



# **Business Façade Improvement Program**

## **2022 Guidelines**

## **Program Purpose and Goals**

The Village of Clinton wishes to provide financial support to business for improvements to façades on existing commercial buildings.

Façade enhancements of existing commercial buildings is intended to promote economic growth and investment while upgrading main street desirability and long-term viability. The established Western Heritage Theme Guidelines identified in Section 8.4 (pages 52-54) of the Official Community Plan will be used as a façade guide.

The benefits are not only for business property owners, but also to the visitors, tenants, residents, and community as a whole. The improved attractiveness will encourage community pride and assist in attracting new investment, tourism, and business to the Village.

Northern Development Initiative Trust has developed the Business Façade Improvement Funding Program which provides funding for municipalities and regional districts located within their catchment area. Annual funding of up to \$20,000 is available to each municipality to enhance economic development by encouraging private sector investment into business façade improvements.

## **The Program**

These program guidelines are intended to maximize the program benefit for improving aesthetics of commercial areas.

The Village of Clinton will provide a maximum of 50% reimbursement grant up to \$5,000 per building/project to improve the facades of commercial buildings.

Each building is eligible for a one time grant only.

Projects must have a minimum total cost of \$1000 and the application deadline is March 30, 2022.

Projects for wayfinding signage only must have a minimum total cost of \$250 and application deadline is March 30, 2022.

## **Eligible Properties**

Only properties located in the Village of Clinton are eligible to apply for funding.

## **Eligible Applicants**

- You must be either the property owner or business owner (if the applicant is the business owner, the property owner must approve the application in writing and confirm that all improvements are to be paid for by the applicant)
- Non-profit and enterprising non-profit organizations (tenants)
- Home based businesses which are zoned commercial, have a storefront and are within the specified area
- Home based businesses without a commercial storefront (eligible for wayfinding signage only)

- Property taxes pertaining to the property are fully paid and current
- Current, valid business licenses for the property (unless otherwise exempt)
- No outstanding building permits, stop work orders, or development permit condition requirements outstanding
- The subject property has not received a previous grant under this program

### Ineligible Applicants

- Residential homes located in the commercial area
- Apartment buildings
- Government owned buildings (municipal, provincial or federal; even if they have business tenants)
- Properties outside the specified area (as defined in Eligible Properties)
- Empty buildings or businesses that are not operating (exception if the business is renovating or doing improvements to the building in anticipation of re-opening)

### Eligible Façade Improvements

Eligible improvements may consist of but are not limited to:

- Exterior lighting (new but not replacement)
- Exterior architectural features
- Exterior surfaces and details (decorative details, moldings, trims etc.)
- Windows (only if part of larger enhancements, no stand-alone window replacement)
- New siding
- Façade painting
- Entrances and doorways (only if part of larger enhancements, no stand-alone entrance/doorway replacement)
- Awnings
- Signage (affixed to the building)
- Wayfinding signage (*sign located on the business property i.e. at the bottom of a driveway*).
  - Signs are eligible for 50% to a maximum of \$500 and must adhere to any signage bylaws and regulations
- Accessibility improvements (ramps, wider doors etc.) to the outside of the building only AND are part of a larger façade improvement project

### Ineligible Façade Improvements

The following improvements are ineligible:

- Routine maintenance
- Structural repairs
- Roofs
- Non-permanent fixtures (benches, planters, patios, patio heaters etc.)
- Landscaping

- Paving
- Fencing
- Interior/internal improvements
- Any improvements not visible from the public right of way
- Construction of additions, accessory buildings or new buildings
- Any improvements that have been started prior to application approval
- Any improvements deemed inconsistent with redevelopment purposes and design guidelines

### **Eligible Costs/Expenses**

- Direct project labour costs
- Design, architectural or engineering fees (related to facade only)
- Contractor fees
- Rental of tools and equipment
- Project related materials and supplies
- Shipping and/or freight
- PST

### **Ineligible Costs/Expenses**

- Staff wages and/or benefits
- Purchase of construction tools or equipment
- Operational costs including utilities (hydro, gas etc.)
- Duties
- Permit fees
- Expenses related to improvement to the building façade not visible from the public right of way
- Façade improvement expenses started prior to application approval
- GST

### **Design Guidelines**

In order to be eligible for this grant, the applicant must submit designs and costing for the project.

Grants will be awarded by merit of the proposal and impact on the improvement of the commercial community.

Designs should clearly outline the proposed improvements to allow the review committee to accurately evaluate the project, and clearly see that the finished product looks like what was intended during the application process.

As much as possible, projects must be consistent with the general form and character of the design guidelines set out for the area in the Village's Official Community Plan and must comply with Village bylaws and policies. These policies, which are listed below, can be found on the Village Website and at the Village Office:

- Village of Clinton Official Community Plan Bylaw No. 532
- Village of Clinton Zoning Bylaw No. 439 (including any amendments)
- Village of Clinton Sign Bylaw No. 477
- Village of Clinton Business Bylaw No. 551

Building, sign and/or other permits may be required based on the extent of the improvements to be completed. These requirements are not waived by approval for the Business Façade Improvement Program and should be applied for prior to or concurrently with application for this program.

### Business Application Process

Applications are accepted via:

- **Email:** [cdc@village.clinton.bc.ca](mailto:cdc@village.clinton.bc.ca)
- **Mail:** PO Box 309, Clinton, BC, V0K 1K0
- **In Person:** Drop off at the Village Office located at 1423 Cariboo Highway, Clinton, BC

Submitting an application does not necessarily mean your project or a specific grant amount will be approved. All project proposals are subject to a comprehensive review, must meet high quality standards, and must reflect the spirit and intent of the Business Façade Improvement Program Guidelines.

Generally the application, approval, and reimbursement process is as follows:

1. Owner/Tenant contacts the Municipality to determine if the building qualifies for the Façade Improvement Program, discuss your project, and obtain the Program Guide and Application.
2. Owner/Tenant submit a complete application with designs. All required supporting materials and documents (including owner authorization) must be received prior to be considered complete.
3. Staff reviews the application and proposed façade improvements to ensure that improvements meet the applicable Design Guidelines and Business Façade Improvement Program Guidelines.
4. Applications are reviewed and a decision to accept or reject the application is made.
5. Applicant is advised of the decision by email and mailed letter.
6. For successful applications, a Letter of Understanding is sent to the applicant which must be signed by the owner/tenant and a representative of the Municipality.
7. Owner/Tenant acquires any required permits and completes the renovations.
8. Owner/Tenant provides verification of expenses (including invoices or other conformations of payment) and submits their totals on the provided expense tracking sheet.
9. Owner/Tenant provides a Certification of Completion signed by the applicant or contractor, indicating that all work described in the application/approval and has been paid in full, as well as before and after photos, a business testimonial, and any other supporting documentation.
10. Owner/Tenant provides proof that the improvements have passes final inspection for municipal permits (where required) and meet all building standards and codes (where required).
11. Staff verifies that the renovations meet the Letter of Understanding requirements and approves reimbursement.

12. Applicant is issued a cheque.

**Please note:**

Approved projects must be completed by November 30<sup>th</sup> each year.

**Evaluation/Selection Process**

The project will be evaluated based on the following criteria:

- Does the project meet the applicable Design Guidelines?
- Will the project or renovation have a noticeable impact on the streetscape?

Applications will be evaluated by the Community Development Coordinator using the following criteria:

- Does the project satisfy all eligibility qualifications?
- Does the project meet the applicable Design Guidelines?
- Will the renovation offer a noticeable improvement on the streetscape?
- Will the completed project have a noticeable improvement to the Village of Clinton?