

**CITY OF HAMILTON**

**PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT**  
**Planning Division**

<b>TO:</b> Chair and Members Planning Committee	<b>WARD(S) AFFECTED:</b> WARDS 12, 13, and 15
<b>COMMITTEE DATE:</b> March 21, 2010	
<b>SUBJECT/REPORT NO:</b> Commercial Heritage Improvement and Restoration Program (CHIRP) Fall 2010 Grant Applications (PED11042) (Wards 12, 13, and 15)	
<b>SUBMITTED BY:</b> Tim McCabe General Manager Planning and Economic Development Department	<b>PREPARED BY:</b> Joseph Muller (905) 546-2424, Ext. 1214  Meghan House (905) 546-2424, Ext. 1202
<b>SIGNATURE:</b>	

**RECOMMENDATION:**

That approval be given to Conditional Grant Agreements within the terms of the Commercial Heritage Improvement and Restoration Program (CHIRP) for five projects identified in Appendix "A" to Report PED11042, subject to the following:

- (a) That the applicants be notified that their property taxes must be paid in full prior to any grant monies being advanced for completed work, and that no grant funds will be paid out until this condition is met and, if the property taxes are not paid in full within one year of the date of the Letter of Understanding entered into between the City of Hamilton and the applicant, that the grant offer will be considered void and withdrawn.
- (b) That the grant portion for the five projects, in the total amount of \$84,413.09, be funded from the CHIRP Reserve 102047.

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- (c) That the General Manager of the Planning and Economic Development Department be authorized and directed to approve increases/decreases to the individual grant amounts approved, as long as the overall grant portion for each grant does not exceed \$20,000.00, and that any individual grant increase/decrease is in accordance with all program requirements.
- (d) That the General Manager of the Planning and Economic Development Department be authorized to approve a maximum extension period of 90-days to an applicant for the completion of the work, over and above the one-year period that each applicant is given in accordance with the terms and guidelines of the program, which commences the date Council approves the grants.
- (e) That staff be authorized and directed to prepare and execute Letters of Understanding with the applicants, with such Letters of Understanding being in a form satisfactory to the City Solicitor.
- (f) That the applicants shall comply with their respective conditions of any applicable Heritage Permits, as approved by the Director of Planning, and advised by the Heritage Permit Review Sub-committee of the Hamilton Municipal Heritage Committee.
- (g) That where identified as being required, the applicants shall obtain a Building Permit prior to commencing their respective projects.
- (h) That where identified as being required, the applicants shall obtain a Heritage Permit prior to commencing their respective projects.
- (i) That Report PED11042 be forwarded to the Hamilton Municipal Heritage Committee for information.

#### **EXECUTIVE SUMMARY**

The Commercial Heritage Improvement and Restoration Program (CHIRP) was initiated in 2001, and funded for five years starting in 2004. Allocations were made in 2004, 2005, 2007, and 2008, with 2010 marking the final year of funding committed to this Program. Council approved the terms of CHIRP on September 29, 2004 (see Appendix "B"). The Program provides financial assistance in the form of matching grants, to a maximum of \$20,000.00 per application, for the conservation of commercial and industrial properties designated under Parts IV or V of the Ontario Heritage Act, or for properties with heritage conservation easements. To date, CHIRP has awarded a total of \$333,721.92 for 20 projects. The balance of CHIRP funds yet to be awarded is \$313,462.21 (see Appendix "C"), excluding those proposed in this Report.

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Planning staff issued a Request for Applications (RFA) in April, 2010, for designated heritage property projects qualifying for Commercial Heritage Improvement and Restoration Program (CHIRP) matching grants. Five complete grant applications were received in response, totalling \$84,413.09, for properties identified in Appendices "D-1" through "D-5". These applications have been evaluated by City staff, and are recommended in this Report for matching grant approvals. CHIRP had a residual balance of \$153,462.21 from previous years, as of December 31, 2009: with the final allocation of \$180,000.00 in 2010, the current balance is \$313,462.21. An additional \$20,000.00 of CHIRP grants has been approved, but not yet dispensed from the Spring 2010, CHIRP application, resulting in a balance of uncommitted CHIRP funds totalling \$293,462.21. Following allocation to the subject applications, a balance of uncommitted CHIRP funds of \$209,049.12 will remain.

*Alternatives for Consideration - See Page 10.*

<b>FINANCIAL / STAFFING / LEGAL IMPLICATIONS</b>
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**Financial:** Funding is provided under the terms of the Commercial Heritage Improvement and Restoration Program, as approved by City Council on September 29, 2004.

Council approved an allocation of \$60,000.00 in 2004, for the first year of CHIRP, \$120,000.00 for the second year of CHIRP (2005), none in 2006, \$120,000.00 for each of the third and fourth years (2007 and 2008), and \$180,000.00 for the fifth year (2010). The approved grants through the Program to date are \$333,721.92, and the current balance of the account, including interest accrued on the CHIRP reserve minus approved but un-dispensed funds, is \$293,462.21. The approval of the Fall 2010 CHIRP applications discussed in this Report, totalling \$84,413.09, will result in a balance of CHIRP funds yet to be allocated of \$209,049.12. Staff of Finance and Administration has been circulated for comment, and concur with the Report recommendations.

**Staffing:** Administration of this grant can be accommodated within the Community Planning and Design Section (Heritage and Urban Design) of the Planning and Economic Development Department, as well as within the Corporate Services Department.

**Legal:** Review of all documentation associated with the grants will be appropriately undertaken by the City Solicitor to protect the City's interests. As projects move forward, it may be necessary to make minor amendments to previously approved grant commitments and agreements. Therefore, staff is recommending that the General Manager of Planning and Economic Development be authorized (with the input

from the General Manager of Finance and Corporate Services and the City Solicitor) to amend these grant commitments/agreements without further Council approvals, provided that the terms and conditions of the Commercial Heritage Improvement and Restoration Program are maintained.

Under Sections 33 and 42 of the Ontario Heritage Act, Heritage Permits HP2010-072 (323-325 Dundas Street East, Waterdown) and HP2010-080 (16 Sydenham Street, Dundas) have been approved for the scope of their respective grant applications.

## **HISTORICAL BACKGROUND**

The Commercial Heritage Improvement and Restoration Program (CHIRP) was initiated in 2001, and funded for five years starting in 2004. Allocations were made in 2004, 2005, 2007, 2008, and 2010. Council approved the terms of CHIRP on September 29, 2004 (see Appendix "B"). The program provides financial assistance in the form of matching grants, to a maximum of \$20,000.00 per application, for the conservation of commercial and industrial properties designated under Parts IV or V of the Ontario Heritage Act, or for properties with heritage conservation easements. To date, CHIRP has awarded a total of \$333,721.92 for 20 projects. The balance of CHIRP funds yet to be awarded is \$293,462.21 (see Appendix "C"), excluding those proposed in this Report.

Funding is available only for work that conserves or restores the historic fabric and significant architectural elements of a building. Interior features are only eligible for funding if specifically mentioned in the *Reasons for Designation* or *Description of Heritage Attributes* of a property designated under Part IV of the Ontario Heritage Act. Routine maintenance and repair are not eligible.

## **POLICY IMPLICATIONS**

### **Ontario Heritage Act**

Section 42 of the Ontario Heritage Act requires that the owner of a designated property shall not alter the property, or permit the alteration of the property, unless the owner applies to the Council of the municipality and receives consent, in writing, to the alteration. The agents or owners of 16 Sydenham Street, Dundas, and 323-325 Dundas Street East, Waterdown, have applied for and received Heritage Permits for their respective proposed work. Heritage permits will be required for the remaining applications, which will be a condition of approval for their CHIRP applications.

Sections 39(1) and 45 of the Ontario Heritage Act enables the Council of a municipality to pass By-laws to provide for paying grants or loans to the owner of a property designated under the Ontario Heritage Act for the purpose of paying for the whole or any part of the cost of alteration of such designated property on such terms and conditions as the Council may prescribe. This application is consistent with the Council-approved terms and guidelines of the CHIRP.

### **City of Hamilton Official Plan**

*Section C.6 - Heritage Resources* of the former City of Hamilton Official Plan applies and encourages the preservation, maintenance, reconstruction, restoration, and management of property considered to have historic, architectural, or aesthetic value (6.1).

### **Urban Hamilton Official Plan**

*Section 3.4 - Cultural Heritage Resources Policies* of the Council approved Urban Hamilton Official Plan (adopted July 9, 2009) provides for the City to “encourage the rehabilitation, renovation, and restoration of built *heritage resources* in order that they remain in active use” (3.4.1.4). The Plan further states that the City shall “protect and conserve the tangible cultural heritage resources of the City, including archaeological resources, built heritage resources, and cultural heritage landscapes” (3.4.2.1), and “support the continuing use, reuse, care, and conservation of cultural heritage resources and properties by encouraging property owners to seek out and apply for funding sources available for conservation and restoration work” (3.4.2.1 (f)). Although the Urban Hamilton Official Plan has not been approved by the Ministry of Municipal Affairs and Housing, and is not in effect, these policies demonstrate Council’s commitment to the identification, protection, and conservation of the cultural heritage resources.

### **Downtown Hamilton Secondary Plan**

*Section A.2.4.2.a - Respecting Design and Heritage* of the Downtown Hamilton Secondary Plan stipulates that municipal incentive programs will be used to conserve, rehabilitate, and restore properties designated under the Ontario Heritage Act.

## **RELEVANT CONSULTATION**

Heritage Planning staff has been informed by staff of the Building and Licensing Division that CHIRP applications not requiring a building permit do not require review by Building and Licensing. The only application under consideration in this Report requiring a Building Permit is the structural rehabilitation and installation of two window awnings proposed for 323-325 Dundas Street East (CHIRP2010-003), and approval of this application is conditional on a building permit being issued for the subject work (Recommendation (g)).

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Pursuant to Sections 28(1), 33(4), and 42.4 of the Ontario Heritage Act, the Hamilton Municipal Heritage Committee advises and assists Council on matters relating to Part IV and Part V of the Ontario Heritage Act. The Hamilton Municipal Heritage Committee has been consulted on the approved Heritage Permit Applications (HP2010-072 and HP2010-080) for this work through its Heritage Permit Review Sub-committee. The Hamilton Municipal Heritage Committee shall be advised of the decision regarding these grants by copy of this Report and recommendations at its March 26, 2011 meeting (Recommendation (i)).

**ANALYSIS / RATIONALE FOR RECOMMENDATION**

Staff has reviewed the CHIRP Fall 2010 applications. The submitted applications satisfy the program requirements and guidelines.

**Projects Recommended for Funding Commitment**

	<b><u>Property</u></b>	<b><u>Funding Requested</u></b>
CHIRP2010-002	16 Sydenham Street, Dundas	\$ 14,521.63
CHIRP2010-003	323-325 Dundas Street East, Waterdown	\$ 20,000.00
CHIRP2010-004	343 Wilson Street East, Ancaster	\$ 9,891.46
CHIRP2010-005	155-157 King Street West, Dundas	\$ 20,000.00
CHIRP2010-006	548 Old Dundas Road, Ancaster	\$ 20,000.00
<b>Total City Funding</b>		<b>\$ 84,413.09</b>
<b>Total Estimated Construction Costs</b>		<b>\$189,353.94</b>
(See Appendix "A" to Report PED11042)		

In discussions with the applicants, their respective projects are scheduled to proceed in the Spring of 2011, and are described in detail as follows:

**CHIRP2010-002**

**16 Sydenham Street, Dundas (John Cowper House) (Ward 13)**

Built in the 1860's, the subject property was built as a dwelling and resided in by John Cowper who, with his descendents, had a business presence in Dundas into the 1960's that included furniture, undertaking, coal and wood sales, telegraph and express services, and hardware sales. The structure is a good example of Gothic Revival architecture, contemporary to the date of its construction. It is a one-and-a-half storey building clad with roughcast stucco, on a stone rubble foundation (see location map and

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photo attached as Appendix “D-1”). The subject property is designated under Part IV of the Ontario Heritage Act through By-law 4530-00. The reasons for designation include the decorative bargeboard at gable ends and eaves, finials on the gables, all gothic windows and frames on the lower and upper storeys, the peaked transoms on the upper floor, the triple bay window with segmental surrounds on the north (rear) wall, the south, east, and north elevations, the back kitchen and basement doorways, and the entire gabled roofline. The building is being adaptively re-used as a commercial restaurant. A previous grant was awarded, in the amount of \$18,505.19, for replacement of windows with modern replicas. (CHIRP 2009-001)

The applicant proposes to complete the following:

- Replace the original exposed plaster in kind; and,
- Conduct restoration to the bargeboards, finials and gingerbread trim.

The requisite two quotes were obtained, and the CHIRP matching-funds grant calculation is based on 50% of the lowest viable bid, including applicable taxes. The lower quote was for \$25,702.00, plus \$3,341.26 HST, for a total of \$29,043.26. The CHIRP grant permissible for this application is \$14,521.63. The recladding in stucco and replacement of wood trim in kind are alterations to the building, and the required Heritage Permit was approved under delegated authority (HP2010-080).

**CHIRP2010-003**

**323-325 Dundas Street East, Waterdown (Huxley-Stock Block) (Ward 15)**

Built in 1824, the two-storey stone building is one of the original commercial buildings at the intersection of Mill and Dundas Streets, later expanded beyond the fire-walls along both street frontages. The addition on Mill Street is clad in stucco, while the Dundas Street addition cladding is vertical siding (see location map and photo attached as Appendix “D-2”). Both street-front façades of the central store are stone block with tuck-pointed mortar joints, meeting at a corner-entrance at ground level and window bay on the second floor. The central store has two symmetrical bays on both second floor street-front façades, and one symmetrical main bay on each of the ground floor façades, with one small window and a secondary door with transom also located at the north end of the Mill Street façade. The sills and lintels are finished stone on the original building, which is bordered by brick parapet walls, each of which contains one finished stone chimney. Both additions continue the roof and façade lines of the original building on the street-front, with two symmetrical bays on the second storey and two asymmetrical bays on the ground floor, and the overall building has a hipped gable roof. The property is within the Mill Street Heritage Conservation District in Waterdown, and so designated features comprise only exterior elements of the structure and property.

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The applicant proposes to complete the following:

- Replace the asphalt shingles in kind;
- Conduct structural levelling of the main floor and joist work;
- Restore exterior foundation walls above grade; and,
- Restore and repaint trim.

The requisite two quotes were obtained, and the CHIRP matching-funds grant calculation is based on 50% of the lowest viable bids, including applicable taxes. The lower quote was for \$41,604.87, plus \$5,408.63 HST, for a total of \$47,013.50. The CHIRP grant permissible for this application is \$20,000.00. All of this work was subject to a Heritage Permit and was approved under delegated authority (HP2010-072).

**CHIRP2010-004**

**343 Wilson Street East, Ancaster (Richardson-Ashworth House) (Ward 12)**

The Richardson-Ashworth House is a two-storey stone building built in the 1860's in the Italianate style (see location map and photograph attached as Appendix "D-3"). The building is currently in commercial use as "The Spa" in Ancaster. The building is set back from Wilson Street East and situated on a slight rise, giving the building more presence within the site. The former residence is constructed of ashlar stone, featuring a hip roof, large six-over-six symmetrically arranged windows, a central projecting bay containing the main entrance and a round-headed window, and prominent cornice, eave returns and double brackets.

The Reasons for Designation for the property include the elements of the front (east) and side (north and south) elevations, including the windows and shutters, doors and cornice, as well as the roof, chimneys, and the front open space.

The applicant proposes to complete the following:

- Replacement of roof decking and asphalt shingles; and,
- Painting wood window frames, shutters, cornice components, and eave brackets.

The requisite two quotes were obtained, and the CHIRP matching-funds grant calculation is based on 50% of the lowest viable bid, including applicable taxes. The lowest quote was for \$17,507.00, plus \$2,275.91 HST, for a total of \$19,782.91. The CHIRP grant permissible for this application is \$9,891.46. The proposed work constitutes alterations to the building, and a Heritage Permit is required.



**CHIRP2010-005**

**155-157 King Street West, Dundas (former Lees' Bakery Shop) (Ward 13)**

The stone building at 157 King Street West was constructed circa 1840, and the attached stone building at 155 King Street West was constructed in 1870 (see location map and photographs attached as Appendix "D-4"). George Lees purchased the property in 1870 and operated Lees' Bakery Shop until 1908 when the property was sold to Edmund J. Mahony for use as a residence and butcher shop. Mahony also served as the Mayor of the Town of Dundas in 1920-21 and in 1940-41.

157 King Street West is a two-storey building constructed of local quarry stone. The building is built up to the front property line and the front façade comprises five bays of ashlar stone symmetrical arranged with two bays of windows on either side of a recessed central entrance. The front façade is largely unadorned, but features stone sills and lintels, a stone sill course, shallow eaves, and brick chimneys at either end of the gable roof. The rear and side of the building are constructed of rubble stone.

The building at 155 King Street West was constructed as an addition to 157 King Street West, but has distinct architectural features. The front façade comprises three bays of ashlar stone with a central entrance, large storefront windows, and a wood attachment band for a former awning on the ground floor. This building has a prominent wood and metal cornice and a brick chimney at the east gable end. The rear and side of the building are constructed of red brick.

Early photographs of the buildings show double-hung windows with six-over-six divided lites. These windows are currently one-over-one wood double hung windows with contemporary metal exterior storm windows.

The Reasons for Designation include the front and side façades, including, but not limited to the window and door openings, eaves, roof, and chimneys.

The applicant proposes to complete the following:

- Repointing of three brick chimneys;
- Repointing and replacement of brick on the east brick side wall;
- Repointing of front stone façade;
- Scraping and painting of the wood and metal cornice, window frames, and exterior doors; and,
- Installation of new wood windows to replicate the style of windows shown in historical photographs.

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The requisite two quotes were obtained, and the CHIRP matching-funds grant calculation is based on 50% of the lowest viable bid, including applicable taxes. The lower quote was for \$39,065.99, plus \$5,078.58 HST, for a total of \$44,144.57. The CHIRP grant permissible for this application is \$20,000.00. The proposed work constitutes alterations to the building, and a Heritage Permit is required.

**CHIRP2010-006**

**548 Old Dundas Road, Ancaster (Ancaster Old Mill) (Ward 12)**

The building known as the Ancaster Old Mill is a three-and-a-half storey stone mill building, constructed in 1863 to replace a previous mill destroyed by fire (see location map and photographs attached as Appendix "D-5"). The property also comprises the former Miller's House and Stables, a one-and-one-half storey building located across a courtyard/driveway from the Mill building. The entire property has been adaptively reused as a restaurant and event centre.

The former Mill building is a simple rectangular building constructed of cut-stone built into the banks of the Ancaster Creek, with the lowest storey fully exposed only on the north (down slope) façade. The building has a gable roof, two gable dormers on each side of the roof, and symmetrical arranged wood sash windows. Porches span portions of the north and south façades, and later additions extend from the south and east façades and across the Creek to the opposite bank.

The Reasons for Designation include the masonry walls, gable roof, projecting eaves and verges, gabled dormers, double-hung windows and frames, wood slip sills, and stone lintels.

The applicant proposes to complete the following:

- Sanding, scraping, and re-finishing of 34 wood windows and wood slip sills.

The requisite two quotes were obtained and the CHIRP matching-funds grant calculation is based on 50% of the lowest viable bid, including applicable taxes. The lowest quote was for \$43,690.00, plus \$5,679.70 HST, for a total of \$49,369.70. The CHIRP grant permissible for this application is \$20,000.00. The re-finishing of windows constitutes an alteration to the building, and a Heritage Permit is required.

**ALTERNATIVES FOR CONSIDERATION:**

Funding for the conservation or maintenance of features related to the cultural heritage values of properties designated under Part IV of the Ontario Heritage Act is a discretionary activity on behalf of Council. Council, as advised by staff, may consider two alternatives: agree to fund the applications, or decline to fund the applications.

### **Decline to Fund**

By declining funding, the municipality would be refusing applications meeting the criteria and budget for the CHIRP Program, as approved by both the Council and Hamilton Municipal Heritage Committee. Refusal of funding will not encourage owners of properties designated under Part IV or Part V of the Ontario Heritage Act to undertake the appropriate restorations and repairs necessary for the long-term conservation of these heritage resources.

Accordingly, staff does not consider declining funding for these CHIRP applications to be an appropriate conservation alternative.

## **CORPORATE STRATEGIC PLAN**

Focus Areas: 1. Skilled, Innovative and Respectful Organization, 2. Financial Sustainability, 3. Intergovernmental Relationships, 4. Growing Our Economy, 5. Social Development, 6. Environmental Stewardship, 7. Healthy Community

### **Skilled, Innovative and Respectful Organization**

- ◆ Council and SMT are recognized for their leadership and integrity.
- ◆ The approval of these grants demonstrates commitment to previously Council-approved policies and programs.

### **Financial Sustainability**

- ◆ Generate assessment growth/non-tax revenues.
- ◆ The proposed conservation work will improve the condition of private commercial properties, and may result in a higher assessment value of the subject property and adjacent properties.

### **Intergovernmental Relationships**

- ◆ Maintain effective relationships with other public agencies.
- ◆ The approval of these grants demonstrates a commitment to conserving cultural heritage resources, as directed by Provincial and Federal level policy.

### **Growing Our Economy**

- ◆ Newly created or revitalized employment sites.
- ◆ A skilled and creative labour pool that supports new employers.
- ◆ A visitor and convention destination.

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- ◆ The proposed conservation work will create work for skilled and specialized trades people, and will enhance the condition of private commercial properties.

**Healthy Community**

- ◆ Plan and manage the built environment.
- ◆ The proposed conservation work will improve the safety and appearance of private commercial properties.

**APPENDICES / SCHEDULES**

- Appendix "A": Spring 2010 CHIRP Application Summary
- Appendix "B": CHIRP Program Guidelines
- Appendix "C": Previously Approved CHIRP Grants
- Appendix "D": Location Maps and Photographs

:JPM/MH  
Attachs. (4)

<b>Commercial Heritage Improvement and Restoration Program</b>				
<u>File #</u>	<u>Address</u>	Total Estimated Construction <u>Costs</u>	Requested <u>Amount</u>	<u>Description of Improvements</u>
CHIRP2010-002	16 Sydenham Street, Dundas	\$ 29,043.26	\$ 14,521.63	Stucco replacement, bargeboard/finial restoration
CHIRP2010-003	323-325 Dundas Street East, Waterdown	\$ 47,013.50	\$ 20,000.00	Foundation/joist restoration, painting, roofing
CHIRP2010-004	343 Wilson Street East, Ancaster	\$ 19,782.91	\$ 9,891.46	Roofing, painting
CHIRP2010-005	155-157 King Street West, Dundas	\$ 44,144.57	\$ 20,000.00	Pointing, painting, windows, doors
CHIRP2010-006	548 Old Dundas Road, Ancaster	\$ 49,369.70	\$ 20,000.00	Restoring windows/sills
<b>TOTAL</b>		<b>\$ 189,353.94</b>	<b>\$ 84,413.09</b>	

## **Commercial Heritage Improvement and Restoration Program (CHIRP)**

### **Program Description:**

The Commercial Heritage Improvement and Restoration Program (CHIRP) is intended to provide financial assistance in the form of grant-aid for commercial and industrial property owners within the City of Hamilton. The Program provides financial assistance for owners of commercial or industrial property designated under Parts IV or V of the Ontario Heritage Act, or those properties that have a heritage conservation easement registered on title.

The Program aims to protect and improve the appearance of designated commercial and industrial properties throughout the City by providing funds for the conservation and restoration of important heritage features. This Program seeks to encourage investments in long-lasting conservation initiatives and physical improvements to the heritage fabric of designated commercial and industrial heritage properties. It is understood that commercial activities, especially in traditional “Main Street” settings and industrial buildings in “brownfields”, still have the potential to contribute to the economic and physical vitality of the City of Hamilton, as well as improving community amenity, commerce, and tourism opportunities.

### **Program Terms:**

- Commercial and industrial property owners are eligible for the Grant Program on an annual basis.
- Eligible properties are to be identified by deed, and by municipal address, to identify multiple and separate commercial units with ground floor street frontages.
- Eligible properties must be assessed for municipal tax purposes as commercial or industrial.
- Residential properties are not eligible.
- Commercial and industrial uses must be in conformity with relevant policy documents of the City, and the provisions of the Zoning By-law.

- Eligibility requirements for the Program relating to the work to be funded will be specifically identified by the City. Two separate estimates for eligible work are to be provided by a licensed contractor other than the owner. The owner may present estimates, but is required to have at least two prepared by contractors. The City's grant aid will be based upon the lowest estimate submitted. Cost increases, or over runs, may be considered by the City, but shall not exceed the maximum grant award of \$20,000.00.
- "Before" and "After" pictures are required as part of the application and processing of the final grant disbursement.

#### **Grants and Other Sources of Funding:**

- The grant will be paid on a matching basis (50% Applicant's funds / 50% City funds), up to a maximum of \$20,000.00 for eligible work under the Program.
- Where other government (Federal or Provincial) and/or non-profit organization sources of funding are anticipated, these must be declared as part of the grant application, and the City's assistance will be reduced, as appropriate (e.g. 33% Applicant's funds / 33% City funds / 33% Federal funds).
- Properties receiving grants through the Commercial Property Improvement Grant Program are **not** eligible for the CHIRP grants.
- Grants are to be awarded on an annual cycle following a request for applications, with a deadline to be established by the City.

#### **Application Timeframes:**

- Applications are to be reviewed by the City of Hamilton LACAC (Municipal Heritage Committee) in conjunction with any required Heritage Permit applications under the Ontario Heritage Act.
- City staff, e.g. a Building Inspector and Cultural Heritage Planner, will perform initial inspections and site visits of the heritage property intended to be conserved and/or restored, and subsequent final inspection, to assure compliance with the original award of the grant and any permits pursuant to the Ontario Heritage Act.
- Proposed work is to be completed within one calendar year of the date of the Council award of a grant to be eligible for payment.
- Work completed must comply with estimates and work proposed, and be identified within the application.

**Fees:**

- An application fee of \$255.00 is to accompany the application.
- The fee is non-refundable for applications recommended for funding.
- Unsuccessful applications may receive a \$200.00 refund for applications.

**Eligibility Requirements:**

- The applicant must be the property owner.
- Funding will not be applied retroactively to any work undertaken prior to grant approval.
- Applicants with property taxes in arrears at the time of application will not be processed.
- Applicants with property taxes in arrears at the completion of eligible work will not be funded until such time that the property taxes are fully paid.
- Proposed work cannot commence prior to application approval and pre-inspection by a City Building Inspector and a Cultural Heritage Planner.
- Existing uses must be in conformity with the applicable Zoning By-law regulations, and other relevant planning controls.

**Eligible Conservation Work:**

- Any work that conserves or enhances elements specified in the *Reasons for Designation* accompanying the designating By-law under the *Ontario Heritage Act*.
- The **conservation** of significant architectural features is eligible. This may include the conservation or restoration of: doors, windows, verandahs, cupolas, chimneys, bargeboard or other decorative trim, parapets, cornices, hood mouldings, and any other features important to the overall composition of the structure, as specified in the *Reasons for Designation*.
- The **conservation** of fences and outbuildings, if specifically referred to in *Reasons for Designation*.
- The **conservation** or renewal of original siding and roofing materials, including repair and replacement, where necessary, of wood clapboard or board-and-batten, repair and repointing of masonry buildings, stucco repair, repair or replacement of original roofing materials (slate, wood shingles, tile, etc.). Eligible work also includes removal of a modern material (synthetic



siding, asphalt shingles, etc.), and replacement with documented original materials.

- The **reconstruction** of former and significant architectural features for which the appearance can be clearly determined from documentary sources (photographs, drawings, etc.) is eligible.
- The **reconstruction** of shop fronts, which have been altered or replaced. The documentation should be in the form of historic photographs or drawings clearly showing the feature(s) to be reconstructed. Eligible work will be guided by the following reference material: Ontario Ministry of Culture's *Architectural Conservation Note #8 The Conservation and Maintenance of Storefronts* and *Preservation Brief No. 11, Rehabilitating Historic Storefronts*, Technical Preservation Services, National Park Service.
- Cleaning of masonry buildings may be eligible if it is necessary for the building's preservation. **Under no circumstances will grants be paid for any form of abrasive cleaning (e.g. sandblasting or sodablasting), or high-pressure water cleaning.**
- Any property may receive one grant only for exterior painting in documented original colours. After this initial grant, it is expected that maintenance will be the owner's responsibility. Colours must be documented for the individual building, or be proved to have been a common contemporary colour in the area.
- Painting of unpainted masonry is not eligible.
- Work necessary to restore the building to structural soundness is eligible, e.g. the correction of serious structural faults that threaten the building's survival. This does not include structural work to accommodate modern renovations (e.g. a new supporting beam over the opening for a patio door) or routine maintenance.
- Interior work is only eligible if specifically referred to in the *Reasons for Designation*. Eligible interior features, if specified in the *Reasons for Designation*, include woodwork, plasterwork, wall or ceiling murals, etc.
- New services (electrical, plumbing, heating, air-conditioning) and insulation are not eligible.

**Ineligible Works:**

The following works, including repair, maintenance, reconstruction, or improvements to the following are non-eligible for grant-assistance:

- Short-term, routine maintenance. This includes minor repairs (such as repairing a broken step or a broken window), painting (other than as specified above), repair of non-original siding or roofing materials (aluminum siding, asphalt shingles, etc.).
- Landscaping.
- Work on modern additions.
- Work on sheds or outbuildings not specifically referred to in the *Reasons for Designation*.
- Installation of modern doors and windows, unless replicas of the original.
- Installation of new storm or screen doors and windows.
- Chimney repairs other than restoration of a significant chimney.
- Repair of eavestrough, unless its nature is such that it is significant to the heritage of the structure.
- Repairs to or renewal of modern materials.
- Painting previously unpainted masonry.

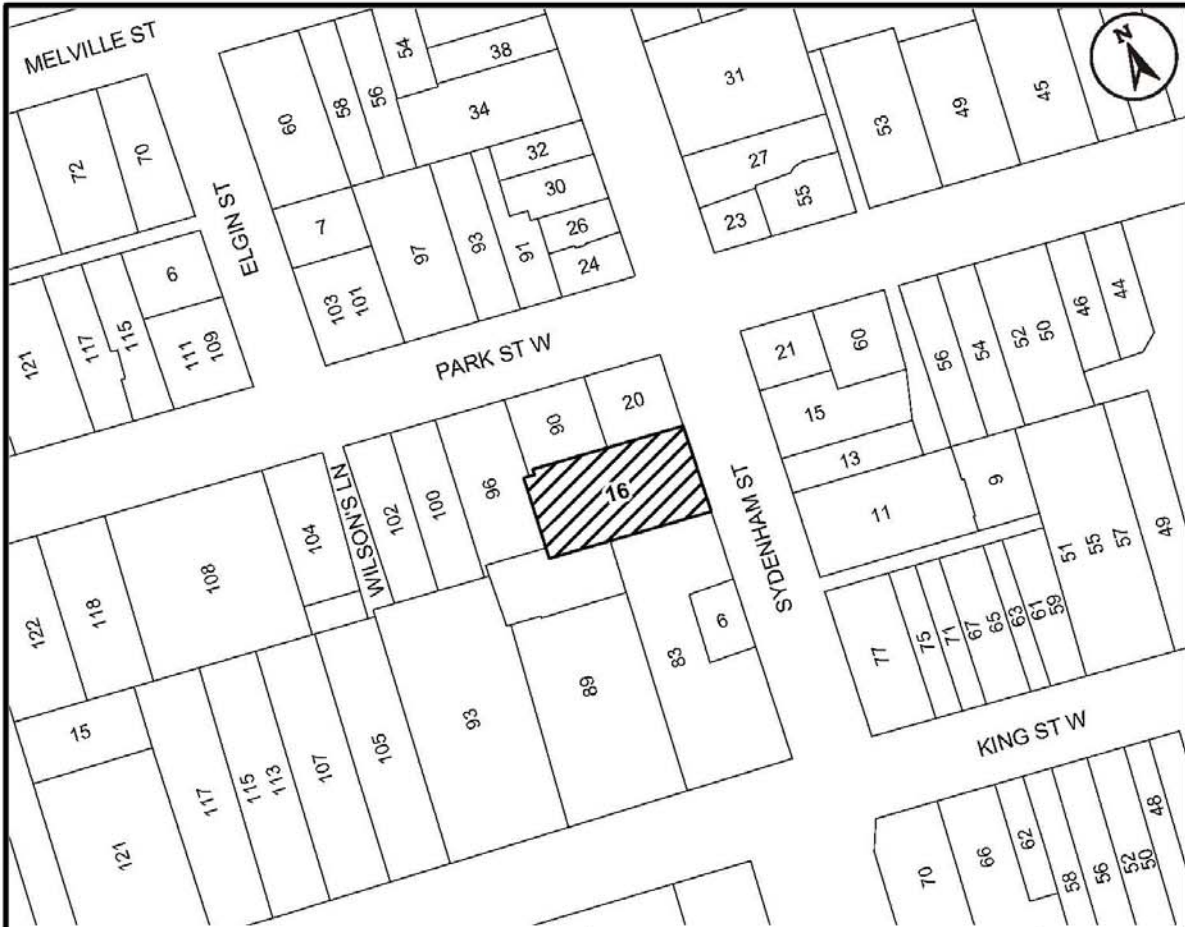
**PREVIOUSLY APPROVED CHIRP GRANTS (2004-2010)**

Council approved five years of funding to this program in 2004. Allocations were made in 2004, 2005, 2007, 2008, and 2010 for a total of \$600,000.00. A total of \$333,721.92 has been awarded to date. With interest accrued on the CHIRP reserve, the balance of CHIRP allocated funds yet to be awarded is \$313,462.21. Projects that have previously been approved for funding to date are as follows:

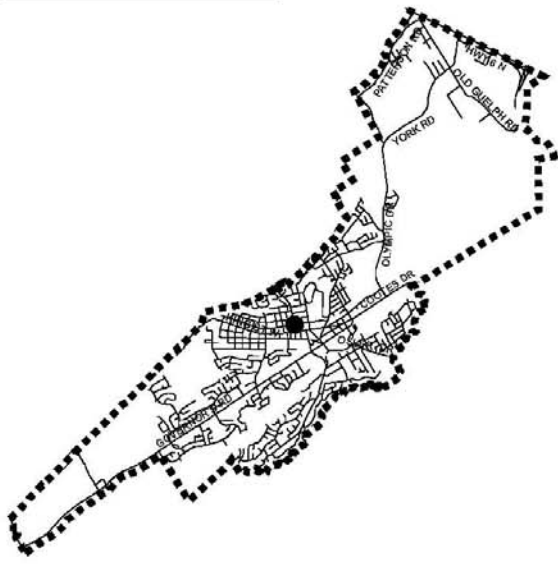
<u>Application</u>	<u>Location</u>	<u>Status</u>	<u>Grant Amount</u>	<u>Work</u>
CHIRP2004-001	1034 Garner Road West, Ancaster	Completed	\$12,934.16	Roof
CHIRP2005-001	548 Old Dundas Road, Ancaster	Completed	\$20,000.00	Roof
CHIRP2005-002	1034 Garner Road West, Ancaster	Completed	\$16,281.12	Exterior Woodwork
CHIRP2005-003	35 King Street East, Hamilton	Completed	\$20,000.00	Roof
CHIRP2005-004	276 King Street West, Hamilton	Completed	\$ 4,199.75	Roof
CHIRP2006-001	199 Glover Road, Stoney Creek	Completed	\$15,582.00	Exterior Woodwork
CHIRP2006-002	46 Forest Avenue, Hamilton	Completed	\$20,000.00	Roof
CHIRP2006-003	548 Old Dundas Road, Ancaster	Completed	\$20,000.00	Roof
CHIRP2006-004	47 James Street, Hamilton	Completed	\$20,000.00	Pointing
CHIRP2006-005	68 King Street East, Hamilton	Completed	\$20,000.00	Windows
CHIRP2007-001	548 Old Dundas Road, Ancaster	Completed	\$19,900.00	Roof
CHIRP2007-002	51 Herkimer Road, Hamilton	Completed	\$20,000.00	Roof
CHIRP2008-001	15-17 King Street West, Dundas	Completed	\$12,352.99	Windows
CHIRP2008-002	30 York Street, Dundas	Completed	\$ 7,869.75	Roof
CHIRP2008-003	548 Old Dundas Road, Ancaster	Completed	\$20,000.00	Windows
CHIRP2009-001	16 Sydenham Street, Dundas	Completed	\$18,505.19	Windows
CHIRP2009-002	34 King Street East, Stoney Creek	Completed	\$13,067.25	Restoration
CHIRP2009-003	343 Wilson Street East, Ancaster	Completed	\$13,029.71	Windows
CHIRP2009-004	11 Cross Street, Dundas	Completed	\$20,000.00	Windows
CHIRP2010-001	47 James Street South, Hamilton	Completed	\$20,000.00	Masonry
<b>Total 2004-2010</b>			<b>\$333,721.92</b>	

Notification of the ongoing program was mailed out to all owners of commercial and/or industrial properties designated under Parts IV and V of the Ontario Heritage Act and/or properties with heritage easements. The CHIRP 2010 Fall Request for Proposals was distributed in October, 2010, with a due date of December 3, 2010, to meet any construction work deadlines to be completed by the end of the 2011 building season.


**CHIRP 2010-002**  
**16 Sydenham Street (John Cowper House), Dundas, Ward 13**



● Site of the Application



Ward 13 Key Map

N.T.S. 

### Location Map



**Hamilton**

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT

File Name/Number:  
CHIRP2010-002

Date:  
January 10, 2011

Appendix "D-1"

Scale:  
N.T.S.

Planner/Technician:  
JM/SW

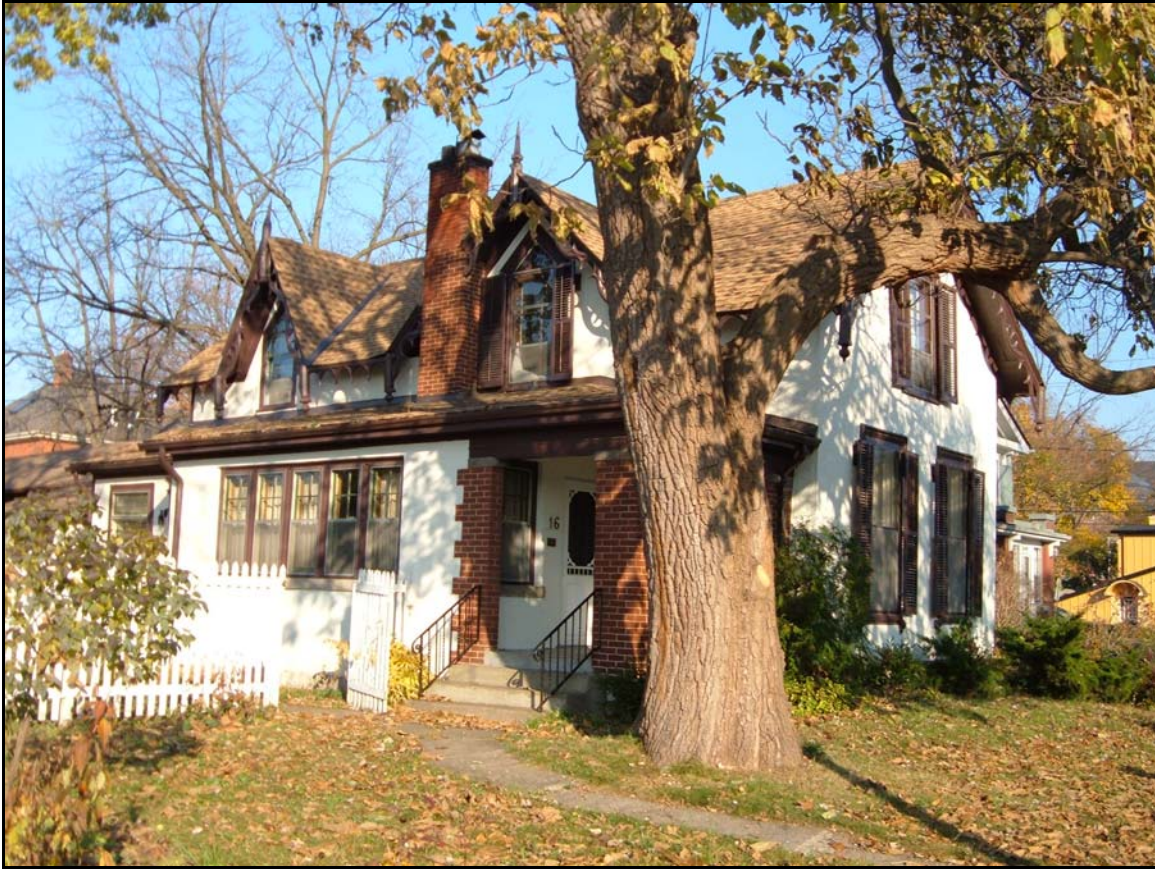
**Subject Property**



16 Sydenham Street, Dundas.

**CHIRP 2010-002**

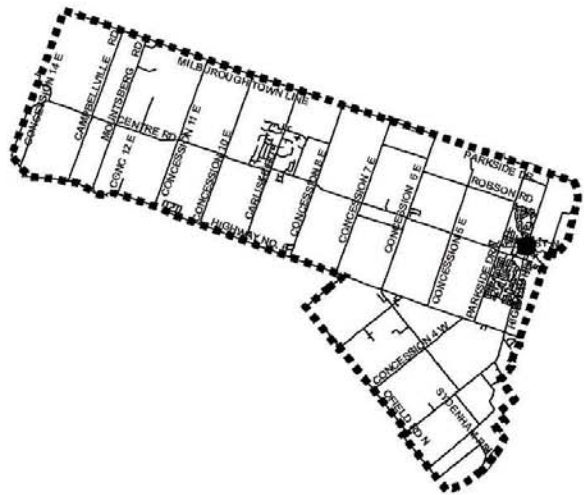
**16 Sydenham Street (John Cowper House), Dundas, Ward 13**



**CHIRP 2010-003**  
**323-325 Dundas Street East (Huxley-Stock Block), Waterdown, Ward 15**



● Site of the Application



Ward 15 Key Map

N.T.S.

## Location Map



Hamilton

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT

File Name/Number:  
CHIRP2010-003

Date:  
January 10, 2011

Appendix "D-2"

Scale:  
N.T.S.

Planner/Technician:  
JM/SW

**Subject Property**



323-325 Dundas Street East, Waterdown.

**CHIRP 2010-003**

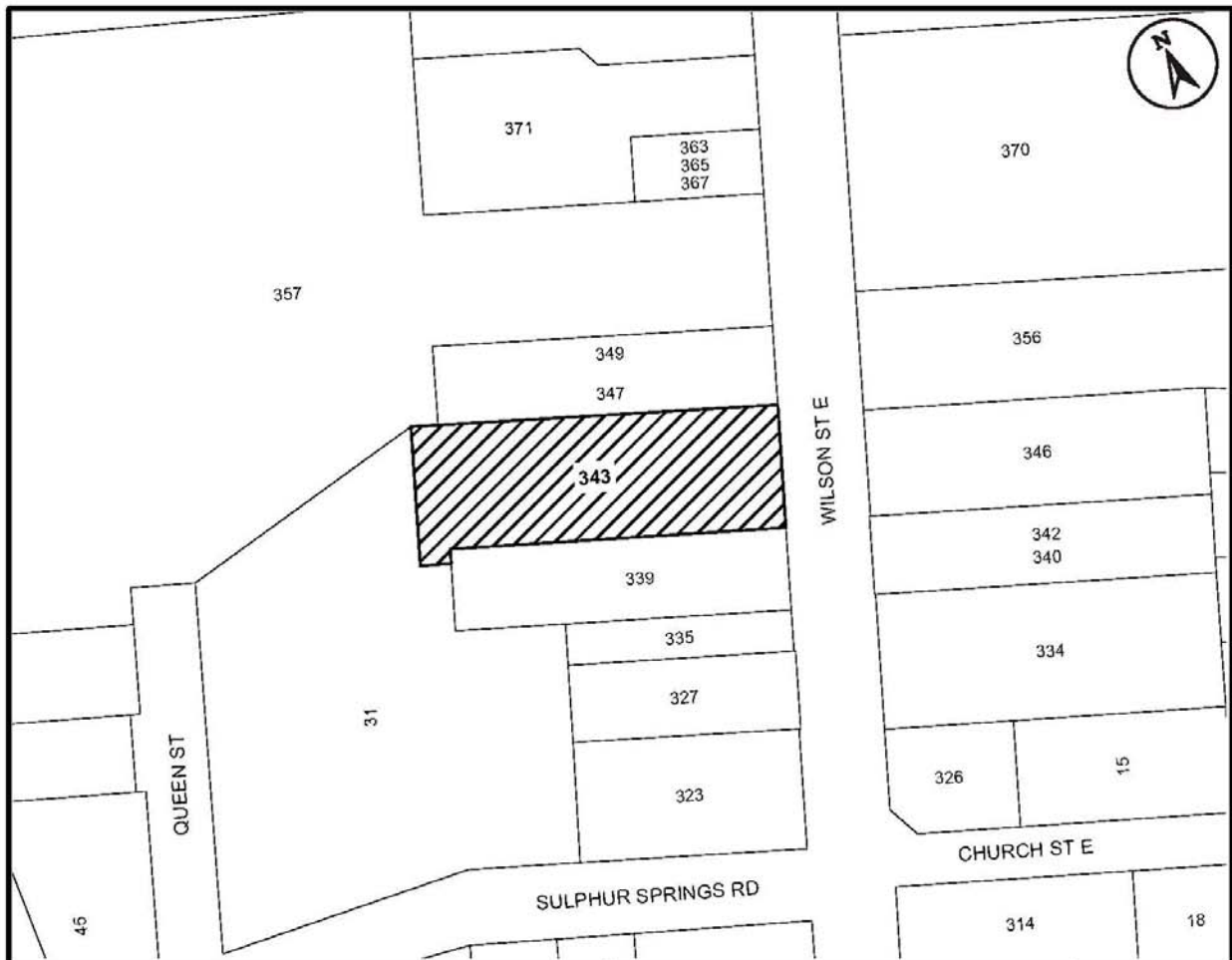
**323-325 Dundas Street East (Huxley-Stock Block), Waterdown, Ward 15**



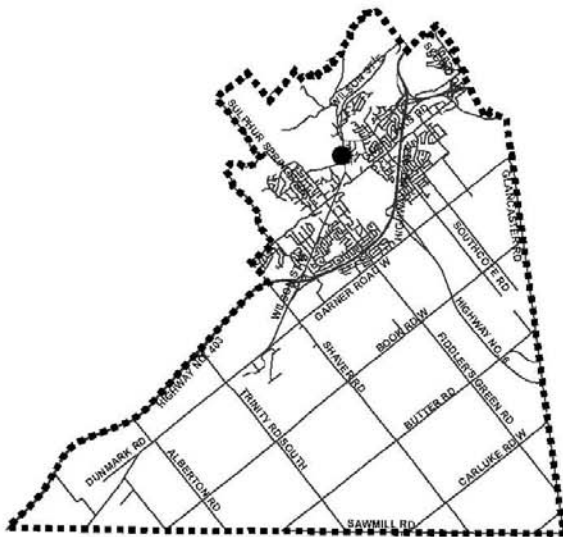


**CHIRP2010-004**

**343 Wilson Street East, Ancaster (Richardson-Ashworth House) (Ward 12)**



● Site of the Application



Ward 12 Key Map

N.T.S.

## Location Map



PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT

File Name/Number:  
CHIRP2010-004

Date:  
January 11, 2011

Appendix "D-3"

Scale:  
N.T.S.

Planner/Technician:  
MH/SW

**Subject Property**



343 Wilson Street East, Ancaster.



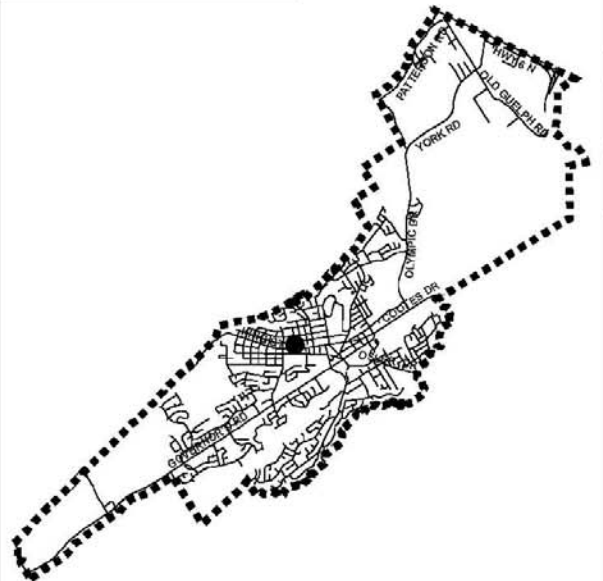
Front (East) Façade

**CHIRP2010-005**

**155-157 King Street West, Dundas (former Lees' Bakery Shop) (Ward 13)**



● Site of the Application



Ward 13 Key Map

N.T.S.

## Location Map



Hamilton

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT

File Name/Number:  
CHIRP2010-005

Date:  
January 11, 2011

Appendix "D-4"

Scale:  
N.T.S.

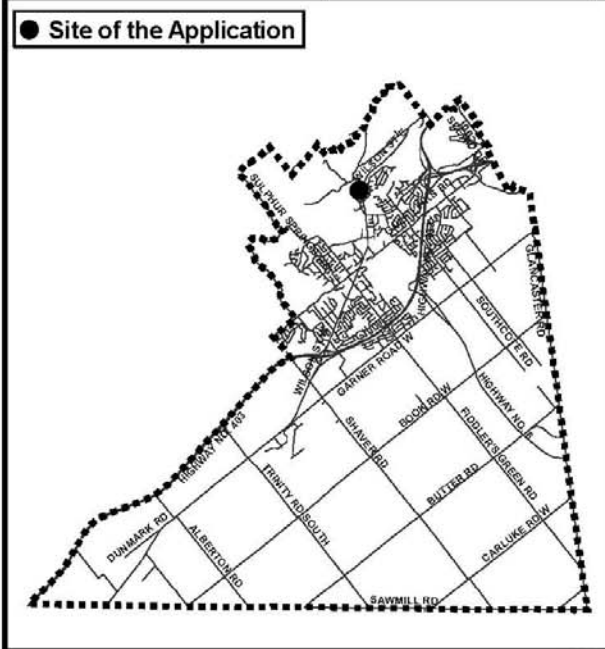
Planner/Technician:  
MH/SW

### Subject Property



155 & 157 King Street West, Dundas.



**CHIRP2010-006**  
**548 Old Dundas Road, Ancaster (Ancaster Old Mill) (Ward 12)**



Ward 12 Key Map N.T.S.

<h2>Location Map</h2>		 <b>Hamilton</b>
PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT		
File Name/Number: CHIRP2010-006		Date: January 11, 2011
Appendix "D-5"	Scale: N.T.S.	Planner/Technician: MH/SW
<p><b>Subject Property</b></p> <p> 548 Old Dundas Road, Ancaster.</p>		



East Façade of Mill Building



North and West Façades of the Mill Building