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| **POLICY**  **AND**  **PROCEDURES** | ***MAIN STREET***  ***HISTORIC PRESERVATION/DESIGN SERVICES*** |

PURPOSE OF THE MAIN STREET WEST VIRGINIA DESIGN SERVICES

* To enhance the commercial district for economic development.
* To promote the identification, protection, maintenance or preservation of historical and architectural resources.
* To assist and promote positive, as well as sensitive design, decisions/actions within the Main Street program area.
* To support individual property owners who are planning to rehabilitate or improve structures within the Main Street program area.
* To provide both on-site and off-site assistance to the local program in developing or promoting historically accurate design guidelines or ordinances, historic preservation ordinances, nominations for the National Register of Historic Places, and other issues relating to design in the Main Street program area.

DESIGN APPLICATION FOR SERVICES

Application for services to the Main Street West Virginia office may include but are not limited to:

* Educational/training seminars for the Main Street Design Committee, local property owners and local officials addressing issues including but not limited to:
* Proper historic building maintenance/repair;
* Historic Preservation Tax Credit (state and federal);
* Historic District designation;
* Historic walking tours;
* Parking issues;
* Graffiti removal;
* Establishment of Historic Landmark Commission; and,
* Energy/green building/sustainability.
* Historically appropriate facade recommendations, which are conceptual only and do not provide construction documents.
* Speaking at city, planning, zoning councils, etc.
* Provide exterior and historically appropriate paint color schemes.
* Provide information/assistance consistent with the Historic Preservation Certification Tax Act; (does not include preparation of forms or the actual approval process, etc.).
* Appropriate facade recommendations for buildings not considered historic, but are consistent with the commercial district.
* Recommendations for appropriate in-fill or new construction.
* Recommendations for urban or commercial district planning issues including site concepts.
* Recommendations for appropriate exterior signage issues.
* Recommendations on other historic preservation based tools/issues for community enhancement.
* Maintenance issues.

INITIATING APPLICATION

The following procedures must be followed prior to submitting an application for approval of design services to the Main Street West Virginia office.

The program manager and/or the design committee chair of the local Main Street program will meet with the party or parties (property owner or representative and/or business owner) requesting service to arrange a mutual understanding of the services to be provided.

*Site Specific Application*

1. Location of services.
2. Research and submit any available historic photographs.
3. Scope of projects may include but are not limited to the following:
   1. Facade;
   2. Awnings;
   3. Lighting;
   4. Signage;
   5. Color scheme; and,
   6. Maintenance.
4. Financing mechanisms and proposed budget for project.
5. Approximate time-line for completion of proposed project.
6. Urgency of requested service.
7. Estimate of design consultant’s time for project.
8. The program manager will educate the property or business owner on the role of the design service, including the timelines and expected results.
9. The design application must be signed by the requesting party, the design committee chair, and the Main Street program manager.
10. The design application must be submitted to the Main Street West Virginia program prior to receiving any consultation. The address is furnished below.

*Education/Training and Proposed Speaking Services Application*

1. Proposed issue to be addressed.
2. Proposed location/date/time of service.
3. Proposed audience/participants.
4. Background (availability of documents/studies/plans for history of the issue to be addressed).
5. Number of attendees.
6. Desired outcome.
7. Urgency of request.

PROCESS OF APPROVAL

* The Main Street West Virginia office will review the design application, site information, and pictures.
* Upon approval/disapproval, documentation will be sent to the consultant by the Main Street West Virginia office. The local Main Street West Virginia program submitting the application will also be advised of the approval/disapproval.
* The consultant has two weeks to make contact with the local Main Street West Virginia program to schedule the service.
* The local Main Street program manager and/or design committee chair will accompany the consultant on all design services.
* The property owner or their representative must be present during the visit with the consultant.
* When necessary, an informational meeting will be held with the local Main Street program manager and/or design chair prior to meeting with the property owner.

DELIVERABLES

Deliverables may include but are not limited to the following.

*Site Specific*

1. As needed, site visit will include collection of data necessary for completion of services.
2. Verbal or written report as appropriate.
3. Conceptual sketches.
4. Sources for recommended materials.
5. Color palette.
6. Relative examples and/or illustrations.
7. Within 30 days of site visit, consultant will deliver a color copy of all reports and materials to the local Main Street program manager who will review prior to sharing materials with the party requesting the service.

*Education/Training and Proposed Speaking Services*

1. Printable and/or audiovisual materials as appropriate.
2. Consultant on site for educational workshop/meeting.
3. Expertise on subject matter.

FOLLOW-UP OF DESIGN SERVICES

* Upon receiving a design consultation service, report and/or drawings, two revision requests, one by the Main Street program manager and one by the requesting party will be included with the initial application approval. Further revisions above two must be pre-approved by submitting a written request outlining the need for follow-up services to the Main Street West Virginia office.
* **Proceeding without approval will result in the local Main Street organization being billed for consultant time at $100 per hour.**

CONSULTING ON RELATIVE TOPICS BY TELEPHONE OR ELECTRONICALLY

Pre-approval of telephone or electronic consults are required from the Main Street West Virginia office. For pre-approval, please contact Marsha Humphrey at the Main Street West Virginia office by email or telephone. The request may be made from a Main Street West Virginia program, a Main Street client who has received a report and needs further information/explanation, or a property owner who needs information/guidance on subjects such as proper maintenance, material usage, equipment, or other topics (Historic Tax Credit information, etc.).

**Failure to follow the above policies and procedures will result in the local Main Street organization being billed for received design services at the consultant’s rate of $100 per hour.**

If at any time the Main Street program or requesting party feels that the design service received has not met expectations, the local Main Street program manager should immediately contact Main Street West Virginia at the following address:

Jennifer Brennan

WV Main Street/ONTRAC Coordinator

Main Street West Virginia

West Virginia Development Office

(p) 304-957-2115 (f) 304-558-2246

1900 Kanawha Blvd., E. Building 3, Suite 700

Charleston, WV 25305

[Jennifer.L.Brennan@wv.gov](mailto:Jennifer.L.Brennan@wv.gov)