



# DOWNTOWN COURTENAY

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Downtown Courtenay Business Improvement Association

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## FAÇADE IMPROVEMENT GRANT PROGRAM GUIDE

**Applications to be received no later than  
June 17, 2020**

Downtown Courtenay BIA  
#203-580 Duncan Ave., Courtenay, BC V9M 2M7

FOR BUILDING FACADES 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 facades and storefronts in Downtown Courtenay BIA boundary. 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 my contribute to:*

- Making Downtown Courtenay a more inviting and interesting place to shop, walk and live;
- 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 the following must be met:

- 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 the eligible improvements, up to a maximum of \$5,000 per building. Corner buildings with two street facing facades 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 the principles of good design. For this purpose, applications 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 Decorative details and/or Mural  
Exterior lighting of building and/or signs  
Façade Cleaning and painting  
Patio Areas

Design, Architectural, Engineering Fees

Exterior surfaces  
Windows and window openings  
Doors and doorway openings  
Moldings/trim/cornices  
Entranceways  
Awnings  
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 unsure if your building is in the DCBIA area.
2. If you have any questions about the parameters of your project, contact DCBIA [info@downtowncourtenay.com](mailto:info@downtowncourtenay.com).
3. Submit a completed Application to the DCBIA; drop off or mail to #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 10:00am -4:30pm, Monday to Friday)
4. DCBIA Infrastructure Committee reviews the application.
5. Applicant will be advised in writing 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 DCBIA Infrastructure Committee.
7. A Performance Agreement is entered between the successful applicant and the DCBIA with will include a detailed description of the project and work to be completed including all relevant attachment included in 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 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 DCBIA Infrastructure 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](mailto: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. Facades and storefronts of retail and commercial buildings need to be considered 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 in interesting and lively urban space.

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

- Creating facades and storefronts that add interest, activity and comfort to the street environment; and
- Strengthening the architectural integrity and design unity of individual facades; 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 owner 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 review of the application by the DCBIA Infrastructure Committee.

# DESIGN GUIDELINES

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

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

The framework is made up for 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 individually and identity of that business can 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 orientated 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 the 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 storey's, the windows that give articulation and interest to the upper architecture and the piers that extend to the 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	Access & Floor Covering	Signs
Cleaning	Repairs	Roofline/ Upper Façade
Awnings	Scale	
Colours	Doorways	

*Storefront architectural features:* fascia, cornices and pilasters (or piers)

The design of these various architectural components may be repeated or absent on surrounding buildings. Coordinating façade improvements with neighboring 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 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 the private forecourt space should be durable, non-slippery and easy to walk on by all users including making it accessible for people with various devices as well as high-heels. The finishes of the forecourt (private ground level entry area underfoot) can employ creative materials, color, texture and overall design pattern that complement treatments that 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 facades 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 the City of Courtenay 'Dark Skies' policy.

**5. SIGNAGE**

Ground floor business will have individual business identification signs. Signs should comply with the 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 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 by 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 though the City of Courtenay, and be included in the costs of project.
6. Exterior façade improvements/upgrades only.
7. Maximum amount of the grant must be 50% of approved projects costs to a grant maximum of \$5,000 (\$10,000 if a corner property). Minimum application is \$1,000. Not including taxes.
8. The number of grants approvals and grant amounts will depended on the budget set for the year by the committee, and number applications revived 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 Murals)
  - n. Decorative Details
  - o. Entranceways
10. The completed project must match the approved project to ensure funding.
11. The grant is paid upon completion and inspection of the project.
12. Grants are available one time only for each property.



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## FAÇADE IMPROVEMENT GRANT APPLICATION

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### 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.

OWNERS 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. PERMITS REQUIRED: \_\_\_\_\_

### PROJECT COST COMPONENTS (ESTIMATES):

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

### Applicant Checklist:

Property Taxes Paid	Yes <input type="checkbox"/> No <input type="checkbox"/>
Utility Taxes Paid	Yes <input type="checkbox"/> No <input type="checkbox"/>
Business License Fees Paid	Yes <input type="checkbox"/> No <input type="checkbox"/>

### Other things to Attach to Application

Photos of Existing Conditions	Yes <input type="checkbox"/> No <input type="checkbox"/>
Detailed specifications and associated costs	Yes <input type="checkbox"/> No <input type="checkbox"/>
Cost estimates from Contractors	Yes <input type="checkbox"/> No <input type="checkbox"/>
Drawings/ Proposed Plans	Yes <input type="checkbox"/> No <input type="checkbox"/>
Material and colour Samples	Yes <input type="checkbox"/> No <input type="checkbox"/>

# APPLICATION CHECKLIST

<b>APPLICANTS NAME:</b>	
<b>BUILDING ADDRESS:</b>	

## FAÇADE GRANT CRITERIA CHECKLIST

1. Registered Owner of Property within the DCBIA Area	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Business owner within the DCBIA	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Letter of approval from property owner if business owner is applicant	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. Signed "Terms & Conditions" form Included	Yes <input type="checkbox"/> No <input type="checkbox"/>
5. Recent (no more than 30 days old) Copy of title to the property	Yes <input type="checkbox"/> No <input type="checkbox"/>
6. Suitable drawings and/or photos and building material specification accompanying application	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
7. Renovated façade improvements will enhance and upgrade current design factors	Yes <input type="checkbox"/> No <input type="checkbox"/>
8. Upgrades will clean up poor maintenance but not enhance current design factors	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
9. Applicable permits applied for through the City of Courtenay, and included in the cost of the project	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
10. Exterior façade improvements / upgrades only	Yes <input type="checkbox"/> No <input type="checkbox"/>
Total estimated cost of Project	\$
Office use only: Grant Application Accepted	Yes <input type="checkbox"/> No <input type="checkbox"/>
Grant Amount:	\$

# TERMS AND CONDITIONS

I, \_\_\_\_\_, of

\_\_\_\_\_  
(Applicant)

\_\_\_\_\_  
(Business/Building)

have 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 DCBIA 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 City of Courtenay or 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 DCBIA Infrastructure 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 DCBIA Infrastructure Committee proof of final completion of the proposed improvements along with verification of expenditures and proof of final inspection (when required).

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

Signature of Applicant: \_\_\_\_\_

Date Signed: \_\_\_\_\_

*Office Use:*

Application Received By: \_\_\_\_\_

Date Received: \_\_\_\_\_