

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)

Building address 305-307 E. 4th St, Bethlehem, PA 18015

Owner of building Kirkwood Equity Fund LLC Phone [REDACTED]

Owner's email & mailing address [REDACTED]

Applicant Fulton Row Properties LLC (Chad Jaccin) Phone: [REDACTED]

[REDACTED] Mailing address 1023 Highland Ave Bethlehem, PA 18018
Street and Number City State Zip Code

APPLICANT MUST ATTEND MEETING FOR CASE TO BE HEARD.

USE THE CHECKLIST ON THE BACK OF THIS APPLICATION TO ENSURE YOUR SUBMISSION IS COMPLETE.

Application form, photographs, and drawings must be submitted (see attached for deadline) prior to the regular scheduled meeting in order to be placed on the agenda for the next meeting.

1. **PHOTOGRAPHS** - Photographs of your building and neighboring buildings **must accompany** your application.

2. **TYPE OF WORK PROPOSED** - Check all that apply. Please bring any samples or manufactures specifications for products you will use in this project.

<input checked="" type="checkbox"/> Trim and decorative woodwork	<input type="checkbox"/> Skylights
<input checked="" type="checkbox"/> Siding and Masonry	<input type="checkbox"/> Metal work
<input checked="" type="checkbox"/> Roofing, gutter and downspout	<input type="checkbox"/> Light fixtures
<input checked="" type="checkbox"/> Windows, doors, and associated hardware	<input type="checkbox"/> Signs
<input type="checkbox"/> Storm windows and storm doors	<input type="checkbox"/> Demolition
<input type="checkbox"/> Shutters and associated hardware	<input type="checkbox"/> Other _____
<input type="checkbox"/> Paint (Submit color chips - HARB only)	

3. **DRAWINGS OF PROPOSED WORK** - Required drawings **must accompany** your application. Please submit **ONE ORIGINAL AND TEN (10) COPIES OF DRAWINGS, PHOTOGRAPHS, APPLICATION FORM, AND ANY SPECIFICATIONS**

Alteration, renovation, restoration (1/4 or 1/8"=1'0" scale drawings required IF walls or openings altered.)

New addition (1/4" or 1/8"=1'0" scale drawings: elevations, floor plans, site plan)

New building or structure (1/4" or 1/8"=1'0" scale drawings: elevations, floor plans, site plan)

Demolition, removal of building features or building (1/4" or 1/8"=1'0" scale drawings: elevation of remaining site and site plan)

A scale drawing, with an elevation view, is required for all sign submittals

4. **DESCRIBE PROJECT** - Describe any work checked in #2 and #3 above. Attach additional sheets as needed. (new)

305 - New Vertical + Horizontal Siding. Door moved. Windows Installed

307 - Brick painted. Windows (new) installed.

New front doors on both units

5. **APPLICANT'S SIGNATURE** [Signature] **DATE:** 5/19/2025

OWNER'S SIGNATURE [Signature] **DATE:** 05/19/25

▲ ○ ■ Artefact, Inc.

26-28 East Third Street
Bethlehem, PA 18015-1304
(610) 861-0235

07/29/2025

The following is a description of the additional two drawing sheets submitted for the HCC's review of **305-307 E. 4th Street** which are supplemental to the design drawings provided by Luce Architects.

Artefact, Inc. was tasked by the applicant to take a closer look at the treatment of these two buildings' elevations, with a particular focus on the front façades and the most visible portions of the side façades along 4th Street. These additional drawings propose revised designs for the primary façades which retain and recall existing historic features, such as the rhythm and style of the double-hung windows, replacement in-kind of historic wood trim, and the gable roof dormer. The rear and side façade elevations provided by Luce Architects were also reviewed and marked up to achieve more clarity in the proposed scope and consistency in the building siding, roofing, and doors. Specific items that were reviewed for historic compatibility include:

- New windows will be aluminum-clad wood (See spec noted on drawings)
- New windows are proposed to be lengthened on the front façade and will be double-hung (2/2) to achieve better, more appropriate historic proportions
- New siding, where noted for replacement, will be fiber cement (see spec on drawings)
- New roofing, where noted for replacement, will be GAF Slateline shingles in Antique slate color
- Existing cement brick of 307 E. 4th Street will be lightly cleaned and will remain unpainted