

**Our Town Cooperative, Inc.
Main Street Program
Facade Renovation Program**



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Purpose

To establish and encourage guidelines for the Canonsburg Business District revitalization through a Match-Grant Program that assists property and business owners with renovations, enhancements, signage replacement and other asset improvements.

Focus

A Three-Point approach will be established in order to confront existing blight, curb future degradation and enhance the aesthetics of the Main Street Business District.

Color Palette - An approved palette will be provided to all vested parties within the Main Street Business District. The palette will be mandatory to any persons interested in applying for funds through the Program. The palette is diverse enough, yet interactive, to achieve a pleasing continuity throughout the Business District while avoiding repetition.

Continuity - In order to apply for funds through the Program, target properties will need to address issues of continuity with neighboring buildings; including, but not limited to: building height adjustments, whether true-storied or false-fronted; window replacement; lintel renovations; awning and fronting renovations; signage replacement.

Facades - Renovations may span from full replacement to simple enhancement to building facades with a detailed plan submitted to the Facades Program Consultants for review and recommendation.

The Design Committee will address target properties through photographic assessment, and track renovations, applications for assistance funding, and other aspects of the Program in accordance to the Design Challenge Program. Target properties must adhere to the specifications of the Review Board Consultants in order to qualify for Match-Grant funding. The maximum grant amount is a 50%-match of the cost of repairs, up to \$5000. Signage replacement grants will cap at \$500 per applicant.

All applications to this Program must include all legally required documentation; including, but not limited to: Zoning permits – including sign permit, building permit, et al; variances, as applicable; and proof of current property tax status. It is the applicant's responsibility to obtain all necessary documentation. The Review Board is available to assist in educating an applicant on securing the proper channels, upon request.

Eligible Renovation Activities

- Cleaning of exterior building and wall surfaces.
- Repair and restoration of historic features.
- Brick repointing.
- Façade refacing.
- Exterior and elemental painting.
- Front door repair and replacement.
- Window repair and replacement.
- Repair and replacement of design elements.
- Installation or replacement of awnings.
- Replacement of existing signage.
- Repair and replacement of exterior lighting.

Ineligible Activities

- Interior renovations and improvements.
- Roof repairs, except when part of a façade project.
- Building permit and other miscellaneous fees.
- Demolition or acquisition of property.
- Sidewalk, driveway or parking lot repair.
- Signage repairs.
- Landscaping renovation, restoration or implementation.

All restoration projects must meet the Secretary of the Interior's Standards for Rehabilitation. See attached Design Guidelines.

MAP & Boundary Description

The Our Town Cooperative Main Street Program encompasses all properties within the boundaries, as follows:

East Pike Street, from Ashland Avenue

West Pike Street, to Hutchinson Avenue

College Street, from Ashland Avenue to Hutchinson Avenue

North Central Avenue, from College Avenue to the railroad tracks

Greenside Avenue, from Water Street to East College Street

Ashland Avenue, in entirety

Jefferson Avenue, from Murdock Street to West College Street

Belmont Avenue, from West Pike Street to West College Street

Hutchinson Avenue, from West Pike Street to West College Street

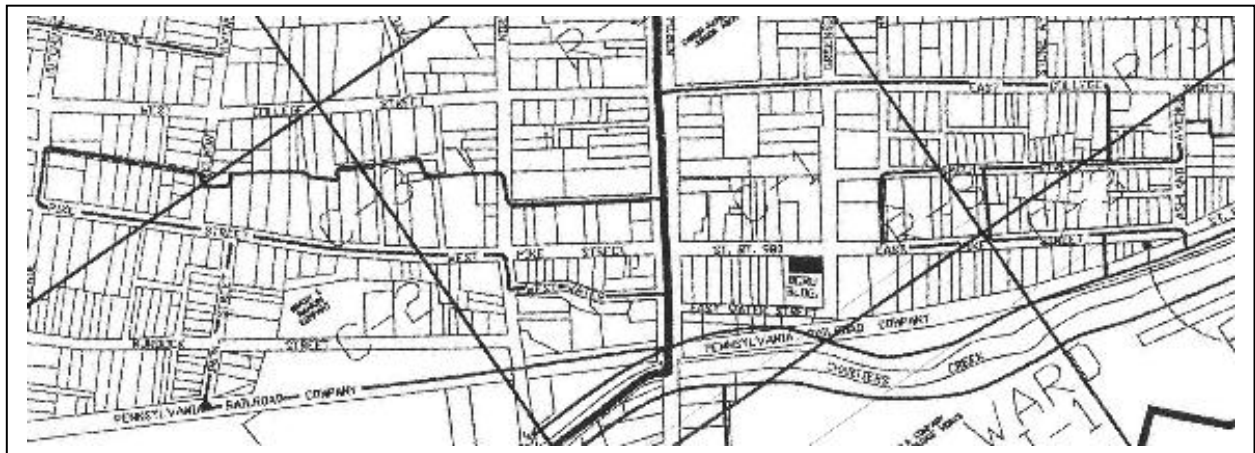
Murdock Street, from Jefferson Avenue to Iron Street

Iron Street, from Murdock Street to West Pike Street

Water Street, in entirety

Smith Street, in entirety

All alleys and streets not listed, but within the major boundaries (in bold) are also included in the Program. The railroad tracks provide the Southern boundary to the East of Central Avenue.



All property owners, and qualified tenants, are included in accessibility to all Façade Program activities and services. All required taxes and other mandatory items must be current and documented. Qualified tenants must have written permission of the property owner, as well as documentation of current tax status or other mandatory items, in order to apply for Façade Program activities and services.

Design Review Board

All intended projects must adhere to the Review Process prior to beginning any renovation project. The Design Review Board is an extension of the Design Committee of Our Town Cooperative Main Street Program in the Borough of Canonsburg. The Design Review Board is responsible for reviewing, approving/denying, or offering recommendations for adjustments on all submitted proposals for Main Street Area properties. In order to obtain funding, applications must be received by the Review Board and their recommendations must be incorporated into the applicants finished plan. The Design Review Board will uphold a fiscal responsibility to both the Program and to the applicant. The Design Review Board will uphold the concepts of the Three-Point Design Approach in all recommendations, and uphold interests of timeliness and expedition in the Review process. All decisions of the Design Review Board are final.

Review Board Members

Current as of 10/31/2006

1. Sherri Sulkowski, Design Committee Chair
2. Jonette Alterio, Property Owner
3. Al Nocki, Borough Resident and long-time employee of Bahr Hardware
4. Jan Patsch-Taylor, Property and Business Owner
5. Lisa Scarmazzi, Borough Resident and designer

The Review Board must be comprised of five (5) members total. Suggested membership mix is as follows: Design Committee Chair; Member of Borough Council; Member of Borough Zoning Board or Zoning Enforcement Officer; Residents of Canonsburg Borough; Business and/or Property Owners in the Main Street Program Area; local Designers, Construction and Architectural Professionals. It is also suggested the majority of Review Board members not be involved in any other manner with the Our Town Cooperative Main Street Program in an effort to ensure fair and objective review processes by the Board. All Review Board members are volunteers and will not be reimbursed or otherwise compensated for their service. Each Review Board member will provide the courtesy of a 60-day written notice to the Board prior to discontinuation or surrender of their Board position. All Review Board members will restrict discussion regarding pending Applicant Submissions to OTC Board of Directors and Review Board meetings.

Review Process

Step One:

A Property or Business Owner (Applicant) will request and receive an application from the Design Review Board. The application will require the development of a written plan for renovations to exterior building façade, or signage replacement.

1. The Applicant will draft a plan detailing purpose of renovations, time frame for job completion, palette choices, and other specific elements.
2. The Applicant submits written plan to the Chairman of the Design Committee.
3. The deadline for monthly submissions is the last business day of the month.
4. In Year 5 the deadline will be the last business day of the quarter.

Step Two:

The Applicant will submit a complete application to the Design Committee Chairman. The Chairman will compile all submissions and provide copies to the Review Board at their monthly meeting for review and recommendations.

Step Three:

The Review Board will attempt to maintain a 3-month turnaround on all submissions, including resubmissions containing changes and requests. Although all consideration will be made, the Review Board may require more time with a specific submission and will contact the Applicant in writing to maintain communication standards during the review process. All submitted renovation projects are to be considered by the Review Board in a fair and objective manner.

1. Renovation projects completed or in process prior to the receipt of State funding for the Façade Improvement Program will not be eligible for this Program, as per State Guidelines.
1. All Application submissions will be considered on a first-come, first-served basis, and will be limited by funds availability.
2. The amount of Match-Grant funding will be revealed during the Approval Process, as determined by the Review Board.

Step Four:

Each Applicant will be assigned a Review Board member as a contact. The assigned Board member will also participate in the Work Completion Survey in order for release of funds to the Applicant. (Survey details in Program Rules section, Item 5.)

Step Five:

Following completion of all work on approved property, and the submission of the required Work Completion Survey, including before- and after- photographs and copies of paid invoices, the Review Board will authorize the release of funds to the Applicant.

Program Rules

1. All funding is subject to funds availability and based on the number of Applicants per Review Board session. Projects declined by the Board can be resubmitted after a waiting period of 3 months. All projects must adhere to the Approved Color Palette.
2. The Facades Improvement Match-Grant Program will be a 50% match, limited to a maximum of \$5000.00 per exterior project. Signage improvements cap at \$500.00 matched funding.
3. Only those Applicants with approved Applications will be eligible for funding through the Program.
4. The target time frame for the Submission and Review process is 3-6 months.
 - a. The Review Board will target a 1-3-month review process per submission.
 - b. The Applicant must resubmit within the month following recommendations by the Review Board.
 - c. The Applicant must begin the renovation process within 3 months of receiving approval by the Review Board.
 - i. Extension requests are available at Board discretion, and will be determined by the scope of the renovation project.
 - ii. The Board will attempt to determine renovation scope during the Review process and will communicate extension recommendation at the time of submission approval.
 - d. All work must be completed by 12 months following Application Approval.
5. All Applicants must perform a Work Completion Survey and submit to the Review Board prior to receiving funding.
 - a. Work Completion Survey must include both a photographic and physical review of the completed (approved) project. Photographs must be taken reflecting the state of the property prior to and following renovations. All documents become the property of Our Town Cooperative Main Street Program.
 - b. The physical review must be scheduled with a designated Board member.
 - c. The photographic review must be submitted to the designated Board member.
 - d. Copies of Paid Invoices must be submitted.
 - e. Work Completion Survey must be submitted within 1 month of renovation conclusion.
 - f. Funds will be released to Applicant upon Board review, but no later than 3 months following the completion of the Survey and agreement satisfaction.
 - g. Survey photographs will be added to the Main Street database by the Organization Committee, and will become part of the permanent record of the Our Town Cooperative Main Street Program.
6. All recommendations, requests and decisions made by the Review Board are binding to the Applicant with regards to the Match-Grant Program.
 - a. Applicants that do not comply with the Business District's Design Guidelines will be ineligible for Match-Grant Funding.
 - b. Any unauthorized changes made to the approved project, and not properly reported to the Applicant's designated Board member for re-approval by the Board, will result in ineligibility for funding through the Program.
 - c. The Façade Improvement Program is a reimbursement-based Match-Grant Program only. The project must be completed with Applicant's own funding resources for which the maximum amount (Item 2, above) may be reimbursed, pending Board approval and adherence to all Rules and Guidelines.

7. Any approved Applicant must agree to meet or exceed the State's Prevailing Wage Laws or Rulings regarding projects over \$25,000.00 in costs.

Primary Target Projects:

1. Replacement of all glass tile facades on all Business District Buildings that are currently fronted in this manner.
2. Painted brick facades must be repainted, kept in good repair and repainted on a timely basis in the future.
3. Brick and stone facades re-pointed and repaired. All building appointments, including, but not limited to: cornices, coping, lintels, pilasters; will be restored or replaced, and kept in good repair.
4. Mismatched windows on first, second or above stories will be replaced. Windows will be replaced at the original size of the openings, and will be replaced with quality, energy-efficient models.
5. Existing overhangs and awnings will be replaced and repaired as necessary. Suggested use of canvas or vinyl awnings will be stressed through District. (Bonus use of awnings is the elimination of improper signage.)
6. Enforcement of weed control, garbage clean up, and other items of regular maintenance in the Main Street District.
7. Assist the Canonsburg Renaissance Group Conservancy Committee with green space enhancements and maintenance. Also stress the use of energy-efficient materials, and energy replacement methods, for all renovation projects.

Target Goals

Year 1	-	10% of target projects
Year 2	-	25% of target projects
Years 3/4	-	50% of target projects
Year 5/7	-	70-90% of target projects

Goals will be tracked through the Program database via photographic tracking of projects and targeted sites. Façade Improvement Program will also be tracked through the database. Quarterly reports of all Program measurements will be prepared by the Program Chairman and the Main Street Manager.

The Façade Improvement budget will be determined at a later time, and will be supplemented by fundraising initiatives of the Organization Committee and the Main Street Manager.

Definitions

Alteration	Any act or process requiring a building permit and any other act or process not requiring a building permit, including without limitation the repair, replacement, reconstruction, demolition or relocation of any structure or object, or any part of structure which is visible from the public.
Articulation	Elements of a building which are expressed with a design emphasis by special painting, detailing or other special treatment.
Appointments	Decorative details applied to building cornices, window trim, doors, etc.
Arch	A structural element which is usually curved and used to span the opening over a window or doorway, etc.
Bay	A structural division of a building.
Bracket	A member which supports a cantilevered section.
Building	A structure created to shelter any form of human activity, personal or business oriented in nature, such as: house, barn, church, outbuilding, hotel, or other similar structure.
Bulkhead	The unit that occupies the lowest level of the storefront and can be described as the base which supports the display window.
Casing	The fixed frame placed around a door or window opening.
Cladding	A rigid material covering another material to reduce maintenance and increase durability.
Clapboards	Narrow boards applied horizontally to an exterior wall, each of which overlaps the one below to create a continuous covering over a frame.
Coping	The finish or closure piece at the top of a masonry wall.
Corbel	A design treatment used with brick and masonry in which one or several courses of brick project slightly from the surface of the wall.
Cornice	A continuous horizontal molding which projects from the face of the wall and is applied at the top of a wall or large opening.
Dentils	A series of small projecting blocks which are often used as part of the decorative detail of a building cornice.
Dormer	A structure which projects from a pitched roof which usually contains a window.

Double-Hung Window	A window with two vertical sliding sashes, each closing half of the window opening.
Downspout	The vertical portion of a rainwater drainage pipe which is often placed on the front of a building.
Eave	The lower edge of a roof which projects beyond the face of the building wall.
Façade	The finished outside face of a building.
Fascia	A flat, vertical trim element often used to conceal a portion of construction.
Gable	The triangular part of an end wall under pitched roof.
Gable Roof	The single-pitched roof having a gable at each end.
Head	The top part of a window or door opening.
Header	A masonry unit which is laid flat with its greatest dimension perpendicular to the face of the wall.
Hipped Roof	A roof having a slope on all four sides; a hip is the line of meeting of two of these slopes.
Jamb	The side of a window or door opening.
Keystone	The top member of an arch.
Light	An individual pane of glass.
Lintel	A beam over a window, door or other opening.
Mansard Roof	A pitched roof having two slopes, the lower one of which is much steeper than the upper.
Mullion	A framing or separating member between adjacent door or window sections.
Muntin	A horizontal member dividing a window into individual lights.
Parapet	A low protective wall at the edge of a roof.
Plane	A smooth, flat surface without bends, interruptions, projections or recesses.

Pediment	A triangular or segmental-curved gable.
Pier	A vertical supporting member.
Pilaster	An engaged pier, sometimes having capital and base.
Portico	A usually pedimented porch supported by columns.
Renovation	Reconstruction or alteration of any size, shape or façade of a property, including relocation of any doors, windows, or removal or alteration of any architectural features, detail or element.
Repointing	The process of removing deteriorated mortar from the joints of a masonry wall and replacing it with new mortar.
Sash	The moving portion of a window within the fixed frame or casing. Double-hung sash refers to a window with two moving sashes.
Siding	Exterior wall covering which generally consists of wood boards nailed to a frame.
Sill	The lowest horizontal member in a frame or opening of a window or door.
Site	The location of a significant event, a historic occupation or activity, or a building or structure, whether standing, ruined or vanished.
Soldier Course	A horizontal row of upright bricks used for decorative effect in brick work, often used over window and door openings.
Span	The distance between supports such as in a beam or lintel.
Structure	A work made up of interdependent and interrelated parts in a definite pattern of organization.
Tooled Joint	The pulling or rubbing of a tool along a masonry joint to form a tight, smooth junction of a desired shape.
Transom	An operable or fixed window over a doorway or window.
Veneer	A layer of material applied over an existing surface to change its appearance.
Vernacular	A local architectural building style.

Suggested Plant List

Trees and shrubs for the urban conditions of the Canonsburg Downtown District include the following:

Street Trees:

- *Acer rubrum* – Red Maple species
- *Acer Saccharum* – Sugar Maple species
- *Floxinus pennsylvanica lanceolata* – Seedless Green Ash
- *Ginkgo biloba* (male only) – Maidenhair Tree
- *Gleditsia triacanthos inermis* – Thornless Honeylocust
- *Pyrus calleryana* – Flowering Pear species
- *Quercus rubra* – Red Oak
- *Tilia cordata* – Littleleaf Linden
- *Ulmus parviflora* – Chinese Elm
- *Zelkova serrata* – Japanese Zelkova

Flowering Trees:

- *Amelanchier* – Serviceberry
- *Cornus* (in variety) – Dogwood
- *Crataegus* (in variety) – Hawthorn (thornless variety)
- *Magnolia soulangiana* – Saucer Magnolia
- *Magnolia virginiana* – Sweet Bay Magnolia
- *Malus* (in variety) – Flowering Crabapple

Shrubbery Plantings:

- *Azaleas* (in variety) – Azaleas (some evergreen)
- *Cotoneaster* (in variety) – Cotoneaster (some evergreen)
- *Euonymus* (in variety) – Euonymus (some evergreen)
- *Ilex crenata* (in variety) – Japanese Holly
- *Juniperus* (in variety) – Juniper
- *Mahonia aquifolia* – Oregon Grape Holly
- *Pieris japonica* – Japanese Andromeda
- *Pyracantha* (in variety) – Pyracantha
- *Taxus* (in variety) – Yew
- *Viburnum* (in variety) – Viburnum

Screen Planting Materials:

- *Euonymus alatus compactus* – Compact Burning Bush
- *Forsythia intermedia* (varieties) – Border Forsythia
- *Ligustrum obtusifolium* – Regal Privet
- *Taxus media* ‘Hicksii’ – Yew
- *Viburnum* (in variety) – Viburnum

Container-based plantings and flowers are also an attractive addition to any building or storefront. These should be updated and maintained regularly.

The Façade Renovation Program does not provide funding for any phase of landscaping. This section is included as a helpful guide for choosing landscaping elements, where appropriate and allowed by Zoning Regulations of the Borough of Canonsburg.