



MINUTES OF THE MONDAY MARCH 6, 2017 CIP APPROVALS COMMITTEE (CIPAC) MEETING

A meeting of the CIP Approvals Committee (CIPAC) held on Monday March 6, 2017, at 5:00 p.m. at the Township Office, 90 Main Street South, Alexandria.

PRESENT: Jeff Manley, Provisional Committee Chair
Deirdre Hill, Maxville & District Chamber of Commerce
Gerry Murphy, Chief Building Officer
Carma Williams, Councillor
Kerri Strotmann, EDO

REGRETS: Karen Davison Wood, Committee Chair
Nathalie-Anne Bussière Arts, Culture Heritage Committee
Michael Madden, Alexandria & District Chamber of Commerce
Daniel Gagnon, CAO

1. CALL TO ORDER

The meeting was called to order at 4:58p.m.

2. ACCEPT AGENDA

Moved by: Deirdre Hill

Seconded by: Carma Williams

That the Agenda of the CIP Approvals Committee meeting of March 6, 2017, 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 JANUARY 30, 2017

Moved by: Carma Williams

Seconded by: Deirdre Hill

That the minutes of the January 30, 2017, CIP Approvals Committee (CIPAC) meeting be accepted as presented.

Carried.

5. AGENDA ITEMS

a. 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 April.

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

Further to the owner's January 23, 2017, request for special permission to install a temporary sign, he has reconsidered and has requested the committee's opinion on maintaining the existing sign on a permanent basis.

The committee conducted a site visit and questioned the orientation, location and durability of the installed signage. They hope that the owner will reconsider applying for a CIP grant for commercial signage, in order to install a sign that is more in keeping with the attractive architectural features of the red brick building, as well as to take advantage of the architectural lighting that has been installed under the roof overhang that would be complementary to a sign affixed flat on the wall.

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

There have been no new developments with this project.

iv) **44 Main Street North, Alexandria**

On February 12, 2017, Resolution #4 was adopted by Council to amend the CIP approved grant, adopted by Council on December 12, 2016, under resolution #7. This amendment approves the commercial terrace as a landscaping feature (Program D) for the purposes of the financial incentive programs, rather than a building improvement (Program B).

b) **CIP Applications**

3 Main Street South, Maxville

Project: To replace the existing entry stairs and ramp with a new staircase and ramp; to repair or replace, where necessary, the red clay brick under the front windows; to install two new fixed green awnings.

Moved by: Deirdre Hill

Seconded by: Jeff Manley

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 of one of the original "red brick" heritage buildings in respect of the CIP design guidelines.

- Construction of a new wood staircase and ramp at the front entrance, stained in Granite Ridge colour (grey)
- Installation of two 10ft fixed green awnings
- Re-point, repair or replace, where necessary, the red brick underneath the front windows

The following considerations accompany the favourable recommendation:

- 1) That a new civic address sign in the style adopted by the municipality for the purposes of the CIP, be incorporated into the project.
- 2) That landscaping features be planted to conceal the underneath of the ramp and add greenery to the front setback, through the use of the CIP landscaping grant (Program D).
- 3) That the air conditioning unit above the front entrance be moved to an opening on another façade.
- 4) That the tenant consider a new commercial sign with gooseneck lighting, through the use of the CIP commercial signage grant (Program C)

Incentive Program	Project (s)	Grant Request	CIPAC Recommendation
A.Planning & Design Grant	-Preparation of construction plans for the new front steps and entrance;	\$197.75 representing 50% of the costs of the preparation of the plans	\$197.75 representing the grant amount allotted for planning and design fees under Program A.
B. Building Improvement & Infill Grant	-Construction of new entry stairs and ramp. -Repairing and replacing, where necessary, the brick under the front windows. -Installation of two new fixed awnings	\$7,875.34 representing 50% of the building improvement work for the front and lateral facades	\$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			
D. Landscaping & Public Art Grant			
E. Building Permit Fee Grant		Up to \$750 for the Building Permit fee, pending confirmation from Building Department;	Up to \$750.00 for the Building Permit fee.
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: \$15,750.67 TOTAL ELIGIBLE GRANT: \$5,197.75 + Building Permit Fee Grant TOTAL ELIGIBLE LOAN: \$5,000 – 10,000			

Carried

7-7a Main Street South

Project: Construction of a new cedar front porch, stained natural, with a black metal roof and black metal railings.

Moved by: Deirdre Hill

Seconded by: Carma Williams

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 re-establishment of an architectural feature inspired on the original front veranda in respect of the CIP design guidelines.

- Construction of a new cedar wood front porch, stained natural, with a black metal roof and black metal railings.

The following conditions accompany the favourable recommendation:

- 1) Construction plans must be submitted for the issuance of a building permit. Plans are eligible for the Planning & Design Fee Grant (Program A).
- 2) Eaves troughs must be installed to protect against water shedding onto the public right-of-way.
- 3) The owner must contact Ontario One Call (1-800-400-2255) to locate any utilities

The following considerations accompany the favourable recommendation:

- 1) That a new civic address sign in the style adopted by the municipality for the purposes of the CIP, be incorporated into the project.
- 2) The use of a solid screening material underneath the porch, taking into consideration the proximity of the porch to the sidewalk in order to avoid damage from the snow and ice.

Incentive Program	Project (s)	Grant Request	CIPAC Recommendation
A.Planning & Design Grant	-Preparation of construction plans for the new porch;	\$TBD representing 50% of the costs of the preparation of the plans	Up to \$1,500 representing the maximum grant amount allotted for planning and design fees under Program A.
B. Building Improvement & Infill Grant	-Construction of new cedar wood porch.	\$7,627.50 representing 50% of the building improvement work for the front and lateral facades	\$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			
D. Landscaping & Public Art Grant			
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: \$15,255.00 TOTAL ELIGIBLE GRANT: \$5,000 + Planning & Design Grant + Building Permit Fee Grant + Minor Variance Fee Grant TOTAL ELIGIBLE LOAN: \$5,000 – 10,000			

Carried

e. Amendments to CIP

This item is deferred to a subsequent meeting.

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 April 3, 2017 at 5:00p.m. at the Township Office.

10. ADJOURNMENT

The meeting was adjourned at 5:55 p.m.

Recording Secretary – Kerri Strotmann

Provisional Chair – Jeff Manley