

Appendix A

Belle Plaine Design and Sign Guidelines

List of Figures

Figure A1. Belle Plaine Design and Sign Guidelines Brochure, Belle Plaine Main Street Program.

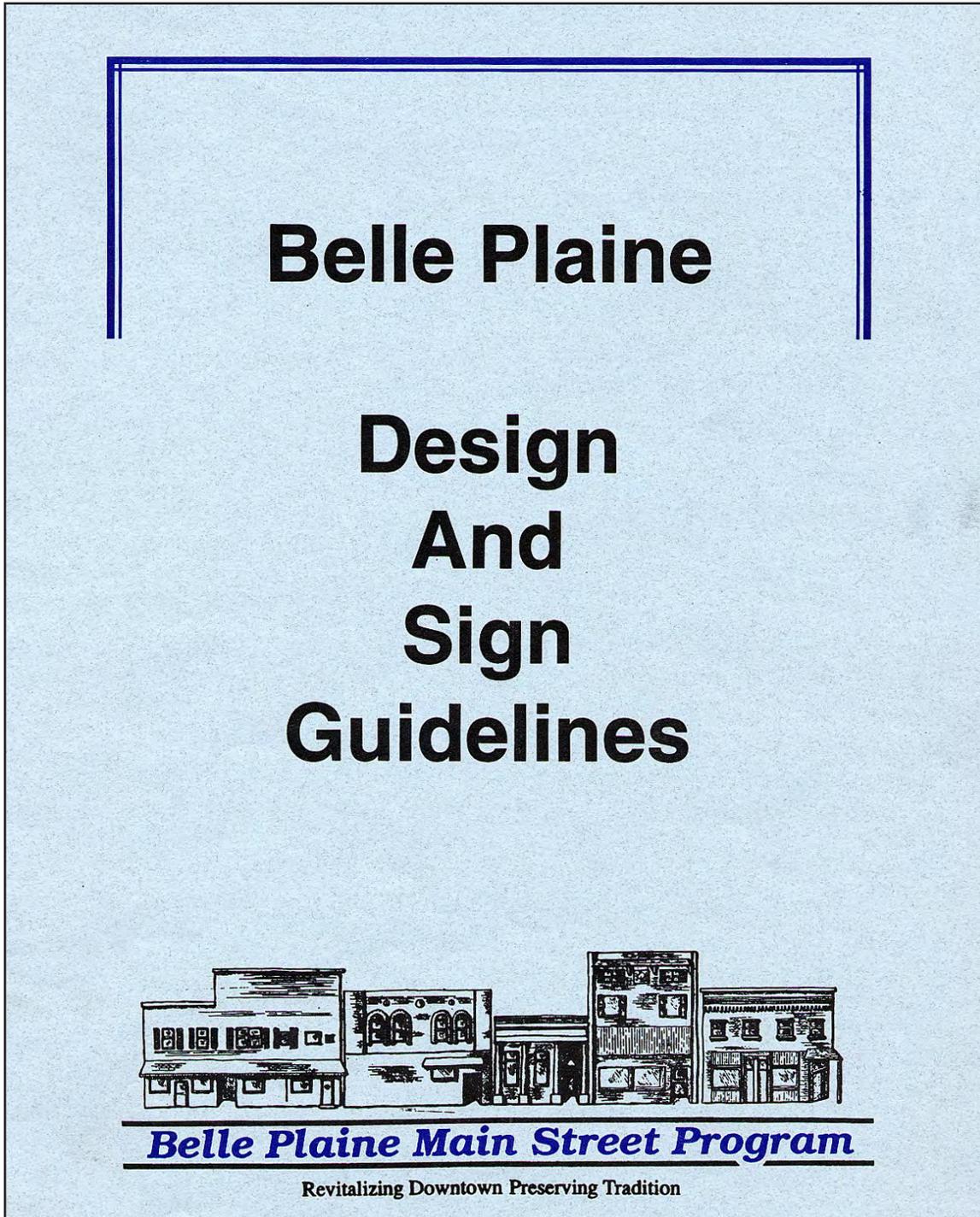
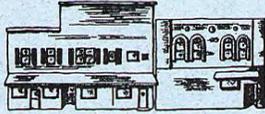


Figure A1. Belle Plaine Design and Sign Guidelines Brochure, Belle Plaine Main Street Program.



Belle Plaine Design Guidelines

Introduction:

The following guidelines were developed by the Design Committee of the Belle Plaine Main Street Program. They were developed to assist historic building owners in facade renovations. These guidelines must be complied with if a building owner wants to apply for the low interest loan pool. To

apply, visit the Main Street Office at 133 North Meridian or contact Greg Nybeck at 873-4295. The Design Committee has developed these guidelines with concern for the appearance of the town, for the economic abilities of the building owner, and for the general compliance with the Secretary of the Interior's Standards for Rehabilitation.

Storefront

Bulkhead:

When renovating a building, special attention must be paid



A downtown that pays attention to the detail and design of the historic buildings can be pleasing and inviting.

to the bulkhead area of the building. This is the part directly below the storefront window. The bulkhead, or kickplate, serves many functions. First, it protects the storefront window; second, it puts the merchandise up at a better viewing point for the customer, and finally it can define the entrance. Traditionally the bulkhead was made of wood with trim applied. Later, many bulkheads were altered with either aluminum, structural glass, or brick.

Guidelines for renovation of the bulkhead.

The bulkhead should be restored to its original look if at all possible. Removal of the existing bulkhead may be necessary. If the original bulkhead does not exist it should be rebuilt or recreated. Sometimes the bulkhead has been completely altered both in size and design. At that point it is important to consider the size of the window. If the bulkhead was downsized to fit a larger storefront window, the existing bulkhead should be used. See "Windows" section for more information on size.



A traditional bulkhead and storefront window.

Windows:

The main purpose of the storefront window is to display merchandise. It also allows for natural light and heat to enter the building. It is the link between the passerby and the store interior. The large window gives the store a sense of openness and friendliness. Most storefront windows were framed in wood and the sill sloped forward for drainage.

Guidelines for renovation of windows:

The storefront windows should be kept open. If the windows have been covered up, they should be uncovered as close to their original size as possible. In most cases, interior barriers that block the view of the passerby to the inside of the store should be taken out.

Transoms:

Originally the transom was directly over the storefront window and allowed light to reach the back of the store. Since the age of the fluorescent light, many of the transoms have been closed up and the ceiling lowered. The transom was often made of prism glass, or a tinted glass.

Guidelines for renovation of transom windows:

The transom should be uncovered and exposed as it was originally. If the transom does not exist it should be replaced. There are a number of options for replacing the transom windows. Less expensive glasses can be used to simulate the original transom. If the ceiling has been lowered inside, the glass can be back-painted or reflective

glass can be used. There are many inexpensive options and all should be explored before the transom is filled in with plywood and painted an appropriate color. If it is used as a sign board or covered by the signage, the signage must fall within the sign guidelines set by the committee, and to conform to the City sign ordinance.

Awnings:

Cloth awnings were typically used in historic districts and downtowns. Traditionally, awnings were retractable and were used to control the amount of light that went into the store. They were also used as protection from the elements. They were placed above the transom window.

Awnings can enhance the look of a plain building as well as provide protection.



Guidelines for renovation of awnings:

Metal or aluminum awnings should be replaced with cloth or canvas awnings. Both fixed and retractable awnings can be used. The awning should provide shade for the storefront window and protection for the pedestrian. To do this, the awning must extend at least three feet out from the building. The distance of the bottom awning to the sidewalk should be at least seven feet. The top of the awning should not extend more than six inches over the top of the transom window. Lettering and signage on the awning should be limited to the valance area and must meet standards set in the sign guidelines. Signage can be placed on the awning over the entrance upon committee approval. Backlighting of the

awning is acceptable only over the entrance. Styles and colors can be obtained at the Belle Plaine Main Street Program's office.

Storefront doors:

Storefront doors were usually made of wood with a glass panel and built with attention to detail. The door is the first experience that the customer has when he/she walks into the store. Ornate or unique doors can define the character of the business.

Guidelines for renovation of storefront doors:

Every effort should be made to utilize or recreate the original storefront door. Plate glass and aluminum doors are not recommended; however, the committee is aware of the expense of replacing the door.

Therefore, we would encourage the store owner to paint the door a historic color that matches and complements the color of the building. Appropriate materials for the door range from wood to steel. A standard aluminum door with a wide stile can be used. Baked or dark anodized enamel finish is recommended.

Upper story windows:

Upper story windows add rhythm and balance to a two story building. Often, it is the window for an apartment or office. Windows were large to allow maximum light and ventilation. Recently, many upper story windows have been filled in with boards or smaller windows. This disrupts the rhythm of the building and projects a negative closed up image.

Guidelines for renovation of upper story windows:

If the original windows exist they should be repaired, repainted and weatherproofed if necessary. Storm windows are recommended to help avoid heat loss. Under no circumstances should upper story windows be blocked in. If the windows have been infilled they should be replaced. The Design Committee suggests looking at historic photos to best match the windows. Most window manufacturers offer energy efficient matches to historic windows. New replacement windows should not have reflective glass as it takes away from the historic effect of the building.

Cornices:

The cornice can be one of the most ornate parts of the building. It is the projected molding along the top of a building where the roof and wall meet. Those that exist should be rebuilt to their original splendor. Car putty can be used to rebuild dented or ripped metal cornices. They can also be rebuilt out of wood. As in all aspects of building renovations, repair of the existing should come before replacement. Under no circumstances should they be removed from the building.

Tuckpointing:

This is a term that refers to putting new mortar in the joints between the bricks. Tuckpointing is an important maintenance tool that should be used to maintain the structural integrity of the building and to prevent water and air from entering. This process is very important and one of the most crucial steps in building upkeep. The Belle Plaine Main Street Program cannot

recommend a contractor but will provide names. References should be checked and previous projects inspected. Older brick is often softer and special care should be taken to ensure the correct mortar mixture. The Secretary of Interior’s “Standards for Historic Preservation” is a good source for technical aspects of tuckpointing. It is always our recommendation that if tuckpointing is needed, it should be one of the first steps of the renovation.



Upper story windows, such as those in Melgram Jewelers, need to be kept open.



Painting:

Buildings should be painted only in extreme cases. If paint exists on brick buildings, the owner should make all attempt to remove the paint and restore the brick color. If the brick has no paint then it should be left the natural color. If the building owner wishes to change the color scheme of the building, a designer should be consulted. The Design Committee offers a selection of historic colors at the Main Street Office. The committee recommends that these colors be used in all cases. The color selection process for the trim and the main building is important and time should be spent on this to ensure a satisfactory selection of color. The Design Committee and manager will work with the building owner in the selection

process. The historic color of the building can be uncovered by scratching off a patch of the old paint in an inconspicuous area. If the building is to be repainted it should be washed first with a low pressure wash to remove dirt and loose paint and then thoroughly dried.

Cleaning:

Many brick buildings need to be cleaned periodically. This can be done with a low pressure wash and light scrubbing, or in some cases, a low pressure wash with appropriate chemical cleaners. Chemical cleaners should be patch-tested in an inconspicuous area. Under no circumstances should a building be sandblasted. Sandblasting destroys brick, stone and wood! The only material on a historic building that can be sandblasted is cast iron.

The Schumacher Inn in New Prague is a good example of how a building can be restored.

BELLE PLAINE

LOW INTEREST LOAN POOL FOR FACADE AND INTERIOR IMPROVEMENTS

The Belle Plaine Main Street Program, along with the State Bank of Belle Plaine, has developed a low interest loan pool to assist building and business owners with improvements to their property and business

Loan Rate and Term

- Initial rate is prime (New York Prime) at closing with a floor of 6%
- Maximum term for loan under low interest program is three years. Upon maturity loan is to be paid in full or renewed at current market (bank) rate.
- Minimum loan is \$1,000.00, maximum loan is \$20,000.00.
- This is not a grant. All loan applications must meet participating financial institution credit criteria.

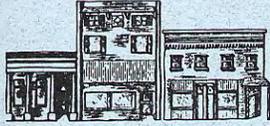
General Criteria

- Projects must follow the Belle Plaine design guidelines, City and County ordinances, and have approval of the Belle Plaine Main Street Program Design Committee.
- No more than 30% of the project cost can be used for interior improvements.
- Applicants must pick up an application form at the

Belle Plaine Main Street Office

133 N. Meridian
Belle Plaine, Mn 56011.
Phone (612) 873-4295.
Office hours:
9:00 a.m. - 5:00 p.m., Monday - Friday.

- All work should be done by a building contractor located in the Belle Plaine area.
- Applications must be accompanied by a written proposal of improvements, estimated costs (bids), and appropriate building permits.



Belle Plaine Sign Guidelines

Belle Plaine Sign Guidelines

Introduction:

The purpose of these guidelines is to make suggestions to building owners on how to better enhance their business and the historic area of Belle Plaine through signage. These guidelines have been written with the intention of promoting voluntary change. The committee has had to consider both the needs of the businesses and the public. It is necessary to contact City Hall for a permit prior to recifying a sign.

Type of Sign

Plastic formed signs:

Plastic formed signs are not appropriate for the historic core area. Their original intention was to be used in strip shopping center areas and with newer structures. The integrity of the historic building is lost when plastic formed signs are applied.

Historic buildings by definition are any building built before 1936. There are a few newer buildings in the downtown and exceptions should be made for them, however, we encourage building owners



This is an example of signage that is complementary to a building.

to use signs in a tasteful and respectful manner.

Neon

Neon is generally not appropriate for buildings in the downtown. If approved, the size should fit within the guidelines established by the City's sign ordinances.

Wooden

Wooden painted, carved signs, or wooden letters are appropriate for all buildings in the historic area.

Banners/Cloth

Banner or cloth type signage is appropriate for the area. Care must be taken to see that

Metal

Aluminum, steel, and copper are some of the options for metal signs and are appropriate for the historic area.

Painted

Signs may not be painted directly on the wall or roof of a building, but may be painted on the window.

Standard for Signs

Size

Signs must be proportionally balanced to the building. All signage will be reviewed by the Design Committee prior to approval.

Number of signs

Each business should have no more than three signs on its store front, indicating the

name and type of business. The building number is not considered a sign. The Design Committee recommends that all businesses paint their building number somewhere near the entrance of the business. There should be only one overhanging sign, one flush mounted sign and one window sign or signage on the awning. Each business should have no more than one sign on the back of their building. Signs used in back of the buildings should be similar in style and color to the front signage.

Placement of signs

Signs should be flush-mounted on the building. The transom area and over the transom are two places for the signage. Overhanging signs are discouraged but allowed with committee approval. Signs can also be painted on the win-

dow or on the awning. The valance of the awning is the best location for the sign.

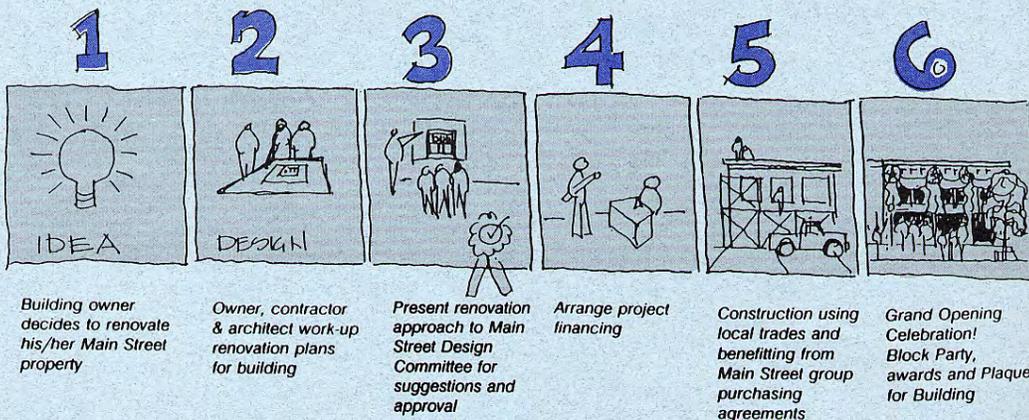
Colors for signs

The Design Committee recommends no neon or fluorescent colored signs. If desired, special approval is required by the committee. Signs should be limited to three or four colors. The best types of colors are the same historic colors as the design guidelines suggest.

Summary

In conclusion, too much signage, poorly maintained signage, or signs placed in competition with one another, can give the entire town a bad image. Each business owner should be aware of how their signs look in relationship to their neighbors and how their signs affect the look of the business district as a whole.

RENOVATION PROCESS



THE SECRETARY OF THE INTERIORS STANDARDS FOR REHABILITATION

The following Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time, those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finished, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of the deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic 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 historic integrity of the property and its environment.
10. 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 historic property and its environment would be unimpaired.