



City of Hillsboro and Community Development Authority Façade Improvement Program

Purpose Statement:

The purpose of the Façade Improvement 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 facades, signs and architectural features of existing commercial buildings. The improvements may focus on the front, side or rear of the building, but must be sufficient in scope to produce visible and improved changes to the building facades. 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identified its current building as in need of repair, dilapidated, non-conforming to design standards in the district, outdated, blighted or any other satisfactory justification for need of the award.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 businesses must work with the building owner to receive an award.
- 3. Eligible Activities/Improvements:**
 - a.** Repair/replacement of the original building's materials and decorative details.
 - b.** Cleaning of exterior building surfaces.
 - c.** Tuck pointing and masonry repair.
 - d.** Painting of exterior building surfaces.
 - e.** Repair/replacement or addition of entrances, doors, display windows, transoms or windows.
 - f.** Removal, repair or replacement of existing signs and awnings.

- g. New signage and awnings.
 - h. Landscaping improvements.
 - i. Permanent exterior lighting.
 - j. Qualified professional design services (not including sign design services).
 - k. 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.
- 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 façade 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 façade 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.
 - vi. Explanation of how the façade improvement project adds to the current and future business environment in the district.
 - vii. 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 and sign 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 even 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. **Loan:** The applicant requests and the CDA agrees to provide up to a \$15,000.00 loan to assist in the payment of façade 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 façade 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 façade improvement activities to be eligible for a loan. Financial match can be waved based upon CDA review.
3. **Terms of Loan:** The business owner agrees to repay the loan in accordance with the following terms:
 - a. The interest rate for the loan awarded under this program shall be set by the CDA Board.
 - b. The term of the loan shall be determined by the CDA, but shall not exceed a period of five (5) years.
 - c. If the applicant successfully pays off the loan in the agreed upon term, the CDA shall forgo the last ten percent (10%) of the loan payments by the applicant. If the applicant fails to pay the loan in the agreed upon term the applicant shall not receive the ten percent (10%) payback grant and shall be responsible to pay any required interest for breaking the terms of the loan agreement.
 - d. If the applicant shall fail to make any monthly payment within thirty (30) days of its due date, the entire loan balance shall immediately begin to accrue interest at a rate of twelve percent (12%) per annum and shall continue to accrue interest at that rate until paid in full.
 - e. The applicant shall grant a security interest to the CDA via a selective business security agreement and if the applicant is not an individual, the loan shall be personally guaranteed by the principals of the business.
 - f. Further terms and conditions of the loan shall be detailed in a formal Agreement and ancillary documents signed by both the CDA and business owner.
4. **Disbursement:** The loan funds shall be disbursed either to pay an invoice for the façade improvement expenses or to reimburse the business owner for paid expenses upon furnishing of a receipt. The loan recipient shall deliver all related invoices and receipts for the expenses to the CDA Treasurer, and a corresponding portion of the loan 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:

In the event that 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 or obligations under the agreement without prior request and written consent and approval of the CDA.