

**THE THIRD MEETING OF THE MUNICIPAL HERITAGE COMMITTEE**

**COMMITTEE ROOM #304  
CITY HALL**

**APRIL 11, 2019**

5:31 p.m. The meeting convened.

**ATTENDANCE**

Members

Russell Schnurr  
Councillor Peters  
Harrison Cole  
Ryan Belanger  
Michael Lindsay  
Jennifer Childs  
Craig Crane  
Joe Docherty

City Officials

J. Hindley, Corporate Customer Service Assistant  
W. Graves, City Manager

Others

Mike Stevens, 613 Talbot Street  
Matt McLennan, 613 Talbot Street  
Suzanne Boldt, 529 Talbot Street  
Brian Loutts, 275 Talbot Street

Absent

Tino Clarke

**DISCLOSURES OF INTEREST**

Nil.

**MINUTES**

Motion by H. Cole - J. Childs:

THAT: The minutes of the meeting held on February 14, 2019 be confirmed.

Carried.

**NEW BUSINESS**

Heritage Easement Agreement - 96 Moore Street - Appendix "A"

The City Manager provided an overview of the proposed development at 96 Moore Street and the Heritage Easement Agreement that has been drafted.

The City Manager advised that Council had endorsed the agreement in principle and that it is required to consult with the Municipal Heritage Committee. He further advised that documentation is currently being drafted to submit to the Local Planning Appeal Tribunal.

The City Manager advised that it is unclear at this stage what process will be invoked by the Local Planning Appeal Tribunal, but that the request will be to have the current Ontario Municipal Board Order deregistered and the Heritage Easement Agreement registered immediately following.

The members discussed the Heritage Easement Agreement.

The members discussed the financial requirements of the agreement to ensure that the development unfolds accordingly.

The members discussed public access to the property.

The City Manager advised that the lands are private property and that the developer wants to ensure tenant security but that there is a potential interest in public access opportunities.

The Chair advised that the Heritage Easement Agreement would not contain clauses related to public access.

CONFIRMED \_\_\_\_\_ CHAIRMAN

3rd Meeting of the Municipal Heritage Committee - 2

The City Manager advised that the developer has had significant communication with the Alma College alumni community about the project.

The Chair reminded the members that the Committee had submitted a report to City Council in the fall not supporting the rescinding of the Ontario Municipal Board Order.

Motion by H. Cole – J. Docherty:

THAT: The Municipal Heritage Committee, having considered the Heritage Easement Agreement documentation, relies on its previous endorsement of maintaining the façade as outlined in the Ontario Municipal Board Order, but should the development at 96 Moore Street unfold, it will adhere to the plans defined in the Heritage Easement Agreement.

Carried.

Heritage Alteration Permit - 529 Talbot Street - Appendix “B”

The members discussed the Heritage Alteration Permit application for 529 Talbot Street and accompanying report from the Planning Department.

The members discussed the awnings over the second storey windows.

Ms. Suzanne Boldt, 529 Talbot Street advised that the awnings would be kept and that this section was drywalled inside.

Motion by Councillor Peters - J. Childs:

THAT: The Municipal Heritage Committee recommends the issuance of a Heritage Alteration Permit for the property at 529 Talbot Street relating to Application HAP-01-19.

Carried.

Heritage Alteration Permit - 613 Talbot Street - Appendix “C”

The members discussed the Heritage Alteration Permit application for 613 Talbot Street and accompanying report from the Planning Department.

The members discussed the importance of using breathable paint on the brick.

Motion by J. Childs – R. Belanger:

THAT: The Municipal Heritage Committee recommends the issuance of a Heritage Alteration Permit for the property at 613 Talbot Street relating to Application HAP-02-19, provided that:

(a) breathable paint is used for the project.

Carried.

Land Registry Offices – Waiving of Normal Tariff Fees

The members were in receipt of correspondence advising that the Committee had access to conduct searches at the Land Registry Office without charge, with some restrictions.

275 Talbot Street

Mr. Brian Loutts, 275 Talbot Street advised that the brick at his property has been bowed for the last twenty years and that he is contemplating work to the building, including securing the brick, removing some vinyl siding and some painting.

The Chair advised that a Heritage Alteration Permit application would need to be submitted to the Planning and Building Services Department, who will then refer it to the Municipal Heritage Committee. He further advised that the Committee then provides a recommendation to Council.

### 3rd Meeting of the Municipal Heritage Committee - 3

The Chair advised that an application could also be made through the Community Improvement Program for façade improvement funding.

#### 519 Talbot Street

The Chair advised that Council did not support all the Committee's recommendations in its approval of the Heritage Alteration Permit for 519 Talbot Street.

The Chair advised that the CIP Evaluation Committee would be considering funding for the façade project.

#### Summer Student Funding

The Chair advised that the Committee has been approved for 70% of the cost for one summer student.

The Chair provided an overview of the potential projects and tasks that the student could work on, including: heritage churches map, façade visualization for CIP applications, GIS-based Built Heritage Inventory, Heritage Alteration Permit checklist, updating existing walking tour maps, attendance at Committee meetings and providing updates and a Centre Street visualization project.

Motion by J. Childs – M. Lindsay:

THAT: The Municipal Heritage Committee approve the hiring of a heritage mapping student at a cost of \$1,666.

Carried.

#### Centre Street Visualization

The Chair showed a video containing a conceptual visualization of Centre Street that was developed by students at Fanshawe College.

The members discussed the potential for this kind of conceptual architecture and design work in assisting the Committee or developers with infill development projects.

#### Current Site Plan Control Notices

The Chair advised that there are current site plan control notices for 15-19 Flora Street and 63 Elm Street and that anyone was welcome to attend the meeting scheduled for April 23, 2019.

The Chair advised that 15-19 Flora Street borders the Heritage Conservation District and that there may be adjacency policies that need to be considered, as the proposed design and elevation does not appear to fit in with the Talbot Street Heritage Conservation District.

The Chair expressed concerns about the development at 63 Elm Street backing onto the trail, rather than fronting onto the active space.

The members discussed contacting the Site Plan Control applicants in advance of the meeting.

### **UNFINISHED BUSINESS**

#### 389 and 393 Talbot Street

The Chair advised that he would follow up with the Building and Planning Services Department relating to concerns about the condition of the building located at 389 and 393 Talbot Street.

#### Committee Facebook Page

R. Belanger agreed to take the lead on the Committee's Facebook page.

3rd Meeting of the Municipal Heritage Committee - 4

The members discussed content ideas for the Facebook page, including sharing events from other heritage groups.

Doors Open – Haunted St. Thomas

The Chair advised that he had no update related to Doors Open – Haunted St. Thomas.

**NEXT MEETING**

The next meeting is scheduled to take place on May 9, 2019 at 5:30 p.m. in Room #304, City Hall.

**ADJOURNMENT**

7:20 p.m. The meeting adjourned.

# St. Thomas Municipal Heritage Committee

April 11<sup>th</sup> 2019



## 529 Talbot Street Heritage Alteration Permit



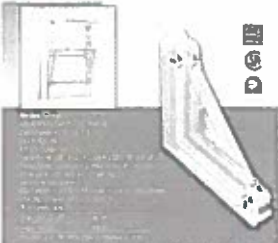


## 529 Talbot Street Heritage Alteration Permit



**GEORGIAN SERIES 2100 DOUBLE HUNG**  
*You'll appreciate the quality we build into every window!*

*frame* THE VINYL COMPANY *glass* ~~SAFARI~~ ~~INSULATED~~ IGMAE



All VWD Windows have Lifetime/Transferable Warranty.  
 All VWD windows are Energy Star Certified and CSA A440 Certified.  
 All VWD windows include Low-E Argon Gas.  
 Credit Card deposit/Balance add 3%.

Estimated Delivery date: 8 - 10 weeks  
 Price: \$ 6,900.00  
 PST: \$ 897.00  
 Total: \$ 7,797.00  
 Deposit: \$ 2,797.00  
 Balance: \$ 5,000.00

Prepared by: Victor Melurts  
 Off: 519-630-8993  
 Cell: 519-639-3297  
 email: [Firstlesswindowdoors@bell.net](mailto:Firstlesswindowdoors@bell.net)

## 529 Talbot Street Heritage Alteration Permit



# 613 Talbot Street Heritage Alteration Permit



4. Please list below, any documents included with this submission (drawings, site plan, specifications, photographs and other documents as needed to illustrate the project). Requirements will depend on the scale of the project.

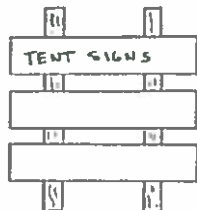
- new sign design
- replacing new windows adding transoms
- replacing door - to just 1. barrier free door
- painting brick a neutral colour

5. Explain the reasons for undertaking the alterations and describe how the proposal conforms to the Part IV individual designation by-law or Part V Heritage Conservation District Plan design guidelines. Attach additional page(s) if needed.

- We had to replace a section of brick on the front that did not as match as we thought painting was allowed.

# 613 Talbot Street Heritage Alteration Permit

We are going to be replacing the current windows with a more heritage correct window with upper transom and black frame. We are also replacing the 2 current doors with 1 barrier free opening door that will face the street. I feel that because the building has sat so long being vacant that we need to change the look and peoples opinion of "the old keepers" building. I would like to paint the current brick with a flat acrylic cream coloured paint that will allow the brick to breathe and really freshen the look up. The cream colour is a neutral colour and will be even further enhanced by the timber we plan on using to create a grand entrance. We feel that the neutral cream has a nice historic look and will suite the heritage look of the surrounding area. The timber is only going to be laminated to the current openings and will not interfere with the sidewalk. We will be matching the timber with vertical beams that will be holding the small signs for tenants on either side of the windows. We will be adding our building sign directly above the front door which is called the TCB CENTRE. "TAKING CARE OF BUSINESS" we will also be installing goose neck lights above the tenants signs.





## 613 Talbot Street Heritage Alteration Permit



## 613 Talbot Street Heritage Alteration Permit

### **HERITAGE CONSERVATION DISTRICT PLAN:**

The property at 613 Talbot Street has been identified as a non-contributing building within the Downtown St. Thomas Heritage Conservation District Plan. As such, policies in Section 4.4 as they relate to non-contributing resources would apply for the review of a heritage alteration permit.

Based on the proposed work, the policies relating to Façade Patterns (4.4.3.2), Paint (4.4.3.4), Storefronts (4.4.3.5), Signage (4.4.3.6), and Windows (4.4.3.7) would apply.

The Downtown St. Thomas Heritage Conservation District Plan provides policies and guidelines for windows of non-contributing buildings through Section 4.4.3.7 of the Plan. The policies of this subsection speak to the avoidance of covering up and filling in existing windows. What is being proposed is the replacement of the existing windows with the addition of new transoms. Further, Section 4.4.3.2 of the Plan speaks to façade patterns and has policies regarding the selection of complimentary or compatible window and door openings, materials and proportions. What is being proposed would be consistent with the policy direction of these two subsections.



## 613 Talbot Street Heritage Alteration Permit

The subsections for Paint (4.4.3.4) and Storefronts (4.4.3.5) provide guidelines for non-contributing buildings. Based on the application, the proposed paint colour would be consistent with the historic colour palette or neutral shades that are outlined in the paint subsection. In addition, the glass to solid material proportions and recessed entrance are similar to the surrounding contributing HCD properties and would be consistent with the storefront guidelines.

With respect to the signage that is being proposed, it would be consistent with the policies of subsection 4.4.3.6 as it is not proposed to be installed in a manner that covers windows or important elements of the building façade and is not proposed to be an internally illuminated sign.

**STAFF COMMENT:**

In my opinion, the proposed heritage alteration permit would be in keeping with the policies of the Downtown St. Thomas Heritage Conservation District Plan as they relate to non-contributing buildings.

Respectfully submitted,

  
Kevin McClure, MCIP, RPP  
Planner



## 519 Talbot Street Yurek Pharmacy



**1.6 PLEASE PROVIDE A DESCRIPTION OF FAÇADE IMPROVEMENTS (IF APPLYING FOR FAÇADE IMPROVEMENT PROGRAM) Note: Improvements must follow urban design guidelines as established by the Urban Design Study.**

We will remove and rebuild the Talbot Street wall on the ground floor. The retail window will be larger. A lighter tone brick will be used to closely resemble the yellow brick originally in place.

The second and third floors will have the steel siding and bricks removed and replaced with new brick, placed in the same patterns as the original brickwork.

The east wall of 519 on the third floor will be covered with an EIFS new capping.

The sign will be replaced with a new sign.

In order to maintain the "difference" of the buildings a brick pilaster will be installed.

# 519 Talbot Street Yurek Pharmacy



# 519 Talbot Street Yurek Pharmacy





## 519 Talbot Street Yurek Pharmacy



Motion by H. Cole - J. Docherty:

THAT: The Municipal Heritage Committee recommends the issuance of a Heritage Alteration Permit for the property at 519-523 Talbot Street relating to Application HAP-02-18, provided that:

- (a) once the cladding is removed, the brick is assessed by the Chief Building Official and original brick is maintained if found in good condition
- (b) the second storey window sills are to be extended down to match those at 523 Talbot Street
- (c) ground floor windows be extended to the bottom of the sign with proper window sills and including the placement of black glass over the doors
- (d) consideration be given to use of material other than brick on the ground floor up to the sign
- (e) the brick at 523 Talbot Street is retained and re-pointed with high lime content mortar.

Carried.

## 96 Moore Street Proposed Heritage Easement

As you are aware, consideration has been underway for the redevelopment of 96 Moore Street as proposed by Patriot Properties.

At this time the project planning continues to advance and as part of the process, a Heritage Easement Agreement has now been developed. Following direction from the Local Planning Appeal Tribunal, this easement would replace the existing Ontario Municipal Board Order which requires the replication of the façade of the former Alma College.

While City Council has endorsed the content and actions of the Heritage Easement Agreement, prior to its final adoption by By-law, and as required by the Ontario Heritage Act, comments are being solicited from the Municipal Heritage Advisory Committee relating to the easement document.

Having said that, it is recognized that on September 17, 2018 City Council received comments from the Municipal Heritage Advisory Committee in its Report MHC-03-18 relating to the site.

Following your review of the Heritage Easement Agreement, I would ask that any comments you may have be provided to City Council, through the Clerk's Department by May 6, 2019.

I will be pleased to attend your meeting to answer any questions you may have.

Thank you for your attention to this information.

W. Frayes



**LEGEND**

1. Landmarked Heritage Frontage	4. General Lot's Property	5. Heritage easement (Red line area)
2. Former College Location	5. Former Lot's Property	6. Heritage Alteration Permit
3. Heritage Alteration Permit	6. Former Lot's Property	7. Heritage Alteration Permit
		8. Heritage Alteration Permit

# 96 Moore Street Proposed Heritage Easement



Report No.  
ADM-06-2019  
File No.

**Directed to:** Mayor Joe Preston and Members of City Council

**Date Authored:**  
March 15, 2019  
**Meeting Date:**  
March 18, 2019

**Department:** Corporate Administration

**Attachment**  
February 19, 2019  
Powerpoint Presentation  
Proposed Heritage  
Easement Agreement

**Prepared By:** Wendell Graves, City Manager

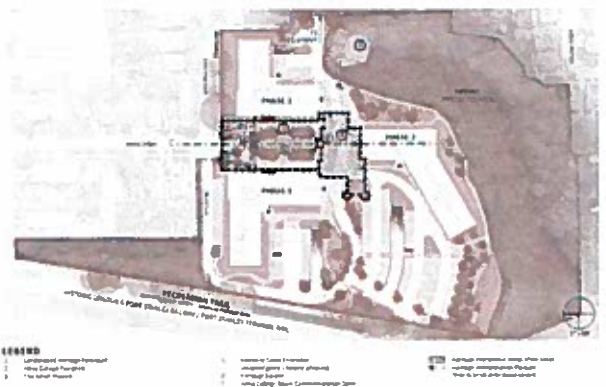
**Subject:** Heritage Easement Agreement 96 Moore Street

## Recommendation:

THAT Council receive Report ADM-06-2019 relating to the Heritage Easement Agreement for 96 Moore Street for information, and further,

THAT Council approve the contents and actions contained within the Heritage Easement Agreement for 96 Moore Street, and further,

THAT Council direct Administration to prepare a by law to enter into a Heritage Easement Agreement with the owners of 96 Moore Street.



# 96 Moore Street Proposed Heritage Easement

## COMPONENTS OF THE HERITAGE EASEMENT AGREEMENT

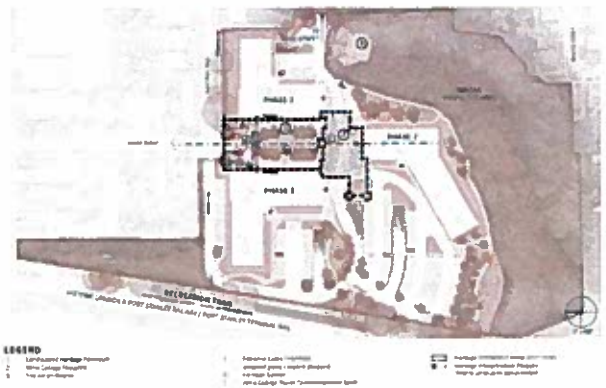
### REQUIRED HERITAGE CONSERVATION AND PERMITTED ALTERATIONS INCLUDING COMMEMORATIVE FEATURES

#### Heritage Built Form

1. Moore Street entrance gateway and pillar ensemble
2. The amphitheatre

#### Commemorative Features

1. Outline footprint of main Alma College Building
2. Permanent spire sculpture
3. Garden commemorating original landscaped forecourt
4. Interpretative panels and signage





# 96 Moore Street Proposed Heritage Easement

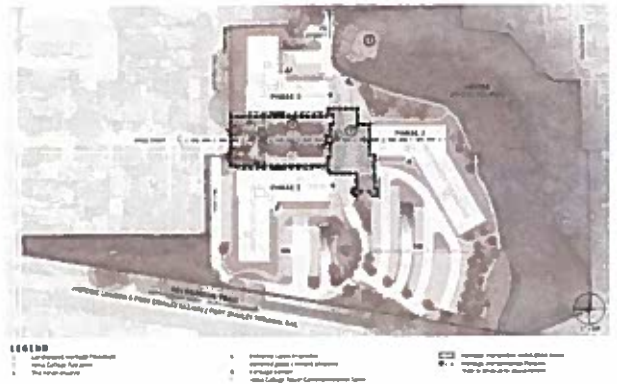
## i. Zone 1, Landscaped Heritage Forecourt

As depicted and marked as Zone 1 in the schematic site drawing of the Easement Lands, page 1 of Schedule "B".

### Included Heritage and Commemorative Features

- Historical entrance gateway and pillar ensemble, framing an open southerly view from the Wellington and Moore Street intersection into the former forecourt area of the Alma College campus and centered on the spire sculpture referred to in (ii) below
- Central heritage garden in its original ellipse shape and other commemorative garden and landscaping elements.
- Historic gate plaques and Ontario Heritage Plaque.

An Interpretive Plan and a detailed Conservation Plan pertaining to the restoration, preservation and maintenance of the entrance gateway and pillar ensemble, describing the conservation measures, restoration or construction methods and detailed specifications shall be submitted to the City by the Owner within the first ninety (90) days following registration of this Agreement on the title of the Property.



# 96 Moore Street Proposed Heritage Easement

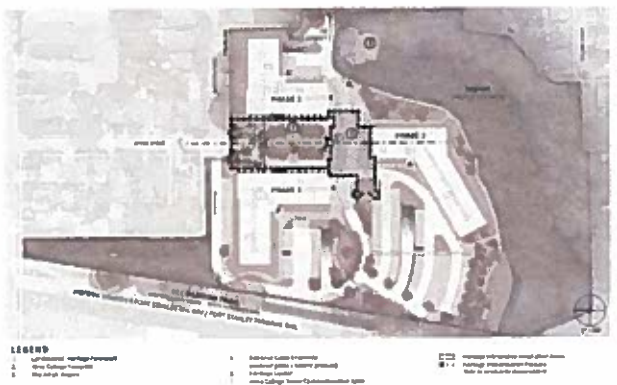
## ii. Zone 2, Alma College Footprint

As depicted and marked as Zone 2 in the schematic site drawing of the Easement Lands, page 1 of Schedule "B".

### Included Heritage and Commemorative Features

- paving materials in contrasting colours and textures delineating the footprint of the former Alma College main building in actual dimensions.
- spire sculpture at the location of the former central tower of the building.
- heritage interpretation plaque

An Interpretation Plan and detailed technical plans pertaining to the Commemorative Features and describing the design, construction, material specifications and maintenance requirements for the significant components of the Commemorative Features shall be submitted to the City within the first ninety (90) days following registration of this Agreement on the title of the Property.



# 96 Moore Street Proposed Heritage Easement

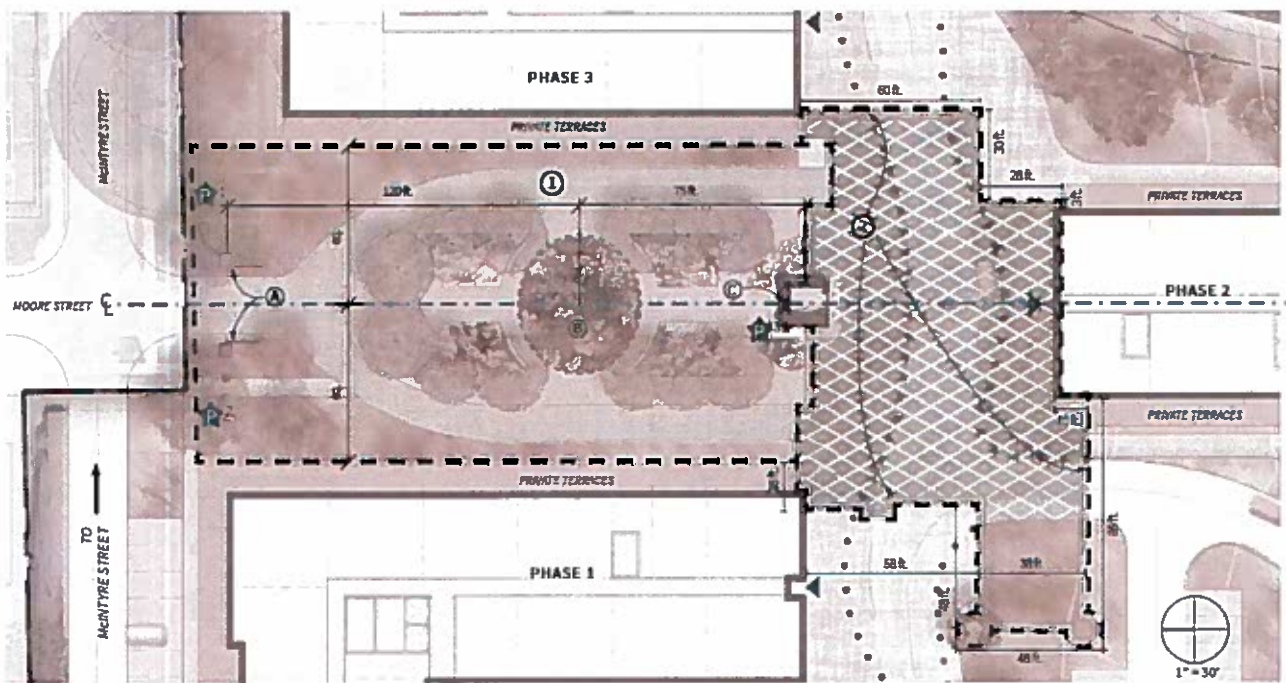
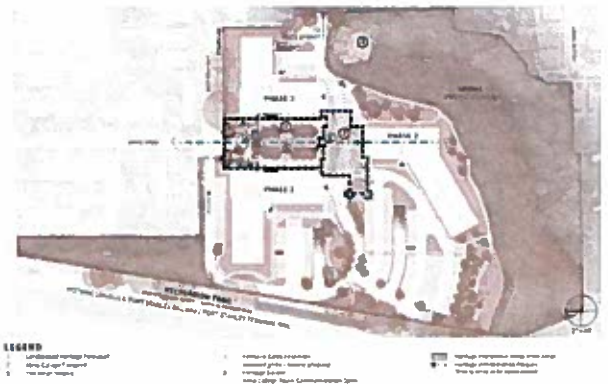
## iii. Zone 3, Amphitheatre

As depicted and marked as Zone 3 in the schematic site drawing of the Easement Lands, page 1 of Schedule "B".

### Included Heritage and Commemorative Features

- original walkways and benches of drystone
- level performance area
- heritage interpretation plaques

An Interpretation Plan and a detailed Conservation Plan pertaining to the restoration, and preservation and maintenance of the amphitheatre, describing the conservation measures, restoration or construction methods and detailed specifications shall be submitted to the City within the first ninety (90) days following registration of this Agreement on the title of the Property.



### LEGEND

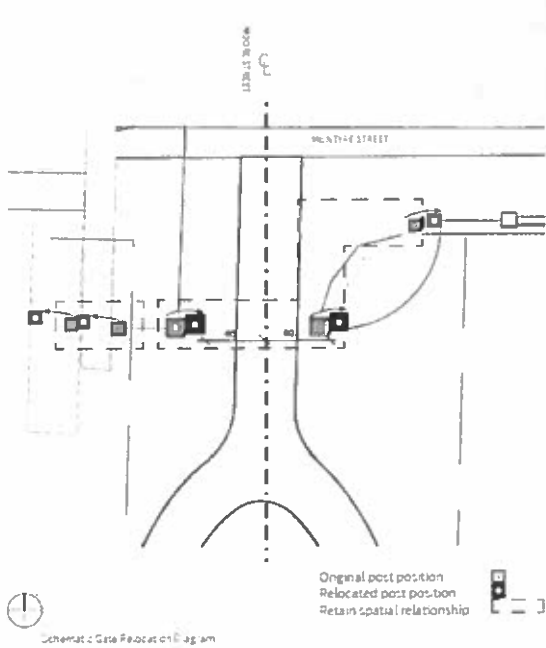
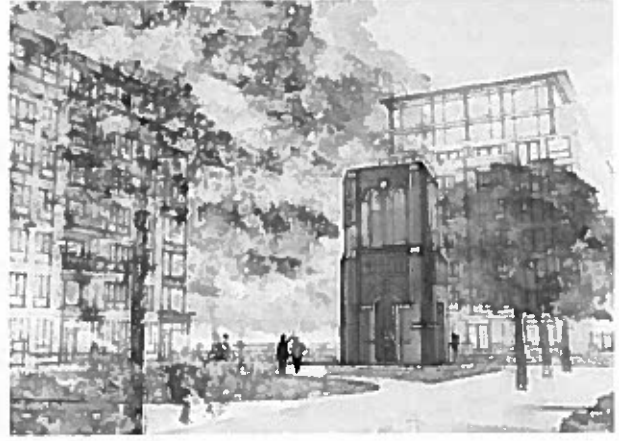
1. Landscape Heritage Forecourt
2. Alma College Footprint
3. The Amphitheatre

- A. Entrance Gates + Pillars  
(restored stone pillars + historic plaques)
- B. Heritage Garden (dashed ellipse)
- C. Alma College Tower Commemoration

- Heritage Easement Agreement Area  
Heritage Interpretation Plaques (3 of 4 shown)  
\*Refer to Schedule - Interpretation Elements  
for plaque content



Commemorative Spire structure at termination of Moore street axis



02 The framed view looking south on Moore Street prior to the reinstatement of fencing, gates, lanterns and plaques (EPA, 2018)



06 Existing condition of the west gate posts at the sidewalk entrance prior to the reinstatement of fencing, gates, lanterns and plaques (EPA, 2018)



### 4.3 The Amphitheatre

Further information is required to determine the extent of conservation work that may be permitted at the amphitheatre. An Environmental Impact Assessment prepared by X and dated X found that the amphitheatre may have become, in its ruinous state, a habitat for protected snakes. The Ministry of Natural Resources and Forestry should be consulted prior to undertaking any conservation and/or maintenance work within the amphitheatre.

Subject to obtaining any and all required permissions for conservation and/or maintenance work, a conservation scope should be undertaken to restore the amphitheatre. Further details on the scope of this conservation work and extent of restoration will be provided, if appropriate, in the Conservation Plan.

The Conservation Scope may include:

- Remove loose debris, refuse and vegetation including branches and overgrowth and make good and level unsettled limestone seating stones and stair treads.
- Replace broken or deteriorated stone units with new unit masonry to match the profiles and appearance of the existing stones; and
- Carefully remove all invasive vegetation from exiting mortar joints stabilize and reset existing displaced or missing retaining wall stones and repoint all joints using a compatible lime based heritage mortar.



19 Existing vegetation of the amphitheatre prior to restoration (EPA 2012)



20 Existing stone seating and stairs prior to restoration (EPA 2012)

## 96 Moore Street Proposed Heritage Easement

### 3.0 INSURANCE

#### All Risks Policy

3.1 At all times during the currency of this Agreement the Owner shall take out and keep in full force and effect, all risks (including flood and earthquake) property insurance with limits in an amount equal to 100% of the full replacement cost of:

- the designated Heritage Built Form Elements in Zones 1 and 3 including the increased cost to restore the elements based on their heritage designations, and in the municipal bylaw under the Act.
- the Commemorative Features located in Zones 1 and 2 as described in the Schedules to this Agreement.

For clarity, it is acknowledged and agreed that the insurance obligation shall only be required to the extent of the costs actually incurred in undertaking the works required of the Owner hereunder, subject to the updating referred to in 3.3 below.

#### City as Additional Insured

3.2 The City shall be named as an Additional Insured and Loss Payee.

#### Certificate of Insurance

3.3 Upon execution of this Agreement, the Owner shall deposit with the Director, a certificate of insurance in accordance with the requirements referred to above with limits and with a company that are acceptable to the City. This Certificate shall be updated from time to time to reflect changes in the insurable value of the works required of the Owner hereunder relative to the applicable consumer price index.



**LEGEND**

LPH Registered Heritage Property  
 Other Designated Heritage Property  
 Proposed Easement

Heritage Built Form Elements  
 Designated Commemorative Features  
 Heritage Built Form Elements



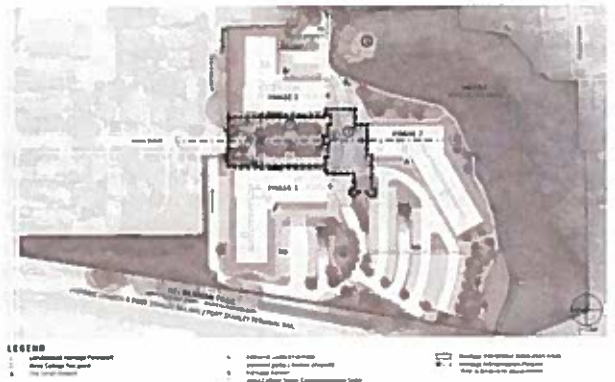
# 96 Moore Street Proposed Heritage Easement

## 4.0 SECURITY FOR PERFORMANCE

4.1 Upon registration of this Agreement on the title of the Property pursuant to subsection 2.1.1 the Owner shall deliver to the Director either of the following for the purpose of securing the Owner's faithful performance and obligations under Sections 1.3, 2.2, 2.2.3, 2.2.4 and 3 as well as under Sections 5 and 6 of this Agreement:

- an unconditional and irrevocable letter of credit in a form from a Canadian Chartered Bank satisfactory to the City;
- a surety bond issued by a Surety Company acceptable to the City for the purpose of guaranteeing the Owner's performance of works and other obligations required under this Agreement. The complete terms of the bonding instrument shall be submitted to the City in advance for review and consideration by the City's solicitor and Director of Finance, together with, if requested, particulars disclosing the Owner's financial ability and development experience relevant to the required performance. Among other terms the bond shall provide that:
  - the obligation to pay is on demand, without regard to the equities between the parties;
  - payout is in cash up to the aggregate amount of the bond, but partial drawings are permitted;
  - the bond is standby and irrevocable;
  - the bond automatically renews or is otherwise continuous, until it is released with written consent of the Director, Planning and Building Services.

4.1.1 The amount of the Letter of Credit or Surety Bond shall be increased periodically after the date of this Agreement upon request of the Director, acting reasonably, with reference to the percentage increase in the "Construction Price Statistics" for Southwestern Ontario, as published by Statistics Canada, Non-Residential Construction Price Statistics Publication 62-007-XPB, or its successor, all to the satisfaction of the City.



# 96 Moore Street Proposed Heritage Easement

## WHAT HAPPENS NEXT.....

1. Council endorses framework of Heritage Easement Agreement
2. Application is made to Lands Tribunal for relief of existing OMB Order

If Lands Tribunal finds in favour of development....

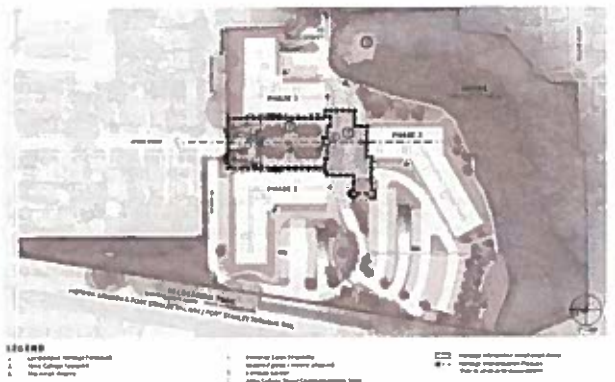
Holding Provisions of Official Plan and Zoning are lifted

Council to approve Site Plan

Council to confirm CIP Funding envelop

Heritage Easement Agreement is Executed

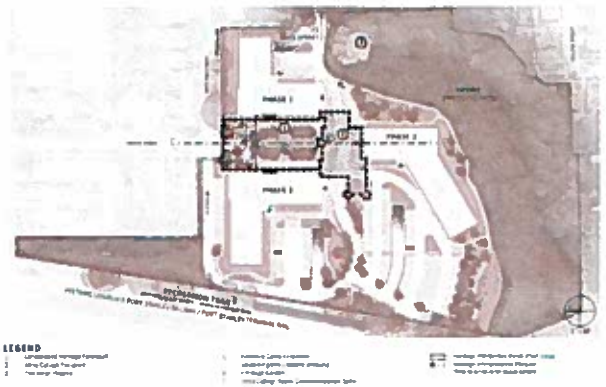
Site Development Agreement is executed



# 96 Moore Street Proposed Heritage Easement

## Descriptions Relevant to Duties of the Owner

1.2 The Owner and the City agree that the schematic design drawings (Schedule "B"), the photographs (Schedule "C1"), list of photographs and captions (Schedule "C2"), and ultimately the As Constructed Plans which will replace the Schedule "B" schematic design drawings and the post restoration/alteration photos which will be added to Schedules "C1" and "C2", all attached to this Agreement, generally depict certain significant features of the historical context and cultural heritage of the Property as well as the appearance and structure of the Heritage Built Form Elements on the Property. The Parties further agree that certain schematic design drawings contained in Schedule "B" are general depictions of the Commemorative Features to be installed in accordance with this Agreement as well as landscaping and paved areas intended within the Easement Lands in accordance with site plans to be approved by the City. The content of the attached Schedules "B", "C1", "C2", "D" and "E" shall be referred to in determining the duties and obligations of the Owner under this Agreement.



# Land Registries Office Letter

March 21, 2019

Mr. Bertrand Duclos, Heritage Outreach Consultant  
Program Planning and Delivery Unit c/o Culture Services Unit  
Ministry of Tourism, Culture and Sport  
401 Bay Street, Suite 1700  
Toronto, ON M7A 0A7

Dear Mr. Duclos:

In reply to your recent request made on behalf of Municipal Heritage Committees and their assistants, permission is hereby granted to examine closed parcel registers, copies of documents originally registered in paper and copies of plans in the registry office in the Province of Ontario subject to the terms and conditions set out therein.

You represent and warrant that the above named organization is a non-profit organization, and the information obtained will be used only for research of a non-commercial historical nature.

Permission to investigate land registry office records does not include the supply of copies of records, for which you must pay the requisite photocopy charge. Also, please be advised that a statutory fee is required to access current parcel registers and documents through the automated system.

Land registration documents and records you access may be subject to copyright, license and other rights and interests. You may not further use, reproduce, post, modify or distribute any records without first seeking the appropriate consents or licenses.

A search of the historical abstract index records must not be done during peak periods of operations. You should consult with the on-site Operations Manager who will identify those peak periods.

Solicitors and title searchers and other land professionals who must make a title search in order to complete a land transaction, must be given priority with respect to the records. Where title records being searched are required by such persons, those books must be given up upon request.

In order to limit the demands on the land registry office staff, the number of records to be viewed, copied or produced in one day may be limited at the discretion of the Operations Manager. All individuals, using this Letter of Authority, must identify themselves to the Land Registry Office.

Operations Manager, present a copy of this letter and make known to the staff the particular project on which they are working. Use of this permission letter by you, any representatives or members of your organization is evidence of agreement to these terms by those persons.

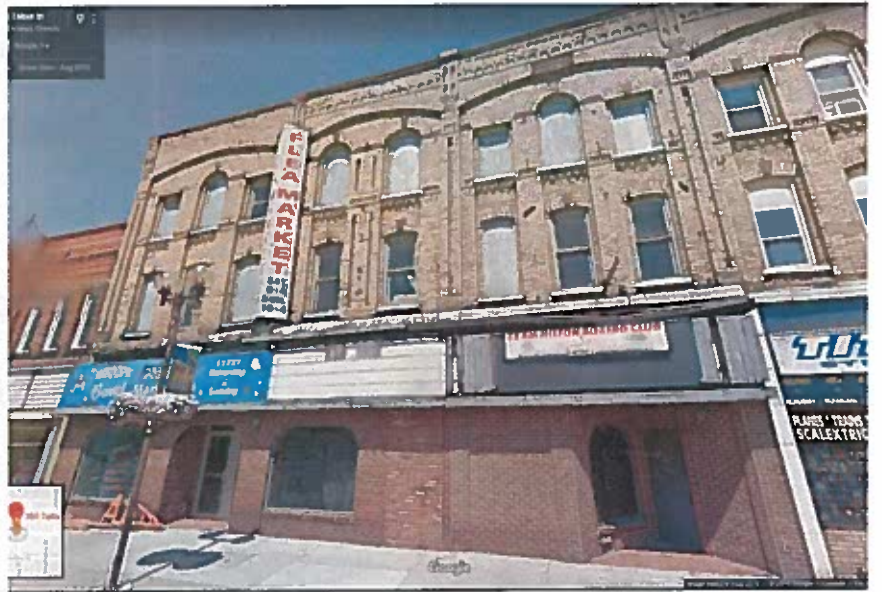
Through a copy of this letter, I am advising the Operations Manager that I have approved your request as noted above. Please contact the Operations Manager in the land registry office to arrange convenient dates and times. This authorization will be in effect up to March 31, 2020 and is subject to revocation in the sole discretion of the Ministry.

Yours sincerely,

Dan Peloran  
A/Director  
Central Production and Verification Services Branch

CC: Michelle Gidens, Director, Central Retail Offices Branch  
Matthew Roy, Director, North Retail Offices Branch  
Tara Meagher, Director, West Retail Offices Branch  
Christine Levin, Director, East Retail Offices Branch

## 389 & 393 Talbot Street



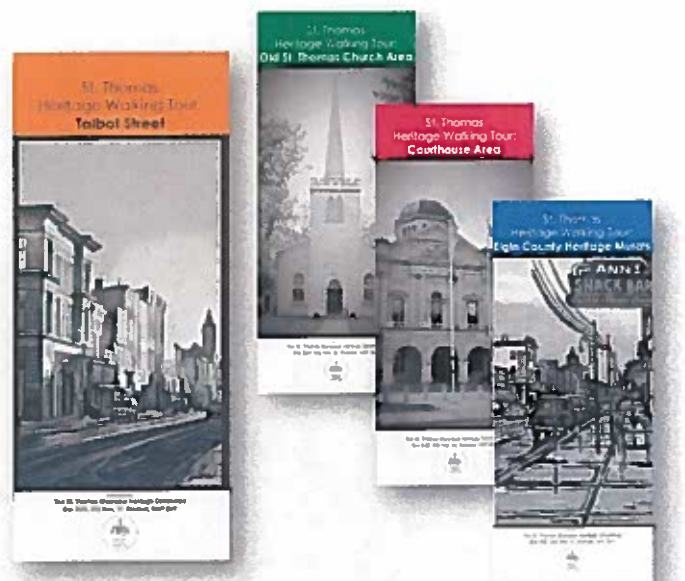
## 2019 Heritage Mapping Student

Application approved by Young Canada Works

1 position for 12 weeks at \$15/hour

70% of total budget (\$3950 of \$5616)

30% MHC Contribution \$1666





## 2019 Heritage Mapping Student

Application approved by Young Canada Works

1 position for 12 weeks at \$15/hour

70% of total budget (\$3950 of \$5616)

30% MHC Contribution \$1666

**Heritage Churches Map – Hardcopy & Online**

**Façade Visualizations for CIP Applications**

**Create GIS-based Built Heritage Inventory**

**Heritage Alteration Permit Checklist**

**Update Existing Walking Tour Maps**

**Attend MHC Meetings and Provide Updates**

**Centre Street Visualization Project**

## 2019 Heritage Mapping Student





## Site Plans of Interest

Hearing date has been set for March 27th at 10:00am in Room 304

**15-19 Flora Street**

Proposal to construct a 3 storey apartment building with 24 units

**63 Elm Street**

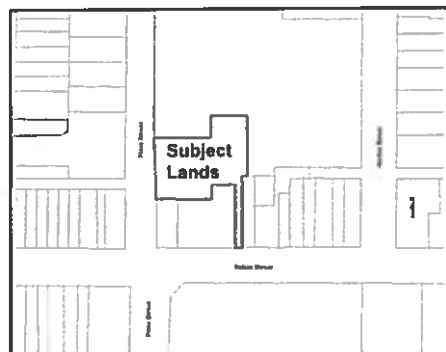
Proposal to construct 16 two storey townhouses

## Site Plans of Interest

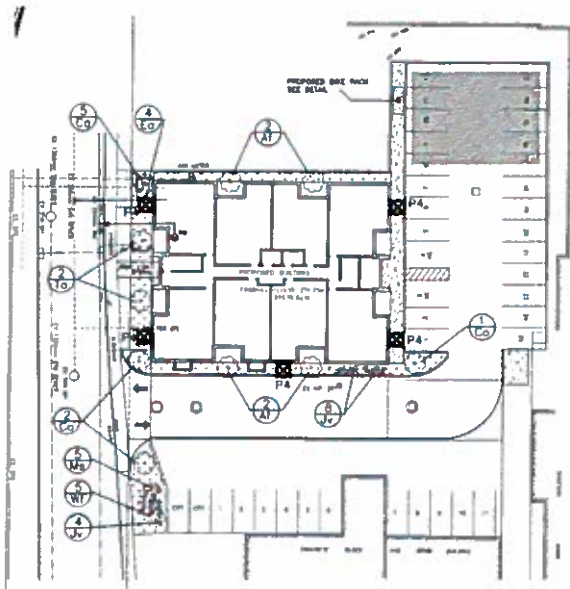


**15-19 Flora Street**

Proposal to construct a 3 storey apartment building with 24 units



## Site Plans of Interest



**15-19 Flora Street**

**Proposal to construct a 3 storey apartment building with 24 units**



## Site Plans of Interest

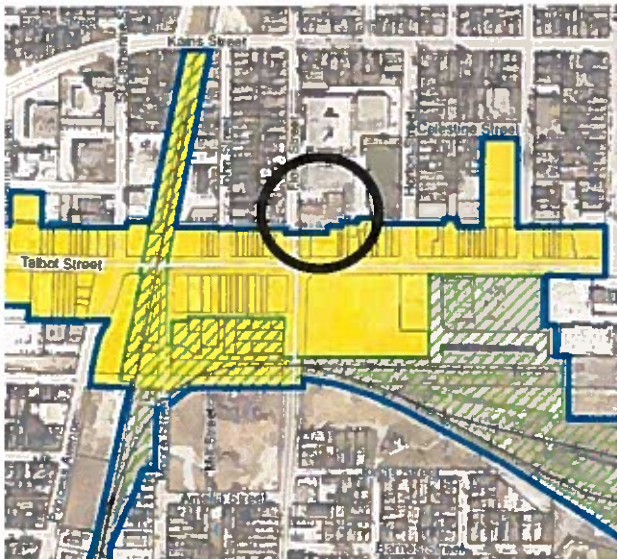


**15-19 Flora Street**

**Proposal to construct a 3 storey apartment building with 24 units**



## Site Plans of Interest



### 15-19 Flora Street

Proposal to construct a 3 storey apartment building with 24 units



## Site Plans of Interest

### 4.13 ADJACENT PROPERTIES

Development or alterations outside of the HCD boundary are not subject to the policies and guidelines of the HCD Plan, nor are they required to obtain heritage alteration permits. However, site alteration and development adjacent to the HCD is required to conform to the Provincial Policy Statement (PPS). Proposed redevelopment and significant alterations adjacent to the St. Thomas Heritage Conservation District must demonstrate that the heritage attributes of the adjacent HCD or heritage property will be conserved.

- Require the preparation of a Heritage Impact Assessment carried out by a qualified professional for development adjacent to the HCD. The Heritage Impact Assessment should be conducted by a member in good standing of the Canadian Association of Heritage Professionals
- Implement mitigative measures where impacts on the HCD attributes are identified



## Site Plans of Interest



## Site Plans of Interest



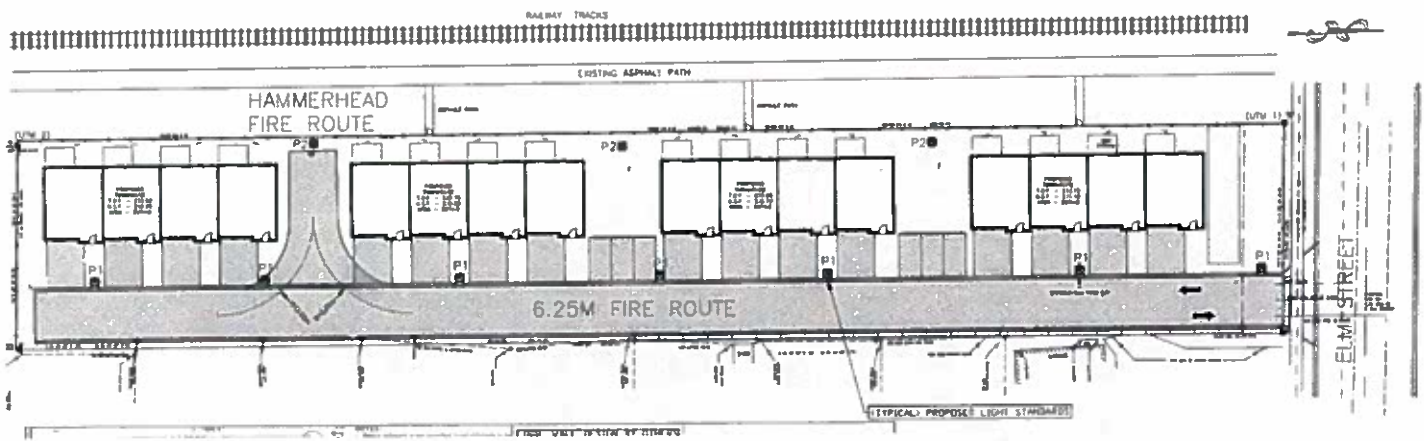
**63 Elm Street**

**Proposal to construct 16 two storey townhouses**



# Site Plans of Interest

63 Elm Street Proposal to construct 16 two storey townhouses



# Site Plans of Interest

63 Elm Street Proposal to construct 16 two storey townhouses



## Site Plans of Interest

63 Elm Street Proposal to construct 16 two storey townhouses



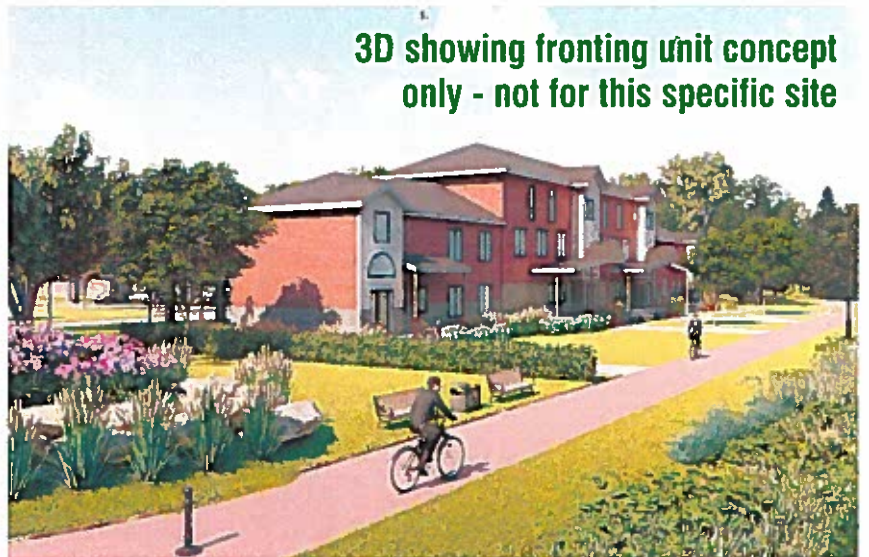
## Site Plans of Interest

63 Elm Street Proposal to construct 16 two storey townhouses



**Alternative Approach**

**Rear lane with units fronting onto open space corridor**



# **St. Thomas Municipal Heritage Committee**

**April 11<sup>th</sup> 2019**





## MEMO

**DATE:** February 20<sup>th</sup>, 2019

**ATTENTION:** Melanie Knapp, Secretary, Municipal Heritage Committee

**SUBJECT:** Heritage Alteration Permit  
529 Talbot Street  
HAP-01-19

---

Please find attached a notice of receipt for Heritage Alteration Permit within the City of St. Thomas. The applicant has consulted with Planning & Building Services Department Staff and the application has been deemed complete.

As per the Heritage Alteration Permit process, the attached material is being provided for your circulation to the Municipal Heritage Committee for consideration and recommendation to Council. In scheduling a meeting with the Municipal Heritage Committee and the applicant, please copy the Planning & Building Services Department for our records.

Through the consultation process, Planning & Building Staff do not have any additional comments for the Municipal Heritage Committee's consideration.

If you have any questions, please contact the Planning & Building Services Department.

Regards,



Crystal Penney  
Planning & Building Services Coordinator



PLANNING & BUILDING SERVICES DEPARTMENT

t. (519) 633.2560 f. (519) 633.6581

9 Mondamin Street  
St. Thomas, Ontario, N5P 2F9

**NOTICE OF RECEIPT FOR HERITAGE ALTERATION PERMIT**  
(Section 42(3) of the Ontario Heritage Act, R.S.O. 1990, c. O.18, as amended)

February 20<sup>th</sup>, 2019

Susan and Jason Boldt  
529 Talbot Street  
St. Thomas, ON  
N5P 1C3

**Re:** Notice of Receipt  
Heritage Alteration Permit  
**File No.:** HAP-01-19  
**Property:** 529 Talbot Street

Pursuant to Section 42(3) of the Ontario Heritage Act, as amended, this letter is notice that the information and material required through the City of St. Thomas' Application for Heritage Alteration Permit has been provided and the application is thereby considered complete.

Council of the City of St. Thomas has 90 days from the issue of receipt of this notice to make a decision to grant or refuse this application.

The Secretary of the Municipal Heritage Committee has been circulated this notice and application for inclusion on the next available meeting agenda date. You will receive a separate notice of confirmation of your Municipal Heritage Committee meeting date and time. It is advisable for you or a representative to attend this meeting to present and respond to questions on your Heritage Alteration Permit application.

Please contact the Planning & Building Services Department at 519-633-2560 if you have any questions.

Yours truly,

A handwritten signature in black ink, appearing to read "Crystal Penney".

Crystal Penney  
Planning & Building Services Coordinator

cc: Melanie Knapp, Corporate Administrative and Accessibility Clerk, City of St. Thomas

Corporation of the City of St. Thomas  
**APPLICATION FOR A HERITAGE ALTERATION PERMIT**

Pursuant to Section 33(2) and Section 42(2.1) of the Ontario Heritage Act

<b>OFFICE USE:</b>	Date Application Received: <u>FEB 19 2019</u>	Consultation Date: <u>FEB 7/19</u>
	Date Application Deemed Complete: <u>FEB 20 2019</u>	File Number: <u>HAP 01-19</u>

**OWNER/APPLICANT**

1. Property Owner  
Name: SUSAN + JASON BOLDT  
Address: 529 TALBOT ST  
Postal Code: N5P 1C3 Phone: 519 932 0580 Fax: \_\_\_\_\_  
Email: SKboldt@hotmail.com

2. Agent/Applicant  
Name: "  
Company: LIMITLESS TATTOOS INC  
Address: "  
Postal Code: " Phone: " Fax: \_\_\_\_\_  
Email: "

Who is the primary contact?

Registered Owner       Applicant/Agent

\*Note: Unless otherwise requested all communications will be sent to the Applicant.

\*Please indicate the method of communication you would like to be contacted by.

Phone       Email       Fax       Mail

**PROPERTY INFORMATION**

1. Municipal Address: 60529 TALBOT ST

2. Legal Description: PLAN 37 PT LOTS 16 + 17 N/S TALBOT W/S MONDAMIN W

**SUMMARY OF WORK PROPOSED**

1. What kind of permit is required?

Alteration to Building/Property       New Construction       Demolition



2. How is the property designated?

- Individually Designated Property     Part of the Heritage Conservation District     Both

3. Check all types of work that would happen in your proposed project:

- demolition of a building or part of a building, such as a building façade
- removal of a building to a different location on site or to another site
- erection of a new building, a new façade, a new storefront, an addition to an existing building, a new garage or a new fence or wall
- structural intervention that affects the external appearance of a building
- repointing and repairing masonry, cleaning masonry of paint or grime, or painting or staining
- removal of parging, External Insulation and Finish System, siding or façade screen from walls or installation of new wall material to replace or cover existing wall material
- alteration of doors and windows, their heads and their surrounds, or cutting of new door and window openings in walls
- alteration of roofline or skyline by changes to cornices, overhangs, eaves, parapets, chimneys, domers, rooftop equipment, towers and roof shape, or alteration of historic roof coverings such as slate
- removal or addition of architectural detail, such as storefront cornices, decorative brickwork, stone trim, brackets, window shutters, awnings, porches and balconies
- erection of a sign
- alteration of streets and their boulevards, squares, parking lots

4. Please list below, any documents included with this submission (drawings, site plan, specifications, photographs and other documents as needed to illustrate the project). Requirements will depend on the scale of the project.

- WINDOW REPAIRING  
- WINDOW BROCHURE  
- WINDOW QUOTE

5. Explain the reasons for undertaking the alterations and describe how the proposal conforms to the Part IV individual designation by-law or Part V Heritage Conservation District Plan design guidelines. Attach additional page(s) if needed.

- INSIDE WINDOWS BROKEN + DRAFTY, FOGGED/FROSTS  
- NOT ENERGY EFFICIENT - DOUBLE PANE/WOODEN  
- UNABLE TO CLEAN THE OUTSIDE COAT CONTRASTING IT OUT.  
- ENHANCES SAFETY.  
- REDUCES NOISE  
- PROTECT BELONGINGS FROM VIKRAYS.  
- PHOTOS INCLUDED...

**APPLICANT DECLARATION**

By making this application, permission is hereby granted to any Municipal staff members and Municipal Planning Consultant to enter upon the premises described in this application at a reasonable time for the purpose of inspecting the property in relation to the proposed application and for distributing information concerning the same. This information is being collected pursuant to the Ontario Heritage Act, Municipal Act, and Freedom of Information Act. The information contained herein will be distributed to bodies and agencies prescribed by legislation and regulation and also to interested parties.

If this application is signed by an agent or solicitor on behalf of an applicant, the owner's written authorization must accompany the application (**Appendix A**). If the applicant is a corporation acting without an agent or solicitor, the application must be signed by an officer of the corporation and the corporation's seal (if any) must be affixed.

**MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

Application information is collected under the authority of Section 33(2) and Section 42(2.1) of the Ontario Heritage Act. In accordance with the Act, it is the policy of the City of St. Thomas to provide public access to all Planning Act applications and supporting documentation submitted to the City.

I SUSAN / Jason Boldt, the Owner or Authorized Agent, hereby agree and acknowledge that the  
(Print name of Owner or Authorized Agent)

information contained in this application and any documentation, including reports, studies and drawings, provided in support of the application, by myself, my agents, consultants and solicitors, constitutes public information and will become part of the public record. As such, and in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M. 56, I hereby consent to the City of St. Thomas making this application and its supporting documentation available to the general public, including copying and disclosing the application and its supporting documentation to any third party upon their request.

**Collection of Personal Information:**

Personal information on this form is collected under the authority of Section 33(2) and Section 42(2.1) of the Ontario Heritage Act. The information will be used for the purposes of administering the heritage permit application and ensuring appropriate service of notice of receipt under Section 33(3) and Section 42(3) of the Ontario Heritage Act. Questions about this collection should be directed to the Director of Planning and Building Services, 9 Mondamin Street, St. Thomas, Ontario, N5P 2T9, (519) 633-2560.

**AFFIDAVIT OR SWORN DECLARATION**

I, SUSAN Jason Boldt of ST. THOMAS in the province of ON,  
name of applicant City

make oath and say (or solemnly declare) that the information required under the authority of Section 33(2) and Section 42(2.1) of the Ontario Heritage Act and provided by the applicant in this application is accurate, and that the information contained in the documents that accompany this application is accurate.

Sworn (or declared) before me at the ST. THOMAS on this 19 day of Feb 02 20 19.  
City Day Month Year

[Signature]  
Signature of Owner or Authorized Agent

Feb 19/19  
Date

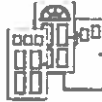
[Signature]  
Signature of Commissioner of Oaths, etc.

Feb 19/19  
Date



**FIRST CLASS WINDOWS,  
DOORS & SIDING**

"Making Window Buying a Paneless Experience"



**Quote** Windows & Doors

Sent via: Mail

[skboldt@hotmail.com](mailto:skboldt@hotmail.com)

Date: Jan 14/19

Owner Name(s): Susan Boldt  
Install Address: 529 Talbot St.  
Home Tel#:  
Cell#: 519-207-6600

City: St. Thomas  
Postal Code:

General description of work to be performed:

For additional details/conditions see attachment.

Replace existing windows.  
VWD Windws: <http://vinylwindowdesigns.com/sites/S1/index.php?p=1>

Location	Qty	Style	Install Type	Interior Color	Exterior Color	Capping Color	Additional Options Notes
LR	4	DH	Frame-in	White	Black	Black	
Bed	1	DH	Frame-in	White	Black	Black	
Backrooms	2	DH	Frame-in	White	Black	Black	
	1	Fix	Frame-in	White	Black	Black	
<b>#Openings:</b>	<b>8</b>						
<b>#Units:</b>	<b>8</b>						
<b>Total Sq. Ft.:</b>	<b>140</b>						

- Note 1:** Customer has access to lift which will be required for front windows facing street.  
**Note 2:** Customer to confirm windows style/install confirms with city standards with reference to heritage buildings.

All VWD Windows have Lifetime/Transferable Warranty.  
All VWD windows are Energy Star Certified and CSA A440 Certified.  
All VWD windows include Loe + Argon Gas.  
Credit Card deposit/Balance add 3%.

Estimated Delivery date: 8 - 10 weeks  
Price: \$ 6,900.00  
HST: \$ 897.00  
**Total: \$ 7,797.00**  
Deposit: \$ 2,797.00  
Balance: \$ 5,000.00

Prepared by: Victor Meilutis  
Off: 519-630-8993  
Cell: 519-639-3297  
email: [firstclasswindowdoors@bell.net](mailto:firstclasswindowdoors@bell.net)



First Class Windows, Doors and Siding Inc.  
[www.firstclasswindowsanddoors.com](http://www.firstclasswindowsanddoors.com)  
Quote valid for 30 days

A+ BBB Rating  
\$2,000,000 Liability Insurance  
All installers WSIB Certified











# GEORGIAN SERIES 2100 DOUBLE HUNG

"You'll appreciate the quality we build into every window!"



*frame* THE VINYL COMPANY  
OF WOODBRIDGE

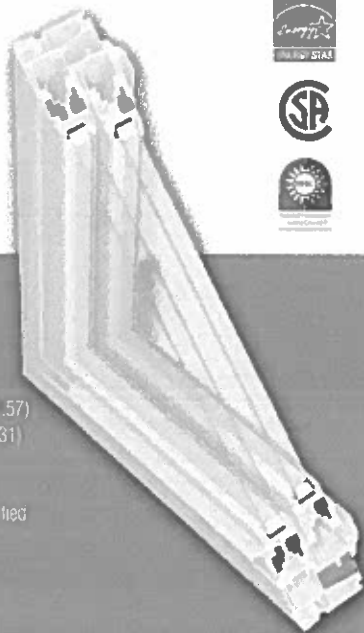
*glass* Stainless TempSmart™ IGMA



## VERSATILE & FLEXIBLE

For new homes, these windows are built to your individual needs with optional nailing fin and brick mould, with jamb returns and frame extensions to fit your type of wall construction.

- **Fusion Welded Frame and Sash**  
Welding creates a fully sealed, continuous profile that eliminates potential air and water penetration through frame and sash corners.
- **Maintenance Free Solid uPVC Vinyl Profiles**  
The multi-chambered design provides structural strength as well as insulating air pockets which reduce heat and cold transfer.
- **Integral Lift Rail**  
Permits sashes to be operated with ease.
- **Classic Contour Appearance**  
Our Contour Sash look offers the appearance of a classic wood window... without the maintenance!
- **Optional foam insulation in frames available.**



### Window Ratings

AAMA/WDMA/CSA1011.3.2./A440-08  
CSA A440-09 A3 B7 C3 F10 S1  
CSA A440S1-09  
R-PG55 470pa A3 F10  
Energy Rating: +32 to +31 • U Value: 0.28(1.59)\* to 0.28(1.57)  
Energy Rating: +39 to +36 • U Value: 0.19(1.08)\* to 0.23(1.31)  
(Triple glazed with Low E and Krypton Gas and a warm edge spacer)  
CSA Certified • ENERGY STAR Certified • Window Wise Certified  
USA ENERGY STAR 2016 U.29 SHGC .53

### Size Limitations

Width: Min 13-1/2" Max 48"  
Height: Min 22" Max 80"  
Maximum size with Triple Glass or Keepsafe is 18 sq. ft.

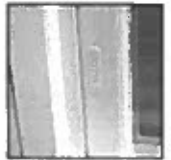
\*Double Glazed with Low E and Argon Gas and a warm edge spacer. \*Ask your dealer for details of glass requirements.

- **Double Bond Glazing System**  
Flexible dual durometer seals hug the glass from both sides. The system also includes a glazing tape applied to the interior side. The result is an unprecedented barrier against air and water penetration.
- **Commercial Glazing Technique**  
Double bond glazing is more effective in maintaining a well sealed window.
- **High Performance Glass Options**  
Choose Solar Gain Low E for free solar heat or Solar Shield Low E for reducing solar heat gain. Argon and Krypton Gas fillings will maximize heat savings! E-Clean combines a solar-energized exterior glass coating that helps clean your window with our commercial quality Solar Shield Low E. KeepSafe Glass is the laminate of choice for security, quiet and safety!
- **7/8" Overall Insulating Glass**  
Results in superior thermal performance. Our optional high performance triple glass has two 1/4" air spaces. With Krypton Gas and double Solar Shield Low E, this results in center glass R8.2 (.12U) value.
- **Warm Edge Spacer Technology**  
Only the best warm edge spacers will reduce perimeter condensation on an insulating glass unit, fight mold and increase the comfort of your home.
- **IGCC / IGMA Approved**  
Certification Numbers - Stainless #2521-P, TempSmart™ #2190-0200508G
- **Optional SDL grills are available on all window styles (top and bottom).**

## hardware



- **Triple Seal**  
Three layers of premium Fin Seal stop air and water as they reduce sound transmission. Benefit from the best sliding seals available!
- **Night Latch (Optional)**  
Provides limited ventilation and discourages unlawful entry.
- **Recessed Tilt Latches**  
Both sashes tilt in for easy cleaning from inside your home. Our recessed design maintains a clean and attractive sight line in your window.
- **Cam Locks**  
Heavy duty 180 degree locking cams pull your sashes tightly together for a great seal!
- **Quick Release Coil Balance**  
Effortless sash movement with simple sash removal.
- **Quick Lock Shoes**  
When you tilt your sash for cleaning, a secure locking action from multi-directional shoe expansion break-points secures the sash in place.



## Wide Selection of Styles and Configurations



Optional Internal grills for beauty and distinction.

As we are constantly improving our products, specifications may have changed from those herein. Please contact WVD regarding up-to-date specifications.



Authorized Distributor





**Directed to:** Chair and Members of the Municipal Heritage Committee

**Date Authored:** 3/25/2019  
**Meeting Date:** 4/11/2019

**Department:** Planning & Building Services Department

**Attachments**

**Prepared by:** Kevin McClure, Planner

Photos and proposed windows

**Subject:** Heritage Alteration Permit for 529 Talbot Street – Susan and Jason Boldt

**RECOMMENDATION:**

**THAT:** The proposed heritage alteration permit be approved as the application is minor in nature and they are looking to replace the existing windows in kind.

**ORIGIN:**

An application has been submitted by Susan and Jason Boldt for a heritage alteration permit to allow for the replacement of the existing second-storey windows at 529 Talbot Street.

City staff consulted with the applicant February 7<sup>th</sup>, 2019 respecting the proposed heritage alteration permit. A formal application was received on February 19<sup>th</sup>, 2019 and was deemed completed on February 20<sup>th</sup>, 2019.

**PROPOSED HERITAGE ALTERATION PERMIT SUMMARY:**

The applicant is proposing to replace the existing second-storey windows at 529 Talbot Street due to the deterioration of the current wood-framed construction, internal construction concerns and inability to properly clean/maintain the windows as they are inoperable

The property at 529 Talbot Street is a contributing building within the Downtown St. Thomas Heritage Conservation District Plan and a heritage alteration permit would be required.

**HERITAGE CONSERVATION DISTRICT PLAN:**

The Downtown St. Thomas Heritage Conservation District Plan provides policies and guidelines for “Windows” of contributing buildings through Section 4.3.2.9 of the Plan. Conservation and repair are the preferred option of the Plan, however, there is recognition that original windows can be replaced and that replacement windows keep the current proportions and glazing configuration.

Further, Section 4.3.2.3 of the Plan speaks to “Façade Patterns” and specifically reference windows as an architectural element in building elevations. The policies state that windows be maintained in their original sizes and provide direction on the maintenance and restoration of existing architectural elements what divide and break up the façade into smaller sections.

**STAFF COMMENT:**

In my opinion, the proposed heritage alteration permit would be in keeping with the policies of the Downtown St. Thomas Heritage Conservation District Plan by replacing the windows in kind and allowing for the continued maintenance of 529 Talbot Street by having operable windows on the building.

Respectfully submitted,



Kevin McClure, MCIP, RPP  
Planner









529 Talbot St





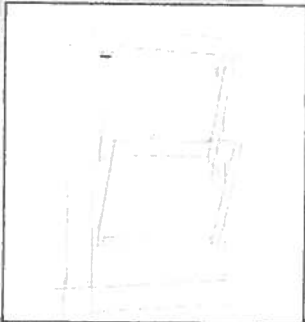
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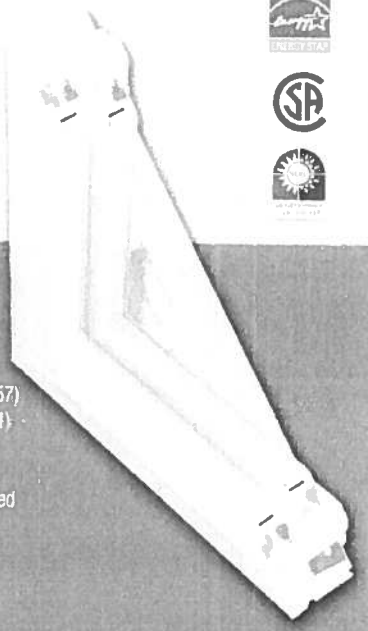
*frame* THE VINYL COMPANY

*glass solutions* TheTempSmart™ Spacer System IGMA

- Fusion Welded Frame and Sash**  
Welding creates a fully sealed, continuous profile that eliminates potential air and water penetration through frame and sash corners.
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The multi-chambered design provides structural strength as well as insulating air pockets which reduce heat and cold transfer.
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Flexible dual durometer seals hug the glass from both sides. The system also includes a glazing tape applied to the interior side. The result is an unprecedented barrier against air and water penetration.
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Double bond glazing is more effective in maintaining a well sealed window.
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Choose Solar Gain Low E for free solar heat or Solar Shield Low E for reducing solar heat gain. Argon and Krypton Gas fillings will maximize heat savings! E-Clean combines a solar-energized exterior glass coating that helps clean your window with our commercial quality Solar Shield Low E. KeepSafe Glass is the laminate of choice for security, quiet and safety!
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Results in superior thermal performance. Our optional high performance triple glass has two 1/4" air spaces. With Krypton Gas and double Solar Shield Low E, this results in center glass R8.2 (.12U) value.
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Only the best warm edge spacers will reduce perimeter condensation on an insulating glass unit, fight mold and increase the comfort of your home.
- GCC / IGMA Approved**  
Certification Numbers - Stainless #2521-P, TempSmart™ #2190-0200508G
- Optional SDL grills are available on all window styles (top and bottom).**



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CSA A440-00: A3 B7 C3 F10 S1  
CSA A440S1-09  
R-PG55 470pa, A3 F10  
Energy Rating: +32\* to +31 • U-Value: 0.28(1.59)\* to 0.28(1.57)  
Energy Rating: +39 to +36 • U-Value: 0.19(1.08)\* to 0.23(1.31)  
(Triple glazed with Low E and Krypton Gas and a warm edge spacer)  
CSA Certified • ENERGY STAR Certified • Window Wise Certified  
USA ENERGY STAR 2016 U.29 SHGC .53

### Size Limitations

Width: Min 13-1/2"	Max 48"
Height: Min 22"	Max 80"

Maximum size with Triple Glass or Keepsafe is 18 sq. ft.

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## hardware

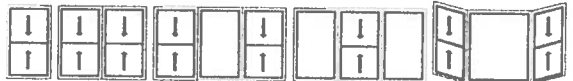


- Triple Seal**  
Three layers of premium Fin Seal stop air and water as they reduce sound transmission. Benefit from the best sliding seals available!
- Night Latch (Optional)**  
Provides limited ventilation and discourages unlawful entry.
- Recessed Tilt Latches**  
Both sashes tilt in for easy cleaning from inside your home. Our recessed design maintains a clean and attractive sight line in your window.
- Cam Locks**  
Heavy duty 180 degree locking cams pull your sashes tightly together for a great seal!
- Quick Release Coil Balance**  
Effortless sash movement with simple sash removal.
- Quick Lock Shoes**  
When you tilt your sash for cleaning, a secure locking action from multi-directional shoe expansion break-points secures the sash in place.



## Wide Selection of Styles and Configurations

Optional Internal grills for beauty and distinction



Authorized Distributor



## MEMO

**DATE:** March 28<sup>th</sup>, 2019

**ATTENTION:** Melanie Knapp, Secretary, Municipal Heritage Committee

**SUBJECT:** Heritage Alteration Permit  
613 Talbot Street  
HAP-02-19

---

Please find attached a notice of receipt for Heritage Alteration Permit within the City of St. Thomas. The applicant has consulted with Planning & Building Services Department Staff and the application has been deemed complete.

As per the Heritage Alteration Permit process, the attached material is being provided for your circulation to the Municipal Heritage Committee for consideration and recommendation to Council. In scheduling a meeting with the Municipal Heritage Committee and the applicant, please copy the Planning & Building Services Department for our records.

Through the consultation process, Planning & Building Staff do not have any additional comments for the Municipal Heritage Committee's consideration.

If you have any questions, please contact the Planning & Building Services Department.

Regards,



Crystal Penney  
Planning & Building Services Coordinator

**NOTICE OF RECEIPT FOR HERITAGE ALTERATION PERMIT**  
(Section 42(3) of the Ontario Heritage Act, R.S.O. 1990, c. O.18, as amended)

March 28<sup>th</sup>, 2019

Matt McLennan  
Ark Property Group  
185 Lake Margaret Trail  
N5R 0B7

**Re:** Notice of Receipt  
Heritage Alteration Permit  
**File No.:** HAP-02-19  
**Property:** 613 Talbot Street

Pursuant to Section 42(3) of the Ontario Heritage Act, as amended, this letter is notice that the information and material required through the City of St. Thomas' Application for Heritage Alteration Permit has been provided and the application is thereby considered complete.

Council of the City of St. Thomas has 90 days from the issue of receipt of this notice to make a decision to grant or refuse this application.

The Secretary of the Municipal Heritage Committee has been circulated this notice and application for inclusion on the next available meeting agenda date. You will receive a separate notice of confirmation of your Municipal Heritage Committee meeting date and time. It is advisable for you or a representative to attend this meeting to present and respond to questions on your Heritage Alteration Permit application.

Please contact the Planning & Building Services Department at 519-633-2560 if you have any questions.

Yours truly,



Crystal Penney  
Planning & Building Services Coordinator

cc: Melanie Knapp, Corporate Administrative and Accessibility Clerk, City of St. Thomas

Corporation of the City of St. Thomas

**APPLICATION FOR A HERITAGE ALTERATION PERMIT**

Pursuant to Section 33(2) and Section 42(2.1) of the Ontario Heritage Act

<b>OFFICE USE:</b>	Date Application Received: _____	Consultation Date: _____
	Date Application Deemed Complete: _____	File Number: _____

**OWNER/APPLICANT**

1. Property Owner  
 Name: JAN Mulder  
 Address: 299552 Line 29 RR#2 LAKESIDE  
 Postal Code: NOM 2G0 Phone: 519-860-9702 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

2. Agent/Applicant  
 Name: MATT McHENMAN  
 Company: ARK property group  
 Address: 185 Lake Margaret trail  
 Postal Code: N5R 0B7 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: matt@k-caninc.com

Who is the primary contact?  
 Registered Owner      Applicant/Agent

\*Note: Unless otherwise requested all communications will be sent to the Applicant.

\*Please indicate the method of communication you would like to be contacted by.

Phone      Email      Fax      Mail

**PROPERTY INFORMATION**

1. Municipal Address: 613 TALBOT ST. ST. THOMAS ont  
 \_\_\_\_\_  
 2. Legal Description: \_\_\_\_\_  
 \_\_\_\_\_

**SUMMARY OF WORK PROPOSED**

1. What kind of permit is required?  
 Alteration to Building/Property      New Construction      Demolition



2. How is the property designated?

- Individually Designated Property     Part of the Heritage Conservation District     Both

3. Check all types of work that would happen in your proposed project:

- demolition of a building or part of a building, such as a building façade
- removal of a building to a different location on site or to another site
- erection of a new building, a new façade, a new storefront, an addition to an existing building, a new garage or a new fence or wall
- structural intervention that affects the external appearance of a building
- repointing and repairing masonry, cleaning masonry of paint or grime, or painting or staining
- removal of parging, External Insulation and Finish System, siding or façade screen from walls or installation of new wall material to replace or cover existing wall material
- alteration of doors and windows, their heads and their surrounds, or cutting of new door and window openings in walls
- alteration of roofline or skyline by changes to cornices, overhangs, eaves, parapets, chimneys, domers, rooftop equipment, towers and roof shape, or alteration of historic roof coverings such as slate
- removal or addition of architectural detail, such as storefront cornices, decorative brickwork, stone trim, brackets, window shutters, awnings, porches and balconies
- erection of a sign
- alteration of streets and their boulevards, squares, parking lots

4. Please list below, any documents included with this submission (drawings, site plan, specifications, photographs and other documents as needed to illustrate the project). Requirements will depend on the scale of the project.

- new sign design.
- replacing new windows adding transoms.
- replaciz. door - to just 1. barrier Free door
- painting brick a neutral colour

5. Explain the reasons for undertaking the alterations and describe how the proposal conforms to the Part IV individual designation by-law or Part V Heritage Conservation District Plan design guidelines. Attach additional page(s) if needed.

- We had to replace a section of brick on the front that did not ~~as~~ match as we thought painting was allowed.

**APPLICANT DECLARATION**

By making this application, permission is hereby granted to any Municipal staff members and Municipal Planning Consultant to enter upon the premises described in this application at a reasonable time for the purpose of inspecting the property in relation to the proposed application and for distributing information concerning the same. This information is being collected pursuant to the Ontario Heritage Act, Municipal Act, and Freedom of Information Act. The information contained herein will be distributed to bodies and agencies prescribed by legislation and regulation and also to interested parties.

If this application is signed by an agent or solicitor on behalf of an applicant, the owner's written authorization must accompany the application (**Appendix A**). If the applicant is a corporation acting without an agent or solicitor, the application must be signed by an officer of the corporation and the corporation's seal (if any) must be affixed.

**MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

Application information is collected under the authority of Section 33(2) and Section 42(2.1) of the Ontario Heritage Act. In accordance with the Act, it is the policy of the City of St. Thomas to provide public access to all Planning Act applications and supporting documentation submitted to the City.

I Mat McLeman, the Owner or Authorized Agent, hereby agree and acknowledge that the  
(Print name of Owner or Authorized Agent)

information contained in this application and any documentation, including reports, studies and drawings, provided in support of the application, by myself, my agents, consultants and solicitors, constitutes public information and will become part of the public record. As such, and in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M. 56, I hereby consent to the City of St. Thomas making this application and its supporting documentation available to the general public, including copying and disclosing the application and its supporting documentation to any third party upon their request.

**Collection of Personal Information:**

Personal information on this form is collected under the authority of Section 33(2) and Section 42(2.1) of the Ontario Heritage Act. The information will be used for the purposes of administering the heritage permit application and ensuring appropriate service of notice of receipt under Section 33(3) and Section 42(3) of the Ontario Heritage Act. Questions about this collection should be directed to the Director of Planning and Building Services, 9 Mondamin Street, St. Thomas, Ontario, N5P 2T9, (519) 633-2560.

**AFFIDAVIT OR SWORN DECLARATION**

I, Mat McLeman of St. Thomas in the province of Ontario  
name of applicant City

make oath and say (or solemnly declare) that the information required under the authority of Section 33(2) and Section 42(2.1) of the Ontario Heritage Act and provided by the applicant in this application is accurate, and that the information contained in the documents that accompany this application is accurate.

Sworn (or declared) before me at the \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
City Day Month Year

Signature of Owner or Authorized Agent

[Signature]

Signature of Commissioner of Oaths, etc.

**Crystal Marie Penney, a Commissioner, etc.,**  
Province of Ontario, for the  
Corporation of the City of St. Thomas.  
Expires September 18, 2019.

March 25<sup>th</sup>  
Date

March 27/19  
Date

**APPENDIX A – AUTHORIZATION OF OWNER**

If the applicant is not the owner of the subject lands, please complete the owner authorization concerning personal information as set out below.

I, Jan Milder, am the owner of the subject lands, and I authorize Mark McLennan, to act on our behalf as the agent for the submissions required for all matters relating to the subject lands, and to provide any of my personal information that will be included in this application or collected during the planning process.

March 28<sup>th</sup>  
Date

[Signature]  
Signature of Owner

**APPENDIX B – ACKNOWLEDGEMENT OF LEGAL AND PLANNING FEES**

In addition to the application fees listed in this application package, please note that where the City requires assistance from its solicitors or other technical or professional consultants in the processing of this application, the applicant shall be responsible for reimbursing all fees incurred by the City.

**\*Please note, Appendix B must be completed by the owner, not the authorized agent.**

I, Jan Mulder, am the **owner** of the subject lands, and I understand that further fees may be incurred by the City throughout the planning process and that I am responsible for reimbursing all fees.

March 25<sup>th</sup>  
Date

[Signature]  
Signature of Owner

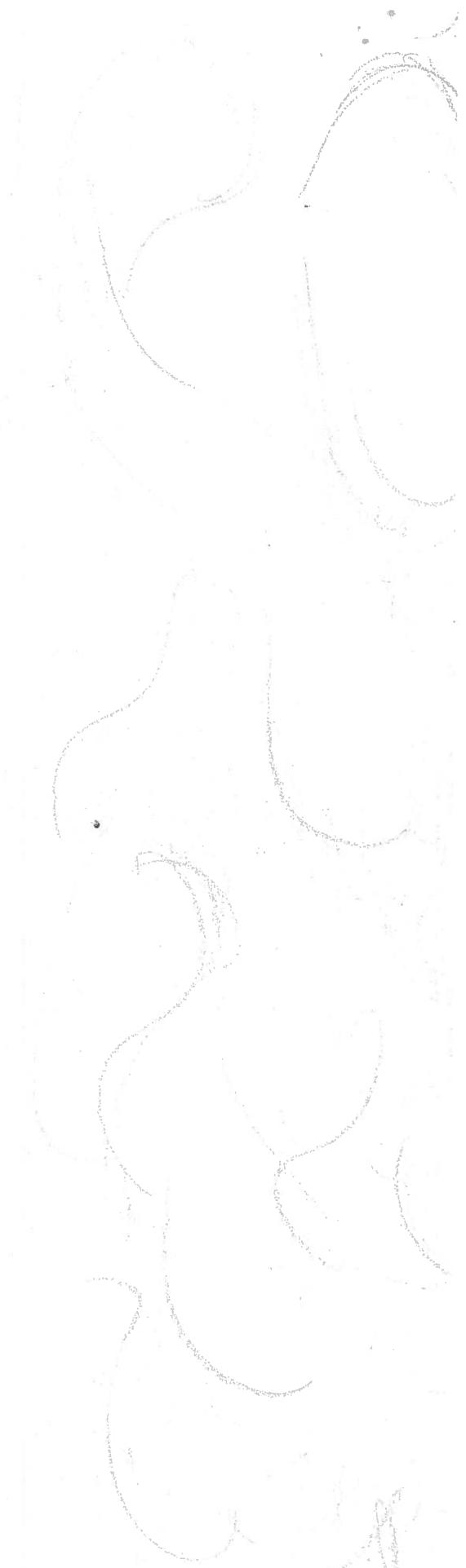


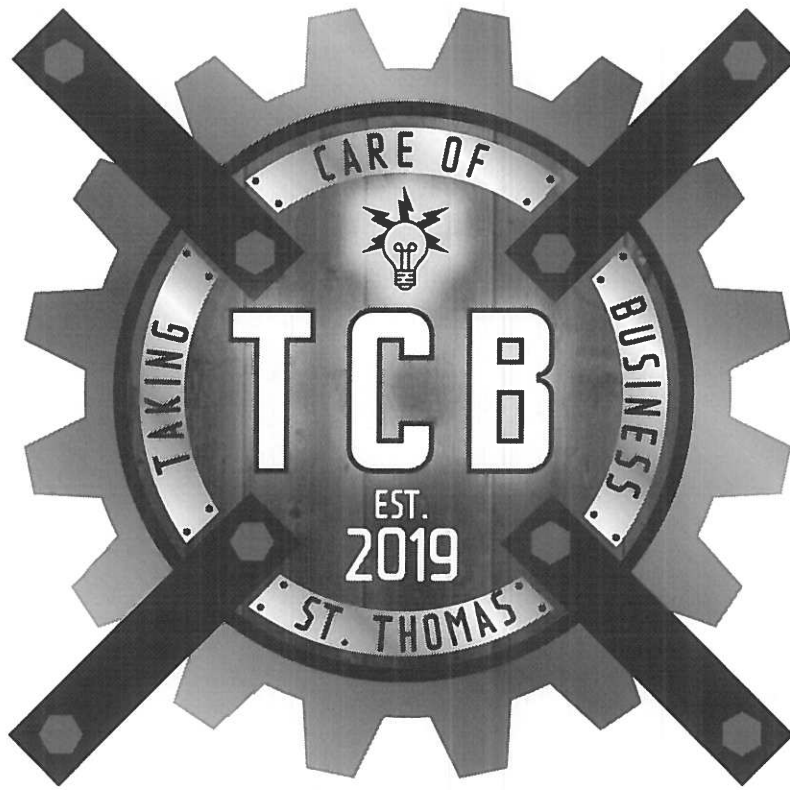
March 25,2019

613 Talbot St

We are going to be replacing the current windows with a more heritage correct window with upper transom and black frame. We are also replacing the 2 current doors with 1 barrier free opening door that will face the street. I feel that because the building has sat so long being vacant that we need to change the look and peoples opinion of "the old keepers " building. I would like to paint the current brick with a flat acrylic cream coloured paint that will allow the brick to breath and really freshen the look up. The cream colour is a neutral colour and will be even further enhanced by the timber we plan on using to create a grand entrance. We feel that the neutral cream has a nice historic look and will suite the heritage look of the surrounding area. The timber is only going to be laminated to the current openings and will not interfere with the sidewalk. We will be matching the timber with vertical beams that will be holding the small signs for tenants on either side of the windows. We will be adding our building sign directly above the front door which is called the TCB CENTRE. "TAKING CARE OF BUSINESS" we will also be installing goose neck lights above the tenants signs.

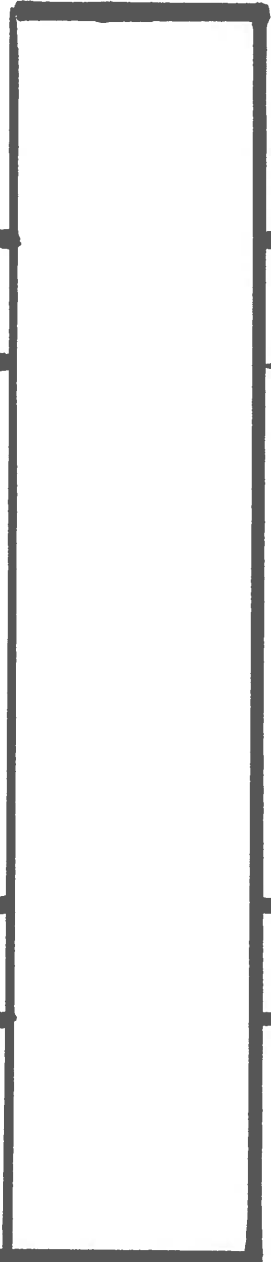
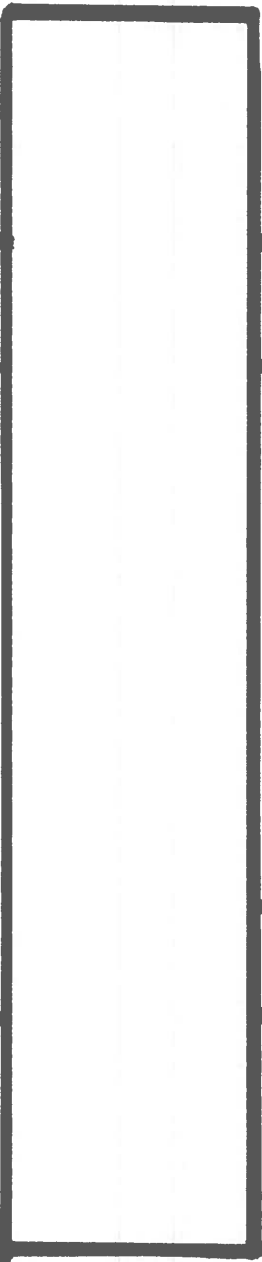
A handwritten signature in blue ink, consisting of a stylized, cursive 'A' followed by a long horizontal line extending to the right.







# TENT SIGNS





**ARRK**  
PROPERTY  
GROUP  
EST. 2010

*Will Build To Suit  
Custom Retail & Office S  
Please Contact Matt 519-860-*

ST. THOMAS 63



**Tyvek**  
HomeWrap

Call 1-800-44TYVEK www.tyvek.com  
DUPONT The miracles of science

6-3

**Tyvek**  
HomeWrap

Call 1-800-44TYVEK www.tyvek.com  
DUPONT The miracles of science



**JN20-0**







**Behr** *Beauti-Tone*  
PAINT • PEINTURE

JN20-0

**Lovely in Linen**  
**Le lin vous va si bien**

*Comfort and style fresh  
from the earth.*

*Confort, style et fraîcheur  
au naturel.*

Colour may vary slightly from actual paint.

Les couleurs peuvent différer légèrement de la peinture en contenant.



8936-519



4 99002 00020 8



<http://bit.ly/GPK0M0>

Replacement Chip Carton de remplacement  
JN20-0 8936-519

**Directed to:** Chair and Members of the Municipal Heritage Committee

**Date Authored:** 3/28/2019  
**Meeting Date:** 4/11/2019

**Department:** Planning & Building Services Department

**Attachments**

**Prepared by:** Kevin McClure, Planner

**Subject:** Heritage Alteration Permit for 613 Talbot Street – Matt McLennan

**ORIGIN:**

An application has been submitted by Matt McLennan on behalf of Jan Mulder for a heritage alteration permit to allow for several updates to the front façade of 613 Talbot Street.

City staff consulted with the applicant March 25<sup>th</sup>, 2019 respecting the proposed heritage alteration permit. A formal application was received and deemed complete on March 27<sup>th</sup>, 2019.

**PROPOSED HERITAGE ALTERATION PERMIT SUMMARY:**

The applicant is proposing to replace the existing storefront windows at 613 Talbot Street and create new barrier-free entrance into the building. A new sign for the building and signage for tenants is also proposed. Due to the deterioration of a portion of the brick on the façade and the replacement brick not matching the original, the applicant is proposing to paint the exterior.

**HERITAGE CONSERVATION DISTRICT PLAN:**

The property at 613 Talbot Street has been identified as a non-contributing building within the Downtown St. Thomas Heritage Conservation District Plan. As such, policies in Section 4.4 as they relate to non-contributing resources would apply for the review of a heritage alteration permit.

Based on the proposed work, the policies relating to Façade Patterns (4.4.3.2), Paint (4.4.3.4), Storefronts (4.4.3.5), Signage (4.4.3.6), and Windows (4.4.3.7) would apply.

The Downtown St. Thomas Heritage Conservation District Plan provides policies and guidelines for windows of non-contributing buildings through Section 4.4.3.7 of the Plan. The policies of this subsection speak to the avoidance of covering up and filling in existing windows. What is being proposed is the replacement of the existing windows with the addition of new transoms. Further, Section 4.4.3.2 of the Plan speaks to façade patterns and has policies regarding the selection of complimentary or compatible window and door openings, materials and proportions. What is being proposed would be consistent with the policy direction of these two subsections.

The subsections for Paint (4.4.3.4) and Storefronts (4.4.3.5) provide guidelines for non-contributing buildings. Based on the application, the proposed paint colour would be consistent with the historic colour palette or neutral shades that are outlined in the paint subsection. In addition, the glass to solid material proportions and recessed entrance are similar to the surrounding contributing HCD properties and would be consistent with the storefront guidelines.

With respect to the signage that is being proposed, it would be consistent with the policies of subsection 4.4.3.6 as it is not proposed to be installed in a manner that covers windows or important elements of the building façade and is not proposed to be an internally illuminated sign.

**STAFF COMMENT:**

In my opinion, the proposed heritage alteration permit would be in keeping with the policies of the Downtown St. Thomas Heritage Conservation District Plan as they relate to non-contributing buildings.

Respectfully submitted,



Kevin McClure, MCIP, RPP  
Planner