



Historic Preservation Fund

Application and Information

(Revised October 2009)

Guidelines

The City of Louisville's Historic Preservation Fund (HPF) and is intended to help retain the character of Historic Old Town Louisville by promoting the preservation and rehabilitation of historic resources. A complete application for assistance from the HPF will consist of an application form, historic information about the property, photographs, a contractor bid (if applicable), and information about the source of any matching funds.

Staff contact:

Sean McCartney, Principal Planner
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Louisville, CO 80027
(303) 335-4591
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Submit all applications to:

Historic Preservation Fund
City of Louisville
749 Main St.
Louisville, CO 80027

For more information

- 1) Louisville Municipal Code §3.20.605.C, available at <http://www.louisvilleco.gov>
- 2) City Council Resolution No. 20, Series 2009
- 3) Historic Preservation Commission website:
<http://www.louisvilleco.gov/GOVERNMENT/BoardsCommissions/HistoricPreservationCommission/tabid/260/Default.aspx>

Deadlines

There are no application deadlines. Applications will be considered as they are received, but they are subject to the availability of funds in any given year.

Priorities and Matching Funds and Other Incentives

According to §3.d of City Council Resolution No. 20, Series 2009, priority for incentives shall be given to loans, then rebates, then grants. You may wish to structure your requests accordingly to maximize your chances of a success

Matching funds are not required. However, applications which demonstrate the availability of matching funds from any source, including but not limited to the State Historical Fund, other grants, or private funding, may be viewed more favorably.

Eligible Applicants

Any owner of a historic resource or resource that helps to define the character of Historic Old Town Louisville (see map in Appendix A) is eligible to apply to the HPF. "Resources" include,

but are not limited to, primary structures, accessory structures, outbuildings, fences, existing or historical landscaping, archaeological sites, and architectural elements of structures.¹

Owners of property in Historic Old Town Louisville which will experience new construction may also be awarded grants to preserve the character of Historic Old Town. The purpose of these incentives is to limit mass, scale, and number of stories, to preserve setbacks, to preserve pedestrian walkways between buildings, and to utilize materials typical of historic buildings, above mandatory requirements.²

Landmarking/Grant of Easements

As required by Ballot issue 2A, 2008 and Louisville Municipal Code §3.20.605.C, if you receive incentives from the Historic Preservation Fund, you must complete an application to landmark your property. Application forms are available here:

<http://www.louisvilleco.gov/Portals/0/Boards%20&%20Commissions/Preservation%20Commission/landmarkapplication.pdf> . If the Historic Preservation Commission or the City Council determines that your property is not eligible to be landmarked, then you must enter into an agreement for a conservation easement to be placed upon your property. These requirements are to ensure that your property retains its character and that the city's investment in your property is respected, but does not mean that you cannot enjoy the use of your property or make appropriate additions or interior alterations.

Eligible Costs and Improvements:

Eligible costs include hard costs associated with the physical preservation of historic fabric or elements. Labor costs are eligible IF the work is to be done by someone other than the applicant/owner (whose labor can only be used for matching purposes with an acceptable written estimate).

Example eligible improvements:

Repair and stabilization of historic materials:

- Siding
- Decorative wood work and moulding
- Porch stairs and railing
- Cornices
- Masonry (such as chimney tuckpointing)
- Doors and Windows

Removal of non-historic materials:

(particularly those that cover the historic materials)

- Siding, trim and casing
- Porch enclosures
- Additions that negatively impact the historic integrity
- Repair/replacement to match historic materials

¹ City Council Resolution No. 20, Series 2009, §1.e.

² City Council Resolution No. 20, Series 2009, §3.c.

Energy upgrades:

- Repair and weather sealing of historic windows and doors

Reconstruction of missing elements or features:

(Based on documented evidence such as historic photographs and physical evidence)

- Porches and railings
- Trim and mouldings
- False-fronts cornices

Some additional project elements are eligible under the property owner's match ONLY if they are part of a larger rehabilitation project that includes at least one of the eligible features and improvements listed above. These match elements include:

- Necessary structural repairs
- Materials analysis
- Donated labor and materials
- Architectural and engineering services

Ineligible Costs and Improvements:

- Redecorating or any purely cosmetic change that is not part of an overall rehabilitation or that does not enhance the property's character
- Soft costs such as appraisals, interior design fees, legal, accounting and realtor fees, grant fees, sales and marketing, closing, building permit, use and inspection fees, bids, insurance, project signs and phones, temporary power, bid bonds, copying, and rent loss during construction
- New additions or enlargements
- Excavation, grading, paving, landscaping or site work such as improvements to paths or fences unless the feature is part of the landmark designation, except for correcting drainage problems that are damaging the historic resource
- Repairs to additions to non-historic portions of the property
- Reimbursement for owner/self labor (which can count only towards the matching costs)
- Interior improvements (*unless the interior is also landmarked*)
- Non-historical decorative elements
- Outbuildings which are not contributing structures to a landmarked site or district

Application Review Process

Applications will be screened by Historic Preservation Commission (HPC) staff to verify project eligibility. If any additional information is required, staff will contact the applicant directly. The HPC will evaluate the applications in a public meeting at which the applicant will be allowed to make statements. The HPC will make a recommendation to City Council, utilizing the criteria contained in Appendix B. City Council will take final action on the application.

Project Review and Completion

Any required design review or building permits must be obtained before beginning work on the project. If a property has already been landmarked, in some circumstances an Alteration Certificate must be approved by the HPC. HPC staff should be allowed a walk-through with the applicant and any contractor before the beginning of work. Projects must be completed within

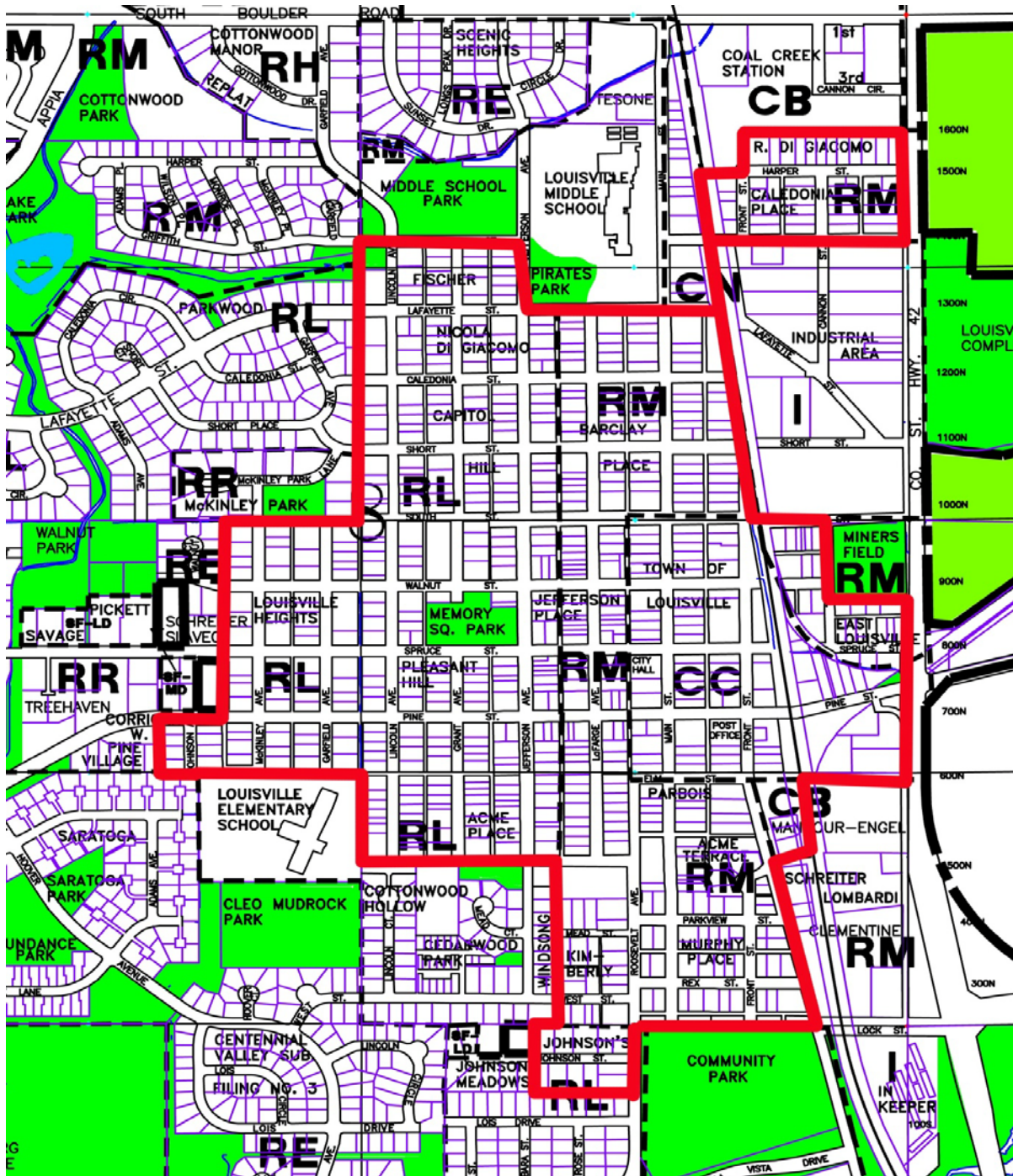
one year from the date on which the grant was awarded, unless a longer period of time was allowed when the grant was awarded or an extension is granted.

Disbursement of Funds

In most cases, grants and rebates will take the form of reimbursement after work has been completed, inspected and approved as consistent with the approved grant application by HPC staff. In planning your project, you should arrange to have adequate funds on hand to pay the final costs of the project. Incentives may be revoked if the conditions of any grant approval are not met. Under some circumstances, as determined by the HPC and City Council, incentives, particularly loans, may be paid prior to the beginning of a project or in installments as work progresses.

Incentives from the Historic Preservation Fund may be considered taxable income and applicants may wish to consult with a tax professional.

APPENDIX A



**Old Town Overlay District and Commercial Core
(Downtown Louisville Per LMC 17.08.113)**

APPENDIX B

REVIEW CRITERIA

Applications that demonstrate the following will be preferred and have a greater chance of favorable review, although it is not necessary for all applications to satisfy all of these criteria.

1. Foster Rehabilitation of Resource

Applicants will be judged on how strong the effort to return the resource to its historic appearance and how well proper and professional preservation techniques will be applied.

2. Demonstrate Preservation Necessity or Threat

A project that demonstrates a strong need for funding because of an existing or future action or condition that may adversely affect the existing architectural or historic interest in the property will receive extra consideration for funding. This may include the need for significant repair due to neglect.

3. Demonstrate Resource Significance

Proposals to rehabilitate resources with high resource significance will be given greater weight over those proposals with lower resource value. Resources with high significance include those that are:

- Listed on the National, State or Louisville Registers of Historic Places.
- Eligible for listing as an individual landmark.
- Eligible for listing as a contributing building in a historic district and has architectural integrity.

4. Matching Funds

Applications which demonstrate the availability of matching funds will be preferred, though matching funds are not an absolute requirement.

5. Character-Producing Resources

Applications which retain or rehabilitate resources which contribute toward the historic character of Historic Old Town Louisville, even if those resources are not eligible for historic landmarking, may be given favorable review.

APPENDIX C

HELPFUL TERMS & DEFINITIONS

BASIC PRESERVATION THEORY

The Concept of Significance

A building possessing architectural significance is one that represents the work of a noteworthy architect, possesses high artistic value or that well represents a type, period or method of construction. A historically significant property is one associated with significant persons, or with significant events or historical trends. It is generally recognized that a certain amount of time must pass before the historical significance of a property can be evaluated. The National Register, for example, requires that a property be at least 50 years old or have extraordinary importance before it may be considered. A property may be significant for one or more of the following reasons:

- Association with events that contributed to the broad patterns of history, the lives of significant people, or the understanding of Louisville's prehistory or history.
- Construction and design associated with distinctive characteristics of a building type, period, or construction method.
- An example of an architect or master craftsman or an expression of particularly high artistic values.
- Integrity of location, design, setting, materials, workmanship, feeling and association that form a district as defined by the National Register of Historic Places Guidelines.

The Concept of Integrity "Integrity" is the ability of a property to convey its character as it existed during its period of significance. To be considered historic, a property must not only be shown to have historic or architectural significance, but it also must retain a high degree of physical integrity. This is a composite of seven aspects or qualities, which in various combinations define integrity, location, design, setting, materials, workmanship, feeling and association. The more qualities present in a property, the higher its physical integrity. Ultimately the question of physical integrity is answered by whether or not the property retains a high percentage of original structure's identity for which it is significant.

The Period of Significance Each historic town has a *period of significance*, which is the time period during which the properties gained their architectural, historical or geographical importance. Downtown Louisville, for example, has a period of significance which spans approximately 70 years (1880- 1950). Throughout this period of significance, the downtown has been witness to a countless number of buildings and additions which have become an integral part of the district. Conversely, several structures have been built, or alterations have been made, after this period which may be considered for removal or replacement.

BUILDING RATING SYSTEM

Contributing: Those buildings that exist in comparatively "original" condition, or that have been appropriately restored, and clearly contribute to the historic significance of downtown. Preservation of the present condition is the primary goal for such buildings.

Contributing, with Qualifications: Those buildings that have original material which has been covered, or buildings that have experienced some alteration, but that still convey some sense of history. These buildings would more strongly contribute, however, if they were restored.

Supporting category

These are typically buildings that are newer than the period of historic significance and therefore do not contribute to our ability to interpret the history of Louisville. They do, however, express certain design characteristics that are compatible with the architectural character of the historic district. They are "good neighbors" to older buildings in the vicinity and therefore support the visual character of the district.

Non-contributing building category

These are buildings that have features that deviate from the character of the historic district and may impede our ability to interpret the history of the area. They are typically newer structures that introduce stylistic elements foreign to the character of Louisville. Some of these buildings may be fine examples of individual building design, if considered outside the context of the district, but they do not contribute to the historic interpretation of the area or to its visual character. The detracting visual character can negatively affect the nature of the historic area.

Non-contributing, with Qualifications: These are buildings that have had substantial alterations, and in their present conditions do not add to the historic character of the area. However, these buildings could, with substantial restoration effort, contribute to the downtown once more.

PRESERVATION APPROACHES

Choosing an Appropriate treatment for historic buildings

While every historic project is different, the Secretary of the Interior has outlined four basic approaches to responsible preservation practices. Determining which approach is most appropriate for any project requires considering a number of factors, including the building's historical significance and its existing physical condition.

The four treatment approaches are:

- **Preservation** places a high premium on the retention of all historic fabric through conservation, maintenance and repair. It reflects a building's continuum over time, through successive occupancies, and the respectful changes and alterations that are made.
- **Rehabilitation** emphasizes the retention and repair of historic materials, but more latitude is provided for replacement because it is assumed the property is more deteriorated prior to work.

- **Restoration** focuses on the retention of materials from the most significant time in a property's history, while permitting the removal of materials from other periods.
- **Reconstruction** establishes limited opportunities to re-create a non-surviving site, landscape, building, structure, or object in all new materials.

The Secretary of the Interior's website outlines these approaches and suggests recommended techniques for a variety of common building materials and elements. An example of appropriate and inappropriate techniques for roofs is provided in the sidebars. Additional information is available from preservation staff and the Secretary's website at:

www.cr.nps.gov/hps/tps/standguide/index.htm

THE SECRETARY OF THE INTERIOR'S STANDARDS

The Standards are neither technical nor prescriptive, but are intended to promote responsible preservation practices that help protect our Nation's irreplaceable cultural resources. For example, they cannot, in and of themselves, be used to make essential decisions about which features of the historic building should be saved and which can be changed. But once a treatment is selected, the Standards provide philosophical consistency to the work.

http://www.nps.gov/history/hps/tps/standguide/overview/choose_treat.htm Louisville has not adopted these standards verbatim, but they are the basis for standards contained in Louisville's preservation code.

Historic Preservation Fund Application

The following information must be provided to ensure adequate review of your proposal. Please type or print answers to each question. Please keep your responses brief.

1. OWNER/APPLICANT INFORMATION

Owner or Organization

- a. Name: _____
- b. Mailing Address: _____
- c. Telephone: _____
- d. Email: _____

Applicant/Contact Person (if different than owner)

- a. Name: _____
- b. Mailing Address: _____
- c. Telephone: _____
- d. Email: _____

2. PROPERTY INFORMATION

- a. Address: _____

b. Year of construction or estimate: _____

c. Is the building designated as a landmark or in an historic district? (local, state, or federal) If so, what is the name of the landmarked property: _____

d. Attach information on the history of the site, including old photos and social history if available.

e. Primary Use of Property (check one): ___ *Residential*

 ___ *Commercial*

3. PROJECT DESCRIPTION (Please do not exceed space provided below.)

a. Provide a brief description of the proposed scope of work.

b. Describe how the work will be carried out and by whom. Include a description of elements to be rehabilitated or replaced and describe preservation work techniques that will be used.

c. Explain why the project needs rehabilitation grant funds now. Include a description of community support and/or community benefits, if any.

4. DESCRIPTION OF REHABILITATION

Feature A	
NAME OF ARCHITECTURAL FEATURE: _____ Describe feature and its condition:	Describe proposed work on feature:
Feature B	
NAME OF ARCHITECTURAL FEATURE: _____ Describe feature and its condition:	Describe proposed work on feature:
Feature C	

NAME OF ARCHITECTURAL FEATURE: _____ Describe feature and its condition:	Describe proposed work on feature:
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4. DESCRIPTION OF REHABILITATION (continued)

Feature D	
NAME OF ARCHITECTURAL FEATURE: _____ Describe feature and its condition:	Describe proposed work on feature:
Feature E	
NAME OF ARCHITECTURAL FEATURE: _____ Describe feature and its condition:	Describe proposed work on feature:
Feature F	

NAME OF ARCHITECTURAL FEATURE: _____ Describe feature and its condition:	Describe proposed work on feature:
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Please photocopy this sheet and attach copies if necessary.

5. COST ESTIMATE OF PROPOSED WORK

*Please provide a budget that includes accurate estimated costs of your project. Include an **itemized breakdown** of work to be funded by the incentives and the work to be funded by the applicant. Include only eligible work elements. Use additional sheets as necessary. **(Please reference this section in your contractor's bid attachment).***

Feature	Work to be Funded	Type and Amount of Incentive Sought	Applicant Cost
A.		\$	\$
B.		\$	\$
C.		\$	\$
D.		\$	\$
E.		\$	\$
F.		\$	\$
G.		\$	\$
H.		\$	\$
I.		\$	\$
J.		\$	\$
K.		\$	\$
	Subtotal Incentive Cost/Applicant Cost	\$	\$

Total Project Cost	\$
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If partial incentive funding were awarded, would you complete your project?

☐ **YES**

☐ **NO**

6. ADDITIONAL MATERIALS REQUIRED

The following items must be submitted along with this application:

- a. One set of photographs or slides for each feature as described in Item 4 "Description of Rehabilitation". Please label of each photograph with the address of your property and the feature number.
- b. A construction bid if one has been made for your project (recommended).
- c. Working or scaled drawings, spec sheets, or materials of the proposed work if applicable to your project.

7. Assurances

The Applicant hereby agrees and acknowledges that:

- A. Funds received as a result of this application will be expended solely on described projects, and must be completed within established timelines.
- B. Awards from the Historic Preservation Fund may differ in type and amount from those requested on an application.
- C. Recipients must submit their project for any required design review by the Historic Preservation Commission and acquire any required building permits before work has started.
- D. All work approved for grant funding must be completed even if only partially funded through this incentives program.

E. Unless the conditions of approval otherwise provide, disbursement of grant or rebate funds will occur after completion of the project.

F. The incentive funds may be considered taxable income and Applicant should consult a tax professional if he or she has questions.

G. If this has not already occurred, Applicant will submit an application to landmark the property to the Historic Preservation Commission. If landmarking is not possible for whatever reason, Applicant will enter into a preservation easement agreement with the City of Louisville. Any destruction or obscuring of the visibility of projects funded by this grant program may result in the City seeking reimbursement.

H. The Historic Preservation Fund was approved by the voters and City Council of Louisville for the purpose of retaining the city's historic character, so all work completed with these funds should remain visible to the public.

Signature of Applicant/Owner

Date