



## HISTORIC DISTRICT RESTORATION PROGRAM APPLICATION INSTRUCTIONS

If you have any application or historic preservation questions, please contact the Planning & Community Development Department at (830) 249-9511. If you have any building or sign permit questions please contact Code Enforcement.

**HISTORIC DISTRICT RESTORATION PROGRAM DETAILS (please read carefully):**

The City of Boerne (City) Historic District Restoration Program (Program) is a grant Program with a single reimbursement payment to Property Owners per building/address. No grant will be awarded for work that is underway, completed or covered by insurance. The applicant must also be current on all municipal taxes and city utilities for the subject property and the property must not be listed in part or whole in any current litigation.

Program grant funds are available for commercial properties within the Historic District on a 50/50 matching basis with a maximum amount of \$5,000 per grant (\$10,000+ total project). Program grants are for construction costs of exterior work on storefronts (visible to the traveling public), as well as roof and foundation work.

All Program grants are available throughout the year, on a first come, first serve basis until total funds are depleted. All submitted work 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 City Council before any eligible work may begin. If awarded, any deviation from the approved project may result in the total or partial withdrawal of the Program grant and will require re-approval from City Council.

1. **Determine eligibility:** Discuss project plans with the Planning & Community Development Department. Article 8 of the City Zoning Ordinance and the Boerne Historic Design Guidelines should be a reference guide when making any design improvements to properties in the Historic District. Both the ordinance and guidelines are available online at [www.ci.boerne.tx.us](http://www.ci.boerne.tx.us) or from the Planning & Community Development Department office at 402 E. Blanco Rd. Boerne TX, 78006.
2. **Fill out Application Form and sign the Agreement Form.** All Applications must include a list of proposed improvements, plans or sketches of proposed improvements by the project architect or contractor of the entire proposed project work to be done. **Color samples of all final paint and material selections and/or final fabric selections must be included with the application to be reviewed by the Historic Landmark Commission (HLC) and approved by the HLC.** Self-contracted work will be reimbursed for actual legitimate expenses, excluding labor.
3. **Return the completed Application Form** with all itemized work estimates, drawings, and material/color samples of the proposed work to the Planning & Community Development Department office at 402 E. Blanco Rd. 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.

- (e) The HLC and City Council has sole discretion in awarding grants. The HLC shall award grants considering the grant amount requested, grant funds available for the Program, condition of the building in which the grant funds will be used, effectiveness of the work, other grant requests, the type and nature of the work, and the proposed work results.
- (f) Applicants receiving majority approval by the HLC shall commence work described in the application within ninety (90) days from the date the grant is awarded by the HLC. All Applicants must 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 commence work within ninety (90) days from the date the application is approved or complete construction within one (1) year from the date the grant is approved, the Applicant may submit a written request for an extension for the commencement date or completion date provided the extension request is made prior to the ninety (90) day or 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 extensions, if granted, shall be for the term and for the 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 to either the ninety (90) day commencement date or the one (1) commencement for either the, the grant monies will be removed from the Project
- (g) 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.
- (h) No applicant has a right to receive 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 Program have been satisfactorily met.
- (i) 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.
- (j) 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.
- (k) 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.
- (l) No Applicant shall be entitled to receive grant approval on the same property if requested within **three (3) years** from the date a previous Program grant was awarded by HLC.

5. **Fill out 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 Department 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 altered for any reason 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. If the improved property is demolished for any reason within **three (3) years** from construction, the City may require reimbursement immediately from the Applicant for a prorated amount of the Program grant.

# HISTORIC DISTRICT RESTORATION PROGRAM PROGRAM CHECKLIST & RESTORATION 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 Department 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 staff of the Planning & Community Development Department to discuss any questions or concerns regarding historic preservation issues.
- 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 done)
- Return completed Application and Agreement Forms with required attachments no later than ten (10) days prior to the first Tuesday of the month to the Planning & Community Development Department to be added to the next HLC meeting agenda.
- Attend and present Program Application to HLC for review and recommendation.
- Project work may commence, work must commence within ninety (90) days of approval from City Council and be completed within one (1) year.
- Upon completion of project, complete and submit the Reimbursement Request Form with required documentation for payment.

## Restoration 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 RESTORATION PROGRAM APPLICATION FORM

Please return completed with necessary attachments and signature to the Planning & Community Development Department office at 402 E. Blanco Rd. no later than the ten (10) days prior to the first Tuesday of each month. If you have any application questions, please contact the Planning & Community Development Department at (830) 249-9511.

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner (if different from Applicant): \_\_\_\_\_

Historical/Current Building Name (if applicable): \_\_\_\_\_

Physical Building/Project Address: \_\_\_\_\_

Type of Work: (circle all that apply)

Paint Masonry Cleaning/Paint Removal Awning/Canopy Window Repair/Replacement Roof Repair/Replacement  
Foundation Repair Other?: \_\_\_\_\_

Details of Planned Project Improvements for Program Grant:

(attach additional details if necessary)

List Contractor/Project Architect/ Proposals/Total Amounts (please attach proposals):

**TOTAL COST OF PROPOSED PROJECT:** \_\_\_\_\_

**GRANT AMOUNT REQUEST (50% OF TOTAL COST, NOT TO EXCEED \$5,000):** \_\_\_\_\_

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

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Date*



## HISTORIC DISTRICT RESTORATION PROGRAM AGREEMENT FORM

Please return completed with necessary attachments and signature to the Planning & Community Development Department office, 402 E. Blanco Rd. no later than ten (10) days prior to the first Tuesday of each month. If you have any application or historic preservation questions, please contact the Planning & Community Development Department at (830) 249-9511.

I have met with the City of Boerne (City) representative for the Historic District Restoration Program (Program), and I fully understand the Program procedures and details established by the City.

I intend to use this Program grant for the aforementioned restoration project to forward the efforts of downtown enhancement, economic vitality and historic preservation within the City's Historic District.

I attest that payment of municipal taxes and city utilities for this property are current and the property for which the Program grant is intended is not involved in any litigation.

I have not received, nor will I receive insurance monies for this restoration project.

I have read the Program Application Form.

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 altered for any reason 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 improved property that qualified for grant reimbursement.

I understand that if I am awarded a Program grant by the City, if the improved property is demolished for any reason within **three (3) years** from commencement of the work, I may be required to reimburse the City immediately for a prorated amount of the Program grant. This only applies if Applicant is owner of the property at the time the improved property is demolished.

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 funds.

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*Physical Building/Project Address*

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*Property Owner's Signature*

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*Date*

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*Property Owner's Representative Signature (if applicable)*

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*Date*

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*(If approved) HLC Approval Date*

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*(If approved) Date Approved Work to be Completed*



## HISTORIC DISTRICT RESTORATION PROGRAM REIMBURSEMENT REQUEST FORM

Please return completed with necessary documentation listed below to the Planning & Community Development Department office, 402 E. Blanco Rd. If you have any questions regarding this form, please contact the Planning & Community Development Department at (830) 249-9511.

**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 Department 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 contemplated herein.

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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 by HLC*

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*Amount of Grant Reimbursement Funds Requested*

I attest that by signing this document that I have not received or will receive any insurance monies for the work that is covered for reimbursement under this application. I also attest I am not delinquent on City property taxes or City utility payments for this Property at the time the grant reimbursement request is made.

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*Applicant/Property Owner Signature*

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*Date*

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*Applicant/Property Owner Representative Signature*

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*Date*

*(if applicable)*