

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

**VIA ZOOM**

**5:00 P.M.**

**SEPTEMBER 14, 2022**

**DISCLOSURES OF INTEREST**

**MINUTES**

Confirmation of the minutes of the meeting held on July 13, 2022.

**NEW BUSINESS**

Heritage Alteration Permit and Planning Report - HAP-12-22 - 389-393 Talbot Street  
**Pages 2-13**

Tales of Talbot Street Tour

Millersburg Neighbourhood

**NEXT MEETING**

October 12, 2022

**ADJOURNMENT**

## MEMO

**DATE:** September 7, 2022

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

**SUBJECT:** Heritage Alteration Permit  
389-393 Talbot Street  
HAP-12-22

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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)

September 7, 2022

Dane Moffatt and Craig Hansford  
511 Palmtree Avenue  
London, ON  
N6H 3P7

**Re: Notice of Receipt  
Heritage Alteration Permit**  
**File No.: HAP-12-22**  
**Property: 389-393 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



**Report No.**  
HCR-12-22

**File No.**  
HAP-12-22

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

**Date Authored:**  
9/07/2022  
**Meeting Date:**  
9/14/2022

**Department:** Planning & Building Services Department

**Prepared by:** Kevin McClure, Planner

**Attachments**  
· Application and proposed façade drawing  
· Permit# 01-21

**Subject:** Heritage Alteration Permit for 389-393 Talbot Street – Dane Moffatt and Craig Hansford

**ORIGIN:**

An application has been submitted by Dane Moffatt and Craig Hansford for a heritage alteration permit to allow for the reconstruction and renovation of the front façade at 389-393 Talbot Street. City staff have consulted with the applicant several times on this property since 2018, and it has been subject to several permits. Permit# 02-18 was issued on December 4<sup>th</sup>, 2018 to address to proposed façade renovations to the building. This permit lapsed in 2022 and the applicant reapplied to allow for the renovations to proceed. Permit# 01-21 (attached) is what is currently in effect on the property. As part of that permit, there is an associated rendering that illustrates what the Municipal Heritage Committee recommended to Council for its approval.

**PROPOSED HERITAGE ALTERATION PERMIT SUMMARY:**

The applicant is looking to alter the proposed façade along Talbot Street from what was previously approved through Permit# 01-21. Specifically, the applicant is looking to alter the storefronts and signage from the previous rendering. Further, the upper floor windows are different from what is shown in the permit, and it would appear as though the wall lighting that was shown has since been removed in the illustration.

**HERITAGE CONSERVATION DISTRICT PLAN:**

The property at 389-393 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 relating to Materials (4.3.2.4), Storefronts (4.3.2.7), Signage (4.3.2.8), and Windows (4.3.2.9) would apply.

The HCD Plan also provides direction with respect to materials in subsection 4.3.2.4. The materials section provides specific policies and guidelines for “Brick”, “Metals”, “Woodwork”, and “Glass and Glass Products”. However, it is noted in the introductory paragraph that, while brick plays an important visual role in contributing to the district’s sense of time and place, stone and concrete have also been used. Based on the rendering that was submitted with the application, it would appear as though portions of the storefront are to be covered in stone or slate tile. The Municipal Heritage Committee should consider whether it is satisfied with this choice of material for the proposed storefront.

Further, 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”. In addition, there is a specific policy that states individuals should, “avoid altering the geometry of the storefronts, such as recessed shop entrances and the width of the building and the display windows”. Significant alterations to the storefront façade have already

been approved through the previous Heritage Alteration Permit processes and specific recommendations were made by the committee. The applicant is now proposing to alter the window and door locations and provide a larger area for signage. The Municipal Heritage Committee will need to determine whether it is satisfied with the new design as proposed.

Section 4.3.2.8 speaks to signage and provides that signs are installed in a manner that avoids covering up of windows or important elements of the buildings and are not internally illuminated. The proposed signage area on the building would adhere to those policies.

Section 4.3.2.9 of the HCD Plan provides several policies on Windows. The policies generally 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. Replacement windows have already been installed and were considered through the original permitting process. While no alterations have been made to the window openings, based on the review of the permit, the window details do not match what was approved. The Municipal Heritage Committee should consider the policies on windows for the second and third floor in rendering its recommendations so that they are reflected in the Heritage Alteration Permit.

**STAFF COMMENT:**

An application was previously considered by the Municipal Heritage Committed and approved by Council that allowed for alterations to the façade of the building at 389-393 Talbot Street. At that time, the heritage alteration permit was deemed to be in keeping with the policies of the Downtown St. Thomas Heritage Conservation District Plan as they relate to contributing buildings.

The applicant is now proposing a revised design to the storefronts that would appear to be a hybrid of the two previous designs that were submitted in 2018. Given the proposed change, and noting that a specific design was included with the reissued permit in 2021, the Committee will need to determine whether it is amenable to the revised design and that a new permit can be issued.

Respectfully submitted,



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Kevin McClure, MCIP, RPP  
Planner

**HERITAGE ALTERATION PERMIT**

**THE COUNCIL OF THE CITY OF ST. THOMAS  
HEREBY ISSUES THIS PERMIT:**

To: Dane Moffatt and Craig Hansford  
32-105 Andover Drive, London ON, N6J 4B1

For: Reconstruction of street-level building façade and alteration of second and third floor windows at 389 & 393 Talbot Street West (File No. HAP 01-21 & HAP 02-18)

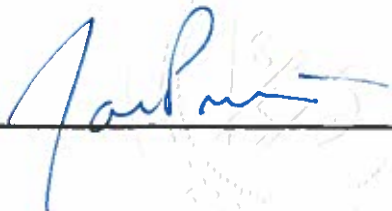
**SUBJECT TO THE FOLLOWING CONDITIONS:**

- a) (a) The second and third floor windows and storefront level be renovated as shown on Page 6 of Application HAP-01-21

Dated on this 7th day of April, 2021

**THIS PERMIT EXPIRES TWO YEARS FROM THE DATE OF ISSUANCE**

  
Clerk

  
Mayor



Front Elevation (South)  
3/16" = 1'-0"

**Renovation**  
393 Talbot St. - St. Thomas  
Craig Hansford

231 Wharncliffe Rd. S. Suite 201  
London, Ontario (N6J 2L3)  
Phone: (519) 615-8508  
dwayne@dcbuckengineering.com



**Elevation**  
Feb. 26, 2018  
101018

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: Dane Moffatt and Craig Hansford  
Address: 511 Palmtree Avenue, London ON  
Postal Code: N6H3P7 Phone: 519-494-6112 Fax: \_\_\_\_\_  
Email: dane.moffatt1@gmail.com

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

Who is the primary contact?

Registered Owner       Applicant/Agent

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

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

Phone       Email       Fax       Mail

**PROPERTY INFORMATION**

1. Municipal Address: 389 Talbot Street and 393 Talbot street

2. Legal Description: PT LT 2 BTN TALBOT STREET AND LAWRENCE ST PL 37 ST.THOMAS AS IN E420666

**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.

engineered drawings and site plan have been provided

updated renderings attached

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.

Reasons for alteration remain the same general clean up of the front Facade along with new dark brown windows already installed and new windows along with black siding for future commercial storefronts. all current window openings remain the same as well as original brick.

**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 Dane Moffatt, 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, Dane Moffatt 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 St. Thomas on this 26 day of August, 2022.  
City Day Month Year

Dane Moffatt  
Signature of Owner or Authorized Agent

08/26/2022  
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, Dane Moffatt, 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.

08/26/2022  
Date

Danemoffatt  
Signature of Owner



Front Elevation (South)

3/16" = 1'-0"

389-393 Talbot Street

Full Colour Rendering

Jun. 20, 2019  
101018