

AGENDA
THE SIXTH MEETING OF THE MUNICIPAL HERITAGE COMMITTEE

VIA ZOOM

5:00 P.M.

JULY 13, 2022

DISCLOSURES OF INTEREST

MINUTES

Confirmation of the minutes of the meeting held on June 8, 2022.

NEW BUSINESS

Heritage Alteration Permit and Planning Report - HAP-11-22 - 341 Talbot Street
Pages 2-10

Urban Design Guidelines

Student Update

NEXT MEETING

August 10, 2022

ADJOURNMENT

MEMO

DATE: June 28, 2022

ATTENTION: Jon Hindley, Secretary, Municipal Heritage Committee

SUBJECT: Heritage Alteration Permit
341 Talbot Street
HAP-11-22

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)

June 24, 2022

Amrinder Singh
17 Villagewood St.
Brampton, ON
N6P 0E9

**Re: Notice of Receipt
Heritage Alteration Permit**
File No.: HAP-11-22
Property: 341 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
Oreste Caputo



	Report No. HCR-11-22
	File No. HAP-11-22
Directed to: Chair and Members of the Municipal Heritage Committee	Date Authored: 06/28/2022 Meeting Date: 06/13/2022
Department: Planning & Building Services Department	Attachments Application
Prepared by: Kevin McClure, Planner	
Subject: Heritage Alteration Permit for 341 Talbot Street – Amrinder Singh	
<p><u>ORIGIN:</u> An Order of the Property Standards Officer was placed on the property due to several concerns at the rear of the building on January 2, 2020. Between the time of the issuance of the Order and January 2022, the rear façade was covered in stucco. An application was submitted in February 2022 (HAP-01-22) to recognize façade work that was undertaken at 341 Talbot Street.</p> <p>As the City did not have the benefit of seeing how the concerns in the Order were addressed prior to the facade being covered up with stucco, and the exterior alterations being completed without a heritage alteration permit, the Municipal Heritage Committee recommended refusal of the application, and Council refused the heritage alteration permit in March 2022.</p> <p>To address the outstanding concerns, the owner has reapplied to address the Order and the recommendations that came forward as part of that application process.</p> <p><u>PROPOSED HERITAGE ALTERATION PERMIT SUMMARY:</u> The applicant is seeking to obtain a Heritage Alteration Permit for the removal of the stucco on the building to demonstrate to the City how they have satisfied the Order of the Property Standards Officer. A subsequent Heritage Alteration Permit application may be required to address the repairs and/or proposed revisions to the rear façade.</p> <p><u>HERITAGE CONSERVATION DISTRICT PLAN:</u> The property at 341 Talbot Street has 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 Overcladding (4.3.2.6) would apply.</p> <p><i><u>Section 4.3.2.6 – Overcladding</u></i> This section of the HCD Plan provides that “Overcladding is not an appropriate substitute for maintenance. Covering up deteriorated facades does not solve the problem of regular maintenance and may create more serious problems such as rotting, rusting, cracking and spalling of brick and deterioration of mortar joints, which can cause serious structural issues”. As such, there are guidelines that speak to the removal of existing overcladding to reveal, repair, restore or appropriately replace historical elements underneath.</p> <p>As the City is unable to determine if the necessary repairs were completed by the owner of the property, and the stucco was installed without a heritage alteration permit, it would be appropriate for the stucco to be removed.</p>	

STAFF COMMENT:

As has been provided in the report, the applicant is seeking approval of a heritage alteration permit for the removal of the stucco on the rear of the building so that they can satisfy the Order of the Property Standard Officer on the building. Staff are currently unaware of the methods used to complete the repairs that were required as part of the Order which is facilitating the request for removal.

Staff recommends that the stucco be removed so that Building Services can inspect the façade and determine next steps to close out the Order. Until such time that the stucco is removed, it is unclear whether another heritage alteration permit will be required.

Further, to assist the applicant in determining next steps should they need to reapply for a permit, it is suggested that the Committee provide some preliminary input on the rear façade based on the information that was submitted as part of their original application in February (HAP-01-22).

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

OFFICE USE:	Date Application Received: <u>JUN 23 2022</u>	Consultation Date: _____
	Date Application Deemed Complete: <u>JUN 23 2022</u>	File Number: _____

OWNER/APPLICANT

1. Property Owner
Name: Amrinder Singh
Address: _____
Postal Code: _____ Phone: _____ Fax: _____
Email: _____

2. Agent/Applicant
Name: Oreste Caputo
Company: _____
Address: 7281 Kilborne Rd
Postal Code: _____ Phone: 519.317.7500 Fax: _____
Email: alorahomes@rogers.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: 347 Talbot St. St. Thomas, On

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.

As per heritage committee we need to remove stucco that was installed

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

we need to remove stucco

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 Oreste Caputo, 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, Oreste Caputo 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 London on this 22 day of 06, 2022.
City Day Month Year

[Signature]
Signature of Owner or Authorized Agent

June 22-2022
Date

[Signature]
Signature of Commissioner of Oaths, etc.

June 23/22
Date

Crystal Marie Penney, a Commissioner, etc.,
Province of Ontario, for the
Corporation of the City of St. Thomas.
Expires September 18, 2022.

Appendix B – 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, Amrinder Singh, am the owner of the subject lands, and I authorize
Orestic Caputo, 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.

6 June 2022
Date

Amrinder Singh
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, Orville Caputo, 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.

JUN 2022-23
Date


Signature of Owner