

# Historic Downtown Wilson

## **Architectural Assistance Program**

for the  
Municipal Service District

### Purpose

The purpose of the Architectural Assistance Program is to provide business and commercial property owners design guidance when considering the renovation of the exterior façades of the buildings in the Downtown Wilson's Municipal Service District. The program encourages good façade design projects which will lead to buildings with high-quality historic design and good craftsmanship, which compliment the unique historic character of the building exterior façade, while also introducing compatible new design.

### Eligibility

Any owner or tenant of a building located within the Municipal Service District is eligible (see map below for boundaries of the Municipal Service District). Owners and tenants may request assistance separately; however, only one design may be awarded per property and per project. Any tenant applying for assistance must have the owner's written permission attached to the application.

### Funds Available

The Architectural Assistance Program is made possible through the Wilson Downtown Development Corporation (WDDC). All accepted participants will receive design services from one of our architects with a value of up to \$1,000.

## Funding Period

Assistance will be awarded for eligible projects on a funds-available basis as directed by the Design Committee and the WDDC Board of Directors.

## Guidelines

1. Assistance will be awarded to those that meet the approval of the Design Committee and the WDDC Board of Directors.
2. Assistance provided will meet all code requirements of the City of Wilson and the State of North Carolina.
3. **The Secretary of the Interior's Standards for Rehabilitation** is used as the standard for the Architectural Assistance Program and for subsequent proposed façade improvement projects (see attached, pgs. 5, 6, & 7). These **Standards for Rehabilitation** will be used as a guideline and for recommendations, when needed, from the Design Committee in making improvements to the exterior façade of the structure.
4. Assistance provided will reflect a contemporary solution, which respects the architectural integrity of the entire building exterior, retaining and restoring those elements that enhance the building and surrounding setting.
5. **Assistance for any exterior façade of any buildings in the Downtown Wilson's Municipal Service District is eligible, but top priority will be given to buildings which are strategically located and will make a highly visible contribution to the commercial district.**

## Criteria

1. These grants are intended to encourage high quality, lasting building improvements to building façades, which respect and highlight the unique historic character of the building and its surrounding context in present day.
2. One assistance is awarded per building façade improvement project.
3. The WDDC Design Committee Board of Directors must approve the application. Failure to comply with approved plans could result in the loss of grant funding.

# Application Process

1. **No work shall begin prior to application or prior to notification of acceptance, acceptance with conditions, or rejection. Doing so will disqualify candidate from grant opportunity.**
2. Applicant is provided with an application form from the WDDC office if the project is located in the Municipal Service District area of downtown. Every effort will be made to work with the applicant in preparing eligible projects.
3. The monthly application filing deadline is 5:00 p.m. on the 15<sup>th</sup> of each month or as directed by the Director of the WDDC. When appropriate documentation has been filed, staff will review it to determine if it is eligible for consideration by the WDDC Design Committee. Applicant may be summoned to attend the Design Committee meeting to discuss the proposed project, if deemed necessary.
4. The application is reviewed by the WCDD Design Committee and, if recommended is brought the WDDC Board of Directors for final approval. The Design Committee may recommend to the Board of Directors mandatory conditions, however, the Board of Directors is not required to follow the Design Committee's recommendations. The WDDC Board will make the final determination on the assistance application.
5. A notification letter will be sent to the applicant as to whether the project has been accepted, accepted with conditions, or rejected.
6. The assistance given may be used as the design sketches to apply for the WDDC's Façade Grant program.

## **The Secretary of the Interior's Standards for Rehabilitation Introduction to the Standards**

The Secretary of the Interior is responsible for establishing standards for all programs under Departmental authority and for advising Federal agencies on the preservation of historic properties listed in or eligible for listing in the National Register of Historic Places.

**The Standards for Rehabilitation** (codified in 36 CFR 67 for use in the Federal Historic Preservation Tax Incentives program) address the most prevalent treatment. "Rehabilitation" is defined as "the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic,

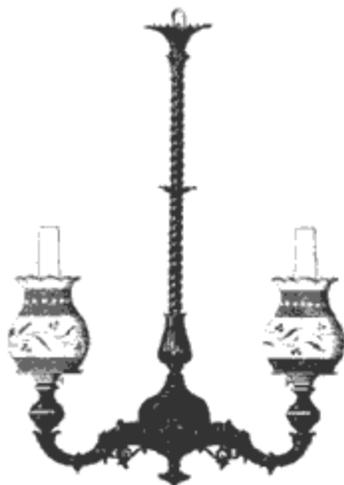


architectural, and cultural values."

Initially developed by the Secretary of the Interior to determine the appropriateness of proposed project work on registered properties within the Historic Preservation Fund grant-in-aid program, the **Standards for Rehabilitation** have been widely used over the years--particularly to determine if a rehabilitation qualifies as a Certified Rehabilitation for Federal tax purposes. In addition, the Standards have guided Federal agencies in carrying out their historic preservation responsibilities for properties in Federal ownership or control; and State and local officials in reviewing both Federal and nonfederal rehabilitation proposals. They have also been adopted by historic district and planning commissions across the country.

The intent of the Standards is to assist the long-term preservation of a property's significance through the preservation of historic materials and features. The Standards pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and interior of the buildings. They also encompass related landscape features and the building's site and environment, as well as attached, adjacent, or related new construction. To be certified for Federal tax purposes, a rehabilitation project must be determined by the Secretary to be consistent with the historic character of the structure(s), and where applicable, the district in which it is located.

As stated in the definition, the treatment "rehabilitation" assumes that at least some repair or alteration of the historic building will be needed in order to provide for an efficient contemporary use; however, these repairs and alterations must not damage or destroy materials, features or finishes that are important in defining the building's historic character. For example, certain treatments--if improperly applied--may cause or accelerate physical deterioration of the historic building. This can include using improper repointing or exterior masonry cleaning techniques, or introducing insulation that damages historic fabric. In almost all of these situations, use of these materials and treatments will result in a project that does not meet the Standards. Similarly, exterior additions that duplicate the form, material, and detailing of the structure to the extent that they compromise the historic character of the structure will fail to meet the Standards.



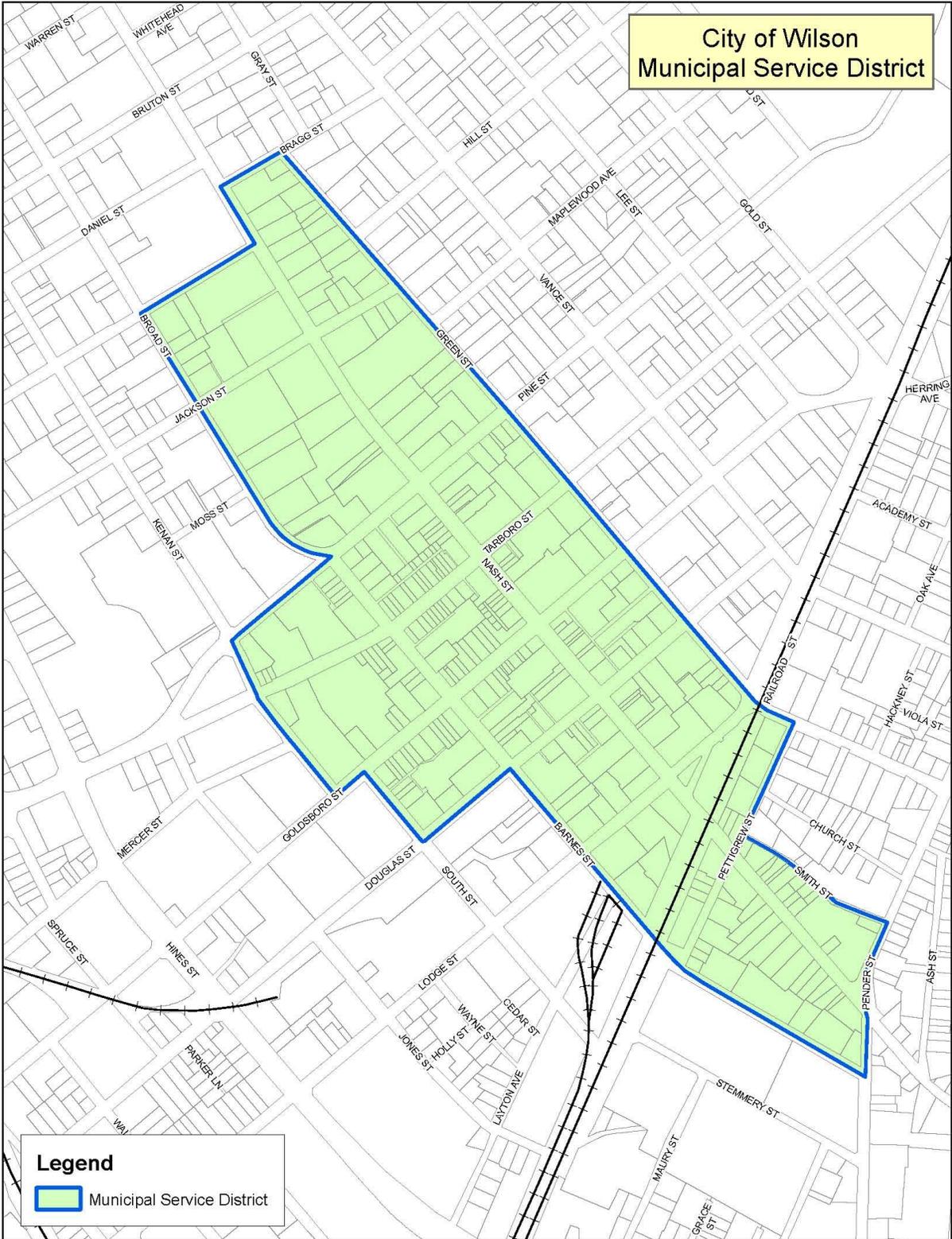
### **The Secretary of the Interior's Standards for Rehabilitation**

The Standards (Department of Interior regulations, 36 CFR 67) pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior, related landscape features and the building's site and environment as well as attached, adjacent, or related new construction. The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall 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 architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

A complete outline of these standards, describing how to appropriately preserve historic properties in working with **masonry, wood, metals, roofs, entrances/porches, storefronts, structural systems, spaces/features/finishes, mechanical systems, site, setting, energy, new additions, accessibility, and healthy/safety**, can be found at:

<http://www.nps.gov/hps/tps/tax/rhb/stand.htm>



# Architectural Assistance Program Application

Property Address: \_\_\_\_\_

Current Use or Business Name: \_\_\_\_\_

## Applicant's Information:

Name \_\_\_\_\_

Owner(s) \_\_\_\_\_ Tenant \_\_\_\_\_

Address \_\_\_\_\_

Phone(s) \_\_\_\_\_ Fax \_\_\_\_\_

Email(s) \_\_\_\_\_

Description of desired upgrades and future use (if known) to give Architect guidance (attach additional sheet if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I understand that no work shall begin prior to application or prior to notification of acceptance, acceptance with conditions, or rejection. Doing so will disqualify me from this assistance opportunity.**

\_\_\_\_\_ Attached is a current photo of the building.

\_\_\_\_\_ Attached is a historic photo of the building.

\_\_\_\_\_ Attached is written permission from the owner to pursue this assistance (if applicable).

I understand that the WDDC will provide me architectural assistance with one of their architects for a value of up to \$1,000.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_