

Commercial Façade Improvement Loan Program

The City of Dallas offers a low-interest loan program specifically designed to improve the appearance of commercial buildings. Applicants are eligible for up to \$20,000 at a rate of 4% interest. Eligible projects include exterior rehabilitation and restoration, as well as painting, awnings, lighting, and signage. All applications will be subject to approval of City Manager upon the recommendation of the Community Development Director.

Eligibility Criteria and Terms:

- Eligible applicants must be the owner(s) of the building or have the owner(s) written approval.
- The building must be located in a Commercial zoning district.
- Loans shall only be used for façade improvements as defined herein.
- The interest rate will be 4%, amortized over the life of the loan.
- Loans need approval of the City Manager after review and recommendation by the Community Development staff.
- The improvements need to be consistent with the architectural theme of the area.
- Property taxes must be current before a loan can be made.
- A 2% loan fee, closing costs and title insurance shall be paid by the Applicant.
- Details of the proposed project, including specifications of material type and contractor's bid, must be enclosed with the application.
- Repayment of the loan shall begin three months after the date of initial loan disbursement and shall be completed within ten years of initial disbursement. No deferment of loan payments is permitted unless specifically authorized by the City Manager due to unusual or extenuating circumstances.
- Loan funds shall not be disbursed if the improvements do not comply with the façade improvements approved by the City.

Loan Guidelines:

Who is eligible?

Those businesses located within any Commercial zoning district. Eligible projects include exterior rehabilitation and restoration, as well as painting, awnings and signage. Interior rehabilitation, purchase of inventory, promotions or business venture expansions do not qualify.

- **Awnings**

Fixed aluminum and awnings simulating mansard roofs and umbrellas are generally inappropriate for traditional downtown commercial buildings. If awnings are added, choose those that are made from soft canvas or vinyl materials rather than wood or metal. Metal awnings, barrel or square extension awnings, and internally illuminated “vinyl” awnings are discouraged, but may be approved if they are determined to be compatible with the building design.

- **Signs**

Signs should be of a size, placement, design, materials and style compatible with the building as well as other buildings on the block and should not cover or obscure significant architectural detailing or features. Hanging signs may be appropriate if they are of a scale and design compatible with the building and other buildings on the block. No plastic, neon, internally illuminated, vinyl or other incompatible signage will be eligible under the terms of the loan. Fluorescent “day glow” sign colors are not permitted,

- **Paint Color**

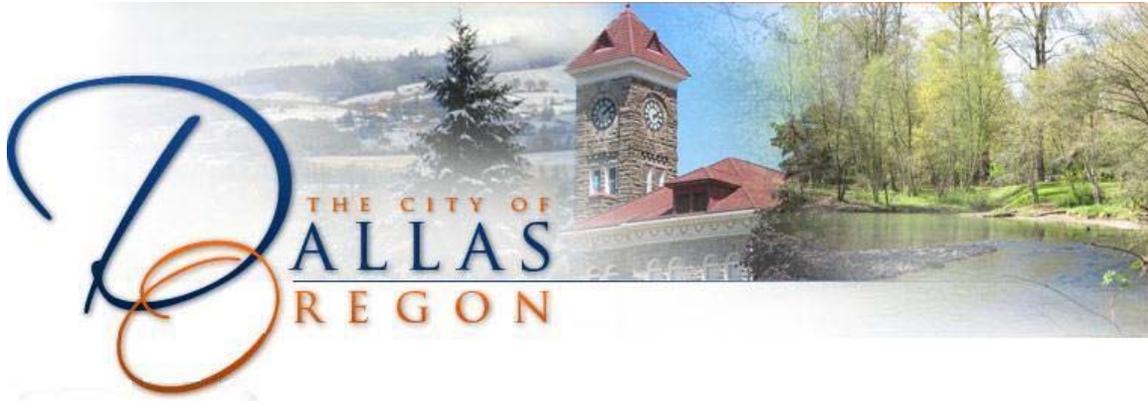
Paint Color should be, at a minimum, appropriate to the style and setting of the building. Color selection should complement the building in question as well as other buildings in the block. In general, color schemes for wall and major decorative trim or details should be kept simple; in most cases, the color or colors chosen for a storefront should be used on other painted exterior detailing (windows, shutter, cornice, etc.) to unify upper and lower portions of the façade. The City has a color palette available for color selection.

- **Design approval procedure**

Submit your design plan to the Director of Community Development, who will review it with city staff. The Director will assist you with meeting the design guidelines established by the City Council and Livable Oregon Downtown Development Association.

- **Application procedure**

Pick up a copy of the Façade Improvement Loan Program application at the City Hall, Community Development Department, 187 SE Court Street, Dallas, Oregon 97338. Submit a completed application, project drawings, project budget and project bids to the Director of Community Development, attention Suzanne Dufner.



City of Dallas Façade Improvement Loan Program
Application

Date Application Submitted _____

Applicant Information:

Company _____

Address _____

Address of Subject Property _____

Assessor Tax Lot Number _____

Contact Person _____ Email Address _____

Phone Number _____ Fax Number _____

Building Owner

Tenant

Building Owner Information (if different from applicant):

Contact Person _____

Contact Address _____

Email Address _____ Phone Number _____

Fax Number _____

Owner is aware of the application

Owner has endorsed the application

I have reviewed the following document(s), as it pertains to my application:

- City of Dallas Sign Code
- City of Dallas Development Code

Please submit the following information with your application:

- Photographs clearly showing existing conditions of the building to be improved;
- A written description of the proposed work;
- Drawings or sketches showing the proposed improvements on the building and placement of other features around the building, if applicable; Exact samples of paint, colors and materials (please attach);
- A cost estimate from a contractor (if used), including contact information for the contractor (please attach);
- Written consent from the property owner, if owner is different from applicant.

Project Start Date _____

Expected Completion Date _____

Total Estimated Cost of Project _____

Grant Amount Requested _____

I agree that the information provided above and within is accurate and correct to the best of my knowledge. I also assure that my person and business are in compliance with all laws, ordinances, rules and regulations of the State of Oregon and the City of Dallas.

Signature of Applicant _____

Property Owner Consent Form:

I, _____ (“Property Owner”), certify that I own the property located at _____ (“Address”) in Dallas, Oregon and that I have reviewed the application by _____ (“Applicant”) for participation in the City of Dallas Façade Improvement Grant Program. I understand that the proposal includes the following changes and/or enhancements to my building:

I fully support this application and further certify that the Applicant holds a valid lease for _____ months, expiring on _____.

Date Signature of Property Owner

Printed Name of Property Owner

Mailing Address of Property Owner

Telephone Number of Property Owner

Return to:

City of Dallas
Community Development Department
187 SE Court Street
Dallas, OR 97338
503-831-3571