

GREATER BEEKMAN STREET MAIN STREET PROGRAM

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Fostering a Vibrant Neighborhood through Economic  
Development and Historic Preservation

# Program Overview and Application

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# Program Overview and Application

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Saratoga Springs Preservation Foundation  
PO Box 442 • 117 Grand Avenue  
Saratoga Springs, NY 12866  
Phone 518-587-5030 • Fax 518-581-1448

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## **Introduction**

*Direct assistance to property owners to renew building facades and interiors.*

**T**he Greater Beekman Street Main Street Program is committed to the revitalization of the West Side generally, and the Beekman Street Arts District specifically, as a hub for commerce, culture and community. Creating an inviting environment that reflects both the rich architectural history of the neighborhood and the exciting new businesses in this area is crucial.

The Greater Beekman Street Main Street program provides direct assistance to property owners to improve building facades, and in limited cases building interiors. This program will help the private sector make their buildings the best they can be in order to generate income from their investment and to provide affordable commercial and residential spaces.

A total of \$190,000 in funding is available through the Greater Beekman Street Main Street Program. The maximum grant for façade improvements is \$10,000 and the maximum grant for building interior renovation is \$50,000. Grants will be awarded in two phases. Phase I will distribute 50% of the total funds available, and will fund no fewer than 6 projects.

### **Steering Committee**

To manage this program, the Saratoga Springs Preservation Foundation has established a Steering Committee. This team of local individuals comprising one West Side resident, one member of the City Planning Staff, one member of the SSPF staff, and four volunteers with expertise in architecture and construction. The Steering Committee will review program applications, choose projects to support financially and assist property owners in making wise decisions as they seek to improve their buildings.

### **Design Review**

Maintaining the unique architectural character of the neighborhood is important. While historic preservation can be challenging because of the attention to detail required, it is important that the West Side's architecture be appropriately improved and preserved. All projects funded by the Greater Beekman Street Main Street Program must meet the design guidelines established by the City of Saratoga Springs for buildings in the local Historic Districts, and must be reviewed by the City's Design Review Commission as part of the permitting process. In addition, as a condition of the grant, we

are required to seek review and approval by the State Historic Preservation Office for the design of each project before work begins.

While this level of design review does add time to the project, all projects reviewed and approved by the Design Review Commission are eligible to apply for the real property tax abatement program for historic properties. This program provides tax relief when your property assessment increases because you have rehab'd a house or building.

## Program Goals

The Greater Beekman Street Building Improvement Program is designed to address immediate façade and building improvements and provide for the long-term maintenance of the building facades. The program would fund façade improvements for approximately 9 buildings and building restoration (including façade improvements) for 2 buildings.

An investment in the further enhancement of Beekman Street is an investment in the further economic growth and prosperity and overall quality of life of the entire West Side community.

- Work with private property owners to improve the appearance of the Greater Beekman Street area
- Preserve, promote and educate about the rich architectural history of the area
- Ensure the ongoing affordability of commercial and residential units in the area.
- Encourage strong business development in the commercial district

## Program Overview

The program is designed to initiate: aesthetic improvements, architectural appreciation and economic development. The Saratoga Springs Preservation Foundation has formed the Greater Beekman Street Main Street Program Steering Committee to be the administrative group for the program and it will work directly with applicants to achieve successful revitalization projects in a timely manner, providing financial support of approved projects.

**Eligibility Requirements** All properties located on Congress Street between Federal and South Franklin Street and on Beekman Street between Grand Avenue and West Circular are eligible to apply for grant funding under the Greater Beekman Street Main Street Program.

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- Available to both residential and commercial properties
- Commercial operators/tenants are eligible to apply with written approval of the property owner

**Eligible Activities** You may apply for funding for projects that address Façade Renovation or Building Interior Restoration. Façade Renovation must involve the general upgrading of a building's external appearance in compliance with the City of Saratoga Springs' Design Guidelines for Properties in the Historic District and with the Design Review Process. Building Interior Restoration must involve the general upgrading of a building's internal spaces in compliance with the federal Secretary of the Interiors Standards for the Rehabilitation of Buildings. **All projects must include lead-paint testing, lead-safe work practices, and correction of building code violations.**

Priorities for the projects include:

1. Immediate health and safety concerns
2. Correction of code violations
3. Preservation of deteriorating historic architectural elements of the building
4. Historically accurate porch restoration
5. Removal of vinyl/aluminum siding and restoration of original materials
6. Consistency with the goals of the New York State Main Street Program.

Projects may include, but are not limited to, the following:

- Repair to building exterior facades (front, rear and side facades are eligible.)
  - Masonry repair
  - Cleaning of building exterior
  - Exterior painting
  - Roof repair or replacement
  - Repairing or replacing in kind cornices, entrances, doors, windows, decorative details, porchs, awnings
  - Other repairs that may improve the aesthetic quality of the building
  - Upgrading building systems
  - Repair to plaster walls, ceilings
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- Repairing or replacing in kind floors, stairs, interior doors, moulding, baseboards, bead board etc.

**Ineligible Activities**

Certain project activities are not eligible for funding under the Greater Beekman Street Main Street Program. These include, but are not limited to, the following:

- Additions to existing structures
- Sidewalks
- Purchase of furnishings, equipment, or other personal property which does not become part of the real estate.
- Improvements completed or in the progress prior to notification of approval
- Improvements not explicitly approved by the Design Review Commission and the New York State Historic Preservation Office.
- Repair or creation of features not compatible with the original architecture.

## Funding

**FAÇADE IMPROVEMENT GRANTS:** a grant of up to \$10,000, which must be matched 100% in cash by you, for the actual costs of the façade and or related exterior rehabilitation expenses.

**BUILDING RENOVATION GRANTS:** a grant of up to \$50,000, which must be matched 100% in cash by you, for the actual costs of the façade and interior rehabilitation expenses.

**REHABILITATION TAX CREDITS:** All projects funded by the program are eligible for the 10% Federal Rehabilitation Tax Credit. Alternatively, you may apply to determine eligibility for the 20% Federal Rehabilitation Tax Credit.

### Example

If the total cost of your Façade Improvement project is \$20,000; the Greater Beekman Street Main Street Program will reimburse you for \$10,000 of the cost. The 10% Federal Rehabilitation Tax Credit will allow you to take a tax credit (a reduction in the amount of income tax you owe) of \$1000 on your Federal income taxes. The total cost to you of the project, then, is \$9000.

**CITY OF SARATOGA SPRINGS COMMUNITY DEVELOPMENT GRANTS AND LOANS:** The City of Saratoga Springs offers grants and low-interest

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loans through its Community Development Office. Details of these funding programs can be obtained at the Planning Office in City Hall or on the City's website at [www.saratoga-springs.org](http://www.saratoga-springs.org).

**REAL PROPERTY TAX ABATEMENT:** The City of Saratoga Springs has a tax abatement program to provide relief from assessment increases that apply as a result of improvements made to rehabilitate your residential property. If your residential rehabilitation project has been reviewed and approved by the Design Review Commission, and if the rehabilitation project results in an increased assessment, you may apply for the Real Property Tax Abatement with the City Assessor.

## **Application Process**

Submit a Greater Beekman Street Main Street Program application to the Saratoga Springs Preservation Foundation and include the following:

1. Application completed in full.
2. Description of proposed project
3. Current photograph of the property to be improved
4. Proof of Source of Matching Funds
5. Proof of Insurance
6. Application checklist.
7. Deposit of \$750. Deposit will be applied against the required cash match.

The deposit monies will be used to develop the scope of work and will be

non refundable once the grant agreement contract is signed.

## **Timeline**

1. Saratoga Springs Preservation Foundation (SSPF) receives your application.
  2. Preliminary Approval: There will be an on-site inspection of the property by the Steering Committee. After this inspection, they will make a preliminary decision on the status of the application.
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- The Steering Committee selects projects on a first-come, first-served basis. The decision to grant is based on the following criteria:
    - Buildings where immediate action will stop deterioration
    - Historic properties that are in danger of being lost, in part or in total, to disrepair
    - Vacant properties where renovation would reduce blight
    - Visual prominence on the street, and/or a contributing structure to the streetscape
    - Historic value of the property.
  - If not approved, the Steering Committee will explain, in writing, to the applicant the reasons for rejection and what, if any, steps can be taken to receive approval.
3. The SSPF Rehabilitation Specialist will meet with you, and the Building Inspector as required, to oversee the testing for lead paint, if required, to create a detailed scope of work and to produce the documentation and sketches necessary for review by the Design Review Commission and the State Historic Preservation Office.
  4. Once the project design has been approved by the City and State reviewers, the grant agreement is signed. All grants made under the program are reimbursement grants.
  5. SSPF will solicit interest in bidding on projects from its list of approved contractors, and will send bid packages to interested contractors.
  6. Two bids must be received by SSPF for each project. The grant amount will be determined based on the low bid received. You may elect to use a contractor of your choosing; however, the grant amount will be 50% of the low bid received by SSPF.

#### **Example**

SSPF receives two bids for your project. Bid A is \$20,000 and Bid B is \$15,000. Based on the low bid, the grant for your project will be \$7500. If you elect to hire a different contractor for your project, and his or her bid is \$20,000, your grant will still be \$7500.

8. You are responsible for obtaining any permits required for the project and for obtaining any interim construction financing necessary.
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9. Project proceeds. The SSPF Rehabilitation Specialist will periodically make site visits to review progress of the project. The Steering Committee, and in some cases the Design Review Commission and State Historic Preservation Office, must approve any changes in approved work specifications; deviations from an approved plan may disqualify the application from this grant program.
10. Projects not completed within one year after the initial application approval will be reviewed for possible extension of up to one year.
11. Project is completed. The SSPF Rehabilitation Specialist and the applicant sign-off on the project completion. A Reimbursement Form is submitted, along with the contractor invoice and proof of cash match, and the amount of the grant is disbursed. Please note that it can take up to 30 days after the Reimbursement Form is submitted for the grant to be disbursed.

## General Requirements

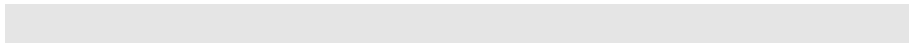
The ultimate goal of this program is to encourage improvements that stress the historic significance and uniqueness of West Side structures through building restoration.

- 1.** All work must be in accordance with the City of Saratoga Springs Design Guidelines for Properties in the Historic Districts, the Secretary of the Interior Standards for Rehabilitation, and all applicable local, state and federal codes.
  - 2.** All interior/exterior code deficiencies or violations and imminent health and safety hazards must be corrected in conjunction with façade renovation.
  - 3.** All work must be approved by the City of Saratoga Springs Design Review Commission and by the State Historic Preservation Office (SHPO) prior to any work being done. The applicant is responsible for the City's Design Review fees. The Saratoga Springs Preservation Foundation will coordinate review by SHPO of each project; there are no fees associated with SHPO review.
  - 4.** For projects totaling less than \$25,000, Lead Safe Work Practices must be followed. For projects totaling greater than \$25,000, Lead Paint Abatement must be done.
  - 5.** All construction management shall be the responsibility of the applicant.
  - 6.** Obtaining any necessary interim or construction financing shall be the responsibility of the applicant.
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**On-going Requirements**

After the completion of the project, grant recipients will be obligated through the grant agreement to a number of on-going requirements. Some of these requirements may have an impact on the income you generate from your building in the short term. Following the list of requirements, we have included a short example to illustrate the financial impact of the grant.

1. If you sell your building, if it is within 7 years of completion of the funded project, you agree to a pro-rated recapture of the amount of grant funding you received through the program. A UCC-1 lien on real property will be filed with the county.
2. For a period of 7 years after completion of the project, any residential or commercial units, when they become vacant (including owner-occupied units), remain affordable for and be marketed to low-income persons. To ensure that rents remain affordable, grant agreements will include provisions limiting annual rent increases to the rate of inflation and a lien will be placed on all properties assisted through the program obliging the owner to meet affordability requirements. Building owners will be required to notify the SSPF prior to any rent increases.
3. To ensure that the architectural integrity of the building facades are maintained over time, property owners who receive funding under the program must provide a 25-year preservation easement for the property. A preservation easement provides that any changes to the exterior of any of the building's facades must be approved by the Saratoga Springs Preservation Foundation prior to any work beginning. Similar easements were held by the Preservation Foundation for 20+ buildings on Broadway between 1980 and 2005.



### Example: Financial Impact of Grant Over 7 Years

Comparing the value of a property that includes 1 2-bedroom residential rental unit, based on the requirements of the grant to offer the unit at a rate affordable to working families.

	<b>Market Rent*</b>	<b>Fair Market Rent**</b>	
	\$ 800	\$ 679	Monthly rent
	\$ 9,600	\$ 8,148	Annual rent
	\$200,000	\$200,000	Assumed Property Value Before
Investment	\$ 10,000	\$ 10,000	Your Investment
	\$ 10,000	\$ 10,000	Grant
	\$210,000	\$220,000	Property Value After Investment
	\$258,274	\$270,572	Projected property value after 7 years, assuming a 3% annual real estate appreciation
	\$ 1,000	\$ 1,000	plus Historic Preservation Tax Credit
	\$ 9,600	\$ 8,148	Annual Rent Generated
	\$326,474	\$328,608	Total value generated by property over 7 years, including rental income over 7 years

\*Market Rent based on the current market rate for a 2-bedroom residential rental unit in the area. \*\*Fair Market Rent based on the current market rate for a 2-bedroom residential rental unit in the area, adjusted for the grant requirements.

## Additional Assistance

Restoring the buildings is only one goal of the program. Helping create a successful, vital commercial district is also a goal of the program.

Over the course of the next two years, the Preservation Foundation will sponsor a variety of workshops for property and business owners who are eligible to participate in the Greater Beekman Street Main Street Program. Among the topics that may be offered, architectural history of the West Side, Working with Contractors, and Starting and Managing a Successful Small Business. Notices of workshop schedules will be sent to you.

Should you need assistance in affording the cash match required by the grant program, two lending agencies have agreed to offer low-interest loans to qualified recipients of grants through the Greater Beekman Street program: the Adirondack Trust Company and the City of Saratoga Springs Community Development office.

## Initial Contractor List

An initial list of approved contractors has been compiled; this list will be added to over the coming months. All contractors performing work for projects funded by the program must be certified for Lead-Safe Work Practices.

Chestwood Remodeling, Dan Snyder  
P.O. Box 3199  
Saratoga Springs, NY 12866  
587-3788

David J. Tiberio Builder, Inc  
(518-785-3983)

AJ Peluso & Sons, LLC  
91 North Crystal Street  
Mechanicville, NY 12118 664-4221

Bush & Sons, Inc.  
385 Malta Avenue  
Malta, NY 12020 884-9290

Dave Higgins  
2 River Side South  
Mechanicville, NY 12118 664-7463

Ivers Construction  
618 Sunny Lane  
Ballston Spa, NY 12020 858-2245

LJW Contracting  
15 Grissom Drive  
Clifton Park, NY 12065 371-1119

Main St. Development  
100 Geyser Road  
Saratoga Springs, NY 12866 584-4412

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Date Received: \_\_\_\_\_  
 Complete: \_\_\_Y \_\_\_N  
 Date Reviewed by Committee:  
 \_\_\_\_\_  
 Accepted: \_\_\_ Y \_\_\_N



## Greater Beekman Street Main Street Program Application

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Property Address, if Different: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Building Uses (check all that apply):

Residential                       Commercial                       Community/Social  
 Single Family                       Number of storefronts  
 Apartments  
 Owner-Occupied  
 Number of Rental Units

Will the use(s) change after the project completes?  (Y/N) If so, how? \_\_\_\_\_

If your building is used for rental apartments, please list the tenants and the amount of rent each pays:

<u>Name</u>	<u>Apt No.</u>	<u>Rent per month</u>	<u>Includes Utilities?</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Source of Match (Please attach documentation of source, bank statements or lender commitment):

Cash on Hand  Loan

The Steering Committee will review all applications, in the order in which they are submitted, and will select projects based on the following criteria:

- Buildings where immediate action will stop deterioration
- Historic buildings in danger of being lost, in part or in total, due to disrepair
- Vacant properties where renovation would reduce blight
- Visual prominence on the street, and or/a contributing structure to the streetscape
- Historic value of the property

Projects that address all or some of the following types of work will be given priority in funding:

- Repairs and maintenance addressing immediate health and safety concerns,
- Correction of Code violations,
- Preservation of deteriorating historic architectural elements of the building,
- Historically accurate porch restoration
- Removal of vinyl/aluminum siding and restoration of original materials
- Consistency with affordable housing goals of the New York State Main Street Program.

Keeping in mind the criteria and funding priorities outlined above, please outline the scope of work and estimates of costs for which you are requesting funding. Please include photographs current photographs of the building. (Attach additional sheets as necessary.)

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## Grant Application Checklist

Only complete applications can be considered by the Steering Committee. Please make certain you have included all of the following with your submission.

- Completed Application, including Description of Proposed Project
- Recent Photographs
- Proof of Source of Match
- Proof of Insurance
- \$750 Deposit

The deposit will be applied against the required cash match. The deposit monies will be used to develop the scope of work and will be non refundable once the grant agreement contract is signed.

**Please mail this application to:**  
**Saratoga Springs Preservation Foundation**  
**P.O. Box 442**  
**Saratoga Springs, NY 12866**

By submitting this application, you are requesting funding through the Greater Beekman Street Main Street Program. This grant program is part of the New York State Department of Housing and Community Renewal's New York State Main Street Program. As such, there are certain obligations that the owner of a property who receives funding through this program must meet.

- You are responsible for matching 100% of the grant funds provided in cash.
- You understand that costs for the testing for the presence of lead-based paint and correction of any condition found in the testing must be included in the project funded by the grant
- You understand that any building code violations must be addressed in the project funded by the grant
- You understand that if your project is accepted, you will be required to submit a payment of \$750 to cover the costs of preparing the formal scope of work, the review documents for the State Historic Preservation Office, and the bid materials. This fee will count towards your match.
- You agree to a 25 year façade preservation easement to be held by the Saratoga Springs Preservation Foundation
- You understand that when you sell the property, if within 7 years of completion, you agree to a pro-ported recapture
- You agree to maintain any rental units as affordable for low income individuals and families, with annual rent increases of no more than the cost of living increase, for 7 years after the project is completed.

Application Signature:

I have read and understand the program description and understand my obligations under the program should my project be selected for funding.

Signed:

## Model Preservation Easement

THIS INDENTURE made this \_\_\_\_ day of \_\_\_\_, 2006 by and between \_\_\_\_\_, herein collectively called Grantor, and Saratoga Springs Preservation Foundation, Incorporated, 117 Grand Avenue, Saratoga Springs, New York, Grantee,

WITNESSETH THAT:

WHEREAS, the Grantee is a not-for-profit corporation incorporated in the State of New York, the purposes of which include the preservation, encouragement and enhancement of buildings of historical or architectural significance, and

WHEREAS, Grantor is the owner of a parcel of land commonly known as \_\_\_\_\_ in the City of Saratoga Springs, on which there is situated a building, and

WHEREAS, the parties desire to maintain the appearance of the said building, to which end the Grantee is willing to provide, directly or indirectly, certain funds, and the Grantor is willing and desires to impose upon its said property and convey to the Grantee an easement, more particularly described hereafter, for the purpose of preserving, protecting and maintaining the historical, architectural and cultural values of the said property for the continuing benefit of the people of Saratoga Springs, the State of New York and the United States of America,

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NOW THEREFORE, the Grantor, in consideration of One Dollar (\$1.00) lawful money of the United States, receipt and sufficiency of which is hereby acknowledged, and other good and valuable consideration, a portion of which is recited above, given and paid by the Grantee, and others, does hereby grant and release until the said Grantee and its successors and assigns for a period of twenty-five years the following easement in and to the aforesaid real property and the improvements located thereon, which property is more particularly described in a Deed dated \_\_\_\_\_ from \_\_\_\_\_ to the Grantor recorded in the Saratoga County Clerk's office on the \_\_\_\_\_ day of \_\_\_\_\_ in Book \_\_\_\_\_ of Deeds at Page \_\_\_\_\_, to wit:

1. All structures now on the premises shall be kept and maintained in reasonably good order, condition and repair; subject only to the provisions of paragraph 2 below:
  2. No removal or demolition of any structure now on the premises shall occur or be permitted unless such structure shall have been so badly damaged by fire or other casualty as to have been declared by the City of Saratoga Springs to constitute a danger and hazard to the health and safety of the community.
  3. No construction, reconstruction, remodeling, improvement, change, addition, renovation, modification, alteration, refinishing or painting, or any other act shall be done or permitted which would alter the exterior of any structure now on such land (including, without limitation, the appearance of the front or any other façade of such structure) except upon the prior approval of the design and plan thereof in writing by the Grantee as provided in paragraph 8 below, which approval shall be conditioned upon a finding that the exterior appearance of the structure will not be materially changed, that all materials to be used will be in all respects equal to or better than those presently incorporated in any structure now on such land,
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including with respect to form and color, and such other findings as Grantee may require.

4. In addition, no above-ground utility lines and no other transmission or utility lines except those necessary of the operation of a structure on the premises may be erected or installed on said land.
  5. Any sign, billboard, or advertisement shall be governed by Section 135.25 of the Zoning Law of the City of Saratoga Springs.
  6. In the event of a violation of any provision herein, Grantee may, following reasonable notice to Grantor, institute suit to enjoin such violation and to require restoration of the premises to their prior condition, or, in the alternative, representatives of Grantee may enter the premises, correct any such violation, and hold Grantor and any successor in interest responsible for the cost thereof. Grantee shall have all legal and equitable remedies to enforce Grantor's obligations hereunder, and in the event Grantor or any successor in interest is found to have violated such obligations, Grantor or such successor shall reimburse the said Grantee for any costs and expenses incurred in connection therewith, including court costs and attorney's fees.
  7. The Grantor and any successor grantor may at any time request approvals required under paragraph 3 above, or request temporary or permanent relief from any of the covenants herein contained by delivering such request in writing to Grantee, addressed to the chief executive officer thereof. Approval of such requests shall not be unreasonably withheld, and Grantor or such successor grantor may cause the reasonable of any such denial to be reviewed by any appropriate proceeding instituted in the Supreme Court, Saratoga County. Should Grantee or successor grantee cease to exist, or to have the legal ability to act in whole or in part hereunder, the City of Saratoga Springs shall succeed to such powers and functions as the said corporation or its successor can no longer exercise.
  8. Nothing in this easement shall be construed to convey a right to the public of access or use of the property and Grantor, its heirs,
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successors and assigns shall retain the exclusive right to such access and use, subject only to the provisions herein recited.

9. A waiver of any breach of any covenant, term, condition or limitation herein shall not constitute a waiver of any other or later breach of such or any other covenant, term condition or limitation, nor shall it otherwise prevent enforcement thereof.
10. The foregoing representations, covenants, terms and conditions are expressly understood as being binding upon the Grantor, all heirs, executors, administrators, assigns and successors of Grantor and all other persons whatsoever, real or artificial, having or claiming any interest in the premises and, together with this paragraph, shall be inserted in all instruments which dispose of any interest or all interests in the premises, but whether or not so inserted, shall be deemed by all persons to have been and to be so inserted, and to constitute covenants running with the land in perpetuity;

To have, hold and enjoy the easement herein granted and the covenants herein made unto the Grantee, its successors and assigns forever.

IN WITNESS WHEREOF, the Grantor has hereunto set its hands and seals the day and year first above written.

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Signature

SARATOGA SPRINGS PRESERVATION FOUNDATION, INCORPORATED

By: \_\_\_\_\_

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## Secretary of the Interior Standards for Rehabilitation

In the United States, the Secretary of the Interior sets the standards for national preservation programs. The *Standards for Rehabilitation* provides guidelines for rehabilitation and adaptive reuse of historic properties.

The Standards that follow were originally published in 1977 and revised in 1990 as part of Department of the Interior regulations (36 CFR Part 67, Historic Preservation Certifications). They pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior of historic buildings. The Standards also encompass related landscape features and the building's site and environment as well as attached, adjacent or related new construction.

The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
  2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
  3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
  4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
  5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
  6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
  7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
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8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
  9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
  10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.
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## City of Saratoga Springs Design Review Standards

The following standards are excerpted from the Zoning Ordinance of the City of Saratoga Springs, Article VII, and are included here for your reference. We recommend that you familiarize yourself with all of the procedures and guidelines for review contained in Article VII which is available online at the City's website, [www.saratoga-springs.org](http://www.saratoga-springs.org).

### **240-7.10 STANDARDS TO GUIDE THE COMMISSION** (amended 4/15/97, 8/3/99)

The Commission shall be guided by the following standards in approving or disapproving applications:

#### A. GENERAL PRINCIPLES.

- (1) Every reasonable effort shall be made to provide a compatible use for a property that 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 feature should be avoided when possible.
  - (3) All buildings, structures, and sites shall be recognized as products of their own time. Alterations that are incompatible shall be discouraged.
  - (4) Changes that 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 that 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
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composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplication of features, 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 the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials or historic landscape features 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.

B. DESIGN GUIDELINES. In applying the principles for review, the Commission shall consider whether the proposed alteration or construction is compatible with the landmark, historic property and/or the surrounding properties in the historic district with regard to:

(1) HEIGHT. The height of a building shall be compatible with the surrounding buildings.

(a) Generally, maximum building height shall not be greater than the taller of the next two (2) abutting structures on each side of the building site, provided such structures are in conformance with bulk regulations of the Zoning District.

(b) Generally, minimum building height of a street facade shall not be less than the lower of the next two (2) abutting structures on each side of the building site, provided such structures are in conformance with bulk regulations of the Zoning District.

(2) SCALE. The relationship of a building and its elements to human size, form, and perception. The scale of a building shall be compatible with the surrounding buildings.

(3) PROPORTION. The relationship among the dimensions of various elements.

(a) FRONT FACADE. The relationship of the width of a building to the height of the front elevation shall be compatible with the surrounding buildings. The facade of

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structures erected on single house lots should be proportioned so that the height equals at least one and one half (1/2) times the width.

(b) OPENINGS. The relationship of the width of windows and doors to their height shall be compatible with the surrounding buildings.

(4) RHYTHM. The pattern resulting from repeated elements such as window and door openings, columns, arches, and other facade elements. The rhythmic relationship between a building's facade elements shall be compatible with the surrounding buildings. In cases where new construction occupies more than one (1) house lot, the rhythm of the separate building units existing on the street shall be carried across the facade. Some of the ways this may be achieved include the grouping of openings in clusters, the employment of reveals in wall plans, or the use of structural bays.

(5) DIRECTIONAL EXPRESSION. The directional expression of a building shall be compatible with the dominant horizontal or vertical expression of the surrounding buildings.

(6) MASSING AND OPEN SPACE. The relationship of a building to open space between it and adjoining buildings shall be compatible with the character of the surrounding area.

(7) SETBACK. The front yard setback for the building line of all new construction shall be no closer to the street than the closest, or no further from the street than the farthest, of the next two (2) abutting structures on each side of the building site, provided such structures are in conformance with area regulations of the Zoning District.

#### C. MAJOR BUILDING ELEMENTS.

(1) STOREFRONTS. Existing historic storefronts shall be retained and rehabilitated whenever possible. Storefronts which have been altered or removed shall be restored or compatibly redesigned.

(2) Doors. Existing historic doors and door openings shall be retained and rehabilitated wherever possible. Restoration of historic openings is to be encouraged where they have been previously altered. Where doorways must be altered to meet current building code and safety requirements, doors and entrance ways shall be designed also to respect the exterior architectural integrity of the building.

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(3) WINDOWS. Existing historic windows and window openings shall be retained and rehabilitated wherever possible. Restoration of historic openings is to be encouraged where they have been previously altered.

(4) ROOFS. Features which give a roof its essential historic character shall be preserved whenever possible. Roof designs for new structures shall be compatible with surrounding buildings.

#### D. MATERIALS AND COLORS.

(1) Materials used in new construction shall be compatible with those traditionally used in the surrounding area. Contemporary materials such as glass, curtain walls, concrete, etc., are acceptable, provided that the overall texture, color and detail of the building are compatible with the surrounding buildings.

(2) Colors used in new construction shall be compatible with surrounding buildings. In the case of existing historic buildings, architectural features shall be restored with colors and finishes appropriate to the nature of the materials and to the historic character of the building. Where documented colors are not used, historic colors appropriate to the building's predominant style(s) shall be encouraged. Color guidelines are advisory only in residential zoning districts within the areas designated in Section 7.20.

#### E. LANDSCAPE. Landscaping shall be compatible with the character of the

individual building as well as with the surrounding buildings and landscape features.

#### F. DEMOLITION.

(1) For purposes of this subsection, the Commission shall have the authority, in cases where the condition of a structure may represent a danger to the health, safety and welfare of the public, to act in the following manner:

(a) In cases where an applicant has filed an application to the Commission for demolition approval on the basis of the structure being unsafe, the Commission shall refer the application to the Building Inspector for review and report pursuant to Section 240-12.21 of the zoning ordinance. The Building Inspector's report shall be advisory to the Commission. The Commission shall review the Building Inspector's report and make a determination that the structure can or cannot reasonably be repaired in such a way to remove the unsafe condition.

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