

Town of Wytheville Economic Development Incentives

2020

To enhance the business environment and promote a vibrant local economy, the Town of Wytheville offers access to a variety of economic development incentives. New businesses and/or new and existing property owners may be eligible for grants to offset local meals taxes, lodging taxes, business license taxes, building permit fees, and real property taxes. Also available are grants for building rehabilitation and job creation, revolving loan funds and tax credits for rehabilitation of historic buildings and business development training and assistance. The following pages provide a general outline of these incentives and eligibility requirements. If you have questions, or would like more information about how to apply, please contact:



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Enterprise Zone – Local Incentive Restaurants & Eateries Grant

Overview: For restaurants and eateries created within the boundaries of the Wytheville Enterprise Zone, the Town of Wytheville will provide grants equivalent to 100% the meals tax paid by the Qualifying Business in accordance with the terms below.

Qualifying Business - To qualify for this program, applicants must satisfy ALL of the following:

1. The business is located within the Enterprise Zone.
2. The business was created within, or relocated to, the Enterprise Zone after January 1, 2014
3. The business has been in operation within the Town of Wytheville, regardless of ownership arrangements, for less than 60 months.
4. The business is current ALL taxes and fees due the Town of Wytheville.
 - If the meals tax payment is late, the grant will be assessed a 25% penalty in addition to the typical late payment penalties, fees and interest charged by the Town of Wytheville.
 - Upon the 4th late payment, the business will be disqualified from further participation in the program

Program Eligible Period:

1. Qualifying Businesses are eligible to receive the Restaurants and Eateries Grant for a maximum period of 60 months less any time the business was in operation outside of the Enterprise Zone, regardless of ownership arrangements in either location.
2. Eligibility is calculated in 1-month increments.
3. NOTE: Wytheville Town Council has sole discretion to make qualification and eligibility determinations.

When will I receive my grant?

1. Grants will be processed within 30 days of the end of each quarter. Please refer to "Restaurants and Eateries Grant Reimbursement Schedule" at the end of this document for further details. After Initial approval, program participants do not need to reapply.

What if my business changes names or ownership?

1. Qualifying businesses that change names will remain eligible as long as they are under the same ownership as the original applicant.
2. If an eligible business changes ownership, a new application will be required of the new owner, however the grant terms will remain the same. Businesses that remain significantly similar following an ownership change may be precluded from eligibility for the time granted to the prior owner or operator.

Can I pause or defer my grants?

1. The program cannot be paused, delayed or deferred for interruptions associated with name changes, rebranding efforts, remodeling & repairs, or code violations, etc.

Restaurants & Eateries Grant Schedule

| | | |
|-----|--|---|
| Q 1 | <ul style="list-style-type: none">• January - Tax Due by February 20th• February - Tax Due by March 20th• March - Tax Due by April 20th | } Rebate Processed by May 20th |
| Q 2 | <ul style="list-style-type: none">• April - Tax Due by May 20th• May - Tax Due by June 20th• June - Tax Due by July 20th | } Rebate Processed by August 20th |
| Q 3 | <ul style="list-style-type: none">• July - Tax Due by August 20th• August- Tax Due by September 20th• September - Tax Due by October 20th | } Rebate Processed by November 20th |
| Q 4 | <ul style="list-style-type: none">• October - Tax Due by November 20th• November- Tax Due by December 20th• December- Tax Due by January 20th | } Rebate Processed by February 20th |

Enterprise Zone – Local Incentive Lodging Establishment Grant

Overview: For NEW lodging establishments created within the boundaries of the Wytheville Enterprise Zone, the Town of Wytheville will provide grants equivalent to the lodging tax paid by the Qualifying Business in accordance with the terms below.

Qualifying Business:

1. The business must be within the designated Enterprise Zone. Applicants shall verify the district boundary with the Town of Wytheville. *See attached map.*
2. The business must be new to Wythe County, between January 1, 2014 and January 1, 2024. Businesses created within the district prior to this date are not eligible for Enterprise Zone Incentives. Existing businesses from within Wythe County that have located within the Enterprise Zone District are not eligible for Enterprise Zone incentives, **unless the business remains open in both locations.**
3. The applicant must be the owner of the business.
4. The applicant must be current and remain current on ALL taxes and fees due the Town of Wytheville. If the lodging tax is late, the grant reimbursement will be assessed a 25% penalty, which will not be repaid to the applicant. **More than three late payments during the Program Eligible Period will result in revocation of program eligibility.**

Program Eligible Period:

1. Qualifying Businesses are eligible to receive the Lodging Establishments Grant for a period of 5 years (60 Months), following issuance of a Certificate of Occupancy.

When will I receive my grant?

1. Grants will be processed within 30 days of the end of each quarter. Please refer to Lodging Establishment Grant Reimbursement Schedule at the end of this document for further details. After Initial approval, program participants do not need to reapply.

What if my business changes names or ownership?

1. Businesses that change names, or undergo rebranding, will remain eligible as long as they are under the same ownership as the original applicant.
2. If an eligible business changes ownership, a new application will be required of the new owner, however the grant terms will remain the same. Businesses that remain significantly similar following an ownership change may be precluded from eligibility for the time granted to the prior owner.

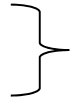
Can I pause or defer my grants?

1. The Program Eligible Period begins with issuance of the original Certificate of Occupancy, and the program cannot be paused, delayed or deferred for interruptions associated with name changes, rebranding efforts, remodeling & repairs, or code violations, etc.

Lodging Establishment Grant Schedule

Q₁

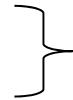
- January - Tax Due by February 20th
- February - Tax Due by March 20th
- March - Tax Due by April 20th



Rebate Processed by May 20th

Q₂

- April - Tax Due by May 20th
- May - Tax Due by June 20th
- June - Tax Due by July 20th



Rebate Processed by August 20th

Q₃

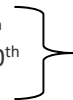
- July - Tax Due by August 20th
- August - Tax Due by September 20th
- September - Tax Due by October 20th



Rebate Processed by November 20th

Q₄

- October - Tax Due by November 20th
- November - Tax Due by December 20th
- December - Tax Due by January 20th



Rebate Processed by February 20th

Enterprise Zone – Local Incentive Building Permit Fees Rebates

Overview: For business and property owners within the boundaries of the Wytheville Enterprise Zone, the Town of Wytheville will reimburse Building Permit fees in accordance with the terms below.

How to Qualify:

1. The permit must be for construction taking place within the Enterprise Zone. Applicants shall verify the district boundary with the Town of Wytheville. *See attached map.*
2. The applicant must be owner of the business, or the property.
3. Application must be made within 90 days of final inspection.
4. The applicant must be current and remain current on ALL taxes and fees due the Town of Wytheville. Failure to make on-time payments at any time during the Program Eligible Period will result in revocation of program eligibility.

Program Eligible Period:

1. Applicants are eligible for rebate of all local building permit fees associated with the first \$200,000 in building improvements that require a permit.
2. Multiple application may be made for the same property, but eligibility ends when \$200,000 in permitted improvements have been made.
3. Permits eligible for rebate must have been obtained between January 1, 2014 - January 1, 2024.

When will I receive my grant?

1. Applicants can request a rebate following final inspection by the Building Official and application review by the Program Manager, Town Treasurer, Building Official and the Town Manager. If approved, the Town of Wytheville Treasurer's Office will issue a rebate check within 30 days of application request.

Enterprise Zone - Local Water & Sewer Availability Fees Rebates

Overview: For property owners within the boundaries of the Wytheville Enterprise Zone, the Town of Wytheville will reimburse Water & Sewer Availability Fees in accordance with the terms below.

How to Qualify:

1. The Availability Fee must be for water or sewer connections taking place within the Enterprise Zone.
2. Applicants shall verify the district boundary with the Town of Wytheville. *See attached map.*
3. The applicant must be owner of the property.
4. Application must be made within 90 days of final inspection.
5. The applicant must be current and remain current on ALL taxes and fees due the Town of Wytheville. Failure to make on-time payments at any time during the Program Eligible Period will result in revocation of program eligibility. The rebate does not include the cost of metering devices.

Program Eligible Period:

1. Applicants are eligible for rebate of water and sewer availability fees, between January 1, 2014 - January 1, 2024

When will I receive my grant?

1. Applicants can request a rebate following final inspection by the Building Official and application review by the Program Manager, Town Treasurer, Building Official and Town Manager. If approved, the Town of Wytheville Treasurer's Office will issue a rebate check within 30 days of application request.

Enterprise Zone – State Incentives

Qualification for state VEZ incentives are based on the calendar year and are administered annually. All applicants (businesses and real properties) must be located within an [Enterprise Zone](#) to qualify for incentives.

VEZ State Incentives are offered through the Virginia Department of Housing & Community Development, but are administered by the Joint Industrial Development Authority of Wythe County, 190 S 1st Street, Wytheville, VA 24382. Please contact David Manley, JIDA Executive Director, at 276-223-3370 for further details.

Real Property Investment Grant (RPIG) Summary

| BENEFIT | ELIGIBILITY REQUIREMENTS ¹ | APPLICATION FORMS | GRANT TERM |
|--|--|--|--|
| <ul style="list-style-type: none"> ▪ Up to \$100,000 per building or facility for qualifying real property investments of less than \$5 million. ▪ Up to \$200,000 per building or facility for qualifying real property investments of \$5 million or more. ▪ Real Property grant awards may be subject to proration should requests exceed grant funds allocated. | <p>Commercial, industrial, or mixed-use buildings or facilities.</p> <p>For rehabilitation and expansion, at least \$100,000 incurred in qualified real property investments.</p> <p>For new construction, at least \$500,000 incurred in qualified real property investments.</p> | <p>Required application forms:</p> <ul style="list-style-type: none"> ▪ EZ-RPIG ▪ Final Placed in Service Documentation ▪ Mixed Use Form* ▪ Multiple Owner Form* ▪ Tenant/Owner Consent Form* ▪ Tenant Coordination Form* ▪ W-9 ▪ CPA Attestation Report <p>*If applicable</p> | <p>Capped per building or facility at a maximum of \$200,000 within a five- consecutive year term.</p> |

Job Creation Grant (RPIG) Summary

| BENEFIT | ELIGIBILITY REQUIREMENTS | APPLICATION FORMS | GRANT TERM |
|---|--|---|---|
| <ul style="list-style-type: none"> ▪ Up to \$500/year per net new permanent, full-time position earning at least 175% of the Federal minimum wage (150% in High Unemployment Areas) with health benefits. ▪ Up to \$800/year per net new permanent full-time position earning at least 200% of federal minimum wage with health benefits. | <p>Net new permanent full-time positions, created over the four-job threshold, that meet wage and health benefit requirements.</p> <p>Excludes retail, personal service, or food and beverage positions.</p> | <p>Required application forms:</p> <ul style="list-style-type: none"> ▪ EZ-JCG ▪ JCG Worksheet ▪ W-9 ▪ CPA Attestation Report¹ | <p>Available for a five- consecutive year term for net new permanent full-time positions above the four-job threshold over base year employment levels.</p> |

Downtown Incentives

Downtown Development Fund

- An initial **Downtown Development Fund (DDF)** of \$200,000 will be established on July 1, 2017, and, thereafter, as the Council may appropriate.
- The purpose of the Downtown Development Fund (DDF) is to provide sufficient economic stimulus to property owners in the B-2 DT – General Business District – Downtown to renovate buildings to become usable for business and residential purposes. An eligible building in the B-2 DT – General Business District – Downtown can utilize Downtown Development Funds only once.
- Applicants seeking to participate in the program must provide the Town Council or its designee with sufficient information, planning documents, costs and a business plan to justify the eligibility for participation in the program, and approval of participation must be by an action of the Council or its designee.
- Architectural, engineering and legal fees associated with the improvements approved by the DDF can be paid (up to 50 percent of the actual cost) from the Downtown Development Fund, regardless of type. Not to exceed the total of \$50,000.
- The maximum Downtown Development Fund grant (regardless of type) is \$50,000 per building.
- Applicants for the Downtown Development Fund needing bridge funding for their project should contact the Joint Industrial Development Authority of Wythe County for business loans available at low interest rates (as determined by the JIDA).
- A Certificate of Occupancy must be issued by the Town's Building Official prior to the release of grant funds from the Downtown Development Fund.
- Property owners participating in the Downtown Development Fund are also eligible to participate in the Façade Program, the Sign Incentive Program and other programs available to downtown businesses and property owners.
- Property owners are eligible to receive Downtown Development Funds only one time for each parcel of property situated in the district.

Downtown Development Fund – Type A:

Funds available to eligible building owners in the B-2 DT – General Business District – Downtown as grants to reimburse up to 50 percent of construction expenses for comprehensive remodeling, which create or substantially improve a retail business at street level and provide Code approved space on the second and third stories for either business or residential purposes. Retail business is defined as an establishment providing the sale of goods (not services) directly to consumers. Business and professional office space is not eligible for this program. In the event a retail establishment already exists on the street level, the property owner remains eligible to utilize Type A Funds, provided they meet all other requirements herein. The funds shall be distributed in five (5) equal, annual payments to the property owner, so long as the property continues to be used for the purpose identified in the original application, beginning at the end of the first year of operation.

Downtown Incentives

Downtown Development Fund cont.

Downtown Development Fund – Type B:

Funds available to eligible building owners in the B-2 DT – General Business District – Downtown as grants to reimburse up to 50 percent of construction expenses for comprehensive remodeling, which create or substantially improve a retail business at street level, which generate at least \$500,000 in annual gross receipts and create at least five (5) full-time, new jobs within twelve (12) months of participation. Retail business is defined as an establishment providing the sale of goods (not services) directly to consumers. Business and professional office space is not eligible for this program. The funds shall be distributed in five (5) equal, annual payments to the property owner, so long as the property continues to be used for the purpose identified in the original application and the five (5) full-time new jobs are maintained, beginning at the end of the first year of operation, and continuing on each anniversary thereafter for the entire five (5) years. Failure to meet any requirements shall immediately disqualify such building/owner from any further participation in the Downtown Development Fund.

Downtown Incentives

Façade Improvements Program

Eligible Area: B-2 DT General Business District – Downtown

Grant Amount Available: 50 percent of the façade renovation costs, not to exceed \$15,000.

Building Priority: Priority will be established for building applications based on the following criteria:

- Blighted condition. Those buildings with façades that are in poor condition (blighted) will receive first priority.
- Confirmation of the Town Council with a recommendation from Downtown Wytheville, Incorporated (DWI).
- Main Street visibility. Those buildings, which are visible from Main Street, will receive priority.
- The interest of the Owner and ability to finance the rehabilitation.

Annual Budget: An annual budget of \$85,000 will be allocated by Town Council as funds are available, with \$125,000 allocated the first year.

General Provisions of the Program: The general requirements for the Façade Improvement Program are listed below:

- The Town of Wytheville (hereinafter referred to as the “Town”) shall procure an Architect to provide outline drawings and specifications (“work write-up”) and cost estimates for each façade renovation project.
- The Architect shall work with the Property Owner to complete the work write-up based on the Owner’s design goals, budget and input from Downtown Wytheville, Incorporated’s Design Committee (hereinafter also referred to as “DWI”). If the building is listed on the Virginia Landmarks Register, the National Register of Historic Places or if it is a contributing structure to one of these districts, a Virginia Department of Historic Resources review may also be required, and the work write-up may also be required to follow the provisions of the Secretary of the Interior’s Standards for Rehabilitation of Historic Buildings.
- The façade work write-up shall be approved by the Town and DWI prior to the start of work.
- The Property Owner shall enter into a contract with the Town for the façade renovations. See attached contract.
- The Property Owner shall enter into a contract with a Contractor for the work described in the work write-up according to the provisions of this document.
- All changes or substitutions to the work write up shall be approved by the Town and DWI.
- Owners that have not reached substantial completions of a Façade Renovations Project within one year of an approved work write-up may be responsible for the architectural fees accrued on the project work write-up, up to \$2,500. If the delay is due to circumstances beyond the control of the Owner, an extension of time may be granted by the Town.

Construction Contracts: Generally, the construction contracts must follow the provisions below:

- The contract for rehabilitation work shall be between the Owner and the Contractor. The Town is neither responsible for the performance of the Contractor nor the for payments to the Contractor.
- The Owner shall ensure that the Contractor is legally licensed for the work to be performed and has provided proof of General Liability Insurance and Workers Compensation Insurance.
- The Owner shall take full responsibility for the selection and management of the Contractor.
- The Owner shall utilize the Owner’s financial resources to undertake 100% of the cost of the façade improvements.
- During construction, the architect, representatives of the Town and DWI shall have the right to inspect the property and the work during reasonable hours for the purpose of determining compliance with the work write-up.

Downtown Incentives

Façade Improvements Program cont.

- Following the final inspection and approval of the work by the Architect, representatives of the Town and DWI, the Town will make a single lump-sum payment to the Owner based on the provisions of this document.
- All costs submitted for reimbursement shall be in accord with the work write-up or approved change orders. Reimbursements will only be made for the materials and labor necessary to complete the work write-up. Owners will not be reimbursed for tools, superfluous materials, restocking fees, improperly ordered or damaged material or work outside the work write-up.
- The Town will make payment within thirty (30) days of the inspection and approval noted above.

Downtown Incentives

Tax Exemption for Rehabilitated Property

Overview: The Town of Wytheville offers a real estate tax exemption valued at 100% of the increase in assessed value for 5 years following the rehabilitation of certain properties. The guidelines for this exemption are outlined below.

Residential Structures:

1. The structure must be wholly located within the B-2DT (Downtown) District, as shown on the town's official Zoning Map, or be eligible for listing on the National Register of Historic Places. Applicants shall verify eligibility and district boundaries with town officials.
2. The structure must be no less than 40 years of age.
3. Single-family residential structures must be renovated in such a way as to increase the assessed value by no less than 20% without increasing overall square footage by more than 15%.
4. Multi-family residential structures which have been substantially rehabilitated by replacement for multi-family use shall be eligible for the tax exemption provided by this section so long as such replacement structures do not exceed the total square footage of the replaced structures by more than thirty (30) percent.
5. Plans for rehabilitation of properties listed or eligible for listing on the National Register of Historic Places, which are located within the B-2DT District must be approved by the Downtown Wytheville, Inc. Design Committee. Historic architectural features must be preserved in the renovation process to be eligible for the tax exemption.
6. An application along with a \$50 application fee must be filed with the Town Treasurer and the property must be inspected by the Building Official before rehabilitation work begins.
7. Rehabilitation must have taken place after January 1, 2012

Commercial & Industrial Structures:

1. Commercial & industrial structures must be located within the corporate limits of the Town of Wytheville and subject to taxation by the Town of Wytheville.
2. The structure must be no less than 40 years of age.
3. The structure must be renovated in such a way as to increase the assessed value at least 30% without increasing overall square footage by more than 15%.
4. Plans for rehabilitation of properties listed or eligible for listing on the National Register of Historic Places, which are located within the B-2DT District must be approved by the Downtown Wytheville, Inc. Design Committee.
5. Historic architectural features must be preserved in the renovation process to be eligible for the tax exemption.
6. The applicant must be the owner of the property, or the entity responsible for remitting real property taxes to the Town of Wytheville.
7. An application along with a \$150 application fee must be filed with the Town Treasurer and The property must be inspected by the Building Official before rehabilitation work begins.
8. Rehabilitation must have taken place after January 1, 2012.

Downtown Incentives

Sign Improvement Grant

Purpose: To provide an incentive to downtown businesses to invest in high quality, visually appealing signs, and to support existing business in upgrading old, faded or outdated signs.

Eligible Area: B-2 DT General Business District - Downtown

Grant Amount Available: A matching grant of 50 percent of the sign replacement, rehabilitation or refurbishment cost up to \$500.00 per property. If there are existing signs, sign structures and sign bases that are being replaced, the existing signs shall be removed prior to the grant award. The cost of the removal of the existing signs may be included in the cost for the matching grant.

Priority: If the applications exceed the funds available, priority will be given to sign applications based on the following criteria:

- **Participation by the Business or Property Owner:** The interest of the Business or Property Owner and the ability to finance the sign rehabilitation, refurbishment or replacement, independent of reimbursement.
- **Blighted Condition:** Signs in poor condition. Those with excessive size, height, with blank or outdated faces, will receive first priority.
- **Approved:** Confirmation by the Town Council, upon recommendation by the Downtown Wytheville, Incorporated (DTW) Design Committee, that the proposed signs are appropriate, will be an asset to the goals of DTW and after confirmation the Business or Property Owner confirms that existing signs will be removed, refurbished and/or replaced.
- **Main Street Visibility:** Signs visible from Main Street.

Annual Budget: An annual budget of \$7,500 will be allocated the first year.

General Provisions of the Program: The general requirements for the Sign Improvement Program are:

1. Prior to designing and purchasing a sign or sign structure, the Business or Property Owner shall make application to the Design Committee of Downtown Wytheville, Inc. (DTW).
2. The Design Committee will discuss the sign and the design with the Business or Property Owner and may offer suggestions and provide design assistance.
3. The Business or Property Owner shall then submit an application fee to the Design Committee showing the details of the proposed sign, its mounting or structure, and details of the existing signs to be replaced and/or removed.
4. The Design Committee shall review the application and recommend to DTW and the Town Council that the grant be awarded.
5. Upon completion of the sign, removal of existing signs and approval of the DTW Design Committee that the sign conforms to the design approved, the Business or Property Owner shall be reimbursed 50 percent of the approved costs up to \$500. A Town check will be issued within 10 days of the Design Committee of DTW confirmation.
6. Sign grants shall be issued on a first come, first served basis, until the annual funds are exhausted.

Tourism Zone Incentives

Overview: Qualified tourism-related businesses under certain conditions may receive the following:

1. **Business License Tax Rebate:** Business license taxes will be rebated by the following schedule:
Year 1 - 100% Rebate
Year 2 - 75% Rebate
Year 3 - 50% Rebate
2. **Building Permit Fee Waiver/Reduction:** Reimbursement of up to \$2K in Town building code fees.
3. **Subdivision Fee:** Reimbursement of fees associated with review and approval of a subdivision request connected with creation of a tourism related business.
4. **Utility Connection Fee Waiver:** Reimbursement of water and sewer availability fees. This applies to new services as well as upgrades. **Gap Financing:** Access to Virginia Tourism Corporation's Tourism Development Financing Plan which provides up to 20% gap financing assistance funded in part through performance based tax grants for large Tourism Development Projects.

Qualifying Businesses:

1. The business must be wholly located within the B-2DT (Downtown) District, as shown on the town's official Zoning Map. Applicants shall verify the district boundaries with town officials.
2. The business must derive its gross receipts from the sale of tourism-related goods or services. Example businesses include: fine arts studios; restaurants; hotels, bed & breakfast etc.
3. The new tourism business must make a minimum of \$15,000 in capital improvements to the property or parcel of land.
4. The business must be new to Wythe County, after January 1, 2012. Businesses created within the zone prior to its adoption are not eligible for the incentive.

Technology Zone Incentives

Overview: Qualified technology businesses located anywhere within Wytheville Town limits may under certain conditions receive the following:

1. **Business License Tax Reduction:** 100% rebate in business license tax for qualified technology businesses with less than \$50K in gross receipts for up to 3 years or until the tax year ending Dec. 31, 2022, whichever comes first.
2. **Business License Tax Reduction:** 50% rebate in business license tax for qualified technology businesses with more than \$50K in gross receipts for up to 3 years or until the tax year ending Dec. 31, 2022, whichever comes first.

How To Qualify: A business engaged in any of the following activities may be deemed a "technology business":

1. Design, development or other creation, for lease, sale or license, of computer software or hardware, computer network protocols, information systems, internet software, internet database applications;
2. Provision of internet services (i.e., services, including an internet web-hosting service, enabling users to access content, information, electronic mail and the internet as part of a package of services sold to customer), and business-to-business exchanges;
3. Design, development or other creation, for lease, sale or license, of biotechnology, or pharmaceutical or medical technologies or products, including, without limitation: Drug development, clinical trials services, data management and reporting and regulatory services;
4. Design, development or other creation or provision, for lease, sale or license, of immunology and analytical biochemistry services, including, without limitation: Mass spectrometry and HPLC, or liquid chromatography, equipment, services and supplies;
5. Design, development or other creation of electronics, for lease, sale or license, of telecommunications equipment or technology, such as digital switching systems, internet protocol telephony gateway, network telephone solutions;
6. Design, development or other creation of electronics, for lease, sale or license including, without limitation: Flexible and printed circuits, custom integrated circuits, electronic assemblies, medical electronics displays;
7. Receipt, as the principal or prime contractor, of identifiable federal appropriations for research and development services, as such services are defined in section 31.205-18(a) of the Federal Acquisition Regulations, in the areas of: (i) computer and electronic systems, (ii) computer software, (iii) applied sciences, (iv) economic and social sciences, and (v) electronic and physical sciences;
8. Any other business or industry as may be further defined from time to time by the Town of Wytheville;
9. The mere use of computer hardware or software in the performance of business activities will not render a business a "technology business" for the purposes of the technology zone, including, without limitation any such businesses which offer training or education to employees with respect to the use of computer hardware or software in the performance of the employee's job duties.
10. The business must not be operating under a certificate of public convenience issued by the Virginia State Corporation Commission. The business must not be engaged in the provision of a "utility service" as that term is defined within [section 14-31](#) of the Town Code;
11. At the time of application, any qualified business must certify that it expects to be engaged in such business throughout the entire or remaining portion of the tax year for which an incentive is sought; and
12. The business must have submitted an application for qualification to the town treasurer, on or before March 1 of the tax year for which a reduction of taxes is sought under this section. A separate application shall be required for each tax year. A business seeking to obtain a reduction of taxes under this section shall have the burden of demonstrating, to the satisfaction of the town treasurer, that it meets the definition of a technology business and that it meets all applicable criteria for a reduction.

Restaurants & Eateries Grant

Non-Enterprise Zone

Overview: For NEW restaurants and eateries created within the boundaries of the Town of Wytheville other than those situated in the Enterprise Zone. The Town of Wytheville will provide grants to the qualifying business equivalent to the meals tax paid by the Qualifying Business in accordance with the terms below.

Qualifying Business:

1. The business must be within the Town’s corporate limits.
2. The business must be new to Wythe County, between January 1, 2017 and January 1, 2024. Businesses created prior to this date, are not eligible for incentives. Existing businesses from within Wythe County that have located within the Town limits are not eligible for incentives, **unless the business remains open in both locations.**
3. The applicant must be the owner of the business.
4. The applicant must be current and remain current on ALL taxes and fees (Real Estate, Personal Property and Business License fees) due to the Town of Wytheville. If the meals tax payment to the Town is late, the grant reimbursement will be assessed a 25 percent penalty, which will not be repaid. **More than three late payments during the Program Eligible Period will result in revocation of program eligibility. Upon the fourth late payment, the business will be disqualified from further participation in the program and previously awarded grants will be repaid to the Town by the disqualified business.**

Program Eligible Period:

1. Grants will be awarded on a month by month or quarterly basis as set forth in Table A, below.
2. Each month or each quarter, new restaurants must reach the level of gross meals receipts as set forth in “**Minimum Threshold**” to receive the corresponding meals tax grant in “**Grant Rate**”. The Grant Rate will only be awarded on the percentages listed in Table A, below, and not on any sliding or pro rata scale.
3. Month 1 shall begin upon issuance of a Certificate of Occupancy (“**CO**”) as set forth herein. Quarters shall be determined by a January 1 to December 31 calendar year. If the CO is issued on a date other than the first day of a quarter, then the grant will be awarded on a month to month basis until a new quarter begins. If the CO is issued between the 1st and 15th of the month, then that month shall be deemed Month 1. If the CO is issued between the 16th and 31st of the month, then the gross meals receipts for the remainder of that month shall be included in the following month and the following month shall be deemed Month 1.

Table A:

| Eligible Period | | Grant Rate | Minimum Threshold (either/or) | |
|-----------------|---|------------|-------------------------------|---------------|
| | | | Monthly | Quarterly |
| YEAR 1 - 3 | Months 1-36 from issuance of original C.O. | 50% | \$ 50,000 | \$ 150,000 |
| | Months 1-36 from issuance of original C.O. | 100% | \$ 100,000 | \$ 300,000 |
| YEAR 4 | Months 37-48 from issuance of original C.O. | 50% | \$125,000 | \$ 375,000 |
| | Months 37-48 from issuance of original C.O. | 100% | \$ 150,000 | \$ 450,000 |
| YEAR 5 | Months 49-60 from issuance of original C.O. | 50% | \$ 175,000.00 | \$ 525,000.00 |
| | Months 49-60 from issuance of original C.O. | 100% | \$ 200,000.00 | \$ 600,000.00 |

Restaurants & Eateries Grant

Non-Enterprise Zone cont.

When will I receive my grant?

1. Grants will be processed within 30 days of the end of each quarter. Please refer to "Restaurants and Eateries Grant Reimbursement Schedule" at the end of this document for further details. After initial approval, program participants need not reapply.

What if my business changes names or ownership?

1. Businesses that change names, or undergo rebranding, will remain eligible for the original grant as long as they are under the same ownership as the original applicant.
2. If an eligible business changes ownership, a new application will be required of the new owner, however, the grant terms will remain the same as those provided to the original applicant for the remaining portion of the eligible period. Businesses that remain significantly similar following an ownership change may be precluded from eligibility for the period granted to the prior owner.

Can I pause or defer my grants?

1. The Program Eligible Period begins with issuance of the original Certificate of Occupancy, and the program cannot be paused, delayed or deferred for interruptions associated with name changes, rebranding efforts, remodeling and repairs, code violations, etc.

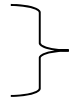
Audit Procedures

1. At any time during the Program Eligible Period and for two (2) years after the termination or expiration of the Program Eligible Period, the Town may send a written notice to the business requesting an audit of the business's gross meals receipts, the cost of which shall be the Town's responsibility.
2. The business shall keep and make available records of all gross meals receipts claimed during the entire Program Eligible Period and shall permit the Town to examine and audit such records as may be reasonably required to verify such statements, at reasonable times during business hours.

Restaurants & Eateries Grant Schedule

Q₁

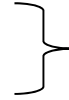
- January - Tax Due by February 20th
- February - Tax Due by March 20th
- March - Tax Due by April 20th



Rebate Processed by May 20th

Q₂

- April - Tax Due by May 20th
- May - Tax Due by June 20th
- June - Tax Due by July 20th



Rebate Processed by August 20th

Q₃

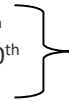
- July - Tax Due by August 20th
- August- Tax Due by September 20th
- September - Tax Due by October 20th



Rebate Processed by November 20th

Q₄

- October - Tax Due by November 20th
- November- Tax Due by December 20th
- December- Tax Due by January 20th



Rebate Processed by February 20th

Lodging Establishment Grant

Non-Enterprise Zone

Overview: For new lodging establishments created within the boundaries of the Town of Wytheville other than those situated in the Enterprise Zone, which includes all of the B-2 DT – General Business District – Downtown. The Town of Wytheville will provide grants to the qualifying business equivalent to the lodging tax paid by the Qualifying Business in accordance with the terms below.

Qualifying Business:

1. The business must be within the Town’s corporate limits.
2. The business must be new to Wythe County, between January 1, 2017 and January 1, 2024. Businesses created prior to this date, are not eligible for incentives. Existing businesses from within Wythe County that have located within the Town limits are not eligible for incentives, **unless the business remains open in both locations.**
3. The applicant must be the owner of the business.
4. The applicant must be current and remain current on ALL taxes and fees (Real Estate, Personal Property and Business License fees) due to the Town of Wytheville. If the meals tax payment to the Town is late, the grant reimbursement will be assessed a 25 percent penalty, which will not be repaid. **More than three late payments during the Program Eligible Period will result in revocation of program eligibility. Upon the fourth late payment, the business will be disqualified from further participation in the program and previously awarded grants will be repaid to the Town by the disqualified business.**

Program Eligible Period:

1. Qualifying businesses are eligible to receive the Lodging Establishment Grant for a period of three years (36 Months), immediately following issuance of a Certificate of Occupancy. Qualifying businesses must generate at least \$100,000 per month of gross revenue subject to the meals tax.

When will I receive my grant?

1. Grants will be processed within 30 days of the end of each quarter. Please refer to "Restaurants and Eateries Grant Reimbursement Schedule" at the end of this document for further details. After initial approval, program participants need not reapply.
2. Month 1 shall begin upon issuance of a Certificate of Occupancy (“CO”) as set forth herein.
3. If the CO is issued between the 1st and 15th of the month, then that month shall be deemed Month 1.
4. If the CO is issued between the 16th and 31st of the month, then the gross meals receipts for the remainder of that month shall be included in the following month and the following month shall be deemed Month 1.

What if my business changes names or ownership?

1. Businesses that change names, or undergo rebranding, will remain eligible for the original grant as long as they are under the same ownership as the original applicant.
2. If an eligible business changes ownership, a new application will be required of the new owner, however, the grant terms will remain the same as those provided to the original applicant for the remaining portion of the eligible period. Businesses that remain significantly similar following an ownership change may be precluded from eligibility for the period granted to the prior owner.

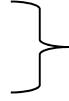
Can I pause or defer my grants?

1. The Program Eligible Period begins with issuance of the original Certificate of Occupancy, and the program cannot be paused, delayed or deferred for interruptions associated with name changes, rebranding efforts, remodeling and repairs, code violations, etc.

Lodging Establishment Grant Schedule

Q₁

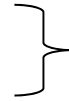
- January - Tax Due by February 20th
- February - Tax Due by March 20th
- March - Tax Due by April 20th



Rebate Processed by May 20th

Q₂

- April - Tax Due by May 20th
- May - Tax Due by June 20th
- June - Tax Due by July 20th



Rebate Processed by August 20th

Q₃

- July - Tax Due by August 20th
- August- Tax Due by September 20th
- September - Tax Due by October 20th



Rebate Processed by November 20th

Q₄

- October - Tax Due by November 20th
- November- Tax Due by December 20th
- December- Tax Due by January 20th



Rebate Processed by February 20th

Incentives Offered by Partnering Organizations

Joint Industrial Development Authority

Overview: The Joint Industrial Development Authority (Joint IDA or JIDA) is the economic development office for the Towns of Wytheville and Rural Retreat as well as for the County of Wythe. This organization can serve as a single point of contact for any new enterprise interested in locating here and work to facilitate any processes that can help assure success. These efforts could include but are not limited to:

- Confidential business assistance; Acting as a proxy for any sensitive inquiries
- Discussion and review of business idea and plan, financing needs and opportunities
- Convening meetings with partners in local and state government and in workforce development
- Site selection assistance; demographic, taxation, or infrastructure information
- Referrals to professional service providers
- Assistance with transportation and export efforts
- Accessing job training resources
- Pursuing grants for qualifying businesses

Business assistance is available for all types and sizes of companies from a variety of resources and partners. The Joint IDA can help you assess your needs then make the appropriate referrals if necessary.

The Joint IDA also operates a revolving loan fund that can provide low-interest financing for qualified borrowers. Startups are encouraged to inquire. The approval process is internal and a completed application as well as business plan are required to begin.

The Joint IDA works with the Virginia Economic Development Partnership to maintain a list of available commercial property. A completed data sheet for qualifying properties is required to be listed in the My Virginia Scan database. Contact the office for more information. Extensive demographic, labor, taxation, infrastructure, and other information is available from the Joint IDA by request. Workforce assistance is available from a variety of partners and this can include training assistance for certain qualifying enterprises.

Joint IDA staff members have cultivated strong relationships with a variety of partners in the public, private, educational, and political sectors and can leverage those as appropriate to help our economy grow.

The Joint IDA is staffed by an Executive Director, an Associate Director, and an Administrative Assistant, and provides comprehensive assistance for economic development projects of varying scope. The organization is governed by a board of directors that is appointed by the three local governing bodies that primarily fund the organization. Please contact the office (276-223-3370) with any inquiries or visit www.wytheida.org for much more information on our area and the positive business climate we all work so hard to maintain.



Joint Industrial Development Authority of Wythe County

190 S 1st Street; Wytheville, VA 24382

www.wytheida.org

276.223.3370



David Manley, Executive Director

david.manley@wytheida.org

John Matthews, Associate Director

john.matthews@wytheida.org

Ginny Crockett, Administrative Assistant

office@wytheida.org

Incentives Offered by Partnering Organizations

Downtown Wytheville, Inc.



Overview – As a Main Street America™ Accredited program, Downtown Wytheville is a recognized leading program among the national network of more than 1,200 neighborhoods and communities who share both a commitment to creating high-quality places and to building stronger communities through preservation-based economic development. All Main Street America™ Accredited programs meet a set of National Accreditation Standards of Performance as outlined by the National Main Street Center.

Mission: Downtown Wytheville Incorporated will build grassroots revitalization, forging strong partnerships and progressive strategies to realize its vision.

Vision: To make Downtown Wytheville the vibrant heart of community and commerce for the region.

Values:

- Strong partnerships
- Community engagement and input
- Frequent communication with stakeholders
- Strategic, organized and effective approaches

Service Offered:

1. **Site Selection:** Services include facilitation of meetings with property owners, town officials and others involved in the site development process.
2. **Permitting Assistance:** Downtown Wytheville Incorporated can provide suggestions regarding site improvements and compliance with B2DT design guidelines.
3. **Promotional Events:** Downtown Wytheville Incorporated hosts 8 or more promotional events annually to promote the downtown district and to generate in-store customer traffic.
4. **Design Review Assistance** is available by the Downtown Wytheville Incorporated's Design Committee by request.
5. **Sign Incentive Program:** Downtown Wytheville assists

For more information, please contact:

Downtown Wytheville, Incorporated
180 W Main Street, Suite 4
Wytheville, VA 24382
phone: 276-223-3343

Todd Wolford, Executive Director
exedir@downtownwytheville.org

Town of Wytheville Incentives Application

Personal Information:

Name: _____ Phone: _____

Address: _____ Email: _____

Business and/or Property Information:

Name & Physical Address of Business: _____

Mailing Address (other than Physical Address): _____

Business Phone: _____ Business Email: _____ Tax ID # _____

Program(s) Being Requested - Please select only those which apply:

Enterprise Zone

- Restaurants & Eateries Grant
- Lodging Establishment Grant
- Building Permit Fees Rebate
- Water & Sewer Availability Fee Rebate
- Job Creation Grant (State Incentive)
- Real Property Investment Grant (State Incentive)

Tourism Zone

- BPOL Tax Rebate
- Building Permit Fee Rebate

Downtown Incentives

- Façade Improvement Grant
- Sign Improvement Grant
- Downtown Development Fund

Rehabilitated Property Tax Exemption

- Commercial Structure
- Historic Residential

Other Local Incentives

- Restaurants & Eateries Grant - Non Enterprise Zone
- Lodging Establishment Grant - Non Enterprise Zone

Technology Zone

- BPOL Tax Waiver
- BPOL Tax Reduction

IMPORTANT - READ BEFORE SIGNING

With your signature below, you certify that you have read and understand the policies and guidelines for each program you're applying for; you understand that your eligibility and participation in these programs is not guaranteed and is contingent upon compliance with all program policies and guidelines; you understand that additional information may be required to complete the review of this application, or to evaluate your eligibility in these programs in the future.

Signature: _____ Date: _____

APPROVALS:

Town Treasurer: _____ Date: _____

Building Official: _____ Date: _____

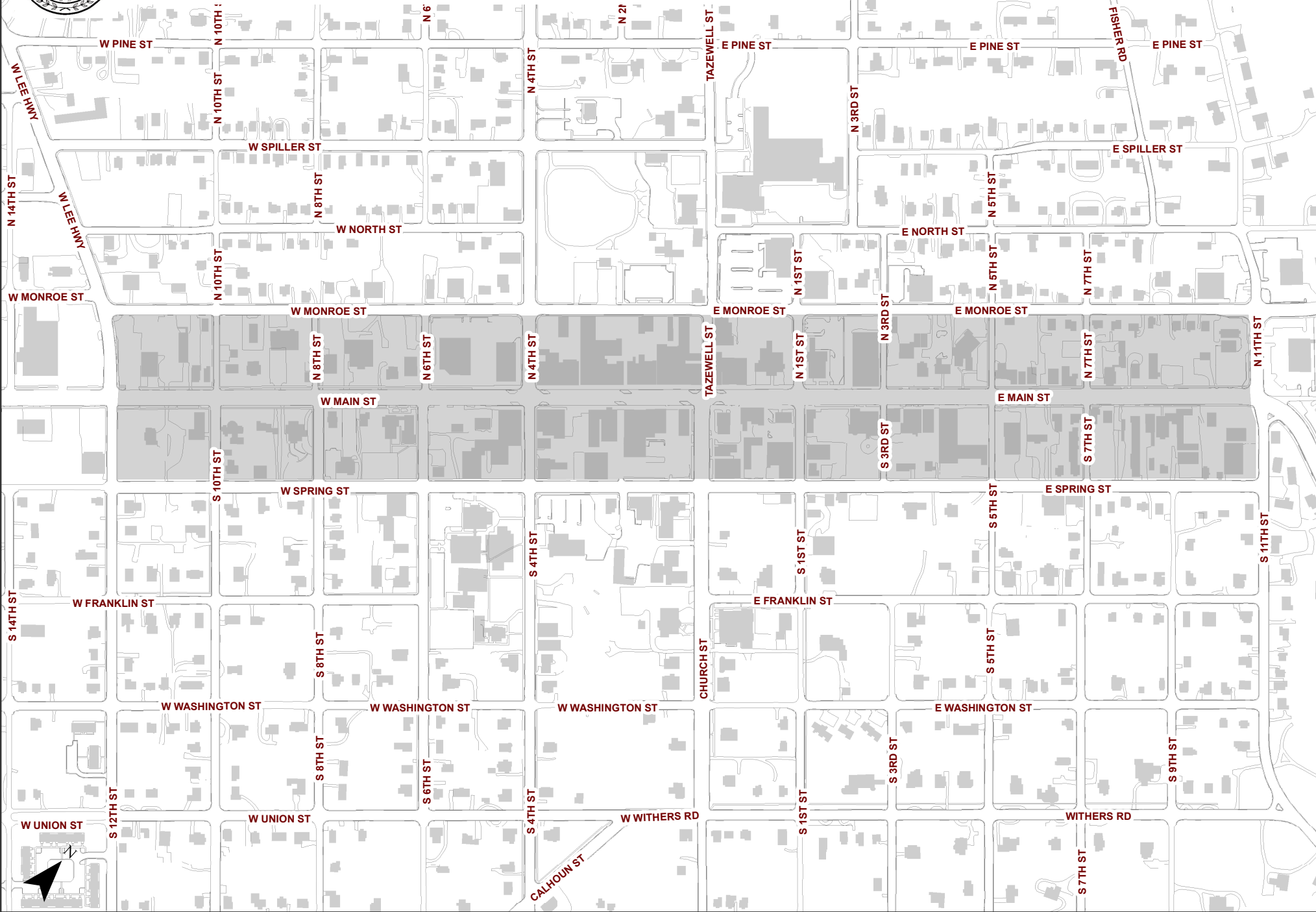
Program Administrator: _____ Date: _____

Town Manager: _____ Date: _____



Economic Development Incentives Programs

ATTACHMENT A - ENTERPRISE ZONE DOWNTOWN



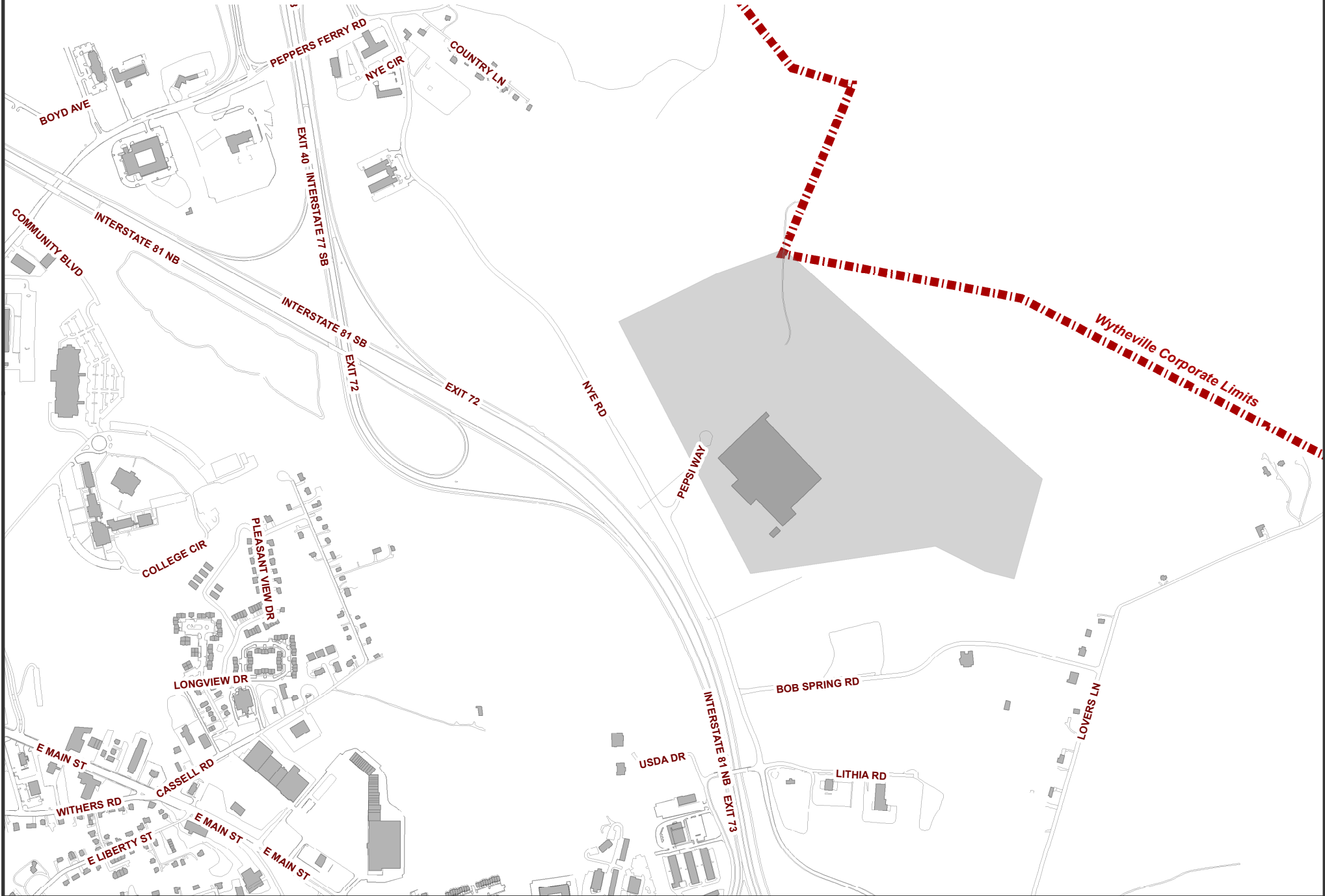


Wytheville Economic Development Incentives Programs ATTACHMENT B - ENTERPRISE ZONE FAIRVIEW PARK





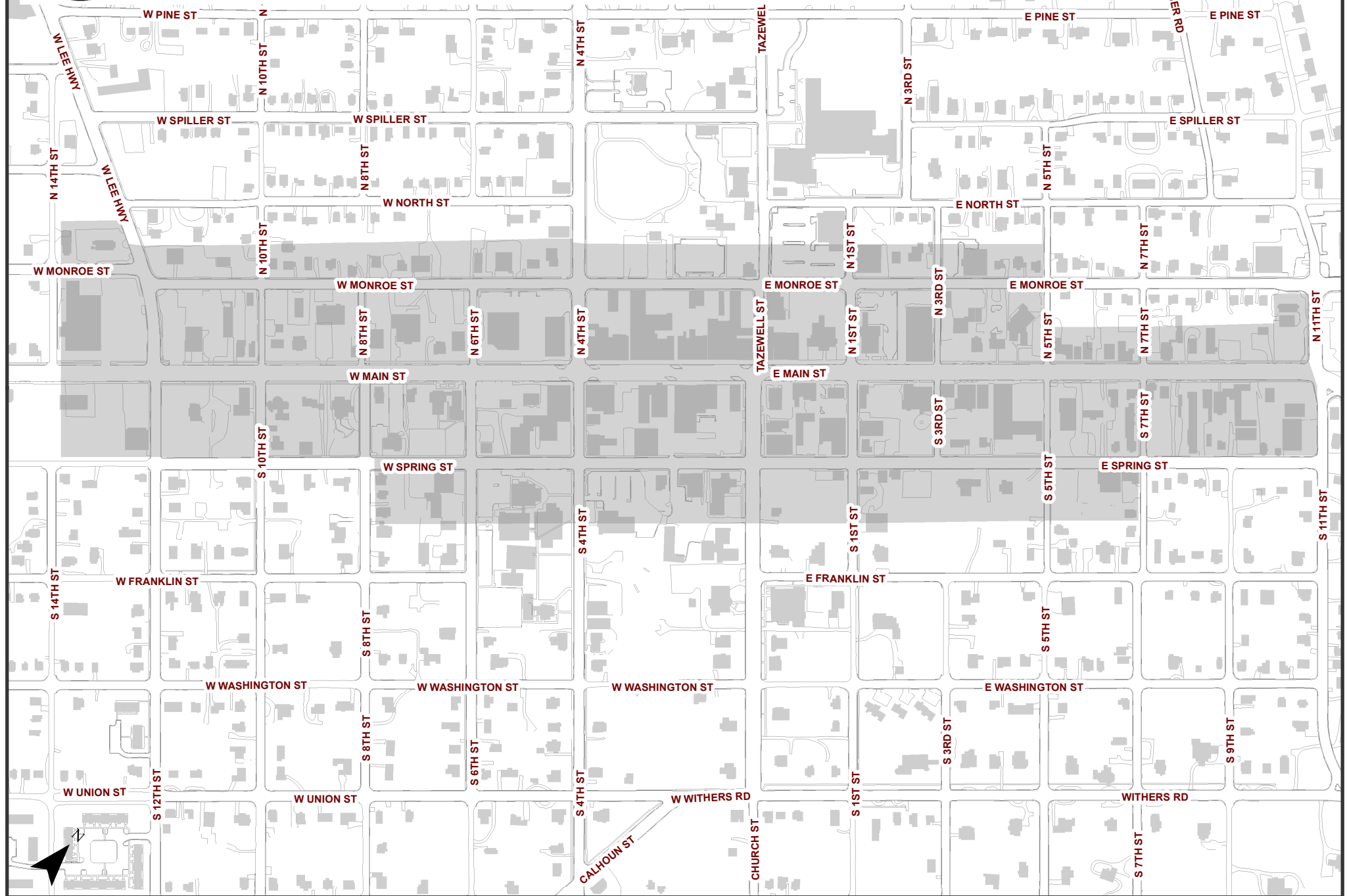
Wytheville Economic Development Incentives Programs ATTACHMENT C - ENTERPRISE ZONE EAST WYTHEVILLE





Wytheville Economic Development Incentives Programs

ATTACHMENT D - DOWNTOWN BUSINESS DISTRICT(B-2DT)





Wytheville Economic Development Incentives Programs

ATTACHMENT E - TOURISM ZONE

