

CITY OF SASKATOON COUNCIL POLICY

NUMBER
C09-040

POLICY TITLE <i>Façade Conservation and Enhancement Grant</i>	ADOPTED BY: <i>City Council</i>	EFFECTIVE DATE <i>December 16, 2013</i>
ORIGIN/AUTHORITY <i>Clause 1, Report No. 21-2013 of the Planning and Operations Committee</i>	CITY FILE NO. <i>CK. 4110-48, x 3500-15, x 1815-1</i>	PAGE NUMBER <i>1 of 8</i>

1. PURPOSE

The purpose of this program is to assist property owners and businesses in the City's established commercial areas by providing financial incentives to:

- encourage investment that will improve and enhance building façade; and
- encourage the conservation and restoration of historic buildings and façades.

2. DEFINITIONS

This policy supports the direction established in the City of Saskatoon Strategic Plan and the Official Community Plan Bylaw No. 8769.

For the purpose of this program, the following definitions shall be used:

- 2.1 Building - any structure that may contain up to two street facing façades, may contain a number of storefronts, and is located on one site.
- 2.2 Building Age – The original construction date as verified by Building Permit Records in Community Services Department.
- 2.3 Cash Grant – a non-repayable incentive as calculated by this policy.
- 2.4 Commercial Property – any building used for commercial purposes and is located in a commercial, institutional, mixed use or industrial zoning district. The building must have commercial occupancy on the ground floor.
- 2.5 Completion date – 24 months after the start date (work must be completed in this period).
- 2.6 Earned Incentive Amount – an amount determined through the Proposal Evaluation.

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- 2.7 Façade - an exterior side of a building facing onto the street and can contain one or more storefronts.
- 2.8 Final Grant Amount – an amount equivalent to the lesser of the Earned Incentive Amount or the Maximum Incentive Amount.
- 2.9 Key Commercial Areas – group of businesses located on arterial or collector streets.
- 2.10 Maintenance - routine, cyclical, non-destructive actions necessary to slow deterioration. It entails periodic inspection; routine, cyclical, non-destructive cleaning, minor repair and re-finishing operations; replacement of damaged or deteriorated materials that are impractical to save. (Source: Standards and Guidelines for the Conservation of Historic Place in Canada)
- 2.11 Maximum Incentive Available – For projects under \$5,000, 100 percent of the total project costs up to a maximum of \$2,500. For projects over \$5,000, it is the amount equivalent to 50 percent of the total project costs to a maximum of \$20,000 per building.
- 2.12 Program Area - All Business Improvement District (BID) areas and the Key Commercial Areas within the following neighbourhoods: Kelsey-Woodlawn, Mayfair, Caswell Hill, Westmount, King George, and West Industrial.
- 2.13 Proposal Evaluation – an objective system that evaluates development proposals (see Appendix A).
- 2.14 Site - an area of land:
- having one ownership considered as a unit;
 - having its principal frontage on a public street; and
 - not divided by a public street.
- 2.15 Start Date – the date which the grant is approved.

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2.16 Total Project Costs - include costs related to the project including but not limited to materials, contractor labour, and equipment rental. Administrative costs, legal fees, and own-labour (work that is performed by the applicant and/or property owners) are not to be included in total project costs.

3. POLICY

The City may offer financial incentives to support projects that meet the following criteria:

3.1 General Eligibility Criteria

- a) The project must involve the conservation or rejuvenation of the façade of a commercial property.
- b) The site must be located in the Program Area.
- c) In the sole opinion of the Adjudication Committee, projects must enhance the building façade and be designed to respect other buildings in the neighbourhood.
- d) Projects assisted under this policy may be eligible for support under other incentive programs (i.e. heritage conservation, affordable housing).
- e) The Adjudication Committee reserves the right to decline applications that have received previous funding under this program.
- f) Properties that are in tax arrears or under an Order to Remedy with the City of Saskatoon are not eligible for support under this policy. Exceptions to this provision may be granted at the discretion of the General Manager, Community Services Department.
- g) Projects which are only maintenance, painting, or signage will not be funded. Exceptions to this provision may be granted at the discretion of the Adjudication Committee.

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- h) The grant applicant must specify if they are the owner or a tenant of the building. The applicant will be awarded the grant; however, in the case of a tenant, the consent of the property owner is required.
- i) The cash grant value is equivalent to the Final Grant Amount which is determined by the Proposal Evaluation.
- j) Projects under \$5,000 are eligible for up to a 100 percent of the total project costs, up to a maximum of \$2,500. Projects over \$5,000 are eligible for at least \$2,500 and cannot exceed 50 percent of the actual Total Project Costs or \$20,000 (see Appendix A).

3.2 Façade Conservation and Enhancement Incentive Criteria

- a) Projects eligible for the Façade Conservation and Enhancement Incentive may include, but are not necessarily limited to, re-facing or re-finishing of the façade doors, windows, awnings, graphics and exterior lighting. Façade improvement must relate to neighbourhood context and maintain or improve the overall street character.

3.3 Heritage Rehabilitation Incentive Criteria

- a) Projects eligible for the Heritage Rehabilitation Incentive must undertake rehabilitation of character defining elements of the façade (historic architectural features and details).
- b) This incentive applies to buildings listed on the City of Saskatoon Built Heritage Database (BHD) or if the building age is at least 40 years.
- c) Proposed work must be sympathetic to the building character and streetscape. Proposals will be evaluated to determine the degree to which heritage rehabilitation has been achieved.

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3.4 Urban Design Incentive Criteria

- a) Proposals will be evaluated based on the project's contribution to the public realm and overall improvement to the streetscape.

4. GENERAL GRANT ADMINISTRATION AND ADJUDICATION

4.1 Administration

- a) Grant submissions are adjudicated up to four times per year until all available annual funds have been granted.
- b) Only complete applications will be considered by the Adjudication Committee.
- c) The incentive covers the actual total project costs. This includes all related invoiced expenses for supplies and labour by contractor. Own labour (labour of owners) does not qualify as an eligible expense.
- d) The cash grant is payable upon completion of the project. Applicants must notify the City and submit receipts for the approved work to receive the grant. It must be demonstrated that the intended work was completed with appropriate preparation and materials, creating an image that contributes positively to the streetscape.
- e) Projects which receive a cash grant may be asked to display a notice that they are receiving funding from this program.

4.2 Adjudication Committee

Applications will be reviewed by an Adjudication Committee who will recommend approval or denial based on the application submitted. The Committee will consist of the following:

- a) Broadway BID Representative;

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- b) Partnership BID Representative;
- c) Riversdale BID Representative;
- d) Sutherland BID Representative;
- e) Representatives from other BIDs (after they have been established);
- f) Heritage and Design Coordinator (CY - Planning and Development);
- g) Urban Design Manager (CY - Planning and Development); and
- h) Planner, Neighbourhood Planning (CY - Planning and Development - Incentives)

4.3 Approval

- a) All applications for grant assistance under this program are subject to the approval of the General Manager, Community Services Department.
- b) The cash grant is issued upon satisfactory completion of the project and will be based on actual costs.
- c) Applicants will receive notification on the decision of the Adjudication Committee. Notification will include the start date and the deadline for completion of the approved project.

5. FUNDING

The program will be funded from the Façade Conservation and Enhancement Grant Reserve, which will be funded annually from the following sources:

- i) Urban Design Streetscape – BID operating budget, which will be dedicated towards projects within the BIDs;
- ii) Urban Design Streetscape – City Wide operating budget, which will be dedicated towards projects outside the BIDs; and
- iii) Heritage Program operating budget.

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6. RESPONSIBILITIES

6.1 General Manager, Community Services Department

- a) Receive and review all applications for incentives under the program;
- b) Submit any necessary reports to City Council, including an Annual Report on the performance of this program; and
- c) Market this program as required.

6.2 City Council

- a) Review and approve amendments to this policy.

APPENDIX A – TO POLICY NO. C09-040

To earn points for the Heritage Rehabilitation Incentive and/or the Urban Design Incentive, the project developer must submit information to verify the proposed budget and development features that will be incorporated in the project.

Projects under \$5,000			
Façade Conservation and Enhancement Incentive	85 percent of budgeted project costs	85%	\$
Heritage Rehabilitation and/or Urban Design Incentive	Maximum 15 percent of budgeted project costs. Points awarded on a scale from 1 to 15.	%	\$
Earned Incentive Amount			\$
Maximum Incentive Available			\$ 2,500
FINAL GRANT AMOUNT (must not exceed the Maximum Incentive Available)			\$

Projects over \$5,000			
Façade Conservation and Enhancement Incentive	25 percent of budgeted project costs	25%	\$
Heritage Rehabilitation Incentive	Maximum 10 percent of budgeted project costs. Points awarded on a scale from 1 to 10.	%	\$
Urban Design Incentive	Maximum 15 percent of budgeted project costs. Points awarded on a scale from 1 to 15.	%	\$
Earned Incentive Amount			\$
Maximum Incentive Available			\$ 20,000
FINAL GRANT AMOUNT (must be above \$2,500 and cannot exceed the Maximum Incentive Available)			\$