



# City Council Memorandum

City of Arts & Innovation

**TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: MARCH 5, 2019**

**FROM: COMMUNITY & ECONOMIC DEVELOPMENT      WARDS: ALL**  
**DEPARTMENT**

**SUBJECT: REQUEST BY THE HISTORIC PRESERVATION FUND COMMITTEE TO RECEIVE AUTHORITY TO REVIVE AN EXPIRED GRANT, IF UNUSUAL CIRCUMSTANCES AND HARDSHIP FINDINGS CAN BE MADE, AND AUTHORITY TO REVISE THE HISTORIC PRESERVATION FUND COMMITTEE GRANT GENERAL PROVISIONS AS NECESSARY, PROVIDED THE REVISIONS ARE NOT IN CONFLICT WITH SECTION 20.30.030 (HISTORIC PRESERVATION FUND) OF THE RIVERSIDE MUNICIPAL CODE**

**ISSUE:**

Approve a request by the Historic Preservation Fund Committee to receive authority to revive an expired grant, if unusual circumstances and hardship findings can be made, and authority to revise the Historic Preservation Fund Committee Grant General Provisions as necessary, provided the revisions are not in conflict with Section 20.30.030 (Historic Preservation Fund) of the Riverside Municipal Code.

**RECOMMENDATIONS:**

That the City Council:

1. Approve the addition of a grant condition to the Historic Preservation Fund Grant General Provisions that states, “The Historic Preservation Fund Committee shall have the authority to revive an expired grant, if unusual circumstances and a hardship finding can be made”; and
2. Grant the Historic Preservation Fund Committee authority to revise the Historic Preservation Fund Guidelines General Provisions as necessary, provided the revisions are not in conflict with Section 20.30.030 (Historic Preservation Fund) of the Riverside Municipal Code.

**HISTORIC PRESERVATION FUND COMMITTEE RECOMMENDATION:**

On February 20, 2019, the Historic Preservation Fund Committee approved the above referenced recommendations by a unanimous vote.

**BACKGROUND:**

The City Council created the Historic Preservation Fund Committee (HPFC) in April 2013. At that time, the City Council also amended and added a preservation incentive to Title 20 - Cultural Resources allowing for a new incentive: the Historic Preservation Fund Grants (HPFG). To establish the program, the HPFC met regularly to develop the grant application process and HPFG General Provisions. The General Provisions were reviewed and approved by City Council in December 2014.

The HPFG General Provisions require that when a grant is awarded to an applicant, all work must be completed within one year of the execution date of the HPFG contract. The contract allows for an extension, provided a written request is submitted to the HPFC at least 30 days prior to the contract expiration date.

**DISCUSSION:**

Karen Stegmann was awarded a Historic Preservation Fund Grant (HPFG) on October 17, 2017 to complete: 1) Like-for-like reroofing of the residence; 2) exterior painting of the house and garage; and 3) repair of windows and screens. The HPFG contract was executed on January 16, 2018 with an expiration date of December 31, 2018. For the Historic Preservation Fund Committee (HPFC) to grant an extension, a request would have been required by December 1, 2018. Ms. Stegmann's request for an extension was received by City Staff on December 20, 2018.

At the January 14, 2019 Historic Preservation Fund Committee (HPFC) meeting, Ms. Stegmann requested that her extension be considered. The HPFC requested that a special meeting be held to discuss possible modifications to the HPFG General Provisions which was held on February 20, 2019. At the special meeting, the City Attorney's Office advised the HPFC that modification to the HPFG General Provision required City Council approval, as they initially approved the General Provisions.

The HPFC approved a motion to submit a request to City Council that a condition be added to the HPFG General Provision stating, "The HPFC shall have the authority to revive an expired grant, if unusual circumstances and a hardship finding can be made." The motion also included a request that City Council grant the HPFC authority to revise the HPFG General Provisions as necessary, provided the revisions are not in conflict with Title 20 of the Riverside Municipal Code.

Pending the approval of the requests to City Council, the HPFC has tentatively approved Ms. Stegmann's request for the contract extension. The extension was tentatively approved based on the findings that: 1) the roofing contractor was unable to schedule the project within the specified time frame; 2) the region is currently experiencing unexpected heavy rains; 3) the contractor had experienced difficulty with a subcontractor; and 4) financial hardship as the roof cannot be repaired without the HPFG.

**FISCAL IMPACT:**

The \$27,604 in grant funds awarded to Ms. Stegmann have already been allocated from the Historic Preservation Trust Fund account 0000721-225467.

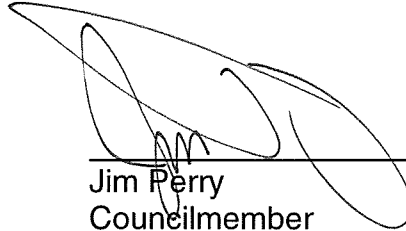
Prepared by: David Welch, Community & Economic Development Director  
Certified as to availability of funds: Edward Enriquez, Chief Financial Officer/City Treasurer  
Approved by: Rafael Guzman, Assistant City Manager  
Approved as to form: Gary G. Geuss, City Attorney

Concurs with:



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Mike Gardner  
Councilmember



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Jim Perry  
Councilmember