



Historic Preservation Fund Committee Memorandum

Community & Economic Development Department

Planning Division

3900 Main Street, Riverside, CA 92522 | Phone: (951) 826-5371 | RiversideCA.gov

**TO: Historic Preservation
Fund Committee**

MEETING DATE: FEBRUARY 20, 2019

**FROM: Mary Kopaskie-Brown
City Planner**

ITEM NO: 2

WARD: Citywide

SUBJECT: DISCUSSION ON MODIFICATION TO HISTORIC PRESERVATION FUND GRANT GENERAL PROVISION IN REGARDS TO EXTENSION REQUESTS AND THE CONSIDERATION OF KAREN STEGMANN'S REQUEST FOR AN EXTENSION TO THE HISTORIC PRESERVATION GRANT CONTRACT FOR 4957 MAGNOLIA AVENUE.

RECOMMENDATION:

That the Historic Preservation Fund Committee:

1. Discuss and provide recommendations for changes on the of Historic Preservation Fund Grant General Provisions (Exhibit 1) related to extension requests; and
2. Take action on the extension request by Karen Stegmann.

BACKGROUND:

At the January 14, 2019, Karen Stegmann addressed the Historic Preservation Fund Committee (Exhibit 2) requesting an extension of her Historic Preservation Fund grant contract, which expired on December 31, 2018. The Historic Preservation Fund Committee asked that a special meeting be held to discuss possible modifications to the Historic Preservation Fund Grant General Provisions and Ms. Stegmann's request.

On January 14, 2019, Ms. Stegmann emailed staff (Exhibit 3) requesting an appeal of staff's determination that the Planning Division was not able to accept her request for extension received on December 27, 2018.

Prepared by: Scott Watson, Associate Planner
Reviewed by: Mary Kopaskie-Brown, City Planner

Exhibits:

1. Historic Preservation Fund Grant Provisions.

2. Historic Preservation Fund Committee Minutes – January 14, 2019
3. Email from Karen Stegmann – January 14, 2019



City of Arts & Innovation

COMMUNITY DEVELOPMENT DEPARTMENT HISTORIC PRESERVATION, NEIGHBORHOODS, & URBAN DESIGN DIVISION

HISTORIC PRESERVATION FUND GRANT GENERAL PROVISIONS

ELIGIBLE APPLICANTS AND ACTIVITIES

- Historic Preservation Fund (HPF) grants are awarded by the HPF Committee (HPFC). Grant proposers eligible to receive funds include public agencies, nonprofit organizations, private entities, and individuals. Property owner authorization and consent are required for projects affecting private property.
- Preservation Priorities: Projects must promote and accomplish the preservation and acknowledgment of historic buildings, neighborhoods, and landmarks according to Riverside Municipal Code (RMC) Title 20, section 20.05.010, Purpose; maintain the historic authenticity of the structure and address any necessary structural integrity issues involved; contribute to the overall character of the neighborhood; comply with the RMC; and be approved as set forth in RMC Title 20. Active Code Enforcement will be taken into consideration by the HPFC and could make projects ineligible for funding.
- Eligible projects include the following, listed in order of priority for funding:
 - Historic Preservation construction projects. These include projects that involve the preservation, restoration, or exterior rehabilitation of a historic property.
 - Acquisition of Transferrable Development Rights (TDRs), conservation easements, and façade easements for the purposes of historic preservation.
 - Planning projects. These are projects that identify, document and record historic resources according to applicable local, state, and federal standards, and/or contribute to the development of the City's historic context, and/or contribute to the development of a conservation or preservation plan.
 - Interpretive projects. These are projects that create interpretive media to educate the public on Riverside's history and/or cultural resources. For example, landmark plaques and/or historic district signage and other appropriate means of sharing interpretive information.
 - Designation applications. These are projects that prepare designation applications for state and/or national register designation.
- Priority and emergency projects include building envelope repairs that are publicly visible and those related to structural integrity, weather tightness, fire hazards, and other damage.
- Only one application per entity may be funded per grant cycle at the discretion of the HPFC. Grants may be awarded at an amount lower than proposed by the applicant, at the discretion of the HPFC.
 - No more than \$25,000 may be awarded by the HPFC for any one project, Cultural Resource, or program over any five consecutive years. Applications for grants exceeding those amounts must be considered and approved by the City Council, upon the HPFC's recommendation.¹

¹ Per RMC Title 20 section 20.30.030(D)(4)

- All grant-awarded projects must obtain any and all necessary approvals and permits required for the type of project, which may include but is not limited to Certificate of Appropriateness, other Planning entitlements, building permits, grading permits, encroachment permits and approvals from other departments and agencies, etc., when required.
- Applications may be submitted during scheduled semi-annual grant cycles (except that applications for bona fide emergency situations as determined by the Historic Preservation Officer may be submitted at any time).

GRANT CONDITIONS

- Although matching funds are not required, they may make applications more competitive in the grant award process at the discretion of the HPFC. Owner-occupied single family residential projects may be eligible for a waiver of matching fund rating with verified proof of a demonstrated financial need. Matching funds may include HERO or other rebates offered by the Public Utilities Department.
- HP Funds should not be used in lieu of other available programs.
- All projects must conform to the Secretary of the Interior's Standards, and be approved as set forth in RMC Title 20.
- All funds must be spent as represented in the application. Spending funds except as authorized shall be considered fraud or theft, and may be criminally prosecuted. Expenses incurred prior to the award of funds are not eligible.
- Contractors must be licensed for the type of work proposed and have demonstrated applicable experience. Consultants must meet applicable Secretary of the Interior's Professional Qualification Standards.
- Funds are awarded based upon the execution of a grant agreement for performance on non-construction projects or performance and maintenance for construction projects (which will be recorded on the property) between the City and the property owner.
- Grantees must sign a publicity release and allow the City to use the subject structure, project and/or organization in promotional materials.
- For construction projects, a Community Development Department Historic Preservation Fund sign, which will be provided at no cost to the grantee, must be displayed for the duration of the project construction in a location approved by CHB staff in order for any grant monies to be released.
- Within one year from the fund award date, a final report and financial accounting of the expenditure of the grant must be submitted, including the finalized building permit, if required, and a letter confirming that grant funded work is complete. If the project is not completed in accordance with the grant agreement, the grant may be reduced or revoked with corresponding reductions in reimbursement and/or requirement for repayment of any disbursed funds. Grants will typically be awarded on a reimbursement basis, but may be awarded by the HPFC in advance or some combination of advance and reimbursement, on a case by case basis.
- Construction projects must be documented with a photographic record before, during and after. For unique features and/or work processes, a written description of the process and tools used to complete the project shall be required. Final completion shall be documented by photographs with captions.

SELECTION CRITERIA

Grant recipients will be selected by considering, among other points, the following criteria:

- The significance of the project or resource. Cultural Resources with higher designation status and/or desperate need may be accorded higher priority consideration over those with lesser status and/or need.
- The degree to which the project furthers one of the preservation priorities mentioned above, and may act as a model for future applicants to follow or catalyst to spur further preservation activities.
- The need for funding and the urgency of the project.
- The project's budget feasibility, and whether any matching funds or improvements are proposed by the applicant.
- The project's timeline.
- The long-term objectives or positive impact to be derived from the project.
- The qualifications of the key personnel, including consultants and/or contractors.

HOW TO APPLY

You will need the following items as part of your HP Fund application:

- Completed application, which includes a budget section that outlines proposed expenses and revenue (grant funds and any other sources) for the project.
- Up to four digital images of high quality (300 dpi), with caption and credit information.
- A list of the applicant's current board of directors (nonprofit organizations and corporations/LLCs).
- If applicable, applicant's Internal Revenue Service determination letter of tax-exempt status. If tax-exempt status has not been fully approved by the IRS, please provide evidence of filing for certification and letter of opinion from an attorney concerning the applicant's tax status (nonprofit organizations).
- Resume/qualifications of consultant/contractor for construction project (if already chosen).
- Resume/experience of consultant and/or other personnel administering project.
- Up to three letters of endorsement.
- Complete applications must be received by the deadline for the applicable grant award cycle. Grant awards will typically be announced at the HPFC meeting approximately 45 days after the deadline (refer to schedule). However, emergency project applications will be considered at the next available HPFC meeting after a complete submittal.

G:\CHB\Project Files\HP_Fund_Committee\Criteria_12-14.docx



HISTORIC PRESERVATION FUND COMMITTEE

Minutes

January 14, 2019

City of Arts & Innovation

January 14, 2019, 2:00 p.m.
Mayor's Ceremonial Room, 7th Floor
City Hall, 3900 Main Street

COMMITTEE MEMBERS PRESENT: Councilman Mike Gardner, Philip Falcone, Jennifer Gamble
Steve Lech, Charles Tobin

STAFF PRESENT: Mary Kopaskie-Brown, City Planner
Anthony Beaumon, Deputy City Attorney
Scott Watson, Associate Planner
Frances Andrade, Project Assistant

Chairman Gardner called the meeting to order at 2:00 p.m.

COMMENTS FROM THE AUDIENCE:

Karen Stegman, addressed the committee. She stated she had received a grant but due to delays on the contractor's part, and other personal issues, her work did not start before the expiration date of the grant. She stated that she felt it was a blessing when she was awarded the grant a year ago, and literally cried when she lost it. It was a struggle for her to save the \$10,000 in matching funds. She spoke with Mr. Watson who recommended that she write a letter requesting an extension. She did not realize that the letter had to be received 30 days prior to the expiration date. Staff denied the request for an extension as her letter was received late. She stated that she honestly thought the roof would be completed by December, 2018. She stated she would like to appeal the denial of her request.

Chair Gardner inquired what flexibility the Committee had in this situation?

Scott Watson, Associate Planner, stated that the contracts indicate any request for an extension must be submitted 30 days prior to the expiration date which was December 31, 2018. On this basis, staff had to reject the request.

Mary Kopaskie-Brown, City Planner, asked if there were any legal concerns?

Anthony Beaumon, Sr. Deputy City Attorney, stated that the applicant can reapply for the grant.

Chair Gardner agreed but noted that the funds awarded to Ms. Stegman would return to the HP Fund and she would be competing with other applicants at the time she reapplies.

Mr. Beaumon commented that he was not prepared to provide an answer at this time. He would need to research the matter further.

Committee Member Lech noted that the Committee could make a rule change so that appeals can be accepted.

Mr. Beaumon stated he would have to research if this is something the Committee can do or if it must go to the City Council to ratify. He noted that the rules the Historic Preservation Fund Committee operate under were provided to the City Council when it was created.

Chair Gardner stated his inclination is to try and figure out a way to accommodate the applicant. This is not something the applicant intentionally set out to do. He inquired of Mr. Beaumon if the Committee could approve an extension pending necessary approvals by City Council.

Mr. Beaumon explained that item was not on the agenda, therefore, this body cannot take an action on it. He suggested scheduling a special meeting for this item.

Chair Gardner agreed and asked staff to find a day that works for everyone. He felt this was the right thing to do and would like to see this move forward.

Ms. Stegman thanked the Committee.

From: Karen Stegmann
To: [Watson, Scott](#)
Subject: Re: [External] RE: Grant for home
Date: Monday, January 14, 2019 3:06:03 PM

01/14/19

To the Historic Preservation Fund Committee

This letter is to appeal the denial of the extension of my Historic Preservation Grant. I realize that the extension request was not filed 30 days before the expiration of the grant, but I honestly thought that the work would be done in that time period. The delays continued with the contractor, and the work did not get done. I am hoping that there is a way that the contract can still be extended, as I do not have the funds to get the work done myself, and was so appreciative of the grant to restore and make repairs to my historic house. I attended the Historic Preservation Fund Committee meeting today, January 14th, and presented my appeal in person. Thank you for considering my request..

Karen Stegmann
(951) 235-9254

I was only notified today that the appeal had to be in writing, to explain the delay in this letter. . . .

On Friday, December 28, 2018, 8:57:00 AM PST, Watson, Scott <SWatson@riversideca.gov> wrote:

Hi Karen,

The City has carefully reviewed your extension request, which we are unfortunately unable to accept, as it did not come in 30 days prior to the expiration of your contract. Your contract will expire on December 31, 2018.

You may address the Historic Preservation Fund Committee during the public comment period at the next meeting, which will be held at 2:00 pm in the City Hall Third Floor Conference on January 14, 2018. Furthermore, should the Committee obtain sufficient funds to open new application period, you may be eligible to re-apply for the grant in the future. Please let me know if you have any questions.

Scott K. Watson

City of Riverside

Community & Economic Development, Historic Preservation

Main: 951.826.5371

Direct: 951.826.5507

RiversideCA.gov

From: Karen Stegmann <stegmannaceto@yahoo.com>
Sent: Thursday, December 27, 2018 4:53 PM
To: Watson, Scott <SWatson@riversideca.gov>

Subject: Re: [External] RE: Grant for home

Hello,

This letter is a request for an extension of my historic grant funding. I originally started the contract in December 2017, and it is about to expire as of 12/31/18. I have had many delays getting the work done on my house. Originally, I thought that the payment for the services would be made directly from the City of Riverside, as I filed a hardship letter, and did not have the funds up front to pay the contractors. I guess this was incorrect information, and then I had to save and figure ways to get the money to pay the contractors up front, then submit for repayment. By the end of March 2018, I was able to save enough for the roof. I contacted the roofer, and in April was told that I would be put on a waiting list. I patiently waited for months, then contacted him again in July and was told I was still on the list. In August, I attempted to contact him again, and was still waiting. In September or October, I was told that the owner had a heart attack and the son-in-law who ran the operations had to have a double by-pass. I continued to wait. I had already picked out the shingles for the roof. On November 2, 2018, I emailed them and asked if they still wanted the job, and they said Yes! Then they said there was a problem with the tear off guy, and his scheduling. Then the rain came in November. My roof continued to leak, now in 4 different places in the house. I called or emailed the roofer each week, and was told that I would get a start date when there was at least 4 days of good weather, no rain forecast. Well we kept having rain, and the start date kept getting pushed back. In December we had more rain. When there was 4-5 clear days, I did not hear from the roofing company. I emailed them recently and was told that with the holidays, the roof would not be done until January 2019. My friend Mark Parrish is the estimator for the job, and he had previously gotten a grant, and he told me that I should be able to get an extension (he had previously done that too). So I am asking for an extension for the grant funding. I am a widow with 2 daughters living at home,, trying to keep up with everything and it can be quite overwhelming. I was so happy to receive this grant, and thought I would be able to get everything done by December 2018. I still will have to wait for the roof money to be refunded and then figure out how I am going to get the rest of the money for the painting too. It has been a very difficult year, and very frustrating with the roof. I hope that you will consider my request for an extension of the grant. I am very grateful for this opportunity and appreciate you taking the time to consider this request.

Thank you,

Karen Stegmann

4957 Magnolia Ave.

Riverside, CA 92556

(951) 235-9254.

On Thursday, December 27, 2018, 1:34:32 PM PST, Watson, Scott <SWatson@riversideca.gov> wrote:

My apologies about the confusion, I did not have your contract in front of me. Your contract expiration date is December 31, 2018. You can email me the letter, however I am going to have to confer with my supervisor and possible the City Attorney's Office as we are less than thirty days

prior to the contract expiration.

Scott K. Watson
City of Riverside
Community & Economic Development, Historic Preservation
Main: 951.826.5371
Direct: 951.826.5507
RiversideCA.gov

From: Karen Stegmann <stegmannaceto@yahoo.com>
Sent: Thursday, December 27, 2018 12:37 PM
To: Watson, Scott <SWatson@riversideca.gov>
Subject: Re: [External] RE: Grant for home

Hello again

Also, regarding the letter, does it have to be delivered to the office, or can it be an email?

Thank you

Karen Stegmann
(951)235-9254

On Thursday, December 27, 2018, 12:33:26 PM PST, Karen Stegmann <stegmannaceto@yahoo.com> wrote:

Hello Scott,

I am a little confused by this email. It says that I should have asked for the extension one year ago when the contract was executed. I think it may be 30 days before the expiration of the contract. I think the contract expires this week. I will drop a letter off today before 5 pm. Hopefully that will work. I received another email from the roofer stating that they would not be able to do the roof until January. I have been waiting on them since April. I will try calling you again on Friday, left a message for you earlier.

Thank you,

Karen Stegmann
(951) 235-9254

On Thursday, December 20, 2018, 3:38:45 PM PST, Watson, Scott <SWatson@riversideca.gov> wrote:

Hi Karen,

You will need to submit to me a letter at least 30-days prior to your contract's execution, requesting an extension. Your expiration date is one year after the execution date on your contract. In the letter please explain the situation, why there has been a delay, and why you need an extension.

Scott K. Watson

City of Riverside

Community & Economic Development, Historic Preservation

Main: 951.826.5371

Direct: 951.826.5507

RiversideCA.gov

From: Karen Stegmann <stegmannaceto@yahoo.com>
Sent: Thursday, December 20, 2018 3:07 PM
To: Watson, Scott <SWatson@riversideca.gov>
Subject: [External] RE: Grant for home

Hello Scott,

As you have probably noticed, I have not turned anything in for the grant money yet.

I have been trying to get my roof done since early April, and have been delayed by the roofer each month. In early November, I asked if he still wanted the job and he said "Yes!" they still have not started it yet. I was talking to my friend Mark Parrish and he said that I might be able to get an extension on the grant. I hope this is possible, because I still really need to get the work done. I just wanted to get the roof done first. I have gotten the name of other roofers and will have to go with one of them. But now it is the holidays, and rain so I am sure it will be put off into January. Please let me know if an extension is possible.

I can be reached at my cell # 951-235-9254.

Thank you,

Karen Stegmann