

Kingston Local Development Corporation

The Commercial Façade Improvement Matching Grant Program is a matching funds program that provides deferred loans for façade improvements at a rate of 20% for a period of five years. After five years the deferred loan is forgivable and a satisfaction of mortgage/ lien release will be issued thereby removing the mortgage/lien on said property. In the event the property is to be sold within the five year period a prorated repayment will be due. The *maximum* amount that will be granted to any individual/property will be \$10,000.00.

Criteria

The grantee will be responsible for providing the KLDC with a current credit report (everyone is entitled to a free credit report each year by using one of the following credit agencies: Equifax, Experian or Transunion), the costs of filing the mortgage, mortgage tax as well as any legal costs associated with the title search, document preparation and loan closing services.

Commercial property owners and businesses located in commercial buildings in the Mid-Town area along the Broadway Corridor are eligible. At the time of application and throughout the period of the grant project, applicants and their contractors must be in good standing with the City with respect to licenses, taxes, codes, ordinances and regulations.

Grant / loan funds are available on a first come first served basis and application approval is at the sole discretion of the KLDC and there is no appeal.

Copy of the Certificate of Appropriateness from the Historic Landmarks Preservation Commission (HLPC) or the Heritage Area Commission (HAC) approval must be submitted along with grant application.

Grants are for the correction of blighting conditions such as peeling paint, boarded up windows or windows in poor condition, replacement of missing historic elements, modification or removal of inappropriate alterations and general cosmetic improvements such as awnings and signs.

All applicants must adhere to the City of Kingston / KLDC Procurement Policy. Within the policy you will be able to determine the procedures for obtaining quotes and other requirements. All contractors must be licensed in the City.

Prior to commencement of work, the applicant is required to provide copies of any required building and sign permits to the KLDC.

Unless other time periods are specified in the grant approval, the KLDC may withdraw the grant approval if work is not started within 60 days or not completed within six months, both periods from the date of grant approval.

Grants are not to exceed 50% of the façade improvement project cost, with a maximum grant amount of \$10,000. Grant funds are to be paid upon project completion, satisfactory evidence that all contractors have been paid by the applicant, all applicable City inspections have passed and an inspection by Building & Safety and the KLDC.

This program is a reimbursement program. **The applicant must first spend their match and provide proof of payments (i.e. both sides of cancelled check and proof of paid invoices/bills).**

Upon completion of project, applicant must submit a signed completion notice.

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FREQUENTLY ASKED QUESTIONS

1. What is the targeted area?

Buildings must be located in the Mid-Town area along the Broadway Corridor.

2. Who is eligible to apply?

Commercial building owners and business tenants in commercial buildings in the above described area.

3. What façade improvements qualify?

Qualifying improvements include but are not limited to painting, replacement of missing historic elements, modification or removal of inappropriate alterations, repairs and restoration of windows, cornices, trim, awnings, shutters, signs, etc..

4. How and when do I apply and when do I find out about the grant?

After consulting with the KLDC staff, submit an application. The KLDC's decisions will be made after application is reviewed by the Finance Committee and approval, brought to the full Board for a vote. Decisions will be made between 45-60 days.

5. How much are the grants and when are they paid?

The grants are not to exceed 50% of the project cost, up to a maximum \$10,000 grant. Reimbursement is made after grantee has completed project and submitted proof of expenditures.

6. What are the improvement guidelines?

Guidelines for improvements within the Historic District can be obtained through the Historical Landmarks Preservation and guidelines for improvements within the Heritage Area can be obtained through the Heritage Area Commission. For questions or further information, please contact HLPC at 331-1217 or HAC at 334-3902.

7. Who approves the grants and what criteria are used?

Grants are approved by the Board of Directors of the KLDC. The KLDC considers the following criteria in reviewing applications: adherence to application and design guidelines, economic development value, other potential positive impact, visual prominence of the façade, degree of deteriorating conditions and comprehensiveness of the project.

8. If the grant is approved, when do I have to complete the improvements?

Work must start within 60 days of grant approval and be completed within six months of grant approval, unless the KLDC sets a shorter or longer deadline in its approval.

9. Do I need HLPC and/or HAC approval and permits to apply?

If the property is in the Historic District or Heritage Area, approval will be required and the Certificate of Appropriateness must be submitted with the application.

10. Are the KLDC's grants funded by taxpayer dollars?

The KLDC grants do not come from city tax dollars, but rather from Community Development Loan Funds which have the same guidelines as Community Development Block Grant funds in respect to where the funds can be used.

For more information please contact:

Amanda L. Bruck-Little, Executive Director

or

Brenna L. Robinson, Portfolio Manager

abruclittle@kingston-ny.gov

brobinson@kingston-ny.gov

845-334-3930

845-334-3924

Kingston Local Development Corporation

Mid-Town Commercial Building Façade Improvement Program Grant Application

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Applicant: _____

Building Owner Tenant

Name of Building Owner, if different from Applicant: _____

Owner written consent attached

Property Address: _____

Mailing Address: _____

Name of Business: _____

Type of Business: _____

Date Established: _____ Date of Incorporation: _____

Federal ID Number: _____ Social Security Number: _____

Type of improvements being proposed:

Sign Restoration of Historical Elements Painting/Maintenance
 Awnings Windows/Shutters Other

Briefly describe the improvements: _____

Location: Historic District Heritage Area

Eligible properties include commercial buildings in the Historic District and Heritage Area

Approval from HLPC and/or HAC is required for exterior improvements and changes within the Historic District and/or Heritage Area.

HLPC Approval Date: _____ Date Application Received: _____

HAC Approval Date: _____ Date Application Received: _____

Kingston Local Development Corporation

Bank where your Business has an account:

Name of Bank: _____

Address of Bank: _____ State: _____ Zip Code: _____

Telephone No.: _____

Number of Employees:

Presently employed _____ Full Time _____ Part Time _____ FTE

Current jobs retained after project _____ Full Time _____ Part Time _____ FTE

Jobs created after project _____ Full Time _____ Part Time _____ FTE

Phone number where you can be reached during the day: _____

E-Mail Address: _____

Kingston Local Development Corporation

Section 1

PERSONAL FINANCIAL STATEMENT

Name: _____

Residence Address: _____

City: _____ State: _____ Zip Code: _____

Business Name of Applicant / Borrower: _____

ASSETS

Cash on hand and in banks _____

Savings Accounts _____

IRA or Other Retirement Account _____

Accounts & Notes Receivable _____

Life Insurance-Cash Surrender Value Only _____

Stocks and Bonds _____

Real Estate _____

Automobile – Present Value _____

Other Personal Property _____

Other Assets _____

TOTAL _____

(Alimony or child support payments need not be disclosed in "Other Income" unless it is desired to have such payments counted towards Income.)

Salary _____

Net Investment Income _____

Real Estate Income _____

LIABILITIES

Accounts Payable _____

Notes Payable to Banks and others
(describe in Section 2) _____

Installment Accounts (Auto) _____

Installment Accounts (other) _____

Loan on Life Insurance _____

Mortgages on Real Estate _____

Unpaid Taxes _____

Other Liabilities _____

Total Liabilities _____

Net Worth _____

TOTAL _____

As Endorser or Co-Maker _____

Legal Claims & Judgments _____

Provision for Federal Income Tax _____

Other Special Debt _____

Kingston Local Development Corporation

Section 2

NOTES PAYABLE TO BANKS AND OTHERS

Name & Address of Note Holder	Original Balance	Current Balance	Payment Amount	Frequency (monthly, etc.)	How Secured or Endorsed Type of Collateral

Section 3

STOCKS AND BONDS

Number of Share	Name of Securities	Cost	Market Value Quotation / Exchange	Date of Quotation / Exchange	Total Value

Section 4

REAL ESTATE OWNED

	Property A	Property B	Property C
Type of Property			
Name & Address of Title Holder			
Date Purchased			
Original Cost			
Present Market Value			
Name and Address of Mortgage Holder			
Mortgage Account Number			
Mortgage Balance			
Amount Payment per Month / Year			
Status of Mortgage			

Kingston Local Development Corporation

Section 5

OTHER PERSONAL PROPERTY AND ASSETS: *(Describe, and if any is pledged as security, state name and address of lien holder amount of lien, terms of payment, and if delinquent, describe delinquency.)*

Section 6

UNPAID TAXES: *(Describe in detail, type, to whom payable, when due, and to what property, if any, attach tax lien.)*

Section 7

OTHER LIABILITIES: *(Describe in detail)*

Section 8

LIFE INSURANCE HELD: *(Give face amount and cash surrender value of policies – name of insurance company and beneficiaries.)*

PERSONAL FINANCIAL STATEMENT

Have you ever gone through Bankruptcy or comprised a debt? NO YES
If YES, Please attach an explanatory statement.

If this is a statement of you and your spouse, are any assets a spouse's separate property? NO YES
If YES, Please attach an explanatory statement.

Are any assets pledged or debts secured except as shown above? NO YES
If YES, Please attach an explanatory statement.

Kingston Local Development Corporation

The information contained in this statement is provided for the purpose of obtaining a loan from funding programs on my / our behalf or on the behalf of firms or corporations in whose behalf I / we may, either severally or jointly with others, execute a guaranty in favor of the funding program. I / we understand that this information, including the designation made as to ownership of the property will be used in deciding to grant or continue credit. I / we certify that the information provided is true and complete to the best of my / our knowledge. I / we authorize the loan fund administrator to check my / our credit history and employment listing or to make all other inquiries you deem necessary to verify the accuracy of the statements made on this form in determination of my / our credit-worthiness and answer questions about or report my / our credit experience.

Signature

Date

Social Security Number

Signature *(Joint Applicant)*

Date

Social Security Number

Kingston Local Development Corporation

Please submit the following information with the application to the Kingston Local Development Corporation at 420 Broadway, Kingston, NY 12401

1. Photographs clearly showing existing conditions of the building to be improved;
2. A full written description of the proposed work;
3. Drawings that adequately and comprehensively show the proposed project including details of cornices, windows, doors, shutters, decorative elements, awnings, signs, colors, historical elements, etc.
4. List of proposed materials, including material specifications;
5. A written cost estimate for all aspects of the facade improvements from a contractor
6. Property owner written consent, if different from applicant;
7. Certificate of Appropriateness from the HLPC or HAC approval (if located in the Historic District or Heritage Area);

Total Cost of Façade Improvements

\$ _____

Grant Amount Requested:

\$ _____

(Maximum Grant is \$10,000)

I understand that in order for my request for a façade improvement grant to be approved, I must follow the Façade Improvement Criteria (see page 1). I also understand that monies are granted on a reimbursement basis following completion of work and inspection by the KLDC. I also understand that any changes made to the project after the grant approval which have not been approved by the KLDC will not be eligible for funding and may disqualify the entire project for the grant funding.

I certify the accuracy of all information submitted with the application.

Applicant Signature, Title

Date

Please initial here that you agree to hang a banner and/or plaque recognizing the KLDC as providing a grant for the project.

Kingston Local Development Corporation

Date Payment Request Received

(KLDC Office Use Only)

Mid-Town Commercial Building Façade Improvement Program Grant

Request for Payment

Applicant: _____

Property Address: _____

Mailing Address: _____

Project Completion Date _____ Final Total Project Cost \$ _____

Grant Payment Amount Requested \$ _____ (Not to exceed 50% Final Costs)

Attach the following:

1. Photographs clearly showing the completed improvements;
2. A brief statement describing any project elements that were not completed or any approved changes from the original plans;

Note: Changes made to the plans following KLDC Grant approval must be approved by KLDC or funding for the Project may be withdrawn.

3. If the project is in the Historic District or Heritage Area, written evidence of HLPC and/or HAC inspectional approval;
4. If a building permit is required, a copy of the approved final inspection issued by the Department of Building & Safety.

I certify that the façade improvement project has been completed in accordance with the approved plans and specifications, that all contractors, sub-contractors and material suppliers have been paid in full and that the above information is true and accurate.

Applicant Signature, Title

Date

Kingston, New York

Design Standards
Broadway Overlay District

Midtown Broadway Overlay District
Article XI – Kingston City Code
November 2008

Local Law 4 of 2008

Adopted: November 12, 2008

Effective Date: December 2, 2008

§ 405-31.2. BROADWAY OVERLAY DISTRICT DESIGN STANDARDS

A. General

- (1) Purpose. These standards were created to protect the existing historic development patterns and aesthetics within the Broadway Overlay district and promote new development which enhances the visual appearance of the City. They are intended to act as a tool for property owners, developers and planners to help streamline the design approval process by specifying the desired development characteristics up-front during the design process. Figures illustrating many of the concepts herein are included at the end in Appendix 1.
- (2) Applicability. This section applies to all new development, redevelopment, façade work or other exterior improvements which require a building permit, work involving the addition or modification of exterior commercial signage, material colors and lighting or other exterior work within the Broadway Overlay District.
- (3) Severability. Should any section, paragraph, sentence, clause, word or provision of this chapter be declared void, invalid or unenforceable, for any reason, such decision shall not affect the remaining provisions of this chapter.
- (4) In the event of a conflict between this section and other portions of the zoning code, the Zoning Enforcement Officer (ZEO) will determine which requirement governs. Improvements under these standards are subject to applicable American's with Disabilities Act Accessibility Guidelines (ADAAG).
- (5) The City Council is authorized to appoint or establish a designated board, hereinafter referred to as the Review Board, to review proposals governed by this Section and enforce compliance with the provisions of these Design Standards.
- (6) Prior to the commencement of any work governed by this Section, documentation of the proposed work shall be submitted to the Review Board for assessment of compliance with this section. The Review Board is authorized to optionally refer the applicant's proposal to other local agencies including but not limited to the Zoning Board of Appeals, Heritage Area Committee or other design review body for comments and recommendations prior to making a decision.
- (7) The Review Board is required to issue a decision to approve, or deny with design recommendations, a proposal based on its compliance with this section within a period of sixty (60) days from the date of submission. Failure to issue a decision within the time period shall constitute approval of design considerations covered by this Section, unless such time period is extended by motion of the Board.
- (8) All proposed work within the Broadway Overlay District must preserve, protect and incorporate the exterior facades of existing historic structures into any proposed development plans. Historic structures are defined in this section as any construction which is listed on, or is eligible to be listed on, the National Historic Register, NYS Historic Register and City of Kingston list of designated properties.
- (9) All proposed work within the Broadway Overlay District must preserve, protect and incorporate the original forms and shapes of existing roofs on historic structures into any proposed development plans.
- (10) All proposed work within the Broadway Overlay District must make reasonable attempts to preserve, protect and incorporate existing buildings and/or their facades into any proposed development plans through renovation and adaptive reuse.
- (11) The Review Board is hereby empowered and authorized to waive or vary any Design Standards or requirements in this section within the Broadway Overlay District by a majority plus one vote. Any such waiver must be accompanied by a written findings statement outlining the reasons such waiver is merited, and may be exercised in the event of the following:
 - (a) The non-conforming elements meet the spirit and intent of the design goals contained herein as defined by the Review Board; and

- (b) The specific standards or requirements are not appropriate to a particular development or project.
 - (c) The Review Board shall also have the authority to impose reasonable and appropriate conditions on the grant of any waiver to protect the district.
- (12) In addition to any required Site Plan application submissions, new site development plans in the Overlay District are required to submit the following:
- (a) Site Plan which specifies all proposed demolition and construction work and includes:
 - (i) Existing structures and pedestrian ways on adjacent properties that are within 50 feet of all property lines.
 - (b) Building Elevations at minimum of 1/8" = 1 foot scale, of all facades, which specifies all proposed demolition and construction work and includes:
 - (i) Exterior materials, changes or transitions in materials, surface lighting, surface signs, street number, awnings and similar façade accessories.
 - (ii) Proposed alterations or changes to existing facades, if any.
 - (iii) Elevations of new buildings being proposed must include the full facades of any adjacent structures within fifty feet of the site along Broadway for context.
 - (c) Samples of any new proposed facade, roofing and sign materials.
 - (d) Site Plan indicating exterior lighting photo metrics, spread and intensity.
 - (e) A perspective color rendering illustrating what the proposal would look like if viewed from the street as a pedestrian.
 - (f) Photographs of the site and surrounding area, including all existing elements required to be shown on the Site Plans and existing buildings within fifty feet of the proposed project site.
- (13) Façade alteration or renovation proposals in the Overlay District are required to submit the following:
- (a) Building Elevations at minimum of 1/8" = 1 foot scale, of all facades, which specifies all proposed demolition and construction work and includes:
 - (i) Exterior materials, changes or transitions in materials, surface lighting, surface signs, street number, awnings and similar façade accessories.
 - (ii) Proposed alterations or changes to existing facades, if any.
 - (b) Samples of any new proposed façade, roofing and sign materials.
 - (c) Photographs of the site and surrounding area, including all existing elements required to be shown on the Site Plans and existing buildings within fifty feet of the proposed project site.
- (14) Signage or exterior lighting proposals in the Overlay District are required to submit the following:
- (a) Drawings of the proposed sign or copy change at a minimum of 1" = 1 foot scale, of all signs or lettering, which includes some context of the building façade where it is proposed to be mounted.
 - (b) Other sign information regarding illumination methods, hours of illumination and mounting method.
 - (c) Photographs of the site or building which include the proposed sign or lighting mounting location, any existing signs or lighting and the adjacent properties.
 - (d) Documentation such as cut-sheets from the manufacturer of any proposed lighting or light fixture which includes photos, illustrations and performance data of the lamp.

B. Site Planning, Parking & Landscaping Standards

- (1) All new development within the Overlay District must comply with the following:
 - (a) New construction must align the front facade of the building at, or as close as possible to, the front facade of an existing building on an adjacent property. In the case of a discrepancy of setbacks, the new building should align with at least one of the neighboring buildings, or as directed by the Review Board. *[1 in Figure 1]*
 - (b) New construction should attempt to work with any pre-existing building patterns found in adjacent or nearby buildings with regards to massing, height, scale and form.
 - (c) New construction should place as much of the building width at the front of the lot as possible to maximize front façade exposure and maintain the street wall. The front façade should be kept parallel to the street. *[2 in Figure 1]*
 - (d) The use of landscaping methods such as low walls, hedges and tree rows should be used to help maintain and reinforce a consistent street wall in areas where there are no building facades to define it. *[3 in Figure 1]*
 - (e) The primary entry on all new construction should be easily identifiable, scaled appropriately to the size of the building and should always face the street. In cases where the primary building entry should also be visible from an on-site parking area adjacent to the building, the entry may be placed at the corner of the structure so that it is may be visible from both the street and the parking area. *[4 in Figure 1]*
 - (f) New construction located at corner intersections should place a majority of the building mass at the corner and/or wrap the corner by continuing façade elements such as the cornice on all street elevations.
 - (g) All required off-street parking areas should be located at the side or rear of the building. No parking areas are allowed between the front facade of the building and the curb. *[5 in Figure 1]*
 - (h) All on-site parking, vehicle loading or service areas located within sight of the street must be screened from view using architectural or landscaping methods as directed by the Review Board.
 - (i) On-site parking areas, vehicle loading or service areas should connect to any existing service alleys or adjacent parking areas, if available, to allow alternate means of egress. *[6 in Figure 1]*
 - (j) Proposed on-site parking areas should be located next to any adjacent existing parking lots if possible to provide shared parking opportunities which can serve neighboring buildings simultaneously. Such shared arrangements should share a single curb-cut and/or provide direct access from one lot to the other, as directed by the Review Board.
 - (k) Large parking areas in excess of 30 spaces must provide landscaped islands and buffers which break up the visual expanse of paved area as directed by the Review Board. Such medians should include grass, plantings and trees which are spaced a minimum of thirty (30) feet on center. *[7 in Figure 1]*
 - (l) Properties are limited to no more than one curb-cut access to the main street, unless otherwise approved by the Review Board. Curb cuts should only be as wide as necessary to accommodate needed travel lanes. Curb-cut radiuses must be no larger than five feet. *[9 in Figure 1]*
 - (m) Larger developments which may include multiple buildings within the same city block should include pedestrian paths, access routes or plazas through the site which are publicly accessible.
 - (n) City approved tree grates should be used at new tree locations when incorporated into paving. *[1 in Figure 2]*
 - (o) These pedestrian and parking areas must meet all requirements of the Americans with Disabilities Act, including transitions from one property to another.

C. Height, Scale and Massing

- (1) New construction in the Overlay District must comply with the following height, scale and massing requirements:
 - (a) Two-story minimum building height is required on front facades facing Broadway.
 - (i) The City may elect to waive the two-story façade height requirement in some instances where it is deemed inappropriate or where it may create an undue financial burden on the applicant.
 - (ii) The second floor façade area of new construction must provide habitable space measuring at least 12 feet in depth measured back from the front facade. No false facades are permitted as a means of meeting the two-story minimum requirement.
 - (b) The majority of the building mass should be placed at the front of the site to maximize front facade exposure and maintain the street wall, however the building height may step down to lower levels in the rear. Corner lots should place a majority of the building mass or height at the corner to visually anchor the block.
 - (c) The height of new buildings should coordinate common heights and facade lines with immediately adjacent buildings. *[1 in Figure 3]*
 - (d) Structures with sloping roof designs should align the gable end of the façade to face the street to maximize façade exposure.
 - (e) For the purposes of determining effective façade height on buildings with sloping roofs, the height of structures with gable ends facing the street should be measured by the vertical distance from the ground to the peak of the roof. Structures which have their roof ridge running parallel to the street should be measured by the vertical distance from the ground to the lowest part of the roof.
 - (f) Maximum parapet height is four feet unless otherwise required by State or Federal codes.
 - (g) No portion of the roofline may extend more than 50 feet in length horizontally without a roofline transition. A roofline transition is defined as a change in the height of the roofline where it steps (up or down) at least 24 inches. Such transitions should not occur more than once in a four foot span along the facade. *[2 in Figure 3]*
 - (h) Facade and roofline transitions should be used to highlight important areas of the façade such as a building entry, the center of the façade or the symmetrical ends. *[2 in Figure 3]*
 - (i) Most of the existing building facades within the district are composed of “base”, “middle” and “top” levels which are readily discernable from each other, and new façade designs should be compatible with that framework. *[1 in Figure 4]*
 - (i) The “base” level should roughly align with those on nearby buildings *[3 in Figure 3]* and often rests on a small plinth or watertable which creates a transition between it and the ground.
 - (ii) The “top” level is created by a roof or cornice which is designed to provide a visual cap to the building overall, and creates a noticeable transition between the building and the sky. *[3 in Figure 4]*
 - (j) New façade designs should be in keeping with the scale of adjacent buildings. The use of an overall façade composition which breaks the building down into smaller and regular portions – such as bays defined by groups of windows – helps to achieve this. *[5 in Figure 3 and Figure 4]*
 - (k) Small scale building materials similar to those recommended in Table 1 are required as the primary building material along the front facade of all new construction.
 - (l) Areas of blank wall larger than an eight foot diameter circle are not permitted on the front facades of new construction. *[6 in Figure 4]* Such blank wall is defined as an area of facade which does not

contain any decorative articulation of materials which measure at least two inches in depth, or openings such as windows and doors.

D. Roofs

- (1) Flat roofs with parapets and gable roofs are historically the most common roof forms found within the District, and new construction should be compatible with that framework. Mansard roofs, shed roofs, fake roof fronts, built-out roof frames which are hung from the facade and similar applied designs are prohibited as primary roof types.
- (2) New construction with a flat roof is required to be capped by an architectural cornice design that is a sculptural expression of the primary facade material, wood or simulated wood design, at the top of the front façade(s). This articulated parapet or cornice design must be at least 12 inches tall on one-story facades and at least 24 inches tall on facades of two or more stories. The size, depth and relief of any proposed cornice should be compatible with those found on nearby buildings of the same height and include suitable depth to create noticeable shadows. [4 in Figure 3 and Figure 4] Maximum parapet height is four feet unless otherwise required by State or Federal codes.
- (3) New construction with a sloped roof must have a minimum roof pitch of no less than 5:12 on primary roof areas (not including dormers, entry canopies or similar secondary roof elements) or a maximum pitch of 12:12.
 - (a) The tallest portion of the roof must be orientated to place at least one gable-end facing the street.
 - (b) Roof overhangs at the eave and gable ends must be at least 8 inches deep.
- (4) New roof construction must be designed so as to divert the fall of rain and snow away from pedestrian areas such as walkways and doors.
- (5) Air handling units, condensers, satellite dishes and other equipment placed on the roof must be located and screened from view so as to not be readily visible from the street or waterway. The Review Board may require that roof mounted equipment be visually minimized with painted colors and finish complementary to the overall building design and set back or screened to be out of the street viewshed whenever feasible, as directed by the Review Board.
- (6) See Materials List in Table 1 for approved roof materials.

E. Facade Composition & Fenestration

- (1) The front facades of new flat roof construction must be organized in a general “Base – Middle – Top” configuration. [Figures 3 & 4]
 - (a) The “Base” level consists of the most open and sculptural facade expression at the first floor. The amount of door and window openings should be the greatest here - typically between 75 percent to 90 percent of the façade - in this ground floor area.
 - (i) Individual window openings in the facade cannot exceed 12 feet in width, and must be separated from each other by at least 18 inches of facade. Window glass area cannot exceed five feet in width without being separated by at least six inches of mullion.
 - (ii) Window frames must be recessed at least 3 inches back from the plane of the facade. Flush or curtain wall windows designs are not permitted.
 - (iii) The primary entry doorway to the street must be recessed between 12 to 48 inches back from the plane of the facade, expressing the greatest amount of facade depth. [6 in Figure 3]
 - (iv) The base level should be crowned by an entablature element or other transition having a change in depth, materials and color which differentiates it from the upper levels. The entablature element should be designed to accommodate facade lettering or signs for the property. See ‘Signs and Lighting’ §405-31.2 G.

- (b) The “Middle” level consists of the upper floors, and has a lower fenestration level than the first floor. The amount of façade articulation and openings should be less here than that found at the ground floor – typically between 25 to 50 percent of the facade in this area. *[4 in Figures 3 & 4]*
 - (i) Individual window openings in the facade at this level cannot exceed six feet in width, and must be separated from each other by at least 24 inches of facade. Window glass area at this level cannot exceed three feet in width without being separated by at least four inches of mullion.
 - (ii) Window frames must be recessed at least 2 inches back from the plane of the facade.
- (2) The front facades of new construction with masonry exteriors are required to visually express the structural lintels over windows, doors, archways and similar openings. *[6 in Figure 4]* See ‘Materials List’ in Table 1 for a listing of approved lintel materials.
- (3) The rhythm of façade elements across the front facade must be arranged in an easily recognizable pattern such as a repeating or symmetrical layout. Breaks or fluctuations to the facade pattern should be reserved to highlight areas of special interest such as entry points to the building. *[1 in Figure 5]*
 - (a) New construction directly adjacent to or added to existing structures should be compatible with the rhythm of facade elements of the existing building.
- (4) The proportion of facade elements such as windows, window divisions and bays must have a vertical orientation (taller than they are wide) of at least x wide to $1.5x$ tall. The proportions of individual elements should be used consistently throughout the design, such that all windows and their divisions are generally of the same proportion. *[2 in Figure 5]*
 - (a) New construction directly adjacent to or added to existing structures should be compatible with the proportion of facade elements of the existing building.
 - (b) Horizontally proportioned elements (wider than they are tall) must be used sparingly. Strong horizontal influences such as overly bold fascias, strip windows or repeatedly banding designs of brick are prohibited.
 - (c) The proportion of “structural” façade elements such as columns, pilasters and posts must be designed accordingly with the weight they appear to be carrying.

F. Materials and colors.

- (1) All proposed work within the Overlay District must preserve, protect and maintain the use of original exterior materials of historic structures whenever possible. If replacement is necessary, replace with like materials which have the same basic forms and proportions.
 - (a) Existing exterior materials removed for demolition should be salvaged for use in patching or as new exterior material in additions whenever possible.
 - (b) Additions to existing historic structures must use exterior materials which match the basic form, proportions and material of the original building. Exact material matches for color and texture are not required.
 - (c) The covering or concealing of existing historic exterior materials with new materials is prohibited. The Review Board may require that newer existing exterior materials be removed to reveal historical surfaces underneath, if appropriate.
- (2) All proposed work within the Overlay District must make reasonable attempts to preserve, protect and maintain the original design and exterior materials on existing front facades whenever possible. If replacement is necessary, replace with like materials which have the same basic forms and proportions.
 - (a) Any renovations or alterations to an existing façade should include reasonable attempts to remove any modern day cladding, panels, signboards or similar additions which are concealing the original building design underneath. The Review Board may require that newer existing exterior materials be removed to reveal original surfaces underneath, if appropriate.

- (b) Original facade materials and designs should be repaired and preserved whenever possible in lieu of replacement or covering with new materials. The removal or covering of original exterior materials with new materials is prohibited unless it can be demonstrated that repairing the original construction would be creating undue financial hardship in the opinion of the Review Board, and approved by the Review Board.
- (3) Smaller scale materials are required on front facades of all new construction. See Materials List in Table 1 for recommended materials.
 - (4) When using more than one material on the exterior facade, one material must be used as the primary theme with others used only sparingly to complement or accent the design. The use of a variety of design styles or materials across the facades of the same building is prohibited.
 - (5) When making a transition from one material to the next, the change must occur at hard-edge or depth transition in the facade which creates a surface for one material to terminate into before the next one begins. [*1 in Figure 6*]
 - (6) Special designs or decorative patterns created in the exterior materials are encouraged.
 - (7) All exterior colors must be of a natural, muted shade. Brighter, more vibrant colors, if used, must be reserved for minor accents and highlights only. All exterior colors must be approved by the Review Board.
 - (8) When using more than one color on the exterior facade, one color must be used as the primary theme with others used only sparingly to complement or accent the design.
 - (9) When making a transition from one color to the next, the change must occur at hard-edge or change in depth in the facade which creates a surface for one color to terminate into before the next one begins. [*1 in Figure 6*]

Table 1 - Materials List.		
Building Element	Recommended Materials	Prohibited Materials
Facade	Common Red Brick Bare, Multi-Colored/Multi-Tone (approved color) Painted (approved color) Special Masonry Units (C.M.U.) Textured C.M.U. Colored (dyed) C.M.U. Split-Faced C.M.U. Natural Stone Wood Clapboard or Shingle Finished Grade (painted or stained approved color) Composite, MDO/MDF Board, Synthetic Wood PVC (approved color) Fibre Reinforced Cement Siding/Hardi-Plank	Multi-Colored/Multi-Toned Brick Imitation Brick Siding, Asphalt Siding Plain C.M.U. (bare or painted) Unfinished, Lumber Grade Wood Metal, Aluminum or Vinyl Siding Mirrored or Highly Reflective Siding or Panels Imitation Stone Wood Paneling Plywood, T-111, Composite, MDO/MDF Board E.I.F.S. / Stucco
Windows	Anodized Aluminum Frame/Storefront Approved Color Wood, Vinyl Clad, PVC Frame Approved Color Clear, Etched, Tinted, Frosted or Stained Glass Expressed Lintels Over Openings Brick, Limestone, Colored or Bare Concrete	Bare Aluminum Reflective Flashing Mirrored, Colored or Dark Tinted Glass Below 70% VLT*
Roof	Asphalt Shingle (approved color) Imitation Slate Natural Slate Standing Seam Metal Small Seam Width, Approved Color Dark, Non-Reflective PVC, Modified Bitumen Aluminum Eave Guard Parapet & Chimney Caps Stone, Limestone or Precast Concrete Metal Flashing (approved color)	Light or Reflective Materials
Other / Misc.	Canvas Awning 3 Color Max, approved colors Concrete, Brick, Paver or Stone Sidewalks Stamped Concrete Wood / Synthetic Wood Porches, Boardwalks, Ramps	Plastic, Vinyl or Other Synthetic Awnings Reflective Flashing Asphalt Sidewalks / Walkways
All exterior materials and colors must be approved by the Review Board. *VLT = Visible Light Transmission, PVC = Polyvinyl Chloride		

G. Signs and Lighting.

- (1) All new signs, facade lettering and lighting must be approved by the Review Board.
- (2) Applicability. All applicable provisions of §405-36 “Signs” apply, except as otherwise specified in this section. In the event of a conflict between this chapter and §405-36, this chapter shall prevail. Any specifics not covered in this section are governed by §405-36.
 - (a) Pre-Existing Conforming Signs. Pre-existing signs which were in conformance with the prior City sign regulations before the date of adoption of these Standards may remain as-is and are not required to be modified or removed to be in conformance with this ordinance, until such time as they are changed. Any pre-existing sign which is modified, changed in name or business use, enlarged, reconstructed, extended, moved or structurally altered after the effective date of this ordinance are required to be brought into compliance with all applicable provisions of this section.
 - (b) Pre-Existing Non-Conforming Signs. Pre-existing signs which were not in conformance with the prior City sign regulations before the date of adoption of this ordinance shall be considered non-conforming, and must be modified or removed to be in compliance with this Section within ninety (90) days of written notice by the City.
 - (c) Non-Conforming Signs. Any sign or accessory signs such as banners, flags, balloons or similar devices which are placed on display after the effective date of this section that do not meet the requirements of this Section due to design or lack of maintenance are considered non-conforming and must be modified or removed to be in compliance with this Section within ninety (90) days of written notice by the City.
 - (d) Modifications to Signs. Any pre-existing sign which is modified, changed in name or business use, enlarged, reconstructed, extended, moved or structurally altered after the effective date of this ordinance are required to be brought into compliance with all applicable provisions of this Section.
 - (e) New Signs. No sign or other device shall be erected, established, constructed, reconstructed, enlarged, extended, moved, or structurally altered after the effective date of this section without application for and issuance of a permit, except as otherwise provided for herein, and must be in compliance with all applicable provisions of this Section.
- (3) The definition of “Sign” for this section shall be amended to include any architectural devices, design or treatment such as painting, striping, lighting or similar methods designed for the purposes of attracting the attention of the public in a manner similar to advertising, and the reviewing board has the authority to regulate in kind.
- (4) Noncommercial signs or messages are permitted to be substituted for any sign expressly allowed under the time, place and manner of these regulations.
- (5) Permitted Commercial Signs – no commercial sign is permitted within the Overlay District unless otherwise noted below:
 - (a) Lettering or Signboards. Commercial properties are permitted one instance of surface applied facade lettering or a surface-mounted signboard per commercial tenant, per street frontage. Such lettering or signboard size should be determined by the lettering size chart in Table 2.
 - (b) Projecting Signs. In addition to other permitted signs listed in this Section, businesses with a pre-existing projecting sign (hung perpendicular to the building façade) are permitted to maintain a projecting sign provided it conforms, or is brought into conformity, with these standards within six month of the adoption of these Standards.
 - (c) Street Addresses. All properties must display their street number on the front facade next to, above or reasonably close to the primary entry or incorporated into approved signage. Street numbers should be sized according to the lettering size chart in Table 2.

- (d) Window Lettering. In addition to other permitted signs listed in this Section, commercial properties are permitted to have window lettering. Such lettering should be sized according to the lettering size chart in Table 2. [2 in Figure 7]
 - (e) Window Signs. In addition to any other permitted signs listed in this Section, commercial properties are permitted to have window signs, provided the total area of all such window signs per façade does not exceed 20% of the window glass area of that façade. Such signs may consist of notices, posters, neon beer signs and similar commercial devices. Standard business operational signs such as 'Hours of operation', 'Closed' and similar signs shall not count toward this total area.
 - (f) Awning Sign. In addition to any other permitted signs listed in this Section, text on pedestrian awnings is permitted provided that the text is limited to the business name, slogan and/or street address only. The text height must be located on the vertical front edge of the awning only, and must not exceed 6 inches in height. [Figure 15]
 - (g) Menu Sign. In addition to any other permitted signs listed in this Section, a wall mounted menu sign is permitted adjacent to the main entry for restaurants and similar establishments, but in lieu of a plaque sign, provided that the total sign area does not exceed 4 square feet. [Figure 17]
 - (h) Plaque Sign. Businesses located in the upper floors or rear of a multi-tenant building are permitted one surface mounted plaque sign per tenant, which is no larger than 1 s.f. in area, located near the primary building entry for the purposes of identifying the additional or secondary tenant spaces. An additional 1 s.f. of plaque sign may be permitted to accommodate the building street address information and/or official building name. Individual plaque signs should be designed in matching style, though no more than 3 tenant plaque signs are permitted at a given entryway.
 - (i) Directory Sign. In lieu of a plaque sign, businesses are permitted a single surface mounted directory sign for listing 4 or more tenants, located near the common building entry. Such directory must not exceed 6 s.f. in area, although an additional 1 s.f. may be permitted to accommodate the building street address information and/or official building name.
 - (i) Pedestrian Sidewalk Signs – Signs designed to identify multiple commercial properties which are in the immediate vicinity yet do not have direct access or visibility to pedestrians from Broadway may be permitted by the Review Board. Such signs shall be no larger than 7 feet tall, 4 feet long, 1 foot wide and should occur no more than once per block of Broadway. The sign must accommodate at least 10 business names and an Area Directional Map for its selected vicinity which graphically indicates the location of the sign and the businesses listed. [Figure 16]
 - (j) Freestanding signs pursuant to §405-36(F).
 - (k) Pre-existing painted advertisements such as those seen on the blank sides of older brick buildings. Such existing advertisements, typically for a product or company which no longer exists, may be restored. New painted advertisements are prohibited.
- (6) Prohibited Commercial Signs
- (a) Cabinet, "box" or otherwise hollow signs and letters are prohibited unless they are recessed into the façade or otherwise framed by façade features so it appears fully recessed and are internally illuminated in accordance with the lighting standards of this section.
 - (b) Portable signs, vehicle signs, sign trailers, signs on wheels or similar signs placed on vehicles are prohibited. Signs normally appearing on commercial vehicles owned by the advertised business are exempt from this provision, except such vehicles may not be parked on lands not related to the business for extended periods of time for the sole purposes of acting as off-premise advertising.
 - (c) Banners, pennants, streamers, balloons, blimps and similar advertising devices are prohibited. Banners designed as an integral part of street lamp posts or other public amenities may be permitted by special permit to announce special events.

- (d) Animated, moving, rotating, oscillating, pulsing, flashing, electronic reader board, such as “time and temperature” signs or otherwise changing signs are prohibited, excluding traditional barber shop poles used for said business.
- (e) Continuous, uninterrupted fascia designs or illuminated canopies meant only as a backdrop to commercial sign placements are not permitted.
- (f) Commercial billboards, “off-site”, “non-accessory” or similar commercial signs in excess of 100 square feet in area within the Overlay District are prohibited.
- (i) Any pre-existing commercial billboard which is prohibited by this Section is hereby given an amortization period from the date of adoption of this section before it must be removed as follows:

Fair Market Value on Date of Notice of Removal Requirement	Years Allowed
Under \$1,999	3
\$2,000 to \$3,999	4
\$4,000 to \$5,999	6
\$6,000 to \$7,999	7
\$8,000 to \$9,999	9
\$10,000 and over	10

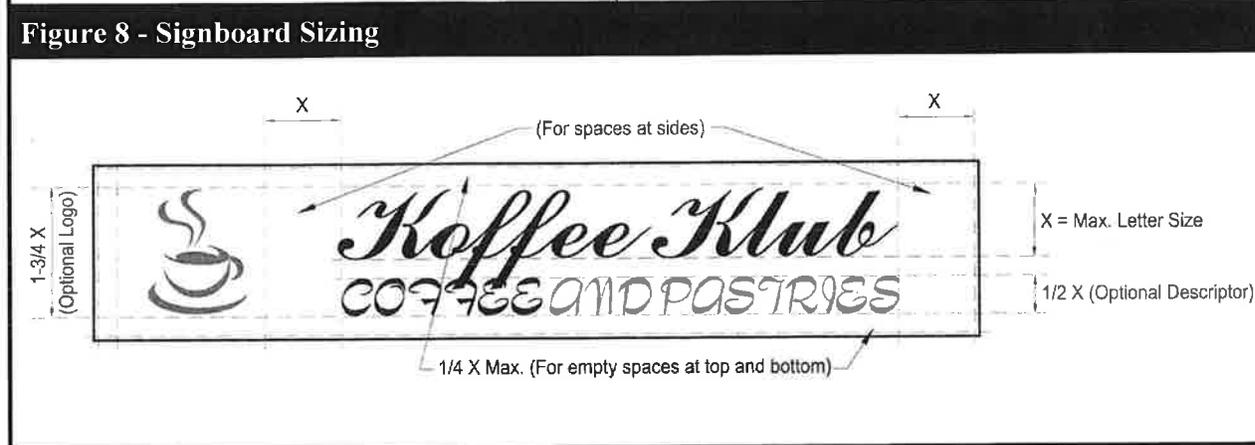
(g) All other signs prohibited in §405-36.

(7) Sign Sizing, Design and Mounting Requirements

- (a) The allowable size of sign lettering is specified in Table 2, Lettering Size Chart. The allowable size of signboards is based on the size of the allowed lettering using the diagram illustrated in Figure 8.
 - (i) The diagram in Figure 8 illustrates how the overall size of the signboard is limited to that required for the business name, the business description or motto, an optional logo and the empty spaces between. All of these elements are a function of the maximum letting size ‘X’.
 - (ii) Once the overall size of the board is determined, the actual layout and arrangement of text can be changed to accommodate the desired look. *[Figures 12, 13 & 18]*
- (b) Sign text or applied lettering must be limited to the name of the business and an optional brief description of the nature of the business or slogan only. Business logos, if used, should be sized roughly according to the diagram in Figure 8, Signboard Sizing.
- (c) Commercial properties with multiple tenants must coordinate the size, placement and design of signs and street numbers so as to present a consistent appearance.
- (d) Surface applied façade lettering which is framed by the architectural features of the façade is preferred to signboards and should be utilized whenever appropriate. *[Figure 10 & 11]*
- (e) Installing new signs which cover or obscure architectural features of existing structures is prohibited. Installing new signs which are incompatible with the architectural style, scale, location, materials or color of an existing facade is prohibited.
- (f) New commercial construction must design the front facade specifically to accommodate an area or areas for applied facade lettering or surface-mounted signs. The applied facade lettering or signboard should be framed by the architecture of the facade itself whenever possible. *[1 in Figure 7; Figures 10, 11 & 12]* Areas of the facade specifically designed for signs and lettering should be sized roughly according the diagram in Figure 8 - Signboard Sizing. However, the Review Board permits flexibility in the length of this area to allow businesses with longer names to later replace businesses with shorter names.

Table 2 – Lettering Size Chart

TYPE OF SIGN	MAX. LETTERING SIZE “X” (Name / Business Description or Street #)
Lettering applied directly to façade	18” / 9” (Lettering size ‘x’ = 16”)
Signboard applied to facade	14” / 7”
Projecting sign	8” / 4” (up to a maximum of 5 square feet each side)
Window lettering	8” / 4”



- (g) Signs or lettering which are mounted on the vertical, horizontal or sloped surfaces of the building roof or on roof fascias are not permitted.
 - (h) All signs should be clear and legible. The lettering used should contrast well with the background color and have a width-to-height ratio which is roughly square. Stretched fonts and multicolored text are prohibited unless expressly part of the business logo design.
- (8) Other signs.
- (a) Sandwich Board Sign. In addition to any other permitted signs listed in this Section, sandwich board signs advertising a sale, menu or similar info are permitted to be displayed on the sidewalk immediately in front of the business during operating hours provided they are limited to a maximum of six square feet each side.
 - (b) Special Event. In addition to any other permitted signs listed in this Section, a single temporary sign advertising a special event or announcement is permitted no more than four times a calendar year for any commercial business, provided they are limited to a maximum of six square feet (each side), are located on the business premises and are displayed for no more than seven consecutive days.
 - (c) Temporary signs, such as those provided for announcing public election candidates, real estate for sale, contracting work or similar purposes are permitted, provided they are no larger than 12 square feet (each side) and are removed immediately after the completion of the event. Temporary signs announcing new commercial construction projects must not exceed 32 square feet.
 - (d) Gasoline Service Station Signs.
 - (i) In lieu of a permitted façade mounted wall sign or channel lettering, gasoline service stations are permitted a canopy sign not to exceed 16 square feet in area, inclusive of any colored striping or banding effects along the canopy.
 - (ii) In addition to other permitted signs in this chapter, gasoline service stations are permitted 1 monument sign. Such sign shall be no larger than 8 feet tall, 5 feet long (measured

perpendicular to the road) and 1 foot wide (measured parallel to the road). Copy or sign information may only appear on the long sides. Monument signs must be located at or near the primary vehicle entrance to the property no closer than 15 feet from the edge of the road, or otherwise placed so as not to obstruct vehicular sight-lines. Such signs shall consist of the business name, brief description or motto, street address, and may include pricing information.

(9) Sign Lighting

(a) Signs may be illuminated either internally or externally as specified in this Section.

(i) External sign lighting must be provided only from shielded, downward facing lamps which direct light only around the immediate sign surface. *[Figures 9, 10 & 12]* Bare bulbs must not be readily visible from the public way. Illumination levels on the surface of the sign face should generally not be overly bright or distracting. The Review Board shall have the authority to require after-installation changes to the sign lighting if, in their opinion, it does not meet the requirements of this section.

(ii) Internally illuminated cabinet or "box" signs or internally illuminated channel lettering is permitted only when:

(a) The cabinet is recessed into the façade or otherwise framed by architectural features so it appears to be recessed; *[Figure 18]*

(b) The lettering or logo itself is the only portion of the sign which is translucent or illuminated while any remaining background or sign area is opaque and does not emit light; *[Figure 18]*

(c) The color of the illuminated lettering is soft or muted, complimenting or matching building colors and uniform throughout a property with multiple tenants;

(d) Approved by super majority vote (majority plus one) of the Reviewing Board.

(iii) Surface applied facade lettering which is opaque, yet is illuminated by silhouette or backlight is permitted, provided the source of lighting and associated wiring is fully concealed behind the individual letters.

(b) Illuminated neon signs may be permitted with Review Board approval, provided that the neon tubes comprise the sign lettering only.

(c) Illuminated signs are encouraged to utilize light-colored lettering on a dark background to reduce glare.

(d) All lighting must be generally white or of a muted color with a diffused, non-intermittent light source as approved by the Review Board. All lighting shall not interfere with the comfort and safety of the general traffic and nearby residences.

(e) Gasoline Service Station canopy signs may be directly or indirectly illuminated; however, the canopy roof or its perimeter edge may not be translucent or otherwise illuminated outside of the sign area.

(f) Sign lighting must be turned off by 10:00 p.m., or at the close of business, whichever is later.

H. Exterior Lighting

(1) New street lighting provided along Broadway should match the fixtures currently being installed in other areas along the public way.

(2) All exterior lighting used for signs, walkways, parking lots, security and facade lighting should be full cut-off or recessed fixtures which project light downward only, with no exposed bulbs readily visible from the public way. The light from these fixtures should not spill over into adjacent properties, and provide only as much illumination as required on the target surfaces. *[Figure 9]*

(a) Parking and Security lighting must not exceed 18 feet in height.

- (b) Façade lighting must be shielded and mounted so as to only distribute light directly up or down along the plane of the façade.
- (c) Landscape lighting may be directed upwards with Review Board approval only provided that the fixtures are fully shielded and no bare bulbs are readily visible from the public way. Landscape lighting should not exceed 2 feet in height.
- (3) Internally lit canopies and awnings are prohibited.
- (4) Metal halide and incandescent lamps are recommended for typical exterior uses. Mercury vapor, low pressure sodium, high pressure sodium, neon and laser lights can be used with Review Board supermajority (majority vote plus one) approval only.
- (5) Gasoline service station lighting must be achieved by fully recessed, shielded fixtures which emit light directly downward onto the pumping area only, so that the light source itself is reasonably kept from view when observed from the public way or adjacent parcels. Alternately, the underside of arched, vaulted or otherwise concave canopies may be indirectly illuminated by means of “up-lighting” from fixtures mounted on the canopy supports, providing a general illumination to the pumping area by means of diffused reflection.

Table 3 – Recommended Lighting Levels

Lighting Use	Maximum Footcandles (Horizontal)	Average Footcandles (Horizontal)	Minimum Footcandles (Horizontal)	Uniformity Ratio
Parking Lot	5.0 fc	3.0 fc	1.0 fc	4:1
Security	5.0 fc	3.6 fc	2.0 fc	4:1
Façade	0.5 fc	-	-	-
Landscaping	0.5 fc	-	-	-

Appendix A - Illustrations

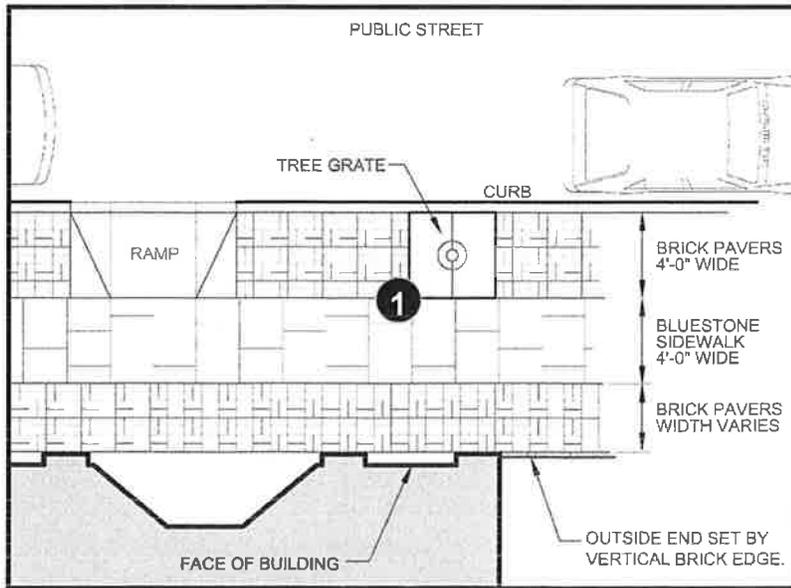
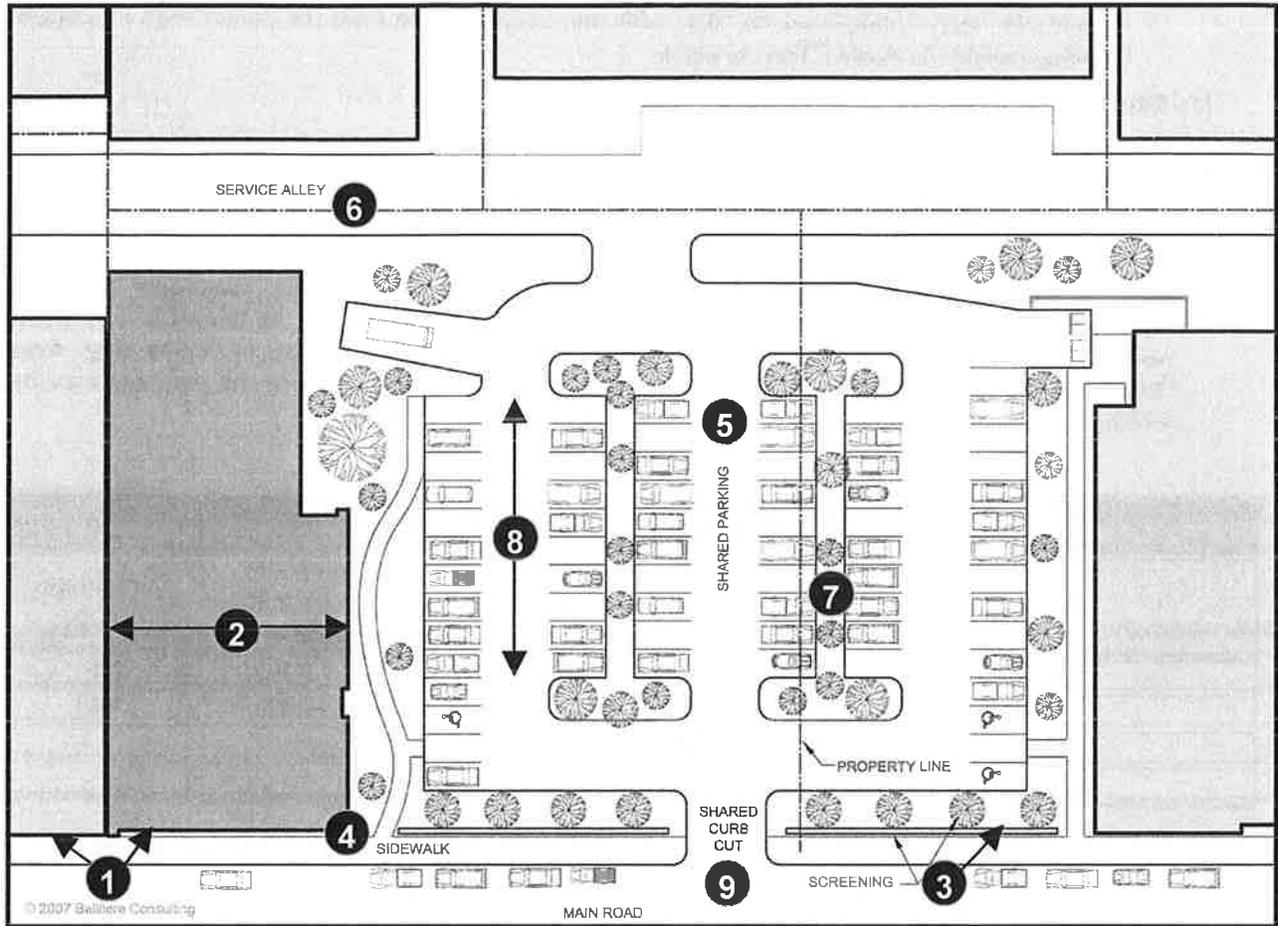


Figure 1 (above): General site plan layout includes aligning with neighboring buildings up at the sidewalk, and keeping all parking in the side or rear of the lot where it can be shared with neighboring properties.

Figure 2 (left): Typical sidewalk configuration. See The City of Kingston Engineering Department for tree planting, sidewalk and curbing details.

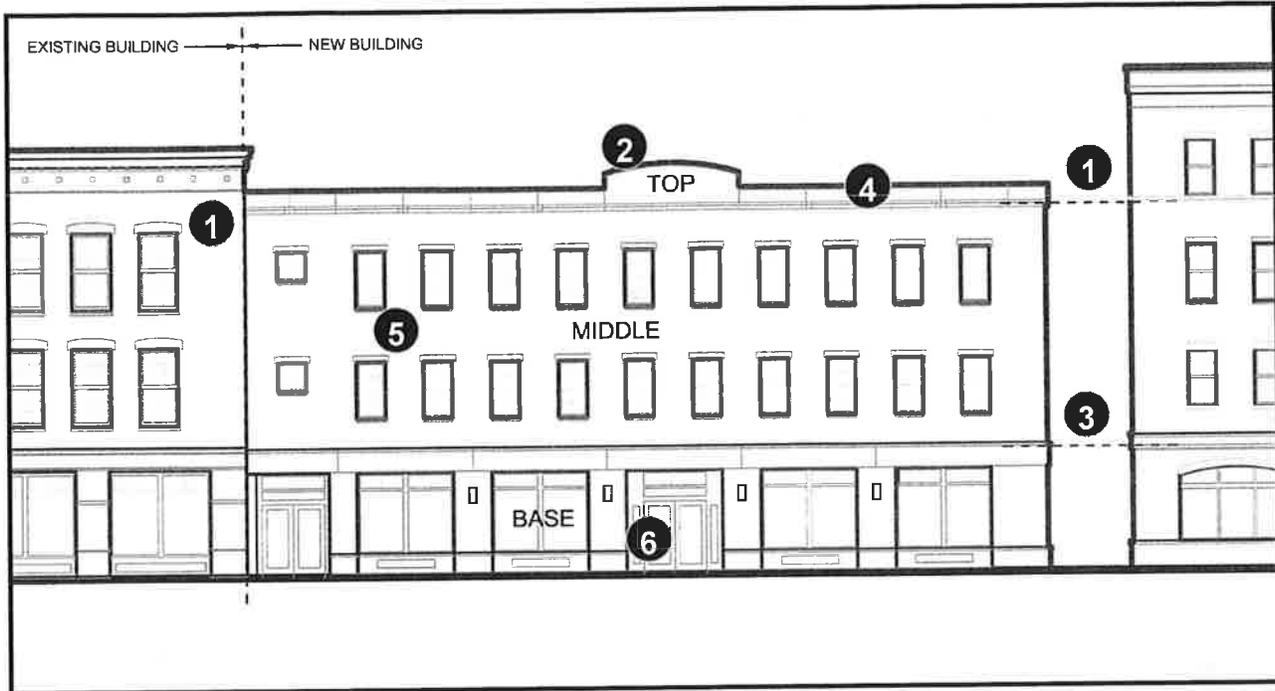
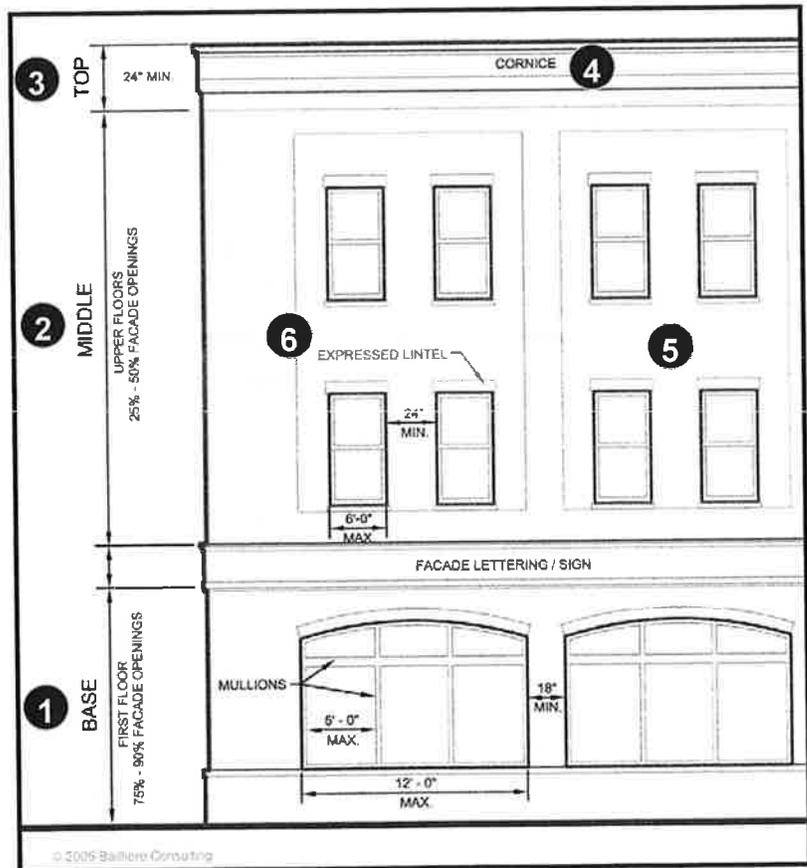


Figure 3 (above): New construction, especially at infill sites, should work to maintain the street wall and have a compatible façade composition with those buildings around it.

Figure 4 (right): Typical façade composition of buildings along Broadway have elements of a “base, middle and top” layout which helps to tie the street together architecturally. The base level typically consists of large storefront openings and deeper recesses in the façade which create relief, shadows and shelter for pedestrians. The upper floors have smaller openings and set up rhythms or patterns with window spacings. The top is usually capped by a bold cornice which frames the sky. These basic principals help to define a common theme and scale to the neighborhood.



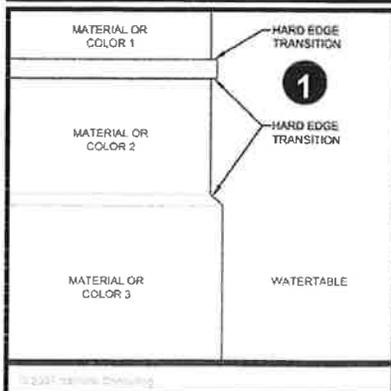


Figure 5 (above): Examples of common proportions on two different buildings. Although the building on the right has smaller sized windows than the older building on the left, they share similar proportions to each other which helps to visually tie the two facades together. Both sets of windows are approximately twice (2x) as tall as they are wide. The spacing of windows has a similar rhythm which also helps to give the different designs a common theme.

Figure 6 (left): Transitioning from one paint color or material to another – it is often best to use a “hard edge” or lip where the one color or material can terminate into before the next one begins.



Figure 9: Sign and façade lighting.



Figure 10: Example of surface applied channel lettering on a facade.



Figure 11: Example of surface applied channel lettering which has been sized and placed to work with the existing architecture of the façade.



Figure 12: Example of a wall sign with external illumination, sized and placed to work with the architecture of the façade.

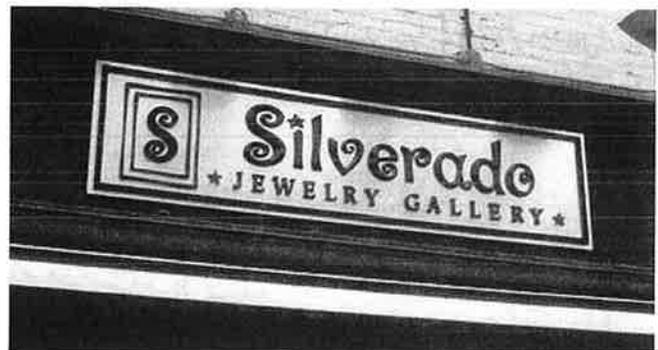


Figure 13: Example of a wall sign sized with optional business description and logo.

Table 2 – Lettering Size Chart	
TYPE OF SIGN	MAX. LETTERING SIZE “X” (Name / Business Description or Street #)
Lettering applied directly to façade	18” / 9” (Lettering size ‘x’ = 16”)
Signboard applied to facade	14” / 7”
Signboard hung perpendicular to facade	6” / 3” (up to a maximum of 5 square feet each side)
Window lettering	6” / 3”

Table 2: Lettering Size Chart – Maximum lettering height for letters applied to the façade and for signboards. To determine the maximum size of an allowable signboard, see Figure 8 “Signboard Sizing”. Any additional text such as a business description or street number is always half the height of that permitted for the business name.

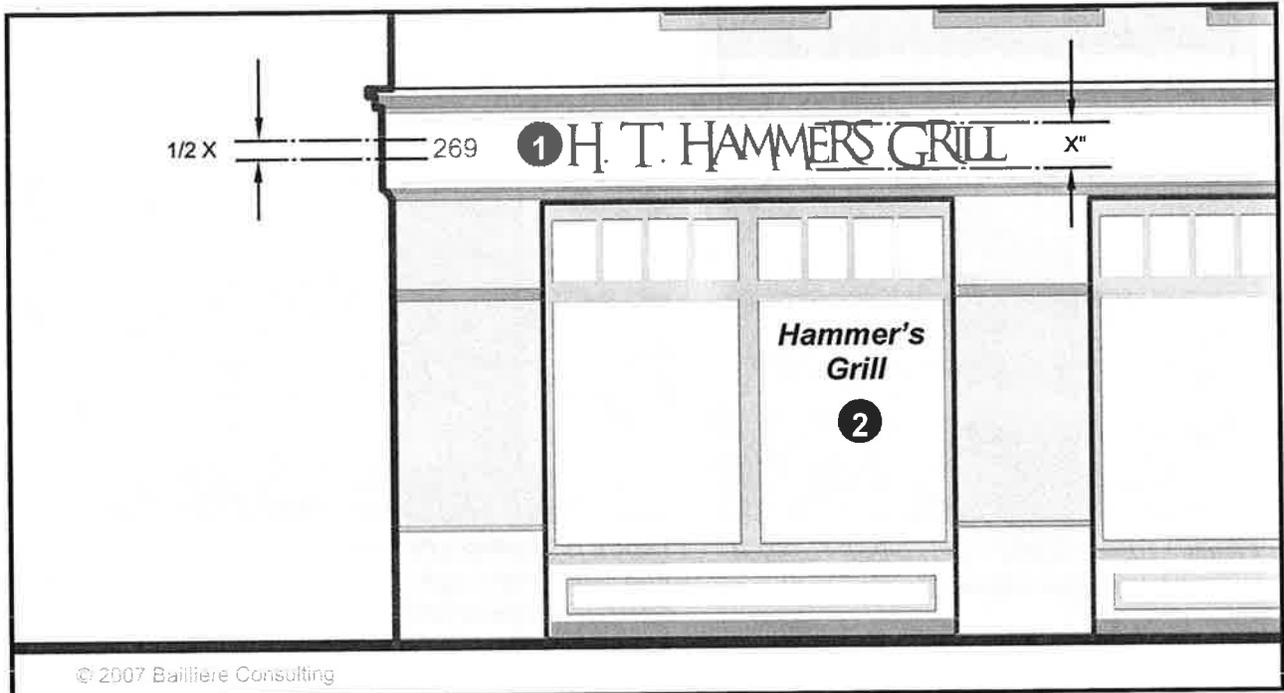


Figure 7: Lettering applied directly to the façade, wall hung signs and window lettering.

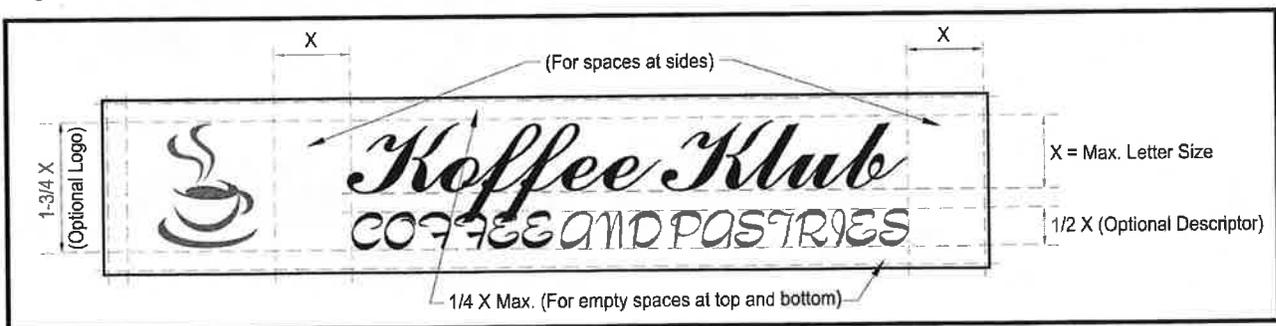


Figure 8: Signboard Layout – The maximum size of all new signboards is determined by the maximum size lettering allowed from the Lettering Size Chart in Table 2. If 12” text is allowed, then any optional business description or street number text should be no larger than 6” (1/2 the size of the business name). Company logos, if used, can be up to 1-3/4 times the height of the business name. Note that this layout is used to determine the overall size of the board, once that is done the text and logo placement can be moved or rearranged to achieve the desired composition.



Figure 14: Example of window lettering.

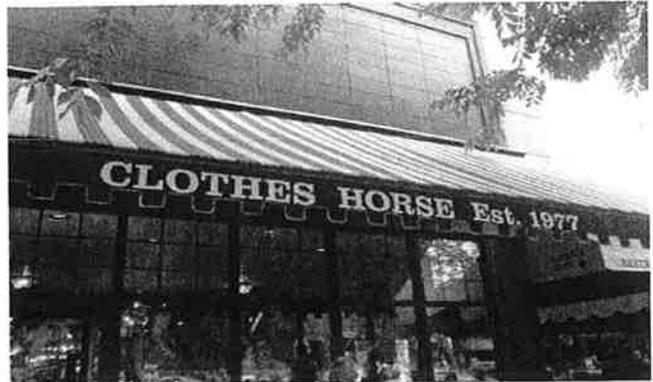


Figure 15: Example of a canopy sign.



Figure 16: Example of a pedestrian sidewalk sign which includes an area map showing where the local businesses are located.

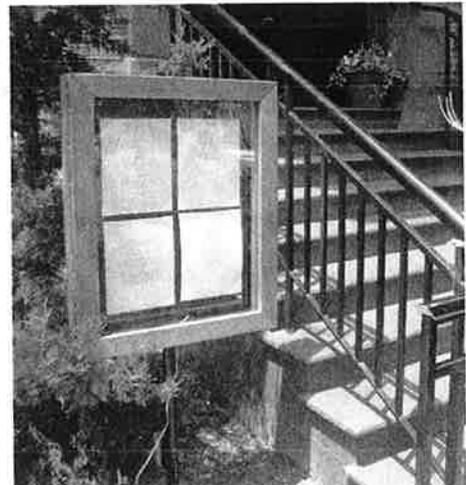


Figure 17: Example of a menu sign.

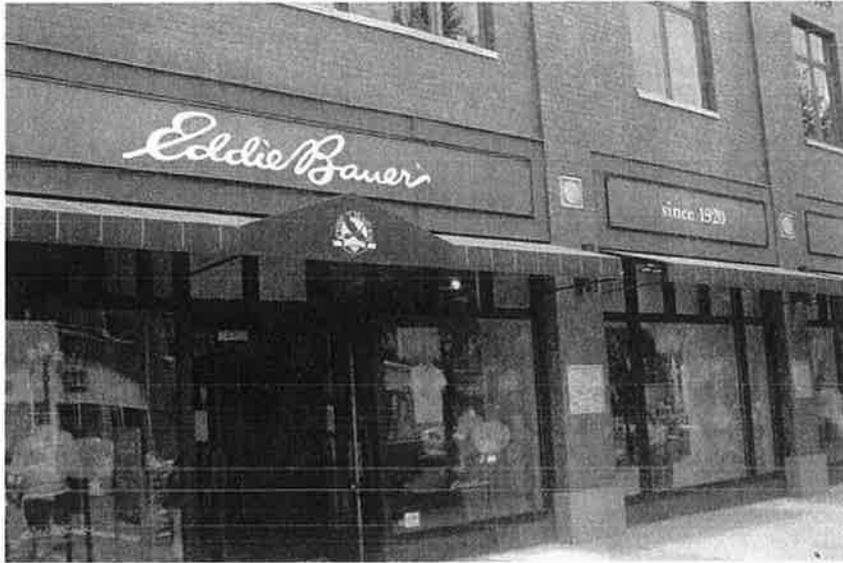


Figure 18: Example of an internally illuminated cabinet sign which has been recessed into the façade so as to appear to be part of the architecture. The white lettering is the only portion of the sign which is illuminated at night, while the remainder of the background is black to blend with the dark panels of the façade.

In this example, the sign text has been split up to be placed on two different parts of the façade. The Business name is located over the door, while the smaller text of the motto was placed elsewhere.

KINGSTON HERITAGE AREA COMMISSION
CITY HALL, 420 BROADWAY
KINGSTON, NEW YORK 12401
845.334 3902 FAX: 845.334.3904

APPLICATION FOR SUBMISSION

PROJECT LOCATION (STREET ADDRESS):

NAME OF APPLICANT:

PHONE NUMBER OF APPLICANT:

FAX NUMBER OF APPLICANT:

MAILING ADDRESS OF APPLICANT:

NAME AND ADDRESS OF OWNER IF DIFFERENT FROM APPLICANT:

PROJECT USE AND/OR DESCRIPTION OF IMPROVEMENT:

REQUIRED FOR SUBMISSION (ANY OR ALL OF THE FOLLOWING):

- ✓ Photo of Building as it exists
- ✓ Plans and Elevations of Proposed Changes
- ✓ Plans to Preserve and Restore Historic Materials and Appearance of Building
- ✓ Landscaping Plans
- ✓ Exterior Lighting
- ✓ Signage Plans including color of sign and lighting of Sign

Please plan to attend the meeting for questions and answers. The Kingston Heritage Area Commission meets the fourth Wednesday of the month at 7 pm in Conference Room 1, City Hall, 420 Broadway. Call 334 3902 if you plan to attend.

Signature of Applicant:

Date:



**CITY OF KINGSTON HISTORIC LANDMARKS PRESERVATION
APPLICATION**

Meetings are on the first Thursday of the month at 7:30 pm in City Hall, 420 Broadway.
All applications must have a representative at the meeting in order to be reviewed.
Questions? Call Building Safety Division (845)331-1217.

Date: _____

Property Address: _____

Owners Name: _____

Sections of local laws authorizing review by the Landmarks Commission of proposed work on designated and historic district properties are in Article IX of the Kingston Zoning Ordinance.

- | | | | | |
|------------------------------------|--------------------------|------------|--------------------------|---------------------------------------|
| Categories of Proposed Work | <input type="checkbox"/> | Repair | <input type="checkbox"/> | Storm Windows & Doors |
| | <input type="checkbox"/> | Alteration | <input type="checkbox"/> | Additions & other
new construction |
| | <input type="checkbox"/> | Painting | | |
| | <input type="checkbox"/> | Roofing | | |
| | <input type="checkbox"/> | Signs | | |

Please attach a detailed description of the proposed work to the application. At the earliest stage of planning of the proposed work, the applicant should contact the Chairman or Secretary of the Commission in order to establish the proposed work.

I understand and agree that no work on this request shall commence until written approval has been given by the Building Inspector.

Owner's Signature: _____

Note: Applicants should review Commission Standards before planning work to insure that the application conforms to these requirements.

Form adopted: 1/06

1. APPLICANT

Name: _____

Address: _____

Telephone/email/fax: _____

2. PROPERTY

Owner's Name: _____

Address: _____

Telephone/e-mail/fax: _____

Tax Map Number: (sbl) _____

Date Acquired by Current Owner: _____

Status: Local Landmark () In Local Landmark District () On National Historic Register or in NHR Dist. ()

Use: Current: _____

Proposed: _____

3. PROPOSED WORK

Scope of Work: _____

Reason for Work: _____

Architect/Engineer: _____ Contractor: _____

Construction Schedule: _____

4. PROPERTY HISTORY

Date of Original Construction: _____

Original Architect/Builders: _____

History of Use: _____

History of Alterations: _____

5. SUBMISSIONS check all that apply:

Survey: _____

Drawings: _____

SHPO Form: _____

Specifications: _____

EAF/Short: _____

Photographs: _____

EAF/Full: _____

Samples: _____

Others: _____

6. RELATED INFORMATION AND COMMENT:

Signature of Applicant: _____

Signature of Owner: _____

SEQR DECISION:	MOTION BY: _____	SECONDED BY: _____
Type I Action: _____	Negative Declaration of Environmental Significance: _____	
Type II Action: _____	Conditioned Negative Declaration: _____	
Unlisted Action: _____	Seek/Designate Lead Agency: _____	
Positive Declaration of Env. Significance: _____ Scoping: _____ EIS: _____		

COMMISSION DECISION:	
MOTION BY: _____	SECONDED BY: _____
Approved/Disapproved/Approved with Conditions (Please Specify):	

Chairman, *Historic Landmarks Preservation Commission*

Date: _____

**FOR INFORMATION ON CREATING HISTORICALLY APPROPRIATE SIGNAGE
CONTACT THE COMMISSION FOR RESOURCE MATERIALS PRIOR TO APPLICATION.**

**CITY OF KINGSTON HISTORIC LANDMARKS PRESERVATION
GUIDELINES**

These guidelines are provided to help you secure your Preservation Permit in an expedient manner as well as provide you with information which may be useful in your attempt to properly care for your historic property.

General Procedure:

When you plan any exterior change to your building, structure or site which is an historic property or is a property in an historic district, you must first come before the Historic Landmarks Preservation Commission (HLPC) for review of the proposed change to your property. Before any building permit can be issued you must first have an approved Preservation Notice Of Action. An application must be

submitted each time you wish to have a project or any portion of a project reviewed. Application deadlines and a schedule of meetings are available in the Safety Division Department 5 Garraghan Drive, telephone number (845) 331-1217.

The HLPC wants to help you to preserve those characteristics that make your property an important contribution to the overall character of the community, thus protecting your property value along with the values of neighboring properties.

To save yourself time and money, we recommend you consider these suggestions:

1. Start communication with the HLPC before you finalize your plans.
2. Do not purchase materials before they are approved by HLPC.
3. Repair rather than replace.
4. If your consultant (architect/contractor) says: “Nobody makes those anymore”, or “Nobody knows how to do that anymore”, get a second opinion.
5. Always remember that salesmen push their products without necessarily having your best interest in mind.
6. New is not always better.
7. “Anything would be an improvement,” is NOT a universal truth.

Standards:

The HLPC has adopted certain standards by which it makes its decisions. The Secretary of the Interior's Standards for Rehabilitation provides a strong basis for making judgements. Preservation is not merely an arbitrary application of aesthetics, but is based on solid criteria. Commission Members have received training through the NY State Historic Preservation Office to help them in the decision making process.

No Surprises:

The HLPC is a commission made up of citizen volunteers whose schedules are, no doubt, as busy as your own. Because of this they have no inclination to take more work upon themselves than is necessitated by their position. The HLPC will not tell you to mow your lawn, or what color to paint your house. They will, however, want to know what color you plan to paint your house, as well as have several general restrictions as follow:

PAINT

1. Choose colors from a chart of historic colors. These are available at almost all reputable paint dealers.
2. Be sensitive to the nature of your structure. Some buildings beg for contrasting trim colors and bold contrasts, others need low-key treatments.
3. Brick structures which are not painted generally should remain unpainted. Painted structures may or may not be made of brick which should be painted. Glazed brick will hold paint only poorly, other types of brick need to be painted for optimum wear.

SIDING

With few exceptions, the covering of wood siding and trim materials with synthetic (aluminum, vinyl, asbestos, etc.) materials will not be permitted. These materials are inappropriate for a variety of reasons including, but not limited to the following:

1. Excessive change in the appearance of the wall surface
2. Incidence of rot or insect damage to underlying materials go undetected beneath (behind) the siding until an advanced state of decay.
3. Increased difficulty fighting fires in buildings with such siding.

TRIM

Decorative trim materials in deteriorated condition may be restored or they can be duplicated. The latest technologies in the repair of deteriorated woodwork can be found in technical guides available through HLPC.

WINDOWS

The use of wood or interior storm windows is encouraged wherever possible. Rebuild windows wherever possible. Replacement windows should fill the original openings of the building, and should also reflect sensitivity to the style and period of the building.

SHUTTERS

Synthetic shutters are discouraged. Shutters should be placed only on those buildings for which they are appropriate and should be of dimensions equaling the window height, and one-half the width of the window. The design of shutters should reflect the period of the building:

1. Paneled, board & batten or stationary louvered shutters for building circa 1830 or earlier.
2. Movable louver designs are suitable for later 19th century buildings.

DOORS

Wooden doors should be restored rather than replaced. When a door is irreparable, care should be taken to replace it in a sensitive manner. Take into consideration the motifs and lay-out of the original entry way. Was it a double or single door? Were there sidelights? Was the door centered in its opening or were there offsetting decorative panels or windows? Rather than purchasing a stock door which does not fit the character of your home, check with salvage yards, contractors or junk dealers to find a door which is more appropriate to your structure. The HLPC has a listing of businesses dealing in doors which are sympathetic to older buildings. Shop around.

STORM DOORS

Wooden storm doors are preferred. If a metal door must be used, be certain it has little or no impact on surrounding trim and does not obscure the character of the wooden door behind it. Remember, storm doors are to protect the original door, not obscure it. No one ever said energy efficiency had to be obtrusive.

ROOFING

Repair rather than replace your standing seam metal or slate roof. Both of these materials have considerable life span. If your roof has long been asphalt shingle, the commission will not expect you to return to a more appropriate material; however, if you can afford to do so, give it some consideration. If you have a built-up roof, there are new technologies available such as EPDM roofing which provide longer life and are considerably lighter than bituminous materials.

PORCHES & FRONT STEPS

If these are original to the construction of the house, they should not be removed or changed. If they have been altered over the years, and are in need of repair, consider returning them to a more appropriate design for the period of your building. In all cases, avoid the substitution of modern materials, such as concrete blocks and pressure treated 4x4s. Look at other houses like your own which appear to have original porches for ideas.

HISTORIC LANDMARKS PRESERVATION APPLICATION INSTRUCTIONS

The following instructions are intended to provide assistance to applicants requesting Design Review by the City of Kingston's HLPC for properties designated as Landmarks or within Landmark Districts as required under Article VII of Kingston's Zoning Ordinance.

Refer to Application forms attached and address each point as indicated.

1. Applicant: Provide name, address (legal and mailing), and telephone number (business and residence) of applicant. If applicant is not the owner of the property to be reviewed, a separate statement from the owner must be attached designating the applicant as the owner's representative and authorizing the application.

2. Property: Provide address and historic building name (if available) for property to be reviewed, and include location as described by tax map number. Note month and year property was acquired by the current owner.

Note also the current and proposed usage of the property even if no change is proposed. Indicate changes in numbers of dwelling units within the building if proposed work includes such changes.

3. Proposed Work: Describe the scope of work proposed in detail. Use continuation sheets and additional submission materials including, but not limited to drawings, specifications, catalog cuts, brochures, color charts, samples, etc., to explain work completely. All exterior and material changes must be described and may include but are not limited to the following: exterior surfaces (shingles, clapboard, brick) walls, roofs, foundations; windows, doors, ornamental elements, landscape, site work (paving, parking, fencing, etc.) and signage. Quantify information when appropriate. Note specifically the following requirements:

- a. Incomplete applications and applications failing to describe proposed work in detail sufficient for adequate review may be subject to postponement or denial.
- b. Current photographs of the property are required for review. These may be black and white or color prints with minimum image size of 3" x 3", and must detail clearly all portions of the property to be affected by the work proposed as well as overall views of the entire property and particularly views from public spaces such as streets and sidewalks.
- c. Demolition: If demolition is proposed, please note complete scope, procedures for repairing/refinishing/clearing remaining portions of building or site. Also note whether an order for demolition has been issued by any regulatory agency and include details.
- d. Addition or Alternation: Provide detailed description of work scope noting forms, materials, finishes, colors, plantings, and details original to the building existing currently and proposed. Address the historic or architectural significance of forms, elements, and finishes to be altered and whether proposed work enhances, diminishes, or has no effect on these. Refer specifically to the HLPC design review guidelines and the Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitation (1983 edition) for acceptable standards of design.

4. Property History: The applicant is strongly encouraged to contact local resource facilities and historical or preservation groups to locate available information about the building and its history, including its variations of use or occupancy since its construction. Include a description of physical alterations to the building, particularly those of the last 50 years, and indicate the year (or approximate) in which they occurred.

5. Submissions: Indicate the suggested or required submissions presented to HLPC. Use continuation sheets as necessary.

Survey - a current legal survey prepared by a licensed Land Surveyor, Architect, or Engineer. This requirement may be waived or substituted with a plot plan or other site map depending on the nature of the work.

SHPO Form (also known as the "blue form") - A copy of the N.Y. State Office of Parks, Recreation and Historic Preservation Building - Structure Inventory form. This form may be obtained from the HLPC staff at Building Safety Division, 5 Garraghan Drive.

EAF/Short - Short Environmental Assessment Form, if required

EAF/Full - Full Environmental Assessment Form, if required

Samples - indicate those submitted. Others, note any additional materials.

6. Related Information and Comment: Note any additional information, or include a continuation sheet, describing or affecting the work proposed including economic constraints, governmental requirements, and public opinion or concern.

The applicant is advised that the work scope and documentation submitted for design review shall, if approved, constitute a binding agreement between the applicant and HLPC. Consequently, a complete, well-defined submission is required, and it is the applicant's benefit to provide all materials and documentation necessary for a prompt and adequate review by HLPC.

Any deviation from or changes to the scope, procedure, or materials approved by HLPC to prevent invalidation of the permit issued.

Upon completion of the Design Review Application, it must be signed and dated by both the Owner and the applicant, and submitted to HLPC with all supporting documentation indicated. The application will then be reviewed by HLPC staff for completeness and the applicant notified if additional submissions are required or recommended prior to HLPC review.

The Kingston Historic Landmarks Preservation Commission bases their review of all applications on the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings. The 10 Rehabilitation Standards are appended to this application and the Guidelines for applying these standards to rehabilitation projects are available upon request.

THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

- 1.** Every reasonable effort shall be made to provide a compatible use for a property which requires minimal alteration of the building, structure or site and its environment, or to use a property for its originally intended purpose.
- 2.** The distinguishing original qualities or character of a building, structure, or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.
- 3.** All buildings, structure, and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.
- 4.** Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.
- 5.** Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure, or site shall be treated with sensitivity.
- 6.** Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features shall be substantiated by historic, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.
- 7.** The surface cleaning of structures shall be undertaken with gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.
- 8.** Every reasonable effort shall be made to protect and preserve archaeological resources affected by, or adjacent to any project.
- 9.** Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural or cultural material, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood or environment.
- 10.** Whenever possible, new additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.

617.20
Appendix B
Short Environmental Assessment Form

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information				
Name of Action or Project:				
Project Location (describe, and attach a location map):				
Brief Description of Proposed Action:				
Name of Applicant or Sponsor:		Telephone:		
		E-Mail:		
Address:				
City/PO:		State:	Zip Code:	
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO	YES
			<input type="checkbox"/>	<input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			NO	YES
			<input type="checkbox"/>	<input type="checkbox"/>
3.a. Total acreage of the site of the proposed action? _____ acres				
b. Total acreage to be physically disturbed? _____ acres				
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres				
4. Check all land uses that occur on, adjoining and near the proposed action.				
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)				
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____				
<input type="checkbox"/> Parkland				

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE		
Applicant/sponsor name: _____		Date: _____
Signature: _____		

Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	<input type="checkbox"/>	<input type="checkbox"/>
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing:	<input type="checkbox"/>	<input type="checkbox"/>
a. public / private water supplies?	<input type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input type="checkbox"/>	<input type="checkbox"/>

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input type="checkbox"/>	<input type="checkbox"/>

Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

<input type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
<input type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.
_____	_____
Name of Lead Agency	Date
_____	_____
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
_____	_____
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

PRINT



SIGN APPLICATION

FOR PIKE PLAN, LANDMARK AND HISTORIC DISTRICT BUILDINGS
Meetings are held the first Thursday of each month at Kingston City Hall, 420 Broadway, Kingston, New York, at 7:30 PM, in Conference Room #1.
For more information call (845)331-1217, Building Safety Division.

ALL APPLICANTS MUST HAVE A REPRESENTATIVE AT THE MEETING IN ORDER TO BE REVIEWED.

Date: _____

Address of Property: _____

SBL #: _____

Owner's Name: _____

Owner's Address: _____

Applicant or
Contact Person: _____

Phone Number: _____

Fax: _____

E-Mail: _____

Number of signs proposed: _____

Size of each sign: _____

Material: _____

Colors (include paint samples): _____

Method of attachment: _____

Include a sketch of the proposed signs, including lettering style, type and material of supports, posts or brackets, indicate where colors will be used, and proposed sign locations using elevation plans and photographs of site.

Note: Pike Plan applicants, see attachments for canopy placement and specific regulations governing size and placement.

I understand and agree that no work on this request shall commence until approval is granted and a permit is issued by the Kingston Building Safety Division.

Property Owner's Signature: _____

Date: _____

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HISTORIC LANDMARKS PRESERVATION COMMISSION
REVIEW PROCEDURE FOR SIGNAGE

1. Applicant fills out sign application and returns it to the Landmarks Commission by submitting at the Offices of the Building Safety Division, 5 Garraghan Drive.
2. HLPC reviews application and submits its decision to the Building Safety Division and Planning Office.
3. Building Safety Division issues a permit according to its regular procedures after all approvals are in place and final.