



MINUTES OF THE MONDAY JANUARY 30, 2017 CIP APPROVALS COMMITTEE (CIPAC) MEETING

A meeting of the CIP Approvals Committee (CIPAC) held on Monday January 30, 2017, at 5:00 p.m. at the Township Office, 90 Main Street South, Alexandria.

PRESENT: Karen Davison Wood, Committee Chair
Deirdre Hill, Maxville & District Chamber of Commerce
Michael Madden, Alexandria & District Chamber of Commerce (arrives at 5:14pm)
Jeff Manley, Councillor (departs at 6:43pm)
Carma Williams, Councillor
Kerri Strotmann, EDO

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

1. CALL TO ORDER

The meeting was called to order at 5:06p.m.

2. ACCEPT AGENDA

Moved by: Deirdre Hill

Seconded by: Jeff Manley

That the Agenda of the CIP Approvals Committee meeting of January 30, 2017, be accepted with the following modifications:

- Addition of item 5 a) : Transfer of funds to 2016 CIP Reserve
- Removal of item 5 b) ii): 28 Main Street North, Alexandria
- Removal of item 5 b) iii): 7-7a Main Street South, Maxville

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 DECEMBER 5, 2016

Moved by: Deirdre Hill

Seconded by: Jeff Manley

That the minutes of the December 5, 2016, CIP Approvals Committee (CIPAC) meeting be accepted as presented.

Carried.

5. AGENDA ITEMS

a. Transfer of fund to 2016 CIP Reserve

The committee was provided with a copy of Resolution #4, adopted by Council on January 24, 2017, approving the transfer of CIP funds, committed for approved CIP projects, to a dedicated Community Improvement Plan reserve for availability and disbursement when the projects are completed.

Michael Madden arrives at 5:14pm

b. Review of Projects Submitted

i) 8 Main Street North, Alexandria (A. Bauer)

Further to the application submitted to the October CIPAC meeting for lighting over the CIP-approved commercial sign, emails were sent on October 20th and November 17th requesting additional information. Kerri spoke with the applicant who has not yet had time to address this matter. Further follow-up will be undertaken in February.

ii) 28 Main Street North, Alexandria (Decoste Realty)

On November 28, 2016, Resolution #4 was adopted by Council approving the grant application and the interest-free municipal loan. On December 19, 2016, the Letters of Agreement for the Financial Incentive and Municipal Loan Programs were signed. Work has commenced.

On January 23, 2017, Kerri met with the owner regarding a CIP signage request, which is expected to be submitted for the March 6, 2017 meeting. At this time, the owner requested special permission to install temporary signage pending the preparation of CIP-approved signage. The proposed temporary signs are the existing signs from the previous locale. Special permission was granted by the Counties and by the Building and Planning Department of North Glengarry with conditions pertaining to safety and the submission of a CIP request.

iii) 69 Main Street South, Alexandria (C. Paulenco)

On December 12, 2017, Council repealed resolution #8, adopted on July 25, 2016, approving the CIP project and transferred the total grant amount allocated, \$10,446.50, to the 2016 CIP budget for reallocation to other projects. Council recommended that the owner reapply in 2017.

iv) 20 Main Street South, Maxville (Munro & Morris Funeral Home)

There have been no new developments with this project.

Concern was raised over the minimal uptake in Maxville. Kerri will ensure property owners and tenants are contacted and provided with information on the benefits of the CIP.

v) 44 Main Street North, Alexandria

On December 12 2016, Resolution #7 was adopted by Council, approving the grant application and interest-free municipal loan.

On January 9, 2017, the Letters of Agreement for the Financial Incentive and Municipal Loan Programs were signed and the Building Permit and Minor Variance requests were submitted.

On January 10, 2017, a request was submitted by the owners for an amendment to the CIP approved grant, in order to consider the approved commercial terrace as a landscaping feature (Program D) for the purposes of the financial incentive programs and not as a building improvement (Program B).

b) 44 Main Street North, Alexandria – Amendment to Approved Financial Incentive Request

Given Council’s approval of the CIPAC recommendation to carry the James Hardie Board up the entire front façade, the owners have submitted an application for an amendment that would allow the commercial terrace to be considered as a landscaping feature for the purposes of the financial incentive program. If approved, the owners will be able to access additional funding to help defray the costs of the recommendation.

Moved by: Michael Madden

Seconded by: Carma Williams

That the Community Improvement Plan Approvals Committee (CIPAC) recommends to Council the amendment of resolution #7 adopted for the project at 44 Main Street North, Alexandria on December 12, 2016, in order to consider the approved commercial terrace as a landscaping feature under the financial incentive programs offered.

The committees now recommends the approval of the below-listed elements of the project, as they demonstrate the rehabilitation of one of the original downtown buildings in respect of the CIP design guidelines, while adding a more contemporary element to create street animation.

- Preparation and painting of the original metal roof in dark brown or black;
- Removal of the 2nd floor door and replacement of the three 2nd storey openings with matching guillotine windows;
- Replacement of the facing material with horizontally-installed “Tuscan Gold” colour James Hardie board;
- Removal of the obsolete 2nd floor backlit sign;
- Addition of a ground floor perpendicular hanging sign;
- Replacement of the existing retractable awning with a new striped canvass to match the facing material and possessing commercial lettering;
- Replacement of the existing commercial entry door with a new glass entry door;
- Replacement of the existing ground floor commercial windows with sliding glass windows;
- Addition of public art on the front façade above the retractable awning (painted mural on wood panel).
- Construction of a new commercial terrace on the front façade in “Madeira” colour Trex decking with a “Bronze” colour smoked glass railing

The following conditions accompany the favourable recommendation:

- 1) That the owner horizontally-install James Hardie Board on the entire front façade;
- 2) That the final artwork for the painted mural be submitted to the CIP Approvals Committee for review and final approval and that the carriage used in the proposed perpendicular hanging sign be reproduced in the proposed artwork.

The following considerations accompany the favourable recommendation:

- 1) That the owner consider the addition of mullions (grill work) on the proposed 2nd floor windows to match the existing and remaining 3rd floor windows;
- 2) That a new civic address sign, in the style adopted by the municipality for the purposes of the CIP, be incorporated into the project;
- 3) That the owner consider relocating the existing hydro mast to the south lateral façade;
- 4) That the owner consider relocating or eliminating the 2nd floor vent on the front façade, or paint it to match.
- 5) That the owner consider reducing the dimensions or eliminating the proposed signage behind the commercial window so as not to detract from the proposed awning and mural.

Incentive Program	Project (s)	Grant Request	CIPAC Recommendation
A. Planning & Design Grant	-Preparation of coloured rendering; -Preparation of construction plans for the commercial terrace;	\$651.16 representing 50% of the costs of the preparation of the plans	\$651.16 representing the grant amount allotted for planning and design fees under Program A.
B. Building Improvement & Infill Grant	-Remove 2 nd floor door and install three new matching guillotine windows; -Installation of new James Hardie clapboard style facing material on the front façade; -Replacement of the commercial entry door and ground floor windows; -Replacement of the ground floor commercial windows with sliding glass windows; -Preparation and painting of the metal roof;	\$18,927.50 representing 50% of the building improvement work for the front and lateral facades	\$7,500.00 representing the maximum grant allotted for building improvements to the front façade and the visible lateral façade under Program B.
C. Commercial Signage, Civic Address Signage & Commercial Awning Grant	-Installation of a new perpendicular hanging sign -Installation of a new retractable commercial awning with lettering	\$977.45 representing 50% of the cost of a new commercial sign \$913.04 representing 50% of the cost of a new retractable commercial awning	\$977.45 representing the amount allotted for a new commercial sign under Program C \$913.04 representing the amount allotted for a new retractable commercial awning under Program C
D. Landscaping & Public Art Grant	-Construction of a new commercial terrace with smoked glass railing; -Installation of historical mural	\$6,497.50 Representing 50% of the cost of landscaping \$1,045.25 representing 50% of the cost of a mural	\$2,000.00 representing the maximum grant allotted for landscaping \$1,000.00 representing the maximum grant allotted for public art.
E. Building Permit Fee Grant		Up to \$750 for the Building Permit fee, pending confirmation from Building Department; \$500 for the Minor Variance Fee	Up to \$750.00 for the Building Permit fee and \$500.00 for the Minor Variance request pending approval of a future CIP amendment.
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: \$48,209.76
TOTAL ELIGIBLE GRANT: \$13,041.65 + Building Permit and Minor Variance Fee Grant
TOTAL ELIGIBLE LOAN: \$5,000 – 10,000

Jeff Manley departs at 6:43pm

e. Amendments to CIP

Kerri presented the committee with a draft copy of the CIP containing possible amendments. The proposed amendments are based on items discussed at previous CIPAC meetings and are also based on the feedback received from the beneficiaries of the CIP. The committee reviewed the content and proposed additional modifications, which Kerri will incorporate into the draft and resend to the committee for further discussion and feedback.

A meeting of the CIP Working Group and the CIPAC will be held to further discuss the amendments. Outreach to local businesses and property owners will also be undertaken to obtain their comments and suggestions.

Kerri informed the committee that the procedure to amend the CIP is the similar to the process that was undertaken to adopt the CIP and involves public consultations, publication of public notices, consultation with the Ministry and a mandatory appeals period. The current CIP, adopted in 2016, remains in-force until the amendment process is complete.

6. NEW BUSINESS

There was no new business to discuss.

7. CORRESPONDENCE

There was no correspondence received

8. NEXT MEETING

The next meeting of the CIPAC will take place on Monday March 6, 2017 at 5:00p.m. at the Township Office.

10. ADJOURNMENT

The meeting was adjourned at 7:06 p.m.

Recording Secretary – Kerri Strotmann

Chair – Karen Davison Wood