



DANVILLE BUSINESS ALLIANCE
MAIN STREET
FAÇADE GRANT
PROGRAM

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SECTION 1

FREQUENTLY ASKED QUESTIONS,
APPLICATION & AGREEMENT

FREQUENTLY ASKED QUESTIONS ABOUT SUBMITTING AN APPLICATION FOR A DANVILLE BUSINESS ALLIANCE FAÇADE GRANT

What types of projects are eligible?

Signs, awnings, building façade improvements, and professional design services for these projects. Only exterior improvements to buildings are eligible. (See page 13)

Who is eligible?

Business proprietors and property owners of buildings in the designated downtown Danville Central Business District. (See page 13 and map, page 19)

How much are the matching grants?

Up to \$5,000 depending on the type and size of the project. (See page 12)

When should I apply?

As soon as possible. There will be a limited amount of funding available. All projects must be completed to receive payment for these matching grants. (See pages 12 - 14)

Who do I contact?

The Façade Design Committee/Danville Main Street Manager/ 620 Mill Street, P.O. Box 441, Danville, PA 17821. Telephone: (570) 284-4502 or (570) 284-4503; Fax: (570) 284-4504.

What do I need to provide with my application?

A completed application form, photographs of existing structure; at least two (2) contractor or vendor cost estimates; verification of ownership, property insurance, tax status, financial responsibility; and architectural plans, drawings, or manufacturers' cut sheet information when available. (See page 7)

Can I apply more than once?

Yes. Multiple applications will be considered on an individual basis. (See page 13)

How frequently are matching grants awarded?

It is anticipated that applications will be reviewed on a monthly basis by the Façade Design Committee and awarded by the Danville Business Alliance Board of Directors, which has sole discretion for approving and distributing Façade Grants. Applicants will be notified in writing and also contacted by telephone. (See pages 15 - 16)

What are the basic criteria for awarding matching grants?

Projects will be evaluated in terms of quality, design compatibility and level of visual and economic impact. The selection of Façade Design Grant recipients is based solely on project merit, not financial need. (See pages 14-16)

Can I do the work myself to save money?

Yes. You will be reimbursed only for your materials. The grant will not reimburse for your time.

If my application is rejected, can I reapply?

Yes, if you have satisfied the reason for the rejection.

When will I receive payment for the grant?

Prior to payment of the matching grant, all work must be complete in a manner consistent with the work described in the grant application. All work must be completed within six (6) months from the date the grant is approved; otherwise, the grant will be forfeited. (See pages 15-16)

Who pays the contractor?

The business or property owner pays the contractor, and then submits the documentation described below to receive payment of the matching grant. Applications for extensions will be considered on an individual basis. (See page 16)

What paperwork do I need to provide when the project is completed?

The grant recipient will need to submit documentation that substantiates the total and final cost for the work. Specifically, supporting documentation that substantiates the work is complete. Photographs of the completed project, a copy of a signed contract with the vendor or contractor, final invoice, and cancelled checks or confirmations of payment in full will need to be provided to the Danville Main Street Program Façade Design Committee. (See page 16)

When will I receive payment for the grant?

Prior to payment of the matching grant, all work must be complete in a manner consistent with the work described in the grant application. **All work must be completed within six (6) months from the date the grant is approved; otherwise, the grant will be forfeited.** (See pages 15-16)



DANVILLE BUSINESS ALLIANCE

MAIN STREET PROGRAM FAÇADE GRANT APPLICATION

Application is due prior to commencement of project. Grant funds 50% of the cost up to a maximum of \$5000.

The Façade Improvement Grant cannot be used to pay for work that is currently in progress or completed.

Project work may not commence until the applicant/property owner receives a notice to proceed from the Main Street Manager. Questions concerning eligibility or the completion of this application should be directed to:

Rebecca Dressler, Main Street Manager at (570) 284-4502 or (570) 284-4503.

Date: _____

Application# _____ (DBA use only)

Applicant's Name

Business Name

Property Address

Mailing Address (if different from property address)

Business Phone

Business Fax

Business E-mail

Home Address

Home Phone

Home Fax

Home E-mail

Are you the owner of record of the subject property? Yes No (If not, please complete the next three lines of the application.)

Property Owner's Name

Home/Business Address

Business Phone

Home Phone

Brief Project Description - Please provide a basic outline of the project's components and goals. Add separate sheets if necessary.

GRANT REQUEST (enter grant request for project amount): \$ _____

Please include six (6) copies of the following items with your application:

1. Color photos of the property that illustrate the exterior/interior character and current condition of the building. Include up close details of any features that will be replaced or altered as a part of your project.
2. Design plans – include drawings or sketches, building dimensions, paint samples, explanations of type of sign, awning, window, etc., that will be installed, altered, or repaired.
3. Cost estimates must include at least two (2) signed bids for each part of your project. Applicants doing their own work must include estimates for materials. Estimates must have individual costs for each part of the project broken out.

In addition, you must also provide the following:

4. Anticipated Starting Date / / Anticipated Completion Date / /
5. Verification of ownership (copy of deed).
6. Proof of current property insurance.
7. Proof of current real estate tax status.
8. Historical Architecture Review Board advisory review or Borough Certificate of Appropriateness, if required.

Matching Fund Verification – Check all that apply to your project:

- Cash
- Bank Loan (copy of loan approval letter)
- Other (please specify and describe)

Danville Business Alliance Main Street Façade Grant Program Agreement

CONDITIONS

1. All proposed improvements must be pre-approved by the Danville Business Alliance.
2. All improvements are subject to inspection by the Danville Business Alliance Façade Design Committee.
3. Upon completion of the project and documentation of compliance with approved design plans by a final inspection, matching grant funds will be paid to the applicant.

DISCLAIMER

I hereby acknowledge that I understand the terms and conditions of the Façade Grant Program and any other related, attached documents, and this signature so indicates my intent to meet the specified terms if the application is approved.

I understand further that, upon grant authorization, this project is approved for payment only in strict accordance with the Façade Design Committee approved design plans which are attached to this application and hereby made part of this agreement.

I further understand that change orders on work in progress require approval by the Façade Design Committee, and that failure to comply with this agreement may jeopardize receipt of grant funds.

My signature signifies the accuracy of the above information. I further understand that I will be paid the awarded amount once the Façade Design Committee has received the final invoice for the completed work and has completed a final and satisfactory inspection of the project. If final inspections are also required by a lender and/or the Borough of Danville, payment of the awarded amount will be contingent upon their satisfactory inspection of the project. There will be no reimbursement if Borough code or ordinance violations exist. The Façade Design Committee reserves the right to approve or reject any application.

I understand that this is the first step in the application process. Once the Façade Design Committee reviews the application and is satisfied it is complete, it will be submitted to the Danville Business Alliance Board of Directors for approval. The Façade Design Committee will advise the applicant if it is not complete or is otherwise deficient. In order for the Danville Business Alliance to accept an application for processing, each undersigned hereby releases and agrees to hold harmless the Danville Business Alliance and its directors, officers, and employees from all rights, claims and actions that each undersigned now has or may hereafter have against the Danville Business Alliance arising out of the receipt and processing of the application presented herewith.

Applicant's Signature

Date

Property Owner's Signature

Date

Please Note: Applications will be accepted at any time throughout the year. The awarding of grants is dependent on funding from the Department of Community and Economic Development (DCED) and is based on the allocation of funds for the Façade Improvement Grant from the DCED. There is no certainty that funds will be available at any given time.

DESIGN APPROVAL AND GRANT AUTHORIZATION

This application has been reviewed by Danville Business Alliance Façade Design Committee and Board of Directors and conforms to Façade Grant Program design standards and guidelines. This application is hereby authorized for grant funding in the amount of \$, which cannot exceed a maximum of \$5,000.00.

Chairperson, Façade Design Committee Date

Date

Date

DBA OFFICE USE ONLY

Application # _____ Code Compliant Pre-Approval? Yes No

Financial Responsibility? Yes No Main Street Location? Yes No

Signed copy of contract with contractor? Yes No HARB review? Yes No

Borough Cert. of Approp.? Yes No Façade Design Comm. Approved? Yes No

Comments: _____

DBA approval? Yes No Amount awarded: \$ _____ Façade Improvement Grant

Date: _____ Program Agreement signed? _____ Yes _____ No

Paid invoice(s)? Yes No Cancelled check(s)? Yes No All receipts? Yes No

Project completion photos? Yes No Final Inspection Date: / /

Main Street Manager Date

Façade Design Committee, Chairperson Date

SECTION 2

APPLICATION PROCESS & GUIDELINES,
POLICY & PROCEDURES

DESIGN GUIDELINES FOR THE TRADITIONAL COMMERCIAL BUILDINGS OF DOWNTOWN DANVILLE

The character and appearance of Danville embodies the distinct values and traditions. A well defined community appreciation for our heritage is demonstrated through our attitude toward historic preservation.

The following guidelines have been developed to guide appropriate design in the Downtown Danville business district. These standards are applicable to all traditional commercial buildings. The intent of these design guidelines is to preserve the resources and integrity of the historic downtown area.

INTRODUCTION

The Façade Design Committee of the Danville Main Street Program is a committee of the Danville Business Alliance (DBA), a 501(c)(3) non profit organization. The Danville Main Street Program and several local financial institutions are partnering in this effort to offer funding for façade improvements through the Pennsylvania Department of Community and Economic Development's Main Street Program. Project funding creates an incentive for private investment in downtown business district restoration projects and property reinvestment.

The Façade Design Committee has developed a comprehensive publication of Design Guidelines to serve as a reference guide. The Design Guidelines strive to offer basic information about physical improvements, which have proven to be effective in the revitalization of other downtown business districts throughout Pennsylvania. In addition, the Design Guidelines establish a set of principles to ensure that improvements are consistent with the scale, character and history of downtown Danville. These principles stress good property maintenance and preservation of original architectural features and encourage the compatibility of any replacement architectural elements and building additions.

The DBA has obtained funds from the Pennsylvania Department of Community and Economic Development (DCED) to assist Danville business and property owners in downtown Danville to finance façade improvements. Funds are provided to business and property owners in the form of matching grants, and the DBA will be able to award \$50,000 in grants over the next five years. Grant recipients must match dollar for dollar the amount of money received from the DBA. Funding from DCED will be provided in maximum annual increments of \$10,000. The funding cycle for this program begins on July 1 and runs through June 30 of the next year. They may be allocated to any one business location for up to 50 percent (50%) of the total project not to exceed total reimbursement of \$5,000 per storefront. Following receipt by the Danville Main Street Manager, project requests will be considered by the Façade Design Committee for consistency with the accompanying Design Guidelines. The Façade Design Committee is limited to reimbursing \$10,000 per funding cycle; once the money has been allocated for that funding cycle, no additional money will be reimbursed.

This Façade Grant Program is subject to the Prevailing Wage Act which specifies that if over \$25,000 is spent on the entire project, the prevailing wage must be paid. For more information on whether your project is subject to the Prevailing Wage Act, contact the Pennsylvania Department of Labor and Industry: www.dli.state.pa.us for a project assessment.

The attractiveness of property and commercial buildings is important to the revitalization of downtown Danville. A downtown's image and the design character of its buildings are products of the time in which it was built. The image and character were created through the arrangement of form and type of detail. New construction, additions, and building façade rehabilitation should complement, not detract, from the original form and detail.

POLICY AND PROCEDURES

WHO IS ELIGIBLE?

Anyone who owns or leases commercial property in the designated downtown area is eligible to apply. Commercial tenants may apply with the written approval of the building's owner. Buildings with outstanding code violations are not eligible for this grant.

Program Area: The south side of Bloom Street (U.S. Route 11) to the north side of West Front Street, and the east side of Continental Boulevard (Pennsylvania State Route 54) to the east side of Ferry Street (for a detailed depiction of the program area, see map at page 20).

WHAT IS AN ELIGIBLE PROJECT?

Only exterior improvements to commercial buildings within the defined program area are eligible. Qualifying commercial properties include single-purpose retail and office buildings and mixed-use buildings containing combinations of retail, office, and residential apartments. In cases where more than one storefront exists within the same façade, each storefront can receive its own grant for eligible grant activities. A storefront shall be defined as having its own unique entrance, interior space, and display window. The façade is the part of the building facing the street or streets. It includes the entirety of the face of the building from the ground up. Both sides of a corner building with a corner entrance, or a rear entrance, are eligible for façade grants.

Full private funding for the project must be in place before application for Façade Grant Program funds can be made. Both business owners (tenants) and the property owners of record on the tax rolls may apply. Business owners will need the signed approval of the property owner. The application must be approved prior to any demolition or construction of that part of the project for which funding is being sought. Before work may begin, the Applicant shall submit a signed copy of its contract with its contractor(s) consistent with the approved application. Before reimbursement, after all work is done, the applicant shall provide a signed copy of the contractors' invoice marked "paid" with a copy of the cancelled check made payable to the contractor(s), and include *all* receipts. Applicants will also be permitted to perform their own improvements, but reimbursement will be limited to the cost of materials only, subject to the project reimbursement maximum of \$5,000.

The types of activities that are eligible under the DBA Façade Grant Program Design Guidelines include, but are not limited to, the following:

- Cleaning of exterior surfaces using the gentlest effective means possible
- Repair/Restoration of historic features
- Replacement of missing historic features provided adequate documentation exists
- Repointing
- Painting (only if the building was originally painted) and Exterior Decoration
- Repair Windows, Doors, Entrances, and Stoops
- Repair/Restoration of historic commercial street-level Facades
- Replacement of non-conforming commercial street-level Facades
- Awnings, canopies or other exterior window treatments
- Exterior Light
- Signage
- Removal of inappropriate materials
- Architectural services

All work activities must follow the Design Guidelines, which are drawn from the Secretary of the Interior's Standards for Rehabilitation (Copy Available at the Danville Business Alliance office) to be eligible. The Secretary of the Interior's Standards are generally accepted as the standard for work undertaken on historic buildings. The basic theme of the Secretary of the Interior's Standards is "least is best." The less done to the building, the greater the opportunity to preserve its historic features, and the greater the cost saving. Façade changes must be consistent with the existing or preferably earlier appearance of the building.

The types of activities that are not eligible under the DBA Façade Grant Program Design Guidelines include but are not limited to, the following:

- New construction
- Property acquisition
- Interior improvements
- Flat or sloped roof repair and/or replacement not visible from the public right-of-way
- Sidewalks
- Paving
- Landscaping
- Working capital
- Routine maintenance
- Non-permanent items
- Remediation of code violations not addressed above
- Reimbursement for work conducted prior to award of grant
- Machinery and equipment
- Furniture and fixtures
- Inventory and accounts receivable

Please Note: Your property may be located in the local historic district. Please contact the Danville Borough Code Administrator at 275-3091, to determine what additional approvals might be required. The Code Administrator can also help you with any permits that might be necessary.

SELECTION OF PROPERTIES

The DBA Façade Design Committee shall review and approve the buildings to receive assistance. If more applications are received than there is money available, grants shall be awarded for available funds on a first come first serve basis to eligible applicants. Applicants not funded could re-apply if additional funding should become available.

An applicant can only submit one application per property, as described in a single deed, for any funding round. Any future applications for the same property would have to be for distinctly different work and funded from a subsequent round of funding. If for any reason the program is undersubscribed, the DBA reserves the right to consider funding a second project for the same property from the same round of funding providing the work is distinctly different. However, preference will be given to deserving projects submitted by previously unfunded applicants. Additionally, if any applicant does not make a good faith effort to begin the planned work for a period of three months from the execution date of the contract with the DBA, the DBA reserves the right, with notice, to award those funds to another ready to start eligible project. The non-performing applicant would then have to re-apply for future funding.

APPLICATION PROCESS

1. **Obtain and Review Application Package:** Applications may be picked up from the DBA office, 620 Mill Street, Danville, or online at www.visitdanvillepa.org.
2. **Complete Application/Request Assistance to Complete Application:** If requested, assistance will be provided in the completion of the application. Once submitted, the Main Street Manager will review the application for completeness and eligibility. Completed applications will be time dated and processed in the order of receipt. The application will then be referred to the Façade Design Committee for evaluation, and then referred to the DBA Board of Directors for final approval. Projects will be evaluated with regard to its adherence to the DBA Façade Grant Program Design Guidelines, economic impact, and the applicant's ability to complete the proposed project in a timely fashion. Grants will be awarded until the funds are exhausted. All applicants will be notified in writing of determinations regarding their applications.

Applications must include the following attachments:

- Two copies of an "as-is" and current color photograph of the property and the façade to be rehabilitated.
- Verification of ownership (copy of deed, and if other than owner is applying, written approval from the owner).
- Tax statement (evidence that real estate taxes are current).
- Verification of current property insurance.
- Design plans, which could be a sketch or drawing of the proposed project; paint samples; any other project related material.
- Copies of two written cost proposals from contractors, subcontractors and/or suppliers.
- Written cost of materials if the applicant plans to perform his or her own improvements.
- Evidence of sufficient funds to complete the project, including a copy of the bank's loan approval, if a loan is required.

Applications will be reviewed on a timely basis as they are accepted. However, the DBA will not consider any application with incomplete or missing information.

3. **Application Fee:** To defray the costs of administering the Façade Grant Program, a \$100.00 application fee will be collected from each applicant at the time the complete application is submitted. DBA members will be exempt from the fee requirement. In the event the application is disapproved, the application fee will be refunded.
4. **Review of Application:** The Façade Design Committee of the DBA reviews the application and makes a recommendation to the DBA Board of Directors on the disposition of the grant application with consideration based on the following criteria:
 - a. The completeness of the application and all documentation.
 - b. Selection and utilization of historic colors from historic color pallets.
 - c. Types of materials used, when possible, should adhere to the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.
 - d. Sensitivity to the compatibility of the project with adjoining properties in order to complement the adjoining properties.
 - e. Applications for both contributing and non-contributing buildings or structures within the Danville Historic District will require the review of the Historical Architectural Review Board (HARB) before being reviewed by the Façade Design Committee.

- f. For those applications requiring approval of the Danville Borough Council, the issuance of a Certificate of Appropriateness. For those applications that require only consultation with the HARB for advisory purposes only, a copy of the HARB review.
 - g. The approved application will then be tendered to the full DBA Board at their next scheduled meeting.
 - h. When the approval process is complete, the attached Program Agreement must be signed prior to commencement of work.
 - i. We are using one grant application for building owners and business owners, with a maximum grant of \$5,000.00 per applicant, per project. The DBA will decide the amount each grant is funded.
 - j. Any and all disputes will be resolved by the full DBA Board of Directors.
5. **Execute a Contract:** Approved applicants must sign the Program Agreement to complete the work, and to commit to maintaining the exterior façade in good condition. Business owners who lease will need the signed approval of the property owner. The project must be approved by both the Façade Design Committee and the DBA Board of Directors. **Applicants are required to meet all codes and ordinances of the Borough of Danville before any work is conducted. Proper Borough permits must be obtained before work can commence, and required Borough inspections must take place. Failure to comply will result in forfeiture of the grant. Applicants should inquire at the Borough Code Administration Office as to any further review that might be required by the Historical Architecture Review Board.**
6. **Terms of Grant:** Upon successful completion and submission of required documentation and receipts, each approved project will be reimbursed directly to the applicant.

Successful completion includes:

- Adherence to the approved scope of work and timeline;
- Submission of detailed invoices from registered tradesman and/or suppliers must be submitted with the request for reimbursement
- Final inspection by a representative of the Façade Design Committee of the DBA, the Borough of Danville, and the applicant's financial institution, as appropriate.

PROJECT PROCEDURES

Initial Project Meeting: Once the application is received and reviewed for accuracy, the DBA Façade Design Committee may contact the applicant to schedule an Initial Project Meeting to become familiar with the project work. At this time the Main Street Manager, DBA, and the Façade Design Committee can work with the applicant on the details of the project and offer assistance on design. In addition, this meeting forum will provide the applicant the opportunity to obtain information on other possible assistance.

Upon the completion of the Initial Project Meeting, the following process describes the course of the Façade Grant Program. The order and necessity of each step will be determined on a case-by-case basis depending on the requirements for each façade project:

1. **INITIAL INSPECTION.** A representative from the Façade Design Committee of the DBA will conduct an initial inspection of the existing façade to evaluate the condition of the façade of the structure. The applicant will meet with the DBA representatives to review scope of work. An architect will be required when façade projects propose changes to the design and placement of windows, entrances, other

openings, and/or structural changes to the building. Architect fees up to \$500.00 can be financed through the program.

2. **DESIGN REVIEW.** The Façade Design Committee of the DBA will review project proposals and if applicable, accompanying architect's drawings for each project, and provide approval to make recommendations for alternatives if deemed necessary. All façade projects must conform, when possible, to the spirit of the Secretary of the Interior's Standards for Rehabilitation (copy available in DBA office or online at www.nps.gov/history/hps/tps/tax/rehabstandards.htm) and must be approved by The Façade Design Committee and the DBA Board of Directors prior to commencement of work.
3. **CONTRACTOR BIDDING.** The owner will then solicit at least two bids from qualified contractors to perform the rehabilitation work. (A qualified contractor is defined as one regularly doing business as a contractor, being able to acquire and maintain insurances and have experience with similar projects.) The bids will then be reviewed for completeness and given to DBA for attachment to the application.
4. **FINANCING.** If the Applicant/Owner has secured the required matching funds, and the required permits and certifications, the project will advance to the APPROVAL phase. If the Applicant/Owner requires financial assistance to provide the required match, he/she may submit an application to the financial institution of his/her choice, including one of the local financial institutions which provides below market interest rate loans. In appropriate cases, the Board of Directors may issue a non-binding, tentative approval of the application, subject to satisfying all the requirements to complete the application.
5. **BOARD.** The Façade Design Committee will then present the project to the Board of Directors of the DBA. The Board will review the project and recommendations of the committee and vote to approve the project for one half of the project amount but not exceeding \$5,000 or deny the project. If the project is denied, the DBA will notify the applicant of the reasons for the denial.
6. **DETERMINATION OF ELIGIBILITY.** The DBA must determine that the owner is eligible for DBA assistance based on the application documentation, rehabilitation specifications, and financial ability.
7. **CONTRACT SIGNING.** A contract agreement, provided by the DBA will be required between the owner and the DBA. **No Work Can Begin on the Project until the Contract is Properly Executed.**
8. **REHABILITATION MONITORING.** As work progresses the DBA, as a service along with the owner, will monitor the rehabilitation of the property to assure contract compliance. In the event the scope of the project changes due to unforeseen circumstances the DBA will work with the applicant to insure the project remains eligible for any approved funding.
9. **FINAL INSPECTION, PAYMENT, AND PROJECT CLOSEOUT.** As this is a reimbursement program, checks will be issued to the owner or applicant only after a paid invoice(s) from the contractor(s), cancelled check(s), and "after" photographs have been provided to the Main Street Manager, all work items for which payment is requested are inspected and confirmed completed in accordance with the approved description of the project and Borough codes and ordinances, and the DBA has sufficient time to process a payment. Final inspection of the work will only be made after all work has been satisfactorily completed and the owner has received all warranties and guarantees. If the work is not complete, as per the specifications, or if Borough code or ordinance violations exist, final payment will not be approved and payment will be withheld until all work is completed or corrected.

As this is a 50/50 reimbursement grant program, checks will be issued as payment for half of all paid invoices presented up to the approved amount. Final payment will be issued to the owner or applicant upon approval of the Main Street Manager and the DBA.

SECTION 3

BUILDING PARTS, DOWNTOWN MAP &
FAÇADE DESIGN GUIDELINES

Building Parts

THE BUILDING AND ITS PARTS



MAP



FAÇADE DESIGN GUIDELINES

STOREFRONTS

Storefronts are quite often the focus of historic commercial buildings and can thus be extremely important in defining the overall historic character. Because storefronts also play a crucial role in a store's advertising and merchandising strategy to draw customers and increase business, they are often altered to meet the needs of a new business. Particular care is required in planning and accomplishing work on storefronts so that the building's historic character is preserved in the process of rehabilitation. Storefronts were historically composed almost entirely of glass which created visual openness. This openness creates an inviting relationship to the street and emphasized the pedestrian orientation of the commercial district. Extensive storefront windows should be retained. Where storefronts have been filled in, rehabilitation should restore the visual openness of the original storefront.

EVALUATION OF THE STORE FRONT

The most important key to a successful rehabilitation of a commercial building is planning and selecting treatments that are sensitive to the architectural character of the storefront.

1. Identify and evaluate the existing storefront's construction material; architectural features; and the relationship of those features to the upper stories of the building. (Were the storefront and the floors above created as one overall design?)
2. Examine the storefront's physical conditions to determine the extent and nature of rehabilitation work needed.
3. Determine if there are surviving decorative elements such as molded cornices, columns, brackets, etc.
4. Review the neighboring commercial buildings to look for similarities as well as differences in architectural design.

Guidelines

- The storefront should always fit within its original opening. Storefront revisions should retain the original elements: transom window, display windows, bulkhead, and entrance (door).
- The storefront should use appropriate materials sensitive to the original design.
- The size, proportion, and alignment of windows, door, and bulkhead should relate to neighboring buildings.
- Display windows should retain the size and proportion of original openings.
- Display windows that have been resized or covered should be restored to their original size and proportions.
- Display windows should be clear glass; however, there are a variety of acceptable glass products that minimize heat gain without substantially affecting appearance.
- Retain the original size and proportion of the transom window opening. If transom windows have been covered or the glass removed, transom windows should be restored to their original appearance.
- When restoration of the transom window glass is not feasible, the size and proportion of the original opening should be maintained.
- When ceiling heights have been lowered so that the transom windows are above the new ceiling, opaque panels (wood or glass) can be framed-in to resemble the form and profile of a historic transom window. The transom window can also be covered by an awning or used for signage.

- The original building entrance(s) should be maintained whenever possible.
- Doors in the storefront should be clear glass. Avoid using solid metal or wood doors in a glass storefront.

Cornice/Building Cap – The cornice is defined as the top of the building and emphasizes the relationship of the top of the building to the adjacent buildings. Cornice and building caps may be constructed out of pressed metal, decorative brick, stone or tile, or wood.

Guidelines

- Existing cornices and/or building caps should be retained and repaired.
- When applied cornices have been removed; replacement of the correct historic cornice is strongly encouraged. If replacement is not feasible, a simplified design should be created, in keeping with the original cornice and those of neighboring buildings, and installed to define the top of the building and to maintain the visual unity of the building tops in that block.

Upper Façade – Improvements to the upper façade should follow the rhythm and lines of the building's original design and maintain a consistent relationship to adjacent buildings. Upper windows are a predominant character-defining feature on multistory buildings.

Guidelines

- The original masonry window openings should always be maintained. Under no circumstances should any window opening be blocked in or covered with a solid material. (No new masonry, plywood, etc.) Such coverings present a fire hazard because solid coverings can obscure flames and serve as an impediment for fire fighting.
- Windows that have been downsized or covered should be reopened to maintain the size and proportion of the historically correct window openings.
- Window coverings such as shades or curtains can mask unused upper floor space and are an acceptable alternative to blocking in windows that are no longer needed for day lighting or ventilation. Window coverings also assist with the overall appearance of buildings from the street level.
- When upper level windows are missing or are in need of replacement, the openings should not be resized or downsized in any way to accept stock windows; replacement windows must fit the entire opening and resemble the style and profile of the original window.
- Windows should always use clear glass. Reflective, frosted, or tinted glass is strongly discouraged and not historically accurate. There are a variety of glass products that minimize heat gain and loss without substantially affecting appearance. Examples of such products include thermal glazing with clear or Low "E" glass.

SIGNAGE AND AWNING PROJECTS

Business Signs – Signs are a significant part of the building's appearance and therefore, should be well designed and placed in an appropriate location on the building. When a streetscape is cluttered with too many signs or signs that are too large or randomly placed the result is an impression of confusion. When signs are kept to the right proportions, are appropriately placed, and are designed to be compatible with the facades, the result is a streetscape, which gives a sense of harmony and order to the shopper's it attracts.

Signage should be in one or more of the traditional locations and should consider the following guidelines:

Guidelines

- Signs should generally be oriented to pedestrians and/or moving automobiles.

- Business signs should typically not be located on the upper façade. Traditional locations for signs on historical commercial buildings include: on a canvas awning, on the window glass or glass door, mounted flush to the building façade in the panel above the awning or transom windows, on the transom window area, or a small projecting sign oriented to pedestrians.
- Signs should be kept subordinate to the building and fit within the existing features of the façade. Signs should not cover up architectural details on the building.
- Window signs should not obscure the display area.
- Generally, wood, metal, and glass are the best base materials for painted signs.
- As a general rule, back-lit signs are not appropriate for historic commercial buildings. If lighting is desired, spot lights mounted on the building surface are generally more appropriate.
- Sign color should complement the colors of the building.
- Signs should be clear, concise, and easy to read.

Awnings – Awnings protect pedestrians from the weather and protect merchandise displayed from sunlight. Historically, awnings were both fixed and retractable. Awnings may be appropriate depending on the building's location and exposure to sunlight.

Awnings play an important role in how a business is initially perceived. Not only are they a marketing tool, but also set the appearance from the roadway. Consistent awnings add to the character of the area in which they are placed, and could be considered to be a unifying factor in a commercial block or district. Awnings should consider the following guidelines:

Guidelines

- Awnings that detract from the historic character of the building or are not historically correct should be removed.
- The awning shape and size should fit the original masonry opening.
- Awnings should not obscure the architectural features of the building.
- Typically, fabric, canvas, or vinyl are the most appropriate awning materials; wood, aluminum, shingles, plastic, or shiny finishes on fabric/canvas/vinyl are not appropriate.
- Fixed or retractable awnings can both be appropriate. Historic retractable awning hardware should be retained and reused when possible. Fixed awning frames should incorporate the body of the awning only; the valance of the awnings should not be fixed or rigid.
- As a general rule, back lit awnings are not appropriate for historical commercial buildings. If lighting is desired, spot lights mounted on the building surface are more appropriate.
- Awnings are an appropriate location for business signs.

BUILDING MATERIALS & ADDITIONAL ELEMENTS

Masonry

Brick, stone, concrete, stucco (plaster), and mortar

Masonry features (such as brick cornices and door pediments, stone window architraves, and railings as well as masonry surfaces, modeling, tooling, bonding patterns, joint size, and color) may be important in defining the historic character of the building. It should be noted that while masonry is among the most durable of historic building materials, it is also the most susceptible to damage by improper maintenance or repair techniques and by harsh or abrasive cleaning methods. Most preservation guidance on masonry thus focuses on such concerns as cleaning and the process of repointing.

Guidelines for Masonry, Brick, Stone, Terra Cotta, Concrete, and Mortar

- The original surface and mortar should be retained.
- All deteriorated masonry work should be repaired to match the original. New mortar should duplicate the original mortar in composition, color, texture, joint size, method of application, and joint profile. Only hand tools should be used to remove old mortar. High Portland Cement content should not be used to repoint.
- Masonry should be cleaned only when necessary to halt deterioration or to remove graffiti and stains. Sandblasting shall not be permitted. Steam or water applied under pressure (200-800 psi) is an acceptable means of cleaning masonry. Some chemical cleaning products can have an adverse chemical reaction with masonry surfaces (e.g. acid on limestone or marble). Brickwork may be cleaned with hydrofluoric acid in a concentration of not more than 5 percent or equivalent.
- Applying waterproof or water repellent coatings or other treatments are prohibited.
- Stucco should be repaired with a stucco mixture that duplicates the original as closely as possible in appearance and texture.

Wood

Clapboard, Weatherboard, Shingles, Siding, and Decorative Elements

Easily shaped by sawing, planning, carving, and gouging, wood is the most commonly used material for architectural features such as cornices, brackets, shutters, columns, and balustrades. These wood features – both functional and decorative – may be important in defining the historic character of the building and thus their retention, protection, and repair is very important in rehabilitation projects.

Guidelines

- Important architectural features such as siding, cornices, brackets, window architraves and doorway pediments shall not be removed.
- Missing significant architectural features such as cornices, brackets, railings, or shutters need to be replaced.
- Owners are strongly encouraged to repair, restore, and if needed, replace existing wood siding with similar wood siding materials. Replacement materials, such as wood paneling, aluminum or vinyl siding is prohibited.

Metals

Cast Iron, Steel, Pressed Tin, Copper, Aluminum, Sheet Metal, Wrought Iron, and Zinc

Architectural metal features such as cast-iron facades, porches, and steps; sheet metal cornices, roofs, roof cresting and storefronts; and cast or rolled metal doors, window sash, entablatures, and hardware, are often highly decorative and may be important in defining the overall historic character of the building. Their retention, protection, and repair should be a prime consideration in rehabilitation projects. Identify, retain, and preserve architectural metal features such as columns, capitals, window hoods, or stairways that are important in defining the overall historic character of the building; and their finishes and colors.

Guidelines

- Necessary architectural metals should be cleaned by the appropriate method. Cleaning methods that alter the color, texture, or tone of the metal are prohibited. Cast iron and steel are normally not affected

by mechanical cleaning methods, while pressed tin, zinc and aluminum should be cleaned by the gentlest method possible.

- Paint on metal surfaces that is discolored, peeling, flaking, fading, rusting or eroded must be cleaned, removed, and refinished.

ENTRANCES AND PORCHES

Entrances and porches are quite often the focus of historic buildings, particularly when they occur on primary elevations. Together with their functional and decorative features such as doors, steps, balustrades, pilasters, and entablatures, they can be extremely important in defining the overall historic character of a building. Their retention, protection, and repair should always be carefully considered when planning rehabilitation work.

Guidelines for Rear Entrances

- The rear entrance façade should not be overlooked.
- Rear entrance façade should be cleaned utilizing previously noted guidelines.
- Doors, windows, and architectural trim should be maintained or replaced utilizing previously noted guidelines.
- A small sign should be placed at the rear entrance identifying the shop.
- Refuse containers must be visibly screened from view at street level and rear entrance.
- Awnings for visual identification are recommended; however, they must conform to the previously noted guidelines.
- Back windows should be utilized as secondary display windows and not left bare.

Guidelines for Mechanical Systems

- The location of a new HVAC system shall not detract from building appearance or damage any historical elements of or on the building.
- Install HVAC systems on roofs whenever possible and obscure or screen from view.
- If it is necessary to locate HVAC systems on ground level, they must be attractively screened from view. (Utilize historically correct fencing or consider landscaping)
- Installation of any HVAC systems through walls or windows is strictly prohibited.

Guidelines for Lighting

- Any light installation must be in correct period and character of the building. No lights shall be installed that are of a false historical period that is not consistent with that building.
- In new construction, install lighting that is compatible with nearby buildings.
- Install lighting to prevent direct and indirect light and glare from disturbing adjacent properties.
- Install highlights in obscure areas so that fixtures do not intrude or detract from the historical elements of the building.
- No lighting shall be installed that damages architectural elements of any building.
- Make all attempts to hide or camouflage any brackets or conduit that is visible from street/sidewalk level.
- If conduit or brackets need to be exposed, they must be painted to blend in and not be visually distracting. This includes any new building or addition as well as currently existing buildings.

ARTIFICIAL SIDING

When a building is in need of maintenance, some owners consider installing artificial siding. The end result is a loss of historic character and features.

When deteriorated, damaged or lost features of a building need repair or replacement, it is strongly suggested, that if in the Danville Historic District, that period correct, historic materials be used – that is materials such as used in the original. An inappropriate choice or the wrong installation of substitute materials will cause radical changes in the building's appearance and may cause extensive physical damage over time. Therefore, the use of substitute materials shall be prohibited in the Danville Historic District.

In some LIMITED cases, substitute materials that imitate historically correct materials may be used if the appearance and properties of the original materials can be closely matched and the substitutes do not change the historic character of the building. This decision will be left up to the Façade Design Committee.

Many historic windows and doors have significant frames, molding and trim. A typical problem with artificial siding on historic buildings is the damage, removal, or covering of those elements. Some installers cut down these elements, permanently damaging them. Some install vinyl channels at the edge of the frames. Others remove the elements, which gives the building a barren, characterless look. Still others wrap the elements in vinyl or aluminum, which hides the historic features and increases deterioration.

The addition of artificial siding over existing materials results in greater thickness, giving frames and trim the appearance of being *set back* from the wall, rather than projecting from it. This is a significant visual change that diminishes the character of the building.

It is required that every attempt be made to not allow these issues to occur. Be sure that contractors will retain windows, doors, and all related elements. Do not allow them to cut down elements or to cover them. Some materials may need to be removed to maintain appropriate depth. The addition/installation of spacers will remedy this issue. This does require meticulous work by trained professionals and is very strongly suggested. If trim elements must be removed due to deterioration, they must be replaced with new elements of the same material and detailing.

Guidelines for Use of Artificial Materials

- Artificial siding is intended to imitate wood siding and its properties should be consistent with that purpose.
- It is required that all underlying problems are addressed and repaired before applying any new siding.
- Carefully compare costs. Proper materials and installation may turn out to be more cost effective.
- It is required to use the best materials and construction available. Proper installation of quality material is the best way to avoid future problems.
- Only contractors that agree to retain historic trim and other elements are permitted to be used within the Danville Historic District.
- It is required that the same spacing between horizontal lines as in the original siding is maintained.
- It is required that new siding be placed in the same direction as original siding.
- It is required that artificial siding matches original siding in size, proportion, profile, and general appearance.
- "Wood" graining is never evident in properly treated wood siding, so it is not to be visible on new artificial siding.
- It is required that new artificial siding be installed in a manner that allows all historic elements, including window and door trim, corner boards, cornices, crowns, and lintels to be fully visible.

- It is required that artificial siding is installed in such a manner that it can be removed in the future with minimal damage to underlying historical materials of the building.
- It is required to allow original siding to remain beneath new siding. Provisions must be made to assure adequate ventilation for the preservation of the historical siding and underlying structure. This will assist in maintaining the future possibility of returning the building to its original historic appearance.
- It is required that the color(s) of the artificial siding is appropriate to the original age and style of the building.

Criteria for Considering Substitute Materials

- Substitute materials must be compatible with the historic materials in appearance.
- Substitute materials must meet basic performance expectations over time; this begins with the selection of qualified, experienced fabricators and installers that will preserve historic elements and character.

DO NOT Use Artificial Siding for:

- Over stone, brick, or other masonry
- Over unusual or unique examples of historic siding
- When original wood siding is still functional
- When paint on wood siding has failed simply due to poor preparation, incompatible paints, or lack of proper maintenance.

Consider Removing Artificial Siding and Restoring Wood Clapboards

- This will allow a building to function as it was originally designed to and will expose any underlying problems that may have developed since the artificial siding was installed, thus allowing for immediate attention and remedy of those other problems.
- Expect to replace about 20 percent of wood clapboards.
- Expect surprises. Trim and detailing may have to be removed, repaired, and reinstalled.
- Aluminum siding can be sold for recycling.

ROOFS AND ROOFING

A sound watertight roof is as important to a buildings health as its foundation. The roof is also an important part of the building's design. When repairing your roof, preserve the original shape and always try to replace with the original roofing material. Never use asphalt shingles on a roof sloping less than three inches per foot and never use aluminum or vinyl siding on a mansard roof.

Guidelines

- The original roof shape and important architectural features (i.e. dormers, cupolas, cornices, brackets, chimneys, and crestings) must be preserved. These features should be carefully removed, retained, and either repaired or reconstructed and placed back on the building. Existing roof pitch must also be retained.
- The original roof material should be retained where visible from the street. Deteriorated roof coverings should be replaced with new materials that do not differ in color, shape, size, or texture from old roof material.
- Roofs, if sloping and visible from a street or walkway, should meet the following requirements: If metal, other than copper, they should be painted or integrally colored an approved color. Roofing material of

any kind should be gray, black, brown, or dark red. All visible metal work in such rooks, except copper, should be painted or integrally colored with an approved color.

- Period accurate gutters, including half round gutters, should be retained or used, and installed in such a manner that the discharge does not create a public nuisance. All façade downspouts should be copper or aluminum (painted or anodized) or galvanized and painted with an appropriate and approved color.

WINDOW AND DOORS

Windows – A highly decorative window with an unusual shape, or glazing pattern, or color is most likely identified immediately as a character-defining feature of the building. It is far more difficult however, to assess the importance of repeated windows on a façade, particularly if they are individually simple in design and material, such as the large, multi-paned sash of many industrial buildings. Because rehabilitation projects frequently include proposals to replace window sash or even entire windows to improve thermal efficiency or to create a new appearance, it is essential that their contribution to the overall historic character of the building be assessed together with their physical condition before specific repair or replacement work is undertaken.

One of the most important architectural features of historical buildings is the number and size of window openings. Visually, windows serve the purpose of breaking up large expanses of brick or wood siding with 'voids' or holes in the façade. In a more practical sense, it was necessary to make the windows as large as possible for maximum ventilation in the summer. In winter, large windows can absorb the maximum amount of passive solar energy. Large windows are one of the glorious assets of old buildings. For this reason, window openings are NOT to be altered.

Some typical historic windows may be any of the following;

- Two-over-two, each window pane, upper and lower, are divided by a vertical strip, meaning there are two sections on top window pane and two on lower, totaling four sections visible.
- Six-over-six, where each pane, upper and lower is divided by vertical and horizontal stripping into six sections with a total of 12 divided sections visible.

The above are two typical examples; some remodeling/restoration projects may have replaced windows with older, but not period correct windows. These inappropriate windows should be removed and period correct windows installed.

Door Trim and Surround – Many historic buildings have elaborate detail in the door trim and surround, and many include arches with keystones, sculpted wood trim and the like. Some of these details may have been attacked by weather and lack of maintenance; others may have been removed during earlier renovations. The most authentic, and probably the easiest method of treatment of rotted or missing detail is to repair and replace. Stopping further rot is of primary importance in preserving existing trim. Any covering, such as aluminum, should be removed to see whether the original wood is there and can be saved. Caulking and painting is an inexpensive alternative to replacement and can extend the life of slightly damaged wood. Replacement of badly rotted trim, keystones and arches is possible, either with used materials or with new replacements fashioned by a lumber mill or carpenter.

Doors – The doorway is one of the most important features of the façade and the best door is the original door, if it is still there. The second best choice is the existing door, if it fits the period and style of the building and complements that façade. Between 1900-1920, it became fashionable to remove the upper wood panels of doors and replace them with glass panes. This emulated the style of Queen Anne style buildings which had become very popular. While they are not historically correct, many of these types of doors are part of the history of the building and should be kept.

Old doors should never be discarded simply because they are drafty or leaky. For a very small investment, they can be made as weather tight as a new door, but much more attractive! Weather stripping kits are available at little cost and can be easily installed by the average building owner. The replacement of a sound wooden door with metal or wood insulating door is a questionable action in a Historic District, just as an energy-saving measure. New doors of any type are expensive to purchase and install, and this investment usually represents a long and uneconomical payback period with respect to the small amount of energy saved.

In some cases, the existing door must be replaced. The best solution is to replace with a new or used door in the style of the original. If nothing acceptable is available, the next best solution is to simplify the entrance with a flush, solid core door that will fit the opening exactly so that no blocking or filling of the doorway is necessary. Also, be certain to select a door without windows in it, as the windows in doors today are not historically correct.

On larger homes and other buildings, double entry doors were the luxurious form of entry in the late 1800s. A visible sign of wealth and affluence, these doors were often ornately carved with intricate details and fitted with ornate panes of etched glass. It is of high importance to restore these doors and keep them in place where they still exist.

Windows and Doors are Significant and Should be Retained if they:

- Are original
- Reflect the original design intent of the building
- Reflect period or regional styles or building practices
- Reflect changes to the building from major events
- Are examples of exceptional or unique craftsmanship or design

Window and Door Replacement Guidelines

- When original windows are missing, replacement should be chosen based on historical, pictorial or physical documentation. Do not create a false historic appearance due to insufficient documentation.
- Check salvage yards, antique stores, demolition companies, custom manufacture companies and neighbors for replacements. Reuse all serviceable historic hardware.
- For replacement windows, it is required that panes of glass be divided by muntins (little strips of wood). Snap in or surface applied muntins are prohibited in the historic district. They are not historically correct.
- Picture windows, bay windows and casement windows should be chosen as replacements only if the original building had these types of windows.

Guidelines for Windows and Doors

- All existing window and door openings should be retained (including window sashes, glass, architraves, shutters, door pediments, hoods, steps, and hardware.) Structures whose window and door openings have been altered in the past are strongly encouraged to restore the openings to their original sizes. If the sizes are not known, search for old historical pictures of the building to compare with neighboring buildings of similar type.
- Duplicate the material, design and hardware of the older window sash and doors if new sashes and doors must be used.
- Making any alterations to building door or window openings to accommodate stock items is discouraged.
- Exterior aluminum doors or storm windows are discouraged.

- Adding new window or door openings to any building in the Main Street District is discouraged.
- Fake plastic or vinyl shutters, inappropriate screen doors, plastic or fake metal awnings and anything of the like are discouraged.
- Existing transom and other embellishment characteristics of the structure are required to be retained, restored or duplicated.
- Improve the thermal performance of existing windows and doors by adding or replacing weather-stripping and adding storm windows and doors that are compatible with the character of the building and Main Street District and do not damage window or door frames.
- Transoms over entry doors are a common feature in historic buildings. Their purpose was to admit light to an otherwise dark entry and when open, provide ventilation. They serve the same purpose today and should NOT be blocked, covered or removed.

Shutter and Blinds – Exterior shutters and blinds were used in many historic buildings for light control and security. Generally, panel shutters were used on the ground floor and louvered shutters, called blinds, were used on upper floors. If original shutters are still in place, they should be taken down, checked for weather damage and repaired or rebuilt if necessary. Paint of an appropriate color is the acceptable method of finishing shutters. When shutters are missing, but hinges are still in place on window trim, it is possible, and suggested, to replace them, either with used shutters or with new wooden ones made by a skilled cabinetmaker or carpenter. For proper appearance, shutters should measure the full height and one-half the width of the window opening so that they look as though they would completely cover the entire window when closed.

Hardware is important to both the function and appearance of shutters. There were a variety of hinges, slide bolts and shutter dogs used when these historic buildings were built. With a little investigation, any building owner should be able to choose the appropriate hardware for their building. If there is no evidence of the use of hinges or other hardware for shutters, then it is not recommended that they be installed.

Shutter Guidelines

- Shutters should be attached to the face of the window frame with hinges, not into the wall of the building.
- Some buildings may have been fitted with paneled shutters on the first floor and louvered shutters on the upper stories. Replacement shutters should duplicate this pattern.
- Retain ornamental anchors.
- Horizontal divisions of shutters should match those of the sash.
- New shutters should be made of wood or matching composite material.
- Shutters should only be installed if the building originally had shutters.

STEPS, RAILINGS AND BALUSTRADES

Steps

Steps need maintenance because they receive heavy use, are constantly exposed to the weather and are in close contact with the ground. Steps that are beyond repair need to be replaced. Their material should match that of the building.

- Wood stairs for frame buildings are historically correct – DO NOT replace with concrete.
- Brick steps are typically appropriate only for porches with brick posts and foundation.
- Stone Steps are not appropriate in the Danville Historic District.

Railings

- Wrought iron or aluminum railings and columns are not appropriate substitutes for wood elements.
- It is prohibited to replace balustrades with lattice.
- It is prohibited to replace a turned balustrade with a solid panel.

PAINT AND COLOR

Selection of color on an old building is one of the final steps in the process of repairing, renovating and maintaining. It is a delicate issue to discuss because it involves a great variety of personal tastes, but in many ways it is the most important issue to consider. An inappropriate selection of colors can ruin what was otherwise a careful renovation. On the other hand, a thoughtful choice of color can make an otherwise plain building the jewel of the block or even the whole neighborhood. Below are some tips on the use and selection of color and color combinations. Whether these suggestions will be used in Danville is the decision of the Façade Design Committee.

The color of each building should be compatible and somewhat related to the color of the other buildings on the block. Study the neighborhood to see what colors have been chosen. You may repeat a color from elsewhere on the block or you may complement the colors of other buildings with the color of your building. Generally no more than three colors should be used to paint a façade. Either natural or painted brick counts as one color. Trim and details may be painted either in a color that contrasts with the walls or you may go with a monochromatic scheme.

No flat paints should be used, only gloss or semi-gloss. Purchase quality paint, primer and application products. Avoid 'bargain' paints as they are of significantly lower quality.