

## **Downtown Historic Preservation Grant Policy**

### **PURPOSE:**

The purpose of the Downtown Historic Preservation Grant program is to provide monetary assistance with rehabilitation and restoration of historic properties within the Downtown Overlay District for exterior improvements. The properties do not require landmark status. The intent is to enhance the historic fabric of downtown buildings and seek to better ensure their long term viability regardless of landmark status. The existing Historic Preservation Grant Program for landmarked properties, which has a yearly budget of \$15,000, would continue as a separate program. This Downtown Historic Preservation Grant would have a yearly budget of \$50,000 in available funds, which would be awarded on a two-round, competitive basis as recommended by the Historic Preservation Board and approved by Town Council.

### **ELIGIBILITY:**

Any property within the Downtown Overlay District (CRMC 17.42.070.B) is eligible to apply for a grant as long as the following are met:

- Buildings with historic landmark designation
- Building must have been built at least 50 years ago
- Building does not require landmark designation but must meet demonstrate historical significance
- Building exhibits the architectural integrity of the era during which the building was constructed, associated with an historic event or person, or other historical significance as determined by the Historic Preservation Board

The property owner may apply for the grant or the tenant of the property, with the owner's consent.

### **ELIGIBLE PROJECT COSTS:**

The maximum grant request is \$25,000 of matching funds per calendar year. The Town will match funds depending upon the following project type:

- Up to 25% for roof repair or maintenance of mechanical systems
- Up to 50% for all other exterior work (design, façade, signage, building or site improvements)
- Interior construction not associated with any of the above project types are not eligible

### **GRANT PROCESS:**

#### **GRANT DEADLINES:**

The grant process is competitive, with two rounds yearly. The first round applications would be due by February 1 of each year and would be awarded by April 15 of the same year. The second round applications would be due by August 1 with awards by October 15. Grant applications for emergency repairs may be considered at any time. A total of \$50,000 in grants will be available per year. If \$50,000 in grants is awarded during the first round, the second round will not occur.

**GRANT APPLICATION:**

Property owners or tenants interested in applying for a Downtown Historic Preservation Grant would need to submit a complete application packet to the Historic Preservation Board staff liaison for consideration by the Historic Preservation Board and by Town Council. The application must include:

- Pre-application meeting with staff
- Grant Application with property owner's signature
- Existing Photographs of the Property
- Historic photographs of property, if available
- Statement of historical significance
- Project Description/Narrative
- Elevations of the proposed changes
- Specifications of proposed materials, including a materials and color exhibit
- Proposed budget
- Project timeline/schedule, including projected completion date
- A minimum of three construction bids from contractors licensed and registered with the Town of Castle Rock, Building Department

**GRANT CRITERIA AND PRIORITIZATION:**

The Historic Preservation Board and Town Council will consider grant applications based on the following priorities:

- Whether the property already has a Landmark Designation
  - Properties with National or State Landmark Designation take priority over Locally Landmarked properties
- The request is for matching funds for an already-awarded State Historic Fund grant or other National grant for historic preservation
- The property is not landmarked but is in need of restoration/rehabilitation, as determined by the Historic Preservation Board
- The building faces Courthouse Square (Douglas County building at 301 N. Wilcox Street, surround by Fourth Street, Wilcox Street, Third Street, and Jerry Street)
- The property is within Downtown Core District, as defined in CRMC 17.42.070.B, Downtown Overlay District
- Whether the property is owned or leased by a non-profit organization
- The project meets the Secretary of Interior Standards for historic preservation
- The applicant's ability to provide the required matching funds and to complete the project

**GRANT AWARD REQUIREMENTS:**

Once the Historic Preservation Board recommends and Town Council awards the grant, the applicant must:

- Enter into a contract, which details the project and funding breakdown, with the Town
- Agree to encumber property with a historic preservation easement to the Town upon completion of the project, which includes but is not limited to the following:
  - Easement would be in perpetuity unless altered by Town Council action
  - Property will be maintained

## ATTACHMENT A

- Historic Character of the property will remain intact
  - The property may not be demolished/razed for redevelopment
- The project must be completed within two years of grant award
- After project completion and receipt of a Certificate of Occupancy (or as approved upon inspection by Town Staff if no Certificate of Occupancy is required), the applicant may request reimbursement of the grant amount