



# Borough of Freemansburg

600 Monroe Street, Freemansburg, PA. 18017

Phone: (610)866-2220 Fax: (610)868-2402

## Freemansburg Façade Improvement Program Guidelines

The Borough of Freemansburg (the “Borough”) is committed to the revitalization and historical preservation of properties within the Borough. The Borough’s Façade Improvement Program Is designed to help Improve the exterior appearance and condition of the properties within a targeted area of the Borough. The programs goals are to maintain historic and architectural integrity, Improve neighborhood appearance, help property and business owners make exterior repairs that they would otherwise not have the ability to complete, attract new small businesses, and Increase property values for all Borough residents.

### I. Eligible Properties

All properties located within the following targeted area are eligible to participate:

Main Street, Freemansburg, Northampton County PA. 18017 between Washington Street and 4 Main Street.

This targeted area is the only area approved by Northampton County for this specific façade improvement program.

### II. Eligibility Requirements

- A. The applicant shall be limited to the property owner.
- B. The applicant or contractor is responsible for obtaining all required permits associated with the proposed façade project. Prior to any work commencing, the properties façade will be inspected to establish the scope of work necessary to comply with basic health and safety and property maintenance requirements of the Borough.
- C. The property shall not have any outstanding municipal debt, including but not limited to, Borough or County taxes, utilities, or other Municipal liens.
- D. The applicant must submit a completed application, during the specified application period, in order to be considered for the program.
- E. A project must enhance the primary façade, which is any side of a property that faces a public street.
- F. The proposed project must seek to improve the physical appearance of the property in accordance with the applicable design and guidelines established herein.



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### III. Terms of Grant

Applicants may be eligible to receive grants up to \$2,500.00, with a 1:1 cash match required by the applicant (i.e., A \$2,500.00 grant will have a total project cost of \$5,000.00). The applicant is responsible for all project costs over and above the maximum grant amount. The Borough is the administrator of the Façade Improvement Program. The Borough will collect cash match monies from applicants and disburse payments to contractors. Applicants are responsible for obtaining estimates from qualifying contractors.

### IV. Eligible Improvements

All improvements must be made to the main face of the building that are visible to the street and may include:

- Restoration of architectural details and removal of elements covering architectural or historic details.
- Cleaning and/or repainting of building exteriors.
- Repointing of brick or repairing of cornices.
- Installation of appropriate lighting to illuminate the exterior of a property.
- Removal and replacement of awnings.
- Installing or removing gutter and downspout systems in conjunction with other façade improvements.
- Wood repair.
- Energy Star rated and historically appropriate entrance lighting.
- Repair of deteriorated windows, sashes, sills, and framing visible from the street.
- Replacement or upgrade of porches, balustrades, columns/supports, steps, or railings.
- Replacement or upgrade of doors.
- Replacement of miscellaneous façade items, such as building numbers and mailboxes for a unified façade appearance.
- Design assistance – Design assistance of up to \$1,000.00 may be included in the grant.
- Design assistance may include architectural services, historic preservation, and graphic design.

All improvements must comply with the program's design guidelines.

The following improvements are ineligible:

- Removal of historical features.
- Landscaping.



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- Roof replacement.
- Business signage.
- All other improvements determined by the Borough's Planning Commission to be inconsistent with the program guidelines.

### V. Outreach

The Borough will make efforts to inform all eligible property owners in the targeted area about this program, via mail with certificate of mailing.

### VI. Application Process

- A. Applications may be obtained during normal business hours at the Borough's administrative offices, which are located at 600 Monroe Street, Freemansburg PA, 18017. Applications are also available on the Borough's website: [www.boroughoffreemansburg.org](http://www.boroughoffreemansburg.org)
- B. Completed applications shall be submitted to a Borough staff member at the Borough's administrative offices prior to the application period deadline.
- C. Completed applications will be reviewed and prioritized by the Planning Commission.
- D. If an application is denied or rejected, the applicant may request that the Planning Commission reconsider the application.
- E. Estimates for work to be completed will be determined after the initial review of the application.
- F. Work may not begin until the application is approved and the applicant(s) has signed all of the necessary paperwork required by the Borough.
- G. Applicants will be required to provide the Borough with the required 1:1 cash match prior to the commencement of any work.

### VII. Project Completion

- Upon completion of project, a municipal representative(s) will inspect all work for quality and compliance with code requirements and design guidelines.
- If municipal personnel find a problem with the work, the applicant and/or contractor must correct the issue before payment will be released.



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### VIII. Contractors

The Planning Commission will require the applicant's contractor to meet the following criteria:

- Be registered with the Commonwealth of Pennsylvania.
- Have an EPA Lead-Based paint certification.
- Not be debarred or suspended.

The project description or scope of work listed in Contractors estimate shall be the exact description of a project, so estimates from different contractors can be accurately compared. The lowest estimate shall be selected unless there are extenuating circumstances that justify not utilizing the lowest estimate.

Before being awarded a contract, Contractors shall provide the Planning Commission the following:

- Certificate of Commercial General Liability Insurance
- Automobile Liability Insurance
- Commercial Pollution Liability Insurance
- Worker's Compensation Insurance
- Indemnification (Contractor shall hold the Borough harmless to the fullest extent possible).
- PA Contractor's registration Number.
- EIN
- EPA lead-based paint certification for renovations, repair, and repainting.
- Three references from previous jobs.

In the events written estimates exceeds the grant award for the scope of work, the Planning Commission will either, 1) require the property owner to pay any amount over the grant award, 2) adjust the scope of work, or 3) request contractors to restructure estimates.

Contractors are required to begin work within 30-days of the execution of the grant contract. Contracts are required to complete all work within 90-days of the execution of the contract.

### IX. Bid Requirements

Project costs between \$1,000 and \$5,000.00, require two (2) written estimates.

Project costs between \$5,001 and \$24,999.00 require three (3) written estimates.

Projects costing an amount greater than \$25,000.00 require public bid.



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### X. Design Guidelines

**Facade Materials – Wood Frame and Sided Construction:** It is never desirable to put new aluminum or vinyl siding on street-facing facades with wood framed/sided construction. For reasons of aesthetic appearance, historical accuracy, sustainable energy, and environmental standards and material reliability, the following are design choices in order of preference.

**Option A:** Replace with high quality, paint grade, wood lap siding.

**Option B:** Replace with cement fiber lap siding with smooth paintable finish.

**Option C:** If original surface is intact underneath, scrape, repair and repaint original surfaces. Restore original details.

**Option D:** If cost hardships prevent Options A through C above, then power wash and repair existing siding and Paint. Restore as much detail as possible, via paint scheme selection.

**Façade Materials – Brick, Stone, and Masonry Construction:** It is always best to maintain the original masonry surface in an unpainted condition. Stone should never be painted. Covering wood framed and sided facades with faux brick or stone are inappropriate rehabilitation techniques.

**Option A:** Gently clean and repoint existing brick, stone, and masonry surfaces as per professionally recommended standards. Replace broken or missing pieces with similar color and textured materials.

**Option B:** If surface is painted, remove paint in a professionally recommended, non-destructive manner. Repair mortar and brick as above.

**Option C:** If surface is intact (After inspection of sample area), remove faux brick or stone. Repair mortar and brick as above.

**Option D:** If surface is severely spalled, cracked, etc. such to be aesthetically unacceptable, repair as necessary and refinish surface with specialty paint specifically formulated for masonry surfaces.

**Option E:** If existing faux surface cannot be removed without destroying original substrate, patch and repair as necessary and paint.

**Option F:** If original surface is beyond repair to the point Option D is not an acceptable solution, then faux brick or stone can be considered as a last resort.

**Porches – Floors and Foundation Walls:** Materials should remain generally consistent with typology of the block and street. Orientation of entry should also follow the pattern set by original street conditions.



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**Option A:** Concrete floors should remain, unless deterioration is extreme and replacement would involve considerable structural disruption to the adjoining building. In the latter case a “shell” construction of wood over existing concrete may be considered.

**Option B:** In no case shall pressure treated lumber be used as a finish material. Pressure treated lumber is designed as framing lumber for damp locations and insect resistance. In exposed use, pressure treated lumber warps, shows knots and does not finish well. Wood flooring should be exterior grade, tongue and groove type or stain/paint grade lumber. Edge details should be designed to eliminate exposure of end grain.

**Porches – Railings and Columns:** Original materials may be wood, concrete, iron, and masonry. It is the intent to match original materials wherever possible.

**Option A:** Non-original iron, aluminum and other metal railings should be replaced with original materials where possible.

**Option B:** Wood railings and columns shall be exterior grade finish lumber or stain/paint grade lumber.

**Option C:** No PVC material shall be utilized. Heavy composite material matching the consistency and finish of wood may be considered if desired wood products are unavailable.

**Option D:** Original iron railings and columns shall be wire brushed primed and painted as necessary to maintain original condition. Brass or other high-grade finishes shall be polished and protected with clear lacquer. Missing parts shall be fabricated and replaced where necessary.

**Porches – Entry Stairs and Stoops:** The material should echo the character, scale, and finish of similar components of the surrounding street and block. In most cases, this will be concrete since the steps are normally exposed to the weather. It is not acceptable to replace or cover existing concrete entries with wood. In no case shall pressure treated lumber be used to replace wood steps for exposed entry stairs.

**Windows, Doors and Trim - General:** The character of the neighborhood shall be maintained by adherence to detailing of doors, windows, and trim. Front doors and first floor windows especially shall be treated as main design elements of any façade project.

**Windows:** Shall maintain size and lite arrangements (2 over 2, 6 over 6, etc.) of original. New, insulated glass units shall be mandatory unless recreating special design features (sidelights, transoms, fan windows, etc.) renders that prohibitive.



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**Doors:** Formal entry doors shall maintain the character of the street and block. Replacement with “suburban style” metal doors (oval lite panels, fake historic elements) shall be avoided. Use of storm doors with summer screen inserts is encouraged. Replacement aluminum screen doors are prohibited.

**Trim:** Trim, sills, window caps and other fine details shall be of original design materials. Aluminum coils stock shall not be used to cover original detailing. For properties with existing aluminum or vinyl siding, exposure of original painted sills, corner boards and trim shall be executed with exterior paint grade lumber. If wood is not available, a composite material may be considered.

**Façade Color Palette:** The Planning Commission shall meet with the applicant to come to a consensus on a paint scheme that both serves the building well and accentuates the context and character of the neighborhood. The Planning Commission shall work with the applicant to achieve a design appropriate to all concerned.