



District of 100 Mile House

Business Façade Improvement Program Guidelines – 2017



District of 100 Mile House Façade Improvement Program Guidelines

Program Purpose and Goals

This program provides grants to property and business owners to renovate, restore, or redesign retail and commercial building facades and storefronts in 100 Mile House. The goal of the 100 Mile House Façade Improvement Program is to encourage owners or commercial tenants to invest in building façade upgrades that create a more interesting and appealing streetscape, attracting customers, clients, visitors and businesses to the commercial areas of town. The program will promote private sector investment, increase assessed property values, and stimulate the local economy.

The District of 100 Mile House is confident that this initiative will contribute to:

- Making 100 Mile House a more inviting and interesting place to eat, shop, walk and play;
- Promoting the marketability of retail and commercial businesses;
- Helping building owners to attract and retain tenants;
- Enhancing the quality of life for residents, workers, and visitors to 100 Mile House;
- Building civic pride among the business community and the citizens.

The Program

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

The District of 100 Mile House will provide a 50% reimbursement grant up to a maximum of \$5,000 per building/project to improve the facades of commercial buildings.

Each building is eligible for a one time grant only.

Projects must have a minimum total cost of \$2,000 in order to qualify.

Eligible Properties

The building must be located in one of the following Development Permit Areas: Highway 97 Corridor; Central Business District (see Eligible Properties Map).

Eligible Applicants

To be eligible to apply:

- You must be either the property owner or business owner or not-for-profit tenant. If the



applicant is the business owner or tenant, the property owner must approve of 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 licence 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.

Ineligible Applicants

- Residential homes located in the commercial area are not eligible; and
- Municipally owned buildings are not eligible.

Eligible Façade Improvements

Eligible improvements may consist of but are not limited to:

- Exterior lighting (new, not replacement);
- Exterior architectural features;
- Exterior surfaces and details (such as decorative details, moldings, trims, cornices);
- Windows (only if part of larger enhancements, no stand-alone window replacement);
- Facade painting;
- New siding;
- Entrances and doorways (only if part of larger enhancements, no stand-alone entrance/door replacement);
- Awnings; and
- Mural painting, provided that no more than 50% of the overall project scope and project budget consists of mural painting. Mural painting must also be approved by Mural Society.

Ineligible Façade Improvements

- Routine maintenance
- Structural repairs
- Roofs
- Patios
- Non-permanent fixtures (benches, planters, patios, patio heaters etc.)
- Landscaping
- Paving
- Fencing
- Wheelchair ramps
- Interior 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



Eligible Costs

- 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;
- 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
- Façade improvements expenses started prior to application approval

Design Guidelines

In order to be eligible for this grant, the applicant must submit designs and costing for the project. Designs need not be done by a professional architect or designer, but it is strongly encouraged that the applicant seeks professional help, keeping in mind that the grants will be awarded based on merit of design and visual impact to the streetscape. 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 guidelines as set out for the applicable Development Permit Area in the Official Community Plan. Guidelines can be found at: www.100milehouse.com. Projects will be assessed based on their conformance (or the amount they bring the business into conformance) with these guidelines.

The District of 100 Mile House may require development, building, sign and/or other permits 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 to this program.

Business Application Process

Applications are accepted on an ongoing basis and are reviewed on a first come first served basis until the annual budget of the program has been allocated. 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 District office to determine if your building qualifies for the Façade Improvement Program, discuss your proposed project, and obtain the Program Guide and Application.
2. Owner/Tenant submits a completed application with designs. All required supporting materials and documents (including owner authorization) must be received prior to be considered complete.
3. Planning Staff reviews application and proposed façade improvements to ensure that improvements meet the applicable Official Community Plan Development Permit Area guidelines and the Façade Improvement Program guidelines.
4. Project Review Committee reviews the application and makes a decision to accept or reject the application.
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 Tenant/Owner and a representative of the Project Review Committee.
7. Owner/Tenant acquires development permit and/or building permit (where required) and completes the renovations.
 8. Owner/Tenant provides verification of expenses (invoices or other confirmation of payment).
 9. Owner/Tenant provides a Certificate of Completion signed by the applicant or the contractor, indicating that all work described in the application/approval has been completed and 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 passed final inspection for municipal permits (where required) and meet all building standards and codes (where required).
 11. Planning Staff verifies that the renovations meet the Letter of Understanding requirements and approves reimbursement.
 12. Applicant is issued a cheque.

Please note: Approved projects must be completed by December 31, 2017. No exceptions.

Evaluation / Selection Process

The Project Review Committee will consist of 3 members, including: one Council member, one Staff member, and one Chamber of Commerce member. One member of the Mural Society will be invited to serve on the Project Review Committee when murals form part of an application. The committee's primary responsibility is to review all applications, determine eligibility of projects and decide which projects should be funded. All eligible projects will be evaluated using the following ranked criteria:

1. Does the project for which the funds are being sought meet the applicable Development Permit Area guidelines?
2. Will the project once complete have a noticeable *impact* on the streetscape? (ie: visual impact to pedestrians and vehicle traffic)
3. Will the renovation offer a noticeable *improvement* on the streetscape? (ie: buildings currently in poor condition have a greater likelihood of project approval)
4. Does the design incorporate log or timber features?
5. Was a professional designer or architect used for improvements?

Program Marketing Plan

The District of 100 Mile House will use the following marketing methods to see the Business Façade Improvement Program succeed in 2017:

- Attached to annual Business Licence renewals
- News Release – in cooperation with NDIT
- Post on www.100milehouse.com
- Poster format in various locations
- Chamber of Commerce electronic newsletter and website

Additional Information

As a cooperative venture between property owners, businesses and the municipality, the Business Façade Improvement Program is an excellent resource to support beautifying our streetscape for the benefit of local citizens and visitors to our community.



District of 100 Mile House Business Façade Improvement Program Grant Application

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 allowed to make these changes to the building.

Owner's Name: _____

Address: _____

Phone: _____

Email: _____

Project Description

1. Describe the proposed project: Attach any extra sheets, photos, designs, samples, etc.) Please describe work to be done and materials to be used and note how this relates to the Development Permit Area guidelines.



- 2. Planned Start Date: _____
- 3. Planned Completion Date: _____
- 4. Total Project Cost (estimated): _____
- 5. Funding Amount Requested: _____

Applicant Checklist:

- ___ Property taxes paid
- ___ Utility account paid
- ___ Licence fees paid
- ___ Required permit applications completed
- ___ Building owner authorization

Attach to Application:

- ___ Photos of existing conditions (before)
- ___ Detailed specifications
- ___ Contractor's cost estimates
- ___ Drawings / designs
- ___ Material & colour samples

Applicant Signature _____ Date: _____



Terms & 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 100 Mile House and Northern Development Initiative 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 100 Mile House 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 100 Mile House and the 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 proposed improvements along with verification of expenditures and proof of final inspection (when required).

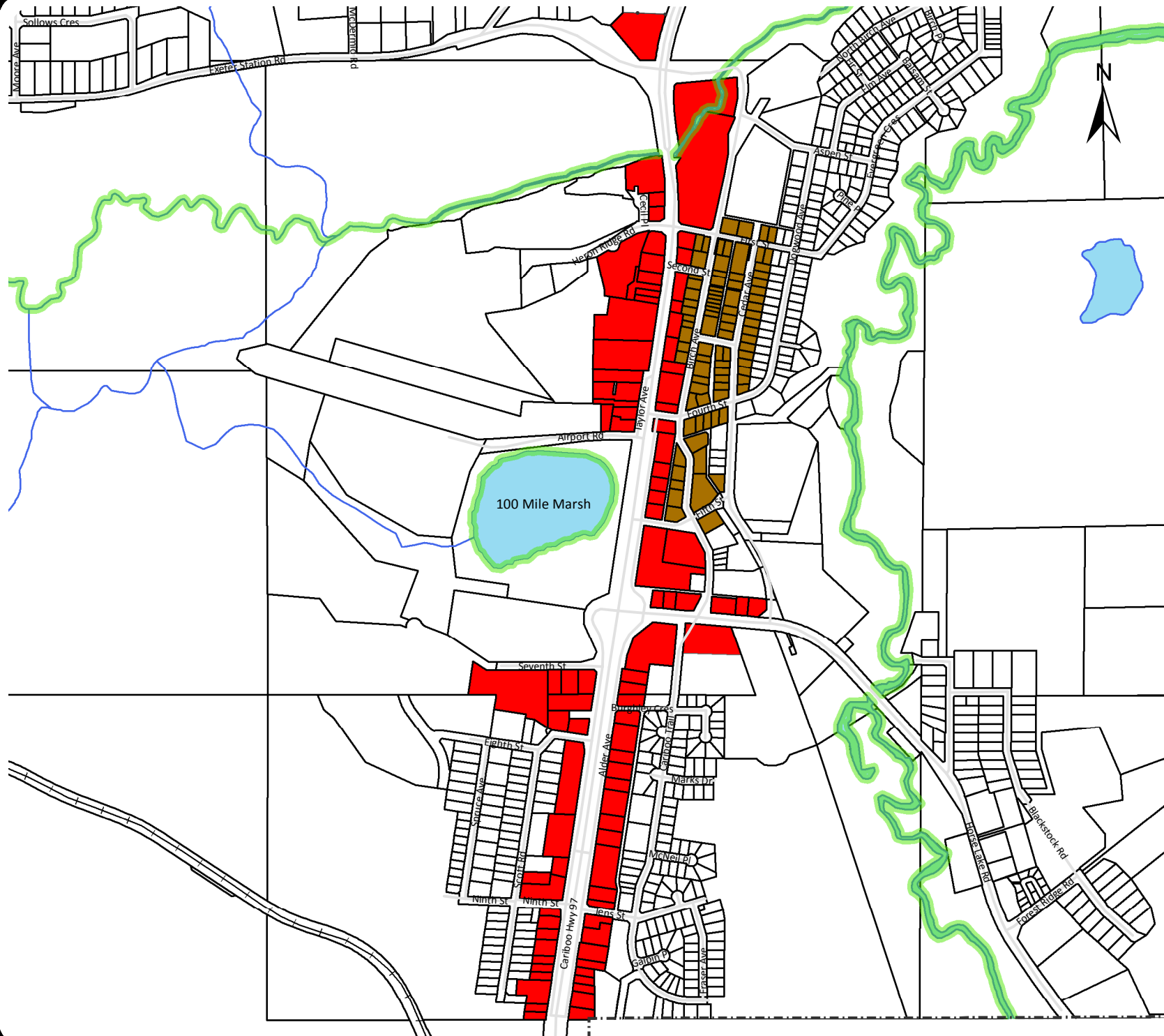
Signature: _____

Date: _____

Application received by: _____

Date: _____





District of
100 Mile House

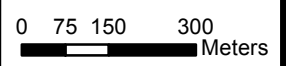
DPA

█ ESA

█ HC

█ CBD

**Business Facade
Improvement
Area**



Date:
March 2016



1.1 Highway 97 Corridor Development Permit Area

1.1.1. Category

Development Permit Area #2 (DPA #2) Highway 97 Corridor is designated under Section 488(1)(f) of the *Local Government Act*.

1.1.2. Area

DPA#2 Highway 97 Corridor consists of those parcels coloured red on Schedule G - Development Permit Areas.

1.1.3. Exemptions

A development permit is not required if all the following conditions are met or do not apply:

- Internal building alterations.
- Alteration of land, including vegetation.
- Exterior maintenance of minor repair of a building or structure which consists of upgrading existing finishing and surface materials with similar materials such as replacing doors and windows, recladding, repainting, reroofing and re-decking.
- Repair or alteration of a building or structure to rectify an unsafe condition if such correction has been ordered by the Building Inspector.
- Any servicing work undertaken by or on behalf of the District of 100 Mile House, including emergency activities.
- Construction of fences and gates that comply with the applicable requirements of the Zoning Bylaw.
- Construction of signage that meet the applicable requirements of the Sign Bylaw.
- Removal of trees not greater than 10 cm in diameter measured at a height of 1.5 metres.
- Removal of any tree that presents a danger to life or property.
- Construction of an accessory building to a maximum of 50 square metres.
- An addition to a principal building not exceeding 25% of the floor area of a building to a maximum of 100 square metres.
- Changes to the exterior design of a building in which the area affected does not exceed 25% on any one side.
- Building permit application not exceeding a cumulative total of \$25,000, excluding interior alterations, in any 12 month period provided that no change in zoning or the use of land is involved.
- Subdivision of vacant land where any future development will be required to obtain a Development Permit land prior to issuance of a Building Permit.
- Subdivision of land in which the number of parcels is not increased.



1.1.4. Justification

Highway 97 is an important gateway to 100 Mile House. The form and character of development along this corridor provides the first impression of 100 Mile House to visitors and influence the image of the community. Highway 97 also provides for the safe movement of vehicles in and out of the District. Council has expressed a desire to control the form and character of commercial development along Highway 97.

1.1.5. Guidelines

Development permits issued for this area will be in accordance with the following guidelines:

i. Buildings and structures

- Buildings are encouraged to incorporate material and architectural features of the Cariboo: these include the use of wood, logs, rails, posts, beams, rock and stone. Architecture should not simply replicate building designs that could be found anywhere in North America.
- Any wall of an end building which is visible from Highway 97 should be finished to the same standard as the front of the building to provide an attractive appearance.
- The use of exposed concrete blocks visible from public roads is not permitted.
- Large areas of building walls shall be articulated by a combination of windows, entry features, building materials, textures, architectural features and landscaping.
- Varied rooflines are encouraged to avoid the appearance of long, flat rooflines.
- Landscaping, awnings, lighting fixtures, and other structures should be architecturally integrated with the design of the buildings.
- Mechanical equipment must be hidden from view, i.e. placed in an attic space or behind fascia or parapet walls.
- Additions to buildings should appear seamless as part of the existing building.

ii. Screening and landscaping

- Blank walls (surfaces over 40 square metres lacking an architectural feature) must be screened with landscaping. Landscaping should include trees and/or other plant material designed to screen or cover not less than 50% of the blank wall within five years of planting.
- All waste disposal bins over 3 cubic metres in area cannot be located within the front yard and must be screened within an enclosure or located so it is not visible from Highway 97.
- Outdoor display areas should be upgraded and enhanced with landscaping.



- Required front yard setback areas must be landscaped with trees, shrubs, grass and similar elements, which in the case of corner sites includes both the setback areas toward the highway and the side street. Landscaping materials must be hardy and adapted to Cariboo climatic conditions. The use of low maintenance landscape materials is encouraged. The use of xeriscape (drought tolerant, low water requirement) landscaping and other water conservation practices is encouraged to minimize water consumption.
 - All fencing and screening should be designed and constructed with durable materials and integrated with the design and materials of the building. All screening should be of sufficient height to adequately screen parking, loading, garbage receptacles and storage from adjacent public streets and residential areas.
- iii. Parking, loading and access
- Commercial development must take into consideration the visual impact of surface parking and loading areas on adjacent properties. Vehicle access to parking and loading areas, and circulation on site should minimize interference with pedestrian movement.
 - No loading space is permitted within the front yard of a development where it is visible from Highway 97.
 - Co-ordination and connection of parking lots through mutual access agreements with adjacent properties is encouraged to ensure street efficiency.
 - Parking areas should clearly identify pedestrian circulation areas, preferably with different paving and landscaping treatment.
 - Large surface parking areas should be demised into smaller areas through the use of raised landscaped areas containing shade trees, shrubs or ornamental pavers to provide visual relief from the appearance of uniform asphalt surfaces.
- iv. Transportation safety
- Access locations must meet the minimum turning and sight distance requirements in the TAC Design Guide adopted by the Ministry of Transportation and Infrastructure.
 - A transportation design report prepared by a professional engineer qualified in transportation planning and design will be required for any development that will generate an increase of more than 20% or 100 vehicles per hour, whichever is greater, or where the site has experienced a significant collision history.
 - A traffic impact study may be required for a high volume drive-through food service use, assembly use, commercial recreation or retail sales use to ensure safe turning movements and adequate storage capacity for vehicle access and egress.



1.2 Central Business District Development Permit Area

1.2.1. Category

Development Permit Area #3 (DPA #3) Central Business District is designated under Section 488(1)(f) (form and character of Commercial Development) of the *Local Government Act*.

1.2.2. Area

DPA #3 Central Business District consists of those parcels coloured brown on Schedule G - Development Permit Areas.

1.2.3. Exemptions

A development permit is not required if all the following conditions are met or do not apply:

- Internal building alterations.
- Alteration of land, including vegetation.
- Exterior maintenance of minor repair of a building or structure which consists of upgrading existing finishing and surface materials with similar materials such as replacing doors and windows, recladding, repainting, reroofing and re-decking.
- Repair or alteration of a building or structure to rectify an unsafe condition if such correction has been ordered by the Building Inspector.
- Any servicing work undertaken by or on behalf of the District of 100 Mile House, including emergency activities.
- Construction of fences and gates that comply with the applicable requirements of the Zoning Bylaw.
- Construction of signage that meet the applicable requirements of the Sign Bylaw.
- Removal of trees not greater than 10 cm in diameter measured at a height of 1.5 metres.
- Removal of any tree that presents a danger to life or property.
- Construction of an accessory building to a maximum of 50 square metres.
- An addition to a principal building not exceeding 25% of the floor area of a building to a maximum of 100 square metres.
- Changes to the exterior design of a building in which the area affected does not exceed 25% on any one side.
- Building permit application not exceeding a cumulative total of \$25,000, excluding interior alterations, in any 12 month period provided that no change in zoning or the use of land is involved.
- Subdivision of vacant land where any future development will be required to obtain a Development Permit land prior to issuance of a Building Permit.
- Subdivision of land in which the number of parcels is not increased.



1.2.4. Justification

The central business district is the commercial centre of the Cariboo and the heart of the community. Development which is of a high standard and is representative of the Cariboo and its history will reflect well on the entire community and be a source of civic pride. The design guidelines contained in this section help to establish consistent character, siting, and layout of development in this important business district of 100 Mile House.

1.2.5. Guidelines

Development permits issued in this section will be in accordance with the following guidelines:

i. Building and structures

- Buildings are encouraged to incorporate building materials that natural to the Cariboo; these include the use of wood, logs, rails, posts, beams, rock and stone.
- Buildings are encouraged to incorporate architectural features which respect the heritage of the Cariboo, including the use of pitched roofs and sub-roofs.
- Any wall of an end building which is visible from the street should be finished to the same standard as the front of the building to provide an attractive appearance.
- The use of exposed concrete blocks visible from public roads is not permitted.
- The front yard setback should be between 0 and 3 metres from the property line to encourage street orientation.
- Buildings should be of a size and scale similar to adjacent buildings.
- Façade design should contribute to a lively pedestrian scale.
- Indirect lighting of signs is encouraged rather than back-lit plastic signs.
- Landscaping, awnings, lighting fixtures, and other structures should be architecturally integrated with the design of the buildings.
- The design of fascia signs containing individual business signage should be integrated into the design of the building. Billboards or roof signs are prohibited.
- Enhance the relationship of commercial areas to adjacent parks and surrounding residential areas by preserving view corridors, by providing convenient pedestrian access to the development, and by giving consideration to the design of side and rear facades.
- Encourage mixed use developments where residential units are located above commercial developments.
- Encourage mixed residential over commercial buildings with parking at the rear, beside, or beneath the development.
- Encourage commercial and residential developments to incorporate safer public spaces that meet Crime Prevention Through Environmental Design standards



- Encourage environmental design standards that improve accessibility to all members of the public.
 - Focus people-oriented activities (window shopping, store entrances, cafes, displays, signage) along the streets and in front of buildings. Locate parking, loading, garbage and other ancillary services at the rear or side of buildings.
 - The electrical service provisions of buildings should be screened from view or be located so as to minimize their visual appearance.
 - Buildings at key intersections should be designed to mark the corner. Various design devices include setbacks at the corner, accentuated entrances and additional height using, for instance, clock towers.
 - Blank or solid walls (without glazing) should not exceed approximately five metres in length at street level so that visual interest is maintained along sidewalks for pedestrians. Walls that are blank should be articulated with some type of wall detailing wherever possible.
 - Store and building entrances should not be recessed more than two metres. Doorways should be designed to focus on the street in order to create a more immediate and direct relationship between indoor and outdoor activities.
- ii. Screening and landscaping
- All waste disposal bins should be completely screened within an enclosure.
 - The planting of street trees is encouraged where they do not already exist. The planting and maintaining of grass, hedges and trees, consistent with the existing streetscape is encouraged.
 - The use of xeriscape (drought tolerant, low-water requirement) landscaping and other water conservation practices is encouraged to minimize water consumption.
 - Loading areas visible from streets and from residential properties must be screened with fencing and/or sufficient landscaping which is mature and of a quality acceptable to the District. The integration of existing mature trees and other vegetation into the overall landscape design is encouraged.
 - The design of frontage business signs should be integrated with the design of the building.
- iii. Parking and access
- All off-street parking areas must be adequately landscaped including a landscaped buffer separating the off-street parking area from the property line(s) and from principal buildings.
 - A majority of off-street parking should be located to the rear or side of the building(s). Access to commercial premises and to the street should be easily visible from all off-street parking areas.
 - Vehicle access to parking and loading areas and circulation on site should minimize interference with pedestrian movement.



- Surface parking areas should be constructed in small increments, or large lots should be divided into small areas through the use of shade trees and shrubs, so that asphalt does not dominate.
- Universal access design principles shall be incorporated to accommodate people of any ability.