

DOWNTOWN STOUFFVILLE INCENTIVES PROGRAM

Community Improvement Plan





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Downtown Stouffville Community Improvement Plan



The Community Improvement Plan

The Town of Whitchurch-Stouffville's Incentives Program offers several opportunities for grants, loans and other assistance to downtown property owners, investors, developers and business owners.

A Community Improvement Plan (CIP) is a tool administered by the Planning Act in Section 28 that allows municipalities to direct funds and implement policies towards a targeted area, in this case Downtown Stouffville. In 2009, Council adopted the CIP to assist in the redevelopment and enhancement of public and private properties within Downtown Stouffville. The CIP is a tool to assist businesses as they start-up and grow.

A CIP is a comprehensive, coordinated and strategic framework for dealing with the rehabilitation and development of lands and buildings, which can address many physical, social, economic and environmental matters. Once a Community Improvement Plan is implemented, the municipality can provide financial incentives in the form of tax assistance, grants or loans to assist in the rehabilitation of the targeted area.

The Objective of a Community Improvement Plan

A CIP is shaped by local needs, priorities and circumstances. Through CIPs municipalities can:

- focus public attention on local priorities and municipal initiatives
- target areas in transition or in need of repair, rehabilitation and redevelopment
- facilitate and encourage community change in a coordinated manner
- stimulate private sector investment through municipal incentive-based programs.

Frequently Asked Questions

What Boundaries Does the CIP Cover?

The CIP covers only Downtown Stouffville. The boundaries of Downtown Stouffville are identified in Appendix A.

What Incentive Programs are available?

The CIP offers the following incentive programs:

1. Building, Façade and Signage Improvement Loan Program
 - 1.1. Broadband/Fibre to the Address
2. Redevelopment/Rehabilitation Grant Program
 - 2.1. Provides for a Property Tax Rebate on the local portion of the tax bill
3. Sale or lease of Municipal Buildings or Landholdings

1. Building, façade and Signage Loan

The purpose of this program is to encourage improvements to the appearance and function of buildings consistent with the municipality's vision.

The loan would match the amount spent by the proponent up to a maximum of \$15,000 and minimum value of \$1,000 per property. It is the responsibility of the applicant to investigate costs associated with the project. The program would apply to a wide range of exterior and interior improvements, including:

- The conversion of the upper storey commercial buildings to residential use, offices or other employment generating uses;
 - Incorporating barrier free entry into the building;
 - Upgrading buildings and structures to comply with the Ontario Building Code and/or Ontario Fire Code;
 - Awning, canopies and building signage; and
 - Façade improvements and enhancements
-
- In addition to this particular loan, there is also the opportunity to install Fibre to the address/Broadband. It is a transmission medium used to achieve faster and affordable telephone signals, internet connection and cable television signals. This initiative supports the Town's overall strategy of supporting the creative economy.

2. Redevelopment/Rehabilitation Grant Program

The purpose of this grant program is to promote redevelopment and rehabilitation of sites as deemed appropriate by the Town. Under this program, the Town would permit a phased-in collection of the local portion of any property tax increase resulting from the building improvements.

The grant would be provided on a declining rate basis over a 10 Year period. In Year 1 of the program, the eligible property would qualify for a reduction of 80% of the increase in the local portion of the property bill, which is the direct result of the building decline so that by Year 10, the owner would pay the full property tax bill.

The amount of the grant would not exceed the total value of the work to be completed on the property or building. The annual grant would be based upon the construction and improvements to the building/property and not as a result of change of occupancy or general reassessments. If the property is sold before the grant period lapses, the subsequent Owner is not entitled to future grant payments.

Whitchurch-Stouffville Property Tax Rebate:

The Town offers assistance in the form of a property tax rebate on the local portion of the tax bill in support of redevelopment/rehabilitation sites within the Downtown Stouffville Community Improvement Plan area.

The Town grant is paid annually and is provided on a declining rate basis for a ten-year period. The grant is generally equal to 80% of the incremental taxes for the redeveloped property in Year 1. The grant represents a percentage of increased taxes payable to the Town resulting from improvements as established by the reassessment of the property.

3. Sale or Lease of Municipal Buildings or Landholdings

The purpose of this program is to allow the Municipality to sell or lease a Town owned building or property below market value. The objective is to promote redevelopment and/or attract a land use activity into the downtown area by leveraging the use of a current Municipal asset that has been deemed surplus to the Town.

Am I Eligible?

If you are an owner of a commercial property or a business tenant (who has obtained the authorization of the owner) and are within the boundaries of Downtown Stouffville (see Appendix A) you may apply. Property tax accounts must be current and the applicant cannot be involved in litigation with the Town. Other eligibility criteria are specific to the individual incentive. An eligible owner or business tenant may apply for one program or any combination of programs.

What Improvements are Eligible?

Any owner of a property or a business tenant with the owner's authorization in the Downtown's designated Community Improvement Plan Area may apply to a program for a loan or grant to cover the costs of materials, labour and equipment necessary to complete the interior and exterior renovation of their building.

Interior

- Modifications to facilitate barrier free accessibility;
- Upper storey renovations to accommodate residential living space, business offices or other employment generating uses; and
- Upgrading the building to comply with the *Building Code* and *Fire Code*

Exterior

- Façade restoration of brickwork, masonry, wood, etc.;
- Painting or cleaning of the façade exterior;
- Exterior lighting;
- Repair or replacement of eaves, parapets and other architectural design elements;
- Window and door repair or replacement;
- Repair, replacement or addition to building signage, awnings, marquees and/or canopies;
- Restoration to include façade elements that were in place when the building was originally constructed;
- Entrance way modifications, including provisions to improve barrier free accessibility;
- Redesigned shop fronts to facilitate enhanced display windows; and
- Fibre-to-the-address Broadband Infrastructure

What Improvements are not Eligible?

The fees do not cover the following:

- Chattels
- Furniture
- Appliances
- Landscaping

What Amount am I Entitled to?

A total of \$50,000 has been set aside by Town Council in 2014 to fund the Municipal portion of approved improvement loans. The maximum loan for a property is \$15,000 and the minimum is \$1,000, it must be repaid within a ten-year term. It may be repaid at any time with a 25% loan forgiveness if repaid within three years.

Eligible costs will include materials, equipment and contracted labour based upon two quotes. Labour provided by the applicant will not be considered an eligible expense.

Loans will be secured by an Agreement with the Town that will be placed on the Title of the property. The loan will be advanced to the applicant upon completion of the works and the receipt of invoices/proof of payment.

Successful applicants will be required to enter into an Agreement with the Town and the loan will be secured through the registration of a lien on the Title of the property for the total amount of the loan.

If the owner were to sell the property prior to paying off the loan, the portion of the outstanding loan must be repaid to the Town in full prior to the sale closing.

What is my Responsibility as an Applicant?

Applicants must also address any outstanding work orders relating to fire safety, property standards or unsafe conditions. Loans will be secured by an Agreement with the Town that will be placed on the Title of the property. It is also the responsibility of the applicant to investigate all costs associated with the project.



Administration and Process

Administration:

The program will not be retroactively applied to developments where building permits have been issued prior to the commencement of the project or works where completed in advance of executing an Agreement with the Town.

All applicants will be required to have a pre-consultation meeting with Town Staff prior to filling out their applications. The completed Application Form shall include plans, estimates, contracts and other details required to satisfy the Town about the nature of the project and its conformity with the Downtown Stouffville CIP program.

Applications for the Building, Façade & Signage Improvement Loan program will be assessed based upon:

- Consistency with the Town's Sign By-Law;
- Implementation and conformity with the Stouffville Urban Design Guidelines;
- Conformity with the objectives of the Downtown Stouffville CIP; and
- Funding availability

Process:

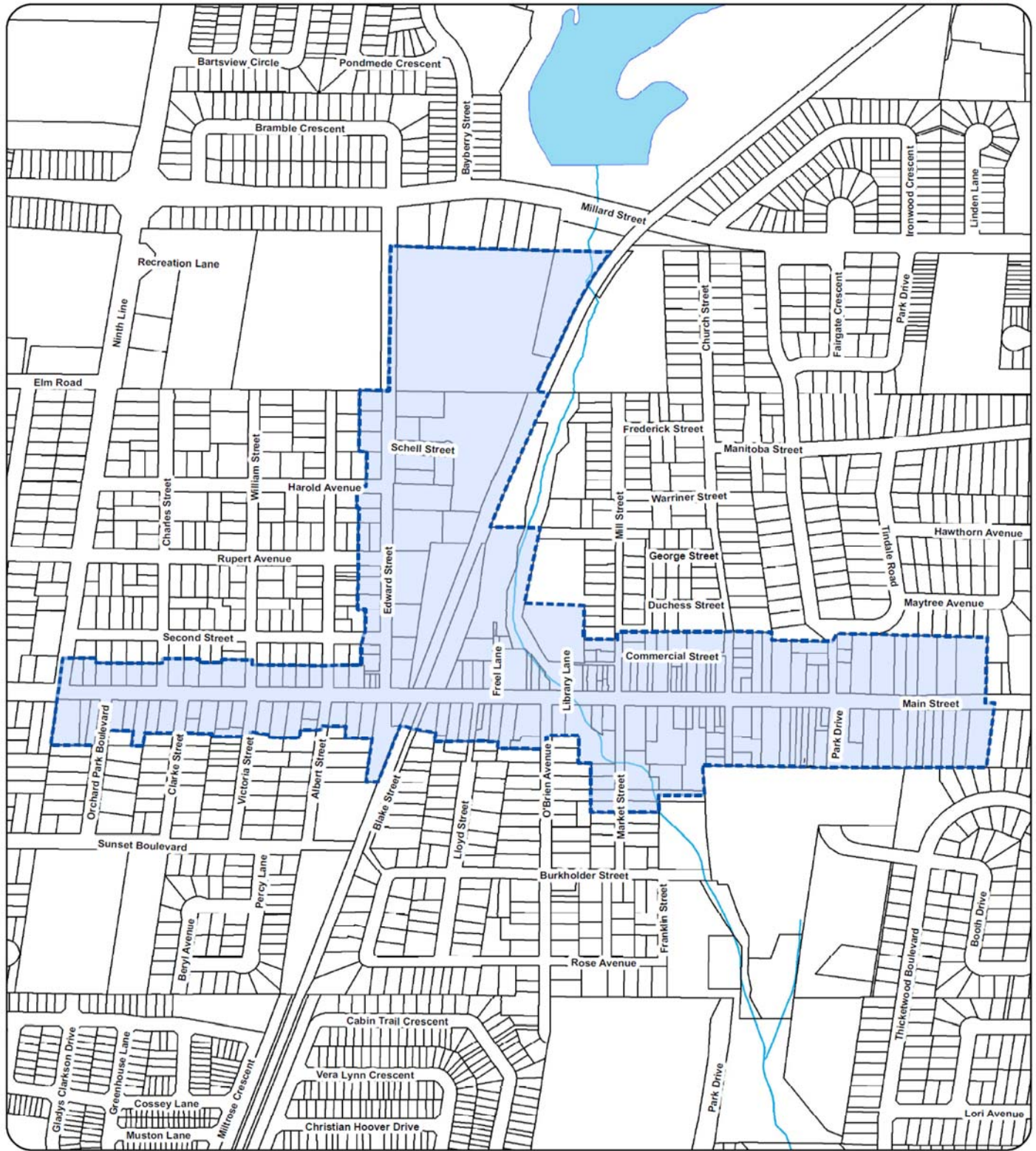
All Applications must be completed and given to the Downtown Coordinator. A report is then prepared by Staff and brought forward to the Downtown Stouffville Working Group (DSWG). The DSWG reviews the report and makes a recommendation to support the application or deny it. If the application is supported, a report for Council's consideration is prepared for the next scheduled meeting. Once approved by council, an agreement is prepared and executed by the Town and the owner/tenant. A receipt of paid invoices must be given to the Town, and only then will a cheque be issued to the owner/tenant.

Pre-Consultation


All applicants will be required to have a pre-consultation meeting with Town Staff prior to filling out their applications for either the Property Tax Rebate or the grant for the reduction/elimination of Parkland Dedication Fees.

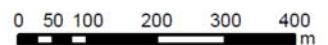
Appendix A – Downtown Stouffville Boundaries Map

Attachment 1



Town of Whitchurch-Stouffville

 Community Improvement Plan boundaries



Appendix B – Application Form – Program #1

**COMMUNITY IMPROVEMENT PLAN
BUILDING FAÇADE AND SIGNAGE LOAN PROGRAM
APPLICATION FORM**

Façade

Building Improvement

Signage/Awning

Date Application Received:	
Application Number (assigned by staff):	

APPLICANT INFORMATION:

Property Address:	
Apartment(s):	
Property Owner:	
Name of Tenant:	
Name of Business:	
Mailing Address:	
City and Postal Code:	
Telephone Number:	
Fax Number:	
Email:	

PROPERTY INFORMATION:

Registered Plan Number:	
Lot Number:	
Assessment Roll Number:	
Civic Address:	

The personal information on this form is collected under the legal authority of the *Planning Act*, Section 28 and will be used for determining your eligibility for a grant.

ATTACH A PICTURE OF THE EXISTING BUILDING, FAÇADE/SIGNAGE



**SIGNATURE OF OWNER
AFFIDAVIT OR SWORN DECLARATION
DATE OF APPLICATION SUBMISSION**

I, _____ of the _____

make oath and say or solemnly declare that the information contained in this application is true, and that the information contained in the documents that accompany this application is true.

Sworn (or declared) before me at the _____

In the _____

this _____ day of _____, 20_____.

X

Commissioner

X

Applicant's Signature

CONSENT OF THE OWNER

CONSENT OF OWNER TO THE USE AND DISCLOSURE OF PERSONAL INFORMATION

I, _____, am the owner of the land that is the subject of this application, and for the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*, I authorize and consent to the use by or the disclosure of any person or public body of any personal information that is collected under the authority of the *Planning Act* for the purposes of processing this application.

Name of Owner (please print)

Signature of Owner

Date

Owner's Contact Information:

Mailing Address: _____

City: _____

Postal Code: _____

Telephone (Home)

Telephone (Business)

E-mail address

Fax

NOTICE OF COMPLETION

I, _____, hereby certify that all work has been completed as per my application for Community Improvement Plan Redevelopment/Rehabilitation Program and all paid invoices have been submitted.

Signature (Owner/Applicant)

Date

I, Marc Pourvahidi, CAO of the Town of Whitchurch-Stouffville, hereby certify that the Community Improvement Plan Redevelopment/Rehabilitation Grant Program application is complete to the satisfaction of the Council of the Town of Whitchurch-Stouffville.

Marc Pourvahidi, CAO

Date

Appendix C – Application Form – Program #2

COMMUNITY IMPROVEMENT PLAN REDEVELOPMENT/REHABILITATION PROGRAM APPLICATION FORM

Date Application Received:	
Application Number (assigned by staff):	

APPLICANT INFORMATION:

Property Address:	
Apartment(s):	
Property Owner:	
Name of Tenant:	
Name of Business:	
Mailing Address:	
City and Postal Code:	
Telephone Number:	
Fax Number:	
Email:	

PROPERTY INFORMATION:

Registered Plan Number:	
Lot Number:	
Assessment Roll Number:	
Civic Address:	

The personal information on this form is collected under the legal authority of the *Planning Act*, Section 28 and will be used for determining your eligibility for a grant.

**SIGNATURE OF OWNER
AFFIDAVIT OR SWORN DECLARATION
DATE OF APPLICATION SUBMISSION**

I, _____ of the _____

make oath and say or solemnly declare that the information contained in this application is true, and that the information contained in the documents that accompany this application is true.

Sworn (or declared) before me at the _____

In the _____

this _____ day of _____, 20_____.

X

Commissioner

X

Applicant's Signature

CONSENT OF THE OWNER

CONSENT OF OWNER TO THE USE AND DISCLOSURE OF PERSONAL INFORMATION

I, _____, am the owner of the land that is the subject of this application, and for the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*, I authorize and consent to the use by or the disclosure of any person or public body of any personal information that is collected under the authority of the *Planning Act* for the purposes of processing this application.

Name of Owner (please print)

Signature of Owner

Date

Owner's Contact Information:

Mailing Address: _____

City: _____

Postal Code: _____

Telephone (Home)

Telephone (Business)

E-mail address

Fax

NOTICE OF COMPLETION

I, _____, hereby certify that all work has been completed as per my application for Community Improvement Plan Redevelopment/Rehabilitation Program and all paid invoices have been submitted.

Signature (Owner/Applicant)

Date

I, Marc Pourvahidi, CAO of the Town of Whitchurch-Stouffville, hereby certify that the Community Improvement Plan Redevelopment/Rehabilitation Grant Program application is complete to the satisfaction of the Council of the Town of Whitchurch-Stouffville.

Marc Pourvahidi, CAO

Date



COMMUNITY IMPROVEMENT PLAN REDEVELOPMENT/REHABILITATION PROGRAM APPLICATION FORM	
Date Application Received:	
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APPLICANT INFORMATION	
Property Address:	
Apartment(s):	
Property Owner:	
Name of Tenant:	
Name of Business:	
Mailing Address:	
City & Postal Code:	
Telephone Number:	
Fax Number:	
E-mail:	
PROPERTY INFORMATION	
Register Plan Number:	
Lot Number:	
Assessment Roll Number:	
Civic Address:	

The personal information on this form is collected under the legal authority of the *Planning Act*, Section 28. The personal information will be used for determining your eligibility for a grant.

For More Information

Contact

Marc Pourvahidi

Chief Administrative Officer

Town of Whitchurch-Stouffville

111 Sandiford Drive, Stouffville, ON L4A 0Z8

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Email: marc.pourvahidi@townofws.ca