

State Boulevard Mitigation Architectural Details Dispensation Plan (Des. No. 0400587)

1.0 Purpose of this Plan

The purpose of this Dispensation Plan is to comply with the stipulations contained within the Memorandum of Agreement (MOA) executed (dated December 15, 2014 and signed December 29, 2014) as part of the State Boulevard Reconstruction Project (Des. No. 0400587). Under the MOA, The City of Fort Wayne shall “where feasible, salvage architectural details from homes demolished as a result of the undertaking for use in other District residences.” In accordance with the MOA, the City of Fort Wayne shall provide a copy of the Dispensation Plan that will guide its salvage process to the Indiana State Historic Preservation Officer (SHPO) and consulting parties. Fort Wayne shall follow the provisions of the finalized plan when implementing its salvage obligations under the MOA.

2.0 Dispensation Plan and Inventory Methodology

2.1 Definition of Architectural Details

For purposes of this project and Dispensation Plan, consultants have defined the term “Architectural Details” as follows:

Individual features or items that together form or contribute to the architectural style of a building.

This definition was derived from common definitions of the term(s), such as:

- *Detail:* A small part of something (<http://www.merriam-webster.com/dictionary/detail>)
- *Architecture:* A method or style of building. (<http://www.merriam-webster.com/dictionary/architecture>)
- *Architectural:* Having or conceived of as having a single unified overall design, form, or structure. (<http://www.merriam-webster.com/dictionary/architectural>)
- *Architectural Element:* The unique or discrete details and component parts that together form the architectural form or style of a building. (https://en.wikipedia.org/wiki/Category:Architectural_elements)

2.2 Application of Definition to Items in Homes to be demolished located within the Brookview-Irvington Park Historic District

For purposes of salvage, the following items were considered Architectural Details:

- Windows
- Doors
- Lighting/Light Fixtures
- Ornamental or Decorative Elaborations
- Period (refers to the period of construction, circa 1930) Cabinets and Built-In Units
- Period Porch Railings and Balustrades
- Porch or Interior Columns
- Period Outlet Covers and Switch Plates
- Period Heating Grates and Wall Vents

- Period Plumbing Features/Fixtures

Items excluded from this inventory as outside the scope of the MOA and Dispensation Plan include structural elements that would not be practical to move, relocate, or reuse, such as:

- Roofs
- Floors
- Foundations

Also excluded were items that did not contribute to the architectural style of a building, which by definition are not Architectural Details. These included:

- Appliances
- Modern (refers to items of more recent construction and of current standard design) outlet covers and Switch Plates
- Modern Heating Grates and Vents
- Furnaces, Water Heaters, and Sump Pumps
- Modern Plumbing Fixtures/Fixtures

2.3 Inventory Format

The City of Fort Wayne and its consultants will create a Master Inventory list of all Architectural Details using spreadsheet software, such as Microsoft Excel. This inventory, which will be broken down by individual houses, will provide data fields that include the following:

- A name or description of each item
- A unique number for the item
- The location where the item can be found (house address/floor/room/wall)
- The number of items in that location
- A photo reference number that matches a photo of the item
- Notes where appropriate (measurements, composition, other features)

This Master Inventory list will be used by the City of Fort Wayne and/or its contractors to locate and tag items requested during the salvage process with the requester's name (detailed in Section 3.0 Salvage Process). The Master Inventory will be crafted into a digital format and distributed online via a website. Forms for requesting items will also be available online. A version of the Master Inventory list will also be made available onsite when requestors are present to take possession of salvaged items.

2.4 Notification Mailing and Item Catalog Distribution

The Master Inventory will be made available to current property owners of structures within the Brookview-Irvington Park Historic District and will allow those property owners to select salvageable items from the homes that are being demolished as part of the State Boulevard Reconstruction Project. The City of Fort Wayne will create a mailing list comprised of the names and addresses of current owners of property within the Historic District using Allen County property records. When the mailing list is compiled, a Notification Mailing will be sent to each property owner in the Historic District informing them of the

availability of salvageable Architectural Details. Each mailing will include a link directing property owners to an electronic version of the Master Inventory and request forms to be accessed via the internet. Within this letter, property owners will be informed that they may request a CD copy of the Master Inventory within five (5) days after the Notification Mailing and be directed where to send such a request.

3.0 The Salvage Process

3.1 Item Requests by District Property Owners

Property owners within the Brookview-Irvington Park Historic District will be allowed twenty (20) days after the Notification Mailing postmarked date to submit a request for inventoried items. To submit a valid request, a property owner must completely fill out a Request Form providing all required information for each item sought. Request forms will be included in the Notification Mailing and made available online (in a printable format). Request forms will require the following property owner identification information:

- Property Owner Name
- Property Owner Address
- Phone Number
- Email (optional)
- In addition, Request Forms will require an item number, item name or description, and an answer to the Statement of Use Question (Is the requested item to be used in a property located within the Brookview-Irvington Park Historic District? Yes/No) for each item sought. The City of Fort Wayne will use the provided address to ensure that the property owner requesting the items is an eligible property owner within the Brookview-Irvington Park Historic District.

The City of Fort Wayne will provide a mailing address and an email address to receive Request Forms or respond to questions regarding the dispensation process. All Request Forms received will be date stamped with the date of receipt. Requested items will generally be assigned to the first property owner to request the item based upon the time/date stamp. However, property owners affirming that the requested items will be used in properties located within the Brookview-Irvington Park Historic District (by checking “yes” on the Statement of Use question) will be given first priority for items over those that do not. If two or more property owners request the same item on the same date/time, the item will be randomly assigned to one of the requesting property owners (giving priority to those answering the Statement of Use question affirmatively).

3.2 Salvage and Distribution to District Property Owners

All requested items shall be identified and tagged by employees or contractors of the City of Fort Wayne. The items shall be marked with the name of the property owner requesting the item (and/or the Item Number). After the 20-day period for Historic District property owners to request salvaged items has passed, the City of Fort Wayne will designate two (2) days for requesting Historic District property owners to dismantle and remove their requested items from the premises. The City of Fort Wayne will notify those who have requested items of the available removal dates via mail or email and provide reasonable notice.

The City of Fort Wayne and its employees will not assist in the dismantling or removal of requested items. Property owners are responsible for providing any necessary equipment and appropriate transportation to

remove their items. Property owners will be required to sign a liability waiver to enter the premises and remove their items.

3.3 Final Salvage Process

When all items requested by Historic District property owners have been salvaged or when the two (2) days to remove those items have passed, the City of Fort Wayne will designate two (2) additional days for residential property owners within Fort Wayne to remove salvageable items for use in their area homes. The City of Fort Wayne will notify area property owners of the date and times of this event via a public announcement on its website and through its social media outlets.

After the two (2) days have passed for other Fort Wayne residents to remove salvageable items, the City of Fort Wayne will designate one (1) day to allow architectural salvage firms to remove desired items from the State Boulevard homes. The City of Fort Wayne will notify the public of the date and time of this event via a public announcement on its website and through its social media outlets.

The City of Fort Wayne and its employees will not assist in the dismantling or removal of salvageable items. All persons entering the premises to salvage items will be required to sign a liability waiver.

3.4 Documentation

The City of Fort Wayne shall maintain all dispensation process-related forms and documentation, including Request Forms, , and Hold Harmless Agreements, on file for a period of time equal to the MOA's Termination Stipulation (Section V.) to show MOA compliance.

3.5 Demolition

Once all salvageable Architectural Details have been removed or when the above groups have had their opportunities to remove Architectural Details, the City of Fort Wayne will commence demolition of the State Boulevard Project homes.