

DECISION/DIRECTION NOTE

Title:	2019 Heritage Grant Applications
Date Prepared:	May 22, 2019
Report To:	Chair and Members, Built Heritage Experts Panel
Councillor & Role:	Councillor Maggie Burton, Planning and Development Lead
Ward:	All

Decision/Direction Required: To seek approval of the grant applications as summarized in the attached tables, subject to compliance with the requirements of the Heritage Financial Incentives Program.

Discussion – Background and Current Status:

Council approved the City's Heritage Financial Incentives Program on July 25, 2016 and offers two types of grants:

1. Heritage Maintenance Grant; and
2. Heritage Conservation Grant.

The City has received thirty-eight (38) applications for the 2019 Grant program, which is a large increase compared to other years the program was offered. In past years, the number of applications received ranged from seven (7) to fourteen (14). The increase in 2019 is due in part to increased promotion, as well as the program becoming more well-known as we enter its fourth year.

Due to the number of applications received, this year the requests for funding exceed the City's budget for this program. The applications have been prioritized based on the High, Medium and Low Priority descriptions listed below:

- High Priority – consist of designated Heritage Buildings, first-time applications, and projects that include the preservation, restoration and weatherproofing of historic elements rather than cosmetic improvements.
- Medium Priority – consist of restoration/conservation projects that bring the building closer into compliance with the City's Heritage provisions.
- Low Priority – consist of maintenance and construction work that does not significantly bring the building closer into compliance with the City's Heritage provisions.

All applications have been assessed and prioritized and the fifteen (15) applications listed in the attached table are recommended for approval, for an estimated total of \$49,985.85 plus permit waiver in grants.

As the priorities place a greater preference on conservation over maintenance, this year the only Heritage Maintenance Grants recommended for approval are for designated Heritage Buildings. As the maintenance and upkeep of buildings in Heritage Areas generally have additional costs, it is recommended that Council consider setting a portion of the total program budget aside for Heritage Maintenance Grants. Starting next year, for example, if the budget is \$50,000 for the entire program, then \$40,000 could go toward Heritage Conservation Grants and the remaining \$10,000 could go toward Heritage Maintenance Grants. This year, if all applicants were to receive a grant, the Heritage Maintenance Grants would have totalled approximately \$15,800 and the Heritage Conservation Grants would have totalled approximately \$67,000, for a total of \$82,800.

Key Considerations/Implications:

1. Budget/Financial Implications:

The City budgeted \$50,000 in the 2019 Budget. Fifteen (15) grant applications are recommended for approval for a total of \$49, 985.85 plus waiver of the permit fees.

Council should note that applicants are given two (2) years to complete the work listed in the grant application. Currently, there is approximately \$27,000 in outstanding grants to be claimed that were issued in the 2017 and 2018 Grant Programs. Work from the 2017 Grant program will need to be completed and proof submitted to the City on or before the grant expiry date of July 11, 2019.

2. Partners or Other Stakeholders:

The City will partner with property owners through the Heritage Financial Incentive Program.

3. Alignment with Strategic Directions/Adopted Plans:

A Sustainable City – Plan for land use and preserve and enhance the natural and built environment where we live.

4. Legal or Policy Implications: Not applicable.

5. Engagement and Communications Considerations: Not applicable.

6. Human Resource Implications: Not applicable.

7. Procurement Implications: Not applicable.

8. Information Technology Implications: Not applicable.

9. Other Implications: Not applicable.

Recommendation:

1. To approve the fifteen (15) grant applications as summarized in the attached table subject to compliance with the requirements of the Heritage Financial Incentives Grant Program and the City's heritage requirements.
2. To set a portion of the total Heritage Financial Grants Program budget toward Heritage Maintenance Grants. If the total budget remains \$50,000 then \$10,000 for the Heritage Maintenance Grants is recommended, starting next year.

Prepared by/Signature:

Ann-Marie Cashin, MCIP – Planner III, Urban Design and Heritage

Signature: _____

Approved by/Date/Signature:

Ken O'Brien, MCIP – Chief Municipal Planner

Signature: _____

AMC/dlm

Attachments:

Location of Applications
Grant Application Summary Table
Heritage Financial Incentives Program Terms

G:\Planning and Development\Planning\2019\BHEP\2019 Heritage Grant Applications - E Vote May 21 2019.docx

51 Bannerman Street
Heritage Area 3



99 Cabot Street
Heritage Area 3



14 Chapel Street
Heritage Area 2



7 Charleton Street
Heritage Area 3



58 Circular Road
Designated Heritage Building
Heritage Area 1



65 Colonial Street
Heritage Area 3



358 Duckworth Street
Heritage Area 2



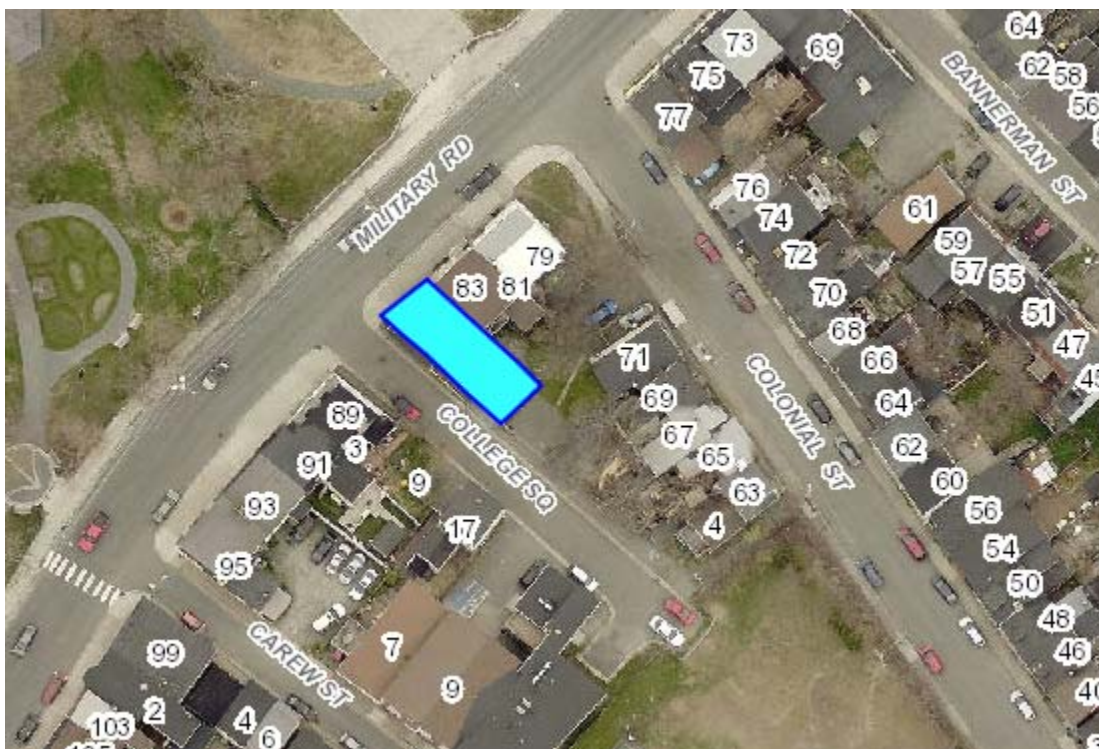
46 Hayward Avenue
Heritage Area 3



20 Mayor Avenue
Heritage Area 3



85 Military Road
Designated Heritage Building
Heritage Area 2



36 Monkstown Road
Designated Heritage Building
Heritage Area 2



43 Monkstown Road
Designated Heritage Building
Heritage Area 2



21 Queen's Road
Heritage Area 2

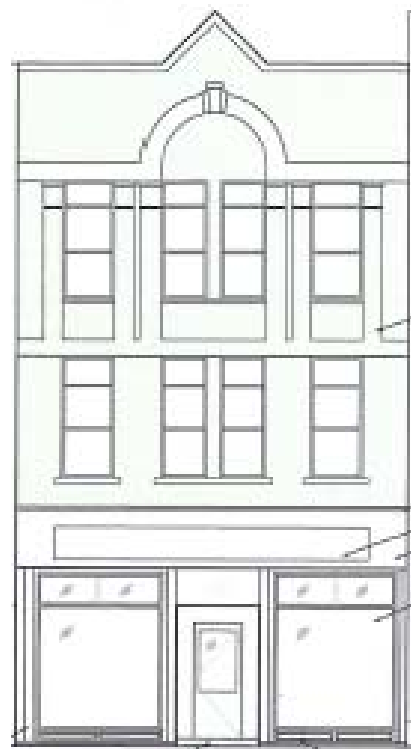


22 Walsh's Square
Heritage Area 3



195 Water Street
Designated Heritage Building

Heritage Area 1



2019 Heritage Financial Incentives Program – Applications Recommended for Approval

Address	Type of Grant	Description	Quote (HST inc)	25% of quote to a maximum \$1,000 (Maintenance Grant) or \$5,000 (Conservation Grant)	Additional Costs due to Heritage Requirements	Priority	Recommendation
51 Bannerman Street Heritage Area 3	Heritage Conservation Grant	New clapboard, windows, doors and trim. Replacing vinyl siding with clapboard.	\$6,000.00	\$1,500.00	~\$3,000	Medium	\$1,500.00 plus permit waiver
99 Cabot Street Heritage Area 3	Heritage Conservation Grant	Replaced clapboard, windows and bay windows.	\$74,248.60	\$5,000.00	~\$10,000	Medium	\$5,000.00 plus permit waiver
14 Chapel Street Heritage Area 2	Heritage Conservation Grant	New clapboard, 3 windows, door and trim. Replacing vinyl siding with clapboard.	\$13,249.15	\$3,312.29	~\$5,000	Medium	\$3,312.29 plus permit waiver
7 Charleton Street Heritage Area 3	Heritage Conservation Grant	New clapboard, windows and door. Replacing vinyl siding with clapboard and non-heritage style windows with single-hung.	\$15,000.00	\$3,750.00	~\$5,000	Medium	\$3,750.00 plus permit waiver
58 Circular Road Designated Heritage Building Heritage Area 1	Heritage Conservation Grant	Replaced dormer and roofing shingles.	\$10,915.80	\$2,728.95	~\$5,000	High	\$2,728.95 plus permit waiver
65 Colonial Street Heritage Area 3	Heritage Conservation Grant	New clapboard, windows and doors. Replacing non-heritage style windows with single-hung.	\$12,265.90	\$3,066.48	~\$5,000	Medium	\$3,066.48 plus permit waiver
358 Duckworth Street Heritage Area 2	Heritage Conservation Grant	Installed new clapboard, windows and trim.	\$20,700.00	\$5,000.00	~\$10,000	Medium	\$5,000.00 plus permit waiver
46 Hayward Avenue Heritage Area 3	Heritage Conservation Grant	Replaced metal siding with new clapboard, windows and trim.	\$13,788.50	\$3,447.13	~\$5,000	Medium	\$3,447.13 plus permit waiver
20 Mayor Avenue Heritage Area 3	Heritage Conservation Grant	Replaced clapboard, windows and trim.	\$14,827.77	\$3,706.94	~\$5,000	Medium	\$3,706.94 plus permit waiver
85 Military Road Designated Heritage Building Heritage Area 2	Heritage Conservation Grant	Installed new clapboard, restored corbels, lintels and other decorative details, repaired mansard roof.	\$55,159.75	\$5,000.00	~\$20,000	High	\$5,000.00 plus permit waiver

2019 Heritage Financial Incentives Program – Applications Recommended for Approval

36 Monkstown Road Designated Heritage Building Heritage Area 2	Heritage Maintenance Grant	Repairs to 3 dormers and chimneys.	\$8,929.75	\$1,000.00	~\$5,000	High	\$1,000.00 plus permit waiver
43 Monkstown Road Designated Heritage Building Heritage Area 2	Heritage Conservation Grant	Refurbishing wood windows and installing wood storm windows. New clapboard and gutters	\$8,229.91	\$2,057.48	~\$4,000	High	\$2,057.48 plus permit waiver
21 Queen’s Road Heritage Area 2	Heritage Conservation Grant	Replacing clapboard and trims.	\$60,000.00	\$5,000.00	~\$25,000	Medium	\$5,000.00 plus permit waiver
22 Walsh’s Square Heritage Area 3	Heritage Conservation Grant	Replacing non-heritage style windows with single-hung and trims. Replacing roof shingles.	\$17,666.30	\$4,416.58	~\$8,000	Medium	\$4,416.58 plus permit waiver
196 Water Street Designated Heritage Building Heritage Area 1	Heritage Maintenance Grant	Cleaning brick and replacing windows.	\$18,000.00	\$1,000.00	~\$5,000	High	\$1,000.00 plus permit waiver
TOTAL				\$49,985.85			



Heritage Financial Incentives Program

Heritage Financial Incentives Program

This Program is enacted pursuant to Section 355 of the [City of St. John's Act](http://www.assembly.nl.ca/legislation/sr/statutes/c17.htm#355) (<http://www.assembly.nl.ca/legislation/sr/statutes/c17.htm#355>)

Revised January 2017



1. Program:

The Heritage Financial Incentives Program is intended to defray some of the development cost difference associated with maintaining and conserving municipally designated Heritage Buildings and those buildings located in the City's designated [Heritage Areas](#), hereinafter referred to as "Heritage Properties". The applicant must substantiate the cost difference and the grant shall not exceed the amount of the cost difference.

2. Financial Incentives:

2.1 Heritage Maintenance Grant: This grant is for the maintenance and repair to façade elements abutting a public street. A grant of up to 25 per cent of the material and labour costs will be available to a maximum of \$1,000 per building, per calendar year.

2.2 Heritage Conservation Grant: This grant is for the preservation, restoration and/or replacement of façade elements abutting a public street. A grant of up to 25 per cent of the material and labour costs will be available to a maximum of \$5,000 per building, per calendar year.

2.3 Permit Waiver: Once a grant application is approved, Council may waive associated permit fees.

3. General Conditions:

3.1 All work funded by a grant shall comply with all applicable Federal, Provincial and Municipal legislation.

3.2 Any work undertaken prior to grant approval shall be identified and may be considered for funding at Council's discretion provided the City receives the grant application within the time frame as specified in Section 7.1 and within two (2) years of the date the Building Permit was issued.

3.3 For clarity, the use of vinyl siding is permissible in Heritage areas 2 & 3, however, vinyl siding shall not be eligible for funding.

4. Eligible Work Projects for the Heritage Maintenance Grant:

4.1 Measures undertaken for the maintenance and repair to façade elements abutting a public street, including but not limited to:

- Work to conserve the exterior such as: cornices, parapets, dormers, towers, windows, doors, canopies, and decorative features such as panels, mouldings, trims, carvings and similar architectural details. Subject to demonstrated need, cladding stabilization may also be eligible. This includes the repair and restoration of terracotta and the repointing of stone and brick masonry.
- Work to reconstruct missing exterior elements. This work must be based on drawings, photographs, surviving physical remnants, or other acceptable evidence of the original design.
- Repainting or re-coating of the exterior elements.
- Replacement or repair of roofing shingles, rain gutters, downspouts, flashing, exterior caulking and chimneys to prevent further deterioration due to weather infiltration.

5. Eligible Work Projects for the Heritage Conservation Grant:

5.1 Measures undertaken for the preservation, restoration and/or replacement of façade elements abutting a public street, including but not limited to:

- **Preservation** of existing exterior architectural elements. This may include the preservation of deteriorated windows and doors, cladding, roofing, foundation, cornices, mouldings, architectural trim and other significant features.
- **Restoration** of exterior architectural elements which have been lost but for which the appearance can be clearly determined from physical evidence or documentary sources such as historic drawings or photographs.
- **Replacement** of existing exterior architectural elements that still exist but which are beyond preservation or repair. This includes replacement of deteriorated doors and windows, cladding, roofing, cornices, mouldings, architectural trim, and other significant features.

6. Not Eligible for Assistance:

6.1 The following works shall not be eligible:

- New construction;
- Demolition;
- The removal, storage and/or reuse of façade of demolished Heritage Buildings;
- Signage;
- Fences, outbuildings, and landscaping;
- Building relocation;
- Vinyl siding;
- Legal fees and borrowing costs; and
- Owner's labour.

7. Application for a Heritage Grant:

7.1 An [application \(http://www.stjohns.ca/forms/heritage-financial-incentives-program-pde-3008\)](http://www.stjohns.ca/forms/heritage-financial-incentives-program-pde-3008) for a Heritage Grant shall be made in writing to the City between March 1st and May 1st.

7.2 An application shall be signed by the property owner or a person operating under the owner's written consent. A copy of the written consent shall accompany the application.

7.3 Applications shall include:

- a completed application form;
- current, coloured photographs of the façade abutting a public street, with close-ups of the areas of work, for which the grant is applied. Photographs may be submitted digitally by e-mail or USB drive;
- two cost estimate quotes for the proposed work; and,
- supporting documentation substantiating the amount of increased costs attributed to the designation as a municipal Heritage Building or due to its location in one of the City's Heritage Areas.

7.4 Late or incomplete applications will not be considered.

8. Priority of Grant Applications:

8.1 Priority will be given to:

- designated municipal Heritage Buildings;
- first-time applications;
- the preservation, restoration and weatherproofing historic elements rather than cosmetic improvements; and
- applications supported by a Conservation Plan or a Heritage Report prepared by a design professional (architect, engineer or qualified restoration professional).

9. Review Process:

9.1 Applications will be evaluated based on eligibility of work and the work's positive impact to the public streetscape.

9.2 The Heritage Planner, or his or her designate, shall review and make recommendations to the Built Heritage Experts Panel.

9.3 The Built Heritage Experts Panel shall make recommendations to Council.

9.4 Council may, in its sole discretion approve, approve with conditions, or refuse a grant application.

9.5 Applicants shall be notified in writing of Council's decision.

10. Applicant's Responsibilities on Approval of a Grant

10.1 Upon approval of a grant application the applicant shall:

- submit all costs and work plans to the City;
- obtain a building permit, if one is required, from the City;
- notify the City when there is any deviations to the costs and/or work plans;
- provide any other information as may be requested by Council; and,
- complete the project as set out in the grant application.

11. Funding:

11.1 Funding for the Heritage Financial Incentive Program may be established by Council on an annual bases during budget deliberations.

11.2 Each property shall be limited to one (1) grant per calendar year, and two (2) grants in any four (4) consecutive calendar years.

12. Conditions for Grant Payment

12.1 Applicants are required to complete all work and submit proof of payment of all paid invoices pertaining to the work within 24 months from the date of Council's approval of the grant.

12.2 Applicants shall submit coloured photographs of the completed work for which the grant is applied. Photographs may be submitted digitally by e-mail or USB drive.

12.3 All work and documentation must be deemed satisfactory upon inspection by the City prior to the disbursement of the grant. If upon final inspection it has been determined that the work has not been completed as per approved plans; and/or, has not been completed in compliance with all applicable legislation, the grant will be cancelled.

12.4 The grant may be cancelled should the work associated with it remain incomplete 24 months after approval of the grant.

12.5 In addition, once a grant is approved, the City may waive any associate permit fees on the application.