

DESIGN COMMITTEE ACTIVITIES CHECK LIST

I. Photo Inventories

1. Current slides and prints
 - Exteriors
 - Interiors - first & upper floor (especially vacant buildings)
 - Befores / Afters / In-progress
2. Historic photo collection

II. Building Information Inventory

1. Assessor's information (owner, date, value, square footage)
2. Amenities (heat type, loading dock? elevator?)
3. Use / Condition (especially upper floors)

III. Public Improvements

1. Space / Amenities Inventory (lights, trash containers, drinking fountains, benches/seating, vending machines, pay phones, trees/plantings)
2. Parking Inventory / Survey
 - Number of stalls and locations
 - Percentage of occupancy
 - Turnover
3. Public Improvements Program
 - Streetscapes
 - Clean-up day

IV. Design Assistance

1. Follow-up/Implementation
 - Revise proposals
 - Locate contractors
 - Locate suppliers
 - Develop cost estimates
 - Assist with labor
 - Assist with incentive applications
2. Design Tool Kit
 - Main Street Iowa Design Directory
 - Awning samples
 - Paint samples
 - Drawing supplies (colored pencils, markers, paper, scales, straight edges, light table)
3. Technical Information: Resource Library
 - Preservation Briefs
 - Preservation Technotes
 - NMSC building file
 - Product information

V. Historic Preservation

1. Certified Local Government/ Historic Preservation Commission
 - Formation
 - Development
 - Interaction
 - Representation
2. Historic Research / Survey
 - Windshield survey
 - Sanborn maps
 - National Register nomination

VI. Ordinances / Guidelines / Plans (with city and/or country)

1. Review
2. Revise
3. Develop

VII. Incentives – Formation and/or Marketing

1. Local (grants, loans, tax abatement, tax increment financing)
2. State (Main Street Link Investments, H.R.D.P., C.L.G., Grants, Planning for Preservation Grants)
3. Federal (Community Development Block Grants, H.O.M.E. Investment Tax Credits, National Preservation Loan Fund, Preservation Services Fund, Inner Cities Venture Fund, I.S.T.E.A.)

VIII. Design Education and Awareness

1. Slide shows
2. Speaking appointments
3. Newsletter
4. News releases
5. Awards / Recognitions
6. Workshops / Demonstrations

IX. Window Displays/Visual Merchandising

1. Workshops
2. Contests