



# **2025 Business Façade Improvement Program**

## Program Purpose and Goals

The Village of Clinton wishes to provide financial support to businesses for improvements to façades on existing commercial/business 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. 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 in 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 a maximum of *up to \$5,000* per building/ project to improve the facades of commercial buildings.

Each building is eligible for one grant per year, for elements of the façade which have not already received a grant.

Projects must have a minimum total cost of **\$1,000**. Applications will be accepted throughout the year, however, the application may not be approved if the project cannot reasonably be completed before November 30, 2025.

The Business Façade Improvement Program is offered by the Village of Clinton with funding provided by Northern Development Initiative Trust.

## Eligible Properties

*Only properties located on the Highway 97 Commercial Corridor in the Village of Clinton are eligible to apply for funding.*

**PLEASE NOTE – Development Permit and/or Sign Permit may be required before grant is approved.**

## Eligible Applicants

- Owners of commercial properties;
- Business owners. If the applicant does not own the property, the property owner must provide a letter of approval to accompany the application;
- Non-profit and enterprising non-profit organizations;
- Home-based businesses for commercial portion of the façade.

## Ineligible Applicants

- Residential properties;
- Apartment buildings;
- Municipal, provincial, or federal Government-owned buildings or tenants therein;
- Properties outside the *Highway 97 Commercial Corridor*;
- 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)

## Prerequisites

In order to be eligible for a Business Façade Improvement Grant:

- all property taxes pertaining to the property must be fully paid and current;
- There must be a current, valid business licenses for the property (unless applicant is not-for-profit);
- There must be no outstanding building permits, stop work orders, or development permit condition requirements outstanding;
- The applicant must not have received a previous grant under this program for the part of the façade to be improved;
- Home based businesses which are zoned commercial, have a storefront and are within the specified area.

## Eligible Façade Improvements

Eligible improvements may consist of but are not limited to:

- Exterior lighting;
- Exterior architectural features;

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- Exterior surfaces and details;
- Windows (only if part of larger enhancements, no stand-alone window replacement);
- New siding;
- Façade Painting, murals;
- Entrances and doorways (only if part of larger enhancements, no stand-alone entrance/doorway replacement); and
- Awnings.
- Signage (affixed to the building);
- Accessibility improvements (ramps, wider doors etc.) to the outside of the building only AND are part of a larger facade improvement project.

### **Ineligible Façade Improvements**

The following improvements are ineligible:

- Routine maintenance;
- Structural repairs;
- Purchases of construction equipment or tools
- 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 third-party project labour costs;
- Contractor fees;
- Rental of tools and equipment for construction work;
- Project related materials and supplies;
- Design, architectural or engineering fees (related to facade only);

### **Ineligible Costs/ Expenses**

- Staff wages and/or benefits;
- Operational costs;
- Purchase of construction tools or equipment;
- Utilities (hydro, gas etc.);
- Shipping costs;
- GST/PST;
- Duties;
- Permit fees;

## Design Guidelines

To be eligible for this grant, the applicant must submit designs and costing for the project. Only permanent façade improvements will be funded.

Grants will be awarded by merit of the proposal and degree of impact to the highway corridor.

Designs should clearly outline the proposed improvements and a finished look, to allow appropriate evaluation of the project.

As much as possible, projects should be consistent with the general form and character of the design guidelines set out for the area and must comply with Village policies and bylaws.

Policies and Bylaws that may affect the outcome of the project, are available on the Village website and at the Village office, including;

- 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 License 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 Façade Improvement Program and should be applied for prior to, or concurrently, with the application for this program.

## Business Application Process

Applications are accepted via:

Email: [cao@village.clinton.bc.ca](mailto:cao@village.clinton.bc.ca)

Mail: PO Box 309 Clinton, BC, V0K 1K0

In person at the Village office located at 1423 Cariboo Hwy. Clinton, BC

The submission of an application does not necessarily mean your project proposal, 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 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.

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2. Owner/ Tenant submits 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 Façade Improvement 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. Owner/Tenant obtains necessary permits from the municipality (sign permit, building permit, development permit, etc.)
7. Owner/Tenant completes the renovations.
8. Owner/Tenant provides verification of expenses (including invoices or other confirmations of payment) and submits their totals on the provided expense tracking sheet.
9. Owner/Tenant will provide 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 document completion and approves reimbursement.
12. Applicant is issued a cheque.

### **Please note:**

Approved Projects must be completed not later than 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?

While applications will be reviewed on a first-come first-served basis, this does not guarantee approval for early applications.

### **Program Marketing Plan**

The Business Façade Improvement Program will be advertised on the Village website, and as follows:

- Attach a program brochure to Business License Renewals and Applications (in development);
- Posted on the Village website and Social Media Channels;
- Send out News Release to the Clinton Lariat a minimum of 2 issues per year.