



## EHP REVIEW GUIDELINES

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As part of the Seismic Retrofit Grant application process, an EHP (Environmental and Historic Preservation) review is required by FEMA. This is required for all buildings 45 years or older to consider the environmental and visual impacts of the seismic retrofit. This review is in addition to the plancheck review process typically required to obtain a building permit. This review must be completed prior to issuance of building permits. Information will first be reviewed for EHP compliance by the City's designated Consultants with results then being forwarded to FEMA for verification and approval (and in some cases may be routed to SHPO). Below is some information that will be required in order to process the EHP review as well as some additional information about the review process.

### I. Information required to be submitted for EHP review:

1. Information required on plans:
  - a. Provide a detailed written project description (what are the changes proposed, provide quantities, measurements, materials, and methods proposed)
  - b. Show how the retrofit will change the appearance of the building.
    - Provide plan views of the existing and proposed changes in both overview and close-up.
    - Provide elevation views of the existing and proposed changes in both overview and close-up.
    - All details should be to scale and include text box descriptions.
  - c. What attempts will be made to conceal the change from view (see below for specific examples)
    - Will the new stucco be the same color and texture as the existing stucco?
    - Will all of the design elements be concealed within the existing wall and the area restored to its original appearance?
2. Photos - Good quality detailed photos will be required to document the building and the proposed changes to the exterior of building for EHP review and submittal to FEMA. These photos will be taken by the City's consultants. The City will contact you to set up an appointment to have the consultants go on site to take these photos.



## II. EHP REVIEW AND APPROVAL

FEMA has an Agreement with the City and SHPO to meet the requirements of the National Historic Preservation Act that requires seismic retrofit projects be consistent with certain Allowances that minimize potential impacts or damage to buildings 45 years or older. The EHP reviewer is looking for detailed information about the seismic retrofit work to determine if the scope of work significantly alters the exterior façade of the building or if it is within the minimal allowable changes referred to as “Allowances”. Adhering to these Allowances signifies that there is minimal visual impact to the exterior of the building. Owners and Design Professionals are encouraged to review and adhere to the Allowances early in the planning process in order to help expedite the EHP review process and reimbursement. If a project does not meet these Allowances, additional review is required.

Some examples of seismic retrofit that are generally acceptable under the Allowances may include:

- Addition of elements that are concealed from view
- In-Kind replacement of features and materials
- Preservation or rehabilitation of character-defining features (important architectural elements that reflect the building’s original or historic design).

For the full list of requirements and guidelines, please see the following link:

<https://www.nps.gov/orgs/1739/secretary-standards-treatment-historic-properties.htm>

The City’s Consultant will review and evaluate the retrofit plans to determine if the proposed retrofit elements are within the Allowances. If not, **recommendations** will be made to avoid the impacts so the retrofit design can adhere to the guidelines provided in Allowances.

If the seismic retrofit does not comply with the Allowances, the building will need to be evaluated to determine if it is eligible for the National Register of Historic Places. If the building is eligible for the National Register of Historic Places, additional measures may be required to reduce the impact to the historic qualities of the building. This may result in delays and additional project costs. Each Seismic Retrofit Project that is eligible for the National Register of Historic Places will be reviewed by FEMA, then the SHPO. This Process may take 3-6 months to complete.

For questions or additional information please feel free to reach out to City staff at 323.848.6309 or email us at: [retrofit-grant@weho.org](mailto:retrofit-grant@weho.org)