

York County Trail Towns – Façade Improvement Program Guidelines

Overview & Background:

The York County Trail towns program was created with the intention of leveraging outdoor recreation to energize and revitalize the “main streets” of the seven York County Trail Towns. “Main Streets” being defined by local ordinances in the City of York and the Borough of Hanover and streets where the majority of commercial and public-facing businesses are located in the remaining York County Trail Towns.

The Façade Improvement Program will build upon these efforts by providing matching funding to businesses and homeowners located within the York County Trail Towns to fund improvements to their street-facing façades. Beyond simple beautification, the program will help to ensure that trail-users have a welcoming experience when they enter a trail town and will help to enhance the sense of place and community in the towns where improvements occur.

Improvements made by the program will help to preserve the character of each individual trail town and should consider the historic appearance of the structure, surrounding architectural characteristics, and what might be considered reasonably appropriate. Funding will be made available in amounts not to exceed \$10,000 except by virtue of a dispensation granted by the grant administrator in cases of particular need.

Eligibility:

This program is open to property owners located within specified districts of the seven York County Towns and/or officially designated Trail-Friendly Businesses.

- New Freedom:
 - o Properties within the Borough, facing Front Street, High Street, Franklin Street, North Second Street, Constitution Avenue, and/or Main Street between Boundary Avenue and Freedom Avenue.
- Railroad:
 - o Properties within the Borough, facing Main Street, S. Main Street, or North Main Street.
- Glen Rock:
 - o Properties within the Borough, facing Main Street, Water Street, Hanover Street, Baltimore Street, Church Street, Manchester Street, and/or Valley Street.
- Seven Valleys:
 - o Properties within the Borough, facing Main Street, Church Street, and or Cross Street.
- Wrightsville:
 - o Properties within the Borough, facing Front Street, Hellam Street, Locust Street, South Alley, and/or any numbered street (2nd-9th) between Locust Street & Garden
- Hanover
 - o Properties Located within the [Downtown District](#) as defined by the Hanover Borough Zoning Map (Adopted 10.23.22)
- York
 - o Properties Located within the [Central Business District](#) as defined by the YBIDA and available on Downtown York’s website.

You can verify if your business falls within one of the municipalities above using the York County Planning Commission Tool available [here](#), or by going to the York County Planning Commission's GIS website at: <https://york-county-pa-gis-portal-yorkcountypa.hub.arcgis.com/> and navigating to General Applications, and then the Municipal Contact Application.

Eligible Use of Funds:

- Improvements to the façade of a building and/or storefront including the repair or replacement of exterior siding/façade materials, improvements necessary to render a building compliant with the building code, and/or otherwise improve the appearance of the building.
- Project examples, include, but are not limited to:
 - o Repainting the exterior of a building or storefront
 - o Repairing or replacing siding, stucco, clapboards, or repointing brick walls.
 - o Weatherization of windows, doors, and entryways.
 - o Replacement of windows, doors, signage, gutters, downspouts, trench drain covers, or other fixtures.
 - o Addition or replacement of lighting, signage, awnings, decorative features.
 - o Projects that improve the ADA accessibility of a building such as the installation of railings or the repair of steps or ramps.

Ineligible Use of Reimbursement Funds:

- Architectural & Engineering Costs
 - o These costs will not be considered eligible for the purposes of reimbursement; however, they may be submitted for the purpose of meeting the matching requirement.

Ineligible Use of Funds:

- Property owners may **not** utilize their own labor for the purpose of fulfilling the match requirement, nor for purposes of meeting the match requirement.
- Funds received via this grant may not be used for the purchase or construction of outdoor seating.
- Landscaping costs would be ineligible for the purposes for this grant.

Guidelines:

- Improvements made with funding provided by this program must be consistent with the goals of the program as stated.
- Improvements must comply with relevant building codes, historic preservation requirements, and federal, state, and local laws, regulation, and ordinances as applicable to the property.
- The property owner must agree to a building code inspection of the exterior of the structure, before and after construction.
- All construction-related work must be performed by a licensed professional or by the property owner.

- The grantee is responsible for completing the project within four months of the receipt of funding, extension to complete the project may be granted at the discretion of the grant administrators.
- Building owners may submit multiple grant applications for different projects, however, only one grant will be issued per building.
- Applicants cannot be an employee or board member of YCEA, an affiliate board, or a family member of an employee or board member.
- Applicants cannot be an elected or appointed official.

Funding Terms:

- Funding provided by the York County Trail Towns program shall not exceed \$10,000.
- A dollar-for-dollar match is required by the property owner up for the amount of the award granted.
- Grant disbursement will be as follows:
 - o Option A: reimbursement for invoices submitted with receipts to the grant administrator.
 - o Option B: Funding in the amount of 50% of the total grant award will be provided to facilitate the initiation of the project. The remainder will be reimbursed upon receipt of invoices with receipts submitted to the grant administrator upon the completion of the project.

Historic Preservation & Architectural Requirements.:

Projects funded via the program will adhere to any and all applicable standards as determined by their municipality, the County of York, the Commonwealth of Pennsylvania, the United States of America, and/or an instrumentality of any of these units of Government. Property owners are responsible for determining and adhering to relevant ordinances in regard to historic preservation. For example, property owners within the City of York’s Historic Architecture Review Board (HARB) District (see [here](#)) must comply with the HARB ordinance.

In addition, projects should comply with the following standards for rehabilitation as defined by the United State Department of Interior.

Standards for Rehabilitation

- A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
- The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.
- Each property will 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 elements from other historic properties, will not be undertaken.

- Changes to a property that have acquired historic significance in their own right will be retained and preserved.
- Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
- Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
- Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
- Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
- New additions, exterior alteration, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
- New additions and adjacent or related new construction will 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.

Façade Program Application & Implementation Timeline:

Applications may be completed electronically, or by paper application. The following timeline will apply.

- Information Session: March 14, 2024
 - o Period for Building Inspections, Development of Projects, Receipt of Quotes & Estimates.
- Application Window Opens: Monday, April 1, 2024
- Application Period: Monday, April 1, 2024 – Monday, May 13, 2024
- Application Deadline: Monday, May 13, 2024
- Work Period: June - August 2024
- Project Completion: No later than September 6, 2024
- Close out and Reimbursement Completed: September 30, 2024

Commencement:

Façade improvement projects funded by this grant shall not begin prior to the grant administrator receiving a signed copy of the grant agreement and the following attachments:

- A copy of the code enforcement officer’s report completed prior to the start of the project,
- A description of work planned,
- Three quotes/estimates for the cost of completing the project if the work is to be completed by a contractor.
- At least three photos of the façade as of the time of application.

Reporting

Upon completion of the project, the grant recipient will provide the following information:

- A copy of the code enforcement officer's report upon the completion of the project.
- A description of the work completed.
- At least three Photographs of the improved façade upon the completion of the project.
- A detailed budget describing the expenses incurred to complete the project.
- All contracts, receipts, or quotes/estimates related to the project.

Application Process:

1. Schedule an exterior building inspection with an appropriate Code Enforcement Officer for your municipality.
2. Develop a façade improvement plan, to make desired improvements and address exterior code violations. A description of the proposed scope of work and a budget for the project will be sufficient to meet this requirement. The grant application will ask for information regarding your proposed project in section 4 of the form. If the applicable municipal ordinances require an architectural design, those services can be acquired at a via one of the following architectural design firms in York County, or another licensed firm.
 - a. Buchart Horn
 - b. Core Design Group
 - c. C.S. Davidson
 - d. James R. Holley & Associates
 - e. MDS Engineering
 - f. Murphy & Dittenhafer
 - g. NUTEC
 - h. Site Design Concepts
 - i. Warehaus
3. Complete the application form, electronically, or on paper and submit it as below with the following accompanying materials:
 - a. Proof of Ownership (deed, lease agreement, tax information, listing on the York County Planning Commission's Property Viewer Map, etc.)
 - b. Project Description, at least three current photographs of the project site, and description and/or design for revitalization
 - c. Copy of the Building Inspectors Report
 - d. Copy of Certificate of Appropriateness, when applicable.
 - e. If a contractor is completing the work, three quotes/estimates from bona fide licensed contractors based on the plans and scope of the proposed project. Quotes/estimates will be reviewed and may be disallowed if found to be unreasonable based on current pricing. If the property owner plans to complete the project using their own labor, a materials budget will be required.
4. Submit applications either electronically via the form **or** via paper application by mail to the mailing address:
York County Economic Alliance
Attn: York County Trail Towns Program

144 Roosevelt Avenue
York, PA 17401

Those wishing to request a paper application should contact bsalyards@yceapa.org, or call 717-848-4000.

5. York County Trail Towns will review the application package and follow up with any questions.
6. Application decision announced by grant administrator no later than May 24, 2024. Applicants will be required to sign and submit a grant agreement and submit a signed W-9 form no later than June 4, 2024.
- 7a. If, a portion of the funding will be provided in advance of the project – Processing will occur, and time will be allotted to provide an opportunity for checks to be cut and received.
7. The applicant is responsible for ensuring that work begins no later than 45 days after the announcement of the decision to fund the project. Any and all receipts, invoices, and costs should be saved for submission to the grant administrator.
8. Upon completion of the project a follow-up exterior inspection will be conducted by the appropriate code enforcement office.
9. A copy of the code the code-enforcement report, pictures of the completed project, a completed budget document and any invoices, receipts, will be submitted for reimbursement.