

# *Historic Downtown Bradford*

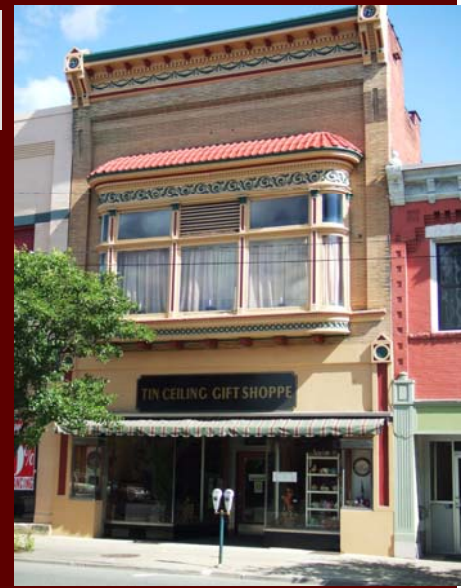
## DESIGN GUIDELINES



A GUIDE FOR PROPERTY OWNERS

## About This Guide

This Historic Downtown Bradford Design Guideline was created in order to better inform current and prospective property owners in the City's nationally registered Downtown Historic District about the importance of maintaining their building and its historic features, educate property owners about best practices for upkeep and care of historic buildings, and offer guidance in navigating the HARB process when changes to a property need to be made.



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# Bradford's Downtown Historic District Map

Properties located within these boundaries must first receive a certificate of appropriateness from the HARB before any exterior work may begin.



# Bradford's Downtown Historic District Addresses

Properties located at these addresses must first receive a certificate of appropriateness from the HARB before any exterior work may begin.

## Barbour Street

10-36 15  
46  
56-58

## Boylston Street

4 11  
18  
50-54  
80

## Bushnell Steret

13

## Chambers Street

18  
23-25

## Chautauqua Place

20-22  
24-30

## Chestnut Street

4 11  
8 13  
10 15  
17  
19  
27

## Congress Street

10 17  
16 19  
20 21-23  
22 33  
28 35  
39-41  
43-45  
47

## East Corydon Street

30 11  
44 21  
54 45  
80 51  
88 97  
98

## East Washington St.

8 9-11  
13  
19  
21  
23

## Kennedy Street

4-10 9  
18 13  
24 15  
28 21  
23

## Main Street

2-10 1  
14 3-5  
16-18 7  
20 9  
22 11  
24 13-15  
26-28 17-21  
30 25  
32 27  
40-42 33  
44-45 39  
52-54 43  
66 45-49  
72 51  
76-78 53  
80-82 55  
84-86 57-59

## Main continued.....

88 71  
90-94 79-81  
96-98 83-95  
100 101-103  
104 105-107  
109  
111-113  
115  
117  
119-125  
141  
149-153  
161

## Mechanic Street

2-6 3  
8-10 5-7  
12 9  
14 11-13  
22 19-21  
42 35-37  
50 39-43  
52 45  
54  
56

## Pine Street

12 17  
14 19  
22  
24  
26

## South Avenue

2 9-21  
27-29  
33

## Webster Street

16  
20



## Benefits of Owning Property in the Historic District

Owning historic property, especially property located in a nationally registered historic district, is a great responsibility. Many property owners gladly accept this responsibility, wishing to be a part of the building's history, and knowing that the benefits of being located in a historic district often outweigh the additional requirements asked of historic property owners. However, some people may be leery of owning property in a historic district, fearing that they will be forced to make expensive improvements to their property or have their property rights limited.

While there is an additional layer of regulations a property owner within the historic district must abide by in order to make changes to their property, these regulations serve to protect property owners more than to limit them. Property values reflect not only the value of the individual property, but also the value of the area the property is located in. In historic districts, each building and its unique historic features play into the value of the district as a whole. By requiring all changes made to properties within the historic district to first be approved by the Historic Architectural Review Board, we can make sure alterations are made in the best interest of preserving the historic character and value of not only the building in question, but also the district as a whole. So, while extra steps have to be taken to make changes to your property, it also ensures your neighbors make appropriate changes to their property that won't diminish the value of the district, and in turn, your own property values.

It is also important to note that owning property in the historic district may qualify you for various types of funding and assistance for the upkeep of your property. Façade grants, and federal tax benefits may be available to property owners in the district depending on funding availability.



## What Does the HARB Review?

The HARB reviews exterior changes to properties located within the historic district. Review of these exterior changes serve to protect the historic integrity and value of the property and the surrounding district.

**HARB review is required for the following changes to properties located in the historic district:**

- Installation or replacement of signage, awnings, exterior lighting, fences, decks, ramps, stairs, doors, and windows.
- Alterations to exterior materials such as change in existing paint color, covering or removing existing building materials, roof repair and replacement on non-flat roofs, or changes to roofs that can be seen from the street.
- Removal of exterior features or parts of exterior features such as cornices, corbels, balconies, dormers, bay windows, and storefront alterations.

**HARB review is NOT required for the following activities:**

- Touch up painting, or repainting the entire building using the existing colors.
- Interior changes to building.
  - Landscaping
- Roof repair or replacement for flat roofs.

**(Unless changes to roof can be seen from street)**

## What is the HARB?

HARB stands for Historical Architectural Review Board. This board is responsible for reviewing all applications for proposed changes to properties located within the historic district. Following the Secretary of the Interior's Standards for Rehabilitation, the HARB must decide whether the proposed changes are in the best interest of preserving the historic character of the building in question. Applications for changes that are approved by the board will receive a "Certificate of Appropriateness". Bradford's HARB is comprised of 9 members appointed by City Council to serve on the board for 5 years. These members include local historians, architects, artists, and contractors who have education and experience in working to preserve and protect historic properties.

## What is a Certificate of Appropriateness?

In order to receive a building permit from the City, or to begin work on projects not requiring a permit, property owners within the historic district must first acquire a Certificate of Appropriateness. This certificate is granted by the HARB after reviewing your application and deeming the changes you wish to make on your property to be appropriate and in the best interest of the property's historic integrity and the integrity of the district. No work may begin until you receive your certificate of appropriateness.

## How Do I Get my Certificate?

To get your certificate of appropriateness and begin work on your property, you will first have to complete a HARB application detailing the changes you wish to make to your property. The HARB will review your application at their monthly meeting and decide whether your proposed work is appropriate for the building and the district. If your application is approved, a certificate of appropriateness will be drafted and approved at the next City Council meeting. If your application is denied, the HARB will offer advice on what changes you could make to your project to make it more appropriate. Your updated application can then be reviewed at the next HARB meeting. Once your certificate of appropriateness is approved by council, necessary building permits may be issued by the City or, if no permit is needed, work may begin.

## When Does the HARB Meet?

The HARB meets on the 3rd Monday of every month. Meetings are held at Noon in City Council Chambers on the 4th floor of City Hall, located at 24 Kennedy Street.

# Do I really Need to Get HARB Approval?

Yes. Getting HARB approval for your project and receiving a certificate of appropriateness is required if your property lies within the historic district boundary. Proceeding with an unapproved project, or drastically altering a project once it is approved will result in fines . Because you will need a HARB issued certificate of approval before you can receive a building permit from the City, you would also be doing work without a permit and therefore incur additional fines. The HARB review process is relatively quick and painless , and HARB members are always willing to assist you in planning an appropriate alteration to your building ,and correctly preparing a HARB application.

## Preparing Your HARB Application

### 1. Determine what the scope of your project will be.

Will your project include multiple changes to the exterior of your property? Are you only interested in installing a new sign, or do you also plan to paint the building to compliment your proposed new sign? Carefully plan out all the changes you would like to make to your property and plan for secondary changes that might need to be made in order for your main goal to be accomplished, e.g. new paint surrounding new signage.

### 2. Determine which aspects of your project need HARB approval.

Remember, not ALL projects require HARB approval. Refer to page 4 to determine which projects need HARB approval. While your sign will need to be HARB approved, painting will only need HARB approval if you are changing colors. Touch up painting will not require a HARB application.

### 3. Complete and return a HARB application

HARB applications can be found on the City's website under forms online, and at City Hall in the permit office. Make sure to fill out the application completely. Photos of the building's current condition, as well as sketches of proposed alterations, and samples of materials to be used (paint chips, siding samples, etc.) should also be included in your application packet. Return your completed application to City Hall at least one week before the regularly scheduled HARB meeting.

### 4. Attend the HARB meeting.

If possible, attend the HARB meeting at which your application will be reviewed. The HARB meets once a month on the 3rd Monday of the month. The meeting is held in City Council Chambers on the 3rd floor of City Hall beginning at Noon.

### 5. Receive your Certificate of Appropriateness

If your application is approved by the HARB a Certificate of Appropriateness will be drafted and sent to City Council for approval. City Council meets Tuesday of the week following the HARB meeting. After City Council approves the Certificate of Appropriateness, a building permit, if applicable, will be issued and work may begin.

### 6. Begin work.

After you have received either a certificate of appropriateness and a building permit, or only a certificate of appropriateness if no building permit is needed, you may begin work on your building.

The HARB process takes time. You can minimize the wait by ensuring your application is complete and received on time. If you complete and return your application by the second Monday of the month, your application will be reviewed at the HARB meeting the following Monday. After the HARB approves your application it will take 1 more week until you may begin work after receiving your certificate of appropriateness and building permits from City council. Do not make plans for contractors to begin work until after you have received your certificate of appropriateness.



# How Does the HARB Determine if My Project is Appropriate?

Your completed application will be reviewed by the members of the HARB at the regularly scheduled monthly meeting. At this time, the board will decide if your planned project is appropriate for your property and the historic district. The board will weigh the details of the planned project against the Secretary of the Interior's Standards for Rehabilitation. Projects that violate any of these standards may be denied, or a request for a modification of the proposed plans may be required to better meet these standards.

The standards marked with astericks on the right are the most relevant to much of the work done to properties in Bradford's Historic District. The preservation of distinctive features is of the utmost importance when making changes to your property. These distinctive features, including original windows and doors, decorative trim, window and door casings, cornices, and exterior materials such as brick and wood, are what makes your property unique and holds significant historic value. The preservation of these features is the HARB's first priority in reviewing an application. Keep this in mind when planning changes to your property. Most of these characteristics are easily preserved while still filling your needs as a property owner.



## Secretary of the Interior's Standards for Rehabilitation

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics or the building and its site and environment.
2. 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.\*\*\*
3. 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.
4. Most historic properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.\*\*\*
6. 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 sustained by documentary, physical, or pictorial evidence.\*\*\*
7. 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.\*\*\*
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. 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.
10. 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.



# Project Specific Guidelines

The following pages provide project specific information for maintaining, updating, or replacing various components of your historic property.

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# Roofs

Roof repair and replacement is one of the most common alterations done to properties in the historic district. Keeping the roof in good shape helps protect the historic structure from water , snow, and ice damage throughout the year.

Most properties in the historic district have flat roofs. Some originally had more unique rooflines, such as mansard roofs, but these were eventually leveled into flat roofs before the historic significance of maintaining original roof-lines was realized.



## HARB Requirements

Flat rooftops can not be seen from the street and therefore do not need HARB approval for repair or replacement. HARB approval is needed even in the case of flat roofs if flashing will be used that extends up and over the edge of the building, making it visible from the street, or if repairs or alterations will also need to be made on the visible edges of rooftop .

When repairing or replacing roofs that are visible from the ground, great care should be taken to match the color, texture, shape, and material of the existing roof. For example, a slate roof should be replaced with a slate roof of the same color and slate size, not with modern shingles or metal. Modern material meant to replicate the look of more expensive historic material such as slate **MAY** be used if replacing the original material is not feasible, pending HARB approval.

## Maintenance:

Routine maintenance of your roof can help prevent deterioration and the costs involved in repairing or replacing the roof structure. Keep roof clear of debris and make sure water drains off of the roof and away from the building. Inspect flashings frequently as this is where most water damage begins. Promptly repairing tears and gaps in flashing can minimize damage done to the entire structure.



# Windows & Doors

Window and door replacement are common projects within the Historic District. Many property owners believe that replacing historic windows and doors will make their building more energy efficient. It is important to note that the cost involved in completely replacing the historic windows and doors with modern ones often is not recovered in energy savings. Using modern windows and doors in place of original windows is also not recommended due to the negative effect this has on the look of the building. Unless new windows and doors can be custom created to replicate the original, which can be costly, existing windows and doors should be repaired instead of replaced.

## HARB Requirements:

Window and door replacement must be HARB approved. Original windows and doors should be preserved at all costs. If replacement is necessary, the new windows or doors must be the same size, shape, and pattern as the existing. Care should also be taken to match the color and style of the original.



These properties have maintained their original windows and doors. Repair of these original features should always be the first option explored when considering replacement. If a window or door becomes beyond repair and must be replaced, the new window or door should replicate the old to maintain the original look. These elements are unique to the building and character defining.



These properties did not maintain their original windows and doors. The photo at the bottom shows windows that have been filled in completely instead of being replaced, as well as window openings that have been framed in to fit new, cheaper vinyl replacement windows. The photo to the right shows significant changes made to an entire storefront, removing original windows and doors and framing in original openings. Compare the aesthetics of these properties to that of the properties shown in the left column.





# Exterior Materials & Details

## Brick

Bradford's historic district is home to mostly brick buildings. Brick is an important part of Bradford's history, as many of the bricks we see today in the historic district are bricks that were made right here in Bradford. It is important that this special part of Bradford's history is preserved and protected for generations to come.

Brick is a durable building material, however, lack of maintenance can leave brick susceptible to damage from water and other elements. Missing or damaged mortar should be repaired using the correct type of mortar. Modern mortar is much harder and contains more cement than historic mortar. This causes moisture to become trapped in the bricks instead of being able to weep through the mortar, causing damage to the bricks. Projects to repair joints in brick structures should be carried out by knowledgeable professionals who can guarantee the work being done will not cause future damage to the bricks themselves.

Bricks should never be painted or covered with stucco. Not only does the paint or stucco hide the historic character of the property, it can also damage the bricks and is nearly impossible to remove without causing damage.

The gentlest of cleaning methods should be used for routine maintenance of bricks and for removal of paint. Chemical solvents and sandblasting weakens the brick by damaging its outer glazing, allowing the brick to become soft and more susceptible to damage. These methods are **NEVER** recommended.

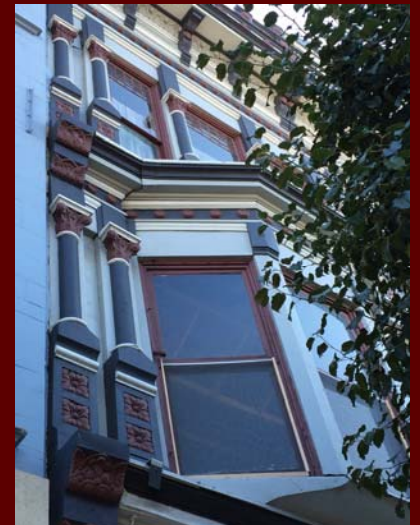


## Wood

There are few wooden structures left in the historic district. By the turn of the century, brick and stone buildings materials were required on Main Street to prevent damaging building fires that often plagued the City. Those that are left are truly rare and should be preserved at all costs. Wood should not be covered by vinyl, metal, or any other synthetic siding material. This takes away from the historic value of the property. Just like any other building material, wood required routine maintenance including painting, to prevent damage and deterioration.

## Details

Cornices, trim, casings, pediments, and columns are character defining details that must be preserved. Even these small details have a huge impact on the way a property looks and its historic value. Keeping these elements clean and in good repair decreases the chances of damage that will require costly repairs or replacement. If replacement becomes necessary, the new work must exactly match the old in size, style, and material.





## Signage

Changing signage is the most common project type in the historic district. Before you may remove any existing signage or install new signage, you will need to have your proposed changes approved by the HARB.

Signage should be designed with the building it will be mounted to in mind. Colors, size, and details should compliment the design of the building. Most buildings in the historic district have a “sign board” area located above the storefront. Property owners should make good use of this area and design a sign that fills this amount of space appropriately.

Great care should be taken when removing and installing signage. Constant changes in signage can cause damage to signboard areas and brick work as bolts and screws create holes in their surfaces.

The HARB application for signage will require renderings of the new signage with dimensions, colors, and mounting details included.



## Awnings



Awnings were once a staple item on most buildings in the historic district, especially those that faced direct sunlight during the daytime hours. Awnings were a functional necessity, shielding goods in store windows from damaging sunlight, keeping the storefront area cool, and protecting pedestrians from the elements.

Replacing an existing awning, or installing an awning where one once existed, is a great way to increase the aesthetic value of your property.



Awnings, unlike most other materials on historic buildings, deteriorate and need to be replaced every few years. The original mechanisms that cranked out the awnings over the sidewalk, however, are historic pieces that should last a lifetime. Whenever possible, the original hardware should be used.

Awnings should be replaced with the same shape and size awning, although colors may be changed.

The use of “bubble” awnings in the historic district is discouraged. This awning type is inappropriate for the period of most of the historic district’s buildings.

Before adding an awning to your property, you should first determine if there was originally was an awning. Adding an awning where there never was one historically is inappropriate. Historical imagery from the Landmark Society can help you determine if an awning was ever present on your property.

# Paint

Maintaining the painted surfaces of your property is important. Paint that is peeling or that has faded should be repaired. While routine maintenance painting and touch up painting does not require HARB approval, changing any of the colors of your building's color scheme will require HARB approval.

While the historic district does not have a set of colors one must choose from, it is important to use historically accurate paint colors when repainting your property. Most brands of paint have a historic color collection. Colors from these collections are encouraged.

Consider the period of significance for your building when selecting these colors. Buildings constructed before the turn of the century would have had drastically different color schemes than a building constructed in the 1920's. For assistance in determining which colors are most appropriate for your building, feel free to contact a HARB member for guidance prior to filling out an application.



## Sample Historic Color Palettes:

Sherwin Williams America's Heritage Palette

Benjamin Moore Historic Colors Collection

Valspar National Trust Collection



## Where Can I Learn More?

### About The History of My Property?

You can get useful historical information about your property by contacting the Bradford Landmark Society

45 E Corydon St, Bradford, PA 16701  
(814) 362-3906  
[www.bradfordlandmark.org](http://www.bradfordlandmark.org)

### About Financial Incentives Available for Historic Properties

Learn about available tax credits and grants by contacting the Main Street Manager

Main Street Manager  
23 Kennedy Street, Suite 102  
P.O. Box 490 Bradford, PA 16701  
(814) 598-2646

### About Historic Preservation and Maintaining my Historic Property

National Trust For Historic Preservation  
[www.preservationnation.org](http://www.preservationnation.org)

Preservation Pennsylvania  
[www.preservationpa.org](http://www.preservationpa.org)

National Park Service Preservation Briefs  
[www.nps.gov](http://www.nps.gov)

### About The City of Bradford's Code Requirement and Historic District Ordinance

The City of Bradford  
24 Kennedy Street  
Bradford, PA 16701

[www.bradfordpa.com](http://www.bradfordpa.com)

