



CIP Approvals Committee (CIPAC) Meeting

Monday July 18, 2016 at 5:00 p.m.
Township Hall,
90 Main Street South, Alexandria

1. Call to Order
2. Motion to Elect a Chair (tentative)
3. Accept the Agenda
4. Declaration of Conflict of Interest
5. Ratify Minutes of June 20, 2016
6. Agenda Items
 - a. Caisse Populaire de la Vallée CIP Loan Program
 - b. Update on projects submitted
 - i) 1 Main Street South, Alexandria (The Quirky Carrot)
 - ii) 5- 7 Main Street South, Alexandria (Vaella Consulting)
 - iii) 7 Mill Square, Alexandria (J. & B. Danaher)
 - iv) 76 Main Street North, Alexandria (C. Walker)
 - v) 2 Carr Street East, Maxville (B. & L. MacDonald)
 - vi) 8 Main Street North (B. MacDonald)
 - c. CIP Applications
 - i) 8 Main Street South, Alexandria (B. MacDonald) – Modifications to approved project
 - ii) 69 Main Street South, Alexandria (C. Paulenco)
 - iii) 20 Main Street South, Maxville (Munro & Morris Funeral Home)
 - d. CIP Budget
 - e. Civic Number Signage – Design Proposal
7. New Business
8. Correspondence
9. Next CIPAC Meeting: Monday August 15, 2016 at 5:00pm
10. Adjournment



**MINUTES OF THE JUNE 20, 2016
CIP APPROVALS COMMITTEE (CIPAC) MEETING**

A meeting of the CIP Approvals Committee (CIPAC) held on Monday June 20, 2016, at 5:00 p.m. at the Township Office, 90 Main Street South, Alexandria.

PRESENT: Karen Davison Wood, Arts Culture Heritage Committee
Daniel Gagnon, CAO (departed meeting at 6:30pm)
Michael Madden, Alexandria & District Chamber of Commerce
Jeff Manley, Councillor
Carma Williams, Councillor
Kerri Strotmann, EDO

REGRETS: Nathalie-Anne Bussière Arts, Culture Heritage Committee
Deirdre Hill, Maxville & District Chamber of Commerce
Gerry Murphy, Chief Building Officer

1. CALL TO ORDER

The meeting was called to order at 5:04p.m.

2. MOTION TO ELECT A CHAIR

Daniel confirmed that the Community Improvement Plan Approvals Committee (CIPAC) has been formalized in the Procedural By-Law; however, this item was deferred to a subsequent meeting.

3. ACCEPT AGENDA

Moved by: Michael Madden

Seconded by: Carma Williams

That the Agenda of the CIP Approvals Committee meeting of June 20, 2016, be accepted.

Carried.

4. DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations of conflict of interest expressed by the members present.

4. RATIFY THE MINUTES OF May 16, 2016

Moved by: Michael Madden

Seconded by: Karen Davison-Wood

That the minutes of the May 16, 2016, CIP Approvals Committee (CIPAC) meeting be accepted as presented.

Carried.

5. AGENDA ITEMS

a. Procedures & Precedent: Estimates

Following an analysis of the various applications that have been submitted since March 2016, and the possible scenarios that could arise with the submission of estimates, the Committee agreed to continue the review process on a case by case basis. Any conflicts of interest will be addressed by the Committee and recommendations will be properly justified.

b. Update on projects submitted to March 21, 2016 CIPAC Meeting

i) 1 Main Street South, Alexandria (The Quirky Carrot)

Due to oversight, the grant amount approved for the commercial awnings did not take into consideration that there were two proposed awnings. Amendment #3 was adopted by Council

at their meeting held on June 13, 2016, to modify the grant allotted under Program C. The existing Letter of Agreement, signed on May 31, 2016, will be nullified and replaced.

ii) **7Mill Square, Alexandria (J & B Danaher)**

The Letter of Agreement was signed by the owners on June 1, 2016. Work is expected to commence in July 2016.

iii) **76 Main Street North, Alexandria (C. Walker)**

The Letter of Agreement was signed by the owner on May 30, 2016. Work is expected to commence in July, though the owner is currently having difficulty booking the painter.

c. **CIP Applications**

i) **8 Main Street North, (B. MacDonald)**

Project: Preparation and repainting of the East and North facades in tones of grey with trim work in black; repainting the exterior staircase in black; the addition of new decorative fixed awnings in black with printed civic addresses; addition of two new hand-painted wood signs with gooseneck lighting.

Moved by: Michael Madden		Seconded by: Karen Davison Wood	
<p>That the Community Improvement Plan Approvals Committee (CIPAC) recommends to Council the approval of the project as submitted, as it demonstrated a rehabilitation of a building that respects the CIP design guidelines. This recommendation is conditional to the receipt of the paint colour samples that are subject to CIPAC approval, and receipt of a cross-section of the fixed awnings in order to confirm shape, height and projection. CIPAC also recommends the that civic address style adopted by the municipality for the purposes of the CIP, be incorporated on the proposed awnings with printed civic addresses.</p>			
Incentive Program	Project (s)	Grant Request	CIPAC Recommendation
A. Planning & Design Grant	Preparation of façade rendering by Significo	\$480.26 payable in 2 installments, representing 50% of the cost of the design work.	\$480.26 payable in 2 installments
B. Building Improvement & Infill Grant	-Preparation and painting of the East and North elevations on both the upper and lower levels in grey and all trim in black. -Addition of new fixed black awnings	\$4,435.25 representing 50% of the building improvement work.	\$4,435.25 representing grant allotted under Program B.
C. Commercial Signage, Civic Address Signage & Commercial Awning Grant	-Two new hand-painted signs with gooseneck lighting (one per elevation).	\$3,502.56, representing 50% of the commercial signage work.	\$1,500 representing the maximum allotted grant for commercial signage and lighting under Program C
D. Landscaping & Public Art Grant	N/A		
E. Building Permit Fee Grant		Up to \$750, pending confirmation from Building Department	Up to \$750
F. Tax Increment Grant	To leverage the increased assessment and property taxation for work directly attributable to the CIP	TBD	TBD pending MPAC reassessment upon completion of the work.
G. CIP Municipal Loan Program	For work eligible under Program B.	Between \$5,000 and \$10, 000	Between \$5,000 and \$10, 000
<p>TOTAL PROJECT COST: \$16,836.12 TOTAL ELIGIBLE GRANT: \$6,415.51 + Building Permit Fee Grant TOTAL ELIGIBLE LOAN: \$5,000 - \$10,000</p>			
Carried.			

ii) **69 Main Street South, Alexandria (C. Paulenco)**

Project: Replacing aluminium siding with beige vinyl siding on North façade; cleaning and repainting the front (west) façade in beige; addition of three new decorative fixed awnings in black with printed signage on one awning; addition of a new hanging hand-painted wood signs on front façade; addition of new civic address sign on front façade; addition of landscaping on north elevation and repaving on parking area.

The committee is not prepared to make a recommendation on the project as there are important questions that require additional information and clarification in the goal of ensuring the feasibility of the project and to ensure a transparent and fiscally-responsible management of public funds.

The committee has asked Kerri to follow-up with the owner on the following:

- 1) The design fee quote and the execution of the plans by Significo, a company that is also owned by the property owner.
- 2) The proximity to the property line of the proposed landscaping features to ensure that there are no encroachments into the public right of way.
- 3) The repaving of the asphalt parking area, as the design guidelines encourage such work if it includes a "green" component (ex: addition of trees/hedge or vegetative islands) to reduce the impermeable surface. The proposal did not appear to include any "green" component to the portion of the parking area being repaved.
- 4) The estimates provided for the recladding of the North wall also indicate work to be undertaken to the rear façade(s), as well as work to reinsulate the wall(s). Neither the insulation, nor the cladding of the east elevations are eligible for CIP funding.
- 5) While the rendering illustrating rectangular awnings was provided, as well as a photo of a similar awning, confirmation on the actual shape, material, height, projection and durability should be submitted. A cross-section of the proposed awning will also help the Permit Department determine whether an encroachment permit is necessary.
- 6) The proposal to reinstall six commercial billboards on the north wall following the work. Said billboards are not considered an enhancement, do not respect the CIP design criteria and do not subscribe to the community vision of Alexandria Main Street. The committee had hoped that the proposed black frames were to house public art, but is not comfortable with endorsing this element as it is not in the spirit of the downtown revitalization efforts, which seeks to restrain billboards.

Upon receipt of the requested information, the committee will re-review the project and provide a recommendation to Council.

iii) **2 Carr Street East, Maxville (L. & B. MacDonald)**

Project: Restoring and repainting existing lower and upper level balconies; repairing masonry on south-west wall (fronting Main Street); removal of two cedar trees and landscaping.

Moved by: Michael Madden

Seconded by: Karen Davison Wood

That the Community Improvement Plan Approvals Committee (CIPAC) recommends to Council the approval of the project as submitted, as it demonstrates the conservation and restoration of authentic architectural features and the beautification of the property. This recommendation is conditional to receiving a sample of the proposed gingerbread for approval by the committee.

Incentive Program	Project (s)	Grant Request	CIPAC Recommendation
H. Planning & Design Grant	N/A		
I. Building Improvement & Infill Grant	-Restore, repair and repaint in white the upper and lower balconies, including the addition of gingerbread trim -Installation of two new metal doors on the upper and lower balconies including a screen door on the lower balcony -Repairs to the masonry on the south-west elevation	\$5, 433.00, representing 50% of the building improvement work for two facades.	\$5,433.00 grant for building improvements to two facades allotted grant under Program B.
J. Commercial Signage, Civic Address Signage & Commercial Awning Grant	N/A		
K. Landscaping & Public Art Grant	-Felling two cedar trees and stump grinding -Installation decorative lattice work and caps on fence and staining it a natural colour -Planting of shrubs, sod and flowers\	\$1,235.13 representing 50% of the landscaping work.	\$1,235.13 grant for landscaping allotted under Program D
L. Building Permit Fee Grant		Up to \$750, pending confirmation from Building Department	Up to \$750
M. Tax Increment Grant	To leverage the increased assessment and property taxation for work directly attributable to the CIP	TBD	TBD pending MPAC reassessment upon completion of the work.
N. CIP Municipal Loan Program	For work eligible under Program B.	Between \$5,000 and \$10, 000	Between \$5,000 and \$10, 000
<p>TOTAL PROJECT COST: \$13,336.25 TOTAL ELIGIBLE GRANT: \$6,668.13 + Building Permit Fee Grant TOTAL ELIGIBLE LOAN: \$10,000</p>			

Carried.

- Kerri updated the committee of the balance of the \$50,000 CIP grant budget for 2016

d. Civic Number Signage – Design Proposal

Kerri presented the committee with the revised civic number design proposals, prepared by Anick Bauer Designs, as well as the mock-up of a sign. The committee was pleased with the modified proposals and has asked Kerri to speak with Daniel about developing a method to have the signs designed and manufactured on a case-by-case basis.

6. NEW BUSINESS

There was no new business to discuss.

7. CORRESPONDENCE

No correspondence was received.

8. NEXT MEETING

The next meeting of the CIPAC will take place on Monday July 18, 2016 at 5:00p.m. at the Township Office.

9. ADJOURNMENT

The meeting was adjourned at 6:54p.m.

Recording Secretary – Kerri Strotmann