



City of Kenora

Harbourtown Community Improvement Plan

Purpose:

The purpose of this Community Improvement Plan is to establish a program for municipal financial incentives to encourage the rehabilitation and improvement to private lands and to coordinate public and private works in a manner that will make the most efficient use of public infrastructure. The intent of the plan is to target improvements to existing buildings and properties, and is not directed towards future new developments in the Harbourtown Centre.

Community Improvement Incentive Programs

Planning and Design:

A one-time grant of 50 per cent to a maximum of \$1000 will be available toward the cost of the preparation of architectural plans for building façade improvements. The grant will be conditional on the architectural plans being approved by the City to ensure that the guidelines outlined in the Community Improvement Plan Background Report are implemented.

In addition, a one-time grant of 50 per cent to a maximum of \$1000 will be available toward the cost of the preparation of a site plan suitable for approval by Heritage Kenora in accordance with the Property Standards, Sign By-law, Design Guidelines and regular site plan requirements.

These grants would be paid at 50 per cent (to a maximum of \$500 each) upon design completion, and the remaining 50 per cent after implementation.

Building Façade Improvements

Primary Grant

The City will provide a one-time grant of 50 per cent (to a maximum of \$15,000) of the costs to assist commercial building owners to improve a building façade in accordance with the Downtown Revitalization Plan and the Community Improvement Plan Background Report. Grants for buildings in excess of two stories would be structured to provide additional funding at a rate of \$1,000 per additional storey, once the grant exceeds the maximum \$15,000. The grant would include building materials, labour and professional fees.

Secondary Grant

Improvements to each exterior side and rear of buildings, where the building fronts onto a street and backs onto a lane will be eligible for a grant provided at 50 per cent (up to \$5,000) of the costs per exterior or rear building face. Where buildings exceed two stories, the grant may be increased by an additional \$1000 per storey.

Grants will be paid upon completion of the work and submission of invoices and proof of payment.

Improved Signage

A grant of 50 per cent (up to \$2,000) will be available toward the cost of replacing an existing sign that does not comply with the sign design guidelines outlined in this report. Grants would be paid upon completion and installation of the sign.

Landscaping and Property Improvement

A grant of 50 per cent (up to a maximum of \$15,000) of the costs will be available for improving outdoor landscaping on private property in the Community Improvement Area. Grants shall be provided for the rehabilitation and/or construction of patios, gardens, trees & shrubs, walkways, park benches, waste receptacles, fountains, retaining walls, fencing, outdoor lighting, accessibility structures and any other outdoor landscape related improvements. The grant will be payable upon completion of the works.

ASSOCIATED ASSISTANCE PROGRAM

Application Fees

These are not CIP incentive programs but are intended to augment the grants and loan program under Section 28 of the Planning Act. In particular, the waiving of building permit fees is permitted per s. 7 of the Ontario Building Code Act.

Where a property owner or business is undertaking improvements to lands and buildings in accordance with the program guidelines, the City will provide a grant equivalent to the cost of the normal application fees for approved projects in accordance with the provisions of Section 69 of the Planning Act and the City's Tariff of fees by-law:

- Site Plan Approval
- Rezoning
- Minor Variance
- Building Permit

The applicant will be responsible for all mapping and registration costs for agreements where applicable.

GRANT ELIGIBILITY REQUIREMENTS:

Council has appointed the City of Kenora Heritage Committee to review applications for financial incentives. The Committee shall review all applications based on these eligibility requirements and the degree to which the project implements the City's Official Plan, Downtown Revitalization Study, the Kenora Downtown Architectural Guidelines and Community Improvement Plan.

- 1) No improvements carried out prior to the approval of the application will be eligible for funding. Only pre-approved projects will be eligible for grants.
- 2) Grants would be available to a property owner or business owner occupying an assessed building in the Community Improvement Area upon satisfactory completion of the project. Assistance granted under any of the financial incentive programs to a particular property is not transferable to any other property.
- 3) Building façade grants will be granted based on a primary grant for the building façade that forms the primary entrance to the building, or faces a navigable waterway, and a

secondary grant for a building side that faces the street.

- i. Where the primary building entrance is deemed by the Committee to comply with the objectives of this Community Improvement Plan, and no previous Façade Improvement Grants have been given, the primary grant may be approved for improvements to the rear of a building facing the street. This provision does not apply to building facing a laneway.
 - ii. Where a building has more than two building faces abutting a street the Committee may consider a further secondary grant based on funding availability.
 - iii. Building Façade grants will only be provided with approval of the building owner.
- 4) The building owner or business owner and the City may be required to enter into an agreement specifying the amount to be paid and the payment period. Where the agreement is between a business owner and the City, the building owner must consent to the agreement.
 - 5) Properties and buildings shall not have any tax arrears, outstanding utility charges or any other legal claim, lien or order that may affect the title of the land. Appropriate building permits shall be in place, and there shall be no outstanding work orders against the property.
 - 6) The grant programs outlined in Section 5.0 may be combined in a manner that will permit more than one grant per property. Where this is done, the total grant amount shall be based on the amounts listed in Section 5.0, however, the expenditure on each element of the grant shall be flexible, subject to the approval of the City. However, in no instance shall grants exceed the cost of rehabilitation.
 - 7) Grants will be available to business or property owners on the basis of one grant or combined grant (for example Planning and Design, Improved signage and Façade Improvement) per assessed building.
 - 8) Façade Improvement grants are encouraged for entire building faces. Partial improvements to a portion of a building face may be approved on a limited basis. However, one façade may be improved on buildings that have side or rear facades that are also eligible for grants.
 - 9) The owner may be required to register a site plan agreement on the title of the lands guaranteeing all of the improvements where grants have been provided.
 - 10) The total of the grants made in respect of particular lands and buildings under this Community Improvement Plan that is provided in respect of the lands and buildings in this CIP shall not exceed the cost of rehabilitating the lands and buildings.

NOTE: The approval committee may stipulate that a holdback amount of 10% of the total grant amount payable be applied to the approval of the application.

The works must be completed by 31 December of the year following the approval ie. If a business received a CIP grant in May 2015, the monies must be expended by December 2016.

Staging of Community Improvements

- 1) All of the grant programs outlined in Section 5.0 shall be available to property and /or business owners in the Harbourtown Centre, immediately upon approval of this Plan subject to the requirements of the Planning Act and the requirements of each grant program. No retroactivity of the program prior to its approval by Council.
- 2) Council may, by resolution, direct the Committee to give priorities to specific grant programs based on limits to available funding.
- 3) Development in the Community Improvement Area should generally be staged so that improvements to infrastructure and private lands occur in a comprehensive manner. Major investments in lands and buildings should not be undertaken until public infrastructure works are under way or completed to the satisfaction of the City in consultation with the property owners.

Property owners should coordinate a private works in the Harbourtown Centre area on a comprehensive basis. Façade improvement and signage grants for this area under sections 6.1 and 6.3 of the Community Improvement Plan will be available for this purpose immediately upon approval of this Plan by Council. When considering applications for financial assistance, the City shall give preferential consideration to applications that are within the areas where concurrent municipal public realm improvements are being undertaken.

Applications for financial incentives for single buildings or businesses will be considered in the context of the proposed improvements impact on a coordinated rehabilitation plan for the entire area.

PROPOSED IMPROVEMENTS:

PLEASE PROVIDE A DESCRIPTION OF YOUR PROPOSED IMPROVEMENTS:

Please attach elevation drawings, site plan (including dimensions) and other pertinent details

While original drawings/plans may vary in size, one copy of the drawings SHALL be provided on 11x17 inches paper, with all notations and legends clearly visible. Additionally, the City appreciates the information in digital format, if available. All documents shall form part of the application.

COST ESTIMATES:

Please attach at least one (1) written estimate from qualified independent contractors/suppliers. If providing more than one estimate, please indicate your preferred estimate (the lowest estimate does not necessarily have to be selected).

PERMITS:

Work to be completed through this application cannot be started until written approval for the requested funding assistance is received from the City of Kenora. All required permits must be obtained prior to the initiation of the proposed works.

** Please note that approval of a grant under this program does not provide approvals for sign permits, building permits, entrance permits etc. Please contact the appropriate department to discuss individual permit requirements.

A copy of the approved sign/building permits must accompany the submission for the payment of the approved grant.

CONFIDENTIALITY:

All information included in this application will be kept strictly confidential under the Municipal Freedom of Information Act.

The applicant consents to the use of his or her name and the name and address of their business in connection with any program funding announcements.

I/We hereby apply for a grant under the City of Kenora Harbourn town Community Improvement Plan.

I/We agree to abide by the conditions of the program(s) and certify that the information give herein is true, correct and complete in every respect and may be verified by the municipality.

Name of Applicant

Note: If you are not the property owner, you must include the property owner's signature below.

Relationship to Property (i.e., property owner, tenant)

Applicant Signature

Date

Name of Property Owner

Signature of Property Owner

Date

PERSONAL INFORMATION CONTAINED ON THIS FORM IS COLLECTED PURSUANT TO THE MUNICIPAL ACT, AND WILL BE USED FOR THE PURPOSE OF PROCESSING AND APPROVAL OF THIS APPLICATION AND ASSOCIATED APPLICATIONS. QUESTIONS ABOUT THIS COLLECTION SHOULD BE DIRECTED TO: FREEDOM OF INFORMATION AND PRIVACY COORDINATOR, CITY OF KENORA, ONE MAIN STREET SOUTH, KENORA, ON P9N 3X7 - (807) 467-2295.