

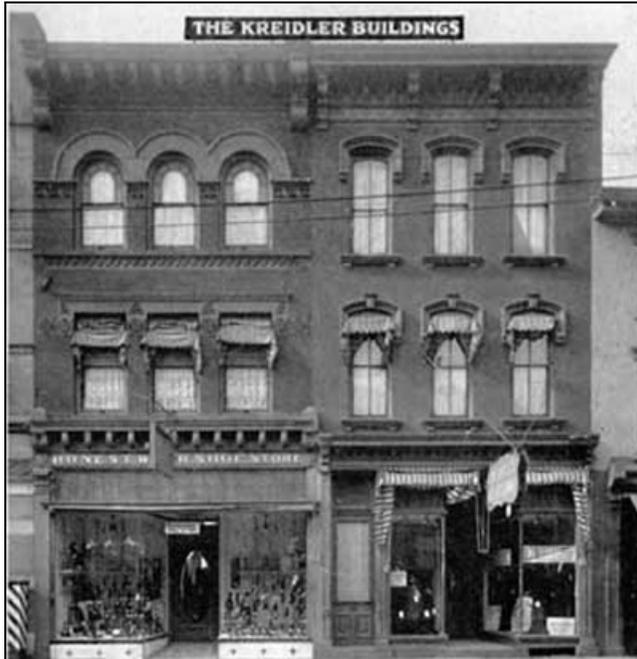


City of Bethlehem, Pennsylvania

South Bethlehem

Historic Conservation Commission

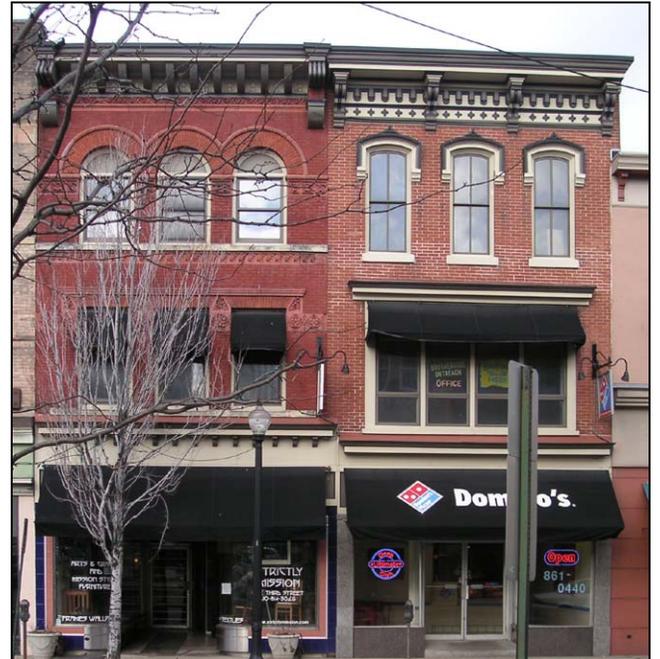
DESIGN GUIDELINES



The historic Kreidler Buildings have been adapted for use by new businesses. Even though the new businesses each have their own identity, the overall historic character remains.

These guidelines were developed in conjunction with South Bethlehem Historic Conservation Commission (SBHCC). The SBHCC reviews Certificate of Appropriateness (COA) applications for proposed exterior alterations to properties within the Historic Conservation Districts that are visible from a public way. The applicant is responsible for complying with the provisions of the Zoning and Building Codes at the time of application. The applicant must obtain a COA as well as all necessary permits prior to proceeding with any work. For more information, or to obtain permit applications, please call the **Planning and Zoning Office at City Hall at (610) 865-7088.**

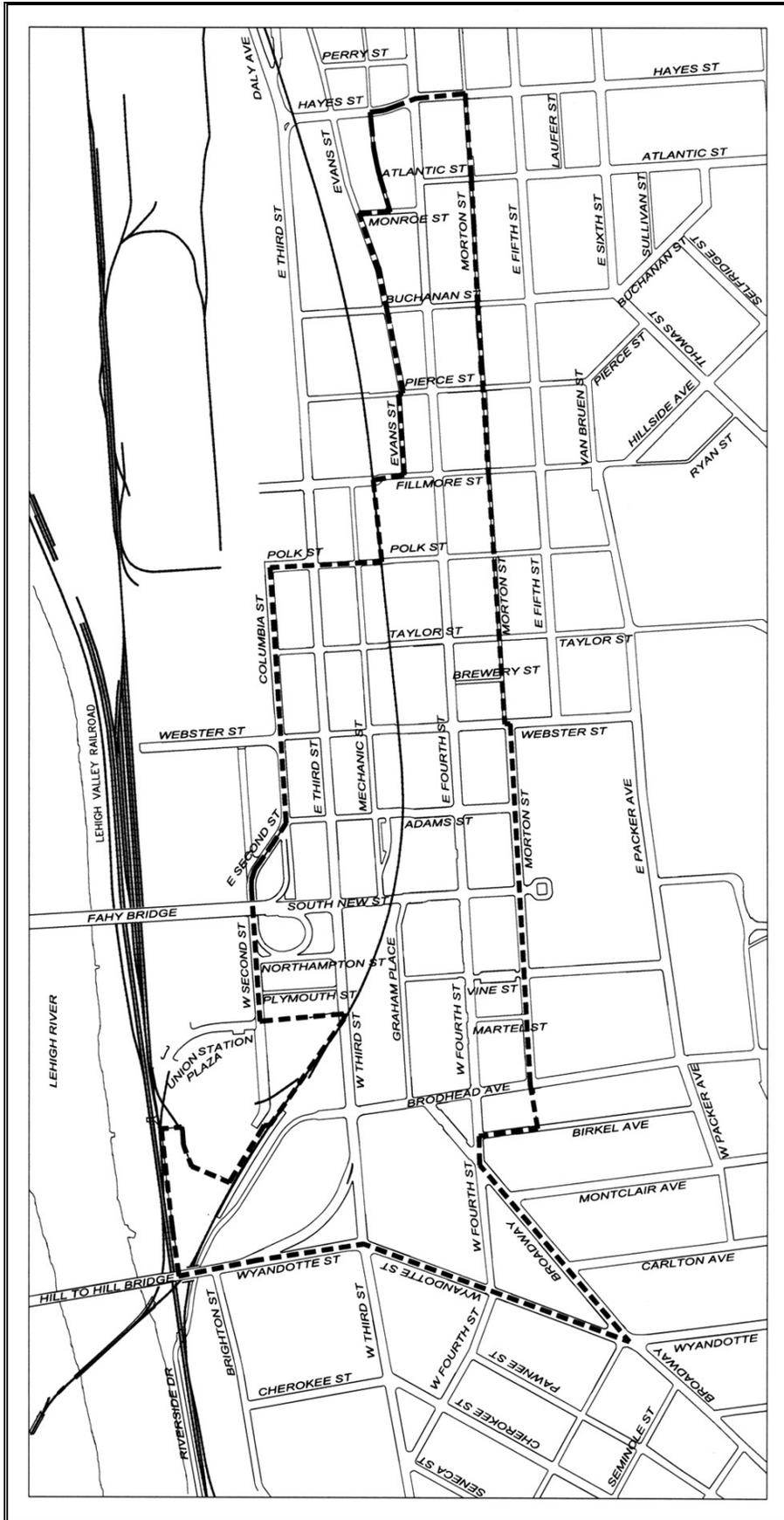
Please review this information during the early stages of planning your project. Familiarity with this material can assist in moving a project quickly through the approval process, saving applicants both time and money.



WHAT ARE THE BENEFITS OF THE HISTORIC CONSERVATION DISTRICT?

The South Bethlehem Historic Conservation Commission (SBHCC) encourages the economic development and revitalization of the South Bethlehem Historic Conservation District while attempting to minimize the burden on long-term residents. Although each property owner can define the benefits of the Historic Conservation District based upon personal experience, historic districts have been found to:

- Increase neighborhood stability and property values, foster economic development, increase business district investment, and revitalize older commercial areas by attracting new customers
- Provide funding opportunities to property owners with grants and financial incentives to improve their historic buildings and structures
- Preserve the physical history of the area and promote an appreciation of the physical environment
- Foster community pride and self-image, increase the awareness and appreciation of local history and tourism



SOUTH BETHLEHEM HISTORIC CONSERVATION DISTRICT

BRIEF HISTORY OF SOUTH BETHLEHEM

One of the critical elements in South Bethlehem's development that helped to shape the way the area looks today was the introduction of two railroad lines in about 1850, the North Penn and Lehigh Valley. With the introduction of the railroad and the area's plentiful natural resources, South Bethlehem was propelled into the industrial revolution, leading to the foundation of various industrial and manufacturing plants, including steel, zinc, brass and silk.

With the dramatic industrial growth in the late nineteenth and early twentieth centuries came the need for additional workers, many of whom emigrated from other countries. With the increased number of workers, the need for housing, related retail stores, commercial businesses and institutions developed. Religious institutions and clubs were founded to act as meeting places and social gathering places for those of like backgrounds. It has been stated that as many as 100 different ethnic groups have been represented in the community. Immigrants established churches, synagogues, lodges, clubs and social clubs.

During the same period, industrialists established several institutions that remain today including Lehigh University, St. Luke's Hospital and several churches reflecting the diversity of the community.

From the beginning of the twentieth century, South Bethlehem represented the commercial center of a multi-ethnic immigrant community. In 1917, both South Bethlehem and Northampton Heights merged into the City of Bethlehem. Because of the community's dependency on Bethlehem Steel, the area's growth spurts were directly related to the prosperity of the industry. One of the greatest periods of growth was from 1900 to 1950, with the architecture reflecting the community's diversity and the stylistic variety of the time.

In the same way that the prosperity of the area was tied to Bethlehem Steel, it was also tied to its decline. With the area's reduced heavy industry and popularization of the automobile and suburbanization, many of the vibrant commercial activity in South Bethlehem had declined. Similarly, new construction and development in the area also declined. By 1996 Bethlehem Steel had ceased steel production in South Bethlehem and later relocated its offices out of the City.



Many of the historic features at this building were restored.

SOUTH BETHLEHEM TODAY

The area identified as the South Bethlehem Historic Conservation District includes predominantly commercial, institutional and mixed use (residential/commercial) buildings, the majority of which are from the period of dramatic growth, 1900 to 1950.

The commercial and civic center of South Bethlehem reflects the prosperity and diversity of the immigrant community of the early twenty-first century. The architecture of the Historic Conservation District reflects the variety of styles from the late nineteenth and early twentieth centuries. Some of the Historic Conservation District's notable streetscapes are:

- Third Street: Two- and three-story commercial buildings, many of which are constructed of brick with heavy bracketed cornices and terra cotta details
- Wyandotte Street: A row of three-story, three-bay two-part commercial buildings with unusual wood storefronts
- Broadway: A unified row of narrow brick buildings, many with Mansard roofs and commercial storefronts
- Fourth Street: Predominantly brick two- to three-story residential and mixed residential and commercial uses and some commercial buildings. The styles of the buildings range from modest worker's housing to Queen Anne
- New Street: Modest commercial storefront architecture
- Fillmore, Polk, Taylor, Webster, Vine and north side of Morton Streets: Modest residential architecture most likely intended for steel workers

WHAT IS SOUTH BETHLEHEM'S HISTORIC CONSERVATION DISTRICT?

A historic conservation district is an area, delineated by a boundary, which includes resources such as buildings, structures, objects or sites, whose distinctive character conveys a unique architectural and cultural heritage. Since the enactment of the State of Pennsylvania's Historic District Act 167 in 1961, many municipalities have passed local historic district ordinances.

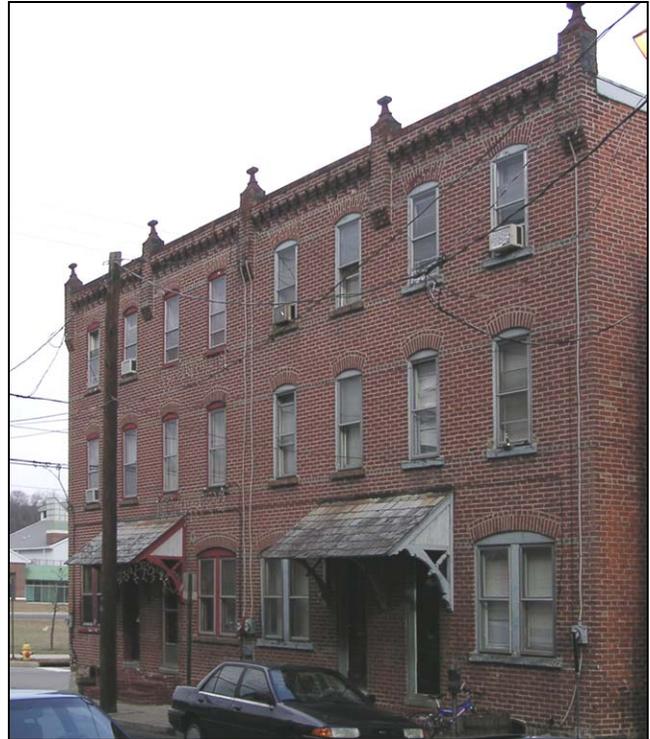
The unique quality of South Bethlehem's architectural heritage was recognized in 1999 with a Determination of Eligibility (DOE) from the Pennsylvania Bureau of Historic Preservation. The same year, the City of Bethlehem passed The Historic Conservation District Ordinance No. 1714 to preserve for future generations significant buildings and structures reflective of South Bethlehem's historic development and architectural styles.

The South Bethlehem Historic Conservation Commission (SBHCC) limits what it reviews. The Commission is primarily concerned with protecting resources from demolition and preserving neighborhood character rather than requiring strict historical restoration. It makes every effort to work with applicants to understand their needs and reach a mutually agreeable solution.

WHAT DOES THE SBHCC REVIEW?

Most proposed exterior changes to properties within the South Bethlehem Historic Conservation District which are visible from a public street, sidewalk or way are subject to review by the SBHCC. The review includes the general design, arrangement, texture, color and materials of proposed work in relation to similar features within the Historic Conservation District's period of significance. The SBHCC considers the effect of the proposed change upon the general historic and architectural nature of the Historic Conservation District. Some of the items that are reviewed by the SBHCC include:

- **New Construction:** Characterized by the introduction of new buildings, structures or additions to existing buildings and structures
- **Alterations:** Any physical change to building materials including the replacement or addition of any exterior structural, decorative or accessory element or feature, i.e. siding
- **Demolition:** Dismantling or tearing down all or part of any building or structure including the removal of character-defining architectural elements



These modest brick worker's houses incorporate detailing of the period including the bracketed shed roof porch, arched window openings, a molded brick cornice and finials.

WHAT THE SBHCC DOES NOT REVIEW

There are some types of work that are not reviewed by the SBHCC including:

- **Maintenance:** Work that does not alter the exterior materials or features of a building or structure and has no material effect on the historic, archeological, or architectural or cultural significance to a building or structure. Examples of maintenance include cleaning of gutters, downspouts and masonry.
- **Repair:** The process of rehabilitation which warrants additional work beyond maintenance, including, but not limited to, patching, piecing in, splicing, consolidating or otherwise reinforcing materials. When a repair is completed, there is no visual change to a building or feature.
- **Construction or demolition of some side or rear yard accessory structures,** such as sheds, garages, detached decks, hot tub enclosures and animal shelters.
- **Construction or demolition of REAR elements** such as porches, decks, patio roofs, balconies and sunrooms.
- **Installation of accessory elements** including flags, downspouts and gutters, flower boxes, heating or cooling units and mailboxes.

THE COA APPLICATION REVIEW PROCESS

To have a Certificate of Appropriateness (COA) application reviewed by the SBHCC, it must be submitted with the appropriate materials to the Planning and Zoning Office at City Hall at 10 East Church Street by 12:00 noon on the second Monday of the month. SBHCC meetings typically occur at 7:00 p.m. on the third Monday of each month. **A property owner or representative is required to attend the SBHCC meeting.** Please contact the Planning and Zoning Office at City Hall at (610) 865-7088 to confirm the next meeting date.

Prior to the SBHCC meeting, the Planning and Zoning Office will review the application and provide a determination concerning the application's completeness. Incomplete applications will not be forwarded for review by the SBHCC.

At their meeting, the SBHCC can recommend approval as submitted or with conditions; tabling for further consideration or pending additional information; or denial, with recommended changes to result in an approved application.

The SBHCC renders its decision within 60 days of the filing of the complete application. The SBHCC's COA application recommendation becomes an agenda item for the next scheduled City Council Meeting, generally held on the first and third Tuesday of the month, at 7:00 p.m. at Town Hall. Attendance at this meeting is optional. Applicants do not typically attend the meetings if they find the SBHCC recommendation acceptable. Similar to the SBHCC, City Council can recommend approval as submitted; approval with conditions; tabling for further consideration or pending additional information; or denial, with recommended changes to result in an approved application.

If the COA is approved by City Council, or approved with conditions, the applicant can then obtain a building permit for the approved work from the Code Enforcement Bureau, provided the application complies with all other City codes. The denial of a COA application will result in disapproval of the building permit application. The applicant can appeal City Council's decision to the County Court of Common Pleas within the time specified by law.

A SBHCC representative will review all completed work for compliance with the approved COA. If any changes are proposed after approval for a COA, please contact the Planning and Zoning Office to determine whether any additional reviews may be required.

Completed work that is not in compliance with the approved COA is subject to fines and possible removal. If a property owner has demolished a building or structure or a portion thereof without obtaining the necessary COA, the Building Official can delay a permit for new construction on the site for two years.

APPLICATION SUBMISSION MATERIALS

To have a Certificate of Appropriateness (COA) application reviewed by the SBHCC, it must be submitted with the appropriate materials. Please contact the Planning and Zoning Office at City Hall at (610) 865-7088 to confirm the required submission materials for your project. The information generally needed for review of a construction application is:

- Architectural drawings with appropriate notes
- Color photographs of the lot or structure where the construction or alteration will occur
- Photographs of streetscapes adjacent to and across from the proposed construction activity
- Reasons for any deviations from the Design Guidelines including financial feasibility and documented cost estimates or alternatives, if appropriate

The information generally needed for review of a demolition application is:

- Photographs showing what is proposed for demolition
- Photographs and a written description of deteriorated condition
- Reasons for demolition
- Explanation why rehabilitation, reuse or modification is not feasible or desirable
- Proposed future use and timeline for implementation
- Statement of disposition of architectural features and building materials

TIMING FOR REVIEW

Typically, a minimum of six to eight weeks is required from the submission date of the COA application to the issuing of a building permit. Incomplete submissions will extend the application review time period. Including all required materials with a complete application expedites the review process. Contact the Planning and Zoning Office at City Hall for assistance at (610) 865-7088.



The styles of these two commercial buildings are very different, but similar storefront and roof cornice heights provide continuity.

GUIDELINES FOR SBHCC DECISIONS

When reviewing a proposed project, the SBHCC review is guided by principals contained in *The Secretary of the Interior's Standards for the Treatment of Historic Properties*. In the *Standards*, "rehabilitation is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values." The *Standards for Rehabilitation* allow property owners and tenants common-sense guidelines to provide sensitive contemporary uses for their sites while retaining their architectural and cultural heritage.

In reviewing projects, the SBHCC encourages sensitive rehabilitation involving the least amount of intervention or change as identified in the following guidelines:

- **Identify, retain, and preserve** the overall form, materials, and details that are important in defining the architectural and historical character of the building and site.
- **Protect and maintain** historic materials and features. This involves protection from other work that may occur in proximity to the historic materials, and also protection through regular maintenance. A regular program of protection and maintenance usually involves the least degree of intervention and can prevent or postpone extensive and costly work.
- **Repair rather than replace** deteriorated historic materials and features. Repairs maintain the building

in its current condition while making it weather-resistant and structurally sound. Repairs should involve the least intervention possible, concentrating specifically on areas of deterioration. When repair is not possible, the SBHCC encourages replacement in-kind, reproducing by new construction the original feature exactly, including the original material, finish, detailing, and texture. Although not preferred, substitute materials are acceptable when they convey the original appearance and finish of the original feature.

- **Replace** missing or deteriorated historic materials and features when the extent of deterioration precludes repair. Similar to repair, the preferred approach is to replace the entire feature in-kind to match the original material, finish, detailing, and texture. Since this is not always technically or financially feasible, substitute materials are acceptable when they convey the original appearance and finish of the original feature.
- **Reconstruct** missing historical features if adequate historical, pictorial, and physical documentation exists so that the feature may be accurately reproduced. The addition of features from other historic buildings or addition of historical elements for which there is no documentation is not appropriate.
- **Alterations, adaptive reuse and additions** are sometimes needed to ensure the continued use of a building. An alteration or adaptive reuse involves returning a building to a useful condition while saving those parts that represent its historical, architectural or cultural significance. It is important that alterations and adaptive reuses do not radically alter, obscure or destroy character-defining spaces, materials, features, or finishes. If considered, new additions should be clearly differentiated but compatible in size, mass, form, fenestration, detailing and style with the historic building, constructed at a less visible side or rear elevation so the character-defining features are not radically changed, obscured, damaged, or destroyed.
- **New construction** is appropriate in cases where previous buildings have been removed or historic buildings have been replaced with newer construction that is not compatible with the context of the Historic Conservation District. New construction should be compatible with the general design, arrangement, texture, and materials in relation to similar features of buildings and structures of the Historic Conservation District's and streetscape's period of significance from 1900 to 1950.

MAINTENANCE *IS* PRESERVATION

Regular maintenance helps to preserve buildings and property, protect real estate values and investments, and keeps South Bethlehem an attractive place to live, work and visit. To encourage the area's continued upkeep, the City of Bethlehem has adopted a property maintenance code for all buildings and structures.

Lack of regular upkeep can result in accelerated deterioration of building elements and features. Small openings or unpainted surfaces can allow moisture penetration and eventually rot. In the case of historic buildings, these features often represent character defining elements that are difficult and costly to replace. Long-term lack of maintenance can impact a building's structure, resulting in expensive repairs.

It is prudent for property owners to inspect their properties regularly to identify potential problems. If problems are detected early, smaller investments of money may not only improve a property's overall appearance and value, but also can prevent or postpone extensive and costly future repairs. Regular maintenance items typically include painting, and cleaning gutters and downspouts. It is also prudent to inspect the roof and any signs of moisture infiltration, open joints, and cracks or bulges.

The SBHCC encourages:

- Semi-annual reviews of buildings and structures to identify maintenance and repair needs
- Prolonging of the life of original materials on historic structures through regular maintenance
- Avoiding replacement of original materials with newer materials

REPAIRS AND REPLACEMENT

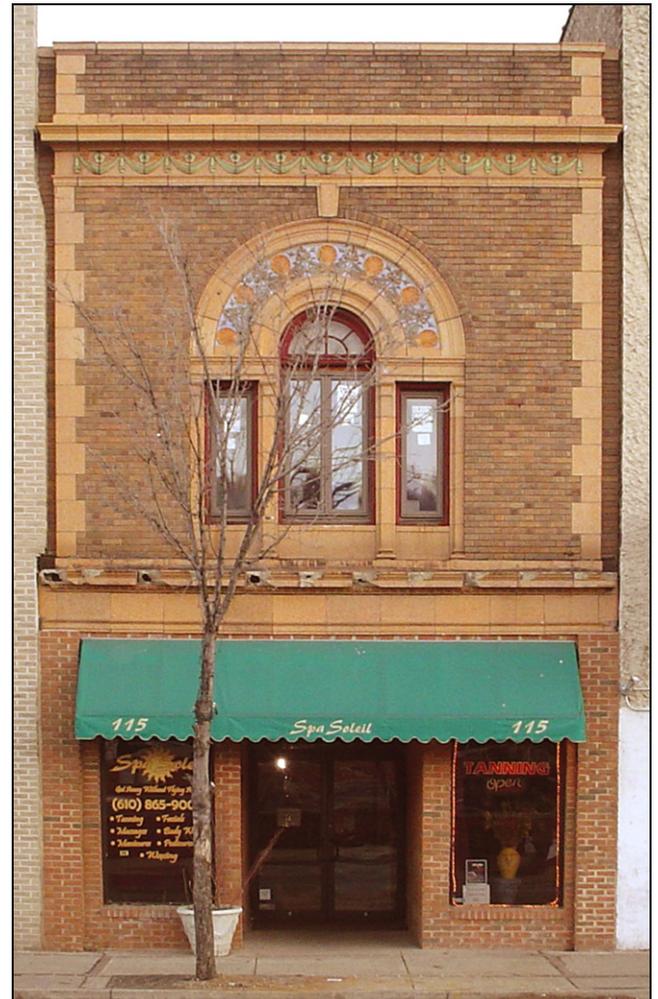
When it is no longer feasible to maintain a historic feature, repairs or replacement in-kind may be necessary. Repairs maintain the building in its current condition while making it weather-resistant and structurally sound, concentrating specifically on areas of deterioration. Similar to maintenance, repairs costs and effort can be minimized if the problem is addressed quickly, preventing or postponing costly future repairs. As an example, it might be possible to repair an existing wood window rather than incur the much higher expense of replacement windows.

When repair is not possible, the SBHCC encourages replacement in-kind. Although it is tempting to install newer materials such as vinyl siding or replacement window systems, many of these materials are not

compatible with historic building systems and can lead to costly future repair needs. In the case of vinyl siding, it can trap moisture within a wall cavity and rot the framing.

The SBHCC encourages:

- Non-intrusive repairs, focused at deteriorated areas, stabilizing and protecting the building's important materials and features
- When repair is not possible, replacement in-kind to the greatest extent possible, reproducing by new construction the original feature exactly, matching the original material, size, scale, finish, detailing, and texture, and utilizing similar techniques
- When replacement in-kind is not possible, the use of compatible materials and techniques that convey an appearance similar to the original feature, similar in design, color, texture, finish, and visual quality to the historic elements



Regular maintenance and repair will help preserve the distinctive terra cotta on the upper level of this building.

SOUTH BETHLEHEM HISTORIC CONSERVATION DISTRICT DESIGN GUIDELINES

Alterations, renovations, adaptive reuse, new construction and demolition are sometimes needed to ensure the continued use of a building or to provide new uses within the Historic Conservation District. When considering work that goes beyond simple maintenance and repair, the SBHCC encourages applicants to blend their project harmoniously with the historic fabric of the area.

New construction and additions are encouraged to be designed to be compatible with the character of the Historic Conservation District and the streetscape. In the case of demolition of all or part of a building or structure, applicants are encouraged to consider the historic value of the property to the streetscape and District as a whole, and pursue alternative actions such as adaptive reuse or additions.

NEW CONSTRUCTION

New construction within a historic conservation district can dramatically alter the appearance of the district and its streetscape. Because of the sensitivity of the area, the property owner should take great care when proposing new construction in the Historic Conservation District and contemporary design will be reviewed within the context of the streetscape and the neighborhood.

These Design Guidelines are intended to provide the elements and principals of appropriate design to allow maximum creativity while allowing plans for new construction to be assessed fairly, objectively and consistently. These Design Guidelines are intended to encourage the designer of new construction to consider existing historic buildings as a starting point in the design process and not the final goal.

The SBHCC encourages:

- Preservation of the cohesive ambiance of the Historic Conservation District with compatible, sympathetic, and contemporary construction
- Matching setbacks (distances to property lines) of adjacent buildings on a streetscape
- Compatible siting, proportion, scale, form, materials, fenestration, roof configuration, details, and finishes



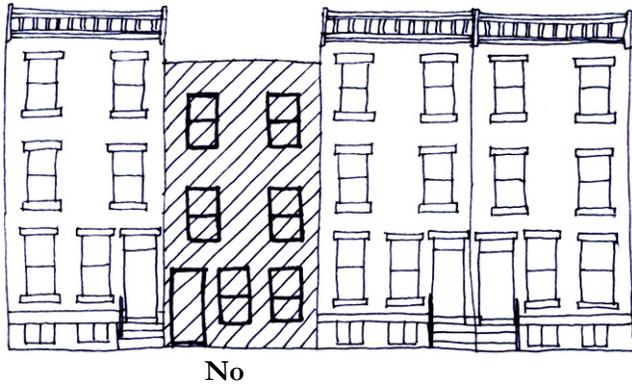
The enclosure of the originally open canopy at the former Union Station created a new space that was compatible and subordinate to the historic building. The roof cresting was fabricated to match an existing original piece of cresting found on the site. The provision of this additional space was an important requirement for the adaptive reuse of the train station as a health care facility and avoiding the likely demolition of the deteriorating building.

ADDITIONS TO EXISTING BUILDINGS

Additions to existing buildings within the Historic District can provide increased commercial and habitable space while maintaining the historic character of the original building and streetscape. In conformance with *The Secretary of the Interior's Standards*, an addition to a building within the Historic Conservation District should be subordinate to the historic building and read clearly as an addition. Contemporary design and additions to existing properties should not destroy significant architectural material, and should be compatible with the design of the property and the neighborhood. Whenever possible, additions should be constructed in a manner that, if removed in the future, the essential form and integrity of the historic building would be unimpaired. Although the construction of rear porches, decks, patio roofs, balconies and sunrooms are not reviewed by the SBHCC, ideally they should follow the Design Guidelines.

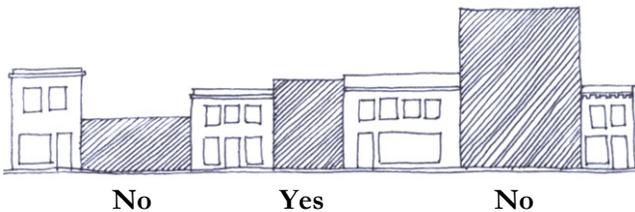
The SBHCC encourages:

- Construction of additions at side or rear elevations wherever possible that are subordinate to the historic building, and compatible with the design of the property and neighborhood
- Construction of additions so that the historic building fabric is not radically changed, obscured, damaged, or destroyed



When several adjoining buildings in the same row are the same size, variation can be very obtrusive. The new building is entered at the sidewalk level and has lower floor-to-floor heights. As a result, the overall building height is lower and is inappropriate for the streetscape.

Size and Scale: New construction should reflect the dominant cornice and roof heights of adjacent buildings and the proportions of building elements to one another and the streetscape. In cases where the street does not have an obvious or dominant rhythm of cornice heights and window openings, the decision of the SBHCC recommendation will be based on a consideration of actual height and massing of the proposed building within the streetscape.



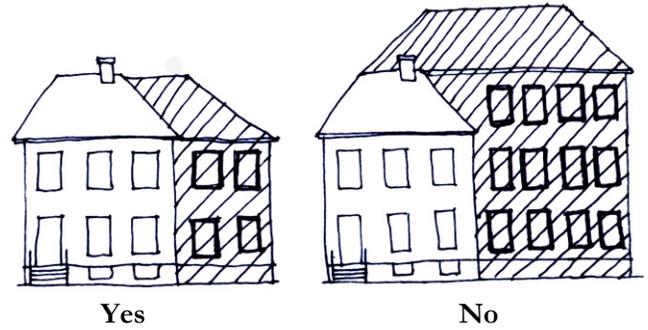
The size of the center building generally conforms to the remaining buildings on the streetscape. However, the new building to the left is significantly smaller while the new building to the right is significantly larger.



The one story residence is not an appropriate size for the streetscape. The new building to the right is a similar size and has a similar form to the existing buildings.

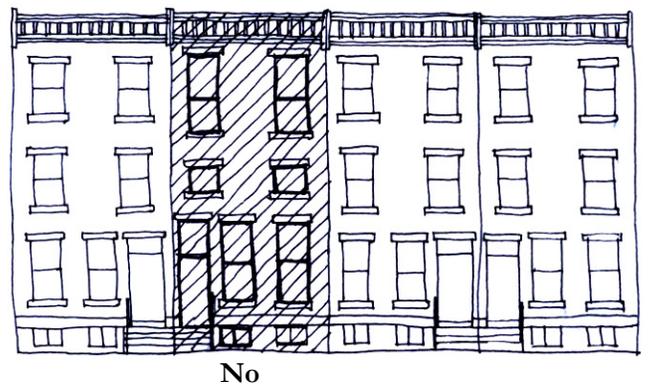
In South Bethlehem, where two and three story buildings are the norm, buildings that digress from these standards by any great degree seriously impact the Historic Conservation District. If large scale

construction is considered, particular attention will be given to the location, siting, setbacks (distance to the property lines,) façade treatments (materials, window and door openings, etc.) and the effect of the proposed building on the streetscape and Historic Conservation District as a whole. An addition should be smaller than the original building with similar floor-to-floor and first floor heights.

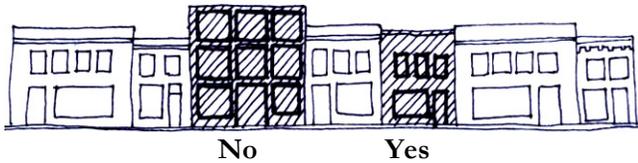


The addition to the left is the appropriate scale, proportion, overall form and window pattern as the existing building. The addition to the right is significantly larger than the existing building and is visually overwhelming and inappropriate.

Proportions: New construction should relate to the dominant proportions of the buildings on the streetscape while new additions should relate to the dominant proportions of the existing building. The proposed design should closely reflect the height and width ratios of the overall building proportions as well as that of doors, windows, porch bays and storefronts.

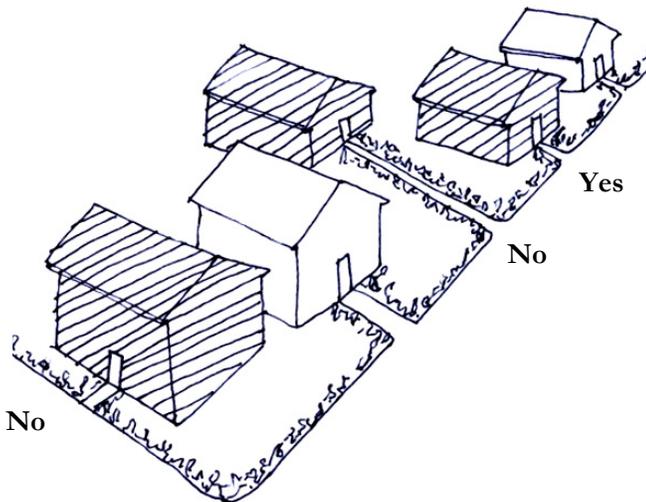


The proportions of the windows are significantly taller at the first and third floors and shorter at the second floor than the existing buildings. The proportions are not appropriate for the streetscape.



Many of the commercial buildings within the Historic Conservation District were constructed of masonry with smaller window openings at the upper floors and larger storefront windows. The third building from the left with very large window openings is inappropriate while the third building from the right with the punched window openings is appropriate.

Massing: Massing refers to the overall composition of the major volumes of a building. The façades of new construction should reflect the feeling of lightness or weight of neighboring buildings with similar proportions of solids (walls or siding) to voids (storefronts, windows and door openings) and projecting porches, bays and overhangs. The massing of additions should complement, but not necessarily match the original building. For example, a glassed-in side porch might be a “lighter” variation of the original façade massing. However, a solidly infilled side porch might not be appropriate.



Although all of the new buildings have the appropriate form, the setback of the middle building from the sidewalk is much greater than the existing buildings. The entrance of the corner building is orientated towards the intersecting street and is inappropriate.

Orientation: The principal façade of new construction should be orientated in the same direction as the majority of the buildings on the streetscape. In the case of new construction on a corner site, the front façade should face the same direction as the existing buildings on the street and follow the rhythm of the streetscape. When adding to an existing building, the addition

should be located, planned, and detailed so as to not confuse the dominant historic orientation of the original building. The addition should not have the effect of creating a new primary façade. The addition should not be visually dominant, and should be screened from the street as much as possible.



Although the details have been simplified in the new building, the rhythm and pattern of the new window openings are similar to the existing buildings and the overall design is appropriate.

Rhythm and Patterns: The rhythm and patterns of principal façades of new construction should reflect and maintain neighborhood and streetscape patterns. The rhythm and patterns of principal façades of an addition should reflect the original building. Rhythm and patterns across the width of a façade typically includes number of bays and the location and spacing between doors and windows. Vertical considerations for rhythm and patterns include floor-to-floor heights, first floor height above the ground, cornice heights, and the vertical distance between rows of windows and windows and cornices. In some instances, where the proposed use for a new building prevents maintaining rhythms and patterns, the applicant is encouraged to incorporate detailing to suggest them.



The floor-to-floor and roof heights of the addition on the building to the left vary from the existing building. The drawing to the right indicates a more appropriate solution where the floor-to-floor and roof heights are similar to the existing building.



No

The existing buildings typically have two windows at each floor with a door at the first floor. The rhythm and pattern of the windows at new building is different and alters the character of the streetscape.

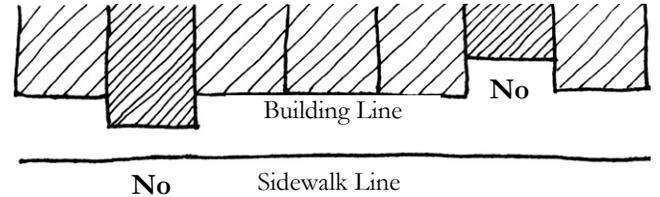
Storefronts, Window and Door Openings: For new construction, the size, shape, design, proportions and placement of storefronts, windows and door openings should be similar to the surrounding historic buildings. For additions, the size, shape, design, proportions and placement of windows and door openings for an addition should be similar to the existing building. Windows should be functionally similar, such as double hung windows, and have similar muntin or grid patterns as the neighborhood’s historic buildings. Doors should reflect the historic proportions of windows and panels.



Many historic buildings have rich architectural details. Some of the features of this building include the ornate pressed metal cornice and decorative brick window surrounds, banding corbelling and transom panels.

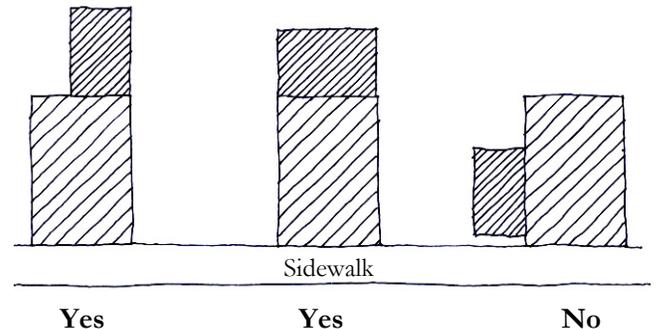
Architectural Details: The character-defining features and details of the historic neighborhood buildings should be reflected in the design for the new construction and additions. These architectural details

include roof form, porches, porticos, cornices, lintels, arches, quoins, chimneys, projecting bays, and the shapes of window and door heads. In many instances these details can be “simplified” to provide compatibility without requiring duplication of historic features.



New construction should not step forward from or recede back from adjacent buildings on the streetscape.

Streetscapes: New construction should reflect prevailing setbacks, (distances between the building and the property line or street or sidewalk,) and physical elements that define the historic buildings on a streetscape, such as brick walls, wrought iron fences, building facades or combinations of these which form visual continuity and cohesiveness with the period buildings.

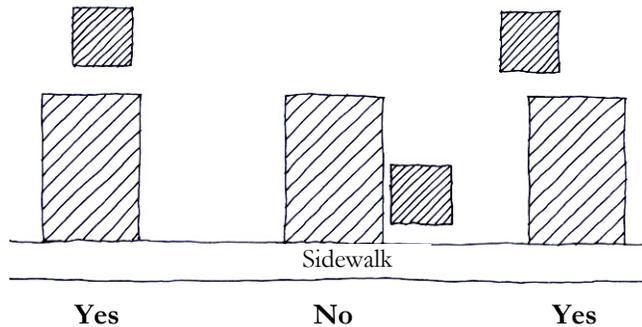


The visibility of the left and middle additions would be limited from the sidewalk and the street. The addition to the right is very visible from the sidewalk and street and should be avoided.

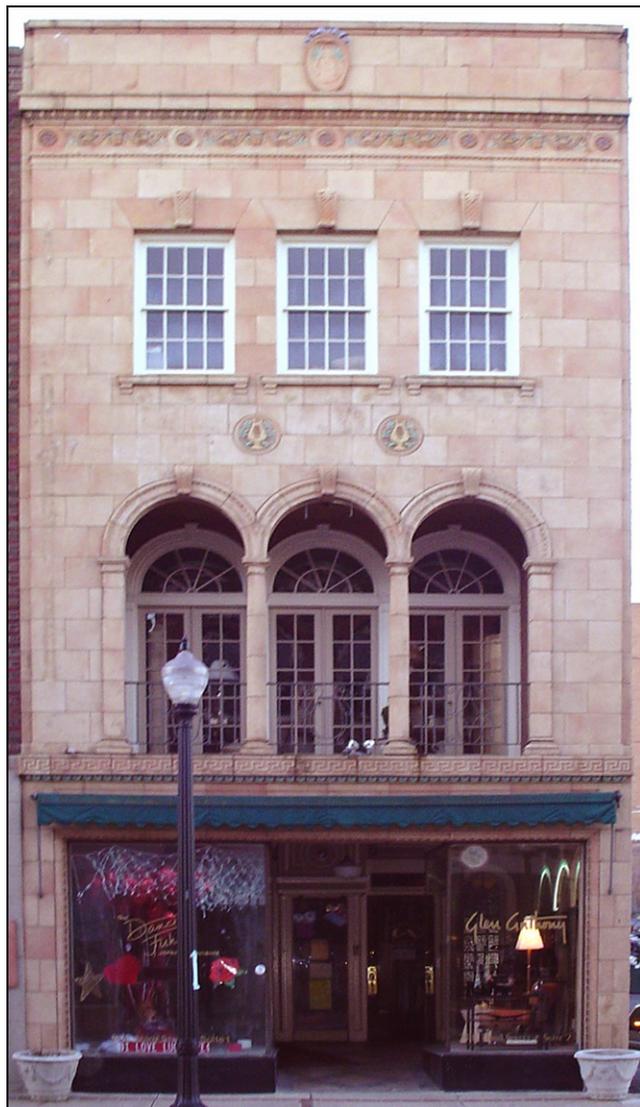
Additions should be positioned to have the least visible impact from the street, with additions at front façades strongly discouraged and rear additions generally most appropriate. Additions at side elevations are generally appropriate, although it is recommended that they be held back as far as possible from the street.

Secondary Structures: Secondary structures include but are not limited to sheds, garages, detached decks, hot tub enclosures and animal shelters. Similar to additions, secondary structures should be subordinate to the primary structure on the lot and visually compatible with the primary building and not compromise its historic character. Although the SBHCC does not review many secondary structures

located in rear or side yards, ideally the secondary structure should be located so it is not visible from the street and should follow the Design Guidelines.



The visibility of the secondary structures at the right and left is limited from the sidewalk and the street. The secondary structure in the middle is very visible from the sidewalk and street and should be avoided.



Materials and Textures: New construction should use materials and textures in a manner that is sympathetic to the historic buildings in the streetscape. Materials should be of a similar or complementary color, size, texture, scale, craftsmanship, and applicability to the function performed. Traditional materials common in the Historic Conservation District, such as brick, wood, stone and terra cotta are recommended.

A sympathetic use of materials should not imply that materials used in new construction will duplicate the old in detail, nor that new construction attempt to duplicate historic structures. Rather, it is a matter determining the compatibility of the new with the old.

Materials and textures for new additions should either match or be sympathetic to those found on the original building. If the materials for the addition are different, they should be subordinate that the original building. In the case of south Bethlehem where many of the buildings are constructed of brick, brick, wood siding and stucco are appropriate wall materials for an addition. However, a brick addition would not be appropriate for a wood building.

The SBHCC will not recommend approval of the following materials:

- Vinyl or metal siding or capping
- Asphalt siding on wall surfaces
- Synthetic stucco (EIFS or Exterior Insulation and Finish Systems)
- Painted or exposed concrete or concrete block masonry
- Ornamental pierced concrete masonry walls and screens, chain link fencing, vinyl fencing
- “Antiqued” brick
- Unpainted wood
- Wrought iron and aluminum porch columns and balusters
- Carpeted porch floors
- Flush exterior doors
- Colonial picture windows, jalousie windows, dark or tinted glass windows

The commercial buildings in the South Bethlehem’s Conservation District have many examples of terra cotta. It was commonly used because it was available in a wide range of shapes with various designs, colors and patterns. Other materials that were common to many of the historic buildings in the area are brick, wood and stone.



This former residence has been adapted into a realtor's office, maintaining the building's historic character.

ALTERATIONS AND RENOVATIONS

Alterations and renovations are sometimes needed to ensure the continued use of a building, but can have the potential to alter the Historic Conservation District's character. When considering alterations or renovations, great care should be given to the original building and its relationship to the proposed alteration or renovation.

In many instances, changes are driven by business owners installing new signage or renovating storefronts to reflect their commercial identity. In the case of residential property owners, an alteration could be the enclosing of a porch. The proposed change can impact both the individual building as well as the streetscape as a whole.

Although the SBHCC supports individualization and commercial identity, they encourage applicants to understand the important design features on an existing building and streetscape and recommend design changes that are as compatible with those features as possible.

The SBHCC encourages:

- Identification, retention, and preservation of the character defining features of the historic building
- Minimal alteration to the original design, materials, and features
- New design elements and scale that are compatible with the historic building and district
- Use of materials and techniques that are compatible to the historic building and district
- Maintaining the appropriate historic contextual setting

ADAPTIVE REUSE

In adaptive reuse projects, alterations or renovations might be necessary to utilize a building for a different purpose from which it was originally designed. (It should be noted that proposed new uses must be permitted by the Zoning Code.) Similar to alterations or renovations, great care should be given to the original building and its relationship to the alteration or renovation. It might not be appropriate to reuse a building with numerous windows as a theater where windows are not desirable. However, there are many instances where adaptive reuse can provide new life for a historic building.

Examples of Adaptive Reuse:

- Conversion of a house into apartments or offices
- Reuse of historic storefronts
- Conversion of industrial or commercial buildings into housing
- Conversion of institutional buildings into commercial or residential space

Benefits of Adaptive Reuse:

- Retention of Historic Conservation District character and high quality historic materials and craftsmanship
- Promotes stability of ownership and occupancy in the Historic Conservation District
- Potential cost savings over new construction
- Presence of established neighborhood and existing infrastructure
- Increased opportunity for economic development within the Historic Conservation District while retaining the historic character of the area



The Banana Factory, a former banana warehouse, has been adapted into a community arts center that retains many of the original architectural details. Some of the alterations for the project included the replacement of windows and installation of signage and decorative tile.

HISTORIC BUILDING MATERIALS

Although the SBHCC encourages regular maintenance and the retention of historic materials as long as possible, they do recognize that all materials, new or old, do wear and eventually will pass their useful life span and require replacement. The following information is presented as a guide to applicants regarding the general care of building systems and potential replacement materials. The SBHCC will be happy to speak with each applicant individually if there are specific questions regarding proposed materials at their property.



Some of the modest homes in the area have distinctive roof forms and materials. This roof, with the rows of fishscale slate and a turret, provides additional character to the building. In many instances, re-securing or replacing individual slates is a cost-effective alternative to roof replacement with a new material.

ROOFING

A building's roof provides the first line of defense against the elements and its design greatly affects the overall appearance of a building. Therefore, regular inspection, review and maintenance of roofs and drainage systems is critically important to its longevity.

The SBHCC encourages:

- Regular roof inspections, maintenance and repair – regular maintenance and repair of slate can add years of life to an existing roof
- Replacement roof materials or new materials for additions and new construction that are sympathetic in appearance to historic materials
- Retention of decorative roof elements such as chimneys, cresting, finials, eaves and cornices
- Maintaining existing roof forms and heights for existing buildings or additions and using sympathetic roof forms and heights for new construction
- Replacement when necessary, matching original color, pattern, material and texture

The SBHCC discourages:

- Adding or altering rooftop features at areas visible from a public way that change a roof configuration such as skylights, television antennae or dishes, solar collectors, mechanical equipment, roof decks, chimney stacks and dormer windows
- Adding new features that are out of character, scale, materials or detailing to the historic building
- Covering, enclosing or removing eaves and cornices



Masonry buildings can include distinctive woodwork. In these houses, the gable ends include different wood shingles and timbering details and the porches have bracketed turned posts and decorative wood railings.

EXTERIOR SIDING AND WOODWORK

Exterior siding and trim acts as the skin of a building, shedding water and deflecting sunlight and wind. Aesthetically, the siding can be an important design feature helping to define a building's architectural style. With proper maintenance exterior woodwork can last for centuries; however, improper maintenance can result in problems and deterioration for water, fungus, mold and insects.

The SBHCC encourages:

- Regular maintenance, repair and repainting of exterior woodwork
- Retaining and leaving exposed decorative wood elements such as brackets, spindles, cornices, columns, posts, etc.
- Installing cementitious board siding in lieu of vinyl siding at side and rear elevations and additions



Installing artificial siding over decorative elements, particularly on the front elevation, can greatly change the appearance of the streetscape. Artificial siding can trap moisture and deteriorate the underlying woodwork. Maintenance and repair of the woodwork is encouraged.

The SBHCC will not recommend for approval:

- Vinyl or aluminum siding over wood, brick, stone or stucco – it alters the historic appearance and can promote trapped moisture and deterioration
- Wood grained, wavy edged, vertical and textured plywood simulated siding – their appearance is not historically appropriate



Glazed, decorative terra cotta can be found on many of the commercial storefronts in South Bethlehem.

MASONRY AND STUCCO

Exterior masonry, including stone, brick, terra cotta and stucco, provides a strong, durable and attractive appearance with relatively low maintenance. Historic masonry walls tend to protect a building's interior from the weather and act as the principal load bearing system. Aesthetically it acts as an important design feature, helping to define a building's style and add visual interest to the streetscape.

The SBHCC encourages:

- Regular maintenance, repair and repointing with compatible mortar in material, hardness,

composition, color and joint style – Incompatible mortar often too hard and can lead to spalling or chipping of the bricks or stones, it can also be visually mismatched



The Portland cement based replacement mortar to the right does not match the color, texture or hardness of the historic mortar to the left. Cracking and plant growth are visible within the area of historic mortar, both of which can promote moisture infiltration and deterioration of the masonry. Repointing with an appropriate mortar is recommended.

The SBHCC will not recommend for approval:

- Installing stucco over brick, stone or terra cotta walls
- Using Portland cement based mortar for repointing – it is typically too hard for most historic masonry and can result in damage including spalling
- Installing artificial stucco (EIFS or Exterior Insulation and Finish Systems)
- Masonry cleaning with harsh chemicals, sand blasting, power washing, grinders or metal brushes
- Applying waterproof or water repellent coatings



Stone walls are a distinctive feature of the Conservation District and should be maintained.

WINDOWS

Windows simultaneously act as interior and exterior building feature that regulates light and air. Historically windows comprised approximately one quarter of an exterior wall's surface area, and defined the building's architectural style.

The SBHCC encourages:

- Regular window maintenance, repair and repainting
- Installing interior or exterior storm windows
- Installing replacement windows that match the material, historic size, shape, operation, muntin pattern, profiles and detailing to the greatest extent possible



Replacement of large or unusually shaped windows can be costly. Maintenance of existing windows is encouraged.

The SBHCC will not recommend for approval:

- Decreasing, increasing or altering window size or shape to allow for installation of stock window sizes or picture windows
- New window openings at publicly visible elevations
- Installing tinted or colored glazing
- Installing vinyl replacement windows without external muntin grids



Decorative windows can be found on commercial storefronts. This example of a leaded window includes translucent glass.



The masonry surround creates a grand frame for the arched door. The windows within the door provide light to the hall beyond.

DOORS

Similar to windows, doors help to regulate the passage of air and light into a building, but they also allow the passage of people, and help define a building's style or use. A commercial door varies from a residential door, and stylistically a door for a modest worker's house is very different than an elaborate Queen Anne door.

The SBHCC encourages:

- Regular door maintenance, repair and repainting
- Installing screen and storm doors, if needed, that are stylistically appropriate for the existing door
- Installing replacement doors that match the historic size, shape, operation, glazing, muntins, paneling, profiles and detailing to the greatest extent possible

The SBHCC will not recommend for approval:

- Plain modern flush doors or modern flush doors with historically inappropriate window configurations
- Enclosure of existing transom windows or sidelights



Storefronts can be renovated for contemporary uses providing unique business identities on the street. In this case the reconstruction of display windows and transoms recall an historic storefront. This storefront was painted to highlight the architectural features, enhancing the overall appearance.

STOREFRONTS

Storefronts are often the most character-defining feature of a commercial building. Alterations or renovations might be necessary to adapt historic commercial buildings for modern use or to reflect a business' identity.

The SBHCC encourages:

- Preservation of historic storefronts and minimizing alterations or removal of historic materials
- Modifications that are sensitive to the historic character
- Installing signage or awning designs that are sympathetic to the style of a building and minimizes damage to historic features
- Installing signage and awnings in locations that complement a building's architectural features

The SBHCC will not recommend for approval:

- Internally illuminated box signs
- Removal of historic storefront materials such as wood, cast iron and terra cotta
- Installing tinted or colored window glazing
- Reducing original storefront window opening sizes



In the past, it was not uncommon for businesses to advertise their name in tiles at the entrance to their stores. Retention of distinctive flooring is encouraged.

BASIC READING ABOUT MAINTENANCE AND PRESERVATION

Contact your local or regional library or bookstore for the following publications:

Kitchen, Judith L. *Caring for Your Old House.*

Washington, DC: The Preservation Press, 1991.

Heritage Preservation and National Park Service.

Caring for Your Historic House. New York: Abrams, 1998.

National Trust for Historic Preservation. *Landmark Yellow Pages: Where to Find All the Names, Addresses, Facts, and Figures You Need.* 2nd ed. New York: Preservation Press, 1998.

Poore, Patricia. ed. *The Old House Journal: Guide to Restoration.* New York, NY: Dutton, 1992.

Preservation Sourcebook, Mid-Atlantic Edition, 1998: The Comprehensive Directory of Products and Services for Historic Preservation and Restoration. Vienna, VA: Preservation Publications, LLC, 1997.

Contact the US Government Bookstore or visit www.nps.gov for the following publications:

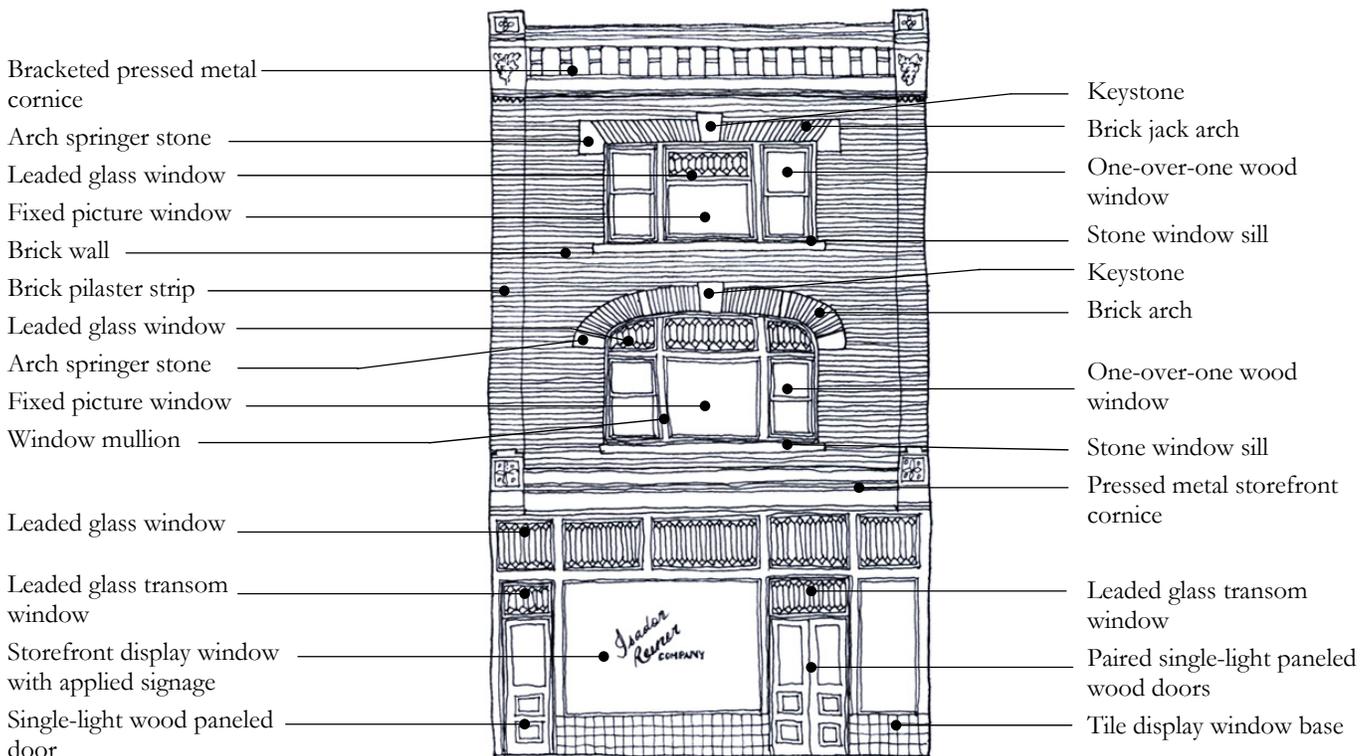
Preservation Briefs. Washington, DC: National Park Service, Technical Preservation Services.

Technical Preservation Services, National Park Service, United States Department of the Interior. *Respectful Rehabilitation: Answers to your Questions About Old Buildings.* Washington, DC: The Preservation Press, 1982.

Weeks, Kay D. and Anne E. Grimmer. *The Secretary of the Interior's Standards for the Treatment of Historic Properties: with Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings.* Washington, DC: National Park Service, Technical Preservation Services, 1995.

GLOSSARY OF ARCHITECTURAL TERMS:

The following diagrams represent composite buildings that provide a basic vocabulary of architectural elements and terms.



DEMOLITION IN THE HISTORIC CONSERVATION DISTRICT

The complete or partial demolition of buildings within the Historic Conservation District is considered a drastic action since it alters the character of the streetscape, surrounding buildings and the demolition site. Once buildings that contribute to the Historic Conservation District and history of the community are destroyed, they cannot be replaced. Potential alternatives to demolition include the construction of an addition, increasing the size and potential use, or adaptive reuse.

In some instances the SBHCC does not review a proposed demolition request. These include the demolition of some side or rear yard accessory structures, such as sheds, garages, detached decks, hot tub enclosures and animal shelters as well as the demolition of rear porches, decks, patio roofs, balconies and sunrooms. However, property owners are encouraged to carefully consider the long term consequences of the demolition of historic architectural buildings, structures and features.

The SBHCC encourages:

- An evaluation of the significance of the building in the historic district
- That all attempts to reuse a historic building be exhausted prior to considering demolition

The SBHCC will not recommend approval for demolition unless:

- The proposed demolition involves a non-significant addition or portion of the building, provided that the demolition will not adversely effect those portions of a building that are significant.
- The proposed demolition involves a non-significant building, provided that the demolition will not adversely affect those parts of the site or adjacent properties that are significant.
- The applicant has demonstrated that they have exhausted all other options and they will suffer undo economic hardship.

ECONOMIC HARDSHIP

In some instances, a property owner is unable to obtain a reasonable return or beneficial use for a property, or the SBHCC's recommendation is beyond their financial means. If the Commission agrees that the owner will suffer unreasonable economic hardship and the City cannot recommend an alternative to relieve economic hardship, the Commission may recommend demolition.

To appeal a recommendation based upon economic hardship, a property owner must demonstrate as a result of the Commission's action that he is unable to obtain a reasonable return or beneficial use of his property. The property owner will be requested to supply information regarding economic hardship including:

- Form of ownership and operation of property – sole proprietorship, for-profit, non-profit, limited partnership, joint venture, or other
- Name and address of previous owner
- Date property acquired by present owner, purchase price and equity in property
- Appraisals or market value analyses within the previous two years



The M-Y Drug Store, formerly at the corner of 4th and New Street has been demolished and replaced with a contemporary building. The historic building featured characteristics typical of commercial buildings of South Bethlehem including an ornate storefront, decorative window surround, shutters, a bracketed cornice and a Mansard roof.

FREQUENTLY ASKED QUESTIONS:

Q: How do I make sure that my project will be approved by the SBHCC?

A: It is helpful to have an understanding of what makes your property architecturally or culturally significant when considering a project. This will allow you to make informed decisions about the proposed project with an understanding of some of the issues considered by the SBHCC.

Q: Is the review process expensive? Do I need to hire an outside professional?

A: There is no cost or fee associated with the review process, but proper preparation and filing complete applications on time can reduce the additional time required to complete the process. Carefully reviewing this brochure and the application package for the Certificate of Appropriateness prior to hiring a design professional or contractor can assist in the early planning stages of your project.

Individuals are welcome to submit applications for work without the assistance of a design professional or contractor. If retaining the services of a professional, it is helpful to work with architects, contractors, sign manufacturers, etc. who are familiar with the requirements within the Historic Conservation District. Prior to the submission of an application, verify that the application is complete and all materials are included with your submission.

Q: Is there a way to expedite the review process?

A: It is important to thoroughly complete the application and submit all requested materials to the Planning and Zoning Office at City Hall to be placed on the following meeting agenda. It is suggested that you call the Planning and Zoning Office directly for the next month's submission deadline and meeting date.

Q: I am planning a complex project. When is the best time to talk to the SBHCC?

A: The best time to talk to the SBHCC is early in the process before you invest a lot of time and money into the design process. If you would like to discuss your project informally with the SBHCC to obtain an initial review and feedback about potential concerns prior to finalizing your plans, please contact the Planning and Zoning Office at City Hall at (610) 865-7088.

Q: Can I begin construction immediately after I get the SBHCC's approval?

A: The SBHCC review is necessary but not sufficient

for the granting of a building permit. Each project is also subject to City review for compliance with zoning, building, and safety codes, and the applicant must obtain a Certificate of Appropriateness and all necessary permits prior to proceeding with any work. If the SBHCC recommends an application for approval, that recommendation is considered at the next City Council meeting. If City Council grants approval, then the applicant is free to obtain a COA and any required building permits. To minimize delays, it is recommended that building code applications be submitted for review concurrently with COA applications. In general, it is possible to obtain an approved COA and all necessary permits approximately two weeks after the SBHCC meeting.

Q: Who can help me?

A: All applicants are encouraged to contact the SBHCC at the earliest stage of their project. This initial meeting can help move a project quickly through the review process saving both time and money. If you would like to discuss your project informally with the City to obtain feedback about potential concerns prior to finalizing your plans, please contact the Planning and Zoning Office at City Hall at (610) 865-7088.

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