



Morrison Historic Preservation Commission

Policy in Awarding Building Improvement Program Grants

Thank you for considering an improvement to your Morrison building under the City's Building Improvement Program. The Morrison Historic Commission is eager to assist you as someone who wants to help enhance the appearance of our community's commercial district and add to the ambiance of the experience for those who visit us.

The Building Improvement Program (the "Program" or "BIP") is a line item in the City of Morrison's budget. The City Council decides, from time to time, how much, if any, monies fund it. The Morrison Historic Preservation Commission (the "Commission") then determines to whom, and under what conditions, it awards Building Improvement Program grants. The following policies are used by the Commission in making such determinations.

The Program is available to those wishing a partial reimbursement of monies expended for capital improvements to the exterior façade (front, rear or side) of any structure within the National Register's "Morrison Main Street Historic District," any structure within Morrison's own Historic District or any Morrison recognized Landmark. The following steps are required. All of the forms mentioned are available in the City Clerk's Office.

Any eligible building owner seeking a Program grant, except for those owning a structure within the Lincolnhighway Corridor, who contemplates making one or more permanent alterations (within the meaning of the City Ordinance, Section 2.88.020) to a structure's exterior must first complete a Request for a Certificate of Appropriateness (RFCOA) and present it to the Commission for approval.

For those seeking a Program grant who are not intending permanent architectural alterations or whose structure lays within the Lincolnhighway Corridor need to complete a Request to Participate (RTP) and present it to the Commission for approval. The more detail, including photos, drawings or schematics, of the proposed work and itemized estimates assists the Commission in making its determinations.

In either situation (RFCOA or RTP), if approval is received, then, after the work has been completed, the building owner wishing to participate in the Program must complete a Request for

Reimbursement (RFR). The Commission then determines how much, if any, grant money is awarded. If successful, a check for the grant is delivered to the building owner following approval by the City Council.

The grant is a reimbursement for monies expended, so the Program does not directly pay any contractor or vendor, but, instead, reimburses the building owner a portion of what has been spent on the project. Further, to ensure a vested interest, as a general rule the Program will not grant more than 50% of any improvement.

Grants are awarded on an annual City budgetary basis (running from May 1st through April 30th) - which means when the funded amount has been expended for any given fiscal year, no more Requests can be entertained until the next cycle, and, only then, if the Commission is assured that the Program has been funded for that new fiscal year.

Accordingly, with an unknown amount of available funds in any given year and it being almost impossible to project how many requests will be made in any cycle, preference must necessarily be given on a "first come, first served" basis.

Requests granted must ask for reimbursement within 4 months of the Commission's grant. If reimbursement is not requested by the end of that 4 month period, the grant may be rescinded by action of the Commission.

Approved by: HPC on November 1, 2016 – see meeting minutes