



**DOWNTOWN
COURTENAY**

EXPERIENCE MORE

Downtown Courtenay Business Improvement Association (BIA)

FAÇADE IMPROVEMENT PROGRAM GUIDE

**Applications to be received no later
than April 30, 2018**

**Downtown Courtenay BIA
#203 – 580 Duncan Ave., Courtenay, BC V9N 2M7**

FOR BUILDING FAÇADES LOCATED WITHIN THE DOWNTOWN COURTENAY
BUSINESS IMPROVEMENT ASSOCIATION AREA IN COURTENAY, BC.

HISTORY

This program is the result of a desire by the Downtown Courtenay Business Improvement Association to revitalize and beautify the downtown core.

PROGRAM PURPOSE AND GOAL

This program provides grants to property and business owners to renovate, restore, or redesign retail and commercial building façades and storefronts located in Downtown Courtenay BIA boundaries. The goal of this program is to encourage owners of such buildings to invest in building upgrades that create a more appealing and marketable environment on the street, attracting people and businesses to the area.

This initiative may contribute to:

- Making Downtown Courtenay a more inviting and interesting place to shop, walk, live, and play;
- Promoting the marketability of retail and commercial businesses;
- Helping building owners to attract and retain tenants;
- Contributing to the quality of life of residents, workers and visitors to Courtenay;
- Building civic pride among the business community and the citizens of Courtenay.

ELIGIBLE PROPERTIES

Existing buildings located within the Downtown Courtenay Business Improvement Association (DCBIA) area in Courtenay.

ELIGIBLE APPLICANTS

To be eligible to apply:

- You must be the property owner or the business owner. If the applicant is the business owner, the property owner must approve of the application in writing and confirm that all improvements are to be paid for by the applicant;
- All City of Courtenay property taxes pertaining to the property are fully paid and current;
- You must start your improvement project after the application is approved; and it must be completed within the calendar year.
- You have not received a previous grant under this program for the subject property.

GRANT AMOUNTS

This program can provide grants of up to 50% of the cost of eligible improvements, up to a maximum of \$5,000 per building. Corner buildings with two street-facing façades could be eligible for up to \$10,000 in grants. The minimum grant application must be for \$1,000 per building. Taxes not included.

BUDGET

An annual budget is approved by the DCBIA.

ELIGIBLE FAÇADE IMPROVEMENTS

Projects are required to reflect principles of good design. For this purpose, applicants should review and address the criteria outlined in this Program Guide (see ‘General Guidelines’ and ‘Design Guidelines’). Building façade and storefront features eligible to be renovated, restored, or redesigned with grant dollars include:

Exterior Architectural Details	Exterior Surfaces
Exterior Decorative Details and/or Mural	Windows and Window Openings
Exterior Lighting of Building and/or Signs	Doors and Doorway Openings
Façade Cleaning and Painting	Moldings/Trim/Cornices
Signage	Entranceways
Patio Areas	Awnings
Design, Architectural, Engineering Fees	Landscaping Elements

GRANT APPLICATION, APPROVAL, AND REIMBURSEMENT PROCESS

All project proposals are subject to comprehensive review of the façade and storefront, 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. Contact the DCBIA if you’re unsure if your building is in the DCBIA area and to get a Façade Improvement Program Guide and Application; info@downtowncourtenay.com
2. If you have any questions about the parameters of your project, use email above.
3. Submit a completed Application to the DCBIA; drop off or mail to the DCBIA office: #203 – 580 Duncan Ave., Courtenay, V9N 2M7 with ‘Downtown Courtenay BIA Façade Improvement’ marked on the envelope. *(For drop-off, the building is accessible only from 10:00 am – 4:30 pm, Mondays through Fridays)*
4. Project Review Committee reviews the application.
5. Applicant will be advised in writing as to whether the application has been approved, refused or approved with conditions. All applications will be reviewed on a timely basis;
6. If approved, a pre-construction site inspection is conducted by the Project Review Committed
7. A Performance Agreement is entered into between the successful applicant and the DCBIA which will include a detailed description of the project and work to be completed including all relevant attachments included with the application (including drawings and photos), total cost of the project, anticipated completion date of the project (must be within the calendar year of the application being approved), and any conditions;
8. Project construction begins;

9. The applicant must provide the following to the DCBIA for reimbursement:
 - a) A Certificate of Completion signed by the applicant and the contractor or architect indicating that the work described within the Performance Agreement has been fully completed and paid in full;
 - b) Copies of all bills pertaining to the project and proof of payment (copies of credit card receipts or cancelled cheques); and
 - c) Proof that the improvements have passed final inspection (where required) and meet all City of Courtenay requirements including zoning, building and safety codes (where required);
10. Project is inspected by the Project Review Committee to ensure completion of the terms of the Performance Agreement;
11. Applicant is issued a cheque according to the terms of the Performance Agreement.

*** Development, Building, and Sign Permits are required where applicable. Proposed improvements must all comply with and include any required permits.** It is best to check with City of Courtenay Development Services for full and accurate information; telephone 250-334-4441, email planning@courtenay.ca. See Development Permit Guidelines relating to form and character of buildings and including building details and design, entrances, signage and lighting here: <http://www.courtenay.ca/planning/official-community-plan.aspx>. See sign permit information and applications here: <http://www.courtenay.ca/planning/sign-permits.aspx>.

A Development Permit is required for exterior renovations unless you are only replacing the windows but not changing the openings, only painting the exterior, or if the change in the exterior design of any building on any one side is less than 25% in area as determined by the City.

* Submitting an Application does not guarantee a grant or a specific grant amount.

GENERAL GUIDELINES

INTRODUCTION

The Façade Improvement Program is primarily concerned with the physical appearance of the buildings within the DCBIA area and their relationship to the street. Façades and storefronts of retail and commercial buildings need to be considered as part of an integrated street scene. The character and design of the building along with the businesses contained within attract shoppers both for the goods and services they provide and for the experience of walking around an interesting and lively urban space.

Much can be achieved by thinking about what constitutes good building design when carrying out an exterior renovation project. A few general design principles pursued through this program include:

- Creating façades and storefronts that add interest, activity and comfort to the street environment; and
- Strengthening the architectural integrity and design unity of individual façades; and
- Emphasizing compatibility in design, materials and colours to make adjacent buildings read as a unit.

PURPOSE

The Guidelines form the starting point of any application filed under this program.

The challenge under this program is to improve the character and physical appearance of buildings while allowing building owners and business owners to assert their identity and economic viability.

To this end the Guidelines are intended to:

- Set quality standards for the types of improvements that will improve the buildings;
- Coordinate individual projects with surrounding buildings and other projects to create a positive, welcoming image and a quality pedestrian environment;
- Serve as the basis for discussion with the DCBIA in the development of the application; and
- Act as a guide to the review of the application by the Project Review Committee.

DESIGN GUIDELINES

1. OVERALL BUILDING ARCHITECTURE CONNECTION BETWEEN THE STREET AND THE BUILDING

The starting point in creating a unified block face and in organizing the diversity of architectural styles and details on a given street and on a given building is an understanding of the building façade’s framework.

The framework is made up of two major elements – the street level storefront and the upper façade.

The **Street Level Storefront** is defined by the upper façade’s piers and the sign frieze or fascia that separates the storefront’s display windows from the upper architecture. This lower portion of the façade provides visual and physical access to the business located within and is the area in which the individuality and identity of that business can best be expressed. The main purpose of the storefront is to display goods and to project the image of the business therein. Storefronts also permit window shopping and can contribute to the shopping experience on key street oriented retail streets. Collectively, storefronts combine to project the image of the street and, in the case of key streets, the downtown and region itself.

The Upper Façade is that part of the building extending to the roof line. The Upper Façade consists of the cornice and the fascia that cap the building front, the building’s upper storeys, the windows that give articulation and interest to the upper architecture, and the piers that extend to ground level and visually support the façade and frame the storefront.

Within this framework there are a range of architectural components within which various design elements may be incorporated which add interest, complexity, and diversity to the building façade.

Windows	Repairs	Roofline/
Cleaning	Scale	Upper Façade
Awnings	Doorways	
Colours	Signs	
Access & Flooring Covering		
<i>Storefront architectural features: fascia, cornices and pilasters (or piers)</i>		

The design of these various architectural components may be repeated or absent on surrounding buildings. Coordinating façade improvements with neighbouring structures helps to complement the design of the storefront, creating diversity and interest at street level, and unity in building lines.

At a minimum, buildings require general cleaning, repairs, and improved elements of the façade to profile the positive design features.

2. GROUND COVERING MATERIAL

Minimum grade separation between the sidewalk and the built frontage should be provided. Any ground covering materials used in private forecourt space should be durable, non-slippery, and easy to walk on by all users including women with high heels or disabled people with various devices. The finishes of the forecourt (private ground level entry area underfoot) can employ creative materials, color, texture and overall design pattern that complement treatments to the public walk.

3. CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN

The principles of Crime Prevention through Environmental Design (CPTED) should, where possible, be incorporated into the design/renovation of the buildings.

4. LIGHTING ON THE BUILDING

The building entrances and façades should be lit to provide for pedestrian safety and security as well as to accentuate the building architectural features. Pedestrians scale lighting can also be incorporated into the building façade. Previously existing fixtures and electrical equipment should be removed. **Lighting must meet with City of Courtenay 'dark skies' policy.**

5. SIGNAGE

Ground floor business will have individual business identification signs. Signs should comply with City of Courtenay bylaws.

6. QUALITY FINISHED INTEGRATED DESIGN & CORNER TREATMENT

The renovated façade of the building should be well integrated, interesting, and architecturally in unison with the style for the whole building. The corners of the building facing two streets should address both streets and should be well detailed for any pedestrian activity. Important building corners should avoid placement of staircases or other non-active functions like storage, mechanical or electrical rooms as those make the corner a dead space.

FAÇADE GRANT CRITERIA

1. Applicant must be a registered owner of a property within the DCBIA Area or a business owner within the DCBIA Area. If the applicant is a business owner, the property owner must approve of the application in writing and confirm that all improvements are to be paid for by the applicant. Grant reimbursement is made to the applicant.
2. All applicants must provide a recent (no more than 30 days old) copy of the title to the property.
3. Where required, suitable drawings and building material specifications must accompany the application.
4. Signage and awnings must comply with City of Courtenay bylaws
5. All applicable permits must be applied for through the City of Courtenay, and be included in the costs of the project.
6. Exterior façade improvements/upgrades only.
7. Maximum amount of the grant to be 50% of approved project costs, to a grant maximum of \$5,000 (\$10,000 if a corner). Minimum grant application is \$1,000. Not including taxes.
8. The number of grant approvals and grant amounts will depend upon the budget set for the year by the committee, and the number of applications received and approved.
9. Façade components include:
 - a) Doors and Doorways
 - b) Windows and Window Openings
 - c) Awnings
 - d) Signage
 - e) Lighting
 - f) Exterior Surfaces
 - g) Structural Changes
 - h) False Fronts
 - i) Moldings/Trim/Cornices
 - j) Architectural Details
 - k) Patio areas
 - l) Landscaping Elements
 - m) Paint (including mural)
 - n) Decorative Details
 - o) Entranceways
9. The completed project must match the approved project to ensure funding.
10. The grant is paid upon completion and inspection of the project.
11. Grants are available one time only for each property.

Applicant name:	
Building/Business address:	
Date received:	

FAÇADE GRANT CRITERIA CHECKLIST

1. Registered owner of property within the DCBIA Area.	Yes	No	
2. Business owner within the DCBIA Area	Yes	No	
3. Letter of approval from property owner if business owner is applicant.	Yes	N/A	
4. Signed "Terms & Conditions" form included	Yes	No	
5. Recent (no more than 30 days old) copy of the title to the property	Yes	No	N/A
6. Suitable drawings and/or photos and building material specifications accompanying application	Yes	No	N/A
7. Renovated façade improvements will enhance and upgrade current design factors	Yes	No	
8. Upgrades will clean up poor maintenance but not enhance current design factors	Yes	No	N/A
9. Applicable permits applied for through the City of Courtenay, and included in the costs of the project	Yes	No	N/A
10. Exterior façade improvements/upgrades only	Yes	No	
Total estimated cost of project	\$		
11. Grant application accepted	Yes	No	
Grant amount	\$		



**DOWNTOWN
COURTENAY**

EXPERIENCE MORE

Downtown Courtenay Business Improvement Association (BIA)

Façade Improvement Program Grant Application

Applicant Information

Applicant Name: _____

Mailing Address: _____

Postal Code: _____ Phone: _____

Building Address: _____

Email: _____

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 allowed to make these changes to the building.

Owner's Name: _____

Mailing Address: _____

Postal Code: _____ Phone: _____

Project Description

1. Describe the proposed project: (attach descriptive sheets, photos, designs, samples, etc.)
2. Planned Start Date: _____
3. Planned Completion Date: _____
4. Estimated Total Project Cost: _____
5. Project Cost Components (Estimates): _____
6. Permits required: _____

	Labour	Materials
Design	\$	\$
Mechanical	\$	\$
Electrical	\$	\$
Structural	\$	\$
Permits	\$	\$
Other	\$	\$

Applicant Checklist:

- Property taxes paid
- Utility taxes paid
- License fees paid
- Required permit applications completed
- Building Owner Authorization

Attach to application:

- Photos of existing conditions
- Detailed specifications and associated costs
- Cost estimates from contractors
- Drawings
- Material and colour samples

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 drawing, building permits and inspections, and hiring of contractors as necessary.

I will display signage provided by **the Downtown Courtenay BIA** to promote the Façade Improvement Program on the exterior of the building during construction, and for a mutually agreeable period not to exceed three months after completion of project.

I agree not to involve the City of Courtenay or the DCBIA 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 Project Review Committee to make all inspections necessary to confirm that the approved plans are implemented in accordance with expected standards.

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

Signature: _____

Date: _____

Application received by: _____

Date: _____