

Uptown Mt. Lebanon

Main Street Design Guidelines



September 2023

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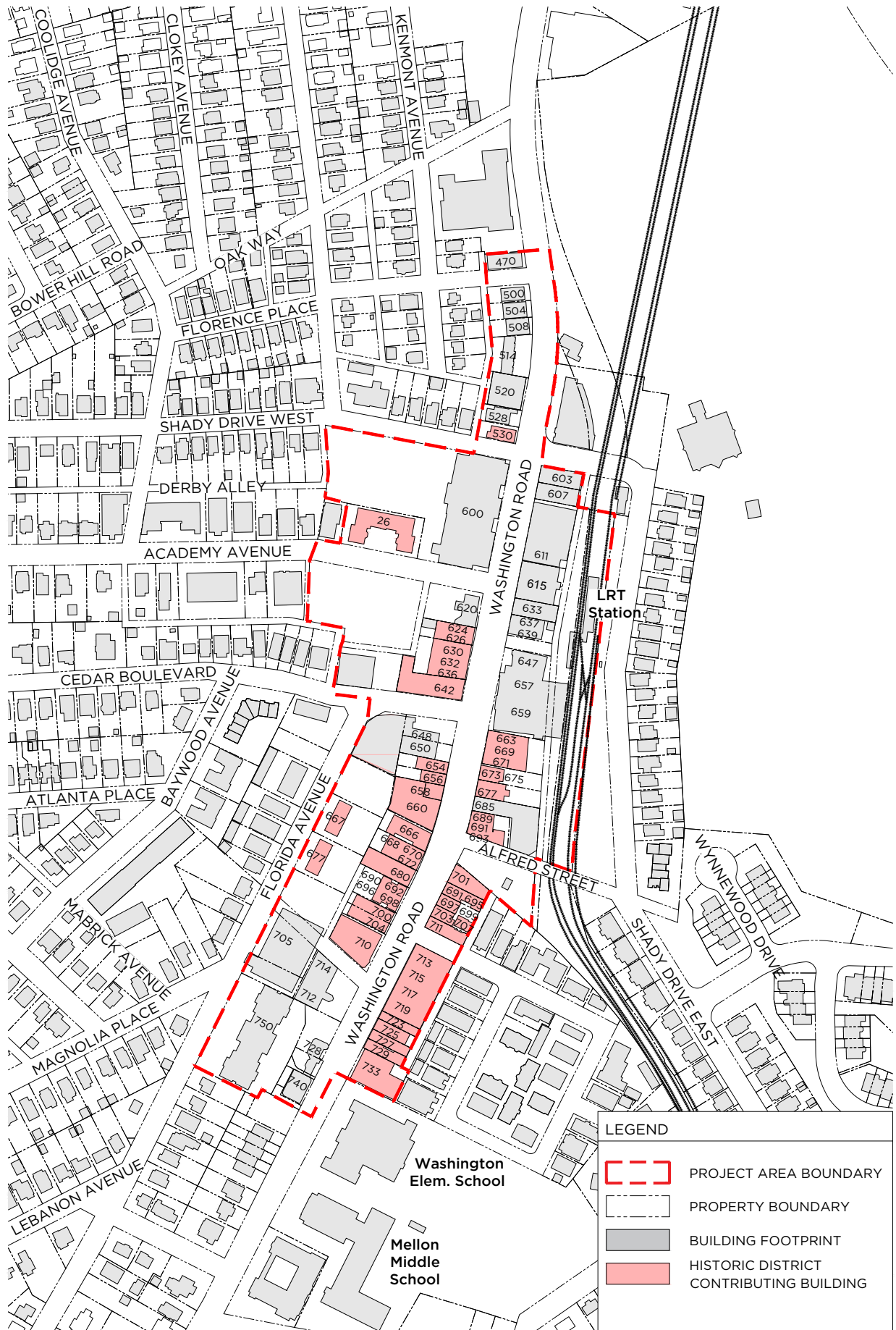
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Uptown Mt. Lebanon

Main Street Design Guidelines



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The boundaries of the project area of the Uptown commercial district where the Design Guidelines apply.



Introduction

ABOUT THE UPTOWN MAIN STREET DESIGN GUIDELINES

As a subset of its work on the 2023 Mt. Lebanon Comprehensive Plan Update, the Mt. Lebanon Partnership has developed a set of voluntary design guidelines for the Uptown commercial corridor, a component of the locally significant Mt. Lebanon National Historic District. These Design Guidelines are intended to encourage Uptown property owners, developers, and investors to make appropriate renovations to existing façades and to influence future new construction, opening up opportunities for these stakeholders to receive tax credits and grant funds for exterior renovations.

Although the Design Guidelines are voluntary, it is recommended that they be consulted as early as possible when planning a project that involves a change to the exterior of a building in Uptown, including additions and renovations. This is particularly the case if work is being done on a contributing building (see **Appendix C** for a list of contributing Uptown buildings in the Mt. Lebanon National Historic District). Following the Design Guidelines will allow owners of income-producing buildings that contribute to the character of the Historic District to apply for tax credits to offset the cost of the additions and/or renovations.

At the time of this writing, federal and state historic preservation tax credits are available to property owners who renovate their buildings in accordance with the Secretary of the Interior's Standards for the Rehabilitation of Historic Properties (see **Appendix D**). On the local side, the Mt. Lebanon Partnership is currently working on the details of building and development grants incorporating these Design Guidelines and will release formal application guidelines at a later time.

PURPOSE OF THE DESIGN GUIDELINES

The objective of the Uptown Main Street Design Guidelines is to preserve the integrity of Uptown's nationally recognized architecture, which makes up a significant part of the Mt. Lebanon National Historic District. The Mt. Lebanon Partnership has set forth these guidelines as best practices for improvements to properties in the heart of Uptown, with the goal of guiding property owners in meeting the criteria of the Secretary of the Interior's Standards for the Rehabilitation of Historic Properties. Meeting these federal standards allows property owners to apply for federal, state, and local financial incentives, including the 20% Federal Rehabilitation Investment Tax Credit (RITC) and the 25% Pennsylvania Historic Preservation Incentive Tax Credit (HPIC).

The following document contains recommendations about how to maintain the historic character of the Uptown component of the Mt. Lebanon National Historic District in a way that meets the needs of Mt. Lebanon's current population and consumers. Guidelines are provided in this document for building rehabilitation, demolition, and new construction as well as signage and general building maintenance. Buildings that maintain the historic character of the Uptown commercial district will help to ensure that the district continues to contribute to Mt. Lebanon's overall quality of life, attractiveness for investment, and property values.

FREQUENTLY ASKED QUESTIONS ABOUT THE DESIGN GUIDELINES

What is the goal of the Design Guidelines?

The goal of the Design Guidelines is to preserve the integrity of the Uptown commercial district's nationally recognized architecture, which makes up a significant part of the Mt. Lebanon National Historic District, a federally designated historic district.

Who are the Design Guidelines meant for?

The Design Guidelines are intended to be a document consulted by property and business owners, developers and investors, hired design professionals, elected officials and municipal staff, and others who make decisions about the exterior appearance of buildings and properties in the Uptown business district.

What are the benefits of the Design Guidelines for property owners?

The Design Guidelines represent a set of best practices for owners of historic properties that will guide them in meeting the criteria of the Secretary of the Interior's Standards for the Rehabilitation of Historic Properties, which will allow the properties to be eligible to receive state funding, tax credits, and potential grants for exterior renovations. Additionally, application of the Secretary's Standards will help maintain a sense of historic place and character for Uptown, which may help to preserve property values in the district.

Are the Design Guidelines voluntary or mandatory?

The Design Guidelines are voluntary. They are meant to be a win-win for both property owners (in terms of receiving tax credits and potentially future facade grants) and for the preservation of the historic character of the Uptown business district. The Design Guidelines are not a regulatory or legal document or a replacement for Mt. Lebanon's zoning ordinance or building code.

Will I be forced to restore my property with the Design Guidelines? Are the Design Guidelines enforceable?

The Design Guidelines will not be enforced by ordinance. They simply represent best practices in the treatment of historic properties, and they incentivize property owners

who plan to make exterior renovations to their historic properties to do so in a manner that is consistent with the historic Uptown character and allows them to be eligible for tax credits and potential grants. In order to receive federal and state tax credits, however, property owners must meet the criteria of the Secretary of the Interior's Standards. The Design Guidelines herein reflect these standards, adapting them to local conditions. In addition, any project receiving a Keystone Historic Preservation Construction Grant (for local governments and nonprofits) will need to meet the Secretary of the Interior's *Standards*.

What is a contributing building versus a non-contributing building?

Contributing buildings date from the historic period of significance established for the Mt. Lebanon Historic District. They contribute to the significance and character of the district through their historical associations and/or architectural values. Non-contributing resources are those that, due to date of construction, alterations, or other factors, do not contribute to the district's historic significance or character. Please consult the map at the beginning of this chapter and the database of Uptown properties in Appendix B to determine if your property is considered contributing or non-contributing.

Do the Design Guidelines cover all buildings in Uptown? Do the guidelines apply to non-contributing buildings and new construction?

The Design Guidelines address both contributing and non-contributing buildings in the Historic District, including new construction. However, work performed on non-contributing buildings as well as new construction are not eligible for tax credits at this time; the guidelines covering non-contributing buildings and new construction are simply architectural best practices. Future grant funding, however, may be tied to following the guidelines.

How will the Design Guidelines affect non-contributing buildings in the Historic District?

The Design Guidelines provide best practices for all buildings in the Uptown commercial corridor, not just those that are contributing buildings to the Historic District. Federal and state tax credits for historic preservation are currently only available for designated historic buildings or contributing buildings to a historic district; however, grant opportunities may open up in the future that apply to all buildings regardless of their contributing status.

If I renovate my historic building, do I need to make it accessible?

Yes. However, if you believe it is not technically feasible to meet the standards of the Americans with Disabilities Act (ADA) without threatening or destroying the historic significance of a building, you must consult with the Pennsylvania Historical and Museum Commission (PHMC) for guidance on alternative compliance methods.

What do the Design Guidelines provide standards for?

For existing and new buildings, the guidelines touch upon building elements such as storefronts, doors and windows, building openings, exterior walls and materials, awnings and canopies, decorative elements, mechanical systems and rooftop equipment, lighting, signage, significant alterations, additions, and demolitions. For new buildings, specifically, the guidelines address these same building elements as well as building setbacks, placement, and form.

How will the Design Guidelines affect the Zoning Ordinance?

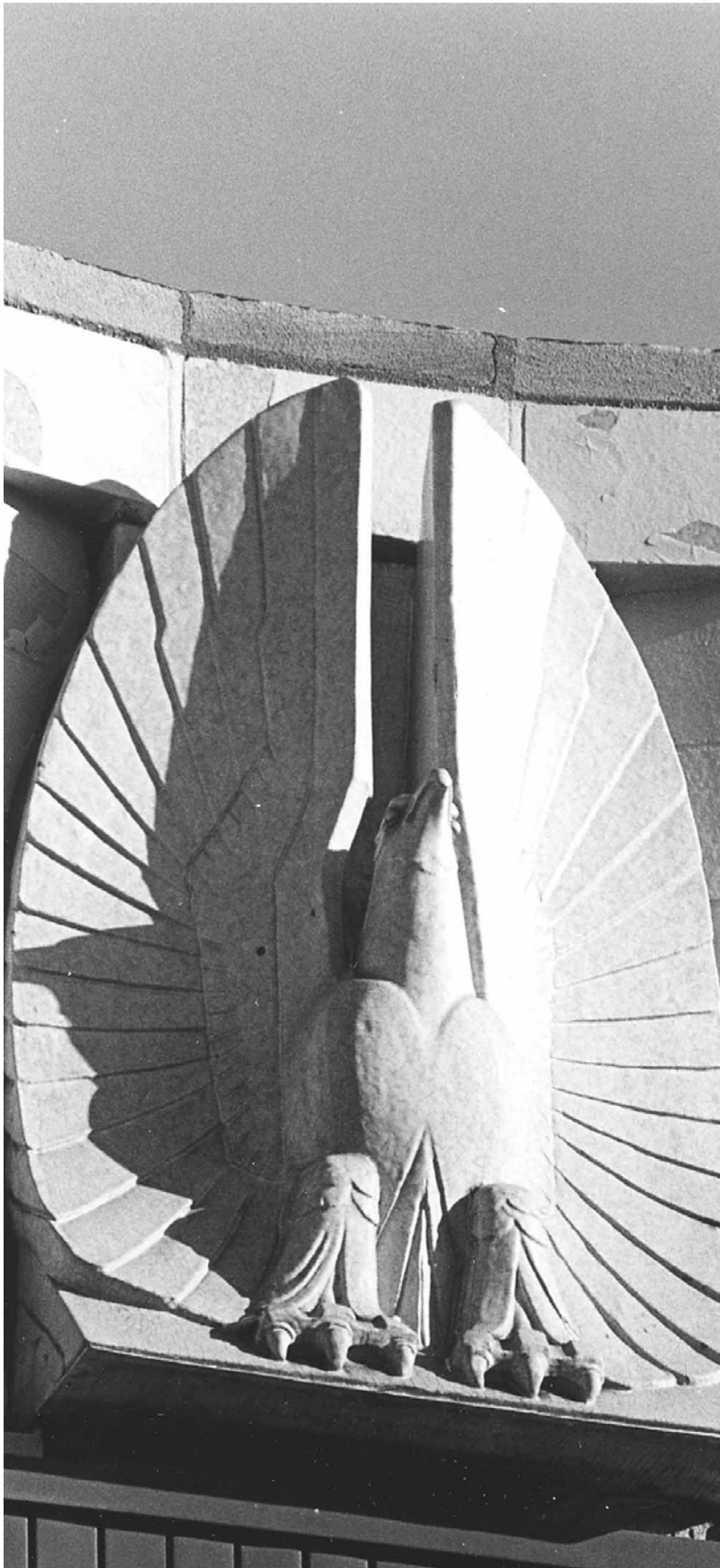
The Design Guidelines will not be part of the Mt. Lebanon Zoning Ordinance. However, recommendations are included in **Appendix A** of this document for how the Zoning Ordinance could be improved to better align with the Design Guidelines and other best practices. In addition, a model sign ordinance that suggests improvements to the sign regulations of the Zoning Ordinance is included as **Appendix B** to better address the needs of property owners and modernize the regulations.

HOW TO USE THIS DOCUMENT

This document is separated into two main parts for ease of use: **Part 1 – Background Information**, and **Part 2 – Design Guidelines**. Users of this document should feel free to consult the appropriate section of the document based on their needs, their role in the design and redevelopment of Uptown buildings, and their level of familiarity with the historical and architectural context of the Uptown commercial district.

Part 1 (Background Information) provides information about the Mt. Lebanon Historic District and its historical significance as well as key characteristics of the building stock in the Uptown commercial district, a summary of the main architectural styles found in the commercial district, an overview of façade components of historic commercial districts, and information about available federal and state historic tax credits for building preservation, restoration, and rehabilitation. The information found in Part 1 is primarily for reference purposes; it does not contain design guidelines themselves but is helpful for understanding the basis for them and the historical significance of the Uptown commercial corridor and Main Street business districts in general.

Part 2 (Design Guidelines) consists of the design guidelines that property owners should consult to ensure compatibility of their buildings, renovations, and additions with the contributing buildings in the Uptown component of the Mt. Lebanon Historic District. This section provides best practices for preserving, rehabilitating, and renovating a number of building components, including structural and decorative masonry and metals and storefront elements such as doors and windows. Additional best practices are provided for additions and replacements of mechanical systems and signage.

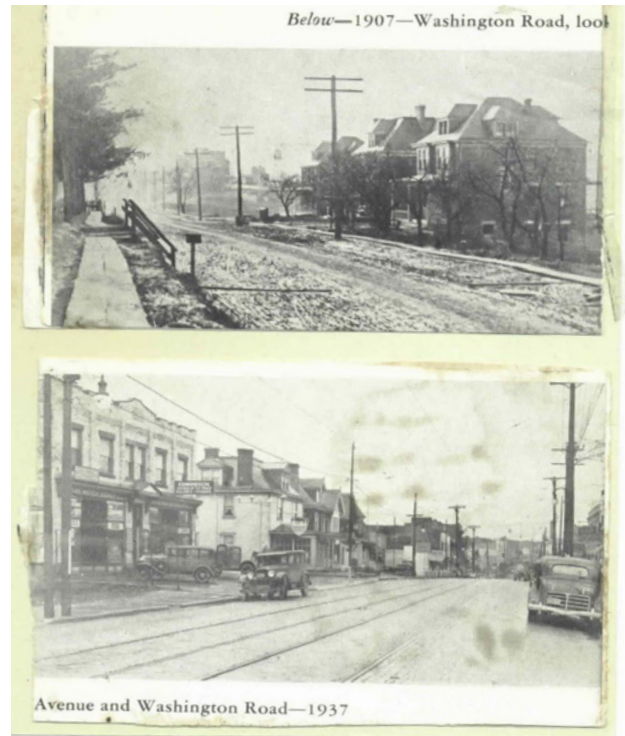


Detail of the Art Deco Medical Arts Building at 701 Washington Road. Image courtesy of the Historical Society of Mount Lebanon.

Background Information

ABOUT THE MT. LEBANON NATIONAL HISTORIC DISTRICT

Designated in 2014 by the National Park Service, the Mt. Lebanon National Historic District comprises 1,306 acres of Mt. Lebanon Municipality centered on Washington Road, the main north-south route through the community. 3,362 properties — primarily historic residences — are listed as contributing resources to the Historic District, while 890 buildings, sites, and structures within the boundaries of the Historic District are considered non-contributing. The residential structures located within the historic district are primarily interwar-era single-family homes built in the Tudor Revival, Colonial Revival, Bungalow, and Craftsman styles using primarily sandstone, brick, and stucco construction. The period of significance of the Historic District is listed as 1874-1945.



Prior to the opening of the Liberty Tunnel in 1924, which provided Mt. Lebanon direct access along West Liberty Avenue/Washington Road to Downtown Pittsburgh, the community was an outpost in the Pittsburgh region, separated from the city by a series of valleys and ridges, including Mt. Washington. In the late 1800s, Mt. Lebanon blossomed as a rural agricultural area, connected to urban Pittsburgh via West Liberty Avenue/Washington Road. Once the Pittsburgh Railways trolley extended to





Mt. Lebanon around the turn of the twentieth century, the community effectively became a “streetcar suburb,” with an early wave of residential development following the path of the trolley.

Mt. Lebanon’s most significant period of growth, however, was during the 1920s and 1930s, when the Liberty Tunnel dramatically shortened commutes to and from Downtown Pittsburgh. It was during this period that numerous residential subdivisions were developed in Mt. Lebanon’s outlying agricultural lands with ease of automobile access being top of mind. These subdivisions, which featured curvilinear streets, long blocks, ample greenspace, and deep setbacks, provided a stark contrast to the earlier grid-like development of Uptown. Nevertheless, both periods of development — trolley-era and automobile-era — provided an abundance of historic architecture that contributes to the significance of the historic district.



Various historic photographs of the Mt. Lebanon streetcar along Washington Road, dating primarily from the 1930s through the 1970s (this page and the previous page). Images courtesy of the Historical Society of Mount Lebanon.

KEY CHARACTERISTICS OF THE UPTOWN COMMERCIAL DISTRICT

The Uptown commercial district is centered along Washington Road, which forms somewhat of an elevated “spine” above the rest of the municipality. Despite this grade change from Uptown to the surrounding neighborhoods, the storefronts and building entrances along Washington Road are all at-grade, with no steps or ramps to enter buildings from the sidewalk. The sides and rear of the buildings include more varied terrain, with some contributing buildings that are one or two stories along the Washington Road street frontage becoming three- or four-story buildings as one moves downslope toward the rear.

Washington Road’s higher physical elevation compared to the rest of the municipality speaks to its importance as a transportation corridor, both in the present and in the past. Until 1984, the Port Authority of Allegheny County’s 38/42 streetcar shuttled passengers along Washington Road from Downtown Pittsburgh to the Clearview Loop, where the streetcar would turn around and head back to Downtown Pittsburgh. Today, the site of the Clearview Loop is home to Clearview Common, a public plaza in front of 701 Washington Road (the Medical Arts, now Howard Hanna, Building).



The last streetcar to Mt. Lebanon, painted to celebrate "Trolley Day," shown stopped in Dormont and Uptown Mt. Lebanon on April 14, 1984. Images courtesy of the Washington Observer-Reporter.



The 38/42 Pittsburgh Railways Mt. Lebanon/Beechview Streetcar #1728, seen outbound of Station Square on the Smithfield Street Bridge in Downtown Pittsburgh. Image courtesy of University of Pittsburgh, Pittsburgh Railways Company Records, 1872-1974.

As both a streetcar suburb and an early automobile suburb, Mt. Lebanon includes a unique combination of both trolley-oriented, zero-setback commercial buildings along rectilinear blocks and numerous pre-war automobile-oriented residential subdivisions to the south and west of the commercial district along curvilinear streets with generous setbacks.



Historical photos of the Clearview Streetcar Loop, seen in the 1950s (above and right). Images courtesy of the Historical Society of Mount Lebanon.



1972 photograph of the Denis Theatre (685 Washington Road). Image courtesy of the Historical Society of Mount Lebanon.



1930s photograph of the Stevenson Williams Building (664-668 Washington Road). Image courtesy of the Historical Society of Mount Lebanon.

Other elements characteristic of Uptown's built environment include:

COMMERCIAL BUILDING TYPES FOUND IN UPTOWN

A variety of commercial building types are found in Uptown, which speak to its eclectic character and its significance as an early suburb. These building types are summarized below:

Vernacular buildings — including the one-story commercial and two- and three-story mixed-use buildings making up a large proportion of the commercial district;

Multi-tenant office buildings — e.g., the Bognar Building at 733 Washington Road and the Executive Building at 615 Washington Road;

Single-tenant office buildings — e.g., 470, 500, 504, 508, and 528 Washington Road;

Office buildings — e.g., multi-tenant buildings such as the Bognar Building at 733 Washington Road and the Executive Building at 615 Washington Road, and single-tenant buildings such as 470 (DRAW Collective),

500 (Evergreen Dental), 504 (former office of U.S. Congressman Conor Lamb), 508 (Gary Liebel DMD and Daniel J. Conway, Attorney at Law), and 528 Washington Road (Alfa Dentistry and Babb Orthodontics);

Institutional buildings — e.g., the Mt. Lebanon Municipal Building at 710 Washington Road and the former Commonwealth Trust Building (now Jade Grille) at 670 Washington Road;

Conversion buildings (residential buildings converted to commercial uses) — e.g., 530 Washington Road (Resonance Violins);

Automobile-oriented retail — e.g., the strip mall at 514 Washington Road and the Washington Square outparcels;

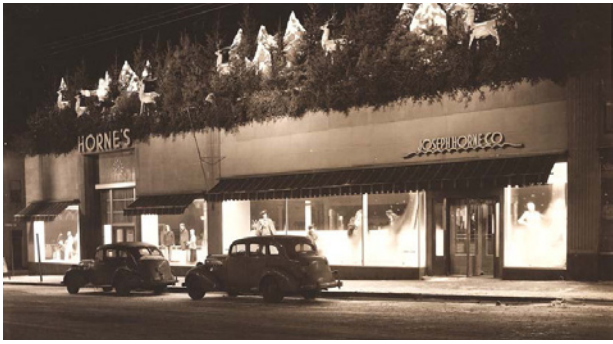
Purpose-built buildings — including automobile showrooms, banks, theaters, department stores, hotels, and large-format retail stores, such as the Walker Pontiac Building (658-660 Washington Road), the Stevenson Williams Building (664-668 Washington Road), the Denis Theatre (685 Washington Road), the former Horne's Department Store (now Empire Music; 719 Washington Road), the SpringHill Suites hotel (611 Washington Road), and Rollier's Hardware (600 Washington Road), respectively.



Undated photograph of the Denis Theatre (685 Washington Road). Image courtesy of the Historical Society of Mount Lebanon.



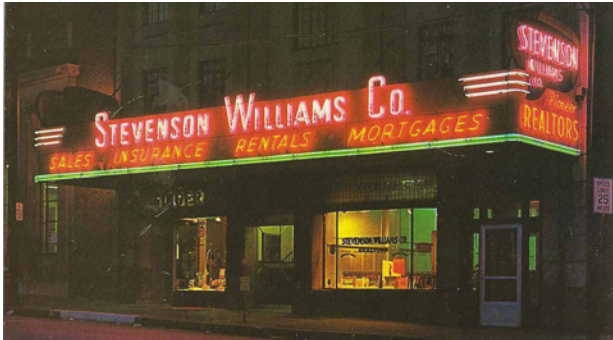
Photograph of the former Commonwealth Trust Building (now Jade Grille), at 670 Washington Road.



Undated photograph of Horne's Department Store (now Empire Records), at 719 Washington Road. Image courtesy of the Historical Society of Mount Lebanon.



1964 photograph of Horne's Department Store (now Empire Records), at 719 Washington Road. Image courtesy of the Historical Society of Mount Lebanon.



Undated photograph of the Stevenson Williams Building (664-668 Washington Road). Image courtesy of the Historical Society of Mount Lebanon.



1975 photograph of the Medical Arts Building (now Howard Hanna Real Estate) and Lehig Building & Loan Building (now Grandpa Joe's Candy) at 701 and 695 Washington Road, respectively. Image courtesy of the Historical Society of Mount Lebanon.

BUILDING RELATIONSHIP TO THE STREET

The majority of buildings in the Uptown commercial district are located along a single plane with zero setback from the sidewalk. Some projecting elements such as signs, awnings, and marquees extend into the pedestrian zone of the sidewalk but do not obstruct pedestrian paths, as they are suspended above the ground. Newer postmodern buildings, such as the SpringHill Suites hotel and Rollier's Hardware, as well as buildings toward the north end of the commercial district, have slightly larger setbacks than the rest of the building stock, while a handful of modern buildings, such as 650 Washington Road and the small strip mall at 514 Washington Road, have deep setbacks that allow for parking.



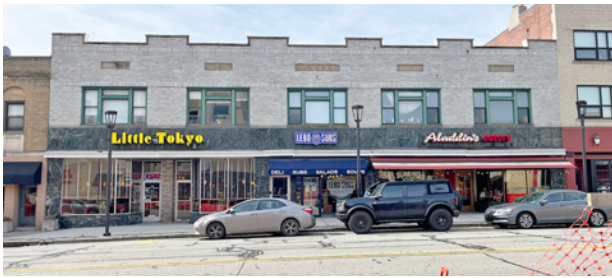
514 (upper image) and 650 (lower image) Washington Road.

BUILDING FORM

Contributing buildings in Uptown are generally one to three stories in height at their Washington Road frontage, with flat or low-slope roofs and varied parapet shapes that project above the roof. Some non-contributing buildings in the commercial district are considerably taller, topping out at between five and eleven stories.

FAÇADE COMPOSITION

The typical composition of contributing buildings in the Uptown commercial corridor is of a storefront at ground level, an upper façade with a standard rhythm of window openings (in the case of multi-story buildings), and a cornice. Generally, there is a horizontal element that visually separates the first-floor level from the upper levels when upper levels exist. The upper levels in some cases have a vertical emphasis, often utilizing pilasters.



628-636, 640-642, and 677 Washington Road (from top to bottom).

BUILDING MATERIALS

Brick and stone masonry are the primary materials used for the facades of existing Uptown buildings, with wood and terra cotta also utilized. The colors of the brick and masonry used are generally light (tan or gray), though red brick is present on a handful of buildings.

BUILDING CONDITIONS

Buildings in Uptown — both contributing and non-contributing — are in varied condition. Some issues observed include moisture damage at masonry walls, (especially at the parapets, as well as on overhangs and canopies), road/sidewalk salt erosion at building bases, and exterior staining.



Damage to ceiling and wood elements at canopy (upper image).
Damage to masonry and wood at base of building (lower image).

MAJOR ARCHITECTURAL STYLES IN THE UPTOWN COMMERCIAL DISTRICT

There are a few architectural styles that contribute most to the twentieth-century historic building stock in the Uptown commercial district: Modern, Commercial Vernacular/Twentieth-Century Commercial, Art Deco, Mediterranean Revival, and Classical Revival are the most prevalent, while Gothic Revival, Italian Renaissance Revival, Tudor Revival, Commercial Style, and American Foursquare styles are also present in key contributing buildings.

Summary descriptions of the most prevalent architectural styles are provided below:



The Executive Building, located at 615 Washington Road, an example of a modern building in the Uptown commercial district.

MODERN (1910-1980)

Modern or modernist architecture is defined as a design language with an emphasis on form rather than ornament; structure and materials rather than picturesque constructions; and the rational and efficient use of space.

The modern movement in architecture in the United States flourished beginning in the 1930s and encompassed individual design movements that expressed modern ideals in different ways, including the International, Expressionist, Brutalist, New Formalist, and Google movements. Technical innovation, experimentation, and rethinking the way humans lived in and used the designed environment, whether buildings or landscapes, were hallmarks of modern architectural practice.

While the highest-style examples of modern architecture in the United States typically date to the early- and mid-20th centuries, Modernism continued to influence everyday and vernacular design well into the late 20th century. Famous Modernist architects include Frank Lloyd Wright, Philip Johnson, Ludwig Mies van der Rohe, Eero Saarinen, and more.

Because federal, state, and local preservation programs had previously excluded properties less than 50 years old from historic designation programs and review processes, many historically and culturally significant properties have been left vulnerable to demolition, neglect, and other threats.

(Source of summary: National Trust for Historic Preservation.)

ART DECO (1925-1940)

The Art Deco style is one of the easiest to identify since its sharp-edged looks and stylized geometrical decorative details are so distinctive. The development of this architectural style was an intentional break with past precedents in an effort to embody the ideas of the modern age. It was the first American architectural style to look forward rather than back, as the case with the preceding revival styles. The Art Deco style first gained public attention in 1922 in a design competition for the Chicago Tribune Headquarters. Finnish architect Eliel Saarinen submitted an Art Deco design that was not chosen, but was widely publicized and embraced as an exciting new architectural style. In 1925 the Exposition des Arts Decoratifs in Paris further promoted the popularity of Art Deco style architecture, as well as Art Deco inspired jewelry, clothing, furniture and handicrafts.

Art Deco buildings have a sleek, linear appearance with stylized, often geometric ornamentation. The primary façade of Art Deco buildings often feature a series of setbacks that create a stepped outline. Low-relief decorative panels can be found at entrances, around windows, along roof edges or as string courses. Art Deco buildings feature distinctive smooth finish building

materials such as stucco, concrete block, glazed brick or mosaic tile. Decorative details can incorporate various artistic or exotic motifs to suit the building's function or the architect's whim. Chevrons, zigzags, and other geometrical motifs are common forms of ornament on Art Deco style buildings. Since the Art Deco style was seen as a rejection of historic precedents in its use of new construction technology, it was particularly suitable for the design of the 20th century's newly emerging building form, the skyscraper.

In Pennsylvania, Art Deco style buildings may be found in a variety of forms from tall urban skyscrapers to smaller scale buildings, such as post offices, theaters, schools, armories, and apartment buildings. Movie theaters of the 1920s and 30s often incorporated Art Deco design throughout the buildings from the curving lines of the exterior to the stylized décor of the interior curtains, murals and light fixtures. Some WPA (Works Progress Administration) designed buildings of this era are of the Art Deco style as well. Numerous examples of Art Deco style upscale apartment buildings can be found in urban settings. Other commonly found Art Deco buildings are post offices and government offices, which often feature stylized eagles or other national symbols.

(Source of summary: Pennsylvania Historical & Museum Commission.)



Mt. Lebanon Municipal Building, located at 710 Washington Road, an example of an Art Deco building in the Uptown commercial district.

COMMERCIAL VERNACULAR/ TWENTIETH-CENTURY COMMERCIAL (1850-1940)

Early Twentieth-Century Commercial structures are generally one to five stories, with flat or slightly pitched roofs. Often constructed of blond or light-colored brick, these buildings have very little ornamentation other than some decorative brickwork along the cornice or parapet.

The clear glass transoms of the nineteenth century have largely been replaced by translucent prismatic glass. Some storefront entrances of this period are flush with the façade.

Others, particularly in retail establishments, feature deep, nearly façade-wide recesses that allow shoppers to examine window displays out of the sidewalk traffic.

Common elements include a recessed or flush entrance, translucent window transoms, a door transom, a corbelled cornice, decorative brickwork, and a parapet.

(Source of summary: History Colorado.)



709-711 Washington Road, an example of a commercial vernacular building in the Uptown commercial district.

CLASSICAL REVIVAL (1895-1950)

The Classical Revival or Neoclassical style is one of the most commonly seen across the state and the country. This style was inspired by the World's Columbian Exposition in Chicago held in 1893 which promoted a renewed interest in the classical forms. Similar to the Colonial Revival style which was popular in the same period, the Classical Revival style was more formal and monumental in its design. Relying on stylistic details of the earlier Greek Revival style, Classical Revival style buildings often have massive columns with classical Corinthian, Doric or Ionic capitals, topped by a front facing pediment. One of the most distinctive versions of this style features a full height columned front porch topped with a classical pediment. Over variations of this style may feature a rounded front portico with columns and a balustraded flat roof, or a flat-roofed, full or partial front porch with columns.

The arrangement of windows and doors is formal and symmetrical, with the front door often flanked by pilasters or side lights and capped with a flat entablature, broken pediment, or rounded fanlight. The Classical Revival style is less ornate than the Beaux Arts style which was also popular in the 1885 to 1930 period and employs similar classical details.

Classical Revival style with its impressive Greek temple-like form was most often used for courthouses, banks, churches, schools and mansions. It was never quite as popular as the Colonial Revival style for more common residential buildings. The prominent architectural firm of McKim, Meade and White designed many buildings in this style across the nation in the early years of the 20th century. Examples of this style can be found in many Pennsylvania communities, often in the form of public buildings.

(Source of summary: Pennsylvania Historical & Museum Commission.)



654 Washington Road, an example of a Classical Revival building in the Uptown commercial district.

MEDITERRANEAN REVIVAL (1915-1940)

The Mediterranean Revival Style, also known as the Spanish Colonial Revival Style or the Spanish Eclectic style, is a remnant of the traditional Spanish architectural themes seen in Spain's early American colonial settlements. The traditional elements like clay tile roofs, round arch openings, and carved wooden doors follow the form of the early Spanish missions and are very distinctive. Other ornate decorative features draw from later periods of Spanish architecture and show the influence of Moorish, Byzantine, Gothic, or Renaissance design. This revival style became popular in the early 20th century after the Panama-California Exposition was held in San Diego in 1915. Exotic-themed architectural revivals (Egyptian, Moorish, Dutch Colonial, Swiss Chalet) were popular throughout the country in the period from 1920 to 1940. Many good examples of the Mediterranean Revival style remain in Pennsylvania, including in Mt. Lebanon, where many residences throughout the municipality as well as a few buildings in Uptown are characterized by the style.

(Source of summary: Pennsylvania Historical & Museum Commission.)



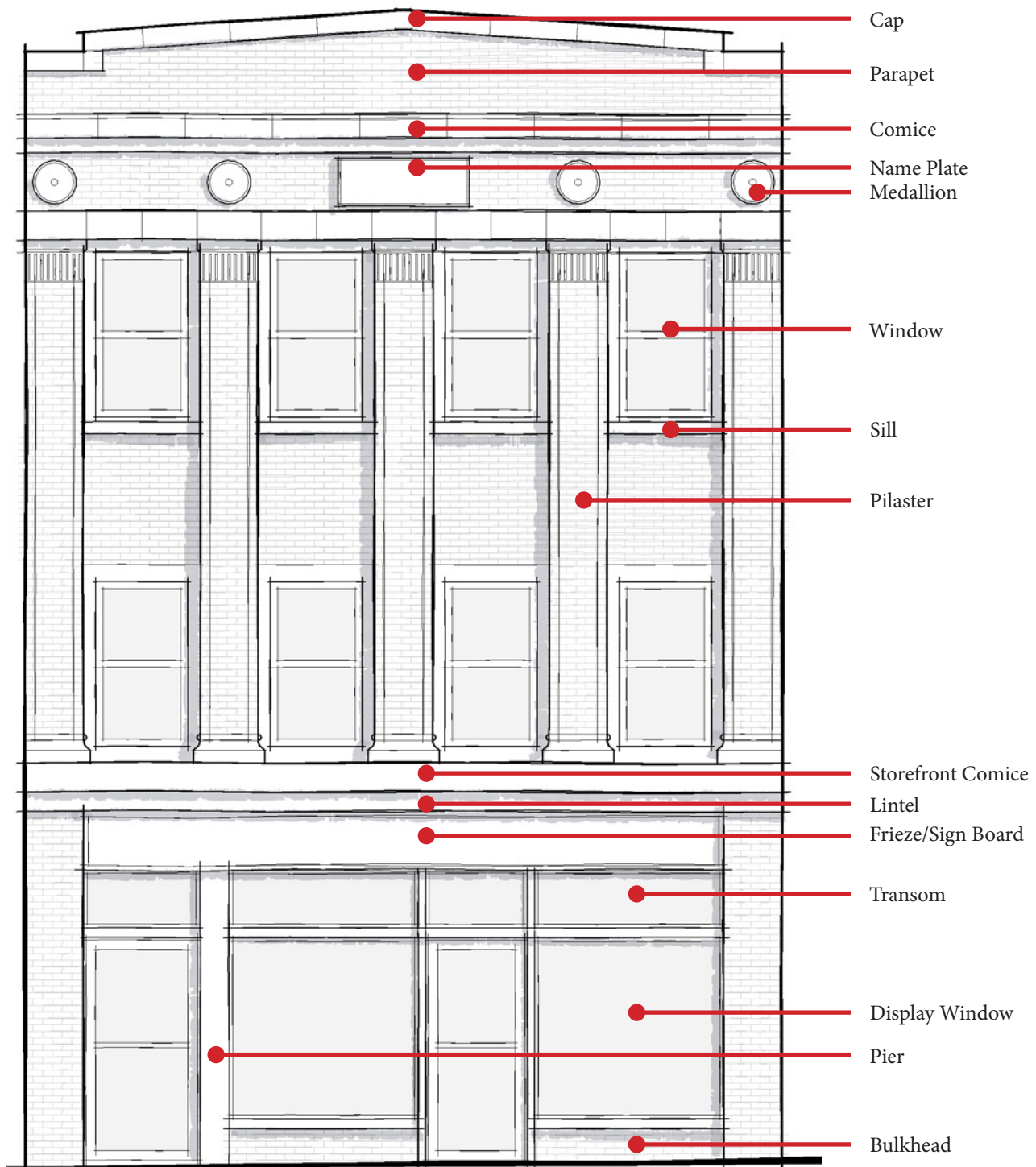
Detail of the Rosalia Building.



The Rosalia Building, located at 690-698 Washington Road, an example of a Mediterranean Revival building in the Uptown commercial district.

TRADITIONAL FACADE COMPONENTS OF MAIN STREET COMMERCIAL BUILDINGS

DIAGRAM OF A TYPICAL HISTORIC MAIN STREET COMMERCIAL BUILDING



FACADE COMPONENTS FOUND ON MAIN STREET COMMERCIAL BUILDINGS

Awning – an architectural projection that provides weather protection, identity, or decoration and is wholly supported by the building to which it is attached. An awning is comprised of a lightweight frame structure over which a covering is attached.¹

Bulkhead – the area between the sidewalk and the display windows: can be of wood, tile, or metal, or can be glazed; also known as a window base or kickplate.²

Canopy – a permanent structure or architectural projection of rigid construction over which a covering is attached that provides weather protection, identity, or decoration. A canopy is permitted to be structurally independent or supported by attachment to a building on one or more sides.¹

Cast iron – iron produced by casting molten ore into molds of a wide variety of shapes and sizes; used for structural members, freestanding ornament, and components of building facades.³

Column – a vertical support; in classical architecture, a usually cylindrical support, consisting of a base, shaft, and capital.³

Composition – in design, the arrangement of elements in relation to one another, generally according to a predetermined set of standards or conventions.³

Cornice – a decorated, projecting linear element placed along the top of a building's façade or atop a section of the façade to divide it visually from other sections.³

Display window – the main areas of clear glass on a storefront behind which goods are arranged; usually of polished plate glass.²

Façade – the front, or principal, exterior face of a building; may refer to other prominent exterior faces as well.³

Frieze – a decorative, horizontal band set just below the cornice.³

Glazing – windows set in frames as part of a building.³

Lintel – a structural member above a storefront that supports the upper wall.²

Marquee – a sheltering roof over an entry supported by the wall from which it projects rather than by piers or columns.³

Masonry – materials such as stone, brick, and adobe used for facing or structural support.³

Mortar joint – the space between bricks, concrete blocks, or glass blocks, that are filled with mortar or grout.⁴

Parapet – a low, solid, protective wall or railing along the edge of a roof or balcony, often used to obscure a low-pitched roof.³

Pier – a vertical structural support of a building, usually rectangular.³

Pilaster – a narrowly protruding column attached to a wall, giving the illusion of a real free standing support column.⁵

Recessed entry – an entrance door which is set back from the main façade of the building.²

Repointing – the process of renewing the pointing, which is the external part of mortar joints, in masonry construction.⁴

Setback:

Architectural setback – an architectural device in which the upper stories of a tall building are stepped back from the lower stories.³

Building setback – the distance that a house or structure must be from the front, side, and rear property lines.

Storefront – the front exterior wall of a commercial space, typically with large area of glass.²

Surround/casing – an ornamental device used to enframe all or part of a window or other opening in a wall.³

Terra cotta – enriched clay, cast into blocks of almost any form and usually glazed; used extensively in the late 19th and early 20th centuries for wall cladding and decorative elements.³

Transom – a window element, usually horizontal, above an entrance door or a larger window.⁶

¹ Definition from 2018 International Building Code (IBC).

² Definition from Washington Department of Archaeology and Historic Preservation.

³ Definition from *The Buildings of Main Street: A Guide to American Commercial Architecture* (Richard W. Longstreth). AltaMira Press, 2000.

⁴ Definition from Wikipedia.

⁵ Definition from the Pennsylvania Historical and Museum Commission (PHMC).

⁶ Definition from Durham Historic Preservation Commission, Durham, NC.

FEDERAL AND STATE HISTORIC TAX CREDITS

Two tax credit programs are currently available for owners of contributing buildings in the Mt. Lebanon Historic District to complete rehabilitation work to their buildings, the Federal Rehabilitation Tax Credit (jointly administered by the National Park Service and the Pennsylvania Historical and Museum Commission) and the State Historic Preservation Tax Credit (jointly administered by the Pennsylvania Department of Community and Economic Development and the Pennsylvania Historical and Museum Commission). Both federal and state tax credits can be applied for simultaneously, and doing so may actually be beneficial to reduce paperwork and duplicate documentation requirements. An overview of the two tax credit programs is provided below:

FEDERAL REHABILITATION INVESTMENT TAX CREDIT (RITC)

The Federal Rehabilitation Investment Tax Credit (RITC) consists of a 20% tax credit for certain expenses incurred in connection with rehabilitating an old building. RITCs are available to owners and certain long-term leases of income-producing properties.

To be eligible for the 20% tax credit:

1. Your building must be listed on the National Register, either individually or as a contributing building within the Mt. Lebanon National Historic District (see **Appendix C** for a list of contributing buildings located within the area covered by these Design Guidelines).
2. Your building must be used for income-producing purposes — for example, office, retail, residential rental, bed and breakfast, and light manufacturing uses. The building must be a depreciable building and not used as a private residence.
3. Rehabilitation work itself must be undertaken according to the Secretary of the Interior's Standards for Rehabilitation (see **Appendix D**).
4. Your project must meet the “substantial rehabilitation test.” This test is where the amount of money to be spent on the rehabilitation must exceed the adjusted basis of the building (the original purchase cost of

the building, minus depreciation and other decreases, and plus the cost of any capital improvements) or \$5,000, whichever is greater. Generally, projects must be finished within a 24-month period.

5. After rehabilitation, your building must be owned by the same owner and operated as an income-producing property for five years.

To apply for the tax credit, a three-part application must be submitted to the Pennsylvania Historical & Museum Commission (PHMC), the state's historic preservation office. PHMC and the National Park Service (NPS) will review the project, with NPS providing the final certification decision. It is strongly recommended that you confer with PHMC's RITC staff prior to substantial completion of the project. As of August 2023, the relevant staff contact is Shawn Massey, Historic Tax Credit Program Reviewer (717-783-9920; shmassey@pa.gov). Please visit <https://www.phmc.pa.gov/Preservation/About/Pages/Staff-Directory.aspx> for the most up-to-date list of PHMC contacts.

The three parts of the application include **Part 1 – Evaluation of Significance**, **Part 2 – Description of Rehabilitation**, and **Part 3 – Request for Certification of Completed Work**. Parts 1 and 2 must be filed prior to beginning work on your building; Part 3 certifies that the work in Part 2 has been completed and provides proof to the Internal Revenue Service (IRS) that the rehabilitation is eligible for the 20% tax credit.

The application forms and instructions can be found at this link (<https://www.nps.gov/subjects/taxincentives/historic-preservation-certification-application.htm>) and are included for reference in **Appendix E** of this document.

Applicants are encouraged to review PHMC guidance for the submission of federal historic tax credit applications, located at <https://www.phmc.pa.gov/Preservation/tax-credits/Pages/NPS-Electronic-Submission.aspx>. All application packages must be submitted through the Pennsylvania's Historic & Archaeological Resource Exchange system (PA-SHARE). PA-SHARE can be accessed at <https://share.phmc.pa.gov/pashare/landing>.

Payment of application review fees (link: <https://www.nps.gov/subjects/taxincentives/application-fees.htm>) are completed electronically using the federal government's payment portal, Pay.gov.

PENNSYLVANIA STATE HISTORIC PRESERVATION TAX CREDIT (HPTC)

Administered by the Pennsylvania Department of Community and Economic Development (DCED), the Historic Preservation Tax Credit (HPTC) allows qualified Pennsylvania taxpayers to receive tax credits for restoring qualified historic buildings according to a qualified rehabilitation plan approved by the Pennsylvania Historical and Museum Commission (PHMC).

Tax credits of up to 25% of qualified expenditures going toward the restoration of a contributing historic structure may be applied against the tax liability of a qualified taxpayer, which includes individuals and legal business entities. Tax credit awards can be increased to 30% of the qualified expenditures in connection with a workforce housing completed project. The total tax credits awarded to a single qualified taxpayer will not exceed \$500,000 in any fiscal year, with \$5 million available in total for all projects statewide to be equitably distributed by region.

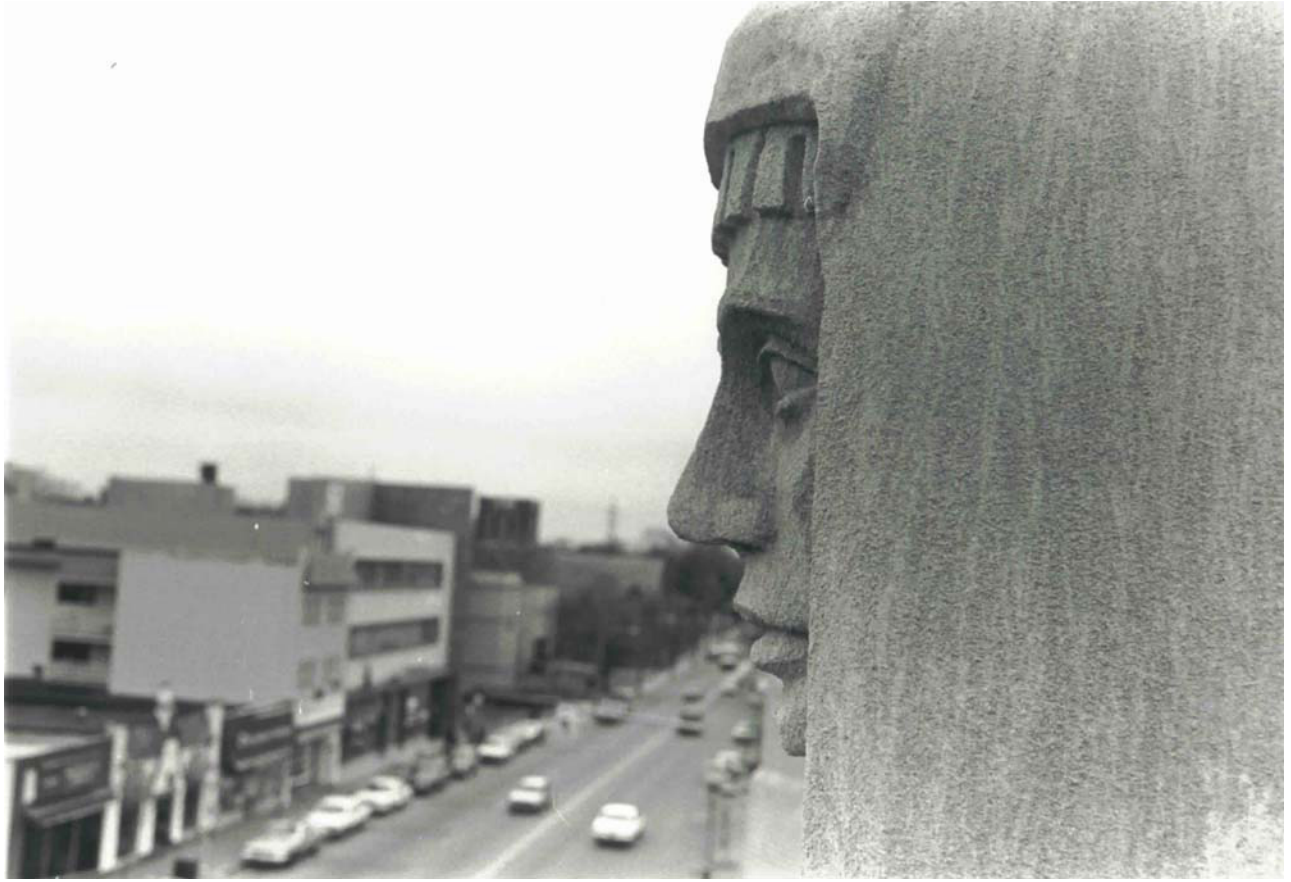
To be eligible for the 25% tax credit, six steps are to be completed sequentially:

1. Determination of Qualified Historic Structure Status – includes an application submitted electronically through PA-SHARE, in which applicants can submit documentation, photographs, maps, and statements regarding the qualification of their property as a certified historic structure;
2. Approval of the Proposed Qualified Rehabilitation Plan – includes submission of a rehabilitation plan for the building, to be reviewed by both DCED and PHMC;
3. Preliminary Certification and Reservation of Tax Credits – includes an itemized budget and costs attributable to the rehabilitation;
4. Final Certification of a Completed Qualified Rehabilitation Plan – includes documentation showing completed work under the rehabilitation plan;
5. Issuance of Tax Certificates; and
6. Claiming the Historic Preservation Incentive Tax Credit – includes submission of the relevant state tax credit forms to the Pennsylvania Department of Revenue.

The State Historic Preservation Tax Credit program guidelines can be found at this link (<https://dced.pa.gov/download/historic-preservation-tax-credit-hptc-guidelines/>) and are included for reference in Appendix E of this document.

More information about the HPTC program can be found here:

- Historic Preservation Tax Credit (HPTC): <https://dced.pa.gov/programs/historic-preservation-tax-credit-hptc/>
- Pennsylvania Historic Preservation Incentive Tax Credit Program: <https://www.phmc.pa.gov/Preservation/tax-credits/Pages/State-Tax-Credits.aspx>



Detail of the Mt. Lebanon Municipal Building (710 Washington Road) (top), and a 1947 photo of 717-719 Washington Road, which was once a Kroger grocery store. Images courtesy of the Historical Society of Mount Lebanon.

Design Guidelines

This document is meant to be used by property and business owners, developers and investors, design professionals, elected officials and municipal staff, and others who make decisions about the exterior appearance of buildings and properties in the Uptown commercial district. The use of these Design Guidelines is voluntary; the Design Guidelines are not a regulatory or legal document or a replacement of the Mt. Lebanon Zoning Ordinance or building code.

DESIGN PHILOSOPHY AND GENERAL GUIDELINES

The Uptown Mt. Lebanon Main Street Design Guidelines are based largely on the core concepts of the *Secretary of the Interior's Standards for the Rehabilitation of Historic Properties*, a document issued by the National Park Service (NPS) that provides guidance on the preservation, rehabilitation, restoration, and reconstruction of historic properties. The *Secretary of the Interior's Standards* are cited by federal and state agencies when property owners are seeking certification for federal and state tax benefits. These Design Guidelines follow the lead of the *Secretary of the Interior's Standard*, ensuring that local Uptown property owners can receive tax credits available to them for rehabilitation work on their buildings.

In addition to maintaining consistency with the *Secretary of the Interior's Standards*, the Design Guidelines also seek to reinforce the applicable sections of the Design Guidelines and Standards found in Part VII of Mt. Lebanon's Zoning Ordinance, which primarily address new construction but also touch upon the treatment of existing architectural elements.

THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

The Secretary of the Interior's Standards for the Rehabilitation of Historic Properties provide a general basis for these Design Guidelines, as they address building repairs, alterations, and additions to meet continuing or new uses while retaining historic character. The Standards for Rehabilitation are listed below (and are also found in **Appendix D** of this document). They emphasize the minimization of changes to the defining characteristics, materials, features, and elements of buildings and the historic character and integrity of properties, calling for the repair rather than replacement of deteriorated materials when possible.

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 of 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 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 historic 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 substantiated 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.

BEFORE STARTING ON A PROJECT

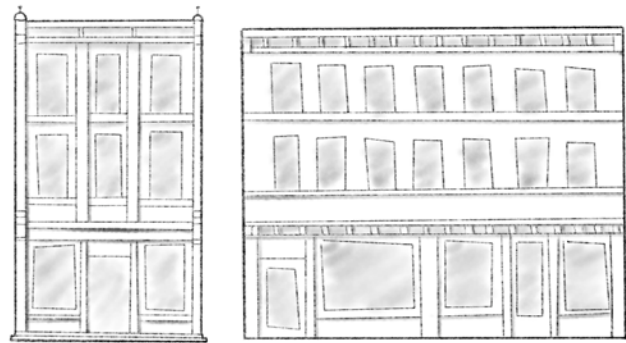
The following steps are recommended to be taken prior to starting on a project involving the rehabilitation of an historic building or structure or applying for federal or state historic preservation tax credits.

- Engage an architect or preservation consultant for your project to look at solutions and to provide expertise on the appropriate use of building materials and features.
- Identify materials and features that contribute to the historic character of the building and note as many as possible for preservation. Features may include such building elements as walls, exterior and entryway tiles, display windows, transom windows, doors, window and door surrounds, bulkheads and kickplates, cornices and friezes, columns and piers, and building adornments.
- Stabilization of damaged or deteriorated building features should always be the first step prior to undertaking work on the building.
- Life safety, accessibility, and code requirements must take precedence over historic preservation. Identify any character-defining exterior features, materials, and finishes that may be affected by code- or accessibility-required work. Care should be taken to not obscure, damage, or destroy character-defining materials or features where possible.
- Consult with the Pennsylvania Historical and Museum Commission (PHMC) (call 717-783-8946) and Mt. Lebanon code officers to help determine the most sensitive solutions to comply with access, life safety, and code requirements related to your historic building. This could mean finding alternative means of compliance that will meet requirements while not negatively impacting the historic character of the building.
- Consult the Historical Society of Mount Lebanon for any available historic imagery showing what your building looked like in the past. This can serve as a baseline for completing a rehabilitation that is sensitive to your building's historic character.

GUIDELINES FOR THE REHABILITATION OF HISTORIC PROPERTIES

The hierarchy of steps for renovations and alterations of contributing historic properties is as such: 1) Identify, Retain, and Preserve; 2) Protect and Maintain; 3) Repair; and 4) Replace. Replacement is the option to pursue only after the other options are deemed infeasible. The following guidelines are intended to preserve the integrity of historic properties, reinforcing the general guidelines provided earlier in this chapter:

- Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize a property should be preserved.
- New additions, exterior alterations, or related new construction should not destroy historic materials and features that characterize the building. The new work should be differentiated from the old and should be subordinate to the existing building. It should also be compatible with the materials, features, size, scale, proportion, and massing of the existing building to protect its historic integrity.
- New additions and adjacent or related new construction should be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property would be unimpaired.
- The existing condition of historic features should be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or replacement of a distinctive feature, the new material should closely match the old material in composition, design, color, and texture. The goal should be to retain existing materials and features while introducing as little new material as possible.



Vertical Emphasis

Horizontal Emphasis

Diagram indicating typical vertical/horizontal stylistic emphasis found in historic Uptown Mt. Lebanon buildings.

- If a historically significant feature, such as a marquee or a decorative element, is missing from a building, reproducing the feature in a historically accurate way is an option to restoring the historic character of the building. However, photographic documentation should be obtained, if available, from the Historical Society of Mount Lebanon showing what the element or feature looked like in the past.
- While work is taking place, existing building features and materials should be protected from weather, vandalism, and impact from the work.
- Chemical or physical treatments, if appropriate, should be undertaken using the gentlest means possible. Treatments that cause damage to historic materials should not be used. Low-pressure washing and scrubbing with natural bristle brushes are recommended, and acidic cleaning agents should be avoided.
- Masonry walls should be monitored for damage from winter salt. Salt should be swept away from the bases of buildings as soon as it is feasible. Consider using a different ice melt that does not contain corrosive chlorides.
- Non-original cladding of historic buildings may be removed, if doing so does not significantly damage the original exterior surface of the building. The goal of rehabilitation efforts should be to uncover the original wall material and leave it unaltered from its original color and texture.

MAINTENANCE AND RECOMMENDATIONS FOR BUILDING COMPONENTS

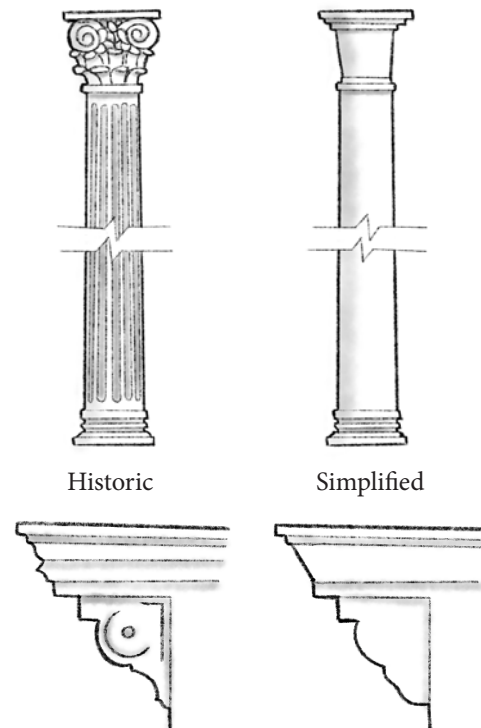
BUILDING FORM, PLACEMENT, AND SETBACKS

- Maintain the typical building proportions of contributing buildings in the Uptown commercial district, including in any proposed new construction. This refers to the volume of the building form, its widths and heights, its roof configuration, the percentage of its lot coverage, its front and side sidewalks, and its orientation to Washington Road.
- Maintain the continuity of the historical Uptown building patterns by constructing any new additions or buildings with zero building setback from the sidewalk. For taller buildings, provide architectural setbacks of 15 feet or more for building stories above the first three floors while retaining the zero-foot building setback of the building's base.
- Historic buildings are generally arranged in either a vertical or horizontal organization. Pilasters, for example, provide verticality to a building, while multiple lintels emphasize horizontality. Such patterns should be retained in any rehabilitation or alteration projects.
- Parking, if provided, should be located behind buildings or off-site within the 1,000-foot radius specified by the Zoning Ordinance.
- Follow these applicable sections of Part VII of the Zoning Ordinance (Design Guidelines and Standards):
 - § 702.8: "Encourage and promote the use of predominant existing building materials within the neighborhood and the predominant existing building materials, architectural features, and fenestration on specific structures as a guide in determining appropriate replacement and new construction materials. Where possible, all replacement windows in elevations visible from any public right-of-way should match the original windows in size and configuration."

- § 703.1.1: "Any façade facing a sidewalk, public right-of-way, public street, or Open Space District shall have an active building elevation. Active building elevations shall include windows, building entrances, and other architectural features that enhance the pedestrian scale and experience of the building façade."
- § 703.1.2: "New construction shall respect existing building widths by providing a division of the façade into building increments no larger than the average width of existing buildings on the block."
- § 703.1.3: "Where the street frontage is defined by a continuous building façade, the proposed new building or infill construction shall maintain such continuous façade by building from side lot line to side lot line, unless access is required for rear yard parking."

MATERIALS, COLORS, DETAILS, AND ORNAMENTATION

- For new buildings, additions, and renovations, choose materials that complement the colors and textures of contributing buildings in the Historic District to promote compatibility of design.



Historic vs Simplified Detailing

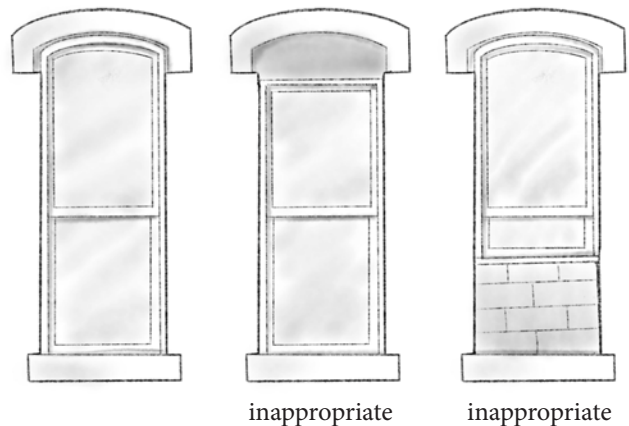
- When designing new buildings or additions, it is generally discouraged to create exact replicas of historic buildings or ornamentation details. Instead, the focus should be on general building form, placement, organization, materials, colors, and textures.

ADDRESSING DETERIORATED, MISSING, AND NON-ORIGINAL EXTERIOR FEATURES

- Consult the photographic archives of the Historical Society of Mount Lebanon to see if visual evidence exists for an historical or original appearance of a missing or deteriorated building element to be repaired or replaced.
- Repair deteriorated building features as soon as possible to prevent further deterioration.
- Replace building features only when repair is not an option. When replacing building features, document the appearance of the deteriorated features and reproduce them as closely as possible to the original design and materials.
- If no evidence is available of a missing building feature, provide a simplified replacement consistent

with the rest of the building's historic character, size, scale, and materials.

- Non-original building features may be replaced if they are not appropriate to the historical context of the building. If the non-original feature is desired due to its uniqueness or aesthetic value, it may be retained.
- Exterior salvage materials are appropriate for use on an historic building if the materials came from the same building itself. Materials from other buildings generally should not be used on exteriors, particularly if the buildings are not of the same style or time period.



Example of appropriate window replacement approach for historic/existing buildings. The size and proportion of historic window openings should be preserved.



Example of replacement windows that are inappropriate and do not meet the guidelines.

MASONRY AND METALS

- Historic masonry should be stabilized and repaired rather than replaced when possible.
- Repairing masonry should include preservation methods that strengthen materials through consolidation, such as patching walls and repointing bricks with mortar of an appropriate strength using historically appropriate widths and joint profiles.
- Patching should be done by 'tooth-in' bricks to maintain the original coursing pattern.
- Masonry should not be painted. Repainting may take place if the masonry was painted historically, using only historically appropriate colors.
- Metals should be painted if they were painted historically or if a coating is necessary for protection from corrosion. Otherwise, they should be left unpainted. Patina, such as that found on historic copper or bronze, should not be removed.
- If masonry is to be cleaned, the cleaning process should not introduce chemicals or moisture to the historic materials. The gentlest cleaning methods possible should be used, such as low-pressure water and biodegradable detergent and soft-bristle brushes.
- Use non-corrosive cleaning methods to clean soft metals such as lead, tinplate, and copper, and use the least abrasive cleaning methods to clean hard metals such as cast iron, wrought iron, and steel.
- Protect masonry, metal, and structural elements such as wood members from corrosion and rot by keeping gutters and downspouts clear, roofing in good repair, and wood free from insect infestation. Provide proper drainage to ensure that water does not erode foundation walls, pool on surfaces, or drain toward the building.

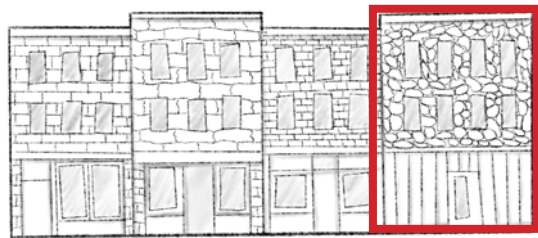


Example of deterioration to masonry caused by inappropriate strength mortar repair

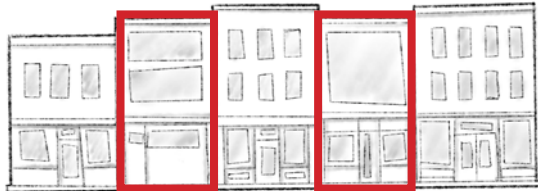
- Consider the use of substitute materials to replace structural or load-bearing features that are not visible on the exterior of the building.
- Synthetic materials and metal siding such as vinyl and aluminum should be avoided for use on exterior walls for new construction and renovations.

STOREFRONTS AND WINDOWS

- Historic storefronts should be stabilized and repaired rather than altered when possible. If extensively deteriorated or poorly functioning doors, transom windows, bulkheads and kickplates, columns and piers, and signs are to be replaced, they should match the old features as much as possible in material, design, scale, color, and finish.
- Replacement of storefront elements should only be done if repair is not possible and should be done based on consulting existing documentary or physical evidence such as historic imagery from the Historical Society of Mount Lebanon.
- New storefront entrances in historic buildings should be situated in the same physical location as the original entrance. Original recessed entries should be retained rather than moved.
- Historic windows should be stabilized and repaired rather than replaced when possible.
- Window openings that are important to the historic character of a building should be maintained in appearance. This includes the window configuration (single-hung, double-hung, casement, etc.), the frame, the sash, the casing, the sill, and the configuration of the muntins (see diagram on next page for labeled window components).
- Windows that were operable should remain operable, and vice versa.
- If extensively deteriorated or poorly functioning windows are to be replaced, they should match the old window as much as possible in material, design, scale, color, and finish. Replacing windows should only be done if repair is not possible.
- Storm windows and improvements to energy efficiency are appropriate if they do not damage repairable original windows.



inappropriate



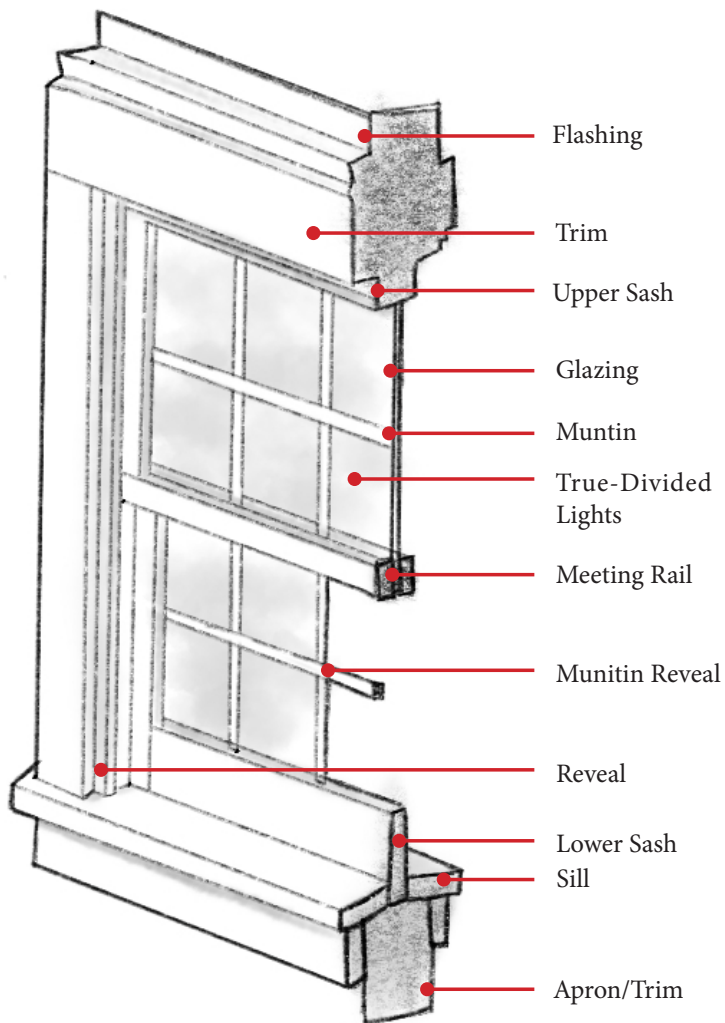
inappropriate

inappropriate

Diagram illustrating inappropriate solid/void relationships to existing structures.



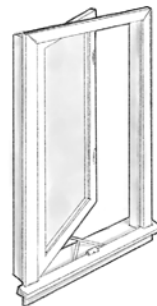
Example of a replacement storefront that is not appropriate.



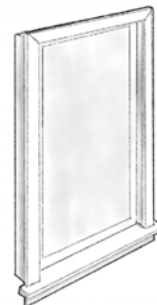
The components of a traditional window.



Double-Hung



Casement



Fixed

Different types of windows found in Main Street buildings.

AWNINGS AND CANOPIES

- Awnings and canopies should be able to be removed from historic buildings if needed, unless photographic evidence shows that a permanent awning or canopy existed historically.
- If awnings are installed, weather-treated canvas is a preferred material.
- Triangular awnings are preferred to rounded awnings.
- Awnings and canopies should not hide decorative details of historic buildings that contribute to their historic character.
- Awnings and canopies of muted or subtle colors are preferred over bright colors.
- Signs on awnings and canopies should be used on the flat edge parallel to the building wall rather than on the sloped surface of the awning or canopy, unless the awning or canopy is steeply sloped (45° or greater).

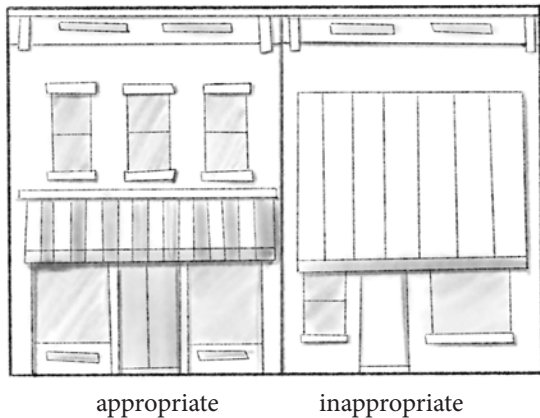


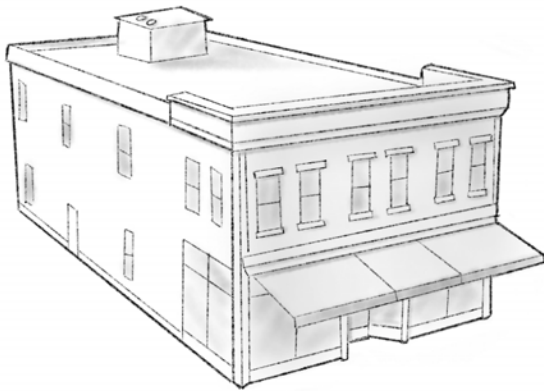
Diagram indicating appropriate awning type, placement, and size to meet the guidelines.

UPPER FLOORS, CORNICES, FRIEZES, AND DECORATIVE ELEMENTS

- Historic buildings should not be ornamented with new details such as non-original cornices, friezes, or parapets, unless photographic documentation shows that those features were once present on the building.
- Decorative features such as adornments on cornices, friezes, and parapets should be retained and repaired to maintain the historic character of the building.
- Cornices, friezes, and parapets made of masonry should be left unpainted; wood or metal may be painted in colors appropriate to the overall design of the building.
- Cornices, friezes, parapets, and other decorative elements that are original to an historic building should not be removed, unless they present a life safety risk. In any case, repair should be pursued over replacement or removal when technically feasible.
- Upper-floor window openings of historic buildings should be preserved in their original configuration rather than enlarged or removed. This includes the layout of such features as their casings, muntins, mullions, and sills (see diagram on previous page for labeled window components). If upper-floor window openings are non-original, they may be restored to their original configuration if photographic evidence exists of the original configuration.

ROOFTOPS AND MECHANICAL SYSTEMS

- Rooftop additions to contributing buildings are generally not appropriate when buildings are under four stories in height. For taller or non-contributing buildings, additions should be set back from the primary elevation of the building and should not be visible from the right-of-way of Washington Road. Additionally, they should not surpass one story in height and should respect the surrounding context of other buildings.



Place rooftop equipment to avoid obscuring significant features or adversely affect the perception of the overall character of the property from the street level.

- Install new mechanical systems that result in the least alteration possible to the historic building, its character-defining features, and its appearance from the street level. Provide adequate structural support for any new mechanical equipment.
- Alternative energy systems, such as solar devices, should be as low-profile to the historic building as possible and should be only minimally visible from the public right-of-way. Taking advantage of parapets that extend above the roofline is recommended, when such an option is available for concealment of solar panels from view. Consult a solar energy contractor to determine if solar panels can be placed horizontally on a roof rather than at an angle.
- Windmills and turbines are generally not recommended for direct placement on historic buildings or sites. Instead, retrofitting buildings to improve energy efficiency should be explored first to

determine if a greater cost-benefit can be obtained through such improvements.

- Green roofs can be an option for historic buildings in some cases. However, they should not be visible from a public right-of-way, and engineering studies will need to be completed to see if the historic building can accommodate the weight and water requirements of a green roof.
- For more direction on implementing sustainability strategies on historic buildings, consult the [Secretary of the Interior's Standards for Rehabilitation & Illustrated Guidelines on Sustainability for Rehabilitating Historic Buildings \(PDF\)](#).

SIGNAGE

- Historic signage should be maintained rather than replaced when possible.
- Signs should not obscure historic architectural features such as doors, storefront and upper-level windows, transom windows, friezes, and cornices.
- The colors on signs and other storefront graphics should take cues from the building façade.
- If modern materials such as plastic are to be used for signs, they should not clash with the building's color or texture, damage historic trim, or obscure architectural features.
- For wall signs, signs comprised of painted, carved, raised, or channel letters over wood or masonry are preferred over box signs, so long as they do not damage historic architectural features.
- Window signs are a great option for the Uptown commercial district, particularly using painted letters or small signs behind the storefront window.
- Projecting and hanging signs are also a welcome option, if they are sized at a pedestrian scale.
- Awning and canopy signs should be located on the flat edge parallel to the building wall rather than on the sloped surface of the awning or canopy.
- It is recommended that businesses use no more than two signs on each façade, with a combination of sign types including at least one window sign.

LIGHTING

- Historic lighting features should be preserved and maintained, as removing such features could diminish the historic character of the building.
- New lighting installations on historic structures should take care to not damage the exterior surface and should be implemented in such a manner that if removed in the future, the building would be unimpaired.
- New lighting installations on historic structures should be discreet and minimal and not overpower the historic character of the building. They should also be compatible with the style of the building.

NON-CONTRIBUTING BUILDINGS

- It is highly recommended that property owners completing work in the future to their historic but non-contributing buildings consider following the relevant guidelines in this chapter, because grant opportunities may open up in the future that provide financial assistance for façade renovations.
- Property owners of non-contributing buildings of a historic nature may want to consult historical photography to see what their building looked like prior to modern alterations. Returning the building to its original appearance (e.g., removing cladding, removing non-original facade elements, restoring original door and window proportions, etc.) may be a possibility for future rehabilitation work to the building.
- It is recommended that rehabilitations and additions to non-contributing buildings take cues from the contributing buildings in the commercial district, particularly related to building scale, form, mass, height, setbacks, dimensions, orientation, proportions of wall openings, materials, textures, and colors.

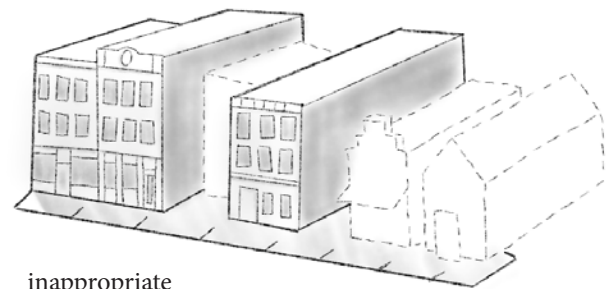
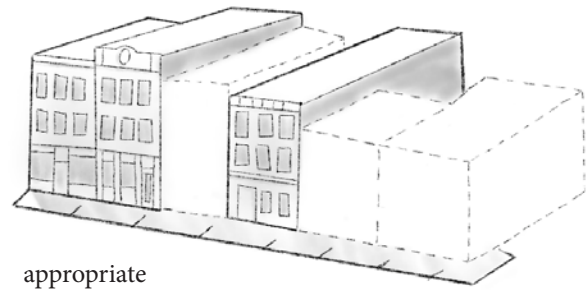
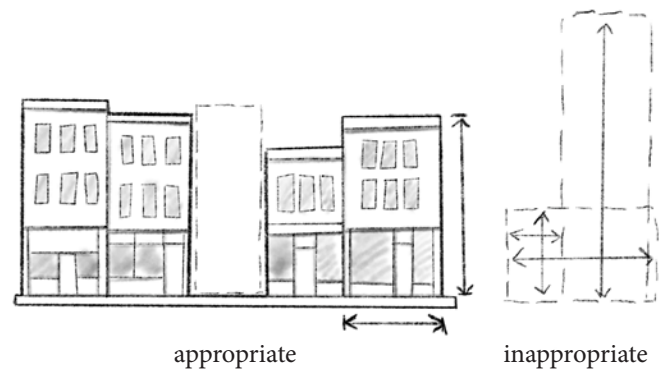


Diagram indicating appropriate infill construction in regards to setbacks and proportions/roof shapes



GUIDELINES FOR NEW CONSTRUCTION

The following guidelines address new-construction Uptown buildings:

- New construction should look to take cues from contributing buildings in the Uptown commercial district with respect to their scale, form, mass, height, setbacks, dimensions, orientation, proportions of wall openings, materials, textures, and colors.
- The front elevation of the new building should be in the same plane as the adjacent buildings, matching the existing setback.
- New construction should employ similar proportions and roof shapes to those of the adjacent buildings.
- New construction should utilize similar composition techniques and create prominent horizontal and vertical emphasis through belt courses, lintels, cornices, pilasters, and other contemporary methods.
- The ratio of solid/void (wall to window) creates a rhythm of openings within a façade. New Construction should respect the pattern and proportion of openings (windows, storefronts, and doors) to unify the streetscape.
- Brick and stone masonry are the primary materials used for the existing Uptown buildings, with wood and terra cotta also utilized. New materials should be compatible in color and texture with the adjacent structures to create a unified design within the district.
- The style of the new construction should be contemporary and should not attempt to imitate the style or detailing of existing or historic buildings.

Detailing elements utilized, if desired, should be simplified.

- Demolition of an existing structure should only be considered as a last resort when all rehabilitation options have been explored and exhausted.
- Structures should be maintained to prevent 'demolition by neglect'; at a minimum, maintenance and repair of the roof, drainage, and exterior façade should be performed regularly to prevent deterioration. If it is determined that demolition is required, the design of a new building to occupy the existing site should follow the guidelines above.
- New construction to fill existing gaps or utilize vacant or underutilized lots is encouraged. The design of new construction buildings should be compatible with the existing historic context but differentiated as new construction. This approach will allow the new construction to fit into the visual patterns of downtown, but allow contemporary design, materials, and techniques. Although there are buildings from different time periods in the district, there are unifying features that create cohesive character.
- Reconstructed façades are generally discouraged for use on new buildings. Salvaged materials are appropriate for use on an historic building if the materials came from the same building itself. For new buildings, salvaged materials are generally not acceptable for exterior walls but may be acceptable as interior accents so long as they are not used to reconstruct large portions of a historic structure.

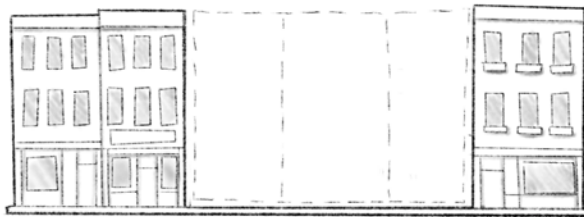


Diagram indicating new facades as an series of bays based on original proportions, rather than one continuous facade

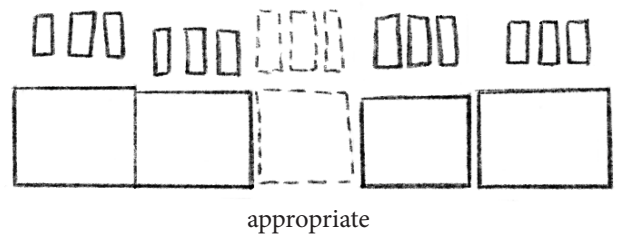


Diagram illustrating appropriate vs inappropriate rhythms, height, and proportions of buildings to maintain historic visual character

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RECOMMENDATIONS FOR UPDATING THE MT. LEBANON ZONING ORDINANCE

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As part of the assessment of existing data and planning documents, the project team reviewed the Municipality's existing Zoning Ordinance. With regard to how the Zoning Ordinance may affect this project and property owners along the Uptown corridor, issues may arise with the ordinance in how it deals with the following regulatory items. (Our notes are highlighted in yellow.)

- §304.5 – Area and Bulk Regulations for the Commercial Business District (CBD):
 - §304.5.2.2.1 – Lot Area Requirement for Non-Residential and Conditional Uses. Maximum Lot Coverage: eighty-five percent (85%) of lot area.

> In the event that there is new construction in Uptown, only 85% lot coverage is allowed. Some existing properties have less than 100% lot coverage, but many properties fully cover their lot. In a dense commercial corridor like Uptown, 100% lot coverage should be permitted.
 - §304.5.3.2.1 – Front Yard for Principal or Accessory Use or Structure: none. Front Yard for Principal Use or Structure for Stories four (4) and above: fifteen (15) feet.

> The majority of buildings in Uptown are three stories or less, but a consistent street frontage and setback for the business district is still desirable regardless of the height of the building. In most cases, this is a zero setback.
- §607 – Wireless Communications Facilities (WCF): WCFs of any size (towers, antennas, or small WCFs) are not permitted in or within 100 feet of an historic district, property, building, or structure listed on the National Register of Historic Places.

> This would prohibit WCFs in a large proportion of the municipality, including in virtually all of the Uptown area.

§607.4.1.12 - Historic Buildings and Districts. No Tower-Based WCF may be located in or within one hundred (100) feet of any historic district, property, Building or Structure that is listed on either the National or Pennsylvania Registers of Historic Places, or eligible to be so listed, or is included in the official historic structures list maintained by the municipality.

> Mt. Lebanon should consult with its municipal solicitor to see if this complies with existing federal law regarding wireless communications facilities and the state's Municipalities Planning Code, particularly regarding the inclusion of the criterion of "eligible to be so listed." There is an existing tower-based WCF on the Port Authority property at Parse Way and Shady Dr E that is within the historic district.

§607.5.1.5 - Historic Buildings and Districts. No Non-Tower WCF may be located in or within one hundred (100) feet of any historic district, property, or on a Building or Structure that is listed on either the National or Pennsylvania Registers of Historic Places, or eligible to be so listed, or is included in the official historic structures list maintained by the municipality.

> Mt. Lebanon should consult with its municipal solicitor to see if this complies with existing federal law regarding wireless communications facilities and the state's Municipalities Planning Code, particularly regarding the inclusion of the criterion of "eligible to be so listed." There are at least several non-tower WCFs already in existence on buildings within the historic district, including multiple antennas on top of Pendale Towers (460 Washington Road), an antenna on top of Lebanon House (520 Washington Road), multiple antennas and cellular network facilities on top of 650

Washington Road, multiple antennas on top of the Municipal Building (710 Washington Road), and multiple antennas and cellular network facilities on top of the Washington Square Condominiums (750 Washington Road).

§607.6.1.8 - Historic Buildings and Districts. No small WCF may be located in or within one hundred (100) feet of any historic district, property, Building or Structure that is listed on either the National or Pennsylvania Registers of Historic Places, or eligible to be so listed, or is included in the official historic structures list maintained by the municipality.

> Mt. Lebanon should consult with its municipal solicitor to see if this complies with existing federal law regarding wireless communications facilities and the state's Municipalities Planning Code, particularly regarding the inclusion of the criterion of "eligible to be so listed." There is a small WCF on a pole in the right-of-way of Central Square, in front of the Persian & Oriental Rug Gallery.

- Part 7 – Design Guidelines and Standards.

> Although this section of the Zoning Ordinance presumably applies to new construction rather than renovations (though the ordinance doesn't make it clear), there may be minor conflicts between the Municipality-Wide Design Standards (§703) with the nature of the existing Art Deco and Modern building stock in the Uptown corridor, particularly as it relates to allowable building materials.

- §823 – Sign Regulations: A detailed discussion on this section is provided below:

- §823.4.5 Arcade, cornice, marquee, parapet, pole, portable, projecting, pylon, sandwich, Vehicle-mounted, and Snip Signs, and Pennants are prohibited unless otherwise authorized within this ordinance.

> This is overly restrictive. Signs like arcade, cornice, marquee, parapet, and projecting signs are introduced in the Zoning Ordinance and included in the definition for 'building sign,' but they're not explicitly called out or permitted in the Signs chapter with specific size regulations.

- §823.5.3 – Authorized signs in the C-1, C-2 and CBD Districts and all Commercial Uses in Transition Areas, Planned Residential Developments and Planned Mixed Use Developments are as follows:

- §823.5.3.2.1 – “The maximum letter, number or symbol area of the sign shall be sixty percent (60%) of the total Sign Area.”

> This is overly restrictive. The sign copy does not need to be tied to the total sign area.

- §823.5.3.2.2 – “The maximum height of a letter, symbol or number shall be eighteen (18) inches.”

> This may be overly restrictive for larger buildings.

- §823.5.3.2.3.1 – “For each first-floor storefront having a display window facing a Street and having access to that Street, a maximum of one (1) square foot of Sign Area shall be permitted on the front facade for each linear foot of interior width of such storefront, provided that no sign shall exceed fifty (50) square feet in area.”

> This is overly restrictive. The model sign ordinance from the Montgomery County Planning Commission, which is used as an example by the American Planning Association Pennsylvania Chapter (APA-PA), specifies 2 square feet per 1 linear foot of building frontage for Main Street districts, subject to maximum size limitations based on sign type (again, different sign types such as canopy signs, awning signs, marquee signs, and wall signs are not specifically regulated in the Municipality's Zoning Ordinance).

- §823.5.3.2.3.2 – For each one (1) or two (2) Story Building occupied by one (1) or more Commercial Uses, one sign shall be permitted which identifies the name and location of each such Commercial Use not displaying a Building Sign. The maximum total area for such sign shall not exceed four (4) square feet.”

> This is overly complicated. There are a number of buildings in Uptown that have multiple tenants. It would be easier to just provide the maximum area or height/width for a building sign for each tenant. For buildings in which multiple tenants are accessed by the same exterior entrance, tenants should be grouped into one building sign or bulletin board sign, but not when the tenants have separate exterior entrances. Additionally, all ground-floor tenants should be able to have at least one wall sign. In some cases today, businesses only have window signs due to the existing regulations.

- §823.5.3.4.3 No Incidental Signs shall be authorized for any use in a transitional area, planned residential district or planned Mixed-use district.

> This prohibits sandwich board signs (which are covered under the definition of Incidental Signs) in Uptown, which is probably not the desired outcome, as sandwich board signs promote pedestrian activity and small Main Street businesses. In any case, sandwich board signs are currently being used in Uptown, regardless of the regulation.

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MODEL SIGN ORDINANCE

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§823. SIGN REGULATIONS.

823.1. Purpose and Intent of the Regulations

The purpose and intent of this section is to regulate signs within the municipality to set standards that meet sound signing practices for visibility and legibility; prevent excessive, confusing, and conflicting sign displays; reduce hazards to motorists and pedestrians; promote community character and economic vitality; establish a process for the review and approval of sign permit applications; and protect the public health, safety, and general welfare.

823.2. Definitions

The following terms used in this ordinance are defined as follows. Unless expressly stated otherwise, any pertinent word or term not part of this listing but vital to the interpretation of this ordinance, shall be construed to have their legal definition, or in absence of a legal definition, their meaning as commonly accepted by practitioners including civil engineers, surveyors, architects, landscape architects, and planners.

Abandoned Sign: A sign which has not identified or advertised a current business, service, owner, product, or activity for a period of at least 180 days.

Address Sign: A sign that designates the street number and/or street name of the property for identification purposes, as designated by the United States Postal Service.

Animated Sign: A sign depicting action, motion, light, or color changes through electrical or mechanical means.

Awning: A cloth, plastic, or other nonstructural covering that projects from an exterior wall for the purpose of shielding a doorway or window. An awning is either permanently attached to a building or can be raised or retracted to a position against the building when not in use.

Awning Sign: A sign applied to or displayed on an awning.

Banner: A sign made of fabric or other non-rigid material with no enclosing framework and that is attached to a structure, staff, pole, rope, or wire and supported or anchored on two or more edges or by its four corners. Banners are temporary in nature and do not include flags.

Building Frontage: The maximum linear width of a building measured in a single straight line parallel, or essentially parallel, with the abutting public street or parking lot.

Cabinet Sign: A type of wall sign constructed as a box that is specifically designed to allow the sign face to be changed without altering the box structure, which may or may not be internally illuminated. Generally, a cabinet sign is designed by applying vinyl printed with the sign message onto acrylic sheets and then inserting such into the cabinet structure.

Canopy: A structure similar to an awning but which is supported by both the exterior wall of a building and columns or posts affixed to the ground.

Canopy Sign: A sign applied to or displayed on a canopy.

Changeable Copy Sign: A sign or portion thereof on which the copy or symbols change either automatically through electronic or mechanical means, or manually through placement of letters or symbols on a panel mounted in or on a track system.

Manual Changeable Copy Sign: A changeable copy sign on which the copy or symbols are changed manually through placement or drawing of letters or symbols on a sign face.

Electronic Changeable Copy Sign: A changeable copy sign that consists of electronically or mechanically changing text, symbols, figures, or images, usually illuminated. Also known as an **electronic message center** or **electronic message display**.

Channel Letters: Fabricated or formed three-dimensional letters, individually applied to a wall as components of a sign, that may accommodate an internal or backlit light source.

Copy: The text displayed on a sign.

Directional Sign: A sign designed to provide physical direction to motorists and pedestrians into and out of or within a site.

Flag: A sign printed or painted on cloth, plastic, canvas, or other like material, typically with distinctive colors, patterns, or symbols, and attached to a pole or staff and anchored along only one edge or supported or anchored at only two corners.

Flashing Sign: A sign whose artificial illumination is not kept constant in intensity at all times when in use and which exhibits changes in light, color, direction, and animation.

Flat Panel Sign: A sign constructed of a flat panel or panels of varying materials, typically metal, plastic, or MDF, and with vinyl-cut, painted, printed, embossed, or carved-out graphics and lettering.

Foot-Candle: A unit of incident light on a surface stated in lumens per square foot and measurable with a light meter. One (1) foot-candle is equal to one (1) lumen per square foot.

Freestanding Sign: A sign supported by structures or supports that are placed on or anchored in the ground and that is independent and detached from any building or other structure.

Ground Sign: A freestanding sign affixed to the ground at its base, supported entirely by a base structure, and not mounted on a pole or attached to a building. Also known as a **monument sign**.

Pole Sign: A freestanding sign affixed to a ground-mounted structure of one or more poles, posts, uprights, or braces and not supported by a building or a base structure. Also known as a **pylon sign**.

Gas Station Canopy: A freestanding, open-air structure constructed for the purpose of shielding service station islands from the elements.

Gas Station Canopy Sign: A sign that is part of, or attached to, the vertical sides of the gas station canopy roof structure. For the purposes of this ordinance, gas station canopy signs shall be considered wall signs.

Government/Regulatory Sign: A sign erected by a governmental or regulatory authority for the control of traffic or for identification purposes, street signs, warning signs, railroad crossing signs, and signs of public service indicating danger or construction.

Holiday and Seasonal Decorations: Temporary signs or displays including lighting celebrating civic holidays, religious or cultural holidays, or other holiday seasons.

Illumination: Artificial or reflected light, either emitted directly from a source of light incorporated within or behind the sign, or indirectly from a source of light shining onto the sign.

External Illumination: Illumination that lights the sign from a source located away from the sign.

Internal Illumination: Illumination concealed or contained within the sign that lights the sign or its individual letters through a translucent surface.

Backlit Illumination: Illumination that is emitted from a light source behind the sign, producing a halo effect on the sign or its individual letters.

Illuminated Sign: A sign with electrical equipment installed for illumination.

Incidental Sign: A sign that displays general site information, instructions, directives, or restrictions for visitors who have entered a property from a public street. Examples include hours of operation, credit cards accepted, and civic and business affiliations. These signs shall not contain any commercial advertising.

Inflatable Sign: A sign that consists of an air-inflated object or balloon, often equipped with a portable blower motor that provides a constant flow of air into the device.

Interpretative Sign: A sign providing information that interprets a natural, historical, or cultural resource, event or site. Such signs shall be located only on sites directly related to the information contained in the sign.

Landmark Sign: A historically significant sign which is integral in defining the character of the Mt. Lebanon Historic District, evidenced by the sign's continued presence on a contributing building for at least 50 years. Historic signs that are replaced in-kind using the same design and materials as the original can continue to hold landmark sign status. Landmark signs do not count against maximum number or dimensional requirements for signs.

Legibility: The physical attributes of a sign that allow for an observer's differentiation of its letters, words, numbers, or graphics.

Limited Duration Sign: A sign that is not permanently installed and is displayed for more than 30 consecutive days.

Marquee: A roof-like structure constructed of permanent building materials that extends outward from the wall of a building with no supports extending to the ground, typically covering the entrance to the building.

Marquee Sign: A sign applied to or displayed on a marquee, which may include permanent or changeable copy (either manual or electronic).

Mechanical Movement Sign: A sign having parts that physically move rather than merely appear to move, as might be found in an electronic changeable copy sign. The physical movement may be activated electronically or by another means but shall not include wind-activated movement such as used for banners or flags.

Memorial Sign: A memorial plaque or tablet, including grave markers or other remembrances of persons or events.

Menu Board Sign: A sign for displaying the bill of fare available at a restaurant or other eating or drinking establishment.

Multi-Tenant Sign: A sign used to advertise businesses that occupy a shopping center or a building or complex with multiple tenants.

Mural: A large image which is painted, constructed, or affixed directly onto a vertical building wall and which may or may not contain text, logos, and/or symbols.

Neon Sign: A sign illuminated by a neon tube or other visible light-emanating gas tube that is bent to form letters, symbols, logos, or other graphics.

Nonconforming Sign: A sign legally erected and maintained prior to the adoption of this ordinance and which does not conform to the requirements of this ordinance.

Off-Premise Sign: An outdoor sign whose message directs attention to a specific business, product, service, event, or activity, or contains a message about something that is not sold, produced, manufactured, furnished, or conducted on the premises upon which the sign is located. Also known as a **third-party sign**. A **billboard** or **outdoor advertising** meets the definition of an off-premise sign.

Official Traffic Sign: Official highway route number signs, street name signs, directional signs, and other traffic signs erected and maintained on public highways and roads by governmental or regulatory authorities in the interest of public safety or for the regulation of traffic.

On-Premise Sign: A sign whose message and design relate to an individual business, profession, product, service, event, or other commercial or non-commercial activity or product sold, offered, or conducted on the same property where the sign is located.

Pennant: A small piece of fabric or other material, commonly attached in strings or strands, or supported on small poles, intended to flap in the wind. If the pennant includes text and/or graphics, it is considered a sign.

Permanent Sign: A sign attached to a building, window, or structure, or to the ground, in a manner that enables the sign to resist environmental loads, such as wind, and that precludes ready removal or movement of the sign and whose intended use appears to be indefinite. Permanent signs include but are not limited to the following types of signs: wall signs, window signs, projecting signs, freestanding signs, awning signs, and canopy signs.

Personal Expression Sign: An on-premise sign that expresses an opinion, interest, position, or other non-commercial message.

Portable Sign: A sign designed to be transported or moved and not permanently attached to the ground, a building, or other structure.

Sandwich Board Sign: A type of freestanding, portable, temporary sign consisting of two faces connected and hinged at the top and whose message is targeted to pedestrians. Also known as an **a-frame sign**.

Vehicular Sign: A sign affixed to a vehicle in such a manner that the sign is used primarily as a stationary advertisement or is otherwise not incidental to the vehicle's purpose.

Private Drive Sign: A sign indicating a street or drive which is not publicly owned and maintained and used only for access by the occupants of the development and their guests.

Projecting Sign: A building-mounted sign with the faces of the sign projecting 12 inches or more from and generally perpendicular to the building's exterior wall, not to include signs located on a canopy, awning, or marquee.

Revolving Sign: A sign which revolves in a circular motion rather than remaining stationary on its supporting structure.

Roof Sign: A building-mounted sign erected upon, against, or over the roof of a building.

Scoreboard: A changeable copy sign located within an athletic venue and intended to provide information to the attendees of an athletic event.

Sculptural Feature Sign: A three-dimensional object that includes a sign.

Shielded: The description of a lighting fixture from which no direct glare is visible at normal viewing angles, by virtue of its being properly aimed, oriented, and located and properly fitted with such devices as shields, barn doors, louvers, skirts, or visors.

Sign: A device, structure, fixture, painting, or visual image using words, graphics, symbols, numbers, or letters for the purpose of communicating a message or attracting attention. A sign includes the sign faces as well as any sign supporting structure.

Sign Area: The total dimensions of a sign surface used to display information, messages, advertising, logos, or symbols.

Sign Face: The part of the sign that is or can be used for the sign area. The sign area may be smaller than the sign face.

Sign Height: The vertical dimension of a sign.

Sign Supporting Structure: Poles, posts, walls, frames, brackets, or other supports holding a sign in place.

Snipe Sign: A sign tacked, nailed, posted, pasted, glued, or otherwise attached to trees, poles, streetlights, stakes, fences, or other objects, or placed on public property or in the public right-of-way or on any private property without the permission of the property owner. Also known as a **bandit sign**.

Storefront: The exterior facade of a building housing a commercial use visible from a street, sidewalk, or other pedestrian way accessible to the public and containing the primary entrance to the commercial establishment.

Streamers: A display made of lightweight, flexible materials, consisting of long, narrow, wavy strips hung individually or in a series, with or without a logo or advertising message printed or painted on them and typically designed to move in the wind.

Street Frontage: The side or sides of a lot abutting a public street or right-of-way.

Street Pole Banner: A banner suspended above a public sidewalk and attached to a single street pole. These signs shall not contain any commercial advertising.

Temporary Sign: A sign that is not permanently installed and is displayed for no more than 30 consecutive days.

Vending Machine Sign: A sign displayed on a vending machine indicating the name or names of the products being sold and/or the price of such products.

Wall Sign: A building-mounted sign that is either attached to, displayed, or painted on an exterior wall in a manner parallel with the wall surface.

Warning Sign: An on-premise sign regulating the use of the premises, such as “no trespassing,” “no soliciting,” “no hunting,” “warning: dog on property,” or “security cameras in use.”

Window Sign: A sign that is painted on, attached to, or displayed directly behind (within 36 inches of) or in front of a window or the glass portion of a door, with its copy facing the outside of the building and easily seen from the outside.

823.3. Examples of Sign Types

The following photographic diagrams visually identify many of the types of signs defined in this ordinance. The signs depicted in this section do not necessarily comply with the requirements of this ordinance nor do they represent best practices. They are simply presented as real-world examples to provide visual definitions.



Wall Sign (flat panel)

Wall Sign (channel letters)

Window Sign



Awning Sign

Projecting Sign

Building Directory Signs



Hanging Sign

Awning Sign

Window Sign

Temporary Sign

Window Sign (neon)



Flag

Pole/Pylon Sign



Pole Sign (multi-tenant)

Limited Duration Sign (banner)

Ground Sign



Ground Sign

Electronic Changeable Copy



Awning Sign (externally backlit)

Awning Sign (externally backlit)

Temporary Sign

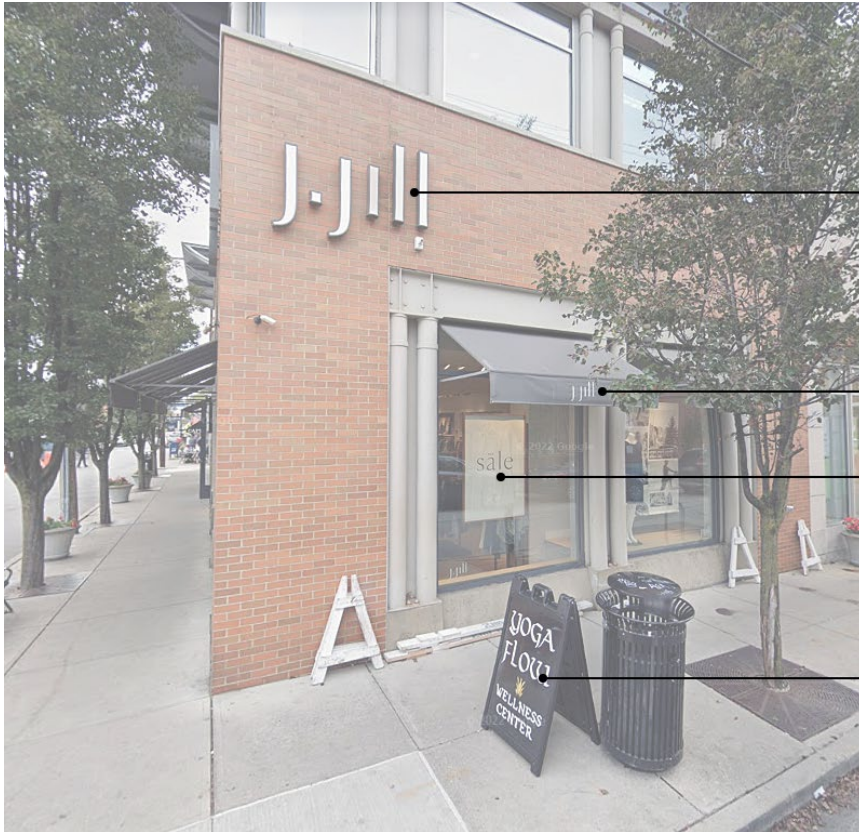
Temporary Sign



Projecting Sign

Marquee Sign (with manual changeable copy)

Street Pole Banner



Wall Sign (channel letters)

Awning Sign

Temporary Sign

Sandwich Board Sign



Address Sign

Window Sign

Building Directory Sign

Sandwich Board Sign



Marquee Sign

Window Sign

Incidental Sign



Marquee Sign

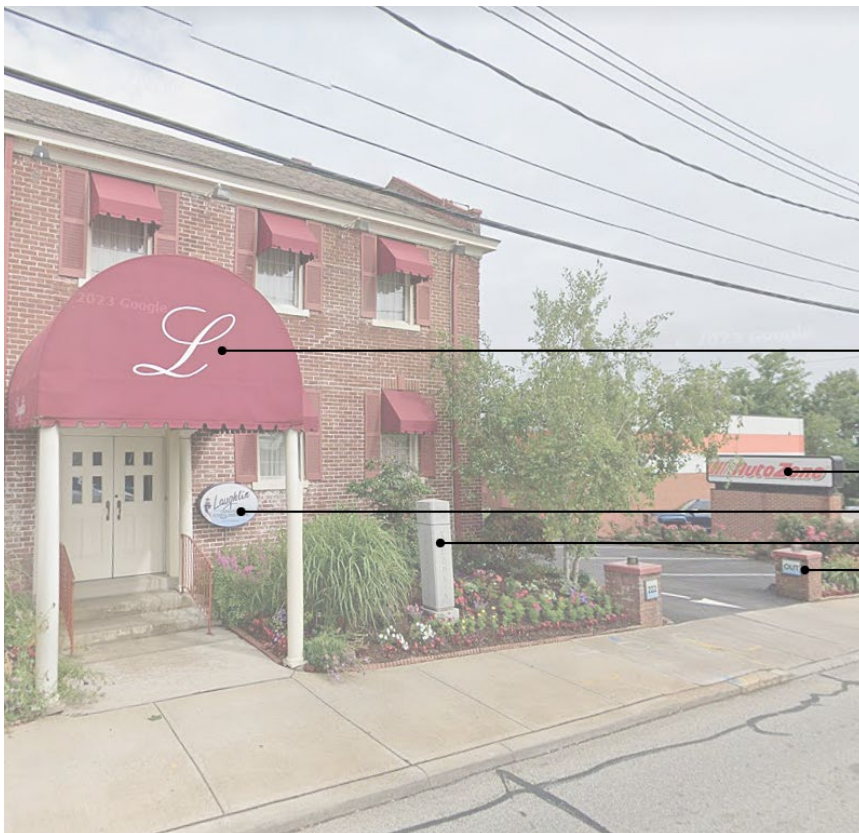
Flag

Wall Sign (flat panel)

Window Sign



- Marquee Sign
- Wall Sign (channel letters externally illuminated)
- Projecting Sign
- Address Sign
- Sandwich Board Sign



- Canopy Sign
- Ground Sign
- Wall Sign (cabinet sign)
- Memorial Sign
- Directional Sign



Off-Premise Pole/Pylon Sign

Electronic Changeable Copy

Electronic Changeable Copy

Off-Premise Pole/Pylon Sign

Directional Sign



Pole/Pylon Sign

Electronic Changeable Copy

Wall Sign (gas station canopy)



Wall Sign (flat panel and channel letters)

Pole/Pylon Sign (multi-tenant)



Pole/Pylon Sign

Pole/Pylon Sign (interpretative)

Pole/Pylon Sign

Sandwich Board Sign

823.4. Signs Regulations by Sign Type for Each Zoning District

	Residential Districts and Overlays (R-1, R-2, R-3, R-4, R-5, R-6, R-7, PDD residential, CC)	Neighborhood Commercial Districts and Overlays (C-1, OB)	Mixed-Use and Uptown Districts and Overlays (CBD, PDD non-residential, MX, Transitional Overlay)	C-2 Community Commercial District	Open Space and Conservation Districts (OS-P, OS-A, CD)
Illumination Standards for All Signs	<ul style="list-style-type: none"> Options: External, Backlit Electronic Changeable Copy for scoreboards and institutional uses only Illumination hours permitted: 5 AM to 11 PM 	<ul style="list-style-type: none"> Options: Internal, External, Backlit Neon (for Window Signs only) Illumination hours permitted: 5 AM to 11 PM, or 1/2 hour past close of business 	<ul style="list-style-type: none"> Options: Internal, External, Backlit Neon (for Window Signs only) Electronic Changeable Copy for Marquee signs only Illumination hours permitted: 5 AM to 11 PM, or 1/2 hour past close of business 	<ul style="list-style-type: none"> Options: Internal, External, Backlit Neon (for Window Signs only) Electronic Changeable Copy (5,000 maximum nits in daytime and 250 maximum nits in nighttime) Illumination hours permitted: 5 AM to 11 PM, or 1/2 hour past close of business 	<ul style="list-style-type: none"> Options: External, Backlit Electronic Changeable Copy for scoreboards and institutional uses only Illumination hours permitted: 5 AM to 11 PM
Wall Signs					
Maximum Number	• n/a	• 1 per tenant per street frontage or parking lot (up to 2 signs)	• 1 per tenant per street frontage or parking lot (up to 2 signs)	• 1 per tenant per street frontage or parking lot (up to 2 signs)	• n/a
Maximum Area	• Institutional use: total for all signs not to exceed 5% of the total wall area for all walls that directly face a public street or parking lot; each sign limited to 24 sq ft	• 1.5 square feet per 1 linear foot of wall facing a street frontage or parking lot, up to 12 sq ft per sign	• 2 square feet per 1 linear foot of wall facing a street frontage or parking lot, up to 24 sq ft per sign	• 2 square feet per 1 linear foot of wall facing a street frontage or parking lot, up to 36 sq ft per sign	• Institutional use: total for all signs not to exceed 5% of the total wall area for all walls that directly face a public street or parking lot; each sign limited to 24 sq ft
Other Dimensional Requirements	• Maximum Height: lower than the eave line or the bottom of the second story windowsill, whichever is lower	• Maximum Height: lower than the eave line or the bottom of the second story windowsill, whichever is lower	• Maximum Height: lower than the eave line or the bottom of the second story windowsill, whichever is lower	• Maximum Height: lower than the eave line or the bottom of the second story windowsill, whichever is lower	• Maximum Height: lower than the eave line or the bottom of the second story windowsill, whichever is lower
Awning and Canopy Signs					
Maximum Number	• Not permitted	• 1 per tenant per street frontage or parking lot (up to 2 signs)	<ul style="list-style-type: none"> Canopy Signs: 1 per tenant per street frontage or parking lot (up to 2 signs) Awning Signs not permitted 	<ul style="list-style-type: none"> 1 per sign face Sign faces permitted only on vertical edge of awning or canopy 	• Not permitted
Maximum Area	• n/a	• 40% of the sign face	• 40% of the sign face	<ul style="list-style-type: none"> Gas station canopies: up to 10% of each sign face may be text All other uses: 40% of each sign face 	• n/a

	Residential Districts and Overlays (R-1, R-2, R-3, R-4, R-5, R-6, R-7, PDD residential, CC)	Neighborhood Commercial Districts and Overlays (C-1, OB)	Mixed-Use and Uptown Districts and Overlays (CBD, PDD non-residential, MX, Transitional Overlay)	C-2 Community Commercial District	Open Space and Conservation Districts (OS-P, OS-A, CD)
Other Dimensional Requirements	• n/a	• Lowest point at least 8 feet above the finished grade	• Lowest point at least 8 feet above the finished grade	• Lowest point at least 8 feet above the finished grade	• n/a
Projecting and Hanging Signs					
Maximum Number	<ul style="list-style-type: none"> • Home occupations: 1 per lot • Subdivision, apartment building, or institutional use: 1 per street access; up to 2 per lot • Must choose between projecting / hanging or freestanding signs (cannot use both) 	<ul style="list-style-type: none"> • 1 per ground-floor establishment, plus 1 sign per building entrance serving one or more tenants located on upper floors 	<ul style="list-style-type: none"> • 1 per ground-floor establishment, plus 1 sign per building entrance serving one or more tenants located on upper floors 	<ul style="list-style-type: none"> • 1 per ground-floor establishment, plus 1 sign per building entrance serving one or more tenants located on upper floors 	<ul style="list-style-type: none"> • 1 per building
Maximum Area	<ul style="list-style-type: none"> • Home occupations: 2 sq ft per sign face • Subdivision, apartment building, or institutional use: 8 sq ft per sign face 	<ul style="list-style-type: none"> • 10 sq ft per sign face 	<ul style="list-style-type: none"> • 12 sq ft per sign face 	<ul style="list-style-type: none"> • 10 sq ft per sign face 	<ul style="list-style-type: none"> • Institutional use: 8 sq ft per sign face
Other Dimensional Requirements	<ul style="list-style-type: none"> • 4 ft maximum projection from the building wall • Outermost point shall not extend into the public street • Maximum Height: lower than the eave line or the bottom of the second story windowsill, whichever is lower • Lowest point at least 8 ft above the finished grade 	<ul style="list-style-type: none"> • 4 ft maximum projection from the building wall • Outermost point shall not extend into the public street • Maximum Height: lower than the eave line or the bottom of the second story windowsill, whichever is lower • Lowest point at least 8 ft above the finished grade 	<ul style="list-style-type: none"> • 4 ft maximum projection from the building wall • Outermost point shall not extend into the public street • Maximum Height: lower than the eave line or the bottom of the second story windowsill, whichever is lower • Lowest point at least 8 feet above the finished grade 	<ul style="list-style-type: none"> • 4 ft maximum projection from the building wall • Outermost point shall not extend into the public street • Maximum Height: lower than the eave line or the bottom of the second story windowsill, whichever is lower • Lowest point at least 8 ft above the finished grade 	<ul style="list-style-type: none"> • 4 ft maximum projection from the building wall • Outermost point shall not extend into the public street • Maximum Height: lower than the eave line or the bottom of the second story windowsill, whichever is lower • Lowest point at least 8 ft above the finished grade
Marquee Signs					
Maximum Number	<ul style="list-style-type: none"> • Only permitted for apartment buildings and continuing care facilities in R-4, R-5, R-6, R-7, PDD residential, and CC • 1 per building 	<ul style="list-style-type: none"> • 1 per building 	<ul style="list-style-type: none"> • 1 per building 	<ul style="list-style-type: none"> • 1 per tenant 	<ul style="list-style-type: none"> • Not permitted
Maximum Area	<ul style="list-style-type: none"> • 36 sq ft 	<ul style="list-style-type: none"> • 72 sq ft 	<ul style="list-style-type: none"> • 150 sq ft 	<ul style="list-style-type: none"> • 72 sq ft 	<ul style="list-style-type: none"> • n/a

	Residential Districts and Overlays (R-1, R-2, R-3, R-4, R-5, R-6, R-7, PDD residential, CC)	Neighborhood Commercial Districts and Overlays (C-1, OB)	Mixed-Use and Uptown Districts and Overlays (CBD, PDD non-residential, MX, Transitional Overlay)	C-2 Community Commercial District	Open Space and Conservation Districts (OS-P, OS-A, CD)
Other Dimensional Requirements	<ul style="list-style-type: none"> Outermost point shall not extend into the public street Lowest point at least 10 ft above the finished grade 	<ul style="list-style-type: none"> Outermost point shall not extend into the public street Lowest point at least 10 ft above the finished grade 	<ul style="list-style-type: none"> Outermost point shall not extend into the public street Lowest point at least 10 ft above the finished grade 	<ul style="list-style-type: none"> Outermost point shall not extend into the public street Lowest point at least 10 ft above the finished grade 	<ul style="list-style-type: none"> n/a
Window Signs					
Maximum Number	<ul style="list-style-type: none"> Not permitted 	<ul style="list-style-type: none"> n/a 	<ul style="list-style-type: none"> n/a 	<ul style="list-style-type: none"> n/a 	<ul style="list-style-type: none"> Not permitted
Maximum Area	<ul style="list-style-type: none"> n/a 	<ul style="list-style-type: none"> 25% of total window area (including temporary and limited duration signs) 	<ul style="list-style-type: none"> 25% of total window area (including temporary and limited duration signs) 	<ul style="list-style-type: none"> 35% of total window area (including temporary and limited duration signs) 	<ul style="list-style-type: none"> n/a
Other Dimensional Requirements	<ul style="list-style-type: none"> n/a 	<ul style="list-style-type: none"> n/a 	<ul style="list-style-type: none"> n/a 	<ul style="list-style-type: none"> n/a 	<ul style="list-style-type: none"> n/a
Freestanding Signs					
Maximum Number	<ul style="list-style-type: none"> Home occupations: 1 per lot Subdivision, apartment building, or institutional use: 1 per street access; up to 2 per lot Must choose between freestanding or projecting / hanging signs (cannot use both) 	<ul style="list-style-type: none"> 1 per street frontage, up to 2 per lot 	<ul style="list-style-type: none"> Only permitted for buildings with 3 feet or more of front setback from the public right-of-way 1 per street frontage, up to 2 per lot 	<ul style="list-style-type: none"> 1 per street frontage, up to 2 per lot (includes shopping center signs) 	<ul style="list-style-type: none"> Institutional use: 1 per street access
Maximum Area	<ul style="list-style-type: none"> Home occupations: 6 sq ft per sign Subdivision, apartment building, or institutional use: 24 sq ft total for all signs (not counting interpretative signs) 	<ul style="list-style-type: none"> 15 sq ft per tenant, plus 5 sq ft per additional tenant up to 30 sq ft total 	<ul style="list-style-type: none"> 15 sq ft per tenant, plus 5 sq ft per additional tenant up to 30 sq ft total 	<ul style="list-style-type: none"> 50 sq ft per tenant, plus 10 sq ft per additional tenant up to 100 sq ft total 	<ul style="list-style-type: none"> 30 sq ft total for all signs (not counting interpretative signs)

	Residential Districts and Overlays (R-1, R-2, R-3, R-4, R-5, R-6, R-7, PDD residential, CC)	Neighborhood Commercial Districts and Overlays (C-1, OB)	Mixed-Use and Uptown Districts and Overlays (CBD, PDD non-residential, MX, Transitional Overlay)	C-2 Community Commercial District	Open Space and Conservation Districts (OS-P, OS-A, CD)
Other Dimensional Requirements	<ul style="list-style-type: none"> Maximum height, home occupations: 6 ft Maximum Height, subdivision, apartment building, or institutional use: 8 ft 	<ul style="list-style-type: none"> Maximum height: 10 ft Outermost point at least 5 ft from the public right-of-way May not occupy areas designated for parking, loading, walkways, driveways, fire lanes, or easements 	<ul style="list-style-type: none"> Maximum height: 10 ft Outermost point at least 5 ft from the public right-of-way May not occupy areas designated for parking, loading, walkways, driveways, fire lanes, or easements 	<ul style="list-style-type: none"> Maximum height: 20 ft Outermost point at least 5 ft from the public right-of-way May not occupy areas designated for parking, loading, walkways, driveways, fire lanes, or easements 	<ul style="list-style-type: none"> Maximum Height, institutional use: 8 ft
Sculptural Feature Signs					
Maximum Number	<ul style="list-style-type: none"> Not permitted 	<ul style="list-style-type: none"> 1 per lot 	<ul style="list-style-type: none"> 1 per lot 	<ul style="list-style-type: none"> 1 per lot 	<ul style="list-style-type: none"> Not permitted
Maximum Area	<ul style="list-style-type: none"> n/a 	<ul style="list-style-type: none"> 15 sq ft 	<ul style="list-style-type: none"> 15 sq ft 	<ul style="list-style-type: none"> 15 sq ft 	<ul style="list-style-type: none"> n/a
Other Dimensional Requirements	<ul style="list-style-type: none"> n/a 	<ul style="list-style-type: none"> Maximum height: 3.5 ft 	<ul style="list-style-type: none"> Maximum height: 3.5 ft 	<ul style="list-style-type: none"> Maximum height: 3.5 ft 	<ul style="list-style-type: none"> n/a
Sandwich Board Signs					
Maximum Number	<ul style="list-style-type: none"> For institutional uses only 1 per tenant 	<ul style="list-style-type: none"> 1 per tenant 	<ul style="list-style-type: none"> 1 per tenant 	<ul style="list-style-type: none"> 1 per tenant 	<ul style="list-style-type: none"> For institutional uses only 1 per tenant
Maximum Area	<ul style="list-style-type: none"> 7 sq ft per sign face 	<ul style="list-style-type: none"> 7 sq ft per sign face 	<ul style="list-style-type: none"> 7 sq ft per sign face 	<ul style="list-style-type: none"> 7 sq ft per sign face 	<ul style="list-style-type: none"> 7 sq ft per sign face
Other Dimensional Requirements	<ul style="list-style-type: none"> Maximum height: 3.5 ft 	<ul style="list-style-type: none"> Maximum height: 3.5 ft 	<ul style="list-style-type: none"> Maximum height: 3.5 ft 	<ul style="list-style-type: none"> Maximum height: 3.5 ft 	<ul style="list-style-type: none"> Maximum height: 3.5 ft
Limited Duration Signs					
Maximum Number	<ul style="list-style-type: none"> Only street pole banners permitted 	<ul style="list-style-type: none"> Wall Signs, including banners: 1 per lot Freestanding Signs: 1 per lot Cannot use both wall and freestanding limited duration signs on the same lot Window Signs: limited to remaining available space from the 25% window area allowed for Window Signs) 	<ul style="list-style-type: none"> Wall Signs, including banners: 1 per lot Freestanding Signs: 1 per lot Cannot use both wall and freestanding limited duration signs on the same lot Window Signs: limited to remaining available space from the 25% window area allowed for Window Signs) 	<ul style="list-style-type: none"> Wall Signs, including banners: 1 per lot Freestanding Signs: 1 per lot Cannot use both wall and freestanding limited duration signs on the same lot Window Signs: limited to remaining available space from the 25% window area allowed for Window Signs) 	<ul style="list-style-type: none"> Only street pole banners permitted

	Residential Districts and Overlays (R-1, R-2, R-3, R-4, R-5, R-6, R-7, PDD residential, CC)	Neighborhood Commercial Districts and Overlays (C-1, OB)	Mixed-Use and Uptown Districts and Overlays (CBD, PDD non-residential, MX, Transitional Overlay)	C-2 Community Commercial District	Open Space and Conservation Districts (OS-P, OS-A, CD)
Maximum Area	<ul style="list-style-type: none"> Street pole banners limited to 12.5 sq ft per side, with up to 2 per pole 	<ul style="list-style-type: none"> 8 sq ft (wall banners may be 16 sq ft, and street pole banners limited to 12.5 sq ft per side, with up to 2 per pole) 	<ul style="list-style-type: none"> 8 sq ft (wall banners may be 16 sq ft, and street pole banners limited to 12.5 sq ft per side, with up to 2 per pole) 	<ul style="list-style-type: none"> 8 sq ft (wall banners may be 16 sq ft, and street pole banners limited to 12.5 sq ft per side, with up to 2 per pole) 	<ul style="list-style-type: none"> Street pole banners limited to 12.5 sq ft per side, with up to 2 per pole
Other Dimensional Requirements	<ul style="list-style-type: none"> n/a 	<ul style="list-style-type: none"> Maximum height: 8 ft 	<ul style="list-style-type: none"> Maximum height: 8 ft 	<ul style="list-style-type: none"> Maximum height: 8 ft 	<ul style="list-style-type: none"> n/a
Temporary Signs					
Maximum Number	<ul style="list-style-type: none"> Wall Signs: 1 per lot Freestanding Signs: 1 per lot Cannot use both wall and freestanding limited duration signs on the same lot Window Signs: limited to remaining available space from the 25% window area allowed for Window Signs) Banners: 1 per lot 	<ul style="list-style-type: none"> Wall Signs: 1 per lot Freestanding Signs: 1 per lot Cannot use both wall and freestanding limited duration signs on the same lot Window Signs: limited to remaining available space from the 25% window area allowed for Window Signs) Banners: 1 per lot 	<ul style="list-style-type: none"> Wall Signs: 1 per lot Freestanding Signs: 1 per lot Cannot use both wall and freestanding limited duration signs on the same lot Window Signs: limited to remaining available space from the 25% window area allowed for Window Signs) Banners: 1 per lot 	<ul style="list-style-type: none"> Wall Signs: 1 per lot Freestanding Signs: 1 per lot Cannot use both wall and freestanding limited duration signs on the same lot Window Signs: limited to remaining available space from the 25% window area allowed for Window Signs) Banners: 1 per lot 	<ul style="list-style-type: none"> Wall Signs: 1 per lot Freestanding Signs: 1 per lot Cannot use both wall and freestanding limited duration signs on the same lot Window Signs: limited to remaining available space from the 25% window area allowed for Window Signs) Banners: 1 per lot
Maximum Area	<ul style="list-style-type: none"> 8 sq ft (banners may be 16 sq ft) 	<ul style="list-style-type: none"> 8 sq ft (banners may be 32 sq ft) 	<ul style="list-style-type: none"> 8 sq ft (banners may be 32 sq ft) 	<ul style="list-style-type: none"> 8 sq ft (banners may be 32 sq ft) 	<ul style="list-style-type: none"> 8 sq ft (banners may be 16 sq ft)
Other Dimensional Requirements	<ul style="list-style-type: none"> Maximum height: 8 ft 	<ul style="list-style-type: none"> Maximum height: 8 ft 	<ul style="list-style-type: none"> Maximum height: 8 ft 	<ul style="list-style-type: none"> Maximum height: 8 ft 	<ul style="list-style-type: none"> Maximum height: 8 ft

823.5. General Sign Regulations

A. Sign Location

1. Signs shall not be placed in locations that would obscure the view of or interfere with official traffic signs or signals by virtual of position or color.
2. Signs shall not be placed in a position as to endanger pedestrians, bicyclists, or motor vehicle traffic, including within sight triangles.
3. Signs and their supporting structures shall maintain clearance and non-interferences with all surface and subsurface utility and communications lines and equipment.

B. Measurement Standards

1. Calculation of Sign Area

- a. For signs on a graphical background, the entire area of the background is calculated as sign area, including any material or color forming the sign face and the background used to differentiate the sign from the structure against which it is mounted. The sign area does not include any supports or bracing.
- b. For signs consisting of channel letters or freestanding logos, the sign area is calculated as the smallest rectangle which encompasses all of the letters, designs, and symbols. The sign area does not include any supports or bracing.
- c. Window area for the purpose of calculating maximum window sign area is calculated as a continuous surface until divided by an architectural or structural element. Mullions are not considered an element that divides window area. Window signs printed on a transparent film and affixed to the interior or exterior of a windowpane or glass door are calculated as the smallest rectangle which encompasses all of the letters, designs, and symbols, provided that the portion of the transparent film around the perimeter of the individual letters or logos maintains one hundred percent transparency of the window.
- d. For three-dimensional signs, as with sculptural feature signs, the sign area is calculated as 50% of the sum of the area of the four vertical sides of the smallest cube that would encompass the sign or object.
- e. If the elements of a sign are movable or flexible, such as a flag or banner, the measurement is taken when the elements are fully extended and parallel to the plane of view.

2. Calculation of Sign Height

- a. For freestanding signs, sign height is measured as the vertical distance from the base of the sign to the highest point of the sign, including any decorative elements.

- b. For signs attached to buildings, vertical clearance is measured as the vertical distance from the ground directly below the sign to the lowest point of the sign.

C. Illumination Standards

1. Any sign illumination, including gooseneck reflectors, external illumination, and internal illumination, must be designed, located, shielded, and directed to prevent the casting of glare or direct light upon roadways and surrounding properties, and prevent the distraction of motorists or pedestrians in the public right-of-way.
2. No sign shall have flashing or intermittent illumination, change colors, vary in intensity or hue, or emit any sound.
3. No more than 0.2 foot-candle of light shall be detectable at the boundary of any abutting property.
4. Signs shall provide an automatic timer to comply with the permitted illumination hours specified in Section 823.4.
5. All external illumination of a sign must concentrate the illumination upon the printed area of the sign face.
6. No sign illumination may be combined with reflective materials, such as mirrors, polished metal, or highly-glazed tiles, which would increase glare.
7. Neon components used as a sign material or sign accent are permitted for permanent window signs in non-residential zoning districts. Flashing neon is prohibited.
8. Neon or LED lighting to outline doors and windows is prohibited.

D. Specific Regulations by Sign Type

1. Awning or Canopy Signs.
 - a. Awning and canopy signs must be centered within or over building openings such as windows and doors.
 - b. Awning and canopy signs shall not be wider than the building wall or tenant space identified by the sign.
 - c. Awning and canopy signs may be placed on either the sloped portion of the awning or canopy or on the front or side vertical faces. Sign copy may not be present on both the sloped and vertical faces.
 - d. If an awning or canopy is mounted on a multi-tenant building, all awnings and canopies shall be similar in terms of height, projection, and style across all tenants of the building.

- e. Backlit or internally illuminated awnings or canopies are prohibited.
- f. Awnings and canopies must be made of a durable, weather-resistant material such as canvas, canvas-like material, nylon, vinyl-coated fabric, or a permanent building material such as metal.

2. Changeable Copy Signs

- a. Electronic changeable copy signs are permitted only when integrated into a freestanding, marquee, or wall sign where such feature is specifically permitted under Section 823.4.
- b. The electronic changeable copy portion of the sign may not make up more than 65% of the total area of the sign.
- c. Only one electronic changeable copy sign per lot is permitted, with the exception of scoreboards.

3. Freestanding Signs

- a. All freestanding signs must be landscaped at the base of the sign with shrubs, small trees, perennials, or maintained groundcover, free and clear of rubbish and weeds.

4. Limited Duration Signs

- a. Limited duration signs require a permit. The permit is valid for up to one year and is renewable upon expiration. Limited duration signs do not include menu board signs, which do not require a permit.
- b. Limited duration signs must be made of durable materials, shall be well-maintained, and must not create a safety hazard. Signs that are damaged or no longer legible will be required to be removed.

5. Sandwich Board Signs

- a. Sandwich board signs may not be illuminated.
- b. Sandwich board signs must be taken in during inclement weather or when the business is closed.
- c. Portable signs shall be weighted, temporary secured, or strategically placed so as to avoid being carried away by high winds.

6. Temporary Signs

- a. Temporary signs may be displayed without a permit up to a maximum of 30 consecutive days, two (2) times per year.
- b. The party posting the temporary sign is responsible for obtaining the permission of the property owner prior to posting the temporary sign.
- c. Temporary signs must be made of durable materials, shall be well-maintained, and must not create a safety hazard. Signs that are damaged or no longer legible will be required to be removed.

823.6. Signs Exempt from Permit Requirements

- A. Address signs: up to two (2) signs, not to exceed three (3) square feet for residential uses and five (5) square feet for all other uses. A small logo or other identifying feature may be used on the sign, provided it does not make up more than 10% of the sign face.
- B. Art and murals, provided such signs are non-commercial in nature.
- C. Construction signs, provided that the project the sign identifies has received approval of a land development permit. Such signs must be removed once construction is complete or the development permit expires. Construction signs may not be illuminated, are limited to one (1) sign per street frontage, and may not exceed eight (8) square feet in area.
- D. Directional signs, provided they do not exceed four (4) square feet each in area and are a maximum height of five (5) feet.
- E. Flags, provided that flags and flagpoles are not within the public right-of-way, are a maximum height of 30 feet, do not exceed three (3) flags per lot, are no more than 24 square feet each for residential uses and 36 square feet each for all other uses, and are non-commercial in nature.
- F. Government/regulatory signs.
- G. Holiday and seasonal decorations.
- H. Incidental signs, including incidental window signs.
- I. Legal notices.
- J. Memorial signs and public monument, historical identification, and interpretative signs erected by the municipality or by a 501(c)(3) registered nonprofit organization, including plaque signs up to ten (10) square feet in area per side.
- K. Menu board signs, provided they do not exceed three (3) square feet in area.
- L. Official traffic signs.
- M. Personal expression signs, provided they do not exceed three (3) square feet in area per side, are non-commercial in nature, and non-illuminated.

- N. Sandwich board signs, provided they do not exceed six (6) square feet in area per side, are non-illuminated, and do not obstruct pedestrian or vehicular paths of travel.
- O. Signs inside a building, which are not meant to be viewed from the outside, and are located more than 36 inches from a window.
- P. Signs or emblems of a religious, civic, philanthropic, historical, or educational organization that do not exceed four (4) square feet in area.
- Q. Private drive signs: one (1) sign per driveway entrance, not to exceed two (2) square feet in area per sign.
- R. Temporary signs.
- S. Vending machine signs.
- T. Warning signs, not to exceed two (2) square feet in area.

823.7. Nonconforming Signs

- A. Signs legally in existence at the time of the adoption of this ordinance and which do not conform to the requirements of this ordinance shall be considered nonconforming signs.
- B. All nonconforming signs shall be allowed to continue, unless any of the following occurs:
 - 1. The person or organization owning the property where the nonconforming sign is located no longer owns or operates the nonconforming sign.
 - 2. The sign is removed, relocated, or significantly altered. Significant alterations refer to changes in the size or dimensions of the sign and do not include changes to the sign copy or in-kind replacement of sign faces.
 - 3. The structure of the sign support is altered.
 - 4. The mechanical facilities or type of illumination of the sign has changed.
 - 5. The material of the sign face has changed.
 - 6. More than 50% of the sign area is damaged.
 - 7. The property on which the nonconforming sign is located submits a subdivision or land development application requiring municipal review and approval.
 - 8. The property on which the nonconforming sign is located undergoes a change of land use requiring the issuance of either a use and occupancy permit or a change of use and occupancy permit by the municipality.

- C. If any of the situations in subsection B occur, the sign and sign structures shall be brought into conformance with this ordinance within 90 days of a notice from the zoning administrator.
- D. To determine the legal status of existing signs, the applicant may contact the zoning administrator for a determination.
- E. Nonconforming signs shall be exempt from the provisions of this section under the following conditions:
 - 1. The nonconforming sign meets the definition of a landmark sign, as defined in this ordinance.
 - 2. The nonconforming sign is of a unique nature or type by virtue of its architectural value or design, as determined by the National Park Services, the Pennsylvania Historical and Museum Commission, or the Mt. Lebanon Historic Preservation Board.

823.8. Prohibited Signs

Unless a sign meets the definition of a nonconforming sign under this ordinance, all signs erected without a valid building permit as well as the following sign types are prohibited:

- A. Banners used as permanent signs.
- B. Cabinet signs, unless used in a freestanding sign.
- C. Electronic changeable copy signs that flash text or graphics or feature animations or video.
- D. Flashing signs.
- E. Inflatable signs, with the exception of balloons used in temporary, non-commercial situations.
- F. Mechanical movement and revolving signs, with the exception of barber poles and clocks.
- G. Pennants or streamers.
- H. Permanent off-premise signs, with the exception of public transit advertising signs.
- I. Roof signs.
- J. Snipe signs.
- K. Vehicular signs. This prohibition does not include signs painted on vehicles, trucks, or buses that are being operated and stored in the normal course of business, such as signs located on delivery trucks, promotional vehicles, moving vans, and rental trucks, provided that the primary purpose of such vehicles is not the display of signs, and that they are parked or stored in areas related to their use as vehicles and all vehicles are in operable condition. Vehicle for-sale signs are also exempt from this provision.

- L. Any signs that imitate, resemble, interfere with, or obstruct official traffic lights, signs, or signals.

823.9. Abandoned, Unsafe, or Unlawful Signs

A. Abandoned Signs.

1. It shall be the responsibility of the owner of any property upon which an abandoned sign is located to remove such sign within 180 days of the sign becoming abandoned as defined in this section. Removal of an abandoned sign shall include the removal of the entire sign, including the sign face, supporting structure, and structural trim.
2. Where the owner of the property on which an abandoned sign is located fails to remove such sign in 180 days, the municipality may remove such sign. Any expense directly incurred in the removal of such sign shall be charged to the owner of the property. Where the owner fails to pay, the municipality may file a lien upon the property for the purpose of recovering all reasonable costs associated with the removal of the sign.

B. Unsafe or Unlawful Signs

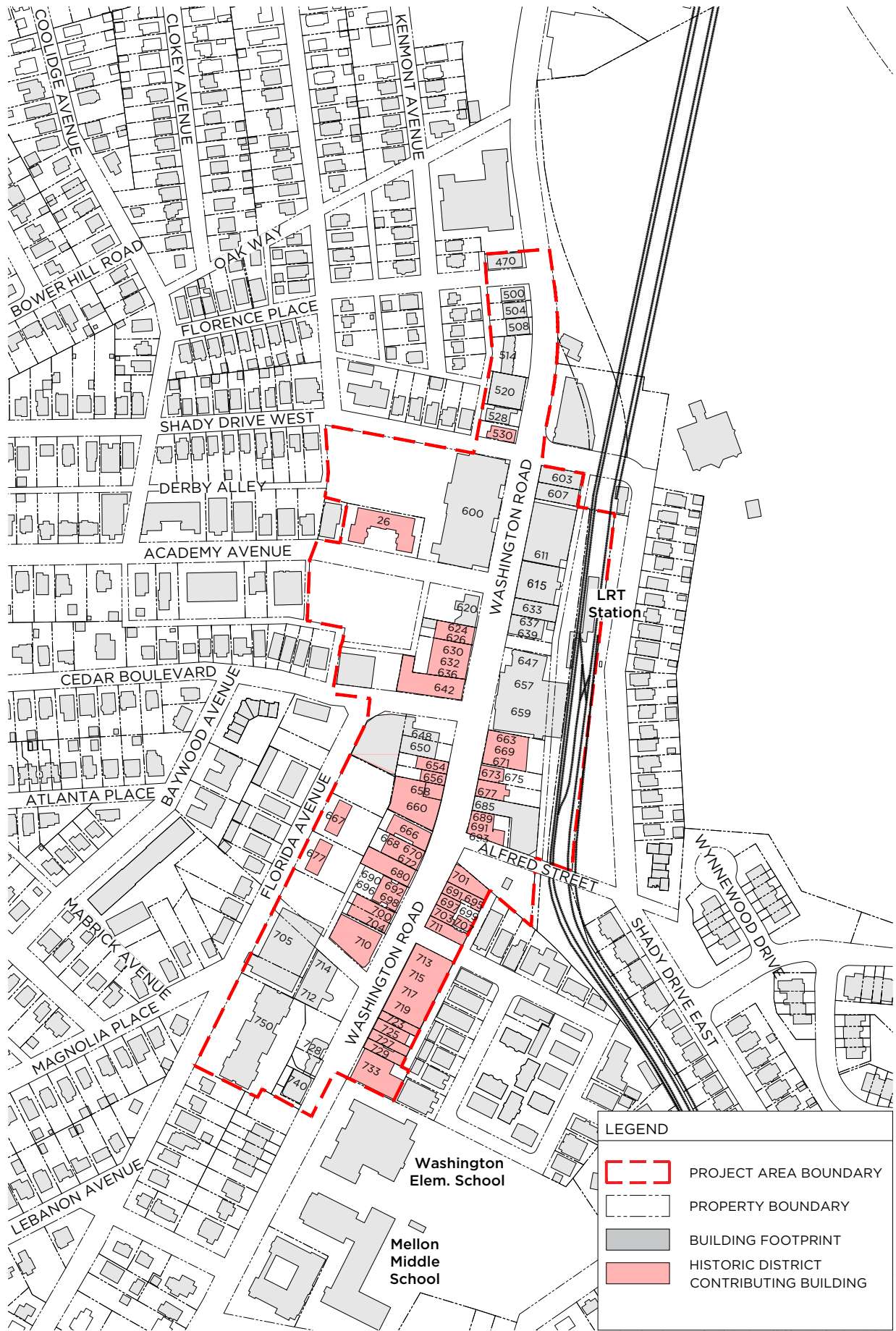
1. Upon written notice by the municipality, the owner, person, or firm maintaining a sign shall remove the sign when it becomes unsafe, is in danger of falling, or it becomes so deteriorated that it no longer serves a useful purpose of communication, or it is determined by the municipality to be a nuisance, or it is deemed unsafe by the municipality, or it is unlawfully erected in violation of any of the provisions of this ordinance.
2. The municipality may remove or cause to be removed the sign at the expense of the owner and/or lessee in the event of the owner of the person or firm maintaining the sign has not complied with the terms of the notice within 30 days of the date of the notice. In the event of immediate danger, the municipality may remove the sign immediately upon the issuance of notice to the owner, person, or firm maintaining the sign.

823.10. Sign Review Procedures, Permits, and Applications

- A. No sign, unless specifically identified as exempt by this ordinance, may be erected, constructed, altered, or relocated without first obtaining approval of a sign permit.
- B. In order to obtain a sign permit, the applicant must submit an application for a sign permit from the municipality and undergo review by the zoning administrator. The application can be obtained by contacting the zoning administrator.
- C. Upon the filing of a complete application for a sign permit, the zoning administrator will examine the plans and specifications for the proposed sign and issue a sign permit if the plans comply with the requirements of this ordinance, and the current building code, electrical code, and other applicable ordinances or codes adopted by the municipalities.

- D. The municipality shall have 14 business days from the receipt of a complete application to review the application.
- E. A permit shall be issued on or before the end of the 14-business-day review period if the application for a new sign or renewal complies with the regulations contained herein.
- F. If the municipality does not issue a determination within the 14-business-day review period, the sign permit is deemed approved.
- G. An application for a sign permit may be denied by the municipality within the 14-business-day review period if the application fails to comply with the standards contained herein.
- H. The municipality shall inform the applicant of the reasons for denying the application for sign permit by certified mail.
- I. Upon denial of an application for a sign permit, the applicant has 30 days to revise and resubmit the application for review by [municipality]. In the alternative, the applicant may also appeal the decision of municipality to the governing body within the 30-day time period. The municipality at its next regularly scheduled meeting, shall review its denial of the application.
- J. All fees must be paid to receive a permit. No permit will be issued without full payment of required fees, which are posted on the municipality's website.
- K. If the work authorized under a sign permit is not completed within 180 days of issuance of the permit, the sign permit expires and becomes null and void.

INVENTORY OF CONTRIBUTING AND NON- CONTRIBUTING BUILDINGS IN THE UPTOWN COMMERCIAL DISTRICT



The boundaries of the project area of the Uptown commercial district where the Design Guidelines apply.



1. 470 Washington Road

Recent Photo



Street Side

West

Tax Parcel

141-B-46

NRHP Status

Non-Contributing

Current Function

DRAW Collective (architecture studio)

Historical Name or Function

Year Built

1949

Building Style

Modern, Mid-Century

Stories at Building Frontage

1

Key Features and Details

Stacked stone and brick; low slope roof; wide overhanging eaves; emphasis on horizontal lines

Signage

Pylon sign; display window signage

Awning or Canopy

Lighting

Conditions and Notes

Visible HVAC units on roof from across the street

2. 500 Washington Road

Recent Photo



Street Side

West

Tax Parcel

141-B-52

NRHP Status

Non-Contributing

Current Function

Evergreen Dental

Historical Name or Function

Year Built

1951

Building Style

Modern, Mid-Century

Stories at Building Frontage

1

Key Features and Details

Large-format stone veneer

Signage

Wall sign above entry

Awning or Canopy

Lighting

Conditions and Notes

Sealant joint in stone veneer missing and failing; stones are cracking and/or coming loose due to moisture infiltration

3. 504 Washington Road

Recent Photo



Street Side

West

Tax Parcel

141-B-54

NRHP Status

Non-Contributing

Current Function

Vacant (former office of outgoing U.S. Congressman Conor Lamb)

Historical Name or Function

Year Built

1954

Building Style

Modern, Mid-Century

Stories at Building Frontage

1

Key Features and Details

Stacked stone veneer; primary façade dominated mostly by storefront display windows; off-center entry door

Signage

Pole-mounted hanging sign next to entry

Awning or Canopy

Lighting

Conditions and Notes

For-sale sign

4. 508 Washington Road

Recent Photo



Street Side

West

Tax Parcel

141-B-56

NRHP Status

Non-Contributing

Current Function

Gary Liebel DMD (dentist's office); Daniel J. Conway Attorney at Law

Historical Name or Function

Year Built

1970s?

Building Style

Neo-Eclectic/Neo-Mansard

Stories at Building Frontage

1

Key Features and Details

Brick with wood shingle mansard roof overhang; vinyl siding on secondary facade

Signage

Wall signs adjacent to entry and above storefront

Awning or Canopy

Lighting

Conditions and Notes

Site brick walls are deteriorating with missing mortar and staining; not listed on the 2014 National Register building inventory

5. 514 Washington Road

Recent Photo



Street Side

West

Tax Parcel

141-B-65

NRHP Status

Non-Contributing

Current Function

Small strip mall: H&R Block; The Eye Gallery

Historical Name or Function

Year Built

1970s?

Building Style

Modern, Late

Stories at Building Frontage

1

Key Features and Details

Stucco and wood paneling storefronts; wood panel overhangs over storefront entries

Signage

Pylon sign; wall signs on overhangs

Awning or Canopy

Lighting

Conditions and Notes

Cracking/damaged stucco at base of wall; rooftop mechanical units visible

6. 520 Washington Road

Recent Photo



Detail Photo



Street Side

West

Tax Parcel

141-B-69

NRHP Status

Non-Contributing

Current Function

Lebanon House Condominiums; Elixir Hair Artistry and Design; Moda Donnatella (alterations and sewing); Maryam A. Chiani, DMD (dentist's office)

Historical Name or Function

Year Built

1967

Building Style

Modern, Late

Stories at Building Frontage

9

Key Features and Details

Porch overhangs; ground floor retail storefronts; brick masonry

Signage

Display window signage and wall signs adjacent to storefronts; plaque for Lebanon House

Awning or Canopy

Fabric awnings

Lighting

Conditions and Notes

Fabric awnings are ripped and faded; concrete balconies are failing, with rust staining and rebar exposed

7. 528 Washington Road

Recent Photo



Historical Photo (2000)



Street Side

West

Tax Parcel

141-B-71

NRHP Status

Non-Contributing

Current Function

Alfa Dentistry; Babb Orthodontics

Historical Name or Function

Year Built

1976

Building Style

Modern, Late (heavily modified)

Stories at Building Frontage

2

Key Features and Details

Large window openings; metal/stucco siding

Signage

Monument sign; door sign

Awning or Canopy

Metal canopy at entry

Lighting

Conditions and Notes

Exterior renovated in 2017

8. 530 Washington Road

Recent Photo



Detail Photo



Street Side

West

Tax Parcel

141-B-73

NRHP Status

Contributing

Current Function

Resonance Violins

Historical Name or Function

Year Built

1927

Building Style

American Foursquare

Stories at Building Frontage

2.5

Key Features and Details

Overhanging eaves; multi-pane windows; low pitched hipped roof; prominent dormer; brick masonry; stained-glass windows

Signage

Wall-mounted box signs



Awning or Canopy

Lighting

Conditions and Notes

Stone headers and sills appear to have been painted/coated in the past and appear to be failing; ramp added to north of building

9. 600 Washington Road

Recent Photo		Detail Photo	
			
Street Side	West		
Tax Parcel	141-A-24		
NRHP Status	Non-Contributing		
Current Function	Rollier's Hardware		
Historical Name or Function			
Year Built	1994		
Building Style	Postmodern		
Stories at Building Frontage	2		
Key Features and Details	Pedimented porch at entry; clock tower; brick construction		
Signage	Wall-mounted channel letters above main entry; awning signs		
Awning or Canopy	Shed-style fabric awnings		
Lighting	Wall-mounted lights adjacent to entry		
Conditions and Notes	Staining/efflorescence at projections and areas with sky-facing brick		

10. 620 Washington Road

Recent Photo



Street Side

West

Tax Parcel

141-B-138

NRHP Status

Non-Contributing

Current Function

Vacant (former National City/PNC Bank)

Historical Name or Function

Year Built

1980

Building Style

Modern, Late (Shed Style)

Stories at Building Frontage

1

Key Features and Details

Stucco/brick construction; shed-style sloping roof

Signage

Remnants of a sign above storefront

Awning or Canopy

Lighting

Wall pack light above ATM

Conditions and Notes

Staining/peeling finishes; damage to stone at base near sidewalk

11. 622-626 Washington Road

Recent Photo



Historical Photo (1930, in background)



Street Side

West

Tax Parcel

141-F-6

NRHP Status

Contributing

Current Function

The Saloon of Mt. Lebanon

Historical Name or Function

Year Built

1926

Building Style

Commercial Vernacular

Stories at Building Frontage

3

Key Features and Details

Simple inset brickwork decoration; ground floor storefront; little ornamentation

Signage

Wall-mounted panel sign over storefront

Awning or Canopy

Lighting

Gooseneck lights above signage; sconces flanking entry and signage

Conditions and Notes

Rust staining on brick masonry; damage to stone cap/brick at parapet; plywood inserts at window locations; storefront has been reworked with Doric pilaster detailing

12. 628-636 Washington Road

Recent Photo



Historical Photo (1964)



Street Side

West

Tax Parcel

141-F-10

NRHP Status

Contributing

Current Function

Little Tokyo; Lebo Subs; Aladdin's Eatery

Historical Name or Function

Ellison Building

Year Built

1924

Building Style

Commercial Vernacular

Stories at Building Frontage

2

Key Features and Details

Three-part windows above; ground-floor storefronts; little ornamentation; parapet; cast stone inset medallions

Signage

Wall-mounted panel and channel letter signs over storefronts; carved nameplate at cornice; awning signs

Awning or Canopy

Fabric awnings

Lighting

Conditions and Notes

Staining on masonry surfaces; metal frieze above storefronts appears to be held together with metallic tape

13. 640-642 Washington Road

Recent Photo



Historical Photo (1947)



Street Side

West

Tax Parcel

141-F-12

NRHP Status

Contributing

Current Function

Quest Diagnostics; Salon Vivace

Historical Name or Function

Year Built

1928

Building Style

Commercial Vernacular/Renaissance Revival

Stories at Building Frontage

2

Key Features and Details

Cast stone relief spandrel panel below windows; double-hung windows; stone cornice; simple inset brickwork decoration

Signage

Awning signs; window and door signs

Awning or Canopy

Fabric awnings

Lighting

Conditions and Notes

Brick and limestone staining (moss growing on cornice); evidence of previous parapet repair; cables not secured on secondary façade; storefronts have been replaced

14. 648-650 Washington Road

Recent Photo



Detail Photo



Street Side

West

Tax Parcel

141-F-21; 141-F-30; 141-F-32

NRHP Status

Non-Contributing

Current Function

Office building with ground-floor retail and multiple upper-floor tenants; Beehive Needle Arts; L. J. Marks Jewelers; State Representative Dan Miller

Historical Name or Function

Year Built

1965

Building Style

Modern, International Style

Stories at Building Frontage

7

Key Features and Details

Curtain wall; flat façade; lack of ornamentation; rectilinear masses and shapes

Signage

Monument sign in front of building with upper-floor office tenant names; individual ground-floor retail tenant signs (wall signs, door sign, and banner sign)

Awning or Canopy

Lighting

Conditions and Notes

Shown as contributing on 2014 map but not on 2014 building list; visible antennas on top of building

15. 654 Washington Road

Recent Photo



Historical Photo (1950, in background)



Street Side

West

Tax Parcel

141-F-33

NRHP Status

Contributing

Current Function

Amy's Bakery

Historical Name or Function

Walker Building

Year Built

1928

Building Style

Commercial Vernacular/Classical Revival

Stories at Building Frontage

3

Key Features and Details

Pedimented parapet; Doric styled pilasters

Signage

Wall-mounted channel letters above storefront; projecting sign at corner; carved nameplate at cornice; display window signs

Awning or Canopy

Lighting

Conditions and Notes

Damaged limestone with cracked pieces that may be detaching; staining on masonry

16. 656 Washington Road

Recent Photo



Street Side

West

Tax Parcel

141-F-34

NRHP Status

Contributing

Current Function

Vacant (former Badamo's Pizza – moved to Dormont in July 2023)

Historical Name or Function

Year Built

1944

Building Style

Modern (heavily modified)

Stories at Building Frontage

1

Key Features and Details

Storefront with central door and flanking display windows

Signage

Projecting sign (removed in July 2023); window and door signs (removed in July 2023)

Awning or Canopy

Lighting

Conditions and Notes

Renovated in mid-2010s with new storefront and veneer

17. 658-660 Washington Road

Recent Photo



Historical Photo (1933)



Street Side

West

Tax Parcel

141-F-38

NRHP Status

Contributing

Current Function

HearUSA; Totopo Cocina & Cantina; ÍZORA Cosmetic Ink & Academy

Historical Name or Function

Walker Pontiac

Year Built

1925

Building Style

Commercial Style (heavily modified)

Stories at Building Frontage

2

Key Features and Details

Large ground-floor openings that used to serve as garage door bays; large, segmented windows above (not original)

Signage

Wall-mounted channel letter and panel signs; projecting sign; window sign

Awning or Canopy

Shed-style awnings at Totopo

Lighting

Gooseneck lights above awnings at Totopo; wall lights between awnings

Conditions and Notes

Upper windows have been replaced with large plate glass with no mullions; storefront level has been renovated with stucco detailing, but there is a band above this that has peeling paint

18. 664-668 Washington Road

Recent Photo



Historical Photo (1930s)



Street Side

West

Tax Parcel

141-F-40

NRHP Status

Contributing

Current Function

Betsy's Ice Cream; vape shop; upper-floor offices

Historical Name or Function

Stevenson Building

Year Built

1927

Building Style

Classical Revival

Stories at Building Frontage

3

Key Features and Details

Doric pilasters; frieze with triglyphs and metopes; pedimented parapet

Signage

Marquee sign; wall signs; window and door signs; carved nameplate ("Home Land") at cornice

Awning or Canopy

Marquee added after original period of significance

Lighting

Conditions and Notes

Ground-level storefronts have been altered with large plate glass windows, replacement glass and metal doors, and post-modern door surround; water damage/staining at stone adjacent to storefront; stone damaged at sidewalk/base, faded marquee sign; staining on stone above

19. 670 Washington Road

Recent Photo



Street Side

West

Tax Parcel

141-F-42

NRHP Status

Contributing

Current Function

Jade Grille

Historical Name or Function

Commonwealth Trust Company of Pittsburgh – Mt. Lebanon Branch

Year Built

1924

Building Style

Classical Revival

Stories at Building Frontage

2

Key Features and Details

Dentiled cornice; fluted pilaster; symmetrical design with central door; Vitruvian wave detailing

Signage

Original signage above storefront frieze remains; new wall mounted lighted sign above

Awning or Canopy

Lighting

Conditions and Notes

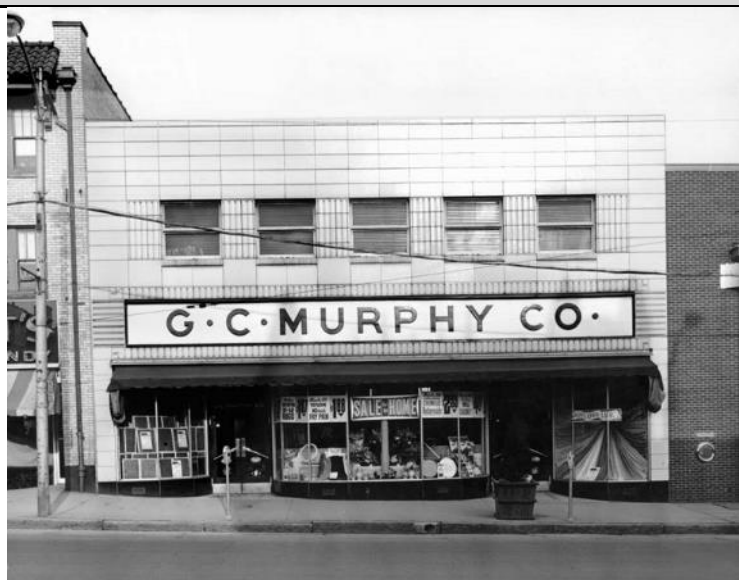
Previous brick repair evident in parapet

20. 680 Washington Road

Recent Photo



Historical Photo (1964)



Street Side	West
Tax Parcel	141-F-44
NRHP Status	Contributing
Current Function	Massage Envy Spa
Historical Name or Function	
Year Built	1939
Building Style	Modern, International Style (modified with pilasters and decorative parapet)
Stories at Building Frontage	2
Key Features and Details	Stucco parapet is non-original; fluted pilasters; symmetrical façade
Signage	Wall-mounted channel letters above storefront entry
Awning or Canopy	
Lighting	
Conditions and Notes	Minor damage in stone veneer and evidence of mismatched prior repairs

21. 690-698 Washington Road

Recent Photo



Street Side

West

Tax Parcel

141-F-47

NRHP Status

Contributing

Current Function

You're Invited Fine Stationery; Vinyl Remains (records shop); Paper Reign Paperie and Boutique, Poco Loco Taco Co.

Historical Name or Function

Rosalia Building

Year Built

1927

Building Style

Mediterranean Revival

Stories at Building Frontage

3

Key Features and Details

Precast stone medallions; grouped double-hung windows; mansard overhangs at parapet with barrel roof tiles; simple brick designs

Signage

Wall-mounted panel sign; window signs; carved nameplate at cornice

Awning or Canopy

Metal canopy at apartment entry

Lighting

Conditions and Notes

Staining on stone elements; window A/C units

22. 700-702 Washington Road

Recent Photo



Historical Photo (1964)



Street Side

West

Tax Parcel

141-F-49

NRHP Status

Contributing

Current Function

Vacant (sign for "Great Shape")

Historical Name or Function

Year Built

1945

Building Style

Art Deco

Stories at Building Frontage

1

Key Features and Details

Terracotta with yellow/green glaze; geometric patterns; stepped parapet

Signage

Wall-mounted panel or box sign; small signs at top of door/window line

Awning or Canopy

Lighting

Conditions and Notes

Same building as 704

23. 704 Washington Road

Recent Photo



Historical Photo (1977)



Street Side

West

Tax Parcel

141-F-48

NRHP Status

Contributing

Current Function

Sesame Inn

Historical Name or Function

Year Built

1945

Building Style

Art Deco

Stories at Building Frontage

1

Key Features and Details

Terracotta with yellow/green glaze; geometric patterns; stepped parapet

Signage

Wall-mounted channel letters above storefront entry

Awning or Canopy

Shed-style canopy

Lighting

Conditions and Notes

Same building as 700-702; moss/vines growing on brick masonry on side of building

24. 710 Washington Road

Recent Photo



Historical Photo (1964)



Street Side	West
Tax Parcel	141-F-53
NRHP Status	Contributing
Current Function	Mt. Lebanon Municipal Building
Historical Name or Function	Mt. Lebanon Mvncipal Bvilding
Year Built	1929
Building Style	Art Deco
Stories at Building Frontage	3
Key Features and Details	Pale brick; stepped corner tower and elaborate decoration, including architectural sculpture and aluminum chevron panels
Signage	Relief carving at cornice
Awning or Canopy	
Lighting	
Conditions and Notes	Architect: William Henry King, Jr.; masonry issues, especially evident on Florida Avenue façade

25. 712 Washington Road

Recent Photo



Historical Photo (2000)



Street Side	West
Tax Parcel	141-J-111
NRHP Status	Non-Contributing
Current Function	Citizens Bank
Historical Name or Function	Mellon Bank/U.S. Post Office
Year Built	1980s
Building Style	Modern, Late
Stories at Building Frontage	1
Key Features and Details	ATM/drive-through canopy; brick/stucco; ribbon windows
Signage	Wall-mounted panel signs; monument sign; directional sign
Awning or Canopy	Drive-through canopy
Lighting	Wall pack light above safe deposit box
Conditions and Notes	Staining on stucco

26. 728 Washington Road

Recent Photo



Street Side

West

Tax Parcel

141-J-106; 141-J-107

NRHP Status

Non-Contributing

Current Function

WesBanco Banking Center

Historical Name or Function

Fidelity Bank

Year Built

Early 1980s

Building Style

Modern, Late

Stories at Building Frontage

1

Key Features and Details

ATM/drive-through canopy; brick/stucco

Signage

Wall-mounted panel signs; awning sign; directional sign; window and door signs

Awning or Canopy

Shed-style canopy

Lighting

Conditions and Notes

Roof-mounted equipment visible

27. 740 Washington Road

Recent Photo



Historical Photo (2000)



Street Side

West

Tax Parcel

141-J-100

NRHP Status

Non-Contributing

Current Function

Bill Few Associates Wealth Management

Historical Name or Function

Walker Rugs

Year Built

Early 1980s

Building Style

Modern, Late

Stories at Building Frontage

1

Key Features and Details

Brick

Signage

Wall-mounted panel sign; small address plaque

Awning or Canopy

Fixed glass canopy at entry

Lighting

Wall-mounted between windows; directional lighting up toward signage

Conditions and Notes

Exterior renovated around 2010

28. 750 Washington Road

Recent Photo



Detail Photo



Street Side	West
Tax Parcel	141-J-25
NRHP Status	Non-Contributing
Current Function	Washington Square Condominiums
Historical Name or Function	
Year Built	1981
Building Style	Modern, Brutalism
Stories at Building Frontage	11
Key Features and Details	Brick; curtain wall; angular/geometric shapes; lack of ornamentation; massive forms
Signage	Directional signs on site and on building (not visible from street)
Awning or Canopy	
Lighting	
Conditions and Notes	Roof-mounted antennas visible

29. 603 Washington Road

Recent Photo



Historical Photo (2000)



Street Side	East
Tax Parcel	141-B-161
NRHP Status	Non-Contributing
Current Function	Medical office building with multiple tenants: Oral & Maxillofacial Surgery; UPMC Children's Community Pediatrics; Burns Orthodontics; Prosthetic Dentistry of Mt. Lebanon; Salon Beleza
Historical Name or Function	
Year Built	1992
Building Style	Postmodern
Stories at Building Frontage	5
Key Features and Details	Two colors of brick; façade steps back from the street level; large plate glass openings
Signage	Window signs for tenants; projecting sign (UPMC Children's)
Awning or Canopy	
Lighting	Wall-mounted sconces adjacent to entry opening
Conditions and Notes	Masonry issues at base near sidewalk; staining on the brick at water path areas

30. 607 Washington Road

Recent Photo



Historical Photo (2000)



Street Side	East
Tax Parcel	141-B-159
NRHP Status	Non-Contributing
Current Function	Medical office building: Fluhme Glam Bar; Mt. Lebanon Dermatology, PC
Historical Name or Function	
Year Built	1946
Building Style	Modern, International Style
Stories at Building Frontage	4
Key Features and Details	Second-story overhang entry porch with recessed entry; curtain wall extending 3 stories
Signage	Frieze-mounted low-relief channel letters; projecting sign
Awning or Canopy	
Lighting	
Conditions and Notes	Masonry issues at base near sidewalk

31. 611 Washington Road

Recent Photo



Detail Photo



Street Side

East

Tax Parcel

141-B-149

NRHP Status

Non-Contributing

Current Function

SpringHill Suites

Historical Name or Function

Year Built

2014

Building Style

Postmodern

Stories at Building Frontage

7

Key Features and Details

Red/buff Brick; protruding entry porch with intermediate cornice; ground floor false storefronts

Signage

Wall-mounted near cornice; plaques adjacent to entrance

Awning or Canopy

Glass canopy

Lighting

Sconces adjacent to entry

Conditions and Notes

Biological staining above canopy and adjacent to entry

32. 615 Washington Road

Recent Photo



Historical Photo (undated)



Street Side

East

Tax Parcel

141-B-145

NRHP Status

Non-Contributing

Current Function

Executive Building: LaPiana Chiropractic; Laziz Lebanese Cuisine; ArtLoft; Facade European Skin Care Salon

Historical Name or Function

The Executive

Year Built

1964

Building Style

Modern

Stories at Building Frontage

5

Key Features and Details

Glazed brick recessed spandrel area between windows accentuates verticality; ground floor retail and storefronts

Signage

Frieze-mounted signage; projecting sign; temporary wall-mounted banner adjacent to entry

Awning or Canopy

Lighting

Conditions and Notes

Masonry issues at base near sidewalk; chipped glazed brick; sealant joint at shelf-angles missing/loose; staining at water pathways

33. 633 Washington Road

Recent Photo



Historical Photo (undated)



Street Side	East
Tax Parcel	141-B-143
NRHP Status	Non-Contributing
Current Function	Christian Science Reading Room; be. Salon
Historical Name or Function	
Year Built	1952
Building Style	Modern, Mid-Century
Stories at Building Frontage	1
Key Features and Details	Stacked roman brick bookends; storefront with central entry; applied simplified Classical Revival detailing
Signage	Window and door signs
Awning or Canopy	
Lighting	
Conditions and Notes	Cap flashing coming loose

34. 637-639 Washington Road

Recent Photo



Historical Photo (1937)



Street Side	East
Tax Parcel	141-F-143
NRHP Status	Non-Contributing
Current Function	Vacant (former LaPiana Chiropractic and H&R Block – both moved to very nearby locations along the Uptown corridor)
Historical Name or Function	
Year Built	c. 1930
Building Style	Commercial Vernacular (façade and building front — but not rear — heavily modified to Modern, International Style c. the 1950s)
Stories at Building Frontage	2
Key Features and Details	Ground-floor storefronts; grouped aluminum windows on second floor with protruding trim; large-format stone veneer
Signage	Wall-mounted box sign and channel letter sign above storefronts
Awning or Canopy	Metal canopy on side
Lighting	
Conditions and Notes	Rust staining on veneer; open or missing joints in veneer; exterior carpet at entry; foggy glass at second-floor windows

35. 641 Washington Road

Recent Photo (from Allegheny Co. Department of Real Estate)

Historical Photo (1985)



Street Side	East
Tax Parcel	141-F-140
NRHP Status	Non-Contributing
Current Function	Vacant lot (small house from c. 1945 demolished July 2022)
Historical Name or Function	
Year Built	
Building Style	
Stories at Building Frontage	
Key Features and Details	
Signage	
Awning or Canopy	
Lighting	
Conditions and Notes	

36. 651-661 Washington Road

Recent Photo



Detail Photo



Street Side

East

Tax Parcel

141-F-134

NRHP Status

Non-Contributing

Current Function

North Parking Garage; La Pomponée Beauty Artisans; Mec Modern Barbering

Historical Name or Function

Year Built

1994

Building Style

Postmodern

Stories at Building Frontage

4, plus roof deck

Key Features and Details

Inset decorative brickwork; limited ornamentation; inset spandrel at parking deck accentuates verticality; arched entry points with keystones

Signage

Wall-mounted channel letters; wall-mounted panel sign and window signs for La Pomponée; window signs for Mec Modern Barbering

Awning or Canopy

Lighting

Conditions and Notes

Efflorescence near top of the structure at parking deck

37. 663-671 Washington Road

Recent Photo



Historical Photo (1950, second building from right)



Street Side

East

Tax Parcel

141-F-128

NRHP Status

Contributing

Current Function

Aspendos Turkish Kebab House; Simone's Breakfast, Brunch, Lunch; Thai Touch Kitchen; Premier Eye Care; Davin Interiors

Historical Name or Function

Year Built

1960s? (663-665); 1924 (669-671)

Building Style

Modern (663-665); Mediterranean Revival (669-671; heavily modified c. the 1960s)

Stories at Building Frontage

1-2

Key Features and Details

Ground floor storefront; stone veneer; granite near base

Signage

Wall-mounted box, panel, and banner signs; window and door signs; lighted window signs

Awning or Canopy

Shed-style roof canopy above two storefronts

Lighting

Gooseneck lights above Simone's sign

Conditions and Notes

Salt staining at base near ground; staining on stone veneer; some displacement on the veneer units; chipped granite units at ground level

38. 673-675 Washington Road

Recent Photo



Historical Photo (1964)



Street Side	East
Tax Parcel	141-F-126
NRHP Status	Contributing
Current Function	Orbis Caffe
Historical Name or Function	
Year Built	1924
Building Style	Mediterranean Revival
Stories at Building Frontage	3
Key Features and Details	Ground-floor storefronts; simple inset brickwork decoration; grouped double hung windows; mansard canopy at cornice level; mosaic at ground level
Signage	Wall-mounted panel sign between storefronts; window signs
Awning or Canopy	Vaulted fabric awning
Lighting	Can lights in recess
Conditions and Notes	Brick appears to have been painted/stained, but some areas at parapet and above storefront frieze are un-stained; damage at base near sidewalk; plaster ceiling at entries is delaminating

39. 677 Washington Road

Recent Photo



Historical Photo (1915)



Street Side

East

Tax Parcel

141-F-124

NRHP Status

Contributing

Current Function

Good Orthodontics

Historical Name or Function

Year Built

c. 1900

Building Style

Classical Revival/Italianate

Stories at Building Frontage

2

Key Features and Details

Ground-floor storefronts; rectangular windows with decorative surrounds/keystone header; supported by a suggestion of columns with brick pilasters; parapet suggests a balustrade above cornice

Signage

Wall-mounted panel sign above storefront; awning sign

Awning or Canopy

Barrel-vaulted canopy over single-door entry; fabric awning above storefront

Lighting

Conditions and Notes

Staining on projecting elements; damage to stone at base

40. 685 Washington Road

Recent Photo



Historical Photo (undated, probably 1960s)



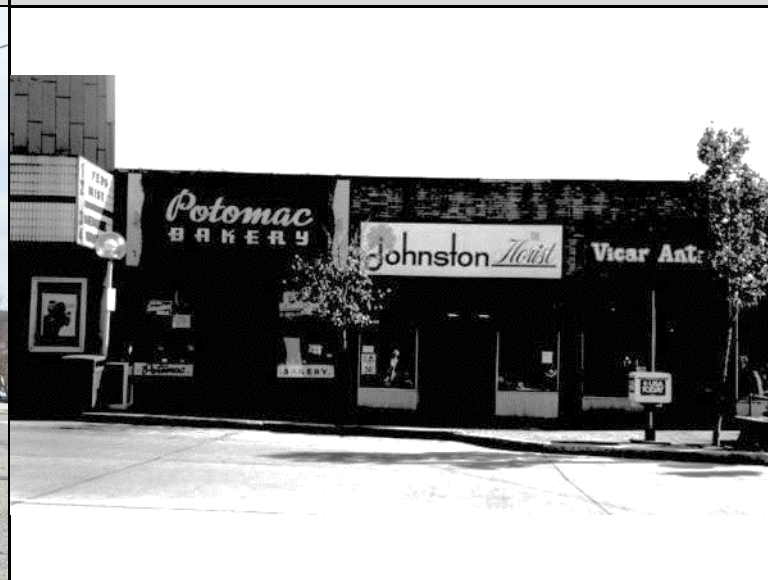
Street Side	East
Tax Parcel	141-F-122
NRHP Status	Non-Contributing
Current Function	Denis Theatre
Historical Name or Function	Denis Theatre
Year Built	1938
Building Style	Modern
Stories at Building Frontage	2
Key Features and Details	Contextual one-story at street level, but height increases at back to accommodate stage; ground level storefront and poster display areas
Signage	Frieze-mounted banner sign; window signs in transom windows above entry doors; poster displays
Awning or Canopy	
Lighting	
Conditions and Notes	Under renovation

41. 689-693 Washington Road

Recent Photo



Historical Photo (1970s)



Street Side

East

Tax Parcel

141-F-120

NRHP Status

Contributing

Current Function

Potomac Bakery; Commonwealth Press; Victorian Manner; Eden's Market; Ri Van Tran Tailor Shop

Historical Name or Function

Year Built

1926 (questionable date)

Building Style

Commercial Vernacular

Stories at Building Frontage

1

Key Features and Details

Typical recessed storefront configuration with central recessed door and two flanking display windows; mosaic flooring at entry; limited ornamentation; simplified brick corbeling/detailing above storefront

Signage

Frieze-mounted panel signs above storefronts; awning sign

Awning or Canopy

Shed-style awning at Victorian Manner; barrel-vaulted canopy at Eden's Market

Lighting

Conditions and Notes

Peeling paint at some storefront elements; brick staining at water pathways; lichen growing on the awning

42. 701 Washington Road

Recent Photo



Historical Photo (undated, probably early 1960s)



Street Side	East
Tax Parcel	141-F-71
NRHP Status	Non-Contributing
Current Function	Howard Hanna Real Estate
Historical Name or Function	
Year Built	1925
Building Style	Art Deco
Stories at Building Frontage	2
Key Features and Details	Low-relief artistic details, including repetitive panels at parapet; decorative spandrels; cornice eagle sculpture
Signage	Wall-mounted sign at parapet; window signs
Awning or Canopy	
Lighting	
Conditions and Notes	Painted/coated terracotta makes it difficult to discern the true condition of the facade

43. 691-695 Washington Road

Recent Photo



Historical Photo (1975)



Street Side

East

Tax Parcel

141-F-69

NRHP Status

Contributing

Current Function

Grandpa Joe's Candy

Historical Name or Function

Year Built

1929

Building Style

Gothic Revival

Stories at Building Frontage

3

Key Features and Details

Pointed arches as decorative element; decorative incised trim; topped with finials; glazed terracotta façade

Signage

Window signs

Awning or Canopy

Metal curved canopy

Lighting

Wall-mounted sconces adjacent to single-door entry

Conditions and Notes

Looks to have been recently repaired/renovated

44. 697-703 Washington Road

Recent Photo



Street Side

East

Tax Parcel

141-F-65

NRHP Status

Contributing

Current Function

Majestic Nails, Il Pizzaiolo

Historical Name or Function

Year Built

1946

Building Style

Art Deco

Stories at Building Frontage

1

Key Features and Details

Stylized/crenelated parapet; low-relief decorations, including pilasters with geometric relief at top

Signage

Wall-mounted panel and channel letter signs above storefronts; awning signs

Awning or Canopy

Shed-style awnings

Lighting

Lighting pointing at Il Pizzaiolo sign with exposed conduit

Conditions and Notes

Damaged limestone near sidewalk; damaged wood storefront near base

45. 709-711 Washington Road

Recent Photo





Historical Photo (1964, in background)



Street Side	East
Tax Parcel	141-F-63
NRHP Status	Contributing
Current Function	Bistro 19
Historical Name or Function	
Year Built	1926
Building Style	Commercial Vernacular
Stories at Building Frontage	2
Key Features and Details	Decorative brickwork on upper story, low-relief decorations (geometric shapes in brickwork, cast stone medallions)
Signage	Frieze-mounted panel sign
Awning or Canopy	
Lighting	
Conditions and Notes	Missing parapet cap (left); ground-level storefront has been heavily altered

46. 713-719 Washington Road

Recent Photo		Historical Photo (1964)	
			
Street Side	East		
Tax Parcel	141-K-204		
NRHP Status	Contributing		
Current Function	Mineo's Pizza House; South Hills Eye Associates/South Hills Optical; Empire Music		
Historical Name or Function	Horne's Department Store		
Year Built	1940 (713-717); c. 1950s (719)		
Building Style	Art Deco		
Stories at Building Frontage	1-1.5		
Key Features and Details	Stylized/crenelated parapet; low-relief decorations, including fluted pilasters with octagonal relief at top		
Signage	Wall-mounted box sign, panel signs, and channel letters; frieze signs; projecting sign (Empire Music); awning sign (Mineo's); banner sign (Empire Music)		
Awning or Canopy	Shed-style canopies, ripped and faded in some locations		
Lighting			
Conditions and Notes	Limestone staining; damage to stone at wall base; spalling limestone at various points on the façade; frieze board elements fading/chipping/loosening		

47. 723 Washington Road

Recent Photo



Historical Photo (1964)



Street Side

East

Tax Parcel

141-K-205

NRHP Status

Contributing

Current Function

Uptown Coffee

Historical Name or Function

Year Built

1939

Building Style

Modern (heavily modified)

Stories at Building Frontage

1

Key Features and Details

Stucco façade; simplified detailing for pilasters, cornice, and parapet caps; modernized recessed storefront with central entry door

Signage

Wall-mounted logo sign; wall-mounted channel letters on frieze above storefront

Awning or Canopy

Lighting

Gooseneck light sconces above frieze

Conditions and Notes

Accumulation of dirt above storefront cornice; missing parapet detailing; renovated in 2008/2009 with façade renovation grant

48. 725 Washington Road

Recent Photo



Historical Photo (1964)



Street Side

East

Tax Parcel

141-K-201-1

NRHP Status

Contributing

Current Function

Mt. Lebanon Floral

Historical Name or Function

Year Built

1930

Building Style

Storybook/Tudor Revival

Stories at Building Frontage

1

Key Features and Details

Native materials (brick/slate); front facing gable at entry; artistic decorations (gargoyles, chimney)

Signage

Wall-mounted mosaic panel sign

Awning or Canopy

Barrel-vaulted canopy over arched openings (stained and fraying edges)

Lighting

Conditions and Notes

Painted brick is peeling, suggestive of improper non-permeable paint utilized on masonry surface; ridge cap above slate roof seems to be pulling away.

49. 727 Washington Road

Recent Photo



Historical Photo (1964)



Street Side

East

Tax Parcel

141-K-206-1

NRHP Status

Contributing

Current Function

The Fabric Place

Historical Name or Function

Year Built

1942

Building Style

Modern

Stories at Building Frontage

1

Key Features and Details

Typical recessed storefront configuration with central recessed door and two flanking display windows

Signage

Wall-mounted channel letter sign; awning sign

Awning or Canopy

Shed-style canopy

Lighting

Conditions and Notes

May have been refaced with large-format stone veneer on the façade

50. 729 Washington Road

Recent Photo



Historical Photo (1975)



Street Side	East
Tax Parcel	141-K-208
NRHP Status	Contributing
Current Function	The Celtic Cross
Historical Name or Function	
Year Built	1926
Building Style	Commercial Vernacular/Mediterranean Revival
Stories at Building Frontage	3
Key Features and Details	Decorative brickwork on upper stories; low-relief decorations (geometric shapes in brickwork, cast stone medallions)
Signage	Wall-mounted panel sign; awning sign
Awning or Canopy	Shed-style canopy; mansard overhang at parapet
Lighting	Gooseneck light sconces above signage; wall sconces adjacent to storefront
Conditions and Notes	Painted brick above; evident step cracking and water staining below mansard overhang; vinyl siding with classical detailing (Doric columns and dentil cornice above storefront)

51. 731-733 Washington Road

Recent Photo



Historical Photo (probably late 1970s)



Street Side	East
Tax Parcel	141-K-213
NRHP Status	Contributing
Current Function	Office building with ground-floor retail and multiple upper-floor tenants; Anne Gregory Couture; Allegheny Podiatry; Alberta Modern Hair; St. Clair Health
Historical Name or Function	Bognar Building
Year Built	1954
Building Style	Modern, International Style (additional stories and postmodern façade added in 1998)
Stories at Building Frontage	5
Key Features and Details	Asymmetrical; pediment emulating classical motif; multiple stone veneer materials
Signage	Wall-mounted panel and channel letter signs
Awning or Canopy	
Lighting	
Conditions and Notes	Damage to stone at sidewalk level; remnant adhesive from removed signs

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Appendix D

THE SECRETARY OF THE INTERIOR'S STANDARDS FOR THE REHABILITATION OF HISTORIC PROPERTIES

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1. 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.
2. 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.
3. 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.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. 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.
7. 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.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, 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.
10. 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.

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Appendix E

**FEDERAL HISTORIC PRESERVATION
CERTIFICATION AND TAX CREDIT
APPLICATION GUIDELINES (FOR REFERENCE
PURPOSES)**

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Historic Preservation Certification Application National Park Service

Instructions

The National Park Service (NPS) administers the Federal Historic Preservation Tax Incentives program with the Internal Revenue Service (IRS) and in partnership with State Historic Preservation Offices. The tax incentives promote the rehabilitation of income-producing historic structures of every period, size, style and type. Through this program, underutilized or vacant schools, warehouses, factories, retail stores, apartments, hotels, houses, offices and other buildings throughout the country have been returned to useful life in a manner that maintains their historic character.

The Historic Preservation Certification Application is a three-part application used to apply for certifications required for Federal historic preservation tax incentives. The NPS certifies whether a building is a “certified historic structure” and whether a rehabilitation meets the Secretary of the Interior’s Standards for Rehabilitation and is consistent with the historic character of the building and, where applicable, with the district in which it is located.

Department of the Interior regulations (36 CFR Part 67) take precedence in the event of any inconsistency with this application. Approval of applications for Federal historic preservation tax incentives is conveyed only in writing by duly authorized officials of the NPS acting on behalf of the Secretary of the Interior. Approval of a project by other Federal, State, and local agencies and organizations does not ensure approval by the Secretary of the Interior for Federal tax purposes.

Applicants are *strongly* encouraged to contact their [State Historic Preservation Office \(SHPO\)](#) early in the project planning process, to submit applications describing proposed work, and to receive approval from the NPS before beginning rehabilitation work. Owners who undertake rehabilitation projects without prior approval from the NPS do so at their own risk. In the event of any discrepancy between the application form and supplementary materials submitted with it (such as architectural plans), the application form takes precedence. Photographs and other materials sent with the application become the property of the NPS and may be reproduced without permission.

IRS code and regulations govern all financial and other tax matters relating to the rehabilitation tax credits (Section 1.48-12) and the tax deduction for easement donations (Section 1.170A-14). General information, prepared by the IRS, about the tax aspects of these incentives is available at the [IRS website](#). Specific questions about the tax aspects of these incentives should be addressed to the IRS. Approval of historic preservation certification applications by the NPS does *not* mean that applications meet IRS requirements.

At a glance

<i>page 1</i>	Federal Tax Incentives for Historic Preservation
<i>page 2</i>	Before Applying
<i>page 2</i>	Application Process
<i>page 3</i>	Part 1—Evaluation of Significance
<i>page 5</i>	Part 2—Description of Rehabilitation
<i>page 8</i>	Amendments / Advisory Determinations
<i>page 9</i>	Part 3—Request for Certification of Completed Work
<i>page 9</i>	Photographs for Certification Applications
<i>page 10</i>	Review Fees

Federal Tax Incentives for Historic Preservation

- 20% income tax credit for the “certified rehabilitation” of a “certified historic structure.”
- A “certified historic structure” is a building that is listed individually in the National Register of Historic Places; or located in a “registered historic district” and certified by the Secretary of the Interior as contributing to the historic significance of the district. A “registered historic district” is a district listed in the National Register or a state or local district certified by the Secretary of the Interior.

- A “certified rehabilitation” is a rehabilitation of a certified historic structure that the Secretary of the Interior has certified to the Secretary of the Treasury as being consistent with the historic character of the structure and, where applicable, with the district in which the structure is located.
- Income and estate tax deductions for an easement donation on a “certified historic structure.”
- Please note: the 10% income tax credit for rehabilitation of non-historic buildings built before 1936 was [repealed by P. L. No. 115-97 \(2017\)](#).

Only depreciable properties can qualify for the tax credits. For the tax deductions for easement donations, the property need not be depreciable.

Before Applying

- Consult an accountant, tax attorney, other tax advisor, or the IRS to determine whether these incentives apply to your own tax and financial situation.
- Make sure the project meets the “substantial rehabilitation” test and other IRS requirements.
- Contact your [State Historic Preservation Office \(SHPO\)](#) for information and technical assistance.
- Visit the [program website](#), which includes program regulations, frequently asked questions, Standards and Guidelines, technical guidance, and much more.

Application Process

Who May Apply

An applicant must be the owner of the property within the meaning of *owner* set forth in 36 CFR 67.2: “*Owner* means a person, partnership, corporation, or public agency holding a fee-simple interest in a property or any other person or entity recognized by the Internal Revenue Code for purposes of the applicable tax benefits.” For example, long-term lessees may also apply for such tax benefits as allowed by the applicable IRS provisions if their remaining lease period is at least 27.5 years for residential property or 39 years for nonresidential property.

If the applicant is not the fee-simple owner of the property, or is not the owner at the time of application within the meaning of *owner* described above, “the application must be accompanied by a written statement from the fee-simple owner indicating that he or she is aware of the application and has no objection to the request for certification” (36 CFR 67.3(a)1).

How to Apply

The [application forms](#) are available on the program website.

Send two copies of the application and accompanying materials to the SHPO.

When to Apply

- Apply at any time during the year.
- Apply before starting rehabilitation work whenever possible.
- The application parts may be sent separately or together, but if they are sent separately, Part 1 must precede Part 2.

Review Process

The SHPO reviews the application and forwards it to the NPS with a recommendation. State recommendations are given full and due consideration. By law all certification decisions are made by the NPS on behalf of the Secretary of the Interior. The NPS decision may differ from the recommendation of the SHPO. The NPS notifies the applicant of the decision and provides a copy of all decisions to the IRS and the SHPO.

Review Times

The review time for a complete application is generally 30 days at the SHPO and 30 days at the NPS. A complete application consists of the current version of the application form, including:

- an actual, original signed and dated cover sheet (the first page of the Part 1, Part 2, Amendment, or Part 3 form), with all sections completed, including the applicant’s social security number or taxpayer identification number and all other requested information; and
- the other sections (Description of Physical Appearance and Statement of Significance for Part 1 and Detailed Description of Rehabilitation Work for Part 2) and required supporting information (photographs, architectural drawings, etc.) for each form as described in these instructions.

Incomplete applications may be placed on hold for additional information or returned to the owner for resubmission. Older versions of the application form are not accepted.

Review of Part 2 and Part 3 applications by the NPS does not start until payment of the review fee has been received (see Review Fees, page 10).

Part 1—Evaluation of Significance

Applicants are strongly encouraged to submit applications and receive approval from the NPS prior to the start of work. Owners who undertake rehabilitation projects without prior approval from the NPS do so at their own risk.

Use Part 1 to request certification that a building:

- contributes to the significance of a registered historic district or a National Register property with more than one building and is thus a “certified historic structure” for purposes of the 20% rehabilitation tax credit or for easement donation purposes.
- does not contribute to the significance of a historic district for purposes of the 10% rehabilitation tax credit for non-historic buildings.

Use Part 1 to request a preliminary determination:

- of whether an individual building not yet listed in the National Register of Historic Places might meet the National Register Criteria for Evaluation;
- of whether a building in a potential historic district contributes to the significance of that district;
- of whether a building outside the period or area of significance of a registered historic district contributes to the significance of the district.

If the property is a single building listed in the National Register of Historic Places, it is already a “certified historic structure,” and a Part 1 is not needed. A Part 1 is required for all other properties, including individually-listed properties that have more than one building.

If the building is neither within a registered historic district nor individually listed in the National Register, the owner must submit a Part 1 and begin the separate process of requesting the SHPO to nominate the building or the district to the National Register.

Late Submissions. Owners who wait until after all work is complete, and the building is placed in service, before they file Part 1 of the application and, where applicable, request that the SHPO nominate the building or district to the National Register, do not qualify for the 20% tax credit under IRS regulations. For additional information, see [Topical Tax Brief - Late Submission of Historic Preservation Certification Applications](#) on the IRS website.

Evaluating Part 1

Part 1 decisions are made on the appearance and condition of the property prior to rehabilitation.

The Secretary of the Interior’s Standards for Evaluating Significance within Registered Historic Districts

1. A building contributing to the historic significance of a district is one which by location, design, setting, materials, workmanship, feeling and association adds to the district’s sense of time and place and historical development.
2. A building not contributing to the historic significance of a district is one which does not add to the district’s sense of time and place and historical development; or one where the location, design, setting, materials, workmanship, feeling and association have been so altered or have so deteriorated that the overall integrity of the property has been irretrievably lost.
3. Ordinarily buildings that have been built within the past 50 years shall not be considered to contribute to the significance of a district unless a strong justification concerning their historical or architectural merit is given or the historical attributes of the district are considered to be less than 50 years old.

For buildings in historic districts, the information furnished with Part 1 applications must be sufficient: 1) to document how the building relates to the district, and 2) to evaluate the historic character of the building. Applicants should consult the National Register historic district nomination (on file at the SHPO or at the local preservation commission). Such requests will be reviewed for conformance with the Secretary of the Interior’s Standards for Evaluating Significance within Registered Historic Districts.

Applications for preliminary determinations of individual listing will be evaluated using the National Register Criteria (36 CFR Part 60). For buildings that are in potential historic districts or that are outside the period or area of significance of a registered historic district, applications will be reviewed for conformance with the Standards for Evaluating Significance within Registered Historic Districts. (36 CFR 67.5)

Completing Part 1 Form

First page of form. This page must be the actual, official cover sheet, must bear the applicant’s original signature, and must be dated. Other sections may be expanded as needed or continued on blank paper.

Description of Physical Appearance. Describe the major features of the building on both the exterior and the interior. Describe the building in its present condition (before rehabilitation), not as it was when first built nor

as it will be after rehabilitation. Note the architectural style, exterior construction materials (wood, brick, etc.), type of roof (flat, gable, hipped, etc.), number of stories, basic plan (rectangular, irregular, L-shaped, etc.), and distinguishing architectural features (placement and type of windows, chimneys, porches, decorative interior features or spaces). Describe changes made to the building since its construction (additions, porch enclosures, new storefronts, relocation of doors and windows) and interior alterations. Describe other buildings on the property such as carriage houses, barns, and sheds. (See *Special Considerations: Multiple Buildings*, page 4.) Discuss how the building relates to others in the district or neighborhood in terms of siting, scale, material, construction, and date.

Provide the construction date and date(s) of alterations. Give the source of the date. Check the appropriate box if the building has been moved.

Example - Building within a registered historic district

This three-story, flat-roofed, unpainted brick building, rectangular in shape, was constructed in 1850. It features regularly-spaced arched windows on the second and third floors (6 openings on the east elevation have been filled in over the years, exact date unknown), 2-over-2 double-hung sash, and a prominent bracketed cornice. The first floor of the facade has been altered: the existing storefront dates from ca. 1990. On the interior, the first floor is divided into two principal spaces—a large commercial space in front and a smaller office behind. The front room was greatly altered in the 1990's and contains no surviving historic fabric except for a simple wooden staircase running along the party wall. A pressed metal ceiling is the most prominent feature in the rear office; baseboards, paneled doors, and window and door surrounds also survive in this room. The upper floors have two rooms each, identical in configuration to the first floor; these rooms retain their original appearance, although they contain no architectural detailing of any kind (see photographs).

Statement of significance. Summarize how the building contributes to the significance of the district. This summary should relate to the significance of the district (including the district's period of significance) as identified in the National Register nomination or district documentation. This statement of significance should also relate to the Secretary of the Interior's Standards for Evaluating Significance within Registered Historic Districts. Is it similar to other buildings in the district in scale, building materials, style, and period of construction? Note important figures from the past associated with the building, any former uses, and the name of the architect or builder, if known.

Example - Building within a registered historic district

The district is an intact grouping of architecturally significant commercial and industrial buildings constructed between 1850 and 1915 that display a

variety of styles and types of architectural ornamentation popular during this era. The district is also significant as an early manufacturing and distribution center, which led to the city's growth as one of the largest cities in the state. Industrial growth in the late 19th and early 20th centuries required the construction of larger buildings, and several still exist within the boundaries of the district (see photographs). This modest three-story building is typical in appearance and history of the majority of the buildings in the district. It was originally built for manufacturing buttons, but was converted into a store with offices above during the 1880's when wholesaling grew as an important new activity in the district. The building is similar to its neighbors in size, scale, materials, and style.

Send with the Part 1 Form

Ownership statement, if applicable. If the applicant is not the fee-simple owner of the property, or is not the owner at the time of application within the meaning of *owner* set forth in 36 CFR 67.2, the application must be accompanied by a written statement from the fee-simple owner indicating that he or she is aware of the application and has no objection to the request for certification. (See **Who May Apply**, page 2)

Photographs and photo key. Send photographs of the property as it appears *before* rehabilitation. Include photographs of the building's site and environment, all of the building's sides, all major interior spaces and features, and representative secondary spaces and features. See page 9 for instructions on preparing and labeling photographs for certification applications.

Map. Send a map of the historic district, with the building location highlighted. If the application describes a property with more than one building, the map must show each building in the property. If the applicant does not own or control the entire property, the map must identify the portion under the applicant's ownership or control; this information may be provided on a second map, if necessary. (See **Special Considerations – Part 1, Multiple buildings and buildings functionally-related historically**, below)

Special Considerations – Part 1

Certain situations may require applicants to do additional research or provide additional information.

Certifications of non-significance. A certification of non-significance is a determination that a building does not contribute to the significance of a registered historic district. The application must demonstrate that the building lacks or has lost the characteristics that contributing buildings in the district possess. The application must show how the building compares to others in the neighborhood and the district. The

documentation must address changes since the building's construction. Good photographs are essential; historic photographs should also be provided if possible. When certification of non-significance is requested for deteriorated or damaged buildings, it may be necessary to submit a structural engineer's report and additional information to document the deterioration or structural damage.

Moved buildings. Moving a building into or within a historic district can jeopardize its ability to contribute to the significance of the district. For a building that has been moved or will be moved, the Part 1 must document: 1) the effect of the move on the building's appearance (any proposed demolition, proposed changes in foundations, etc.); 2) the setting and environment of the proposed site; 3) the effect of the move on the historic and visual character of the district; and 4) the method for moving the building. The application must also include photographs of the previous and proposed environments, including sites, adjacent buildings, and streetscapes. For buildings individually listed in the National Register, the procedures in 36 CFR Part 60 must be followed before the move, or the buildings will be removed from the National Register, will not be considered certified historic structures, and will have to be renominated for listing.

Properties less than 50 years old. Properties less than 50 years old are generally considered not to contribute to the significance of a district and are ordinarily excluded from individual listing in the National Register. Standard 3 of the Secretary of the Interior's Standards for Evaluating Significance within Registered Historic Districts requires that to be certified as contributing to the district such properties must have exceptional historic or architectural merit or the district must encompass significant qualities and characteristics that are less than 50 years old. Documentation for these properties must explain how the property meets the requirements. (For information on the individual listing of properties less than 50 years old, refer to *National Register Bulletin No. 22, How to Evaluate and Nominate Potential National Register Properties That Have Achieved Significance within the Last 50 Years.*)

Multiple buildings and buildings functionally-related historically. Some historic properties have more than one building. In these cases, the Part 1 must describe all the buildings on the property, even those that will not undergo rehabilitation. This requirement applies to properties listed individually in the National Register and to properties in historic districts. The Part 1 must describe each building and its significance and state whether it is a candidate for certification of significance or non-significance. The application must contain photographs of each building and a map or site plan of the entire property. If the applicant does not own or control the entire property, the map must identify the portion under the applicant's ownership or control; this information may be provided on a second map, if necessary. If the buildings were functionally-related

historically, NPS decisions regarding the certification of the rehabilitation will be based on the rehabilitation of the entire property, and not on each individual component, pursuant to 36 CFR 67.4(e) and 36 CFR 67.6(b)4.

Preliminary determinations. Applications for preliminary determinations must contain substantially the same level of documentation as National Register nominations, as specified in 36 CFR Part 60 and NPS instructions for completing National Register nominations. An application for a preliminary determination for individual listing must show how the building meets the National Register Criteria for Evaluation. An application for a building in a potential historic district must describe the district and document how the district meets the criteria and how the building contributes to the significance of that district. An application for a preliminary determination for a building in a registered historic district that is outside the period or area of significance of the district must justify the expanded significance of the district and how the building contributes to the significance of the district. Preliminary determinations are not binding upon the NPS, and become final only when the building or district is listed in the National Register, or, for buildings outside the period or area of significance of a registered historic district, when the district documentation is formally amended.

Part 2—Description of Rehabilitation

Part 2 describes rehabilitation work to be undertaken on the building, and must be completed by all applicants seeking the Federal income tax credit for the rehabilitation of historic buildings. Part 2 will not be reviewed by the NPS until Part 1 has been filed and acted upon.

Applicants are strongly encouraged to submit applications describing proposed work and to receive approval from the NPS prior to the start of work. Owners who undertake rehabilitation projects without prior approval from the NPS do so at their own risk.

Evaluating Part 2

Proposed work will be evaluated using the Secretary of the Interior's Standards for Rehabilitation and 36 CFR 67.7. Conformance with the Standards will be determined on the basis of the application documentation and other available information by evaluating the property as it existed prior to the start of the rehabilitation work, regardless of when the property becomes or became a certified historic structure.

The Standards apply to both interior and exterior work, and the NPS reviews the entire rehabilitation project, including any attached, adjacent or related new construction on the property. The Standards are applied in a reasonable manner, taking into consideration

Examples - Part 2 Description of Work

Number 1	Feature <u>Siding</u>	Date of Feature <u>ca. 1900</u>
<p>Describe existing feature and its condition</p> <p>The current siding appears to have been installed at the time of the 1900 expansion. The weatherboard is in fair condition except for those boards at the front of the house near the ground.</p> <p>Photo numbers <u>1-7, 10, 18</u> Drawing numbers <u>N/A</u></p> <p>Describe work and impact on feature</p> <p>Most of the siding will be scraped, sanded, and repainted. Those boards that are in poor condition will be replaced with cedar that will be cut to match the dimensions and profile of the existing weatherboard. All new siding will be installed to match the overlap distance of the existing.</p>		
Number 2	Feature <u>Windows</u>	Date of Feature <u>mid-1800s</u>
<p>Describe existing feature and its condition</p> <p>The windows on the front and sides of the house are all matching 9/9 double-hung wood sash. Windows on the back are a variety of 20th century styles.</p> <p>Photo numbers <u>12, 19- 23</u> Drawing numbers <u>5.2 thru 5.5</u></p> <p>Describe work and impact on feature</p> <p>The historic windows on the front will be repaired, cleaned, and repainted. Windows on the back will be replaced with wood windows in a 1/1 double-hung configuration.</p>		

economic and technical feasibility. Certification is based on whether the overall project meets the Standards. To be certified, a rehabilitation project must be determined to be consistent with the historic character of the building and, where applicable, the district in which it is located.

The Secretary's Standards for Rehabilitation take precedence over other regulations and codes in determining whether the rehabilitation project is consistent with the historic character of the property and, where applicable, the district in which it is located.

Completing the Part 2 Form

First page of form. This page must be the actual, official cover sheet, must bear the applicant's original signature, and must be dated. Other sections may be expanded as needed or continued on blank paper.

The *estimated rehabilitation costs* must be reported on the form and are defined as the project's total estimated "Qualified Rehabilitation Expenditures," or "QREs," pursuant to [section 47 of the Internal Revenue Code](#). For a project involving multiple buildings that were functionally related historically pursuant to 36 CFR part 67, the costs reported on the form must be the total estimated rehabilitation costs of the entire project. If the rehabilitation project is to be phased pursuant to 36 CFR part 67, the costs reported on the form must be the total estimated rehabilitation costs for all phases.

Detailed Description of Rehabilitation Work. Describe *all* work that will be undertaken on the property, not simply work for which the tax credit will be sought. Describe each feature and the work that will be done on it. Begin with site work, followed by the exterior, including new construction, and then the interior. Include the photograph or drawing numbers that show the feature, and the marked photographs or drawing numbers showing the proposed work. Describe processes such as masonry cleaning in the application narrative; do not attach specification books. Include information relevant to the application of the Secretary of the Interior's Standards for Rehabilitation and 36 CFR 67.7. For phased projects: In the Part 2, outline the work to be done in each phase; fully describe all work in those phases for which detailed information is available. Submit Amendments providing full details for work in later phases as they become available.

Send with the Part 2 Form

Ownership statement, if applicable. If the applicant is not the fee-simple owner of the property, or is not the owner at the time of application within the meaning of *owner* set forth in 36 CFR 67.2, the application must be accompanied by a written statement from the fee-simple owner indicating that he or she is aware of the application and has no objection to the request for certification. (See **Who May Apply**, page 2) If the statement was submitted with a previous part of the application, a duplicate copy is not required.

The Secretary of the Interior's Standards for Rehabilitation

Rehabilitation projects must meet the following Standards, as interpreted by the National Park Service, to qualify as “certified rehabilitations” eligible for the 20% rehabilitation tax credit. The Standards are applied to projects in a reasonable manner, taking into consideration economic and technical feasibility.

The Standards, codified in 36 CFR 67.7, apply to historic buildings of all periods, styles, types, materials, and sizes. They apply to both the exterior and the interior of historic buildings. The Standards also encompass related landscape features and the building’s site and environment as well as attached, adjacent, or related new construction.

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 of 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 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 historic 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 substantiated 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.

Photographs and photo key. Send photographs showing the interior and the exterior *before* rehabilitation. Include the building’s site and environment, all sides of the building, all major interior spaces and features, and representative secondary spaces and features, including areas where no work is proposed. See page 9 for instructions on preparing and labeling photographs for certification applications.

Architectural drawings or sketches. Send architectural drawings or sketches showing the existing conditions and the proposed rehabilitation work and any new additions or new construction. Include floor plans and, where necessary, sections and elevations.

Dimensions and notes must be clearly legible. For small projects, sketches may suffice. Drawings must be numbered and keyed to the application narrative.

Special Rehabilitation Concerns

Several treatments can be problematic. The [*Guidelines for Rehabilitating Historic Buildings*](#) accompanying the Secretary of the Interior's Standards for Rehabilitation, as well as information available on the [NPS website](#), provide further guidance on these and other treatments. Applicants should address these concerns when undertaking work in any of these areas and include the information outlined below in the application.

Exterior masonry cleaning. Owners are strongly encouraged to clean masonry only when necessary to halt deterioration or to remove graffiti and stains. Indicate the condition of each material to be cleaned. Specify what the cleaning is intended to accomplish (soot removal, paint removal, etc.) and what process is to be used. When chemical systems are to be employed, specify the product to be used and its application. Information for cleaning involving chemical processes should include products to be used and water pressure in pounds per square inch (psi). Provide material to show that the method selected will not harm the masonry. Summarize results of test patches, and include close-up color photographs of masonry surfaces before and after cleaning as evidence.

Exterior masonry repair. Indicate deteriorated areas and describe repair method proposed. Provide evidence that repointing mortar will match the historic in composition (ratio of lime, cement, sand and any additives), color, texture, and tooling. Owners are encouraged to repoint only those portions of the masonry that require repair.

New windows. If replacement is proposed, indicate the condition of existing windows (sash, glazing, muntins, etc.) and the reasons for replacement. Photographs must be provided as evidence of severe deterioration; provide data on the cost of repairing existing windows versus installing replacements. Owners are strongly encouraged to retain and repair historic windows. Tinted glass often causes a change in character and may result in denial of certification. Where replacement of existing windows appears justified by supporting documentation, and where the windows are an integral part of the building's design and character, replacement sash must match the original in size, pane configuration, color, trim details, and planar and reflective qualities, and, in most cases, materials. Scaled drawings comparing the existing windows with the replacement windows must be provided.

Storefront alterations. Justify changes to storefronts and provide photographs of the areas to be altered. Document the date of construction of the existing storefront and its condition. If a historical treatment is planned, provide the evidence on which the proposed new storefront designs are based. Owners are strongly discouraged from introducing a storefront or new design element that alters the character of the structure and its relationship with the street or that causes destruction of significant historic material.

Interior partitions, trim, and finishes. Document the existing condition of the interior. Indicate both historic and non-historic walls. Show walls to be removed or altered. Note whether trim and wall and ceiling finishes will be affected. Owners are strongly discouraged from changing historic floor plans unnecessarily and from exposing masonry surfaces unless this condition is supported by historical evidence.

New heating, ventilation, and air-conditioning (HVAC) systems. Indicate what effect the new equipment and ductwork will have on the historic building. New systems must not run across windows or introduce an "unfinished" character to finished interior spaces. Installation of systems that cause damage to the historic building material or visual loss of character may result in denial of certification.

New additions and new construction. New additions may substantially alter the appearance and form of historic structures, and may cause denial of certification. Similarly, new construction, including site work, may affect the relationship of a structure to its site, change the historic landscape, or otherwise damage the historic character of the property. Owners are strongly encouraged to obtain NPS approval before undertaking projects involving new additions or new construction.

Amendments / Advisory Determinations

Use an Amendment / Advisory Determination form to:

- Submit information requested by the NPS for an application under review and on hold
- Inform the NPS of a change in ownership
- Amend a previously submitted Part 1, 2, or 3 application.
- Request an advisory determination as to whether a completed phase of a phased rehabilitation project meets the Secretary of the Interior's Standards for Rehabilitation

Completing the Amendment Form

First page of form. This page must be the actual, official cover sheet, must bear the applicant's original signature, and must be dated. Other sections may be expanded as needed or continued on blank paper.

To amend a previously submitted application. Briefly describe changes to the original application. Describe in detail in attachments if necessary.

To request an advisory determination on a completed phase of a phased project. List work items completed in the phase, and give the phase completion date. Continue in attachments if necessary. The *phase completion date* is the date that all work related to the phase was completed. If the phase completion date and the date the phase is placed in service pursuant to IRS regulations are different, the date the phase was completed is the date that must be reported on the form.

The *estimated rehabilitation costs of phase* must be reported on the form and are defined as the phase's

estimated “Qualified Rehabilitation Expenditures,” or “QREs,” pursuant to [section 47 of the Internal Revenue Code](#).

IRS rules require phasing plans to be set forth before a project begins. See the [IRS regulations](#) for information on meeting this requirement. The NPS can issue advisory determinations only on the phases of a project that have been defined at the start of the project in the approved Part 2 application and only for work completed in the defined phase.

Send with Amendment Form

Ownership statement, if applicable. If the applicant is not the fee-simple owner of the property, or is not the owner at the time of application within the meaning of *owner* set forth in 36 CFR 67.2, the application must be accompanied by a written statement from the fee-simple owner indicating that he or she is aware of the application and has no objection to the request for certification. (See **Who May Apply**, page 2) If the statement was submitted with a previous part of the application, a duplicate copy is not required.

Amendments to previously submitted applications. Send photographs and architectural drawings or sketches needed to illustrate the amendment for which approval is requested.

Advisory determinations on a completed phase of a phased project. Send photographs equivalent to the documentation required for a Part 3 application for that phase. See page 9 for instructions on preparing and labeling photographs for certification applications.

Part 3—Request for Certification of Completed Work

Use the Part 3 form to request approval of an entire completed rehabilitation work. For a completed phase of a project, use an Amendment /Advisory Determination form. The completed project may be inspected by an authorized representative of the Secretary of the Interior to determine if the work meets the Standards for Rehabilitation.

Completing Part 3

First page of form. This page must be the actual, official cover sheet, must bear the applicant’s original signature, and must be dated. Other sections may be expanded as needed or continued on blank paper.

The *project completion date* is the date that all work related to the project was completed. If the project completion date and the date the property is “placed in service” pursuant to IRS regulations are different, the date the project was completed is the date that must be reported on the form.

Both the *estimated rehabilitation costs* and the *total estimated costs*, which includes the costs attributable to the rehabilitation plus all other project costs, must be reported on the form. The *estimated rehabilitation costs* are defined as the project’s estimated “Qualified Rehabilitation Expenditures,” or “QREs,” pursuant to [section 47 of the Internal Revenue Code](#). If the rehabilitation project was phased or involved multiple buildings that were functionally related historically pursuant to 36 CFR part 67, the costs reported on the form must be the total costs for the entire project.

On page 2, list all additional owners with their addresses and Social Security or Taxpayer ID Numbers; continue on additional sheets as necessary.

Send with the Part 3 Form

Ownership statement, if applicable. If the applicant is not the fee-simple owner of the property, or is not the owner at the time of application within the meaning of *owner* set forth in 36 CFR 67.2, the application must be accompanied by a written statement from the fee-simple owner indicating that he or she is aware of the application and has no objection to the request for certification. (See **Who May Apply**, page 2) If the statement was submitted with a previous part of the application, a duplicate copy is not required.

Send photographs taken after completion of the rehabilitation work showing the same views as in the Part 2. See below for instructions on preparing and labeling photographs for certification applications.

Late Submissions. If a taxpayer claims the rehabilitation tax credit, but never receives Part 3 approval from the NPS, the taxpayer will be subject to recapture of the credit. For additional information concerning late submissions and the IRS regulations, see [Topical Tax Brief - Late Submission of Historic Preservation Certification Applications](#) on the program website.

Photographs for Certification Applications

Applications with photographs that are not adequate for review will be placed on hold, and applicants will need to submit better quality photographs before the NPS can complete review of the application.

Number of photographs. Applicants must use their judgment as to how many photographs adequately “tell the story” of their building. Large or complex projects often require more photographs to illustrate the various elements and areas the building and site.

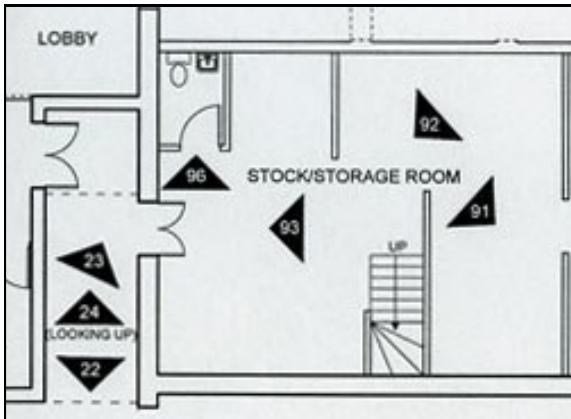
Labeling photographs. Photographs must be labeled with the following information:

- Building name (if applicable) and address

- View shown (north side)
- Description of the view (plaster damage in dining room, north wall)
- Date taken

Photographs must be numbered and keyed to both the description of proposed work in the application and photo key plans of the building and site.

Example of a photo key



Clarity of photographs. Photographs must be clear and must have sufficient resolution to show the details required for review of rehabilitation work. Photographs must be:

- In color
- Taken at a high resolution
- Printed on photographic, not photocopy, paper. Professional printing is recommended for best results
- Printed at least 4" x 6" in size

Format of photographs. Photographs must be printed. Photocopied photographs (black and white or color), and photographs smaller than 4" x 6" are not accepted. Applicants may submit flash drives of digital photographs only if printed photographs meeting all of the above criteria are also included in the application materials submitted for review.

Review Fees

The NPS charges a fee for reviewing Part 2 and Part 3 applications according to the fee schedule posted on the [program website](#). Review fees are based on the *estimated rehabilitation costs* reported on the application forms and defined as the project's total estimated "Qualified Rehabilitation Expenditures," or "QREs," pursuant to [section 47 of the Internal Revenue Code](#). If the rehabilitation project is phased and/or involves multiple buildings that were functionally related historically pursuant to 36 CFR part 67, the costs reported on the form are the *total* costs for the entire project.

The NPS will bill you for the review fee upon receipt of your application. Do not send payment until requested to do so by the NPS.

Review of Part 2 and Part 3 applications by the NPS does not start until payment has been received.

For More Information

See the for [program website](#) for more information on the historic preservation tax incentives, including:

- Program regulations
 - [NPS/Department of the Interior regulations, 36 CFR Part 67](#)
 - [Internal Revenue Code Section 47, Rehabilitation credit](#)
 - [IRS Regulations—26 CFR 1.48-12, Qualified rehabilitated buildings](#)
- The [Secretary of the Interior's Standards for Rehabilitation and accompanying Guidelines](#)
- [Planning Successful Rehabilitation Projects](#)
- [Applying the Secretary's Standards to Rehabilitation Projects](#)
- [Technical information](#) on a variety of rehabilitation issues
- Information on the [IRS aspects of the program](#)
- An [online database](#) for application status checks

Contact your SHPO for information regarding state incentives for historic preservation.

Contact Us

National Park Service

www.nps.gov/tps/tax-incentives.htm

e-mail: NPS_TPS@nps.gov

202-513-7270

State Historic Preservation Offices

www.ncshpo.org/directory/

HISTORIC PRESERVATION CERTIFICATION APPLICATION INSTRUCTIONS

NOTICES

Privacy Act Statement

Authority: 26 U.S. Code § 47 - Rehabilitation credit; 26 U.S. Code § 170 - Charitable, etc., contributions and gifts.

Purpose: To enable the Secretary of the Interior to evaluate the historic significance of structures and whether the rehabilitation of such structures preserves their historic character. The primary use of this information by the Secretary of the Interior will be to certify to the Secretary of the Treasury that the applicant is eligible for Federal tax incentives for historic preservation. This application is used by the Internal Revenue Service to confirm that applicants for the tax incentives have obtained the certification concerning historic structures and historic rehabilitations that are required by law.

Routine uses: The information will be used by the National Park Service and the State Historic Preservation Offices and disclosed to the Internal Revenue Service to determine if the applicant is eligible for Federal tax incentives.

Disclosure: Voluntary, however, failure to provide the requested information may prevent or impede you from receiving consideration for the requested benefit.

Information Regarding Disclosure of Your Social Security Number Under Public Law 93-579 Section 7(b):

Your Social Security Number (SSN) is needed to identify records unique to you. Applicants are required to provide their social security or taxpayer identification number for activities subject to collection of fees and charges by the National Park Service. Failure to disclose your SSN may prevent or delay the processing of your application. The authority for soliciting your SSN is 31 U.S.C. 7701. The information gathered through the use of the SSN will be used only as necessary for processing this application and collecting and reporting any delinquent financial obligations. Use of the SSN will be carried out in accordance with established regulations and published notices of system of records.

Paperwork Reduction Act Statement

We are collecting this information subject to the Paperwork Reduction Act (44 U.S.C. 3501) through the State Historic Preservation Officer in order to enable the Secretary of the Interior to gain the benefit of the State review of applications for Federal tax incentives for historic preservation by owners of historic properties. Information collected on this form, including names and all written comments, is subject to disclosure. All applicable parts of the form must be completed in order to receive consideration for the requested benefit. A Federal agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. OMB has approved this collection and assigned it control number 1024-0009.

Estimated Burden Statements

Public reporting burden for this form, including the time it takes to read, gather, and maintain data, review instructions, and complete the form, is estimated to average 15 hours per response for Part 1; 51 hours per response for Part 2; 6 hours per response for an Amendment/Advisory Determination request; and 12 hours per response for Part 3. Direct comments regarding these burden estimates, or any aspects of this form, to the Information Collection Clearance Officer, National Park Service, 12201 Sunrise Valley Drive, Mail Stop 242, Reston, VA 20192. Please do not send your form to this address.

Records Retention Statement

Permanent. Transfer all permanent records to NARA 15 years after closure. (NPS Records Schedule, Resource Management and Lands (Item 1.A.2) (N1-79-08-1))

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STATE HISTORIC PRESERVATION TAX CREDIT GUIDELINES (CURRENT AS OF JULY 2023)

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HISTORIC PRESERVATION TAX CREDIT

Program Guidelines | January 2018



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Section I – General

A. Definitions

The following terms shall have the following meanings:

"Adjusted Basis." Adjusted basis of a building is the cost of the property (excluding land) plus or minus capital improvements, legal fees incurred in perfecting title, zoning costs, and deductions previously allowed for depreciation See IRS Regulation 1.48-12(b)(2)(iii)

"Commission." The Pennsylvania Historical and Museum Commission

"Completed project." The completion of the restoration of a qualified historic structure in accordance with a qualified rehabilitation plan and the receipt of an occupancy certificate for the structure

"Department." The Department of Revenue of the commonwealth

"DCED." The Department of Community and Economic Development

"Historic District." Any district listed in the National Register or any district which is designated under a statute of the appropriate State or local government, if such statute is certified by the Secretary of the Interior

"Internal Revenue Code." The Internal Revenue Code of 1986 (Public Law 99-514, 26 U S C §1 et seq)

"Placed in service." Appropriate work has been completed which would allow for occupancy of either the entire building, or some identifiable portion of the building

"Preliminary Certification." Action by Department of Community and Economic Development that the Qualified Taxpayer has obtained certification of a qualified rehabilitation plan and the project is selected to receive a reservation of tax credits

"Qualified expenditures." The costs and expenses incurred by a Qualified Taxpayer in the restoration of a qualified historic structure pursuant to a qualified rehabilitation plan and which are defined as qualified rehabilitation expenditures under Section 47(c)(2) of the Internal Revenue Code of 1986 (Public Law 99-514, 26 U S C § 47(c)(2))

"Qualified historic structure." A commercial building located in this commonwealth that qualifies as a certified historic structure under Section 47(c)(3) of the Internal Revenue Code of 1986 (Public Law 99-514, 26 U S C § 47(c)(3))

"Qualified rehabilitation plan." A plan to rehabilitate a qualified historic structure that is approved by the Pennsylvania Historical and Museum Commission as being consistent with the standards for rehabilitation and guidelines for rehabilitation of historic buildings as adopted by the United States Secretary of the Interior

"Qualified tax liability." Tax liability imposed on a taxpayer including Personal Income Tax, Corporate Net Income Tax, Capital Stock-Franchise Tax, Bank and Trust Company Shares Tax, Title Insurance Companies Shares Tax, Insurance Premiums Tax, Gross Receipts Tax or Mutual Thrift Institution Tax

"Qualified Taxpayer." Any natural person, corporation, business trust, limited liability company, partnership, limited liability partnership, association or any other form of legal business entity that:

- 1 Is subject to a qualified tax liability as defined above; and
- 2 Owns a qualified historic structure

"Region." A Community Action Team region as established by the Department of Community and Economic Development

"Reservation of Credits." Action of the Pennsylvania Department of Community and Economic Development to hold tax credits based on the total estimated qualified rehabilitation expenditures until the rehabilitation project is complete

"Standards." The Secretary of the Interior's Standards for Rehabilitation (36 CFR Part 67)

"Substantial rehabilitation" or "substantially rehabilitate." The qualified rehabilitation expenditures during the 24-month period selected by the taxpayer (at the time and in the manner prescribed by regulation) and ending with or within the taxable year exceed the greater of:

- 1 The adjusted basis of such building (and its structural components), or
- 2 \$5,000

B. Program Overview

The Historic Preservation Incentive Tax Credit allows qualified taxpayers to receive tax credits for restoring qualified historic buildings, according to an approved rehabilitation plan. The Program has 6 steps that must be completed sequentially:

- Step 1** – Determination of Qualified Historic Structure Status
- Step 2** – Approval of the Proposed - Qualified Rehabilitation Plan
- Step 3** – Preliminary Certification and Reservation of Tax Credits
- Step 4** – Final Certification of a Completed Qualified Rehabilitation Plan
- Step 5** – Issuance of Tax Certificates
- Step 6** – Claiming the Historic Preservation Incentive Tax Credit

C. Eligibility

- 1 A Qualified Taxpayer may apply to the DCED under this program to fund the rehabilitation of a qualified historic structure, according to a qualified rehabilitation plan
- 2 Applications shall be submitted by the Qualified Taxpayer or in cases of multiple owners, application may be made by a duly authorized joint owner, partner or member on behalf of the owners
- 3 If a complex constitutes more than one legal parcel and the parcels are under separate ownership, the Qualified Taxpayer of the legal parcel who is seeking tax credits shall be eligible to apply

D. How to Apply

- 1 The Qualified Taxpayer shall submit requests for approvals, certifications, reservation of tax credits and issuance of a tax credit certificate on forms prescribed by DCED
- 2 If the Qualified Taxpayer seeks to claim the federal historic preservation investment tax credit, the Qualified Taxpayer may use Part 1 and Part 2 of the Historic Preservation Certification Application Form, as used by the National Park Service, to apply for a determination of historic structure status and for approval of a proposed rehabilitation plan, respectively, with such additional forms and information as may be required by DCED
- 3 The Qualified Taxpayer may apply with DCED beginning January 11, 2018 for tax credits under the Historic Preservation Tax Credit Program, subject to the application requirements
- 4 Selection of Preliminary Certification shall be made available on a first-come, first-served basis by date received, with no more than \$500,000 in tax credits to a single Qualified Taxpayer in a single fiscal year
- 5 The signature of the owner or duly authorized agent on any application form is a representation to DCED and the Commission that the facts contained in the application are true and correct

E. Commission Review

- 1 The Commission shall review and issue a decision not more than 30 calendar days after receipt of a complete application from the DCED
- 2 If an application is incomplete, not more than 30 calendar days after receipt the Commission shall notify the Qualified Taxpayer in writing and indicate what information is needed to undertake or complete review
- 3 The Commission may undertake an inspection of the qualified historic structure prior to any application approvals or certifications
- 4 Commission decisions are made in writing by the Director of the Bureau for Historic Preservation or other duly authorized representative of the Commission

F. Limitations

- 1 A Qualified Taxpayer may submit and be approved for, more than one application in any single fiscal year
- 2 No Qualified Taxpayer may receive more than \$500,000 in tax credits under this program in any fiscal year
- 3 A Qualified Taxpayer may not carry back or obtain a refund of all or any portion of an unused tax credit granted to the Qualified Taxpayer under this program
- 4 A Qualified Taxpayer may not apply for tax credits under this program after July 1, 2020
- 5 DCED shall not approve the reservation of more than \$3,000,000 in tax credits for approved applications with preliminary certification under Step 3 in any fiscal year
- 6 Tax credit certificates are issued to a Qualified Taxpayer after the certification of completed work under Step 4 DCED can issue up to \$3,000,000 in tax credit certificates in a fiscal year If the issuance of a Qualified Taxpayer's tax credit certificate will exceed the \$3,000,000 fiscal year limitation, then:
 - a DCED will award the Qualified Taxpayer a tax credit certificate in an amount up to the \$3,000,000 cap (the "Partial Award"); and

- b Any Qualified Taxpayer having received a tax credit certificate under A 4 a , will receive priority over any Qualified Taxpayer not having received a Partial Award, for the receipt in the subsequent fiscal year of a tax credit certificate for the remaining amount
- 7 Approval of a rehabilitation plan for a certified historic structure shall not constitute certification for purposes of a reservation of tax credits as specified in Article XVII-H of the Tax Reform Code of 1971 (72 PS 8701-H et seq)

G. Nondiscrimination

No assistance shall be awarded to a Qualified Taxpayer under this program unless the Qualified Taxpayer certifies that the Qualified Taxpayer shall not discriminate against any employee or against any person seeking employment by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the Pennsylvania Human Relations Act, which prohibits discrimination on the basis of race, color, religious creed, ancestry, age, sex, national origin, handicap or disability, or in violation of any applicable federal laws

Section II – Application Process

Step 1 – Determination of Qualified Historic Structure Status

A. Application Requirements

- 1 If the property is individually listed on the National Register of Historic Places and only includes a single building, a State Part 1 Form is not necessary; proceed to Step 2, and follow the provisions contained therein
- 2 If the property is located in a historic district, the Qualified Taxpayer shall obtain a determination of qualified historic structure status from the Commission prior to or with the filing of a request for approval of a proposed rehabilitation plan
- 3 If the property is a complex, whether individually listed in the National Register of Historic Places or listed as part of a historic district, the Qualified Taxpayer shall apply for a determination of qualified historic structure status for the building that is to be rehabilitated as part of a single or multi-building project
- 4 The Qualified Taxpayer shall submit a Single Application for Assistance from DCED with:
 - a) photographs of the building and its surroundings that are keyed to corresponding site and floor plans;
 - b) a map showing the boundaries of the complex or historic district and the location of the building; and
 - c) a statement of historic and architectural significance
- 5 The Qualified Taxpayer may satisfy the requirements for certification of qualified historic structure status under Step 1 if the Qualified Taxpayer (A) has obtained an approved Part 1 of the federal Historic Preservation Certification Application from the National Park Service; and (B) provides evidence of said approval

- 6 If State or Federal Parts 1 and 2 are submitted separately by the Qualified Taxpayer, Part 1 must be submitted and approved by the Commission before Part 2 can be submitted. Rehabilitation plans will not be reviewed for unqualified buildings.

B. Criteria for Evaluating Historic Character Within a Historic District

A building shall be considered contributing to the historic character of the historic district in which it is located if by design, setting, materials, workmanship, integrity and association it adds to the district's sense of time and place and historical development. The building must be located within the boundaries and be constructed during the period of significance of the Historic District.

C. Commission Review

- 1 The Commission shall review and issue a decision not more than 30 calendar days after receipt of all the information and forms required under Step 1 from DCED.
- 2 If any information or forms required under Step 1 are missing or incomplete, the Commission shall notify the qualified taxpayer in writing, not more than 30 days after receipt of the information and forms, and indicate what information or forms are needed to comply with Step 1. The Qualified Taxpayer shall have 30 calendar days after the date of notification by the Commission to respond in writing and provide the requested information or forms.

D. Certification as a Qualified Historic Structure:

- 1 If a single building meets the above criteria under Step 1 (B) (Criteria for Evaluating Historic Character Within a Historic District), the Commission shall determine that the building is certified as a qualified historic structure.
- 2 If a building located in a complex meets the above criteria under Step 1 (B) (Criteria for Evaluating Historic Character Within a Historic District), the Commission shall determine that the building is certified as a qualified historic structure.
- 3 For purposes of evaluating whether a building in a complex contributes to the historic character of the complex, the Commission shall use the above criteria under Step 1 (B) (Criteria for Evaluating Historic Character Within a Historic District).
- 4 If a building located in a complex or historic district does not meet the above criteria, the Commission shall determine that the building shall not be certified as a qualified historic structure. The Commission shall provide a written explanation citing the reason for denial.

Step 2 – Approval of the Proposed Qualified Rehabilitation Plan

Approval of a rehabilitation plan for a qualified historic structure shall not constitute certification for purposes of a reservation of tax credits as specified in Article XVII-H of the Tax Reform Code of 1971 (72 PS 8701-H et seq.).

A. Requirements for a Qualified Rehabilitation Plan to be Approved.

- 1 Before requesting a preliminary certification and reservation of tax credits under Step 3 (Preliminary Certification and Reservation of Tax Credits), the Qualified Taxpayer shall submit a rehabilitation plan for a qualified historic structure to DCED to be approved by the Commission.
- 2 The Qualified Taxpayer shall provide:
 - a) a rehabilitation plan;

- b) photographs of the interior and exterior of the qualified historic structure keyed to appropriate site and floor plans;
 - c) a written description of the project;
 - d) a project site plan that includes the location of the qualified historic structure, and any associated new construction, demolition and site improvements;
 - e) such additional architectural or other drawings or technical information as are necessary to evaluate rehabilitation work;
 - f) the estimated cost of the rehabilitation;
 - g) evidence of qualified historic structure status for the property proposing to be rehabilitated
- 3 In phased projects, the rehabilitation plan shall indicate the number of phases, the timeframe for each and include sufficient information to evaluate whether all phases of the proposed rehabilitation work meet the standards
- 4 The Qualified Taxpayer may satisfy the requirements of, Step 2(A) (Requirements for a Qualified Rehabilitation Plan to be Approved), if prior to the commencement of construction, the Qualified Taxpayer has obtained (A) approval of the Part 2 Federal Historic Preservation Certification Application from the National Park Service; and (B) provides evidence of said approval

B. Evaluating the Qualified Rehabilitation Plan and the Secretary of the Interior's Standards for Rehabilitation

- 1 All elements of a Qualified Rehabilitation Plan shall meet the Secretary of the Interior's Standards for Rehabilitation
- 2 The following standards shall be used by the Commission in evaluating proposed or completed rehabilitation work to a qualified historic structure:
- a) A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its sites and environment
 - b) The historic character of a building shall be retained and preserved The removal or alteration of features and spaces that characterize a building shall be avoided
 - c) Each building 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
 - d) Changes that have acquired historic significance in their own right shall be retained and preserved
 - e) Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a building shall be preserved
 - f) Deteriorated historic features shall be repaired rather than replaced Where 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 substantiated by documentary, physical, or pictorial evidence
 - g) Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used
 - h) Significant archeological resources affected by a project shall be protected and preserved If such resources must be disturbed, mitigation measures shall be undertaken

- i) New additions, exterior alterations, or related new construction shall not destroy historic materials or elements that characterize the building. 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 building and its environment.
- j) 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 building and its environment will be unimpaired.

C. Commission Review

- 1 The Commission shall review and issue a decision within 30 calendar days after receipt of all the information and forms required under Step 2.
- 2 If any information or forms required under Step 2 are missing or incomplete, the Commission shall notify the Qualified Taxpayer in writing, not more than 30 days after receipt of the information and forms, and indicate what information or forms are needed to comply with Step 2. The Qualified Taxpayer shall have 30 calendar days after the date of notification by the Commission to respond in writing and provide the requested information or forms.
- 3 Upon written request by the Qualified Taxpayer on or before the original deadline, the Commission shall grant an extension to the Qualified Taxpayer within 30 calendar days.
- 4 If the Qualified Rehabilitation Plan does not meet the standards identified in Step 2(B), the Commission shall notify the Qualified Taxpayer in writing what modifications to the rehabilitation plan are needed for conform to the standards.
 - a) The Qualified Taxpayer shall have 30 calendar days after the date of notification by the Commission to respond in writing indicating how the Qualified Taxpayer intends to bring the rehabilitation work into conformance with the standards.
 - b) Upon written request by the Qualified Taxpayer on or before the original deadline, the Commission shall grant an extension to the Qualified Taxpayer of not more than 30 calendar days.
 - c) If the rehabilitation plan is not brought into conformance with the standards, the Commission shall deny approval and provide a written explanation citing the reason for denial.
- 5 If the rehabilitation work as described in the Qualified Rehabilitation Plan appears to meet the standards, but additional material is needed to document one or more items of proposed rehabilitation work, and such material is not available in the timeframe established for the Qualified Taxpayer's substantive response, the Commission may issue a conditional approval of the rehabilitation plan. The Qualified Taxpayer shall submit such additional material required to meet the condition imposed prior to requesting a preliminary certification and reservation of tax credits. If the condition has been met, the Commission shall approve the proposed rehabilitation plan. No preliminary certification and reservation of tax credits shall be issued by DCED until the condition imposed has been met.
- 6 The Qualified Taxpayer shall inform the Commission of any changes to the approved Qualified Rehabilitation Plan and file an amendment in accordance subpart (D), immediately below, of these Guidelines. If the Commission feels that the changes dramatically alter the scope of the work of the rehabilitation plan, a new application may be required.

D. Amending an Approved Qualified Rehabilitation Plan

- 1 The Qualified Taxpayer shall file an amendment with the Commission for approval of any changes to the approved Qualified Rehabilitation Plan. Such changes include, but are not limited to, deleting work items, adding new work items or modifying the details of work items already approved. All proposed changes shall meet the standards identified in Step 2(B) in order for the Qualified Taxpayer to qualify for a preliminary certification and reservation of tax credits, and for final certification.
- 2 Commission Review of Amendments to the Qualified Rehabilitation Plan
 - a) The Commission shall review and issue a decision within 30 calendar days after receipt of all the information and forms required under Step 2(D).
 - b) If any information or forms required under Step 2(D) are missing or incomplete the Commission shall notify the Qualified Taxpayer in writing and indicate what information or forms is needed to comply with Step 2(D). The Qualified Taxpayer shall have 30 calendar days after the date of notification by the Commission to respond in writing and provide the requested information or forms. Upon written request by the Qualified Taxpayer on or before the original deadline, the Commission shall grant an extension to the Qualified Taxpayer within 30 calendar days.
 - c) If the proposed change to the rehabilitation plan meets the standards, the Commission shall approve the amendment.
 - d) If the proposed amendment does not meet the standards, the Commission shall notify the Qualified Taxpayer in writing what modifications to the rehabilitation work are needed for conformance to the standards. The Qualified Taxpayer shall have 30 calendar days to respond in writing indicating how the Qualified Taxpayer intends to bring the proposed rehabilitation work into conformance. Upon written request by the Qualified Taxpayer on or before the original deadline, the Commission shall grant an extension to the Qualified Taxpayer within 30 calendar days.
 - e) If the proposed change to the rehabilitation plan does not meet the standards, the Commission shall not approve the amendment and shall provide a written explanation citing the reason for denial.

Step 3 – Preliminary Certification and Reservation of Tax Credits

A. Requirements for Preliminary Certification and Reservation of Tax Credits

- 1 The Qualified Taxpayer shall submit:
 - a) if the Qualified Taxpayer is a business entity, a certificate of legal existence;
 - b) documentation required under rating criteria in accordance with subpart (D) immediately below;
 - c) an itemized budget of estimated qualified rehabilitation expenditures including:
 - i evidence of assessed value of the qualified historic structure as indicated in legal records not more than 60 calendar days before submission of a request for the preliminary certification and reservation of tax credits;
 - ii evidence of approval issued by the Commission in accordance with Step 2 (Approval of the Proposed Qualified Rehabilitation Plan)
- 2 If the Qualified Rehabilitation Plan has not received prior approval by the Commission and construction commenced prior to July 1, 2017, in accordance with Article XVII-H of the Tax Reform Code of 1971 (72 PS 8701-H et seq), the Qualified Taxpayer shall:
 - a) submit evidence that the building is a qualified historic structure; and

- b) provide the information required under Step 2 (Approval of the Proposed Qualified Rehabilitation Plan) and obtain approval as a Qualified Rehabilitation Plan from the Commission
 - c) In such cases, only qualified rehabilitation expenditures incurred after July 1, 2017, shall qualify for purposes of computing the reservation of tax credits
- 3 If the rehabilitation plan has not received prior approval by the Commission and construction commenced after July 1, 2017, and is in progress at the time the Qualified Taxpayer files for a preliminary certification and reservation of tax credits, the Qualified Taxpayer shall be eligible to apply provided:
- a) the application is for a qualified historic structure and the building has not been placed in service;
 - b) the Qualified Taxpayer submits the information required under Step 2 (Approval of the Proposed Qualified Rehabilitation Plan) and obtains approval as a qualified rehabilitation plan from the Commission;
 - c) the Qualified Taxpayer submits a description of all completed, ongoing and proposed rehabilitation work and indicates all phases, as applicable; and
 - d) All elements of the Qualified Rehabilitation Plan, including completed, ongoing and proposed rehabilitation work, shall meet the standards

B. Itemization of Costs

- 1 Costs attributable to rehabilitation include:
- a) in general, all interior and exterior work to a qualified historic structure necessary to execute an approved qualified rehabilitation plan;
 - b) abatement of lead paint, asbestos or other hazardous building materials;
 - c) removal of mold or other biological growths posing risks to human health;
 - d) installation of new electrical, plumbing, and HVAC systems;
 - e) construction of any handicapped access ramp which is physically connected to the qualified historic structure;
 - f) demolition of non-historic portions of a building prior to rehabilitation of a documented historic appearance;
 - g) reconstruction of now missing historic architectural features based on documentary, physical or pictorial evidence;
 - h) demolition of a portion of a qualified historic structure owing to severe structural failure as documented in a structural engineer's report prepared by a qualified professional; and
 - i) Rental equipment directly related to rehabilitation of a building, including dumpsters or scaffolding Allowance for contractor's overhead and profit, and general requirements, shall not exceed 15 percent of the total qualified rehabilitation expenditures
- 2 Costs attributable to new construction and not considered qualified rehabilitation expenditures include:
- a) new additions;
 - b) surface or structured parking;
 - c) roads, driveways and sidewalks;
 - d) fencing;
 - e) landscaping; and
 - f) environmental remediation of the site

- 3 Provision of site utilities, and new sewer or water lines outside the envelope of the qualified historic structure shall not be considered rehabilitation
- 4 Kitchen and laundry appliances are considered moveable property and shall not be considered rehabilitation
- 5 Provision by the Qualified Taxpayer of blinds and shades shall not be considered qualified rehabilitation expenditures
- 6 In cases where rehabilitation commenced after July 1, 2017, but prior to approval of the rehabilitation plan in accordance with Step 2 (Approval of the Proposed Qualified Rehabilitation Plan), itemization of costs shall (A) indicate as excluded those rehabilitation costs incurred prior to the date of approval of the rehabilitation plan; and (B) provide such documentation as necessary for the Commission to notify DCED of the amount of qualified rehabilitation expenditures See Certification of Costs under Step 5 (B)

C. Review of Requests for Preliminary Certification and Reservation of Tax Credits

- 1 Commission Review
 - a) The Commission shall review and issue a decision within 30 calendar days after receipt of all the information and forms required under Step 3
 - b) If any information or forms required under Step 3 are missing or incomplete the Commission shall notify the Qualified Taxpayer in writing and indicate what information or forms are needed to comply with Step 3 The Qualified Taxpayer shall have 30 calendar days after the date of notification by the Commission to respond in writing and provide the requested information and forms
 - c) Upon written request by the Qualified Taxpayer on or before the original deadline, the Commission shall grant an extension to the Qualified Taxpayer within 30 calendar days
 - d) If the requirements under subsection (A) of this Section are met, the Commission shall notify DCED that it has verified that the building is a qualified historic structure with an approved rehabilitation plan, and recommend approval or disapproval within 30 days of receipt of the information and forms required
- 2 DCED Review
 - a) If the requirements under subsection (A) of this section are met, DCED may issue (A) a preliminary certification; and (B) a reservation of tax credits in accordance with subsection (D) of this section
 - b) In accordance with Article XVII-H of the Tax Reform Code of 1971 (72 PS 8701-H et seq), DCED shall assure that reservations of credits are awarded in an equitable manner to each region in this Commonwealth in a first come first served basis of complete and adequately documented applications However, credits allocated to a region that are unclaimed shall be promptly reallocated to eligible projects in other regions
 - c) DCED shall notify the Qualified Taxpayer within 15 days of its determination

D. Rating Criteria for Preliminary Certification

- 1 Only after all the requirements of Steps 1-3 are met, will the Qualified Taxpayer be eligible for preliminary certification and reservation of tax credits
- 2 DCED shall assure that credits are awarded in an equitable manner to each region of the commonwealth

- 3 Selection of Preliminary Certification shall be made available on a first-come, first-served basis by date received, with no more than \$500,000 in tax credits to a single Qualified Taxpayer in a single fiscal year
- 4 Full allocation of credits will be awarded to the first selected project. Should the qualified expenditures of the first selected project not meet nor exceed \$500,000 in tax credits, then a second project within the same region will be selected for full partial allocation until all available tax credits have been issued
- 5 Tax credits not awarded will be held until February 1, 2015 within each region. If a region does not allocate all of its assigned credits, those outstanding credits will be promptly redistributed to other regional wait lists at the discretion of the Program Staff
- 6 Should a project, awarded a reservation of a tax credit, encounter unforeseeable delays and cannot be completed within a 24 month implementation period, then the tax credit reservation will be revoked per Step 3(E) (Reservation of Tax Credits) and those credits will be reallocated
- 7 All proposed projects eligible for Preliminary Certification must meet the Secretary of the Interior's Standards for Rehabilitation as evaluated by the Pennsylvania Historical and Museum Commission

E. Reservation of Tax Credits

- 1 In accordance with Article XVII-H of the Tax Reform Code of 1971 (72 PS 8701-H et seq), DCED shall reserve tax credits based on the total estimated qualified rehabilitation expenditures indicated in subsection (A) (1) of this Section
- 2 Reservation of tax credits shall be limited to \$500,000 per applicant and to \$3,000,000 in any state fiscal year
- 3 If at the time the Commission completes review of a request for preliminary certification and reservation of tax credits, the amount of available tax credits to reserve is less than 25 percent of the qualified rehabilitation expenditures for which application is being made under subsection (A) of this Section, the Qualified Taxpayer shall be notified. DCED shall, at the request of the Qualified Taxpayer, reserve tax credits equal to the amount available but not greater than \$500,000. If additional tax credits should become available in the same fiscal year of a reservation of tax credits to the Qualified Taxpayer, the Qualified Taxpayer shall be eligible to request the balance of tax credits, provided the Qualified Taxpayer submits written confirmation that the qualified rehabilitation plan as approved remains unchanged. Such request shall not be considered a new application for preliminary certification and reservation of tax credits
- 4 In any state fiscal year, if at the time of receipt of a request for preliminary certification and reservation of tax credits, no tax credits allowable under Article XVII-H of the Tax Reform Code of 1971 (72 PS 8701-H et seq) are available, DCED shall notify the Qualified Taxpayer in writing and place the application on a waiting list. No preliminary certification action shall be taken by the Commission, but the Commission shall provide the Qualified Taxpayer with an advisory review of the application. If additional tax credits should become available in the same fiscal year of an application submission by a Qualified Taxpayer, applications placed on a waiting list shall be reviewed in the order of receipt when tax credits become available in that fiscal year

- 5 If in the same state fiscal year that the tax credit is reserved, the Qualified Taxpayer notifies DCED in writing that the project has been cancelled, the tax credit reservation shall be cancelled and the tax credits may be reallocated by DCED in the same state fiscal year for pending or new applications in order of their receipt
- 6 The tax credit reservation shall expire 24 months from the date of issuance. Requests for final certification shall be made prior to the expiration date of the tax credit reservation
- 7 Any applications submitted in any fiscal year that do not receive a reservation of tax credits, shall be deemed denied

Step 4 – Final Certification of a Completed Rehabilitation Plan

- A Before DCED will issue a tax credit certificate, the Qualified Taxpayer shall obtain final certification of completed work from the Commission
- B The Qualified Taxpayer may request a final certification for a certified historic structure in its entirety, or, in the case of phased projects, for the completed rehabilitation of an identifiable portion of the building
- C Final Certification Requirements
 - 1 The Qualified Taxpayer shall provide photographs of the interior and exterior of a qualified historic structure and its surroundings which document the completed rehabilitation directly to the Commission
 - 2 The Qualified Taxpayer shall:
 - a) indicate the date the building was placed in service or, in phased projects, indicate which phase and identifiable portion of the building was placed in service pursuant to an approved qualified rehabilitation plan under Step 2 of these Guidelines; and
 - b) submit a copy of a certificate of occupancy issued by the municipal authority having jurisdiction
 - c) provide a certificate of title
- D Commission Review
 - 1 The Commission shall review and issue a decision not more than 30 calendar days after receipt of all the required information and forms
 - 2 If any information or forms required under Step 4 are missing or incomplete, the Commission shall notify the Qualified Taxpayer in writing, not more than 30 days after receipt of the information and forms, and indicate what information or forms is needed to comply with Step 4. The Qualified Taxpayer shall have 30 calendar days after the date of notification by the Commission to respond in writing and provide the requested information and forms. Upon written request by the Qualified Taxpayer on or before the original deadline, the Commission shall grant an extension to the Qualified Taxpayer of not more than 30 calendar days
- E Certification Actions
 - 1 If the completed rehabilitation work conforms to the approved qualified rehabilitation plan, the Commission shall issue a final certification and notify DCED of the amount of qualified expenditures incurred by the taxpayer in connection with the completed project

- 2 If the completed rehabilitation work does not meet the standards, the Commission shall notify the Qualified Taxpayer in writing what modifications to rehabilitation work are needed for conformance to the standards. The Qualified Taxpayer shall have 30 calendar days to respond in writing indicating how the Qualified Taxpayer intends to bring the rehabilitation work into conformance prior to the expiration date of the tax credit reservation. Upon written request by the Qualified Taxpayer on or before the original deadline, the Commission shall grant an extension to the Qualified Taxpayer of not more than 30 calendar days.
- 3 If the completed rehabilitation work is not brought into conformance with the standards before the expiration date, as set forth in Step 3(E)(6), the Commission shall deny approval of the application and provide a written explanation of the reason for denial. In such cases, the reservation of tax credits under Step 3 shall be revoked and the Qualified Taxpayer shall be so notified.
- 4 If the Commission has approved the Request for Final Certification, DCED shall issue the Qualified Taxpayer a tax credit certificate by April 1.
- 5 A tax credit certificate issued under this Section shall not exceed the amount of credit determined under the reservation of credit, or if the actual qualified expenditures are less than the estimated qualified expenditures claimed in the Preliminary Certification, the tax credit certificate will be calculated using 25 percent of the actual qualified expenditures.

Step 5 – Issuance of Tax Certificates

A. Limitations to Award of Tax Credits

- 1 No more than \$500,000 in tax credit certificates will be awarded by DCED to a single Qualified Taxpayer in a single fiscal year.
- 2 No more than \$3,000,000 in total tax credit certificates will be awarded by DCED to all Qualified Taxpayers in a single fiscal year.
- 3 Tax credit certificates shall be issued to a Qualified Taxpayer with an approved Request for Final Certification on a first come first served basis, as determined by the date of submission to the Commission by a Qualified Taxpayer of its Request for Final Certification.
- 4 If the issuance of a Qualified Taxpayer's tax credit certificate will exceed the \$3,000,000 fiscal year limitation, then:
 - a) DCED will award the Qualified Taxpayer a tax credit certificate in an amount up to the \$3,000,000 cap (the "Partial Award"); and
 - b) Any Qualified Taxpayer having received a tax credit certificate under A 4 a , will receive priority over any Qualified Taxpayer not having received a Partial Award, for the receipt in the subsequent fiscal year of a tax credit certificate for the remaining amount.

B. Tax Credit Certificate Issuance Requirements

- 1 In order to obtain a tax credit certificate, the Qualified Taxpayer shall:
 - a) provide a certificate of title;
 - b) if the Qualified Taxpayer is a business entity, provide a certificate of legal existence;
 - c) provide evidence of final certification;
 - d) attach a copy of the reservation certificate;

- e) submit a certification of costs in accordance with subsection (B) of this Section; and
 - f) indicate the phase or phases for which the application is being made
- 2 The Qualified Taxpayer shall request that DCED issue a tax credit certificate to:
- a) The Qualified Taxpayer;
 - b) multiple Qualified Taxpayers; or
 - c) in cases where there is a written agreement among multiple Qualified Taxpayers, a single business entity which is the limited liability partnership or limited liability company in whose name the deed to the qualified historic structure is recorded The Qualified Taxpayer may request that the tax credits be allocated to one or more contributing taxpayers or one or more Qualified Taxpayers or both
- 3 In cases of multiple Qualified Taxpayers, in addition to the information and forms required under Step 3, the Qualified Taxpayers shall submit (A) list the names and addresses of multiple Qualified Taxpayers and indicate for each a Social Security number, taxpayer identification number, Federal Employer Identification Number (FEIN) and a Pennsylvania tax registration number, as applicable; and (B) indicate the percentage of the tax credits to be allocated to each Qualified Taxpayer
- 4 If, pursuant to a written agreement among multiple Qualified Taxpayers, DCED is requested to issue a single tax credit certificate to an assignor, the assignor's taxpayer identification number, Federal Employer Identification Number (FEIN) and a Pennsylvania tax registration number, as applicable, shall be provided

C. Certification of Costs by a CPA

- 1 The Qualified Taxpayer shall submit a certification of costs prepared by an independent certified public accountant
- 2 The accountant's certification shall include:
- a) the total of qualified rehabilitation expenditures incurred prior to the date of submission of a request for final certification under Step 4 of these Guidelines;
 - b) separate itemization of qualified rehabilitation expenditures and costs that are not qualified rehabilitation expenditures for the certified historic structure in its entirety or, in cases of phased projects, qualified rehabilitation expenditures and costs that are not qualified rehabilitation expenditures for the identifiable portion of the building placed in service;
 - c) verification of qualified rehabilitation expenditures by the examination of invoices, cancelled checks, settlement sheets and related documents; and
 - d) verification that the substantial rehabilitation test as required pursuant to Article XVII-H of the Tax Reform Code of 1971 (72 P S 8701-H et seq) has been met based on the evidence of the assessed value of the qualified historic structure submitted at the time of application for preliminary certification and reservation of tax credits
- 3 In cases where construction commenced prior to July 1, 2017, the certification of costs shall indicate as qualified rehabilitation expenditures costs attributable to rehabilitation incurred only after July 1, 2017

- 4 In cases of phased projects, the certification of costs shall include verification that the substantial rehabilitation test has been met in accordance with Article XVII-H of the Tax Reform Code of 1971 (72 PS 8701-H et seq)
- 5 In cases where the qualified historic structure has been converted to non-residential as well as personal residential uses, the certification of costs shall calculate qualified rehabilitation expenditures in accordance with Step 3 (B) (2)

D. DCED Actions

- 1 DCED shall issue one tax credit certificate, in accordance with Article XVII-H of the Tax Reform Code of 1971 (72 PS 8701-H et seq), not more than 30 calendar days after notification from the Commission that it has verified that a project was satisfactorily completed
- 2 If an application is incomplete not more than 30 calendar days after receipt DCED shall notify the Qualified Taxpayer in writing and indicate what information is needed to undertake or complete review The Qualified Taxpayer shall have 30 calendar days after the date of notification by DCED to respond in writing and provide the requested information Upon written request by the Qualified Taxpayer on or before the original deadline, DCED shall grant an extension to the Qualified Taxpayer of not more than 30 calendar days
- 3 DCED shall issue a the Qualified Taxpayer a tax credit certificate by April 1 and shall notify the Department of Revenue of the issuance of a tax credit certificate not more than 15 calendar days after issuance

Step 6 – Claiming the Credit

A. Availability of the Credit

- 1 For C corporations: To utilize the credit the Qualified Taxpayer will submit a RCT-101, PA Corporate Tax Report, and a copy of the approved credit certificate to the Department of Revenue
- 2 For PA S corporations, partnerships and limited liability companies filing as partnerships or PA S corporations for federal income tax purposes: To utilize the credit, the Qualified Taxpayer will submit a PA-20S/PA-65 Schedule OC and a copy of the approved credit certificate to the Department of Revenue
- 3 For individuals: To utilize the credit, the Qualified Taxpayer will submit a PA-40 Schedule OC and a copy of the approved credit certificate to the Department of Revenue Married taxpayers who claim PA-40 Schedule OC tax credits must file separate returns, even if both taxpayers claim the tax credits on their returns Joint filing is only permitted when the tax credit is claimed by the primary taxpayer and the secondary taxpayer has no taxable income to report on the return
- 4 Tax credits claimed will be first applied against the unpaid tax liability for the period in which the credit is approved The unpaid tax liability must be satisfied before any portion of the credit can be carried forward to satisfy the tax liabilities for future years or be sold or passed through Prior year credits will be applied on a “first in first out” basis until all tax liabilities are satisfied Restricted credits will be applied before any cash payments
- 5 The tax credit provided by this article may be carried over and applied to succeeding taxable years for not more than seven taxable years following the first taxable year for which the Qualified Taxpayer was entitled to claim the credit
- 6 A Qualified Taxpayer may not carry back or obtain a refund of all or any portion of an unused tax credit granted to the Qualified Taxpayer under this program

- 7 A Qualified Taxpayer, upon application to and approval by DCED may sell or assign, in whole or in part, unused credits granted to the qualified taxpayer
- 8 Before an application to sell or assign tax credits will be approved, the Department of Revenue must find that the applicant has filed all required state tax reports and returns for all applicable tax years and paid any balance of state tax due as determined at settlement, assessment, or determination by the Department of Revenue

B. Notification Requirements for Sale or Assignment of Tax Credits

- 1 A Qualified Taxpayer with unused tax credits may submit an assignment or sale application to DCED for approval to sell eligible tax credits to a buyer that may use the purchased credits to offset up to 100 percent of its own tax liability for any qualified tax liability in the year of the sale approval or thereafter
- 2 The seller must have (1) filed all required Pennsylvania tax reports and returns for all applicable tax years; and (2) paid any balance of Pennsylvania tax due as determined by assessment or determination by the Department of Revenue and not under timely appeal
- 3 At the time of the application for approval to sell or assign tax credits, the seller or assignor business should be prepared to identify the specific tax credits to be sold or assigned (issue date, amounts, etc), provide information identifying the buyer to the satisfaction of DCED and the Department of Revenue, and disclose the selling price of the tax credits being sold or assigned
- 4 If a business selling tax credits is selling credits to more than one buyer, a separate application should be submitted to DCED for approval to assign credits for each separate buyer of tax credits
- 5 Tax credits may only be sold or assigned once Once a sale or assignment is approved, it is final, and the seller's or assignor's right to claim the credit is terminated Buyers may not resell or reassign tax credits
- 6 The date of receipt of the application form by DCED will be used to determine the official date of approval for the sale or assignment of the tax credits Faxed or emailed applications will be considered received on the date of the fax receipt or the date the email is sent
- 7 The DCED shall notify the Department of Revenue of the transfer not more than 15 calendar days after receipt
- 8 The assignee or purchaser of all or a portion of a tax credit shall immediately claim the credit in the taxable year in which the purchase or assignment is made The purchaser or assignee may not carry forward, carry back or obtain a refund of or sell or assign the tax credit

RELEVANT DESIGN GUIDELINES AND STANDARDS FROM THE MT. LEBANON ZONING ORDINANCE

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PART VII

DESIGN GUIDELINES AND STANDARDS

- §701 Purpose. The following Design Guidelines and Standards are established to, through the review and regulation of design characteristics, preserve and promote the unique urban character of Mt. Lebanon. The guidelines and standards are intended to encourage lively, pedestrian-friendly, and attractive streetscapes and open spaces where Mt. Lebanon residents and visitors will enjoy walking, biking, driving and shopping.

Focusing on the immediate neighborhood of any development project, the guidelines and standards maximize visibility for pedestrians, ensure appropriate building design including entrances, doors and windows, promote sensitive and contextual design of *Buildings* in residential neighborhoods, require attractive signage and ensure its compatibility with the surrounding neighborhood.

- §702 Municipality-Wide Design Guidelines. *Buildings, Structures, sites, Signs and Public spaces* should be designed to:

- 702.1 Retain, reflect, and enhance the dominant aesthetic or visual qualities of the neighborhood as much as possible.
- 702.2 Encourage and promote a sense of design continuity that appropriately relates the historic past of the neighborhood to ongoing revitalization and redevelopment efforts.
- 702.3 Appropriately relate proposed development to existing designs, styles, building forms and land *Uses*.
- 702.4 Encourage and promote the sensitive and contextual design of *Buildings, Signs, sites, and Public spaces* through the use of design elements, details, styles and architectural features as well as other amenities, materials or treatments that may be appropriate to further the design standards. Blank end walls should incorporate building components or design features. Blank rear walls should be screened with landscaping.
- 702.5 Encourage a pedestrian-oriented and human-scaled *Right-of-Way, Public realm* and streetscape and promote safe pedestrian movement, access, and circulation.
- 702.6 Define access from *Streets, sidewalks, and Public Right-of-Way* and, where a service *Alley* is viable, *Garages* and loading areas should be accessed only from the *Alley*.
- 702.7 Encourage and promote the incorporation of design features and other amenities in the *Private and Public* realms that reinforce the importance of terminating *Streets, Public ways, and vistas* with focal points.

702.8 Encourage and promote the use of predominant existing building materials within the neighborhood and the predominant existing building materials, architectural features, and fenestration on specific *Structures* as a guide in determining appropriate replacement and new construction materials. Where possible, all replacement windows in elevations visible from any *Public Right-of-Way* should match the original windows in size and configuration.

702.9 Protect, respect, and expand the design of green space, landscaping and open space within the neighborhood and encourage *Public* and *Private* development that enhances this character with landscape design details such as trees, lawns, plantings, fountains and malls.

702.10 Encourage and promote direct visual access to views and vistas within Mt. Lebanon.

§703 Municipality-Wide Design Standards.

703.1 Building Elevations.

703.1.1 Any facade facing a sidewalk, *Public Right-of-Way*, *Public Street* or *Open Space* District shall have an Active *Building* Elevation. Active *Building* Elevations shall include windows, *Building* entrances, and other architectural features that enhance the pedestrian scale and experience of the *Building* facade.

703.1.2 New construction shall respect existing *Building* widths by providing a division of the facade into visible *Building* increments no larger than the average width of existing buildings on the block.

703.1.3 Where the Street Frontage is defined by a continuous *Building* facade, the proposed new *Building* or infill construction shall maintain such continuous facade by *Building* from *Side Lot Line* to *Side Lot Line* unless access is required for Rear *Yard* parking.

703.1.4 Structures where all *Building* elements are less than thirty-five (35) feet in height and with wall surfaces of more than one thousand, five hundred (1,500) square feet shall incorporate fascias, Canopies, arcades, building setbacks of three (3) feet or more, or other design features to break up large wall surfaces on the Street-facing elevations. Wall surfaces shall be visually divided by such features into areas of seven hundred fifty (750) square feet or less.

703.2 Allowed Materials. The following materials are authorized for inclusion in any development or redevelopment in Mt. Lebanon. Materials used other than these listed below shall be subject to review and approval by the Commission upon review and recommendation of the *Planning Board*.

703.2.1 Street Curbs — *Street Right-of-Way*.

- Concrete — deck, roll or straight curb.
- Stone.
- Bituminous.

703.2.2 Street Curbs — *Private*.

- Bituminous — full depth.
- Bituminous surface — coarse aggregate base.
- Concrete.

703.2.3 Edging Curbs for Planting Strips.

- Concrete.
- Brick.
- Stone.
- Wood.
- Poly vinyl chloride (PVC) or equal.
- Metal.

703.2.4 Stop Bar.

- Precast concrete.
- Poly vinyl chloride (PVC) or equal.
- Wood.
- Metal.

703.2.5 Fences and Screens.

- Wood — picket, panel, post and rail.
- Poly vinyl chloride (PVC) or equal — picket, panel, post and rail.
- Metal — chain link (fabric of aluminum, steel or plastic coated, bent selvage on tip), panel, post and aluminum or steel wire, picket.
- Concrete — panel (not including solid concrete or concrete block).

703.2.6 Walls — Free-Standing.

- Stone — natural, block stone or rubblestone.
- Brick — plain or glazed.
- Concrete — plain or textured.
- Concrete block — pattered or glaze.
- Tile.

703.2.7 Walls — Retaining.

- Stone Masonry.
- Brick.
- Concrete.
- Cribbing — concrete or metal.
- Sheet piling.
- Treated Lumber.

703.2.8 Walkways — Private.

- Concrete — colored or uncolored, textured finish.
- Terrazzo — textured surface only.
- Brick.
- Precast blocks.
- Flagstone.
- Rubblestone.
- Blockstone.

703.2.9 Driveways Intersecting Public Street within the Street Right-of-Way.

703.2.9.1 Driveways.

- Bituminous.
- Concrete.
- Stone.
- Paving Block.

703.2.9.2 Barriers.

- Stone.
- Concrete.
- Fence.
- Metal.
- Post and Chain.
- Post and Cable.

§704 Non-Residential Building Standards.

704.1 Building Entrances. The front facade and main entrance shall face a *Public Street* and shall have a direct pedestrian connection to the Street.

704.2 Building Context and Compatibility.

704.2.1 New non-residential development shall be constructed to be generally compatible with *Buildings* on the same block frontage within two hundred (200) feet. This provision shall be satisfied by constructing the subject Structure so that at least three (3) of the following features are similar to the majority of other Structures within two hundred (200) feet on the block frontage (both sides of the Street):

704.2.2 *Building Height;*

704.2.3 *Roof style/overhang;*

704.2.4 *Building massing;*

704.2.5 Window coverage;

704.2.6 Exterior *Building* material; or

704.2.7 Pattern of window and door openings.

704.3 Building Materials.

704.3.1 Along *Street* Frontage(s), all exterior *Building* walls and *Structures* shall be constructed with durable materials such as masonry, stone, brick, finishing wood, stucco (EIFS) or glass.

704.4 Windows and Transparency.

704.4.1 Renovations of the first floor of existing *Buildings* shall not decrease the area of transparency. Where feasible, renovations shall increase the area of transparency to that required for new construction unless the original historic character of the *Building* requires less transparency area.

704.4.2 All glazing shall be clear or lightly tinted.

704.4.3 In all C-1 and CBD Districts, all new construction along the *Street* shall provide areas of transparency equal to seventy percent (70%) of the wall area between the height of two (2) and eight (8) feet from the ground.

704.4.4 In the C-2 Districts, all new commercial construction along the *Street* shall provide areas of transparency equal to forty percent (40%) of the wall area. This requirement shall not apply to *Sexually Oriented Businesses*.

704.5 Prohibited Materials.

704.5.1 Concrete finishes or pre-cast concrete panels (tilt wall) that are not exposed aggregate, hammered, embossed, imprinted, sandblasted, or covered with a cement-based acrylic coating shall not be used as exterior *Building* materials and shall be prohibited on all exterior walls.

704.5.2 Metal panels with a depth of less than one (1) inch or a thickness less than U.S. Standard twenty-six (26) gauge shall not be used as exterior *Building* materials and shall be prohibited on all exterior walls.

704.5.3 In the C-1 and CBD Districts no unpainted masonry or brick materials may be painted if originally designed to be unpainted. This shall not include cement block construction.

704.5.4 In any District, mirrored glass with a reflectance greater than forty percent (40%) shall be prohibited from covering more than forty percent (40%) of the exterior walls of any *Building*.

704.6 Residential Use Standards. The Applicant for conversion of a commercial storefront to a Residential *Use* in an area that is predominantly residential shall have the option to either:

704.6.1 Retain the storefront features (for example, display windows, transoms, lintels, etc.); or

704.6.2 Remove the entire storefront and redesign the facade to a residential appearance.

704.7 Commercial Conversions.

704.7.1 When converting only one portion of a *Building*, the entire commercial character of the storefront must be retained.

704.7.2 In cases where demolition of a commercial addition to a house is proposed, the new facade shall approximate, as closely as possible, the original design of the house.

704.7.3 The Applicant for conversion of a commercial storefront to a Residential *Use* in an area that is predominantly commercial shall be required to maintain the commercial character of the storefront.

§705 Residential *Building* Standards.

705.1 *Building* Context and Compatibility. New infill *Single-family and Two-family Dwellings* shall be constructed to be generally compatible with other existing *Dwelling Units* on the same block frontage within two hundred (200) feet. This provision shall be satisfied only by constructing the subject *Dwelling Unit* so that the features listed as mandatory are fulfilled and at least three (3) of the optional features are similar to the majority of other *Dwelling Units* within two hundred (200) feet of the subject Lot along both sides of the Street on the same block:

705.1.1 Mandatory Features

705.1.1.1 *Building* Massing: The total square footage of the Primary Façade of the *Dwelling Unit* shall not exceed one hundred thirty-five percent (135%) of the average square footage of the facades facing the street of the *Dwelling Units* within two hundred (200) feet on the block frontage.

705.1.1.1.1 Primary Façade shall be the entire façade facing the street on which the dwelling has a street address.

705.1.1.1.2 The Primary Façade shall include the square footage of all elements, including without limitation roofs, as measured in full frontal elevation.

705.1.1.2 Floor Area Ratio.

705.1.1.2.1 Single-family Dwelling: The *Floor Area* of the proposed *Single-family Dwelling Unit* shall meet both the following: (i) it shall be not less than eighty percent (80%) of the average *Floor Area* of the Relevant *Single-family Dwellings*, and (ii) it shall not exceed the greater of: (a) one hundred forty-five percent (145%) of the average *Floor Area* of the Relevant *Single-family Dwellings*, or (b) the largest *Floor Area* of any of the Relevant *Single-family Dwellings*.

For purposes hereof, “Relevant *Single-family Dwellings*” shall mean all other *Single-family Dwellings*, as indicated in the Tax Assessor’s Records, within two hundred (200) feet of the subject *Lot*, including *Single-family Dwellings* along both sides of the Street on the same block.

705.1.1.2.2 Two-family Dwelling: The *Floor Area* of the proposed *Two-family Dwelling Unit* shall meet both the following: (i) it shall be not less than eighty percent (80%) of the average *Floor Area* of the Relevant *Two-family Dwellings*, and (ii) it shall not exceed the greater of: (a) one hundred forty-five percent (145%) of the average *Floor Area* of the Relevant *Two-family Dwellings*, or (b) the largest *Floor Area* of any of the Relevant *Two-family Dwellings*. For purposes hereof, “Relevant *Two-family Dwellings*” shall mean all other *Two-family Dwellings*, as indicated in the Tax Assessor’s Records, within two hundred (200) feet of the subject *Lot*,

including *Two-family Dwellings* along both sides of the *Street* on the same block.

705.1.2 Optional Features.

- 705.1.2.1 Roof style/overhang (*e.g.*, gable, mansard, hip, A-frame, ridge height, eaves height);
- 705.1.2.2 *Garage* orientation and access (*e.g.*, attached/front-loaded, attached side-loaded, detached/Alley-loaded);
- 705.1.2.3 Front porches (existence of); or
- 705.1.2.4 Exterior *Building* material (*e.g.*, brick; stucco; stone; wood; aluminum siding); or
- 705.1.2.5 Pattern and scale of window and door openings (*e.g.*, central door and four windows; offset door and three windows; scale also considered).

705.2 Yard Areas.

- 705.2.1 Except for *Driveways*, *Parking Areas* and walks, no portion of the Front *Yard* shall be paved with asphalt or concrete.
- 705.2.2 Decorative stone surfaces shall be used only when an integral part of a landscape plan.
- 705.2.3 To the maximum extent practical, the Front *Yard*, Side *Yard* and the unpaved area between the sidewalk and the *Street* paving shall be covered with turf grass or vegetative ground cover.
- 705.2.4 To the maximum extent practical, the Rear *Yard* shall be fine graded to ensure proper *Grades* and drainage.

705.3 Commercial Buildings in Residential Districts. Design standards for commercial and *Mixed-use Buildings* shall follow the design standards for non-residential *Uses*.

SUMMARY OF PUBLIC ENGAGEMENT RESPONSES

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Two public meetings were held as part of the process of creating the Design Guidelines to engage property owners and business owners in the Uptown commercial district.

PUBLIC MEETING #1

The first public meeting, which took place on the morning of May 16, 2023, consisted of an overview of the project, a summary of the prominent building styles in Uptown, frequently asked questions about the Design Guidelines, and financial incentives available for building rehabilitation. Between 15 to 20 participants were present for the meeting. Seven questions were presented on posters to the meeting participants, on which they were directed to place sticky notes with their answers. Those questions and answers are provided below.

Question 1: When you hear the phrases “design guidelines” or “historic district standards,” what are the first words or thoughts that come to mind?

- “Possible assistance and encouragement for business owners to improve their facilities”
- “More expensive than regular”
- “How does the business owner benefit? No tax credit; just closed for construction.”
- “\$”
- “Difficult to comply”

Question 2: What do you like and value about Uptown as a property owner, business owner, resident, or shopper?

- “Walkability”
- “Convenience — small business feel”
- “The ability for the community to walk around safely”
- “1. Walking community; 2. Variety of businesses; 3. On-street parking”
- “Appeal to walk around”
- “Family and friendly spaces”
- “The number one complaint from our customers isn’t sidewalks or facades but no parking”

Question 3: What do you see as roadblocks to improving your building or developing in Uptown?

- “Loss of business due to construction; lack of parking for customers/construction vehicles”
- “How much more it will cost to comply with standards”
- “I don’t own the space”
- “People sick of the construction”
- “Dilapidated condition of existing façade”

Question 4: If you were to make improvements to Uptown and the physical appearance of its built environment, what would some of those improvements be?

- “More parking; free parking; slower speed limit”
- More gathering spots; we need some sidewalk sweepers”
- “Garbage needs removed more often”

Question 5: Do you have any favorite buildings in Uptown? If so, which one(s)?

- “The Art Deco municipal building”

Question 6: In terms of maintenance and upkeep of your building, what do you experience the most challenges with?

- “Money; time spent closed”
- “Uninvolved landlords (sorry landlords!)”
- Heating/air; sidewalks/railings on exterior”
- “Power washing service to clean stone/brick surfaces”

Question 7: If guidelines for receiving funds for façade improvements were to be developed, what types of design standards would you be most open to and least open to? (Examples of design standards may include those related to signage, lighting, paint colors, windows and doors, building cladding and materials, visibility of mechanical systems, and awnings and canopies.)

- “Lighting up the storefronts”
- “Signage”
- “Allow retailers’ and businesses’ concerns to be met — good signage, etc.”

PUBLIC MEETING #2

The second public meeting, which took place on the morning of August 7, 2023, consisted of a presentation on the draft Design Guidelines. Five (5) participants were present for the meeting and provided their feedback on the draft guidelines. Participant questions primarily centered on whether property owners would be required to make certain changes to their building, such as to the signage.

