



HAGERSTOWN FACADE GRANT PROGRAM GUIDELINES

Summary

The goal of the Hagerstown Facade Grant Program is to provide an incentive to businesses and property owners to enhance their building's presentation to the public with improved storefront designs and other façade elements to contribute to the overall enhancement of the City Center. This program is subject to funding availability and is on a first-come, first-served basis. All projects must pertain to commercial or mixed-use buildings.

Grant Amounts

The program provides a 50% matching grant to approved projects for the following amounts:

- Grants range from a minimum of \$2,500 to maximum of \$7,500.
- Grants require a 1:1 match from the applicant. Example: a \$2,500 grant would require a \$2,500 investment from the applicant for a total project investment of \$5,000.

*The minimum project cost is \$5,000 (\$2,500 each from the applicant and City), while the maximum amount is \$15,000 (\$7,500 each from the applicant and City). Projects that exceed \$15,000 are still eligible to apply but can only receive a grant of up to \$7,500.

FAÇADE PROGRAM GRANT AMOUNTS		Required Applicant Match	Overall Project Total
Grant Minimum	\$2,500	\$2,500	\$5,000
Grant Maximum	\$7,500	\$7,500	\$15,000

Eligible Applicants

All properties must be in the Main Street area, include commercial or institutional storefronts, or be office buildings, and the improvements must be visible from the street or public way.

Ineligible Activities

- Grants will not be provided for signs
- Grants will not be provided for animation, bare-bulbs, or flashing illumination or imagery
- Grants will not be provided for certain types of businesses, including: pawn shops, gun shops, massage parlors, adult video/book shop, adult entertainment facilities, tanning salons, check-cashing facilities, gambling facilities, tattoo parlors, liquor stores
- Properties that are 100% residential are ineligible.

*The Maryland Historical Trust (MHT) must approve all applications for design review. If the property is located in Hagerstown's City Center Historic District, then the Historic District Commission (HDC) must also approve design review. **If most of the proposal is for replacement of windows, please be aware the Maryland Historical Trust (MHT) will require repair if possible or replacement in-kind of historic windows. Replacement of historic wood windows with modern metal-clad or vinyl windows is ineligible for this grant program.

Application Process

STEP 1: Apply for the Grant through the Hagerstown City Department of Community & Economic Development (DCED)

All improvements must be approved by the Maryland Historic Trust (MHT) to ensure that the grant-funded work will be compatible with the historic character of the building. Applicant is required to provide a scope of work, project plans, photos of structure and other relevant project information. Once applicant submits this information, **DCED** will forward the project proposal to MHT for review.

If the property is within the Hagerstown City Center Historic District, the grant-funded work must also be approved by the City Historic District Commission (HDC). Applicant is required to apply directly to HDC through the Planning and Code Administration Department. The City's HDC review must occur **AFTER** the MHT review has been completed. DCED will provide applicant with MHT response when the MHT review is finalized.

Once MHT review, HDC review (if necessary) and staff review are completed, applicant will be notified of award decision. Work must not begin until MHT review and HDC review (if necessary) are completed.

STEP 2: If required, apply for a building permit through Planning and Code Administration

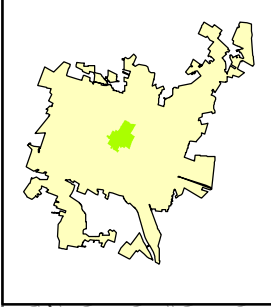
Building permits are typically required for the following (including but not limited to): installation of awnings and canopies, structural repairs, electrical repairs/installation, etc. Please contact the Planning and Code Administration Department for official permit requirements.

STEP 3: After work is completed, apply for reimbursement through the Department of Community & Economic Development

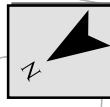
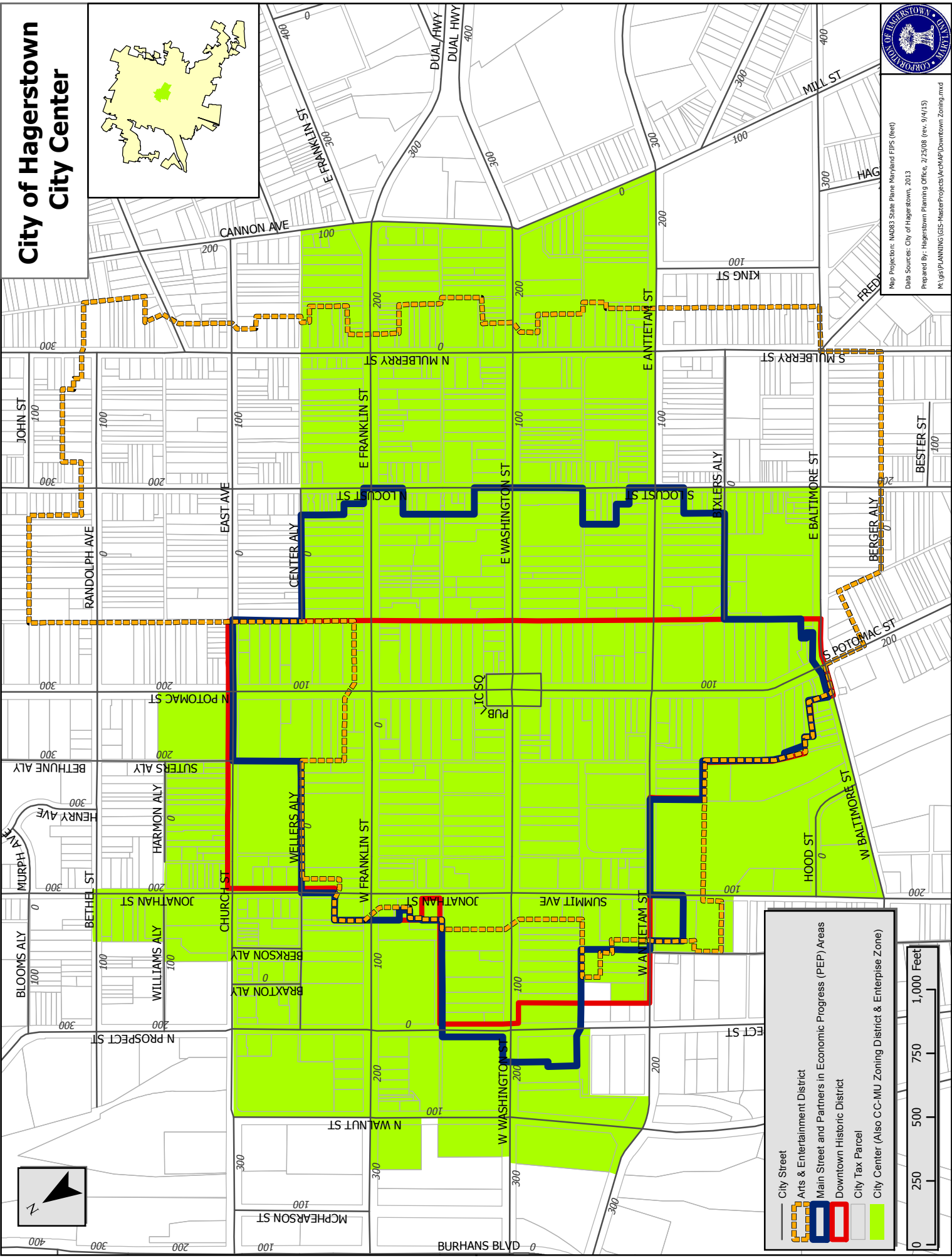
Copies of paid invoices and project photos showing that work is completed must be submitted.

Click on the following link for an [Application Form](#).

City of Hagerstown City Center



Map Projector: HMD83 State Plane Maryland FIPS (feet)
 Date Sources: City of Hagerstown, 2013
 Prepared by: Hagerstown Planning Office, 2/25/08 (rev. 9/4/15)
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City Street

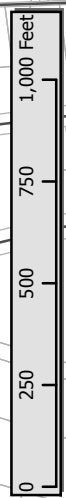
Arts & Entertainment District

Main Street and Partners in Economic Progress (PEP) Areas

Downtown Historic District

City Tax Parcel

City Center (Also CC-MU Zoning District & Enterprise Zone)



GUIDELINES Continued

AWNINGS AND CANOPIES

Awnings and canopies are traditional methods to advertise businesses. They also protect pedestrians from the weather and guard merchandise from the sun. They are part of the historic character of Downtown; however, when designing your awning, it is important to consider these guidelines:

- Heavy canvas and vinyl material should be used for awnings. Plastic and aluminum are not recommended.
- Awnings can be retractable or built on permanent pipe frameworks.
- A clearance of eight feet above the sidewalk is required by the Building Code.
- The valance of the awning should be free to move and be between ten and twelve inches high. The valance is the appropriate area for store identification.
- Awnings for upper story windows should extend at least half way down the windows and should complement the street level awnings in color and style.
- Signs painted or printed on the awning are permitted, but should have color schemes compatible with the awning and building facade.



GENERAL FACADE GUIDELINES

STOREFRONTS

Many of City Center's storefronts are original to the building: others are more modern after alterations during some point in the buildings history.

Historic Storefronts:

- Preserve original materials or details and leave them uncovered. Preserve the original form of the storefront.
- Replace missing original elements or repair existing elements. If elements are irreparable, replace them with like materials and design.
- Retain, maintain, and/or uncover the original kick plate material, marble bases, and ceramic tile entryway floors whenever possible.
- Occasionally, leaded glass transoms are in their original state. Restore these via careful cleaning and treatments.
- When physical or photographic evidence exists for the original storefront, restore the storefront to its original form if the altered front has not achieved historical significance of its own.
- When attempting to restore and/or clean historic details or building elements, do not use harsh abrasives or treatments.



Non-Historic Storefronts:

- Relate the design of first floor storefronts to design details of the upper levels of the building façade. Design new storefronts to fit within the first floor building openings as formed by columns, piers, and cornices. Repeat the window and door rhythms that already exist on the building.

FACADE GUIDELINES Continued

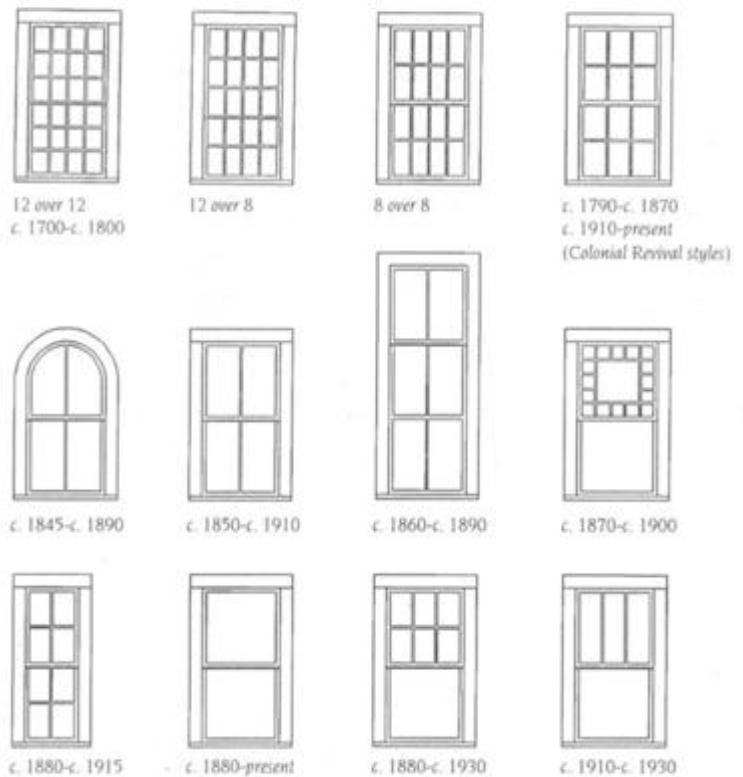
- If appropriate, doorways should be in a recessed entranceway to provide a protected area for customers and to add more window visibility for merchandise displays.
- Doors should contain large glass panels as opposed to solid or residential-type doors with small areas of glass.
- Remove non-historic false fronts and siding. This includes metal cladding, fascia panels, pent roofs, and other materials that cover or disrupt the original detailing and materials of the storefront.
- Pent roofs (narrow, continuous shed roof) are a design element added to storefronts in the 1970s as a way to modernize and draw attention to storefronts but are out of character with the historic streetscape. Therefore, these are not acceptable on new additions or modifications to existing storefronts.
- Vinyl siding, aluminum siding, and T1-11 are not acceptable materials for a storefront restoration.
- Do not add trim or details that did not exist on the building during its historic period.
- Primary storefront windows should not be used or opened for the purpose of installing Automated Teller Machines (ATMs) or other similar devices.



BUILDING ELEMENTS

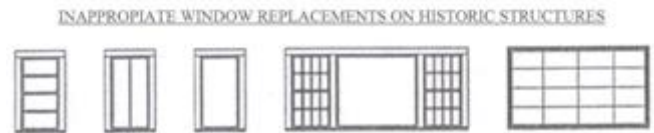
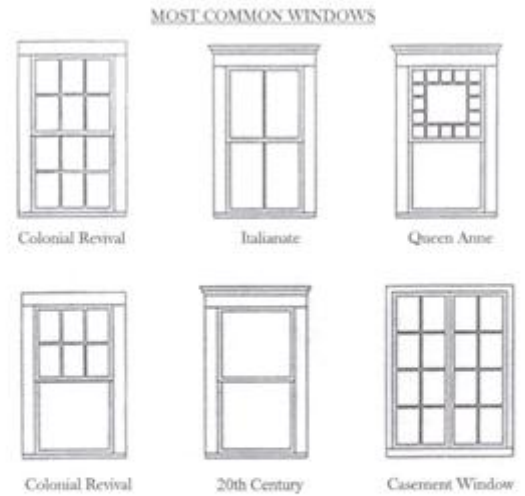
Windows: The windows of many City Center buildings are important to the architectural and historic character of the building, the streetscape, and to the character of the entire district. When windows are inconsistent from one level of the façade to another, property owners should install windows that are consistent with each other and the period of the building.

- Retain and repair original windows, frames, sashes, sills, lintels and trim or replacements that have acquired their own historical significance.
- Replicas or replacements of like design and style are appropriate for those windows that are beyond repair or deteriorated to a point that requires high levels of maintenance.
- The preferred replacement treatment, when feasible, is a wood replacement sash kit with insulated glass panes. Complete unit replacement is also acceptable.



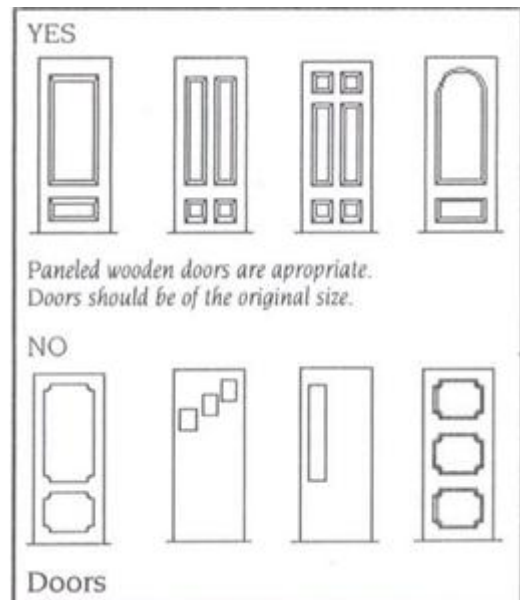
FACADE GUIDELINES Continued

- Attempt to maintain original glass or finishing.
- Choose window frame finishes that fit with the colors and textures of the building.
- Avoid conflicts of style.
- If simulated muntins are used, they should appear on the outside, between the panes and on the inside of the sash. When the existing windows are not historic material, muntins should follow the same pattern as the existing windows or a pattern acceptable to the historic period of the building.
- Blocking down or filling in openings to fit stock window sizes is not acceptable. Restore damaged or filled in window openings.
- Plate glass and safety glass are appropriate glazing materials. Wire glass, textured glass, mirrored glass or plastic/acrylic replacements are not appropriate. Stained glass is acceptable for certain locations such as door transoms, as part of a larger window, or in restaurants.
- While it is preferred to retain or replace-in-kind historic windows on front and other facades visible from a public way, non-wood replacement products shall be allowed if the new window replicates the appearance of the original window in design and in the width and depth of individual window elements. For facades not visible from a public way, replacement windows would not be required to replicate the appearance of original windows.



Doors and Entrances: Doors and entranceways are important to the character of the building.

- Secondary entries should be unobtrusive in design so as not to conflict with the primary entranceway.
- Maintain and repair original doors, frames, sills, lintels, and transoms. Weather-stripping is an appropriate modern change.
- Exterior building hardware should be appropriate to the style and period of the building.
- Replacement doors should be of similar style and finish to the style of the building. Restore covered or missing transoms.
- Replace inappropriate modern doors with replicas of historical ones. Maintain the appropriate style when replacing or adding doors for new uses.
- Retain and repair original windows, frames, sashes, sills, lintels and trim or replacements that have acquired their own historical significance.



FACADE GUIDELINES Continued

Roofing: Roofs are an important characteristic in defining the overall historic character of the building. Roof shape, decorative features and materials all determine the character. They are highly visible from the public ways and are instrumental in determining the historic period and shape of a building.

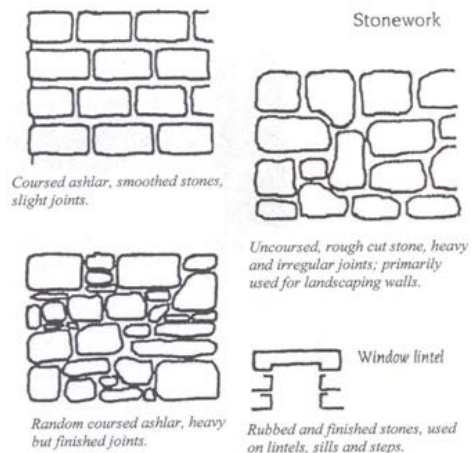
- The roof's original shape, decorative features (dormers, chimneys, balustrades, etc), and roofing should be preserved and maintained during a repair.
- Retain historic roofing material. When necessary, repair damaged sections with materials that match in size, shape, color and texture of shingle. Avoid extreme colors or patterns along rooflines unless historic or photographic documentation exists.
- A variety of modernized substitution materials are available for those historic materials found in the District. The Commission will consider these cost-effective materials if they blend with existing materials and are properly labeled and explained during the application process.
- Dormers and skylights, required by new uses, should be inconspicuous from the public right-of-way and not damage or obscure character-defining features. Avoid adding dormers unless they fit with the architectural style of the building. Repair existing dormers and skylights as needed.
- Lower rooftop mechanical systems below sight lines from the street or screen and paint them a color that blends with the building.
- Appropriate gutter shapes and material include concealed, ogee, and semicircular in galvanized steel, copper, or white aluminum. Downspouts should be circular and located along natural vertical lines and corners of the building.



MATERIALS

Masonry: Brick and stone are the most common materials found in the Downtown. The brick ranges from hard-glazed in yellows and browns, to red face brick. Stonework includes granite, limestone, cast stone, and decorative marbles. Other masonry includes exterior plaster and stucco.

- Maintain historic masonry in its original condition. Repair cracks or imperfections in masonry rather than replacing an entire wall. This includes stonework around windows, entrances, chimneys, etc.
- When replacing large segments of masonry, do so with like materials in color, texture, and composition.
- Do not paint masonry unless the masonry was previously painted or historical documentation is available.



FACADE GUIDELINES Continued

- Avoid applying surface treatments whenever possible.
- Avoid applying form stone to any building façade.
- In cases where stucco needs repair, use a mixture that matches the original in texture and color.
- When cleaning masonry, test any cleaning techniques on a small area, out of view from any public way. If the technique damages the masonry, abandon its use.
- When duplicating mortar, joint size, and profile, use like color and similar texture to maintain a consistent wall appearance.
- Use masonry mortar, not Portland cement mortar. Mortar should match the existing in color, texture, composition, and tooling. The roof's original shape, decorative features (dormers, chimneys, balustrades, etc), and roofing should be preserved and maintained during a repair.



Terra Cotta: Terra cotta is a glazed, fired clay, molded into shapes, and then used as decorative elements. Sometimes the glaze contains many colors, while other times it is natural. This material has great historic character and therefore needs to be preserved.

- Avoid removing terra cotta detailing from your historic property. Be careful to avoid cracking or damaging terra cotta during phases of restoration.
- When repainting terra cotta, avoid harsh chemicals that could damage the clay. Painted terra cotta should remain painted, natural should remain natural.



Metal: Some storefronts have been constructed or renovated with porcelain steel, stainless steel, or aluminum panels. Other buildings have cornices, fascias, and other items of trim constructed of sheet metal or cast iron.

- Retain and restore existing metalwork. Repaint surfaces requiring repainting and patch surfaces requiring small amounts of replacement.
- Replacement metal should match existing material in color, width, texture and style. Replacement panels fabricated with sheet metal should match the existing material in color and texture.
- Patch badly deteriorated metalwork with sheet metal pieces. Match these to the same profile as the existing work.
- Reproduce intricate details in materials such as fiberglass and install them to match existing work.
- Avoid adding metal to a building unless it conforms to the architectural style and historic period of that building.



FACADE GUIDELINES Continued

Wood:

- Preserve any historic or original wooden features. Repairs should maintain wooden structures or details. Replacement should occur after repairs are exhausted or a structure becomes unsound.
- Avoid leaving wood in its natural state or stained unless historically documented.
- When replacing wood do so with like materials, color, and texture.

ARCHITECTURE

Decorative Detail: Most commercial façades have some decorative architectural details. Some building details span over the entire length of the building, which establishes a visual continuity.

- Maintain and repair original ornamentation.
- Match repaired portions to original portions to avoid visual inconsistencies.
- Replacement details should match the original. Consult an artist or specialist for examples of adequate replacement designs and materials.
- Uncover details hidden by false fronts, signs, or new additions.
- If damage occurred as a result of any addition, repair the damage.
- Maintain and protect existing decorative elements during all stages of rehabilitation.
- Do not add decorative elements that clash with the architectural style of the building. If existing false ornamentation exists, restoration to the original façade requires historic documentation.



HANDICAPPED ACCESS

When updating your historic property to meet accessibility regulations, it is important to identify the applicable accessibility requirements, to explore alternatives, and to implement solutions that provide independent access that are consistent with preservation standards and guidelines.

- Solutions for accessibility should not destroy a property's significant materials and features, but should increase accessibility as much as possible.
- If new or secondary entrances required for providing accessibility must be located on a primary facade, they should blend with existing entrances or remain unobtrusive to maintain original ornamentation.

