



## HISTORIC DISTRICT IMPROVEMENT PROGRAM APPLICATION FORM

Please return completed with necessary attachments and signature to the Planning & Community Development office no later than the ten (10) days prior to the first Tuesday of each month. For Information, please contact the Planning & Community Development office.

Applicant Name: Debra Gracy Date: 7/19/2019  
Applicant Mailing Address: 706 S. Main  
Applicant Phone: 830-816-5114 Email: chloe@phillipmanor.com  
Property Ownership Entity (if different from Applicant): \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Project Architect/General Contractor (if applicable) M.Y. Construction  
Project Estimated Start and Completion Dates: Start ASAP, finish 6 monthsish

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:

\$80,000.00

GRANT AMOUNT REQUEST (based on sliding scale):

\$12,500.00

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.

Attach with all required plans/drawings, construction/material estimates, color samples of paint/material, and photographs of project's exterior conditions prior to planned project improvements.

Debra Gracy

Applicant's/Representative Signature

7/19/19

Date

## **HISTORIC DISTRICT IMPROVEMENT PROGRAM PROGRAM 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 & Community Development office to determine eligibility and to walk through Program Application Instructions.
- ☒ At the same time of the initial application mtg., or subsequent to this meeting, meet with Planning & Community Development staff to discuss any questions or concerns regarding historic preservation issues.
- ☒ Verify with municipal and county offices that ad valorem taxes are current.
- ☒ Complete Application form and sign Agreement form. (Also include required attachments, HLC application, project drawings and specification, material selections, photographs of project exterior where work is to be done)
- ☒ Return completed Application with required attachments no later than ten (10) days prior to the first Tuesday of the month to the Planning & Community Development office to be added to the next HLC meeting agenda.
- ☐ Attend and present Program Application to HLC for recommendation.
- ☐ Project work must be completed within one (1) year from date of HLC Application approval.
- ☐ Upon completion of project, complete and submit the Reimbursement Request Form with required documentation.

### **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 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.

# M.Y. Construction



Specializing in:

- Remodeling
- Custom carpentry
- Cabinets
- Furniture repair
- Woodworking

Progress payments may be requested throughout the course of the job which is expected to take six months.

## Preparation

- Surfaces will be prepped properly, they will also be re-inspected and patched as necessary before final coats are applied
- Replace wood siding where needed & repair all of the seams that are too close together before caulking
- All cracks in surfaces will be filled and nails will be puttied as specified
- All surfaces and trim will be sanded and cleaned and primed with Glidon Gripper Primer to assure proper paint adhesion
- Scrape and sand rough areas when lead is not an issue due to previous paint failure
- All new and raw wood will be primed as needed
- Work areas will be cleaned-up and vacuumed, and debris will be taken away
- Upon completion, left over paint will be labeled and left at the job site
- Hardware to be removed and re-installed, only when specified in proposal

## Body and or Trim

Apply Gripper primer on all wood and ad two solid coats of Sherwin Williams Emerald satin.

## Windows And Doors

Apply Gripper primer and and two solid coats of Sherwin Williams Emerald satin.

**COST \$80,480.00**

All work done on the Main Building, the small adjacent building plus the garden sheds on the property are included in the work scope & price.

Replace all bad wood siding, prepare surfaces to be primed and painted including all siding, fascia, soffits, railing, window trim and the balcony wood deck floor as well as the outdoot stairs well be sanded, clear sealed and painted where needed.

Price includes window glazing & repair of cracked or rotted wood on ALL exposed windows, doors and entries.

Cost includes all labor & materials.

**LABOR \$65,000.00**

**MATERIALS \$15,480.00**

**GRAND TOTAL \$80,480.00**

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## **HISTORIC DISTRICT IMPROVEMENT PROGRAM REIMBURSEMENT REQUEST FORM**

Please return completed form with necessary documentation listed below to the Planning & Community Development office. If you have any questions regarding this form, please contact the Planning & Community Development office.

Please Attach the Following Documentation:

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

Please notify the Planning & Community Development office upon final project completion so that a final inspection can be conducted by city staff.

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



## HISTORIC DISTRICT IMPROVEMENT PROGRAM AGREEMENT FORM

Please return completed with necessary attachments and signature to the Planning & Community Development office at 402 E. Blanco Rd. no later than the ten (10) days prior to the first Tuesday of each month. For information, please contact the Planning & Community Development office.

- ☒ I have met with the City Program representative for the Historic District Improvement 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 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.

706 S. Main Boerne, Texas

Property Address  
Debra Gracy

Applicant's/Representative Signature

(If approved) HLC Approval Date

7/19/2019

Date