



City of Brockville Economic Development and Planning Committee

Tuesday, October 2, 2012, 6:00 pm.
City Hall, Council Chambers

<u>Committee Members</u>	<u>Areas of Responsibility</u>	
Councillor J. Baker, Chair	Economic Development	Museum Board
Councillor T. Blanchard	Planning	Library Board
Councillor L. Bursey	DBIA	Arts Centre
Councillor M. Kalivas	Heritage Brockville	Chamber of Commerce
Mayor D.L. Henderson, Ex-Officio		Tourism

PUBLIC MEETING AGENDA

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Item

2 - 31

1. 2012-163-10
Downtown Community Improvement Plan
Proposed Façade Improvement Program and
Residential/Commercial Conversion/Rehabilitation Grant Program

THAT Report 2012-163-10 be received as information, and that a report on this matter be prepared by staff for consideration of the Economic Development Planning Committee at a future meeting.

Sept. 26, 2012

REPORT TO THE ECONOMIC DEVELOPMENT PLANNING COMMITTEE – PUBLIC MEETING – OCTOBER 2, 2012

2012-163-10

**DOWNTOWN CIP AMENDMENTS
FAÇADE IMPROVEMENT GRANT PROGRAM
AND RESIDENTIAL OR COMMERCIAL CONVERSION/
REHABILITATION GRANT PROGRAM**

**M. PASCOE MERKLEY
DIRECTOR OF PLANNING
J. FAURSCHOU
PLANNER I
L. WHITE
MANAGER OF STRATEGIC INITIATIVES**

RECOMMENDED

THAT Report 2012-163-10 be received as information, and that a report on this matter be prepared by staff for consideration of the Economic Development Planning Committee at a future meeting.

PURPOSE

The purpose of this report is to provide an outline of proposed modifications to the Community Improvement Plan for Downtown Brockville which is the subject of a Public Meeting under the Planning Act, being held to provide the public with an opportunity for comments and questions. The report also summarizes any submissions received in advance of the Public Meeting.

BACKGROUND

Report 2012-131-08 previously provided to Council in August, provides detailed background information respecting our existing Community Improvement Plans and proposed amendments to the Community Improvement Plan - Downtown.

In May 2012, Council gave support in principle to proposed modifications to the current programs offered under the Community Improvement Plans for Downtown and Brownfields. Revised CIP Programs are proposed to be offered until Dec. 31, 2015. Support was also given to the addition of two new programs under the CIP- Downtown, being the Façade Improvement Grant Program and the Residential or Commercial Conversion/Rehabilitation Grant Program, which would apply to lands within Priority Area 1 of the Downtown Community Improvement Project Area (see **Schedule “A”**).

Upon receiving support in principle, staff developed program details which were attached to Report 2012-131-08 and which are reproduced with this report (see **Schedule “B”**).

On August 28, 2012, Council established Tuesday, October 2, 2012 as the date for a public meeting on the proposed amendments to the CIP-Downtown as required by the Planning Act. Notice of the public meeting has been provided through advertisement in the Civic News Section of the Brockville Recorder & Times Newspaper. Information about the public meeting has also been posted to the City's website. The DBIA has been of assistance by communicating to its members about the public meeting.

OUTLINE OF PROPOSED AMENDMENTS

The CIP-Downtown is proposed to be amended by adding two new programs, Façade Improvement Grant Program and Residential or Commercial Conversion/Rehabilitation Grant Program, and by modifying the existing TIERR (Tax Increment Equivalent for Rehabilitation and Redevelopment) Grant Program.

Façade Improvement Grant Program:

Briefly, the Façade Improvement Program proposes to offer a grant of 50% of the total cost of façade improvements up to \$10,000.00 per property, where a project has a value of more than \$1,000.00 subject to the approval of the Planning Department. A corner lot with more than one street façade would be eligible for funding for each street façade (maximum 2). Eligible applicants of properties in Priority Area No. 1 of the CIP-Downtown will be allowed grants each annum provided that funds are available.

The detailed guidelines which are attached include a point system for prioritizing applications made under the Façade Improvement Grant Program. A more refined point system has recently been drafted by staff for consideration, and is attached as **Schedule "C"**.

Residential or Commercial Conversion/Rehabilitation Grant Program:

The Residential or Commercial Conversion/Rehabilitation Grant Program proposes to offer a grant equal to 50% of the costs for space converted or rehabilitated up to \$20,000 per property subject to the approval of the Planning Department. Applicants of properties in Priority Area No. 1 of the CIP will be allowed grants each annum provided that funds are available.

Attached are the detailed guidelines which include a point system for prioritizing applications made under this Program. The proposed point system has also been refined for consideration, and is attached as **Schedule "D"**.

TIERR Grant Program Modifications:

The existing TIERR Grant Program is proposed to be modified by adjusting the minimum construction value for potentially eligible projects from Five Thousand Dollars (\$5,000) to Fifty-Thousand Dollars (\$50,000).

Comments Received (see Schedule “E”)

1. Ernest Szeideman (*Written submission received via email dated Sept. 23, 2012*)
 - Ernest and Nicole Szeideman have a potential interest in property with municipal address 8-10-12 George St., which falls just outside of the Priority Area 1 boundary of the CIP-Downtown. Submission received outlines potential restoration and improvements to this 6 unit building, and requests that the property be deemed eligible for the proposed Façade Improvement Program.

Items for Discussion

- Appropriateness of the program details and implementation procedures, as drafted.
- Point system for prioritizing applications and consideration of proposed revisions.
- Consideration of request for adjustment to Priority Area 1 (8-10-12 George St.).

POLICY IMPLICATIONS

Public consultation is required prior to amending the current CIP. Comments received from the consultation will be reported back to Council with staff recommendations on amendments to the CIP-Downtown.

FINANCIAL CONSIDERATIONS

There are no financial considerations at this time.

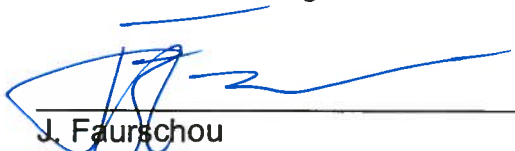
Each year, staff will present proposed budgets for the CIP programs to Council during the review of the Planning Department's budget.


CONCLUSION

A Staff Report with final recommendations on proposed amendments to the Community Improvement Plan for Downtown Brockville, including consideration of any issues raised at the public meeting, will be prepared for the Economic Development Planning Committee at a future meeting.

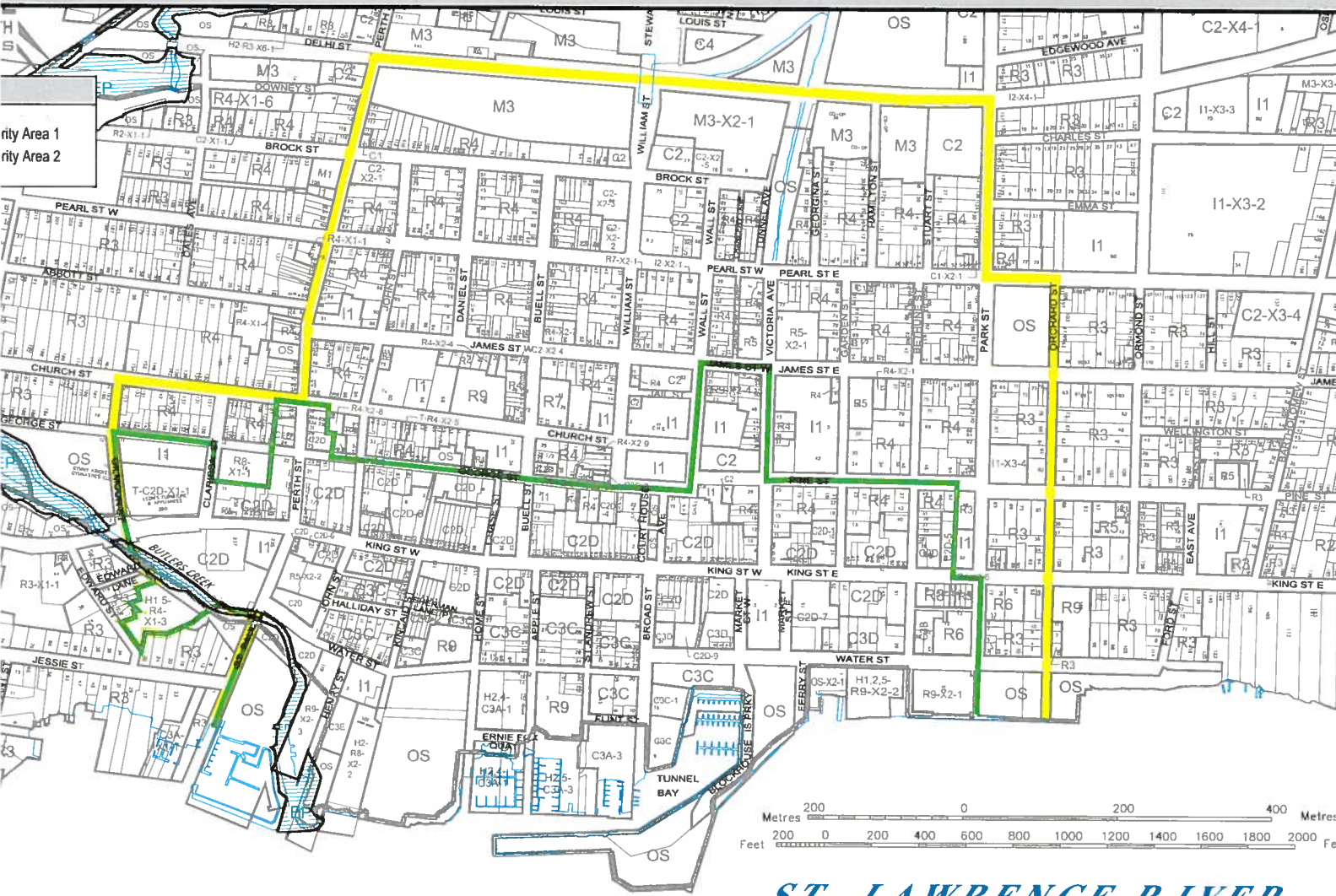

M. Maureen Pascoe Merkley
Director of Planning


Lesley White
Manager of Strategic Initiatives


J. Faurschou
Planner I


Bob Casselman
City Manager

Community Improvement Project Area



ST. LAWRENCE RIVER

SCHEDULE "B"

Report 2012-163-10

SCHEDULE B-4

FAÇADE IMPROVEMENT PROGRAM

Background

This document describes the criteria to select eligible projects for Program assistance under the Façade Improvement Program in Priority Area No. 1 indicated under the Community Improvement Plan.

The Façade Improvement Program is designed to encourage restoration and rehabilitation of Program Area buildings in a fashion consistent with the original design or with the City's Urban Design Guidelines and with the requirements of the Ontario Building Code and other applicable legislation.

Target Area

All owners and tenants of commercial and mixed commercial/residential buildings located within Priority Area No. 1 (see Schedule A) of the Community Improvement Project Area will be the target of this program. These boundaries are set by the Community Improvement Plan, which establishes a framework for the City's support and implementation of programs to encourage redevelopment and revitalization in the downtown core area.

Eligibility

All owners and tenants of commercial, residential and mixed commercial/residential buildings located within Priority Area No. 1 of the Community Improvement Project Area will be eligible to participate in the Façade Improvement Program.

If the tenant would like to undertake work, the owner and tenant must enter into an agreement, independent of the City, stipulating the arrangement of the grant receipt and work to be done, independent of the City, and a copy of which shall be provided to the City.

To receive payment under this program, a Commitment and Grant Agreement must be signed with the City. The eligible owner must enter into the Commitment and Grant Agreement but, in the case of a tenant undertaking the work, the eligible owner may elect to have the grant paid to an assignee, to be specified in the Commitment and Grant Agreement.

Program Description

The program provides for program assistance to property owners or tenants who undertake a project, with a minimum overall project cost of \$1,000.00 and a maximum grant of \$10,000.00 per property, except for corner properties which may be eligible to receive a grant of up to 50% of eligible costs to a maximum of \$20,000.00. The eligible work must improve the façade, or part thereof, of a building in the Priority Area 1 through restoration, repair or replacement of various elements of the façade.

The Façade Improvement Program is time limited. Applications will be received between February 1st and May 31st of each year. Grants will be awarded by June 30th of each year based on funding allowed. If the total grant request exceeds the funds allowed, grants will be awarded based on a point system. Applicants who did not receive the grant can reapply in future years.

Municipal taxes for the subject property must not be in arrears.

The number of front façades eligible for grant purposes is based on the number of "distinct façades". If this number is in question, the final decision will be made by the Chief Planning Officer.

Specific examples of **eligible** works include, but are not limited to:

- materials, labour, equipment, and architectural/ engineering/design/ professional fees directly associated with the façade improvements and which lead to undertaking and completion of such work within the same calendar year (**Note: Sweat equity is not eligible**);
- restoration or repointing of façade masonry, stonework, brickwork, and/or wood and metal cladding;
- repainting or cleaning of the façade, in whole or part;
- restoration or repointing of façade masonry, stonework, brickwork, and/or wood and metal cladding;
- restoration, repair or replacement of original cornices, eaves, parapets, decorative details, date labels, building name and other architectural features visible of the façade;
- restoration, repair or replacement of façade windows and/or street level exterior doors;
- restoration of the original heritage façade appearance;
- restoration of the original storefront glazing, including upper decorative glazing;
- restoration, repair or replacement of retractable awnings on the façade, where consistent with the original building design;
- restoration, repair or installation of façade exterior lighting; and
- other similar restoration, repair or improvements to the building's exterior façade as may be approved by the City's Chief Planning Officer.

Façade Improvement Program

Examples of *ineligible* works include, but are not limited to, the following:

- painting brick or stone;
- stucco or other overlays which serve to obscure original façade treatments;
- fixed awnings, canopies or fascia work which obscure architectural features, in whole or in part; and
- signage.

IMPORTANT NOTES:

For designated buildings, substitution of original materials with a modern replication of the original finish may be considered subject to approval by Heritage Brockville and the Planning Department. Where such substitution of materials is proposed, supporting documentation in terms of compliance with applicable legislation (e.g. OBC, TSSA, CSA, MOE, ESA, ULC, etc.) and heritage support is required to be submitted for assessment.

The City, at its sole discretion, will select eligible projects based on the criteria in this document, including budget availability, and other applicable policy and recommendations. The City is not obligated to fund any project. Precedent will not influence the City’s decision.

Funding will awarded based on the following point system in the event that requests for funding exceeds the funds allowed. The applicant with the highest point total will receive the highest priority.

Point system for Downtown CIP Funding - Façade or RCCR Grant Programs		
Factor	Points	
Vacant	Yes - 5 points	No - 0 points
Prior Applicant	Yes - 0 points	No - 5 points
Accessibility Improvements	Yes - 5 points	No - 0 points
Date of Application	Oldest - 5 points	Newest - 0 points
Receiving other funding	See below	No - 0 points
Receiving other funding?		
Over 50% of total project		0 points
Between 40% - 49.9% of total project		1 points
Between 30% - 39.9% of total project		2 points
Between 20% - 29.9% of total project		3 points
Between 10% - 19.9% of total project		4 points
Less than 10%		5 points

Façade Improvement Program

Implementation

The owner or tenant must register a "Registration of Intent" for the Program within the prescribed time period of the Plan (February 1st to May 31st of each year).

Program assistance under the Façade Improvement Program does not apply retroactively. Applications must be approved prior to the start of any proposed work or they will be ineligible for funding under the Façade Improvement Program.

A "Registration of Intent" cannot be accepted for any work which has already been completed.

Only one (1) "Registration of Intent" may be submitted per annum, per building.

An owner or tenant can participate in the Façade Improvement Program in successive years but shall not be considered for program assistance more than once per annum.

The total amount of the grant shall not exceed 50% of the project's eligible costs or \$10,000.00 per building face, except for corner and laneway properties which shall be eligible to receive a grant of up to \$20,000.00 (maximum \$10,000 per building face) per building where both building faces are the subject of the program in the same application year.

Façade Improvement Grants will be dispersed in a single lump sum on:

- submission and approval of eligible costs based on paid invoices, , as identified in the Commitment and Grant Agreement; and
- final inspection where a Building Permit has been issued or where no building permit is required, when said work has been inspected and found to be acceptable to the City.

Where the work does require a Building Permit, all such work shall be completed within one (1) year of the date of issuance of a building permit.

Where the work does not require a Building Permit, all such work shall be completed within one (1) year of the date of execution of the Commitment and Grant Agreement.

Application Process

1. The owner or tenant signs a "Registration of Intent" form indicating the owner's or tenant's intent in participating in the Façade Improvement Program.

The "Registration of Intent" will contain the following information:

- the name, address, phone number and e-mail of the owner;
 - the name, address, phone number and e-mail of the tenant, if applicable;
 - the municipal address of the subject property;
 - the legal description of the subject property, including the current Property Identification Number (PIN);
 - the full assessment roll number of the subject property;
 - photograph of existing façade;
 - identification of the source and amount of assistance from other programs directly related to the façade work;
 - Detailed drawings or renderings acceptable to the City's Planning Department drawn to scale, illustrating the nature, extent, location and appearance of the work to be undertaken. Such renderings will show, where applicable:
 - building materials to be used and where they will be used;
 - exterior colour(s) and location of said colours;
 - exterior lighting and details of location(s) and fixture type(s);
 - architectural detailing;
 - door and window style and detailing;
 - awning type.
 - the owner's signature, and where a tenant is undertaking the work, the tenant(s) signature and authorization from the owner for the tenant to undertake the work.
 - For projects located in Priority Area 1 which are also eligible for assistance under other Downtown CIP and/or Brownfields CIP programs, completion of a "Registration of Intent" under those Plans will be deemed to meet the registration requirements under this Plan.
2. The City, in consultation with Heritage Brockville, review the proposed project on its merits and will approve, or otherwise, program assistance in principle.

Façade Improvement Program

Following successful review, the City will produce a Commitment and Grant Agreement documenting the anticipated Program Assistance, including identification of assistance from other programs as may be relevant, and obligations on the part of both the owner and the City. The Commitment and Grant Agreement represents a site specific funding agreement which will be implemented once the work is completed in full to the satisfaction of the City.

In order for a project to qualify, the proposed project must be in compliance with the City's Zoning By-law, Official Plan, the Ontario Building Code, and any applicable design guidelines established by the City.

3. On completion of the project, if the work complies with all applicable program guidelines established by the City (including verification of eligible costs), the owner and the City will implement the Commitment and Grant Agreement. At that time, the Commitment and Grant Agreement will stipulate the amount of the grant, the method used to calculate the grant and the anticipated delivery date of the grant. The grant will only be paid following confirmation that taxes owing each year specified in the Commitment and Grant Agreement have been paid in full.

Conditions of the Façade Improvement Grant Program

The Commitment and Grant Agreement will state the conditions of the Façade Improvement Program, which are as follows:

1. The restoration, repair or replacement of the building façade of the building must be consistent with City's design guidelines and the original architectural design.
2.
 - a) The Building Permit must have a minimum construction value of \$2,000 in order for project to qualify.
 - b) Where a Building Permit is NOT required, the work must have a minimum construction value of \$2,000 in order for the project to qualify.
3. The total amount of the grant shall not exceed 50% of the eligible costs specified under this Program or \$10,000.00, whichever is the lesser.
4. Subject to the adoption by the City of a demolition control by-law, issuance of a Demolition Permit for a property which has participated in the Façade Improvement Program is at the discretion of the City for a five (5) year period following execution of the Commitment and Grant Agreement by the City. Furthermore, compliance with the Ontario Heritage Act will be required respecting any designated building which is funded under this Program.

Façade Improvement Program

5. If the property is demolished, in whole or in part, before the expiration of the five (5) year period following execution of the Commitment and Grant Agreement by the City, the grant shall be repayable to the City reduced on a prorated basis.
6. The Façade Improvement Program will be available to owners and tenants of properties, or their assigns. The Commitment and Grant Agreement to provide assistance may be with either the registered owner or a tenant of the property with the consent of the owner. The Commitment and Grant Agreement may provide for the grant to be paid to an assignee of the owner, as required.
7. Participants of the Façade Improvement Program are eligible to apply to any other financial program applicable to Priority Area 1 of the Community Improvement Project Area. All program assistance provided under this Plan in respect of sites which are also eligible for financial assistance under the City of Brockville Downtown CIP and/or the Brownfields CIP must be in accordance with the provisions of the respective Plan(s) with respect to joint access to financial assistance under the Plans.
8. The subject property shall not be in a position of municipal tax arrears.
9. Outstanding work orders on the property must be completed by the time of completion of the project. If they are not, program assistance will be withheld.
10. Improvements made to any buildings will be in accordance with the Ontario Building Code, all applicable zoning requirements, and any applicable design guidelines, as established by the City.
11. An owner or tenant can participate in the Façade Improvement Program in successive years but shall not be considered for program assistance more than once per annum.
12. The Commitment and Grant Agreement is transferable. Should a subject property be sold before program assistance is issued, said Commitment and Grant Agreement will be in default and cancelled immediately.
13. The Commitment and Grant Agreement can be registered on title, at the discretion and cost of the owner, to serve as notice to future purchasers or potential property interests.
14. Construction must be completed within one (1) year after the date of issuance of the building permit or where a Building Permit is not required, within one (1) year after the date of execution of the Commitment and Grant Agreement. Extensions may be accepted by the Chief Planning Officer at its sole discretion.

Façade Improvement Program

15. The date of commencement of the work will be specified in the municipal by-law which sets out the basis for application of this program to a specific property.
16. The Façade Improvement Program is **not** retroactive. Any construction commenced before execution and approval of a Commitment and Grant Agreement is issued by the City is ineligible for the program.
17. All conditions of this program shall be met for the program assistance to be received. Final decisions on applications and allocation of funds have been delegated to the City Treasurer. The applicant, however, is afforded an opportunity to appeal the decision of the City Treasurer to Council through the appropriate Standing Committee.
18. Funds shall only be advanced on a 50/50 prorate basis to a maximum of \$20,000 following verification by the City Treasurer that invoices have been paid for any and all eligible costs.

SCHEDULE B-5

RESIDENTIAL OR COMMERCIAL CONVERSION/REHABILITATION PROGRAM

Background

This document describes the criteria to select eligible projects for Program Assistance under the Residential or Commercial Conversion/Rehabilitation Program in the Priority Area No. 1 of Schedule A indicated under the Community Improvement Plan.

The Residential or Commercial Conversion/Rehabilitation Program is designed to provide an incentive to building owners or tenants to make improvements to the upper floors of residential or commercial properties in Program Area.

Target Area

All owners and tenants of commercial, residential and mixed commercial/residential buildings **with upper stories** located within Priority Area No. 1 (see Schedule A of Downtown CIP) of the Community Improvement Project Area will be the target of this program. These boundaries are set by the Community Improvement Plan, which establishes a framework for the City's support and implementation of programs to encourage re-development and revitalization in the downtown core area.

Eligibility

All owners and tenants (with the permission of the building owner) of commercial and mixed commercial/residential buildings located within Priority Area No. 1 of the Community Improvement Project Area will be eligible to participate in the Residential or Commercial Conversion/Rehabilitation Program.

If the tenant would like to undertake work, the owner and tenant must enter into an agreement, independent of the City, stipulating the arrangement of the grant receipt and work to be done, and a copy of which shall be provided to the City.

To receive payment under this program, a Commitment and Grant Agreement must be signed with the City. The eligible owner must enter into the Commitment and Grant Agreement but, in the case of a tenant undertaking the work, the eligible owner may elect to have the grant paid to an assignee, to be specified in the Commitment and Grant Agreement.

Program Description

The program provides for assistance to property owners or tenants, who undertake a project, with a grant equal to 50% of the costs for space created or rehabilitated up to a maximum \$20,000 per property.

The following types of projects are considered eligible for the Residential or Commercial Conversion/Rehabilitation component of the Grant under this program:

- i) Renovations to existing residential or commercial units on upper stories to bring these units into compliance with the Ontario Building Code, Property Standards By-law and the Fire Code; or
- ii) Renovation to existing residential or commercial space on upper stories to improve the general condition of the unit(s); or
- iii) Conversion of existing vacant residential space on upper floors where one or more commercial units are created; or
- iv) Conversion of existing vacant commercial space on upper floors where one or more residential units are created.
- v) Conversion of existing residential and/or commercial space on upper floors to create a mix of commercial or residential units.

The RCCR Grant Program is time limited. Applications will be received between February 1st and May 31st of each year. Grants will be awarded by June 30th of each year based on funding allowed. If the total grant request exceeds the funds allowed, grants will be awarded based on a point system. Applicants who did not receive the grant can reapply in future years.

Municipal taxes for the subject property must not be in arrears.

Specific examples of ***eligible*** works include, but are not limited to:

- materials, labour, equipment, and architectural, engineering design professional fees directly associated with the conversion or improvements and which lead to undertaking and completion of such work with the same calendar year (**Note: Sweat equity is not eligible**);
- painting, new flooring, new built-in lighting, new kitchens, new bathrooms, new windows* and new HVAC;
- non-removable chattels including built-in appliances
- fire alarms
- Windows are eligible provided the same windows have not been funded through the Façade Improvement Grant or any other grant program.

Residential or Commercial Conversion/Rehabilitation Program

Examples of *ineligible* works include, but are not limited to, the following:

- Furnishings
- Security systems
- “Sweat equity” labour

IMPORTANT NOTES:

The City, at its sole discretion, will select eligible projects based on the criteria in this document, including budget availability, and other applicable policy. The City is not obligated to fund any project. Precedent will not influence the City’s decision.

Funding will be awarded based on the following point system, in the event that requests for funding exceeds the funds allowed. The applicant with the highest point total will receive the highest priority.

Point system for Downtown CIP Funding - Façade or RCCR Grant Programs			
Factor	Points		
Vacant	Yes - 5 points	No - 0 points	
Prior Applicant	Yes - 0 points	No - 5 points	
Accessibility Improvements	Yes - 5 points	No - 0 points	
Date of Application	Oldest - 5 points	Newest - 0 points	
Receiving other funding	See below	No - 0 points	
Receiving other funding?			
Over 50% of total project		0 points	
Between 40% - 49.9% of total project		1 points	
Between 30% - 39.9% of total project		2 points	
Between 20% - 29.9% of total project		3 points	
Between 10% - 19.9% of total project		4 points	
Less than 10%		5 points	

Implementation

The owner or tenant must register a "Registration of Intent" for the Program within the prescribed time period of the Plan (February 1st to May 31st of each year).

Program assistance does not apply retroactively. Applications must be approved prior to the start of any proposed work or they will be ineligible for funding.

An application form will not be accepted for any work which has already been completed.

Only one (1) "Register of Intent" may be submitted per annum, per building.

An owner or tenant can participate in the Program in successive years but shall not be considered for program assistance more than once per annum.

The total amount of the yearly grant shall not exceed 50% of the project's eligible costs or \$20,000.00 per building.

Grants will be dispersed in a single lump sum on:

- submission and approval of eligible costs based on paid invoices, as identified in the Commitment and Grant Agreement; and
- final inspection where a Building Permit has been issued or where no building permit is required, when said work has been inspected and found to be acceptable to the City.

Where the work does require a Building Permit, all such work shall be completed within one (1) year of the date of issuance of a building permit.

Where the work does not require a Building Permit, all such work shall be completed within one (1) year of the date of execution of the Commitment and Grant Agreement.

Application Process

1. The owner or tenant completes an application form indicating the owner's or tenant's intent in participating in the Program.

The application form will contain the following information:

- the name, address, phone number and e-mail of the owner;
 - the name, address, phone number and e-mail of the tenant, if applicable;
 - the municipal address of the subject property;
 - the legal description of the subject property, including the current Property Identification Number (PIN);
 - the full assessment roll number of the subject property;
 - photographs of existing interior;
 - identification of the source and amount of assistance from other programs directly related to the work;
 - Detailed drawings or renderings acceptable to the City's Planning Department drawn to scale, illustrating the nature, extent, location and appearance of the work to be undertaken. Such renderings will show, where applicable:
 - **all interior modifications to be undertaken**
 - the owner's signature, and where a tenant is undertaking the work, the tenant(s) signature and authorization from the owner for the tenant to undertake the work.
 - For projects located in Priority Area 1 which are also eligible for assistance under other Downtown CIP and/or Brownfields CIP Program , completion of a "Registration of Intent" under those Plans will be deemed to meet the registration requirements under this Plan.
2. The City reviews the proposed project on its merits and will approve, or otherwise, program assistance in principle.

Following successful review, the City will produce a Commitment and Grant Agreement documenting the anticipated Program Assistance, including identification

Residential or Commercial Conversion/Rehabilitation Program

of assistance from other programs as may be relevant, and obligations on the part of both the owner and the City. The Commitment and Grant Agreement represents a site specific funding agreement which will be implemented once the work is completed in full to the satisfaction of the City.

In order for a project to qualify, the proposed project must be in compliance with the City's Zoning By-law, Official Plan, the Ontario Building Code, and any applicable design guidelines established by the City.

3. On completion of the project, if the work complies with all applicable program guidelines established by the City (including verification of eligible costs), the owner and the City will implement the Commitment and Grant Agreement. At that time, the Commitment and Grant Agreement will stipulate the amount of the grant, the method used to calculate the grant and the anticipated delivery date of the grant. The grant will only be paid following confirmation that taxes owing each year specified in the Commitment and Grant Agreement have been paid in full.

Conditions of the Residential or Commercial Conversion/Rehabilitation Grant Program

The Commitment and Grant Agreement will state the conditions of the Residential or Commercial/Rehabilitation Grant Program, which are as follows:

1.
 - a) The Building Permit must have a minimum construction value of \$2,000 in order for the project to qualify.
 - b) Where a Building Permit is NOT required, the work must have a minimum value of \$2,000 in order for the project to qualify.
2. The total amount of the grant shall not exceed 50% of the eligible costs specified under this Program or \$20,000.00, whichever is the lesser.
3. Subject to the adoption by the City of a demolition control by-law, issuance of a Demolition Permit for a property which has participated in the RCCR Grant Program is at the discretion of the City for a five (5) year period following execution of the Commitment and Grant Agreement by the City. Furthermore, compliance with the Ontario Heritage Act will be required respecting any designated building which is the subject of this Program.
4. If the property is demolished, in whole or in part, before the expiration of the five (5) year period following execution of the Commitment and Grant Agreement by the City, the grant shall be repayable to the City reduced on a prorated basis.

Residential or Commercial Conversion/Rehabilitation Program

5. The Residential or Commercial Conversion/Rehabilitation Program will be available to owners and tenants of properties, or their assigns. The Commitment and Grant Agreement to provide assistance may be with either the registered owner or a tenant of the property with the consent of the owner. The Commitment and Grant Agreement may provide for the grant to be paid to an assignee of the owner, as required.
6. Participants of the Residential or Commercial Conversion/Rehabilitation Program are eligible to apply to any other financial program applicable to Priority Area 1 of the Community Improvement Project Area. All program assistance provided under this Plan in respect of sites which are also eligible for financial assistance under the City of Brockville Downtown CIP and/or the Brownfields CIP must be in accordance with the provisions of the respective Plan(s) with respect to joint access to financial assistance under the Plans.
7. The subject property shall not be in a position of municipal tax arrears.
8. Outstanding work orders on the property must be completed by the time of completion of the project. If they are not, program assistance will be withheld.
9. Improvements made to any buildings will be in accordance with the Ontario Building Code, all applicable zoning requirements, and any applicable design guidelines, as established by the City.
10. An owner or tenant can participate in the Residential or Commercial Conversion/Rehabilitation Program in successive years but shall not be considered for program assistance more than once per annum.
11. The Commitment and Grant Agreement is not transferable. Should a subject property be sold before program assistance is issued, said Commitment and Grant Agreement will be cancelled immediately.
12. The Commitment and Grant Agreement can be registered on title, at the discretion and cost of the owner, to serve as notice to future purchasers or potential property interests.
13. Construction must be completed within one (1) year after the date of issuance of the building permit or where a Building Permit is not required, within one (1) year after the date of execution of the Commitment and Grant Agreement. Extensions may be accepted by the Chief Planning Officer at its sole discretion.

Application Process

1. The owner or tenant completes an application form indicating the owner's or tenant's intent in participating in the Program.

The application form will contain the following information:

- the name, address, phone number and e-mail of the owner;
- the name, address, phone number and e-mail of the tenant, if applicable;
- the municipal address of the subject property;
- the legal description of the subject property, including the current Property Identification Number (PIN);
- the full assessment roll number of the subject property;
- photographs of existing interior;
- identification of the source and amount of assistance from other programs directly related to the work;
- Detailed drawings or renderings acceptable to the City's Planning Department drawn to scale, illustrating the nature, extent, location and appearance of the work to be undertaken. Such renderings will show, where applicable:
 - **all interior modifications to be undertaken**
- the owner's signature, and where a tenant is undertaking the work, the tenant(s) signature and authorization from the owner for the tenant to undertake the work.
- For projects located in Priority Area 1 which are also eligible for assistance under other Downtown CIP and/or Brownfields CIP Program , completion of a "Registration of Intent" under those Plans will be deemed to meet the registration requirements under this Plan.

2. The City reviews the proposed project on its merits and will approve, or otherwise, program assistance in principle.

Following successful review, the City will produce a Commitment and Grant Agreement documenting the anticipated Program Assistance, including identification

Residential or Commercial Conversion/Rehabilitation Program

of assistance from other programs as may be relevant, and obligations on the part of both the owner and the City. The Commitment and Grant Agreement represents a site specific funding agreement which will be implemented once the work is completed in full to the satisfaction of the City.

In order for a project to qualify, the proposed project must be in compliance with the City's Zoning By-law, Official Plan, the Ontario Building Code, and any applicable design guidelines established by the City.

3. On completion of the project, if the work complies with all applicable program guidelines established by the City (including verification of eligible costs), the owner and the City will implement the Commitment and Grant Agreement. At that time, the Commitment and Grant Agreement will stipulate the amount of the grant, the method used to calculate the grant and the anticipated delivery date of the grant. The grant will only be paid following confirmation that taxes owing each year specified in the Commitment and Grant Agreement have been paid in full.

Conditions of the Residential or Commercial Conversion/Rehabilitation Grant Program

The Commitment and Grant Agreement will state the conditions of the Residential or Commercial/Rehabilitation Grant Program, which are as follows:

1.
 - a) The Building Permit must have a minimum construction value of \$2,000 in order for the project to qualify.
 - b) Where a Building Permit is NOT required, the work must have a minimum value of \$2,000 in order for the project to qualify.
2. The total amount of the grant shall not exceed 50% of the eligible costs specified under this Program or \$20,000.00, whichever is the lesser.
3. Subject to the adoption by the City of a demolition control by-law, issuance of a Demolition Permit for a property which has participated in the RCCR Grant Program is at the discretion of the City for a five (5) year period following execution of the Commitment and Grant Agreement by the City. Furthermore, compliance with the Ontario Heritage Act will be required respecting any designated building which is the subject of this Program.
4. If the property is demolished, in whole or in part, before the expiration of the five (5) year period following execution of the Commitment and Grant Agreement by the City, the grant shall be repayable to the City reduced on a prorated basis.

Residential or Commercial Conversion/Rehabilitation Program

5. The Residential or Commercial Conversion/Rehabilitation Program will be available to owners and tenants of properties, or their assigns. The Commitment and Grant Agreement to provide assistance may be with either the registered owner or a tenant of the property with the consent of the owner. The Commitment and Grant Agreement may provide for the grant to be paid to an assignee of the owner, as required.
6. Participants of the Residential or Commercial Conversion/Rehabilitation Program are eligible to apply to any other financial program applicable to Priority Area 1 of the Community Improvement Project Area. All program assistance provided under this Plan in respect of sites which are also eligible for financial assistance under the City of Brockville Downtown CIP and/or the Brownfields CIP must be in accordance with the provisions of the respective Plan(s) with respect to joint access to financial assistance under the Plans.
7. The subject property shall not be in a position of municipal tax arrears.
8. Outstanding work orders on the property must be completed by the time of completion of the project. If they are not, program assistance will be withheld.
9. Improvements made to any buildings will be in accordance with the Ontario Building Code, all applicable zoning requirements, and any applicable design guidelines, as established by the City.
10. An owner or tenant can participate in the Residential or Commercial Conversion/Rehabilitation Program in successive years but shall not be considered for program assistance more than once per annum.
11. The Commitment and Grant Agreement is not transferable. Should a subject property be sold before program assistance is issued, said Commitment and Grant Agreement will be cancelled immediately.
12. The Commitment and Grant Agreement can be registered on title, at the discretion and cost of the owner, to serve as notice to future purchasers or potential property interests.
13. Construction must be completed within one (1) year after the date of issuance of the building permit or where a Building Permit is not required, within one (1) year after the date of execution of the Commitment and Grant Agreement. Extensions may be accepted by the Chief Planning Officer at its sole discretion.

Residential or Commercial Conversion Program

14. The date of commencement of the work will be specified in the municipal by-law which sets out the basis for application of this program to a specific property.
15. The Residential or Commercial Conversion/Rehabilitation Program is **not** retroactive. Any construction commenced before execution and approval of a Commitment and Grant Agreement is issued by the City is ineligible for the program.
16. All conditions of this program shall be met for the program assistance to be received. Final decisions on applications and allocation of funds have been delegated to the City Treasurer. The applicant, however, is afforded an opportunity to appeal the decision of the City Treasurer to Council through the appropriate Standing Committee.
17. Funds shall only be advanced on a 50/50 prorate basis to a maximum of \$20,000 following verification by the City Treasurer that invoices have been paid for any and all eligible costs.

am for Downtown CIP Funding - Façade Program

	Points	
ant previously received funding from City the same property?	Yes - 0 points	No - 5 points
its shown below.		

am for Downtown CIP Funding - Façade Improvement Program	Points
age is NOT Eligible.	
E LOCATION - KING STREET	Points
at - Heritage Restoration	Points
	5
ea (Between first and top storey)	5
el	5
Related (Stone and/or Brick)	
d/or Repoint	5
onry	0
onry Materials	
aterials	5
aterials, including Stucco, Wood, Aluminium	0
	1
Only	1
/	
Colour Palette	3
age Colour Palette	2

Item - Heritage Replication	Points
	4
Area (Between first and top storey)	4
Detail	4
Related (Stone and/or Brick)	
and/or Repoint	5
Work only	0
Other Materials	
Materials	5
Materials, including Stucco, Wood, Aluminium	0
	1
Only	1
Colour Palette	3
Image Colour Palette	2

it - Non-Heritage	Points
	2
ea (Between first and top storey)	1
el	2
Related (Stone and/or Brick)	
d/or Repoint	5
onry	0
onry Materials	
aterials	5
aterials, including Stucco, Wood, Aluminium	0
	1
Only	1
/	
Colour Palette	3
age Colour Palette	2

Street - Heritage Restoration	Points
	5
ea (Between first and top storey)	5
el	5
Related (Stone and/or Brick)	
d/or Repoint	5
onry	0
onry Materials	
aterials	5
aterials, including Stucco, Wood, Aluminium	0
	1
Only	1
Colour Palette	3
age Colour Palette	2
Street - Heritage Replication	Points
	4
ea (Between first and top storey)	4
rel	4
Related (Stone and/or Brick)	
d/or Repoint	5
onry	0
onry Materials	
aterials	5
aterials, including Stucco, Wood, Aluminium	0
	1
Only	1
y	
Colour Palette	3
tage Colour Palette	2

E LOCATION - LANEWAY - PUBLIC AND/OR PRIVATE	8 Points available
ATION WITH HERITAGE BROCKVILLE FOR DESIGN	Points
om consultation, with Rationale by Applicant	5
brockville Consulted	5
brockville Design Recommendations Adopted	5
100%	5
75%	4
50%	3
25%	2
Less than 25%	1
brockville Design Recommendations NOT Adopted	0
brockville NOT Consulted	0
ILITY IMPROVEMENTS	Points
ccess, Excuding Flanking Fascade	
style Door in Keeping with Original Building Fascade	5
age Style Door	4
trance	3
	2
	2
y Access, Excluding Flanking Fascade	
style Door in Keeping with Original Building Fascade	4
age Style Door	3
trance	2
	2
	2

tem for Downtown CIP Funding - RCCR Grant Program

	Points	
	Yes - 10 points	No - 0 points
icant previously received funding from City the same property?	Yes - 0 points	No - 5 points
ility improvements	Yes - 10 points	No - 0 points
riginal Application	Oldest - 5 points	Newest - 0 points
g systems updated (piping, valving, low flow toilets) not including fixtures	Yes - any or all - 5 points	No - 0 points
systems updated	Yes - 5 points	No - 0 points
l systems updated	Yes - 5 points	No - 0 points
ression systems installed	Yes - 5 points	No - 0 points

SCHEDULE "E"

Report 2012-163-10

From: Ernest Szeideman [mailto:eszeidem@yahoo.com]
Sent: September 23, 2012 2:18 PM
To: Jon Faurschou
Cc: Maureen Pascoe Merkley; Nicole Szeideman
Subject: RE: Brockville Downtown Community Improvement Plan eligibility and Right of Way conversions

Hi Jonathan;

My wife Nicole and I will attend the meeting but wish to provide this written submission. We will be happy to speak to the points at the meeting and answer questions others may have. We have been pursuing this property for many months.

I trust that this email will suffice to provide this submission. If not, please advise and I will do my best to accommodate.

Have a great Sunday!

Ernest & Nicole Szeideman

8-10-12 George street, 6-plex apartment building - built around 1852 as Officer's barracks

- Downtown community improvement plan - "...programs that will promote and achieve improvements and enhancements in the downtown area of the City of Brockville."
- Facade improvement program - grant of up to 50% of eligible costs of facade improvements; \$10k max/year/property/facade; All commercial or mixed commercial/residential properties located within Priority Area No. 1 of the Downtown Community Improvement Project Area
- Priority Area No. 1 has George street as it's northern delineation point; 8-10-12 George street apartment building is technically ineligible for the Facade improvement program as it is on the wrong side of George street
- 8-10-12 George street is located near Court House Square, kitty corner to the Brockville public library and in visual proximity from the Presbyterian Church
- Our desire, assuming completion of purchase, is to restore 8-10-12 George street back to it's heritage roots, beautify the building in order to be able to attract and retain high quality tenants in keeping with the spirit of the Downtown Community Improvement plan.
- Research has shown the estimated costs of this restoration to be significant; we are asking that 8-10-12 George street be deemed eligible for the Facade improvement program in order to help offset these costs
- By restoring this property, it will beautify a building that is currently an eyesore in downtown Brockville, attract high quality tenants to the downtown core and increase 8-10-12 George street and surrounding area's assessed values to the benefit of the City of Brockville