

Meeting Date: May 6, 2024
Department: Building, By-law & Planning
Report No.: BBP-2024-47
Submitted by: Eva Baker, Development Services Coordinator
Reviewed by: Jennifer Huff, Director of Building & Planning
Approved by: Trisha McKibbin, Chief Administrative Officer

SUBJECT: Community Improvement Applications – Spring 2024

RECOMMENDATION: THAT: Council receive report BBP-2024-47 titled “Community Improvement Applications – Spring 2024” for information, and further;

THAT: Council approve Nicholas and Diana Forget’s application for funding through the Additional Unit Program and Beautification Program to the maximum amount of \$21,238.83, and further;

THAT: Council approve Alisha and Michael Gleiser’s application for funding through the Intensification and Redevelopment Program to the maximum amount of \$10,600, and further;

THAT: Council approve Dale Ross, Ruud Terpstra, Steve Boucher, and Melissa Boucher’s application for funding through the Beautification Program to the maximum amount of \$20,000, and further;

THAT: By-law No. 44-24, By-law No. 45-24, and By-law No. 46-24 be referred to the Consideration of By-laws section of the agenda for approval.

BACKGROUND

To date three complete applications for CIP funding have been received in Q2 of 2024. The submissions were made in accordance with the CIP application guidelines. A summary of the submissions is provided below:

Address of proposed works: 89 Frank Street, Strathroy
Applicants: Nicholas and Diana Forget

The applicants came forward with a CIP application for the establishment of an apartment suite on the 2nd level of their commercial property. The second level is currently underutilized storage space that has potential as a new rental housing opportunity in the downtown. The applicants applied for the Additional Unit Program under the Building/Planning Permit Fee Grant and the Construction Costs Matching Grant. As part of the development of the apartment suite, the existing 2nd level windows facing Frank Street that are currently blocked needed to be opened to the apartment to meet the natural light requirements under the Building Code (Figure 1). Because the windows face the downtown, the reinstallation of the windows are subject to the Downtown Strathroy Urban Design Guidelines. The Urban Design Guidelines suggest that replacing windows should match the character and style of the historical building. In an effort to achieve compliance with the Urban Design Guidelines, the applicants submitted a supplementary application for the Beautification Program to cover additional costs associated with the arched window style. A building permit has been issued by the Building Department for the conversion of the space in early 2024 and the applicants have advised that construction began shortly thereafter. The applicant has advised the project should be completed by late spring 2024.

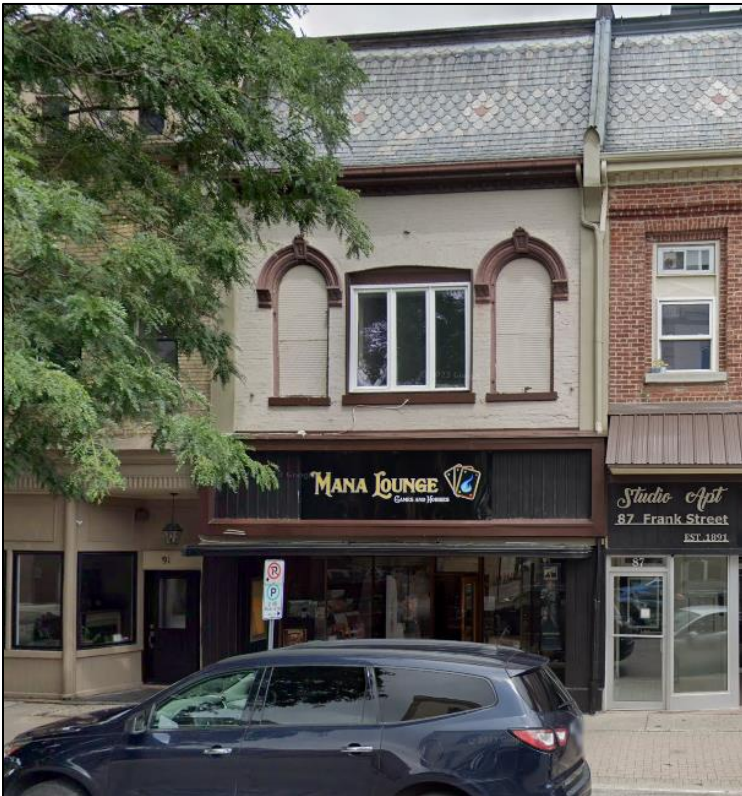


Figure 1. Current front façade of 89 Frank Street, Strathroy

Address of proposed works: 35 Front Street W, Strathroy
Applicants: Alisha and Michael Gleiser

The applicants came forward with a CIP application to replace the existing front and rear doors (Figure 2) with new accessible doors. The applicants wish to improve accessibility into their business which is currently not easily accessed by those with disabilities. The applicants applied for the Intensification and Redevelopment Program under the Construction Costs Matching Grant and Professional Fees Matching Grant to offset the costs of the new accessible entryway doors. The applicants have advised that work is expected to begin early May 2024.



Figure 2. Current front entrance (left) and current rear entrance (right) of 35 Front Street W, Strathroy

Address of proposed works: 79 Thomas Street, Strathroy

Applicants: Dale Ross, Ruud Terpstra, Steve Boucher and Melissa Boucher

The applicants came forward with a CIP Application for the removal of paint and brick repointing of the front and side of the historical building (Figure 3). In recent years some of the exterior brick has been crumbling and requiring repairs to preserve the historical building. Their CIP application consists of repairs on two public-facing sides of the building therefore the application would be eligible for the multiple façade funding stream within the Construction Costs Matching Grant. In consultation with the building department, it was determined that a building permit is not required for minor brick repairs. The applicant has advised the work is planned to begin early spring 2024.



Figure 3. Current front of 79 Thomas Street, Strathroy (left) and the end of the building (right).

CONSULTATION:

Address of proposed works: 89 Frank Street, Strathroy
Applicants: Nicholas and Diana Forget

The CIP application was reviewed in consultation with the CIP Committee and evaluated based on criteria outlined in the CIP Manual. The CIP Committee noted that the application was complete and met all of the funding requirements, except for the requirement to obtain CIP approval before the start of construction. It is noted that this requirement is subject to the discretion of the Municipality. The applicants have stated that minor work was completed at time of the submission of their CIP application and in the interest of meeting timelines for signed tenants moving in, they could not delay construction of the apartment suite. According to the CIP Manual, the Additional Unit Program Grant is not eligible to be combined with the Beautification Program Grant, at the discretion of the municipality. The CIP Committee is of the opinion that the program combination is reasonable given that the new apartment suite could not be created without the reinstallation of exterior windows

This proposal is located within the area defined as the “Downtown Strathroy” under the CIP Plan and as such is subject to the Urban Design Guidelines. The CIP Committee was satisfied that the arched windows proposed for the front façade of Frank Street will be in compliance with the Urban Design Guidelines. Therefore, the CIP Committee recommends that the application be considered favourably for CIP funding. The grant value recommended for this application is \$21,238.83 (Table 1). The grant would be provided after occupancy for the apartment suite is granted from the Building Department, confirmation is provided that the windows were installed according to the approved style, and after receiving proof of payment for all costs claimed for eligible works.

Table 1. Nicholas and Diana Forget (89 Frank Street, Strathroy) CIP Funding Summary.

FUNDING PROGRAM AND INCENTIVES	FUNDING REQUEST	CALCULATED INCENTIVE AMOUNT
ADDITIONAL UNIT PROGRAM <i>For consideration of the renovation of the 2nd level into an apartment suite</i>		
1. Building/Planning Permit fees	75 % of building / planning fees. Total building permit fee: \$1,307.10	75%= \$980.33
2. Construction Costs Matching Grant	25% of Construction Costs, up to \$15,000: <ul style="list-style-type: none"> • Quote 1: \$120,050 +HST • Quote 2: \$123,600+HST 	25% of Lowest Quote = \$30,012.50 \$15,000
BEAUTIFICATION PROGRAM <i>For consideration of the arched windows facing onto Frank Street</i>		
1. Construction Costs Matching Grant (Single Façade)	50% of Construction Costs, up to \$15,000: <ul style="list-style-type: none"> • Quote 1: \$10,517 +HST • Quote 2: \$12,124.41 +HST 	50 % of the lowest quote= \$5,258.50
	TOTAL RECOMMENDED INCENTIVE AMOUNT	\$21,238.83

Address of proposed works: 35 Front Street, Strathroy
Applicants: Alisha and Michael Gleiser

The CIP application was reviewed in consultation with the CIP Committee and evaluated based on criteria outlined in the CIP Manual. The CIP Committee noted that the application was complete and met all of the funding requirements. This proposal is located within the area defined as the “Downtown Strathroy” under the CIP Plan and as such is subject to the Urban Design Guidelines. The CIP Committee was satisfied that the proposed entrance doors are in compliance with the Urban Design Guidelines. In consultation with the Engineering and Public Works Department, staff were advised that there are no expected impacts of this proposal on the proposed downtown Front Street revitalization project. In consultation with the Building Department, confirmation was received that the proposed new doors meet the barrier-free requirements under the Ontario Building Code. Therefore, the CIP Committee recommends that the application be considered favourably for CIP funding. The grant value recommended for this application is \$10,600 (Table 2). The grant would be provided after completion of the project and receiving proof of payment for all costs claimed for eligible works

Table 2. Alisha and Michael Gleiser (35 Front St, Strathroy) CIP Funding Summary

FUNDING PROGRAM AND INCENTIVES	FUNDING REQUEST	CALCULATED INCENTIVE AMOUNT
INTENSIFICATION AND REDEVELOPMENT PROGRAM		
1. Construction Costs Matching Grant	50% of Construction Costs, up to \$10,000: <ul style="list-style-type: none"> • Quote 1: \$24,108+HST • Quote 2: \$30,135+HST 	50% of Lowest Quote = \$12,054 \$10,000
2. Professional Fees Matching Grant	50% of professional fees, up to \$5,000: <ul style="list-style-type: none"> • Quote 1: \$1,200 +HST • Quote 2: \$1,740 +HST 	50 % of the lowest quote= \$600
TOTAL RECOMMENDED INCENTIVE AMOUNT		\$10,600

Address of proposed works: 79-81 Thomas Street, Strathroy

Applicants: Dale Ross, Ruud Terpstra, Steve Boucher and Melissa Boucher

The CIP application was reviewed in consultation with the CIP Committee and evaluated based on criteria outlined in the CIP Manual. The CIP Committee noted that the application was complete and met all of the funding requirements. This proposal is located within the area defined as the “Downtown Strathroy” under the CIP Plan and as such is subject to the Urban Design Guidelines. The CIP Committee was satisfied that the proposed paint removal techniques and repointing are generally in compliance with the Urban Design Guidelines. Therefore, the CIP Committee recommends that the application be considered favourably for CIP funding. The grant value recommended for this application is \$20,000 (Table 3). The grant would be provided after completion of the project and receiving proof of payment for all costs claimed for eligible works.

Table 3. Dale Ross, Ruud Terpstra, Steve Boucher and Melissa Boucher (79 Thomas Street, Strathroy) CIP Funding Summary

FUNDING PROGRAM AND INCENTIVES	FUNDING REQUEST	CALCULATED INCENTIVE AMOUNT
BEAUTIFICATION PROGRAM		
1. Construction Costs Matching Grant (Multiple Façade)	50% of Construction Costs, up to \$20,000: <ul style="list-style-type: none">Quote 1: \$91,680 +HSTQuote 2: \$61,000 +HST	50% of the lowest quote= \$30,500 \$20,000
	TOTAL RECOMMENDED INCENTIVE AMOUNT	\$20,000

The total value of all grants recommended is \$51,838.83. There remains **\$1,355,845.55** of uncommitted funds in the 2024 CIP budget. It is therefore recommended that \$51,838.83 be granted to the applicants.

STRATEGIC PLAN ALIGNMENT:

This matter is in accord with the following strategic priorities:

- 1) Economic Development: Strathroy-Caradoc will have a diverse tax base and be a place that offers a variety of economic opportunities to current and prospective residents and businesses.
- 2) Destination Building: Strathroy-Caradoc will provide distinct experiences that celebrate its past and future by prioritizing innovative new ideas that set the community apart.

FINANCIAL IMPLICATIONS

The recommended allocation of funds does not exceed the budgeted 2024 CIP amount.

CONSULTATION:

Jennifer Huff, Director of Building and Planning
Heather Lalonde, Development Commissioner
Bill Dakin, Director of Finance & IT
Rob Lilbourne, Director of Community Services
Trisha McKibbin, Chief Administrative Officer
Connor McEachen, Chief Building Official
Walter Easter, Manager of Public Works

LINKS:

Strathroy-Caradoc CIP Manual <https://www.strathroy-caradoc.ca/en/doing-business/resources/SC-CIP.FINAL-DRAFT-November-13-2020---No-Watermark.pdf>

Strathroy-Caradoc Urban Design Guidelines <https://www.strathroy-caradoc.ca/en/city-hall/resources/2018-Documents/Strathroy-Urban-Design-Guidelines---Web-File.pdf>