



*We Saved A Place For You*

*Grove City, Pennsylvania*  
*Olde Town Initiative*

Façade Restoration Grant Program

Design Guidelines

September 19, 2006-July 1, 2008

Revised March 12, 2007

The downtown Grove City Façade Restoration program seeks to provide money to commercial property owners or business owners (with property owner approval) to encourage restoration projects of building façades and to enhance the building's overall exterior appearance, thus creating a uniform and consistent Central Business District.

The Design and Façade Committee of the Olde Town Initiative, is a sub committee of Grove City Revitalization, Inc., a 501(3)c non profit organization. The Olde Town Initiative, Grove City Area Chamber of Commerce, Grove City Borough and Grove City Revitalization are partnering in this effort to solicit funding for façade improvement through the Pennsylvania Department of Community and Economic Development's Main Street Program. Project funding creates an incentive for private investment in Central Business District restoration projects and property reinvestment.

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

Storefront improvements do not need to be costly. Often, a fresh coat of paint or a new sign, awning, lighting fixtures or flower boxes and planters are all that is needed. Fortunately many commercial buildings in downtown Grove City have retained much of their charming architectural features that originally made them unique. The Façade Restoration Grant enables property owners to reverse alterations that did not preserve the architectural character of a building and threatened the economic viability of the Commercial Business District.

## PROJECT PURPOSE

The core objectives of the Grove City Olde Town Façade Restoration Grant Program are:

1. To stimulate private investment
2. Foster an attractive environment
3. Preserve the architectural heritage of the downtown, which enjoys a variety of architectural styles
4. To augment tourism (4.7 million visitors within 4 miles at Prime Outlets, Grove City)
5. To stabilize or improve the aesthetic and economic values of such building

6. To foster new development that is aesthetically compatible with existing buildings and infrastructure
7. To foster civic pride and a sense of place based on Grove City's history through the improved appearance of historic buildings
8. Create a compelling image to increase commerce, attract new business, profits and community pride

#### SOURCE OF FUNDING

The Pennsylvania Department of Community and Economic Development provide a maximum of \$30,000 annually for four years to each community operating a full-time Main Street Program. The funding cycle for this program begins on July 1 and runs through June 30 of the next year. The funds are to be used as matching grants for façade improvements of commercial buildings and may be allocated to any one business location for up to 50 percent (50%) of the total project not to exceed total reimbursement of \$5,000 per storefront or \$7,500 per building with multiple storefronts. Reimbursement scale is dependent on size and type of project. Following receipt by the Olde Town Manager, project requests will be considered by the Design and Façade Committee for consistency with the accompanying Design Guidelines. The Design and Façade Committee is limited to reimbursing \$30,000 per funding cycle; once the money has been allocated for that funding cycle, no additional money will be reimbursed.

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

Funds should be expended by individual business or property owners with due diligence in a reasonable period of time (nine months after project approval.) If you do not spend these funds in the allotted time, the Design and Façade Committee has the right to review your project and cancel your grant funding.

#### PROJECT AREA

Matching grants for façade and signage will be awarded to properties in a three square block area consisting of Broad Street from Main to Blair; Blair Street from Broad to Mill Street; Center Street from Blair to Main Street; Main Street from Center to Broad Street . Also included are cross streets within this downtown district including College Ave. and Pine Street from Center Street to the Penn Grove Hotel. (See in supplemental materials for complete view of program area.)

#### ELIGIBILITY REQUIREMENTS

Only exterior improvements to commercial buildings within the defined Façade Restoration program area are eligible. Full private funding for the project must be in place before application for Façade Restoration Grant Program funds can be made. Both business owners (tenants) and property owners of record on the tax rolls may apply. Business owners will need the signed approval of the property owner. The application must be approved prior to any demolition or construction of that part of the project for which funding is being sought. Before work may begin, the Applicant shall submit a signed copy of its contract with its contractor(s) consistent with the approved application. Before reimbursement, after all work is done, the applicant shall provide a signed copy of the contractors' invoice marked "paid" with a copy of the check made payable to the contractor(s), and include *all* receipts.

*Grant Application requires the following to be considered:*

1. Applicant identification
2. Property owner identification
3. Location/address of the property
4. Complete copies of the following:
  - Written project description
  - Design plan(s), drawings
  - Schematic(s), photographs for each eligible projects
  - Contractor and material cost estimates for each eligible project
  - Matching fund verification, proof of financial responsibility
  - Signatures of the applicant and property owner
  - Proof of ownership
  - Proof of current tax status
  - Proof of insurance

Nonprofits *may* be eligible for the grant. Please contact Olde Town Grove City for eligibility determination.

#### APPLICATION AND APPROVAL PROCESS:

Applicants are required to meet with the Design and Façade Committee to discuss their project prior to completing the application process. Applicants are also strongly encouraged to consult an architect with experience in historic restoration. All applicants are eligible to receive an hour of consultation from an architect provided by the Olde Town Initiative at no charge. Please contact the Olde Town Grove City Manager to set up an appointment.

Applications will be accepted for review at any time throughout the year. The awarding of grants is dependent on funding from the Department of Community and Economic Development (DCED) and is based on the allocation of funds for the Façade Restoration Grant from the DCED. There is no certainty that funds will be available at any given time. *Completed* applications will be considered by date and time of receipt (first-come, first-served.) If more applicants than funds

are available, preference will be given to those who have not previously received funding.

The Façade Restoration Grant application form is provided in the back of the Design Guidelines or can be obtained from the Design and Façade Committee by contacting or visiting the office of the Olde Town Grove City Manager.

## SELECTION CRITERIA

Projects will be evaluated in terms of quality, design compatibility, and level of visual impact. The selection of grant recipients is based solely on project merit, level of improvement, and objectives and priorities of the Main Street Initiative and Grove City Revitalization, Inc. Grove City features a variety of architectural styles of which the goal is to see the building presented in its most appealing form. Storefronts should compliment the overall building in which it is housed.

## SELECTION PROCESS:

Grants will be awarded based upon the level of improvement(s), the accuracy of historic preservation and the vitality and significant impact the project will make to the downtown environment. Only completed applications will be accepted for processing. The grant application will be reviewed by Grove City Olde Town's Manager and Chair of the Design and Façade Committee for the completeness of information and supporting documents. This review process will be completed within five (5) working days.

After the grant application is reviewed, it will be submitted to the Grove City Olde Town's Design and Façade Committee for review at their next scheduled meeting within 30 days.

Applicants are required to meet all codes and ordinances of the Borough of Grove City. Applicants are also required to secure any necessary permit(s) from the Borough before work can commence.

Reimbursement to the project applicant/contractor(s) requires the following:

1. Adherence to the design plan and/or project as submitted reviewed and approved.
2. Pre-approval by the Design and Façade Committee of any changes of work-in-progress, and;
3. The completion of final inspections, if required by the Borough.
4. There will be no reimbursement if Borough code or ordinance violations exist.

**Important:** Only approved work will be eligible for the Façade Restoration Grant. Project work may not commence until the applicant/property owner receives a notice to proceed from the Olde Town. Once the project has been completed in a timely fashion, the application and/or contractor will send a letter of project satisfaction and all invoices to the Olde Town Manager. Once work is completed and reviewed by the Design and Façade Committee, the funds will be released.

## BELOW MARKET RATE LOANS

The Olde Town committee is working with local banks to create a below market rate loan program for façade and design improvements within the designated district. Five local banks are cooperating with this program. Contact the Olde Town Manager for further information.

## GRANTS OFFERED

1. Building façade improvements (Grant total cannot exceed \$5,000 per storefront or up to \$7,500 per business with multiple storefronts)
2. Signage grants (Grant cannot exceed \$500)
3. Grants will be limited to up to \$5,000 of the total project cost for single storefronts, or up to \$7,500 per business with multiple storefronts.

Grant Scale:

Linear Feet per Single Storefront	Maximum Reimbursement
Less than 25	\$3,000
25-50	\$4,000
51-75	\$5,000
Multiple Storefronts	Up to \$7,500

**If business or building owners wish to do the work themselves, they will be reimbursed for materials only.**

**BUILDING FAÇADE DESIGN GUIDELINES** (*The Secretary of the Interior's design standards are followed. Copy can be obtained at Olde Town Office.*)

1. *Preserving Architectural Character*
2. *Building Changes:* Significant changes to a historic building take place over time and are evidence of its history. Therefore, historically significant changes should be preserved.
3. *Primary Façades and Secondary Façades:* The Design Guidelines are intended predominantly to be applied to the primary façades. The guidelines will be less stringently applied to secondary facades.
4. *Repair and Restoration versus Replacement:* It is preferable to retain existing original materials and significant components wherever possible, by stabilizing, repairing, or matching them with compatible new materials rather than by replacing them.
5. *Preservation:* Any existing or historical character of a property should be

retained and preserved to the extent that it is feasible. The removal of historical materials or alterations of features and spaces that characterize a property should be avoided.

6. *Change*: It is recognized that many properties have changed over time. Those changes that contribute to the significance of downtown Grove City's architectural character in their own right should be retained and preserved.
7. *History*: Each property should be recognized as a physical record of its time, place and use. Changes that create an inaccurate sense of historical or architectural elements from other buildings will not be favored.
8. *Details*: Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property should be treated with respect.
9. *Repairs*: Features that have made a property unique and recognizable should be repaired when they have deteriorated, rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature should match the old in design, color, texture and other visual qualities and, where possible, material. Replacement of missing features should be substantiated by documentary, physical or pictorial evidence.
10. *Surface Cleaning*: Chemical or physical treatments, such as sandblasting, that cause damage to historic materials are not favored. The surface cleaning of structures, if appropriate, should be undertaken using the gentlest means possible.
11. *Alterations*: New additions, exterior alterations or related new construction should not destroy any historic materials that characterize a property. The new work shall be compatible with the size, scale and architectural features that protect the characteristic integrity of the property and its environment.
12. *Color Scheme*: The Olde Town façade program requires that the whole façade to have a unified color scheme regardless of the use of the upper floors or the number of storefronts present.

## ELIGIBLE BUILDING FAÇADE PROJECTS

Store fronts are eligible projects, including a corner front facing a street. Backs of buildings visible from the street may be eligible. Please contact Olde Town Grove City to determine eligibility.

## Façade Restoration Grant Program Design Guidelines

1. *Brick and Stone Masonry:* Structural repairs, cleaning, repointing and painting
2. *Doors and Windows:* Maintenance, repairs, replacement, and restoration of window sash, exterior doors, and installation of storm windows in conjunction with other significant façade improvements
3. *Exterior Woodwork:* Maintenance, repair, rehabilitation, and restoration of sills, window and door frames, bulkheads, storefront and roof cornices, window hoods, decorative moldings.
4. *Storefronts:* Removal of inappropriate coverings and additions, maintenance, repair, rehabilitation, and restoration of display and transom windows and lighting.
5. *Painting:* Surface preparation, cleaning, painting
6. *Awnings:* Installation, repair, and maintenance of fabric awnings, in connection with real property improvements
7. *Design Assistance:* Architectural and graphic design services
8. *Exterior Lighting*
9. *Signage*

### INELIGIBLE PROJECTS

1. *Maintenance*
2. *Interior renovations and improvements*
3. *Roofing and siding repairs*
4. *Sidewalks, driveways and parking lot repairs*
5. *Repairs not visible from primary street of business location*
6. *New building construction*
7. *Plastic signage primary*

### SIGN AND AWNING DESIGN GUIDELINES

#### *Design Elements Encouraged for All Kinds of Signs:*

1. Signs integrated within a buildings overall appearance and existing architectural features

2. Distinctive sign letters, logos and artwork specific to the business
3. Use of wood and decorative metal
4. Cut out and engraved letters
5. Short and simple sign text
6. Limit of signs to three per business location
7. External lighting using spotlights directed onto the sign

*Design Elements Encouraged on Freestanding signs:*

1. Limiting the specifications to six foot height and eight foot width
2. Support posts at perimeter of sign
3. Landscaping around base
4. Limiting number of businesses on sign to three

*Design Elements Discouraged on Buildings*

1. Signs integrated within a building's existing architectural features. One example is placing the business name in a sign box that was part of the original building
2. Pedestrian scale letters on glass; limit window signs to less than 1/3 of glass area
3. External fluorescent lighting
4. Freestanding signs that are greater than six feet high and eight feet wide
5. Using more than three signs per business location
6. Wall signs above first floor levels, except for small projecting signs
7. Long and complicated sign text
8. Signs painted on facades
9. Signs covering important building features

## SIGN AND AWNING PROJECTS

Signs and awnings play an important role in how a business is initially perceived. Not only are they a marketing tool, but also set the appearance from the roadway. Consistent signage and awnings adds to the character of the area in

which they are placed, and could be considered to be a unifying factor in a commercial block or district. Lighting should be external, using spotlights directed onto the sign or awning. Neon signs will be considered.

#### ELIGIBLE SIGN AND AWNING PROJECTS TO BE CONSIDERED

1. Building signs
2. Freestanding signs
3. Projecting signs
4. Removal of inappropriate signage to re expose original architectural feature
5. Sign restoration

#### PROJECTS THAT ARE NOT ELIGIBLE:

1. Plastic signage (with the exception of lettering)
2. Internally illuminated signs
3. Digital signage
4. Box signs
5. Temporary and promotional signs
6. Rooftop signs
7. Projecting V shaped signs
8. Revolving signs
9. Maintenance

**HELPFUL ANSWERS TO QUESTIONS ABOUT SUBMITTING AN APPLICATION FOR A GROVE CITY OLDE TOWN FAÇADE RESTORATION GRANT**

*What types of projects are eligible?*

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

*Who is eligible?*

Business proprietors and property owners of buildings in the designated downtown Grove City Central Business District. (See map)

*I'm a non-profit agency. Can I apply?*

Some non-profits are eligible for grant money. Contact Olde Town Grove City to determine your eligibility.

*How much are the matching grants?*

Up to \$5,000 depending on the type and size of the project, or up to \$7,500 for business with multiple storefronts.

*When should I apply?*

As soon as possible. There will be a limited amount of funding available. All projects must be completed to receive payment for these matching grants.

*Who do I contact?*

Design and Façade Committee/ Olde Town Grove City Manager/ 119 S. Broad Street, Grove City 16127. Telephone: 724-458-0301.

*What do I need to provide with my application?*

A completed application form, photographs of existing structure, two (2) contractor or vendor cost estimates, and architectural plans, drawings, or manufacturers' cut sheet information when available.

*Can I apply more than once?*

Yes. Multiple applications will be considered on an individual basis.

*How frequently are matching grants awarded?*

It is anticipated that applications will be reviewed and matching grants awarded on a monthly basis by Façade Restoration Grant Committee, which has sole discretion for approving and distributing Façade Restoration Grants. Applicants will be notified in writing and also contacted by telephone.

*What are the basic criteria for awarding matching grants?*

Projects will be evaluated in terms of quality, design compatibility and level of visual impact. The selection of Façade Restoration Grant recipients is based solely on project merit, not financial need.

*Can I do the work myself to save money?*

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

*If my application is rejected, can I reapply?*

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

*When will I receive payment for the grant?*

Prior to payment of the matching grant, all work must be completed in a manner consistent with the work described in the grant application. All work must be completed within nine (9) months from the date the grant is approved; otherwise, the grant will be forfeited.

*Who pays the contractor?*

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

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

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

## Review of Process

1. Meet with the Design and Façade Committee of Olde Town Grove City
  - Bring a current photo of your property
  - Receive application
  - Discuss your plans for the property
  - Understand the property's historic architecture
  - Create a rudimentary sketch of the work to be accomplished
2. Complete application
  - Secure architect or design assistance, if needed. Initial design consultation (1 hour) is available at no charge.
  - Get (2) estimates for work to be completed
  - Complete and sign all sections of the application
  - Return application to: Design and Façade Committee, Olde Town Grove City, 119 S. Broad Street, Grove City PA 16127
3. Grant approval
  - Committee will review application and either recommend for Design and Façade Committee approval or refer questions or concerns to the applicant
  - Design and Façade committee votes on completed applications
  - Olde Town Grove City office will provide written approval to the applicant
4. Execute project
  - **WORK CAN NOT BEGIN UNTIL THIS POINT**
  - Work must comply with approved project description
5. Finish project
  - Once project is completed, send an "after" photo, copies of the receipts and CANCELLED CHECK to the Olde Town Grove City office
  - Within one month of receiving copies, the property owner will be reimbursed in accordance with the terms of the grant
  - Completed work must be in accordance with approved description of project to be eligible for reimbursement
  - Work not completed in accordance with approved project description may be denied payment

Grants are awarded on a first-come, first-served basis until all funds are expended. Any changes or addendums to the project following approval must also be approved.

## OLDE TOWN GROVE CITY FAÇADE IMPROVEMENT PROGRAM APPLICATION

*To be filled out by Office*

Application # \_\_\_ Time turned in \_\_\_\_\_ Date turned in \_\_\_\_\_

Received by \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

Please complete the information below. All applications should be sent to the Façade Committee at 119 S. Broad Street, Grove City, PA 16127. *One application can be used for both the signage and facade matching grants.*

### Applicant Information

Name \_\_\_\_\_

Business Name \_\_\_\_\_

Is business incorporated? [ ] Yes [ ] No Federal I.D. # \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Property Owner's name (if different)

\_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Please describe the improvements you have planned. If you need additional space, you may use the reverse side of this form or attach additional information to this form.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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Attachments:

- Color photographs of existing structure
- Two (2) contractor and material cost estimates for each eligible project
- Architectural plans, drawings or manufacturers' cut sheet information when available (you may include color samples and other materials that would be helpful in understanding your project)
- Matching fund verification, proof of financial responsibility
- Proof of ownership
- Proof of current tax status
- Proof of insurance

Estimated cost of the work: \$ \_\_\_\_\_

Requested Grant Amount: \$ \_\_\_\_\_

Anticipated start date: \_\_\_\_\_

Anticipated completion date: \_\_\_\_\_

Check the category that applies to your business storefront:

- Less than 25 linear feet
- 25-50 linear feet
- 51-75 linear feet
- Multiple storefronts
- Signage grant only; linear feet N/A**

Work must conform to current local and state ordinances: permits from the township and/or permission from the property owner will be required, if applicable.

STATEMENT OF UNDERSTANDING

I understand that this is a matching grant and if I qualify, I can receive up to 50% of the cost of:

1. Building façade improvements not to exceed a matching \$5,000 grant depending on the type and size of the project, or up to \$7,500 for business with multiple storefronts.
2. Sign projects not to exceed a \$500 matching grant

If my request is accepted I realize that prior to receiving payment of the matching grant, all work must be completed in a manner consistent with the work described in my grant application. Work must conform to current local and state ordinances: permits from the township and/or permission from the property owner will be required, if applicable.

I understand that, though I may use the contractor of my choice, reimbursement

will be based on the *lowest* bid.

I understand that this facade grant program is subject to the Prevailing Wage Act which specifies that if over \$25,000 is spent on the entire project, I must pay the prevailing wage according to the Pennsylvania Department of Labor and Industry.

I understand that I will not be reimbursed for any work begun BEFORE grant approval.

I understand that any changes I make to my plan AFTER grant approval must be submitted for Façade Committee approval or I will not be reimbursed for those changes.

I understand that I will need to submit documentation that substantiates the total and final cost for the work. This documentation will include a copy of a signed contract with the vendor or contractor. I further understand that I will need to submit supporting documentation that substantiates the work is complete. Specifically, I will provide photographs of the completed project, final invoice, and cancelled check or confirmations of payment in full.

I understand that multiple applications will be considered on an individual basis.

I understand that my Grove City Borough property taxes must be current for distribution of matching funds to occur.

The Design and Façade Committee of the Downtown Initiative, part of Grove City Revitalization, Inc. has sole discretion for approving and distributing Façade Restoration Grant funds. All work must be completed within nine (9) months from the date the grant is approved; otherwise, the grant will be forfeited. Projects will be evaluated in terms of quality, design compatibility and level of visual impact. The selection of Façade Restoration Grant recipients is based solely on project merit, not financial need.

I understand that upon project completion, that I will send an “after “photo, copies of the receipts and CANCELLED CHECK to the Olde Town Grove City office. In order to be eligible for reimbursement, completed work must be in accordance with approved description of project. Within one month of receiving copies of photos, receipts and cancelled check, the property owner will be reimbursed in order with accordance of the grant.

### *Media Release*

Façade Restoration Grant Program Design Guidelines

With the submittal of an application for a Façade Restoration Grant, I am providing permission to notify the media regarding the award or payout of these grants. I understand that photos of my project may be provided to the media.

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Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

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Signature of Property Owner \_\_\_\_\_ Date \_\_\_\_\_  
(If not applicant and for projects other than signage)

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*For Office Use Only*

Date Application Received: \_\_\_\_\_

Documentation Complete:

- Applicant identification
- Property owner identification
- Location/address of the property
- Complete copies of the following
  - Written project description
  - Design plan(s), drawings
  - Schematic(s), photographs for each eligible projects
  - Contractor and material cost estimates for each eligible project
  - Matching fund verification, proof of financial responsibility
  - Signatures of the applicant and property owner
  - Proof of ownership
  - Proof of current tax status
  - Proof of insurance

Committee Approval Signature: \_\_\_\_\_

Approval Date: \_\_\_\_\_

- Written approval sent to applicant

**Project Finalization**

- Work completed in accordance with approved description of project to be eligible for reimbursement
- "After "photo, copies of the receipts and CANCELLED CHECK received
- Reimbursement sent within one month of receiving the above information, in accordance with the terms of the grant

Date Final Paperwork Received: \_\_\_\_\_

Grant Finalization by three members of the Façade Committee:

Name:	Date:
_____	_____
_____	_____
_____	_____

Date Grant Paid: \_\_\_\_\_