

Historic Preservation Commission / Downtown Hendersonville, Inc. Façade Grant Program Procedure

Introduction:

The architectural quality of downtown Hendersonville is important to the entire town, its history, image, and economy. Proper improvements to the exterior appearances of individual buildings will help develop the appropriate image of downtown Hendersonville. Therefore, it is important that an organized and coordinated approach to exterior improvements be followed.

The Historic Preservation Commission (HPC) and Downtown Hendersonville, Inc. (DHI) have developed a Façade Grant Program to provide assistance to property owners in the restoration of historic downtown Hendersonville. This grant program is available to eligible property owners and tenants within the boundaries of the Hendersonville Main Street Local Historic District and Downtown Municipal Service District (see "Main Street Façade Grant Eligibility Map"). This procedure outlines the scope, design guidelines, and administrative procedures of this program that will be followed by the HPC and DHI. By following this procedure, applicants can ensure that their projects are eligible to utilize available downtown rehabilitation incentives and enhance the image of downtown as a special place to work, shop, and socialize.

Questions regarding this procedure or the Façade Grant Program in general should be directed to:

City of Hendersonville
Planning Department
City Hall
145 Fifth Avenue East
P.O. Box 1670
Hendersonville, NC 28793
Phone: 828-697-3088
Fax: 828-697-3014
www.cityofhendersonville.org

Purpose:

The purpose of the Façade Grant Program is to provide economic incentive to:

1. Renovate building facades in downtown Hendersonville. For the purpose of this document, a façade is defined as "the face or elevation of a building that fronts on a public street, not including those adjacent to rear alleys".
2. Encourage good design projects that capitalize on rehabilitation of the original fabric or design of existing properties; and
3. Preserve the unique character of downtown Hendersonville.

Eligibility:

Owners or tenants of a building located within the area shown on the attached map are eligible to apply for a façade grant. If the application is submitted by a tenant, it must be signed by the property owner.

Only one grant will be awarded per property for each fiscal year. If a single building is divided into multiple business spaces, it is considered to be one property. Grant funds will not be awarded to improve a property whose owner is delinquent in payment of local taxes. A project is deemed ineligible for funding if work begins before the application is reviewed and approved.

Projects eligible for façade grants are limited to the following types of work:

- Safe cleaning of brick or wall surfaces
- Masonry repair
- Repair, reconstruction, and/or replacement of original architectural details
- Replacement of non-historic doors and/or windows
- Removal of siding and exterior false facades
- Rehabilitation or compatible reconstruction of a store front

Façade grants will not be issued for the following projects. Please note that this list is not intended to be all inclusive and that the HPC and / or DHI will evaluate the merit of each project on an individual basis:

- Painting
- Installation or removal of signage
- Installation or removal of awnings
- Outdoor lighting
- General maintenance
- Interior rehabilitation
- Roof and chimney repair
- Installation of any type of aluminum, vinyl, stone, stucco or other inappropriate materials that interferes with the historic integrity of the building
- Sandblasting of exterior bricks
- Removal of historic features
- Installation or removal of landscaping

If a property that has received an active façade grant is transferred from one party to another, the new property owner is eligible to assume the active façade grant award attached to that property, upon written request indicating that said property or business owner understands the terms of the contract and will assume any responsibilities pertaining therein. Failure of the new property owner to provide a request within 30 days of the date the property is transferred will result in revocation of the grant award.

Funding:

The Facade Grant Program is made possible through the City of Hendersonville's Historic Preservation Commission and Downtown Hendersonville, Inc. Projects are eligible for a grant reimbursement for 50% of the project cost up to a maximum match of \$ 1,000. If the reimbursable amount is less than \$ 1,000.00, HPC and DHI will provide equal payment to the recipient in an

amount not to exceed half the total project cost. Applicants will receive grant funds upon the completion and final approval of the project.

The source of grant funding varies based on the location of the project. Properties located in the Main Street Local Historic District will receive funding from both the HPC and DHI, with each organization contributing up to \$ 500 toward the maximum \$ 1,000 grant match. Projects located in the Downtown Municipal Service District but outside of the Main Street Local Historic District will be funded solely by DHI up to a maximum of \$ 1,000.

Grants will be awarded for eligible projects on a funds-available basis. Funding for façade grants will become available at the beginning of the fiscal year (fiscal year begins on July 1 and ends June 30). If funding is limited during the previous fiscal year, the HPC / DHI may consider applications received during that time for approval in the following fiscal year.

Guidelines:

Applications will be reviewed in accordance with the following guidelines. Successful applicants are responsible for ensuring that projects are constructed in accordance with information provided on the application as reflected in these guidelines:

1. The Secretary of the Interior's Standards for Rehabilitation (see Appendix A) must be adhered to in all proposed projects.
2. Renovations must conform to the zoning and building codes required by the City of Hendersonville and the State of North Carolina.
3. All work must be completed in a good workmanship manner.
4. Projects in the Main Street Local Historic District are required to comply with the HPC's Main Street Local Historic District Design Guidelines.
5. Plans for rehabilitation of structures must respect the architectural integrity of the entire building and the neighboring streetscape.
6. The quality of building materials varies widely, and it is the quality of the finish materials and their application that determines compatibility. Use the highest quality facing materials possible. Materials that are compatible in quality, texture, finish, and dimension to those existing in the project area are encouraged.
7. Façade grants will not be used as a partial solution to buildings in obvious disrepair and neglect. For these properties, the applicant must show a comprehensive proposal for the entire building's rehabilitation that would meet the City of Hendersonville's building and zoning codes in order to bring the property into occupiable condition.
8. The HPC / DHI will not be a party in negotiations between the applicant and contractors employed by the applicant. The applicant agrees to hold the HPC / DHI harmless of any defects in workmanship, liability, damages, or other costs relative to this project.

Criteria for Application Review:

All eligible exterior renovation proposals will be considered for funding, but top priority will be given to projects that would make a highly visible contribution to the enhancement of downtown Hendersonville. Applications will be evaluated based on compliance with the guidelines outlined above and the merits of the proposed project in relation to other applications under consideration by the HPC / DHI.

Design assistance is available through the North Carolina Department of Commerce's Main Street Program. Applicants are encouraged to contact the Department of Commerce for assistance in preparing their application to ensure that the proposed project complies with the design guidelines. Applications that receive design assistance from the Department of Commerce will not necessarily be preferred for approval. Department of Commerce contact information is provided below:

Main Street Designer
NC Dept. of Commerce
Division of Community Assistance
31 College Place - Bldg B
Asheville, NC 28801
Phone: 828-251-6914
www.nccommerce.com

Application Procedure:

Following is the procedure for the review of applications and disbursement of grant funds:

1. Owner/Tenant completes the Façade Grant Application, has it signed by the owner, and submits it to the City of Hendersonville's Planning Department along with the following information:
 - Application
 - Sketches
 - Photos
 - Detailed written description of the proposed renovations
 - Design plans (if necessary)
 - Proof of estimate of project cost
 - Projected date of completion
 - Certificate of Appropriateness (COA) application if the project is located in the Main Street Local Historic District. A Certificate of Appropriateness is required to be issued by the HPC for exterior building alterations, new construction, demolition, or significant landscape changes in the Main Street Local Historic District.

The applicant is encouraged to contact the Planning Department prior to submitting an application to determine the availability of grant funding and to discuss the application process. The HPC / DHI also recommend that the applicant contact the North Carolina Department of Commerce's Main Street Center program for design assistance.

2. Applications will be reviewed by City of Hendersonville Planning Department staff to determine if the project is eligible for HPC and/or DHI façade grants. The Planning Department will determine if the application is complete and will forward it to the HPC and DHI if the project is located in the Main Street Local Historic District. If the project is located in the Downtown Municipal Service District outside of the Main Street Local Historic District, the Planning Department will forward the application to DHI only.

If the project is located in the Main Street Local Historic District and the applicant has not submitted a COA application, the Planning Department will contact the applicant and make them aware of the need for a COA. The Façade Grant Application and COA application may be reviewed concurrently by the HPC.

3. If the project is located in the Main Street Local Historic District, the HPC will review and decide whether or not to approve the application. If the project is located in the Downtown Municipal Service District but is not in the Main Street Local Historic District, DHI will review and decide whether or not to approve the application. Depending on which organization will review the Façade Grant Application, either the HPC or DHI will notify the project applicant at least 7 days prior to the meeting at which the application will be reviewed for approval.
4. The HPC or DHI reviews the proposed project at their regularly scheduled monthly meeting and decides whether to approve, approve with conditions, or deny the façade grant application.
5. Within 7 days of the decision regarding the Façade Grant Application, either the HPC or DHI will notify the applicant in writing concerning the approval or denial of the application.
 - a. If the project is approved with conditions, the applicant has 30 days from the date of the notification letter to modify the application to meet the approval conditions.
 - b. When the project is approved without conditions, HPC or DHI will include a contract form with the notification letter. The applicant must return the contract form to the HPC (care of the Planning Department) or DHI within 30 days of the date of the notification letter. Contracts must be signed before any work begins.
6. Projects must be completed within 6 months from the date the signed contract is received. Failure to complete the project by the 6 month deadline without an approved extension could result in loss of funding.
7. Applicants who cannot complete the required work within 6 months can request a 30 day extension. Applicants who require an extension should submit a written request to the Planning Department that provides a compelling reason(s), based on extenuating circumstances, why they were unable to complete the work within the contracted period. The Planning Department shall forward the extension request to the HPC or DHI as appropriate, depending on which organization issued the initial grant approval.
8. The applicant is responsible for ensuring that the project is completed in accordance with the approved application and design guidelines provided in this procedure. The HPC and DHI reserve the right to deny payment if the completed work is inconsistent with the contents of the original application. Any deviations from the approved application must be submitted to the Planning Department prior to construction. The Planning Department will forward the proposed alterations to the HPC or DHI for review at their next scheduled meeting.
9. Once the entire completed project is approved by the HPC or DHI, the applicant will provide copies of paid statements along with photos of the completed work to the City of Hendersonville Planning Department. The Planning Department will forward these documents

to the HPC or DHI as appropriate. The HPC and/or DHI will reimburse the applicant for improvements completed to the reasonable satisfaction of the HPC or DHI.

Adopted by HPC 4.15.09	Revised by HPC 11.18.09 Revised by HPC 04.21.10
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APPENDIX A

THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

The 1992 version of the Secretary of the Interior's Standards for Rehabilitation reads as follows:

1. The property shall 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 shall be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships 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 elements from other historic properties, shall not be undertaken.
4. Changes to a property that have acquired historic significance in their own right shall be retained and preserved.
5. New additions, exterior alterations, or related new construction shall not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and shall be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
6. 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.
7. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
8. 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, where possible, materials. Replacement of missing features shall be substantiated by documentary and physical evidence.
9. Chemical or physical treatments, if appropriate, shall be undertaken using the gentlest means possible. Treatments that cause damage to historic materials shall not be used.
10. Archeological resources shall be protected and preserved in place. If such resources must be disturbed, mitigation measures shall be undertaken.