



Borough of Media
Historic Architectural Review Board
DESIGN GUIDELINES



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1. WHAT IS THE PURPOSE OF THE DESIGN GUIDELINES?

The Borough of Media is valued for its many assets by those who live and work here: a lively downtown, attractive residential neighborhoods, the seat of county government, arts and cultural venues. Schools, stores, public transportation, restaurants, parks, religious institutions, professional offices and services are all within convenient walking distance to residents and visitors alike.

The physical character of the Borough underpins all these assets and is, in itself, an intrinsic part of Media's appeal as "Everyone's Hometown". And a significant part of this manmade environment is, of course, historic in nature. Well-built and attractive Victorian houses, rows of sturdy historic storefronts, and monumental religious, governmental and institutional landmarks all contribute to Media's appeal.

In order to protect these assets from the loss of their historic character, the Media Borough Council has created three historic districts which not only protect the structures within them, but help stabilize property values throughout the Borough.

Historic structures within the districts are protected by law from demolition or insensitive alterations. Property owners must first receive a permit known as a "Certificate of Appropriateness" (see Section 2) in order to make changes (including demolition in whole or in part) of a protected structure(s) within a Media historic district. The Borough Council will approve, disapprove, or amend a "Certificate of Appropriateness" based, in part, on the recommendations of the Historic Architectural Review Board (hereafter known as the "HARB").

The HARB strives to be "user-friendly", a resource of advice and information for both property owners and the Borough Council.



The HARB bases its recommendations on the professional expertise of its members, and is also informed by Design Guidelines (hereafter known as the "Guidelines") which encapsulate time-tested and widely accepted standards for the maintenance and repair of, alterations and additions to, or demolition of historic properties. The Guidelines provide both property owners and the HARB with acceptable norms so that recommendations for a Certificate of Appropriateness are not arbitrary but adhere to consistent principles.

THE GUIDELINES EXPLAIN:

- The intent and obligations of the historic district protections;
- How to identify the historic character-defining features of a property;
- The procedures for building project approvals; and maintenance projects;
- The acceptable treatments for specific historic building materials such as brick, stone, roofing, wood, and metals;
- Recommendations for making alterations, adaptations, and additions that respect the historic appearance of the properties.

DESIGN GUIDELINES DO:

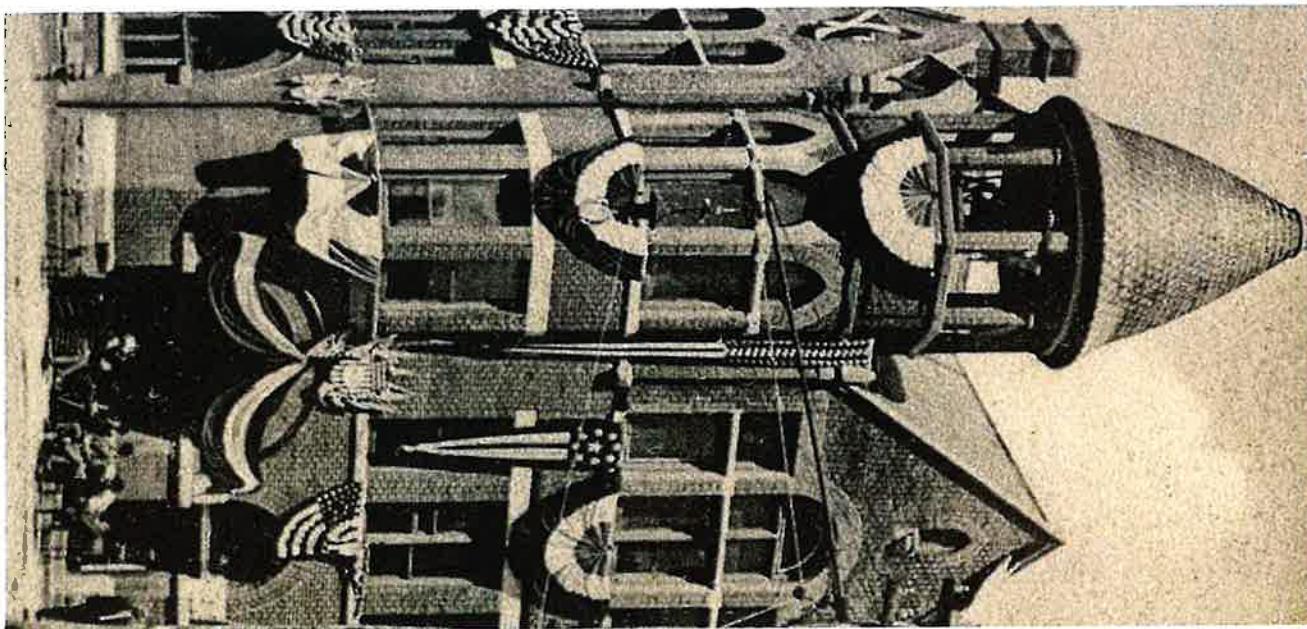
- Serve as a base for objective decision-making
- Protect existing architectural character
- Improve the quality of exterior physical changes
- Prevent incompatible new construction
- Increase public awareness of architectural quality
- Protect the value of investment in a historic structure

DESIGN GUIDELINES DO NOT:

- Regulate growth
- Restrict the uses of a property (that is the function of zoning regulations)
- Control interior changes to historic buildings

that when taken into consideration, will result in preserving the distinct character of the historic district.

Design guidelines are also a means to educate the community and prevent hasty decisions about altering or demolishing historic buildings by identifying significant features, outlining preferred options, and specifying appropriate treatments. Guidelines are an important tool for the HARB and, along with local planning and zoning ordinances, can help in making reasonable and consistent decisions.



Former Media Borough Hall, circa 1900

2.

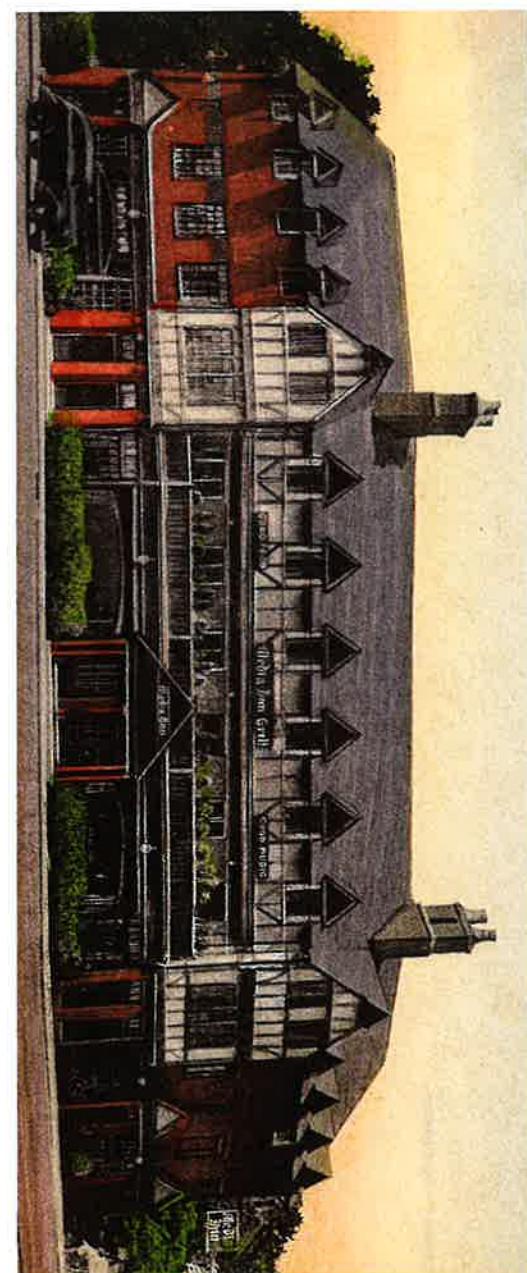
PROTECTING MEDIA'S HISTORIC RESOURCES

Although Media has many properties that can be considered historic, only ones "officially" designated as such by the Media Borough Council are protected by local law in one of two ways: by the creation of Historic Districts (via Ordinance No. 638B which is shown as Chapter 183 of the Borough Code) OR inclusion in a Historic Resources Overlay District (via Ordinance No. 1051).

The two designations are different: properties designated as historic in the Overlay District are listed individually and scattered throughout the Borough. The overlay ordinance only regulates the demolition of historic resources.

Historic Districts protect a group of usually contiguous historic properties within certain boundaries. The Historic District ordinance not only regulates demolitions, but also changes to the historic appearance – including alterations and additions – of properties within the districts.

As its name implies the Overlay District is superimposed on the existing zoning map of the borough. Properties listed as historic on the Overlay may not be demolished (specifically, in an amount



The Media Inn, circa 1950

in excess of 25% of the façade or floor area) without first receiving a permit from the Borough Council. The Council will receive recommendations and advice from the HARB and the public on whether or not the property should be allowed to be demolished.

Because it does not regulate changes to the historic appearance of a property, or additions or alterations to a historic property, these Design Guidelines are not applicable to the properties listed in the Overlay District. An address list of properties currently protected under the Overlay District can be found on the Borough Zoning Map.

demolition or razing of a building, whole or in part, shall have an adverse effect upon the general historic and architectural features which can be seen from a public way only." The purposes and specifics of the Guidelines are explained in greater detail in the following sections.

Currently Media has three historic districts: the Courthouse Square District, the Providence Friends Meetinghouse District, and the Lemon Street District. (The Borough Council has the ability to add more historic districts in the future.) Here is a synopsis of each.

The Design Guidelines are more applicable to the Historic District ordinance because it empowers Borough Council to "determine whether or not the erection of new buildings or structures on the site, or the reconstruction, alteration, restoration,

THE PROVIDENCE FRIENDS MEETINGHOUSE DISTRICT

includes some of the oldest, surviving structures in Media, dating from the days before Media was founded. In this district is the circa 1750 Thomas Minshall House in which Quakers met for worship before erecting a meetinghouse (pictured) on property across "Great Providence Road". The existing Friends Meetinghouse dates from 1814. Also in the district is the early, stone house of the Lewis family (in the mid-1900s Marion Lewis preserved and restored the neighboring Minshall House). The historic architecture of the district is typical of early Pennsylvania: stone construction and simple forms. The district boundaries and property addresses are shown on the following page.



Friends Meetinghouse

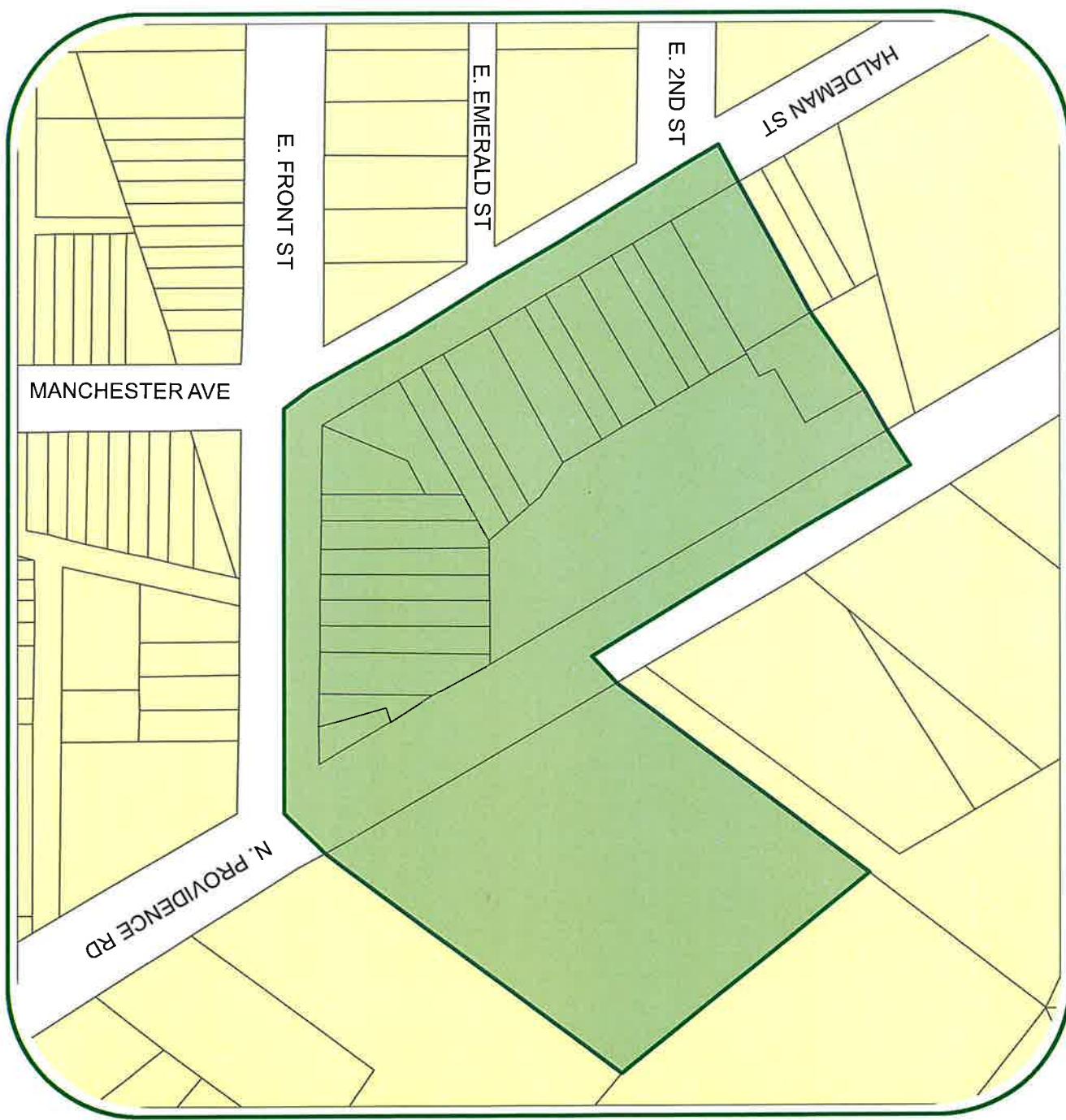
Thomas Minshall House



THE PROVIDENCE FRIENDS
MEETINGHOUSE DISTRICT

District Parcels:

- 101 Haldeman Street
- 103 Haldeman Street
- 105 Haldeman Street
- 107 Haldeman Street
- 109 Haldeman Street
- 111 Haldeman Street
- 113 Haldeman Street
- 115 Haldeman Street
- 117 Haldeman Street
- 119 Haldeman Street
- 401 E Front Street
- 403 E Front Street
- 405 E Front Street
- 407 E Front Street
- 409 E Front Street
- 411 E Front Street
- 413 E Front Street
- 415 E Front Street
- 417 E Front Street - Minshah House
- 100 N Providence Road
- 105 N Providence Road -
Providence Friends Meeting



THE COURTHOUSE SQUARE DISTRICT

centers on Media's most recognizable structure – the Delaware County Courthouse (pictured, whose current appearance dates primarily from 1913), which is prominently sited on the Courthouse Square that also features several historic monuments and memorials. Along Front Street and facing the square is a row of townhouses which predate the existing courthouse. It is informally known as "Legal Row" because at one time many law offices were located in the three-story, brick rowhouses of that type also common in mid-1800s Philadelphia. Particularly notable is the 1850 Williamson building (218 W. Front Street) which has been variably used during its history as a residence, post office, grocery store, shoe factory and law offices. Also in the district is the Delaware County Institute of Science (pictured), one of the country's first organizations of its type. It is housed in its 1867, two-story brick building in the Greek Revival style. The district boundaries and property addresses are shown on the following page.



Delaware County Courthouse



Delaware County Institute of Science

THE COURTHOUSE
SQUARE DISTRICT

District Parcels:

218 W Front Street - Williamson

House

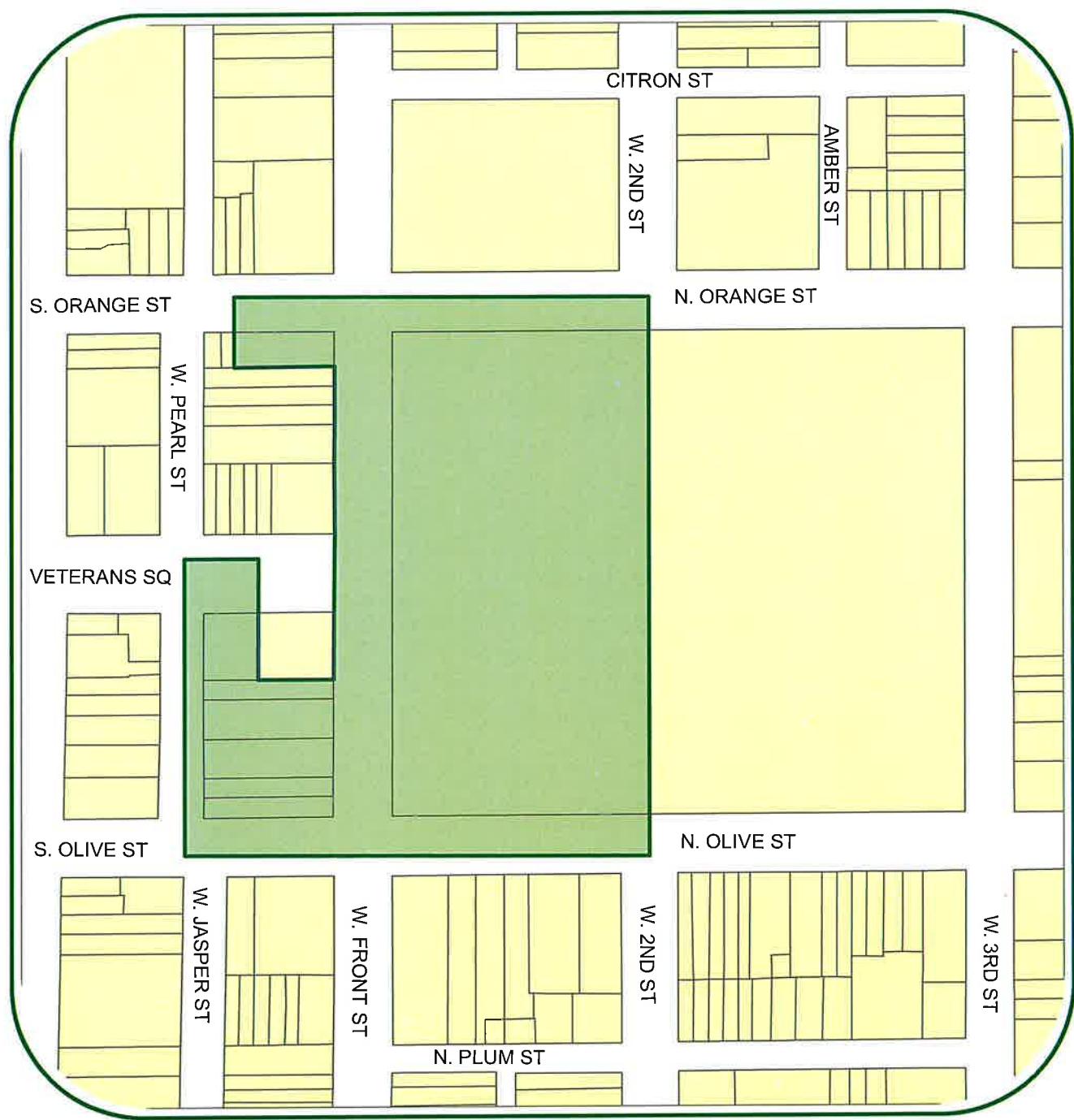
11 Veterans Square - Delaware
County Institute of Science

100 W Front Street
102 W Front Street

106 W Front Street
110 W Front Street

112 W Front Street
201 W Front Street - Delaware

County Courthouse



THE LEMON STREET DISTRICT

despite its name, mostly includes the mid-1800s brick rowhouses along West State Street on the blocks flanking its intersection with Lemon Street. The 3- or 2-story brick townhouses are typical of the 1850s period and are some of the last undisturbed blocks of old Media. The 1855 Brooke Row (404-414 W. State St., pictured) is one of the first residential developments in the Borough. The row on the 300 block of West State dates from the 1860s and includes the Appleton House (#341) home of an early photographer. The first school house (1853) is located around the corner at 8 South Lemon Street. The district boundaries and property addresses are shown on the following page.

REMEMBER, if you own property in one of these districts you will need a Certificate of Appropriateness from the Borough before you make changes, including alterations and additions, to your structure. That procedure, the role of the Historic Architecture Review Board and Borough Council, and the Design Guidelines which help guide decisions for appropriate treatments of historic properties are detailed in the following sections.

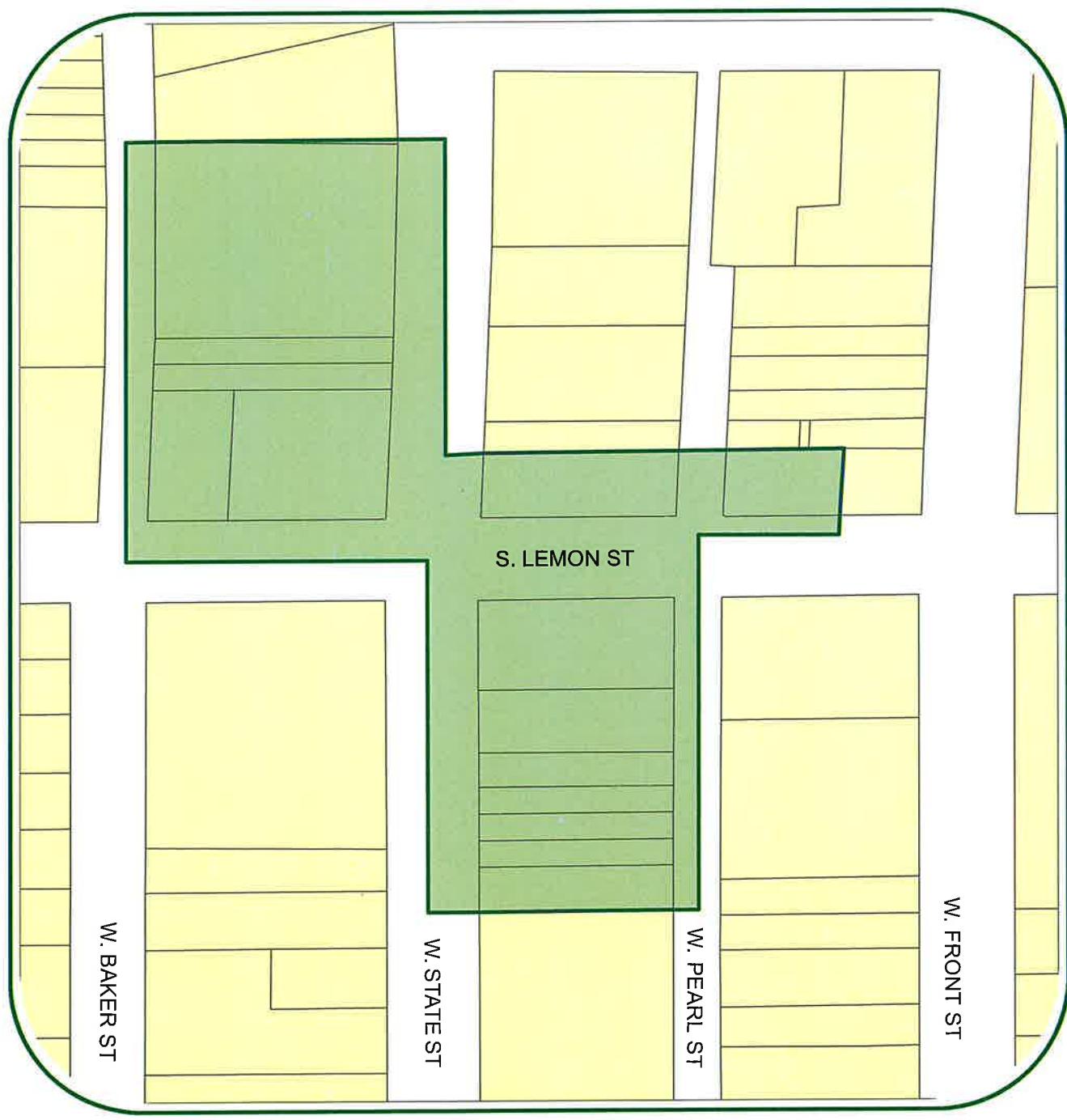


1855 Brooke Row (404-414 W. State St.)

LEMON STREET DISTRICT

District Parcels:

- 331 W State Street
- 333 W State Street
- 335 W State Street
- 337 W State Street
- 339 W State Street
- 341 W State Street
- 349 W State Street
- 401 W State Street
- 8 S Lemon Street
- 400 W State Street
- 401 W State Street
- 404 W State Street
- 406 W State Street
- 408 W State Street
- 410 W State Street
- 412 W State Street
- 414 W State Street



3.

PERMIT PROCESS: CERTIFICATE OF APPROPRIATENESS AND WORKING WITH THE HARB

If you own property in one of Media's local historic districts and intend to make changes – including repairs, rehabilitation, restoration, additions or demolition – to the exterior of a structure(s) that is visible from a public right-of-way, you are required by law to receive a Certificate of Appropriateness (the "Certificate" or COA) before you start any work.

The Certificate will be issued to the applicant by the Media Borough Council, which will be advised by the Historic Architectural Review Board (HARB). The Council may approve, deny, or amend the proposed work described in the property owner's application.

Procedures for Obtaining a Certificate of Appropriateness (also see flow chart on next page)

A. An applicant should contact the Borough Building Inspector (contact 610.566.5210 or jim_jeffery@mediaborough.com) for an application for a Certificate of Appropriateness on which the

proposed work will be described. The building inspector will submit the permit application, along with any plans, to the HARB. (Note that in addition to a Certificate, some projects may also require building or zoning permits; review of these are not the role of the HARB.)

B. The HARB will conduct a meeting (see details on next page) with the applicant within 30 days of the application for a Certificate. (Notice of the time and place of the meeting will be given by the Secretary of the Borough of Media to the applicant.)

C. The HARB will, after meeting and considering the plans, advise the Borough Council. If all or parts of the proposed work is not recommended by the HARB, the applicant may still require a certificate from council or may make changes and resubmit the application to the HARB for reconsideration, after which the HARB shall have 30 additional days to submit its recommendation to the Council.

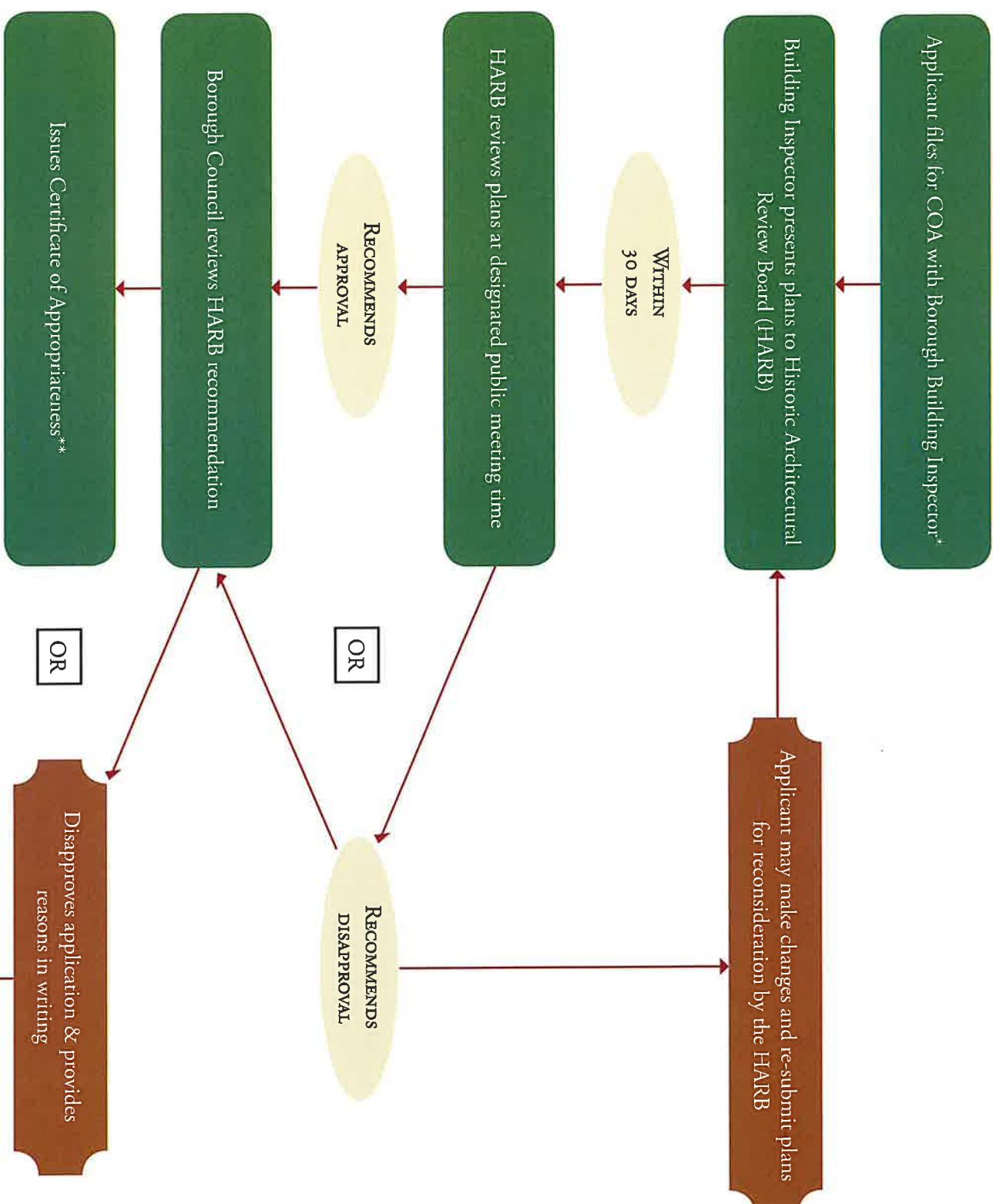
During the time of reconsideration, and prior to the issuance of a recommendation by the HARB to the Council, the applicant cannot perform any exterior work that is visible from a public way.

E. Upon giving the approval, the Council will issue a Certificate of Appropriateness authorizing the work, including the erection, reconstruction, alteration, restoration, demolition or razing of the building (in whole or in part).

F. Should the Council disapprove the application, such disapproval will be in writing giving the reasons for the disapproval, and a copy given to the applicant. If the Council disapproves the request for a Certificate of Appropriateness, the applicant may appeal to the Court of Common Pleas within the time specified by law.

G. Failure to receive or comply with a Certificate of Appropriateness may result in fines or penalties for the property owner in same manner and to the same degree as the enforcement provisions provide in Chapter 137, Construction Codes of the Borough of Media, as is presently enacted or as may be amended.

Council will consider the general design, arrangements, texture, material and color of the building or structure and the relation of such factors to similar features of buildings and structures in the district. The Council will not consider any matters not pertinent to the preservation of the historic nature of the district. No Certificate of Appropriateness will be denied where an unnecessary hardship will result to the property owner.



*Building permit may not be required
**Zoning and Planning Approvals may

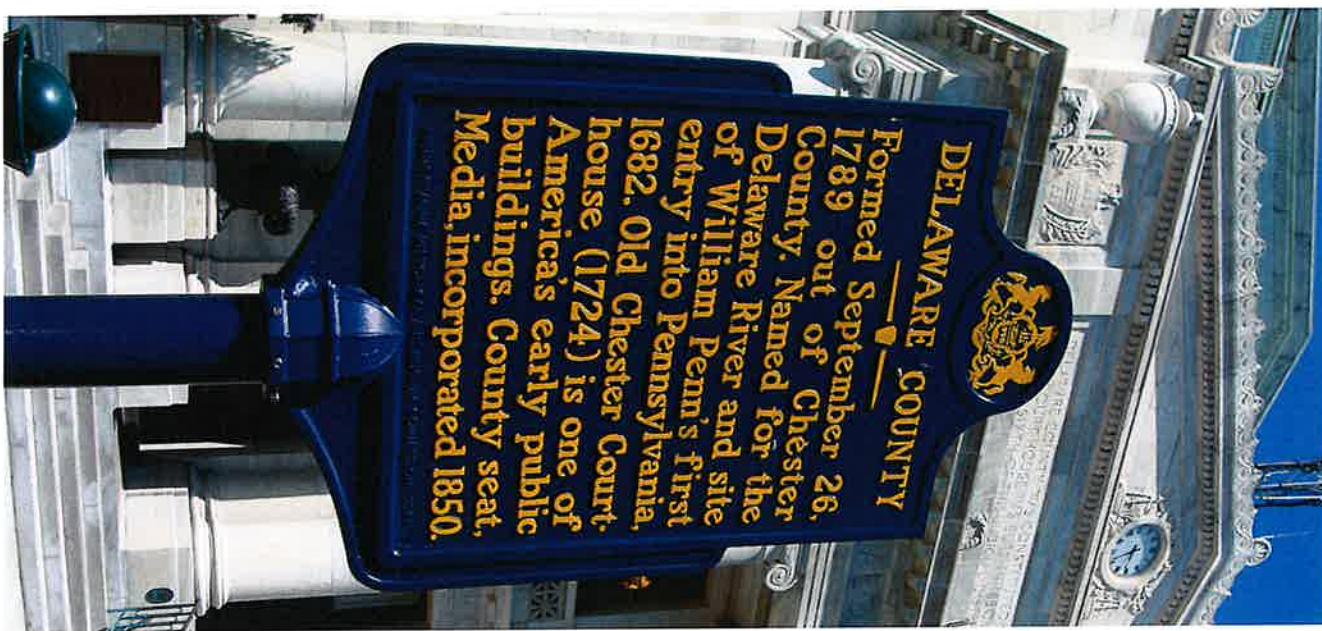
**Zoning and Planning Approvals may still be required

The Role of the Historic Architectural Review Board

It is important to note that the Historic Architectural Review Board (HARB) is not only a review body, but also a valuable resource for owners of properties in the historic districts. Among its responsibilities is to educate the citizens of Media on the value of historic preservation, and the good practices and methodologies for the treatment of historic structures. HARB members have relevant professional backgrounds for advising historic-property owners. The Historic Architectural Review Board (HARB) makes recommendations to the Council regarding the advisability of issuing any Certificate of Appropriateness required in the historic districts in Media. The HARB will give its advice, counsel and opinion, in writing, to the Council within 30 days after receiving plans for review.

Property owners are encouraged to have early consultation with the HARB to:

- Understand the historic significance of their properties;
- Help define the scope of a project;
- Help identify appropriate materials and methods for restoration and repair work;
- Help identify appropriate designs for additions



Courthouse Marker

THE REPORT OF THE HARB TO THE COUNCIL CONTAINS THE FOLLOWING INFORMATION:
<ul style="list-style-type: none">• The location of the area in which the work is to be done• The exterior changes to be made or the exterior characteristics of a structure to be erected• A list of the surrounding structures with their general exterior characteristics• The effect of the proposed change upon the general historic and architectural nature of the district• The appropriateness of the exterior architectural nature of the district• The general design, arrangement, texture, material and color of the building or structure and the relationship of such factors to similar features of buildings or structures in the district and surrounding the district• The opinion of the Board (including any dissent) as to the appropriateness of the work proposed as it will preserve or destroy these historic aspects and the nature of the district• The opinion of the Board as to whether the application to raze any structure or erect a new structure will create any unnecessary hardship to the owner• Specific advice of the Board as to the issuance or refusal by the Council of the Borough of Media to issue a Certificate of Appropriateness

4.

GENERAL GUIDELINE

PRINCIPLES

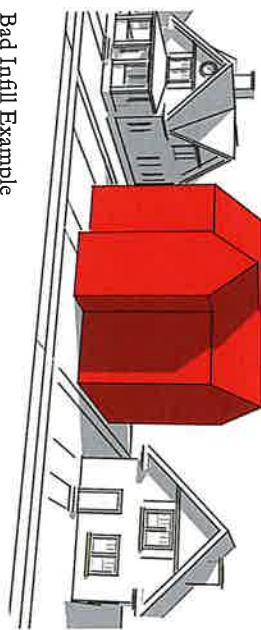
Common Terms

There are many terms used to describe specific architectural features and styles, and repair or restoration procedures. Some of the terms used in these design guidelines may be unfamiliar to the reader. In those cases, refer the website glossary of the Pennsylvania Historical and Museum Commission:

For architectural terms:
www.portal.state.pa.us/portal/server.pt/community/architectural_field_guide/2370/dictionary_of_architectural_terms/445407

For architectural styles:
www.portal.state.pa.us/portal/server.pt/community/architectural_styles/2379

There are, in addition, some important terms that are in common usage, but may have more specific meanings for the purposes of these Design Guidelines, namely:



Bad infill Example

ALTERATION (visual) – any change that results in a significant change, particularly in a non-historic manner, in the visual appearance of a building as viewed from any street or sidewalk.

COMPATIBLE – describing an alteration that maintains or restores the historic and significant features and appearance of a building and does not detract from surrounding historic features, thereby maintaining a sense of visual harmony in the building, or between the building and neighboring buildings.

DEMOLITION – the razing or destruction, whether entirely or partially of the facade area or floor area of an historic resource. Demolition includes the removal of an historic resource from its site.

FACADE – the outside face – not necessarily only the front elevation – of the building given special architectural treatment.

INFILL – the enclosing of a building element, such as a porch or archway, that was originally open; or the construction of a structure on an open site that is amidst build-up, adjacent parcels.

REHABILITATION – returning a building to a state of usefulness through repair or alteration. Historic rehabilitation returns a property, through repair or alteration, to a contemporary use while preserving those portions and features of the property that are significant to its historic and architectural values.

RENOVATION – the process of repairing and changing an existing building for modern use so that it is functionally equal to a new building.

REPAIR – to fix a deteriorated or damaged building element or material to make it functional and to halt further deterioration.

RESTORATION – returning a structure as nearly as possible to its appearance at a specific period of time in its history based on historical research, using the same construction materials and methods as the original.

MAINTENANCE – the routine upkeep of a building or property, generally performed to combat the effects of weathering and deterioration due to aging.

The Secretary of the Interior's Standards for the Treatment of Historic Properties

record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.

The National Park Service (a division of the U.S. Department of the Interior) has developed ten commonsense principles - a.k.a., "the Standards" - that are applicable for repairs, maintenance and alterations to historic properties. Both property owners and regulatory bodies (such as the HARB and the Media Borough Council) should be guided by the Standards when deciding the appropriate treatment of historic structures. The more specific Design Guidelines which are detailed in the following sections will also adhere to the broader principles of the Standards.

The Ten Standards for

Rehabilitation Are:

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive material or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical

4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and where possible, materials. Replacement of missing features will be sustained by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated

from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

FOR MORE INFORMATION:

On the Standards go to:
www.nps.gov/hps/tps/standguide/rehab/rehab_standards.htm

The National Park Service has also produced an excellent series of technical briefs on a wide variety of topics that elaborate on the practical applications of the Standards.

These can be found at:
www.nps.gov/tps/how-to-preserve/briefs.htm

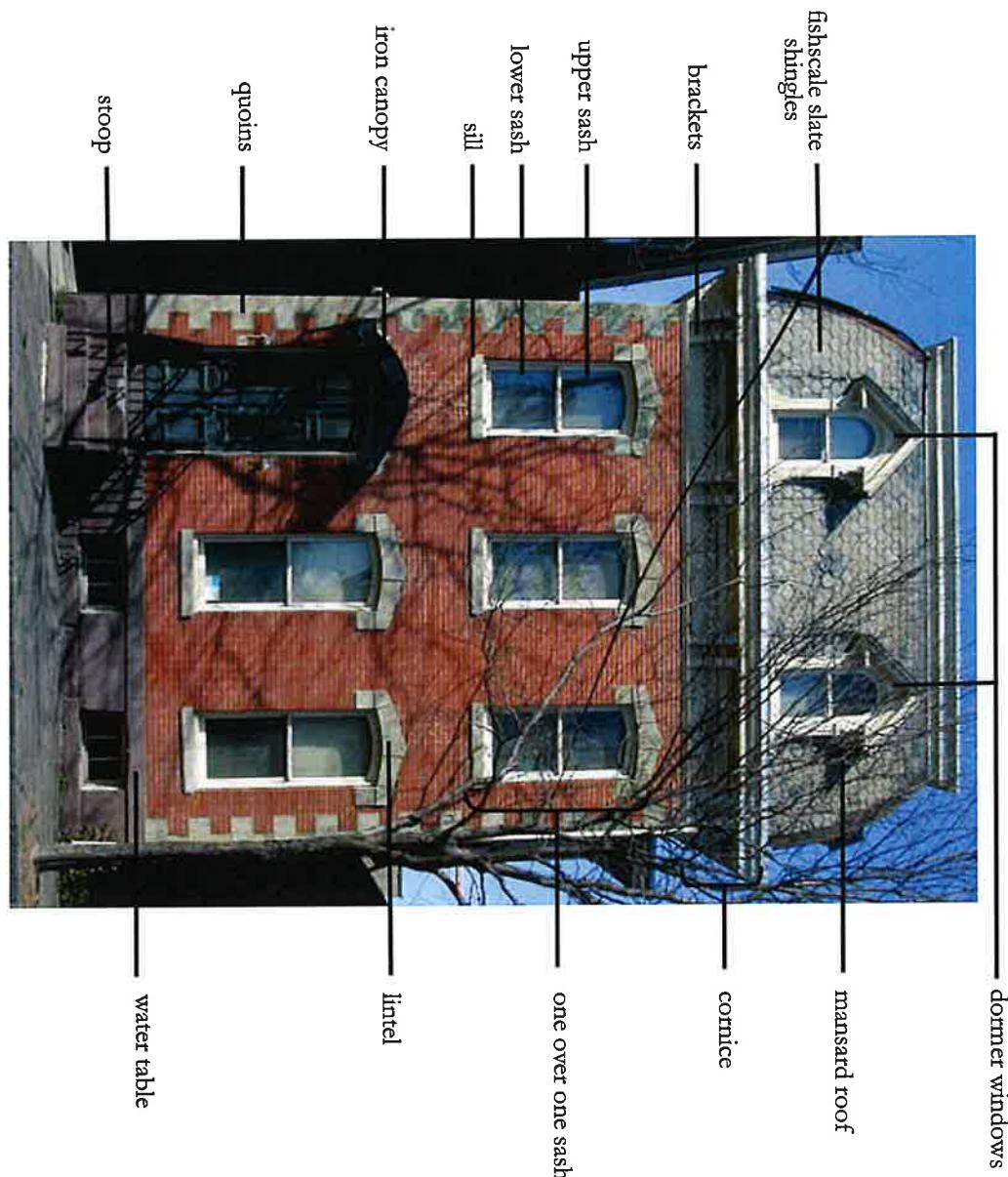
5.

GUIDELINES FOR RESTORATION, REPLACEMENT AND REPAIRS

Any building, regardless of its age, requires repairs from time to time. Worn-out roof shingles need to be replaced, wood porches repainted, bricks repointed, broken glass or shutters repaired, failing gutters restored.

Historic materials and features often need specific treatments, and one role of the HARB is to advise property owners on the preferred approaches to repair and restoration. (The HARB will also ultimately recommend approval or disapproval of the repairs/ restoration proposed by the owner as described in the application for a Certificate of Appropriateness.)

What follows in this section describes the recommended methodologies for the restoration/ repair of historic building features. The guidelines are organized by major building components (such as roofs, or windows and doors), or by materials (masonry, and wood). The rehabilitation principles and repairs methods follow the Secretary of the Interior's Standards for the Treatment of Historic Properties (see Section 4).



Roofs and Related Elements

The roof of a historic building, along with cornices, pediments, dormers, and other ornamental details, is critical to the architectural character of the structure. The shape, material, pattern, color, and texture of a roof greatly affect the building's appearance. Even on flat-roofed buildings, the cornices and parapets can be key style elements. (See Preservation Brief Roofing for Historic Buildings at <http://www.nps.gov/tps/how-to-preserve/briefs/4-roofing.htm>.)

The function of the roof is critical; it is the building's first line of defense against the weather, and takes a heavy beating from the sun, wind, rain, snow, and ice. The preservation of any structure is dependent upon a weathertight roof that protects the building from these elements, and a rainwater conduction system that directs water away from the exterior walls. Yet the roof and its associated structures are among the most vulnerable elements; they must be maintained vigilantly to prevent the destructive effects of water leaking into the building (see Section 8).

Common Roofing Materials and Types in the Historic Districts

FLAT roofs – which actually have a slight pitch to direct rainwater to one or more drains – are usually covered with built-up roofing of alternating layers

of waterproof membranes and other bituminous materials. If well maintained, they might last twenty years before repairs or replacement is required.

Historic roofing materials for sloped roofs in the historic districts include slate, metal, and asphalt shingles.

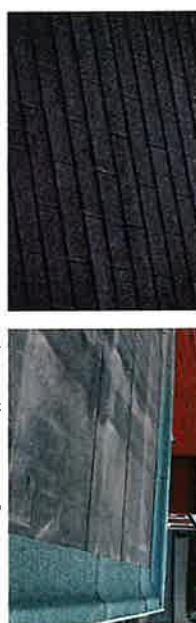
SLATE roofs can last from 60 to 125 years depending on the type of slate. (See Preservation Brief The Repair, Replacement, and Maintenance of Historic Slate Roofs at <http://www.nps.gov/tps/how-to-preserve/briefs/29-slate-roofs.htm>.)

METAL roofs shed water effectively from a relatively shallow pitch. Historic metal roofs typically consist of sheets that are about two-feet wide, joined by a full-length soldered seam. The metal is usually lead, copper, sheet iron, or galvanized steel plated with tin. If painted every 8 to 10 years to prevent corrosion, a ferrous metal roof will last 60 to 80 years. Nonferrous metals (copper, lead) develop a natural, protective coating (patina) and don't need to be painted. Typical causes of deterioration include punctures and the breakdown of the metal by urban pollutants (see Architectural Metals, pg. 29).

WOOD shingles are not common in Media's historic districts, but may occasionally occur or be appropriate as a replacement material (see Wood Elements section, below, and The Repair and Replacement of Historic Wooden Shingle Roofs at <http://www.nps.gov/tps/how-to-preserve/briefs/19-wooden-shingle-roofs.htm>.)

ASPHALT and **FIBERGLASS** are relatively modern roofing materials, with a life span of 15 to 35 years depending on the quality of the shingle. Asbestos shingles were sometimes used in the early 1900s, and can be considered safe if left undisturbed, but proper disposal of asbestos shingles is a must if they are removed.

CLAY or **TERRA COTTA** tile roofs, although not common in Media's historic districts, may appear occasionally on porch roofs or, less commonly, on main roofs. If maintained properly, their life span is approximately 125 years. (See Preservation Brief #30: The Preservation and Repair of Historic Clay Tile Roofs at <http://www.nps.gov/tps/how-to-preserve/briefs/30-clay-tile-roofs.htm>)



Metal Roof



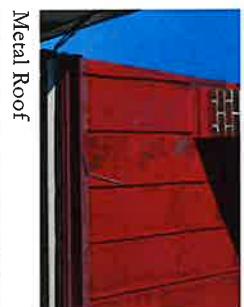
Asphalt Shingles



Flat Built-up Roof



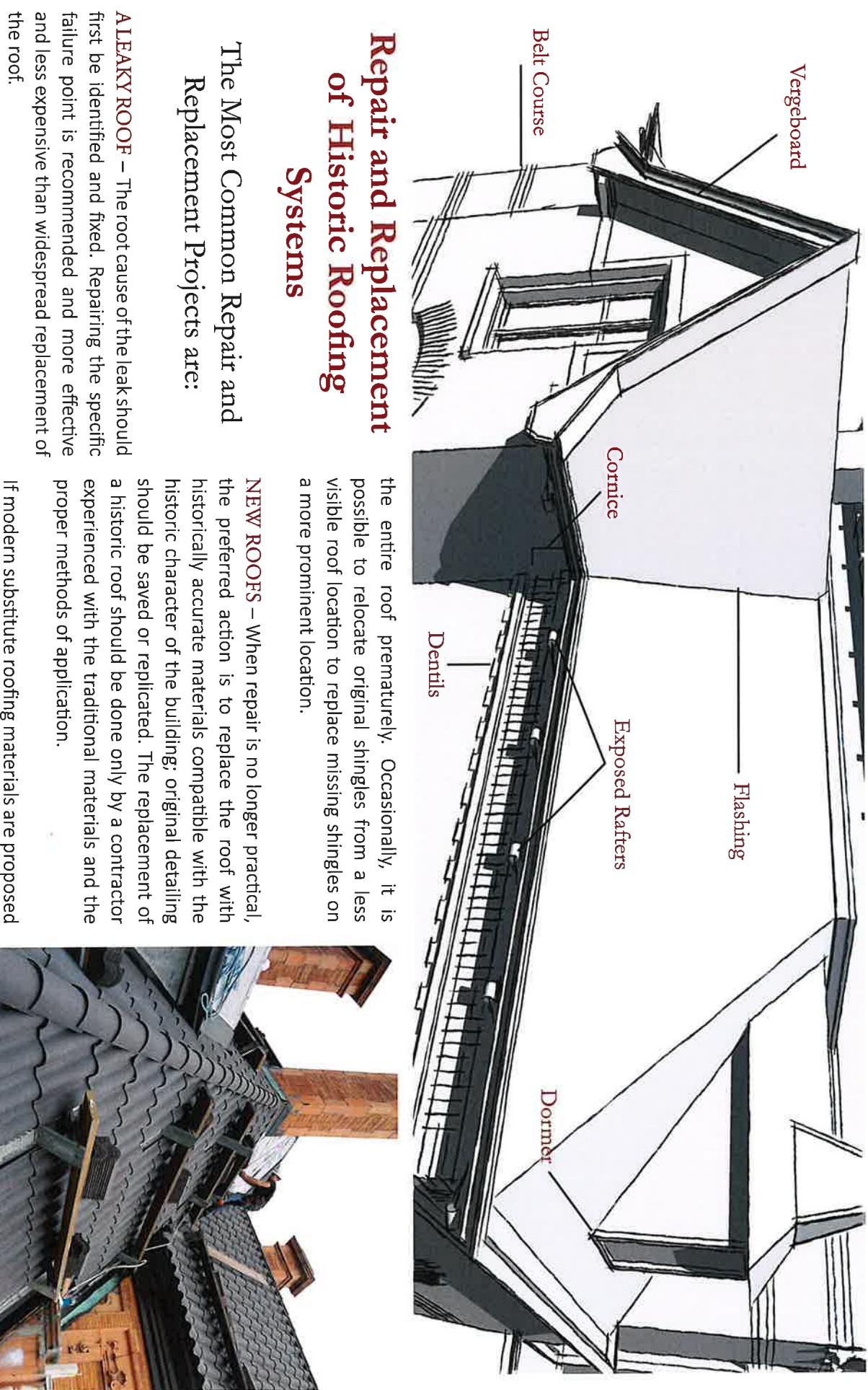
Clay Roof Tiles



Slate Shingles



Wood Shingles



Repair and Replacement of Historic Roofing Systems

The Most Common Repair and Replacement Projects are:

A LEAKY ROOF – The root cause of the leak should first be identified and fixed. Repairing the specific failure point is recommended and more effective and less expensive than widespread replacement of the roof.

NEW ROOFS – When repair is no longer practical, the preferred action is to replace the roof with historically accurate materials compatible with the historic character of the building; original detailing should be saved or replicated. The replacement of a historic roof should be done only by a contractor experienced with the traditional materials and the proper methods of application.

If modern substitute roofing materials are proposed to the HARB, careful consideration should be given to match the scale, texture, configuration, profile, detailing, and color of the original to the extent possible.

Individual slates or terra cotta tiles may fall out from time to time. It is more cost effective to have an experienced roofer replace individual, dislodged slates or tiles or broken fasteners than to replace



This replacement historic terra cotta tile roof should last 100 years.



FLASHING — Failure of the flashing at the intersection of roof planes, at parapet walls, or penetrations such as dormers, vents, or chimneys, is one of the major causes of roof deterioration and water leaks. All deteriorated or unfastened flashing should be replaced or repaired immediately. Replacement of flashing on an existing roof may require the removal of large sections of the roof surface. When installing a new roof, the roofing contractor should be fully knowledgeable about the importance of flashing in maintaining a watertight roof.



CORNICES AND PARAPETS — Roof cornices and parapets are major architectural features. It is not recommended to remove or cover them with aluminum or vinyl siding. Deteriorated cornice elements — typically masonry, wood, or pressed metal — should be replaced with in-kind material.

CHIMNEYS, DORMERS, SKYLIGHTS AND OTHER ROOF ELEMENTS such as finials, cresting, ornamental terra cotta, and dormer brackets — give character and style to buildings and should not be removed or altered. Any penetration of the roof will require special attention to the flashing that protects the juncture between the roof and the chimney, dormer, etc., from water intrusion (see Flashing, above).

Replacement elements should match the profile and detailing of the original. Covering masonry chimneys with tar, cement, or stucco is not recommended. A chimney cap and a properly installed flue liner protect both the interior and exterior chimney.

brick, and ensure safe chimney operation. Consult a qualified professional for chimney work.

