

		POLICY AND PROCEDURE MANUAL	
Category: Land Use	Number: LAN.42 (C)	DOWNTOWN FAÇADE REVIEW AND DOWNTOWN FAÇADE IMPROVEMENT GRANT PROGRAM	
Type:		Authority:	Approved By:
<input checked="" type="checkbox"/> Policy <input type="checkbox"/> Procedure		<input checked="" type="checkbox"/> Council <input type="checkbox"/> Administrative	<input checked="" type="checkbox"/> Council <input type="checkbox"/> Chief Administrative Officer <input type="checkbox"/> Department Head
Office of Primary Responsibility: Development Services			
Date Adopted: December 2, 2013	Council Resolution No: RC13/764		Date to be Reviewed: October 2023
Manner Issued: Website, Pipeline, Email			

BACKGROUND:

This policy implements a Downtown Façade Review and Downtown Façade Improvement Grant Program, pursuant to the Downtown Incentive Program. This new policy will provide new design guidelines and grant consideration to properties and business owners, who renovate, restore or redesign retail and commercial street-oriented building façades located in the area of the *MissionCity Downtown Action Plan*. The purpose of the incentive is to encourage building owners or merchants to invest in façade improvements that create a more interesting and appealing public environment that attracts customers, clients, visitors and businesses to the Downtown core.

Under this new policy, the Mission Downtown Business Association (MDBA) and the City of Mission (City) will provide a one-time partnered grant of up to 50% of the cost of eligible improvements, to a maximum of \$2,500 per building for applications received prior to December 31, 2024 and completed with building permit approval by December 31, 2026. Corner buildings with two street facing facades could be eligible for up to \$5,000 in grants. The minimum project improvement value is \$1,000.

All project proposals are subject to a comprehensive review of the façade improvements and must meet design guideline standards. The proposed application process requires an initial inquiry and screening review that is managed by the City in partnership with the MDBA and North Fraser Community Futures.

PURPOSE:

The purpose of this policy is to present a new Façade Review and Façade Improvement Grant Program. This policy is required to implement the Incentive Program proposed as part of the Implementation section of the *MissionCity Downtown Action Plan*.

POLICY:

The following is hereby implemented:

1. Design guidelines in the Official Community Plan under Part 4: *MissionCity* Downtown Design Development Permit Area Guidelines will be applied to the Downtown Façade Review and Downtown Façade Improvement Grant Program.

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2. A Downtown Façade Review and Downtown Façade Improvement Grant Program (Program) application form is required for those applying for a grant under this Program (see attachment). This Program applies to buildings located in the *Mission City* DOWNTOWN Action Plan area when building façade changes and renovations are proposed for the street-facing building exterior. Façade changes that qualify under this Program include the following:
 - replacement of surface façade materials;
 - replacement of windows and doors;
 - replacement and addition of awnings and canopies; and
 - varied changes to building façade fenestration patterns and symmetry.
3. Façade review and grant applications must meet the design guideline standards outlined in Part 4 under the *Mission City* Downtown Design Development Permit Area Guidelines (Design Guidelines) of the Official Community Plan.
4. The City’s Manager of Long-Range Planning and Special Projects, with the assistance of other staff and the community partners (Mission Downtown Business Association and North Fraser Community Futures) in the Downtown Façade Review and Downtown Façade Improvement Grant Program will review all applications for conformance with the Design Guidelines and for grant approval consideration, with the final authority for approval remaining with the Manager of Long-Range Planning and Special Projects. A financial commitment of \$15,000 from the City of Mission, with a partnered contribution of \$5,000 from the MDBA, will support a total commitment of \$20,000 to fund the grant program. The City’s commitment is to be funded from the Gaming Reserve Fund and is capped at a maximum funding commitment of \$15,000.
5. The Program can provide grants of up to 50% of the cost of eligible improvements to a maximum of \$2,500 per building (\$1,875 paid by the City and \$625 paid by the Mission Downtown Business Association), for applications received after January 1, 2023 and prior to December 31, 2024 in cases where a Building Permit is required, and prior to December 31, 2026 when a Building Permit is not required.. Corner buildings with two street facing facades could be eligible for up to \$5,000 in grants. The grantable portion will be shared in a ratio of 75% by the City and 25% from the MDBA. The minimum construction project value for consideration under this Program will be \$1,000.

ATTACHMENTS:

Schedule A – Mission Downtown Development Incentive Program Boundary Map

***** END OF POLICY *****

RECORD OF AMENDMENTS/REVIEW

<u>Policy #</u>	<u>Date Adopted</u>	<u>Date Reviewed</u>	<u>Amended (Y/N)</u>	<u>Date Reissued</u>	<u>Authority (Resolution #)</u>
C-LAN.42	December 22, 2013				RC13/764
LAN.42 (C)		November 18, 2019	Y	November 18, 2019	RC19/686
LAN.42(C)		July 20, 2020	Y	July 20, 2020	RC20/382

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LAN.42(C)		December 19, 2022	Y	December 19, 2022	RC22-618

