

City of Ida Grove  
City Hall  
November 7, 2016

Mayor Morris Hurd called the meeting to order with the following Council Members present: Scott Tomlinson, Ryan Goodman, Paul Cates, Jeff Buehler and Doug Clough. Others present were City Clerk Edie Ball, Attorney Peter Goldsmith, Becky Michaelson, Becky Ricklefs, Sheriff Wade Harriman, and Mike Thornhill.

Motion by Council Member Tomlinson to approve the agenda, second by Council Member Goodman. Motion approved unanimously.

Becky Michaelson reported the 5<sup>th</sup> Turkey Trot is scheduled for the morning on Thanksgiving Day and is asking the Council to consider a waiver for allowing the participants to use the hiking trail. The event is a fund raiser for the local food pantry. Motion by Council Member Goodman to approve usage of the hiking trail for the 5<sup>th</sup> Annual Turkey Trot, second by Council Member Clough. On a unanimous vote motion carried.

Motion by Council Member Goodman to approve the consent agenda consisting of the claims list, the City Clerk's report, financial reports, and the October 17<sup>th</sup> Minutes, second by Council Member Buehler. On a unanimous vote motion carried.

Becky Ricklefs asked the Council to consider splitting the cost with the Community Partners for the toilet in Godbersen Park during the Farmers Market next summer. The City's share would be \$200.00 and the portable toilet would be unlocked for public use through the months the Farmers Market is active. Motion by Council Member Buehler to approve \$200.00 for half the cost of the portable toilet during the Farmers Market, second by Council Member Clough. On a unanimous vote motion carried.

Attorney Goldsmith reported he has received no response from Verizon on their proposal for antennas on the water tower. The Council requested he send them another letter.

Council Member Cates reported roof replacement is finished on the King Theatre and required more plywood than expected. The asbestos removal is complete.

Asbestos containment in the basement and pipes in City Hall has been completed with PVC sleeves. The installation of the new telephone system will be scheduled.

The City Council reviewed the revised tree removal list noting a contractor is needed to remove the selected trees based on issues with electrical wires and houses. Motion by Council Member Clough to approve the tree list with instructions to send the list to tree contractors, second by Council Member Cates. On a unanimous vote motion carried.

The Downtown Revitalization project was audited by IEDA staff and everything was in compliance with federal and state regulations. The architect also is requesting approval of change order #5 which adds cost of \$2,722.00 for some additional work. Motion by Council Member Tomlinson to approve the Downtown Revitalization project Change Order #5, second by Council Member Buehler. On a unanimous vote motion carried.

Motion by Council Member Goodman to approve purchase and installation of a sonic firewall for \$2,491.00 for the city's computer system, second by Council Member Clough. On a unanimous vote motion carried.

Motion by Council Member Buehler to approve a change order totaling \$2,237.75 for raising the intake and fire hydrant near the 7<sup>th</sup> Street Bridge, second by Council Member Goodman. On a unanimous vote motion carried.

Sheriff Harriman discussed the hours of law enforcement in the county from January to June was 6,820 hours with 1,002 hours provided in Ida Grove. Citations, arrests and booking have all increased in 2016 and contributes this to illegal drug arrests.

The Committee on Policy and Planning recommended adopting the following Ida Grove Building Façade Maintenance and Renovation Guidelines.

## **IDA GROVE CENTRAL BUSINESS DISTRICT**

### **GUIDELINES FOR BUILDING FAÇADE MAINTENANCE AND RENOVATION**

#### **MASONARY**

**Moisture**—Brick and stone are exceptionally durable building materials, but they can and do deteriorate. Most often water infiltration is responsible. Moisture can enter through the top of a wall or where the wall meets the roof. Check roof, flashing, and wall copings periodically for soundness. Gutters and downspouts should also be inspected periodically for leakage.

**Tuckpointing**—The Sand and high lime mortar commonly used in older masonry buildings gradually erodes as water runs over the wall surface and with freeze/thaw cycles. Joints should be inspected periodically for crumbling or missing mortar. If mortar joints have recessed more than about 2 inches, they should be repointed with new mortar to prevent water infiltration and ensure the integrity of the wall. New mortar joints should match the original style, size, mortar composition, and color. It is especially important to repoint with a mortar of the same hardness as the original. The softer historic mortar compresses as the bricks expand in warm weather and flexes as they contract in cold weather. It is by design the sacrificial element of the wall and gradual erosion is to be expected. Harder modern mortars with a high content of portland cement will resist the warm weather expansion of the brick, causing cracking and spalling of the brick surface. In cold weather this same inflexibility may cause cracks to open up as the historic bricks contract.

**Cleaning**—Masonry cleaning can have a dramatic impact on the appearance of a building. Most historic masonry buildings have never been cleaned and accumulated dirt may be obscuring the original masonry color. Dirt may also hold airborne pollutants which can erode the surface of the masonry.

Masonry should always be cleaned by the gentlest possible method. In many cases low pressure water washing (no more than 250 psi), together with scrubbing with a natural bristle brush may be sufficient.

If paint or heavy grime must be removed, a chemical cleaner may be required. There are a wide range of chemical cleaners available and a qualified cleaning contractor should be consulted to evaluate your building and recommend a treatment. Whatever treatment is selected, a test patch should first be tried and allowed to weather for a few weeks or months. If the results of the test are satisfactory and no damage is observed, it should be safe to proceed.

**Sandblasting**—Sandblasting is especially harmful to brick surfaces, eroding the hard outer layer to expose a softer, more porous surface that will weather rapidly. You should be aware that sandblasting will disqualify a project from consideration when applying for federal tax credits.

**Painting**—In general, exposed masonry should never be painted. Unless the surface was painted originally, as was sometimes the case with very soft brick, cleaning and tuckpointing of the masonry is always preferable. A previously painted surface should be chemically cleaned. Only if chemical paint removal proves impracticable (due to a cementations paint coat, for example) should previously painted brick or stone be repainted.

## **WOOD**

Storefronts, cornices, brackets, and other decorative façade elements were often made of wood. These *original* exterior woodwork elements should be retained wherever possible. Regular maintenance will prevent deterioration. Check periodically for soft, rotted areas, splits, and dampness. Damaged or decayed sections can usually be repaired by re-nailing, caulking, and filling. Epoxy pastes and epoxy consolidates can also be very effective in repairing even seriously rotted wood. When painting, use an oil-based primer followed by two final coats of oil-based paint. Several rotted or missing pieces may be reproduced by a good carpenter or millwright shop. Try to match or at least complement the existing *original* details when replacing woodwork.

Years ago, Manning had implemented a Bavarian theme. Because of this theme, many buildings covered the original masonry building with wood. This is no longer recommended. It is recommended that building owners consider removing previous wooden add-ons when doing façade renovations.

## **METAL**

Decorative elements of cast iron and sheet metal were frequently applied to brick and stone facades. The ease with which intricate detail could be reproduced in cast iron or stamped sheet metal ornament permitted the appearance of expensive carved or turned work at a fraction of the cost. Needless to say, this kind of architectural ornament became quite popular. These architectural elements are essential to the character and appearance of your building. They should not be removed unless absolutely necessary.

Cast iron was used extensively for storefront columns and window lintels and is quite permanent. A sound paint coat is essential, though, to prevent rust and corrosion. Rust or paint build-up may be removed by chemical treatment or low pressure dry grit blasting (80-100). If parts are missing, they can be reproduced in fiberglass or aluminum using existing pieces to make a mold. If the missing pieces are relatively free of ornamental detail, wooden pieces might be substituted.

Pressed or stamped sheet metal was most often used to create the sometimes very elaborate cornices that crowned many 19<sup>th</sup> century commercial buildings. This thin metal cornice was typically nailed to a wooden framework attached to the building.

Stamped metal ornamentation may be of sheet copper, which requires no surface protection, or of sheet iron, usually coated with zinc or lead to retard rusting. Galvanized or lead-coated sheet metal should always be kept painted. If stamped metal is to be cleaned, a chemical paint remover should be used. Dry grit blasting, while usually safe for cast iron, should never be used on thinner, more flexible pressed metal.

Reproductions of missing pressed metal ornaments can often be made by a sheet metal shop. In some cases, pressed metal decorative items, stamped in original molds, are available commercially.

All metals requiring painting should first be primed with a commercial metal primer followed by two finish coats of oil-based paint.

## **GENERAL STOREFRONT DESIGN CONSIDERATIONS**

Whether you are restoring your storefront or considering a more contemporary treatment, your plan should be based on a traditional storefront design. One characteristic of the traditional commercial face is a well-defined frame for the storefront. This area is bounded by a pilaster or pier on either side, the sidewalk below, and the storefront cornice above. It is important to contain the storefront within this frame. When the storefront is allowed to extend beyond its frame, it may no longer appear as an integral part of the overall façade design; rather it may appear tacked on.

Look at historic photos of your building or of similar buildings to learn the original configuration of your storefront.

Following are some ideas to consider when planning your storefront renovation. Each originates on the design of the traditional storefront; however, they are not solely historic concepts. They represent sound design principles aimed at enhancing both appearance and accessibility.

**Contain the Storefront**—A storefront should be designed to fit within the original façade opening and not extend beyond it. The storefront might be set back slightly (perhaps 3 inches) from the plane of the façade to accentuate this sense of containment.

**Transparency**—Large display windows were a prominent feature of the traditional storefront. As a design element, they are integral to the overall proportioning of the façade. Functionally, the large glass area provides maximum light and display area, while visually opening the façade to the street. As a rule, the storefront should be composed primarily of glass, while the upper façade should be more solid and contained with smaller, evenly spaced windows.

**Appropriate materials**—The color and texture of the storefront materials should be simple and unobtrusive: 1) The storefront frame can be wood, cast iron, or aluminum with a baked enamel finish; 2) The display should be clear glass; 3) Transom windows may be clear or stained glass; 4) The entrance door should have a large glass panel and can be made of wood, steel, or aluminum; 5) The aluminum-clad plywood panels; 6) The storefront cornice can be made of wood, cast iron, or sheet metal or sometimes the horizontal supporting beam can serve as the storefront cap; 7) The side piers should be of the same material as the upper façade.

Certain materials and design elements should never be used on a traditional commercial building and should, when possible, be removed if they have been added on during previous renovations. A mansard roof with wooden shingles, rough textured wood siding, metal siding, fake bricks or stone, and gravel aggregate materials are not appropriate.

Inappropriate historical themes (such as the Bavarian theme) should also be avoided. Removal of previous additions of historically-themed pieces is recommended whenever possible. Small window panes, a colonial door, and storefront shutters are some 18<sup>th</sup> century elements that do not belong on most 19<sup>th</sup> or 20<sup>th</sup> century facades.

**Simplicity**—Whether you are renovating an existing storefront or designing a new one, remember that the emphasis should always be on transparency. The fundamental design should include large display windows with thin framing members, a recessed

entrance, a cornice or a horizontal sign panel above the storefront to separate it visually from the upper facade, and low base panels to protect the windows and define the entrance. This same basic arrangement will be equally appropriate whether constructed using traditional or modern materials.

## **WINDOWS AND DOORS**

Windows and doors are essential design elements in the historic commercial building. Upper story windows establish a rhythm in the street scape that ties the facades together. The storefront with its large glass area links the facade to the pedestrian scale of the street.

Always retain original doors and windows if possible. Often normal maintenance, replacement of broken panes, caulking, and a good paint job will be all that is necessary to preserve them. Uncover boarded-up windows and repair or replace the original sash as necessary. Small areas of rotted wood can be repaired using an epoxy paste filler. If a window or door is missing or has deteriorated too severely, replacements should be sought that closely match the originals in material and configuration. Openings should never be enlarged or partially blocked to accommodate a replacement window or door.

**Replacement Windows**—If more energy efficient double-glazed wood or aluminum windows are to be used for replacement, they too should match the original wood windows in size and profile. Never replace a multi-pane window with a single large pane of glass. Aluminum windows should be in a baked enamel finish rather than the color of clear unfinished aluminum.

**Storm Windows**—Storm windows may be desirable on upper story windows for energy conservation. When mounted on the exterior, they should match the size and shape of the existing sash and they should be painted to match. Interior storm windows are a good option where original windows might be obscured by the addition of exterior storm sash.

**Shutters**—Shutters are seldom an appropriate window treatment for historic 19<sup>th</sup> and 20<sup>th</sup> century commercial buildings. In general they should be avoided unless they were an original feature of the building. Shutters not original to the building should be removed. Shutter panels should exactly match the size and shape of the window opening, when used.

**Awnings**—Canvas awnings were a familiar feature of 19<sup>th</sup> century storefronts. Apart from their primary function of sun and glare protection, they also offer shelter to pedestrians and can be an attractive addition to the storefront. Additionally, the valance can serve as a sign panel for your business. Naturally, if your building faces north, they will be of lesser practical benefit.

Select awnings that closely follow historical precedents in shape and design. They may be either operable or fixed. Always fit the awning within the storefront opening.

Awnings should never extend continuously across several storefronts. Choose a water-repellent canvas or vinyl-coated canvas material. Aluminum awnings or canopies are generally inappropriate. A wide variety of canvas colors are available and you should pay special attention to choosing a color or color combination that coordinates with your building and its surroundings. Back-lighting of awnings is not acceptable.

**Storefront Entry Doors**—Storefront entry doors should present an attractive appearance and should be visually appropriate for your storefront. Original doors should be retained if possible. Wood panel doors with large glass panels were typical of the turn-of-the-century commercial storefront. If a new door is to be installed it should closely resemble the design and proportions of the original door. Wood is the preferred material, but steel or aluminum with a baked enamel finish may also be used. Colonial or Early American style aluminum doors and other very decorative door designs should be avoided.

**Architectural Ornament**—Architectural ornament includes a variety of decorative features and characteristics of early commercial storefronts. Window hoods, cornices, columns, brackets, and decorative moldings are examples of ornamentation most often seen in Downtown Manning. These features are often crucial to the historic and architectural character of a building. Given the similarity of many downtown commercial facades, these elements were often the architect's or designer's only opportunity to express and architectural style and to give the building a unique appearance. These original ornamental features should never be removed or altered unless it is absolutely necessary. If they have already been removed, every effort should be made to replicate them.

**Color Selection**—Painting can have a dramatic visual impact on your building. A carefully considered color scheme can unify the facade and enhance the street scape. Color choice is a matter of personal preference, but you should generally choose colors that were available at the time your building was constructed and that complement the natural brick or stone color. Earth tones (green, dark reds, pale yellows, and browns) were popular in the latter half of the 19<sup>th</sup> century; lighter shades predominated in later decades. If you are restoring your building, you will want to take paint samples from the major facade elements in order to duplicate the original colors. Even if you are not restoring, the original colors are always appropriate. Pay special attention to the relationship of your color scheme to those of adjacent buildings.

Keep your color scheme simple. A typical scheme might use 2 or 3 colors: a base color, a second color for major trim, and sometimes a third color to highlight the minor trim. Most often the base color will be the natural brick or stone of your building. The

major trim color should be chosen to complement the base color. If your facade has natural stone or terra cotta trim, the major trim color might match these. The minor trim color should enhance the effect of the base and major trim colors, serving as an accent on minor trim details. Often a darker or lighter shade of the major trim is an effective choice.

When painting wood or metal, always prepare the surface by removing all loose paint and sanding all rough edges that remain. Prime the surface with a high-quality oil-based primer and follow with two finish coats of oil-based paint.

## **SIGNS AND GRAPHICS**

Signage is an essential element in any commercial district. Anonymity is clearly not good for business. Unfortunately, signage has often been one of the most disfiguring element in the urban landscape. A visual clutter of over-large and ill-positioned signs presents a negative image for the entire street.

A business's sign is important not only as an identifier, but equally importantly as an expression of an image for the business. Don't underestimate the value of quality signage. A clear message, stylishly presented, will encourage passersby to venture in. Money spent on quality signage is usually money well spent. When thinking about signage, consider the following:

**Size and Placement**—In a densely built downtown area, signage should be directed at and scaled to the pedestrian. Don't assume that the largest sign is the best. Pay particular attention to how your sign relates to your building. Look for logical signage locations on your facade. Continuous flat wall areas above display windows or above upper story windows are typically good choices. Often times, it makes sense for a business to have a larger sign of only your name or logo on the upper facade for people driving by to see and an additional smaller sign at the pedestrian level. The signage at the pedestrian level can have more information such as phone number, address, etc. Don't cover windows, doors, or architectural ornament. A good sign looks like it belongs where it was placed. It should be an extension of the overall design of your facade.

**Message and Design**—A good sign is simple and direct. Don't be tempted to say too much. Choose a letter style or graphic treatment that projects your image and is clear and easy to read. Lettering is no longer required to be in German font and that font actually does not lend itself well to the simplicity of a sign. Coordinate sign colors with the colors of your building. Remember that visual clutter will only dilute your message.

A good sign can take many forms. It may be painted on a flat panel, or it might have a sculptural quality. Individual letters might be applied to the facade. Logos or lettering can be painted, stenciled, or engraved on windows. Even the valance of an awning can

be an excellent signboard. Neon signs inside shop windows are usually appropriate and possess a charm that can be very attractive, if not overused. Neon signage is not appropriate on the building exterior, however, unless it was an original feature of the building.

Lighting for your sign should be considered. If someone drives by at night, do they know your business is there? Exterior lighting should, however, be limited to direct illumination by incandescent lamps.

Certain sign types are generally considered inappropriate in a historic commercial district. These would include large projecting signs, rooftop signs, and internally illuminated signs and awnings. Replacement of these kinds of signs should be strongly considered in planning for rehabilitation.

Motion by Council Member Clough to approve the Ida Grove Central Business District Guidelines for Building Façade Maintenance and Renovation, second by Council Member Cates. On a unanimous vote motion carried.

Motion by Council Member Buehler to approve United Health Care bid for health insurance with an 8% increase that also includes dental, short-term disability and accidental death, second by Council Member Cates. On a unanimous vote motion carried.

Motion by Council Member Clough to adjourn, second by Council Member Cates. On a unanimous vote motion carried.

Meeting adjourned at 7:00 p.m.

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Morris C. Hurd, Mayor

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Edith Ann Ball, City Clerk

