

DESIGN GUIDELINES



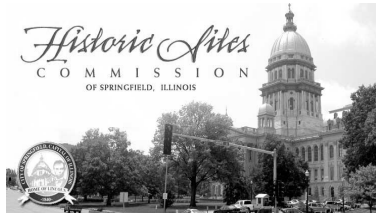
BUILDING RESTORATION AND RECONSTRUCTION IN HISTORIC AREAS OF SPRINGFIELD

**Historic Sites Commission
City of Springfield
Illinois**

AS ADOPTED
MAY 2005

UPDATED
AUGUST 2008

PREPARED BY
**THE SPRINGFIELD HISTORIC SITES COMMISSION
CITY OF SPRINGFIELD, ILLINOIS**



**2007-2008
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The Springfield Historic Sites Commission seeks to assist in preserving the important links to the City's past and has as one of its purposes increasing awareness of the need for historic preservation. This municipal body, made up of a 15-member board appointed by the Mayor and confirmed by the City Council, is willing to help those interested in preserving older structures gain access to the information and resources available for the preservation of Springfield's architectural heritage.

Document Prepared Through the Assistance of



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1.0. ABOUT THESE GUIDELINES

During the many years that the Springfield Historic Sites Commission has worked to preserve the historic fabric of this historic city, the Commission has often been asked to offer guidance to those involved in preserving, restoring and rehabilitating structures of architectural significance. Maintaining our architectural links to the past is particularly important in Springfield's historic downtown area and historic zoning districts, but it is also important to other areas that include structures that help define and describe our city and how it has grown.



The design guidelines offered in this document are intended to provide criteria and standards that the Historic Sites Commission considers important in determining the appropriateness of proposed building renovations in Springfield's historic downtown. They are particularly relevant for those seeking assistance under the City's Downtown TIF program, but they are also useful guidance for those considering improvements to properties in Springfield's other designated historic areas and historic zoning districts.

In adopting and publishing these guidelines, it was the Commission's intention to:

- (a) Better assist property owners in planning for the acquisition and alteration of existing buildings in the downtown area, although they are seen as informative for anyone seeking to preserve restore or rehabilitate an existing noteworthy structure.
- (b) Provide building owners, business owners, architects and contractors with a better understanding of the criteria used by the Commission in evaluating applications for the Historic Façade Restoration Program administered by Springfield's Office of Planning and Economic Development (see Appendix D);
- (c) Minimize decisions based on changing fashion or arbitrary preferences;
- (d) Ensure the consistency of the Historic Sites Commission in its review of applications; and
- (e) Augment the U.S. Secretary of the Interior's Standards for Treatment of Historic Properties and Guidelines for Preserving, Restoring and Reconstructing Historic Buildings.

As noted above, the guidelines are intended to help ensure that decisions made by the Commission are made within a consistent policy framework, but they should still be viewed as a flexible tool that may be varied as unique circumstances arise.

The Commission welcomes all of those interested in preserving, restoring and reconstructing Springfield's historic buildings, and hope that you will join us in meeting our goals to:

- (a) Preserve and protect the historical and/or architectural value of buildings or other structures;
- (b) Ensure compatibility of exterior design, arrangement, texture, and materials proposed to be used within the downtown historic area;
- (c) Create an aesthetic appearance that complements the historic buildings or other structures;
- (d) Stabilize and improve property values;
- (e) Foster civic beauty;
- (f) Strengthen the local economy; and
- (g) Promote the use and enjoyment of Springfield's downtown for the citizens of the City and surrounding areas, as well as visitors from outside the area and around the world.

The guidelines contained in this publication are based on the U.S. Secretary of the Interior's Standards for Rehabilitation. It is worthwhile for those considering a building rehabilitation project to be mindful of these standards when planning their project and carrying out their plans. The Standards are:

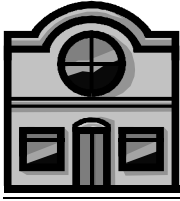
- A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
- The historic character of a property shall be retained and preserved. The removal of historic materials or alterations of features and spaces that characterize a property shall be avoided.
- 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.
- Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
- Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
- Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design.
- 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.
- Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
- 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.

- 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.

It is also relevant to note that the rehabilitation and reconstruction of structures in the historic downtown area are, like other construction projects, governed by ordinances and statutes not covered in this document. Legal requirements related to zoning, building code, the American's With Disabilities Act, and others may all be relevant in planning a redevelopment project. Addressing these various requirements are beyond the scope of this document, but must be considered. Staff of the City of Springfield can be of great help in addressing these matters, and the Commission strongly suggests that their expertise be drawn upon before a project begins. The reader will find points of contact included in the appendices.

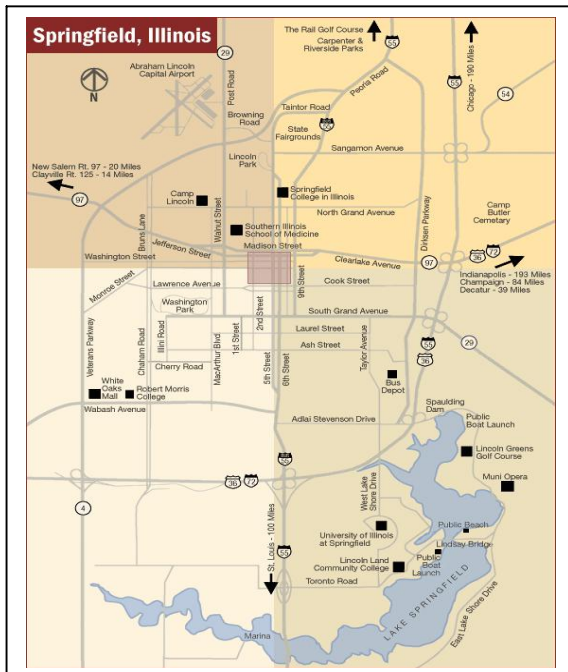




2.0. HISTORY OF SPRINGFIELD

As noted above, in providing these guidelines the Springfield Historic Sites Commission hopes to preserve and protect the history and architecture of the city's downtown and other historic areas, as well as ensure the compatibility of exterior design, arrangement, texture and materials proposed to be used in building rehabilitation, restoration or reconstruction. Individuals interested in preserving Springfield's architectural heritage are encouraged to learn something about the history of Springfield so that this history can be considered in project planning. While most know that Springfield is "Abe Lincoln's Home Town", the city was a growing community before Lincoln arrived and its downtown and architecture were influenced by many events and over many stages of development.

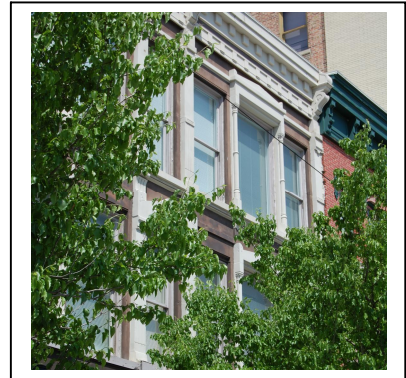
The land on which Springfield is located today was first settled by trappers and traders in the late 1810s, or about the same time that Illinois became a state. Springfield began as a pioneer settlement in 1820 when John Kelly built the first cabin on what is now the northwest corner of Second and Jefferson Streets. Early residents came from North Carolina, Virginia and Kentucky, and the city was originally named Calhoun in honor of Sen. John C. Calhoun of South Carolina, and became the county seat of Sangamon County in 1821. The city received its current name in 1832 after Sen. Calhoun fell out of public favor.



Lincoln arrived in the Springfield area in 1831 and made the city his home in 1837. In that same year, and due to the legislative efforts of Lincoln and eight colleagues (who came to be known as the "Long Nine" since their collective height was estimated to be 54 feet), the state capital was moved from Vandalia to Springfield. The movement of state government activities and the structures built for it – including the Old State Capitol that sits in the center of Springfield's historic downtown and near Lincoln's home – have

influenced the city ever since. Many structures from the Lincoln period still exist in downtown Springfield.

The Civil War brought mixed blessings to Springfield. While the war took many of its residents into battle -- Ulysses S. Grant began his Civil War career in Springfield when he lead a militia out of the city on July 3, 1861 -- it also drew new industries, businesses and railroads to the city. During this period additional structures were added to the downtown and some remain today.



The center of the city, including the historic downtown, is largely based on a grid system. Originally the city had four distinct boundary streets – North, South, East and West Grand Avenues – but the city has expanded beyond these streets and two of them (West Grand and East Grand) have seen name changes over time. In the downtown area longitudinal streets are numbered, from 1st Street at the State Capitol in the west to 32nd Street in the east, and latitudinal streets are named for presidents and Springfield notables. As you might guess, the grid system lead to the development of complete block faces architecturally consistent with the periods in which these blocks developed, but many of them have been lost over time.



Of course additional growth occurred at the beginning of the 20th Century and continues to this day, with many older structures being replaced with architectural styles consistent with their times. This has often affected entire block faces, sometimes leading to a mix of styles that includes more modern buildings sharing block faces with older ones.



It is important to note that downtown Springfield includes a number of public buildings that influence the image and design of the city center. These include State of Illinois structures – such as the new and old State Capitol buildings – but also include the City of Springfield municipal buildings and public library, and the Sangamon



County building. In recent years the most significant change in downtown development came from the construction of the Abraham Lincoln Presidential Library and Museum, and the restoration of old Union Station and Union Square Park.

A map of the city center showing the downtown tax increment financing (TIF) project area, Federal Register Historic District, and the three historic zoning districts, is included as Appendix E of this document.

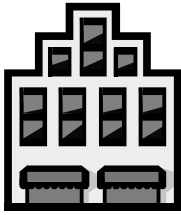


As a development overview, what is normally considered the historic downtown centers on the Old State Capitol building and the commercial square surrounding it. The area generally runs north to the Abraham Lincoln Presidential Library and Museum and into the Mid-Illinois Medical District. It runs west to an area that predominately includes the new State Capitol and associated office buildings, and east to the 10th Street rail line near the Prairie Capital Convention Center, Springfield Municipal Center and Sangamon County complex. It extends south into what is predominately a mixed office and residential area that also includes the Lincoln Home area.



There are many sources of information concerning Springfield's historic past, but possibly the best is the Sangamon Valley Collection maintained by Springfield's Abraham Lincoln Public Library. The Sangamon Valley Collection contains information about many of Springfield's older structures, and can often provide photographs or other materials to give a person interested in preserving a structure a head start in determining design, materials and colors.





3.0. STOREFRONT DESIGN

While Springfield is architecturally represented by many types of structures, most of those in the downtown area are storefronts. For this reason these guidelines focus on them. Keep in mind, however, that many of the comments regarding storefronts can be applied to other types of structures with a little extrapolation.

3.1. LEVELS OF STOREFRONT REDEVELOPMENT & PRESERVATION

Depending on the building's condition and the amount of money budgeted, three basic approaches may be considered.

Minimal Rehabilitation: This preservation approach requires basic maintenance, replacement of historic material too deteriorated to repair, removal of non-historic materials, and simple design improvements. Cosmetic treatment can help to unify the building by covering a non-historic storefront with an awning or painting a non-historic storefront a dark, receding color to minimize its effect.



Major Renovation: This approach retains the facade's existing original elements while using contemporary and traditional design and materials for replacement of inappropriate elements. In all major renovations, care must be taken to ensure that the design of improvements is understated so as not to compete with the overall character of the facade. For instance, when installing a new storefront, any of these alternatives would be appropriate: a simplified version of a traditional storefront or a traditional period storefront.

Restoration: This approach restores the facade to its historic condition. It involves the exact duplication of the original storefront, including its architectural detail, color scheme, and sign placement. If a building has undergone only minor alterations, restorations may be relatively inexpensive and be the most desirable.



3.2. THE STOREFRONT & ITS COMPONENTS

The traditional commercial storefront can be considered the most important element that sets apart and gives historical significance and character to the downtown area. Springfield's historic buildings date from the mid 1800s to the 1950s and with the passage of time will include buildings constructed or altered in decades that are more recent. Historically, many downtown buildings shared a consistency in design and proportion that was a key element to creating a strong visual image. This consistency is important in conveying how the visitor or the customer seeking goods and services perceives downtown. A visually unified downtown is a powerful tool for attracting people to the area and to individual businesses that are located here.

Changes have occurred to Springfield's buildings during the years in response to various merchandising trends, availability of new materials, and changing tenants. In many cases, the changes affected the storefront area while the upper façade remained intact. These later replacement storefronts may have acquired significance, even though they are not original to the building. There may even be instances where the original storefront, if present, may not have the historic significance of some more recent changes. In some of these cases, the historic storefronts may still be in place, but are covered over or in need of maintenance and repair. We recognize that it may not always be practical or desirable to return a building to its original appearance, but it is important to restore the building to an appearance that is compatible with the historic area and reflects a particular period in the building's history.

PREDOMINATE STYLE OF COMMERCIAL FACADE



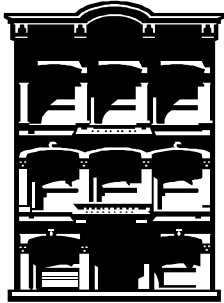
Decorative cornice that caps the building.

Upper masonry façade with regularly spaced windows.

Storefront with entrance and large display windows.

As shown in the photograph above, the predominate style of a commercial facade consists of three parts: (a) the storefront with an entrance and large display windows; (b) the upper masonry facade with regularly spaced windows; and, (c) the decorative cornice that caps the building. These components may appear in various shapes, sizes, and styles.

3.3. THE BASIC DESIGN



As the drawing at left shows, the traditional downtown building facade has a well-defined opening that the original storefront filled.

In 19th and early 20th century storefronts, the opening is bounded on each side by piers, which were usually constructed of masonry. It is bounded on top by the storefront lintel, which is the structural member supporting the upper facade, and bounded below by the sidewalk. The storefront was composed almost entirely of windows. The large glass opening served to display the store's wares as well as allow natural light deep into the store, thus minimizing the need for artificial light sources. The visual transparency of the storefront also is important because it is part of the overall proportion system of the facade. The proportion of window-to-wall areas in the traditional facade calls for more glass and less wall at the storefront level, balanced by more walls and less glass on the upper facade. In most buildings, the combination of narrow lot widths and tall ceilings resulted in attenuated proportions, which influence the overall design of the storefront. Changing the proportions of newer construction techniques can result in a different character.

In considering improvements to the storefront, it is very important that the original opening be recognized and maintained. Historic elements should also be retained. The remodeled storefront should be designed to fit inside the original opening and not extend beyond or in front of it.

Key Points to Consider

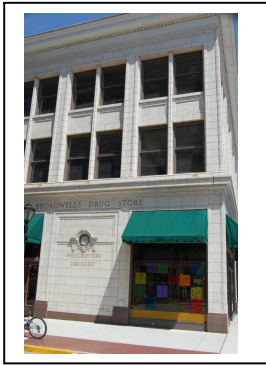
- **Materials:** The durability and maintainability of the façade are major factors to consider when selecting materials and their application.
- **Glass:** The storefront may be composed almost entirely of glass. If large areas of glass are not appropriate to the business, consider the use of window treatments such as blinds, drapes, or interior shutters.
- **Placement of entry:** The entry should be maintained and restored in its historic location and configuration. If the historic entry is gone, the new entry should be designed and placed with consideration to traditional design themes and its relationship to the overall building facade and symmetry.
- **Transom windows:** Transom windows that are covered or blocked with non-historic material should be reopened and restored.
- **Bulkheads:** Storefront bulkheads should be restored or renovated.
- **Architectural elements:** Historic elements such as cast iron columns, cornices, entry doors, and lighting fixtures should be restored.

Other factors should be considered as well. For example, signage, lighting and awnings (if any) should all be integrated into the storefront design.

Old photographs can be a valuable tool in determining original design, materials, and signage to be used. It is strongly recommended that when planning the storefront renovation, the Sangamon Valley Collection at Lincoln Library be contacted for information regarding the building. The Sangamon County Assessor's Office (217-753-6725) also has a photograph of each building from the 1960s or 70s that may show conditions prior to more recent changes.

3.4. STOREFRONT MATERIALS

When designing a new storefront or renovating an existing one, the goal should typically be a transparent facade. Keeping the materials simple and unobtrusive will help achieve this goal.



Building materials should be consistent with those that historically existed. Building materials should be selected carefully when renovating existing storefronts. Use materials that perform their intended function well and use them consistently throughout the design. This approach will make it possible to achieve simplicity in design and uniformity in the overall storefront appearance. Utilize existing materials whenever possible, repairing rather than replacing. Typical examples of materials and their location on the storefront include:

- **Storefront frame:** Wood, cast iron, clear anodized aluminum or with a paint-like, factory finish other than bronze.
- **Display windows:** Clear glass.
- **Transom windows:** Clear, frosted, stained, prism, textured or etched glass.
- **Entrance:** Wood or aluminum with a large glass panel.
- **Bulkheads:** Wood panels, polished stone, glass, tile, and metal-clad plywood panels.
- **Storefront cornice:** Wood, cast iron, or sheet metal.
- **Side piers:** Should be the same material as upper facade, typically stone or brick.



Certain materials are strongly discouraged for use on the traditional commercial building as they have no relationship to the original design and, therefore, violate the consistency of the building's appearance with the historic area. Such inappropriate materials may include: cultured stone, imitation brick, wood siding, wooden shingles on mansard roofs, gravel

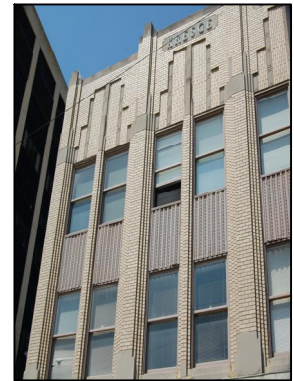
aggregate, stucco or exterior-insulation finishing system (EIFS) materials commonly referred to by the brand name "Dryvit", or window film that is too dark or reflective.

3.5. WINDOWS



Windows are an important component of the façade as they fill the building with light and offer a proportional continuity between the upper floors and the storefront. Often, deteriorated windows have been simply neglected or inappropriately replaced, thereby diminishing the overall character of the building. Every effort should be made to retain and preserve each historic window, its function, and any decorative details still remaining. It should be noted that metal windows may also be considered historic.

Protect and maintain the wood and metal of the historic window and its surrounds with appropriate surface treatments, such as cleaning or rust removal. All bare wood should be primed with a high quality, oil-based primer and painted with one or two coats of latex or oil-based paint. Any qualified glazier can fix loose or broken windowpanes easily. Make windows weather tight by re-caulking and replacing or installing weather-stripping.



Check the overall condition of window materials and window features to determine if repairs are required. Check all wood parts of the window for decay, cracks, or splitting. Pay particular attention to the sills and window sash bottoms where water may collect. Repair window frames and sashes by patching, splicing, or reinforcing. Replace all parts that are deteriorating or missing. Cracks should be filled with caulk, wood putty, or epoxy reinforcement and then surface sanded. Do not replace the entire window when minor repair/limited replacement of parts is appropriate.



If a window is missing or deteriorated beyond repair, replace the window with one that matches the original configuration. Use the overall form and any detailing still evident as a guide. Always fill the entire original window opening, even if part of the opening previously had been filled in.

Window Film

Adhesive window film cuts down on thermal gain (the heat transmitted into the interior) and eliminates ultraviolet infiltration. This reduces both the heat build up in the display window area and the tendency for products to fade from exposure. However, if window film is installed, it should be non-reflective and nearly transparent. Tinted film makes the windows seem black from the exterior, and reflective film turns display windows into mirrors. For maximum impact, window film should be professionally installed. Acceptable window film should provide UVA and UVB blocking and allow no less than 95% light transmission.

Storm Windows on Upper Floors

Insulating storm windows help conserve energy. They can be installed either on the inside of the window where they will not be seen or on the exterior. Interior storm windows should be properly vented so that moisture does not build up between the windows. Exterior storm windows should be wood or metal and should fit within the brick mold and not pan over the sill. If metal storm windows are used, they should have a paint-like factory finish, which is less obtrusive than plain aluminum and will be more compatible with the building's appearance.

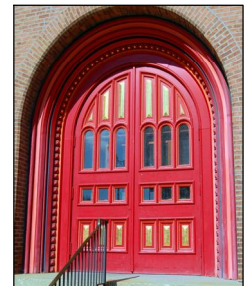
Steel Windows

Steel windows are often found on rear facades and light industrial buildings of the early 20th century. Steel windows are known for their incredible longevity, unmatched strength and security, and elegant, thin profiles that are usually unattainable in any other material. Steel windows possess unsurpassed durability and are relatively easy to repair. Always keep them painted or they will rust. To repaint, scrape off any loose paint and rust with a wire brush. Prime with a metal primer and repaint. A qualified glazier can do any necessary re-glazing. Maintained properly, steel windows can last over a hundred years and have a higher thermal resistance than aluminum. Tests have shown that steel windows are no less energy efficient than aluminum windows with a thermal break.



3.6. DOORS

The entry into a storefront often can be the focus of a historic facade. Maintaining a traditional entry door or pair of doors can contribute to the overall character of the facade. Traditionally, the entrance door was made of wood with a large glass panel. Every effort should be made to maintain and repair an original door.



If a door is too deteriorated to be repaired, consider one of the following options:

- Have a new door built with the same design and proportions as the original.
- Find a manufactured wood or steel door that resembles the traditional storefront door.
- Use a standard aluminum, commercial door. Avoid doors that are residential in character or decorated with moldings, cross bucks, or window grilles.

3.7. AWNINGS & CANOPIES

The canvas awning was an important design element in the traditional storefront. It provided shelter, added color and served as a transition between the storefront and the upper facade.

An awning should emphasize the frame of the storefront window, but should not cover the piers on either side. It should be attached below the sign panel, the space between the second-story windowsills and the first-story facade. In some cases, the awning may be mounted between the transom and the display windows, thus allowing light to enter while shading pedestrians and merchandise.

Where possible, retain and repair awning fixtures and canopies that originate from the building's earlier historical periods. Whenever appropriate and possible, new awnings should be complementary in placement, proportion and color to the building's original fixtures and to existing awnings and canopies of adjacent buildings.



New awnings should be constructed of cloth material or of other materials that simulate the appearance of cloth (such as woven acrylic). Vinyl, plastic or metal are typically inappropriate to historic facades and generally detract from the historic character of the building and those surrounding it. Internally lit or bubble awnings should not be used. Consider replacing inappropriate awnings and canopies with traditional canvas-type fixtures.

A standard street-level awning should be mounted so that the valance is a minimum of 8 feet above grade. In addition to the slope section of the awning, a canopy (any awning with vertical support that reaches the ground) should be mounted so the valance is a minimum of 8 feet above grade.

Inappropriate storefront alterations can be effectively disguised by mounting an awning over the alterations while maintaining the proportions of the original storefront.





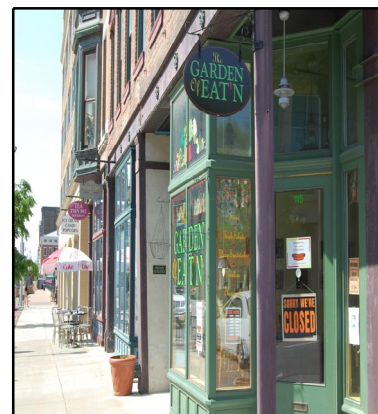
4.0. SIGNS

Signs are a vital part of the economic success of a downtown business and contribute to an overall image of the community. A sign not only calls attention to a business, it can establish the character and/or identity of a business.



Aside from the limitations required by city zoning ordinance or building code (and those seeking to redevelop properties should review these codes and ordinances), keep the following guidelines in mind when designing a sign:

- Look at photos of how the building looked in the past for ideas.
- Determine the purpose of the sign.
- Determine the type of sign (word, symbol, number or all three).
- Consider the possibilities of using different materials, such as wood, metal, stone, neon, canvas, paint on glass, gold leaf and etched or stained glass.
- Visualize how the sign will appear in relation to the entire facade.
- Decide where to put the sign (under the storefront cornice, painted on glass, on the side of the building, or on the awning valance).
- Take hints from the architecture of the building and surrounding structures when selecting colors for the sign.
- Determine a lighting system that is not obtrusive or gaudy and does not distract attention from the sign, which can be illuminated externally with incandescent, fluorescent or halogen lights. Avoid the use of internally lit plastic signs.
- Express the personality of the business through one of three basic styles of type: serif, sans serif and script.
- Factor in quality of workmanship and construction.
- Consider a sign that expresses an individual business message, rather than or in addition to one provided by national distributors.
- Decide how much information to put on the sign. Remember that the simplest message is often the most effective message. Keep it simple and enjoy all the attention.



There are examples of porcelain enamel, neon signs, and painted wall signs that give vibrancy and character to the area. As a result, business and property owners should give consideration to the continued existence and preservation of old commercial signs that meet the following criteria:

- A rarity or distinction in the sign's materials or craftsmanship.
- A large, well known sign that has become a popular landmark in the community by reason of its prominent location, long existence, large size, and/or unusual design.
- A sign that is integral to the design of a building and helps to identify the era or style of the building.
- Signs that advertise an obsolete product or defunct business (ghost signs), and which may give the only clue as to a building's original use.





5.0. COLORS AND PAINT

Colors should tie the architectural elements together and this scheme should be consistent throughout the upper and lower facade.



The placement of color rather than the number of colors best accentuates the architectural details. Colors are typically distributed into three categories: base, trim, and accent. The base can match the natural color of building materials, such as brick or stone. The major trim color is used to frame the facade, doors, and windows. It also is the main color of the cornice and major architectural elements. If a minor trim color is used, it often is a darker shade placed on doors and window sashes. An accent color is used in limited doses to highlight small details.

While the color a business or property owner paints his or her building is to some extent a personal decision, there are neighbors and other issues to consider.

Victorian color scheme. This non-historic color scheme uses bright trim and accent colors in dramatic contrast to the base color of a building. A building must have an extremely ornate architecture to pick out details successfully with multiple accent colors. Too many colors on the wrong elements will detract from the building's character and that of its neighbors. Taken to an extreme, Victorian color schemes can create a building that looks as though a carnival were taking place inside.

Historic color scheme. This scheme uses body, trim and accent colors from a particular time period. Historic color schemes are more appropriate for the style and character of buildings designated as landmarks or situated in designated historic districts. The colors should complement the schemes on adjacent buildings. Colors may be chosen based on paint chip analysis of a building's original color or based on colors used on other buildings of the period. Color guides of documented historic hues from selected paint manufacturers are an aid to historic color selection. Old photos of the building or a similar one can establish light versus dark color placement.



Historic color schemes for historic commercial buildings differ depending on age. The mid 1800s displayed soft, neutral tints; later in the century darker, richer shades were used. In contrast, lighter, calmer colors were used in the early 1900s.

Painting.

The purpose of paint is to seal the building surface from the elements and to prevent deterioration of materials from temperature and humidity extremes. Generally, wall surfaces that have not been painted – such as brick, terra cotta, cast concrete block and stone – should remain unpainted. Soft, porous brick that has been painted should remain painted. Always select paint that is formulated for the particular surface application planned and follow the manufacturer's recommendations for application.

Painting wood siding and trim is necessary for weatherproofing the wood and protecting interior construction. When installing replacement wood components, both sides of the wood should be primed before installing. Epoxy products can be used to replace small sections of deteriorated wood. Mildew can be controlled or eliminated with proper cleaning and paint additives.

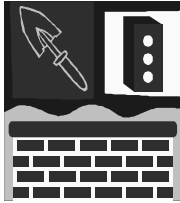
Surface Preparation

Proper surface preparation of wood, metal, and masonry prior to repainting will maximize the longevity of the topcoat. The following steps will prevent premature paint failure:

- Thoroughly remove dirt, mildew, and paint chalk with a mild detergent, natural or nylon bristle brush, low-pressure wash with less than 400 psi at the surface.
- Remove failing paint on wood with electric heat, scraping, or sanding.
- Remove failing paint on metal or masonry with an approved chemical application or with scraping or sanding.

Please note: Sandblasting, high pressure washes, steam or other abrasive paint removal methods should never be undertaken on any materials other than cast iron. Well-documented evidence shows that these methods do irreversible damage to wood and masonry surfaces. Sandblasting removes the hard, glazed surface from kiln-fired masonry and exposes thinner, more porous material to water infiltration and accelerates deterioration. Sandblasting also severely pits the surfaces of masonry and wood, and with the latter, opens the grain to moisture, dirt, and mildew infiltration.

Following the proper surface cleaning, significant architectural elements should be retained, repaired, or preserved whenever possible. As a last resort, damaged material should be replaced with similar or matching material only. Weathered and cracked wood should be treated with consolidates, preservatives and/or fillers, then sanded prior to sealing.



6.0. MASONRY

Masonry is a strong, durable building material and, when well maintained, can last for centuries. As in most communities, many buildings in Springfield consist of brick masonry. Other structures consist of stone, concrete block, and marble. Two very common repair activities are masonry cleaning and re-pointing. While both may improve the appearance of a building, care must be taken to determine the proper techniques used so that no harm is done to the masonry.



Masonry Cleaning

It should not be assumed that all masonry needs cleaning. Surface stains generally cause few problems and can even enhance the charm of an older building. Clean masonry only to remove unsightly and heavy soiling while taking care not to destroy the natural characteristics that come with age.

There are some questions one should consider when planning to clean masonry:

- How clean of a surface is desired or necessary?
- What is the nature of the soil and how tightly is it adhering to the surface?
- What is the masonry type and what are its characteristics?
- How is the surface constructed; are there any metal attachments that could rust?
- How can the environment and the public's and workers' health best be protected during the cleaning?

The basic principle in cleaning masonry is to select the gentlest method possible to achieve an acceptable level of cleanliness. Working with a professional is recommended to ensure that the method chosen is right for the building.

There are three primary methods for cleaning masonry.

Water: This method ranges from hand scrubbing to pressure washing to steam cleaning. It softens and rinses dirt deposits from the surface. Water cleaning generally is the simplest, gentlest, safest, and least expensive method, but when pressure washers are used, pressures should be kept less than 400 pounds per square inch (psi) at the surface.

Chemical: Chemical cleaners include acids and alkaline or organic compounds in either liquid or vapor forms. The chemicals react with the dirt and/or the masonry to hasten the removal process. However, the run-off from improperly used chemical methods can cause serious damage to the environment including plants, animals, and rivers.

Abrasive: Abrasives (including grit blasting, grinders, or sanding disks) will damage stone, concrete and metals. All abrasive methods are inappropriate ways to clean masonry.



To select the best cleaning technique, a patch test should be performed and the results observed for a sufficient time period (all four seasons, if possible) to determine the immediate and long-range effects of the cleaning method. While acceptable, chemical sealing should be considered only a temporary solution that may not be eligible for reimbursement under the City of Springfield's downtown redevelopment programs.

The decision to clean the surface of a building is partly a matter of appearance and partly a maintenance issue.

Repointing

Repointing is the removal of deteriorating or failing mortar from masonry joints and replacing it with new mortar. Repointing can restore the visual and physical integrity of the masonry. Often spot pointing of problem areas only may be the most effective approach in terms of both cost and appearance. Some obvious signs of deterioration may assist in the decision to repoint the mortar:

- Disintegration of mortar.
- Cracks in mortar joints.
- Loose bricks, cornice sections, or decorative elements.

In general, repointing masonry walls of older commercial buildings should be done with a soft lime-based mortar mix such as Type N rather than a harder Portland cement based mortar, which is stronger than the older brick and can result in cracking. Be sure to match the existing mortar in texture, consistency, color and joint profile and do not grind out mortar joints. Pay special attention to the profile and color of very thin mortar joints found in smooth "Victorian" bricks from the 1880s and 1890s and the color and profile of the mortar in "tapestry" brick from the 1920s and early 1930s. It is highly advisable to hire a qualified mason to undertake repointing of masonry walls due to the extent of handwork and special materials required.



Painting masonry

Do not paint brick that has not already been painted. Paint on masonry wall generally seals porous material and hastens deterioration.



7.0. 20TH CENTURY MATERIALS

While those involved in reconstruction and rehabilitation in the Springfield area often think in terms of 19th Century materials and building components because of the many Lincoln-era structures in the area, it is important to understand that some 19th Century materials continued to be used into the 20th Century, and some 20th Century materials and building components are also worthy of being retained. When rehabilitating or restoring a building, the following 20th Century materials and components should be retained whenever possible.



Materials Used in 19th Century and Into 20th

Limestone: Limestone began to be used in the 1830s and continues to be used today in many applications. Like sandstone, limestone is not thought to be particularly durable, but some varieties, such as Indiana Bedford, are more durable than others. Specifically formulated patching products may be used very effectively.

Glazed Terra Cotta and Glazed Brick: Glazed terra cotta and brick were popular as a building material from the 1880s to the 1940s. They were used for many applications, and can be cleaned with soap, water, and a nylon bristle brush. An expert should be consulted prior to attempting any repair work.



Pressed Metal Ornaments: Pressed metal ornaments can be found on many buildings constructed from the 1880s to the 1940s. They were often used as cornices, ceilings, and doorway walls. Originally the seams were soldered, but they should be kept caulked and painted.

Sandstone: Sandstone was used as a building material from the 1870s to the 1920s, and was often used for cladding of entire façade. Specifically formulated patching products may be used very effectively to repair sandstone.

Cast Iron Storefronts: Storefronts made of cast iron became popular during the early 20th Century and could even be purchased through catalogs. In some cases entire block-faces were made up of buildings with cast iron storefronts. To refinish cast iron, use a wire brush to remove loose paint and rust, and then repaint with a rust-inhibiting primer and paint formulated for exterior metal. If necessary these storefronts may be carefully grit blasted by a qualified professional.



Original Adopted 04/06/2005
Updated 08/08/2008

Used Beginning of 20th Century

Terrazzo Flooring: Terrazzo was popular from the 1910s to the 1950s and was often installed in approaches to the main door between banks of display windows. Composed of stone chips in a cementitious base framed with strips of brass, the terrazzo floor is poured into place then ground and polished to reveal the chips. Terrazzo is not made in the same way today as in the past, so historic terrazzo flooring is all the more precious and should be retained whenever possible. Only a qualified tradesman should repair, clean, or polish terrazzo.



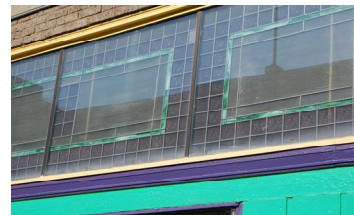
White Metal or Nickel: The use of this material was popular from the 1910s through the 1930s. It was usually used to frame display windows and storefronts, keeping its shine due to its nickel content. It should be kept clean with soap and water.

Copper: In this area copper is most often found on window frames and trim, although it was also used as a roofing material. It was used primarily in the 1910s-20s to frame display windows and storefronts. A maintenance-free material that is expensive to replace, copper should be left to form a greenish patina on its own which protects the metal. It does not need to be kept brightly polished, but it will not hurt the material to do so.

Used Starting in 1930s

Structural Glass. Structural glass was popular from the 1930s to the 1950s and is also called Carrera Glass and Vitrolite. It should be cleaned like window glass. The mastic affixing the glass to the back-up material must be replaced every 50 to 60 years, and an expert should be consulted before attempting any repair. Structural glass replacement panels can be obtained from salvage yards specializing in this material.

Glass Block: The use of glass block began roughly in 1933 and continues to be used today. It consists of a square block of glass with a hollow core allowing light to come in but obscuring the view. Early glass block (1930s-40s) is clear and sometimes has different patterns on front and back, while block from the 1950s and 1960s came in colors, modern geometrical patterns, and occasionally was opaque. As it was laid in a stack bond with mortar, similar to masonry, it will eventually need to be repointed. An experienced mason should do repointing, using mortar that matches the existing in color, texture, profile, and consistency.



Used Starting in 1940s

Porcelain Enamel Panels: Porcelain enamel panels, popular from the 1940s to the 1960s, are made of steel sheets with a fired-on vitreous glaze that often has a flecked or textured appearance meant to mimic terra cotta or granite. These panels should be left unpainted and cleaned like window glass. They can be stripped easily with a mild chemical stripper, but

always test them first. Scratches and losses of finish should be touched-up to match the glaze before the exposed steel rusts.

Aluminum Storefronts: This storefront material became popular in the 1940s and continues to be used. When found on vintage storefronts from the 1940s to the 1960s, it should be retained. Aluminum storefronts can be cleaned with a wet sponge, soap and water, and a mild cleaner like Bon-Ami, but should not be polished with a solvent, as that will remove the protective anodized surface. Details that are visually of the period, such as butt-glass (glass that meets at the edges without frames), 50s-style door hardware, and corrugated bulkheads, should be retained.

Stainless Steel: Stainless steel was a popular material from the 1940s to the 1960s. When originally used it was considered a premium material because it was more expensive than aluminum and other metals. When used, it was often on large signs and trim. The only maintenance required for stainless steel is that it should be kept clean with soap and water.

Other Materials of Note

Stucco: When historic stucco must be patched or replaced, Portland cement stuccos should be avoided.

Exterior Insulating Finishing System: The relatively new material known as Exterior Insulating Finishing System (EIFS), Dryvit is a common brand name, is not an appropriate surfacing for a historic area such as downtown Springfield and should be avoided.

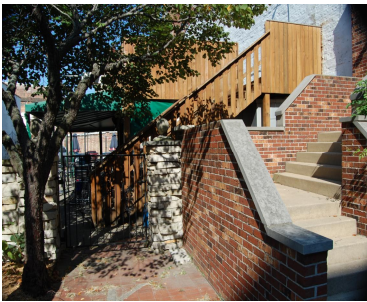
Synthetic Siding: Substitute and synthetic sidings such as vinyl siding, aluminum siding, and imitation brick and stone sidings are not appropriate for use on historic structures in a historic commercial district and should be avoided.



8.0. SITE IMPROVEMENTS

There are opportunities for site improvements where buildings no longer exist. Aside from constructing a new building, property owners can consider modest site improvements that will enhance the character off the street. For example, cars should be screened from public view. Appropriate screening methods include masonry screen walls or iron fencing in character with the district and landscaping. Chain link fencing along sidewalks is inappropriate.

In some instances, the rear of buildings may be exposed and accessible. Plantings can either add to or detract from the aesthetics of the rear building area. If there is enough sun, planter boxes may be utilized as an attractive buffering element, but only if there is a commitment to caring for them properly. With good design and proper maintenance, these rear entrances can become attractive, convenient for shoppers, and highly beneficial to businesses.



Weeds are a detracting and visually negative element in poorly paved and unattended areas. For a better image, all plantings must be kept under control and should be consistently maintained.

Snow removal is as important to a rear entrance as it is to a front entrance. Customers are unlikely to come into a business that does not take the time to shovel all walkways.



APPENDICIES



A. DEFINITIONS

Awning: A framework covered with fabric or metal projecting from the facade of a building located on a storefront or individual window openings. The primary purpose is to shade the interior of the building and provide protection to pedestrians. Awnings can be supported by poles or brackets.

Bulkhead: The wood or metal panel located beneath the display window in a typical storefront.

Canopy: A flat metal and/or wooden structure used to shelter pedestrians on the sidewalk that projects out from a storefront at a right angle and is usually suspended with chains or rods.

Cornice: A projecting molding that crowns the top of a storefront or facade.

Double Hung Window: A window with two sashes that slide up and down.

Facade: The front face of a building.

Lintel: A horizontal structural element over a window or door opening that supports the wall above.

Parapet: The portion of the wall of a facade that extends above the roofline.

Sash: A frame designed to hold the glass in a window.

Sign Board/Fascia: A horizontal panel either of wood or an inset brick wall located immediately below the cornice. It is usually an ideal location to place a sign.

Transom Window: A small horizontal window located above a door or display window.

Window Hood: An exterior projecting molding on the top of a window, located in the upper facade.



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**C. CITY OF SPRINGFIELD
RESTORATION & REHABILITATION
ASSISTANCE PROGRAMS**

The City of Springfield's Office of Planning and Economic Development has several restoration and redevelopment programs for buildings within the boundaries of the Central Area Tax Increment Finance District.

The Central Area TIF programs related to these design guidelines are summarized below:

Downtown Façade (purchase) Programs:

This program was designed to assist property owners that have buildings located within the Central Area TIF. Only certain expenses are considered eligible in the restoration of façades. This program was revised in 2004 and now has four options for qualified property owners. Those options are:

- Option 1: Historical Façade Restoration Program
- Option 2: Façade Redevelopment Program
- Option 3: Tall Building Façade Program
- Option 4: Existing Façade Purchase Program

With all options, the City purchases a façade easement in exchange for city assistance. The assistance amount depends on which option the property owner chooses.

For Option 1 (historical restoration) the purchase amount will be based on 75% of eligible costs to historically restore the façade, up to a maximum amount of \$75,000 per street-facing façade. With this option, there is also a \$2,000 architectural grant for façade-related expenses. Strict eligibility and review requirements apply.

For Option 2 (façade redevelopment) the purchase amount will be based on 75% of eligible costs to restore the façade, up to a maximum amount of \$40,000 per street-facing façade. Strict eligibility and review requirements apply.

For Option 3 (tall building façades) the purchase amount will be based on a percentage of the costs of façade improvements from floors six and up, not including costs associated with the façade improvement from stories 1 through 5. Strict eligibility and review requirements apply.

For Option 4 (existing façade purchase) the purchase amount will be based on the number of stories, for a maximum purchase price not to exceed \$25,000 (per three-story building). Façade purchases are only available on properties that are in good/very good condition. Assistance is not available for properties that are in need of any maintenance. Assistance is

at the discretion of the Office of Planning and Economic Development. Strict eligibility and review requirements apply.

Other Central Area TIF programs available are:

Building Rehabilitation Loan Program:

This program was designed to encourage property owners to restore and repair properties located within the Central Area TIF District. The City will review three conditions to confirm the applicant's need for assistance. These conditions include a financing gap (or lack of available funds), return on investment and locational gap (comparison of cost factors due to location). The City will participate in the project a maximum of 20% of the total rehabilitation costs. The City usually subordinates its lien position to the primary lender. TIF loans are low interest (prime rate or 5%, whichever is lower) with terms not to exceed past December 1, 2016 (end of the TIF), but can be amortized over longer periods. State prevailing wage laws apply to all construction-related projects

Architectural Assistance Program:

This program was designed to assist property owners in determining the feasibility of residential development of a project located within the Central Area TIF District. A \$2,000 maximum reimbursement is allowed for architectural related expenses.

Downtown Accessibility (elevator) Assistance Program:

This program was designed to assist property owners in making their upper floors of downtown buildings more accessible to persons with disabilities. The program allows owners to install elevators in buildings that currently do not have them or buildings that have older elevators that are not ADA (Americans with Disabilities Act) compliant. The program only allows for one elevator per building and the elevator must service all floors in that building. A grant of up to \$30,000 or 50% of the elevator-related project costs (whichever is lower) is available.

Lease Payment Assistance:

This program was designed to encourage new retail businesses and restaurants within the Central Area TIF district. Small to medium sized retail businesses (excluding service businesses and businesses where alcoholic beverages account for 50% or more of their sales*) are eligible for this program. The program will reimburse business owners 50% of their first 12 months' lease payments up to a maximum amount of \$10,000, after the business has been in operation for one year. The Office of Planning and Economic Development reserves the right to lower the inducement amount if the lease amount is considered unreasonable and to reject any and all applications. Restaurants may serve alcoholic beverages but food sales must be the majority (at least 51%) of sales and food service must be available during all business hours. The Office of Planning and Economic Development reserves the right to determine if a business qualifies as a restaurant, service business, or bar and has the right to reject any and all applications.

Downtown Residential Assistance Program:

This program was designed to assist property owners that want to develop upper floor residential living units within the Central Area TIF. With the assistance of the Architectural

Assistance Program, the city will assist owners with a low interest loan of up to 50% of all reasonable project costs. The city generally subordinates its lien position to a primary lender. TIF loans are low interest with terms of no more than 5 years, but can be amortized for longer periods with a non-renewable balloon payment after 60 months. A one-time per unit rental rebate equal to six months rent, or \$3,000, will be made payable to the re-developer once a one (1) year lease is executed by a tenant and the tenant has occupied the unit for at least one month.

Targeted Activities Assistance Program:

This program was established to (1), encourage "targeted businesses" conducting their activities outside of Springfield to open a subsidiary location within the Central Area TIF District and (2), to assist "targeted businesses" that would offer services and amenities that would encourage additional residential growth to the Central Area TIF District, that otherwise would not be eligible for any other assistance programs.

Some examples of "targeted businesses" would be:

- ✓ Grocery stores
- ✓ Dry cleaners
- ✓ Pharmacies
- ✓ Video stores

The assistance will be in the form of lease payment assistance. The amount of assistance will be based upon the need and the nature of the business, the anticipated positive impact that results and the maximum amount will not exceed \$15,000 per business. Current businesses operating within the city limits of Springfield are not eligible. Property owners are not eligible to lease space from themselves, relatives or related business entities. Applicants are required to sign a long-term lease at their desired location.

NOTE: THE CITY OF SPRINGFIELD CENTRAL AREA TAX INCREMENT FINANCING PROGRAMS ARE SUBJECT TO AVAILABLE FUNDS AND ANY PROGRAM MAY BE SUSPENDED AT ANY TIME. THIS OUTLINE IS ONLY INTENDED FOR INFORMATIONAL PURPOSES AND THESE PROGRAMS MAY HAVE ADDITIONAL STIPULATIONS IN ORDER TO QUALIFY FOR ANY OR ALL PROGRAMS.

For additional and more precise information on the Central Area TIF programs, please contact:

Ms. Bissi DiCenso
TIF Administrator
City of Springfield
Office of Planning and Economic Development
300 East Monroe, Room 107
Springfield, Illinois 62701
217/ 789-2377 ext. 469



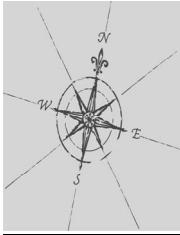
D. CITY OF SPRINGFIELD
POINTS OF CONTACT

Springfield Historic Sites Commission: Sharon Johnson
217/789-2377

Springfield Public Works Director: Mike Norris
217/789-2255

Springfield TIF Administrator: Bissi DiCenso
217/789-2377 ext. 469

Springfield Zoning Administrator: Joe Gooden
217/789-2176



E. MAP OF CITY OF SPRINGFIELD CENTRAL AREA

