



## Historic Resources Rehabilitation Grant Guidelines – 2013/2014

The City of West Linn is pleased to announce a second round of the rehabilitation grant program for restoration, rehabilitation, and/or repair of historic contributing buildings that are listed on the National Register of Historic Places. Qualified projects can receive a grant that provides for partial reimbursement of the cost to do the work. Grant applications are available in the Planning Department at City Hall or online at <http://westlinnoregon.gov/planning/historic-rehab-grant>. **Applications must be submitted by 5 p.m. on August 30, 2013 and will be reviewed by the Historic Review Board in October 2013.** Funding is limited and grant awards will be distributed based on the priorities below. **The grants are limited to a maximum \$2,000, require a 50% match, and the project must be completed with all paperwork submitted by July 31, 2014.**

### Eligibility Requirements

The following standards **must** be met to be eligible for the matching grant:

1. The building must be an **eligible contributing (EC)** building in the National Register Willamette Falls Neighborhood Historic District or listed individually on the National Register. A non-contributing (NC) building may be eligible if the proposed rehabilitation would result in eligibility for contributing status. Please contact Sara Javoronok in the Planning Department at [sjavoronok@westlinnoregon.gov](mailto:sjavoronok@westlinnoregon.gov) or 503-722-5512 for a determination if the project would change the eligibility of the building. This information is available from staff and is shown online on the [Willamette Falls National Register Historic District map](#). Buildings that are not in period (NP) or are beyond the district boundaries are not eligible.
2. Projects must be on the exterior of the structure, but cannot be new construction or an addition. Examples are listed below.
3. Projects must meet the Secretary of the Interior's Standards for Rehabilitation.

### Eligible Projects and Funding Priority

**First Priority:** Projects that restore integrity to the architectural style by **removing incompatible features, alterations or additions and/or restoring missing or altered historic features** on facades visible from the public right-of-way. Example projects include, but are not limited to, the following: replacing documented missing features such as porch newel posts or balusters, eave brackets, replacing inappropriate windows or doors (aluminum, vinyl, non-wood) with wood windows or doors compatible with the architectural style, removing artificial or inappropriate siding from the house and restoring with appropriate siding.

**Second Priority:** Projects that **remove incompatible features or restore missing or altered historic features** on the elevations not visible from the public right-of-way.

**Third Priority:** Projects that **repair or replace in-kind deteriorated historic features** that are visible from the public right-of-way or **projects that preserve the integrity, safety, and stability** of elevations of the building not visible from the right-of-way. Examples of projects include, but are not limited to: decorative features, porch parts, columns, columns, stairs, balusters/handrails, newel posts, porch flooring and porch roofs, windows, doors, siding, foundations, and chimneys.

## Grant Conditions

1. Grants must have a minimum match of 50% and are limited to a maximum of \$2,000. For example, if the entire cost of your project is \$4,000, you may apply for the maximum \$2,000. Sweat equity may count towards your match only and will be credited at the current minimum wage (unless you are a licensed contractor). The cost of tools may not count towards the project budget. Three contractor's estimates must be included with your application. **The grant will be reimbursed to the owner once the project is complete.**
2. Projects **must** meet the Secretary of the Interior's Standards for the Treatment of Historic Properties, typically the Secretary of the Interior's Standards for Rehabilitation. The Standards for Rehabilitation are below.
3. The owner must sign a Preservation and Maintenance Agreement with the State of Oregon's State Historic Preservation Office. This includes a requirement that the owner must maintain all grant assisted work for a minimum of 5 years. This assists in the preservation of significant features and the structure's integrity, the materials, appearance, workmanship, and environment that enabled its listing on the National Register of Historic Places.
4. **Grants are not awarded for materials already purchased or for work that is already in progress or completed.**
5. Projects that require design review must also have a [Pre-Application Conference](#) and submit a [Development Review](#) application. The grant application and design review processes will run concurrently.
6. The repair and/or restoration of missing or altered historic features requires accurate replication of composition, design, texture, and other visual qualities substantiated by original plans, photographs, or other physical evidence.
7. Grant recipients must display a sign (available from the Planning Department) identifying the project as having received grant funding.
8. Grants are considered taxable income and must be reported on your income tax return. The owner must complete a W-9. The City will furnish a 1099.
9. Before and after photographs must be submitted in electronic format documenting the project.
10. City staff or Historic Review Board members may inspect your property to understand the proposed work and determine eligibility.
11. The applicant must also obtain any necessary building permits.
12. Any contractor performing work on the project must be licensed and bonded for that type of work.
13. All receipts and documentation of expenditures must be submitted with photographs of the completed project for reimbursement and prior to July 31, 2014.

## Steps to Approval

1. Determine if Historic Design Review is necessary per the City's Community Development Code. Contact Planning staff if necessary.
2. If Historic Design Review is necessary, schedule a Pre-Application Conference and complete the Historic Resources Rehabilitation Grant application at the same time as the Development Review application for Historic Design Review is processed.
3. If Historic Design Review is not necessary, complete the Historic Resources Rehabilitation Grant application and submit to the Planning Department.
4. Planning staff will review, let you know if additional information is needed, and schedule for the October 2013 Historic Review Board (HRB) meeting.
5. We recommend that you attend the HRB meeting. If you'd like, you can explain your project and how this grant would assist you. The HRB will approve, deny, or approve with conditions.
6. Apply for and obtain required building or other permits.
7. Complete the project!
8. Let Planning staff know when the project is complete for an inspection.

9. Submit receipts and/or invoices for reimbursement.
10. Receive reimbursement.

**Secretary of the Interior's Standards for Rehabilitation** (additional guidelines, and other information available at <http://www.cr.nps.gov/hps/tps/standguide/index.htm>):

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 materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will 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, will not be undertaken.
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 substantiated 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.
10. New additions and adjacent or related new construction will 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.

**Please direct any questions to Sara Javoronok, Associate Planner at [sjavoronok@westlinnoregon.gov](mailto:sjavoronok@westlinnoregon.gov) or 503-722-5512.**

This program receives funding from the Oregon State Historic Preservation Office and the National Park Service. The U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, disability, or age in its federally assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to: Office for Equal Opportunity, National Park Service, 1849 C Street NW, Washington D.C., 20240.

Records maintained by the City concerning grant applications, including information submitted by or on behalf of the applicant, are subject to Oregon's Public Records Statute (ORS 192.410, et seq.). This law provides for disclosure of public records unless specifically exempted by statute. The City will maintain confidentiality of the grant application materials unless disclosure is requested and then only the material required to be disclosed will be disclosed.

## HISTORIC RESOURCES REHABILITATION GRANT APPLICATION

**For Office Use Only**

PROJECT NO.

STAFF CONTACT

**Site Location/Address**

Assessor's Map No.

Tax Lot(s) No.

**Owner Name:**

Phone:

Address:

Email:

City State Zip:

**Applicant Name** (if different than owner):

Phone:

Address:

Email:

City State Zip:

**Historic Significance** (historic name, architectural style/type, approximate construction date, and defining characteristics):

**Project Costs:** (Attach at least three contractor's estimates or a list of detailed estimates for materials.)

**Grant Request:** (Cannot exceed 50% of costs.)

**Treatment** (See the Secretary of the Interior's Standards and circle one):

Preservation

Rehabilitation

Restoration

Reconstruction

**General Project Description:**

First Priority Elements:

Second Priority Elements:

Third Priority Elements:

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**Describe how your project meets the Secretary of the Interior's Standards** (rehabilitation standards are listed on the guidelines):

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**Project Timeline:**

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The undersigned property owner(s) hereby authorizes the filing of this application, and authorizes on site review by authorized staff. I hereby agree to comply with all code requirements applicable to my application. I warrant that the information provided is true and accurate to the best of my knowledge or belief. I have read the Secretary of the Interior's Standards for the Treatment of Historic Properties and the City of West Linn Community Development Code, as applicable, and agree to complete the project as submitted and approved by July 31, 2014. The project must be complete by July 31, 2014 to receive reimbursement. I will notify City Staff when the project is complete.

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Applicant's signature

Date

Owner's signature

Date