

MAIN STREET MOUNT JOY



Main Street Mount Joy Facade Improvement Grant

For the MSMJ Downtown
Target Area Within
The Borough of Mount Joy
Lancaster County, Pennsylvania

A Program of
Main Street Mount Joy
15 Marietta Avenue
Mount Joy, Pennsylvania 17552
717/653-4227

Supported by
**County of Lancaster &
PA Dept of Community &
Economic Development**



GRANT GUIDELINES

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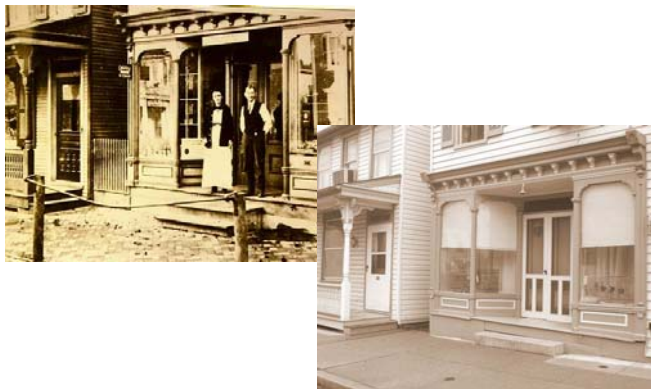
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Supplemental Materials Also Available:

The following materials can be provided to you in hardcopy format per your request at the MSMJ office or downloaded for the MSMJ website, www.msmj.org

MSMJ Design Reference Guide

This document outlines characteristics of good design appropriate in Downtown Mount Joy (9 pgs). Includes topics:



- Signs, Awnings, & Canopies
- Painting & Exterior Decoration
 - Painting
 - Sheet Metal Work
 - Brickwork
 - Cast Iron Work
- Architectural Elements
 - New Construction
 - Scale & Mass
 - Materials & Details
 - Roofs & Walls
 - Storefronts & Entrances
 - Windows & Shutters
 - Service Areas & Mechanical Equip

US Department of the Interior's Standards for Rehabilitation

This document outlines how improvements should preserve those portions or features that convey a building's historical, cultural, or architectural values (1 pg)



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15 Marietta Avenue Mount Joy, Pennsylvania 17552

PH: 717/653-4227 Web: www.msmj.org

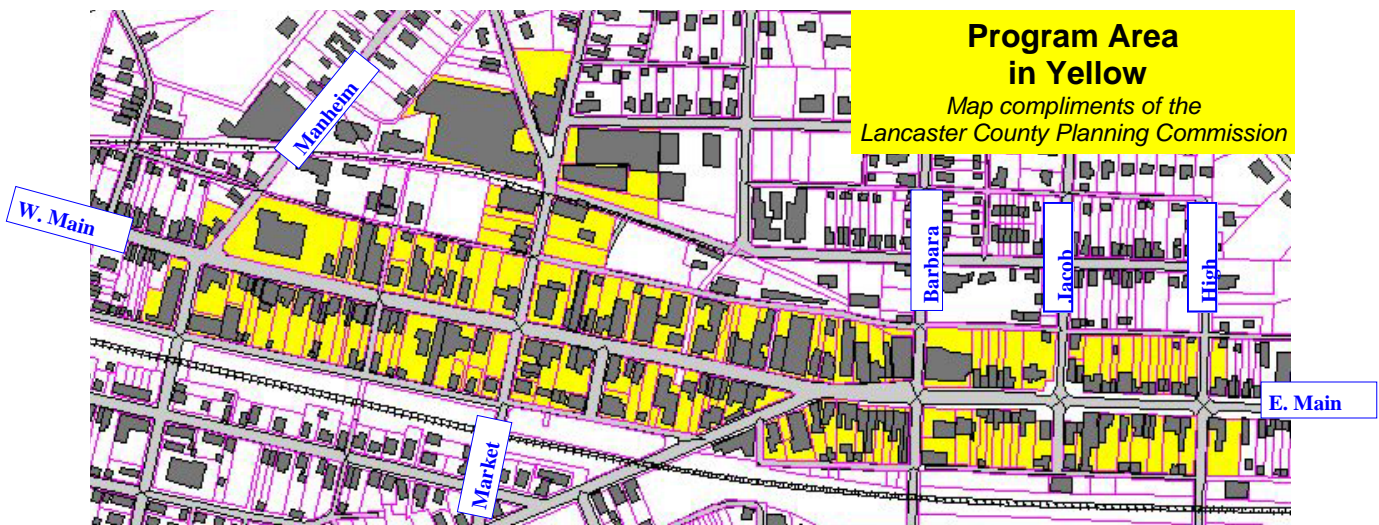
Email :mainstreetmountjoy@embarqmail.com

COMMUNITY COMMITMENT TO THE HEART OF MOUNT JOY, PA

PROGRAM OVERVIEW

Main Street Mount Joy offers a Main Street Façade Improvement Grant for façade improvements facing Main Street from the western extent of New Haven Street to the eastern extent of Jacob Street, as well as North Market Street leading to and including Bube's Restaurant and Brewery. The designated program area also includes Marietta Avenue from the East Main intersection to the AMTRAK railroad bridge. *See attached map area highlighted in yellow.* Other properties that directly impact the corridor and are adjacent to the downtown, as designated by MSMJ, may be considered on a case by case basis.

Funding for the MSMJ Façade Improvement Grant is provided by two main sources: the Pennsylvania Department of Community and Economic Development's Main Street Program and the County of Lancaster through its Urban Enhancement Program. Funds received are to serve as an incentive to stimulate private investment in façade restoration and renovations and to foster image-making improvements to downtown properties. **Improvements should enliven the public space, especially at the pedestrian level, by creating a new look, a brighter appearance, or an obvious upgrade to a blighting condition.**



The MSMJ Façade Improvement Grant is a reimbursement grant based on your project's total *façade* improvement cost. Total façade project costs are only those improvements that occur to the Main Street façade. Reimbursement percentages and caps are as follows per your project's total façade improvements cost:

- Façade Projects *between* \$100 - \$25,000.00 --> 50% of total façade costs up to \$5000.00**
- Façade Projects *greater than* \$25,000.00 --> 20% of total façade costs up to \$20,000.00**

Grants are made in accordance with Main Street Mount Joy's Façade Improvement Grant Policies and Procedures and are in conformance with all applicable state and local requirements. Applications are reviewed by the MSMJ Design Committee which consists of Mount Joy residents and businesses members whose mission is to ensure that improvements are consistent with scale, character, and history of the downtown and community as a whole.

PROGRAM OBJECTIVES



49-51 East Main St.

Window repairs on historic building, built circa 1930

Projects must achieve visible results that enhance the Main Street image, marketability, and economic vitality.

Façade Improvement Grants have the following specific objectives:

- Reduce or eliminate vacancies along Main Street, and promote the adaptive reuse of commercial buildings;
- Bring substandard building conditions into compliance with basic health, safety, and building codes and enhance the visual appeal of Main Street businesses;
- Facilitate compliance with federal ADA access requirements; and
- Assist with the preservation of historic commercial buildings and assure that such buildings are rehabilitated in an appropriate manner.

ELIGIBLE APPLICANTS

Any person(s) or other legal entity owning property in the Main Street Mount Joy Project Area (see attached map defined herein) is eligible to apply. Special arrangements can be made for merchants who lease buildings. Priority will be given to commercial properties and businesses especially those that contain storefronts. The selection of Façade Improvement Grant recipients is based solely on project merit and not on financial need. Only external improvements are eligible. Projects will be evaluated in terms of quality, design compatibility and level of visual impact.

All property owners must be current on their State, County, School District, and Local Municipal taxes in order to be eligible. If a property owner is delinquent on their taxes, tenants located within the property are also ineligible to receive a

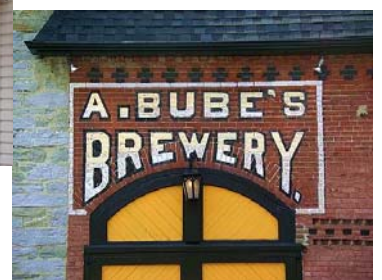
grant. The applicant must be current on all applicable municipal utility bills (i.e. Sewer, Water, & Trash).

A single property owner can receive more than one Grant if he/she owns more than one property. If a property owner seeks and receives a Grant, a tenant in the same building can also receive a Grant as long as the total amount does not exceed the Grant maximum amount for the building. A tenant can apply for the full amount, with the consent of the property owner.



Higher Grounds Cafe
22 E. Main Street

Bubes's Restaurant & Brewery
102 N. Market Street



ELIGIBLE ACTIVITIES



Before
48 E. Main St. Façade
After



As The Crow Flies
62 E. Main St. Entry



Nissley Funeral Home
228 E. Main St.
Facade

Major maintenance, repair, rehabilitation, and restoration of commercial storefronts and residential facades are eligible activities. The façade is the front part of the building facing the street and has its address on that street. It includes the entirety of the face of the building from the ground up. Projects must achieve visible results that enhance the downtown image, marketability and economic vitality. Projects will be evaluated in terms of quality, design compatibility and level of visual impact. Eligible activities include, but are not limited to:

- Brick and Stone Masonry – Structural repairs, cleaning, re-pointing and painting.
- Architectural Metals – Repair, cleaning, refinishing, painting, duplication, and restoration of exterior building components, e.g. cast iron, pressed tin.
- Doors and Upper Story Windows - Maintenance, repairs, replacement, and restoration of window sashes, and exterior doors. Installation of storm windows is also eligible in conjunction with other significant façade improvements.
- Exterior Woodwork – Maintenance, repair, rehabilitation, and restoration of sills, windows and doorframes, bulkheads, storefront and roof cornices, window hoods, decorative moldings.
- Storefronts – Removal of inappropriate coverings and additions, maintenance, repair, rehabilitation, and restoration of display and transom windows and lighting.
- Signage – Installation, maintenance, repair, removal, and replacement
- Painting – Surface preparation, cleaning, painting.
- Awnings – Installation, repair, and maintenance of fabric awnings in connection with real property improvements.
- Lighting – External lighting fixtures both for signage and building lighting. Also showcase lighting clearly visible from the street, enhancing the façade.
- Routine Applicant Maintenance- the applicant may apply to do work him or herself but will only be reimbursed the cost of supplies. The applicant will be required to obtain two estimates for the cost of supplies.
- Corner Properties - If the eligible property is located at a corner of two municipally named & signed streets (Main Street and another), the façade work along both streets qualifies for the total project costs.



Before



After

Rutt's Insurance 83 E. Main St. Storefront

INELIGIBLE ACTIVITIES

Sidewalks, landscaping, fences, retaining walls, site improvements, paving, parking lots, roof work not contributing to the appearance of the Main Street facade, and use of vinyl siding are all examples of ineligible activities.

DESIGN GUIDELINES

Where applicable, all work shall conform to U.S. Department of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings. Available upon request or at <http://www.cr.nps.gov/hps/tps/tax/rhb/stand.htm>. The Main Street Mount Joy Design Committee has also created a Design Reference Guide outlining characteristics of good design appropriate for the Downtown of Mount Joy. This document can be provided in hard copy per request or downloaded from the Main Street Mount Joy website, www.msmj.org.



Generally, the following principals should guide an applicant in determining how to approach the design of a project. If there are questions or a need for clarification, please contact MSMJ Design Committee Member, Robert Marker at 717-653-0344 or email rmarker@earthlink.net.



Details, details...

Irreplaceable examples of community craftsmanship and artistry abound along Main Street Mount Joy



CHARACTER – The Downtown of Mount Joy enjoys a variety of architectural styles. It is the goal of this design program to see that each building is presented in its most appealing form and the original character of the building is preserved and enhanced. A property should be used for its characteristic purpose, or be placed in a new use that requires reasonable changes to the defining properties of the exterior of the building and its site and environment.

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.

CHANGE – It is recognized that many properties have changed over time. Those changes that contribute to the significance of the Target Area's architectural character in their own right should be retained and preserved.

HISTORY – Each property should be recognized as a physical record of its time, place and use. Changes that create an inaccurate sense of history or architectural elements from other buildings will not be favored.

DETAILS – Distinctive features, finishes and construction techniques or examples of craftsmanship that characterize a property should be treated with respect.

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.

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.

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.

SIGNAGE – Signs play an important role in how a business is initially perceived. Not only are they a marketing tool, but they also set the appearance from a roadway. Signage should project an atmosphere that is welcoming and inviting to members of the community and visitors. Consistent signage adds to the character of the area in which it is placed, and should be considered to be a unifying factor in a town. Lighting should be external, using spotlights directed onto the sign.

TERMS OF AWARD

The MSMJ Façade Improvement Grant is a reimbursement grant based on your project's total *façade* improvement cost. Total façade project costs are only those improvements that occur to the Main Street façade. Reimbursement is as follows per your project's total façade improvements cost:

Façade Projects *between* \$100 - \$25,000.00 --> 50% of total façade costs up to \$5000.00

Façade Projects *greater than* \$25,000.00 --> 20% of total façade costs up to \$20,000.00

Grants are made on a cost reimbursement basis, following a process of application, design, review, approval and construction. Receipt of grant awards is contingent upon submittal of construction cost invoices from bona fide contractors or tradesmen. The applicant must submit documentation to the Main Street Mount Joy Manager that substantiates that the agreed upon work is complete and has been paid for in full in order to receive the reimbursement check.

All work must be completed within 120 days from the Reimbursement Agreement Date; otherwise the grant will be forfeited. Applicants may request an extension through the Design Committee for their approval. All grants and eligible activities must be completed no later than October 2009, or before if funds are depleted before this time.

Approved applicants will be required to enter into a Reimbursement Agreement with Main Street Mount Joy.

Reimbursement to the applicant requires submission of the following to the Main Street Manager:

- (1) Notification that the project is complete;
- (2) Invoices indicating that all contractors have been paid in full, including architects, if one is engaged;
- (3) Photographs of the completed façade work illustrating the transformation.

After the above documents are received, MSMJ will have a final inspection to verify project completeness. Assuming no problems, you will receive grant-funding reimbursement within 10-15 working days.

The Reimbursement Agreement will be based upon the Scope of Work submitted as part of the application. Any and all Project Change Orders must be requested in writing to

the Main Street Mount Joy Manager who will make recommendation to the design committee to initiate approval of modification to any part of the executed Reimbursement Agreement. Approval must be obtained prior to conducting activities that in any way modify the agreed to scope or cost of said activities. Failure to obtain approval from MSMJ before the commencement of work relieves MSMJ from any obligation to make any payments to the Approved Applicant which is not in accordance with the terms of the Reimbursement Agreement may be disapproved, and payment to the Applicant adjusted accordingly.



The Shoppes of MSMJ Façade
84 E. Main Street



Xquisite Nail Design & Day Spa
115 E. Main Street

APPLICATION CHECKLIST

The MSMJ Façade Improvement Grant Program is an open program meaning applications will be reviewed to eligible property and business owners on a “first-come, first-serve” basis until all funds have been allocated. Applications must be received by the end of the month to guarantee it will be reviewed by the Design Committee at the following month’s meeting. A checklist of the appropriate application procedure is outlined below for your reference.

I. Program Outreach and Education

- _____ Contact the MSMJ office to inform us of your intent to apply for grant funding.
- _____ If not already done so, receive grant guidelines, application form, the design reference guide, and review the Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.
- _____ Attend a design workshop offered by the MSMJ Design Committee, if one is being offered.

II. Design Your Project

- _____ Grant applicants are strongly encouraged to use the services of design professionals. Ask MSMJ if assistance is needed in seeking such professionals.
- _____ Receive two (2) bids for the scope of work eligible for reimbursement through this grant.
- _____ Complete your application with scope of work, two bids, photos of existing building, project narrative (summary of work to be done, impact on property, business and additional comments speaking to the value of this project)
- _____ Submit materials outlined no later than end of the month to guarantee to be reviewed at the following month’s Design Committee meeting.

III. Build Your Project

- _____ Upon application approval, Main Street Mount Joy and the applicant will enter into a simple but formal Reimbursement Agreement. **Work performed prior to the executed Reimbursement Agreement will not be eligible for reimbursement. Any unapproved deviations from the approved application will make the project ineligible for reimbursement.**
- _____ If approved, it will be up to the applicant to secure all necessary permits required for construction.
- _____ The applicant will have up to 120 days from the agreement date to complete the project. Applicants may request an extension through the Design Committee.

IV. Reimbursement for your Project

- _____ Submit cost and completion documentation:
 - ◆ Proof of Payment including paid invoices, canceled check
 - ◆ Proof of Completion including photographs of the improved façade
- _____ Design committee reviews documentation and submits recommendation for reimbursement. After review, assuming no problems, Main Street Mount Joy prepares a reimbursement check according to the Reimbursement Agreement. Main Street Mount Joy will contact the Applicant when check is ready for mailing or pick up.