

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

**VIA ZOOM**

**5:00 P.M.**

**NOVEMBR 10TH, 2021**

**DISCLOSURES OF INTEREST**

**MINUTES**

Confirmation of the minutes of the meeting held on October 13, 2021.

**NEW BUSINESS**

Heritage Alteration Permit and Planning Report - HAP-13-21 - 530 Talbot Street  
**Pages 2-10**

Heritage Alteration Permit and Planning Report - HAP-14-21 - 244-248 Talbot Street  
**Pages 11-45**

Memorial Tree Mapping

Heritage Tree Mapping

**NEXT MEETING**

December 8, 2021

**ADJOURNMENT**

## MEMO

**DATE:** November 3, 2021

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

**SUBJECT:** Heritage Alteration Permit  
530 Talbot Street  
HAP-13-21

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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

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

November 3, 2021

2247171 Ontario Inc.  
613 Talbot Street, Suite 115  
St. Thomas Ontario  
N6A 2T2

**Re: Notice of Receipt  
Heritage Alteration Permit**  
**File No.: HAP-13-21**  
**Property: 530 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  
Daren Jarvis, Fastsigns of London East



**Report No.**  
HCR-13-21

**File No.**  
HAP-13-21

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

**Date Authored:**  
11/03/2021  
**Meeting Date:**  
11/10/2021

**Department:** Planning & Building Services Department

**Attachments**

**Prepared by:** Kevin McClure, Planner

- Application
- Supporting materials

**Subject:** Heritage Alteration Permit for 530 Talbot Street – 2247171 Ontario Inc.

**ORIGIN:**

An application has been submitted by Fastsigns of London East on behalf of 2247171 Ontario Inc. for a heritage alteration permit to allow for a new retail tenant sign at 530 Talbot Street.

**PROPOSED HERITAGE ALTERATION PERMIT SUMMARY:**

A new non-illuminated sign for “Mr. & Mrs. Bao – Fusion Comfort Food – On the Go”, is proposed to be erected on the side of the building in the location of the previous “Tim Hortons” sign that once existed on the building.

**HERITAGE CONSERVATION DISTRICT PLAN:**

The property at 530 Talbot Street has been identified as a contributing resource within the Downtown St. Thomas Heritage Conservation District (HCD) Plan. As such, policies in Section 4.3 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 (4.3.2.8) would apply.

**Section 4.3.2.8 – 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 was once utilized for signage for a previous tenant. While the proposed sign would cover a larger portion of the inset area that was once used by Tim Hortons, the new sign would not cover up any character defining elements. Further, 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 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: _____
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**OWNER/APPLICANT**

1. Property Owner  
Name: 2247171 Ontario Inc.  
Address: 613 Talbot Street, Suite 115  
Postal Code: N6A 2T2 Phone: 519-860-2252 Fax: \_\_\_\_\_  
Email: matt@u-caninc.com

2. Agent/Applicant  
Name: Daren Jarvis  
Company: Fastsigns of London East  
Address: 1859 Oxford St. E  
Postal Code: N5V 2Z6 Phone: 519-453-0982 Fax: \_\_\_\_\_  
Email: daren.jarvis@fastsigns.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: 530 Talbot St., St. Thomas ON N5P 1C4  
\_\_\_\_\_  
\_\_\_\_\_  
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.

Installation of non-illuminated fascia sign. Please see attached site plan and specifications.

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.

Installation of non-illuminated ACP (Aluminum Composite Panel) sign on existing fascia. Sign to be installed in recessed area. No alterations to existing fascia or structure.

**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, Daren Jarvis, 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, Daren Jarvis 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 St. Thomas on this 2 day of 11, 2021.  
City Day Month Year

Daren Jarvis  
Signature of Owner or Authorized Agent

2021/11/01  
Date

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

\_\_\_\_\_  
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, \_\_\_\_\_, 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

27.00"

162.00"  
10

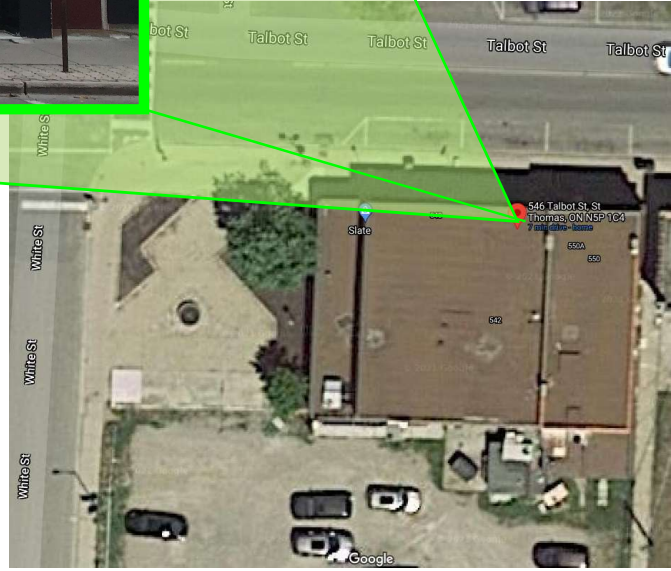


Mr. & Mrs. Bao

FUSION COMFORT FOOD — ON THE GO



Talbot St Talbot St Talbot St Talbot St Talbot St



# PROPOSED NON-ILLUMINATED FASCIA SIGN

6mm Alupanel Sign with Vinyl Graphics  
27" x 162" (0.68m x 4.1m)

Total Sign Area: 30.375<sup>2</sup> (2.8m<sup>2</sup>)  
Total Sign Weight: 39.4lbs (17.9kg)

Sign attached to plywood covered stucco fascia using 3/16" x 2" tapcons spaced every 24" (top and bottom of sign), covered with vinyl

## MEMO

**DATE:** November 8, 2021

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

**SUBJECT:** Heritage Alteration Permit  
244-248 Talbot Street  
HAP-14-21

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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

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

November 8, 2021

Thomas Wong  
85 Hudson Crescent  
Kitchen Ontario  
N2B 2V7

**Re: Notice of Receipt  
Heritage Alteration Permit**  
**File No.: HAP-14-21**  
**Property: 244-248 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  
Laura Walter, Stantec Consulting Ltd.



**Report No.**  
HCR-14-21

**File No.**  
HAP-14-21

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

**Date Authored:**  
11/08/2021  
**Meeting Date:**  
11/10/2021

**Department:** Planning & Building Services Department

**Attachments**

**Prepared by:** Kevin McClure, Planner

· Application and Supporting Materials

**Subject:** Heritage Alteration Permit for 244-248 Talbot Street – Thomas Wong

**ORIGIN:**

An application has been submitted by Stantec Consulting Ltd. on behalf of Thomas Wong for a heritage alteration permit to allow for the demolition of a rear addition of the building at 244-248 Talbot Street. City staff consulted with the agent and owner in September and November of 2021. Further, as was recommended by Staff at the September meeting, the applicant had a delegation at the October 13<sup>th</sup> Municipal Heritage Committee Meeting to discuss a proposal on the property.

**PROPOSED HERITAGE ALTERATION PERMIT SUMMARY:**

To facilitate a proposed 4-storey 17-unit residential development, the applicant is seeking to demolish a concrete block addition that was constructed at the rear of the building at 244-248 Talbot Street. A heritage alteration permit application and land use planning approvals will be required to allow for the residential use, however, the applicant has provided detailed drawings to illustrate how the proposed addition is to be tied into the existing structure on the property.

A heritage impact assessment was prepared by Stantec Consulting Ltd. to support the heritage alteration permit. This assessment analyzed the impact of the proposed demolition, new addition and alteration of the existing façade on the heritage value of the property and the surrounding area. It has been written to address the demolition of the existing structure but also provides several recommendations for redevelopment of the site to align with the policies and guideline of the Downtown St. Thomas Heritage Conservation District (HCD).

**HERITAGE CONSERVATION DISTRICT PLAN:**

The properties at 244-248 Talbot Street have been identified as contributing resources within the Downtown St. Thomas Heritage Conservation District (HCD) Plan. As such, based on the proposed work, the policies and guidelines related to Demolition of Contributing Buildings (4.5.1) would apply.

**Section 4.5.1 – Demolition of Contributing Buildings**

The HCD plan states that the City of St. Thomas is committed to conserving the heritage attributes of the district and that the demolition of contributing buildings within the heritage conservation district is strongly discouraged. While Section 4.5.1 states that demolition of contributing buildings should only be permitted under extenuating circumstances such as catastrophic damage from fire, flood or other natural disasters, or structural instability, the policies provide that, if a property owner proposes the demolition of a contributing building, council may consider the application.

As has been previously stated, the applicant is seeking to demolish a rear block-wall addition at the back of the building to allow for the future development of 17 residential units on the property. A new 4-storey addition is proposed to be constructed in its place and tied into the existing structure.

14  
The HCD Plan states that a Heritage Impact Assessment (HIA) prepared by a qualified heritage professional and member of the Canadian Association of Heritage Professionals that outlines potential impacts to the heritage resources and heritage attributes of the HCD is required to be submitted as part of an application for demolition. Several criteria are set in this section that the HIA must address. As per the attachments to this report, an HIA has been prepared to meet the criteria.

Further, this section also states that, any new development on the property is to adhere to the HCD policies and guidelines for new construction if a new building is proposed for the site of the property to be demolished. While the exact details of the proposal are still being finalized, the applicant has already met with the Municipal Heritage Committee to obtain preliminary feedback on the proposed design.

**STAFF COMMENT:**

The applicant has submitted a heritage alteration permit to demolish a portion of the rear of the building at 244-248 Talbot Street to allow for the eventual construction of a 4-storey 17-unit residential addition. As per the requirements of the HCD Plan, the appropriate materials were submitted with the application for consideration by the Municipal Heritage Committee. The applicant has previously met with the committee to solicit input and recommendations on the proposal.

A subsequent Heritage Alteration Permit process will be required for the redevelopment of the site. Please note that, while the proposed preliminary concepts are generally in keeping with the zoning on the property, there is an area specific zoning along Talbot Street that speaks to building heights. Initial review of the proposal may require a planning approval to address the fourth storey encroachment into the Downtown Talbot Streetscape zone. Further, site plan approval for proposal will also be required. Staff has informed the applicant that the heritage alteration permit and site plan approvals process should occur concurrently to help streamline the process and ensure consistency between both applications.

Respectfully submitted,



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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: Thomas Wong  
Address: 85 Hudson Crescent, Kitchener ON  
Postal Code: N2B 2V7 Phone: 416-806-9568 Fax: \_\_\_\_\_  
Email: thomaswong@rogers.com

2. Agent/Applicant  
Name: Laura Walter  
Company: Stantec Consulting Ltd.  
Address: 600-171 Queens Avenue, London ON  
Postal Code: N6A 5J7 Phone: 226-962-6017 Fax: \_\_\_\_\_  
Email: laura.walter@stantec.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: PT LT 12S/S Talbot St BTN William St and Queen St PL 23 St. Thomas as in E359830; St. Thomas; S/T Easement over PT2 11R8727 in favour of PTS 1,3,4,5,6 & 9 11R8727 As set out in CT9533 & E459884; St. Thomas

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.

- Drawing of the existing building with markup of the demolition area (from architect)
- Letter from structure engineer regarding the demolition plan
- Heritage impact assessment of the demolition from Stantec Consulting
- Design Concept Package for future addition at the site (after demolition, separate application to come)

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.

The demolition will be limited to the back single level cement block building.  
It is to prepare the site for the new addition to the building at the South side of the property.  
A separate heritage alteration permit application will be submitted in a later date.

The attached assessment from Stantec will address how the proposal conforms to the Heritage Conservation District Plan design 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, Laura Walter, 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, Laura Walter of London 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 London on this 5th day of November, 2021.  
 City Day Month Year

Laura Walter  
 Signature of Owner or Authorized Agent

November 8, 2021  
 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, Thomas Wong, am the owner of the subject lands, and I authorize Laura Walter, 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.

November 5, 2021  
Date

Thomas Wong  
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, Thomas Wong, 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.

November 05, 2021  
Date

  
Signature of Owner



RCEL Ref. No.: 1976B-21

November 4, 2021

Thomas Wong  
2735125 Ontario Inc.,  
85 Hudson Crescent, Kitchener, Ontario  
N2B 2V7

Email: thomaswong@rogers.com

**Demolition Outline Letter**  
**244 - 248 Talbot Street, St. Thomas Building Repairs**  
**Prepared for City of St. Thomas, Heritage Committee**

Dear Thomas,

Further to our conference call this afternoon with the City of St. Thomas, we offer the following comments and assurances to the Heritage Committee, relating to the partial demolition of the building located at 244-248 Talbot Street, St. Thomas On, namely the rear block masonry newer addition at the rear of the original 1880 mass wall brick masonry building.

The existing building at 244-248 talbot Street, St. Thomas, On consists of two buildings constructed utilizing two distinct masonry construction types. Based on our review of the structures, the original three storey building, to the North facing Talbot Street, was constructed utilizing mass wall brick masonry construction, and the addition, a single storey building, at the rear of the original building, was constructed utilizing block masonry construction, both having with independent foundation systems.

The rear building, block masonry addition, appears to have been constructed to be independent of the original mass wall brick masonry building, and the walls of the two buildings do not appear to integrate with one another. The rear walls of the original mass wall brick masonry building were exposed to the interior of the rear block masonry addition. The only integrated connections that we observed between the two buildings was the roofing system.

It is our understanding that the single storey masonry block building is slated for demolition to make way for a new four (4) storey residential addition at the rear of the original building.

It is RCEL's opinion, based upon our review of the structure, that the demolition for the rear block masonry building, will not have a detrimental impact on the original mass wall brick masonry building.

With that said, RCEL's has been engaged to carry out a complete detailed survey of the rear block masonry building, and to develop a comprehensive demolition plan that will address but not limited to the following: Temporary Facilities and Controls; Selective Demolition; Hazardous Materials Abatement; Underground Services; Electrical and Mechanical Services; Telephone and Communication Service Lines entering structure; Cleaning and Material Recovery; and Coordination with Utility Owner(s) that the existing utilities, including storm water, wastewater, and/or water facilities.

The comprehensive demolition plan documents, along with a demolition permit application, will then be submitted to the authorities having jurisdiction, for the issuance of a demolition permit.

Demolition Outline Letter  
244 - 248 Talbot Street, St. Thomas Building Repairs  
Prepared for City of St. Thomas, Heritage Committee  
2735125 Ontario Inc.

RCEL Reference No.: 1976B-21

Once the demolition permit has been attained, and a qualified demolition contractor has been engaged, RCEL will likely be carrying out the review and contract administration of the demolition work. RCEL will carry out our deconstruction review in order to ensure that the demolition is carried out in a safe manner, complying with current codes and regulations, and in adherence with the City of St. Thomas bylaws.

We trust that this letter of assurance meets your immediate requirements. Should you have any questions, please do not hesitate to contact the undersigned.

Yours truly,

**Remy Consulting Engineers Ltd.**

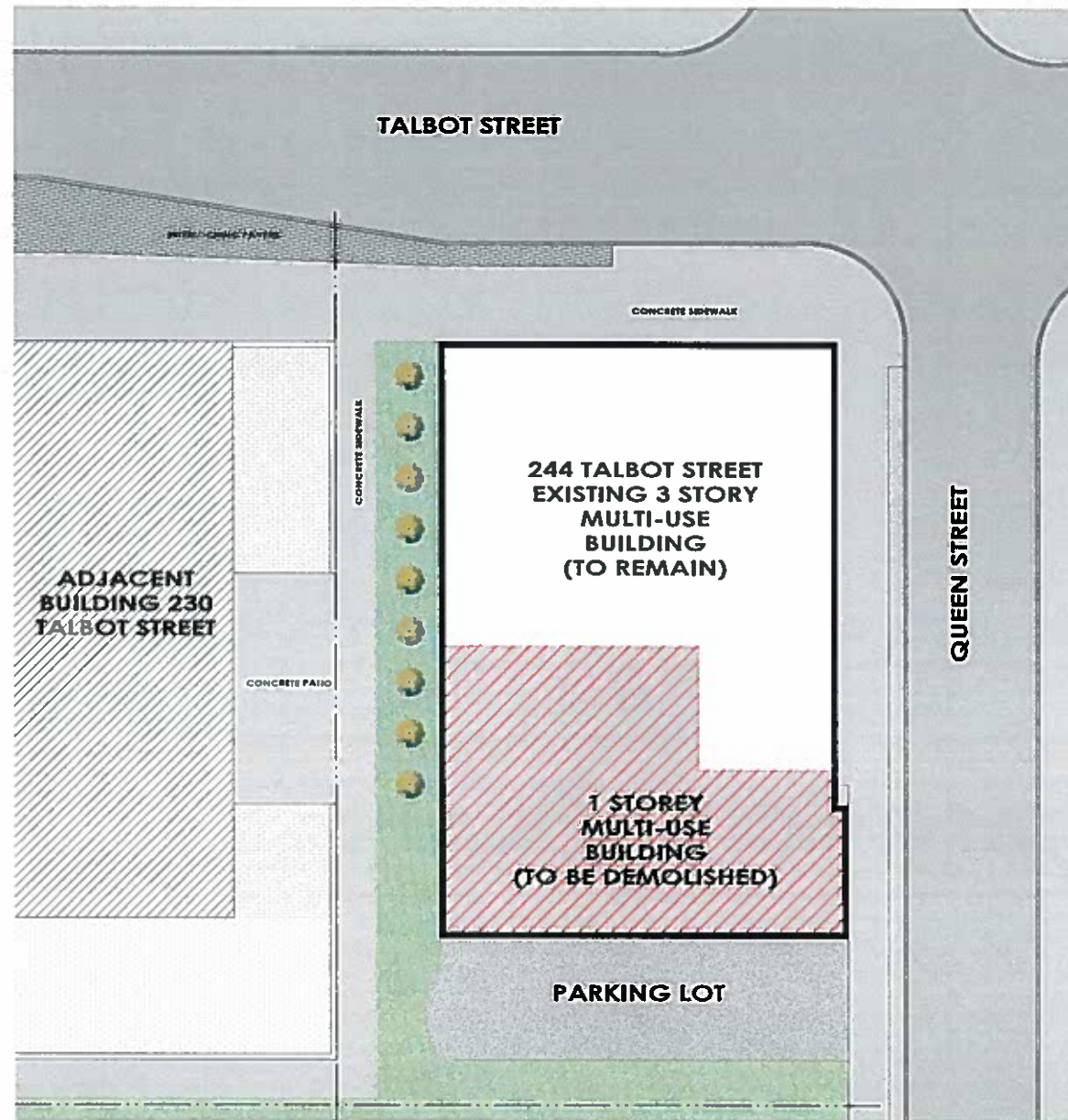


Andy Ghadban, P.Eng.  
Principal Structural Engineer  
Vice-President Senior



Don Cooper, P.Eng.  
President,  
Senior Building Science  
Restoration Engineer





**SITE PLAN**  
1" = 10'-0"

**GENERAL NOTES**  
**PRELIMINARY FOR DISCUSSION PURPOSES**

DISCLAIMER: CONCEPTS/PROGRAMS ARE APPROXIMATE CONCEPTS. ALL ROAD PLANS ARE APPROXIMATE. ACTUAL PLANS SHOULD BE OBTAINED FROM THE LOCAL JURISDICTION. ALL PLANS MAY VARY FROM THE SHOWN PROGRAM. THIS PLAN IS FOR DISCUSSION PURPOSES ONLY. THE CLIENT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS. THE ARCHITECT SHALL NOT BE RESPONSIBLE FOR ANY DELAYS OR COSTS INCURRED BY THE CLIENT. THE ARCHITECT SHALL NOT BE RESPONSIBLE FOR ANY DELAYS OR COSTS INCURRED BY THE CLIENT.

NO.	DATE	REVISION	BY

COMMISSION  
**EXISTING 3 STOREY MULTI-USE BUILDING**  
244 TALBOT STREET BY THOMAS CHAFFIN



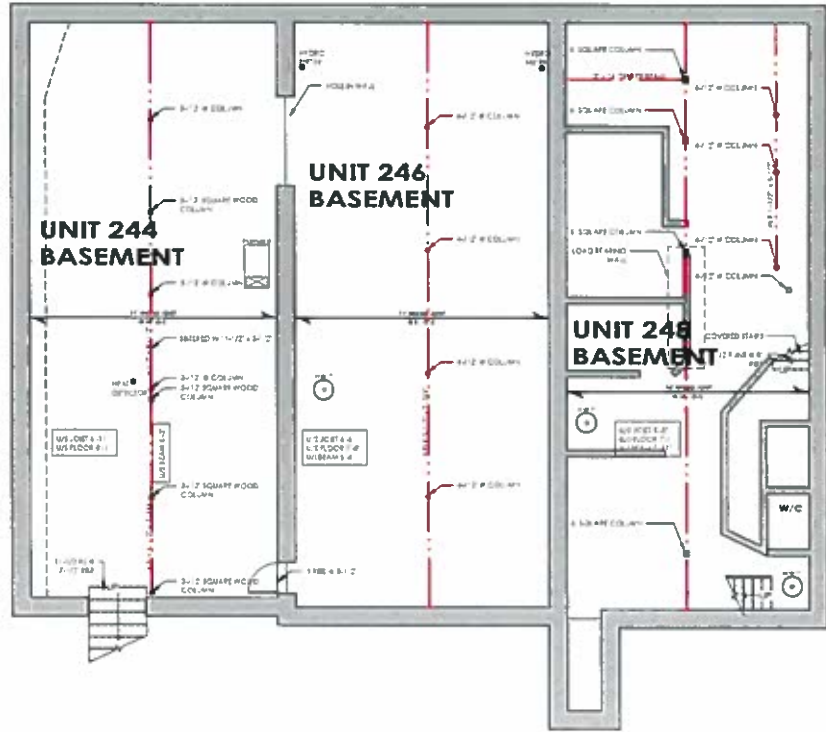
**A | C | K**  
architects  
www.ackarchitects.com

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SHEET TITLE  
**SITE PLAN**

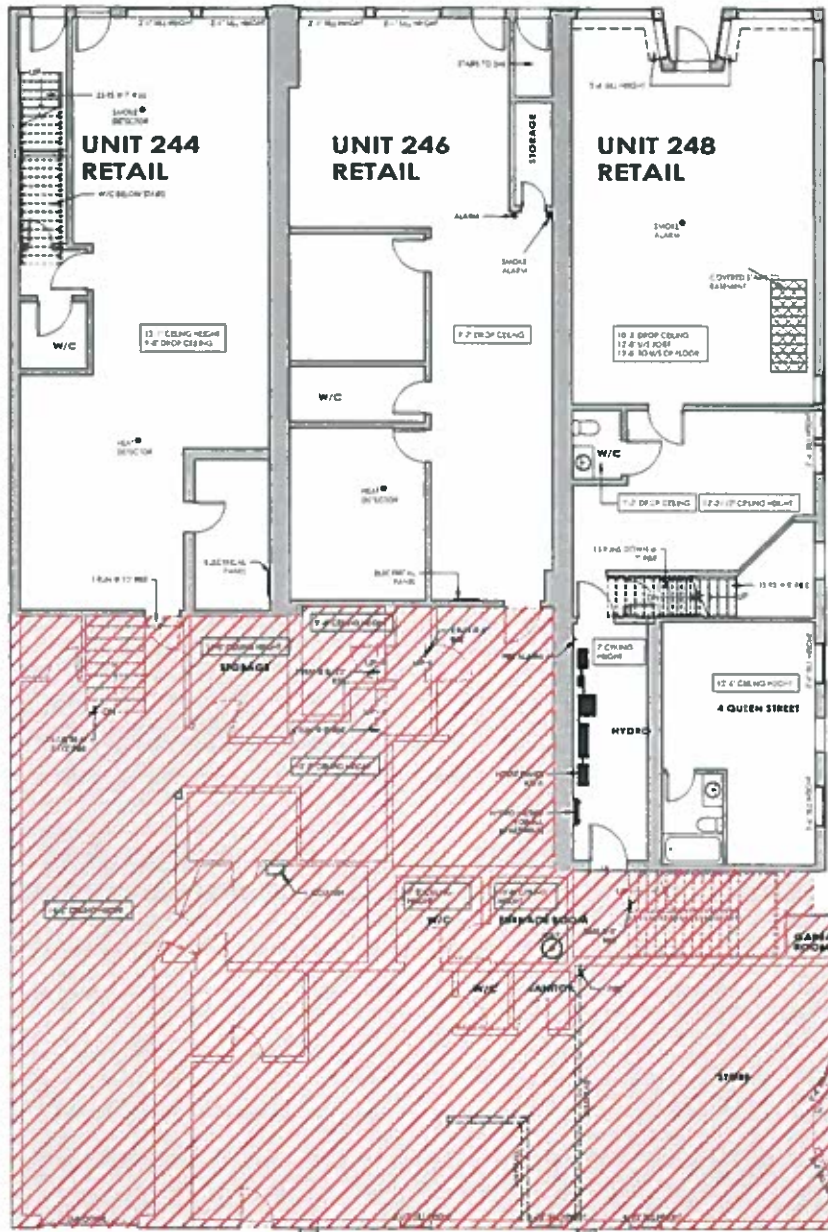
Issued for the Owner		
Issued for Site Plan Agreement		
Issued for Permit		
Issued for Transfer		
Issued for Construction		
DESIGNED BY	MCD	DWG No.
CHECKED BY	JMP	
DATE	OCTOBER, 2021	
SCALE	AS SHOWN	
PROJECT No.	2021-1-02	

**.SP1**



**BASEMENT FLOOR PLAN**

3/16" = 1'-0"



**FIRST FLOOR PLAN**

3/16" = 1'-0"

////// AREA TO BE DEMOLISHED

GENERAL NOTES

**PRELIMINARY FOR DISCUSSION PURPOSES**

DISCLAIMER: DIMENSIONAL PROFILES ARE APPROXIMATE. CONSTRUCTION SHALL BE APPROXIMATE. ACTUAL BRASS FLOOR PLACES MAY VARY FROM THE BRASS FLOOR MARK. ALL PLANS MAY BE SUBJECT TO MODIFICATION. BRASS IS AN APPROXIMATE. DIMENSIONS SHALL BE CONFIRMED ON THE ACTUAL CONSTRUCTION. ALL PROJECTS MUST CHECK ALL APPLICABLE CODES, ALL DIMENSIONS SHALL BE CONFIRMED BY THE CLIENT.

NO.	DATE	REVISION	BY

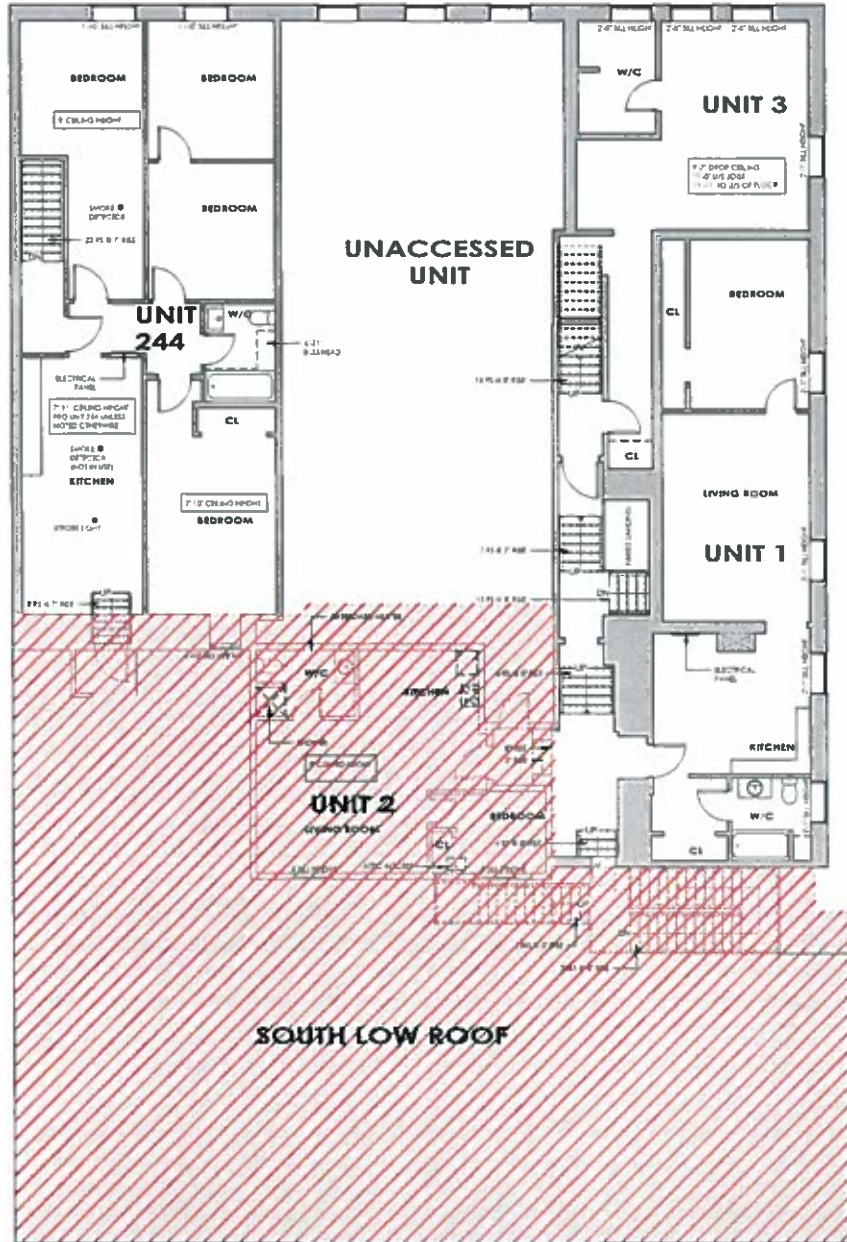
COMMISSION  
**EXISTING 3 STOREY MULTI-USE BUILDING**

344 HUBBARD STREET BY THOMAS DUNNARD



SHEET TITLE  
**BASEMENT AND GROUND FLOOR PLANS**

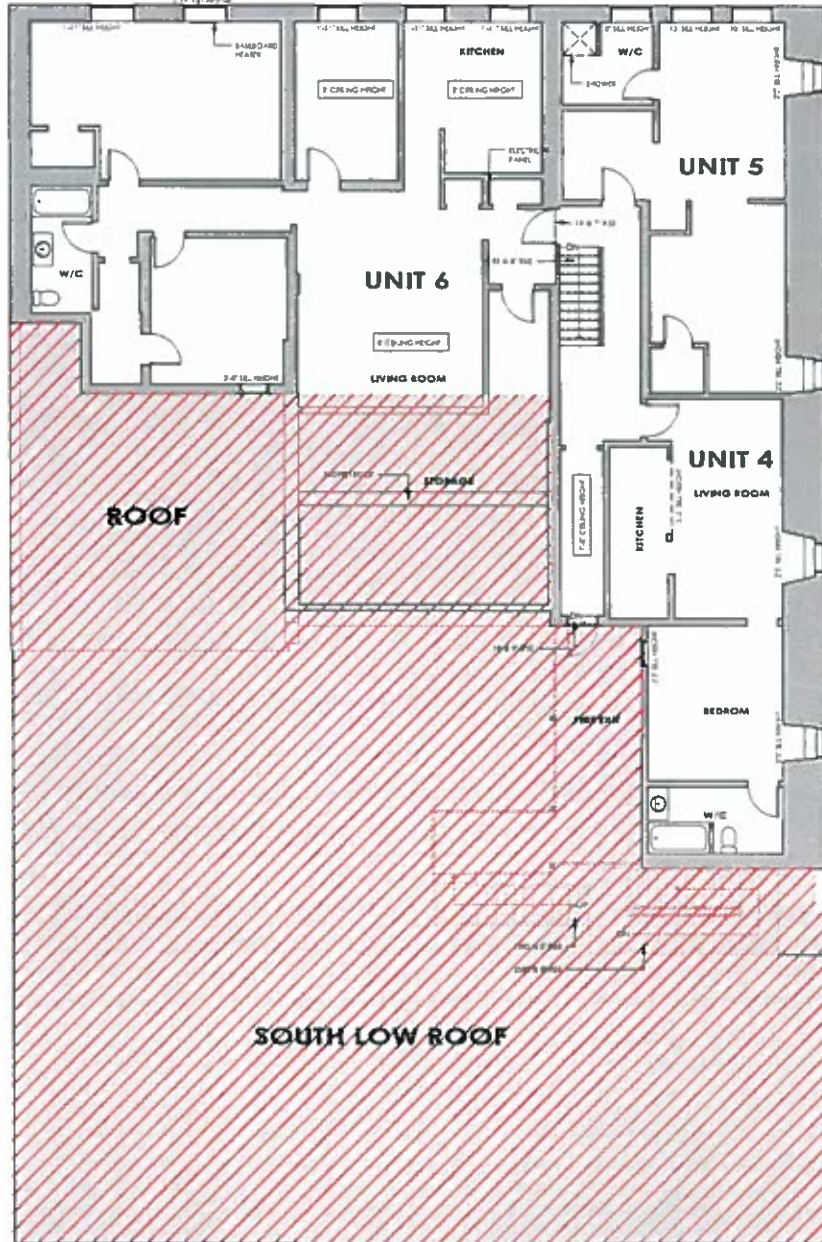
Drawn by	MCD	DWG No.	<b>A1</b>
Checked by	AP		
Date	OCTOBER 2021		
Scale	AS SHOWN		
Project No.	2021-1-08		



**SECOND FLOOR PLAN**

3/16" = 1'-0"

AREA TO BE DEMOLISHED



**THIRD FLOOR PLAN**

3/16" = 1'-0"

AREA TO BE DEMOLISHED

GENERAL NOTES

**PRELIMINARY FOR DISCUSSION PURPOSES**

DISCLAIMER: DIMENSIONS/FLOOR PLANS ARE GIVEN FOR REFERENCE ONLY. ALL DIMENSIONS SHALL BE AS SHOWN UNLESS OTHERWISE SPECIFIED. ACTUAL MEASUREMENTS SHALL BE TAKEN FROM THE BUILDING AS SHOWN. ALL DIMENSIONS SHALL BE SUBJECT TO APPROVAL. DIMENSIONS TO BE COMPLETED WITH ACTUAL DIMENSIONS BY THE ARCHITECT. DIMENSIONS TO BE COMPLETED WITH ACTUAL DIMENSIONS BY THE ARCHITECT. DIMENSIONS TO BE COMPLETED WITH ACTUAL DIMENSIONS BY THE ARCHITECT.

NO.	DATE	REVISION	BY

COMMISSION  
**EXISTING 3 STOREY MULTI-USE BUILDING**

344 TALBOT STREET, ST THOMAS, ONTARIO



SHEET TITLE  
**SECOND AND THIRD FLOOR PLANS**

DESIGNED BY	MCD	DRAWN BY	
CHECKED BY	JAR	DATE	OCTOBER 2021
SCALE	AS SHOWN	PROJECT No.	2021-140

**A2**





**NORTH ELEVATION**  
3/16" = 1'-0"



////// AREA TO BE DEMOLISHED

**EAST ELEVATION**  
3/16" = 1'-0"

GENERAL NOTES

**PRELIMINARY  
FOR  
DISCUSSION  
PURPOSES**

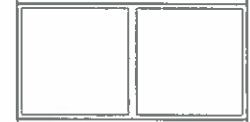
DISCLAIMER:  
ELEVATIONS/FLOORPLANS ARE ARTISTS  
CONCEPTIONS. ALL DIMENSIONS ARE APPROXIMATE  
DIMENSIONS. ACTUAL DIMENSIONS MAY VARY  
SLIGHTLY FROM THE SHOWN DIMENSIONS. ALL PLANS MAY  
VARY FROM THE SHOWN DIMENSIONS. DIMENSIONS TO BE COMPARED  
WITH ACTUAL DIMENSIONS BY LAW FOR SUBJECTS ONLY ONCE  
AN ACTUAL DIMENSION HAS BEEN  
CONFIRMED BY THE CLIENT

NO.	DATE	REVISION	BY

COMMISSION

**EXISTING 3 STOREY  
MULTI-USE BUILDING**

344 FALLOT STREET, ST. NICOLAS, ONTARIO



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SHEET TITLE

**NORTH AND EAST  
ELEVATIONS**

Intend for Re-Design

Intend for Site Plan Agreement

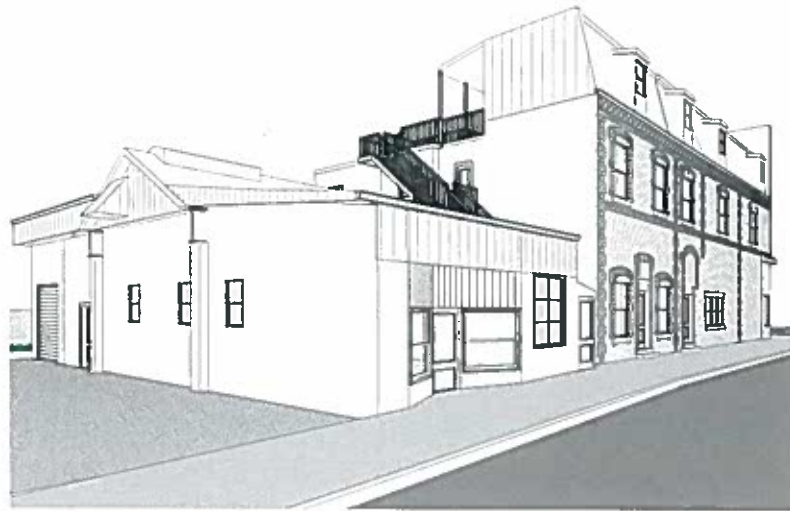
Intend for Permit

Intend for Tender

Intend for Construction

DRAWN BY	MED	DWG. No.
CHECKED BY	JSP	A3
DATE	OCTOBER 2021	
SCALE	AS SHOWN	
PROJECT No.	2021-01	

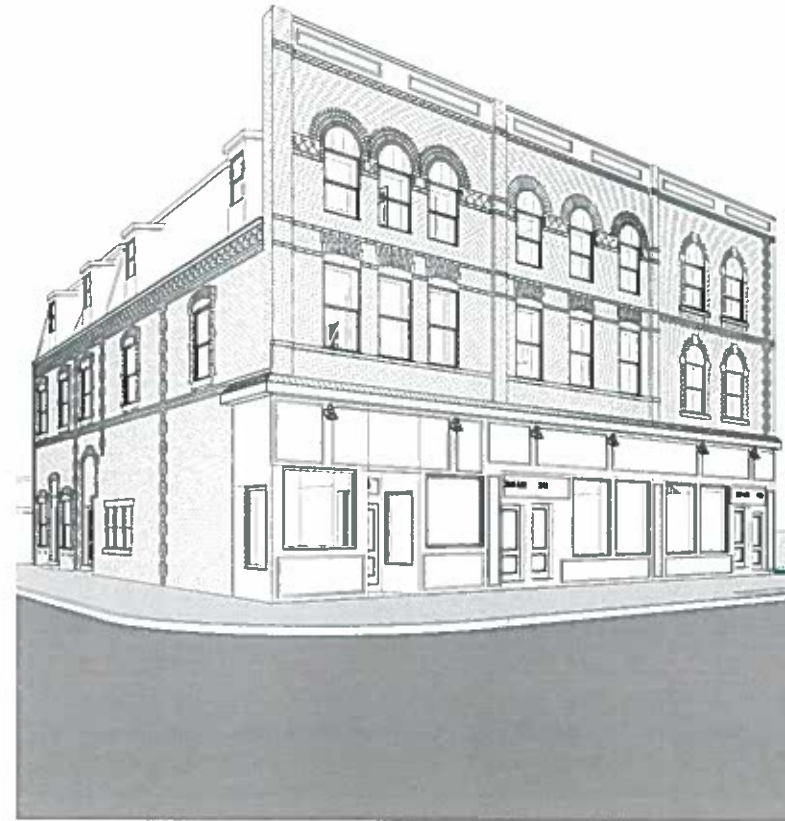




SOUTH EAST ISOMETRIC



NORTH WEST ISOMETRIC



NORTH EAST ISOMETRIC

GENERAL NOTES

**PRELIMINARY  
FOR  
DISCUSSION  
PURPOSES**

DISCLAIMER: ELEVATIONS/FLOORPLANS ARE ARTIST CONCEPTIONS. ALL ROOM PLANS & PROGRAMS APPROXIMATE. ACTUAL SQUARE FOOTAGE MAY VARY FROM THE STATED PROGRAM AREA. ALL PLANS MAY BE SUBJECT TO MODIFICATION. DRAWING TO BE CONSIDERED WITH ACTUAL JOINTS BY LAW FOR PROJECT AREA ONCE AN OFFICIAL PUBLIC AND MUNICIPALITY HAS BEEN COMPLETED BY THE CLIENT.

NO.	DATE	REVISION	BY

COMMISSION

**EXISTING 3 STOREY  
MULTI-USE BUILDING**

344 TALBOT STREET ST THOMAS ONTARIO



**A | C | K**  
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SHEET TITLE

**ISOMETRIC VIEWS**

Issued for No. Drawing

Issued for Site Plan Agreement

Issued for Permit

Issued for Tender

Issued for Construction

DRAWN BY: **JCS** DATE: **2021-10-01**

CHECKED BY: **JMP**

DATE: **OCTOBER, 2021**

SCALE: **AS SHOWN**

PROJECT NO.: **2021-1-01**

**A5**

244-248 Talbot St, St. Thomas

Development Plan of the Rear  
Portion of the Building

1. Purpose of the project
2. Update on the current brick repair work on the North East corner of the building
3. Architect ACK to provide brief review of the design concept package
4. Stantec review of the impact of the project related to Downtown St. Thomas HCD Plan
5. Questions and Discussions

## Purpose of the Project

- The plan is to demolish the back, run down portion (a single storey building built in 1950) of the building
- We would like to build a new addition to provide more residential units.
- At the same time, we would like to upgrade the conditions and amenities to the current building (such as elevator, and common space).

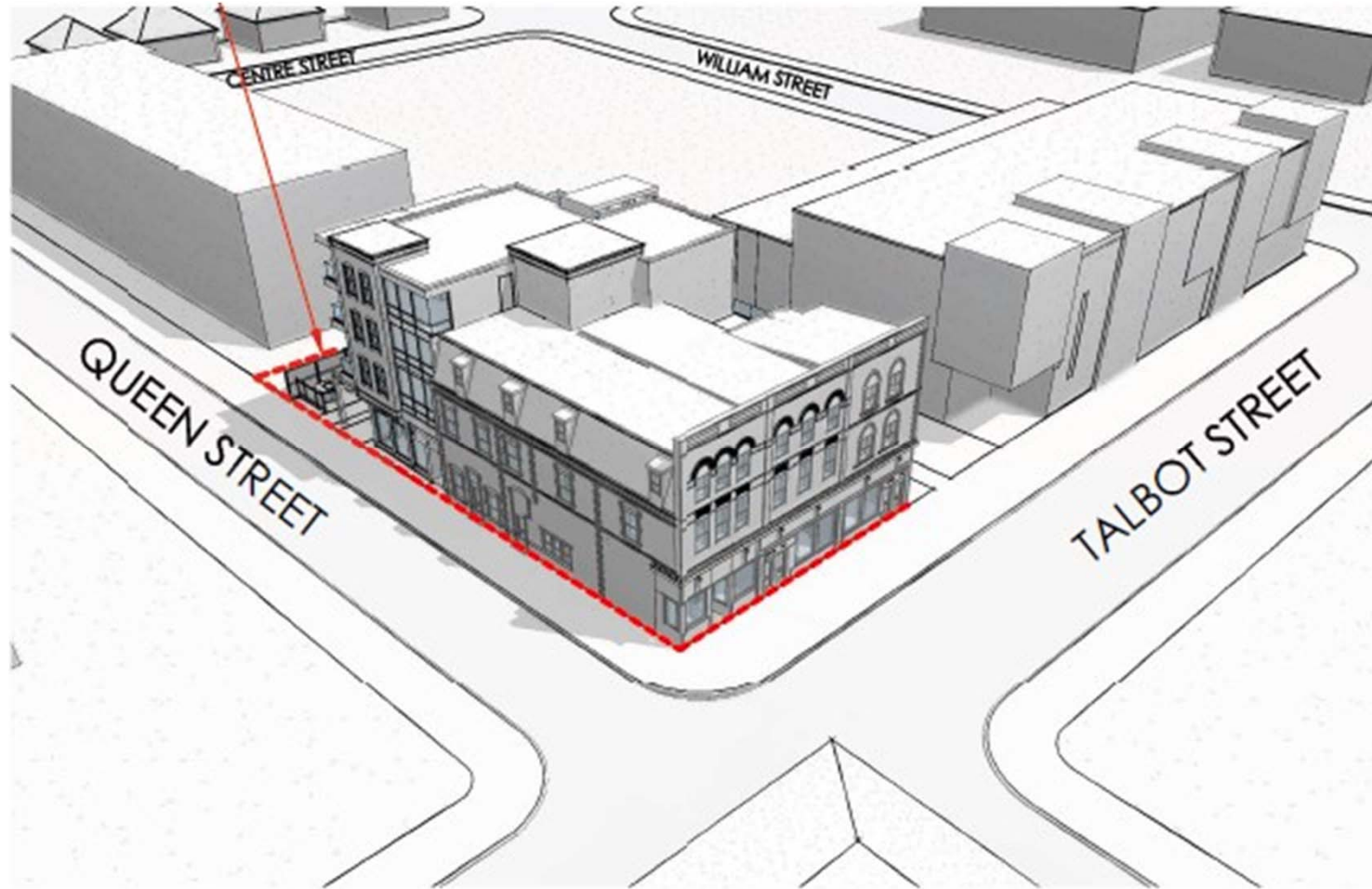
## Update on the Current Brick Repair

- We bought the property in October 2020
- We got the heritage committee approval to do the brick repair on the North East corner of the building In December 2020
- Old bricks were removed (and kept). New concrete block wall were constructed inside for structural support. The original brick were installed outside to maintain the heritage look of the building.
- The work is 90% completed.
- We expected completion of the repair work in the month of November 2021.



# Architect Review of Concept Package







SOUTH EAST PERSPECTIVE.



**SOUTH EAST AERIAL PERSPECTIVE**



**NORTH ELEVATION (TALBOT ST)**



**NORTH EAST PERSPECTIVE**



East side  
Brick Work  
– Option 1  
more  
detailed  
brick  
design



East Side  
Brick Work  
– Option 2  
simplified  
brick  
design

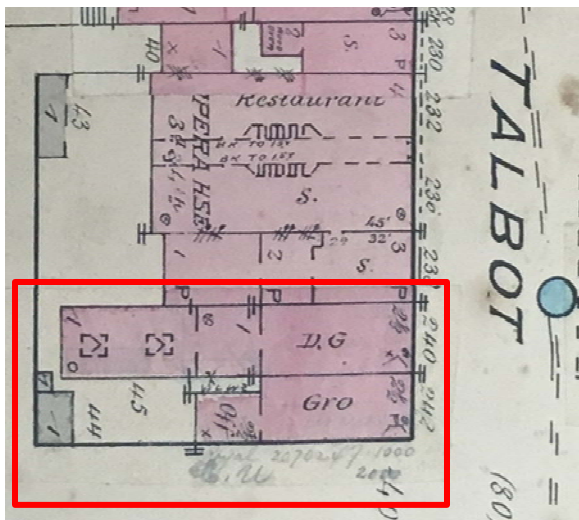




# Stantec Review of Impacts of the Project

## Building History

- The building was constructed in 1880 during the building boom along Talbot Street in the late 19<sup>th</sup> century, initially it was 238 to 242 Talbot Street
- 1881-1882, St. Thomas City Directory includes Archibald Stewart (a grocer), G.B, McCullough (a chemist and druggist), S. Schreck (a jeweler)
- In the mid-1920s the building became associated with automotive sales/services
- In 1950, the property became part of Morris Motors, it is assumed at this time the rear concrete block addition was added



1894 Fire Insurance Plan



Subject Site 1989. Image courtesy of Elgin County Archives.

## Downtown St. Thomas HCD Plan

HCD Plan – Section 4.3.3 Additions Applicable Policies and Guidelines	Impact	Discussion
Height – Rear additions may contain additional storeys only if they are set back at least five meters from the front building line. Additional storeys should not be greater than half of the original building’s height.	No	Proposed addition is set back more than 5 meters from Talbot Street. New addition would be 4 storeys, one additional storey to the original building.
Massing – Design massing for new additions that is subordinate to the existing building. Additions should not cover or overwhelm the original structure.	No	Proposed addition does not create a false historic place, it is of contemporary design that is subordinate to the existing building. The addition would be at the rear and would compliment the historic materials and shapes. The new addition would not overwhelm the original structure.
Massing – Locate additions to contributing buildings at the back of the building.	No	Proposed addition at rear of contributing building.



## Downtown St. Thomas HCD Plan

HCD Plan – Section 4.3.3 Additions Applicable Policies and Guidelines	Impact	New addition at 244-248 Talbot Street
Massing – Use shapes and massing that are compatible with the historic building and create a harmonious look with the surrounding buildings.	No	Proposed addition uses the same rectangular shape of the original structure. It also includes a parapet to complement the front façade. The new building directly to the south at 10-20 Queen Street will also be a four storey massing.
Materials – Preserve original materials when designing additions and minimize the removal of original building structure and materials.	No	The proposed section for removal is constructed of concrete block, poured concrete, and metal. These are not historic materials related to the original building.
Materials – Choose materials on additions that are distinguishable as contemporary design, and do not mimic historic architecture but complement its character.	No	The proposed addition will be constructed using red brick to compliment the character of the original building. The remaining materials will be distinguishable as part of the contemporary design.



# Questions and Discussions