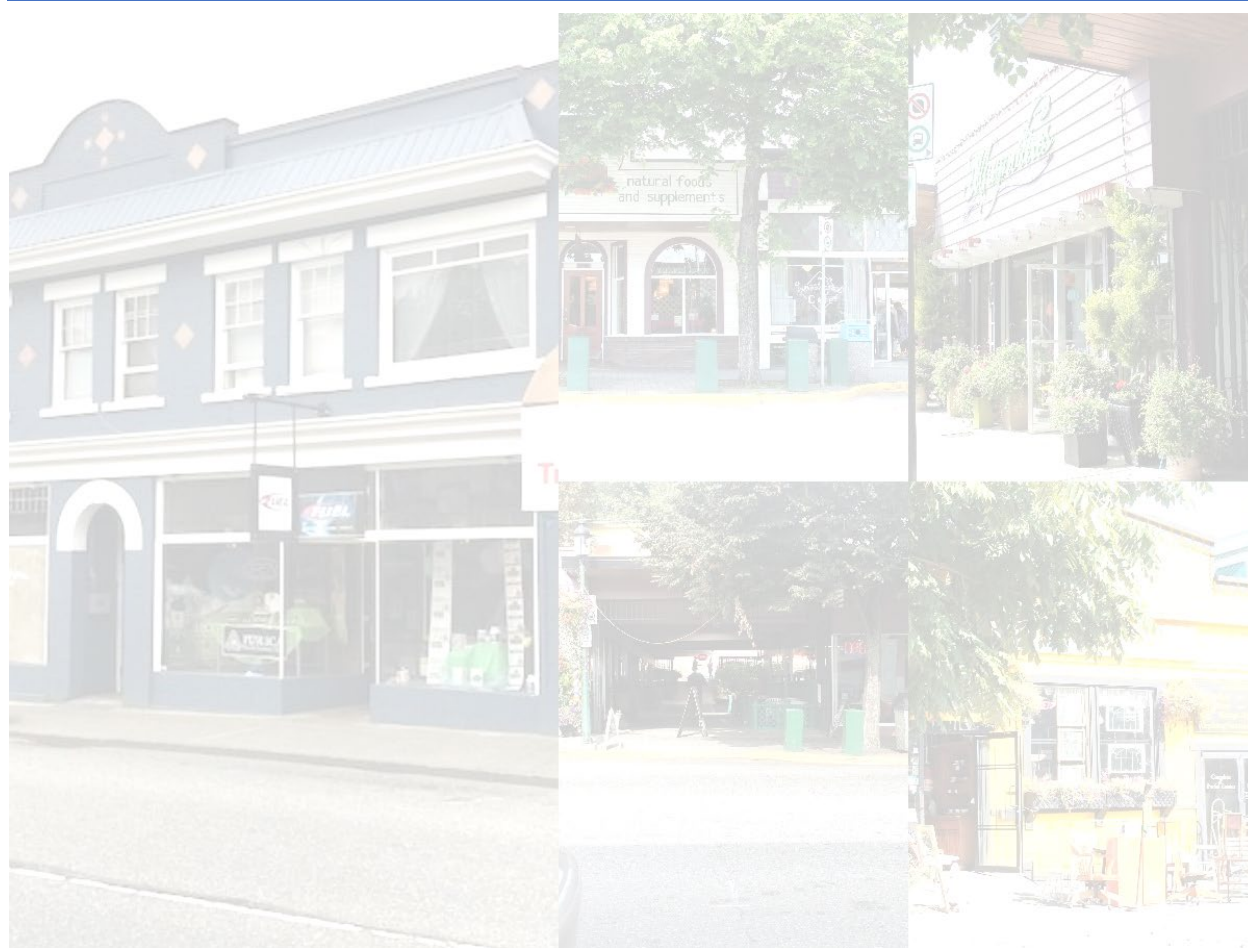
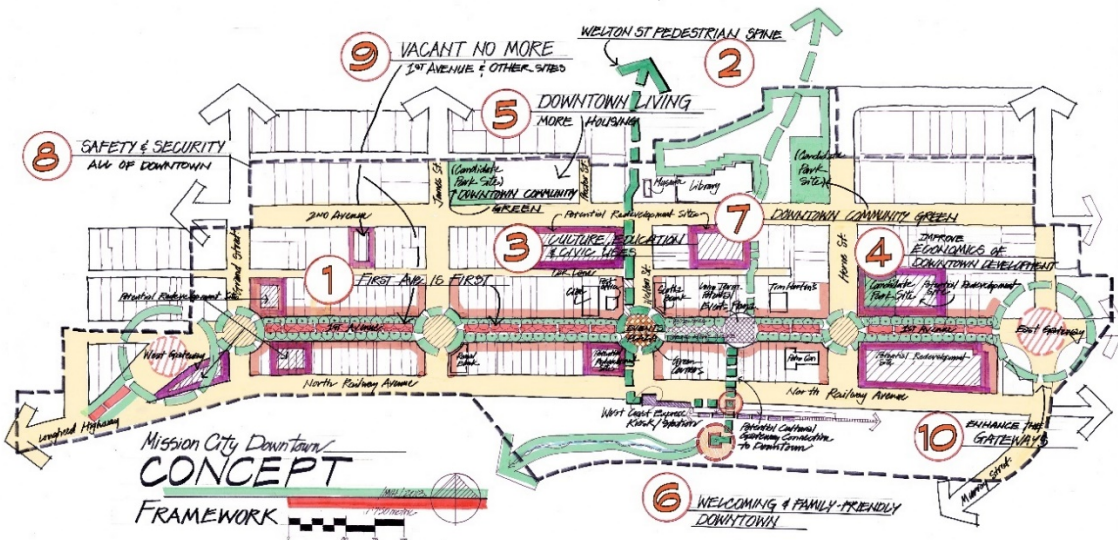

DOWNTOWN DEVELOPMENT INCENTIVE PROGRAM



An Overview

The *MissionCity* Downtown Action Plan was approved by Council in 2013. The Plan provides overarching policy direction for the development of Mission’s downtown core. The centre piece of the Plan includes ‘10 Big Moves’ for Downtown. Big Move number 4 states that the District should “improve the economics of downtown development by introducing development regulations and incentives that improve the overall viability of downtown development”. Subsequently, Council approved the Downtown Development Incentive Program to achieve this ‘Big Move’.

10 BIG MOVES



- | | | | |
|---|---|---|--|
| <p>1 1st is First - taking back ownership and control of the High Street (1st Avenue), relocating truck traffic and transforming 1st Avenue into a pedestrian oriented Retail High Street that gracefully accommodates vehicles, deliveries, pedestrians and cyclists;</p> <p>2 Welton Street Pedestrian Spine - enhancing the public open space network connecting existing and future key destinations to improve pedestrian comfort, convenience and safety in the downtown;</p> | <p>3 Bring Cultural, Education and Civic Uses Downtown - attracting a combination of civic, arts, and educational uses to the downtown to support a greater amount and diversity of people and activities;</p> <p>4 Improve the Economics of Downtown Development - introducing development regulations and incentives that improve the overall viability of downtown development and business opportunities;</p> <p>5 Downtown Living - increasing the number and diversity of people living in and adjacent to the downtown;</p> | <p>6 A Welcoming and Family Friendly Downtown - bringing a greater amount and diversity of people and activities to the Downtown and minimizing negative behaviour and activities;</p> <p>7 Downtown Community Green - creating a public park in the Downtown that provides green amenity space for residents and visitors; and</p> <p>8 Safety and Security - improving actual and perceived safety and security in the downtown.</p> | <p>9 Vacant No More - activating vacant sites or storefronts with community gardens, art displays and other interim uses and improvements; and</p> <p>10 Downtown Gateways - emphasizing the sense of arrival in the Downtown through distinctive private development and public realm improvements.</p> |
|---|---|---|--|

What is the Development Incentive Program?

The District of Mission has developed a suite of financial incentives to stimulate investment in the Downtown core. Property owners and merchants located Downtown can take advantage of a number of financial incentives. These incentives are meant to encourage new development and conversion of properties for mixed-use commercial/residential or residential only development. It also encourages the renovation of existing commercial storefronts. The development incentive program will accept applications until December 31, 2022.



Development Incentive Program Table of Contents

Summary of Incentives	1
Incentive Fact Sheets	2
Façade Improvement Program	2
Property Tax Exemption	3
Reduced Application Fees	5
Relaxed Parking and Building Height for Residential Development	6
Reduced Community Amenity Contribution	7
The Application Process	8

Criteria	New Construction & Major Redevelopment	Renovations	Façade Improvements
Duration of Incentive	Building permit must be received by December 31, 2022. Construction must be completed by December 31, 2024.	Building permit must be received by December 31, 2022. Construction must be completed by December 31, 2024.	Improvements to Building Façades to the extent funds are available
Eligibility Threshold & Range	≥\$500,000	≥\$200,000	≥\$1,000
Location	Mission Downtown Action Plan Area		
Financial Incentives			
Property Tax Exemption¹	10 Years. 100% of assessed value of land and improvements above pre-development values for 5 years, with the exempt amount being reduced by 20% per year for next 5 years.	10 years. 100% of assessed value of land and improvements above predevelopment values for 5 years, with the exempt amount being reduced by 20% per year for next 5 years.	N/A
Building Demolition Program	The pre-development amount is calculated as land only for the Property Tax Exemption with the property treated as vacant with improvements removed.	N/A	N/A
Municipal Fee Reductions	50% reduction on some municipal fees and permits	50% reduction on some municipal fees and permits	50% reduction on some municipal fees and permits
Community Amenity Contribution Relief Period	Community Amenity Contributions relief	Community Amenity Contributions relief	N/A
Façade Improvement Grant	N/A	N/A	50% of value of improvements to maximum of \$2,500
Waive off-set costs under the Parking Strategy for varying off-street parking spaces	Yes	Yes	N/A
Waive Servicing Infrastructure Modeling Fees	Yes	N/A	N/A
Priority Processing	Yes	Yes	Yes
Free Land Title Searches and Filings	Yes	Yes	Yes
Brownfield Support – for Potential Grants	Yes	Yes	N/A

¹In all cases, the tax exemption granted includes the pre-improvement municipal tax portion only for a period of five years (base amount) thereafter with an annual increase of 20% of the difference of the base amount until 100% of the full tax assessment is achieved in year 10. Exempt amount cannot exceed the value of the investment.

The façade improvement component of the incentive program is a partnership between the District of Mission, Mission Downtown Business Association, and North Fraser Community Futures.



Purpose:

- to promote development and stimulate the Downtown economy
- to encourage property and business owners to renovate, restore or redesign existing commercial building façades
- to create a well-cared for, interesting, and appealing streetscape Downtown

Eligibility Criteria:

The proposed development must meet the following:

- apply to a property within the *MissionCity* Downtown Action Plan area
- obtain approval for a *MissionCity* Downtown Development Permit and then submit a complete Building Permit application prior to December 31, 2022
- Information that should be shown in the plans for façade improvements includes:
 - elevation drawing(s) of the façade
 - design of replacement windows (if applicable)
 - window and door trim
 - awning and canopy design
 - lighting and signage
 - colour palette
 - list of materials for siding, trim and unique features
- supply a quote from a contractor for the work
- complete construction by December 31, 2024
- the façade improvement must comply with the *MissionCity* Downtown Development Permit Area guidelines
- investment must be \$1,000 or greater

Purpose:

- to promote development and stimulate the downtown economy
- to create a positive environment for private investment
- to encourage the construction of mixed-use commercial/residential or residential only development

Eligibility Criteria:

The proposed development must meet the following:

- apply to a property within the *MissionCity Downtown Action Plan* area
- obtain the required Planning approvals (i.e. rezoning, development permit etc.) and then submit a complete Building Permit application prior to December 31, 2022
- complete construction by December 31, 2024
- meet the intent of the *MissionCity Downtown Action Plan*
- investment must be \$200,000 or greater for renovations to existing buildings, and \$500,000 or greater for new construction and major redevelopment
(NOTE: the smaller the investment, the lower the tax benefit)

Description of the Tax Exemption Program:

New Building

If the land is vacant, the base assessed value, which is used to calculate the exemption amount, is on the value of the land only.

Renovation of an Existing Building

If the building is going to receive significant renovations, a request to have the property reassessed by BC Assessment could reduce the assessed value, and therefore, the base assessed value.

Demolition of an Existing Building

If the existing building and other improvements are demolished, the base assessed value is on land value only.

Process for Applying for the Property Tax Exemption:

Step 1

Book a pre-application meeting with the Development Services Department and be sure to ask for the Incentive Program Application Package.

Step 2

Obtain the required Planning approvals (i.e., rezoning, development permit, etc.). When submitting your application for rezoning or development permit approval; also, submit the Incentive Program Application Form and indicate your intention to apply for the Revitalization Tax Exemption and any other incentives that would apply to your project.

Step 3

Once you've obtained approvals mentioned in Step 2, submit your building permit application on or before December 31, 2022 with construction to be completed by December 31, 2024.

Step 4

Enter into a Revitalization Tax Exemption Agreement that includes other requirements, and a certified cost estimate for the project from a design professional, by December 31, 2022.

Step 5

Submit a letter that identifies the date when the Revitalization Tax Certificate is to be submitted by the District of Mission to the BC Assessment Office. The letter must be received prior to August 31 of the year preceding the year for which the Tax Exemption Certificate is to come into effect.

Applies to:

- the Incentive Program application
- a rezoning application
- a building permit application
- service connection fees
- a demolition permit application

Purpose:

- to promote development and stimulate the downtown economy
- to create a positive environment for private investment

Eligibility Criteria:

The proposed development must meet the following:

- apply to a property within the *MissionCity* Downtown Action Plan area
- certain application fees are reduced when submitting your application. This includes: Incentive Program Application, demolition, rezoning, development permit (form and character only) and building permit fees. Ask staff for a list of fees that are reduced.
- meet the intent of the *MissionCity* Downtown Action Plan
- investment must be \$200,000 or greater for renovations to existing buildings, and \$500,000 or greater for new construction and major redevelopment
- Façade grant applications do not pay the development permit fee and receive a 50% reduction on building permit fees

Sample Application Applying the Reduced Fees Incentive:

For a three-storey development project with each floor approximately 5,000 square feet and improvements totaling 14,000 square feet, Table 1 summarizes the impact on application fees required by the District of Mission.

Description of Fee	Fees under current Bylaws *	Fees under Incentive Program
Incentive Program Application Fee	\$105	\$0
Demolition Permit Fee	\$230	\$115
Rezoning Application Fee	\$5,491	\$2,745
Development Permit Fee	\$3,230	\$517
Building Permit Fee	\$6,196	\$3,098
Connections: Water, Sewer, Storm, and related inspections	\$7,280	\$3,640
Total Fees	\$22,532	\$10,115

For the most up-to-date fees, please refer to the appropriate bylaw or policy.

Purpose:

- to promote development and stimulate the downtown economy
- to reduce the residential parking to one space per residential unit, with the developer to determine the number of spaces above 1 space per unit that are required to market the product

Eligibility Criteria:

The proposed development must meet the following:

- apply to a property within the *MissionCity* Downtown Action Plan area
- obtain the required Planning approvals (i.e., rezoning, development permit, etc.) and then submit a complete building permit application prior to December 31, 2022
- complete construction by December 31, 2024
- include attached multi-unit residential units (i.e., apartment, rowhouse, or townhouse units)
- meet the intent of the *MissionCity* Downtown Action Plan
- investment must be \$200,000 or greater for renovations to existing buildings, and \$500,000 or greater for new construction and major redevelopment

Process:

The Zoning Bylaw requires 1.7 space per residential unit (1.5 for the unit and 0.2 visitor spaces per unit). Under the Incentive Program, there is support to reduce the attached multi-unit residential parking requirements to 1.0 space per unit. For a 100-unit apartment building, that means the parking requirements could be reduced from 170 spaces to 100 spaces.

With a rezoning, the maximum allowable height permitted downtown is 21.3 m (70 ft). Under the incentive program, there is support for residential building heights greater than 21.3 m (70 ft), provided the project complies with the Official Community Plan (OCP) maximum allowable density of 4.5 Floor Space Ratio (FSR) and the *MissionCity* Downtown Action Plan.

Purpose:

- to achieve the Council’s goal to revitalize downtown
- to recognize that early development projects have a higher risk factor
- to stimulate development
- to create a positive environment for private investment

Eligibility Criteria

The proposed development must meet the following:

- apply to a property within the *MissionCity* Downtown Action Plan area
- obtain the required Planning approvals (i.e., rezoning, development permit, etc.) and then submit a complete building permit application prior to December 31, 2022
- complete construction by December 31, 2024
- include attached multi-unit residential units (i.e., apartment, rowhouse, or townhouse units)
- meet the intent of the *MissionCity* Downtown Action Plan
- investment must be \$200,000 or greater for renovations to existing buildings, and \$500,000 or greater for new construction and major redevelopment

Process:

- Under current policies, a \$2,815 Community Amenity Contribution for each new unit would be requested.
- Therefore, if a proposed development had 20 units, \$56,300 in Community Amenity Contributions would be paid prior to final approval of a new zone.
- A Letter of Credit in the amount of the Community Amenity Contribution is required as part of the zone amending bylaw approval process. The Letter of Credit would be returned once the conditions of the program have been met, including: submitting a building permit application by December 31, 2022 and the project is completed by December 31, 2024.

STEP 1: Application Submission

- Applicants are required to have a pre-application consultation meeting with municipal staff to determine program eligibility
- Applicants submit a completed application, including any required supporting documentation (see mission.ca/par)

STEP 2: Application Review & Evaluation

- Staff review and evaluate the incentive application in tandem with a development application (i.e., rezoning and/or development permit)
- Staff will perform an initial site visit and inspection of the building/property

STEP 3: Approvals

- Most applications that achieve eligibility requirements are approved by staff. Some incentives require Council approval such as rezoning, development permits and tax exemptions

STEP 4: Implementation of Incentives or Facade Grant Payment

- The owner provides proof that the project is complete
- Staff inspect the property and is satisfied with all reports and documentation
- The owner has no property tax arrears and has paid property taxes for the year, with no outstanding orders or municipal fees against the property
- Facade Grant payment will be issued, as specified in the agreement

For more information on the incentive program,
please visit the District's website at:

www.mission.ca

or contact either of the following:

Manager of Long-Range Planning

604-820-3748

planning@mission.ca

Economic Development Officer

604-820-3789

scrawford@mission.ca





Downtown Development Incentive Program Application Form

Development application property address: _____

Briefly describe the property improvements being proposed:

Approximate start date for the work: _____ Approximate completion date: _____

Estimated cost of improvements, based on quote: _____

Name of Applicant*: _____

Address: _____ City: _____ Province: _____

Postal Code: _____ Phone: _____ Email: _____

Applicant's Signature: _____

Name of Property Owner(s): _____

Address: _____ City: _____ Province: _____

Postal Code: _____ Phone: _____ Email: _____

Owner(s) Signature: _____ Date: _____

**If applicant's name is different from property owner or if there are multiple owners, please fill out the Agent Appointment section below.*

AGENT APPOINTMENT:

"(We) the undersigned, being the registered owner(s) of the property located at _____ (the property) hereby irrevocably appoint _____ (name) as the agent for all purposes, including the granting of all undertakings, in respect of:

- An application for the façade improvement development and any matters that are directly or indirectly related to the development application for façade improvements; and/or
- The granting of any undertakings, in respect of an application for a building permit in accordance with the provisions of Building Bylaw 3590-2003 and any other matters that are contained directly or indirectly within the provisions of the bylaw".

_____ (signature of registered owner) _____ (print name)

_____ (signature of registered owner) _____ (print name)

_____ (signature of registered owner) _____ (print name)

Date: _____

FOR OFFICE USE ONLY:

- | | | |
|---|--|---|
| <input type="checkbox"/> Tax Exemption | <input type="checkbox"/> Façade Improvement Grant Program | <input type="checkbox"/> Waiving Servicing Infrastructure Modeling fees |
| <input type="checkbox"/> Municipal Fee Reduction | <input type="checkbox"/> Rezoning to CCD2 zone and waiving of the public hearing | <input type="checkbox"/> Free Land Title Search and Filing |
| <input type="checkbox"/> Community Amenity Contribution | <input type="checkbox"/> Waiving off-set costs under the Parking Strategy | <input type="checkbox"/> Brownfield support |

Staff Signature: _____

Date: _____