



Report Presented To:	Township of Southgate Council
Meeting Date:	2024-12-04
Report Number	EDO2024-013
Title:	Community Improvement Plan (CIP) Application – Southgate Eye Care
Open/Closed Session:	Open Session
Prepared By:	Brenna Carroll, Economic Development Officer
Approved By:	Kenneth Melanson, RPP, MCIP, Senior Manager, Development & Community Services
Approved By:	Dina Lundy, Chief Administrative Officer

Executive Summary:

An application has been made by Southgate Eye Care for a grant via the Township Community Improvement Plan (CIP) to help fund modifications to their building. The requested CIP grant of \$10,500 is to support the costs of planning permit fees as well as entrance modifications for barrier-free accessibility and structural improvements to cover the public entryway, preventing the build-up of snow.

Recommendation:

Be it resolved that Staff Report EDO2024-013 be received for information; and **That** Council approve Southgate Eye Care for Community Improvement Plan funding for planning fees and structural improvements to the property located at 20 Main St E, Dundalk in the amount totalling \$10,500 on condition that the applicant receive all applicable Planning and Building Approvals.

Background:

Southgate Economic Development received an application to request funding from the CIP from Southgate Eye Care, which is located at 20 Main St E, Dundalk. The applicant is requesting funding for the replacement of windows and door as well as to build a wheelchair accessible entryway. The total cost of this project is estimated at \$32,000 plus HST, not including the cost of planning and building permit fees.

Analysis

The application was received on Thursday, November 21, 2024, and was circulated to staff for comment on Friday, November 22, 2024.

The Building Department noted that the project as described would be up to the building code. The Planning Department commented that General Commercial Zone (C2) zoning rules apply to Southgate Eye Care’s proposed addition. The two zoning rules that are not met are the minimum 3 metre side yard (both sides) and maximum lot coverage of 40%. Thus, the Planning Department recommends that the business owner apply for minor variances to facilitate the

design. These minor variances would be considered by the Township Committee of Adjustment. A portion of the cost associated with a minor variance application could be covered by the CIP.

While the applicant requested funding to replace the front windows and door through the "4.9 Startup Space and Leaseholder Improvement Grant," the CIP specifies that grants in this category "are eligible to owners of buildings with a minimum of 2 stories." As a result, this one-storey building is ineligible for funding for these specific improvements. The applicant also requested funds to build a wide deck, extend the roof over this addition, and install a ramp that would allow for wheelchair access to the front of the building. This upgrade would not only allow for barrier-free accessibility, but also enhance the streetscape esthetics of the downtown. The applicant also requested support for building permit fees; however, with the estimated cost of the building permit being approximately \$559.01, it would not meet the minimum funding requirements. Thus, the building permit cost is ineligible for funding.

The EDO recommends that Council approve funding to Southgate Eye Care on the condition that the business owner applies for and receives all relevant planning and building permits. If these conditions are met, the applicant would be eligible for \$9,000 for the "4.2 Building and Land Improvement Grant" for the "entrance modifications to provide barrier-free accessibility" and other "structural improvements" to cover the entryway, enhancing safety by preventing the build-up of snow on the wheelchair accessible deck in the winter. In addition, the applicant is eligible for up to \$1,500 (or 50%, whichever is less) under the "4.7 Planning & Building Permit Fee and Development Charges Grant" to support a portion of the cost of the minor variance application and other planning fees.

Internal Policy and Legislated Requirements:

This funding will be dispersed in accordance with Southgate's Community Improvement Plan. The applicant is required to follow all relevant planning and building policies when completing the project outlined in the application.

Financial and Resource Implications:

The requested funding would be utilizing \$10,500 of the CIP funds transferred to Southgate from Grey County Economic Development. If this funding request is approved, the balance of the Grey County Economic Development Funds would be \$30,135. The balance of the Southgate CIP reserve funds would be \$40,000. In total, the CIP reserve balance would be \$70,135.

Strategic Priorities:

Priority: A Thriving Economy

Goal: Goal 4: Revitalize Downtown Dundalk to Enhance its Beauty and Restore Pride-in-Place in the Downtown

Action Item: 4 b). Increase Participation in Southgate's Community Improvement Plan (CIP) Program

Attachments:

Attachment 1: EDO2024-013-Attachment 1 CIP Application and Estimate

Attachment 2: EDO2024-013-Attachment 2 CIP Improvement Drawing

Attachment 3: EDO2024-013-Attachment 3 CIP Site Plan

Attachment 4: EDO2024-013-Attachment 4 CIP Agreement