



City of
Peterborough

TO: Members of the Planning Committee

FROM: Ken Hetherington, Manager, Planning Division

MEETING DATE: July 16, 2012

**SUBJECT: Report PLPD12-044
Central Area Community Improvement Plan Programs**

PURPOSE

A report to recommend the delegation of approval authority for applications made under the Central Area Community Improvement Plan Programs.

RECOMMENDATIONS

That Council approve the recommendations outlined in Report PLPD12-044 dated July 16, 2012, submitted by the Manager, Planning Division, as follows:

- a) That Council delegate the authority to approve applications made under the Central Area Community Improvement Plan Programs to staff as follows:
 - i) Facade Improvement Grant Program, Municipal Incentive Grant Program and Residential Conversion and Intensification Grant Program to be approved in accordance with the expenditure authorities outlined in Section 24 of the Purchasing By-law 10-132, as amended;
 - ii) Central Area Revitalization (Tax Increment) Grant and Brownfield Tax Assistance Program to be approved by the Director, Planning & Development Services.
- b) That any agreement for an application approved under the Central Area Community Improvement Plan Programs can be executed as follows:

- i) Facade Improvement Grant Program, Municipal Incentive Grant Program and Residential Conversion and Intensification Grant Program to be approved in accordance with the signing authorities outlined in Section 67 of the Purchasing By-law 10-132, as amended;
- ii) Central Area Revitalization (Tax Increment) Grant and Brownfield Tax Assistance Program to be signed by the Mayor and the City Clerk.

BACKGROUND

Several applications for approval under the Central Area Community Improvement Plan (CIP) programs have been approved by Council since the CIP programs were implemented in early 2012. Three more projects are being considered by Planning Committee at the July 16, 2012 meeting.

With the adoption of the CIP staff recommended that Council retain the authority to approve all grants and tax assistance applications. In the view of staff it was important for Council to gain confidence in the application and evaluation process given the newness of the CIP initiative. However, after the first round of applications the grant amounts are typically quite small and are well within the expenditure authorities already delegated to staff through the City's Purchasing By-law.

In addition the added delay of processing grant applications through a full council approval process can be problematic from a construction point of view given the City's reporting deadlines and Council's meeting schedule. For example, the deadline for the second round of applications was June 29, 2012. During the summer, Planning Committee meetings are scheduled for July 16 and August 27. If these applications cannot be considered until August 27 by Planning Committee and then September 10 by City Council, actual construction work would not be underway until late September or early October, which is too late in the year for the more substantial projects.

When the implementation measures for approval of the projects were prepared, the principle of Council approval of the capital funding was followed, regardless of the dollar value. The fact is, that of the five approval programs, only two - Facade Improvement Grant Program and the Residential Conversion and Intensification Program, and the building permit fee refund component of the Municipal Incentive Grant Program require capital funding. Of these, only the Facade Improvement Program is currently funded. The Central Area Revitalization Grant Program and Brownfields Tax Assistance Program are both tax incentive programs which encourage redevelopment through a deferral of tax increases, and do not require capital funding.

It is staff's position that any redevelopment in the downtown that results in an increase in property taxes or the clean up of a brownfield site is a benefit to the City and can be approved at the staff level. Further to that, any project creating additional residential units in the Central Area and applying for funding under the Residential Conversion and Intensification Program, once available, is a benefit to the Central Area and can be approved by staff.

The Facade Improvement Program is really the only program where the proposed improvements to a property are subject to varying preferences and opinions given the public exposure of the facades. However, a staff team composed of the Manager of Planning, Urban Design Planner and Heritage Resources Coordinator has been very successful in working through proposed improvements with property owners and developing proposals worthy of funding.

Since the timing of these projects can be significantly affected for the above noted reasons, and because these are not controversial projects where Council deliberation and decisions are necessary, staff are recommending that applications made under any of the five (5) available Central Area Community Improvement Plan Programs be approved by the appropriate staff in accordance with the signing authorities outlined in the Purchasing By-law 10-132.

Specifically, staff are recommending the following:

- i) Facade Improvement Program, Municipal Incentive Grant Program and Residential Conversion and Intensification Grant Program (once available)
 - \$0.00 - \$25,000.00
 - Approved by Director, Planning & Development Services
 - Agreement signed by Director and City Clerk
 - \$25,000.00 - \$50,000.00
 - Approved by CAO
 - Agreement signed by CAO and City Clerk
 - \$50,000.00 - \$100,000.00
 - Approved by Administrative Staff Committee
 - Agreement signed by CAO and City Clerk
- ii) Central Area Revitalization (Tax Increment) Grant Program and Brownfield Tax Assistance Program
 - Approved by Director, Planning & Development Services
 - Agreement signed by Mayor and City Clerk

SUMMARY

The timing of construction projects approved under the Central Area Community Improvement Plan can be crucial. These redevelopment projects enhance the character of downtown and are not envisioned to be controversial. The proposed recommendation adopts an approval process that maintains an appropriate level of administrative control, but also facilitates time sensitive decision making.

Submitted by,

Concurred with,

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Malcolm Hunt, Director
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