



# **Business Façade Improvement & COVID Retrofit Program**

## **2020 Guidelines**

## Program Purpose and Goals

Telkwa's Façade Improvement Program aims to create a more vibrant downtown by assisting local businesses visually improve their exterior façade. This program will enhance economic development by encouraging private sector investment on improvements to their businesses such as façades, signage, murals, architectural features, siding, lighting, permanent planters and awnings.

To support businesses with the impact of COVID-19, the program will be expanded for 2020 only\* to allow the construction of extended patios/decks for the purpose of "spill-out" areas to meet social distancing guidelines for COVID-19 (under the same funding terms of the Business Façade Improvement Program – 100% funding up to a maximum of \$5,000\*).

The Village of Telkwa is pleased to provide this program which offers monetary assistance as an incentive to building/business owners, to improve the character and physical appearance of their buildings, while allowing them to assert their identity and bolstering the image of our community. Telkwa realizes that attractiveness of our community will enhance community pride, improve a tourist's experience and support recruitment of new businesses and/or residents.

The program guidelines are intended to set the eligibility and quality standard for the types of improvements that will be reviewed and approved by Village of Telkwa staff and Northern Development Initiative Trust.

In addition, there will be a funding stream to support COVID-19 retrofits to align with return to work safety and social distancing requirements (i.e. to offset costs of plexiglass, barriers, dividers, signage, and hand-washing stations). Funding for eligible projects in this funding stream will be offered at 100% funding on COVID-19 retrofit projects up to \$1,000\*.

Funding for the Telkwa Business Façade Improvement Program and the COVID Retrofit Program is provided by Northern Development Initiative Trust.

## The Program (Façade Improvement)

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

The Village of Telkwa will provide up to 100% reimbursement grant up to a maximum of up to \$5,000 per building/project to improve the façades of commercial buildings\*.

Each building is eligible for a one time grant only to a maximum of \$5,000 (those applicants who have participated in previous years will be considered on a case-by-case basis\*).

Projects must have a minimum total cost of \$1,000.

Application deadline is July 30, 2020

## Eligible Properties

The Façade Improvement Program is primarily focused on the physical appearance of the buildings within Telkwa's two downtown areas (the downtown commercial and service commercial zones) and their relationship to Highway 16.

Applicants are also encouraged to align with the *Smart Growth on the Ground* principals found at [www.smartgrowth.bc.ca](http://www.smartgrowth.bc.ca)

Only retail and commercial buildings that possess a current valid business licence with the municipality will be eligible for the program. Those businesses with taxes in arrears are ineligible for this program. Non-profit and enterprising-non-profit organizations are also eligible to apply to the program.

## 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 that 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 licences for the property (unless otherwise exempt)
- No outstanding building permits, stop work orders, or development permit condition requirements outstanding

## 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*).
- 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.

Designs need not be done by a professional architect or designer but it is recommended that the tenant/property owner seek professional help, keeping in mind that grants will be awarded based on merit of design and visual impact to the streetscape, and on a first-come first-serve basis.

Written approval of the project/initiative must be received from the Village of Telkwa PRIOR to the onset of the façade improvement project in order to be eligible to receive funding.

Designs need to 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. Drawings should clearly show what the finished project would look like.

The objective of this program is to make significant improvements to the appearance of our downtown streetscape, even if it is just one building at a time. Should the Review Committee deem that the proposed project does not have a positive impact to the streetscape, the application may be denied.

**Note: Tenants must receive written approval from Owners prior to moving forward with the façade improvements. A letter from the owner must accompany the application.**

As far as possible, projects must be consistent with the general form and character of the design guidelines set out for the area.

Proponents are highly encouraged to align their developments with the Village of Telkwa's existing planning. Applicants are encouraged to review the 2011 Official Community Plan (OCP) Bylaw #613. The OCP excerpts that apply to this Façade Improvement Program are attached as "*Downtown Design Guidelines - Best Practices Guide*".

Applicants are also encouraged to align with the *Smart Growth on the Ground* principals found at [www.smartgrowth.bc.ca](http://www.smartgrowth.bc.ca)

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.

### **Eligible COVID Retrofits\***

Eligible COVID retrofits may consist of but are not limited to:

- Plexiglass
- Barriers
- Dividers
- Signage
- Hand-washing stations

### **Ineligible COVID Retrofits\***

- Projects that undertake exterior improvements for beautification purposes
- Not in response to Provincial return-to-work changes or requirements of businesses to open, restart or reopen businesses to the public

### **Ineligible Costs/Expenses\***

- Cannot offset operations costs
- Wages and/or benefits
- Purchase of tools or equipment for construction
- Duties
- Permit fees
- GST

### **Business Application Process**

Applications must be submitted to the Village of Telkwa, 1415 Hankin Avenue, Telkwa, BC V0J 2X0 or emailed to [info@telkwa.ca](mailto:info@telkwa.ca).

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 and/or COVID Retrofit Program Guidelines.

1. Owner/Tenant submits application with designs (and approval letter from owner if applicable) complete with high-resolution “before” pictures of the façade to be improved.
2. NDIT will review all applications and proposed façade improvements for eligibility.

3. The Review Committee will review applications and proposed façade improvements for eligibility and to ensure that improvements meet the Village of Telkwa's 2011 OCP guidelines and the Façade Improvement Program Guidelines.
4. Committee accepts or rejects the application.
5. Approval or rejection of application is communicated to applicant by email and mailed letter.
6. For successful applications, a letter of understanding is sent to the applicant, which must be signed by the Tenant/Owner and a member of Village staff.
7. Tenant/Owner completes renovations/retrofits.
8. Tenant/Owner provides verification of expenditures by providing:
  - All copies of invoices or receipts;
  - Copies of cleared cheque/bank statement confirming payment;
  - High-resolution "before" and "after" photographs of the improvements.
9. Village staff verify that the façade improvements meet the terms as stated in the Letter of Understanding and provide confirmation to the Chief Administrative Officer (CAO).
10. CAO approves reimbursement and cheque is issued to the project proponent.

**Please note:**

- Submitting an application does not guarantee eligibility.
- Approved projects must be completed by December 31, 2020\*.

**Evaluation/Selection Process**

The Review Committee will review all applications, determine eligibility of projects and make recommendations to the Chief Administrative Officer about which projects should be funded.

The Review Committee (made up of a representative of Village of Telkwa staff, a Councillor and a member of the public) will consider the merits of the design and the impact on the streetscape and Highway 16 corridor.

Façade Improvement Projects will be ranked on the following criteria:

1. Aligned with Telkwa's 2011 OCP overall design guidelines;
2. Age and condition of building i.e. buildings in poor condition have greater likelihood of project approval;
3. Positive impact on streetscape;
4. Use of a designer/architect.

COVID Retrofit Projects will be ranked on the following criteria:

1. Does the project align with the Provincial return-to-work changes or requirements of businesses to open, restart or reopen to the public\*

## Appeal Process

In the event that an application is declined, the proponent may request a meeting to discuss the application with the purpose of:

- a) Seeking input on the proposal in order to modify the application and meet the program guidelines;
- b) Provide additional information to the Village of Telkwa in order to seek reversal of the decision to decline the application

The Review Committee may choose to refer the appeal to NDIT.

## Additional information

The Village of Telkwa may require development, building and or sign permits based on the extent of the improvements to be completed.

Development Permits are required for projects costing in excess of \$5,000 in the downtown commercial zone.

Building Permits are required for renovations bigger than 10 square metres in size.

Sign permits may be required.

For additional information regarding building permits, please contact the Village of Telkwa.