

# **City of Cottage Grove Historic Landmarks Commission 2010 Historic Renovation Grant Program**

The City of Cottage Grove has received a grant from the State Historic Preservation Office to assist property owners with needed historic renovations. The Cottage Grove Landmarks Commission's renovation grant program will make these funds available to Downtown Historic District property owners or tenants desiring to make exterior rehabilitation or renovation improvements.

The conditions of this program require that all improvements and projects maintain or enhance the architectural integrity of the structure.

**Applications are due by May 1, 2010. Projects must be complete by April 30, 2011.**

Questions about the program or the application should be directed to City Planner Amanda Ferguson at 541-942-3340, or email [planner@cottagegrove.org](mailto:planner@cottagegrove.org).

The process and eligibility for participating in this program are as follows:

1. Eligibility:
  - a. Properties within the National Register Downtown Historic District are eligible. Properties designated as contributing to the Downtown Historic District will be given preference.
  - b. Secondary consideration will be given to properties within the district that are not designated as contributing but would be contributing when the proposed work is complete, or to properties within the district that are designated as non-contributing if the project enhances the conformity of the building.
2. Projects:
  - a. Renovation or rehabilitation work shall be located on the primary façade of the structure or on a façade that is highly visible to the public. Structural improvements to preserve the integrity of the structure may also qualify.
  - b. Design and materials shall be in keeping with the architectural integrity of the structure. Contemporary materials such as vinyl or fiber cement boards are not eligible for grant funding.
  - c. Additions or non-historic alterations are not eligible.
  - d. Project work plans must meet the Secretary of Interior's Standards for Rehabilitation and be approved by the Historic Landmarks Commission and the State Historic Preservation Office before work may begin.
  - e. Building and specialty permits will be required for approved structural work as required by the Building Code.
3. Application:
  - a. Complete the Renovation Grant Application and submit it to the Community Development Department.
  - b. Include copies of at least two bids with the application, or provide a written explanation of why only a single bid was warranted. Property owners may do the work themselves; however, only the cost of materials may be funded by the grant if work is performed by the owner and not by a licensed contractor.
  - c. Detailed plans of the proposed work, photos (digital preferred) of the façade prior to work, specifications, and any manufacturer's product information shall be submitted with the application.

4. Review, Approval and Conditions:

The City Planner through the Historic Landmarks Commission will review and approve projects that are in keeping with the historic integrity of the structure, subject to the following conditions:

- a. Historic restoration and renovation projects will be given priority over periodic maintenance-type projects. For example, a project to restore architectural details such as transom windows or to remove contemporary alterations will be given priority over the installation of awnings or repainting. Conditions of approval may be applied to the project.
  - b. Grants shall not be awarded for work that is completed. Secondary consideration may be given and grants awarded for recently purchased materials and for work already in progress only if all grant funds have not been awarded prior to June 30, 2010.
  - c. Projects may receive up to 50% of the project cost or up to a maximum of \$3,000 in grant funds, whichever is the lesser amount. (Example, a project of \$2,000 would be eligible to receive a \$1,000 grant or 50% of the project cost. A \$10,000 project would be eligible to receive a maximum \$3,000 grant.)
  - d. Grant recipients are required to display a sign (available from the Community Development Department) identifying the project as having received grant funding. The sign shall be displayed during construction and for one month after the project is complete.
  - e. Projects must be completed by April 30, 2011. Funds shall be distributed to the owner/applicant (not the contractor) upon completion of the project and submission of receipts. All grant funds shall be distributed by May 30, 2011.
  - f. Grants are considered taxable income. Grant recipients will receive an IRS 1099 form and must report the income on their tax returns.
  - g. Grant recipients shall take photographs during the project showing the work in progress. Submittals should include photographs of people doing the work.
  - h. Grant recipients shall record a Five Year Covenant Agreement with the following conditions:
    - i. The Owner agrees to assume the cost of the continued maintenance and repair of said property so as to preserve the architectural, historical or archeological integrity of the same in order to protect and enhance those qualities that made the property eligible for listing as a landmark in a National Register District.
    - ii. The Owner agrees that no visual or exterior structural alterations will be made to the property without prior written permission of the City of Cottage Grove.
    - iii. The Owner agrees that the State Historic Preservation Office and City of Cottage Grove, their agents and designees shall have the right to inspect the property at all reasonable times in order to ascertain whether or not the conditions of this agreement are being observed.
    - iv. The Owner agrees that the property shall remain on the National Register for at least five full years following completion of the project. If the property is removed from the Register during this time, the grant shall be repaid in full to the City of Cottage Grove.
  - i. Grant recipients shall contact the Community Development Department when the proposed work actually begins, and when the project is complete. A staff member will inspect the work when the project is completed.
  - j. Grant recipients shall obtain City or State building permits prior to start of work.
5. Grants are awarded by the Historic Landmarks Commission. The decision of the Historic Landmarks Commission concerning grant awards is final.
6. Payment of grant amounts shall be made after all work is complete. Grant recipients shall submit copies of receipts and contractor's payments, photographs of the work in progress, and photographs of completed work. Digital photos are preferred. Payment requests shall be submitted no later than April 30, 2011.