



Storefront
Improvement
Incentive
Program



Approved: 14 June 2016

Town of Hanna Storefront Improvement Incentive Program

1. Background

The Town of Hanna has developed a Storefront Improvement Incentive Program (SIIP) for those businesses located within the boundaries of the Town of Hanna. The program is managed and administered by the Business & Communications Department. The Storefront Improvement Incentive Program provides funding for up to 50% of the eligible works up to a maximum of:

- \$3,000.00 per commercial property;
- \$5,000.00 for a corner lot commercial property (two street facing facades);
- \$5,000.00 for a commercial building with 4 or more storefronts, or large commercial enterprises that are of similar size to that of 4 or more storefronts.

***Note that new construction, national franchises, government buildings, residences, churches or other religious institutions are not eligible. An independent owner of a national franchise may be eligible.**

2. Intent

This incentive program is intended to assist property owners and business tenants to enhance storefronts within the corporate limits of the Town of Hanna.

3. Objectives

The following is a list of objectives that outline the purpose of the program:

- To assist commercial property and business owners with improvements to their buildings/storefronts to create a more vibrant and attractive business corridor and downtown area;
- To encourage the economic vitality of the business corridor and downtown area in all seasons;
- To create an attractive image of the Town of Hanna that reflects the character and culture of the community; and
- To reinforce commercial areas within the business corridor and downtown area as places to shop and do business to support long-term sustainability.

4. Improvement Eligibility

4.1. Eligible Improvements Include:

- 4.1.1. Repainting, cleaning or restoration of facades
- 4.1.2. Replacement or restoration of cornices, eaves, parapets and other architectural features
- 4.1.3. Replacement of windows
- 4.1.4. Entranceway modifications that improve the appearance and/or access to the commercial units.
- 4.1.5. Redesign and reconstruction of the store front
- 4.1.6. Installation of appropriate new signage or improvements to existing signage.
- 4.1.7. Installation of canopies and/or awnings
- 4.1.8. Installation of exterior lighting
- 4.1.9. Restoration of historic features
- 4.1.10. Construct entrances for barrier free access for patrons with mobility impairments.

4.2. Ineligible Improvements Include:

- 4.2.1. Building repairs or structural foundations
- 4.2.2. Roof repairs not related to exterior aesthetics

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- 4.2.3. Interior plumbing
- 4.2.4. Security bars
- 4.2.5. Fencing
- 4.2.6. Electrical or structural upgrades including security systems
- 4.2.7. Non-permanent fixtures (e.g.: banner signs, interior window coverings, planters, benches, etc.
- 4.2.8. Personal property or equipment
- 4.2.9. Tenant improvements not associated with a comprehensive upgrade
- 4.2.10. Sidewalks and paving not associated with improvements
- 4.2.11. Fluorescent light box signage

4.3. Program Exclusions

New construction, national franchises, government buildings, residences, churches or other religious institutions are not eligible. Independent owners of national franchises may be eligible.

4.4. Area of Application

The Storefront Improvement Incentive Program is available to all commercial property owner(s) and their commercial tenant(s) within town limits. There is no cost to submit an application for this program.

4.5. Eligibility Requirements

- 4.5.1. All applications for improvements under this program are subject to the availability of funding. The review of any Storefront Improvement Incentive grant application will be administered on a first come first served basis in accordance with the review process and the limit of available funding.
- 4.5.2. Commercial properties will only be considered if the work outlined in the application addresses the objectives of the Storefront Improvement Incentive Program.
- 4.5.3. Town of Hanna Council may, at its discretion, specify the amount of annual funding that will be made available each year the program is in existence. If the total value of funding requested for all new applications in any given year exceeds the total amount of funding available, applications will be placed on a waiting list for future funding availability.
- 4.5.4. Ground floor commercial use(s) is the program's priority however; two storey or higher commercial properties are also eligible.
- 4.5.5. Commercial tenant(s) must provide written authorization from the registered property owner(s). Tenant(s) should have a minimum of three years remaining on a lease from the date of the application.
- 4.5.6. Storefront Improvements incentives will not be issued to any eligible applicants who are in arrears of any municipal financial obligation.
- 4.5.7. Storefront Improvement Incentives will not be issued to correct any Building Code, Fire Code or Property Standards orders.
- 4.5.8. No funds will be issued for works that have received incentives under any other municipal programs.
- 4.5.9. Any work initiated before the application for the Storefront Improvement Incentive Program is received and approved by the Town of Hanna may not be eligible for funding. The Storefront Improvement Incentive Program may be applied retroactively to works started prior to the commencement of this program, at the discretion of Council.

5. Program Assistance and Requirements

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- 5.1. Proposed storefront improvements within the Town of Hanna will adhere to the Storefront Improvement Incentive Program guidelines. Guidelines can be obtained on the Town of Hanna website.
- 5.2. All work must comply with municipal, provincial and federal regulations
- 5.3. The maximum amount of any incentive that may be issued under this Program shall be:
 - 5.3.1. \$ 3,000.00 per commercial storefront (one municipal street address)
 - 5.3.2. \$ 5,000.00 for commercial storefronts (one municipal street address) on corner lots where improvements are proposed on both street facing facades.
 - 5.3.3. \$ 5,000.00 for commercial property for a building with four or more storefronts (four or more municipal addresses)
 - 5.3.4. \$ 5,000.00 for a commercial property which is one municipal address but the size of a building with four or more municipal addresses or larger
 - 5.3.5. The incentive shall not exceed 50% of the costs of the eligible work per storefront or building. Up to 15% of the entire incentive may be used for soft costs such as a consultant, design, project management services or relevant permit fees.
- 5.4. Proposed signage will meet with the Town's Sign regulations in the Land Use Bylaw (see Part VII, Section 12 (1-12) – Town of Hanna Land Use Bylaw)
- 5.5. Any proposed modifications to buildings designated under the Alberta Historical Resources Act or identified as being of historic interest by the Town of Hanna or the Province of Alberta may be subject to additional approvals.
- 5.6. Assistance granted to a particular project is not transferable to another property.
- 5.7. The Town of Hanna reserves the right to have a Building Inspector review all completed eligible works to ensure the monetary value of the work completed coincides with the monetary value of the work proposed as indicated on any approved incentive application. Should the Building Inspector deem the monetary value of work completed does not coincide with the monetary value of the work proposed, the Town of Hanna reserves the right to reduce the amount of the incentive accordingly.
- 5.8. Where construction or renovations are substantially suspended or discontinued for more than six months, the Town may revoke any approved applications.
- 5.9. The applicant must provide the Town of Hanna with copies of professional invoices and proof of payment prior to any reimbursement.
- 5.10. The Town of Hanna reserves the right to discontinue this program at any time.

6. Procedures and Approvals

- 6.1. Approval of an incentive and its amount shall be subject to the availability of funding as determined on an annual basis by Town of Hanna Council.
- 6.2. Potential applicants are required to submit a complete program application form, including the required drawings, to the Business & Communications Department prior to the submission of any sign or building permit application. The Town may specify additional submission requirements, such as but not limited to plans, elevations and quotations.
- 6.3. Complete applications will be reviewed and only those applications that meet the program's objectives, the Town of Hanna's Storefront Improvement Incentive Program Guidelines and are capable of satisfying the Town's Land Use Bylaw and the Alberta Building Code will be considered.
- 6.4. The eligibility of the proposal will be assessed based on the whole project. The approving authority will consider all aspects of the applied improvements.
- 6.5. A proper design rendering or schematic (i.e. a high quality drawing) must also be included with the grant application. The rendering must clearly and accurately depict what the completed façade renovation will look like.
- 6.6. Eligible costs will be cost of materials, equipment and contracted labour. Labour

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provided by the applicant can be a part of the project however will not be considered eligible expenses.

- 6.7. Applicants will be notified in writing if their proposed application has been accepted. This will be followed by a Letter of Agreement that will outline additional items and conditions of the Program and will serve as a legal commitment of both parties as to the scope and quality of work and the amount of funds committed.
- 6.8. All contractors must be licensed by the Province of Alberta and within the Town of Hanna and carry the required insurance. All construction contracts will be between the applicant and the contractor.
- 6.9. Applicants are to set up the work schedule with the contractor and will have thirty (30) days, from the date that the Town signs the Agreement to authorize the contractor(s) to begin work. If the applicant has not authorized contractor(s) to begin work within six (6) months, the Town has the right to terminate the agreement.
- 6.10. Prior to approving the funds dispersal to the applicant for the Storefront Improvement Incentive Program, Town staff may inspect the building to review the condition of the façade and the proposed improvements.
- 6.11. Upon project completion, the Town of Hanna reserves the right to acknowledge the participation in the Storefront Improvement Incentive Program through the Town's Social Media outlets.

7. Reimbursement of Funds

- 7.1. Upon completion of the eligible works, the applicant must provide the Town of Hanna with copies of professional invoices and proof of payment. Town of Hanna Staff will conduct an inspection of the completed work, and do what is necessary to verify the accuracy of all invoices.
- 7.2. Upon verification that the eligible works are complete, and invoices and proof of payment have been verified to be accurate, the incentive funds shall be issued within thirty (30) days of receipt in compliance with the Letter of Agreement.

8. Maintenance Requirements

By accepting Storefront Improvement Incentive funds, the applicant commits to properly maintaining all improvements and to keep storefronts, as well as sides and backs of buildings clean and free of graffiti for a minimum of five (5) years. Any damage to the façade is to be repaired by the applicant so that the building or storefront remains in good condition and positively contributes to the business area.

9. Important Dates

Applications can be submitted to the Town of Hanna starting July 1, 2016. The number of projects awarded will be determined by funding availability. Applications will be reviewed upon receipt, and are based on a first come, first served basis. Once funding has reached capacity, applications will be placed on a waiting list for future funding.

10. Application Checklist

- Applicants are strongly encouraged to review the 'Town of Hanna Storefront Improvement Incentive Program Guidelines' prior to preparing their application.
- Completed Application Form (see final page)
- High Quality Drawing of Proposed Changes (see 12. Reference Documents & Resources)

11. Contact

Town of Hanna Storefront Improvement Incentive Program

For more information, please contact the Director of Business & Communications by any method listed below.

Storefront Improvement Incentive Program
Attn: Director of Business & Communications
Town of Hanna
302 – 2nd Avenue West
Box 430
Hanna, AB T0J 1P0

Phone: (403) 854-4433
Email: larmstrong@hanna.ca

12. Reference Documents & Resources

- Town of Hanna Storefront Improvement Incentive Program Guidelines
- Town of Hanna Land Use Bylaw (Signs - Part VII, Section 15 (1-12))
<http://www.Hanna.ca>
- To complete a high quality drawing of your proposed changes. There are a number of free software programs you can try:
 - Sherwin Williams' Visualizer www.sherwin-williams.com/visualizer/
 - SketchUp (drafting software) <http://www.sketchup.com/>

Application Form

Applicant Name		Owner of Property
Physical Address of Storefront		
Mailing Address		
Phone Number		Email
Description Of Changes To Be Made To Storefront (attach additional page if necessary)		
<input type="checkbox"/> Drawing Attached		
<input type="checkbox"/> Other _____		
Additional Comments		
Signature of Applicant		Date