

**AGENDA**  
**THE TWELFTH MEETING OF THE MUNICIPAL HERITAGE**  
**COMMITTEE**

**VIA ZOOM**

**5:00 P.M.**

**OCTOBER 13TH, 2021**

**DISCLOSURES OF INTEREST**

**MINUTES**

Confirmation of the minutes of the meeting held on September 8, 2021.

**NEW BUSINESS**

Potential Development - 244-248 Talbot Street

Representatives from 244-248 Talbot Street will be in attendance to discuss a potential development at the property and seek initial input. **Pages 2-11**

Heritage Alteration Permit and Planning Report - HAP-10-21 - Princess Avenue Streetscape  
**Pages 12-23**

Heritage Alteration Permit and Planning Report - HAP-11-21 - 10 Princess Avenue  
**Pages 24-34**

Heritage Alteration Permit and Planning Report - HAP-12-21 - 571 Talbot Street  
**Pages 35-48**

2022 Committee Budget **Page 49**

Listing of Properties on the Heritage Register – Update

Heritage Tree Inventory

**NEXT MEETING**

November 10, 2021

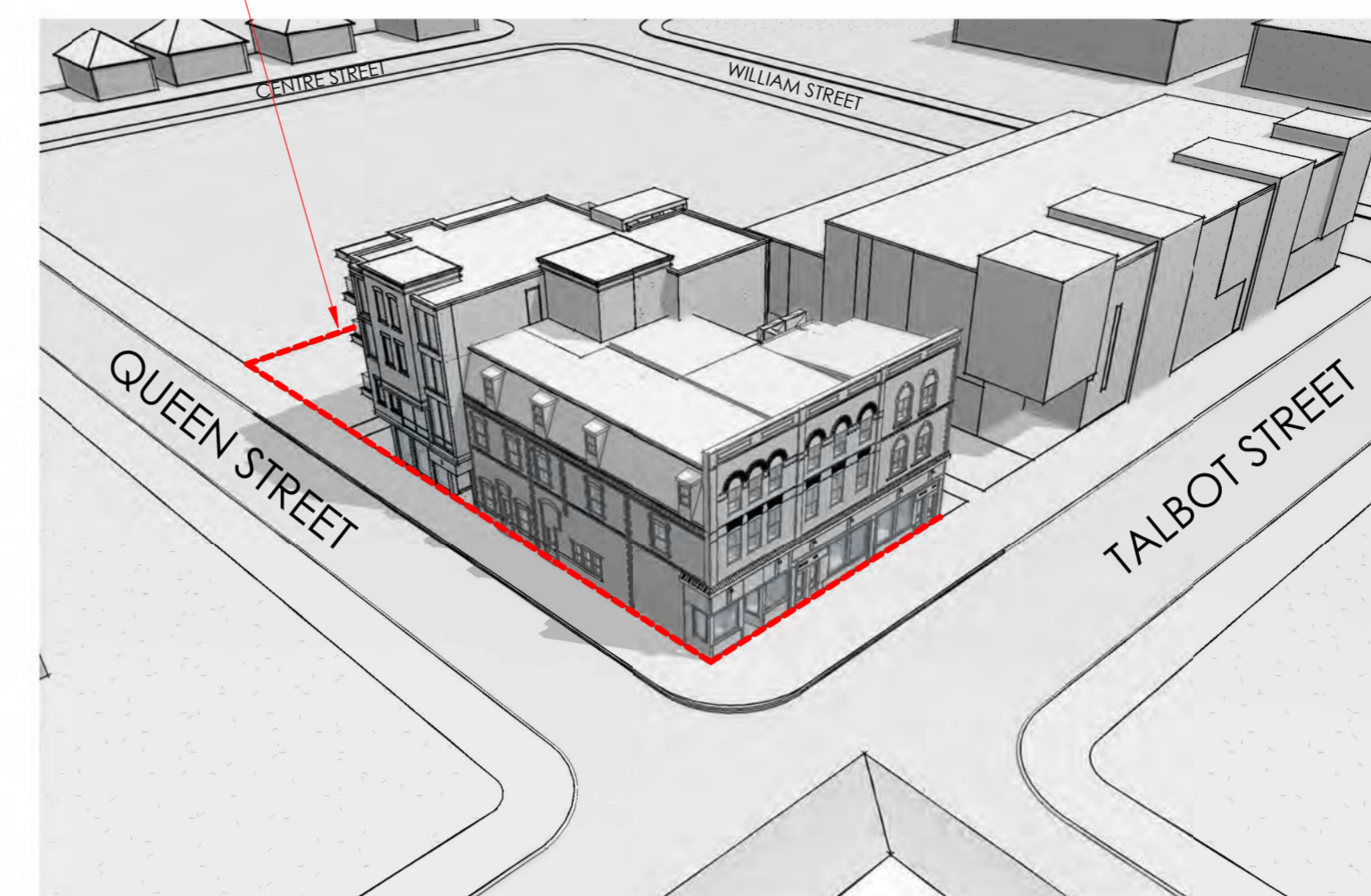
**ADJOURNMENT**

# PROPOSED 4 SOTRY MULTI RESIDENTIAL ADDITION

244 TALBOT ST, ST. THOMAS, ON, N5P 1B2

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- A8 SOUTH ELEVATION
- A9 EAST ELEVATION
- A10 WEST ELEVATION
- A12 PERSPECTIVE DAY RENDERINGS



**KEYPLAN**



**SITE PLAN**

1" = 20'-0"

SUITE STATISTICS			
	FLOOR AREA	TERRACE	TOTAL AREA
<b>LOWER LEVEL</b>			
SUITE 001	640 SF	340 SF	980 SF
SUITE 002	480 SF	330 SF	810 SF
<b>FIRST FLOOR</b>			
SUITE 101	440 SF	120 SF	560 SF
SUITE 102	480 SF	120 SF	600 SF
SUITE 103	480 SF	120 SF	600 SF
<b>SECOND FLOOR</b>			
SUITE 201	710 SF	60 SF	770 SF
SUITE 202	550 SF	120 SF	670 SF
SUITE 203	700 SF	120 SF	820 SF
SUITE 204	540 SF	70 SF	610 SF
<b>THIRD FLOOR</b>			
SUITE 301	720 SF	60 SF	780 SF
SUITE 302	550 SF	120 SF	670 SF
SUITE 303	700 SF	120 SF	820 SF
SUITE 304	540 SF	70 SF	610 SF
SUITE 305	740 SF	300 SF	1040 SF
<b>FOURTH FLOOR</b>			
SUITE 401	720 SF	60 SF	780 SF
SUITE 402	690 SF	120 SF	810 SF
SUITE 403	540 SF	70 SF	610 SF
<b>TOTALS</b>	<b>10220 SF</b>	<b>2320 SF</b>	<b>12540 SF</b>

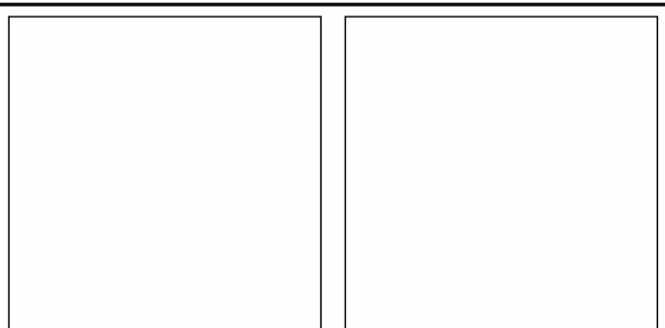
GENERAL NOTES

**PRELIMINARY FOR DISCUSSION PURPOSES**

DISCLAIMER: RENDERINGS/FLOORPLANS ARE ARTISTS CONCEPTIONS. ALL FLOOR PLANS ARE APPROXIMATE DIMENSIONS. ACTUAL USABLE FLOOR SPACE MAY VARY FROM THE STATED FLOOR AREA. ALL PLANS MAY BE SUBJECT TO MIRRORING. DESIGN TO BE CONFIRMED WITH ACTUAL ZONING BY-LAW FOR SUBJECT LOTS ONCE AN ACTUAL PARCEL AND MUNICIPALITY HAS BEEN CONFIRMED BY THE CLIENT

NO.	DATE:	REVISION:	BY:
R01	09/01/2021	ISSUED FOR CLIENT REVIEW	MCD

COMMISSION:  
**PROPOSED 4 STORY MULTI RESIDENTIAL DWELLING**  
 244 TALBOT STREET, ST. THOMAS, ONTARIO



SHEET TITLE:  
**COVER PAGE**

Issued for Re-Zoning	
Issued for Site Plan Agreement:	
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DRAWN BY: MCD	DWG. No.
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SCALE: AS SHOWN	
PROJECT No.: 2021-140	



**LOWER LEVEL (2950 SF)**

3/16" = 1'-0"



**SOUTH EAST PERSPECTIVE**

**LEGEND**

- MAJOR VERTICAL PENETRATIONS
- UNIT GROSS AREA
- LIMITED COMMON AREA
- COMMON/ AMENITY AREA
- SERVICE AREAS
- OCCUPANT STORAGE

GENERAL NOTES

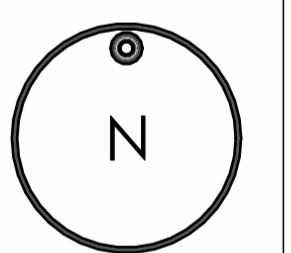
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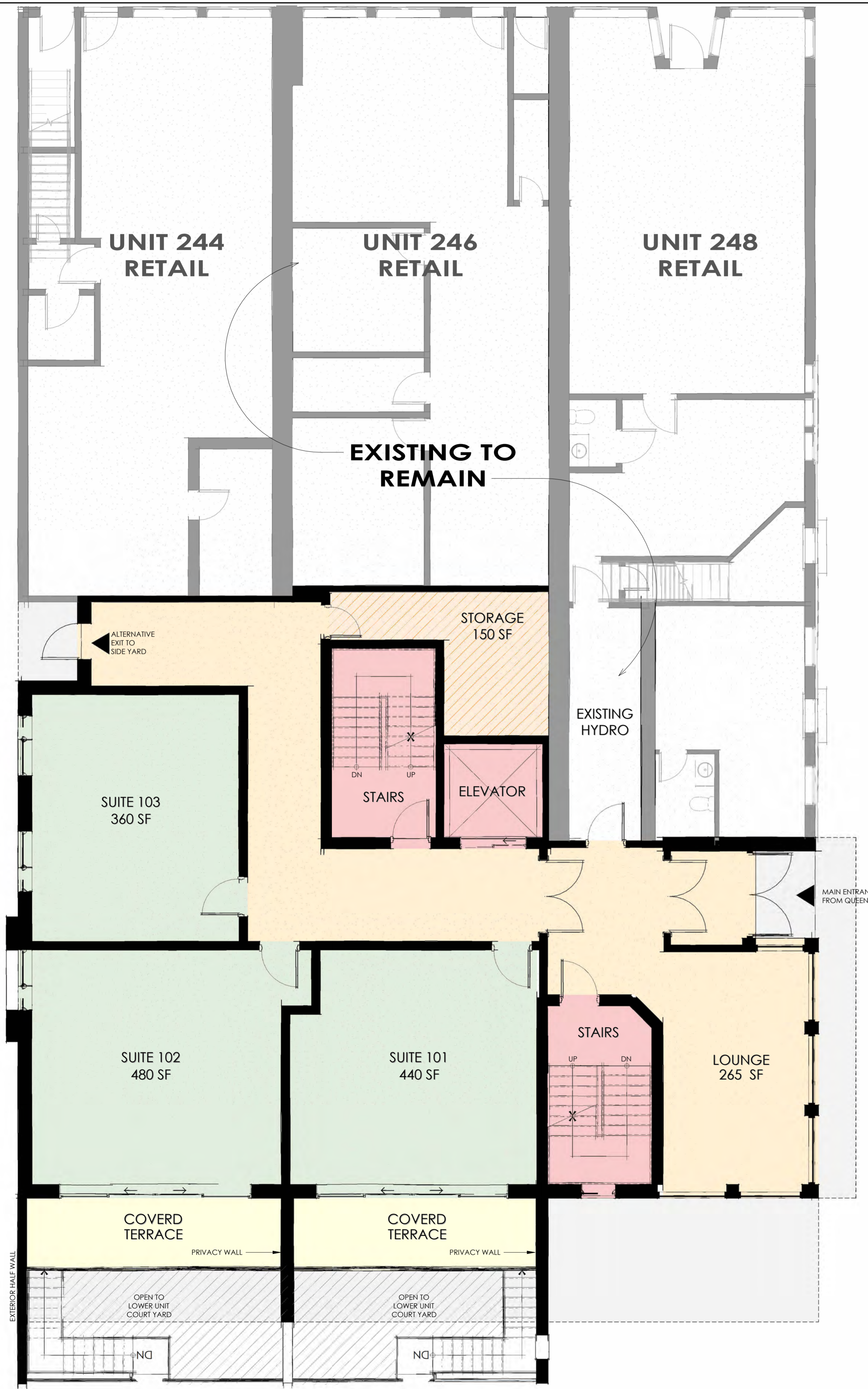


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SHEET TITLE:  
**LOWER LEVEL PLAN**

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Issued for Site Plan Agreement:	
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DRAWN BY: MCD	DWG. No. <b>A1</b>
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**FIRST FLOOR**

3/16" = 1'-0"



**SOUTH EAST PERSPECTIVE.**

**LEGEND**

- MAJOR VERTICAL PENETRATIONS
- UNIT GROSS AREA
- LIMITED COMMON AREA
- COMMON/ AMENITY AREA
- SERVICE AREAS
- VOID/ OPEN TO BELOW
- CANTILEVERD SECOND FLOOR

**GENERAL NOTES**

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244 TALBOT STREET, ST. THOMAS, ONTARIO

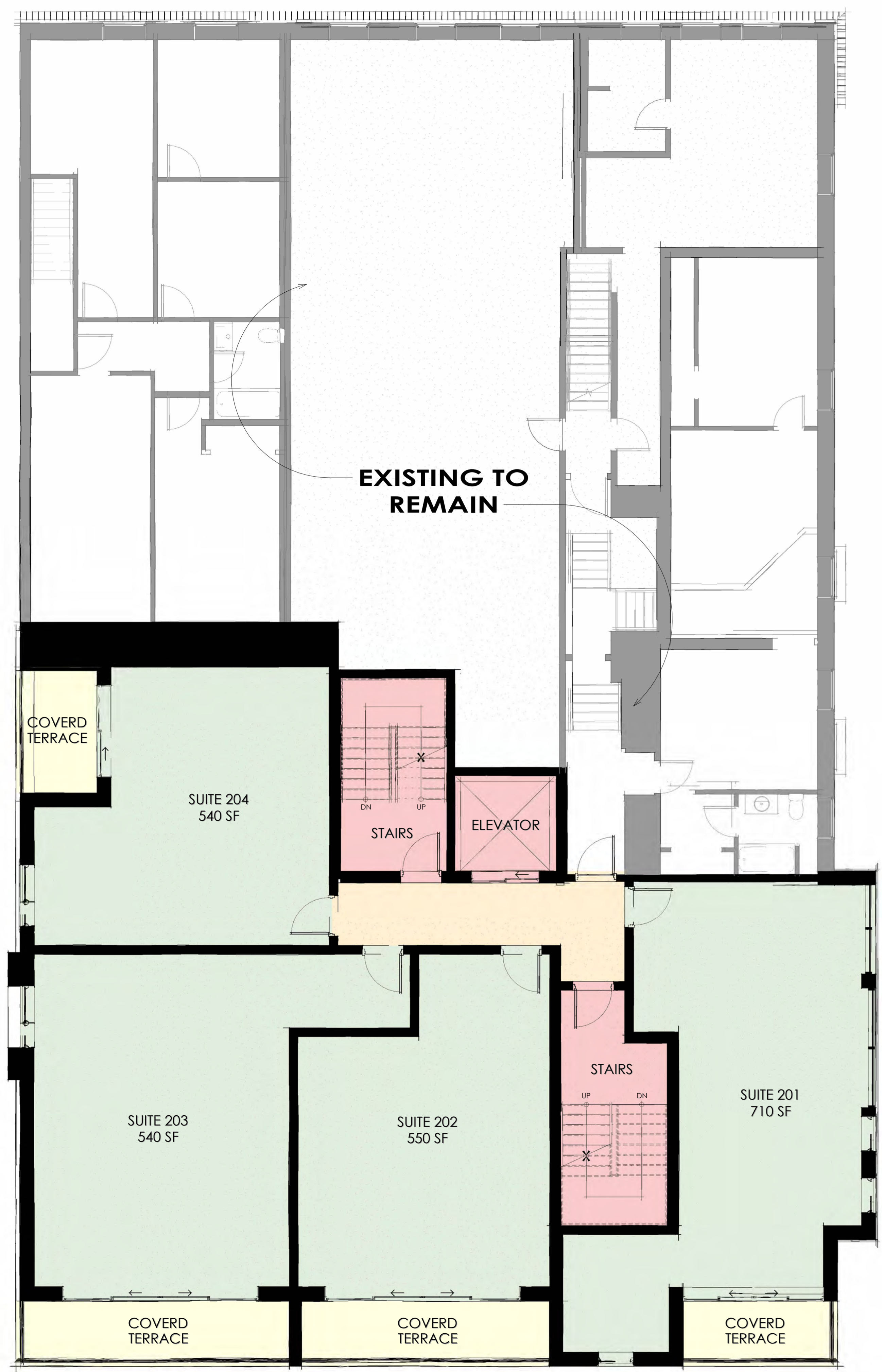
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SHEET TITLE:

**FIRST FLOOR PLAN**

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DATE: AUGUST 19 2021	
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PROJECT No.: 2021-140	

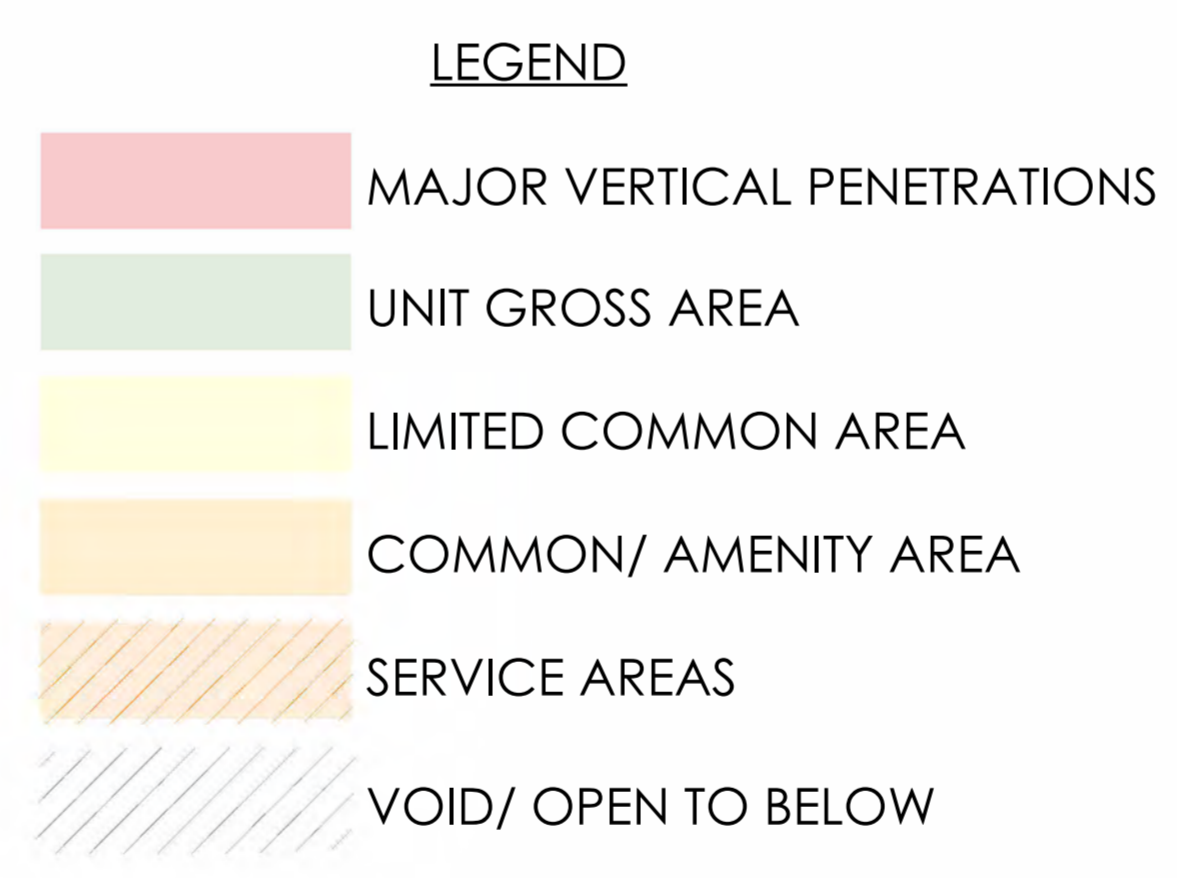


**SECOND FLOOR (3184 SF)**

3/16" = 1'-0"



**SOUTH EAST PERSPECTIVE..**



**PRELIMINARY FOR DISCUSSION PURPOSES**

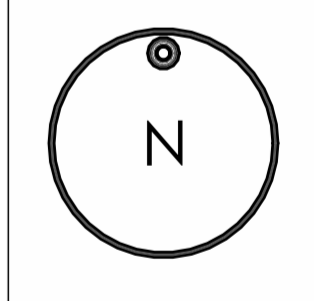
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All contractors and/or trades shall verify all dimensions, notes, site and report any discrepancies prior to commencement of the work. This drawing not to be scaled, all drawings, prints and related documents are the property of the architect and must be returned upon request. Reproduction of drawings and related documents in part or in whole is strictly forbidden without written consent. Drawings to be for the purpose for which they are issued.

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**SECOND FLOOR PLAN**

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Issued for Site Plan Agreement:	
Issued for Permit:	
Issued for Tender:	
Issued for Construction:	
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PROJECT No.:	2021-140

**A3**



**THIRD FLOOR (4075 SF)**

3/16" = 1'-0"



**SOUTH EAST PERSPECTIVE,**

**LEGEND**

- MAJOR VERTICAL PENETRATIONS
- UNIT GROSS AREA
- LIMITED COMMON AREA
- COMMON/ AMENITY AREA
- SERVICE AREAS
- VOID/ OPEN TO BELOW

GENERAL NOTES

**PRELIMINARY FOR DISCUSSION PURPOSES**

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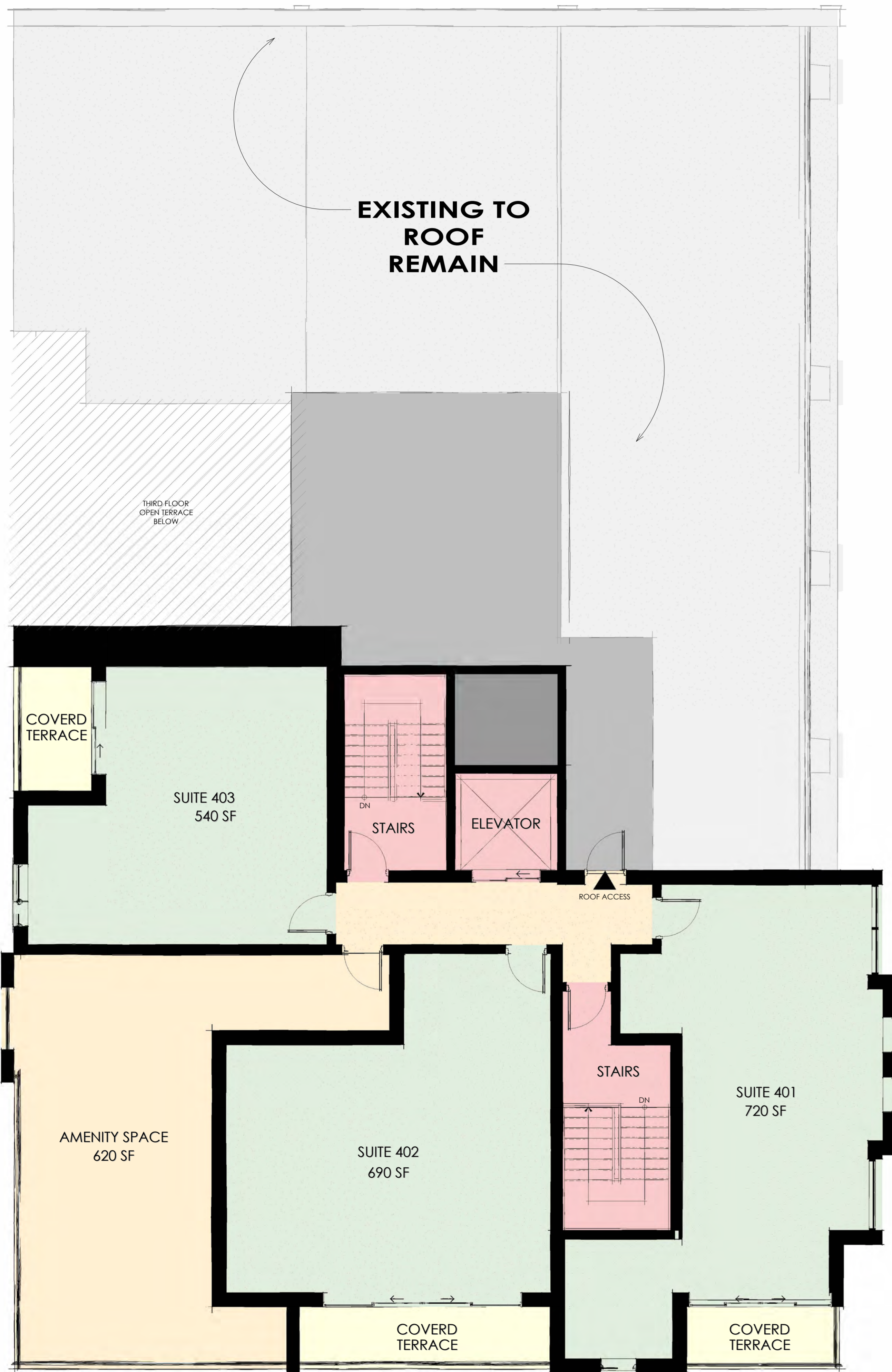
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SHEET TITLE:  
**THIRD FLOOR PLAN**

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Issued for Site Plan Agreement:	
Issued for Permit:	
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PROJECT No.: 2021-140	



**FOURTH FLOOR**

3/16" = 1'-0"



**SOUTH EAST PERSPECTIVE,,**

**LEGEND**

- MAJOR VERTICAL PENETRATIONS
- UNIT GROSS AREA
- LIMITED COMMON AREA
- COMMON/ AMENITY AREA
- SERVICE AREAS
- VOID/ OPEN TO BELOW
- EXISTING ROOF
- PROPOSED ROOF

GENERAL NOTES

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**FOURTH FLOOR PLAN**

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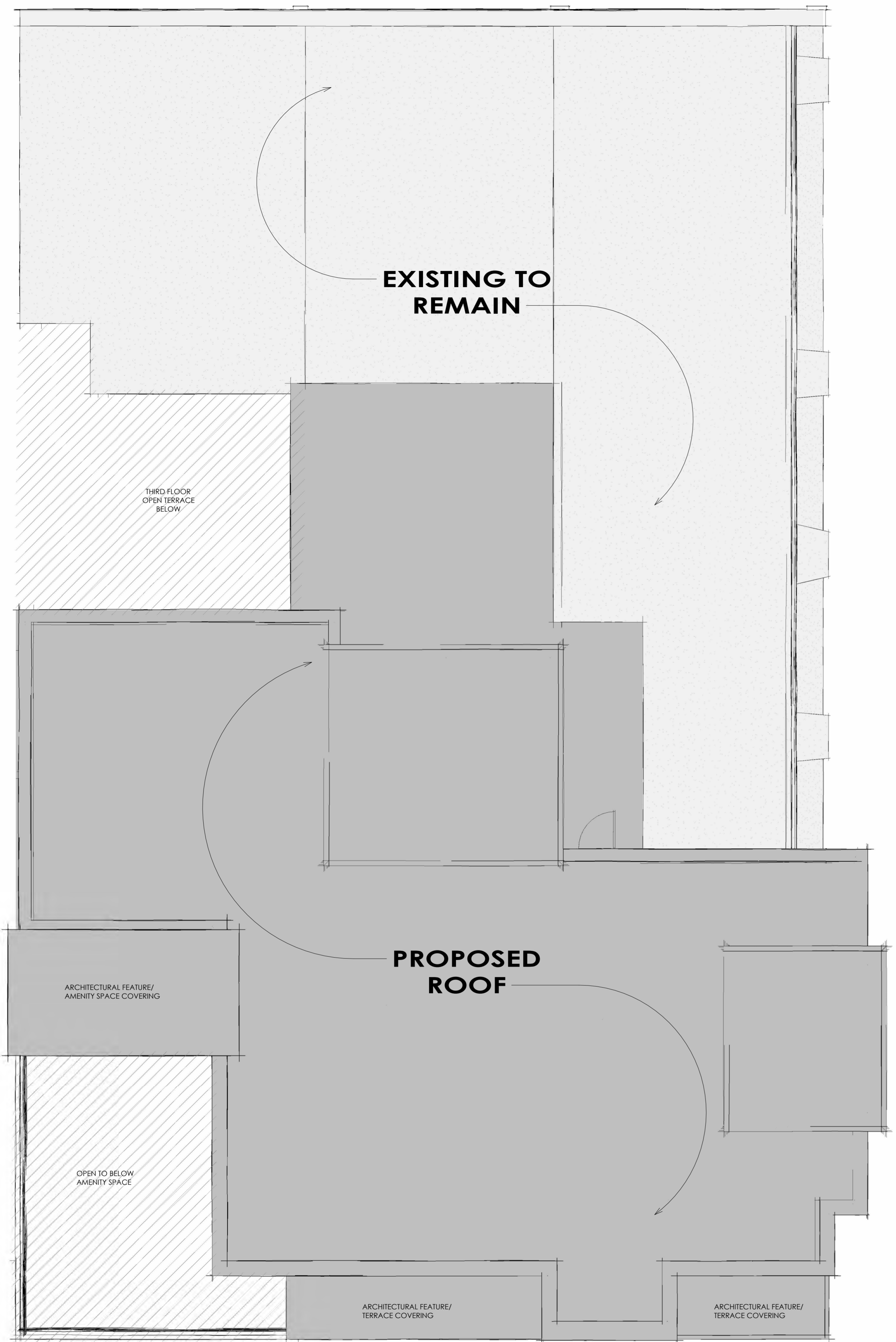
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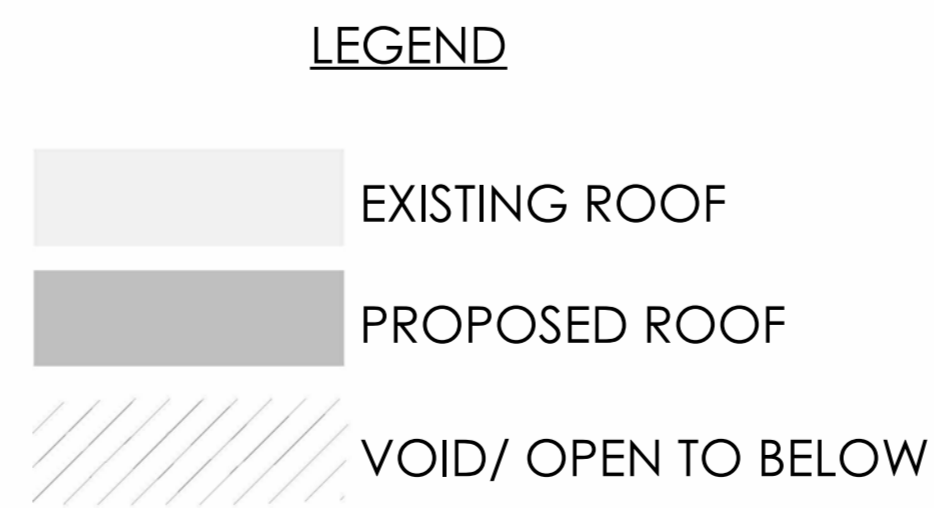
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**SOUTH EAST AERIAL PERSPECTIVE**



**ROOF**

3/16" = 1'-0"

GENERAL NOTES

**PRELIMINARY FOR DISCUSSION PURPOSES**

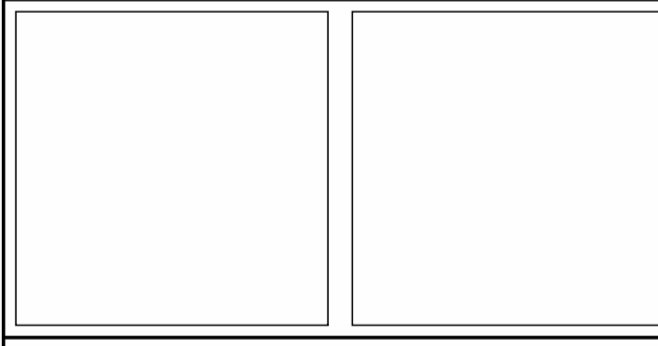
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**ROOF PLAN**

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PROJECT No.: 2021-140	





**NORTH ELEVATION (TALBOT ST)**

3/16" = 1'-0"



**NORTH EAST PERSPECTIVE**

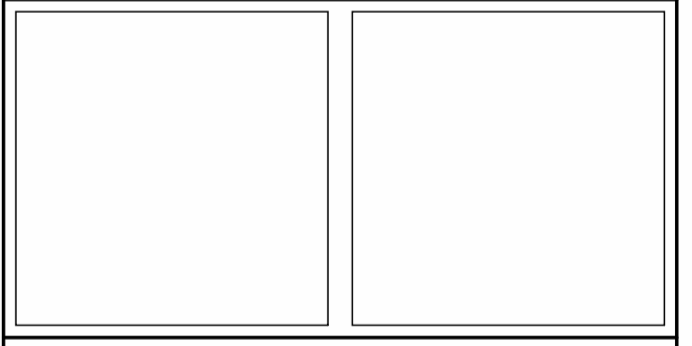
GENERAL NOTES

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FOR  
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**PROPOSED 4 STORY  
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905.462.0385  
info@ackarchitects.com

SHEET TITLE:  
**NORTH ELEVATION**

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**A7**

- ROOF  
44' - 7 1/32"  
FOURTH FLOOR U/S CEILING  
44' - 8 7/32"
- FOURTH FLOOR  
34' - 9 7/32"  
THIRD FLOOR U/S CEILING  
35' - 3 7/32"
- THIRD FLOOR (DEMOLITION)  
27' - 4 7/32"  
SECOND FLOOR U/S CEILING  
25' - 10 7/32"
- SECOND FLOOR  
14' - 8"  
FIRST FLOOR U/S CEILING  
13' - 2"
- FIRST FLOOR  
0' - 8"  
BASEMENT U/S CEILING  
-0' - 10"
- LOWER LEVEL  
-8' - 10"



**EAST ELEVATION**

3/16" = 1'-0"



**SOUTH EAST PERSPECTIVE-**



**NORTH EAST PERSPECTIVE.**

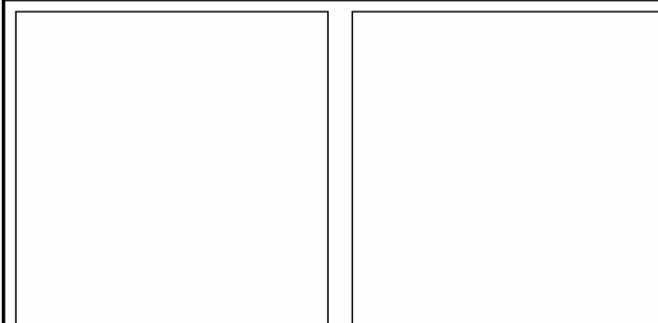
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**EAST ELEVATION**

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GENERAL NOTES

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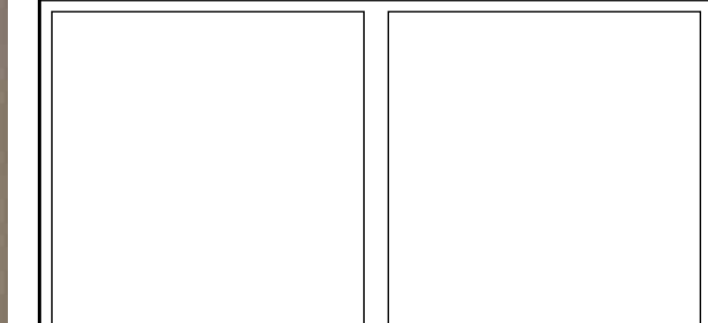
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SHEET TITLE:

**PERSPECTIVE DAY  
RENDERINGS**

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DATE:	AUGUST 19 2021
SCALE:	AS SHOWN
PROJECT No.:	2021-140

**A12**

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

October 5, 2021

City of St. Thomas  
(C/O Jeff Bray)  
545 Talbot St  
St. Thomas ON  
N5P 3V7

**Re: Notice of Receipt  
Heritage Alteration Permit**  
**File No.: HAP-10-21**  
**Property: Princess Avenue Streetscape**

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,



Kevin McClure, MCIP, RPP  
Planner

cc: Jon Hindley, Corporate Administrative and Accessibility Clerk, City of St. Thomas

## MEMO

**DATE:** October 5, 2021

**ATTENTION:** Jon Hindley, Secretary, Municipal Heritage Committee

**SUBJECT:** Heritage Alteration Permit  
Princess Avenue Streetscape  
HAP-10-21

---

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 have attached a report for the Municipal Heritage Committee's consideration.

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

Regards,



Kevin McClure, MCIP, RPP  
Planner



	<b>Report No.</b> HCR-10-21
	<b>File No.</b> HAP-10-21
<b>Directed to:</b> Chair and Members of the Municipal Heritage Committee	<b>Date Authored:</b> 10/05/2021 <b>Meeting Date:</b> 10/13/2021
<b>Department:</b> Planning & Building Services Department	<b>Attachments</b> <ul style="list-style-type: none"> <li>· Application</li> <li>· Supporting documentation</li> </ul>
<b>Prepared by:</b> Kevin McClure, Planner	
<b>Subject:</b> Heritage Alteration Permit for Princess Avenue Streetscape – City of St. Thomas	
<p><b><u>ORIGIN:</u></b> An application has been submitted by the City of St. Thomas for a heritage alteration permit to allow for general street improvements and the requirement for a patio related to the Inn Out of the Cold building at 10 Princess Avenue. City staff consulted with the applicant on August 30, 2021 respecting the proposed heritage alteration permit. A formal application was received and deemed complete on October 5, 2021.</p> <p><b><u>PROPOSED HERITAGE ALTERATION PERMIT SUMMARY:</u></b> The City of St. Thomas is looking to alter the westerly side of the current municipal right-of-way along Princess Avenue from Talbot Street to approximately 18 Princess Avenue. The current application is being driven by the Inn Out of the Cold use at 10 Princess Avenue and the requirement for an outdoor patio area. To accommodate the fenced area, the City is proposing to reconfigure the sidewalk and parking along the street and to provide more opportunities for landscaping along the boulevard.</p> <p><b><u>HERITAGE CONSERVATION DISTRICT PLAN:</u></b> The proposed works are to occur within the City of St. Thomas’ municipal right-of-way. This area would be identified as part of the Streetscape and Landscape – Public Realm within the Downtown St. Thomas Heritage Conservation District (HCD) Plan. As such, policies in Section 4.8 of the Heritage Conservation District Plan would apply for the review of a heritage alteration permit.</p> <p><b><u>4.8.1 Street Trees and Vegetation</u></b> The guidelines within this section provide that street and vegetated area are important aspects of the public realm and that new trees are to be added when there is no conflict with buildings or overhead wires. Based on the submitted design, the City would be providing more opportunity for vegetated open space and tree plantings along the boulevard.</p> <p><b><u>4.8.2 Sidewalks</u></b> The policies of this section speak to retaining the established pattern of sidewalks and encouraging wide sidewalks for pedestrian activity and barrier free access. The majority of the existing sidewalk along Princess Avenue is to be maintained and a new sidewalk is proposed along the street edge which would allow for pedestrian options and activity around the new vegetated area and cenotaph.</p> <p><b><u>4.8.3 Parks and Open Space</u></b> Retaining existing parks and parkettes and a mix of vegetation, lighting, pathways, etc. is encouraged through this section of the HCD Plan. The City maintains that tree planting and placement will adhere to the concepts of Crime Prevention Through Environmental Design.</p>	

The policy of this section provides that commemorative character elements within the HCD should be retained and maintained. According to historical evidence, the City has provided that they will investigate the viability of installing interpretive information of the former Masonic Lodge that was once located at 10 Princess Avenue.

4.8.8 Parking

The guidelines in this section provide that the pattern of on-street parking in a single lane on either side of Talbot Street should continue. The proposed realignment of the curb would allow for two on-street parking spots.

**STAFF COMMENT:**

The primary purpose of the Heritage Alteration Permit is to allow for the construction of a barrier fence for a patio and smoking area for the Inn Out of the Cold use at 10 Princess Avenue. To address this proposed use, and to allow for further streetscape improvements, the City has proposed the attached streetscape design. While the HCD Plan does not speak specifically to fencing, the applicant has provided a vegetated option to help soften the fence within this overall parkette setting.

Based on the above, the proposed heritage alteration permit would appear to be in keeping with the general policies and guidelines of the Downtown St. Thomas Heritage Conservation District Plan as they relate to the Public Realm.

Respectfully submitted,



---

Kevin McClure, MCIP, RPP  
Planner

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: CITY OF ST. THOMAS  
Address: 545 TALBOT STREET, ST. THOMAS, ON.  
Postal Code: N5P 3V7 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

2. Agent/Applicant  
Name: JEFF BRAY  
Company: CITY OF ST. THOMAS  
Address: 545 TALBOT STREET, ST. THOMAS, ON.  
Postal Code: N5P 3V7 Phone: 519 631-9990x5201 Fax: \_\_\_\_\_  
Email: jbray@stthomas.ca

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: 2, 6, 10 PRINCESS STREET  
\_\_\_\_\_  
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 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.

- SEE ATTACHMENT A

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.

- SEE ATTACHMENT B

**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 JEFF BRAY, 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, JEFF BRAY 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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Commissioner of Oaths, etc.

\_\_\_\_\_  
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, \_\_\_\_\_, am the owner of the subject lands, and I authorize \_\_\_\_\_, 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.

\_\_\_\_\_  
Date

\_\_\_\_\_  
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.

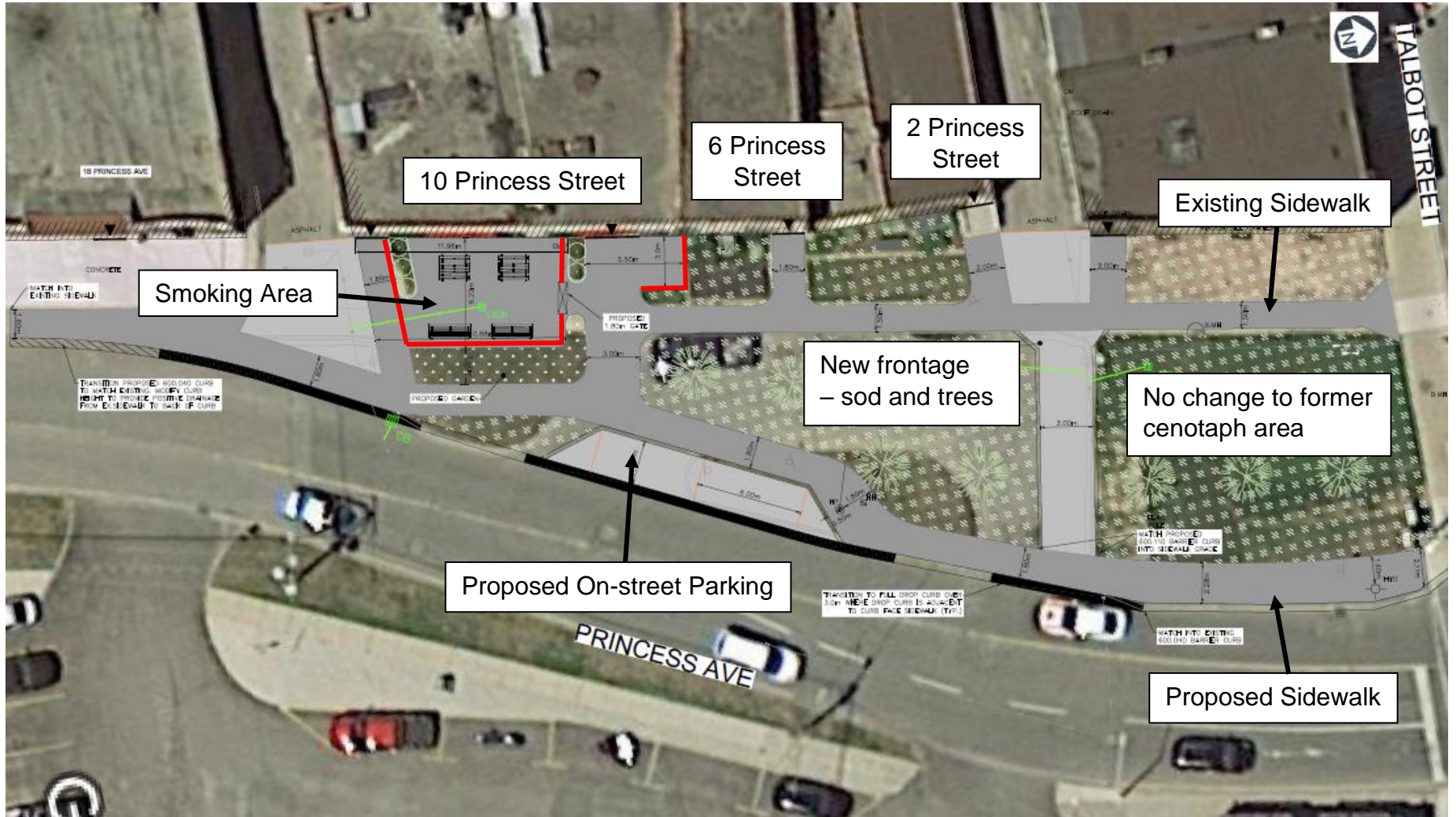
**\*Please note, Appendix B must be completed by the owner, not the authorized agent.**

I, \_\_\_\_\_, 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.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

Application for a Heritage Alteration Permit - Attachment A  
2, 6, 10 Princess Street Frontage Alteration



— Proposed Barrier Fence

Application for a Heritage Alteration Permit - Attachment B  
2, 6, 10 Princess Street Frontage Alteration

The redevelopment of 10 Princess Street into a 24-hour emergency shelter requires a smoking area and associated barrier fencing. The appearance of the fencing will be softened with landscaping. Please see Attachment C for proposed plantings.

To accommodate this and further area improvements, staff are proposing to extend the curb to remove the small drive through. This will expand the public open area and provide the opportunity to install trees and additional sidewalks.

With respect to the proposed alterations to the frontage of 2, 6, and 10 Princess Street, please note the following items pertinent to Section 4.8: Streetscape and Landscape – Public Realm:

- 4.8.1 Street Trees and Vegetation
  - Realignment of curb will expand the public open area in front of the subject addresses, allowing for the planting of shade trees and sod.
  - Proposed trees will be selected from Parks and Forestry's approved street tree species.
  - Planting areas around the perimeter of the barrier fence will soften its appearance.
- 4.8.2 Sidewalks
  - The existing sidewalk will be maintained to the entrance of 10 Princess.
  - A new sidewalk will be constructed along the new curb, from Talbot Street to 18 Princess Street,
- 4.8.3 Parks and Open Spaces
  - Tree planting and placement will adhere to CPTED precepts, especially maintaining clear sightlines throughout the area.
- 4.8.7 Commemorative Character Elements
  - Staff will investigate the viability of installing interpretive information of the former Masonic Lodge.
- 4.8.8 Parking
  - Through the realignment of the curb, the small drive through area and public parking will be eliminated.
  - Two (2) on-street parking spots will be included in the proposed curb realignment.

### Barrier Fence Landscaping

The image below illustrates the landscaping proposed to soften the appearance of the timber barrier fence. Following are specific details:

- There is a proposed 2.0 meter landscape area between the barrier fence and adjacent sidewalk
- Columnar cedars will be planted against the fence
- The area between the cedars and the sidewalk will be mulched and planted with low perennials/shrubs



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

October 5, 2021

City of St. Thomas  
(C/O Jeff Bray)  
545 Talbot St  
St. Thomas ON  
N5P 3V7

**Re: Notice of Receipt  
Heritage Alteration Permit**  
**File No.: HAP-11-21**  
**Property: 10 Princess Avenue**

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,



Kevin McClure, MCIP, RPP  
Planner

cc: Jon Hindley, Corporate Administrative and Accessibility Clerk, City of St. Thomas



## MEMO

**DATE:** October 5, 2021

**ATTENTION:** Jon Hindley, Secretary, Municipal Heritage Committee

**SUBJECT:** Heritage Alteration Permit  
10 Princess Avenue  
HAP-11-21

---

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 have attached a report for the Municipal Heritage Committee's consideration.

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

Regards,



Kevin McClure, MCIP, RPP  
Planner



**Report No.**  
HCR-11-21

**File No.**  
HAP-11-21

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

**Date Authored:**  
10/05/2021  
**Meeting Date:**  
10/13/2021

**Department:** Planning & Building Services Department

**Prepared by:** Kevin McClure, Planner

**Attachments**  
· Application  
· Supporting materials  
and photos

**Subject:** Heritage Alteration Permit for 10 Princess Avenue – City of St. Thomas

**ORIGIN:**

An application has been submitted by the City of St. Thomas for a heritage alteration permit to allow for a new sign for the Inn Out of the Cold at 10 Princess Avenue. The property was subject to previous heritage approvals on May 17, 2021.

**PROPOSED HERITAGE ALTERATION PERMIT SUMMARY:**

As part of the ongoing work at the Inn Out of the Cold property at 10 Princess Avenue, a new sign is proposed to be erected on the side of the building. At the time of the previous application, the size and location of the sign was unknown. This specific heritage alteration permit application is to deal specifically with the proposed signage on the building.

**HERITAGE CONSERVATION DISTRICT PLAN:**

The property at 10 Princess Avenue has been identified as a non-contributing resource within the Downtown St. Thomas Heritage Conservation District (HCD) Plan. As such, policies in Section 4.4 of the Heritage Conservation District Plan would apply for the review of a heritage alteration permit. Based on the proposed work, the policies related to Signage (4.4.3.6) would apply.

**Section 4.4.3.6 – Signage**

The policies of this section require signage to adhere to the City of St. Thomas Signage By-law, for signage to be installed in a manner that avoids covering windows or important elements of the building façade, and to avoid internally illuminated signs.

The applicant is proposing to erect a sign on a portion of the building that is currently covered by metal siding. Further, the existing signage in front of the building and on the brick façade is to be removed. As is provided in the application for permit, the sign will not be internally illuminated.

**STAFF COMMENT:**

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

Respectfully submitted,

Kevin McClure, MCIP, RPP  
Planner

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: City of St. Thomas

Address: 545 Talbot Street, St. Thomas, Ontario

Postal Code: N5P 3V7 Phone: 519 631-9990, ext. 5201 Fax: \_\_\_\_\_

Email: info@stthomas.ca

2. Agent/Applicant  
Name: Jeff Bray

Company: City of St. Thomas

Address: 545 Talbot Street, St. Thomas, Ontario

Postal Code: N5P 3V7 Phone: 519 631-9990, ext. 5201 Fax: \_\_\_\_\_

Email: jbray@stthomas.ca

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: 10 Princess Street

\_\_\_\_\_

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 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 comices, 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 comices, 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.

For visual reference, please refer to Attachments A and B.

The proposed identification sign will be a non-illuminated, panel affixed to the existing building facade (vertical aluminum siding).

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.

New fascia signage is required to identify 10 Princess Street as the Inn Out of the Cold's new shelter location.

The proposed sign panel dimensions - .90m x 3m (3' x 10') adheres to the City of St. Thomas' Signage By-law.

As the proposed sign panel will be non-illuminated, have legible font, and affixed to vertical aluminum siding on valence above the building entrance awning, it is in accordance with Section 4.4.3.6 of the Downtown St. Thomas Heritage Conservation District Plan's Section 4.0 - District Policies and Guidelines.

**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, Jeff Bray, 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, Jeff Bray 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

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Commissioner of Oaths, etc.

\_\_\_\_\_  
 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, \_\_\_\_\_, am the owner of the subject lands, and I authorize  
\_\_\_\_\_, 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.

\_\_\_\_\_  
Date

\_\_\_\_\_  
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.

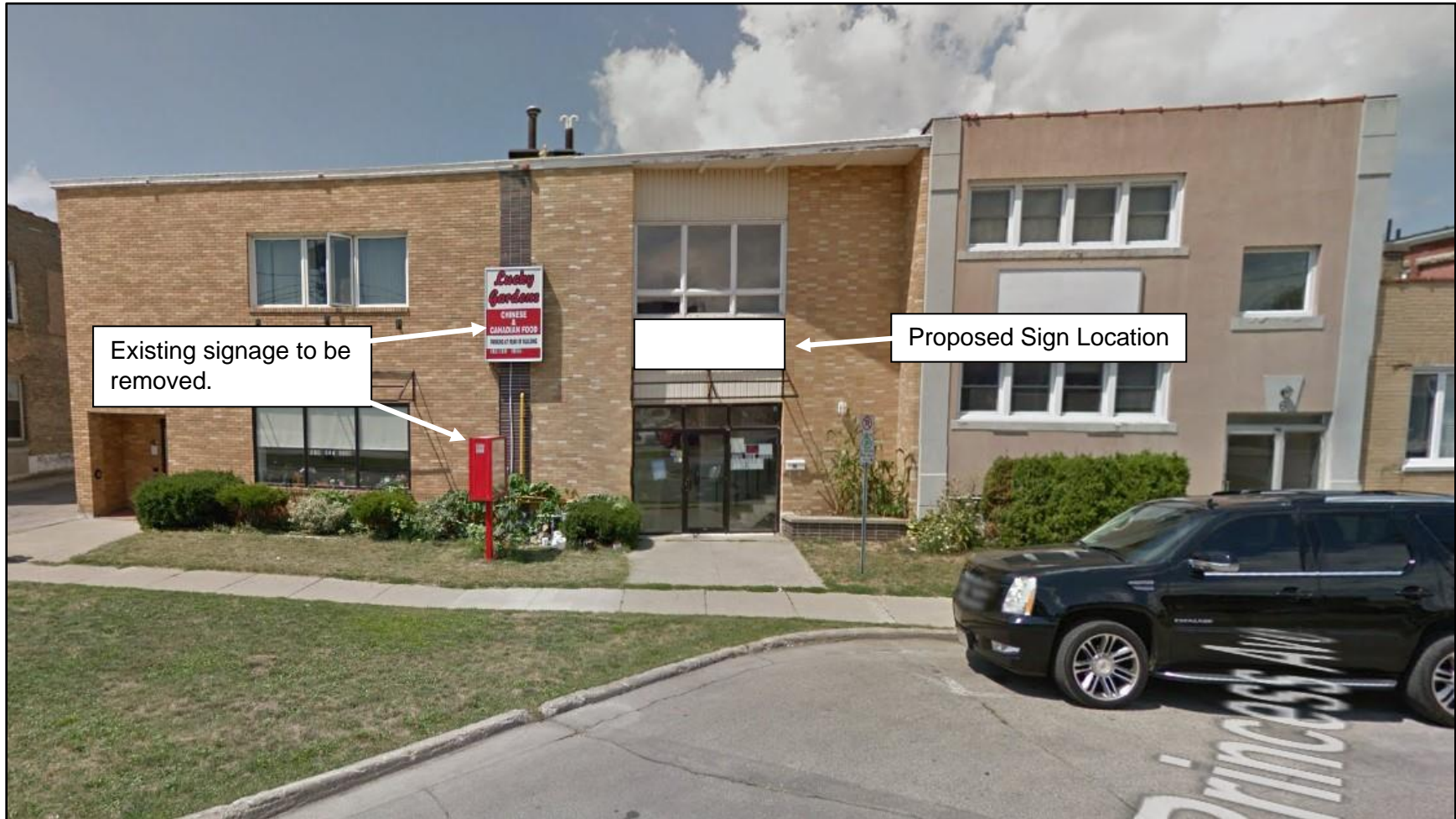
**\*Please note, Appendix B must be completed by the owner, not the authorized agent.**

I, \_\_\_\_\_, 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.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

10 Princess – Inn Out of the Cold Signage Proposal  
Attachment A – Proposed Sign Location





10 Princess – Inn Out of the Cold Signage Proposal  
Attachment A – Proposed Sign Location



10 Princess – Inn Out of the Cold Signage Proposal  
Attachment B – Proposed Sign Design and Existing Façade Material



Existing façade material at proposed sign

Proposed Sign



**The INN**  
St. Thomas-Elgin

**Emergency Shelter**  
519 637-9898  
[www.innelgin.ca](http://www.innelgin.ca)

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

October 6, 2021

Martin Douglas Hancox  
571-573 Talbot Street  
St. Thomas, ON  
N5P 1C5

**Re: Notice of Receipt  
Heritage Alteration Permit**  
**File No.: HAP-12-21**  
**Property: 571 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,



Kevin McClure, MCIP, RPP  
Planner

cc: Jon Hindley, Corporate Administrative and Accessibility Clerk, City of St. Thomas  
Harrison Cole

## MEMO

**DATE:** October 6, 2021

**ATTENTION:** Jon Hindley, Secretary, Municipal Heritage Committee

**SUBJECT:** Heritage Alteration Permit  
571 Talbot Street  
HAP-12-21

---

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 have attached a report for the Municipal Heritage Committee's consideration.

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

Regards,



Kevin McClure, MCIP, RPP  
Planner



**Report No.**  
HCR-12-21

**File No.**  
HAP-12-21

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

**Date Authored:**  
10/06/2021  
**Meeting Date:**  
10/13/2021

**Department:** Planning & Building Services Department

**Attachments**

**Prepared by:** Kevin McClure, Planner

· Application and supporting documentation

**Subject:** Heritage Alteration Permit for 571 Talbot Street – Harrison Cole

**ORIGIN:**

An application has been submitted by Harrison Cole on behalf of Martin Douglas Hancox for a heritage alteration permit to allow for several façade improvements/repairs, such as, the removal of the metal siding on the second floor, replacement of windows, and general repairs. City staff consulted with the applicant on September 21, 2021, respecting the proposed heritage alteration permit. A formal application was received and deemed complete on October 6, 2021.

**PROPOSED HERITAGE ALTERATION PERMIT SUMMARY:**

The applicant is looking to undertake various repairs and alterations to the building at 571 Talbot Street. These include the removal of the existing overcladding on the front façade and repair/restoration of the elements underneath. The existing window openings are to be enlarged to their original shape and replaced with historically accurate windows. Paint on the existing painted brick surfaces is to be removed using a Thermotech machine and the storefront is to have general maintenance and repairs completed. Enlargement of windows and the creation of a new entry door at the rear of the building is also proposed to correspond with interior renovations to the building.

**HERITAGE CONSERVATION DISTRICT PLAN:**

The property at 571 Talbot Street has been identified as a contributing building within the Downtown St. Thomas Heritage Conservation District (HCD) Plan. As such, policies in Section 4.3 as they relate to contributing resources would apply for the review of a heritage alteration permit. Based on the proposed work, the policies related to Façade Patterns (4.3.2.3), Materials: Brick (4.3.2.4), Paint (4.3.2.5), Overcladding (4.3.2.6), Storefronts (4.3.2.7), Windows (4.3.2.9) and Side and Rear Elevations (4.3.2.11) would apply.

**4.3.2.1 – Façade Patterns**

This section of the HCD plan recognizes that façade patterns are important architectural elements of building design. The policies provide direction on maintaining and restoring the elements that divide and break up the façade into smaller sections and to avoid covering up and building in existing openings. Further, there is policy that speaks to avoiding changes to the existing façade elements by removing and altering architectural elements.

The applicant is proposing to alter the existing façade pattern by removing the existing windows and reconstructing the three window openings as per historical evidence. While the policies speak to avoiding changes to existing façade and architectural elements, there are also guidelines that speak to the avoidance of making imitations based on conjecture rather than evidence in documents or existing building elements. To support the proposed change, the applicant has provided photographic evidence of the façade that shows the style and location of the window openings prior to the current conditions.

**4.3.2.4 – Materials – Brick**

Brick is recognized as an important construction material within the HCD area. As such, this section provides policies and guidelines for “brick” with the majority of the policy direction being focused on maintenance and restoration of brick to avoid deterioration.

The applicant is seeking to remove the overcladding on the building and return the existing window openings to their original shape as based on photographic evidence. It has been proposed that the repairs of the exterior façade will be conducted using appropriate materials and techniques as per the HCD Plan. As the existing condition of the brickwork under the metal cladding on the building is currently unknown, the Committee will need to ensure that it is satisfied that the proposed work will be completed in an appropriate manner as per the HCD Plan.

**4.3.2.5 – Paint**

This section of the HCD Plan provides a policy that painting of masonry surfaces is to be avoided due to potential for damage to the masonry itself over time. While the applicant is not proposing to paint the masonry surfaces

on the building, they are proposing to remove the existing paint on those surfaces. One of the guidelines in this section provides that a heritage masonry specialist should be consulted to determine whether to repaint or remove paint completely from exterior brick. It is unclear whether a masonry specialist has been consulted for what is being proposed and whether the proposed techniques for paint removal is advisable. The Committee should clarify this with the applicant at the Municipal Heritage Committee meeting.

4.3.2.6 – Overcladding

There are guidelines in subsection 4.3.2.6 that speak to overcladding and its removal, specifically, “remove existing overcladding to reveal, repair, restore or appropriately replace historical elements underneath”. The applicant is seeking to remove the existing overcladding on the second floor and repair, restore or appropriately replace the historical elements as per their application materials.

4.3.2.7 – Storefronts

The policies on Storefronts (4.3.2.7) provide direction to, “conserve, maintain and restore features such as display windows, doors, transoms, cornices, corner posts and the materials they are made from, wherever possible”, and to “replace in kind or in a manner compatible to the character of the HCD where conservation and restoration of original storefront materials is not possible”. The applicant has provided that there are minimal repairs proposed to the existing storefront that has been altered over the years and that they would mainly relate to the existing wood cladding on the storefront.

4.3.2.9 – Windows

Most of the policies in this section speak to the conservation or repair of original windows or discouraging the replacement of original windows with contemporary windows that are radically different than the original. However, there are also policies that speak to, “avoid blocking or altering the shape and size of existing historic window openings.”, “avoid replacing original windows with units that are radically different than original in proportion, colour, functionality and configuration”, and “allow for replacement of contemporary windows with other contemporary windows. Maintain the original shape and opening of the window”.

The applicant has acknowledged that the existing window openings will be altered to allow for the creation of three larger windows. As per the guidelines in this section, they provide that, “if some windows have already been updated with contemporary units, they may be replaced with historically accurate windows based on documentary evidence or existing windows”. As was previously provided, the applicant has submitted photo evidence of pre-existing conditions of the second floor.

4.3.2.11 – Side and Rear Elevations

Section 4.3.2.11 provides policy direction on Side and Rear Elevations that states that “typically, HCD policies and guidelines focus on the front façade of buildings as these are most often experienced in the public realm”. The policies and guidelines for side and rear elevations are intended to protect important views of the HCD at street corners or where the backs of buildings are publicly visible. The rear of the building is visible from the City Hall parking lot and the alley that extends to Catherine Street, that said, the policies of this section state, “maintain, repair, conserve or restore original cladding materials on side or rear elevations where possible”.

The applicant is proposing to enlarge the second-floor windows vertically, add another exit door to the east and replace an existing main floor window and door with new units. The policies and guidelines for rear and side elevations are more permissive in their direction of building materials, etc. for rear elevations. The Municipal Heritage Committee will need to consider whether the proposed alteration would be complimentary to the surrounding buildings.

**STAFF COMMENT:**

While Staff is of the opinion that the proposed work meets the general intent of the Downtown St. Thomas Heritage Conservation District Plan, the Municipal Heritage Committee will need to review the appropriate policies and guidelines of the HCD Plan to determine whether it is satisfied with the scope of work as proposed and whether certain conditions will need to be included to address aspects of the proposal that are currently unknown (i.e., condition of building and structure under the overcladding and potential for repairs).

Respectfully submitted,



Kevin McClure, MCIP, RPP  
Planner

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: Martin Douglas Hancox  
Address: 571-573 Talbot St, St Thomas ON  
Postal Code: N5P 1C5 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: fanofthesport@hotmail.ca

2. Agent/Applicant  
Name: Harrison Cole  
Company: \_\_\_\_\_  
Address: 175 Edward St. St. Thomas ON  
Postal Code: N5P 4A8 Phone: 519-637-6396 Fax: \_\_\_\_\_  
Email: hcole@colemunro.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: 571 Talbot St, St Thomas ON  
\_\_\_\_\_  
\_\_\_\_\_  
2. Legal Description: LOT 14 PLAN 182 CITY OF ST. THOMAS  
\_\_\_\_\_  
\_\_\_\_\_

**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 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.

Attached documents include: Historic photos, and HCD Policies.

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.

See attached document which outlines how the project conforms to the policies and guidelines of the HCD.



**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 Harrison Cole, 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, Harrison Cole 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 City of St. Thomas on this 1st day of October, 2021.  
City Day Month Year

  
Signature of Owner or Authorized Agent

Oct 1, 2021  
Date

  
Signature of Commissioner of Oaths, etc.

Oct. 1 / 21  
Date

**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, MARTIN DOUGLAS HANCOX, 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~~ *the authorized agent* is responsible for reimbursing all fees.

(MTH)

Sept. 28 / 2021  
Date

X Marty Hancox  
Signature of Owner

**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, MARTIN DOUGLAS HANCOX, am the owner of the subject lands, and I authorize

Harrison Cole, 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.

Sept. 28 / 21  
Date

X Martin Douglas Hancox  
Signature of Owner

## HCD General Guidelines

- Protect and maintain original materials through appropriate cleaning and regular maintenance
- Conserve heritage value by making minimal interventions whenever possible
- Replace historic features in kind or with sympathetic materials when replacement is necessary
- Use sympathetic designs and materials that support the character of the building/ area but make new design distinguishable from historic designs when changes are required
- Inform restoration work with research and documentary evidence of the building's historic features (Where available)
- Document changes and interventions when making alteration

This project aims to undo many of the previous alterations to the masonry that do not adhere to the HCD guidelines. Some of these policies are:

### 4.2.1.4 Materials – Brick:

- Avoid painting surfaces (especially exterior) such as brick masonry with acrylic paints as they create a non-permeable coating that does not allow for moisture to dry through the brick

### 4.3.2.5 Paint

- Avoid painting masonry surfaces including brick as it prevents the proper drying of the brick and ultimately damages the masonry

### 4.3.2.6 Overcladding

- Avoid covering up original facades and elements with materials that do not compliment the HCD, drastically change the look of the building, damage the original materials and create “blank walls”

### 4.3.2.9 Windows

- Replace original windows when they cannot be repaired. Keep current proportions and glazing configuration. Keep operable
- Avoid blocking or altering the shape and size of existing historic window openings. It is strongly discouraged to seal windows shut
- Avoid replacing original windows with units that are radically different than original in proportion, colour, functionality and configuration
- Allow for replacement of contemporary windows with other contemporary windows. Maintain the original shape and opening of the window

## 571 Talbot Project Scope

### Talbot Street Façade

- 1) Remove 2<sup>nd</sup> floor cladding
  - a) 4.3.2.6 Overcladding
    - i) Remove existing overcladding to reveal, repair, restore or appropriately replace historical elements underneath
- 2) Replace existing windows with historically accurate units

- a) 4.2.3.9 Windows
  - i) Allow for replacement of contemporary windows with other contemporary windows. Maintain the original shape and opening of the window
  - ii) If some windows have already been updated with contemporary units, they may be replaced with historically accurate windows based on documentary evidence or existing windows
- 3) Remove paint from 2<sup>nd</sup> floor brick using Thermotech machine.
  - a) 4.3.2.4 Materials
    - i) Avoid abrasive cleaning methods, such as sandblasting, sanding disks and grinders, as they clean by removing a small portion of the brick surface and permanently damage the material. Cleaning methods recommended for brick are water cleaning, the gentlest cleaning method, and chemical cleaning. Examples of cleaning with water are low pressure water cleaning and using detergents. When cleaning with water keep in mind freezing temperatures and time needed for brick to dry. Moisture is masonry's biggest challenge. The freezing of water under the surface of the brick will cause spalling.
- 4) Repair existing storefront cladding with similar material and style painted black
  - a) Storefront is not longer an accurate heritage example. Repairs will be minimal.

#### Alley Façade

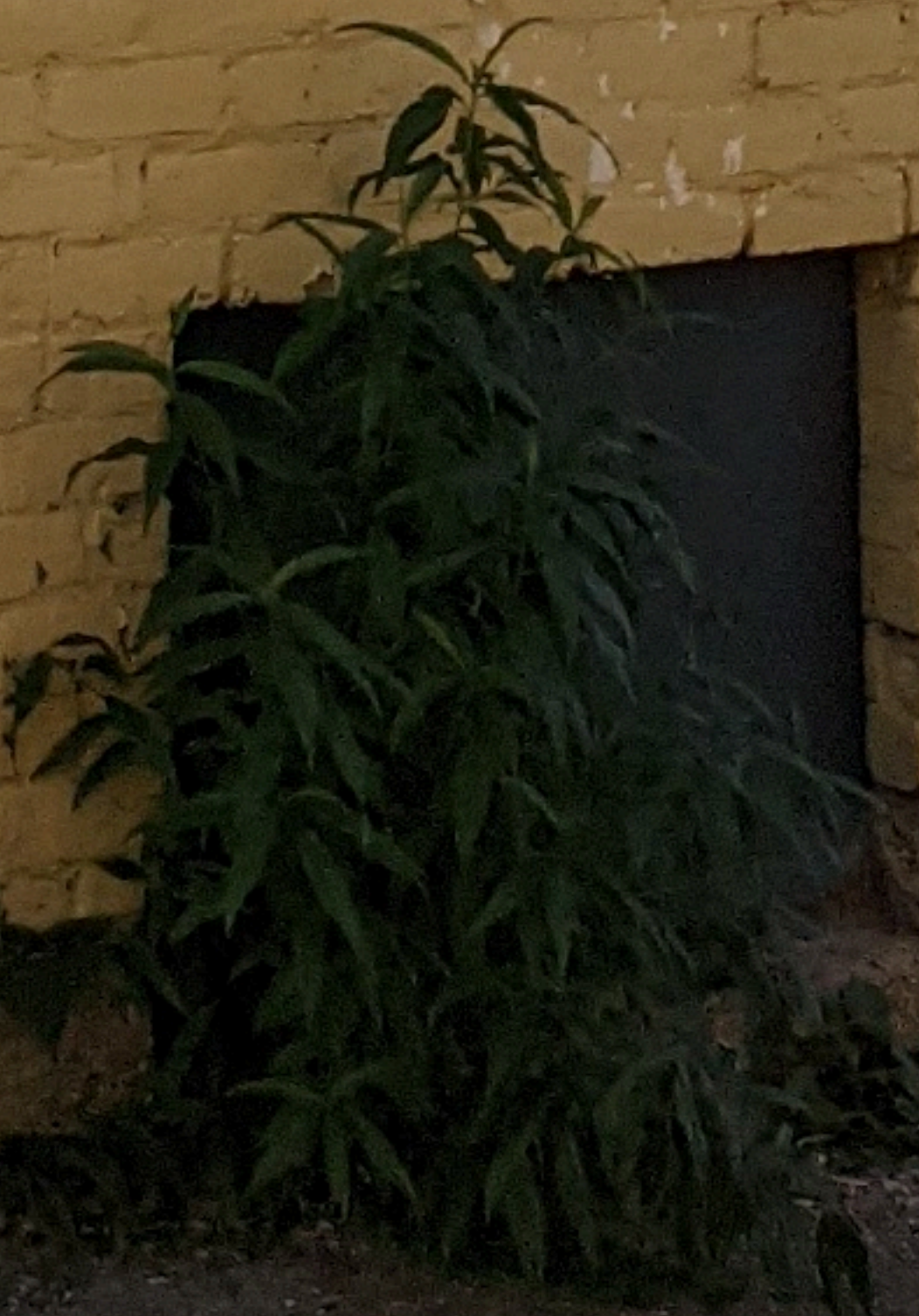
1. Enlarge 2<sup>nd</sup> floor windows vertically to conform to *Ontario Building Code*
2. Convert eastern-most main floor window to an exit door
3. Replace existing main floor window and exit door with same sized units.
  - a. 4.3.2.11 Side and Rear Elevations
    - i. Maintain, repair, conserve or restore original cladding materials on side or rear elevations where possible
    - ii. Compliment the character of the HCD on rear elevations regarding material type, and proportion of material (e.g. brick/masonry or siding sizes compatible with surrounding buildings), and colour. Contemporary cladding materials are permitted on rear elevations of new construction, but should be compatible with the character of the area.







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## City of St Thomas

For the Eight Months Ending August 31, 2021

DESCRIPTION		2021 YTD ACTUAL	2021 YTD BUDGET	VARIANCE \$	Variance %	2021 ANNUAL BUDGET	2022 PROPOSED BUDGET
<b>REVENUE</b>							
31-5-01-1-0002-9080	National Trust for Canada funding	6,155	2,633	3,522	134%	3,950	5,500
<b>TOTAL REVENUE</b>		<b>6,155</b>	<b>2,633</b>	3,522	134%	<b>3,950</b>	<b>5,500</b>
<b>EXPENSES</b>							
31-5-01-1-0002-3011	Reg Part-time Wages	5,735	4,077	1,658	41%	6,115	7,750
31-5-01-1-0002-3120	All Statutory Benefits	551	343	208	61%	515	750
31-5-01-1-0002-4076	Secretarial Support	667	667			1,000	1,000
31-5-01-1-0002-5019	Program Supplies		1,000	(1,000)	-100%	1,500	1,500
<b>TOTAL EXPENSES</b>		<b>6,953</b>	<b>6,087</b>	866	14%	<b>9,130</b>	<b>11,000</b>
<b>TOTAL MUNICIPAL HERITAGE COMMITTEE</b>		<b>798</b>	<b>3,454</b>	(2,656)	-77%	<b>5,180</b>	<b>5,500</b>