



## Historic Review Board (HRB)

### Historic Preservation Grant Program

The Oregon City Historic Review Board's renovation grant program makes funds available to property owners of Locally Designated<sup>1</sup> historic buildings desiring to make exterior rehabilitation or renovation improvements; structural improvements<sup>2</sup> to preserve the integrity of the structure may also qualify. The conditions of this program require that all improvements and projects be in keeping with the architectural integrity of the structure. Applicants should attend the meeting to respond to any questions. Contact [ocplanning@orcitizen.org](mailto:ocplanning@orcitizen.org) to schedule a time to review your project.

The Board reviews applications on the fourth Tuesday of each month at their regularly scheduled board meeting. Complete applications received by the 2nd Monday of each month can be processed during that same month.

#### WHAT PROJECTS ARE ELIGIBLE FOR THE GRANT?

Projects considered maintenance work, such as reroofing or repainting a historic resource, are ineligible for the grant program. Projects that are restoring or renovating important historic features on the exterior of the historic resource are eligible for the program. Below are explanations of those features.

##### **A. WINDOW REPAIR AND REPLACEMENT OF HISTORIC AND NON-HISTORIC WINDOWS**

Grant money can be used to pay for a wide range of window repair issues: from reglazing, to rehanging weights to rebuilding sashes. The grant may also pay to replace vinyl and aluminum slider windows with more appropriate wood windows. Original wood windows are important architectural features in any historic building. They are the “eyes” of the structure, and they convey a sense of handcraftsmanship and detail that cannot be achieved with substitute materials. The Historic Review Board maintains that original windows should be retained and repaired whenever possible, and replacement of windows should be with in-kind materials and should match the design detail of the original windows.

If you are new to window repair and want to get yourself up to speed on the issue, the City has an extensive [window repair page](#) on the planning website page for your perusal. Planning Staff also has a list of [repair contractors](#) that specialize in historic windows, though you are not limited to the list. Please note that grant money cannot be paid for DIY repair. However, after you learn about the ease of window repair, you may be able to tackle some of the project yourself for overall project savings!

##### **B. STORM WINDOWS**

The Board will provide financial incentives to preserve original historic windows instead of window replacements. The HRB will therefore assist in the addition of wood frame storm windows on houses

<sup>1</sup> A list of locally designated buildings can be found on the Planning page of the City's website: [www.orcity.org/planning](http://www.orcity.org/planning).

<sup>2</sup> Such as a failing foundation or repair of failing beams or walls

*locally designated.* The goal of the HRB is to use a financial incentive to persuade the homeowner to keep the original windows instead of replacing them. Since storm windows are not part of a home's renovation but rather are energy and comfort upgrades, the grant will be less than the standard renovation grant of 50% of the project's cost. For glass wood-frame storm window grant requests, the HRB shall grant no more than 25% of the costs. Because of the limited energy savings, Plexiglas™ or similar materials instead of glass do not qualify under this program.

**\*\*\*The Greenest Window Is Often the One That Is Already on Your House\*\*\***

**C. EXTERIOR RESTORATION**

These items can range from the restoration of porch details to replacing damaged wood siding with new wood siding that matches the original. The HRB will be reviewing your request based on how it affects the significance of your building. That is, projects that give "the most bang for your buck" will be rated higher than smaller more detailed projects. While not always possible, projects that affect public elevations will be viewed more favorably than those that affect a side of the house not seen by the public.

**GRANT APPLICATION MATERIALS**

1. The Preservation Grant Application
2. A copy of your building's [inventory form](#) (found online at [www.orcity.org](http://www.orcity.org)).
3. A copy of the Oregon City [property zoning report](#) for your property (found online at [www.orcity.org](http://www.orcity.org)).
4. Provide **TWO** detailed bid sheets for proposed repair work or provide a written explanation of why a single bid was warranted.
5. For window repair or replacement grants:
  - a. complete a Window Condition Addendum for each window being repaired or replaced, which provides a determination of the window's architectural significance and condition, and
  - b. provide detailed specifications of the proposed window replacement or storm window.



**Grants are awarded each month on a first come first serve basis based on the funding available. (Provided you meet the requirements of the grant program.) The Grant Program has a grant cycle of July 1 –June 30 with \$5,000 to award annually.**

## Review Criteria for All Projects

The Board will review and approve projects that are in keeping with the historic integrity of the structure, subject to the following conditions:

- i. *Grants are not awarded for materials already purchased, or for work already in progress or completed.*
- ii. Applicants are limited to \$3,000 of grant funds every two years. You may phase your project within a two-year time period; **each grant award is limited to \$1,000 dollars.** The HRB may choose to grant additional funds at the end of the fiscal year if there is money remaining in the grant budget. Grant monies are considered taxable income.
- ii. Historical restoration and renovation projects will be given priority over periodic historically appropriate maintenance-type projects. For example, a project to restore architectural details such as porch railings or removing contemporary siding will be given priority over maintenance/repair projects. Conditions of approval may be applied to a project.
- iii. Any property receiving a grant must remain locally designated for at least five full years following completion of the project. If the property is removed from designation, the grant must be repaid in full.  
NOTE: De-designation is evaluated on the merits of the building, not the desire of the property owner to be removed from regulation.
- iv. In the Canemah National Historic District, all *Historic Contributing* structures are eligible. Owners of *Historic Non-Contributing* properties are required to submit a complete renovation plan, including the scope of the work to be completed and the timeframe. The Board will consider awarding funds for the final phase of the renovation, so that, upon completion, the structure would then be eligible for *Historic Contributing* status (contact preservation staff to determine what category your house falls into).
- v. Grant recipients are required to display a sign (available from the Community Development Department upon grant approval) identifying the project as having received grant funding.
- vi. Projects must be completed within the budget cycle of when the grant is awarded (July 1 – June 30). Funds are distributed to the owner (not the contractor) upon completion of the project. If you believe that you need an extension, please contact staff as soon as possible to get on the next agenda to request an extension.
- vii. Grants are considered taxable income and must be reported on your income tax return as required by law.
- ix. The HRB reserves the right to grant approval of any application above the \$1,000 limit and on a first come first serve basis if it can be determined that waiting for approval through the competitive process may affect the integrity of the building and/or it can be found that proposed project and historic resource are of city-wide importance and should be reviewed outside of the prescribed process or if left-over grant funds are available.

Questions about the program or application? Contact Planning at 503-722-3789 or email: [ocplanning@orccity.org](mailto:ocplanning@orccity.org).



## Historic Preservation Renovation Grant Application

Staff to complete: Grant Application File # \_\_\_\_\_

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

Date: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Site Address: \_\_\_\_\_

Historic Name: \_\_\_\_\_ Architectural Style: \_\_\_\_\_

Previous Grant Approval File #'s: \_\_\_\_\_ Total Amount: \$ \_\_\_\_\_

How did you hear about the program? \_\_\_\_\_

### Narrative:

Attach a written narrative that addresses the following:

- Project Description:** Briefly explain the proposed work and the materials to be used. If you are planning to paint your historic building, please attach a paint sample for approval.  
NOTE: SOME ALTERATIONS MAY REQUIRE HISTORIC REVIEW AND/OR BUILDING PERMITS. Please Contact Staff to determine if your project requires a building permit.
- Historic Significance:** Describe how the project will enhance the historical nature of, or preserve, renovate or rebuild, the historical aspects of the structure.
- Historical Documentation:** If applicable, include any physical evidence such as old paint lines, original moldings, historic photographs, etc. that support your request to alter the exterior.

### Photographs:

Submit digital “before” photos of the elevation(s) showing location of window(s).

### Project Costs:

Attach the 2 contractors’ bids, or a list of detailed estimates for materials. Eligible labor costs are limited to those performed by a licensed contractor in the state of Oregon.

Example of materials estimates:

Paint: 10 gallons @ \$25/each = \$250;  
Siding (drop lap): 600 feet, 1" x 6" @ \$1/foot = \$600

Cost Estimate/Bid #1: \_\_\_\_\_

Cost Estimate/Bid #2: \_\_\_\_\_

Total grant amount requested (up to 50% of project cost, maximum \$1000): \$\_\_\_\_\_

**Project Scheduling:**

Beginning Date: \_\_\_\_\_

Completion Date: \_\_\_\_\_

Projects must be completed within the grant cycle of July 1 – June 30. Contact staff if you need an extension. Contact Planning staff when you actually begin the proposed work, and when you finish the project. Preservation staff will inspect the work when the project is completed.

*I have read the Oregon City Design Guidelines for Exterior Alterations and agree to do the project as submitted and approved within the grant cycle. I will notify the Board when I begin the project and when the project is completed.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*This grant program has been funded with the assistance of a matching grant-in-aid from the Oregon State Historic Preservation Office and the National Park Service. Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination on the basis of race, color, national origin, age or handicap. Any person who believes he or she has been discriminated against in any program, activity, or facility operated by a recipient of Federal assistance should write to: Office of Equal Opportunity, National Park Service, 1849 C Street, NW, Washington, D.C. 20240.*