



ORGANIZATION

Involves Creating a Strong Foundation
For a Sustainable Revitalization Effort,
Including Cultivating Partnerships,
Community Involvement, and
Resources for the District

Setting Up An Efficient Main Street Office

Organization Tools/Resources:

- Handicap accessible office space
- Computer
- Proper desk & chair
- Book shelf
- Two additional chairs for clients
- Access to a meeting space when meeting with more than two or holding regular board or committee meetings
- File cabinet dedicated to Main Street
- One drawer dedicated to Organization with all important documents & papers for easy access: i.e. Tax Exempt Status, Licensing agreements
- 5 inch binders for each board member organized under Four-Points
- External hard drive to back-up critical data
- Small fireproof safe with copies of critical documents & hold external hard drive
- IRS Compliance Guide (NCMS staff will email)
- National Historic Register District Listing
- Media Data Base

Design Tools/Resources:

- Secretary of Interiors Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings
- Camera, quality digital that takes 1000-1200 dpi
- Extra Batteries for camera
- Historic Photographs of all downtown buildings
- Current photos of all downtown buildings
- Awning Samples: Tri Vantage, Sunbrella, Starfire, Main Street, Weblon Coastline Plus
- Paint Charts from a variety of local paint stores
- Data base of local contractors, architects, craftsman, vendors, artisans
- Copies of relevant Preservation Briefs in binder or organized on computer files: link to Briefs—
<http://www.nps.gov/tps/how-to-preserve/briefs.htm>

Promotion Tools/Resources:

- Vendor Consultant Data Base
 - ◊ Banner Companies
 - ◊ Sign Companies
 - ◊ Sound Equipment Rentals
 - ◊ Stage Rentals
 - ◊ Marketing Branding Consultants
 - ◊ Collateral Material Vendors
 - ◊ Porta-Potty Rental
- Special Event Checklist

Setting Up An Efficient Main Street Office

Economic Restructuring Tools/Resources:

- Individual Property Data in binder & computer which includes:
 - ◇ Attached current & historic photographs denoting contributing National Historic Register Properties (if applicable)
 - ◇ Property owner name & contact info
 - ◇ Business owner/business name & contact info
 - ◇ Square Feet/Acreage of property
 - ◇ Average Rental Rates
 - ◇ Latest Sales Data on Property
 - ◇ Façade Design Rendering attached to coordinating property
 - ◇ Façade Grant Information
 - ◇ Parking Data
 - ⇒ Number of spaces: on and off street
 - ⇒ Denote private/public
 - ⇒ Metered/non-metered or time limited
 - ◇ Public Space
 - ⇒ Public Space Photos & any design renderings attached to coordinating property
 - ◇ Available/Underutilized properties noted
 - ◇ Downtown map denoting downtown boundaries, National Historic Register Districts (is applicable), Landmarks, Parking, etc. as applicable
 - ◇ Commercial Realtor list
 - ◇ Past Market Studies, Strategic and/or Comprehensive Plans
 - ◇ Developer Contact List

Office Equipment Beyond the Norm:

- iPad for on the street data collecting and for other essential work related uses
- Extra or protective clothing for investigating properties including:
 - ◇ Closed toes shoes
 - ◇ Hard Hat
 - ◇ Gloves
 - ◇ Disposable Dust Masks
 - ◇ Protective Eye Wear/Safety Glasses
- **Toolbox with:**
 - ◇ Quality measuring tape extends to 120 ft.
 - ◇ Flashlight
 - ◇ Extra Batteries for flashlight
 - ◇ Paint Scraper(s)
 - ◇ Hammer
 - ◇ Screwdrivers: Philip/flat
 - ◇ Wrench set



This document was created to assist designated NC Main Street Communities and any other community that would like to develop best practices for downtown economic development.