



City of Hillsboro and Community Development Authority Building Preservation and Improvement Grant Program

Purpose Statement:

The purpose of the Building Preservation and Improvement Grant Program is to assist a new or existing business located within the commercial (C1) district of the City of Hillsboro with the upgrade and renewal of the exterior elements of existing commercial buildings, including roofing, windows, tuck-pointing, and other preservation activities. The improvements may focus on the front, side or rear of the building, but must be sufficient in scope to preserve structural and historical integrity of the building. The primary focus of this program shall be on commercial buildings with historical significance in the downtown. The following requirements have been established by the City of Hillsboro and the Community Development Authority (CDA) for administrating the program. The CDA operates the program, including the approval process. The program is jointly funded by the CDA and City. The proposed project must be consistent with the City of Hillsboro Downtown Business Design Standards and applicable Building and Zoning Codes. The CDA has the authority to recommend specific design conditions for each project. All applicants of the program must meet the following criteria to be considered for the review process.

Eligibility Requirements:

- 1. Business Location:** The applicant's business must be located within the commercial district (C1) as defined by the Zoning Code.
- 2. Eligible Businesses:** Any new or existing commercial business that has identified their current building as in need of repair, dilapidated, non-conforming to design standards in the district, outdated, blighted or any other satisfactory justification for need of the award. The applicant must be the owner of the building to receive the benefit. Individuals renting or leasing space for their business must work with the building owner to receive an award. Funds shall be prioritized for businesses in buildings that have historical significance to the downtown.
- 3. Eligible Activities/Improvements:**
 - a.** Tuck pointing and masonry repair.
 - b.** Painting or sealing of exterior building surfaces.
 - c.** Repair/replacement of entrances, doors, display windows, or windows.
 - d.** Roofing repair and replacement.

- e. General weatherproofing of the property.
 - f. Any other activities or improvements approved by the CDA.
- 4. Non-eligible Activities/Improvements:**
- a. Interior improvements.
 - b. Purchase of property.
 - c. Construction of a new building.
 - d. Fixtures and equipment.
 - e. Removal without replacement of architecturally significant features and design elements.
 - f. Any activity that is not consistent with the Downtown Business Design Standards or goals of the CDA.
 - g. Sidewalk repairs.
 - h. Correction of code violations, unless approved by the CDA.
- 5. Specific Requirements:**
- The applicant must review the City of Hillsboro Building Code and Zoning Code prior to submitting a project plan for the program. All proposed improvements must adhere to the rules and regulations set forth in the Code of Ordinances. The applicant must also review the City of Hillsboro Downtown Business Design Standards prior to submitting a project plan for the program. All proposed improvements must conform to the specific standards detailed in the Downtown Business Design Standards Plan. No applications will be accepted without conforming to these specific requirements.
- 6. General Requirements:**
- a. The applicant must submit a project plan detailing the improvements to the building, which shall include:
 - i. General business information, including ownership, years in business, years at location and any other related information.
 - ii. Identification of building and proposed changes and projected start date.
 - iii. Detailed drawings and specifications of the proposed building improvements.
 - iv. List of materials, services and equipment necessary to complete project.
 - v. Estimated cost of entire project. Attach cost proposal / estimate. The applicant shall provide at least three (3) estimates for the proposed work.
 - vi. Explanation of how the improvement project protects the integrity and historical significance of the building.
 - vii. The City of Hillsboro may require the building to be inspected by the Building Inspector or other party prior to award to determine the general condition of the building and need for the project.
 - viii. The CDA may require architectural drawings and other documentation detailing the specifics of the project.
 - b. The applicant must:
 - i. Apply for the appropriate building permit(s).
 - ii. Await approval from City Plan Commission, City Council, Zoning Administrator and Building Inspector when required.

Review Process:

Approval of an incentive is not guaranteed if all requirements are met by the applicant.

1. The City Administrator will act as the primary contact for businesses interested in applying for the program. Applicants must present all completed materials, in

- accordance with the Building Code, Zoning Code and the Downtown Business Design Standards, to the City Administrator for preliminary review.
2. The CDA shall review the applicant's submitted materials and make a decision regarding the project request, including requests for more information and award approvals. The CDA requires that the applicant be present at the meeting the project request is being reviewed.
 3. Upon approval of the project, the approved amount will be released to the applicant upon projected start date of the project, unless otherwise provided.

Award Details:

The following details the loan that will be awarded to the applicant upon CDA approval:

1. **Grant:** The applicant requests and the CDA agree to provide up to a \$15,000.00 grant to assist in the payment of building improvement expenses for the building owner. Eligible activities and improvement expenses are detailed above. In the event of any dispute between the parties as to whether an expense qualifies as a building improvement expense to be paid or reimbursed, the determination of the CDA shall control.
2. **Required Match:** The applicant must provide a financial match of 25% for the proposed building improvement activities to be eligible for a grant. The grant funds will only cover 50% of eligible project costs. For example, the maximum award of \$15,000 is awarded to a \$30,000 project.
3. **Minimum Project Amount:** The minimum project amount that the CDA will consider is a \$15,000 project.
4. **Disbursement:** The grant funds shall be disbursed either to pay an invoice for the building improvement expenses or to reimburse the business owner for paid expenses upon furnishing of a receipt. The grant recipient shall deliver all related invoices and receipts for the expenses to the CDA Treasurer, and a corresponding portion of the grant funds shall be disbursed either to the creditor issuing the invoice or the business owner if a paid receipt is provided. Payment will be made within five (5) business days.

Transferability:

If the business owner sells, transfers, leases, etc. the business with which this program has provided an incentive loan, the business owner shall not be permitted to assign the rights under the agreement without prior request and written consent and approval of the CDA.

PLEASE CONTACT THE CITY ADMINISTRATOR FOR A PROGRAM APPLICATION.