
TOWN OF PLYMPTON-WYOMING

COMMUNITY IMPROVEMENT PLAN

(DOWNTOWN WYOMING)

May 2018

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1.0

INTRODUCTION

1.1 Background

The community of Wyoming represents the largest urban settlement in the Town of Plympton-Wyoming Council, having a population of approximately 2,400 persons and a total area measuring approximately 4.6 km². Historically, the growth and development of Wyoming is attributed, in part, to its location along two key transportation routes: the Canadian National (CN) railway line extending east-west through the community; and County of Lambton Road 21 (Broadway Street) traversing north-south through the community. A traditional downtown commercial core has developed in Wyoming near the intersection of these two transportation links (particularly north of the CN railway line).

The Town of Plympton-Wyoming Council has authorized the preparation of a Community Improvement Plan (CIP) to explore opportunities to encourage further investment in Downtown Wyoming, and also to enhance the overall image of this area. MHBC was retained in September 2017 to coordinate the CIP planning process on behalf of the Town.

1.2 Community Improvement Project Area

The defined Community Improvement Plan Area includes all lands within the Central Commercial Area designation as delineated on Schedule “B” of the Town of Plympton-Wyoming Official Plan. The Study Area, which measures approximately 10.1 hectares, forms the commercial core of the community and generally extends along the Broadway Street corridor from Plympton Street north to Erie Street and from Toronto Street west to London Street. The CIP Area excludes those lands adjacent to the CN railway line designated Industrial under the Town’s Official Plan.

As discussed in this Plan, Section 16.5 of the Official Plan sets out the policies for Community Improvement Areas and notes that the entire Municipality will be designated as a Community Improvement Area. Within the Municipality, individual Community Improvement Project Areas may be identified and prioritized.

Figure 1 of this Plan illustrates the boundaries of the defined CIP Study Area.

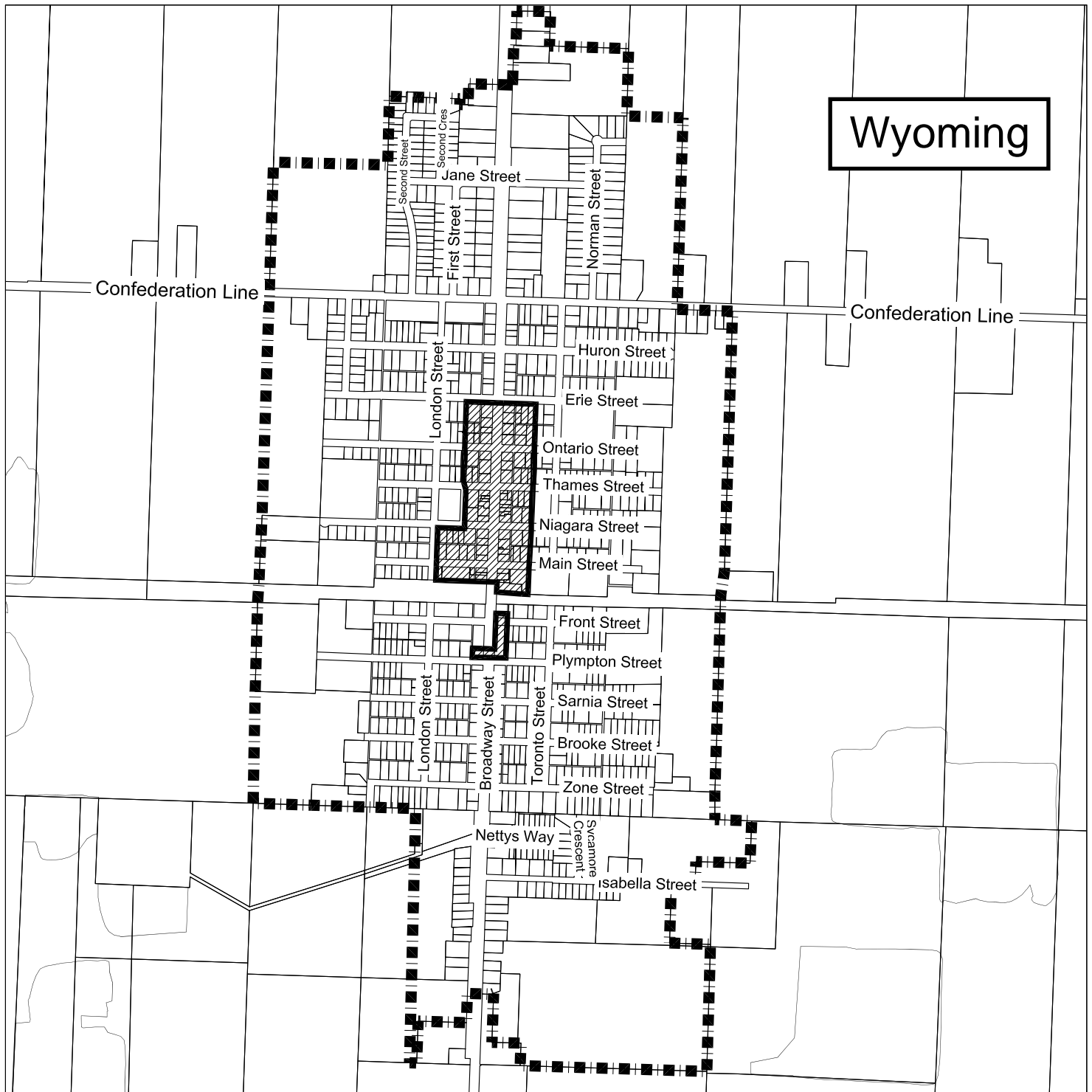


Figure 1
Location Map

-  **COMMUNITY IMPROVEMENT AREA**
-  **SETTLEMENT BOUNDARY**



1.3 **Purpose of a Community Improvement Plan**

A CIP is a municipal planning tool that establishes a comprehensive strategy for community improvements. Municipalities use CIPs to focus public attention on local priorities and municipal initiatives, target areas in transition or in need of repair, rehabilitation and redevelopment, facilitate and encourage community change in a coordinated manner, and stimulate private sector investment through incentive-based programs.

1.4 **Public Consultation Information**

Engagement of the public in the CIP process is an important consensus-building exercise; addressing problems and incorporating solutions that reflect the community's goals and values. As well, this planning process offers an opportunity for the public to familiarize themselves with the positive benefits that can be derived from the incentives and design elements associated with these Plans.

A Public Open House was held April 24, 2018 to present the draft CIP and obtain feedback. Details on the open house are presented in this Plan. Comments received at the meeting have been considered in conjunction with project planning.

The Planning Act requires that a Public Meeting be held before Council can adopt a CIP. The formal Public Meeting was held on May 30, 2018. Comments received in conjunction with this meeting have been considered in the final development of this Plan.

2.0

POLICY AND LEGISLATIVE CONTEXT

2.1 **Municipal Act**

Ontario's *Municipal Act, 2001* (the '*Municipal Act*'), is the principal statute governing municipal organization and deliverance of services in Ontario. The *Municipal Act* came into effect on January 1, 2003, replacing the 1990 *Municipal Act*. Effective January 1, 2007, the *Municipal Statute Law Amendment Act* significantly amended the *Municipal Act*. The amendment provides municipalities with broad permissive powers that allow for greater flexibility in meeting their community's expectations and fulfilling their responsibilities.

Under Section 106 of the *Municipal Act*, municipalities are prohibited from directly or indirectly assisting any manufacturing business or other industrial or commercial enterprise through the granting of certain financial incentives, which is commonly known as 'bonusing'. There are exceptions, however, which provide municipalities with the ability to offer incentives to carry out a community improvement plan. Examples of assistance that can be offered to businesses include:

- Making improvements to buildings on municipal land and selling or leasing the land to business (s. 28(6) of the *Planning Act*);
- Leasing or selling municipal land to businesses (s. 28(6) of the *Planning Act*);
- Making grants or loans to businesses for eligible costs (s. 28(7) to (7.3) of the *Planning Act*); and
- Providing property tax cancellations to businesses (s. 365.1 of the *Municipal Act, 2001*).

2.2 Planning Act

Ontario's *Planning Act*, 1990 (the 'Planning Act'), is the principal land use planning legislation in Ontario, and regulates how land uses can be controlled. Under the Act, the Minister of Municipal Affairs and Housing may issue land use policy statements on matters of provincial interest (e.g. the Provincial Policy Statement). The Planning Act was amended in 2007 to provide municipalities with additional powers to support the development and redevelopment of compact, well-designed and energy efficient communities.

Section 28 of the Planning Act allows municipalities to designate areas as "community improvement project areas". Where a by-law has been passed to adopt a community improvement project area, a municipality may adopt a "community improvement plan" ('CIP') to guide improvement of the designated project area.

The *Planning Act* defines "community improvement" as:

The planning or replanning, design or redesign, resubdivision, clearance, development or redevelopment, construction, reconstruction and rehabilitation, improvement of energy efficiency, or any of them, of a community improvement project area, and the provision of such residential, commercial, industrial, public, recreational, institutional, religious, charitable or other uses, buildings, structures, works, improvements or facilities, or spaces therefore, as may be appropriate or necessary.

A 'community improvement project area' can include the entire municipality or parts thereof, where council is of the opinion that community improvement is necessary due to, "... age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reason" (Section 28(1)). Further, Section 28 of the *Planning Act* allows municipalities to acquire, hold, clear, grade or otherwise prepare land for community improvement within a community improvement project area.

Once a CIP has come into effect for a community improvement project area, municipalities have the authority to:

- Construct, repair, rehabilitate or improve buildings on land acquired or held by the municipality;
- Sell, lease or otherwise dispose of any land acquired or held by the municipality; and

- Make grants or loans to registered owners, assessed owners or tenants within the community improvement project area to pay for the whole or any part of the eligible costs of the CIP.

The eligible costs of a CIP may include costs related to environmental site assessment, environmental remediation, development, redevelopment, construction and reconstruction of lands and buildings for rehabilitation purposes or for the provision of energy efficient uses, buildings, structures, works, improvements or facilities. Additionally, the total value of grants and loans made under Section 28 of the *Planning Act* and the tax assistance programs under Section 365 of the *Municipal Act* shall not exceed the eligible cost of the CIP with respect to those lands and buildings.

2.3 Provincial Policy Statement

The Provincial Policy Statement (the PPS) came into effect on April 30, 2014, and provides policy direction on matters of provincial interest related to land use planning and development. The PPS establishes the policy foundation for regulating the development and use of land, and supports the provincial goal to enhance the quality of life for the citizens of Ontario. The PPS is issued under Section 3 of the *Planning Act*, which requires that decisions affecting planning matters 'shall be consistent with' policy statements issued under the Act.

The PPS provides high-level policy direction pertinent to community improvement areas, including intensification, redevelopment, mixed land uses and heritage preservation. In this regard, the PPS promotes:

- Land use patterns in settlement areas based on densities and a mix of land uses that use land and resources efficiently, promote energy efficiency and provide a range of uses and opportunities for intensification and redevelopment (Section 1.1.3.2);
- Opportunities for intensification and redevelopment where this can be accommodated taking into account existing building stock or areas, including brownfield sites (Section 1.1.3.3);
- Development standards which facilitate intensification, redevelopment and compact form (Section 1.1.3.4);
- Planning of streets and spaces which facilitate pedestrian and bicycle movement (Section 1.5.1);

- A land use pattern, density and mix of uses which minimizes vehicle trips and supports alternative transportation modes including bus and commuter rail (Section 1.6.7.4);
- The maintenance and revitalization of downtown, and the redevelopment of brownfield sites (Section 1.7.1);
- Energy efficiency and air quality through compact form and a structure of nodes and corridors, focusing employment and other travel-intensive uses on sites which are well served by public transit, improving the mixture of employment and housing to shorten commute journeys, and design which maximizes alternative energy sources (Section 1.8.1); and
- Conservation of significant built heritage resources and significant cultural heritage landscapes (Section 2.6.1).

2.4 **County of Lambton Official Plan**

The County of Lambton maintains a two-tiered municipal government structure in which planning responsibilities are divided between an upper-tier level, the County, and 11 lower-tier (local) governments. The County of Lambton Official Plan (County Official Plan) was approved by the Minister of Municipal Affairs and Housing on December 12, 1997 with modifications, and came into effect on January 3, 1998. The County Official Plan (as amended) provides the overall policy direction for the County of Lambton and the various settlement areas in relation to land use, environmental, social and economic matters. The County Official Plan is deemed to conform to the PPS.

The approach and content of the County Official Plan provides a Lambton context for the application and interpretation of the PPS and anticipates an additional level of planning policy at the local level. Within this structure, the County Official Plan provides an overall planning policy framework for the development of detailed local planning policies which recognize unique circumstances and goals at the local level. The Minister of Municipal Affairs has also delegated approval authority for lower-tier Official Plans and Official Plan Amendments to County Council.

Section 1.3 of the County Official Plan (Purpose and Effect of the Plan) provides a general description of the intent and framework of this policy framework:

The County Official Plan is a long range management plan which outlines County policy on a number of broad settlement and resource management issues of County or inter-municipal concern.

... The Official Plan will be augmented by other strategies, plans and guidelines as well as local official plans and secondary plans. In the latter cases, the County Official Plan provides a context for more detailed planning by the local municipalities. In particular, it establishes the framework necessary to assist local municipalities in the preparation of plans and policies which reflect local needs and circumstances, in a manner that satisfies the Planning Act requirements regarding the Provincial Policy Statement.

Chapter 2 (Quality of Life), Chapter 3 (County Development and Growth) and Chapter 11 (Economic Growth) of the County Official Plan include policies having particular relevance to community improvement initiatives. The following identifies Official Plan policies that have specific application to the development and implementation of a CIP for Downtown Wyoming.

2.1 Improving Quality of Life:

- Local planning documents should encourage street design and building locations that create interesting and vibrant streetscapes. (Section 2.1.4).
- Public spaces, including streets, parks, and buildings, should be designed to be accessible and safe for all members of the community, with locations that provide links to complementary land uses ... (Section 2.1.5).

3.4 Mainstreets and Commercial Areas

- Local municipalities are encouraged to preserve and revitalize traditional mainstreet and commercial areas (Section 3.4.1).
 - Where feasible, historic buildings and structures should be conserved, and any new development should complement the historic characteristics of the mainstreet or commercial area (Section 3.4.1(e)).
 - Tourism and leisure related activities are encouraged to locate on mainstreets and commercial areas; and (Section 3.4.1(f)).
 - An environment which promotes both vehicular and pedestrian circulation should be provided.
- A high standard of building and site design in the development or redevelopment of mainstreets and commercial areas is strongly encouraged to enhance the image of Lambton County municipalities as attractive and inviting communities (Section 3.4.9).

5.1 Economic Growth

- Goal: To encourage and accommodate economic activities that contribute to the diversity of the County's economic base, in such a way as to enhance the County as a place to work, live, and visit.

5.3 Community Economic Development

- Goal: To encourage greater economic self-reliance through the development of local approaches to economic development.

- The County and local municipalities will support community economic development initiatives (Section 5.3.1).
- The County will assist in coordinating the promotion of local features to maximize the economic benefit and spin-offs which may result (Section 5.3.2).

2.5 Town of Plympton-Wyoming Official Plan

The Town of Plympton-Wyoming Official Plan (Town Official Plan) was approved by the County Approval Authority in June 2001 and is deemed to conform to the County Official Plan and the PPS. The Town Official Plan (as amended) defines the objectives and policies to guide the physical development of all lands within Plympton-Wyoming. The Plan integrates policies to provide for the orderly growth and development, and compatibility between land uses within the Town of Plympton-Wyoming.

Section 1.1 (Purpose of the Plan), paragraph 2, sets out the purpose of the policy document:

- To provide a planning policy framework for decision-making by the Municipality and its Committees, and other public bodies;
- To serve as a guide for the public and the business community regarding the growth and development of the Municipality; and
- To provide a local context for the application of Provincial and County planning policies.

Further, as detailed in Section 1.3 (Basis of the Plan), the Town Official Plan provides policies necessary to reflect local circumstances and goals within the broader context of the PPS and County Official Plan.

While it is recognized that both the Province of Ontario and the County of Lambton have planning policies establishing the general planning policy context for growth and development at a Provincial and County scale, more detailed policies are necessary to reflect local circumstances, and long term goals and aspirations of the Municipality.

Part 4 (Community Development) of the Town Official Plan includes policies specifically relating to the development of community improvement initiatives. In particular, the following referenced policies of Sections 16.3 (Urban Design) and 16.5 (Community Improvement Policies) provide particular direction for the preparation and implementation of a CIP for Downtown Wyoming.

16.3 Urban Design

- The Municipality will encourage the highest quality in design and amenity to be incorporated into the design plans in all land use designations:
 - a) Parking areas, loading areas and waste disposal storage areas should be screened from adjacent public roads by buildings and landscaping;
 - b) Landscaped strips should be installed around the entire periphery of the property, except for entrances, exits and interconnections with adjacent properties for pedestrians and vehicles;
 - c) Parking areas should be paved, curbed and landscaped to an acceptable standard;
 - d) The exterior facade of buildings exposed to abutting public roads should be designed to complement the existing streetscape;
 - e) Exterior signs should be uniform in appearance, in terms of location, size, shape, materials and colours to encourage design quality; and
 - f) Off-street interconnections for pedestrians and vehicles between existing and proposed development will be encouraged (Section 16.3.1).

16.5 Community Improvement Policies

- The entire Municipality will be designated as a Community Improvement Area. Within the Municipality individual Community Improvement Project Areas may be identified and prioritized ... (Section 16.5.2).
- For all [community improvement] areas, it is the intent of the Municipality:
 - a) to contribute to an enhanced sense of community in the Municipality;
 - b) to upgrade and improve municipal infrastructure where it is deficient;
 - c) to enhance social and recreational facilities;
 - d) to aid in fulfilling the potential of commercial districts in the Municipality; and,
 - e) to enhance the economic potential of the Municipality in order to foster employment generating activity (Section 16.5.4).
- In Commercial Areas the Municipality intends:
 - a) to enhance their role as community centres;
 - b) to encourage redevelopment, intensification and revitalization;
 - c) to upgrade and improve municipal infrastructure where deficient;
 - d) to enhance the commercial streetscape for improved aesthetics, commercial attractiveness, and to foster and improve pedestrian circulation systems;
 - e) to foster links to areas of recreational and community activities;
 - f) to foster better organization and availability of municipal or shared parking areas;
 - h) to eliminate land use conflicts (Section 16.5.6).

16.5.1 Community Improvement Criteria

- The following are considered to be candidates for community improvement projects
 - a) areas where land use conflicts exist;
 - b) areas which require upgrading or replacement of road surfaces, sewer or water systems, storm water management systems, street lighting or sidewalks. ... (Section 16.5.1.2).
- In addition to the General Criteria the following criteria should be utilized to define a Commercial Project Area (Section 16.5.1.4):
 - b) areas where streetscape improvements are needed;
 - c) areas where the provision or improvement of links, particularly pedestrian linkages, to areas of recreational and community activities; is feasible;
 - d) areas of under-utilized commercial buildings;
 - e) areas where specific works are required to facilitate desired redevelopment; (Section 16.5.1.4).

16.5.3 Implementation

- Pursuant to the Planning Act, the Municipality may designate by By-law the whole or any part of an area delineated as a potential Community Improvement Area as a Community Improvement Project Area for the purpose of preparing a Community Improvement Plan (Section 16.5.3.2).
- The Municipality may acquire and hold land within the Community Improvement Project Area and clear, grade, or otherwise prepare the land for community improvement (Section 16.5.3.3).
- Once a Community Improvement Plan has been prepared, the Municipality may construct, repair, rehabilitate or improve buildings on land acquired or held by it in the Community Improvement Project Area in conformity with the Community Improvement Plan, and sell, lease or otherwise dispose of land acquired or held by the Municipality in the Community Improvement Project area to any persons or governmental agency for use in conformity with the Community Improvement Plan (Section 16.5.3.4).
- For the purpose of carrying out the Community Improvement Plan, the Municipality may make grants or loans to property owners within the Community Improvement Project Area to pay for the whole or part of the cost of rehabilitating their properties in conformity with the Community Improvement Plan (Section 16.5.3.5).
- The Municipality may, by By-law, provide for the making of grants or loans to property owners to pay for the whole or any part of the cost of the repairs required to be done, or of the clearing, grading and levelling of the lands required to bring a property into conformity with the property standards By-law (Section 16.5.3.8).

- Local service clubs and organizations can be of great assistance in providing or assisting to provide needed or desired community facilities. Council will actively co-operate with groups seeking to provide such facilities, and will ensure that appropriate recognition is provided (Section 16.5.3.13).
- Examples of such facilities that have been provided by such groups in the Municipality and elsewhere includes neighbourhood and community parks, street furniture in commercial areas, library quarters, fire halls, and monuments (Section 16.5.3.14).
- Of equal importance are efforts made to organize special events, fall fairs, festivals and promotions (Section 16.5.3.15).
- The Municipality may make use of Federal and Provincial cost-sharing, funding or incentive programs in order to achieve desired community improvements (Section 16.5.3.16).

2.6 **Summation**

Applicable policies of the Provincial Policy Statement, County Official Plan and Town Official Plan have been considered in the preparation of this CIP. The preparation of the CIP is also consistent with the provisions of Section 28 in the Planning Act as the process is guided by an Official Plan Amendment in terms of notices and approvals.

3.0

CONSULTATION

3.1 CIP Steering Committee

A Steering Committee (SC) was formed to help guide the preparation of the Downtown Wyoming CIP. The Committee was comprised of a senior municipal staff and met on several occasions during the preparation of the CIP.

These meetings allowed MHBC to:

- Provide the SC with progress updates;
- Discuss findings of the strengths, weaknesses, opportunities and threats (SWOT) analysis, the public realm improvement concept, financial incentive programs and other key components of the CIP;
- Obtain comments and input from the SC on the recommended CIP and its associated incentive programs and design guidelines (prior to finalization of the Plan; and
- Coordinate public meetings and other steps required to complete the CIP.

3.2 Public Meetings and Workshops

3.2.1 Public Information Session

Prior to the formal initiation of the CIP process, municipal staff coordinated a public information session on October 2016 where business owners, property owners and residents had an opportunity (1) to consider a potential CIP initiative for Downtown Wyoming and to (2) discuss the strengths and weaknesses of the core area. Comments received as a result of this initial meeting were recorded and help to inform the future CIP process.

Generally, the input received related to public or private realm initiatives to improve the overall image and character of Downtown Wyoming. Below is an overview of some of the comments/suggestions received through this group discussion.

Private Realm Improvement Considerations:

- Enhance building façades;
- Dress empty window fronts;
- Upgrade building lighting;
- Provide additional tree/flower plantings; and
- Promote café/outdoor patios.

Public Realm Improvement Considerations:

- Provide hanging flower baskets, flower boxes;
- Introduce directional signage, advertise downtown shopping/activities;
- Hold public events to encourage economic development (e.g., sidewalk sales, street parties);
- Consider traffic calming elements;
- Introduce bicycle lanes, bicycle racks;
- Encourage consistent tree plantings;
- Promote a unified streetscape character (e.g., lighting, benches, box planters); and
- Establish a Business Improvement Area or similar association.

3.2.2 Public Open House

MHBC, together with the Town staff, held a Public Open House on April 24, 2018 to achieve the following principal objectives:

1. Provide background information to the public on the purpose and rationale for this CIP;
2. Present the study process carried out for the CIP Community Improvement Project Area, as well as the key study goals and objectives;
3. Identify and receive input on the proposed Façade and Structural Improvement Program and associated draft Downtown Wyoming Design Guidelines being considered for inclusion in the CIP;
4. Illustrate gateway sign concepts being considered for the Broadway Street corridor; and
5. Explore opportunities to promote renewal and revitalization in the commercial core.

Approximately 50 people attended the Public Open House. Attendees included business and property owners, representatives of community associations, residents, Town staff and members of Council. MHBC provided a formal presentation and display boards addressing those matters noted above. Attendees were also invited to submit written comments relating to the CIP study and other potential community improvement initiatives.

At the conclusion of the formal presentation, an open question and answer session was held. The following sets out the core themes discussed by the group during the course of this session:

- Collectively, the proposed Façade and Structural Improvement Program and Downtown Wyoming Design Guidelines represent a positive, 'first step' to encourage greater investment and beautification in the core area;
- The CIP should be considered one component of a larger effort to enhance and promote both the downtown and, more generally, the community of Wyoming. Other initiatives proposed during the course of the discussion included:
 - Property tax rebates to promote the use of vacant buildings;
 - Adopting and enforcing property standards;
 - Publishing a business directory;
 - Organizing community events, including closing Broadway Street for street parties; and
 - Establishing a Business Improvement Area, potentially with retailers from Reeves Corners;
- Safety concerns associated with Broadway Street should be addressed to help promote a more pedestrian-oriented downtown. In particular:
 - The Town should consult with the County of Lambton to explore the possibility of reducing traffic speeds in the core area;
 - County Road 21 (Broadway Street) functions as a major transportation route and a hauling route for heavy trucks. Consideration should be given to re-routing truck traffic around Wyoming to help promote a more pedestrian-oriented downtown;
 - The sidewalk arrangement for Broadway Street should be investigated further with the County of Lambton to confirm if any improvements can be made in the near term to improve accessibility;
- Vacant businesses detract from the vibrancy of the commercial core. Providing window displays in vacant businesses is one option to help promote adjacent retailers and further demonstrate pride in the community;
- The Town should focus on improvement opportunities that provide the greatest value for the available funds;
- In addition to the gateway signs proposed along Broadway Street near the north and south limits of Wyoming, additional 'welcome' signage should be erected to draw greater attention to downtown activities. Locations immediately south of the CN railway line and near the Confederation Line (Lambton County Road 25)/Broadway Street intersection were identified as potential locations for additional gateway signage; and
- Landscaping enhancements for the downtown should: have consideration for the cold climate; be protected from snowplowing practices; and be salt tolerant. Box planters that can be removed in the winter season were identified as one practical solution to address these concerns.

The input received at the Public Open House was utilized to inform and finalize the SWOT Analysis and to finalize the incentive-based programs and design guidelines associated with this CIP. Comments received by way of the open house also provided Town Council, Town staff, business owners and other stakeholders with a number of community-oriented initiatives to consider, and potentially implement, in the near term.

4.0

SWOT ANALYSIS

4.1 Purpose and Methodology

An analysis of current conditions and strengths, weaknesses, opportunities and threats (SWOT) in the Study Area was undertaken to gain an understanding of the key issues and need for the Community Improvement Plan. This SWOT Analysis provides a key foundation for the preparation of the CIP.

The SWOT Analysis included a review of aerial photographs and several walking tours of the Study Area. During these walking tours, consulting team members took photographs, made observations and took notes with respect to the built form, physical characteristics and conditions, land uses and economic activity in Downtown Wyoming. In addition, observations were also made regarding the strengths, weaknesses, opportunities and threats in the Study Area. The SWOT Analysis focused on land use, built form, the public realm, transportation and parking, and economic activity.

Findings of the SWOT Analysis were discussed with attendees at the Public Open House. Comments received during and after this meeting were utilized to finalize the SWOT Analysis contained herein.

4.2 Key Observations

4.2.1 Land Use Conditions

Strengths:

- Downtown Wyoming contains a commercial district that is small-scale and walkable;
- Broadway Street is a well-traveled route, drawing in vehicular flows; and
- Sufficient quantity of on-street and off-street parking is available within the vicinity of the downtown business area.

Weaknesses:

- Core area provides a relatively limited range of retail uses and services;
- Lack of street furniture takes away from the pedestrian environment and 'sense of place' experience; and
- There is a limited number of defined pedestrian crossings along Broadway Street.

Opportunities:

- Off-street parking facilities could be reconfigured to increase the overall number of stalls within convenient walking distance of the downtown;
- Surrounding land uses are largely developed for residential purposes (supporting a pedestrian-oriented environment); and
- The Broadway Street right-of-way provides an adequate size to accommodate a redesigned street corridor incorporating street furniture, street trees and plantings other street elements.

Threats:

- The relative size of the Wyoming central commercial area and the range of existing business uses limit attraction of people and new businesses to the area.

4.2.2 Building Conditions**Strengths:**

- The core area provides a good variety of building types and façade materials; and
- Most of the residential building stock along Broadway Street is in fair to good condition and provides opportunities for conversion to commercial/office or mixed uses.

Weaknesses:

- A number of buildings along Broadway Street are vacant and not well-maintained; and
- Certain buildings fronting Broadway Street have blank or outdated facades and signage.

Opportunities:

- Poor condition of certain buildings warrants municipal initiatives to support façade improvements and upgrades;
- Potential to pair public realm and streetscape improvements to help promote reinvestment in individual commercial and business properties;
- Underutilized or vacant buildings represent a significant opportunity to inject new businesses and activity into the downtown.

Threats:

- Further decline of building stock may result in additional vacancies, reduced local investment and overall deterioration of the streetscape.

4.2.3 Streetscape and Urban Design Conditions**Strengths:**

- Downtown Wyoming is relatively compact in terms of its spatial extent, presenting the opportunity for walkable travel;
- The entire length of the core area has a considerable level of pedestrian connectivity with surrounding and adjacent residential neighbourhoods (i.e., sidewalks are available on both sides of the street); and
- Buildings frame the street, and have pedestrian-scaled and pedestrian-oriented building facades.

Weaknesses:

- Lack of a proper gateway features identifying the downtown district;
- Minimal street trees, boulevard plantings and street furniture;
- Limited, defined pedestrian crossings along the key intersections and principal streets; and
- Poor condition of certain existing commercial buildings negatively impacts upon the larger streetscape.

Opportunities:

- Streetscape improvements being considered by the Town will help to enhance the visual appearance of the downtown; and
- Potential streetscape improvements and municipal incentive programs may encourage businesses to complete façade and structural improvements to improve the overall streetscape aesthetic.

Threats:

- Traffic volumes and speeds limit opportunities to enhance the pedestrian-orientation of the downtown core; and
- The lack of integration of landscaping and street furniture will limit the overall benefit gained by private sector investment in building facades.

4.2.4 Economic Conditions**Strengths:**

- The core area contains a mix of leisure, retail, and offices, including a good core of essential services in town (grocery store, convenience store, pharmacy, restaurants) along Broadway Street.

Weaknesses:

- Lack of a major business anchor to draw people into the community;
- Empty store fronts discourage pedestrian or business engagement; and
- The area generally lacks specialized (unique) retail business opportunities to draw visitors from other communities and attract new businesses to Wyoming.

Opportunities:

- Opportunity to attract new businesses to vacant buildings and redevelop on vacant sites.

Threats:

- Sidewalk and streetscape conditions may negatively impact attractiveness of the area for current and new businesses; and
- Small local (base) population to attract new businesses.

5.0

COMMUNITY IMPROVEMENT PLAN

5.1 **Goals and Objectives**

The goals of the Community Improvement Plan are to promote and foster continued growth and development in Downtown Wyoming and to enhance the built heritage and streetscape aesthetics of the core area.

The objectives of this CIP are to:

- Facilitate and promote community economic development;
- Improve social, community and environmental conditions;
- Encourage the preservation, restoration, adaptive reuse and improvement of the existing building stock; and
- Promote the ongoing viability and revitalization of Downtown Wyoming as the focus of pedestrian oriented retail, commercial, office, civic, cultural, and entertainment uses.

5.2 **Mapping**

As discussed in Section 1.2 of this Plan, the defined Community Improvement Plan Area includes all lands within the Central Commercial Area designation as delineated on Schedule "B" of the Town of Plympton-Wyoming Official Plan.

Any revisions to the CIP areas will require an amendment to this Town of Wyoming Central Commercial Area CIP.

5.3 Community Improvement Plan Programs

5.3.1 Façade and Structural Improvement Program

a) Overview

In order to implement the goals and objectives of the CIP, the Town is offering a Façade and Structural Improvement Program applicable to Downtown Wyoming. The purpose of this CIP Program is to promote restoration and rehabilitation of buildings in the Study Area. In this respect, this Program provides capital grants to assist property owners and tenants with projects that upgrade and enhance existing commercial buildings in the downtown core.

This program is designed to assist in practical and authentic improvements to help enhance the features and vitality of Downtown Wyoming. Projects that result in façade or structural improvements that build upon the architectural tradition of the downtown core are therefore encouraged.

b) Terms of the Program

The Façade and Structural Improvement Program provides incentives to property owners and tenants who:

- Improve the façade of a building; and/or
- Complete structural improvements necessary to maintain the safety and integrity of a structure; and
- Undertake a project with a minimum overall estimated cost of \$2,000.

The following incentives may be offered to approved projects under this program:

- Capital grants up to 33% of the cost of commercial façade and structural improvements that satisfy design guidelines (\$5,000 per project per year maximum); or
- Capital grants up to 50% of the cost of commercial façade and structural improvements that satisfy design guidelines and result in second (double) façades (\$7,500 per project per year maximum).

For the purposes of this Plan, commercial buildings include those accommodating retail, service and office uses. In accordance with Section 28(7) of the Planning Act, the total of the grant provided shall not exceed the eligible cost of the CIP with respect to the affected lands and buildings.

c) Eligibility Criteria

The following eligibility criteria applies to the Façade and Structural Improvement Program outlined in this Plan:

- Properties eligible for the financial components of the Program must be within the defined Community Improvement Plan Area (i.e., Downtown Wyoming);
- Grants may be awarded to projects which are consistent with the defined Terms of the Program;
- Only applications submitted for work or development undertaken subsequent to the approval date of this Community Improvement Plan will be eligible for financial incentives;
- Properties eligible for the incentives must not be in tax arrears or in arrears with regard to any other municipal financial obligations. Additionally, the property owner must not be in debt or involved in litigation with the Town;
- Applicants shall provide the Town with all required information and reports for the subject property prior to receiving any financial incentives under this community improvement plan;
- The Town may discontinue the Program at any time; however, any participants awarded grants through the Program prior to its cancellation will receive the incentive;
- Applicants are to submit plans, obtain permits and complete agreements within 90 days of submitting an application under the Downtown Wyoming CIP;
- The Town of Plympton-Wyoming reserves the right to establish other Program criteria that may be deemed appropriate on a site or project-specific basis; and
- In accordance with Section 28(7) of the Planning Act, an 'applicant' is defined as "registered owners, assessed owners and tenants of lands and buildings within the community improvement project area, and to any person to whom such an owner or tenant has assigned the right to receive a grant or loan, to pay for the whole or any part of the eligible costs of the community improvement plan".

d) Application Procedure

Applicants are encouraged to have a pre-application consultation meeting with Town staff in order to review program eligibility, the proposed scope of work, project timing, and the preliminary development concept (including project details such as the proposed building size, height and density, and gross floor area of commercial space).

Before accepting an application, Town staff will screen the proposal and application. If the application is not within the Community Improvement Project Area, or the application clearly does not meet the program eligibility criteria, the application will not be accepted. If Town staff determine that the application is not acceptable for one or more of the above noted reasons, the application will be returned to the applicant with a letter explaining the reason for not accepting the application. Acceptance of the application by the Town in no way implies program approval.

The Town may accept applications all year round for this program. Alternatively, the Town may issue a request for applications for this Program once or twice per year depending on availability of funding and program interest.

The Town may request that applications for this Program be accompanied by supporting documentation, including but not necessarily limited to:

- Photographs of the existing building facade;
- Historical photographs and/or drawings;
- A site plan and/or professional design study/architectural drawings;
- Specification of the proposed works, including a work plan for the improvements to be completed and construction drawings;
- Two (2) cost estimates for eligible work provided by a licensed contractor; and
- Any other financial information deemed relevant by the Town to assess the merits of the application.

Additionally:

- For buildings designated under the Ontario Heritage Act, the facade restoration and improvement works should be supported by documentation in the form of historic photographs or drawings clearly showing the feature(s) to be restored or reconstructed;
- The Town will typically decide on eligibility within 60 days of the submission. A project shall not commence prior to application consideration and approval by Council. All works must be completed within 12 months of approval from Council or the funding approval will lapse (unless an extension is granted by the Town);

- An agreement concerning a grant may be registered against the land to which it applies and the Town shall be entitled to enforce the provisions thereof against any party to the agreement and, subject to the provisions of the Registry Act and the Land Titles Act, against any and all subsequent owners or tenants of the land;
- If the application is approved, and the applicant elects to engage the contractor who provided the highest cost estimate, the Town's grant contribution will be based on the lowest cost estimate; and
- An application fee may be collected at the time of application.

e) Application Review and Evaluation

Applications, supporting materials and documentation will be reviewed by Town staff relative to program requirements. The determination of eligible works and the recommendation on the application will be guided by the Downtown Wyoming Design Guidelines and any other Council-approved guidelines, as amended from time to time, and other appropriate reference material as determined by Town staff.

Generally, applications are to be assessed under three main considerations:

1. Consistency with: the Downtown Design Wyoming Guidelines; the original architectural design of the building; and urban design and heritage themes consistent with the architectural era;
2. The extent to which a project addresses life safety and major structural deficiencies, and/or improves the overall appearance of the property; and
3. Overall benefit to Downtown Wyoming and consistency with the Town's Official Plan and other applicable policies/guidelines.

Projects that maintain and enhance, or authentically replicate the traditional commercial façade will be given prime consideration. In this respect, the program encourages the restoration of facades to their original state using authentic or original materials. All structural improvements shall comply with the requirements of the Ontario Building Code and applicable by-laws of the Town.

f) Application Approval

An application for the Façade and Structural Improvement Program will be approved by Council or Council's designate following review of a recommendation report prepared by Town staff. If this report recommends approval of the application, a grant agreement satisfactory to the Town Solicitor will also be prepared. This agreement will

contain conditions to ensure that the project is commenced and completed in a timely fashion. This agreement will be forwarded to the applicant to be dated and signed.

Provided the recommendation report supports the proposed application, the report and a draft grant agreement will be forwarded to Town Council or Council's designate for consideration. Final decisions on applications and allocations of funds shall be made by Town Council unless Town Council has expressly delegated its authority to Town staff to make decisions on individual applications. Council, or its delegate, at its sole discretion shall determine those properties eligible for the program based on, among other matters, the condition of existing buildings on site (if applicable), the level of Town participation in the program (if applicable) and other relevant considerations. Further, if the Town delegates its authority then the applicant shall be afforded an opportunity to appeal the staff decision to Town Council or an appropriate Committee of Council.

If Council or Council's designate approves the application and grant agreement, the agreement will be executed (signed and dated) by Town officials and a copy will be provided to the applicant.

g) Payment

Payment of the Façade and Structural Improvement Program grant by the Town shall not take place until:

1. The grant agreement has been executed by the applicant and the Town;
2. Construction of the eligible works is completed;
3. Photographic evidence of the completed works has been submitted (satisfactory to the Town);
4. Town staff have inspected the completed works (as necessary) to ensure that the project has been completed in accordance with the program application and grant agreement (where applicable);
5. Invoices clearly showing the amount paid for all eligible works have been submitted;
6. Written verification that all contractors have been paid in full has been provided; and,
7. Staff are satisfied with all reports and documentation submitted.

Prior to issuance of the grant payment, Town staff will conduct a final building/site inspection (as necessary) to ensure that the project has been completed in accordance with the grant application and agreement. Once the project is complete and an occupancy permit has been issued, Town staff will ensure that all program and grant agreement requirements have been met to the Town's satisfaction. The Town will then issue payment of the grant in the amount specified as per the calculation of the actual grant payment.

Town staff will monitor the project, periodically checking that the project is in compliance with the grant agreement requirements. Town staff will take appropriate remedies as specified in the grant agreement if the applicant defaults on the agreement.

5.4 Program Administration

5.4.1 Implementation Strategy

A strategy has been developed to implement the incentive program(s) recommended within this Plan. The information provided below specifies implementation details and key stakeholders who will be involved in implementation.

The program(s) established under the Community Improvement Plan will be implemented over a five-year period; however Council may elect to extend the program for an additional term where Council deems it appropriate or necessary to do so. It is intended that plan implementation will commence June 25, 2018 and end June 25, 2023, except where Council extends plan implementation in accordance with the Official Plan. The financial incentive programs of this CIP do not come into effect until adopted by Council and the appeal period established in the Planning Act has lapsed.

In addition to the direction provided in this Plan, Council may prepare and adopt a set of guidelines and procedures to specify how the Plan components will operate. The guidelines will address such issues as the nature of improvement projects that will be approved, the application and approval procedures, requirements for legal agreements, and in the case of competing projects (where applicable) how decisions will be made as to which project receives priority approval.

5.4.2 Budget Allocation

At the time Council establishes its annual budget, it will determine the maximum contribution to be made available to the various programs under this Community Improvement Plan for the current year. The funding available on an annual basis will not require an amendment to this Plan, unless the funding is proposed to apply to new programs not contemplated in this Plan.

Council shall ensure the CIP operates in accordance with any applicable Provincial legislation and policy.

5.4.3 Amendments to the Plan

Amendments to the Community Improvement Plan shall be required for:

- Adjustments to CIP boundaries; and
- Addition of new incentive programs.

The individual incentive program(s) in this Plan can be activated, deactivated or discontinued by Council without amendment to this CIP. Additionally, Appendices to the Plan can be revised or removed without amendment to this CIP.

Any amendment to this Plan shall be in accordance with Section 28 of the Planning Act and the Municipal Act, as applicable. Any amendments and changes to financial incentive programs would not come into effect until adopted by Council and the appeal period established in the Planning Act has lapsed.

5.4.4 Monitoring

Town staff will monitor funds dispersed through the CIP to inventory and assess the participation in the incentive program(s) and associated budget allocations. A monitoring report addressing the utilization of the CIP incentives will be provided to Town Council on an annual basis. Information provided in the annual monitoring report will be used to adjust the CIP program(s), as required, as well as to receive feedback from applicants to consider possible refinements to the available incentives. Further, the monitoring program will provide an overview of the economic impact associated with projects taking advantage of CIP incentives.

In conjunction with the monitoring program, the Town shall conduct a review of the CIP a minimum of every five years to assess the overall effectiveness of the incentives. At that time, the Town may revise the terms and requirements of any of the programs contained in this Plan, without amendment to the CIP. These refinements may include the terms, eligibility requirements, duration or level of incentives. Further, Council has the authority to discontinue any program contained in this Plan without amendment to the Plan.

Any amendments to the Plan to adjust boundaries or add new programs will be in accordance with Section 5.4.3 of this Plan.

5.4.5 CIP Marketing

The Town may initiate a marketing strategy to build community awareness and support for the CIP, and to make stakeholders aware of the available financial incentive program opportunities. In this regard, successful implementation of this CIP will be determined, in part, by the Town's leadership role in communicating the

program incentives to property owners, business owners, developers, residents and other interested parties within the CIP Area.

A series of marketing tools may be utilized to engage and inform the target audience on the benefits associated with CIP incentives. The following key tools are recommended to increase CIP awareness:

- Promote incentive programs and profile public/private revitalization projects in municipal newsletters, local media and other local publications;
- Provide guidelines detailing: financial incentive programs available through the CIP; general program requirements; and how to apply;
- Provide summary information regarding the CIP and program/project updates on the municipal website; and
- Meet on a regular basis with local businesses, community groups and other stakeholders to discuss CIP programs and other municipal initiatives supporting the revitalization of Downtown Wyoming.

5.4.6 Financial Management

The Town will ensure that implementation of the Plan is financially viable and that the required budget allocations are in place to manage the program in accordance with good municipal practices. Council shall establish program funding limits for each CIP program on an annual basis in conjunction with the municipal budgeting process. Additionally, Council may refine program components, or discontinue programs, without amendment to this Plan.

APPENDIX 'A'

Downtown Wyoming Design Guidelines



TOWN OF PLYMPTON-WYOMING

DOWNTOWN WYOMING DESIGN GUIDELINES

MAY 2018

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PART ONE

PURPOSE AND BACKGROUND

PURPOSE AND APPROACH

The design guidelines and associated recommendations set out in this document have been prepared in conjunction with the Community Improvement Plan (CIP) process conducted for completed for Downtown Wyoming. This Guideline document has been prepared by MHBC on behalf of the Town of Plympton-Wyoming.

The intent of the guidelines provided herein is to establish design direction for development and redevelopment projects being considered in the defined Downtown Wyoming CIP area. Further, this Guideline document is intended to assist with:

- The implementation of Provincial and Official Plan policies relating to such matters as the promotion of efficient land use and development patterns, the creation of strong, livable and healthy communities and the protection of the environment and public health and safety; and
- Achieving a high-quality standard of urban design throughout the Wyoming commercial core.

The design analysis and guidelines component of this document provide direction on considerations such as site layout, building orientation and massing, architectural elements, landscaping and public realm elements.



This design direction will: assist in the evaluation of proposals for development/redevelopment; inform decisions on public infrastructure projects and other local investments; and guide the development of design-related education and/or incentive programs.

The implementation component of this document sets out a design action plan for the Town including recommendations on the need for any additional documents, tools, processes and/or other measures necessary to effectively implement these design guidelines.

The design guidelines are organized as follows:

Part 1. Introduction and Background – outlines the purpose, general application and structure of the guidelines, as well as providing the general design context.

Part 2. Design Analysis – provides an overview of the character and design context for the Study Area, as well as the design principles established as part of this assessment.

Part 3. Design Guidelines – contains the design guidelines to be applied to specific types of development in Downtown Wyoming.

Part 4. Implementation – provides a detailed overview of the various documents, tools and processes that can be used to implement and support the design guidelines, together with direction on how they can be used.

GUIDELINE DEVELOPMENT PROCESS

The design guideline development process was informed technical feedback and input received from Steering Committee (SC) established to guide the preparation of the Downtown Wyoming CIP. The Committee was comprised of a senior municipal staff and met on several occasions during the preparation of the CIP.

To assist in understanding the local design context, field visits to Wyoming were conducted and site assessments of the downtown core were conducted. As well, a number of local background documents and studies were reviewed and considered, including urban design policies associated with the County of Lambton Official Plan and the Town of Plympton-Wyoming Official Plan.



The design evaluation also considered public input obtained through:

- Two community meetings arranged as part of the Downtown Wyoming CIP process (October 2016; April 2018). Comments received at these meetings helped to assess the community's priorities regarding the design direction for the Study Area;
- The posting of regular updates to the municipal website to provide the public with access to related information and materials.

The current legislative and policy context (Planning Act, Provincial Policy Statement, County Official Plan, Town Official Plan) were also considered in the preparation of these guidelines.



LEGISLATIVE AUTHORITY AND POLICY CONTEXT

Planning Act

Ontario's *Planning Act*, 1990 (the 'Planning Act'), is the principal land use planning legislation in Ontario, and regulates how land uses can be controlled. The Planning Act was amended in 2007 to provide municipalities with additional powers to support the development and redevelopment of attractive, compact, well-designed and environmentally sustainable communities.

The key amendments were to the provisions with respect to site plan control, which were revised to increase municipal authority to:

- Consider the external design of buildings, including the character, scale, appearance and design features (architectural and window details, texture etc.) and their sustainable design; and
- Implement sustainable streetscape improvements on public boulevards adjoining development sites, such as street trees and other plantings, permeable paving materials, street furniture and bicycle parking facilities.

As a result, municipalities now have greater authority to address design considerations as part of the development approval process and to implement related tools such as design guidelines.

Provincial Policy Statement

The Provincial Policy Statement (PPS), issued under the authority of Section 3 of the Planning Act, provides policy direction on matters of provincial interest related to land use planning and development. The PPS includes policies on key issues that affect our communities, such as: the efficient use and management of land and infrastructure; protection of the environment and resources; and ensuring appropriate opportunities for employment and residential development, including support for a mix of uses. Further, the policy promotes healthy communities, a clean and healthy environment and a strong economy. The PPS requires that all decisions affecting land use planning matter 'shall be consistent with' policy statements issued under the Act.

While the PPS does not contain specific urban design policies, it does contain a range of policies that are either fully or partially reliant on urban design considerations to achieve effective implementation. Such policies include, but are not limited to:



- Promoting healthy, active communities by planning public streets, spaces and facilities to be safe, meet the needs of pedestrians and facilitate pedestrian and other non-motorized movement, such walking and cycling;
- Maintaining and, where possible, enhancing the vitality and viability of downtowns and mainstreets and conserving significant built and cultural heritage resources;
- Planning so that major facilities (e.g. transportation corridors and industrial uses), are appropriately designed, buffered and separated from sensitive land uses to prevent adverse effects; and
- Providing for a full range and equitable distribution of publicly-accessible built and natural settings for recreation, including facilities, parklands, open space areas, trails and, where practical, water-based resources.

County of Lambton Official Plan

The County of Lambton Official Plan (County Official Plan) was approved by the Minister of Municipal Affairs and Housing on December 12, 1997 with modifications and came into effect on January 3, 1998. The County Official Plan (as amended) provides the overall policy direction for the County of Lambton and the various settlement areas in relation to land use, environmental, social and economic matters. The County Official Plan is deemed to conform to the PPS. The County Official Plan contains a range of policies that relate, either directly or indirectly, to urban design matters of relevance to the Downtown Wyoming context.

Chapter 2 of the Plan (Quality of Life) contains policies that aim to improve the quality of life within the County. These policies include encouraging street and building design that enhances and creates vibrant streetscapes, as well as encouraging spaces to be accessible and safe for all members within the Lambton community.

Chapter 3 of the Plan (County Development and Growth) provides policies and guidelines geared towards mainstreet areas, with the intent to protect, enhance and revitalize existing downtowns. Collectively, these policies encourage local municipalities to:

- Preserve and revitalize traditional mainstreet and commercial areas;
- Provide an environment for both vehicular and pedestrian circulation; and
- Promote tourism and leisure related activities to locate on mainstreet and commercial areas.

Further, a high standard of building and site design in the development or redevelopment of mainstreets and commercial areas is strongly encouraged in this policy framework (as a method of enhancing the image of Lambton County municipalities as attractive and inviting communities).

Chapter 5 of the Plan (Economic Growth) documents the promotion of economic development efforts within the County, focusing on the fostering of small business growth and community improvement. Policies in this Chapter encourage and accommodate economic activities that contribute to the County's economic base in a way that enhances the County's image as a destination to work, live, and visit.

Town of Plympton-Wyoming Official Plan

The Town of Plympton-Wyoming Official Plan (Town Official Plan) was approved by the County Approval Authority in June 2001 and is deemed to conform to the County Official Plan and the PPS. Section 1.1 (Purpose of the Plan), paragraph 2, sets out the purpose of the policy document:

- To provide a planning policy framework for decision-making by the Municipality and its Committees, and other public bodies;

- To serve as a guide for the public and the business community regarding the growth and development of the Municipality; and
- To provide a local context for the application of Provincial and County planning policies.

Part 4 (Community Development) of the Town Official Plan includes policies specifically relating to urban design and community improvement initiatives. In particular, the following referenced policies of Section 16.3 (Urban Design) provide particular direction for the preparation and implementation of design guidelines for Downtown Wyoming.

1. The Municipality will encourage the highest quality in design and amenity to be incorporated into the design plans in all land use designations:
 - a) Parking areas, loading areas and waste disposal storage areas should be screened from adjacent public roads by buildings and landscaping;
 - b) Landscaped strips should be installed around the entire periphery of the property, except for entrances, exits and interconnections with adjacent properties for pedestrians and vehicles;
 - c) Parking areas should be paved, curbed and landscaped to an acceptable standard;
 - d) The exterior facade of buildings exposed to abutting public roads should be designed to complement the existing streetscape;
 - e) Exterior signs should be uniform in appearance, in terms of location, size, shape, materials and colours to encourage design quality; and
 - f) Off-street interconnections for pedestrians and vehicles between existing and proposed development will be encouraged.

Policy Summary

In summary, applicable policies of the Provincial Policy Statement, County Official Plan and Town Official Plan, including those presented above, have been considered in the preparation of the design guidelines contained herein.



GENERAL DESIGN CONTEXT

Introduction

The community of Wyoming represents the largest urban settlement in the Town of Plympton-Wyoming Council, having a population of approximately 2,400 persons and a total area measuring approximately 4.6 km². Historically, the growth and development of Wyoming is attributed, in part, to its location along two key transportation facilities: the Canadian National (CN) railway line extending east-west through the community; and County of Lambton Road 21 (Broadway Street) traversing north-south through the community. A traditional downtown commercial core has developed in Wyoming near the intersection of these two transportation links (particularly north of the CN railway line).

The defined Wyoming CIP area includes all lands within the Central Commercial Area designation as delineated on Schedule "B" of the Town of Plympton-Wyoming Official Plan. This area, which measures approximately 10.1 hectares, forms the commercial core of the community and generally extends along the Broadway Street corridor from Plympton Street north to Erie Street and from Toronto Street west to London Street. The CIP Area excludes those lands adjacent to the CN railway line designated Industrial under the Town's Official Plan.



Growth and Demographics

According to the 2016 Census, the population of Wyoming has grown modestly over the past five years and is expected to continue to grow at a modest rate. Future growth and development may present both opportunities and challenges for the community; however the application of urban design principles can help to attract and retain businesses and residents in Wyoming. In this regard, creating and maintaining the community's identity and 'sense of place' can make the core area more recognizable to and desirable for residents, business patrons and other investors.

Current (2016 Census) demographic data for Wyoming illustrates:

- A larger percentage of 0-14 year olds relative to the rest of Ontario;
- A larger percentage of 65+ relative to the rest of Ontario; and
- A smaller percentage of 15-64 year olds relative to the rest of Ontario.

Wyoming demonstrates a relatively high 65+ age cohort as a percentage of the community's total population. It is important that future development within Wyoming considers this aging population and its long-term needs. Over the longer term, it is anticipated that there will be a greater need for services and amenities for seniors. Urban design guidelines are encouraged to reflect, wherever possible and appropriate, provisions to these types of services and/or amenities. Further, accessible design features should be required as part of new development/re-development proposals.

PART TWO

DESIGN ANALYSIS AND DESIGN PRINCIPLES

DESIGN ANALYSIS

The following section provides (1) a general assessment of the design context for Wyoming and (2) outlines several key design opportunities and considerations.

Existing Land Uses and Character

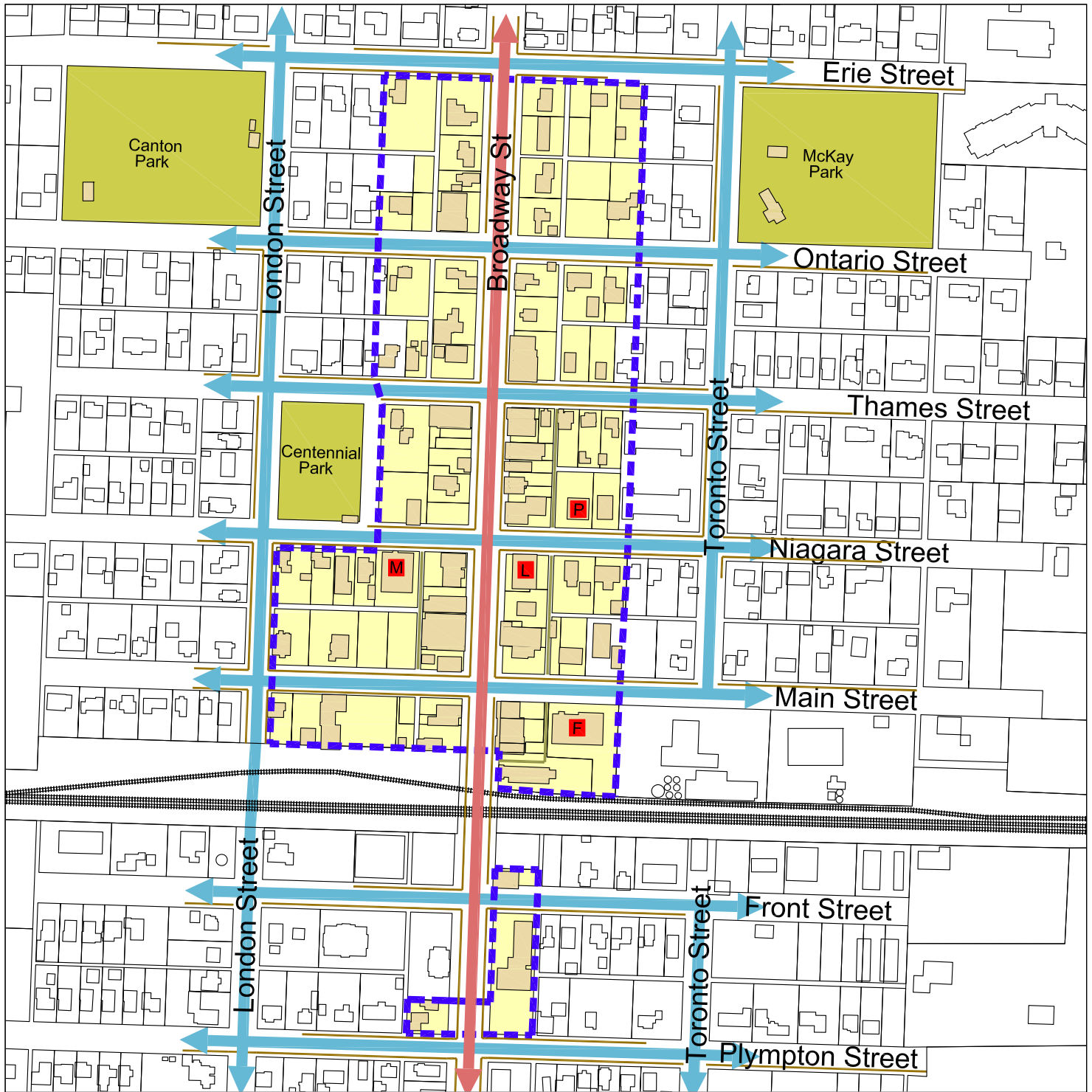
In summary, Wyoming provides a broad range of land use opportunities and contains a number of residential, commercial, institutional, and natural features.

Existing residential development in Wyoming is predominately low density in form; with a limited number multiple-unit residential developments evident in established neighbourhoods and in the vicinity of the commercial core. The character of the existing residential areas in Wyoming are typically one to one and a half storey ranch style bungalows. The newest residential areas, located at the North and Southeast boundaries of the community are characterized as primarily of one and two storey dwellings on relatively smaller lots. A number of parks are situated within the existing residential neighbourhoods, including Canton Park and Centennial Park situated west of Downtown Wyoming, and McKay Park located east of the core.

Downtown Wyoming contains the community's historic commercial area and incorporates a mix of newer and older residential, commercial and institutional buildings on a range of parcel sizes. The majority of the businesses in the core are smaller, independently-operated office, convenience and service commercial and personal services uses. Older buildings along the Broadway Street corridor are generally two storeys in height, located close to the street, and pedestrian-oriented. A number of these older buildings are currently vacant. Infilled between older buildings are newer developments (typically one storey in height). Additionally, residential one and two storey houses are located in between the gaps in the built fabric of the downtown core. A number of these houses have been converted to service/retail commercial uses.

Figure 1 to this Guideline document provides an overview of the existing land uses and design context within the defined Downtown Wyoming CIP Area.

Several institutional uses are dispersed throughout the community, including educational (Holy Rosary Catholic School, Plympton-Wyoming Public School), library (Lambton County Library), health services and religious (Christian Reformed Church, Wyoming Chapel,



- | | |
|----------------|------------------|
| SIDEWALKS | FIRE STATION |
| LANEWAY | MUNICIPAL OFFICE |
| SECONDARY ROAD | LIBRARY |
| PRIMARY ROAD | CANADA POST |

Figure 1
**Community
Context Map**

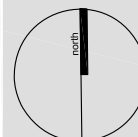


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PLANNING
URBAN DESIGN
& LANDSCAPE
ARCHITECTURE
MHBC PLANNING

DATE: May 18, 2018

SCALE 1 : 4,000



**COMMUNITY
IMPROVEMENT
AREA**

P:\17284\A\Graphics\

Figure 1 -Community Context Map - May 18 2018

Wyoming United Church, Wyoming Baptist Church) institutions. Collectively, these institutions support Wyoming's social, educational, cultural, health and recreational needs. Additional community serving uses in the community include the Wyoming Fire Department, Plympton-Wyoming Municipal Office, Wyoming Post Office, and the County of Lambton Administration Building.

Industrial activities in Wyoming are generally located mid-block between Front Street and Main Street. This area serves as a key employment area for the community. The Wyoming VIA Rail train station is also situated in this industrial area. The station provides rail connectivity with larger municipalities including Sarnia, London, and Toronto. Currently, little to no land use transitioning, buffering and landscape screening is provided between the industrial area and adjacent commercial/residential areas.



Design Opportunities

The following provides a summary of (1) general strengths of the existing commercial core and (2) design opportunities identified to enhance the overall image of the downtown.

General Strengths:

- The commercial core is centrally located and has a relatively compact form which allows for a reasonable walking distance between most existing retail/service commercial and residential uses;
- Downtown Wyoming provides a broad range of businesses and core services (e.g. grocery store, convenience store, pharmacy, restaurants, municipal offices);

- Broadway Street (Lambton County Road 21) is a well-traveled route; high traffic volumes provide awareness of the core area and the larger community;
- The Town provides ample pedestrian and vehicular connections between the core and nearby residential neighborhoods, community facilities, parks and open space areas; and
- There is a sufficient amount of on-street and off-street parking to provide accessibility for visitors who travel by vehicle.

Design Opportunities:

- **Streetscape Design:** The entire length of Broadway Street should be considered as a priority for enhanced streetscape design due to its high visibility and the nature of adjacent lands uses and buildings. In these areas, there should be an increased focus on:
 - Creating a continuous corridor of large, branching, street trees to improve the pedestrian environment (e.g. provide shade), provide a visual cue to slow traffic and mitigate the visual impact of overhead utilities;
 - Introducing street furniture (e.g., benches, garbage receptacles, planting boxes, bike racks) to improve the pedestrian-environment and to provide defined spaces for pedestrian activity;
 - Provide decorative, pedestrian scaled, street lighting for design and safety purposes; and
 - Maintaining and defining on-street parking areas to provide parking, slow vehicular traffic and buffer pedestrians.
- **Key Intersections:** A number of key intersections have been identified along Broadway Street, including the Main Street and Niagara Street intersection. These intersections correspond to high visibility locations for commercial uses, and thus provide opportunities for high quality façade and building design (addressing both street frontages and the corner).
- **Pedestrian Routes:** The commercial core provides continuous pedestrian routes; however there are relatively few urban design elements integrated into these routes. The Broadway Street corridor and sidewalk arrangement is sufficient to accommodate additional street furniture, street trees and plantings other street elements. There is also a lack of well-defined pedestrian crossings along key intersections and principal streets within the core. Improvements to these crossings will enhance pedestrian connectivity and safety along Broadway Street and intersecting street corridors.

- **Site Redevelopment:** Several sites in Downtown Wyoming exhibit development/redevelopment potential. In this respect, there are a number of buildings in the core that are in poor condition; providing an opportunity to introduce façade and structural improvements to entice new business ventures. Improvements to these structures may also establish a more consistent, pedestrian-oriented streetscapes along both Broadway Street and intersecting roads.
- **Gateway Signage:** There is currently a lack of gateway features identifying the downtown district. Additional 'welcome' signage should be considered along Broadway Street near the north and south limits of Wyoming, to draw greater attention to downtown activities. Locations immediately south of the CN railway line and near the Confederation Line (Lambton County Road 25)/Broadway Street intersection should also be considered as potential locations for additional gateway signage to increase awareness to the core area.

Figure 2 to this document provides an overview of potential community improvement considerations within the Downtown Wyoming CIP Area.

Appendix A to this Guideline document presents visualization images for the Broadway Street corridor prepared by MHBC in conjunction with Downtown Wyoming CIP. These concepts are intended to provide property owners and Town staff with design options when they are considering façade and streetscape improvements.

Appendix B to this document illustrates gateway sign concepts developed by MHBC in conjunction with the Downtown Wyoming CIP process.

DESIGN PRINCIPLES

As part of this study, five (5) fundamental design principles were developed through a combination of context analysis, public consultation, and a review of related legislation and applicable policies.

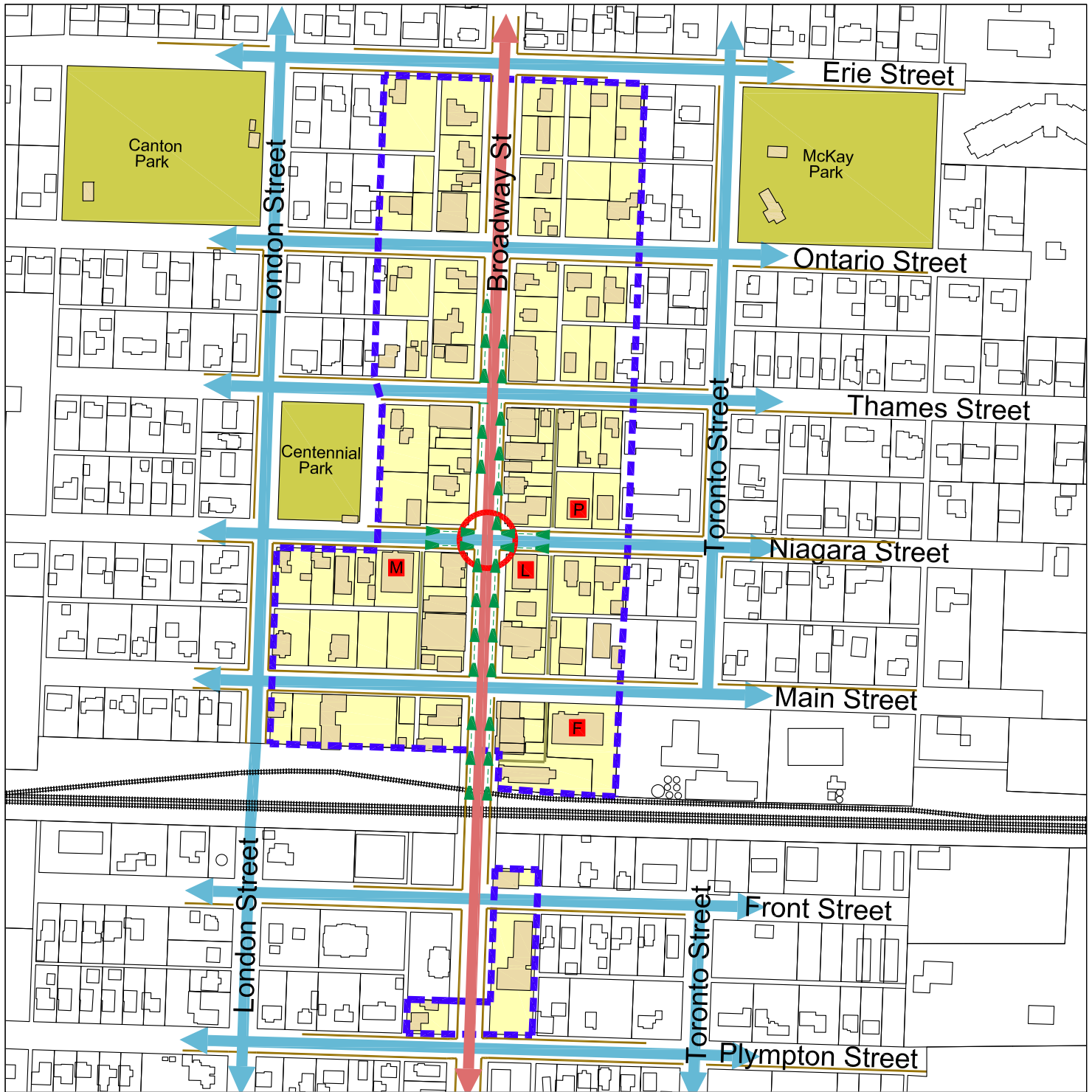
The following principles and objectives are intended to provide overall direction for the Downtown Wyoming Design Guidelines and are not listed in any particular order.

PRINCIPLE 1: WALKABILITY / HEALTHY LIFESTYLE

Objective: To enhance and promote the walkable nature of Downtown Wyoming by focusing on landscaping opportunities and accessibility improvement.

PRINCIPLE 2: VARIETY

Objective: To encourage a downtown community that incorporates a variety of services, amenity areas and community focal points.



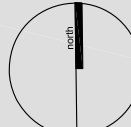
- | | | |
|----------------|------------------|-------------------------------|
| SIDEWALKS | FIRE STATION | POTENTIAL IMPROVEMENT AREA |
| LANEWAY | MUNICIPAL OFFICE | INTERSECTION ENHANCEMENT AREA |
| SECONDARY ROAD | LIBRARY | |
| PRIMARY ROAD | CANADA POST | |

Figure 2
Community Improvement Map


 PLANNING
 URBAN DESIGN
 & LANDSCAPE
 ARCHITECTURE
MHBC PLANNING
 630 COLBORNE STREET,
 SUITE #202,
 LONDON, ON, N6B 2V2
 P: 519 858 2797 F: 519 858 2920
 WWW.MHBCPLAN.COM

DATE: May 18, 2018

SCALE 1 : 4,000



 **COMMUNITY IMPROVEMENT AREA**

P:\17284\A\Graphics\
 Figure 2 -Community Improvement - May 18 2018

**PRINCIPLE 3: CONNECTIVITY AND INTEGRATION**

Objective: To connect and integrate the downtown with the existing community through the careful layout of streets, sidewalks, bicycle routes, parking areas and open spaces.

PRINCIPLE 4: CHARACTER

Objective: To maintain and enhance the built form of the downtown district and ensure that development and redevelopment plans contribute to, and builds upon, this character.

PRINCIPLE 5: LIVEABILITY

Objective: To promote design solutions that contribute to sustainable practices, a healthy lifestyle and a complete community.





PART THREE

DESIGN GUIDELINES

DESIGN DIRECTION FOR THE DOWNTOWN

Application of Guidelines

The principles, guidelines and related recommendations contained in this document are primarily intended to provide the Town with design direction for the purpose of evaluating proposals for development that require municipal approvals. Examples of such municipal approvals may include:

- An application for development under the Planning Act, such as an Official Plan amendment, plan of subdivision/condominium, consent, zone change, minor variance and/or site plan;
- An application for a building permit under the Ontario Building Code Act;
- **An application for funding under an approved Community Improvement Plan incentive program;** and
- Other municipal approvals e.g. under Municipal Act By-laws.

The design principles and guidelines are intended to assist in identifying, prioritizing and informing potential future public infrastructure projects and investments, such as streetscape improvements, trail and parkland development and the establishment of community improvement areas and plans.

The determination of which guidelines are to be applied to a particular development proposal will be determined by the applicable municipal approval authority (Town and/or County) and shall generally be identified by the Town Planner and/or Chief Building Official through the pre-consultation process or, where pre-consultation has not been undertaken, at the time a development proposal is received. The Town and/or County may require that an applicant submit a detailed design report (i.e. an urban design brief) as part of their application to indicate how their proposed development addresses the design principles and guidelines contained in this document. Should the Town or County request such a report they will indicate the relevant guideline sections that should apply.

While this document provides detailed design direction for the evaluation of development proposals, the Town of Plympton-Wyoming Official Plan and Zoning By-Law (1) remain the primary planning documents regulating land use within the Town and (2) take precedence should a conflict arise between those planning documents and these guidelines.



Additional detail on the various planning tools, processes and other approaches that may be necessary or advisable to ensure, or assist in, the effective implementation of these guidelines is provided in Part 4 of this document.

Guideline Sections

The design guidelines are divided into four sections:

- **Section 1:** General Design Guidelines
- **Section 2:** Public Realm Guidelines for Downtown Areas
- **Section 3:** Private Realm Guidelines for Downtown Areas
- **Section 4:** Façade Improvement for Downtown Areas (Private Realm)

The following presents general guidelines relating to urban design element for each of the identified sections.

The intent of these guidelines is to encourage contemporary, attractive improvements in Downtown Wyoming.

SECTION 1: GENERAL DESIGN GUIDELINES

Reuse of Existing Buildings

- Encourage adaptive re-use of older buildings within the downtown core. This may include adaptive reuse of institutional and residential buildings for commercial uses within the downtown area.
- Future redevelopments should consider implementing similar elements to that of existing buildings to inform the design character or proportion of development and to provide uniformity.
- New buildings, or changes to existing buildings should match the established setback of its adjacent buildings, providing a continuous street wall.

Preferred Building Materials

- Preferred building materials generally include wood, brick and stone.
- The use of materials such as vinyl, aluminum and synthetic siding, mirrored or heavily tinted glass, concrete block and extensive areas of textured stucco is discouraged.



Development on Corner Lots

- On corner lots, both the front and exterior building facades shall incorporate a similar level of design and architectural detail.
- Where possible, main build entrances should be oriented towards the intersection.
- Various design techniques should be used to emphasize corner buildings as focal points, such as increased height, oriented building entrances toward the corner, a change in building material and/or enhanced landscaping.

Signage

- The design of signage shall be of a quality and character that is reflective of the architectural characteristics of the building and surrounding landscaping, while minimizing visual clutter and impact on adjacent uses.
- Signage shall be in scale with the buildings on the site.
- Landscaped sign features are encouraged.

- Multi-tenant commercial and industrial buildings/developments should have coordinated signage with consistent architectural design elements.



Lighting (Street and On-Site)

- Decorative and modest exterior lighting may be used to accent buildings, landscaping and signage and to enhance and define pedestrian areas and walkways.
- Parking areas, driveways, pedestrian areas, walkways and building entrances should be adequately and consistently lit to provide a safe and attractive environment for both pedestrians and vehicles.
- Light fixtures used on buildings in the downtown should be of a design, location, intensity and color that is consistent with the character of the area, or other unifying character scheme established by the Town in consultation with the community.

Creating, Preserving and/or Enhancing Views

- The location and massing of buildings should strive to create, preserve and/or enhance public views of community features such as landmark buildings, parks and natural features to maximize such views and vistas.

Safety and Security

- The design of development should take into consideration crime prevention through environmental design (CPTED) principles. This can be achieved by allowing for natural surveillance of public spaces through the incorporation of windows and functional porches that overlook streets, parks, open spaces and other pedestrian areas.

Accessibility

- Appropriate design considerations should include: pedestrian circulation, location of designated parking spaces close to building entrances; curb ramps, pedestrian drop off areas; locations of steps; location of building entrances; signage; rest areas and lighting.
- All street furniture, including benches, planters, waste receptacles, newspaper boxes and landscaping should be located outside of the main pedestrian networks to ensure clear unobstructed pathways.

Barrier Free Design

- The design of sites and buildings should strive to incorporate the principles of universal design and shall comply with all requirements of the Ontarians with Disabilities Act (OADA) and standards prescribed under that Act.

Pedestrian Connections and Movement

- Pedestrian connections/walkways that allow for the safe and convenient movement of pedestrians into, within and out of the site shall be provided.
- Clearly delineated pedestrian connections should link main building entrances, parking areas, on-site communal recreation areas and any adjacent open space, trails and public sidewalks.
- Buildings and parking areas should be located and designed so as to minimize the distance to off-site pedestrian networks and the number and length of driveways and parking areas that pedestrians have to cross to reach main building entrances.
- Sidewalks and walkways will be adequately setback from the public and internal road and driveway network and should be wide enough to allow two persons to move in a side by side fashion.
- All pedestrian connections/walkways should be of a different material and appearance than vehicular routes and be landscaped and lighted to promote the safety and comfort of pedestrians.



Loading/Service Areas and Functional Building Elements

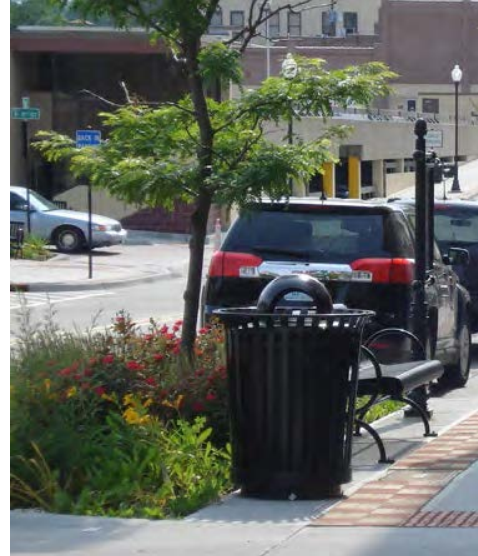
- Wherever possible, storage and service areas (i.e., garbage and recycling) and mechanical equipment should be located inside main buildings. Garbage and recycling facilities shall also be designated to comply with any applicable municipal standards for waste storage and collection.
- Loading and outdoor service areas should be adequately separated from residential and other sensitive land uses to minimize the potential for negative impacts from noise, fumes and odors.
- On-site loading areas, outdoor services areas and functional building elements (i.e., roof top mechanical equipment, air conditioning units, transformers, vents and utility meters) should be located in low visibility areas on the site and should be integrated into the design of the building in order to minimize the noise and visual impacts on adjacent uses, streets and other public areas.
- Where loading areas, service areas and functional building elements cannot be integrated into the design of the building, they should be sited, designed and screened so as not to be visible from the street, on-site pedestrian areas, adjacent residential uses and public spaces. Screening may be achieved through a combination of building orientation and configuration, grading/berming, landscaping, walls and other visual barriers that are designed to complement the architecture of the building and the overall landscape design of the site.



Landscaping

- Plants which are tolerant to disease, drought conditions and road salt should comprise a substantial proportion of the plant material installed at the site.
- Ensure that plant material provides for seasonal variation in form, colour and texture by using a variety of species such as evergreens, trees which retain their fruit or foliage in winter, trees with unique branching and trees with interesting bark texture and/or colour.
- A substantial proportion of the landscaped open space required on a property will be planted with a variety of suitable trees, shrubs, ground covers and other plant material.

- Adequate and appropriate landscaping shall be used to soften or screen larger buildings and blank or unsightly building elevations from adjacent residential uses, streets and other public places.
- Adequate and appropriate landscaping shall be used to screen and separate parking, loading, service areas (i.e. storage areas, garbage and recycling enclosures) and utilities (i.e. hydro transformers, air conditioners, utility meters) from residential uses, on-sight pedestrian areas, streets and other public spaces.
- Landscaped areas should be designed to complement existing or proposed landscaping on adjacent lots.
- Landscaping shall be designed to ensure it does not compromise the safety or security of pedestrians and vehicles and that the plant material will not interfere with hydro, sewage, water, drainage or other services within the development and on adjacent road allowances and properties.



On-Site Emergency Access and Related Facilities

- Emergency access routes and related facilities and signage will be designed to comply with all applicable Ontario building code requirements. On site landscaping shall be designed to maintain fire hydrant visibility.

Mitigation of Environmental Impacts

- Where a development requires on-site mitigation measures in order to ensure the safety and comfort of occupants (i.e., due to environmental factors such as noise and vibration), such mitigation measures should be designed to blend with the architectural design of the building and landscaping to the extent practical.

SECTION 2: PUBLIC REALM GUIDELINES FOR DOWNTOWN AREAS

Roadways

- Streets should be designed to minimize vehicular lane widths while maintaining vehicular and pedestrian safety standards, in order to broaden sidewalks and create an enhanced and inviting pedestrian environment.
- Roadways can be accompanied by street design features such as narrowed and clearly delineated pedestrian crossing points, as well as on-street parking, together with the creation of a strong, pedestrian-oriented streetscape character (to serve as a roadway traffic calming mechanism).
- Consider the introduction of bicycle lanes where practical and appropriate. Distinguish bike lanes from vehicle lanes by changing the road colour or material.

Sidewalk and Cycling Facilities

- Sidewalks should be wide, continuous and provided along both sides of the street.
- Sidewalks should be buffered from moving vehicles by well-defined on-street parking areas, where practical.
- Sidewalks are recommended to match existing.
- Widened travel lanes should be considered to accommodate bicycles, where practical and appropriate.



Crosswalks

- Crosswalks shall be universally accessible and adhere to AODA regulations with dropped and textured curb cuts installed at all intersections to eliminate barriers to crossing the street.
- Crosswalks shall extend from curb to curb along a roadway.
- Crosswalks shall be located at all signalized intersections.
- Crosswalks shall be constructed of high-quality, durable materials that are able to endure the impacts of winter maintenance including snowplows and de-icing.
- Crosswalks shall be highly visible features within the roadway. High visibility paint, coloured asphalt or concrete or a combination of the above are appropriate treatments for crosswalks.

Cycling Connection

- Connections are encouraged from the core area to natural features and open space, residential areas and community facilities via on-street pedestrian and cycling routes, trails and walkways where possible.

Plantings

Street Trees

- Where appropriate and where space allows, road side tree planting should be continuous along the length of the street with particular focus on main streets and on-street pedestrian routes in designated settlement areas.
- Street trees should generally be comprised of high branching, native deciduous tree varieties that will provide a continuous shade canopy at maturity.
- Only native species that are tolerant of urban conditions, salt, poor soil, and uneven irrigation, should be planted for longevity.
- Any new construction should strongly consider preserving existing mature trees to make them features of the community.



Shrubs and Groundcovers

- Where space allows, shrubs and groundcovers should be provided between the street line and the buildings and used primarily to frame buildings, define building entrances and walkways and improve the overall appearance of the streetscape.
- The use of seasonal plantings and temporary planter boxes along main streets is encouraged as a means of enhancing the overall streetscape (while accounting for winter conditions).



Signage and Wayfinding

Wayfinding

- New signage should be unified in look and style, implementing the same branding, materials, and colour palette.
- New signage should be legible to both vehicular and pedestrian traffic. Where signage is geared to legibility from vehicles, consideration should be given to the speed of the traffic and scaled accordingly.
- When new development or new public/community features are opened, wayfinding signage should be reviewed to ensure these new attractions are reflected in the existing signs (or to identify if and where new signs should be installed).

Street Signage

- Signage should be coordinated throughout the downtown in materials and style.
- Signage should be consistent with the style and branding associated with the wayfinding signage.

Interpretive Signage

- Signage should be consistent with the style and branding associated with the existing interpretive signage.
- Signage should be visually interesting in presentation and include graphics/images.
- Signage should be easily legible, with highly contrasting text and background colours.
- The Town should consider including Braille on the signage to accommodate users with visual impairments.
- Signage should be physically accessible for people of all sizes and abilities.

Gateway Signage

- Signage shall be coordinated throughout the downtown in materials and style.
- Signage shall be legible to both vehicular and pedestrian traffic. Where signage is geared to legibility from vehicles, consideration should be given to the speed of the traffic and scaled accordingly.
- Signage should be consistent with the style and branding associated with the existing wayfinding signage.
- The Town should consider incorporating signage to illustrate the location of public parking areas.
- The Town should consider the inclusion of public art and/or decorative landscaping to further enhance the gateway.

Banners

- Banners are encouraged in the downtown district to promote and reinforce community character.
- Banners can be installed permanently, or as seasonal and temporary forms of signage.
- Banners can be used to identify festivals or seasonal activities that may be of interest to local citizens and visitors.
- Banners may be incorporated into light fixtures and should be considered as part of the design.



Lighting

- At a minimum, pedestrian-scaled lighting should be provided along the Broadway Street corridor and should meet the Town and County's illumination standards (and requirements identified by a qualified electrical engineer).
- Lighting shall incorporate energy efficient lamps, when replacements are required, where feasible.
- Lighting shall be designed to be vandal-resistant, durable, and resist degradation due to weathering.
- Lighting shall incorporate banner arms and fixtures to accommodate banners and hanging baskets; banners and hanging baskets should not visually or physically impede pedestrian or vehicular traffic.
- The use of string lights on street trees and lamps should be encouraged. The Town and County should consider spanning string lights across Broadway Street for special occasions.



Furnishings

Benches

- Consistent with current practice, benches should be situated along Broadway Street out of the line of major pedestrian circulation patterns in order to avoid any potential conflicts.
- Benches shall be slip resistant and be designed in such a way as to avoid the pooling of water.
- Benches shall be designed or selected to be comfortable, durable and easily maintained, and be resistant to vandalism.
- Benches shall be designed to meet standards for universally accessible benches, where possible. Universally accessible benches should be placed throughout the downtown core.

Garbage and Recycling Bins

- Garbage bins should be located adjacent to pedestrian gathering and seating areas and grouped with other street furnishings, where space permits.
- Where space permits, consider siting bins outside of restaurants and eateries, particularly ones that offer take-away foods.
- Consider providing a minimum of four waste receptacles per block. Waste receptacles should be located in high traffic areas (i.e., curb extensions or in front of high traffic commercial establishments).
- Garbage bins should be accessible by all pedestrians and be located in such a way as to facilitate easy accessed by maintenance staff.



- Newspaper boxes should be located at one or two select locations within the downtown core.
- The siting of newspaper boxes should adhere to the placement guidelines outlined for garbage and recycling bins.
- Corporate advertising should be discouraged on newspaper boxes.

Bicycle Racks

- Bicycle racks should be placed in such a way as not to impede the pedestrian environment of the sidewalk when two bicycles are properly affixed to the rack. Bicycle racks should be placed to meet the following spacing requirements:
 - Be a minimum of 0.6 m from any wall or curb.
 - Racks that are placed parallel to each other shall be spaced at 0.8 m apart.



Bollards

- Bollard design should be compatible with other street furniture;
- Bollards should be:
 - Tall enough to discourage vehicles;
 - Small enough to be unobtrusive;
 - Solid for durability and stability; and
 - Slim in appearance to complement their surroundings.

Wall Murals

- Murals should strive to enhance the 'sense of place' in the community by enhancing the visual interest and vibrancy of the downtown with locally relevant art pieces.
- Murals should be either painted directly on a building's exterior or painted on a material that is attached to the exterior.
- Murals should be completed by qualified professional artists.
- Murals should not be commercial advertising and should employ themes that are related to the history and culture of the local community.
- Murals should be located on side or rear building elevations, and not on the front building elevation containing the storefront and primary building entrance.

Parking and Access

On-street Parking

- Prioritize parallel on-street parking over angled parking along main streets to encourage wide pedestrian facilities.
- Provide accessible parking zones on public property in close proximity of residences and businesses.

Public Parking Lots

- Parking areas should generally be located to the rear or side of non-residential and multiple unit residential buildings to allow for buildings, street trees, landscaping, sidewalks and other pedestrian amenities to establish the street edge.
- The number and length of curb cuts and vehicular accesses should be minimized to the extent possible, without compromising adequate and safe vehicular access to and from sites. This will assist in providing a safer and more continuous pedestrian environment and increase potential opportunities for on-street parking and streetscape elements.
- Opportunities to establish joint parking areas with private landowners should be explored as a means to increase the inventory of parking stalls within convenient walking distance of the downtown.

Civic Nodes and Open Space

- Urban parks should be designed to promote social interaction and also allow for passive or unscheduled recreation. If space allows, they should also be designed in such a way as to accommodate larger gatherings or special community events.
- Open space areas should uphold the principles of CPTED and universal accessibility, and support user safety and comfort.
- At a minimum, park designs should include landscape amenities such as seating areas, garbage and recycling bins, bicycle racks, and pedestrian level lighting.
- Public art within urban parks is strongly encouraged.



SECTION 3: PRIVATE REALM GUIDELINES FOR DOWNTOWN AREAS

Building Massing

- Buildings should be located close to the street, while allowing adequate room for street trees, landscaping, temporary retail displays, private signage, street furniture and pedestrian movement.
- New buildings should be positioned and oriented towards the street. Corner buildings should be oriented to higher order streets.
- Building heights should be comparable to surrounding buildings to frame the street and create a consistent street wall throughout the downtown core.
- A minimum building height of two storeys should be encouraged for new development and redevelopment fronting or flanking onto Broadway Street in the downtown core.
- Additions or infill buildings should reflect the scale, massing, footprint, proportions and setback of adjacent buildings.

Building Design

- Buildings with lengthy frontages should be designed to identify individual commercial units through distinctive architectural detailing, creating the appearance of multiple narrower buildings along the frontage.
- The design of new buildings, additions and renovations should strive to achieve a more consistent pattern of buildings heights, massing, windows, signage and architectural features over time, as a means of unifying and strengthening the character and image of the downtown.
- The internal design and façade of commercial buildings along Broadway Street should provide flexible opportunities for multiple units and sizes by careful positioning of windows and entrances.
- New buildings or additions should follow the established setback of the adjacent buildings to maintain the rhythm and structure of the streetscape.
- Buildings that face onto multiple streets, alleys, and/or other public areas from which the building can be viewed, should be designed with complementary façade treatments.



Alleyways

- Pedestrian alleyways should be well-lit and maintained.
- Walkways should be of materials that are easily maintained for safety and accessibility.
- Entrances to alleyways should be embellished with signs or planters to create a welcoming pedestrian area.

Sidewalk Frontage Areas

- Pedestrian circulation areas should be clear of signs, furnishings, and impediments to allow easy access for business patrons and pedestrian traffic and permit easy snow clearing.



Decorative Fencing and Walls

- Decorative fencing and walls should be designed and constructed using high quality natural materials such as brick, stone, wood, and metal.
- Fencing/walls should be designed to avoid entrapment or block views from both pedestrian and vehicular traffic.
- Landscape materials should be considered with fencing/wall design to add visual interest.

SECTION 4: FAÇADE IMPROVEMENT FOR DOWNTOWN AREAS (PRIVATE REALM)

General Façade Guidelines

- Blank façades shall not generally be permitted facing or clearly visible from a public street but may be permitted along an interior lot line where future abutting development is anticipated.
- Façade design should be complementary to a building's original materials as well as to those of adjacent buildings.
- Rear facades on through lots should be encouraged to incorporate secondary entrances and signage, adequate lighting, well screened outdoor storage areas and reasonable quality finishes.
- Window, front doors, cornice lines, sign boards, and fascias should be aligned with those of adjacent buildings to create continuity along the streetscape, where practical.
- Improvements to buildings that have historic or architectural merit should be designed to reveal the building's original style, form, and materials, whenever possible.



Windows and Doors

Entrance and Accessibility

- Primary building entrances should face the main street and be identified and highlighted using design features such as large awnings, canopies and double height windows.
- Primary building entrances may be recessed to provide additional weather protection.

Storefront Windows

- Building frontage on the ground floor should be comprised of substantial expanses of clear glass windows.
- Storefront windows should be designed to provide a displaying area and encourage 'window shopping'; allowing natural light into shop, and allowing visual communication between interior of shops and the street.
- Storefront windows should use transparent glass to provide clear views of storefront displays from the street and allow for natural surveillance of the street and adjacent outdoor spaces.

Upper Storey Windows

- Upper storey windows should provide visual interest on a building's upper façade.
- Upper storey windows should reflect or complement the scale and character of those traditionally found in the downtown.

Roofline

- Rooflines should match or complement existing roof lines in the area, either immediately adjacent or elsewhere in the area.
- Roofline forms, slopes, details, materials, and overall design should be compatible with the building's overall style and character.
- Mechanical equipment and servicing should be set back from the roofline edge, or alternatively, the equipment should be screened.

Awnings

- Awnings, canopies, and other overhangings are encouraged for weather protection and to help unify and coordinate the streetscape.
- Awning should be retractable to accommodate different seasons and weather patterns.
- Awnings should match the overall design of the storefront and building entrance, and should have reflect or complement the scale and character of other awnings in the downtown.



Buildings Materials and Colour

- Colours and materials used for new buildings, renovations and additions should attempt to reflect existing materials in the downtown area, particularly concerning texture, pattern and scale.
- Materials selected for a building's façade should be high quality, durable, and easily maintained.
- Colour should be used to complement interesting architectural features, building signage, and overall character.
- Brick and stone facades should remain in their natural state and not be painted.



Commercial Signage

Fascia Signs

- Fascia signs should be located in a sign band on the façade, a horizontal section that divides the storefront windows from the upper facades.
- Fascia signs should be located so as to avoid obscuring or covering façade features, including windows, doors, storefronts, building entrances, cornices, and columns.
- Fascia signs should be constructed of durable, weatherproof materials that complement those of the building's façade.
- Fascia signs should use lettering colours that provide an accent to the overall façade and that enhance readability of the sign relative of the base colour of the sign.

Projecting Signs (Where Permitted)

- Projecting signs should be installed perpendicularly to the façade and oriented towards pedestrians.
- Hanging signs should be limited to one per business frontage, mounted near the storefront entrance. For multi-tenanted buildings with multiple entrances, one projecting sign per storefront entrance on the façade may be appropriate.
- Hanging signs should be designed to add to the façade and business character through their creative design and orientation to pedestrians walking down the sidewalk.
- Hanging signs should be complementary to the form, colours, and lettering of any primary wall sign, and should reflect the character of the business.

Sidewalk Signs (Where Permitted)

- Sidewalk signs should be visually attractive and add to the character of the streetscape.
- Ground signs should be located so as not to impede pedestrian or vehicular movement or sight lines and in accordance with the Town of Plympton-Wyoming Sign By-law.
- Sidewalk signs should be constructed of high quality, durable materials and are designed to be weather and wind resistant.

*Windows Signs*

- Window signs may either be permanent or temporary, including advertisements and sales, product merchandise posters, open and closed signs, and painted or etched business names and logos.
- Window signs should be designed to be complementary to the primary signage, and not act as the primary signage for a business.
- Window signs should use a simple lettering typeface similar to the style of the primary building signage. This lettering should be sized to the pedestrian scale.

Exterior Building Lighting

- Where permitted, use of gooseneck lighting fixtures should be encouraged to light fascia signs.
- Architectural features such as pillars, ingressions, and cornices should be accentuated by directional lights.
- Use of wall-mounted lights (sconces) should be encouraged. The design of such wall mounted lights should complement building style and public realm character.
- Light fixtures and lamps should be designed to avoid glare or spillover onto adjacent properties.



Railings

- Railings should adhere to all Building Code standards and requirements.
- Where solid panels are used rather than pickets, they should be decorative in nature and compliment the surrounding built environment.
- Where pickets are used, they should be of a simple design and placed vertically along the railing. Decorative starbursts, diagonals, or horizontal slats are generally discouraged, unless otherwise called for based on the architectural style of the building.
- Railings should be sensitive to the building's character and draw on materials, colours, and styles in its design. Colours should match or compliment window frames and/or doors.
- Natural materials such as wood, metal and glass are encouraged. Vinyl railings are strongly discouraged as are clear panels.
- Railings on multiple stories of the same building shall be consistent in design, materials, and colour.
- Where railings extend across multiple building façades it is strongly encouraged that the colour and design is consistent both horizontally across the entire stretch of the railing, as well as vertically, where multiple levels of railing exist.



PART FOUR

IMPLEMENTATION

OVERVIEW

The design principles and direction described in this Guideline document are to establish design direction for development and redevelopment projects being considered in the defined Downtown Wyoming CIP area. Public and private sector proposals in Downtown Wyoming should therefore have regard for these design guidelines.

The following outlines considerations for implementing the Downtown Wyoming Design Guidelines into the municipal planning review and approval process.

PLANNING ACT APPLICATIONS

As discussed in this document, decisions on Planning Act applications must be consistent with the policies of the Provincial Policy Statement (PPS), the County Official Plan and the Town Official Plan, including any policies pertaining to community and urban design. In addition, all Planning Act applications should be reviewed in terms of their consistency with applicable guidelines.

The Town should review its application processes and agreements to determine the need for any additional submission requirements, approval conditions or agreement provisions that might assist in the implementation of the Downtown Wyoming Design Guidelines. Some potential approaches for considering these design guidelines into the review and approval of applications subject to the Planning Act:

Official Plan Amendments, Zoning By-Law Amendments and Minor Variances

Where an application for Official Plan amendment, Zoning By-law amendment and/or minor variance is required for a particular development, the County or Town (as applicable) may consider the need to incorporate site-specific Official Plan policies, zoning regulations and/or minor variance conditions to assist in implementation of applicable design principles and guidelines.

Site Plan Approval

Site plan control is one of the key Planning Act tools that the Town can use to implement these design guidelines, particularly given that most forms of non-residential development in the Town are already subject to site approval.

Consents

Where appropriate, the Town may consider imposing approval conditions on applications for consent in order to achieve certain design objectives/requirements. Examples of such conditions may be requirements for site specific zoning provisions (i.e., height or setback) or requiring an applicant to enter into a development agreement with the Town that includes various design-related provisions and requirements.

To assist in the review and implementation of these design guidelines as part of the planning application review process, applicants may be required to provide additional information or plans are part of a complete application, including:

- A design brief (see section on pre-consultation for further detail);
- Landscaping and streetscape plans;
- Detailed park development and landscape plan;
- Trail design plan and
- Tree preservation plan.

Pre-Consultation and Application Submission Requirements

Pre-consultation on development applications can provide a key opportunity for making applicants aware of the Town's design requirements and expectations for a particular development. The Downtown Wyoming Design Guidelines should be also made available for use by proponents in advance of application submissions, so that the guidelines can be taken into consideration in the initial design of their projects.

The Town should also consider requiring proponents to submit a 'Design Brief' as part of their development applications. The intent of this Brief is to demonstrate how a development proposal in Downtown Wyoming addresses applicable design guidelines. The Brief should be prepared by a qualified consultant. Where necessary, the approval authority may require the Design Brief to be peer reviewed.

COMMUNITY IMPROVEMENT PLANS (CIPs)

Community Improvement Plans can be used to encourage and support businesses and property owners that may be looking to invest in any area or to improve the design and/or appearance of their building and property. This is generally accomplished through the establishment of municipal programs focused on infrastructure and public realm improvements and the provision of incentives such as tax assistance, grants and loans.

The Town is to have regard for this Guideline document when evaluating any application for a CIP incentive in Downtown Wyoming.

APPENDIX 'A'

Visualization Impacts (Broadway Street Corridor)

Urban Design Visualization 1

(Broadway Street Corridor: View North from Niagara Street)



Urban Design Visualization 2

(Broadway Street Corridor: View South towards Main Street)



Urban Design Visualization 3

(Broadway Street Corridor: View South from Thames Street)



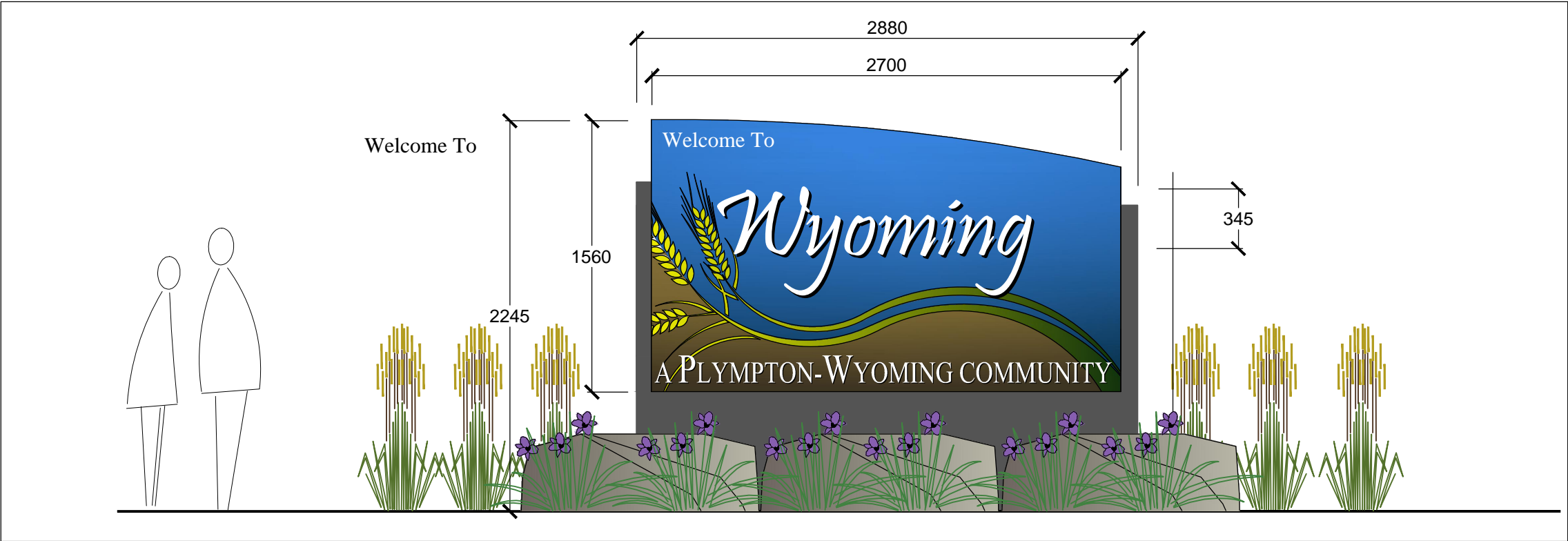
Urban Design Visualization 4

(Broadway Street Corridor: View South from Main Street)

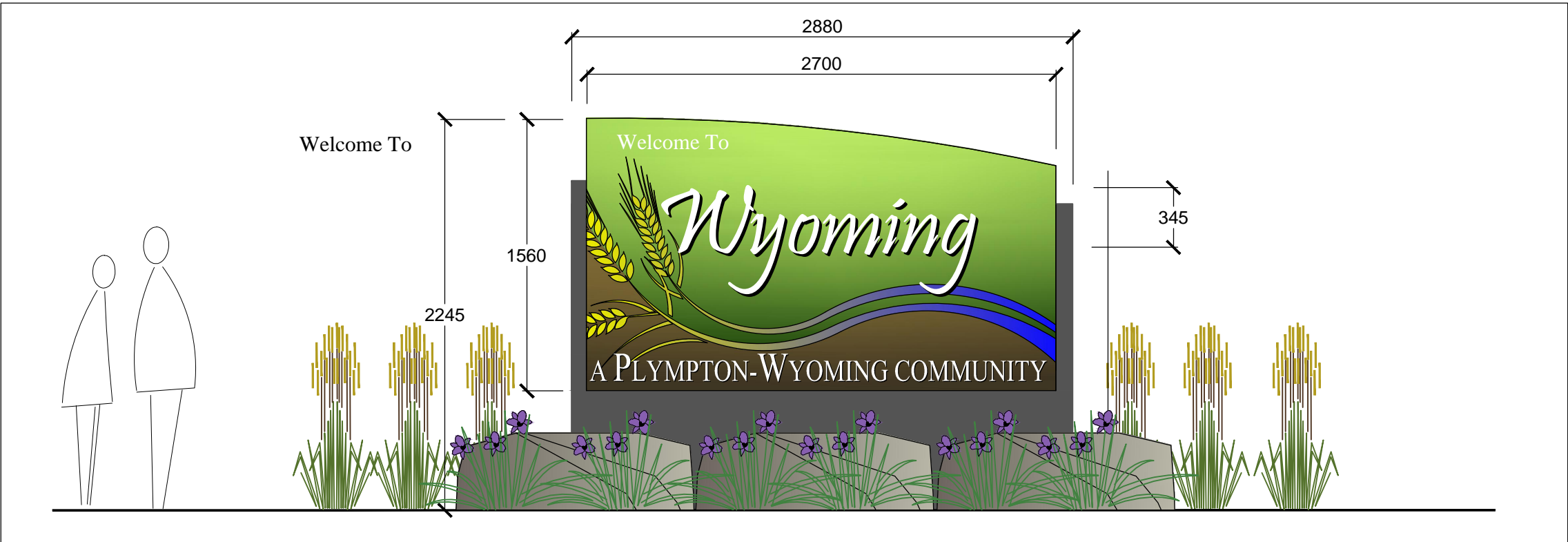


APPENDIX 'B'

Gateway Sign Concepts



1 BLUE SWEEP LARGE PEDESTAL SIGN
L0 1:30

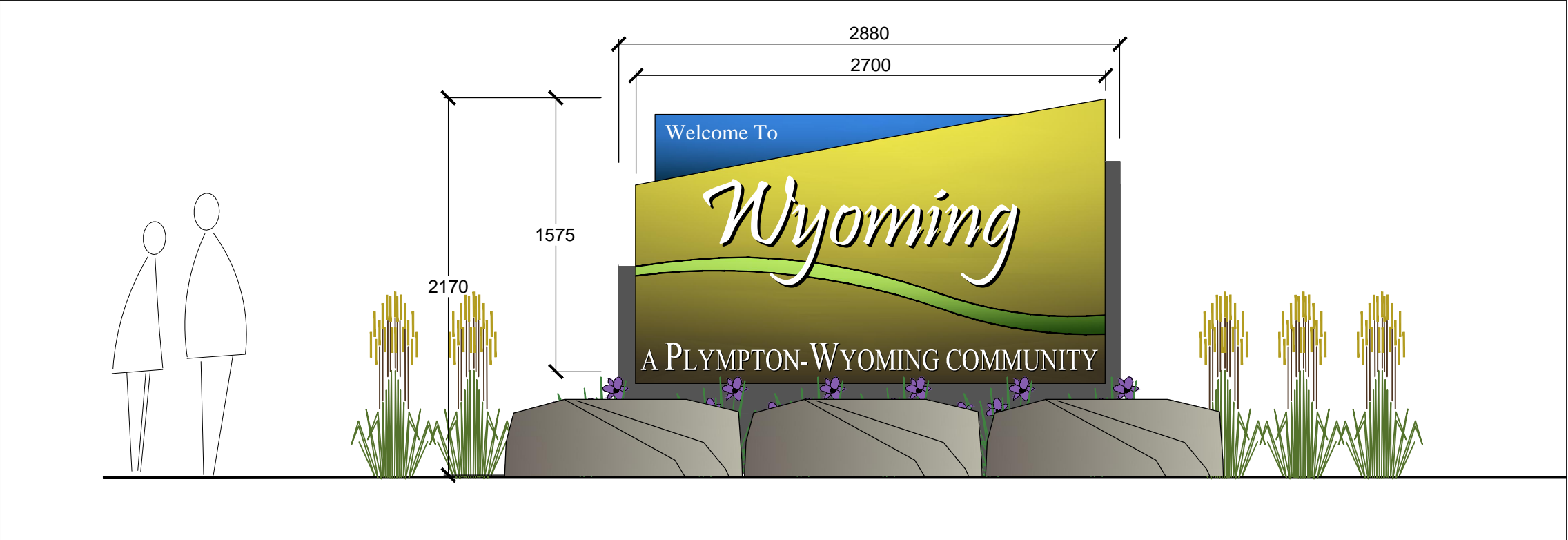


2 GREEN SWEEP LARGE PEDESTAL SIGN
L0 1:30

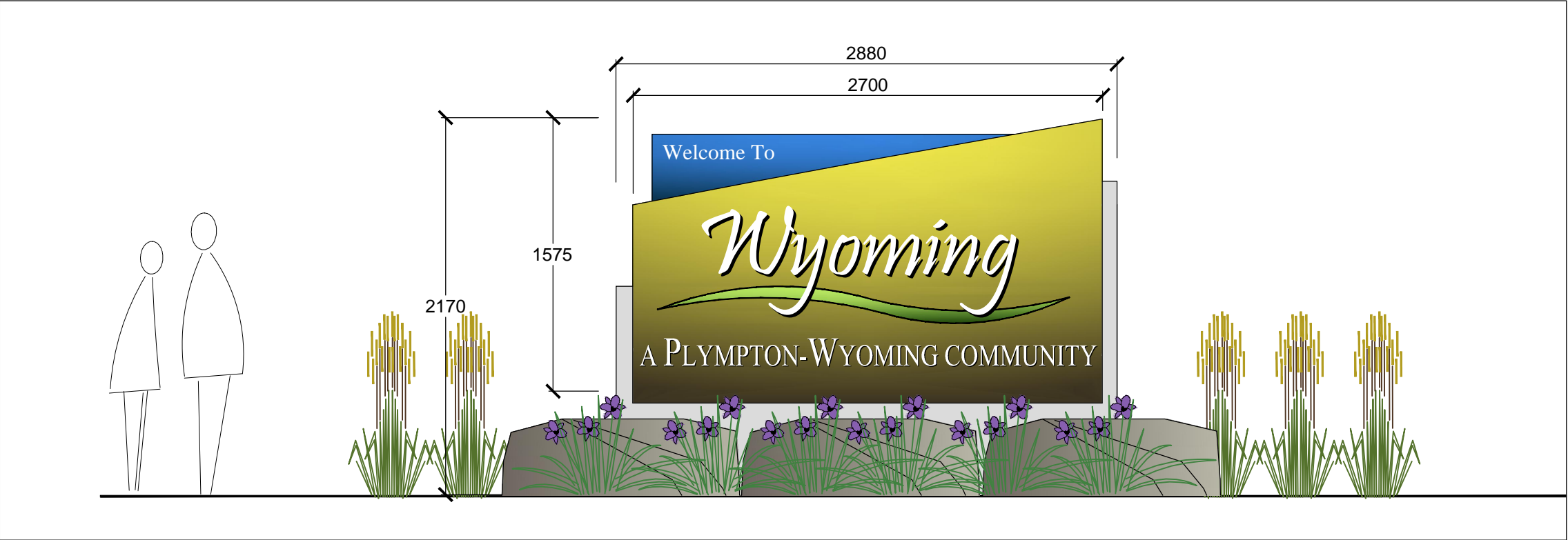
IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO ARRANGE FOR LOCATES AND TO VERIFY THE EXACT LOCATION OF ALL UTILITIES, SERVICES AND STRUCTURES WHETHER ABOVE OR BELOW GRADE BEFORE COMMENCING WORK AND TO ENSURE ALL WORK IS TO COMPLY WITH TECHNICAL STANDARDS & SAFETY AUTHORITY (TSSA) STANDARDS.



Stamp	Date	JAN 29, 2018
	Drawn By	GFJ
	Plan Scale	AS NOTED
	File No.	14196X
	Checked By	GFJ
Project	GATEWAY FEATURES Wyoming Plympton-Wyoming	
	File Name	CONCEPTUAL SKETCHES
		Dwg No. L0




3 SQUARE GOLD LARGE PEDESTAL SIGN
L0 1:30



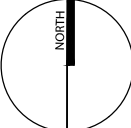
4 GOLD SWEEP LARGE PEDESTAL SIGN IN BLUE
L0 1:30

IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO ARRANGE FOR LOCATES AND TO VERIFY THE EXACT LOCATION OF ALL UTILITIES, SERVICES AND STRUCTURES WHETHER ABOVE OR BELOW GRADE BEFORE COMMENCING WORK AND TO ENSURE ALL WORK IS TO COMPLY WITH TECHNICAL STANDARDS & SAFETY AUTHORITY (TSSA) STANDARDS.



PLANNING
URBAN DESIGN
& LANDSCAPE
ARCHITECTURE

200-540 BINGEMANS CENTRE DR. KITCHENER, ON, N2B 3A9 | P: 519.576.3650 F: 519.576.0121 | WWW.MHBCPLAN.COM

Stamp	Date	JAN 29, 2018
	Drawn By	GFJ
	Plan Scale	AS NOTED
	File No.	17284A
	Checked By	GFJ
Other		
Project		
GATEWAY FEATURES Wyoming Plympton-Wyoming		
File Name		Dwg No.
CONCEPTUAL SKETCHES		L0
R:\PROJECTS IN PROGRESS\17284A PLYMPTON - WYOMING\CONCEPT SIGNS FEB 8 2018.DWG		

APPENDIX 'B'

Façade and Structural Improvement Program (Application Guideline and Application Form)

Updated: May 30, 2018



Town of Plympton-Wyoming Downtown Wyoming Community Improvement Plan

FAÇADE AND STRUCTURAL IMPROVEMENT PROGRAM APPLICATION GUIDELINE

1.0 Summary

The Town of Plympton-Wyoming adopted a Community Improvement Plan (CIP) for Downtown Wyoming in May 2018. In conjunction with the Downtown Wyoming CIP, the Town is offering a Façade and Structural Improvement Program to assist property owners and tenants with projects that enhance existing commercial buildings in the downtown core.

2.0 Terms of the Program

The Façade and Structural Improvement Program provides incentives to property owners and tenants who:

- Improve the façade of a building; and/or
- Complete structural improvements necessary to maintain the safety and integrity of a structure; and
- Undertake a project with a minimum overall estimated project cost of \$2,000.

The following incentives may be offered to approved projects under this program:

- Capital grants up to 33% of the cost of commercial façade and structural improvements that satisfy design guidelines (\$5,000 per project per year maximum); or
- Capital grants up to 50% of the cost of commercial façade and structural improvements that satisfy design guidelines and result in second (double) façades (\$7,500 per project per year maximum).

For the purposes of this Program, commercial buildings include those accommodating retail, service and office uses.

3.0 Eligibility Criteria

The following eligibility criteria applies to the Façade and Structural Improvement Program outlined in this Plan:

- Properties eligible for the financial components of the Program must be within the defined Community Improvement Plan Area (i.e., Downtown Wyoming);
- Grants may be awarded to projects which are consistent with the defined Terms of the Program;
- Only applications submitted for work or development undertaken subsequent to the approval date of this Community Improvement Plan will be eligible for financial incentives;
- Properties eligible for the incentives must not be in tax arrears or in arrears with regard to any other municipal financial obligations. Additionally, the property owner must not be in debt or involved in litigation with the Town;
- Applicants shall provide the Town with all required information, reports and findings on the environmental condition of the subject property prior to receiving any financial incentives under this community improvement plan;
- The Town may discontinue the Program at any time; however, any participants awarded grants through the Program prior to its cancellation will receive the incentive;
- Applicants are to submit plans, obtain permits and complete agreements within 90 days of submitting an application under the Downtown Wyoming CIP;
- The Town of Plympton-Wyoming reserves the right to establish other Program criteria that may be deemed appropriate on a site or project-specific basis; and
- In accordance with Section 28(7) of the Planning Act, an 'applicant' is defined as "registered owners, assessed owners and tenants of lands and buildings within the community improvement project area, and to any person to whom such an owner or tenant has assigned the right to receive a grant or loan, to pay for the whole or any part of the eligible costs of the community improvement plan".

4.0 Application Procedure

Applicants are encouraged to have a pre-application consultation meeting with Town Staff in order to determine program eligibility, the proposed scope of work, project timing, and the preliminary development concept (including project details such as the proposed building size, height and density, and gross floor area of commercial space).

Before accepting an application, Town Staff will screen the proposal and application. If the application is not within the Community Improvement Project Area, or the application clearly does not meet the program eligibility criteria, the application will not be accepted. If Town Staff determine that the application is not acceptable for one or more of the above noted reasons, the application will be returned to the applicant with a letter explaining the reason for not accepting the application. Acceptance of the application by the Town in no way implies program approval.

The Town may request that applications for this Program be accompanied by supporting documentation, including but not necessarily limited to:

- Photographs of the existing building facade;
- Historical photographs and/or drawings;
- A site plan and/or professional design study/architectural drawings;
- Specification of the proposed works, including a work plan for the improvements to be completed and construction drawings;
- Two (2) cost estimates for eligible work provided by a licensed contractor; and
- Any other financial information deemed relevant by the Town to assess the merits of the application.

Additionally:

- For buildings designated under the Ontario Heritage Act, the facade restoration and improvement works should be supported by documentation in the form of historic photographs or drawings clearly showing the feature(s) to be restored or reconstructed;
- The Town will typically decide on eligibility within 60 days of the submission. A project shall not commence prior to application consideration and approval by Council. All works must be completed within 12 months of approval from Council or the funding approval will lapse (unless an extension is granted by the Town);
- An agreement concerning a grant may be registered against the land to which it applies and the Town shall be entitled to enforce the provisions thereof against any party to the agreement and, subject to the provisions of the Registry Act and the Land Titles Act, against any and all subsequent owners or tenants of the land;
- If the application is approved, and the applicant elects to engage the contractor who provided the highest cost estimate, the Town's grant contribution will be based on the lowest cost estimate; and
- An application fee may be collected at the time of application.

5.0 Application Review and Evaluation

Applications, supporting materials and documentation will be reviewed by Town Staff relative to program requirements. The determination of eligible works and costs and the recommendation on the application will be guided by the Downtown Wyoming Design Guidelines and any other Council-approved guidelines, as amended from time to time, and other appropriate reference material as determined by Town Staff.

Generally, applications are to be assessed under three main considerations:

1. Consistency with: the Downtown Design Wyoming Guidelines; the original architectural design of the building; and urban design and heritage themes consistent with the architectural era;
2. The extent to which a project addresses life safety and major structural deficiencies, and/or improves the overall appearance of the property; and
3. Overall benefit to Downtown Wyoming and consistency with the Town's Official Plan and other applicable policies/guidelines.

6.0 Application Approval

An application for the Façade and Structural Improvement Program will be approved by Council or Council's designate following review of a recommendation report prepared by Town Staff. If this report recommends approval of the application, a grant agreement satisfactory to the Town Solicitor will also be prepared. This agreement will contain conditions to ensure that the project is commenced and completed in a timely fashion. This agreement will be forwarded to the applicant to be dated and signed.

Provided the recommendation report supports the proposed application, the report and a draft grant agreement will be forwarded to Town Council or Council's designate for consideration. Final decisions on applications and allocations of funds shall be made by Town Council unless Town Council has expressly delegated its authority to Town Staff to make decisions on individual applications.

7.0 Payment

Payment of the Façade and Structural Improvement Program grant by the Town shall not take place until:

1. The grant agreement has been executed by the applicant and the Town;
2. Construction of the eligible works is completed;
3. Photographic evidence of the completed works has been submitted (satisfactory to the Town);

4. Town Staff have inspected the completed works (as necessary) to ensure that the project has been completed in accordance with the program application and grant agreement (where applicable);
5. Invoices clearly showing the amount paid for all eligible works have been submitted;
6. Written verification that all contractors have been paid in full has been provided; and,
7. Staff are satisfied with all reports and documentation submitted.

Prior to issuance of the grant payment, Town Staff will conduct a final building/site inspection (as necessary) to ensure that the project has been completed in accordance with the grant application and agreement. Once the project is complete and an occupancy permit has been issued, Town Staff will ensure that all program and grant agreement requirements have been met to the Town's satisfaction. The Town will then issue payment of the grant in the amount specified as per the calculation of the actual grant payment.

Town Staff will monitor the project, periodically checking that the project is in compliance with the grant agreement requirements. Town Staff will take appropriate remedies as specified in the grant agreement if the applicant defaults on the agreement.

File No.: _____
(Office Use Only)



Town of Plympton-Wyoming Downtown Wyoming Community Improvement Plan

FAÇADE AND STRUCTURAL IMPROVEMENT PROGRAM APPLICATION FORM

1.0 GENERAL INFORMATION AND INSTRUCTIONS

- Please ensure that the application has been signed by the property owner or authorized agent.
- If the applicant is not the property owner, please ensure that written authorization is obtained by the applicant from the proper owner(s) to make this application and attach the authorization to the application form.
- To ensure legibility, please fill out the application form online or print in ink.
- If you find insufficient space on this form to respond to questions, please provide additional information on a separate page and attach to the application form.
- Please ensure that the application form is attached with required supporting documents as requested by Town Staff. This may include financial quotes, drawings, plans or other required information as appropriate. Applications will not be considered complete until all required documents have been submitted.
- Please submit the completed application form and other information to:

The Town of Plympton-Wyoming

Municipal Office

P.O. Box 250

546 Niagara Street

Wyoming, ON N0N 1T0

2.0 APPLICANT INFORMATION

2.2 REGISTERED PROPERTY OWNER(S)

Name: _____

Mailing Address: _____

City: _____ Province: _____

Postal Code: _____ Telephone: _____

Email: _____ Fax: _____

2.3 OWNER'S AUTHORIZED AGENT (IF ANY)

Name: _____

Mailing Address: _____

City: _____ Province: _____

Postal Code: _____ Telephone: _____

Email: _____ Fax: _____

3.0 PROPERTY INFORMATION

Municipal Address: _____

Name of Business (if any): _____

Legal Description: Lot No. _____ Plan No. _____

Assessment Roll Number: _____

What is the current status of the building?

Vacant: ☐ Occupied: ☐ Underutilized: ☐

Brief Description of Current Uses:

Is the property located within the Community Improvement Area?

Yes: ☐ No: ☐

Are property taxes for the subject property in arrears?

Yes: ☐ No: ☐

Are there any outstanding work orders on this property?

Yes: ☐ No: ☐

Are there any outstanding violations under the Fire Code?

Yes: ☐ No: ☐

Have grants previously been received from the Town for the subject Property?

Yes: ☐ No: ☐

If yes, please describe including when and total amounts of grants:

Please provide a description of façade and/or structural improvements proposed to be undertaken: (Note: Proposal to consider Downtown Wyoming Design Guidelines)

If additional information is required, please attach the additional information a separate sheet.

Provide a detailed cost estimate of the work to be undertaken, including all monetary values (Please attach the estimate).

Please indicate which façade(s) are included in the scope of work (select all that apply):

- | | | |
|--------|---|---|
| FRONT | <input type="checkbox"/> 1 st storey | <input type="checkbox"/> 2 nd storey |
| REAR | <input type="checkbox"/> 1st storey | <input type="checkbox"/> 2nd storey |
| SIDE A | <input type="checkbox"/> 1st storey | <input type="checkbox"/> 2nd storey |
| SIDE B | <input type="checkbox"/> 1st storey | <input type="checkbox"/> 2nd storey |

Will the entirety of an existing building's publicly visible façade be improved?

Yes: ☐ No: ☐

Please attach the following supporting documentation:

- ☐ Photographs of the existing building façade;
- ☐ Historical photographs and/or drawings, if available;
- ☐ A Site Plan and/or professional design study/architectural drawings illustrating the full scope of the proposed façade improvements;
- ☐ Specification of the proposed works, including a work plan for the improvements to be completed and construction drawings;
- ☐ Two (2) cost estimates for eligible work provided by a licensed contractor.

4.0 AUTHORIZATION

If this application is to be signed by an agent on behalf of the property owner/s, complete this section. This section should be signed by the property owners/ or if held by a corporation, by a signing officer (name and position) of the corporation.

I/we hereby certify that the information and statements given herein are true, correct, and complete in every respect for the purpose and intent of this application. I/we undertake to provide all information as required by the Town of Plympton-Wyoming to determine the amount of grant available under this program.

I acknowledge that Town of Plympton-Wyoming staff may visit the property that is the subject of this Façade and Structural Improvement Program application for the purpose of evaluating the merits of this application.

I acknowledge that personal information on this form is collected under the authority of the Municipal Act and/or the Planning Act and will be used to process the Community Improvement Plan application, to be utilized as part of the monitoring process, and that information acquired may also be released to the public.

I acknowledge that I have read in full the Downtown Wyoming Community Improvement Plan and understand and conform to the eligibility and program requirements of the Community Improvement Plan.

I hereby authorize _____ as agent, to act on my behalf in regard to the above application. I acknowledge that the authorized agent is to receive all correspondence and information pertaining to this application on my behalf.

Dated at _____ this _____ day of _____.

Signature of Owner/s _____
