

## **HIIP - Historic Improvement Incentive Program Historic Downtown Hendersonville Grant Requirements**

### **■ Introduction - Purpose of the HIIP**

The architectural quality of downtown is important to Hendersonville; it contributes significantly to our economy, our image, and our history. The Friends of Downtown Hendersonville and Historic Preservation Commission (HPC) have developed a grant program to incentivize and assist property owners in the rehabilitation of historic downtown properties in our Main Street and Seventh Avenue municipal service districts. Hendersonville's HIIP is intended to encourage:

- **PRIMARY FOCUS:** Rehabilitation and improvements of commercial building facades within the Main Street and 7<sup>th</sup> Avenue Municipal Service Districts.
- Implementation of appropriate design standards for the rehabilitation of historic properties including the Secretary of the Interior's Standards for Rehabilitation (see Appendix A) and, as appropriate, the Historic Preservation Commission's Main Street Local Historic District Design Guidelines will inform grant decisions in both the Main Street and 7<sup>th</sup> Avenue Districts.
- Preservation of the unique architectural and commercial character of historic downtown Hendersonville.
- Support and incentivize the critical preservation of historic properties to prevent demolition by neglect

Each year the Friends of Downtown Hendersonville sets aside limited funds for the Historic Improvement Incentive Program. Grants will be awarded for eligible projects on a funds-available basis. Those interested in the program can consult with the Downtown Manager to determine funding availability.

### **■ Who is Eligible?**

There are two districts which are eligible for Façade Grants in downtown Hendersonville, the Main Street Municipal Service District and the Seventh Avenue Municipal Service District. Properties in and around the Main Street Municipal Service District which fall into the Main Street Local Historic District are eligible for additional grant funding through



the Historic Preservation Commission. A map of these areas is included at the end of this document and should be referenced to determine if the applicant is eligible for the Façade Grant Program.

- Any property owner or business tenant in the downtown Hendersonville Main Street or Seventh Avenue Municipal Service Districts and/or the Hendersonville Main Street Local Historic District is eligible.
- Only buildings whose current or historic use is commercial are eligible for the Façade Grant program.
- Only one application may be submitted for each storefront or facade. A property owner, a building's business tenant or an owner and tenant jointly, may submit a Façade Grant application.
- If a building has multiple facades, each tenant with a separate entrance may apply. Where a single tenant occupies multiple facades, the tenant is eligible for one application per façade.
  - If the building is classified as historically significant per the Architectural Survey in establishing the historic district, exterior critical maintenance, including roof, cornice, windows, and chimney repair may be considered up to a maximum in matching grant funding as listed below.

## ■ What is Eligible?

Please note that the following lists are not intended to be all inclusive. Each project will be reviewed according to the project application by the Downtown Community Character Team on its individual merits. They will prioritize support based on the below level of classifications:

### **Project Classifications by Priority**

- Level 1 - Front Façade
- Level 2 - Rear Treatments
- Level 3 - Interior Upgrades - ONLY for upgrades are considered of historical significance - ex: ceiling tiles, mosaic flooring
- Level 4 - Stabilizing Properties that are considered historically significant in the architectural survey.

Activities eligible for a front and rear Façade Improvements (Level 1 and Level 2) include:

- Removal of false fronts, metal canopies and other additions that detract from a building's historical and architectural character.
- Cornice repair and replacement
- Safe cleaning of brick or wall surfaces - chemical stripping, scraping and water wash. Power washing is not recommended.
- Exterior painting, including trim and previously painted surfaces.



- Historic reconstruction - storefront, door or window repair or replacement, masonry repointing
- Approved awning installation without signage printed on the awnings.
- Approved exterior lighting, including lighting that assists with security and safety in rear of building.
- Preservation and restoration of signage that indicates a building's historical name/historically significant signage (ie. Queen Theatre)

Activities eligible for Interior Upgrades (level 3) include:

- Repair of historic mosaic tile floors
- Repair of historic ceiling tiles

Activities eligible for Stabilizing Historically Significant Properties (level 4) include:

- Structural integrity that will prevent building demolition by neglect - including but not limited to roof repair. Additional support may be given when an overall building renovation stabilizes a historic property and improves the exterior façade.

Activities not eligible for a Grant include:

- Installation or removal of business signage
- Installation of any type of inappropriate material that interferes with the historic integrity of the building
- Awnings that have business name
- Sand blasting
- Removal of historic features
- Landscaping
- Plumbing / Electrical / HVAC
- Landscaping

**Work allowed to be included in overall Project costs** assuming project completion will be under one grant application for the Level of Work applied for: Architectural fees, engineering fees, preservation consultant fees to help with Historic Tax Credit Applications 'start up' fees - supporting via grant for technical assistance and professional services.

## ■ **Funding:**

Funding for the Historic Improvement Incentive Program is provided through the Friends of Downtown Hendersonville. Funds are set aside annually as a result of resources raised through downtown events,



including Rhythm & Brews, the Bearfootin' Auction, and Garden Jubilee and the Historic Preservation Commission.

- Grants will provide up to 50% of approved project costs up to grant maximums.
- The minimum grant award is \$500; projects with total costs less than \$1000 are not eligible for the grant. The maximum award is dependent on building location, see below for additional details.
- A maximum of up to \$6,000 per façade is available for all buildings located within the Main Street and 7<sup>th</sup> Avenue Municipal Service District.
- A maximum of up to \$500 per façade is available for buildings within the Hendersonville Main Street Local Historic District, but outside the Main Street Municipal Service District.
- The final award amount is based on documentation of actual labor and material costs.

#### ■ **Application Guidelines.**

Applications will be reviewed in accordance with the following guidelines.

- No application or grant will be given to work already completed.
- Applications must be submitted prior to **the third Friday of each month** in order to be included in the following month's agenda for approval.
- All façade design proposals shall:
  - Meet the applicable zoning and code requirements of the City of Hendersonville.
  - Adhere to the US Secretary of the Interior's Standards for Rehabilitation.
  - Receive Façade Application approval from the appropriate Design Subcommittee prior to beginning work, either Main Street or Seventh Avenue.
  - Include the property owner's signature.
- Applicants must receive a Certificate of Appropriateness from the Historic Preservation Commission if located within the Hendersonville Main Street Local Historic District prior to beginning work.
- Projects within the Hendersonville Main Street Local Historic District are required to comply with the district Design Guidelines. Grant applications for properties in the 7<sup>th</sup> Avenue Historic District (national district) will also be subject to the Main Street Local Historic District standards until further design standards are in place for the 7<sup>th</sup> Avenue District.



- A property does not have to be occupied at the time a Façade Grant application is submitted.
- A building or rental unit may receive more than one grant award for the same façade. However no more than one grant award will be given to the same building or rental unit within one year.
- Second floor building facades would count as ONE façade grant, first floor building facades will count as one per storefront (see fig. 1)

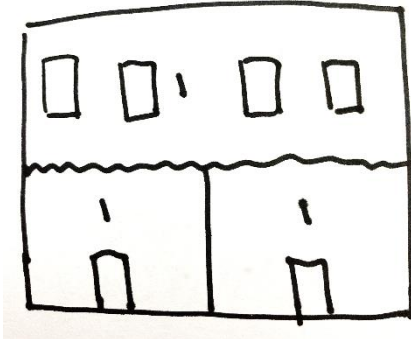


Figure 1

## ■ General Application Review Criteria.

All eligible exterior rehabilitation proposals will be considered for funding, however top priority will be given to projects which:

- Make highly visible and significant design contributions to historic downtown Hendersonville.
- Contribute significantly to the program goal of preserving the architectural, historic and commercial character of historic downtown Hendersonville.
- Comply with the guidelines above in letter and spirit.
- Take advantage of the design assistance available through Downtown Division and Historic Preservation Commission.
- In the case of multiple applications, deliver the greatest value of work to the individual building and to Downtown Hendersonville overall.

## ■ Application Procedure.

The applicant should seek the assistance of the Downtown Manager for guidance in completing the following requirements:

- Submittal of a complete Façade Grant Application which includes the property owner's signature to the Downtown Manager.
- The application shall include:
  - "Before" photos (photos of the existing building condition)
  - Proposed Plan (sketch, specifications, color choices, etc.)



- Two (2) estimates of project costs covering labor and material
- Detailed written description of proposed project plan
- **If the project is located in the Main Street Local Historic District a Certificate of Appropriateness (COA) application is also required.**
- Applications will be reviewed by Downtown and Planning staff for completeness before being forwarded to the Downtown Community Character Team for review.
- The Downtown Community Character Team will review the proposed project at their regularly scheduled monthly meeting and decides whether to approve, approve with conditions, or deny the façade grant application.
- Within (5) days of the grant decision the Downtown Manager will notify the applicant of the approval or denial of their grant application and of any permits required to complete the project.
  - If the project is approved with conditions, the applicant has 30 days from the date of the notification letter to modify the application.
  - If the project is approved without conditions, a contract form will be included with the notification letter. The applicant must return the contract form to the Downtown Manager within 30 days of the date of the notification letter. A signed contract must be on file before work can commence.

#### ■ **Post Approval.**

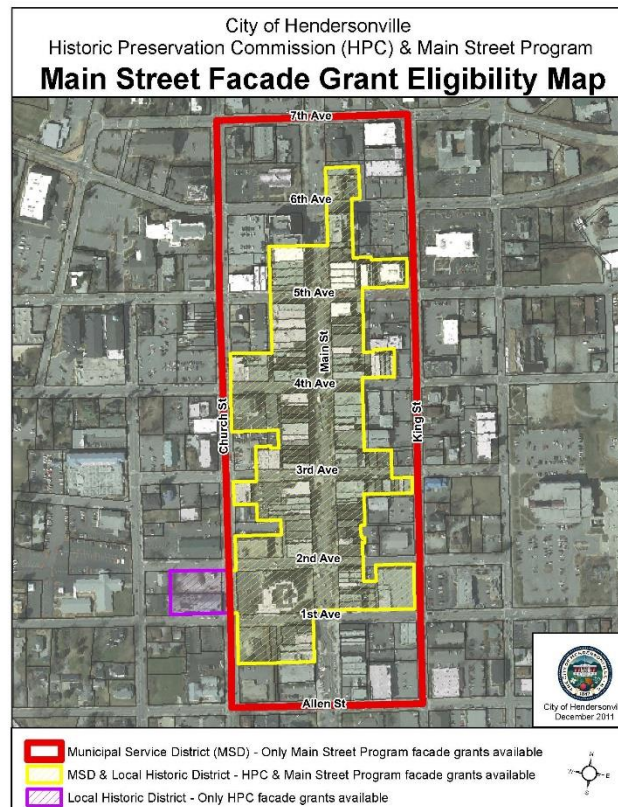
**Once a grant has been approved and the grant contract is signed, the following guidelines shall be followed to receive the grant award.**

- All work must be completed in a good workmanship manner.
- All approved work must be completed within six (6) months of a signed Façade Grant contract.
- If additional time is needed, a written request shall be submitted to the Downtown Manager providing a compelling reason(s) for the extension. The Director may grant a 30 day project extension at their discretion or upon consultation with the Community Character Team.
- The applicant is responsible for ensuring that the project is completed in accordance with the approved application, design guidelines provided in this procedure, and the signed contract. The Friends of Downtown reserves the right to deny payment if the completed work is inconsistent with the contents of the original application.
- Any deviations from the approved application must be submitted to the Downtown Manager prior to construction. The Manager will forward the proposed alterations to the Community Character Team for review at their next scheduled meeting.

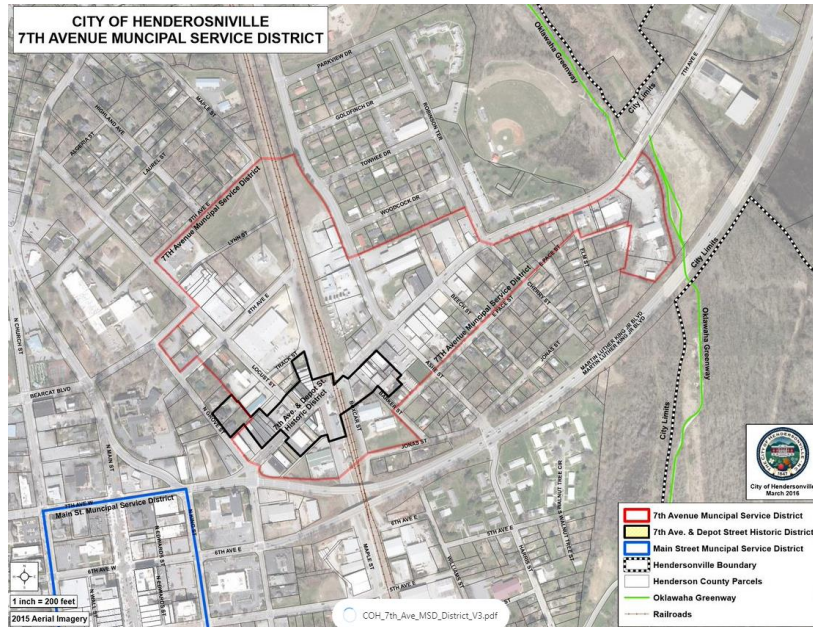


- Once the project has been completed, the applicant will provide proof of project costs and payment along with photos of the completed work to the Downtown Economic Development Director. Failure to submit the required documents within 6 weeks of the project completion date may result in termination of the contract.
- Façade Grants are paid only when the approved project is completed in accordance with the approved plans and specifications submitted with the application. The Downtown Manager will conduct a final on-site inspection and sign-off on completed work prior to issuance of a grant award and following the applicant's final project submission.
- Completed work that differs from the approved application will be disqualified for reimbursement.

All questions can be directed to:  
The Friends of Downtown Hendersonville  
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## APPENDIX A

### ■ Definitions:

**Façade:** A facade is defined as the exterior walls of a building which are adjacent to or front on a public street. Each storefront of a building can be considered a façade. The rear of a building may also be considered for a façade grant, with priority given to the front of a building.



**Preservation** is defined as the act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project. However, new exterior additions are not within the scope of this treatment. The Standards for Preservation require retention of the greatest amount of historic fabric along with the building's historic form.

**Rehabilitation** is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values. The Rehabilitation Standards acknowledge the need to alter or add to a historic building to meet continuing or new uses while retaining the building's historic character.

**Restoration** is defined as the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project. The Restoration Standards allow for the depiction of a building at a particular time in its history by preserving materials, features, finishes, and spaces from its period of significance and removing those from other periods.

**Reconstruction** is defined as the act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location. The Reconstruction Standards establish a limited framework for recreating a vanished or non-surviving building with new materials, primarily for interpretive purposes.

## **APPENDIX B –**

### **THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION**

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 a such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.