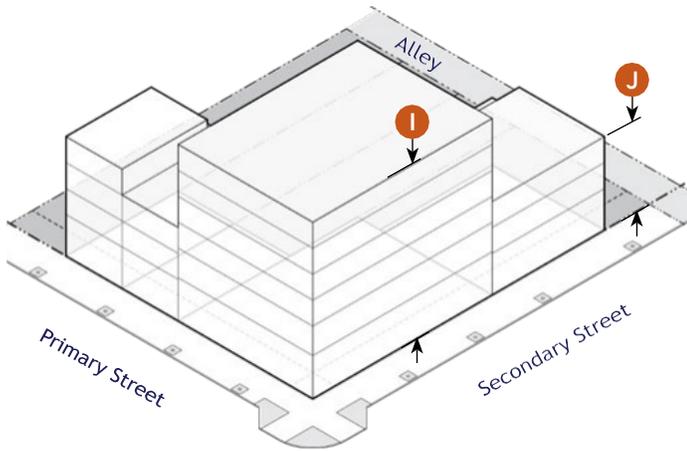


- Minimum Parking Lot Setback

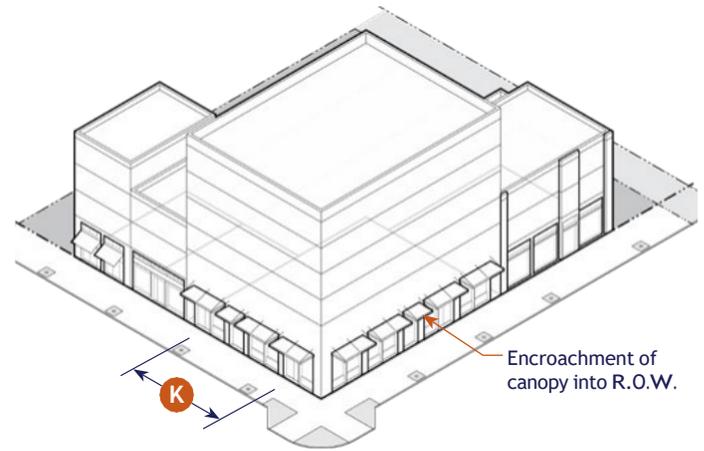
(d) Building Placement				
Lot Size				
Lot Width	20' min.			A
Lot Depth	60' min.			B
Building Setbacks	Front	Corner	Side ¹	Rear ²
	C	D	E	F
All Uses (min.)	0'	0'	0'	0'
All Uses (max.)	10'	10'	-	-
St. Joseph River/East Race	15' min.			
Facade within Setback Zone				
Front (min.) ³	85%			
Corner (min.)	50%			
Building Coverage				
Building Coverage	100% max.			
¹ If side or rear setback is provided, it shall be a min. of 5'.				
² Primary buildings on a lot without a rear alley shall have a minimum rear setback of 20' when adjacent to a lot with a ground floor residential use that is not in a DT district.				
³ A forecourt per Section 21-08.03(f) may be exempt from this requirement with approval by the Zoning Administrator.				

(e) Access & Parking	
Pedestrian Access	
A walkway shall connect the sidewalk to the main entrance.	
Bicycle Access	
See Section 21-07.02 for Bicycle Parking requirements.	
Parking Access	
If access is available from an alley which is open to traffic, there shall be no access allowed from the street.	
If allowed, a maximum of one street curb cut is permitted per street frontage.	
Parking Lot Location (Distance from Lot Line)	
Front & Corner Setback (min.)	5' behind facade, or 10' if no building G
Side & Rear Setback	0' H
Required Spaces	
Off-street parking areas are not required for any use. Any off-street parking areas provided, even though not required, shall be developed in compliance with the standards set forth in Section 21-07.03 .	
See Section 21-07 for full access and parking requirements.	

Building Form



Building Components



(f) Building Form

Building Height

Primary Building (max.)

West of the St. Joseph River 150' and 12 stories

Between St. Joseph River and East Race Waterway 150' and 12 stories **I**

East of the East Race Waterway 60' and 5 stories

Primary Front Facade (min.) 16' **J**

Accessory Building (max.) 26'

Building Orientation

Primary facades shall be oriented to a front lot line or open space.

(g) Building Components

Allowed Building Frontage Types

Porch [21-08.03\(c\)](#)

Stoop [21-08.03\(d\)](#)

Gallery [21-08.03\(e\)](#)

Forecourt [21-08.03\(f\)](#)

Storefront [21-08.03\(g\)](#)

Terrace [21-08.03\(h\)](#)

Building Entrance

Distance between Entries 100' max. **K**

Main entrances shall be prominently located and visible from the primary street or open space.

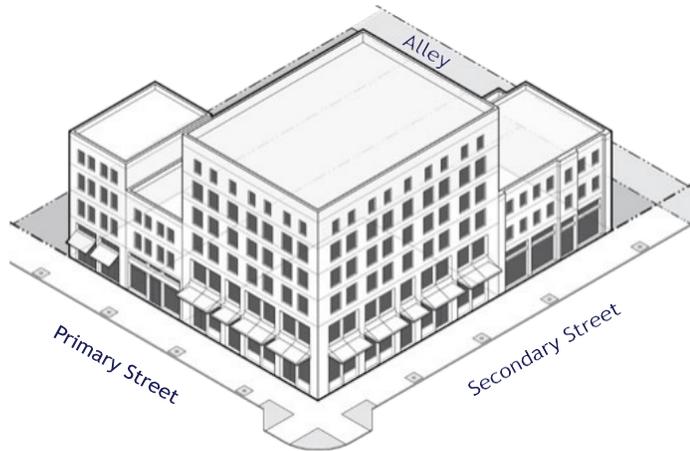
Allowed Encroachments

Building components may extend into a right-of-way with approval by the Board of Public Works.

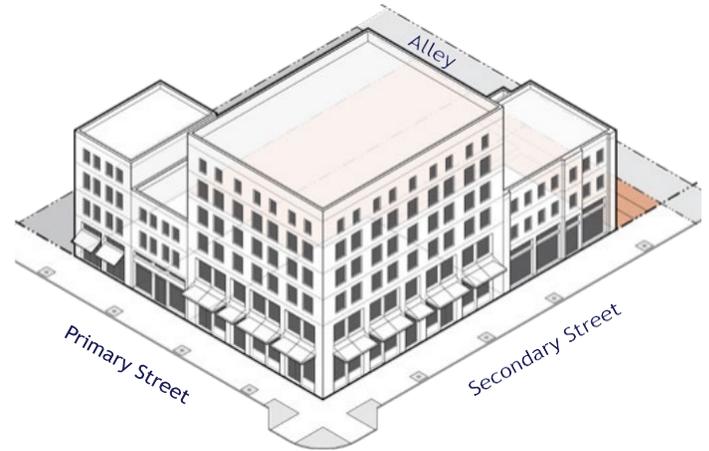
See [Section 21-08.01\(g\)](#) for building component definitions and additional requirements.

Key Allowed Not Allowed

Building Standards



Site Development



■ Accessory Structures Allowed

(h) Building Standards

Facade Transparency (min.)

Ground Floor - Front & Corner Facade	
Non-Residential	60%
Residential	25%
Upper Floor - Front & Corner Facade	
	15%

Facade Articulation

Any building greater than 50' wide shall provide vertical articulation into segments no greater than 32' in width and horizontal articulation (base, belt courses, cornice, etc.) to distinguish the ground floor from upper stories.

Building Materials

A minimum of 66% of each front or corner facade shall be constructed of high quality, durable, natural materials, such as stone or brick; wood lap siding; lapped, shingled, or panel fiber cement board siding; and glass. High quality synthetic materials may be approved by the Zoning Administrator.

Each front or corner facade shall include at least two architectural elements (e.g., quoins, pilasters, soldier courses, lintels, friezes, cornices, dentils, architraves, etc.).

See [Section 21-08.01\(e\)](#) for all building material standards.

See [Section 21-08](#) for full building standards.

(i) Site Development

Accessory Structures/Uses

Accessory Structures	21-06.02(f)(1)
Mechanical/HVAC	21-06.02(f)(14)
Satellite Dish Antennas	21-06.02(f)(22)
Trash/Recycling Container	21-06.02(f)(27)

Allowed Location in Established Yards

Accessory structures shall not be located in any established front or corner yard and shall comply with all required setbacks.

Mechanical equipment and HVAC shall be allowed in front or corner yard if screened per [Section 21-06.02\(f\)\(14\)](#).

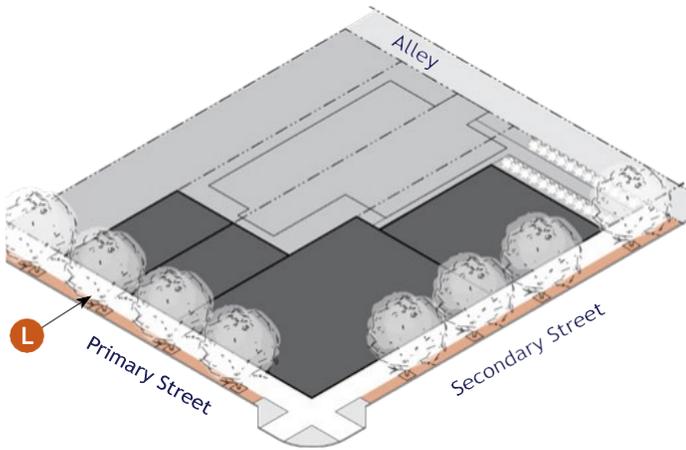
See [Section 21-06.02](#) for full accessory use regulations.

Fence/Freestanding Walls	Front	Corner	Side	Rear
Height (max.)	3'	3'	8'	8'

A fence up to 4' is allowed in an established front or corner yard if fence is greater than 50% open.

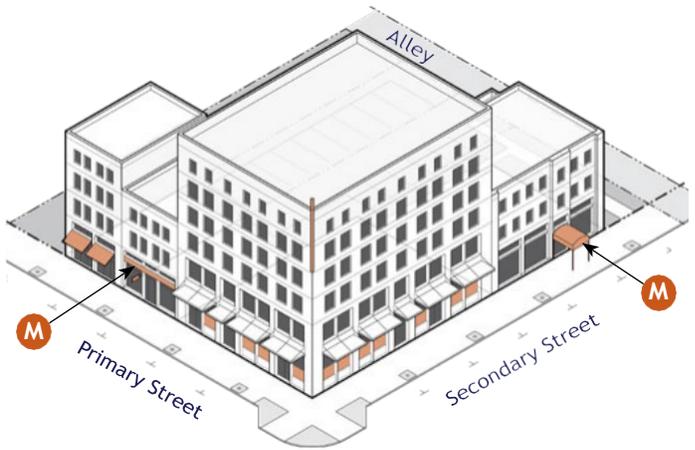
See [Section 21-09](#) for full site development requirements.

Landscape



Street Trees Allowed

Signs



(j) Landscape

Streetscape Trees Required

Shade Tree ¹ 1 tree min. per each full 30' of street frontage

Location ² Tree lawn or tree grates along curb line

Spacing Evenly spaced to extent possible

Buffer Landscape Required ³

Adjacent to S1, S2, U1, or U2 Type 3 buffer if no street or alley present

Parking Lot Screening (of 4 or more spaces)

Parking that is visible from a street/open space, other than an alley, shall be screened by a Type 1 buffer.

Parking that is visible from a side/rear lot line abutting a S1, U1, or U2 district shall be screened by a Type 1 or 2 buffer.

Buffers shall comply with [Section 21-09.01\(n\)](#).

See [Section 21-09.01](#) for full landscape requirements.

¹ An existing tree of at least 2" caliper may fulfill this requirement.

² If a tree cannot be placed in a tree lawn, an alternate location may be approved by the Zoning Administrator.

³ Residential buildings with 4 or fewer units are exempt from buffer landscape requirements.

(k) Signs

Total Signs Allowed

Residential: 4 or fewer dwellings

Building Sign 1 per street frontage; up to 2 square feet and 4 feet in height

Residential: 5+ dwelling units

Building Sign Up to 10% of the total area of the building facade

Non-Residential Use

Building Sign Up to 10% of the total area of the building facade

See [Section 21-10](#) for full sign requirements including changeable copy signs, temporary signs, exempt signs, off-premise, and use-specific signs.

5. Historic Preservation Group B Standards

Historic Preservation Commission
of South Bend and Saint Joseph County

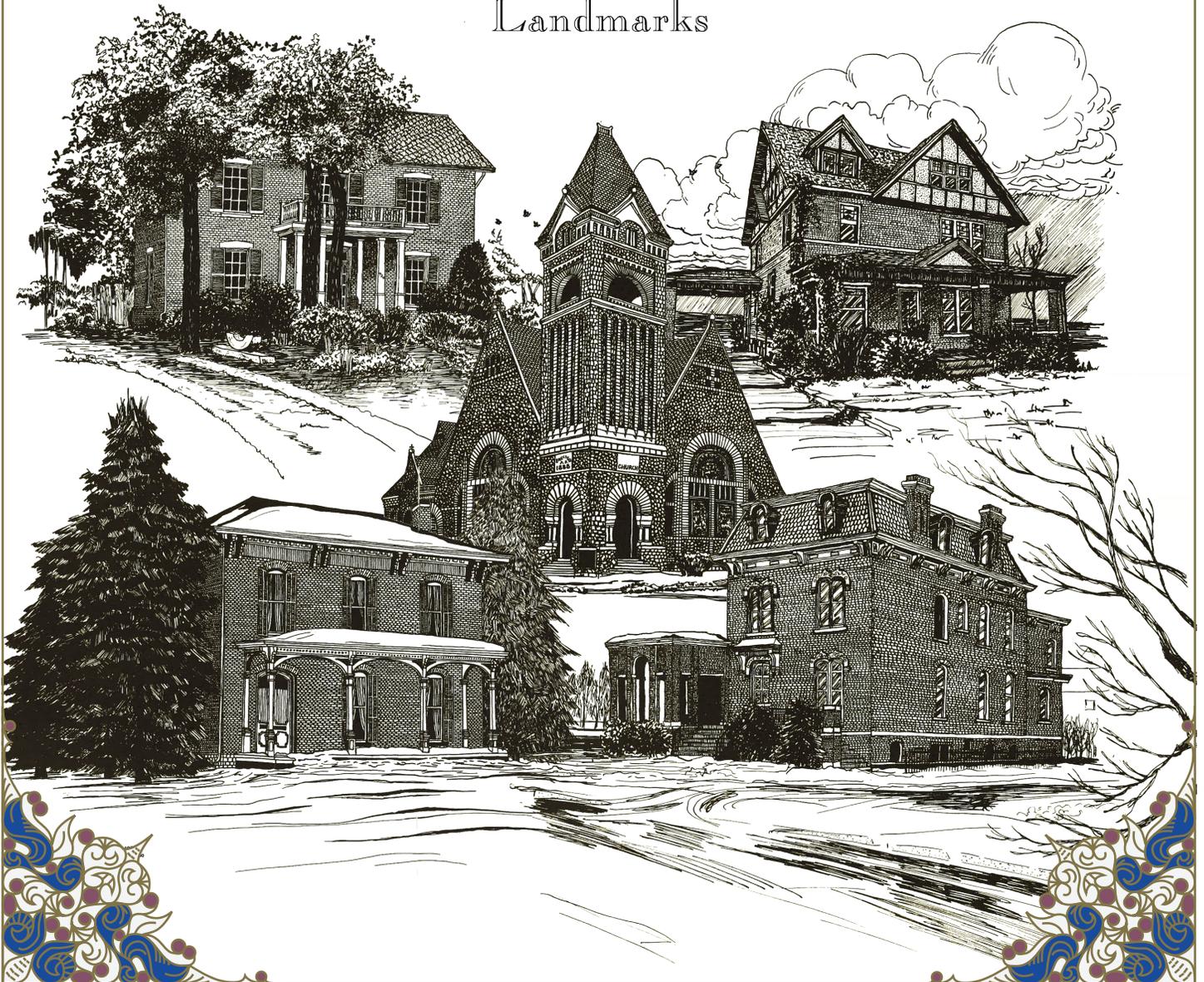
A Guidebook For

South Bend

Indiana's

Group B

Local
Landmarks



INTRODUCTION

Preservation Standards for local historic landmarks are used by the Historic Preservation Commission whenever exterior changes are proposed for officially designated structures. Review is required when proposed plans for building and development indicate the architectural character of the landmark will be changed, i.e., review is required for any project that affects the exterior of the building, site, outbuildings, grounds and landscaping. These standards are an extension of the present Ordinance #5567-73 and #54A-973 already adopted to implement a comprehensive program of historic preservation.

The present historic preservation ordinances empower the Commission to issue or deny a Certificate of Appropriateness prior to the construction, reconstruction, alteration, demolition, or moving of any landmark. The ordinance also gives the Commission the power to establish reasonable and just standards for the preservation of historic landmarks, including architectural treatment, site development and maintenance provisions, providing that the standards are in keeping with the intent of the ordinance and that the standards apply only to the exterior features of the historic landmark. These standards guide the commission in their review of Certificates of Appropriateness.

The two major conditions under which change will occur are maintenance or improvement and the demolition of an existing landmark.

The Historic Preservation Commission has established two levels of preservation standards—Group A and Group B. Group A standards are the more comprehensive of the two and require that the original character of the building be maintained or restored. **Group B (your Standards)** require that the building be maintained as is and, if possible, returned to the original. One of these levels will be selected at the time of designation. Both require a Certificate of Appropriateness before the construction, reconstruction, alteration, demolition, or moving of any landmark structure or site.

The property owner is responsible for furnishing the Commission with a complete description of the proposed changes. This information may be plans, elevations, specifications, photographs, or other means to accurately describe the project. When an application is being reviewed, it will be the responsibility of the applicant to demonstrate that the new work is compatible.

DEFINITIONS

Shall—Defined as an expression of something that is mandatory or must be done.

Should—Defined as an expression of obligation, something that ought to be done but that is open to compromise.

Required—Defined as work which shall be done in a restoration or rehabilitation project in order to restore or maintain the original or existing character of the structure or site.

Recommended—Defined as work which should be done to help restore or maintain the original or existing character of the structure or site.

Prohibited—Defined as work which shall not be permitted in a restoration or rehabilitation project because it may have a negative impact on the original or existing character of the structure or site.

GROUP B STANDARDS

The Commission has the authority to determine the architectural merits and the extent of any proposed treatment, renovation, or addition to a historic landmark. The commission will require drawings, plans, specifications, and/or samples where appropriate.

A. Maintenance

The maintenance of any historical structure or site shall in no way involve any direct physical change except for the general cleaning and upkeep of the landmark. The Commission shall encourage the proper maintenance of all structure or sites (appendix A: Minimum Maintenance Standards).

B. Treatment

Treatment shall be defined as any change of surface materials that will not alter the style or original form. Such improvements include re-roofing, glazing, or landscaping lawns and may involve a change that can potentially enhance or detract from the character of the landmark. A treatment change of any surface whether on the landmark or in its environment may require a Certificate of Appropriateness if it significantly alters the appearance of the landmark. Although these kinds of changes may not require a Building Permit, a Certificate of Appropriateness may be necessary. The commission should review the proposed treatment for character and style consistency with the original surfaces.

C. Renovation and Additions

Renovation is the modification of a structure, which does not alter the general massing while an addition, is a change in mass. A modification, which involves the removal of a part of the landmark, should be considered under demolition (see demolition).

Additions to landmarks should not detract from the original form and unity of the landmark and should not cover singular examples of architectural detail. Additions to landmarks should be added in a manner that does not disrupt the visible unity of overall appearance of the site. The proportions, materials and ratios of the existing structures should be carried through in the additions. Care should be taken not to change or alter the following:

1. Structure—Necessary structural improvements, where safety demands should be accomplished in such a way as to cause minimal visual change to the original style and construction.

2. Material—Additions and improvements involving any new material in the landmark should be of the same material as the original. It should be the same size and texture. An alternative material may be allowed if it duplicates the original.

a. wood—all wood trim should conform with existing trim in shape and size.

b. siding materials—the Commission discourages the covering or alteration of original materials with additional siding. Structures already sided with incompatible materials should be returned to a siding similar to the original when renovation is considered.

D. Demolition

Historic landmarks shall not be demolished. When a landmark poses a threat to the public safety, and demolition is the only alternative, documentation by way of photographs, measured drawings, or other descriptive methods should be made of both the exterior and interior of the landmark. The person or agency responsible for demolition of the landmark shall be responsible for this documentation.

E. Moving

The moving of landmarks is discouraged, however, moving is preferred to demolition. When moving is necessary, the owner of the landmark must apply to the Commission for a Certificate of Appropriateness.

F. Signs

No neon or flashing signs will be permitted unless they are original to the structure. Billboards and super-graphics will also be disallowed. Only one appropriate identifying sign will be permitted per business.

G. Building Site and Landscaping

(These standards apply to both A and B)

1. Required

Major landscaping items, trees, fencing, walkways, private yard lights, signs (house numbers) and benches which reflect the property's history and development shall be retained. Dominant land contours shall be retained. Structures such as: gazebos, patio decks, fixed barbecue pits, swimming pools, tennis courts, green houses, new walls, fountains, fixed garden furniture, trellises, and other similar structures shall be

compatible to the historic character of the site and neighborhood and inconspicuous when viewed from a public way.

2. Recommended

New site work should be based upon actual knowledge of the past appearance of the property found in photographs, drawings, and newspapers. Plant materials and trees in close proximity to the building that are causing deterioration to the buildings historic fabric should be removed. However, trees and plant materials that must be removed should be immediately replaced by suitable flora. Front yard areas should not be fenced except in cases where historic documentation would indicate such fencing appropriate. Fencing should be in character with the buildings style, materials, and scale.

3. Prohibited

No changes may be made to the appearance of the site by removing major landscaping items, trees, fencing, walkways, outbuildings, and other elements before evaluating their importance to the property's history and development. Front yard areas shall not be transformed into parking lots nor paved nor blacktopped. The installation of unsightly devices such as TV reception dishes and solar collectors shall not be permitted in areas where they can be viewed from public thoroughfares.

Appendix A:

Minimum Maintenance Standards

All landmarks and all contributing structures located in an historic district shall be preserved from decay and deterioration, and shall be maintained in good repair and kept structurally sound. The owner or other person having charge or control of landmarks and property in an historic district shall not allow or permit deterioration of such property from defects or conditions which in the judgment of the Commission produce a detrimental effect on the character of the district as a whole or the life and character of the landmark, structure or property in question, including but not limited to:

- a. Deterioration of exterior walls or other vertical supports causing conditions such as splitting, leaning, buckling, crumbling, visible cracking or similar conditions;
- b. Deterioration of roofs or other horizontal members causing conditions such as sagging, splitting, buckling, crumbling, holes, missing shingles or similar conditions;
- c. Deterioration of external chimneys causing such conditions as listing, settling, bulging, crumbling, holes, loose or missing materials or similar conditions;
- d. The deterioration or crumbling of exterior plasters or mortar;
- e. The ineffective waterproofing of exterior walls, roof and foundations, including broken windows or doors;
- f. The peeling of paint, rotting, holes and other forms of decay;
- g. The lack of maintenance of surrounding environments such as fences, gates, sidewalks, steps, signs, accessory structures and landscaping;
- h. The deterioration of any feature so as to create or permit the creation of any hazardous or unsafe condition or conditions.

The Commission shall give notice by certified or registered mail of each specific instance of failure to maintain or repair. The owner or person in charge of such structure shall have twenty (20) days to respond in writing by identifying specifically the corrective and remedial steps to be taken. A certificate of appropriateness shall not be required for such repair unless such repair results in a conspicuous change in the design, form, proportion, mass, configuration, building material, texture, color, location. Or external visual appearance of any structure or part thereof. In the latter circumstance, a certificate of appropriateness shall be required.