



## HISTORIC DISTRICT IMPROVEMENT PROGRAM APPLICATION & INSTRUCTIONS

If you have any Historic District Improvement Program application or historic design and review questions, please contact the Planning & Community Development office at (830) 249-9511. If you have any building or sign permit questions please contact Code Enforcement office.

### HISTORIC DISTRICT IMPROVEMENT PROGRAM DETAILS (please read carefully):

The City of Boerne (City) Historic District Improvement Program (Program) is a matching partial reimbursement grant opportunity for commercial properties located within the limits of the Historic District (District). Any proposed improvements or additions to any properties within the District shall first require approval by the Historic Landmark Commission (HLC) before a request for a Program grant can be considered.

New buildings and improvements that are already completed or covered by insurance are not eligible for this Program. Property to be considered for the Program shall; not have any delinquent ad valorem taxes, be free of all municipal and county liens, judgments and encumbrances of any kind. The property must remain free of all municipal and county liens, judgments or encumbrances of any kind at the time the project is complete and reimbursement request is made. The Applicant must also be current on all city utilities for the subject property and the property must not be listed in part or whole in any current litigation.

### **Qualifying Program Improvements Include the following:**

- Exterior improvements to facades;
- Roof repair/replacement;
- Foundation repair/replacement;
- Interior 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; and
- Complementary building additions

### **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 the building's historic significance as either contributing or non-contributing to the District, integrity ranking of original architectural elements of the building, type of proposed building improvements, and the estimated project cost. Please contact the Planning & Community Development office to get details of the building's historic significance, contributing/non-contributing status and integrity ranking. A minimum score of 20 points is required to qualify for Program consideration. Applications will be scored as follows:

### A. Contributing/Non-Contributing & Integrity (High/Med/Low)

|                                   |    |
|-----------------------------------|----|
| Contributing Structure/High & Med | 10 |
| Contributing Structure/Low        | 8  |
| Non-Contributing Structure        | 6  |
| New Structure                     | 4  |

### B. Type of Improvements

|                                   |    |
|-----------------------------------|----|
| Existing Bldg. Façade/Roof/Found. | 10 |
| Existing Bldg. ADA/Elect./Plumb   | 8  |
| Existing Bldg. Addition           | 6  |
| New Structure                     | 4  |

### 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 Article 8 Historic Landmark/Historic District Preservation of the City of Boerne Zoning Ordinance and Boerne Historic Design Guidelines and approved by HLC before any eligible work may begin. 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.

- 1. Determine eligibility:** Discuss project plans with the Planning & Community Development staff. Article 8 of the City Zoning Ordinance and the Boerne Historic Design Guidelines should be a reference guide when making any proposed improvements to properties in the District. Both the ordinance and guidelines are available online at the City website [www.ci.boerne.tx.us](http://www.ci.boerne.tx.us).

- 2. Complete and sign Application Form.** Application must include a list of proposed improvements, plans/elevations of proposed improvements by the project architect or contractor of the entire proposed project work to be done. Color samples of all final paint, fixtures, material selections must be included with the application to be reviewed and approved by the HLC.
- 3. Submit the completed Application Form:** Submit all itemized work estimates, drawings, and material/color samples of the proposed work to the Planning & Community Development office no later than 10 (ten) days prior to the first Tuesday of each month to be placed on the HLC agenda.
- 4. The approval process will include without limitation the following:**
  - (a) All projects must meet current building standards and codes, as well as building permit requirements.
  - (b) The HLC meets at 5:30 p.m. every first Tuesday of the month, Applicant or Applicant's Representative is required to attend and present their project to the HLC for review and recommendation.
  - (c) The HLC shall consider only applications which have been properly and fully completed and which contain all information required in the application or requested by staff.
  - (d) 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.
  - (e) Applicants receiving majority approval by the HLC shall 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. The extension, if granted, shall be for the term and 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.
  - (f) As a condition of this Program and as part of the application process, the Applicant consents and shall allow City inspections to determine whether the grant should be awarded. 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.
  - (g) An Applicant does not have a right to receive Program grant funds. 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. Once awarded, the Applicant does not have a right to the grant funds until and unless all conditions of the Program have been satisfactorily met.

- (h) The Applicant shall be required to furnish exterior photographs of the project as part of the application and also after the work is completed, as a condition of final grant reimbursement. Should the work not comply with the application, the Applicant will forfeit all grant monies.
- (i) Commercial properties must be current on all City property taxes and City utility payments prior to any Program reimbursement payments and the Applicant is required to obtain all applicable City permits and City approvals before the grant is awarded.
- (j) 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.
- (k) 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.

**5. Submit Reimbursement Request Form:** When the entire project has been satisfactorily completed and reviewed, the Applicant or Applicant's representative shall present the Planning & Community Development office with copies of all paid invoices, including copies of cancelled checks and/or credit card receipts, and pictures of the completed work for a single reimbursement payment of the approved funding amount.

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

**7. Repayment:** 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.

# 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.



## 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: \_\_\_\_\_ 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.

*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.*

\_\_\_\_\_  
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.

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**Property Address**

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**Applicant's/Representative Signature**

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**Date**

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**(If approved) HLC Approval Date**



## 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.

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**Physical Building Address**

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**Date of Project Completion**

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**Total Final Project Cost**

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**Amount of Grant Funds Approved**

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**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.

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**Applicant's/Representative Signature**

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**Date**