



TOWN OF SEDGEWICK

STOREFRONT IMPROVEMENT INCENTIVE POLICY POLICY # 22-19

APPROVAL DATE: *March 17, 2022*
RESOLUTION NUMBER: *2022-57*

1. Policy Statement

A community's business district draws in visitors from across the region and beyond and leaves a lasting impression of our Town on them and others who live nearby. A bright, modern and well-maintained downtown can lead to further business attraction, an expansion of general economic development and increased community morale.

2. Policy Purpose

The purpose of this policy is to assist business property owners and/or their tenants to enhance Storefronts within the Town of Sedgewick's downtown business district resulting in significant improvements to the Town's Commercial Corridor.

3. Definitions

- 3.1. "Commercial Corridor" means the commercial district adjacent to 48th Avenue and 47th Street as demonstrated in Schedule 'A'.
- 3.2. "Storefront" means the façade or face of the store that looks onto a street or open space.

4. Eligibility

- 4.1. The Storefront Improvement Incentive Program is available to all commercial property owner(s) and their commercial tenants within the Town of Sedgewick's Commercial Corridor.
- 4.2. Eligible improvements include:
 - 4.2.1. Redesign and reconstruction of the Storefront;
 - 4.2.2. Replacement of Storefront windows;
 - 4.2.3. Installation of new signage or improvements to existing signage;
 - 4.2.4. Replacement of siding, eaves, fascia and soffits;
 - 4.2.5. Installation of canopies or awnings;
 - 4.2.6. Installation/repair of exterior lighting;
 - 4.2.7. Painting/cleaning of the building façade; and
 - 4.2.8. Modifications to an entryway (including accessibility ramps, doors, openers).

4.3. Ineligible improvements include:

- 4.3.1. New construction;
- 4.3.2. Foundations;
- 4.3.3. Roof repairs;
- 4.3.4. Plumbing;
- 4.3.5. Security features, bars or blinds;
- 4.3.6. Electrical or structural upgrades not associated with Storefront improvements;
- 4.3.7. Non-permanent fixtures (banners, window coverings, planters, benches);
- 4.3.8. Sidewalks and paving; and
- 4.3.9. Building code, fire code or Property standards orders.

4.4 Eligible costs include:

- 4.4.1. Cost of materials;
- 4.4.2. Equipment; and
- 4.4.3. Contracted labour.

5. Incentive

- 5.1. The maximum amount of any incentive allocated under this program shall be \$5000 per property.
- 5.2. The incentive shall not exceed 50% of the total cost of eligible work.
- 5.3. The Town of Sedgewick may approve an incentive for less than 50% of the eligible work.
- 5.4. The incentive is a reimbursement and will be released once the work is complete, invoices and proof of payment have been submitted to the Town of Sedgewick and the Storefront has been inspected by Town staff.

6. Program Criteria

- 6.1. Applications shall be for a single commercial property.
- 6.2. Applications that include multiple activities or demonstrate a dramatic improvement in aesthetics will be given higher priority.
- 6.3. All applications are subject to availability of funding as determined by Town of Sedgewick Council and will be considered on a first-come, first-served basis.
- 6.4. Commercial tenants must provide written authorization from the registered property owner(s).
- 6.5. Incentives will not be issued to any applicant who is in arrears of any municipal financial obligation.


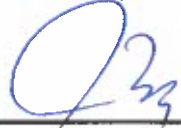
- 6.6. Development permits must be applied for and approved if relevant to the work and all regulations complied with.
- 6.7. Work initiated prior to an application being approved shall not be eligible for an incentive.
- 6.8. Work must be completed within one year of application approval and if not the Town of Sedgewick may cancel the incentive.
- 6.9. Incentives are not transferrable to other properties.
- 6.10. The Town of Sedgewick shall review completed work to ensure the monetary value of the work coincides with the application. Should it not coincide, the Town of Sedgewick shall reduce the amount of the incentive accordingly.
- 6.11. Should any criteria in this policy not be adhered to, the Town of Sedgewick shall cancel the incentive.
- 6.12. The Town of Sedgewick reserves the right to discontinue this program at any time.
- 6.13. The Town of Sedgewick reserves the right to refuse any application and only applications that meet the program's purpose shall be considered.
- 6.14. All Storefront work is to be maintained into the future in accordance with Town of Sedgewick bylaws.

7. Applications

- 7.1. Applications shall include:
 - 7.1.1. Completed application form
 - 7.1.2. Photographs of the Storefront prior to improvements
 - 7.1.3. Drawings of proposed improvements
 - 7.1.4. Detailed budget
 - 7.1.5. Quotes or estimates
 - 7.1.6. Proof of insurance
 - 7.1.7. Letter from property owner(s) if necessary.
- 7.2. Applications may be submitted at any time until the program is fully subscribed or discontinued.

8. Revision/Review History

TOWN OF SEDGEWICK

<u>March 17, 2022</u>	
DATE	MAYOR
<u>March 17, 2022</u>	
DATE	CHIEF ADMINISTRATIVE OFFICER

