

DISTRICT OF LILLOOET



# **Business Façade Improvement Program – 2018**

## Program Purpose and Goals

The long term goal of this funding program is a diversified, resilient and sustainable economy in the District of Lillooet (DOL) and stronger working relationships with all DOL businesses. It also demonstrates that tangible actions are being taken to strengthen economic development capacity and the beautification of the Community.

This program is meant to:

1. Enhance the economic viability and vibrancy of the District of Lillooet by supporting visual improvements such as facades, signage, murals, architectural features, siding, lighting and awnings;
2. Stimulate private sector investment in local business improvement;
3. Increase assessed values and tax base as a result of improved properties;
4. Increase the attractiveness of the community to enhance community pride as well as tourism experience; and
5. Improve community appearance to support recruitment of new businesses and/or residents.

In addition, regional community economic development and enhanced communication with DOL regional stakeholders has been identified by the District of Lillooet Mayor and Council as a Strategic Priority. As well, a five year plan for a beautification program for the whole of Lillooet with a goal to involve citizen groups, service groups and interested individuals has been identified by the District of Lillooet Mayor and Council as a Strategic Priority.



The Business Façade Improvement Program also fits within the Official Community Plan through the following established goals:

1. To encourage the protection and preservation of the historical character of the community.
2. To manage and develop community services and facilities that enhance community atmosphere, and broaden and strengthen the social, cultural, and economic bases of the community.
3. To develop a sustainable economy that promotes best management practices for the resource, tourism, and recreation sectors.
4. To engage in planning processes that are consultative and participatory, and that articulate a community vision while working towards the realization of that vision.
5. To create a community that provides for the physical, social, economic, environmental, cultural, psychological and spiritual assets that promote health, well being and the capacity to develop to our full potential.

And In particular OCP sub-sections 7.2, 7.3 and 7.4:

7.2.3

To develop and enhance the Main Street environment as an attractive place to work, shop, visit and play.

7.3.8

The District will continue to support and encourage the business community's revitalization of the downtown commercial area.

7.3.10

The District supports preparation of a revitalization program by-law that will identify conditions for tax exemptions associated with increases in assessment arising from building upgrades or renovations on lands designated for commercial use.

7.3.12

The District will encourage and support the efforts of mall merchants and business owners to improve the attractiveness of the mall environment.

7.4.4

New and renovated building façade design must present quality architectural design that successfully blends traditional and modern character elements. Historical elements can be drawn from the following themes:

“authentic renovation or restoration of original design themes  
including: Traditional or modern pre-1910 design themes  
including Old Gold Rush, St'at'imc culture, “Turn of the  
Century” Victorian, or Western.”

## The Program

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

The *DISTRICT OF LILLOOET* 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/business is eligible for a one time grant only.

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

## Eligible Properties

***All Main Street Commercial properties starting at the 100 block and including Community Gateway properties (as described in the OCP Map page 112), ) and side street streets off Main street in the business core are eligible.***

## 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);
- **All property taxes pertaining to the property are fully paid and current;**
- **There must be a current, valid business licenses for the property (unless currently vacant or otherwise exempt);**
- There must be no outstanding building permits, stop work orders, or development permit condition requirements outstanding; and
- You have not received a previous grant under this program for the subject property.
- **Non-profit societies occupying commercial storefronts; and**
- **Home-based businesses (*eligible for wayfinding signage only*).**

## Ineligible Applicants

- Residential homes located in the commercial area are not eligible. Exception if the home is commercially zoned and has a storefront.
- Municipally owned buildings (may request an exemption);
- Properties outside the specified area (as defined in the community's program guidelines);
- Start-up businesses (the business must already be in operation).

## 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 improvements, no stand-alone window replacement);
- New siding;
- Façade Painting;
- Entrances and doorways (only if part of larger improvements, no stand-alone entrance/doorway replacement); and
- Awnings.
- Signage (affixed to the building);
- \*Way finding 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 facade improvement project.**

## Ineligible Façade Improvements

The following are improvements are ineligible:

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

### Ineligible Costs/ Expenses

- Staff wages and/or benefits
- Expenses related to improvement to the building façade not visible from the public right of way
- Utilities (hydro, gas etc.)
- Shipping cost
- Non-permanent fixtures (benches, planters, patios, patio heaters etc.)
- Landscaping
- Paving
- Fencing
- Wheelchair ramps
- GST/PST
- Duties
- Permit fees
- Equipment;

### Design Guidelines

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

*Grants will be awarded on a first come first serve basis.*

#### **New!**

- **Deadline for initial round applications: March 1. Applications will still be accepted after this date but there is no guarantee how much funding will still be available for distribution.**
- **Approved Projects must send in a progress report on or before June 1 and the project must be completed by September.**

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.

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

*Design guidelines should follow the recommendations outlined in the official community plan as much as possible. A Copy of the Official Community Plan (OCP) and Bylaw can be obtained from the District of Lillooet Website ([lillooetbc.ca](http://lillooetbc.ca)) by typing in the following search criteria: OCP Bylaw 320 Specific guidelines can be found in section 7 of the OCP.*

**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 application for this program.**

## Business Application Process

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 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 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- 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 confirmations of payment) and submits their totals on the provided expense tracking sheet.
- 9- Owner/Tenant provides an Expense report/ 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.

## Evaluation / Selection Process

*The Project Review Committee will consist of 3 members, including: one(1) Council Member, one(1) Staff Member and one(1) Chamber of Commerce Member. All Eligible Projects will be evaluated using the following ranked criteria:*

Evaluation or projects will be based on the following criteria:

- *Does the project for which the funds are being sought meet the applicable Design Guidelines?*
- *Will the project once complete have a noticeable impact on the streetscape?*
- *Will the renovation offer a noticeable improvement on the streetscape?*

## Program Marketing Plan

*The following Marketing Methods will be used to see the Business Façade Improvement Program succeed:*

- *Local Newspaper*
- *News Release*
- *Municipal Website*
- *Chamber of Commerce*
- *Word of Mouth*

## Business Façade Improvement Program

### Grant Application

#### DISTRICT OF LILLOOET

#### **Applicant Information**

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Building Address: \_\_\_\_\_

If you are applying as the tenant of a building, please provide the following information and attach a letter of consent from the owners stating that you are permitted to make these changes.

Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

#### **Project Description**

Describe the proposed project – Please attach any extra sheets, photos, designs, samples, etc. Describe the work to be done and materials to be used and note how this related to the Design Guidelines.

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Business Façade Improvement Guidelines

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Planned Start Date: \_\_\_\_\_

Planned Completion Date: \_\_\_\_\_

Total Project Cost  
(estimated): \_\_\_\_\_

Funding Amount Requested: \_\_\_\_\_

**Applicant Checklist**

**Attach to Application**

- \_\_\_\_\_ Property taxes paid
- \_\_\_\_\_ Utility account paid
- \_\_\_\_\_ License fees paid
- \_\_\_\_\_ Required permit applications complete
- \_\_\_\_\_ Building owner authorization

- \_\_\_\_\_ Photos of existing conditions (before)
- \_\_\_\_\_ Detailed specifications
- \_\_\_\_\_ Contractor's cost estimates
- \_\_\_\_\_ Drawings/designs
- \_\_\_\_\_ Material and colour samples
- \_\_\_\_\_ Signed Terms and Conditions

Business Façade Improvement Program

Application Terms and Conditions

I, \_\_\_\_\_ of \_\_\_\_\_ have  
(Applicant) (Business / Building)

Read the complete application and concur with and give my consent to the work proposed in the application.

I assume all responsibility for obtaining appropriate architectural drawings, building permits and inspections, and hiring of contractors as necessary.

I will allow the DISTRICT OF LILLOOET and NDI Trust to use before and after pictures of the project and testimonials for the purpose of promoting this program in the future.

I agree not to involve the DISTRICT OF LILLOOET, NDI Trust or the Façade Improvement Program in any legal action between myself and any contractors, estimators, employees, workers or agents arising from or out of the Façade Improvement Project.

I give my consent to the DISTRICT OF LILLOOET to make all inspections necessary to confirm that the approved plans are implemented in accordance with the expected standards

Payment of approved grants will be made upon the applicant providing the municipality proof of final completion of proposed improvements along with verification of expenditures and proof of final inspection (when required).

Signature \_\_\_\_\_ Date \_\_\_\_\_

Business Façade Improvement Program

OFFICE USE

Application  
Received by:

Date:



## Testimonial

I, \_\_\_\_\_ of \_\_\_\_\_ have  
(Applicant) (Business / Building)

been a recipient of the NDIT Business Façade Improvement program in Lillooet, BC.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Tips for writing a testimonial

1. Why did you choose to take advantage of this grant program?
2. How did this grant program solve your problem?
3. What did you particularly like about their approach or delivery?
4. How would you summarise the experience as a whole?
5. Would you recommend the grant program to others?