



## **Staff Report for Committee of the Whole Meeting**

**Date of Meeting:** October 2, 2019

**Report Number:** SRPRS.19.153

**Department:** Planning and Regulatory Services

**Division:** Policy Planning

**Subject:** **SRPRS.19.153 Community Improvement Plan – Façade Improvement, Landscaping, and Signage Grant Program Application – CIPG.19.014 (10067 Yonge Street, Richmond Hill, Ontario)**

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### **Purpose:**

The purpose of this report is to request Council's approval for a Community Improvement Plan (CIP) Grant application under the Façade Improvement, Landscaping, and Signage Grant Program. The application is submitted by Saeed Khakbaz Nejad (Union Impex Inc.), the owner of 10067 Yonge Street (BB Café), Richmond Hill.

### **Recommendation(s):**

- a) That Council approve the Community Improvement Plan - Façade Improvement, Landscaping, and Signage Grant application submitted by Saeed Khakbaz Nejad (Union Impex Inc.) for façade and signage improvements of "BB Café", a restaurant located on 10067 Yonge Street, in an amount not exceeding \$47,970 as outlined in this report; subject to the issuance of a "Sign Permit" from the Building Division;
- b) That the Mayor and Clerk be authorized to sign the "CIP Grant Agreement" to provide the funding identified in Recommendation (a), upon the recommendation of the Commissioner of Planning and Regulatory Services;
- c) That the Commissioner of Planning & Regulatory Services be authorized to enter into and execute an assumption agreement to transfer the grant if property ownership changes;
- d) That Council allow the Director of Financial Services and Treasurer to issue a cheque(s) to disburse the funding to the applicant after it is determined that the project has satisfied all the requirements.

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### **Contact Person:**

Banani Afsana, Planner II, Policy; Phone Number: 905-771-9996, Ext. 3404.

### **Report Approval:**

**Submitted by:** Kelvin Kwan, Commissioner of Planning and Regulatory Services

**Approved by:** Neil Garbe, City Manager

All reports are electronically reviewed and/or approved by the Division Director, Treasurer (as required), City Solicitor (as required), Commissioner, and City Manager. Details of the reports approval are attached.

### **Background:**

The Façade Improvement, Landscaping, and Signage Grant Program was established in 2018 through the Richmond Hill Office Development and Downtown Local Centre Community Improvement Plan (CIP). It is designed to support the aesthetic improvements of Richmond Hill's Business Improvement Area (BIA). The program provides a matching grant of up to 50% of the eligible project cost to the entitled property owners / tenants (authorized by the owner(s)) for building façade, landscaping (i.e. privately owned public spaces), and exterior signage improvements, or any combination of these three categories for property enhancement. The grant amount ranges from \$1,000 up to \$25,000 per property, depending upon the available amount of funding and the assessment of merits of the proposed improvements against the CIP benefits and evaluation criteria.

### **Enhanced Funding**

On July 9, 2018, Council approved additional funding for CIP Grant Program resulting from the Ontario Main Street Revitalization Initiative. The purpose of this provincial initiative is to help municipal governments undertake main street revitalization initiatives that support and benefit small businesses. This additional funding is to be combined with the existing CIP funding for the Façade Improvement, Landscaping, and Signage Grant Program. Therefore, the CIP Program changed from a matching funding (50%) to a cost-sharing funding (90%) for the duration of the enhanced program initiated by the Province. The enhanced program has a grant amount ranging from a minimum of \$1,800 to a maximum of \$45,000. Once the enhanced funding is fully allocated, the CIP Grant Program will revert back to the previous matching funding model of up to 50% of the eligible project cost.

To be considered for the program, an owner or tenant (authorized by the owner(s)) must submit a signed complete Grant Application Form and supporting documents including detailed description of the proposed improvements, photos, and drawings (site plans, elevations, etc.), two quotes of each proposed work, and samples of building materials, if required.

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This report recommends that Council approve grant funding to Saeed Khakbaz Nejad, the applicant, under the Façade Improvement, Landscaping, and Signage Grant Program to assist with the overall cost for façade and signage improvements, as described in this report.

### Project Details

On April 30, 2019, Saeed Khakbaz Nejad (Union Impex Inc.), the owner of 10067 Yonge Street, made an application requesting grants under the Façade Improvement, Landscaping, and Signage Grant Program to improve all façades, landscape, and signage for their business (BB Café). The subject property is located within the “Village Core/District” and the boundaries of CIP and BIA of Downtown Richmond Hill, and to the east of Yonge Street, and between Arnold Crescent / Lorne Avenue to the North and Major Mackenzie Drive East to the South (see attached **Appendix A**).

The property is zoned as “General Commercial (GC)” in the current Zoning By-law (66-71) that allows restaurant, bakery, and dairy uses among other uses. Currently, a two-storied brick building located on the subject property contains the BB Café within it. This property is subject to a Site Plan Control Area (By-law 346-87).

As per the CIP requirements, the applicant submitted a signed complete Grant Application Form (see attached **Appendix B**); the description of the proposed improvements including signage, landscaping, photos and architectural drawings (plans, site plans, elevations, perspectives, etc.) of the building and site (see attached **Appendix C**); and two quotes for each kind of improvement – a total of six quotes (façade, landscaping, and signage).

The applicant indicated that the building is very old; the damaged façades and both entrances are hazardous as well as aesthetically unpleasant, the parking lot asphalt has cracked and is not safe for the customers, vandalism occurs at the back of the property, and people are trespassing over the property.

For façade treatment, the applicant has proposed to fix the damaged bricks around the building and re-grout all the bricks, fix the floor, walls, and ceiling of the front entrance, reface exposed concrete on the south façade with dark coloured stone veneer, and replace the wood siding on the east and south façades with dark coloured stone veneer (see attached **Appendix D**). For signage improvement, three signs have been proposed - a LED Light box (10' x 3') sign on the north façade, a directional parking sign (6' x 3') on the south façade, and a standalone double-sided sign at the front of the building, and the replacement of the three existing awnings on the front and north façades to better promote their restaurant business in the downtown. The proposed landscaping includes re-asphalting the parking lot and painting of parking lines, installation of exterior lights and camera, converting the rear grass area to interlock pavement area, construction of a platform with two steps at the north side entrance, and installation of a 4' high wooden fence at the north side of the property.

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The application was considered at the CIP Evaluation Committee Meeting held on June 20, 2019, and the Committee supported and endorsed the application for CIP grant funding for façade and signage improvements. The Committee considered the concerns and rationale for landscape improvement grant; however, it advised that the landscape grant is subject to a Site Plan Control Application.

The applicant is also required to apply for a sign permit for the new signs; however, a sign permit is not required for the replacement of the existing awnings (which also includes signage). The applicant is aware of its responsibility to apply for a “Sign Permit” for the new additional signage. For façade improvement, the applicant will not require a building permit.

Staff have reviewed the application with respect to the goals, objectives, and public benefits as described in the CIP Program; and also, the City’s Urban Design Guidelines and the “Downtown Design and Land Use Strategy”, “Village Core Neighborhood Design Guidelines”, and the “Official Plan”. Staff have recognized that the proposed façade and signage improvements will support the CIP principles by:

- Contributing to the downtown revitalization through façade and signage improvements; and
- Enhancing the aesthetic appeal of the Village Core that may result in economic spinoff effects including the potential attraction for new office and commercial business developments.

Overall, the proposed project will enhance the aesthetic appeal of Yonge Street within the BIA, and accordingly, will meet the goals, objectives, and public benefits of the CIP Program.

### Eligible Costs

In accordance with the CIP guidelines, the applicant has submitted two quotes for each kind of proposed work - for façade treatment in the amount of \$54,600 and \$62,100 (see attached **Appendix D**); and for additional signage in the amount of \$3,300 in both quotes (see attached **Appendix E**). Please note, the proposed quotes for replacement of the existing three-piece awnings, in the amount of \$5,500 and \$6,000, will be considered under the Façade Improvement costing. All the quotes have been adjusted to reflect the HST.

The quotes submitted by the applicant meet the eligible costing criteria of the CIP Program; however, the applicant shall abide by all the regulations set out in the sign permit process.

### Recommended Grant Amount

Based on the review and evaluation of the proposed façade and signage improvements including the quotes, staff recommend that the applicant receive an amount not exceeding \$47,970 (\$45,000 for façades and \$2,970 for signage improvements,

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equivalent to a maximum cost-shared grant), subject to the required “Sign Permit” and any other approvals as determined, as well as submission of the receipts (invoices) of the completed works as signed off by the applicant in the “CIP Grant Application Form – Grant Agreement” (see attached **Appendix F**). If the grant is approved, and thereafter, the project has been completed accordingly and passed an inspection, the funds will be disbursed.

### **Time Period to Complete Project**

According to the provisions of the Ontario Main Street Revitalization Grant, 40% of the eligible improvement cost shared with the CIP Grant will lapse if the project has not been completed by March 31, 2020. In that event, a matching grant of up to 50% of the eligible improvement cost to a maximum grant of \$26,650 (\$25,000 for façade improvement and \$1,650 for signage improvement), will be granted to the applicant.

### **Financial/Staff/Other Implications:**

There are sufficient funds available in the CIP Grant Program to award this grant.

There are no other financial or staffing implications.

### **Relationship to the Strategic Plan:**

The Façade Improvement, Landscaping, and Signage Grant Program implements the direction to achieve a more vibrant Richmond Hill, specifically by fostering a “sense of identity and place”; and is directly consistent with the Goal 3 - Outcome 1 of the Strategic Plan to improve the look of buildings, streets, and neighbourhoods.

### **Conclusion**

Staff have reviewed the proposed grant application and recommend that Council approve a grant not exceeding an amount of \$47,970 to Saeed Khakbaz Nejad for the façade and signage improvements of “BB Café”, located at 10067 Yonge Street, Richmond Hill.

### **Attachments:**

The following attached documents include scanned photographs and drawings. If you require an alternative format, please contact the assigned planner.

- SRPRS.19.153 - Appendix A – Location Map – 10067 Yonge Street, Richmond Hill
- SRPRS.19.153 - Appendix B – Signed and Completed Grant Application Form by Applicant
- SRPRS.19.153 - Appendix C – Description of Proposed Works, Photos, and Architectural Drawings
- SRPRS.19.153 - Appendix D – Façade Quotes, Photos, and Material Samples
- SRPRS.19.153 - Appendix E – Signage Quotes and Illustrations
- SRPRS.19.153 - Appendix F – CIP Grant Application Form – Grant Agreement

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### Report Approval Details

Document Title:	SRPRS.19.153 - Request for Approval - CIP Facade Improvement, Landscaping, and Signage Grant Application_10067 Yonge Street.docx
Attachments:	<ul style="list-style-type: none"><li>- SRPRS.19.153 - Appendix A - Location Map - 10067 Yonge Street, Richmond Hill.pdf</li><li>- SRPRS.19.153 - Appendix B - Signed and Completed Grant Application Form by Applicant.pdf</li><li>- SRPRS.19.153 - Appendix C - Description of Proposed Works, Photos, and Architectural Drawings.pdf</li><li>- SRPRS.19.153 - Appendix D - Facade Quotes, Photos, and Material Samples.pdf</li><li>- SRPRS.19.153 - Appendix E - Signage Quotes and Illustration.pdf</li><li>- SRPRS.19.153 - Appendix F - CIP Grant Agreement Form.pdf</li></ul>
Final Approval Date:	Sep 25, 2019

This report and all of its attachments were approved and signed as outlined below:

**Task assigned to Patrick Lee was completed by delegate Sybelle von Kursell**

**Sybelle von Kursell - Sep 25, 2019 - 12:39 PM**

**Kelvin Kwan - Sep 25, 2019 - 12:40 PM**

**David Dexter - Sep 25, 2019 - 12:46 PM**

**Neil Garbe - Sep 25, 2019 - 1:03 PM**