Historic Residential Exterior Rehabilitation (HRER) Program

Application Guidelines

CITY OF SCOTTSDALE

Program Purpose

Demonstrating its commitment to the preservation of the significant historic neighborhoods of Scottsdale, the City offers assistance to help residents sensitively rehabilitate and/or expand homes located in historic districts listed on the Scottsdale Historic Register. To promote continued reinvestment in these areas, the Historic Residential Exterior Rehabilitation (HRER) Program makes monies available to private property owners that can be used to complete exterior rehabilitation, repair or restoration work on homes still used as residences. The program reimburses owners on a 50/50 matching basis for pre-approved work costing at least $2,000 and up to $7,500. In return for receiving this financial assistance, the property owner agrees to sell the City a conservation easement to protect the historic character of the property's exterior.

Eligible Improvements

All work performed must be exterior work which results in the repair, improvement, reconstruction or enhancement of the facades or exterior features of the home. This includes:

- Roofs
- Foundations
- Exterior Walls
- Porches
- Carports
- Windows (refer to Windows Policy handout)
- Doors
- Masonry repointing
- Trim
- Reversal of previous inappropriate alterations
- Reconstruction of missing architectural details

An addition to a house is also an eligible improvement, but the eligible expenses are limited to the building shell only including the roof, exterior walls and foundations, windows and doors. All expenses related to interior improvements, including mechanical, plumbing and electrical systems must be borne by the owner.

The only eligible landscaping item is replacement of the citrus trees that were historically found within the Village Grove 1-6 subdivision and are considered an important character-defining feature of that historic district. Fencing, paving and other site improvements will not be considered for funding. Painting is not an eligible activity on its own but, if it is a component of an eligible repair, then the cost of painting can be included in the project's scope of work.

Competitive Selection Process for Projects

A goal of the HRER program is to demonstrate the best practices and the most appropriate treatments for historic buildings that are in conformance with the City's preservation guidelines. Consequently a competitive application process is used to select the projects that undertake work sensitive to the home and neighborhood's historic character and provides significant reinvestment in the property. When reviewing the applications, the City will consider the merits of the proposed project, the quality of the application and

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the support the project provides in advancing historic preservation in Scottsdale. Priority will be given to applications that:

- Repair or reconstructs the character-defining feature of a house in conformance with the Historic Preservation Plan and Design Guidelines adopted by the Scottsdale Historic Preservation Commission for the historic district in which it is located.
- Addresses a critical need or maintenance problem that threatens the structural integrity or continued viable use of the house.
- Include work items that are highly visible and substantially improve the historic appearance of the house and/or the district's streetscape
- Provide significant reinvestment by overmatching (greater than 50/50) with private funds the monies provided by the City
- Are submitted for owner occupied houses
- Demonstrate sensitive ways of expanding the living area of the house or undertaking functional upgrades

Due to the competitive selection process, applicants are encouraged to meet with City Historic Preservation staff to review a project proposal that can meet multiple criteria. Staff also will be available to work with an applicant that is unsuccessful with their original proposal in order to improve their project proposal for resubmittal.

Selection of the projects to be considered for funding will be made on a first-come first- considered basis by the Scottsdale Historic Preservation Commission, based on a recommendation from Historic Preservation staff.

Application

Application forms, sample program and associated legal agreements, and other support materials can be obtained by calling the Scottsdale Historic Preservation Office at (480) 312-2831 or visiting the Historic Preservation Office at 7447 East Indian School Road. Applicants are encouraged to make appointments in advance of their visit if they would like to discuss their project with the Historic Preservation staff. Application materials can also be downloaded from the City's web site at:

http://www.ScottsdaleAZ.gov/historic-zoning/resources

Applications for this fiscal year may be submitted between now and May 1, 2015. All required information and materials must be included in the submittal. Incomplete applications will be returned to the applicant and not reviewed.

Homeowner projects in Village Grove 1-6, Town and Country Scottsdale, and Villa Monterey 1-7 historic districts have received HRER Program funding in past years for exterior home improvements. Budgeted funds are available for qualified projects for this fiscal year, 2014-2015, so new applications are being accepted while funds remain uncommitted.

Instructions for Completing the Application Plans & Related Data

Section II. "Application Narrative" is where you provide a narrative description of the work you are planning to undertake in your project. Explain how the project will retain or enhance the historic features, materials and/or finishes of your home. Describe the specific techniques or methods that will be employed. Where the preservation of historic materials is not feasible or prohibitively cost effective, explain what in-kind replacement is planned and why it should be acceptable.

Section III. "Project Justification" is part of the application narrative were you're provided the opportunity to describe how the project meets the selection criteria. The accompanying photographs should help illustrate

the information presented in this section. In this portion of the application you should show that you understand the applicable preservation guidelines for the work planned as well as the appropriate preservation principles related to repair, restoration or replacement of historic materials and/or architectural features and details.

Under a separate heading in the application narrative titled *"Project Justification,"* separately address the following:

- How will the work stabilize, preserve or enhance the home.
- How visible will the work be from the street and adjoining properties.
- How it will the work contribute to the views of the property and/or surrounding streetscape.
- If the proposed work will repair a maintenance issue, explain how it will improve the physical condition of the property.
- If the work will improve the energy efficiency of the home, explain how the modification will be accomplished without adversely affecting the homes character-defining features.
- If the work will restore missing architectural features, or remove incompatible additions, explain the previous changes that occurred and the rationale for the planned work.
- Provide any additional information as to reasoning your work should receive HRER funding.

Section IV. "Request for Funding" is where the property owner provides the budget for the proposed project. To complete this section, the property owner shall submit:

- two (2) independent cost estimates for each item listed in your scope of work; and
- the completed Request for Historic Residential Exterior Rehabilitation Scope of Work and Estimates form.

The estimates shall:

- be on the letterhead or forms used by a qualified contractor, tradesperson, or building product supplier;
- Include all hard costs (i.e. materials and labor);
- Include soft costs (i.e. overhead, profit and taxes); and
- be dated within 60 days of the submittal of the application.

A project may include work that is performed by the owner such as the repair and or replacement of trim or windows. In this case provide the cost of and information about the materials or products to be used in the budget. The value of your labor is considered a donation to the project and cannot be used in the calculation of your match for the City funds.

Please indicate clearly on the estimates which work items you have selected to substantiate the cost.

- Building permit fees, if applicable, are the responsibility of the owner and cannot be included as a project cost.

The property owner is encouraged to select the contractor, subcontractor or tradesperson(s) most qualified to perform the work planned. The choice of the contractor used is at the sole discretion of the property owner. A change from the companies or individuals originally submitting estimated for your application is acceptable as long as the approved scope of work is completed. Selection of the lowest price is not required. In fact, a higher bid that utilizes more appropriate materials or provides evidence of skilled workmanship may increase your chance of being selected for funding.

Section V. "Plans, Photographs and Related Data" are to be provided with application. Your application checklist indicates what information is required to be submitted with the application. The information

below is to assist you with the preparation of the most common plans, photographs and information requested.

1. Photographs

   Submit at least 2 sets photographs or digital images, minimum size 3" x 5," for each aspect of the planned work that illustrates the need for the work to be undertaken. Show the level of deterioration; the location for the planned rehabilitation and/or improvement and the effect the deterioration or work will have on the building.

   Provide additional photographs as needed to show the relationship of the house to adjacent properties, the visibility of the improvement and/or the contribution the work will make to the streetscape.

2. Plans and Additional Information

   A. Site plan: Drawings need not be professionally done but should be correct in scale and detailed enough to illustrate the proposed scope of work. The site plan should include:

      - An outline or "footprint" of all existing building and structures on the lot
      - The location of property lines, streets, alleys and easements;
      - The location of driveways, parking areas , sidewalks, patios, fencing, walls and other major landscape or site improvements; and
      - The location of the proposed work with notes referencing the scope of work described in Section III of the application.

   B. Elevations: Include line drawings of the exterior elements of the building that will be impacted by the proposed work. Depending upon the nature of the work the drawings should show:

      - Wall and roof configurations,
      - Location and size of window and/or door openings
      - Style and configuration of windows
      - Notations as to materials to be used

   C. Replacement Window Details: If you are proposing to replace windows, include the following information:

      - Note on the site plan or floor plan the location of each window being replaced and any new window locations; label each location with a number (1,2,3) or letter (a,b,c) and use the same label for photos and drawings of each window;
      - Include photos of each original window being replaced and label each photo with a number or letter and identify which side of the house it is on (front, side, back);
      - Describe the types of windows proposed including how each operates (casement, sliders, double-hung, fixed), the material used for the frame, whether it is single pane or double-pane, and how the appearance of each replacement window compares to (is similar to) each original window;
      - Include elevations, drawings or photo simulations of each replacement window, and list the dimensions of each window including the width of the frame/sash and the width of the muntins (grille);
      - List the manufacturer and the product line proposed and include, if available, a brochure of the product proposed.

- Describe the muntin/grille pattern for each replacement window and whether it is on the outside of the glass (preferred), or if it is also between the panes (on double-pane) and on the inside of the window; and
- Provide EPA energy efficiency rating for the proposed window (U factor of 0.40 or less and SHCC rating of 0.40 or less);

D. Archival Documents: If you are planning to reconstruct or replicate a feature originally on the house or historically found within the subdivision, provide documentation on which you are basing the planned work. Documentation can include:

- Original plans or footprints,
- Historic photographs, and
- Contemporary photographs showing evidence of the original structure or feature.

E. Building Product Information

Include product information materials for items to be used including manufacturer's specification, product brochures or other items which detail materials, appearance, finishes and installation requirements. This information will be used to determine the appropriateness of replacement materials or features.

Program Agreement

If approved for funding, a legal agreement must be executed between the City and the property owner before work can commence. No work started before the execution of the 'Historic Preservation Exterior Rehabilitation Program Agreement' is eligible for reimbursement. The Agreement sets forth project scope of work, the award amount that is the purchase price of the conservation easement, the conditions for disbursement, schedule, provisions for dispute resolution and other standard contract provisions. A sample agreement is available from the City Historic Preservation Office and web site.

Building Permit Required

After the Historic Preservation Commission approves eligible improvements it is the owner's responsibility to obtain appropriate building permits before work can commence.

Conservation Easement Required

An easement is a legal mechanism whereby a non-possessory interest in a property is conveyed by the owner to another entity. The owner retains the property rights associated with full ownership but the holder of the facade easement has the right to control what is done to the exterior of the building for which the easement is subject. A 'Deed of Conservation Easement' is a private legal mechanism that must be voluntary created by the execution of a deed that is recorded as part of the property's title. Under the HRER program, funding to rehabilitate designated historic homes is given in return for an owner agreeing to dedicate a façade easement to the City. A façade easement has a set term. During the term of the agreement the owner agrees to maintain and preserve the significant features of the historic building that have been rehabilitated with funds from the City. The Deed of Conservation Easement must be signed and notarized by the homeowners before reimbursement.

Inspection of Completed Work

Upon completion of the project, the owner shall notify the City Historic Preservation Office and an inspection will be made to determine if all the items in the agreed upon scope of work have been satisfactorily completed in accordance with the Historic Preservation Plan and Design Guidelines adopted by the Scottsdale Historic Preservation Commission for the historic district in which it is located.

Disbursement of Funds and W-9 Form

If the work is in conformance, the owner can then present the City with an invoice for the purchase price for the conservation easement. The Scottsdale Accounts Payable division must receive a W-9 form, available from the Internal Revenue Service, from the owner before the reimbursement check will be mailed to a private individual.