



Neighbourhood **COMMERCIAL FRONTAGE PROGRAM**

What is it?

The purpose of the Central Saanich Neighbourhood Commercial Frontage Program is to provide grant funding to property and business owners to improve retail and commercial building frontage. A primary purpose of the program is to assist in the efforts of the District to align to neighbourhood design plan efforts and improve the frontage of commercial properties for the betterment of business viability and service to the public.

The program will provide up to \$5,000 in grant funding to property and business owners to improve retail and commercial building frontage in commercial cores. The owner must match the contribution; applications will be assessed on a first-come-first-serve basis.

Interested in improving the look and feel of your business's exterior?

The Neighbourhood Commercial Frontage Program is a special, short-term grant program that offers up to \$5,000 to local businesses seeking to improve the appearance of a commercial or industrial property frontage in the District of Central Saanich.



DESIGN GUIDELINES

Façade design elements, details, and materials should lend to a well-proportioned, human-scaled, and unified building form. They should contribute to an overall architectural concept that elevates the business, as well as the commercial or industrial area.

In general, frontage improvement projects should demonstrate good design practices and consider the Development Permit guidelines and policies in the District's Official Community Plan and the Saanichton Village Design Plan (if applicable).

MATERIAL GUIDELINES

Preferred cladding materials include wood siding or shingles, and stone—flat concrete wall finishes, concrete block, stucco, vinyl, or plastic cladding materials are strongly discouraged.

SIGNAGE GUIDELINES

- All signs should also be architecturally coordinated with the overall commercial or industrial area while complementing the design of buildings and landscaping. Multi-unit buildings should have unit signs of compatible size, arrangement and character.
- All entrance ways should provide visible signage identifying building address.
- Commercial buildings should provide signage that identifies uses and shops clearly.
- Flush-mounted fascia signs and signs perpendicular to the building façade are encouraged.
- Rooftop signs, flashing signs, awning signs and signs-as-awnings are discouraged.

LANDSCAPING

Selection of native species or climate-adapted plants, and adequate soil volumes.

ELIGIBILITY

ELIGIBLE FRONTAGE IMPROVEMENTS

Projects are required to reflect principles of good design and demonstrate consideration of the commercial or industrial area as outlined in the District of Central Saanich Official Community Plan. For this purpose, applicants should review and address the criteria outlined in the Program Design Guidelines and OCP.

Building façade and storefront features eligible to be renovated, restored, or redesigned with program grant funding include:

- Exterior lighting (new but not replacement)
- Exterior architectural features
- Exterior surfaces and details (decorative details, mouldings, trims etc.)
- Windows (only if part of more extensive enhancements, no stand-alone window replacement)
- New siding/exterior finishing
- Façade painting
- Entrances, wheelchair ramps and doorways (if part of more extensive enhancements)
- Awnings
- Signage (affixed to the building)
- Wayfinding signage (must meet all sign bylaws, and the eligible cost is 50% to a maximum of \$500)
- Landscaping (permanent)
- Fencing (ornamental) to define and create an area for outdoor seating or as part of an overall design

ELIGIBLE PROPERTIES

Existing commercial or industrial properties located on a commercial or industrial zoned land or comprehensive development zone that includes a commercial land use.

ELIGIBLE APPLICANTS

To be eligible to apply to the Program:

- 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);
- Not for profit tenants who are occupying a commercial storefront may apply with permission from the property owner
- In addition:
 - o All property taxes pertaining to the property are fully paid and current;
 - o There must be a current, valid business licence for the property (unless otherwise exempt);
 - o There must be no outstanding building permits, stop-work orders, or development permit condition requirements outstanding; and

o You have not received a previous grant for the subject property under this program.

o No outstanding Bylaw Enforcement files

INELIGIBLE APPLICANTS

- Residential homes and home-based businesses located in the designated commercial area are not eligible.
- Non-operating business (the business must be in operation)
- The proposal cannot require a variance to the Land Use Bylaw regulations, including sign regulations.

INELIGIBLE IMPROVEMENTS

The purpose of the Program is to offer assistance with the improvement of permanent frontage elements which enhance visibility and aesthetics of the building and/or business. Residential property is not eligible for program. Ineligible building improvements include:

- Routine maintenance
- Structural repairs
- Roofs/roof repair
- Patios
- Non-permanent fixtures (benches, planters, patios, patio heaters etc.)
- Paving
- Fencing (functional or security fencing)
- Interior improvements
- Security Systems
- 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
- Potted plants, flowers, baskets etc. that do not form part of permanent landscaping

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

- Staff wages and/or benefits
- Equipment purchased;
- Utilities (hydro, gas etc.)
- Shipping cost
- GST/PST
- Duties
- Permits
- Expenses related to improvement to the building façade property frontage not visible from the public right of way
- Façade improvements expenses started prior to application approval

PROGRAM AGREEMENT TERMS

APPLICATION, APPROVAL & REIMBURSEMENT PROCESS

1. LEARN MORE

Contact the Planning Department to determine if the subject property is eligible and obtain a Neighbourhood Commercial Frontage Program & Application (planning@csaanich.ca or 250-544-4209).

2. SUBMIT APPLICATION

Submit a completed Neighbourhood Commercial Frontage Program Application (attached)

- a. Include appropriate permit applications (i.e. development permit, sign permit, building permit, etc.)
- b. Include cost quotes for proposed works
- c. Include digital photos of the existing building facade.

3. SIGN AGREEMENT

If the application is approved, the District will issue a Neighbourhood Commercial Frontage Program Agreement that details the grant amount. The Program applicant reviews and signs the Program Agreement.

4. IMPROVE YOUR BUSINESS

Following the issuance of any required permits, construction starts.

5. REQUEST FUNDS

Once the improvements have passed final inspection (where required) and meet all District requirements, including zoning, building and safety codes (where required), the grant can be requested.

The District must receive the following on or before 4:30 pm on June 30, 2022:

- a. A detailed expense reporting form including copies of all bills pertaining to the project and proof of payment (copies of credit card receipts or cancelled cheques);
- b. Before and after digital photos of the building façade.





Application

Neighbourhood Commercial Frontage Program

Application Date: _____

Applicant Name: _____
 Business Name: _____
 Business Address: _____
 Business Phone: _____ Cell Phone: _____
 Email: _____

The District's Planning Department is responsible for receiving, reviewing, and awarding Neighbourhood Commercial Frontage Program grant applications. Contact Planning at:

1903 Mount Newton Cross Road,
 Saanichton, BC V8M 2A9
 Tel: 250-652-4444
 Email: planning@csaanich.ca

Describe or list improvements proposed:

Application deadline is June 30, 2022.

Expected Budget: \$ _____ Signature _____

Program Applications will be evaluated on their ability to meet the Program purpose and design guidelines. Applications will be processed on a first come first serve basis beginning March 15, 2022. Application deadline is June 30, 2022. Development, Building, Sign or any other associated District permits are required where applicable.

Submit a completed Neighbourhood Commercial Frontage Program Application (as attached) with appropriate permit applications (i.e. development permit, sign permit, building permit, etc. and digital photos of the building exterior from the street).

All projects must be completed by December 31, 2022 to be eligible.

Applications must include cost quotes for proposed works and digital photos of the existing building facade.