

# CITY OF SASKATOON COUNCIL POLICY

NUMBER  
C09-040

<b>POLICY TITLE</b> <i>Façade Conservation and Enhancement Grant</i>	<b>ADOPTED BY:</b> <i>City Council</i>	<b>EFFECTIVE DATE</b> <i>December 16, 2013</i>
<b>ORIGIN/AUTHORITY</b> <i>Clause 1, Report No. 21-2013 of the Planning and Operations Committee</i>	<b>CITY FILE NO.</b> <i>CK. 4110-48, x 3500-15, x 1815-1</i>	<b>PAGE NUMBER</b> <i>1 of 10</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 façades, ~~and complement the public realm; and~~
- encourage the conservation ~~and restoration~~ of historic buildings and façades; ~~and,~~
- **encourage projects that complement or enhance local character and improve the pedestrian experience.**

## 2. DEFINITIONS

This policy supports the direction established in the City of Saskatoon Strategic Plan and the Official Community Plan Bylaw No. **9700, Heritage Plan and City Centre Plan 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.~~

~~2.32.2~~ Cash Grant – a non-repayable incentive as calculated by this policy.

~~2.42.3~~ 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.

~~2.52.4~~ Completion date – ~~24 months after the start date (work must be completed in this period).~~ **The date by which work must be completed and all invoices must be received in order to be eligible.**

# CITY OF SASKATOON COUNCIL POLICY

NUMBER  
C09-040

POLICY TITLE	EFFECTIVE DATE:	PAGE NUMBER
<i>Façade Conservation and Enhancement Grant</i>	<i>December 16, 2013</i>	<i>2 of 10</i>

**2.6 2.5** Earned Incentive Amount – an amount determined through the Proposal Evaluation.

**2.7 2.6** Façade - an exterior side of a Building facing onto the street **or back lane** and **must can** contain one or more Storefronts.

**2.8 2.7** Final Grant Amount – an amount equivalent to the lesser of the Earned Incentive Amount or the Maximum Incentive Amount.

**2.8** General Manager, Community Services – includes any employee of the Community Services Division authorized in writing by the General Manager to act on their behalf to administer the Façade Conservation and Enhancement Grant Policy.

**2.9** Key Commercial Areas – group of businesses located on arterial or collector streets.

**2.10 2.9** 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 2.10** 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. Only areas with allocated funding within approved budgets.

**2.13 2.11** Proposal Evaluation – an objective system that evaluates development proposals (see Appendix A).

**2.14 2.12** Site - an area of land:

- a)** having one ownership considered as a unit;
- b)** having its principal frontage on a public street; and,
- c)** not divided by a public street.

# CITY OF SASKATOON COUNCIL POLICY

NUMBER  
C09-040

POLICY TITLE	EFFECTIVE DATE:	PAGE NUMBER
<i>Façade Conservation and Enhancement Grant</i>	<i>December 16, 2013</i>	<i>3 of 10</i>

**2.15-2.13** Start Date – the date which the grant is approved.

**2.14** Storefront – the area on the frontage of a Building that is delineated by features to indicate a separate or distinctive frontage and typically contains an entrance.

**2.15** 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 Program Components**

The Façade Conservation and Enhancement Grant is split into the following three incentives, each targeting a different project type:

##### **a) Façade Conservation and Enhancement Incentive**

This incentive is intended to support larger, comprehensive Façade redevelopment projects.

i) Application under this incentive may be eligible for a grant up to 50% of the total costs to a maximum of \$16,000.

##### **b) Heritage Conservation Incentive**

This incentive is intended to support the conservation of heritage Façades.

i) Applicants may be eligible for a grant up to 10% of the total costs to a maximum of \$4,000.

ii) This incentive may be combined with the Façade Conservation and Enhancement Incentive

##### **c) Building Refresh Incentive**

This incentive is to support small Maintenance and improvement projects.

# CITY OF SASKATOON COUNCIL POLICY

NUMBER  
C09-040

POLICY TITLE	EFFECTIVE DATE:	PAGE NUMBER
<i>Façade Conservation and Enhancement Grant</i>	<i>December 16, 2013</i>	<i>4 of 10</i>

- i) The incentive is equivalent to 50% of the eligible project costs to a maximum of \$2,500.

## 3.2 Eligibility

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

### 3.2.1 General Eligibility Criteria

- a) The project must involve the conservation or **rejuvenation** **improvement** of the Façade of a Commercial Property.

- b) The Site must be located in an area **with allocated funding**.

~~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.~~

dc) Projects assisted under this policy may be eligible for support under other incentive programs (i.e. heritage conservation, affordable housing).

ed) The Adjudication Committee **and General Manager, Community Services** reserves the right to decline applications that have received previous funding under this program.

fe) 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 **Division Department**.

~~gf) 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~~

h-g) 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.

h) Projects must be in accordance with this policy, and the Façade Conservation and Enhancement Program Guide.

# CITY OF SASKATOON COUNCIL POLICY

NUMBER  
C09-040

- i) ~~The cash grant value is equivalent to the Final Grant Amount which is determined by the Proposal Evaluation.~~

POLICY TITLE	EFFECTIVE DATE:	PAGE NUMBER
<i>Façade Conservation and Enhancement Grant</i>	<i>December 16, 2013</i>	<i>5 of 10</i>

- j) ~~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.~~

## 3.2 3.2.2 Façade Conservation and Enhancement Incentive Criteria

- a) Projects eligible for the Façade Conservation and Enhancement Incentive ~~may~~ must include a substantial, cohesive, overall Façade improvement and align with the priorities identified in the Program Guide., ~~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.~~
- b) To determine the Earned Incentive Amount projects will be evaluated by the Adjudication Committee based on the Purpose of this Policy.
- c) Projects must enhance the Building Façade, the public realm and be designed to respect other Buildings in the area, to be eligible for this incentive.
- d) Projects under the Façade Conservation and Enhancement Incentive which are only routine Maintenance, painting or signage will not be funded. Exceptions to this provision may be granted at the discretion of the Adjudication Committee.

## 3.3 3.2.3 Heritage ~~Conservation Rehabilitation~~ Incentive Criteria

- a) Projects eligible for the Heritage ~~Conservation Rehabilitation~~ Incentive must undertake ~~rehabilitation conservation~~ of character-defining elements of the Façade (historic architectural features and details).
- b) This incentive applies to Buildings listed on the ~~Saskatoon Register of Historic Places~~ or on the ~~City of Saskatoon~~ Built Heritage Database. ~~(BHD) or if the building age is at least 40-~~

# CITY OF SASKATOON COUNCIL POLICY

NUMBER  
C09-040

POLICY TITLE	EFFECTIVE DATE:	PAGE NUMBER
<i>Façade Conservation and Enhancement Grant</i>	<i>December 16, 2013</i>	6 of 10

- c) Proposed work must be sympathetic to the Building character and streetscape. Proposals will be evaluated to determine the degree to which heritage **conservation rehabilitation** has been achieved. **Conservation work should adhere to the Standards and Guidelines for the Conservation of Historic Places in Canada.**

## **3.4 3.2.4 Building Refresh Incentive Criteria Urban Design Incentive Criteria**

- a) **Projects eligible for the Building Refresh Incentive include but are not limited to minor improvements such as painting, signage, and pedestrian animation installations or improvements as outlined in the Program Guide. Proposals will be evaluated based on the project's contribution to the public realm and overall improvement to the streetscape.**
- b) **Improvements must be made to the Façade or have demonstrated impact on the public realm.**
- c) **The Building Refresh Incentive can be awarded to the same Building once every five years. Applicants must apply each time they wish to be considered for the incentive.**

## **4. GENERAL GRANT ADMINISTRATION AND ADJUDICATION**

### **4.1 General Administration**

- a) **Grant submissions are adjudicated up to four times per year until all available annual funds have been granted.**
- ~~b~~ a) **Only complete applications will be considered for incentives under this program by the Adjudication Committee.**
- ~~c~~ b) **The incentives covers the actual Total Project Costs for the approved, funded elements of a project. This includes all related invoiced expenses for supplies and labour by contractor. Own labour (labour of owners) does not qualify as an eligible expense.**

# CITY OF SASKATOON COUNCIL POLICY

NUMBER  
C09-040

POLICY TITLE	EFFECTIVE DATE:	PAGE NUMBER
<i>Façade Conservation and Enhancement Grant</i>	<i>December 16, 2013</i>	<i>7 of 10</i>

**d c)** The Cash Grant is payable upon completion of the project, **and closure of all relevant Building permits**. 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 **outcome image** that contributes positively to the streetscape.

**e d)** Projects which receive a Cash Grant may be asked to display a notice that they are receiving funding from this program.

## 4.2 Timelines

**Work must be completed within the period as outlined:**

**a)** For projects approved under the Façade Conservation and Enhancement or Heritage Conservation Incentives, applicants have a total of 24 months from the Start Date to complete the project. An extension of 18 months may be provided at the discretion of the General Manager, Community Services.

**b)** For Building Refresh Incentives, applicants have a total of 12 months from the Start Date to complete the project. An extension of 18 months may be provided at the discretion of the General Manager, Community Services.

## 4.3 Façade Conservation and Enhancement, and Heritage Conservation Incentives Administration

**a)** Grant submissions for Façade Conservation and Enhancement, and the Heritage Conservation Incentives are reviewed by the Adjudication Committee two times per year. Half of the annual funds will be available for distribution for each intake period. Any funds not allocated from the previous intake period will also be available.

**b)** Applications received outside of an intake period will not be accepted.

## 4.4 Building Refresh Incentive Administration

# CITY OF SASKATOON COUNCIL POLICY

NUMBER  
C09-040

POLICY TITLE	EFFECTIVE DATE:	PAGE NUMBER
<i>Façade Conservation and Enhancement Grant</i>	<i>December 16, 2013</i>	<i>8 of 10</i>

- a) Applications for Building Refresh Incentives are accepted and awarded funding on a first-come first-served basis throughout the year until all annual funding has been allocated.
- b) Applications for the Building Refresh Incentive are reviewed and approved by the General Manager, Community Services.

## **4.2 4.4 Adjudication Committee**

All applications, except Building Refresh Incentive applications, will be reviewed by an Adjudication Committee who will recommend approval or denial based on the application submitted. The following will be eligible to act as Committee Members:

- a) One representative from each Business Improvement District (BID);  
Broadway BID Representative;
- ~~b) Partnership BID Representative;~~
- ~~c) Riversdale BID Representative;~~
- ~~d) Sutherland BID Representative;~~
- ~~e) Representatives from other BIDs (after they have been established);~~
- ~~f b)~~ Heritage and Design Coordinator (CY - Planning and Development);
- ~~g c)~~ Urban Design Designate (CY - Planning and Development); and
- ~~h d)~~ Planner, Neighbourhood Planning (CY - Planning and Development - Incentives)

## **4.3 4.5 Approval**

- a) All applications for grant assistance under this program are subject to the approval of the General Manager, Community Services ~~Division 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 General Manager, Community Services. ~~Adjudication Committee.~~ Notification will include the Start Date and the deadline for completion of the approved project.



# CITY OF SASKATOON COUNCIL POLICY

NUMBER  
C09-040

POLICY TITLE	EFFECTIVE DATE:	PAGE NUMBER
<i>Façade Conservation and Enhancement Grant</i>	<i>December 16, 2013</i>	9 of 10

## 5. FUNDING

The program will be funded from the Façade Conservation and Enhancement Grant Reserve, which receives annual funding 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) ~~iii) Heritage Program Operating Budget; and~~
- iv) **other funding as may be approved, by City Council, during the Business Plan and Budget deliberations.**

## 6. RESPONSIBILITIES

### 6.3 General Manager, Community Services Division

a) Receive, review, and approve or deny, 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~~

**b)The General Manager, Community Services Division shall be responsible for administering and recommending updates to this policy; and,**

c) Market this program as required.

# CITY OF SASKATOON COUNCIL POLICY

---

NUMBER  
C09-040

---

POLICY TITLE	EFFECTIVE DATE:	PAGE NUMBER
<i>Façade Conservation and Enhancement Grant</i>	<i>December 16, 2013</i>	<i>10 of 10</i>

## 6.4 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.

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

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

## APPENDIX A – TO POLICY NO. C09-040

Façade Conservation and Enhancement Incentive Adjudication Matrix		
Note: Further information on how an application may score well during an evaluation may be found in the Façade Conservation and Enhancement Program Guidelines.		
Evaluation		
Category	Key Indicators	Earned Points (for Adjudication Committee use)
Overall Economic Benefit	<p>The project demonstrates an overall benefit to the neighbourhood, supports economic development or business growth, and may improve the perception of an area.</p> <p>Grading Key:</p> <p>0-10 Little, Negative, or No Impact  10-20 Minimal Positive Impact  20-30 Moderate Positive Impact  30-40 Significant Positive Impact</p>	/40
Neighbourhood Character	<p>The project complements the surrounding Buildings, and design elements enhance the visual character of the neighbourhood.</p> <p>Grading Key:</p> <p>0-5 Little, Negative, or No Impact  5-10 Minimal Positive Impact  10-15 Moderate Positive Impact  15-20 Significant Positive Impact</p>	/20
Visual Interest	<p>The project uses high-quality materials which are both attractive and durable and employ design and adds interest and texture to the area. Unique or attractive architectural features may also contribute to a high scoring application.</p> <p>Grading Key:</p> <p>0-5 Little, Negative, or No Impact  5-10 Minimal Positive Impact  10-15 Moderate Positive Impact  15-20 Significant Positive Impact</p>	/20

## APPENDIX A – TO POLICY NO. C09-040

Activity, Safety and Comfort	<p>A successful project should contribute to a vibrant neighbourhood which encourages community interaction and is safe and accessible to everyone.</p> <p>Grading Key:</p> <p>0-5 Little, Negative, or No Impact</p> <p>5-10 Minimal Positive Impact</p> <p>10-15 Moderate Positive Impact</p> <p>15-20 Significant Positive Impact</p>	/20
Total Score: ____/100		

Heritage Conservation Incentive		
Note: Further information on how an application may score well during an evaluation may be found in the Façade Conservation and Enhancement Program Guidelines.		
Evaluation		
Category	Key Indicators	Earned Points (for Adjudication Committee use)
Heritage Conservation	<p>The improvements include conservation of Character Defining Elements on a Building either listed on the Saskatoon Register of Historic Places or in the Built Heritage Database.</p> <p>Grading Key:</p> <p>0-3 Little, Negative, or No Impact</p> <p>3-5 Minimal Positive Impact</p> <p>6-8 Moderate Positive Impact</p> <p>8-10 Significant Positive Impact</p>	/10
Total Score: ____/10		