



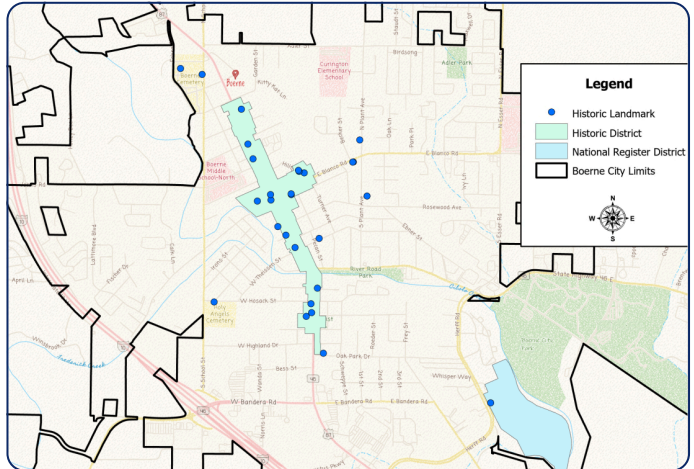
Historic Preservation Grant Program

The City of Boerne offers a Historic Preservation Grant Program for qualifying projects and structures that are Historic Landmarks within the city limits and/or located within the Historic District along Main Street. Grants funds are available on a sliding scale up to \$14,500 for the following types of improvements:

- Exterior improvements
- Roof repair
- Foundation repair
- ADA improvements
- Fire Code Improvements

 **(830) 248-1501**

 **Planning@boerne-tx.gov**



If you are interested in applying for a Historic Preservation Grant, contact the City of Boerne's Planning Dept. to learn more about the program and the types of Historic Landmarks in the City.

How to Apply and Qualify for a Grant



Meet to discuss project & determine eligibility.

Submit application package to the City of Boerne.

Present project & grant application to Historic Landmark Commission.

If approved, obtain required permits and schedule final inspection.

Submit reimbursement request to Planning Department.



 **Learn More**



HISTORIC PRESERVATION GRANT PROGRAM

If you have any Historic Preservation Grant Program application or historic design and review questions, please contact the Planning Department at (830) 249-1501.

If you have any building permit questions, please contact the Permitting and Code Compliance Department (830) 248-1529.

HISTORIC PRESERVATION GRANT PROGRAM DETAILS (please read carefully):

The City of Boerne (City) Historic Preservation Grant Program (Program) is a matching partial reimbursement grant opportunity for properties designated as Historic Landmarks and/or properties located within the limits of the Historic District (District).

Any proposed improvements to properties designated as Historic Landmarks and/or properties located within the District, must be presented to the Historic Landmark Commission (HLC) before a request for a Program grant can be considered. Work/projects that were completed prior to submitting a grant application are not eligible for this Program.

Qualifying Program Improvements Include the Following:

- Exterior improvements;
- Roof repair/replacement;
- Foundation repair/replacement;
- ADA improvements that are part of the structure such as accessibility structures, elevators, restroom improvements and widening of doorways;
- Building/Fire Code Improvements such as electrical and plumbing upgrades and fire exits;

Maximum Matching Funds – Sliding Scale up to \$14,500

<u>Proposed Project Budget</u>	<u>Maximum Reimbursement Match</u>
0-\$24,999	\$1:1 up to \$5,000 max.
\$25,000-\$49,999	\$7,500
\$50,000-\$74,999	\$10,000
\$75,000-\$99,999	\$12,250
\$100,000 and above	\$14,500

Application Program Scoring

Applications will be considered based on:

- a building's historic significance as either contributing or non-contributing to the District
- its designation as a historic landmark
- the integrity ranking of original architectural elements of the building
- the type of proposed building improvements, and
- the estimated project cost.

Please contact the Planning Department to get details of the building's historic significance, contributing/non-contributing status, historic landmark designation, and integrity ranking. A minimum score of 20 points is required to qualify for Program consideration. The HLC has sole discretion in awarding grants, and approval is not guaranteed. Applications will be scored as follows:

A. Historic District Contributing/Non-Contributing & Historic Landmark Designation, Integrity (High/Med/Low)

Contributing Structure/High or Historic Landmark Designation	10
Contributing Structure/Med	8
Contributing Structure/Low	6
Non-Contributing Structure	4

B. Type of Improvements

Exterior Building Improvements/Roof/Foundation	10
ADA/Electrical/Plumbing/Fire exits	8

C. Estimated Project Budget

(\$50,000 and up)	10
(\$25,000-\$49,999)	8
(\$15,000-\$24,999)	6
(\$0-\$14,999)	4

All Program grants are available throughout the City's fiscal year; on a first come, first serve basis until total annual Program budgeted funds are allocated. Applications will be reviewed based on Boerne Unified Development Code Chapter 3, Section 3.11 Historic District and the Boerne Historic Design Guidelines and approved by HLC before any eligible work may begin.

The HLC has sole discretion in awarding grants. The HLC considers the following: grant amount requested, grant funds available for the Program, condition of the structure, scope and effectiveness of the proposed work, and overall quality and character of the proposed work. If application is approved, any deviation from the approved project scope may result in the total or partial withdrawal of the Program grant and will require reapproval from the HLC.

HISTORIC PRESERVATION GRANT PROGRAM

APPLICATION PROCESS

Applicants must complete the following steps as part of the application process.

1. Meet with Planning Department and determine eligibility.

Applicant shall meet with Planning Department staff to discuss project plans and determine Grant eligibility. Refer to the following documents for guidance when proposing improvements to properties in the District and/or Historic Landmarks:

- Boerne Unified Development Code Chapter 2, section 2.11 Historic Preservation
- Boerne Unified Development Code Chapter 3, Section 3.11 Historic District, and
- Boerne Historic Design Guidelines
- Secretary of the Interior's Standards for the treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings¹.

2. Prepare and submit the Grant Application Form, Program Agreement Form, and supporting documents to the Planning Department no later than fifteen (15) days prior to the first Tuesday of each month to be placed on the HLC agenda.

Applicant shall submit a complete Application packet to Planning Department, which includes the following items:

- Completed and signed application form
- Itemized list of proposed improvements and cost estimates
- Plans/elevations of proposed improvements for proposed project work to be done and/or
- Color samples of all proposed paint, fixtures, and material selections
- Proof of good standing with COB for the property: i.e not owe taxes, utilities, no judgements etc. on any property in city limits

Planning Department staff shall review application submittal documents to verify completeness. Once complete, the Planning Department will place the application on the HLC agenda for review during the next scheduled HLC meeting.

3. Attend HLC Meeting to present Grant Application for HLC's consideration.

The HLC meets at 5:30 p.m. every first Tuesday of the month. The Applicant or Applicant's Representative is required to attend the HLC meeting and present their project for review and approval/denial.

- The HLC and City staff shall consider any application within its discretionary authority to determine what grant amount would be in the best interest of the Program. The review criteria may include, but shall not be limited to; historical appropriateness, compatible architectural design, streetscape objectives, and overall enhancement of the Historic District and/or Historic Landmark.

• ¹ <https://www.nps.gov/orgs/1739/upload/treatment-guidelines-2017-part2-reconstruction-restoration.pdf>

- Applicants receiving majority approval by the HLC shall receive an approval letter stipulating the terms and conditions of the Grant Program.

4. If Grant is approved by HLC, Applicant must obtain necessary permits, and complete all work approved by the HLC within one (1) year of date of approval.

Following the receipt of a Historic Preservation Grant Program approval letter, the Applicant must obtain all necessary permits prior to beginning the work described in the application.

- Applicant must then complete the work described in the application within one (1) year from the date the grant is approved by HLC.
- If the Applicant is unable to complete work within that period, the Applicant may submit a written request to the City Manager for an extension to the completion date provided the extension request is made thirty (30) days prior to the one (1) year time limit. The City Manager shall not be obligated to allow extensions but may do so for good cause determined solely by the City Manager, according to conditions determined exclusively by the City Manager. The City Manager's determination on a request for an extension is final and may not be appealed. If the Applicant is not granted an extension for the one (1) year completion date, the grant funds shall be forfeited.

5. Notify Planning Department once work is complete, and schedule an inspection.

As a condition of this Program and as part of the application process, the Applicant shall allow City inspections.

- If the grant is awarded to the Applicant, the City shall be allowed regular access to the building to determine whether the work is or is not in compliance with the application, city municipal codes and any ordinances applicable to the work approved and contemplated in the application.
- The Applicant shall notify the Planning Department once all the work is complete, to schedule a final inspection.
- City staff will verify if the work was completed as approved by the HLC, and determine whether the grant should be awarded. Should the work not comply with the application approved by the HLC, the Applicant will forfeit all grant monies.

6. Submit Historic Preservation Grant Program Reimbursement Request Form.

When the entire project has been satisfactorily completed and reviewed, the Applicant or Applicant's representative shall submit a complete Reimbursement Request packet to the Planning Department, which includes the following items:

- Completed and signed Reimbursement Request Form
- Copies of all paid invoices, including copies of checks and/or credit card receipts
- Pictures of the completed work
- Proof of good standing with COB for the property: i.e not owe taxes, utilities, no judgements etc. on property
- W9 form

7. Repayment Conditions.

If awarded a Program grant, any deviation from the approved project may result in the partial or total forfeit of the Program grant funds. If the project is substantially altered within one (1) year from commencement of work, the City may require reimbursement immediately from the Applicant for the full amount of the Program grant. If the building is demolished within 3 years of the commencement of work, the City may require reimbursement immediately from the Applicant for the full amount of the Program grant.

8. Appeal and/or Reapplication Process.

There is no appeal process, all completed applications will be reviewed and an award or denial decision made by the HLC.

- An Applicant who submits an application that was denied a grant by the HLC shall not be eligible to re-submit a grant application for the same project for six (6) months from the date the prior application was declined by the HLC.
- Applicant shall not be allowed to submit an application for the same property within three (3) years from the date a previous Program grant awarded by the HLC.

HISTORIC PRESERVATION GRANT PROGRAM APPLICATION CHECKLIST & IMPROVEMENT TIPS

Checklist

Use this form as a Checklist to follow all steps needed to complete the Program Application to receive approval.

- ☐ Meet with City staff of the Planning Department to determine eligibility and to walk through Program Application Instructions. Discuss any questions or concerns regarding historic preservation issues.
- ☐ Complete and return signed Program Application and Program Agreement form with necessary attachments (project drawings and specification, material selections, photographs of project exterior where work is to be done, proof that that property ad valorem taxes are current) no later than fifteen (15) days prior to the first Tuesday of the month to the Planning Department to be added to the next HLC meeting agenda.
- ☐ Attend HLC meeting and present Program Application for recommendation.

Improvement Tips

- Carefully examine old buildings for termites, wood rot and general deterioration and roof, foundation and structural items should be given priority over cosmetic improvements.
- Before rehabilitating a building façade, take a careful look at the structural aspects of the building.
- Develop a design that is compatible with neighboring buildings
- The top brick cornices that rise above the roof deteriorate rapidly unless they are capped with metal, terra cotta, stone or concrete.
- When mortar is missing or in poor repair, moisture will enter the walls and eventually may cause structural damage.
- Deteriorated mortar should be removed to a depth of at least three-fourths of an inch and replaced with new mortar that matches the old in color, texture and striking of the joint.
- Do not sandblast. Chemicals, hand brushing and/or water can remove dirt and paint without damaging the surface of the building.
- Do not paint too often; many times a building only needs mild washing, if the building has stone or brick that has never been painted, do not create a maintenance problem by painting it.
- Existing architectural details, including old wood doors, windows, ceilings, and trim work add to the character of a building and its resale value. Repair these features rather than remove them.
- Wood windows are reasonable to repair, if a specialist in window repair can be found. If the windows are missing, custom-made windows can be ordered for replacement in old buildings.



HISTORIC PRESERVATION GRANT PROGRAM APPLICATION FORM

Please return completed with necessary attachments and signature to the Planning Department no later than fifteen (15) days prior to the first Tuesday of each month. *Attachments include required plans/drawings, 2 construction/material estimates, color samples of paint/material, and photographs of project's exterior conditions prior to planned project improvements, proof that ad valorem taxes are current.* For further information, please contact the Planning Department.

Applicant Name: _____ Date: _____

Applicant Mailing Address: _____

Applicant Phone: _____ Email: _____

Property Ownership Entity (*if different from Applicant*): _____

Property Address: _____

Project Architect/General Contractor (*if applicable*) _____

Project Estimated Start and Completion Dates: _____

Type of Work: (*circle all that apply*)

Paint ● Masonry ● Cleaning/Paint Removal ● Awning/Canopy ● Window Repair/Replacement ● Roof Repair/Replacement ● Foundation Repair ● Interior ADA Improvement that is part of the structure (accessibility structures, elevators, restroom improvements, widening doorways) ● Building/Fire Code Improvements (such as electrical and plumbing upgrades and fire exits) ● Other (detail below):

Other: _____

List Details of Planned Project Improvements for Program Grant (attach additional details if necessary):

TOTAL COST OF PROPOSED PROJECT IMPROVEMENTS: _____

GRANT AMOUNT REQUEST (based on sliding scale): _____

I attest that at the time of this Application, property to be improved; (1) does not have any delinquent municipal ad valorem taxes, (2) is current on all municipal utility payments; (3) is not listed in part or whole in any current litigation, and (4) is free of all municipal liens, judgments and encumbrances of any kind.

Applicant's/Representative Signature

Date



HISTORIC PRESERVATION GRANT PROGRAM AGREEMENT FORM

Please return completed with necessary attachments and signature to the Planning Department at 447 N. Main St. no later than the fifteen (15) days prior to the first Tuesday of each month. For information, please contact the Planning Department.

- ☐ I have met with the City Program representative for the Historic Preservation Grant Program, and I fully understand the Program procedures and details established by the City.
- ☐ I have read the Program Application Form.
- ☐ I attest that at the time of this Agreement that the property to be improved (1) does not have any delinquent municipal ad valorem taxes; (2) is current on all municipal utility payments; (3) is not listed in part or whole in any current litigation, and (4) is free of all municipal liens, judgments and encumbrances of any kind.
- ☐ I have not received, nor will I receive insurance monies for this project.
- ☐ I understand that if I am awarded a grant by the City, any deviation from the approved project may result in the partial or total withdrawal of the Program grant. If the project is substantially altered within one (1) year from construction, I may be required to reimburse the City immediately for a prorated amount of the grant, based on extent of alteration to the improved property that qualified for Program funding.
- ☐ I understand that if the improved property is demolished for any reason within three (3) years from construction, the City may require reimbursement immediately from the Applicant for a pro-rated amount of the Program Grant.
- ☐ I understand and agree that any misrepresentation on this application form will result in immediate denial of request for the Program grant and the inability to re-apply for same. Should such misrepresentation be discovered after an award of funds, then I shall forfeit and/or return any Program funds.

Property Address

Applicant's/Representative Signature

Date



HISTORIC PRESERVATION GRANT PROGRAM REIMBURSEMENT REQUEST FORM

Once work has been completed, and inspected by City Staff, please return this completed form with necessary documentation listed below to the Planning Department. If you have any questions regarding this form, please contact the Planning Department.

Please Attach the Following Documentation:

1. Final bill outlining all construction materials and labor cost associated with the approved project scope.
2. Vendor documentation
3. Proof of payment for all construction materials and labor –checks, credit card statements, etc.
4. Pictures illustrating the completion of the project.
5. W9 Form

The City reserves the right to withhold the Program grant funds approved until all work is completed as agreed upon. The City reserves the right to deny the Program grant funds if the work has not been completed as approved by the HLC.

Physical Building Address

Date of Project Completion

Total Final Project Cost

Amount of Grant Funds Approved

Amount of Grant Funds Requested

I attest that at the time of my project completion, property to be improved; (1) does not have any delinquent municipal ad valorem taxes; (2) is current on all municipal utility payments; (3) is not listed in part or whole in any current litigation, (4) is free of all municipal liens, judgments and encumbrances of any kind, and (5) have not received or will receive any insurance monies for the work at the time the grant reimbursement request is made.

Applicant's/Representative Signature

Date