

Scope of Work: Upper Story Inventory & Feasibility Study, Downtown Goshen

Introduction

While downtown Goshen has experienced significant investment and boasts a relatively low first floor vacancy rate, many upper stories remain vacant and underutilized. This is not a problem unique to Goshen; many communities across Indiana and the United States struggle with vacant upper stories. Underutilization in upper stories is often attributed to costs associated with a change of use and meeting applicable building codes. To better understand the obstacles and opportunities associated with upper story development in downtown Goshen, Downtown Goshen, Inc. (DGI), Goshen's Economic Improvement District (EID) and the City of Goshen are seeking a grant through Indiana Landmarks to develop an inventory of upper stories and conduct a feasibility study for upper story redevelopment in downtown Goshen.

Inventory

Indiana Landmarks will provide staff support (intern) to develop an inventory of the upper story spaces (second story and above) of buildings in downtown Goshen, facing Main Street. Representatives from EID, DGI and the City of Goshen will assist Indiana Landmarks in contacting the property owners. The inventory will document the physical conditions of the space, building layout (with dimensions), past uses and occupancy. Additionally, the inventory will identify the common areas and potential connection areas between buildings for fire escapes and exits. In developing the inventory, the intern will use the attached "Downtown Goshen Building Inventory Form."

The specific buildings to be surveyed include (see attached document for screen shots of each building):

1. 206 N Main and 109 E Clinton
2. 132-134 S Main
3. 102-104-106-108-110-112-114-116-118 N Main
4. 102-106-108-110-112-114-116-118 S Main
5. 107-109-111 S Main Street
6. 202-204-206-208-210 S Main
7. 220-222 S Main
8. 228-230 S Main
9. 201-203-205-207-209-211-215 S Main
10. 219-221-223 S Main

Staff from Indiana Landmarks shall provide the following for all buildings surveyed:

1. **Location**, location of building being inventoried with adjacent buildings or properties (identify on an aerial map or drawing)
2. **Basic Building Layout** (sketch with dimensions)
3. **Overall Conditions** (described)
4. **Building Materials**

Provide a simple description of building materials, especially main building structural components such as walls, floors, and roofs if possible

5. History of past uses, including last known use

6. Occupancy

- a. Occupied or vacant
- b. Current use of all levels of the building including basement (if applicable)

7. Existing Fire Escapes

- a. General conditions
- b. Bottom discharge conditions
- c. Fixed versus moving components
- d. Floor discharge through a window (operation and size) and/or door (size and swing direction)

8. Existing Stairways

- a. Landings (size and configuration)
- b. Stair width
- c. Typical step riser and tread dimensions
- d. Handrails (description, size, height and balustrade spacing)
- e. Conditions and description of fire walls & ceilings; (are the finish materials intact, are they continuous, are there many penetrations etc.)
- f. Is the stair internal? Does it exit into a fire exit corridor? Does it exit directly to the exterior?
- g. Open or separated from the floor levels
- h. Stair exit orientation (street, alley or other)
- i. Describe stair construction (if known)

9. Existing condition of ceiling(s) below the floor level being inventoried (describe)

10. Floor to Ceiling Heights (measure)

11. Description of separations (horizontal and vertical)

12. Existing conditions below existing stairways (describe)

- a. Exposed under stair construction or concealed, if so, describe materials
- b. Is under side of stair exposed to the Basement?

13. Lower Roof (describe the following)

- a. Conditions
- b. Existing exits onto lower roofs

14. Windows (over a lower roof or adjacent property)

- a. Are there any windows over a lower roof or adjacent property?
- b. If so is the lower roof part of the building being inventoried or a neighboring building, property, alley or roadway

15. Lighting

- a. Any existing exit signage
- b. Emergency lighting

16. Description of electrical systems

17. Fire Suppression System

Indicate whether the building is sprinkled or not (if so, note the system)

18. Future Sprinkler Riser

Is there a logical suggested location for a future sprinkler riser?

19. Plumbing Systems

Are there any existing plumbing systems to the upper building levels?

20. Location of corridors
21. Identify common areas
22. Identify potential connection areas between buildings for fire escapes and exits
23. Photographs

Feasibility Study

The second phase of the project, which builds on the upper story inventory, is a feasibility study for the development/redevelopment of upper story spaces. The feasibility study will identify a series of contiguous buildings in downtown Goshen with potential for redevelopment. An architecture and engineering firm will be retained to conduct the study. The feasibility study shall include the following:

1. **List of possible uses for the spaces**, including the best recommended use, based on building and block characteristics, past uses, etc.
 - a. Residential (condominium versus rental)
 - i. Studio
 - ii. 1 Bedroom
 - iii. 2 Bedroom
 - iv. 3 Bedroom
 - b. Office
 - c. Assembly
2. **Development scenarios**
 - a. Individual building owner/developer approach
 - b. Multi-building approach with collaboration among building owners
 - c. Multi-building approach with a single developer
3. **Development strategies**
 - a. Life safety
 - b. Functional
 - c. Revenue generation
4. **Owner and tenant responsibilities**
5. **Construction and development costs**, for all development scenarios
 - a. Hard costs
 - b. Soft costs
6. **Rental rates for all identified uses**, including varying scenarios (i.e. for residential, include efficiency, 1-bedroom, 2-bedrooms, etc.)
7. **Financial feasibility for all identified uses**, including varying scenarios
8. **Financing strategies**
 - a. Incentives
 - b. Grants
9. **Projected increase in assessed value** resulting from the new development (varying scenarios)
10. **Cost sharing strategies** (shared exits, fire suppression, etc.)

11. Financial and other benefits of upper level development (identify and quantify)

- a. Downtown support
- b. Building advantages
- c. Impact on tax increment financing (TIF) revenue
- d. Resale values
- e. Security
- f. 24/7 activities

12. Accessibility to upper floor levels

- a. Wheelchair accessibility
- b. ADA compliance

13. Parking suggestions and concepts

14. Document the process of this study as a tool for possible future users as a guide for future development

Timeline

Phase I: Inventory, three months

Phase II: Feasibility study, three months

Total: six months

Amount

\$6,000 (\$3,000 Indiana Landmarks grant, \$3,000 EID match)