



**MINUTES OF THE MONDAY SEPTEMBER 19, 2016
CIP APPROVALS COMMITTEE (CIPAC) MEETING**

A meeting of the CIP Approvals Committee (CIPAC) held on Monday September 19, 2016, at 5:00 p.m. at the Township Office, 90 Main Street South, Alexandria.

PRESENT: Karen Davison Wood, Committee Chair
Daniel Gagnon, CAO (departed at 6:15pm)
Deirdre Hill, Maxville & District Chamber of Commerce
Michael Madden, Alexandria & District Chamber of Commerce (arrived at 5:20pm)
Jeff Manley, Councillor
Carma Williams, Councillor
Kerri Strotmann, EDO

REGRETS: Nathalie-Anne Bussière Arts, Culture Heritage Committee
Gerry Murphy, Chief Building Officer

1. CALL TO ORDER

The meeting was called to order at 4:56p.m.

2. ACCEPT AGENDA

Moved by: Deirdre Hill

Seconded by: Carma Williams

That the Agenda of the CIP Approvals Committee meeting of September 19, 2016, be accepted.

Carried.

3. DECLARATIONS OF CONFLICT OF INTEREST

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

4. RATIFY THE MINUTES OF AUGUST 10, 2016

Moved by: Jeff Manley

Seconded by: Carma Williams

That the minutes of the August 10, 2016, CIP Approvals Committee (CIPAC) meeting be accepted as presented.

Carried.

5. AGENDA ITEMS

a. Pedestrian Crosswalk at Mill Square

Kerri provided the committee with a brief update on the status of the pedestrian crosswalk at Mill Square. She explained the four options that were presented to Council on August 31, 2016, and the proposal retained as the best fit to the provisions of the Community Improvement Plan.

b. Approval of CIP Grant Payment

i) 7 Mill Square, Alexandria (J. Danaher)

Moved by: Carma Williams

Seconded by: Deirdre Hill

That the CIP project at 7 Mill Square, Alexandria, has been completed as per the plans approved by Council on April 25, 2016, and as per the requirements of the Letter of Agreement for the Municipal Incentive Program signed by the applicant on June 1, 2016. The sum of \$1,412.50 shall be paid to Joanne and Brian Danaher (Uptown Hair Design), representing 50% of the value of the invoice submitted for the work approved under the Building Improvement & Infill Grant (Program B).

Carried.

ii) 76 Main Street North, Alexandria (C. Walker).

Moved by: Deirdre Hill

Seconded by: Jeff Manley

That the CIP project at 76 Main Street North, Alexandria has been completed as per the plans approved by Council on July 25, 2016, and as per the requirements of the Letter of Agreement for the Municipal Incentive Program signed by the applicant on July 16, 2016. The sum of \$1,638.50 shall be paid to C. Walker, representing 50% of the value of the invoice submitted for the work approved under the Building Improvement & Infill Grant (Program B).

Carried.

c. Review of Projects Submitted

i) 8 Main Street North, Alexandria

- Ratification of the CIPAC decision to recommend the approval of modifications to the project approved by CIPAC on August 10, 2016.

Further to the informal CIPAC recommendation concerning the modifications to the project reviewed on August 10, 2016, Council adopted Resolution #5 at their meeting of August 31, 2016 approving the August 18, 2016 revision to the project.

The CIPAC must ratify their favourable recommendation.

Moved by: Jeff Manley

Seconded by: Daniel Gagnon

That the Community Improvement Plan Approvals Committee (CIPAC) recommends to Council the approval of the below-listed elements of the project, as they demonstrate the rehabilitation and restoration of a building that respects the CIP design guidelines and the original characteristics of this heritage building. CIPAC also recommends that the civic address style adopted by the municipality for the purposes of the CIP, be incorporated into the project.

- Preparation and repainting the woodwork and wooden window frames of the front façade (East) in green, similar to the existing;
- Removal of the paint and restoration of the front transom windows;
- Replacement of the rotted right window frame and cracked window on the front facade (East);
- Removal of green carpet on the exterior entry stairs and replacement with anti-slip grey paint;
- Repointing of bricks, as needed;
- Installation of a salvaged antique commercial door, painted black;
- Addition of new hanging sphere landscaping features on either side of the door;
- Installation of a new perpendicular hanging sign on the existing bracket, on condition that the sign be reduced to respect article 7.2 f) i) b) of the CIP.

The following conditions are to accompany the favourable recommendation of the above-listed interventions:

- 1) The new perpendicular hanging sign must be reduced in size to respect article 7.2 f) i) b) of the CIP.

The CIPAC does not recommend the approval of the following elements of the project:

- Planning & Design Grant (Program A) as Article 8.2 d) of the CIP prohibits grant allotment for personal labour
- Replacement of the existing asphalt shingle roof with a new tin roof, as the application should be submitted by the property owner and not the tenant and should be accompanied by two (2) estimates for the same project prepared by separate contractors. Furthermore, structural modifications to the roof are not covered by the CIP; however, the committee is prepared to entertain the project, without a guarantee of approval, provided that the proposed tin roof be a heritage tin, in order to restore this original architectural feature.
- Replacement of the soffits and fascia and recapping the upper floor aluminum windows in charcoal grey, as these elements should tie in to the replacement of the roof;

Incentive Program	Project (s)	Grant Request	CIPAC Recommendation
A. Planning & Design Grant	Preparation of façade rendering by Anick Bauer Designs	\$240.13 payable in 2 installments, representing 50% of the cost of the design work.	That no grant be allocated for Program A, as the preparation of the plan does not respect Article 8.2 d) of the CIP concerning personal labour.
B. Building Improvement & Infill Grant	-Preparation and painting of the woodwork on the front (East) elevation in a green that is the same as the existing. -Repair and replacement of right front window. -Restoration of original transom windows -Removal of carpet and repainting of cement entry stairs in grey. -Repointing of brickwork, as needed. -Installation of an antique commercial door, painted black with brass hardware	\$7,181.99 representing 50% of the building improvement work for the front facade	\$5,000.00 representing the maximum grant allotted for building improvements to the front façade under Program B.
C. Commercial Signage, Civic Address Signage & Commercial Awning Grant	-Addition of a new perpendicular hanging sign	\$309.62 representing 50% of the cost of a new commercial sign.	\$309.62 representing the amount allotted for commercial signage under Program C
D. Landscaping & Public Art Grant	-Installation of new hanging landscaped spheres on either side of the front entry	\$118.65 representing 50% of the cost of the landscaping.	\$118.65 representing the amount allotted for landscaping under program D
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
TOTAL PROJECT COST: \$15,700.76 TOTAL ELIGIBLE GRANT: \$5,428.27 + Building Permit Fee Grant TOTAL ELIGIBLE LOAN: \$5,000 - \$10,000			
Carried			

ii) **8 Main Street South, Alexandria**

On July 20, 2016 and August 2, 2016, the applicant was advised of the CIPAC results of the July 18, 2016, meeting and reminded of the deadlines for the August and September CIPAC meetings. In August, a discussion was held with the tenant, Priests Mill

Glassworks, about the possibility of presenting an overall signage strategy for the building to the committee. A meeting was proposed and Kerri is awaiting a follow-up from the owner or tenant. An email was sent to the owner in September with a reply received on September 19th that the owner will contact Kerri to discuss the request.

iii) 69 Main Street South, Alexandria

On July 20, 2016, the applicant was advised in writing of July 18-2016 CIPAC results and informed that the request would be presented to Council on July 25, 2016. On July 25, 2016, Resolution #8 was adopted by Council, approving the interest-free loan and the grant application with the conditions pertaining to the facing material and the billboards. Owner was advised of the Council results in writing on July 27, 2016 and of the reservation of the grant allotment until September 1, 2016. The Letter of Agreement was prepared. In August and September follow-up emails and voice messages were left for the owner. No reply has been received to date and the September 1st deadline has expired.

- Jeff Manley will contact the owner and advise her that the funds allocated to this project will be released by Council on September 30th to permit the realization of other CIP projects and that she is welcome to re-apply when she is ready to carry-out the work.

Michael Madden arrived at 5:20pm

iv) 20 Main Street South, Maxville

On July 20, 2016, the applicant was advised in writing of the July 18, 2016 CIPAC results and the deferral of the request deferral to the August CIPAC meeting provided that revised plans are submitted. On Aug 3, 2016, the applicant was reminded in writing of the submission deadline for the August CIPAC meeting. In August and September voice messages were left for the owner. No reply has been received to date, but the owner had publicly expressed his discontent with the CIP process and its emphasis on heritage preservation.

- Daniel Gagnon will meet with the owner this week to discuss his project and the applicable design guidelines. He will advise the CIPAC of the meeting date so that another committee member may be present
- In light of the experiences with the pending CIP files, the committee discussed the need for more personal contact when the CIPAC results of a project are to be presented to an applicant. The committee suggested that a meeting be held with the client before an email confirmation is sent. It was also recommended that these meetings include at least two members of the CIPAC and that Kerri should not be meeting any applicants alone. It was also suggested that upon completion of a project, an on-site visit with the applicant should be carried-out to maintain the positive profile of the CIP.

d. CIP Applications

i) 39 Main Street North, Alexandria

Project:

Repairs and restoration to the red brick on the front (West) and lateral (South) facades; Restoration of the original recessed commercial entry as it appears in the historic photos of the building; Addition of two identical wood doors with transom windows on the ground floor to match the existing commercial door that will be removed due to rot; Addition of a wood door on the second floor to match the existing which will be removed due to rot; Construction of a cantilevered wood balcony with a metal railing. A request has also been made to the municipality to remove the tree that is situated directly in front of the proposed recessed entrance.

Moved by: Jeff Manley

Seconded by: Michael Madden

That the Community Improvement Plan Approvals Committee (CIPAC) recommends to Council the approval of the below-listed elements of the project, as they demonstrate the restoration of one of the original "red brick district" heritage buildings that respects the CIP design guidelines and the original characteristics of this important cornerstone building. This recommendation is conditional to the following:

- 1) Receiving clarification on the material and colour of the proposed balcony railings, which are subject to approval by the committee;
- 2) Receiving clarification on what will transpire with the space above the windows of the new recessed entry. The use of materials and colour are subject to approval by the committee, if the existing blocked-in portion is not to be re-opened with a glazed material (i.e: window).

CIPAC also recommends that the request for two new civic address signs in the style adopted by the municipality for the purposes of the CIP, be incorporated into the project.

Incentive Program	Project (s)	Grant Request	CIPAC Recommendation
A. Planning & Design Grant	Preparation of the construction plans by Lascelles Engineering	\$678.00 payable in 2 installments, representing 50% of the cost of the design work.	\$678.00 payable in two installments be allotted for the preparation of plans under Program A.
B. Building Improvement & Infill Grant	-Repairs and restoration to the red brick; -Restoration of the original recessed commercial entrance; -Addition of three new wood doors to replicate the original doors; -Construction of a new cantilevered balcony;	\$18,267.95 representing 50% of the building improvement work for the front facade	\$7,500.00 representing the maximum grant allotted for building improvements to the front façade and lateral façade under Program B.
C. Commercial Signage, Civic Address Signage & Commercial Awning Grant	-Addition of two new civic number signs		\$150.00 representing the amount allotted for two civic address signs under Program C
D. Landscaping & Public Art Grant			
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
TOTAL PROJECT COST: \$37,891.89 TOTAL ELIGIBLE GRANT: \$8,328.00 + Building Permit Fee Grant TOTAL ELIGIBLE LOAN: \$5,000 - \$10,000			

Carried

e. Amendments to CIP

Kerri explained that as the CIP has been in force for more than seven months, the CIPAC has had time to work with and evaluate the application of the various articles and financial incentive programs. In the coming months, adjustments will be made to the CIP to better reflect the needs of the program. For the purposes of community engagement and transparency, all modifications, whether they are subject to an amendment procedure or not, will be presented simultaneously.

The committee has been tasked with reviewing the content of the CIP and proposing modifications, where necessary. The aim is to have an amended CIP in force in early 2017.

I. Dimensions of perpendicular hanging sign (5.4sq.ft. to 6.0sq.ft)

To render the dimensions of perpendicular hanging signs easier to work with, the committee has agreed to allow for a slight increase in sign area from 5.4sq.ft. to 6.0sq.ft. This modification does not represent a significant change to the CIP and does not require a formal amendment procedure. Moving forward, the committee will review signage requests in consideration of this proposed modification, until the amended CIP comes into force.

II. Addition of a grant for Planning Fees (i.e: Minor Variances)

There are several CIP projects pending submission that may be subject to a minor variance request given the proximity of the buildings along Main Street to the property line.

Adding a financial incentive program for planning fees relating to minor variance requests, represents the addition of a new program of financial assistance that is subject to an amendment procedure.

Carma suggested that a grant for the entire cost of the planning fees relating to minor variances should be covered by in order to remove any impediments for applicants proposing a project that respects the CIP design guidelines.

The committee will further discuss this amendment at a subsequent meeting.

Daniel Gagnon departed the meeting at 6:15pm

III. Language of Planning & Design Grant to require a professional designer, architect, technologist, Engineer, Land Surveyor.

In light of the lack of detail on several of the plans received, and in order for the committee to be able to make a properly informed decision on each of the applications, the language of Financial Incentive Program A should be clarified. The committee has suggested the following:

- Inclusion of a caveat such as “ *The plans should reflect the finished product as the awarding of the grant is subject to a comparison between the plan and the on-site analysis of the completed works.*”
- Under “Objective”, inclusion of the following: “*i.e: dimensions, materials, colours, setbacks, etc.*”

- Under "Program Specifics", inclusion of the following: *"Plans must illustrate the dimensions, materials, setbacks, foundations, site specific overview, or any other details that are relevant to the project. The CIP Approvals Committee may request additional information or plan revisions, as necessary."*

Kerri will add the modifications above to the working copy of the amended CIP

6. NEW BUSINESS

i) Mill Square Parkette

Kerri informed the committee of the impending acquisition of the vacant lot adjacent to Mill Square. This will expand the greenspace in the downtown core, further solidify Mill Square as a focal point, and allow for a variety of events including the Christmas tree lighting ceremony, which will now take place using the live tree in the park. The purchase of the property subscribes to the community vision of Mill Square, and respects the provisions of article 6.0 of the CIP.

7. CORRESPONDENCE

No correspondence was received.

8. NEXT MEETING

The next meeting of the CIPAC will take place on Monday October 17, 2016 at 5:00p.m. at the Township Office.

10. ADJOURNMENT

The meeting was adjourned at 6:29p.m.



Recording Secretary – Kerri Strotmann