



**The District of Hudson's Hope**

# **Business Façade Improvement Program**

## **2024 Guidelines**

## **Program Purpose and Goals**

Funding for the District of Hudson's Hope Business Façade Improvement program is provided by Northern Development Initiative Trust.

## **The Program**

Working through the Hudson's Hope Business Association, the program guidelines are intended to maximize the program benefit for improving aesthetics of commercial areas.

The District of Hudson's Hope will provide a [percentage to a maximum of 50%] reimbursement grant up to a maximum of [up to \$5,000] per project to improve the facades of commercial buildings.

Each building is eligible for an annual grant to a maximum of \$5,000. Each year a building may access the Business Façade Improvement program for new/incremental façade improvements.

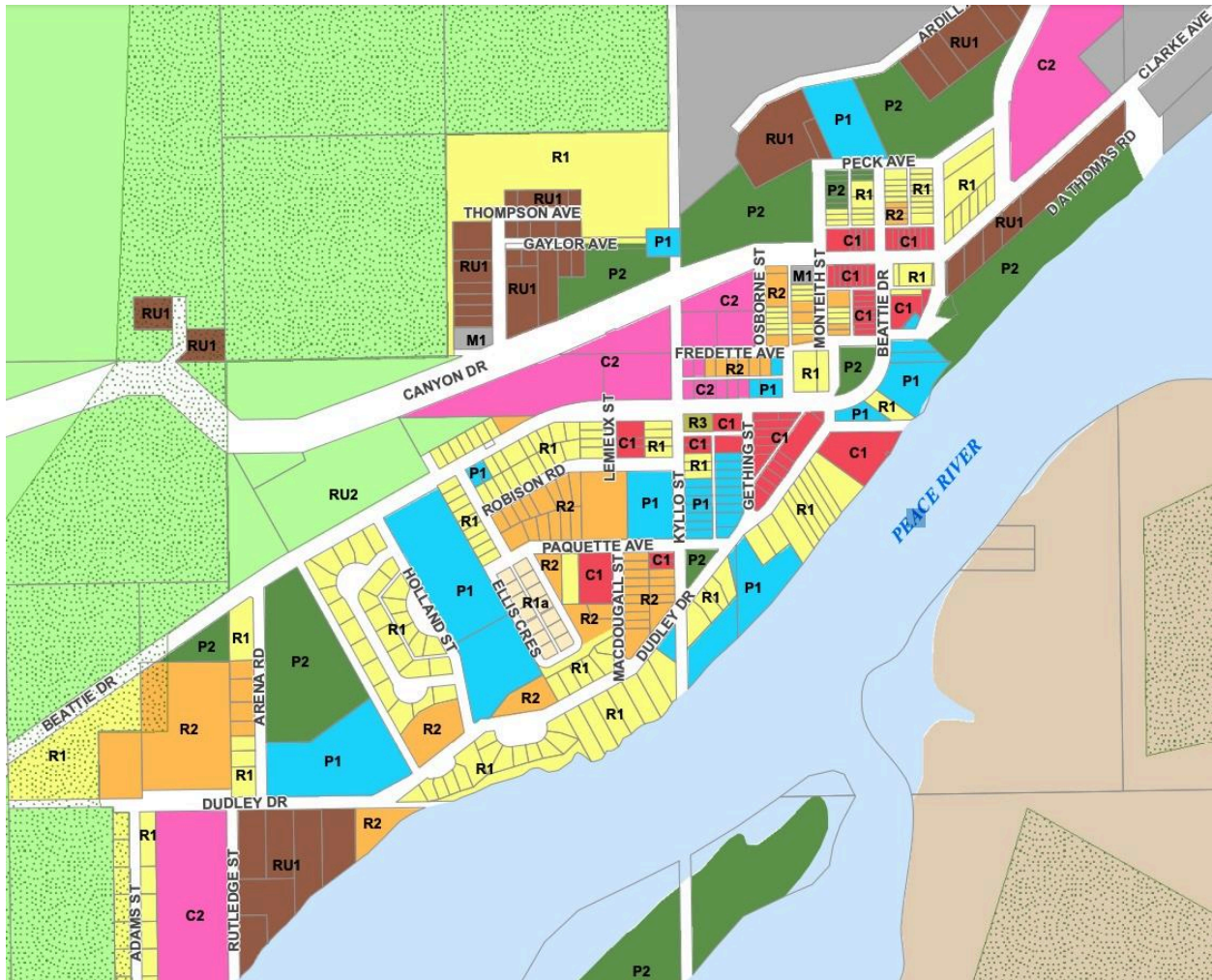
Projects must have a minimum total cost of \$1,000.

Application deadline is July 31, 2024.

The Business Façade Improvement program is offered by the District of Hudson's Hope with funding provided by Northern Development Initiative Trust.

## Eligible Areas

The eligible area that can participate in the business façade improvement program is shown on the attached map below. Priority will be given to C1 and then C2 areas.



## Eligible Applicants

- Applicant 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
- Subject building has not received a previous grant under this program for the proposed improvements

### **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 Areas)
- 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 (permanent on applicant property)
- 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

### **Ineligible Façade Improvements**

The following improvements are ineligible:

- Routine maintenance
- Structural repairs
- Roofs
- Non-permanent fixtures (benches, planters, patio heaters etc.)
- Landscaping
- Paving
- Fencing
- Interior/internal improvements
- Improvements not visible from the public right of way
- Construction of additions, accessory buildings or new buildings
- Improvements that have been started prior to application approval
- 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**

To be eligible for this grant, the applicant must submit designs and costing for the project.

Grants will be awarded based on a process managed by the Economic Development Officer (EDO). The priority will be businesses located along the main traffic corridor of Beattie Drive and then working outwards to businesses zoned C1 – Town Centre Commercial and then C2 – Service Commercial.

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.

Projects must be as consistent as possible with the general form and character of the design guidelines set out for the area. These guidelines are contained in the District's Zoning Bylaw 823, 2013, and can be found on the District's website at:

<https://hudsonshope.ca/wp-content/uploads/2013/07/Bylaw-823-CONSOLIDATED-Zoning-Bylaw-2013.pdf>

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 must be submitted electronically through the following link:

<https://form.jotform.com/241645239851057>

If online applications pose a barrier to participation, accessibility accommodations can be made by contacting the EDO. One way to request support is through the DOHH Economic Development page: [ingedevelopment.com/dohh#support](https://ingedevelopment.com/dohh#support)

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.

1. Owner/Tenant can contact the Municipality or EDO 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.

Applications are to be submitted electronically through the following link:

<https://form.jotform.com/241645239851057>

3. Staff review 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. Applicants are advised of the decision by email.
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. The Letter of Understanding (LOU) is a formal agreement that outlines the terms and conditions of the grant,

including the project scope, timeline, and the responsibilities of both the business owner and the District of Hudson's Hope.

7. Owner/Tenant acquires any required permits and completes the renovations.
8. Owner/Tenant completes the Hudson's Hope Business Façade Program Project Completion Report: <https://form.jotform.com/241825818866066>

In order for the project to be submitted as complete, the following criteria must be met and included in the Project Completion Report:

8a) Owner/Tenant provides verification of expenses and proof of payment (including invoices or other confirmations of payment) and submits their totals in an expense report.

8b) 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 (matching) and any other supporting documentation.

8c) Owner/Tenant acknowledges they may be contacted by the Municipality or Northern Development to supply a testimonial about the value of the supported façade improvement to the business.

8d) Owner/Tenant provides proof that the improvements have passed final inspection for municipal permits (where required) and meet all building standards and codes (where required).

9. DOHH Staff verifies that the renovations meet the requirements outlined in the LOU and approves reimbursement.
10. Applicants are issued a cheque by the DOHH.

**Please note:**

Approved projects must be completed by Year End (December 31, 2024).

**Evaluation/Selection Process**

All Eligible Projects will be evaluated using the following criteria:

- Is the project located within the eligible area?



- 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?
- Was a professional designer or architect used?
- Is this project aligned with the spirit and intent of the Business Façade Improvement program?

### **Additional Information**

Application to the Business Façade Improvement Program has been made in conjunction with an application for funding for an Economic Development Officer (EDO). Inge Economic Development has been contracted to manage the Business Façade Improvement Program and will be your main point of contact throughout the process. You can contact the EDO at [www.ingedevelopment.com/dohh#support](http://www.ingedevelopment.com/dohh#support) with any questions.