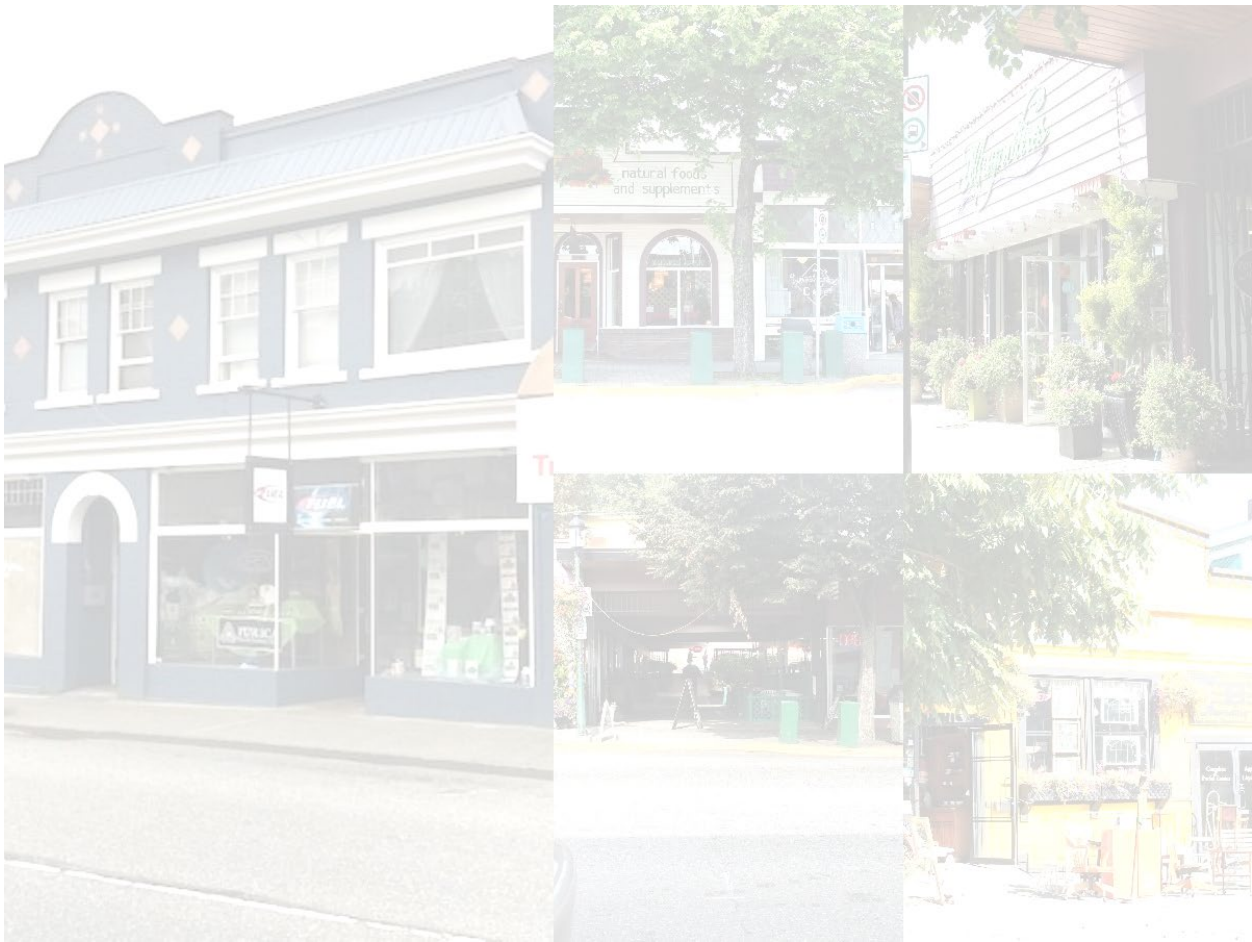


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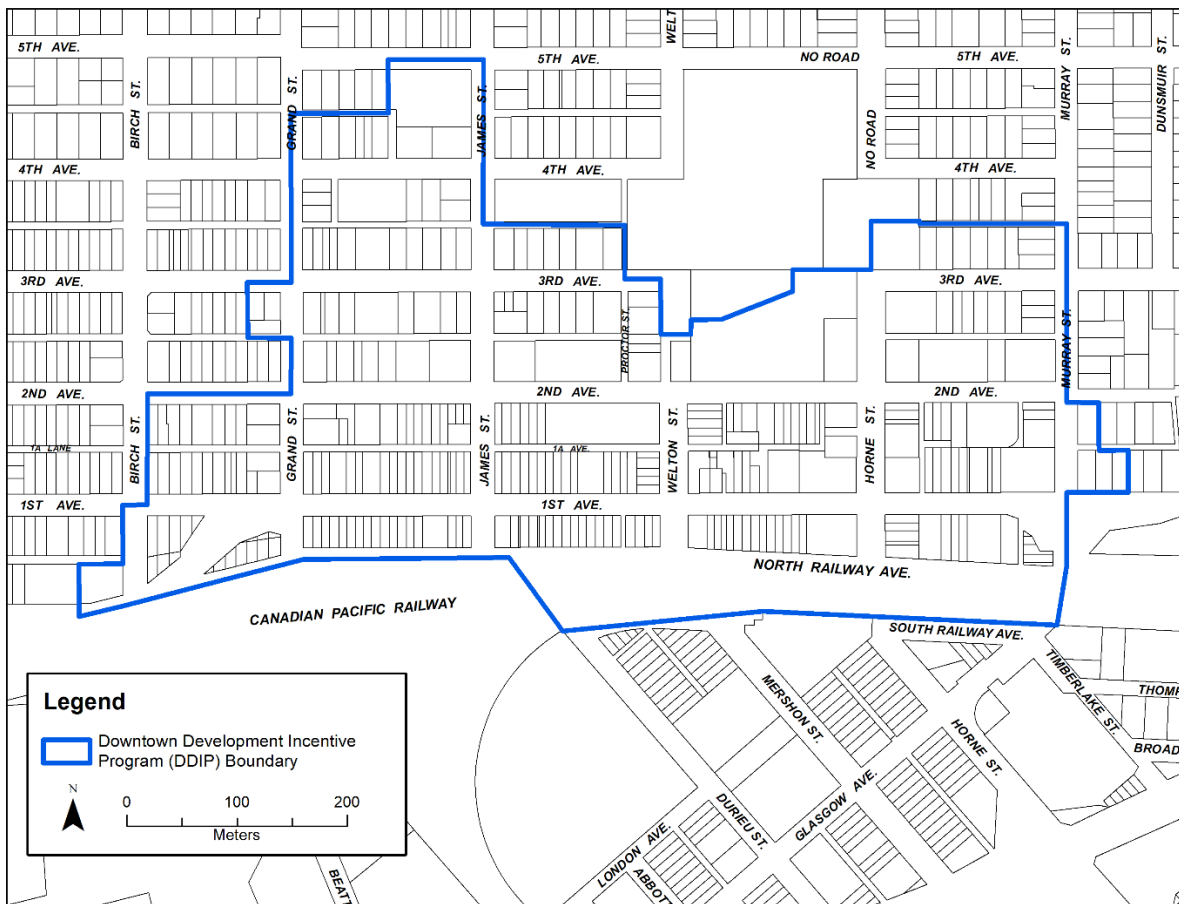
# DOWNTOWN DEVELOPMENT INCENTIVE PROGRAM

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## An Overview

The *Mission City 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 City should “improve the economics of downtown development by introducing development regulations and incentives that improve the overall viability of downtown development”. Subsequently, the City of Mission Council approved amendments to the Downtown Development Incentive Program and the Program area (illustrated in the map below).



## What is the Development Incentive Program?

The City 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.



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## Summary of Incentives

Criteria	New Construction & Major Redevelopment	Renovations	Façade Improvements
<b>Duration of Incentive</b>	A completed Building permit must be received by December 31, 2024. Construction must be completed by December 31, 2026.	A completed Building permit must be received by December 31, 2024. Construction must be completed by December 31, 2026.	Improvements to Building Facades to the extent funds are available.
<b>Eligibility Threshold &amp; Range</b>	≥\$500,000	≥\$50,000	≥\$1,000
<b>Location</b>	Mission Downtown Development Incentive Program Area		
<b>Financial Incentives</b>			
<b>Property Tax Exemption<sup>1</sup></b>	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 pre-development values for 5 years, with the exempt amount being reduced by 20% per year for next 5 years.	N/A
<b>Building Demolition Program</b>	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
<b>Municipal Fee Reductions</b>	50% reduction on some municipal fees and permits.	50% reduction on some municipal fees and permits.	50% reduction on some municipal fees and permits.
<b>Community Amenity Contribution</b>	Applies to market residential development applications.	N/A	N/A
<b>Façade Improvement Grant</b>	N/A	N/A	50% of value of improvements to maximum of \$2,500.
<b>Waive off-set costs under the Parking Strategy for varying off-street parking spaces</b>	Yes	Yes	N/A
<b>Waive Servicing Infrastructure Modeling Fees</b>	Yes	N/A	N/A
<b>Priority Processing</b>	Yes	Yes	Yes
<b>Free Land Title Searches and Filings</b>	Yes	Yes	Yes
<b>Brownfield Support – for Potential Grants</b>	Yes	Yes	N/A

<sup>1</sup>In 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.

## Incentive Fact Sheet Façade Improvement Program

The façade improvement component of the incentive program is a partnership between the City 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 Downtown Development Incentive Program area.
- apply to in-stream rezoning applications received by January 9, 2022.
- obtain approval for a *MissionCity* Downtown Development Permit and then submit a complete Building Permit application prior to December 31, 2024.
- 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, 2026.
- the façade improvement must comply with the OCP *MissionCity* Downtown Development Permit Area guidelines.
- investment must be \$1,000 or greater.



## Incentive Fact Sheet Property Tax Exemption

### 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 Downtown Development Incentive Program area.
- obtain the required Planning approvals (i.e., rezoning, development permit received by January 9, 2023) and then submit a complete Building Permit application prior to December 31, 2024.
- complete construction by December 31, 2026.
- meet the intent of the *MissionCity* Downtown Action Plan.
- investment must be \$50,000 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.



## Incentive Fact Sheet Property Tax Exemption (continued)

### 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 submitted by January 9, 2023). When submitting your application for building 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, 2024, with construction to be completed by December 31, 2026.

#### 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, 2024.

#### Step 5

Submit a letter that identifies the date when the Revitalization Tax Certificate is to be submitted by the City 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.



## Incentive Fact Sheet Reduced Application Fees

### Applies to:

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

\*Please note there is no application fee for a façade improvement DP 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 Downtown Development Incentive Program area.
- certain application fees are reduced when submitting your application. This includes the Incentive Program Application, demolition, rezoning, development permit (form and character only) submitted prior to January 9, 2023, and building permit fees.
- meet the intent of the *MissionCity* Downtown Action Plan.
- investment must be \$50,000 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.
- application fees for demolition permit, rezoning, development permit, building permit, and connections for water, sewer, storm, and related inspections are 50% of the applicable fee under current bylaws.

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





## Incentive Fact Sheet

### Relaxed Parking and Building Height for Residential Development

#### 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 one space per unit that are required to market the development.

#### Eligibility Criteria:

The proposed development must meet the following:

- apply to a property within the Downtown Development Incentive Area.
- obtain the required Planning approvals (i.e., rezoning, development permits received by January 9, 2023) and then submit a complete building permit application prior to December 31, 2024.
- complete construction by December 31, 2026.
- 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 \$50,000 or greater for renovations to existing buildings, and \$500,000 or greater for new construction and major redevelopment.

#### Process:

Under the Incentive Program, there is supported to reduce the attached multi-unit residential parking requirements in the Zoning Bylaw to 1.0 space per unit for market strata apartment projects. For a 100-unit market strata apartment building, that means the parking requirements could be reduced from 120 - 170 spaces (based on the mix of units) to 100 spaces.

With a rezoning, the maximum allowable height permitted downtown is 21.3 m (70 ft) for the base density height (without a density bonus). 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) or a maximum density of 5.0 FSR when a Density Bonus is approved.



## Incentive Fact Sheet Community Amenity Contribution

### Purpose:

- to achieve the Council’s goal to revitalize downtown with community amenities funded from Community Amenity Contributions.
- to stimulate development of rental and affordable rental residential units by eliminating voluntary Community Amenity Contributions (CAC) for the provision of rental and affordable rental housing units that are secured through a Housing Agreement as established in Section 483 of the *Local Government Act*.

### Eligibility Criteria

The proposed development must be in compliance with Council Policy LAN.40 (C) Financial Contributions for Community Amenities, and meet the following:

- apply to a property within the Downtown Development Incentive Program area.
- Rezoning and Development Permit (form and character) applications received on January 9, 2023, and thereafter are not eligible for a Community Amenity Contribution refund.
- the CAC Policy applies to the development of all residential dwellings, including those that are included in a mixed-use development with the following exceptions:
  - Affordable housing that is secured through a Housing Agreement as established in Section 483 of the *Local Government Act*;
  - Rental housing units that are secured through a Housing Agreement established under Section 483 of the *Local Government Act* and will be subject to a covenant enacted under Section 219 of the *Land Titles Act*.
- obtain the required Planning approvals (i.e., rezoning, development permit, etc.) and then submit a complete building permit application prior to December 31, 2024.
- complete construction by December 31, 2026.
- meet the intent of the *MissionCity* Downtown Action Plan.

### Process:

- Under current policies, a Community Amenity Contribution (CAC) for each new residential unit would be requested, with the exceptions noted above and in Council Policy FIN.40 (C).



## The Application Process

### STEP 1: Application Submission

- Applicants with major renovations over \$50,000 in building permit value or redevelopment projects for new buildings are required to have a pre-application consultation meeting with staff to determine program eligibility.
- Minor renovations and façade improvement applications shall have a pre-application consultation with staff to determine program eligibility.
- Applicants with renovations must submit a completed application, including any required supporting documentation (see [mission.ca/par](http://mission.ca/par)).

### STEP 2: Application Review & Evaluation

- Staff review and evaluate the incentive application in tandem with a development application for a 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 development permits, and tax exemptions.

### STEP 4: Implementation of Incentives or Façade 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.
- Façade Grant payment will be issued, as specified in the application and policy.

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

[www.mission.ca](http://www.mission.ca)

or

Manager of Long-Range Planning

604-820-4280

[mdickinson@mission.ca](mailto:mdickinson@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: \_\_\_\_\_