



Etna Economic Development Corporation
Request For Proposals (RFP)
Façade Grant Requirements and Specifications

Revised from the Main Street Façade Grant Application
2020

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INTRODUCTION

The Façade Grant Program provides grants to commercial property owners or business owners who have a property owner's approval. The program is designed to rejuvenate and energize a community by making funds available for the restoration of building facades thereby encouraging visitors and other businesses to come to the newly renovated business district.

Facade restoration provides “curb appeal” and promotes residential and commercial prosperity. The challenge in Etna is that various types of architecture occur in the same area. Although the mix provides a unique quality to the community, care must be taken to achieve an overall aesthetic appearance.

This document will provide an overview of the requirements and scope of the grant program along with guidance on typical aspects of façade restoration including a range of design and construction parameters.

The grant is for building facades only. Streetscape elements such as benches, trash containers, street lights, street plantings, etc. will not be part of the application.

In some cases, a facade may need no more than a good cleaning or painting. Others may need total restoration. We would like to maintain the original architecture when possible, but understand this may not always be the most reasonable solution. Respect should be paid to the historical character of the town however. Restoration techniques and paint colors should be chosen to reflect the age of the town

This program is made possible through a grant from the Etna Economic Development Corporation.

VISION STATEMENT

The Etna Economic Development Corporation seeks to promote a healthy and sustainable business community that provides employment growth opportunities to both current and future businesses.

HISTORICAL OVERVIEW

The village of Etna was founded in the 1800s and is characterized by slopes and floodplains with the "downtown" portion of Etna being on neither. Geographically and ecologically, the town is gifted with Pine Creek, the Allegheny River, and high rocky outcrops, all sustaining a variety of wildlife. It sits at a hinge point between Routes 8 and 28, four miles from downtown Pittsburgh. The Port Authority services Etna and a bike trail is proposed that will pass somewhere in or near the town.

Most of the business buildings in Etna were built to serve workers on their way home from the mills. With the increase in urban sprawl, the advent of shopping malls, increases in the mobility of residents, the installation of a bypass around the town in the 60s, and several episodes of flooding in low-lying areas, the town lost much of its commercial business. This is true of many local towns in the Greater Pittsburgh metro area.

As commercial buildings in Etna are typically not as large as their suburban counterparts, large chain stores may not be right for our commercial spaces. However, with increased concern for high fuel prices and a movement toward sustainability, Etna is in a desirable location for redevelopment by businesses that do not require a large space and are looking for a prime location close to town.

ENVIRONMENTAL CONSIDERATIONS

Because we choose not to contribute to the local or global environmental problem, we will strive not to cause undo air and water pollution, not to create excessive or toxic wastes, and not to squander resources. We require 25% of the products and/or applications used in any façade restoration to be done in an environmentally friendly manner or with such type of products. For purposes of the Facade Grant, environmentally friendly opportunities include:

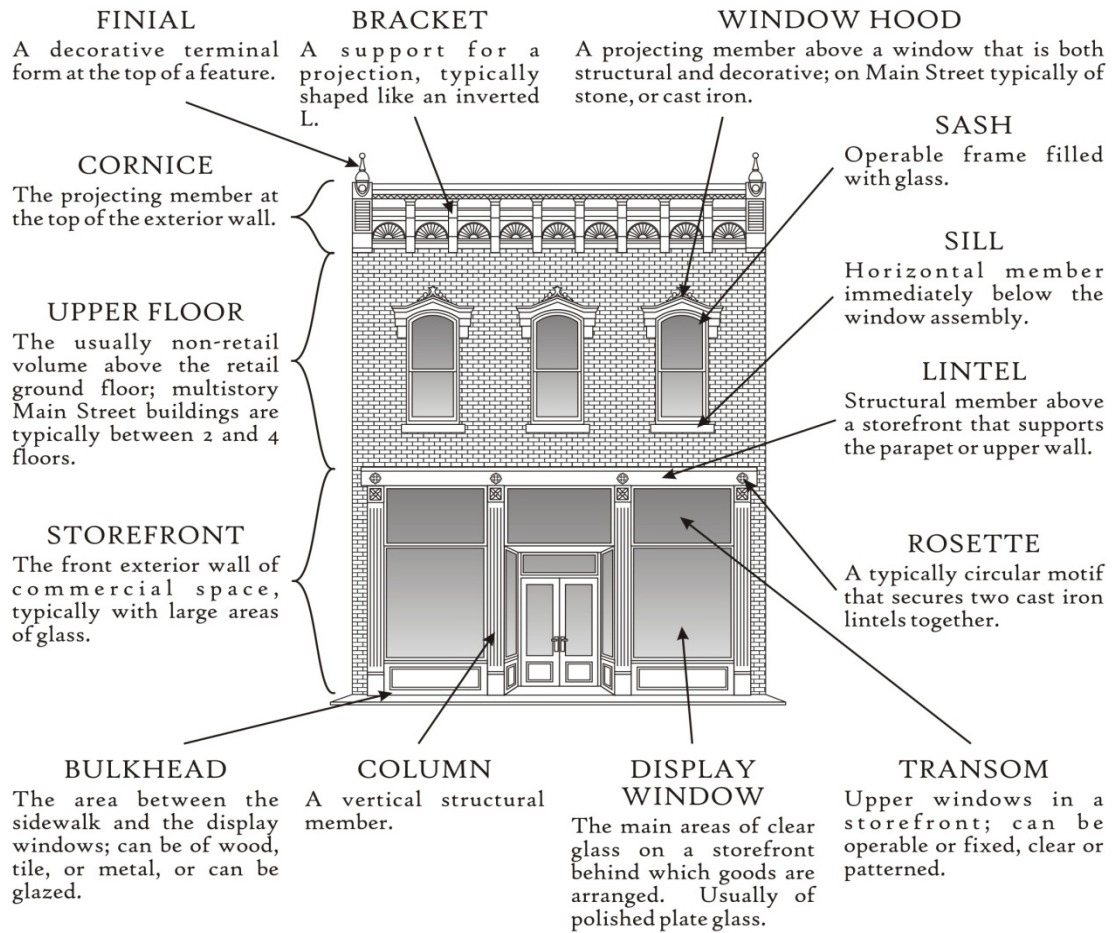
- Using low VOC paints and adhesives
- Using nontoxic cleaning products
- Using environmentally friendly solvents
- Buying supplies only in the amount needed to reduce waste
- Refurbishing existing structures instead of building new ones
- Reusing salvaged building materials
- Using recycled and/or sustainably harvested materials

DESIGN ELEMENTS

This is good example of the parts of a building's façade.



ANATOMY OF A MAIN STREET BUILDING



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ARCHITECTURAL PERIOD

An effort should be made to restore buildings to their original architectural period. For the buildings in the center of town, this would be late 19th or early 20th century.

The simplest way to do this is to remove modifications which have been applied over the years and then decide how to best restore the original building. By taking advantage of the quality of the original materials and design, the life of a building will be indefinitely prolonged and its commercial value increased.

SIGNAGE

Signs are critical as they are a consumer's first glimpse of your business. If your sign is shabby or inappropriate, the perception is that your business will be too.

Signs either contribute to or distract from the overall aesthetics of your business or building. It is important that signs be well crafted and appropriately scaled to your building and storefront. They should deliver a precise message as to who you are.

There are borough ordinances as to size and location of signage on your building. These rules have been put into effect to prevent signs from being installed in such a manner as to distract views of the streetscape or protruding too far out from the face of a building causing hazardous conditions with parking and utility work. Borough ordinances for signs can be found at the Borough building.

Sign Types (examples)

Flush Signs - meant to be viewed from a distance; usually applied to the face of a building

Window signs - decorative lettering or other sign applied to a store front window

Projecting signs – meant to extend over a sidewalk

Freestanding Signs - appropriate when a structure is set back ten or more feet or when the business' entrance is hidden from view.

Banners (these are more for a temporary signage situation)

Sign Basics (examples)

The number of signs on a building should be limited to avoid a cluttered appearance.

Keep signs easy to read; use simple lettering that communicates quickly.

Limit the quantity of signs on storefront display windows and doors.

Signs should be sized and scaled to balance, not hide or overwhelm the structure.

Sign color should complement that character of the building.

Use display windows for creative signage, lettering and business logos.

Signs should be installed where they don't hide or destroy interesting architectural features.

Signs should be mounted in mortar joints if possible rather than in the masonry. All holes should be patched. If there are existing holes or hangers, reuse of those holes or hangers may be preferable.

Signs for Etna should be externally illuminated. Internally lit plastic signs, neon, fluorescent, or flashing lights are not recommended as they do not lend themselves to the historical character of the town.

Sign Illumination (suggestions)

Use energy efficient lighting when possible for environmental reasons and for cost savings.

Use external lighting fixtures rather than internally lit plastic fixtures.

"Gooseneck" fixtures are attractive and recommended.

Sign lighting should be directed to the sign itself and not the surrounding area.

Multiple lighting fixtures should be consistent across the façade.

Lighting fixtures should complement the architectural period of the building.

LIGHTING

A very important part of any town is how you feel when it is dark. The installation of exterior light both direct and indirect can enhance the aesthetics of a building as well as giving the area around it a safe atmosphere for shoppers during evening business hours. Decorative lighting affixed to face of facade is preferable to down lighting from high intensity sources on upper levels of facade. Lighting must also be placed in such a fashion as to not cause disruption of traffic or illumination of interiors of other structures. For economy and effect, select environmentally friendly lights with warm light tones if possible. Nothing is less friendly than cold fluorescent blue tones.

AWNINGS AND CANOPIES

Awnings and canopies are both functional and decorative, especially if they coordinate and complement the building's architecture. Functionally, they offer shelter from the elements for shoppers and protect merchandise from damage caused by direct sunlight at the larger glass storefronts. Not all structures will benefit from awnings or canopies. If awnings are used on upper windows, then they should cover all the upper windows, not just some. Professional installation of all canopies and awnings is required for safety reasons and to insure the long-term integrity of the structure. Borough ordinances for canopies can be found at the Borough building.

ARCHITECTURAL FEATURES

Architectural features are not the backbone of a building; they are its heart and soul and what makes each building interesting. Your building should not look exactly like the one next door. Use your building's own unique features to set it apart while harmonizing with its environment. Many buildings in Etna still have their original architectural features even though they may be covered up. Simple removal of these coverings would reveal original features and details. For our purposes, architectural features will include storefronts, windows, doors, roofs and cornices, and trim work, either wood or metal. When replacement is necessary, using low maintenance replacements that keep the original architectural appearance is desirable.

Storefronts

This is the part of your building that says "hello, come in". Make it count by making it beautiful, inviting and clean.

The design of entrance ways and street-level portion of facades should be compatible with the design of the upper floors to retain the overall character of a building. Retail stores and service-oriented businesses and restaurants typically have large pane display windows on the ground level. Buildings with multiple storefronts should be visually unified through the use of building

materials, colors, architectural details, awnings, signage and lighting. The original proportions of display windows and any special features such as transoms or leaded glass should be retained.

Entrances should be well defined by architectural elements such as lintels, pediments, pilasters, columns, porticos, porches, railings, and balustrades, etc

Avoid replacing an entire store front when repairing existing materials and surfaces or replacing parts and sections may be all that is necessary.

Windows

Because of the variety of windows already existing in the Etna business community, there is no specific criteria to follow. If window size has been reduced, you may want to restore it to its original condition using an energy efficient replacement. Small windows are typically not attractive unless they are there for decorative purposes.

Energy efficient windows are highly recommended to avoid energy loss and to reduce costs. Establishing day lighting with larger or original window sizes will reduce the need for internal lighting. For windows that view southern or western exposures, special glass is available which prevents sun rays from entering the room and creating heat. Also recommended are windows that open to reduce the need for air conditioning.

Unless you are keeping the original windows, which will require regular maintenance, window frame materials should be selected that do not require maintenance such as vinyl or aluminum clad wood.

Whenever possible, windows on upper floors should align vertically with windows and entrances on the first floor. Windows and window trim should be consistent with that of the original building.

New windows should be compatible with the style, size, material, color and detail of windows on the existing building.

Doors

As part of the storefront, doors are the first thing your customers see. Doors should complement the architecture of the building, be energy efficient, be built of exterior grade materials, and meet all local and state building codes and standards.

Maintenance, repairs, refinishing and restoration of existing historic door(s) is encouraged in lieu of replacement where possible. Avoid replacing doors that do not match the size of the opening.

Closing up existing door openings is not recommended unless there is a compelling reason to do so.

Roofs and Cornices

These areas are part of the building facade as long as the roof is part of the front of the building itself. Cornices are located under the roof overhang and are visible from the street. The main

portion of the roof is not part of the program. Because of the number of architectural styles throughout the community, there are few limitations on repairs and replacement. Whenever possible, it is preferred that the original look of the facade be maintained; however it is understood that this is not always possible.

Woodwork and Trim

Some of the existing wood storefronts are in need of an entire renovation and others are only in need of some minor trim replacement. When possible, trim work should match existing facade architecture.

Railings

Railings serve multiple purposes. They are necessary for ADA compliance, provide safety at open stairwells and balconies, and add distinctive touches to buildings. If an existing railing cannot be salvaged, railings from all architectural eras are available.

Ornamental Iron Work

Ornamental Iron Work is both decorative and functional. Using it around windows can act as a security barrier at ground level as well as adding charm and flare to the facade. Iron work can be fabricated to match the existing architecture of the facade.

Hardware

Original hardware, if available, should be used when possible.

COLOR

Historic colors should be used to maintain the character of the town.

CONSTRUCTION ELEMENTS

Construction or renovation of any type will need to be accomplished in accordance with all safety and environmental regulations as well as with borough ordinances and requirements.

Environmentally friendly products such as paints and solvents should be used whenever they exist as an option.

For safety and environmental reasons, avoid stripping or sanding old paints if at all possible due to the presence of layers of old lead paint under the surface layer. If stripping or sanding is necessary, personal protection should be used and care should be taken to clean up the waste and dispose of it properly. Inhaling or ingesting lead particles may cause brain damage.

EXTERIOR RESTORATION

Cleaning

When cleaning or removing paint from buildings that contain either brick or masonry, it is recommended that you use steam or low pressure water (no more than 300 psi) and soft bristle brushes. Never sandblast or use high pressure wash, or use abrasives on brick or masonry.

Painting

Use only non-toxic, low volatile organic compound (VOC) paints, sealants, and finishes. Gently scrape or brush loose chips of old paint to reveal the original architectural details. Paint should not be removed by sandblasting or by using pressurized water or steam. Any waste produced should be properly cleaned up.

Single color, monochromatic and contemporary color schemes should be avoided for early buildings. Use historically accurate color palettes. There is a great deal of information available to help with color choices.

Woodwork

All trim should be professionally installed as to mitering and overlap situations. Care should also be given that wood used is properly coated to provide longevity in the elements. The use of synthetic materials are permitted as long as they are designed for exterior use and do not detract from the authenticity of the building.

Brickwork and masonry

To preserve the original beauty and prolong the life of brickwork and masonry, only periodic cleaning and repointing are required. Repointing is the process of removing deteriorated mortar from the joints of a wall and replacing it with new mortar. Repointing should be done by a professional with experience in historic materials.

Painting brick is not recommended unless the brick facade has already been painted. Paint obscures interesting features, such as joint profiles and bonding patterns, and will also create the need for continued maintenance and expense for the future.

Repair decorative brickwork and masonry whenever possible. Only replace decorative masonry features when they are completely missing or too deteriorated to repair. Use existing physical evidence to guide the new work and to match the original features as closely as possible. Replacement brick units should match the original in dimension and should be professionally added to the original surface.

NEW CONSTRUCTION AND ADDITIONS

If new construction will occur on your building, you should seek professional advice to meet zoning requirements and to produce an addition that complements the existing building.

DEMOLITION

Demolition of existing structures should only be considered under the following conditions:

- when the building is declared by professionals to be beyond repair;
- if the building is not a significant structure or has lost all of its historic integrity;
- if over 50% of the structure has been destroyed by fire or other disaster;
- if the structure is an unsound threat to public health and cannot be corrected.

COMMON MISTAKES IN RESTORATION

False historical themes (modifying a building facade to reflect a different time period or style)

Slipcovers (using inappropriate materials that cover up the original facade)

Modifying the storefront without respect to upper facade design

Filling in display windows, transom windows and doors

Replacing original windows with smaller windows

Using inappropriate colors

Using inappropriate materials (such as Tl-11, plywood, shingles, vinyl siding)

Immediate improvements include:

Re-establishing windows by removing plywood boards

Replacing missing elements or details with exact or similar materials

Repairing brick problems

RECOMMENDED/DISCOURAGED EXAMPLES



(Discouraged)- Covering original window openings. The lower storefront and upper level has vertical paneling that is likely covering up historic details in the masonry. It is recommended to remove the paneling and restore the storefront to the original if possible



(Recommended)- The storefront facade above is tastefully done with a cohesive color scheme.



(Discouraged)- The windows are glass blocked up and the storefront is covered by paneling.



(Recommended)- This building has not been greatly modified from its original design. The original color scheme and details are still intact. Good accent lighting.



(Discouraged)- Security gates alter the historical value and principals of the building. Security can be handled through ornamental ironwork that can compliment and blend into the façade if done well.



(Recommended)- The storefront is tastefully done with a cohesive color scheme and signage that is appropriately scaled and designed.

APPENDICES

GLOSSARY OF ARCHITECTURAL TERMS

Anchor - A device used to give stability to one part of the structure securing it to another part; includes concrete inserts, toggle bolts, expansion anchors, and lead shield anchors.

Angled bay window- A bay window that protrudes out over a wall and is triangular in plan.

Architectural style - A classification that identifies that overall appearance of the architecture of a building, including its construction, form, arrangement of design components, use of materials, and ornamentation. The style may be a unique individual expression of a broad cultural pattern relating to a particular time period, geographical region, or country of origin.

Awning- A roof like cover of canvas or other lightweight material, extending in front of a doorway or window, or over a deck, providing protection from the sun or rain.

Baluster One - of a number of short vertical members used to support a stair or balcony railing; may be a turned wood spindle or a stone column, either square or with varying round profile.

Balustrade - An entire railing system, as along the edge of a balcony, including a top rail, bottom rail, and balusters.

Band Molding - A small broad, flat molding, projecting slightly, of rectangular or slightly convex profile, use to decorate a surface, either as a continuous strip or formed into various shapes.

Base - The lowest and most visible part of a building often treated with distinctive materials, such as rustication. Also, the lowest part of a column or pier that rests on a pedestal, plinth or stylobate.

Bead and Reel Molding - Classical molding consisting of alternate small, egg-shaped beads and semicircular disks edgewise.

Belt course - A projecting horizontal course of masonry, of the same or dissimilar material used to

throw off water from the wall; usually coincides with the edge of an interior floor.

Boxed Cornice - A cornice that is enclosed by boards and moldings so that the lower ends of the rafter are not visible. Also a hollow cornice built up of boards and moldings, resulting in a soft fit under the eaves.

Bracket -A projection from a vertical surface providing structural or visual support under cornices, balconies, windows, or any other overhanging member.

Bracketed Cornice - A deep cornice supported by ornamental brackets, sometimes in pairs.

Brick - A solid or hollow masonry unit of clay mixed with sand, which is molded into a small rectangular shape while in plastic state, then baked in a kiln or dried in the sun.

Building Preservation - The process of applying measures to maintain and sustain all of the existing material, integrity, and form of a building, including its structure and building artifacts.

Buttress - An exterior mass of masonry projecting from the wall to absorb the lateral thrusts from rood vaults; either unbroken in their height or broken into stages, with a successive reduction in their projection and width. Stages are generally sloped at a very acute angle and terminate at the top with a plain slope ending at the wall or with a triangular pediment.

Canopy - A decorative hood above a niche, pulpit, or stall; also a covered area that extends from the wall of a building, protecting an enclosure.

Casement Window - A window ventilating sash, at the sides of the opening into which it is fitted which swings open on hinges along its entire length.

Cast Iron - Iron produced by casting molten ore into molds of a wide variety of shapes and sizes; used for structural members, freestanding ornament and components of building facades.

Clapboard Siding - A wood siding used as an exterior covering on a building of frame construction, applied horizontally and overlapped, with the grain running lengthwise, thicker along the lower edge than the upper.

Column - A vertical structural compression member or shaft supporting a load, which acts in the direction of its vertical axis.

Conical Roof - A roof shaped like an inverted cone on top of a cylindrical tower; used in the Chateau and Queen Anne styles; also called a witch's hat.

Conservation - The management of a building to prevent its decay, destruction, misuse or neglect; may include a record of the history of the building and the conservation measure applied.

Corner Blocks - Wood blocks positioned at the top corners of the window or door casings; often enhanced with design elements, such as concentric oval disks.

Cornice - The uppermost division of an entablature; a projecting shelf along the top of a wall supported by a series of brackets; the exterior trim at the meeting of a roof and wall, consisting of a soffit, fascia, and crown molding.

Crown Molding - Any molding serving as a corona or otherwise forming the crowning or finishing member of a structure.

Dimension stone - Native rock that has been processed by shaping, cutting, or sizing for building or landscaping use. It is fire resistant and varies according to type, from fairly porous to impregnable. There are three basic types of stone: igneous, such as granite, is long-lasting and durable; sedimentary, such as limestone, is made up of organic remains; metamorphic rock is either igneous or sedimentary transformed by pressure and heat or both.

Double-hung Sash Window - A window with two sides sashes, one above the other, arranged to slide vertically past each other.

Eaves - The projection overhang at the lower edge of a roof.

Embedded Column - A column that is partly, but not wholly built into a wall.

Entablature - In classical architecture, the part of a structure between the column capital and the roof or

pediment, comprising the architrave, frieze and cornice.

Facade - The exterior face of a building, particularly one of its main elevations, almost always containing an entrance and characterized by an elaboration of stylistic details.

False Front - A front wall that extends beyond the sidewalls and above the roof of a building to create a more imposing facade.

Fanlight - A semicircular window, usually over a door with radiating bars suggesting an open fan.

Fascia - Any flat horizontal member or molding with minimal projection; any narrow vertical surface that is projected or supported on elements other than a wall below.

Fillet Molding - A molding consisting of a narrow flat band, often square in section. The term is loosely applied to almost any rectangular molding, usually used in conjunction with other moldings or ornaments.

Finial - A small, sometimes foliated ornament at the top of a spire, pinnacle, or gable that acts as a terminal.

Fluting - The hollows or parallel channels cut vertically on the shaft of columns, pilasters, and piers, separated by a sharp edge or arris, or by a small fillet.

Flying Facade - The continuation of the facade wall above the roofline of a building.

Frieze - An elevated horizontal continuous band or panel that is usually located below the cornice; often decorated with sculpture in low relief.

Gable - The entire triangular end of a wall, above the level of the eaves, the top of which conforms to the slope of the roof that abuts against it; sometimes stepped and sometimes curved in a scroll shape.

Gable Ornamentation - Decorative elements, such as spindle work or scrollwork at the apex of gable.

Gambrel Roof - A ridged roof with two slopes on each side, the lower slope having the steeper pitch.

Gingerbread - The highly decorative and often superfluous woodwork applied to a Victorian style house or commercial structure.

Hipped Gable - The end of a roof formed into a shape intermediate between a gable and a hip. The gable rises about halfway up to the ridge resulting in a truncated shape, the roof being inclined backward from this level.

Hipped Roof - A roof with four uniformly pitched sides.

Historic Building - A building that has been recognized and documented as having historic significance, or part, of a historic district, especially those listed in a register of historic places.

Historic Significance - A determination of the importance of an element, building, or site based on its connection with a historical event, person, or time period, or because it is an important example of a post architectural style.

Leaded Glass - Small panes of glass held in place with lead strips; the glass may be clear or stained.

Leaded Light - A window with small diamond-shaped or rectangular panes of glass set in cames.

Mansard Roof - A roof that has two sloped on all four sides.

Marquee - A sheltering roof over an entry supported by the wall from which it projects rather than by piers or columns.

Masonry - Includes all stone products, all brick products, and concrete block units, including decorative and customized blocks.

Molding - A decorative profile that is given to architectural members and subordinate parts of buildings; whether cavities or projections such as cornices, bases, door and window jambs and heads.

Mullion - A dividing piece between the lights of windows, usually taking on the characteristics of the style of the building.

Ornament - Anything that embellishes, decorate, or adorns a structure, whether used intentionally and integrated into the structure of applied separately to enhance the buildings form and appearance.

Palladian Window - A tripartite window opening with a large arched central light and flanking rectangular side lights.

Pilaster - A partial pier or column, often with a base, shaft, and capital, that is embedded in a flat wall and projects slightly; may be constructed as a projection of the wall itself.

Pinnacle - An apex or small turret that usually tapers toward the top as a termination to a buttress; often ornamented with crockettes.

Pointing - The process of filling a mortar joint after raking out the old mortar and working it to the desired joint profile; carried out for restoration purposes and not part of the original construction.

Preservation - The keeping in existence, unchanged, or natural resources and buildings that have been inherited from the past. The Secretary of Interior's Standards define preservation thus: "to sustain the existing form, integrity, and material of a building or structure, and the existing form and vegetative cover of a site."

Quoin - One of a series of stones or bricks used to mark or visually reinforce the exterior corners of a building; often achieved through the use of a contrast in size, shape, color, or material, which may be imitated in non-load bearing materials.

Rail - A bar of wood or other material passing from one support to another; a horizontal piece in the frame or paneling, as in a door rail, or in the framework of a window sash, or the top member in a balcony railing.

Railing - Any open construction or rail used as a barrier, composed of one of a series of horizontal rails supported by spaced upright members.

Rake - The slope or angle of inclination. The context usually indicates whether it is measured from the horizontal or the vertical axis.

Raking Molding - Any molding adjusted at a slant, rake, or ramp; any overhanging molding that has a rake or slope downward and outward.

Reconstruction - Rebuilding by new construction what was lost, following the exact form, materials, and details as the original.

Reflective Glass - Window glass having a thin, translucent metallic coating bonded to the exterior or interior surface to reflect a portion of the light and radiant heat that strikes it.

Rehabilitation - Slum areas and substandard buildings brought up to an acceptable living standard.

Renovation - Bringing an existing building or structure back to its former or original condition.

Restoration - According to the Secretary of Interior's Standards, "accurately recovering the form and details of a property and its setting as it appeared at a particular period of time by means of the removal of later work or by the replacement of missing earlier work."

Reuse - Make suitable for new requirements through modifications.

Revitalize - To impart new life or restore vitality in a residential or commercial area through physical improvements and economic programs, such as a main street program. The horizontal lines at the junction of the upper edges of two sloping roof structures.

Sandblasting - Abrading a surface, such as concrete, using a stream of sand ejected from a nozzle by compressed air; used for removing dirt, rust, or paint, or cleaning up construction joints, or carried deeper to expose the aggregate for a decorative texture.

Sash - Window A window formed with glazed frames that slide up and down in a vertical groove by means of counterbalanced weights.

Sashless Window - A window composed of panes of glass that slide along parallel tracks in the window frame toward each other to leave openings at the

Shutter - One of a pair of movable panels used at window openings to provide privacy and protection from the elements when closed.

Sidelight - A framed area of fixed glass, set vertically on each side of a door, usually made up of a number of small panes.

Single-hung Window - A window with two sashes, only one of which opens.

Soffit - A ceiling or exposed underside surface of entablatures, archways, balconies, beams or columns.

Spindle - A turned wood architectural element, produced on a lathe, and used as banisters or ornamental spindle work on porches and other locations.

Spindle work - Wood ornament with circular cross-section, such as balusters turned on a lathe used on stairs, porches, and in gable ends of Queen Anne and other Victorian style homes.

Spire - A slender pointed element on top of a building; generally a narrow octagonal pyramid set above a square tower.

Stained Glass - Glass given a desired color in its molten state or by firing a stain into the surface of the glass after forming; used for decorative windows or transparent mosaics.

Storefront - The front facade of a ground-level shop with glass display windows in minimal-sized mullions, and a recessed entrance to accommodate the outward swing of doors.

Stringcourse - A horizontal band of masonry, extending across the facade to mark a division in a wall, often encircling decorative features such as pillars or engaged columns; may be flush or projecting, molded or richly carved.

Top-hung Window - A casement window hinged horizontally.

Transom - A horizontal bar of wood or stone across a door or window frame; the crossbar separating a door from a fanlight above it; a window divided by a transom bar.

Transom Bar - An intermediate horizontal member of a doorframe or window frame; a horizontal member that separates a door from a window, panel, louver above.

Turret - A diminutive tower, characteristically projecting out on corbels from a corner of the structure.

Vertical Sliding Window - A window having one or more sashes that move only in the vertical direction; they are held in various open positions by means of friction or a ratchet device instead of being supported by a counterweight.

GUIDELINES FOR ACCESSIBILITY

The American with Disabilities Act (ADA) guarantees accessibility to properties open to the public. This is a Federal law that must be complied with by property owners of public buildings. Building accessibility for individuals with disabilities should be achieved without compromising historic building materials or character-defining elements. Since each building presents different conditions, property owners should seek the assistance of experienced professionals when planning for accessibility modifications. Preservation professionals, code officials and persons with disabilities should be consulted to determine the full range of needs and options for accessibility. Plan to provide barrier free access that promotes independence for disabled persons to the highest degree practicable while preserving historic features. Seek the most appropriate location for new elevators and ramps, or disguise them with compatible design features. Design new ramps to be compatible with the original structure and site. Construct new ramps of materials equal to or similar to the materials of adjacent stairs and walks. Use landscaping to minimize the visual impact of ramps and elevators on historic buildings and sites. Questions? Contact the ADA Information Line at: #1-800-514-0301 or by website: WWW.ADA.GOV

SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

The Standards (Department of Interior regulations, 36 CFR 67) pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior, related landscape features and the building's site and environment as well as attached, adjacent, or related new construction. The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.

The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

Each property shall 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 architectural elements from other buildings, shall not be undertaken. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.

Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.

Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

New additions and adjacent or related new construction shall 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.

ETNA ECONOMIC DEVELOPMENT CORPORATION
FACADE GRANT PROGRAM APPLICATION

SCOPE AND APPLICABILITY

The Façade Grants are available to any **commercial** property within the Borough of Etna. The grant is a matching grant to eligible parties up to \$3,500. Applicants must be a current member in good standing if the Etna Economic Development Corporation.

The guidelines in this document are intended to encourage restoration projects of building facades and to enhance the building's overall exterior appearance. These guidelines should assist with the preservation of original and/or historic commercial buildings and assure that such buildings are rehabilitated in a manner that is appropriate to their age.

Any restoration, preservation, rehabilitation, or maintenance should follow the design guidelines, the codes and ordinances of the Borough, and any other applicable standards, codes, and ordinances that may apply.

The Etna Economic Development Corporation would like to suggest to the property and business owners participating in any renovation or restoration the use of local vendors and contractors whenever possible.

The application can be found below. Completed applications will be reviewed by the Etna Economic Development Corporation's Board of Directors.

APPLICATION PROCESS

Available funding:

The total amount of any one grant will not exceed \$3,500 matched dollar for dollar by property owner(s) or business owner(s) with approval of property owner(s).

Example #1:

Painting of facade = \$3,500

Grant allowance: \$1,750

Owner Liability: \$1,750

Grant will not exceed 50% of total cost of project

Example #2

Complete Restoration of Facade = \$10,000

Grant allowance: \$3,500

Owner Liability: \$6,500

This project has received maximum grant amount available.

Applications will be accepted for review through April 30, 2020. The awarding of grants is at the discretion of the Board of Directors and is dependent upon funding availability from the Etna Economic Development Corporation. The limitations of funds are \$3,500 per year.

The maximum reimbursement allowed under the Facade Restoration Grant may not exceed 50% of the total project cost up to a maximum of \$3,500 or as otherwise noted. The Facade Restoration Grant cannot be used to pay for work that is currently in progress or has already been completed.

All applicants shall be responsible for supplying current proof of insurance, paid tax receipts and paid water and sewage bills, if requested.

Selection Process: Applications will be reviewed in the order they are received. Grant will be awarded in May 2020.

APPLICATION PROCEDURE

1. Evaluation

- Set up an initial meeting with a member of the EEDC Board;
- Take a current photo of your property;
- Get an application;
- Discuss plans for the project and property;
- Understand the property's original/historical architecture;
- Create a rudimentary sketch of the work to be accomplished;

2. Complete application (use checklist)

- Secure architect or design service, if needed;
- Get cost estimate(s) for work to be completed;
- Complete projected work schedule estimating date of completion;
- Get all samples: paint, awning, finishing materials if appropriate;
- Complete and sign all sections of the application and the Hold Harmless Agreement.

3. Grant approval

- The Board of Directors will review the initial application for completeness;
- The Board of Directors will approve the application. If not approved, a second evaluation will be scheduled to address questions or concerns;
- The Board of Directors will provide written approval to the applicant;
- Secure required building permits from the Borough of Etna, as needed.

4. Execute project

- Work cannot begin until written approval is received from the Board of Directors;
- Work must comply with approved project description; any change orders must be reviewed and approved;
- Project must be completed within a designated and agreed upon time frame.

5. Finished project

- Work not completed in accordance with the approved project description may be denied

payment;

Once the project is completed, you must process an "after" photo of the work, copies of the receipts and proof of payment for materials and labor in the form of both the front and back of cancelled checks to the EEDC for final approval and distribution of funds.

Within one month of receiving all copies and required submissions, the EEDC Board will reimburse the applicant in accordance with the terms of the grant.

ETNA ECONOMIC DEVELOPMENT CORPORATION GRANT APPLICATION

Please review the grant requirements and specifications before completing the application.

Applicant's name _____

Applicant's phone _____
Home Work Cell

Applicant's email: _____

Business name: _____

Property/Storefront address: _____

Property owners name: _____

Property owner(s) address: _____

Property owner's phone _____
Home Work Cell

Property owner's email: _____

Is the applicant a business owner leasing from the property owners? (circle one) YES NO

Property Owners/Business Owner(s) Agreement

I/We, the property owner(s), understand that the current business owner leasing my storefront is applying for the Matching Facade Grant Program through the Etna Economic Development Corporation to renovate our storefront. I/We grant permission to them to undertake the rehabilitation process necessary to receive the matching grant and waive the right to receive additional matching funds if the approved rehabilitation to that storefront exceeds the \$3,500 maximum allowance per storefront. I/We, the business owner(s), understand that all rehabilitation completed on the storefront under this program becomes the assets of the property owner(s) and such items as signs, awnings, etc., can only be removed by consent of the property owner.

Property Owner(s) signature _____ Date _____

Business Owner(s) signature _____ Date _____

Project description: (Please enclose design plans, drawings, schematics and photos)

ESTIMATED COST OF PROJECT _____

Indicate the appropriate category associated with the project.

- Signs and Awnings
- Exterior Painting and Restoration
- Additions and Architectural Elements
- Site and Building Enhancements
- Exterior Lighting

Anticipated Project Start Date _____

Anticipated Project Completion Date _____

Additional Funding Source(s) – check all that apply to your project.

- Cash
- Bank Loan
- Other (please specify and describe below)

The applicant acknowledges the terms and conditions associated with the Facade Restoration Grant and agrees to comply with all of its requirements.

Signature of Applicant

Date

Signature of Property Owner (if different than above)

Date

Submit grant applications to:

Etna Economic Development Corporation
Façade Improvement Program
437 Butler Street
Etna, Pa 15223

APPLICATION CHECKLIST

Applicants must supply three (3) copies of the following items with the completed application form.

- A complete detailed written description of the proposed project;
- One complete set of plan(s) and/or drawings of the proposed project or signage;
- Awning samples, paint color samples and/or finishing material samples if appropriate;
- Current color photographs of the subject property;
- Historic photos of the façade if available;
- Complete project cost estimates from contractors and/or material suppliers;
- Detailed work schedule estimating date for project completion;
- Proof of financial responsibility, matching fund verification;
- Signed Hold Harmless Agreement and ALL required permits.

E.E.D.C. USE ONLY

Date of application: _____

Total cost eligible for matching grant: _____

Date of application approval: _____

Date of final project review: _____

E.E.D.C. authorized Signature(s): _____

RELEASE AND HOLD HARMLESS AGREEMENT

FOR THE ETNA ECONOMIC DEVELOPMENT CORPORATION'S FACADE GRANT PROGRAM

Release executed on the _____ day of _____, 20____, by

_____ and _____ of
Property Owner (Tenant if Applicable)

_____, Borough of Etna, Allegheny County
Street Address

State of Pennsylvania, referred to as Releasor(s).

In consideration of being granted monies for restoration, modifications, signage, or other physical changes to the property located at the above address, the Releasor(s) understands that they are solely responsible for providing their own contractors, and to assure that those contractors are fully insured and licensed and have obtained all necessary permits in accordance with Borough and State regulations. The Releasor(s) waives, releases, discharges, and covenants not to sue the Etna Economic Development Corporation for loss or damage, and claims or damages therefore, on account of any work that has been performed in accordance with City or State guidelines.

Releasor(s) agrees that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the laws of the State of Pennsylvania and that if any portion of the agreement is held invalid, it is agreed that the balance shall; notwithstanding, continue in full legal force and effect.

Releasor(s) further states that it has carefully read the above release and knows the contents of the release and signs this release as its own free act.

Releasor(s) obligations and duties hereunder shall in no manner be limited to or restricted by the maintaining of any insurance coverage related to the above referenced event.

This release contains the entire agreement between parties to this agreement and the terms of this release are contractual and not a mere recital.

Dated this _____ day of _____, 201____.

Property Owner Signature

Witness

Tenant Signature (if applicable)

Witness

Please Print Name