

Beaver County Downtown Revitalization Program



Façade Improvement Program Guidelines

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Façade Improvement Program Guidelines

The Façade Improvement Program (FIP) provides grant funds through the Community Development Program of Beaver County to downtown commercial building and/or business owners to renovate their storefronts. As part of the comprehensive approach to downtown revitalization in Beaver County, the Façade Improvement Program specifically addresses the importance of the storefront and its crucial role in attracting customers and enhancing the overall physical appearance of a downtown area.

When participating in the FIP, you will be required to follow a step-by-step process for completing a storefront renovation.

The FIP is a reimbursement program; therefore, the applicant is initially responsible for assuming all contract costs for the storefront renovation. Once the renovation is successfully completed, a reimbursement payment is made directly to the applicant based on the percentages or maximum dollar amount as specified in the grant guidelines section and contract with the applicant.

If an applicant plans to do substantial façade renovations, architectural services for the building may be available. This will be the first step in planning for your façade renovation. Following the pre-design phase, construction drawings and a zoning/code compliance review may be necessary, as required by the municipality.

The Community Development Program can help with selecting colors/materials/design for a smaller project, such as repainting, new signage and/or awnings.

Please note:

On all projects, it is the responsibility of the applicant to contact the local Zoning/code enforcement officer and obtain any necessary permits. You will also need a fully executed Municipal Certification Form from your local municipality approving this project.

Building Improvements

Eligibility

Any downtown commercial building and/or business owners whose commercial building is located within the eligible project area as determined by the Downtown Local Revitalization Organization (LRO).

Eligible Activities & Costs

Exterior

Façade Improvements, including:

- Storefront renovations
- Cleaning of façade materials
- Painting
- Brick pointing
- Awnings
- Signage
- Other repairs or improvements (in accordance with the Secretary of the Interior's Standards for Rehabilitation and Guidelines, the Community Development Program Design Guidelines and, if available, locally adopted design guidelines)

Interior

Code Related:

Architect/Engineering costs related to the correction of code violations to meet local/state code requirements and required for occupancy. A report from the local/state code enforcement officer is required.

Ineligible Activities & Costs

- Improvements to rental residential units in a structure
- Interior renovations (beyond those areas affected by the façade renovations)
- Non-permanent equipment and merchandising fixtures
- Building permit fees or any other miscellaneous fees
- Sidewalks
- Parking lots

Grant Guidelines

Grant Rebates

The County of Beaver via the Community Development Program will offer up to a \$20,000 grant rebate per occupied commercial storefront or available address, as approved by the LRO.

On rare occasions when exposed areas significantly affect the building appearance and value to the commercial area, an exception may be made for inclusion in the project. The grant rebate is based on 70% of the first \$20,000 of expenditures and 50% on the balance of expenditures up to \$32,000 for approved exterior building improvements.

Example (based on a project costing \$50,000):

- For the first \$20,000 spent, 70% of the cost would be reimbursable ($\$20,000 \times 70\% = \$14,000$)
- For the next \$12,000 spent, 50% of the cost would be reimbursable ($\$12,000 \times 50\% = \$6,000$)
- The remaining \$18,000 would **not** be reimbursable.
- Out of the \$50,000 spent, you would be reimbursed \$20,000 total.

Additional Grant Rebates

If the total rebate amount for a project is less than \$20,000, the property owner may re-apply for additional funds after a five (5) year waiting period for the balance of up to \$20,000. After a ten (10) year period, the property owner may reapply for additional funding of up to \$10,000 for façade improvement.

If property improvements have not been made through this program after fifteen (15) years of the first award, the property/business owner is eligible to apply as if a new applicant. No additional funding will be available to any property/business owner until their previous project building is occupied.

Title Search

Upon establishment of eligibility, an informal title search will be conducted on the property for which improvements are to be made. This will be conducted to determine verification of ownership and that the property is free of excessive judgments and liens, that all taxes (borough, school, county) are paid up-to-date or that an agreement has been entered in to between the property owner and the taxing body to arrange payment.

Secretary of the Interior's Standards for Rehabilitation

The façade treatment must meet the Secretary of the Interior's Standards for Rehabilitation and Guidelines, the Community Development Program Design Guidelines and if available locally adopted design guidelines in addition to any state/local code requirements.

The local organization responsible for the façade program along with the Community Development Program will determine whether the individual applicant's building façade needs improvement.

Scope of Work

Approved scope of work must be completed no later than ninety (90) days after final approval and award of a contract for a grant unless otherwise determined.

Mortgage

The building owner will agree to the filing of a mortgage for the full grant amount against the property. The mortgage is reduced at the rate of 20% per year and fully forgiven after five years. If the property is sold or transferred prior to the five-year period, a pro-rated repayment is required.

If the total grant amount of a project is less than \$3,000, the property is not subject to the filing of a mortgage.

Vacant Buildings

The applicant will agree that a vacant building will be occupied by a business within sixty (60) days after completion of construction, unless otherwise disclosed and agreed upon by the LRO and Community Development Program.

Program Steps & Requirements

No matter how small or large your project is, you will be required to follow a step-by-step process developed by the Community Development Program to ensure adherence to all guidelines and federal regulations. The design phase to construction through completion of a project may take anywhere from six (6) months to one (1) year.

Included in this document is an applicant checklist, designed for our applicants to use throughout the process.

Preliminary Phase

Step 1: Pre-Application

To start the process, you must first [complete the online pre-application](#).

Once completed, a copy of the pre-application will be shared with your LRO for review and approval.

Step 2: Pre-Application reviewed by LRO

Once the pre-application is approved by the LRO, the project is forwarded to the Community Development Program.

Step 3: Conduct the Pre-design Meeting

After your approved pre-application is received, a pre-design meeting will be held to discuss the scope of work and to determine if architectural services will be required.

No Drawings Required

For smaller projects where no architectural drawings are required, the scope of work will be submitted to the Community Development Program of Beaver County and the project will move to the bidding process.

Drawings Required (Most projects)

If architectural drawings are required, the applicant can choose one of two things:

1. Hire an architect to do the drawings
2. Use the Main Street Program architect to do the drawings

If the applicant elects to use the Main Street Program architect, they must complete

Please note:

The applicant is **required** to contact the local municipal officials for requirements for drawings and/or permits. If needed, submit completed construction documents to obtain necessary permits and approvals through the Local Zoning or Code Enforcement officer.

Step 4: Conduct the Pre-bid Meeting

After the drawings are completed, a pre-bid meeting will be held with the applicant.

At this meeting, the following items will be discussed:

- Contents of the bid packet and scope of work
- Bid requirements
- Federal Labor Standards & Prevailing Wage Rate (Davis-Bacon Act)

Step 5: The Bidding Process

Projects Less Than \$18,500

The applicant will be provided a bid packet containing:

Bid form with detailed scope of work, drawings (if applicable), program guidelines, Secretary of the Interior Standards, Davis Bacon wage determination, non-collusion affidavit, and approved application.

The applicant will refer contractors to the Community Development Program office for pick-up of bid packets and submission of sealed bids for a pre-determined public bid opening date. This date would be thirty (30) days (or more) after the pre-bid meeting.

At least two (2) bids must be received for the bid opening. If two bids are not received, the bidding process will be repeated.

If two (2) bids are received, the sealed bids will be opened and reviewed to verify accuracy and completeness. The lowest responsible bidder will be chosen as the contractor for the project.

Projects Equal to or Greater than \$18,500

The applicant will be provided a bid packet containing:

Bid form with detailed scope of work, drawings (if applicable), program guidelines, Secretary of the Interior Standards, Davis Bacon wage determination, non-collusion affidavit, and approved application.

An 'Invitation to Bid' will be published to the Beaver County Times.

The applicant will refer contractors to the Community Development Program office for pick-up of bid packets and submission of sealed bids for a pre-determined public bid opening date. This date would be thirty (30) days (or more) after the pre-bid meeting.

At least two (2) bids must be received by the bid opening. If two bids are not received, the bidding process will be repeated.

If two (2) bids are received, the sealed bids will be opened and reviewed to verify accuracy and completeness. The lowest responsible bidder will be chosen as the contractor for the project.

Projects Less Than \$2,000

The applicant will be provided a bid packet containing:

Bid form with detailed scope of work, drawings (if applicable), program guidelines, Secretary of the Interior Standards, non-collusion affidavit, and approved application.

The applicant will refer contractors to the Community Development Program office for pick-up of bid packets and submission of sealed bids for a pre-determined public bid opening date. This date would be thirty (30) days (or more) after the pre-bid meeting.

At least two (2) bids must be received for the bid opening. If two bids are not received, the bidding process will be repeated.

If two (2) bids are received, the sealed bids will be opened and reviewed to verify accuracy and completeness. The lowest responsible bidder will be chosen as the contractor for the project.

Step 6: Conduct the Pre-Construction Meeting

After a contractor is selected, a pre-construction conference will be held with the applicant and contractor. The contract will be reviewed with and signed by the applicant.

Payroll reports and other HUD requirements will be discussed with the contractor at this time.

After the pre-construction meeting, the completed contract documents will be submitted to the Beaver County Commissioners for approval. After approval, notice to proceed with construction will be issued to the contractor.

Construction Phase

Notice of Construction Start

When preparing to start construction, the contractor is required to submit a “Notice of Construction Start” to the Community Development Program (included in the Pre-Construction Conference Meeting Minutes).

Payrolls

After construction start, the contractor (and/or subcontractor) must submit certified payrolls to the Community Development Program on a weekly basis.

On-site Inspections

During the project, on-site inspections will be conducted by the Downtown & Economic Development Coordinator, representing the Community Development Program of Beaver County and HUD.

Technical Assistance

The Downtown & Economic Development Coordinator will provide on-going technical assistance to the applicant, as needed, throughout the construction phase.

Post-Construction Phase

Certificate of Work

After construction is completed, the applicant must submit the certificate of work form indicating that the work completed was satisfactory.

Submission of Contractor Paperwork

The contractor (and/or subcontractor) **must** submit all payroll forms, project documents, and/or EEO compliance letter to the Community Development office at the end of the project.

We advise applicants **not to remit final payment** for the project until the Community Development Program confirms that all necessary project documents have been submitted by the contractor.

Final Payment

After final inspection is conducted, applicant approval is received, and all documents are received by Community Development, we will advise the applicant to remit final payment to the contractor.

Rebate Check

Once all project documentation has been successfully completed and submitted to the Community Development Program, a rebate check will be requisitioned to be issued to the applicant.

Please note:

Check requests can take 2-3 weeks to process through the county.

Mortgage

A mortgage will be filed at the Beaver County Record of Deeds Office. The filing fee is deducted from your reimbursement. Upon expiration of the five-year period, the applicant will be notified.

Questions

If you have questions regarding the guidelines, please contact your LRO or the Community Development Program of Beaver County at 724-770-2042 or jcharles@beavercountypa.gov.

PLEASE NOTE THAT NOTHING IN THESE GUIDELINES SUPERSEDES THE LOCAL MUNICIPAL AND UNIFORM CONSTRUCTION CODE (UCC) REGULATIONS. PLEASE CONTACT THE LOCAL MUNICIPAL OFFICE FOR CODE REGULATIONS AND PERMIT REQUIREMENTS.

Design Guidelines

The guidelines for commercial building façade, commercial signs, and landscaping are proposed to enhance this turn of the century character. However, the guidelines do not advocate or impose a specific architectural style on the business district. The approach is to reinforce the existing design character and to encourage new construction and rehabilitation, which is compatible with the arrangement of form and type detail found within the Downtown.

Façade Improvement Program Goals

1. Encourage coordinated façade improvements and maintenance
2. Enhance the business districts and the city/borough's image
3. Develop a system that encourages property owners, businesspeople, and merchants to invest in the properties
4. Develop a system that encourages new businesses to locate in the central business district
5. Encourage the formation of a community identity around the business district and the opportunities created by its proximity to the Beaver/Ohio River
6. Accentuate the positive aspects of the business district

Rehabilitation vs. Restoration

The guidelines presented within this report are rehabilitation guidelines that have been created to assist local merchants and property owners in respectfully rehabilitating their commercial buildings. Respectful rehabilitation means the sensitive improvement of the buildings, particularly the façade. It involves building on the architectural qualities of the existing structure and its visual relationship to the rest of the business district.

These are not restoration guidelines. If you are considering a restoration project for a historic building and you intend to take the Federal Historic Preservation Tax Incentive, these guidelines do not apply. You should contact the National Park Service, Internal Revenue Service or Pennsylvania Historic Museum Commission for the rules and regulations applicable to restoration.

Evaluation of the Storefront

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
 - a. Example: Were the storefront and the floors above created as an overall design?
2. Examine the physical condition of the storefront 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 building to look for similarities as well as differences in architectural designs.

Best Course of Action

The best course of action for rehabilitation work is to follow the Secretary of the Interior's Standard for Rehabilitation which includes the following:

1. If the original or significant storefront exists, repair and retain the architectural features using recommended treatment for metal, wood, and masonry
2. If the original or significant storefront no longer exists or is too deteriorated to save, undertake a contemporary design, which is compatible with the balance of the building in scale, design, materials, color, and texture or undertake an accurate restoration based on research and physical evidence

Rehabilitation Guidelines

1. Every reasonable effort should be made to find a compatible use for the building and a minimum amount of alteration required.
2. Make every effort to maintain distinguishing historic nature of the building.
3. Distinctive architectural features of the building should be repaired, rather than replaced. When replacement is necessary, the new material should match the original in composition, design, and texture.
4. Replacement of missing architectural features should be based on accurate duplication of the original features as much as possible.
5. Major alterations to the building over a period of years are part of its history and may have developed significance. They should be maintained and alterations to create earlier appearance should be avoided.
6. Building additions or alterations should be designed so that if they are removed in the future, the original building's integrity will not be severely damaged.
7. The original lines, proportions, texture, and decorative features of the building should be retained.
 - a. New additions should be sympathetic to these important architectural features.
8. Elements that conceal or detract from the historic character of the building should be replaced with ones that enhance its original architectural features.
9. The surface cleaning of structures should be undertaken with the gentlest means possible.
10. When possible, existing trim and details should be retained.
 - a. Decorative and window trim is particularly important.
11. The lower and upper floors of the building's main façade should be unified. A successful storefront design reinforces the overall proportions of the building by carrying the rhythm of the upper stories into the new storefront design.
12. Colors compatible with the streetscape and appropriate to the architectural style of the building should be used.

- a. Keep the number of colors used to a minimum and avoid the primary colors (red, yellow, and blue), which are usually too bright to be compatible with the streetscape. Select colors for trim which contrast with the wall surface, i.e., light versus dark but in the same color family.
13. Sign locations should be incorporated into the overall design for the façade.
 14. Mechanical equipment such as television antennae, air conditioner, and trash dumpsters should be placed where they are not visible from the street.

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

1. The original masonry surface and mortar should be retained.
2. 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.
 - a. Only hand tools should be used to remove old mortar.
 - b. High Portland Cement content should not be used to repoint.
3. Masonry should be cleaned only when necessary, to halt deterioration or to remove graffiti and stains.
 - a. Sandblasting shall not be permitted.
 - b. Steam or water applied under pressure (200-800 psi) is an acceptable means of cleaning masonry.
 - c. Some chemical cleaning products can have an adverse chemical reaction with masonry surfaces, e.g., acid on limestone and marble.
 - d. Brickwork may be cleaned with hydrofluoric acid in a concentration of not more than five percent or equivalent.
4. Applying waterproof or water repellent coatings or other treatments is discouraged.
5. Stucco should be repaired with a stucco mixture that duplicates the original as closely as possible in appearance and texture.
6. Missing significant architectural features such as cornices, brackets, railings, and shutter should be replaced.

Guidelines for Wood

1. Important architectural features such as siding, cornices, brackets, window architraves and doorway pediments should not be removed.
2. Owners are encouraged to repair, restore, and, if necessary, replace existing wood siding with similar wood siding materials. Replacement materials, such as wood paneling, aluminum or vinyl siding are discouraged.

Guidelines for Cast Iron, Steel, Pressed Tin, Aluminum, and Zinc

1. Necessary architectural metals should be cleaned with the appropriate method. Cleaning methods, which alter the color, texture, and tone of the metal, should not be used.
 - a. 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.
2. Paint on metal surfaces which is discolored or on which the finish is peeling, flaking, chalking, rusting, or eroded should be cleaned or refinished.

Guidelines for Roofs and Roofing

1. The original roof shape and important architectural features (e.g., dormer, cupolas, cornices, brackets, chimneys and cresting) should be preserved, these features should be retained, and repairs or reconstruction shall be to presently existing dimensions.
 - a. Existing roof pitches should be retained.
2. The original roofing material should be retained when visible from the street.
 - a. Deteriorated roof covering should be replaced with new materials which do not differ to such an extent from the old in composition, size, shape, color, and texture that appearance of the building is altered.
3. Roofs, if sloping and visible from a public street or walkway, should meet the following requirements: If metal, other than copper, they should be painted or integrally colored an approved color.
 - a. Roofing material of any kind should be black, gray, brown, or dark red.

- b. All visible metal work in such rooks, except copper, should be painted or integrally colored an approved color.
4. All box gutters should be retained. All façade downspouts should be copper or aluminum (painted or anodized) or galvanized and painted with an approved color.

Guidelines for Windows and Doors

1. All existing windows and door openings should be retained, i.e., window sash, glass, lintels, sills, architraves, shutters, doors pediments, hoods, steps and hardware.
 - a. Structures whose window and door openings have been altered in the past are encouraged to restore these openings to their original sizes or to approximate those of their neighbors (duplicating the material, design and hardware of the older window sash and doors if new sash and doors are used).
2. Duplicate the material, design and hardware of the older window sash and doors if new sash and doors must be used.
3. Infilling of window and door openings to accommodate smaller or stock window units shall not be permitted.
4. Exterior mill finish aluminum storm windows shall not be permitted.
 - a. Wood or vinyl clad storm windows may be installed if the basic shape of the original window is not altered.
5. Introducing new window and door openings into the principal elevations or enlarging or reducing window or door openings to fit new stock window sash or new stock door sizes shall not be permitted.
 - a. Altering the size of windowpanes or sash changes destroys the scale and proportion of the building.
 - b. Inappropriate new window or door features such as aluminum storm and screen window combinations that require the removal of original windows and doors or the installation of plastic or metal trip awnings or fake shutters that alter the character and appearance of the building shall be discouraged.
6. Existing transoms and other embellishments characteristic of the structure should be retained, restored, or duplicated.

7. Improve the thermal performance of existing windows and doors through adding or replacing weather-stripping and adding storm windows and doors which are compatible with the character of the building and which do not damage window or door frames.

Guidelines for Awnings

1. Awnings are appropriate only if they are constructed of a canvas-like material. They may be utilized on all windows. Aluminum awnings shall be prohibited.
2. Select fabric colors that shall be compatible with the colors of the building's exterior.
3. Lettering and/or symbols incorporated into a 10-12" wide valance or drop flap on the canvas awning is encouraged.

Guidelines for Painting

1. If possible, discover the original historic paint colors and finishes and repaint with those colors to illustrate the distinctive character of the building.
2. Repaint with colors that shall be compatible with the street and neighborhood.
 - a. Do not use bright or primary colors.
3. Storefront and sign colors should be related to the color of other structures on the block.
4. The color of your building should be related to the colors of other structures in the business district.
5. Generally, no more than three colors should be used on the façade.

Guidelines for Storefronts

1. The scale and proportion of the existing building, including the bay spacing above the storefront, should be respected in the storefront.
2. The selection of construction materials should be appropriate to the historic storefront assemblage.
3. The horizontal separation of the storefront from the upper floors should be articulate.
 - a. Storefront cornice shall be of wood, cast iron, or sheet metal.
 - b. The side piers shall be of the same material as the upper façade.

4. The placement and architectural treatment of the front entrances should differentiate the primary retail entrance from the secondary access to the upper floors.
5. New materials, which cover the original architectural features, should be removed.
6. The design of the storefront should relate to the historic elements above.
7. The storefront shall have more glass area than wall area:
 - a. Framing of the glass area display windows shall be thin framing of wood, cast iron, or anodized aluminum.
 - b. Display windows shall be clear glass.
 - c. Transom windows may be clear, tinted or stained glass.
 - d. Bulkheads may be wood panels, polished stone, glass, tile or aluminum panels.
8. The use of mansard roof, wood shingles, rough textured siding, fake stone, or fake brick is prohibited.

Guidelines for Signs

Signs are a vital part of any Main Street. The use of a sign calls attention to the business to create an individual image for the store, but it is often forgotten that signs contribute to an overall image as well. Merchants try to out shout one another with large, flashy signs.

A successful sign can reinforce the image of the downtown as well as serve the needs of the business.

1. A sign should express an easy to read, direct message: Keep it simple.
2. A storefront should not have more than two signs - one primary and one secondary.
3. A flush-mounted signboard may extend the width of the storefront but should not be more than 2 ½ feet high.
 - a. The sign should be mounted somewhere above the storefront display windows and below the second story windowsills.
 - b. Generally, lettering should be 8-18" high and occupy only about 65 percent of the signboard.
4. Window signs should not obscure the display area. The color of the letters should contrast with the display background.
 - a. Light colored letters or gold leafed letters with dark borders are effective,

5. Awnings can also serve as signs with contrasting letters painted or sewn onto the valance. Usually, 8-inch letters are sufficient.
6. A letter should be chosen that is easy to read and that reflects the image of the business it represents.
7. Letters can be painted or mounted directly on a signboard.
8. Sign colors should complement the colors of the building.
9. Plastic, back-lit signs are prohibited; however, back lighting of individual letters of a sign is permitted.
10. Signs may be directly illuminated with appropriate lighting.
11. No signs shall be painted directly on the wall surface of a building.
12. All signs and sign treatments need to conform to the city/borough sign ordinance.

Guidelines for the Rear Entrance

1. The rear entrance façade should be cleaned utilizing the previously noted guidelines.
2. The doors, windows, and architectural trim should be maintained or replaced utilizing the previously noted guidelines.
3. A small sign at the rear door should identify the store.
4. Refuse containers should be visually screened from the street and rear entrance.
5. Awnings for visual identification are recommended; however, they should conform to the previously noted guidelines.
6. Back windows should be considered as secondary display windows.

New Construction & New Addition Guidelines

Provided for informational purposes only – these items are not eligible under this program

New Construction on vacant lots or new additions to existing buildings is encouraged. The design of the new construction of building should be compatible in size, scale, pattern, and spacing building materials and texture to the adjacent buildings and the entire central business district.

New buildings shall maintain the alignment at the sidewalk. No setback shall be allowed. Additions or new construction should be within a range of 10 percent of the mean building height found on the block. New parking lots shall also maintain alignment with the sidewalk with the construction of columns, plantings, low walls, or other vertical projections along the sidewalk. All specifications and requirements for new buildings are on record at the City/Borough Manager's Office.

In addition, the selected building façade shall be consistent with the other facades on the same business block. It is also recommended that the building materials, architectural detailing, and colors utilized should relate to the adjoining structures without creating conflict or clutter.

See Also:

The Secretary of Interior's Standards and Guidelines for Rehabilitation

The Secretary of the Interior's Standards for Rehabilitation

The Secretary of the Interior's Standards for Rehabilitation are ten basic principles created to help preserve the distinctive character of a historic building and its site, while allowing for reasonable changes to meet new needs.

The Standards are applied to projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces and spatial relationships.
2. The historic character of a property shall be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property shall be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Secretary of the Interior's Standards, Issued 2017

Guidelines for Rehabilitating Historic Buildings

Introduction

In Rehabilitation, historic building materials and character-defining features are protected and maintained as they are in the treatment Preservation. However, greater latitude is given in the Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings to replace extensively deteriorated, damaged, or missing features using either the same material or compatible substitute materials.

Of the four treatments, only Rehabilitation allows alterations and the construction of a new addition, if necessary, for a continuing or new use for the historic building.

Identify, Retain, and Preserve Historic Materials & Features

The guidance for the treatment Rehabilitation begins with recommendations to identify the form and detailing of those architectural materials and features that are important in defining the building's historic character and which must be retained to preserve that character. Therefore, guidance on identifying, retaining, and preserving character-defining features is always given first.

Protect and Maintain Historic Materials & Features

After identifying those materials and features that are important and must be retained in the process of Rehabilitation work, then protecting and maintaining them are addressed. Protection generally involves the least degree of intervention and is preparatory to other work.

Protection includes the maintenance of historic materials and features as well as ensuring that the property is protected before and during rehabilitation work. A historic building undergoing rehabilitation will often require more extensive work. Thus, an overall evaluation of its physical condition should always begin at this level.

Repair Historic Materials and Features

Next, when the physical condition of character-defining materials and features warrants additional work, repairing is recommended. Rehabilitation guidance for the repair of historic materials, such as masonry, again begins with the least degree of intervention possible.

In rehabilitation, repairing also includes the limited replacement in kind or with a compatible substitute material of extensively deteriorated or missing components of features when there are surviving prototype features that can be substantiated by documentary and physical evidence.

Although using the same kind of material is always the preferred option, a substitute material may be an acceptable alternative if the form, design, and scale, as well as the substitute material itself, can effectively replicate the appearance of the remaining features.

Replace Deteriorated Historic Materials and Features

Following repair in the hierarchy, Rehabilitation guidance is provided for replacing an entire character-defining feature with new material because the level of deterioration or damage of materials precludes repair.

If the missing feature is character defining or if it is critical to the survival of the building (e.g., a roof), it should be replaced to match the historic feature based on physical or historic documentation of its form and detailing. As with repair, the preferred option is always replacement of the entire feature in kind (i.e., with the same material, such as wood for wood). However, when this is not feasible, a compatible substitute material that can reproduce the overall appearance of the historic material may be considered.

It should be noted that, while the National Park Service guidelines recommend the replacement of an entire character-defining feature that is extensively deteriorated, the guidelines never recommend removal and replacement with new material of a feature that could reasonably be repaired and, thus, preserved.

Design for the Replacement of Missing Historic Features

When an entire interior or exterior feature is missing, such as a porch, it no longer plays a role in physically defining the historic character of the building unless it can be accurately recovered in form and detailing through the process of carefully documenting the historic appearance. If the feature is not critical to the survival of the building, allowing the building to remain without the feature is one option.

But if the missing feature is important to the historic character of the building, its replacement is always recommended in the Rehabilitation guidelines as the first, or preferred, course of action. If adequate documentary and physical evidence exists, the feature may be accurately reproduced. A second option in a rehabilitation treatment for replacing a missing feature, particularly when the available information about the feature is inadequate to permit an accurate reconstruction, is to design a new feature that is compatible with the overall historic character of the building.

The new design should always take into account the sill, scale, and material of the building itself and should be clearly differentiated from the authentic historic features. For properties that have changed over time, and where those changes have acquired significance, reestablishing missing historic features generally should not be undertaken if the missing features did not coexist with the features currently on the building. Juxtaposing historic features that did not exist concurrently will result in a false sense of the building's history.

Alterations

Some exterior and interior alterations to a historic building are generally needed as part of a Rehabilitation project to ensure its continued use, but it is most important that such alterations do not radically change, obscure, or destroy character-defining spaces, materials, features, or finishes. Alterations may include changes to the site or setting, such as the selective removal of

buildings or other features of the building site or setting that are intrusive, not character defining, or outside the building's period of significance.

Code-Required Work: Accessibility & Life Safety

Sensitive solutions to meeting code requirements in a Rehabilitation project are an important part of protecting the historic character of the building. Work that must be done to meet accessibility and life-safety requirements must also be assessed for its potential impact on the historic building, its site, and setting.

Resilience to Natural Hazards

Resilience to natural hazards should be addressed as part of a Rehabilitation project. A historic building may have existing characteristics or features that help to address or minimize the impacts of natural hazards. These should always be used to best advantage when considering new adaptive treatments so as to have the least impact on the historic character of the building, its site, and setting.

Sustainability

Sustainability should be addressed as part of a Rehabilitation project. Good preservation practice is often synonymous with sustainability. Existing energy-efficient features should be retained and repaired. Only sustainability treatments should be considered that will have the least impact on the historic character of the building.

The topic of sustainability is addressed in detail in the Secretary of the Interior's Standards for Rehabilitation & Illustrated Guidelines on Sustainability for Rehabilitating Historic Buildings.

New Exterior Additions and Related New Construction

Rehabilitation is the only treatment that allows expanding a historic building by enlarging it with an addition. However, the Rehabilitation guidelines emphasize that new additions should be considered only after it is determined that meeting specific new needs cannot be achieved by altering non-character-defining interior spaces.

If the use cannot be accommodated in this way, then an attached exterior addition may be considered. New additions should be designed and constructed so that the character-defining features of the historic building, its site, and setting are not negatively impacted.

Generally, a new addition should be subordinate to the historic building. A new addition should be compatible but differentiated enough so that it is not confused as historic or original to the building. The same guidance applies to new construction so that it does not negatively impact the historic character of the building or its site.

Rehabilitation as a Treatment

When repair and replacement of deteriorated features are necessary; when alterations or additions to the property are planned for a new or continued use; and when its depiction at a particular time is not appropriate, Rehabilitation may be considered as a treatment. Prior to undertaking work, a documentation plan for rehabilitation should be developed.