

# Façade Project Guidelines

## GTDF Downtown Titusville Façade Project Guidelines

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

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

### INTRODUCTION

The Greater Titusville Development Foundation (GTDF) is a non-profit 501(c)(3) organization that provides an avenue for concerned persons to donate funds to projects within the Titusville Area through tax deductible contributions. The GTDF Downtown Titusville Façade Improvement Project is one of many ways these donations are used to make our community a better place to live and visit. The benefits of this initiative are multiple. Project funding creates an incentive for private investment in downtown building restoration, increases property reinvestment, improves the downtown's appearance and provides a pleasant atmosphere for citizens and visitors.

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 help ensure that improvements are consistent with the scale, character and history of downtown Titusville. These principles stress good property maintenance and preservation of original architectural features and encourage the compatibility of any replacement architectural elements and building additions.

GTDF has received private donations to assist Titusville business and property owners in downtown Titusville to finance façade improvements. Funds are provided to business and property owners in the form of matching grants. Grant recipients must match dollar for dollar the amount of money received from the GTDF. The application deadlines for this project will be announced publicly. Funds may be granted to a business for up to 50 percent (50%) of the total project not to exceed total reimbursement of \$5,000 per storefront. Up to \$250 of the \$5,000 may be used for professional design and consulting services. Following receipt, project requests will be reviewed for completeness by GTDF staff and considered by the GTDF Board of Directors for a final decision.

### POLICY AND PROCEDURES

#### WHO IS ELIGIBLE?

Anyone who owns or leases commercial property in the downtown Titusville area is eligible to apply. Commercial tenants may apply with the written approval of the building's owner.

Some funding rounds may focus on or be restricted to a defined geographic area within downtown Titusville in accordance with the donors' wishes.

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## WHAT IS AN ELIGIBLE PROJECT?

Only exterior improvements to commercial buildings within the downtown Titusville area are eligible. This project is not intended to pay for reconstruction or general repair items, such as roofing, drainage, foundation repair or other work that may be considered normal maintenance. 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 are eligible for façade grants.

Businesses or building owners must secure their portion of the total cost before application for Downtown Titusville Façade Improvement Project Grant funds can be made. Business owners (tenants) or the property owners may apply. Business owners will need the signed approval of the property owner on the grant application. The application must be approved by GTDF prior to any demolition or construction of that part of the project for which funding is being sought. Professional design and consulting services for planning the façade improvement project prior to making application may be eligible for reimbursement, up to \$250 of the \$5,000 maximum, if the application is approved and upon completion of the project.

Before work may begin, the Applicant shall submit a signed copy of their contract with the contractor(s) consistent with the approved application. The applicant is required to use the contract that is provided in the application package. The applicant must have GTDF Staff approve all work before payment is made to contractors. Before reimbursement, after all work is done, the applicant shall provide a signed copy of the contractors' (and consultants', if used) invoices marked "paid" with a copy of the cancelled check made payable to the contractor(s), and include *all* receipts.

The types of activities that are eligible under the GTDF Downtown Titusville Façade Improvement Project Design Guidelines include, but are not limited to, the following:

- Cleaning of exterior surfaces using the gentlest effective means possible
- Repair/Restoration of historical features (Repair, repointing, repainting if originally painted, or low-pressure cleaning)
- Replacement of missing historical features provided adequate documentation exists
- Cornices, Parapets and Roofs (Repair, restoration or replacement when in conjunction with a façade renovation, or when it is a visible part of the building façade)
- Repointing Painting (only if the building was originally painted) and Exterior Decoration
- Repair Windows, Doors, Entrances, and Stoops (Repair, restoration, repainting and replacement in-kind of windows including louvered or panel shutters, exterior doors and entryways)
- Lighting Fixtures (Exterior lighting fixtures for a façade or fixtures providing indirect sign lighting)
- Signs, Awnings, Canopies or other exterior window treatments (Maintenance, repair or placement of existing, or the installation of new signs, awnings and/or canopies)
- Removal of inappropriate materials
- Landscaping
- Site improvements such as sidewalks when in conjunction with a façade renovation

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- Consulting services provided by a qualified professional for planning façade improvement projects

The Secretary of the Interior's Standards for Historical Renovation are generally accepted as the standard for work undertaken on historical 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 historical features, and the greater the cost saving. Façade changes should be consistent with the existing or preferably earlier appearance of the building.

The types of activities that are **not** eligible under the GTDF Downtown Titusville Façade Improvement Project 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
- Paving
- Working capital
- Routine maintenance
- Non-permanent items
- Remediation of code violations not addressed above
- ADA accessibility
- Reimbursement for work conducted prior to award of grant
- Machinery and equipment
- Furniture and fixtures
- Inventory and accounts receivable
- Grant writing

## SELECTION OF PROPERTIES:

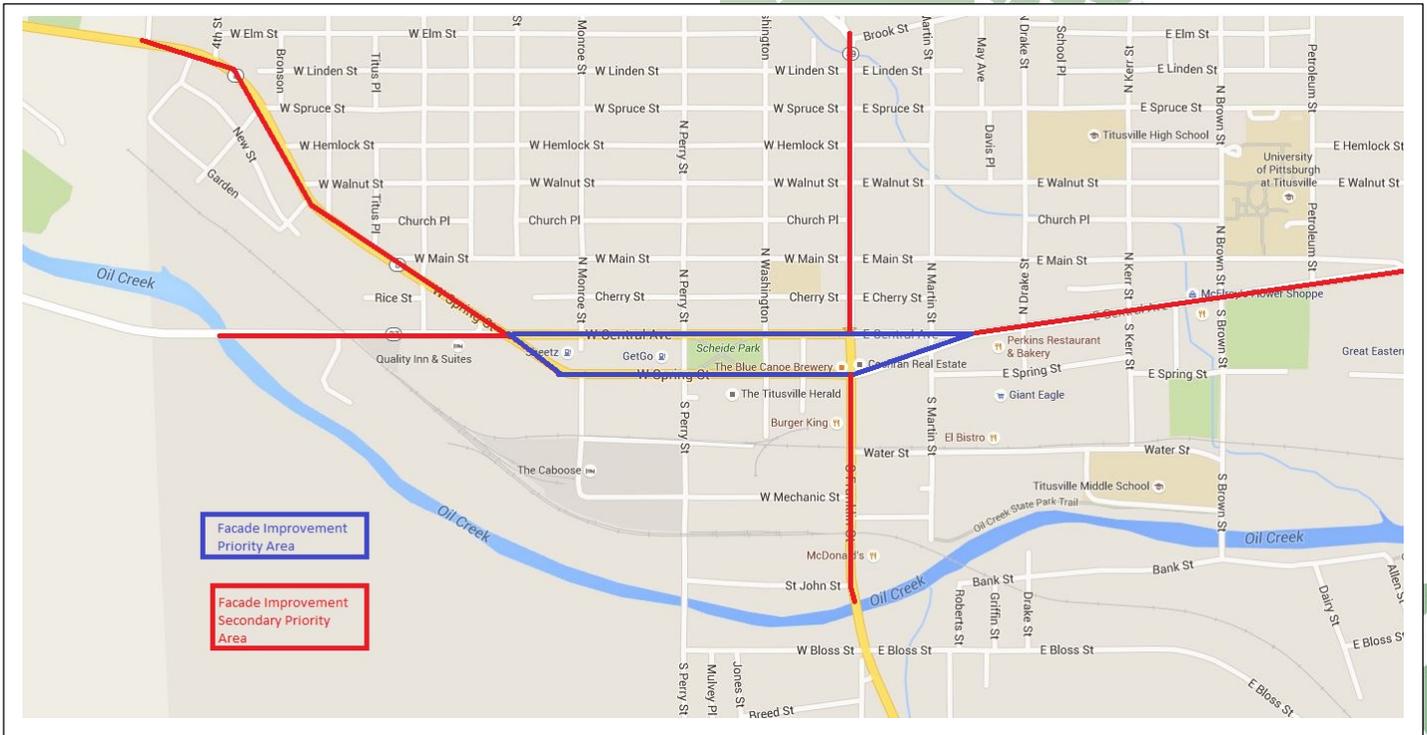
GTDF board and staff shall review and approve the buildings to receive assistance. If more applications are received than there is money available, grants shall be awarded to eligible applicants for available funds through a competitive selection process. Priority will be given to properties that are within the core downtown area as illustrated on page 4.

Applicants not funded may re-apply if additional funding becomes available.

An applicant can only submit one application per property, as described in a single deed, for any funding round, except in cases where more than one storefront exists within the same façade. In this instance, each storefront (as described on page 2) can receive its own grant for eligible activities. 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 façade funds remain after all awards, the GTDF 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, GTDF Staff reserves the right to suggest the GTDF award those

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funds to another ready- to- start eligible project. The non-performing applicant would then have to re-apply for future funding.



## APPLICATION PROCESS

- 1. Attend a pre-application workshop.** The workshops are offered to provide you with the information you need to submit a complete and eligible application. If you are unable to attend the scheduled workshop, **you must speak with GTDF staff about your project prior to submitting your application.**
- 2. Obtain and Review Application Package:** Applications may be picked up at the workshop, from the Titusville Community Development Agencies office located in the Towne Square building, 2<sup>nd</sup> Floor, Suite 200. Or by calling the GTDF office at 814-827-4756 or online at [www.titusvillefoundation.org](http://www.titusvillefoundation.org).
- 3. Complete Application:** Once submitted, the application will be reviewed for completeness and eligibility. Completed applications will be date and time stamped and processed in the order of receipt. The application will then be referred to the GTDF Board of Directors for review and final decision. Projects will be evaluated with regard to their adherence to the Downtown Titusville Façade Improvement Project Design Guidelines, visual impact, building location, 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:

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- Verification of ownership (copy of deed, and if other than owner is applying, written approval from the owner).
- Two copies of a current color photograph of the property and the façade to be rehabilitated.
- 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.
- Decision on how to choose a Contractor:
  - Applicant can choose a contractor of their choice to do the work. The contractor must fill out the bid form provided in the application packet. That bid form will be submitted with the application. The choice of contractor may not be changed once the application is submitted.
  - Applicant will choose at least 2 contractors to submit bids for their project. The contractor will use the bid form provided and submit the sealed bids directly to GTDF either by dropping at the office or mailing to our PO Box. The bids will be opened with the applicant. The applicant can choose which contractor, but may not change their decision once the bid has been awarded.
- 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 accepted and reviewed only during the advertised dates. **GTDF Board will not consider any application with incomplete or missing information.**

- 4. Review of Application:** The GTDF staff and Board of Directors will review the application and make a recommendation for approval or denial based on the following criteria:
- a. The completeness of the application and all documentation
  - b. Property location
  - c. Adherence to Project Design Guidelines, including Selection and utilization of historical colors from historical color palettes
  - d. Visual impact of the proposed project
  - e. Sensitivity to the compatibility of the project with adjoining properties in order to complement the adjoining properties
  - f. Realistic budget and budget justification

When the approval process is complete, the attached Grant Agreement must be properly executed **prior to commencement of work**. The GTDF Board will decide the amount each grant is funded. Any and all disputes will be resolved by the full GTDF Board of Directors.

**5. Execute a Contract with GTDF:**

Approved applicants must sign the Grant 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

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property owner. The project must be approved by GTDF staff. Applicants are required to meet all codes and ordinances of the City of Titusville before any work is conducted. Proper City permits must be obtained before work can commence. Failure to comply will result in forfeiture of the grant.

## 6. Execute a Contract with contractor(s) and consultant(s).

Approved applicants must submit a contract(s) with all contractors for the approved project before work may begin. The applicant is required to use the contract that is provided in the application package. The contract should describe the scope of work, materials and labor costs in sufficient detail to demonstrate that it is consistent with the scope of work described in the façade improvement project grant application.

**7. 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;
- GTDF Staff approval of work before payment is made to contractor
- Detailed invoices from registered tradesman and/or suppliers must be submitted with the request for reimbursement
- Final inspection by a representative of GTDF.

## REIMBURSEMENT

As work progresses GTDF Staff will monitor the rehabilitation of the property to assure Grant Agreement compliance. In the event the scope of the project changes due to unforeseen circumstances, GTDF staff will work with the applicant to ensure the project remains eligible for any approved funding.

During the course of the project if partial payments are made to the contractor, GTDF Staff must approve the work before the applicant pays the contractor. This is to prevent the possibility that the work is not satisfactory and the applicant can't be reimbursed for the expenditure.

Since this is a reimbursement project, 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 GTDF Staff, all work items for which payment is requested are inspected and confirmed completed in accordance with the approved description of the project and City codes and ordinances, and GTDF staff 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 City 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 project, 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 GTDF.