

**PLAINFIELD TOWN COUNCIL**

**ORDINANCE NO. 02-2011**

**AN ORDINANCE TO  
CREATE THE PLAINFIELD  
TOWN CENTER DISTRICT  
FAÇADE/SIGN IMPROVEMENT PROGRAM**

**WHEREAS**, the Town of Plainfield desires to establish a program to provide financial assistance to encourage property owners and tenants of commercial properties located in the Plainfield Town Center Zoning District to make exterior improvements to structures in an effort to renovate and restore the appearance of structures while preserving the historical integrity; and

**WHEREAS**, eligible exterior improvements may include improvements to facades including but not limited to painting, tuck-pointing, installation of new doors, windows or storefronts, new signs or new exterior light fixtures.

**NOW, THEREFORE, BE IT ORDAINED BY THE  
TOWN COUNCIL OF THE TOWN OF PLAINFIELD,  
HENDRICKS COUNTY, INDIANA AS FOLLOWS:**

**Section 1. Standards**

There is hereby created a Town Center District Façade/Sign Improvement Program for the Town of Plainfield to be administered by the attached standards **Exhibit 1**. The program shall provide that successful applicants may be reimbursed for fifty (50) percent of cost of eligible façade/sign improvements, up to a maximum of two thousand (\$2,000) dollars per project.

**Section 2. Administration**

Applicants shall complete all requirements as established by **Exhibit 1**. Successful applicants shall be approved after review from the Plainfield Design Review Committee (DRC) and approval by the Plainfield Town Council. Applications will be reviewed and approved on a first-applicant, first-served basis until all available grant funds have been allocated.

**Section 3. Severability**

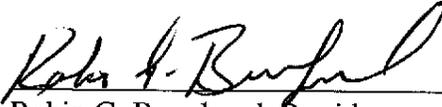
This program shall be independent and separate from any previous façade program or development plan approval. All improvements shall comply with standards and requirements of the Plainfield Zoning Ordinance no. 21-97.

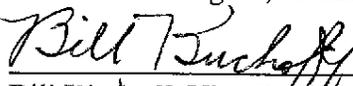
**Section 4. Effective Date**

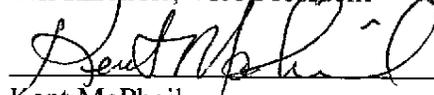
This Ordinance shall be effective within the incorporated areas of the Town of Plainfield, Hendricks County, Indiana upon its adoption by the Town Council of the Town of Plainfield.

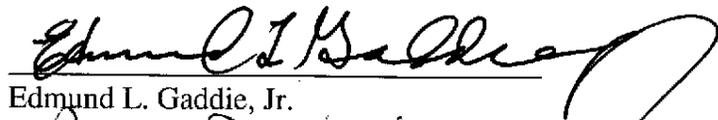
Passed and adopted by the Town Council of the Town of Plainfield, Indiana, on this \_\_\_\_ day of \_\_\_\_\_, 2011

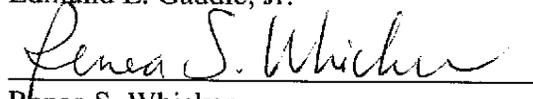
**TOWN COUNCIL, THE TOWN OF PLAINFIELD,  
HENDRICKS COUNTY, INDIANA**

  
\_\_\_\_\_  
Robin G. Brandgard, President

  
\_\_\_\_\_  
Bill Kirchoff, Vice President

  
\_\_\_\_\_  
Kent McPhail

  
\_\_\_\_\_  
Edmund L. Gaddie, Jr.

  
\_\_\_\_\_  
Renea S. Whicker

Constituting a majority of all the members of the Town Council

ATTESTED BY:

  
\_\_\_\_\_  
Wesley R. Bennett, Clerk-Treasurer of  
the Town of Plainfield, Indiana

**PUBLISHED:** MAR 05 2011  
Hendricks County Flyer  
Hendricks County Flyer ~~MAR 19 2011~~

**EXHIBIT 1**  
**TOWN OF PLAINFIELD**  
**TOWN CENTER FAÇADE/SIGN IMPROVEMENT**  
**PROGRAM**

**Sections:**

- 1.0 Objectives**
- 2.0 Eligibility**
- 3.0 Eligible Improvements**
- 4.0 Non-Eligible Improvements**
- 5.0 Boundary**
- 6.0 Guidelines**
- 7.0 Application**

**1.0 Objectives:**

The objective of the Plainfield Town Center Façade/Sign Improvement Program is to provide financial assistance to property owners of commercial buildings located in Plainfield's Town Center zoning district to restore the facades of their buildings, make architectural or aesthetic improvements and provide funding for sign improvements. This program will achieve many of the Town's goals to promote redevelopment and reinvestment in Plainfield's Town Center while preserving the historical integrity of the historical structures in Town Center.

**2.0 Eligibility:**

- A. To be eligible for this program, the property must be located within the Town Center zoning district (**Exhibit A**).
- B. Matching grant amounts shall not exceed \$2,000 per property/project.
- C. Applicants can make improvements to their property if approved by the Director of Planning & Zoning. This can be applied to the owner's fifty (50) percent match as an in-kind contribution, but cannot exceed twenty-five (25) percent of the required match.
- D. Plans must be approved by the Plainfield Design Review Committee (DRC).
- E. Historically contributing structures are eligible, but improvements must comply with the Secretary of Interiors Standards for Rehabilitation and improvements should complement and not alter the historical integrity of the building.
- F. Applicants are responsible for providing a minimum of two estimates.
- G. Prior to awarding a contract for improvements, the applicant is responsible for matching fifty (50) percent of improvement costs and a letter of credit or bank statement shall be provided to the Town providing proof of ability to pay.
- H. The Town of Plainfield shall be responsible for payment for fifty (50) percent of the improvements. Property owners shall be reimbursed upon project completion.
- I. The building must have a primary commercial or office use. The primary use cannot be residential.
- J. The building does not have to be occupied to be eligible.
- K. The property owner and property shall not be delinquent in property taxes, Town liens or fines.

- L. Applicants are eligible for only one project and grant award.
- M. Improvements shall be designed, constructed and maintained to be architecturally compatible with the building and surrounding buildings.

**3.0 Eligible Improvements:**

- A. Façade improvements that are eligible for the program include:
  - 1. Washing of brick
  - 2. Tuck-pointing of brick mortar
  - 3. New doors, windows or storefronts
  - 4. Repairs to front, side or rear facades
  - 5. Painting of brick or facades
  - 6. Painting of exterior architectural elements such as cornices, windows, transoms, columns, etc.
  - 7. New canvas awnings
  - 6. Architecturally compatible exterior light fixtures
- B. Eligible sign improvements:
  - 1. New freestanding ground signs where allowed per Article VII of the Plainfield Zoning Ordinance.
  - 2. Projecting wall signs
  - 3. Wall signs as a clearly articulated band integrated into the overall façade design
  - 4. Wall murals
  - 5. Light fixtures to illuminate wall signs (ie. gooseneck style fixtures)
  - 6. Back lighting for wall signs

**4.0 Non-Eligible Improvements:**

- A. Improvements not eligible in the program are:
  - 1. Interior renovations
  - 2. New construction
  - 3. Covering masonry with siding
  - 4. Repair of mechanical equipment
  - 5. Internally illuminated signs
  - 6. Repairs to roofs
  - 7. Landscaping
  - 8. Furniture or personal property
  - 9. Property acquisition
  - 10. Working capital
  - 11. Refinancing of existing debt
  - 12. Payment of delinquent taxes
  - 13. Improvements in progress or completed prior to awarding of grant

**5.0 Boundary:**

- A. Any building/property located within the Town Center zoning district (**Exhibit A**). The building/property does not have to have frontage on Main Street to be eligible. Eligible buildings would include any property that can be seen from Main Street in the Town Center zoning district. This also includes side facades for corner buildings. Sign improvements can be for wall signs or freestanding signs where allowed by the Plainfield Zoning Ordinance Article VII. Sign

improvements can be to legal nonconforming signs or for new signs that are compatible with Article VII and Article 5.6 of the Plainfield Zoning Ordinance.

#### **6.0 Guidelines:**

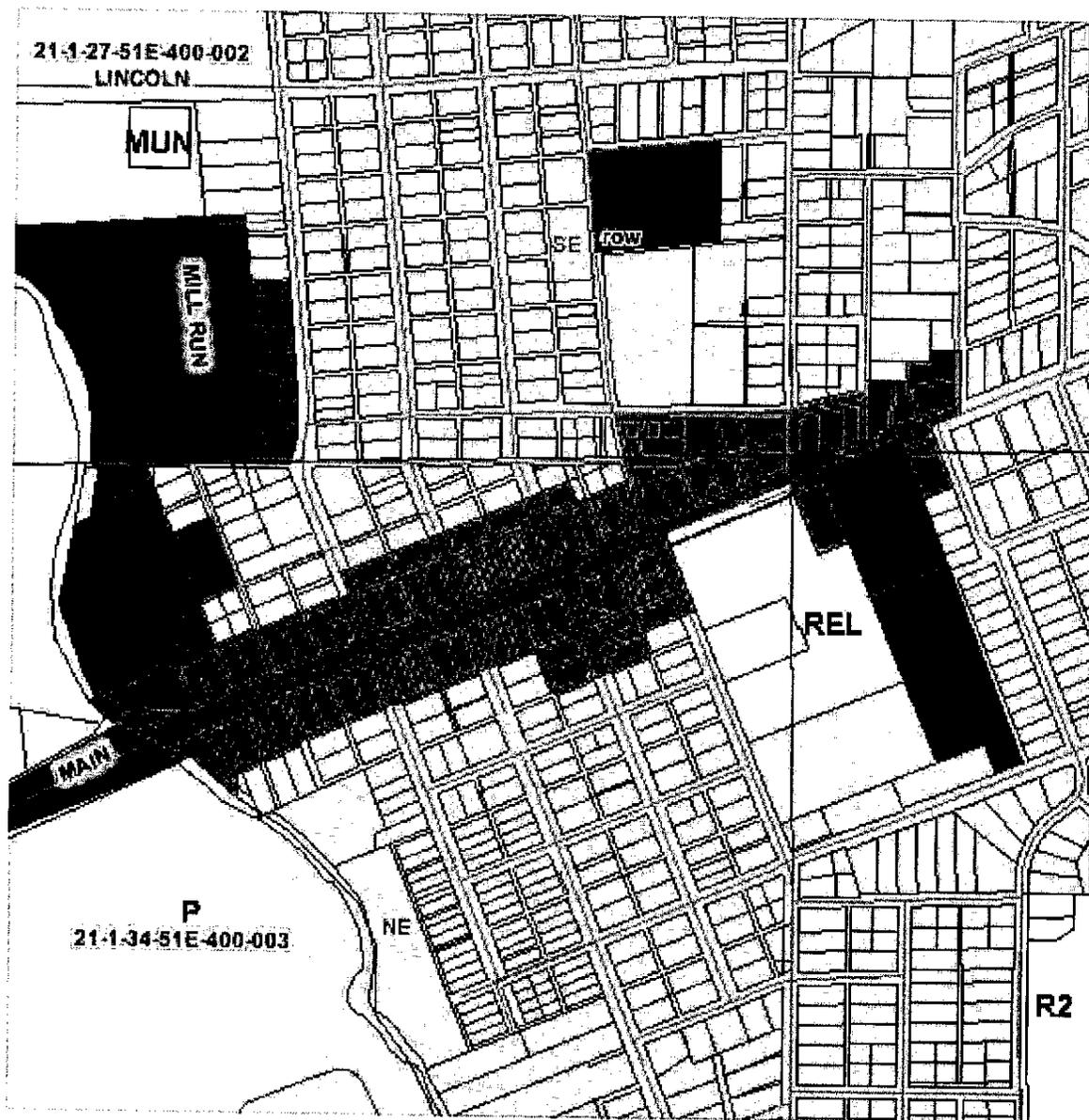
- A. Applicants who wish to participate shall provide the Plainfield Department of Planning & Zoning a completed Town Center Façade/Sign Improvement Program application. Prior to application, a Pre-filing meeting with Staff is required. Incomplete applications will not be reviewed.
- B. A Letter of Credit or a bank statement proving ability to pay fifty (50) percent match must be submitted with the application.
- C. Any work done by the applicant as an in-kind contribution shall be itemized on estimates and approved by the Director.
- D. After review of the application, Staff will meet with the applicant to discuss details of the program and review by the Design Review Committee shall be scheduled.
- E. The applicant and/or grant recipient shall perform all construction management.
- F. After the grant has been awarded, a project schedule shall be worked out with the applicant. Work shall begin within ninety (90) days of project approval.
- G. Any change order or change in plans shall be approved by Staff prior to construction. Unauthorized changes cannot be reimbursed.
- H. Construction of approved improvements must commence within ninety (90) days of grant application approval and must be completed within one (1) year of grant application approval. The applicant may request a one (1) time thirty (30) day extension for construction commencement and a one (1) time six (6) month extension to complete the project from the Plainfield Town Council.
- I. The applicant shall be responsible for all cost overruns or project change orders exceeding five (5) percent of the original estimate.
- J. Upon completion of the project, copies of all paid invoices, after photos and a Project Completion Report shall be submitted to Staff. Change orders under five (5) percent of total improvements can be reimbursed at fifty (50) percent as long as the total project cost does not exceed \$2,000.
- K. Prior to the distribution of funds for reimbursement, all façade improvements must be completed and inspected by the Director and the Plainfield Building Department for compliance with approved plans.
- L. Properties/structures with residential components will be required to meet lead-based paint abatement requirements.
- M. Grants will be reviewed and approved by the Plainfield Town Council on a first-come, first-served basis until all available grant funds have been allocated.
- N. The applicant shall agree to not remove or alter approved improvements for a period of five (5) years without the express consent of the Plainfield Town Council.
- O. All signs shall comply with Article VII of the Plainfield Zoning Ordinance.

#### **7.0 Application**

- A. Prior to submission of the program application as shown in **Exhibit B**, a Pre-Application meeting shall be held with Staff.
- B. Applications shall be submitted at least two weeks prior to the next scheduled Design Review Committee Exhibit B.

- C. If the Applicant is not the property owner, an Authorization from Owner form shall be provided.
- D. Along with the application, the following items are required.
  - 1. a deed providing proof of ownership.
  - 2. a letter of credit or bank statement verifying ability to pay fifty (50) percent match.
  - 3. at least two (2) estimates for all proposed improvements.
  - 4. at least two (2) estimates for in-kind contribution work to be performed by applicant.
  - 5. at least two (2) sets of plans/drawings for all improvements.
  - 6. samples of materials and paint.
- E. Grant recipients will be notified within approximately thirty (30) days after application submission.

EXHIBIT A



**Town Center District**

**EXHIBIT B**

**TOWN OF PLAINFIELD  
TOWN CENTER FAÇADE/SIGN IMPROVEMENT PROGRAM APPLICATION**

**Applicant Information:**

Address of property to be improved: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Property Address: \_\_\_\_\_ Parcel ID # \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_

Property Owner's Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Has proof of ownership been provided? Yes \_\_\_\_\_ No \_\_\_\_\_

If applicant is not owner, has authorization from owner been provided? Yes \_\_\_\_\_ No \_\_\_\_\_

**Project description:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated total project cost \_\_\_\_\_ Fifty (50%) percent match \_\_\_\_\_

Estimated project start date: \_\_\_\_\_ Estimated project completion date: \_\_\_\_\_

**Checklist:**

Does the property qualify for the program? Yes \_\_\_\_\_ No \_\_\_\_\_

Have at least two estimates been provided? Yes \_\_\_\_\_ No \_\_\_\_\_

Have at least two estimates been provided for in-kind contribution work? Yes \_\_\_ No \_\_\_

Is the building a Nominating or Contributing structure in the Historical District? \_\_\_\_\_

Will the Secretary of Interior's Standards for Rehabilitation be applied? Yes \_\_\_ No \_\_\_

Has a letter of credit been provided? Yes \_\_\_\_\_ No \_\_\_\_\_ Bank \_\_\_\_\_

Has a bank statement been provided confirming ability to pay 50% match? Yes \_\_\_\_\_ No \_\_\_\_\_

**Agreement:**

I understand that I am obligated by this program to match fifty (50) percent of the costs of the improvements less in-kind contributions up to an amount not to exceed two thousand (\$2,000) dollars. I understand that failure to comply with the approved plans and application may result in forfeiture of funds.

I acknowledge that the Town of Plainfield is obligated only to administer the Plainfield Town Center Façade/Sign Improvement Program and is not liable to the property owner or third parties for any obligations or claims of any nature growing out of, arising out of or otherwise related to the project.

I acknowledge that the Town has made a tremendous investment by providing a grant to cover fifty (50) percent of the façade/sign improvement costs and thereby I agree to maintain the façade/sign improvements in a manner and condition as at the time of completion of the improvements for a period of five (5) years as long as the property remains in my ownership.

I have read and fully understand the program guidelines and I agree to all requirements of the program.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_