

AGENDA
THE FIRST MEETING OF THE MUNICIPAL HERITAGE COMMITTEE

VIA ZOOM

5:00 P.M.

FEBRUARY 8, 2023

DISCLOSURES OF INTEREST

MINUTES

Confirmation of the minutes of the meeting held on November 9, 2022.

CHAIR

Appointment of Chairperson for the term of Council.

NEW BUSINESS

Heritage Alteration Permit - HAP-01-23 - 488 Talbot Street **Pages 2-11**

Heritage Alteration Permit - HAP-02-23 - 406-408 Talbot Street **Pages 12-29**

Heritage Alteration Permit - HAP-03-23 - 364-366 Talbot Street **Pages 30-39**

Bill 23 - More Homes Built Faster Act, 2022

Representatives to the Community Improvement Program Evaluation Committee

NEXT MEETING

To be determined.

ADJOURNMENT

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

January 20, 2023

Nathan Smith
Prime Real Estate Brokerage
nathansmith@primebrokerage.ca

**Re: Notice of Receipt
Heritage Alteration Permit**
File No.: HAP-01-23
Property: 488 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: January 20, 2023

ATTENTION: Jon Hindley, Secretary, Municipal Heritage Committee

SUBJECT: Heritage Alteration Permit
488 Talbot Street
HAP-01-23

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-01-23

File No.
HAP-01-23

Directed to: Chair and Members of the Municipal Heritage Committee

Date Authored:
01/20/2023
Meeting Date:
02/08/2023

Department: Planning & Building Services Department

Attachments

Prepared by: Kevin McClure, Planner

- Application
- Supporting materials

Subject: Heritage Alteration Permit for 488 Talbot Street – Nathan Smith

ORIGIN:

An application has been submitted by Nathan Smith for a heritage alteration permit to allow for a new billboard sign at 488 Talbot Street.

PROPOSED HERITAGE ALTERATION PERMIT SUMMARY:

A new non-illuminated sign for “Rime Real Estate Brokerage”, is proposed to be erected on the side of the building above the existing storefront.

HERITAGE CONSERVATION DISTRICT PLAN:

The property at 321 Talbot Street has been identified as a contributing resource within the Downtown St. Thomas Heritage Conservation District (HCD) Plan. Through Table 1 in Section 6.2.4 of the Plan, “New Signage” requires a Heritage Alteration Permit. As such, policies in Section 4.3 of the Heritage Conservation District Plan would apply, specifically the policies related to Signage (4.3.2.8) based on the proposed work.

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.

Further, the guidelines in this section provide the retention of signs that are pre-existing and contribute to the character of the building and the incorporation of signage in the valence of awnings, above storefronts, on canopies, sandwich boards, small-scale projecting or hanging items and temporary window decals.

It should be noted that the signage section of the HCD Plan is intended to provide direction on storefront signage. The proposed sign would be considered a “billboard” in the City’s Signage By-law.

Notwithstanding that signage has previously existed in this location in the past, it was in relation to the retail use that existed at this location at the time (Zabian’s Men’s Wear). It is unclear how the proposed third-party advertising would be in keeping with the intent of this section of the HCD Plan.

STAFF COMMENT:

The applicant is proposing to install a “billboard”, as defined in the City of St. Thomas Signage By-law, on the side of the building at 488 Talbot Street for the purposes of third-party advertising. The HCD Plan only provides direction on storefront “signage” and does not provide direction on “billboards”. The Municipal Heritage Committee will need to determine whether it is of the opinion that the proposal is in keeping with the goal and intent of the HCD Plan.

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: _____	Consultation Date: _____
	Date Application Deemed Complete: _____	File Number: _____

OWNER/APPLICANT

1. Property Owner
Name: Harrison Cole
Address: _____
Postal Code: _____ Phone: (519) 852-0941 Fax: _____
Email: hcole@colemunro.com

2. Agent/Applicant
Name: Nathan Smith
Company: Prime Real Estate Brokerage
Address: _____
Postal Code: _____ Phone: (519) 200-7980 Fax: _____
Email: nathansmith@primebrokerage.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: 488 Talbot St., St. Thomas ON, N5P 1C2

2. Legal Description: PART OF LOT 1 BLOCK E PLAN 3, PART 1, 11R10008; TOGETHER WITH AN EASEMENT OVER PART 2, 11R10008 AS IN STH56961 AND E259053; 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.

- Proposed Sign Design
- Photo of pre-existing sign

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.

Replacement of the pre-existing sign residing on the uppermost West-facing exterior wall (photo attached below with a sign (proposed attached herein) of the same dimensions.

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 Nathan Smith, 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, Nathan Smith 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 6th day of Jan, 2023.
City Day Month Year


Signature of Owner or Authorized Agent

01/06/23
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, Harrison Cole, am the owner of the subject lands, and I authorize Nathan Smith, 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.

01/06/23
Date

 *Nathan Smith*
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, Harrison Cole, 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.

01/06/23
Date

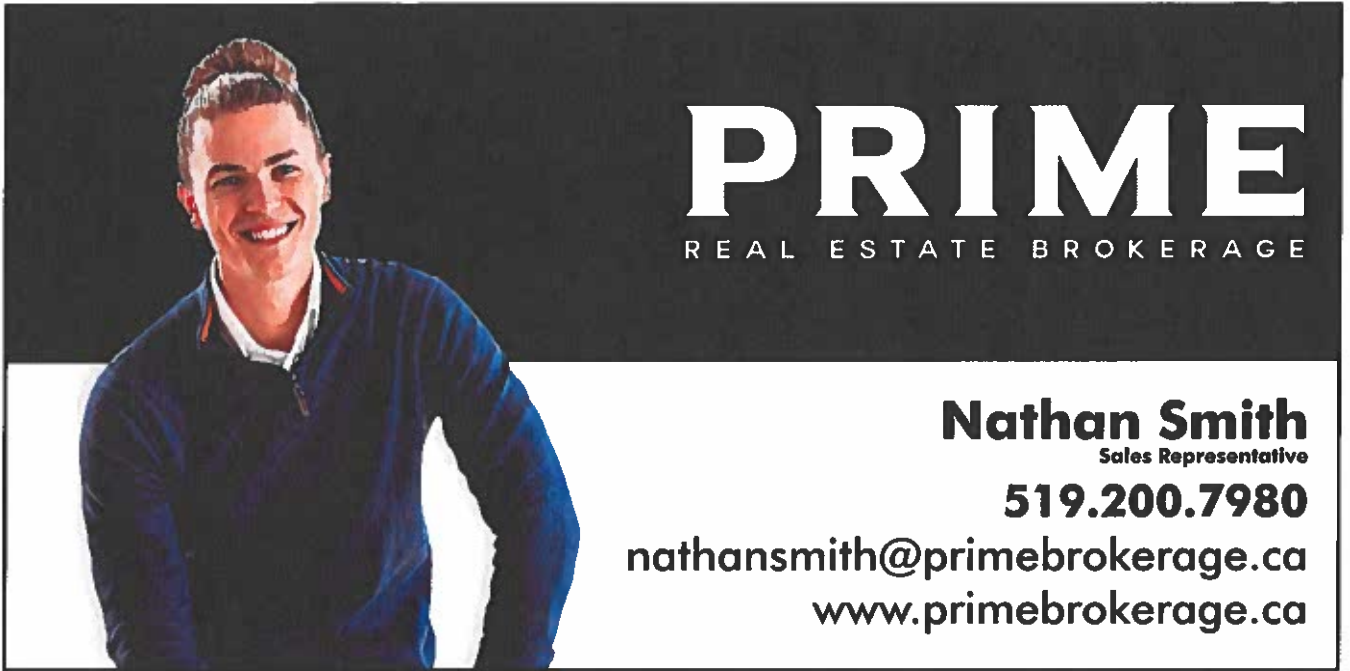

Signature of Owner



x1 Single sided
6mm coroplast
Digital print with lam
\$140.00 + HST
Install Not Included

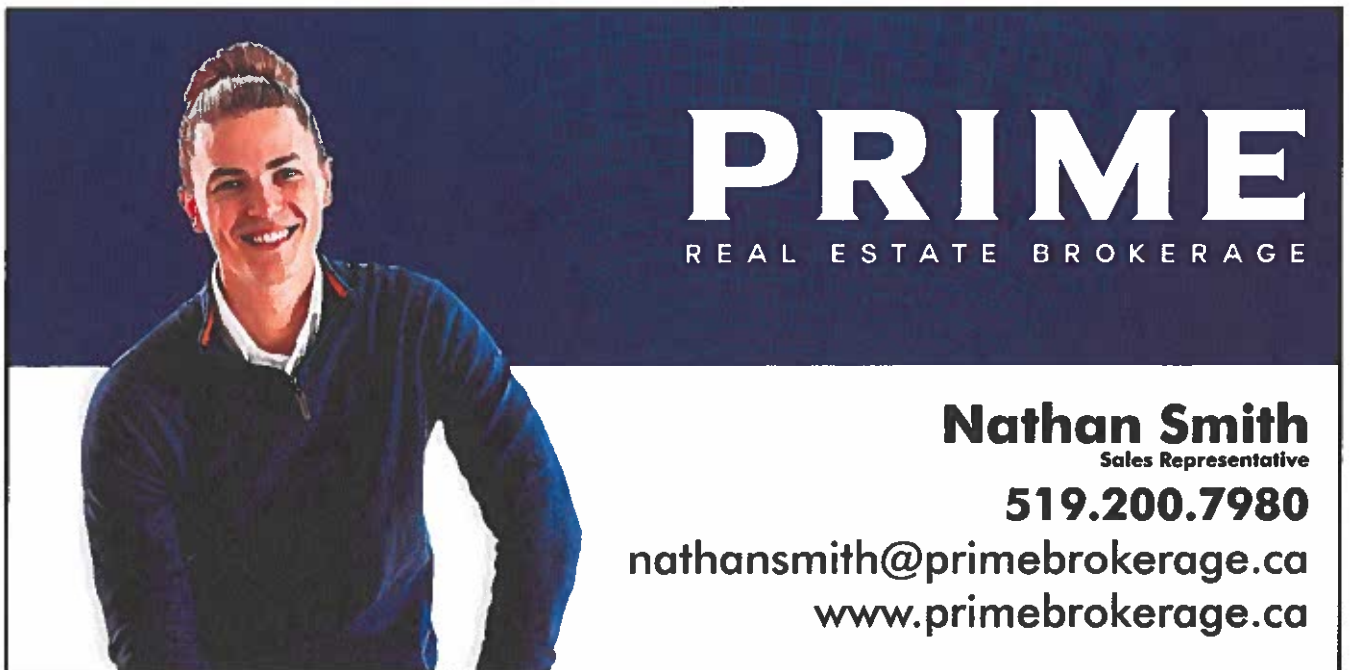
96.00 in

48.00 in



PRIME
REAL ESTATE BROKERAGE

Nathan Smith
Sales Representative
519.200.7980
nathansmith@primebrokerage.ca
www.primerealestate.ca



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

January 27, 2023

2310685 Ontario Inc.
288 Blue Heron Ridge
Cambridge, ON
N3H 3G7

**Re: Notice of Receipt
Heritage Alteration Permit**
File No.: HAP-02-23
Property: 406-408 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
Bob Barclay, Barclay Project Management

MEMO

DATE: January 31, 2023

ATTENTION: Jon Hindley, Secretary, Municipal Heritage Committee

SUBJECT: Heritage Alteration Permit
406-408 Talbot Street
HAP-02-23

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-02-23
	File No. HAP-02-23
Directed to: Chair and Members of the Municipal Heritage Committee	Date Authored: 01/31/2023 Meeting Date: 02/08/2023
Department: Planning & Building Services Department	Attachments <ul style="list-style-type: none"> · Application · Supporting materials
Prepared by: Kevin McClure, Planner	
Subject: Heritage Alteration Permit for 406-408 Talbot Street – 2310685 Ontario Inc.	
<p><u>ORIGIN:</u> An application has been submitted by Barclay Property Management on behalf of 2310685 Ontario Inc. for a heritage alteration permit to allow for new second storey windows at 406-408 Talbot Street.</p> <p><u>PROPOSED HERITAGE ALTERATION PERMIT SUMMARY:</u> As part of a proposed conversion process to create residential units on the second floor of the building at 406-408 Talbot Street, the applicant is seeking to replace a minimum of 7 of the existing windows to provide manual ventilation as per the requirements of the Ontario Building Code. The proposed windows are to be similar in nature to what exists with the addition of an awning vent as provided in the elevation drawings that were provided in the application.</p> <p><u>HERITAGE CONSERVATION DISTRICT PLAN:</u> The property at 406-408 Talbot Street has been identified as a contributing resource within the Downtown St. Thomas Heritage Conservation District (HCD) Plan. As such, the policies in Section 4.3 of the Heritage Conservation District Plan would apply, specifically those related to Façade Patterns (4.3.2.1) and Windows (4.3.2.9) based on the proposed work.</p> <p><u>4.3.2.1 Façade Patterns</u> 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.</p> <p>The applicant is proposing to alter the existing façade pattern by replacing several of the second-floor windows with new units that include a lower mechanical opening to allow for ventilation. As can be seen in elevation drawings that were submitted, this would create a new visual break in the building façade compared to the existing single glass panel of the upper windows.</p> <p><u>Section 4.3.2.9 - Windows</u> 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”.</p>	

The applicant has acknowledged that several of the upper¹⁵ windows will be replaced with similar windows except that those new windows will have a mechanical opening at the bottom meet building code requirements for residential occupancy. 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”*.

STAFF COMMENT:

The applicant is proposing to install several new windows on the second floor of the building at 406-408 Talbot Street to facilitate the conversion of the upper-floor to a residential use. As noted in the report, the Municipal Heritage Committee needs to be satisfied that the Façade Patterns and Windows sections of the HCD Plan are met.

As only certain windows are proposed to be operational, it is Staff’s position that this could create new visual breaks in the building façade that may be visually distracting. Whether or not architectural elements or treatments could be applied to the other non-operational windows to maintain a similar look from the street might assist with this concern.

Further, the applicant provides that “a minimum of 7 windows” are to be replaced. Should the Municipal Heritage Committee accept the applicant’s proposal, Staff recommends that the specific windows are identified in the Heritage Alteration Permit decision and their location is marked on the appropriate elevation drawing for inclusion on the permit.

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>JAN 11 2023</u>	Consultation Date: _____
	Date Application Deemed Complete: _____	File Number: _____

OWNER/APPLICANT

1. Property Owner
 Name: 2310685 Ontario Inc. (Ryszard Witulski, President)
 Address: 288 Blue Heron Ridge, Cambridge, ON
 Postal Code: N3H 3G7 Phone: 416-859-1583 Fax: _____
 Email: rwitulski@rogers.com

2. Agent/Applicant
 Name: Bob Barclay
 Company: Barclay Project Management
 Address: 30 Nolan Street, St. Thomas, On.
 Postal Code: N5P 1X2 Phone: 226-582-0561 Fax: _____
 Email: barclay10@msn.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: 406-408 Talbot Street, St. Thomas, On.

 2. Legal Description: PLAN 3 BLK T PT LOT 1 RP11R6764 PART 1

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.

D1 SECOND FLOOR DEMOLITION PLAN
 A0 OBC MATRIX, SITE PLAN, EXIT DISTANCES
 A1 EX. BASEMENT PLAN, EX. FIRST FLOOR PLAN
 A2 SECOND FLOOR PLAN
 A2.1 SECOND FLOOR WALL FRAMING PLAN
 A2.2 SECOND FLOOR REFLECTED CEILING PLAN
 A3 ROOF PLAN
 A4 ELEVATIONS
 A5 WALL SECTIONS, DETAILS

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 proposal is to remove and replace a minimum of 7 existing second storey windows to provide manual ventilation as per the Ontario Building Code requirements for fresh air intake for 5 new residential apartment units being constructed on the existing second floor of the building. The windows will be replaced with windows of the same appearance excepting that an awning type lite will be added to provide the said ventilation. The overall appearance of the window will be different from the existing only for the addition of the awning vent as per the elevations supplied. No other exterior alterations are planned.

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 Bob Barclay, 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, Bob Barclay of St. Thomas in the province of ON,
name of applicant City

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

Sworn (or declared) before me at the St. Thomas on this _____ day of _____, 20____.
City Day Month Year


Signature of Owner or Authorized Agent

01/11/2023
Date


Signature of Commissioner of Oaths, etc.

Jan 11 / 23
Date

**Crystal Marie Penney, a Commissioner, etc.,
Province of Ontario, for the
Corporation of the City of St. Thomas.
Expires September 21, 2025.**

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, Ryszard Witulski, am the owner of the subject lands, and I authorize Bob Barclay, 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.

16/12/2022
Date

Ryszard Witulski
Signature of Owner

APPENDIX B - ACKNOWLEDGEMENT OF LEGAL AND PLANNING FEES

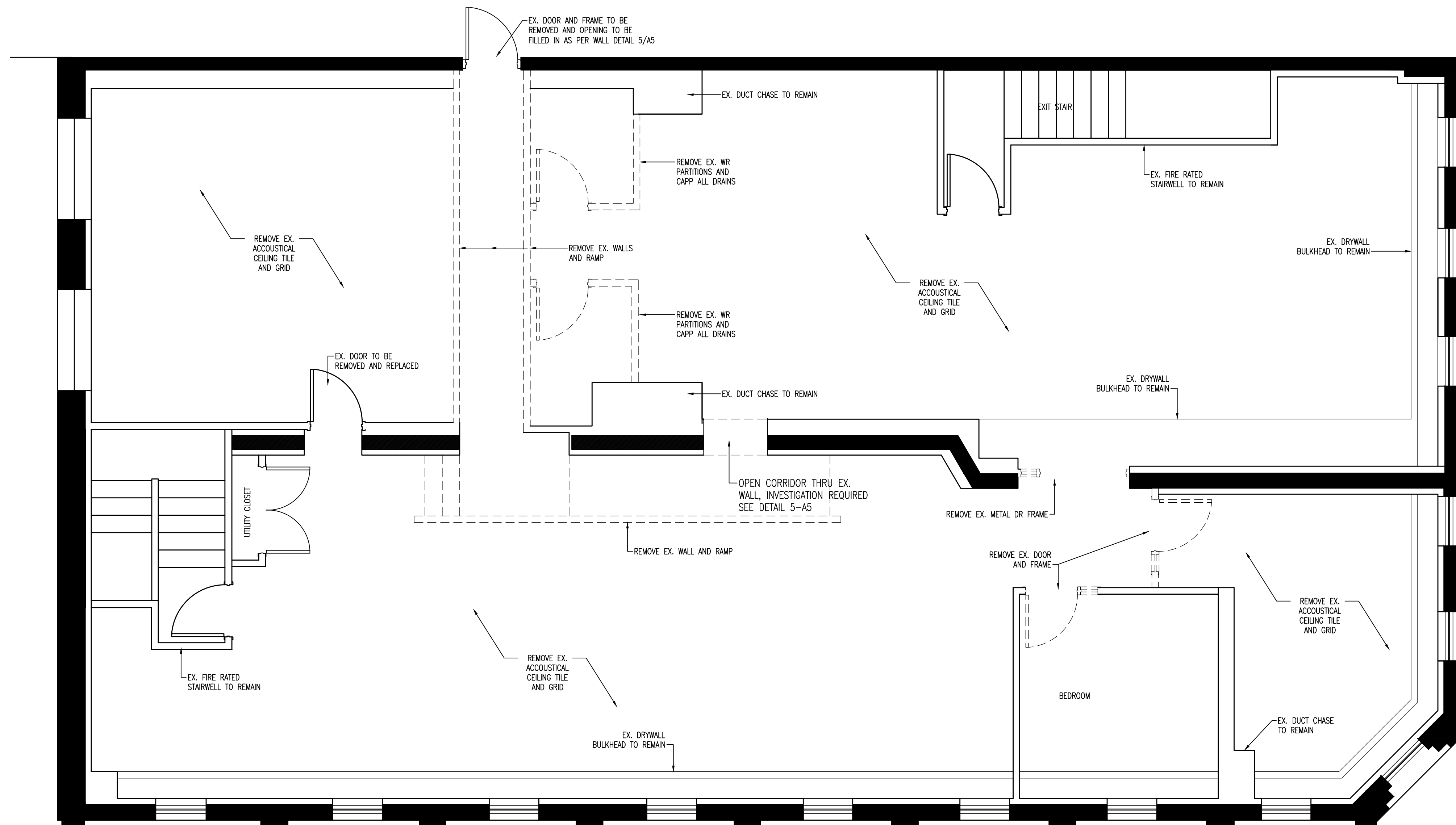
In addition to the application fees listed in this application package, please note that where the City requires assistance from its solicitors or other technical or professional consultants in the processing of this application, the applicant shall be responsible for reimbursing all fees incurred by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

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

I, Flyszard Witulski, 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.

16/12/2022
Date


Signature of Owner



DEMOLITION NOTES:
 -CONTRACTOR TO PROVIDE ALL LABOUR, EQUIPMENT ETC. TO DEMOLISH AND DISPOSE OF MATERIALS AS PER THE GENERAL DEMOLITION PLAN.
 -ALL SAFETY PROCEDURES TO BE OBSERVED AT ALL TIMES
 -CONTRACTOR TO PROVIDE WS9 CLEARANCE BEFORE COMMENCING WORK
 -SITE TO BE KEPT CLEAN AND FREE OF HAZARDS AT ALL TIMES
 -REMOVE ALL CARPETS AND FLOOR COVERINGS
 -REMOVE EX. ACCOUSTICAL CEILINGS, GRID, HANGERS ETC.
 -REMOVE ALL MECHANICAL DUCT WORK ASSOCIATED WITH HVAC UNIT (SOUTH)
 -REMOVE EX. WR. EXHAUST DUCT WORK ETC.
 -REMOVE WALLS AS NOTED ON PLAN
 -REMOVE RAMP AND STAIRS AS PER PLAN
 -REMOVE EX. ELECTRICAL LIGHTING AND WIRING BACK TO EX. PANEL
 -REMOVE EX. ELECTRICAL BASE BD. HEATERS
 -REMOVE EX. WASHROOM FIXTURES
 -DO NOT REMOVE ANY EMERGENCY LIGHTING AND/OR ALARMS WITHOUT CONSENT OF THE ELECTRICAL ENGINEER.
 -DO NOT REMOVE EX. DOOR BETWEEN 406-408 TALBOT AND 400 TALBOT UNTIL REMEDIAL WORK IS READY TO PROCEED.
 -CONTRACTOR IS TO PROVIDE MATERIAL REMOVAL FROM SITE AND DISPOSE OF SAME AT CERTIFIED DISPOSAL SITE
 -CONTRACTOR IS TO ARRANGE WASTE CONTAINER LOCATION AND ANY PERMITS REQUIRED.
 -CONTRACTOR TO PROVIDE ALL SAFETY FENCING/BARRIERS ETC AS REQ.
 -ALL PLUMBING DRAINS, WATER LINES TO BE PROPERLY CAPPED
 -ALL ELECTRICAL WIRING ETC TO BE RENDERED INACTIVE AS REQ.

General Notes

No.	Revision/issue	Date



BARCLAY PROJECT MANAGEMENT
 DESIGN & CONSULTING
 30 NOLAN STREET,
 ST. THOMAS, ON. N5P 1X2
 226-582-0561
 barclay10@msn.com

SHEET
 SECOND FLOOR DEMOLITION
 PLAN

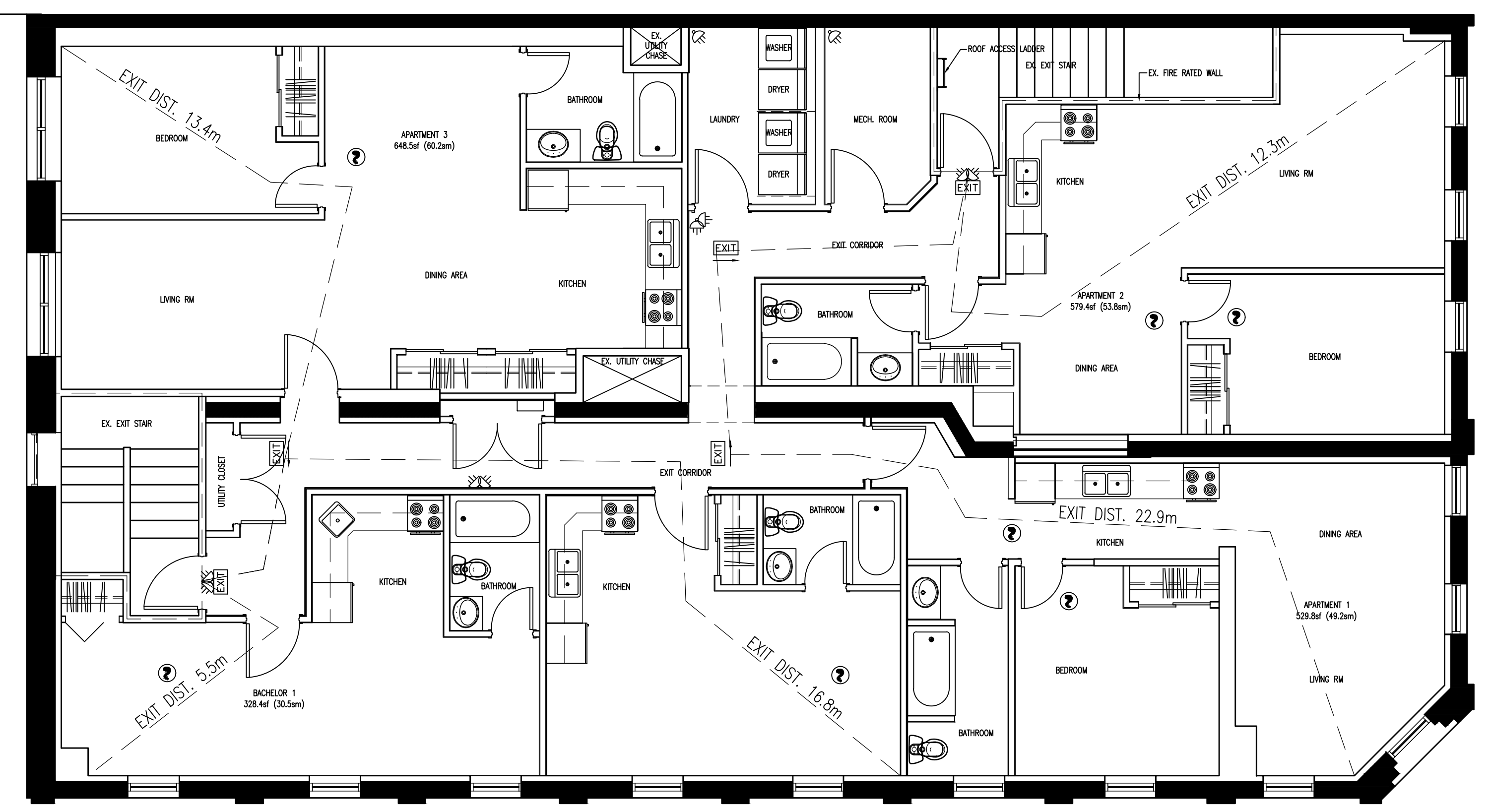
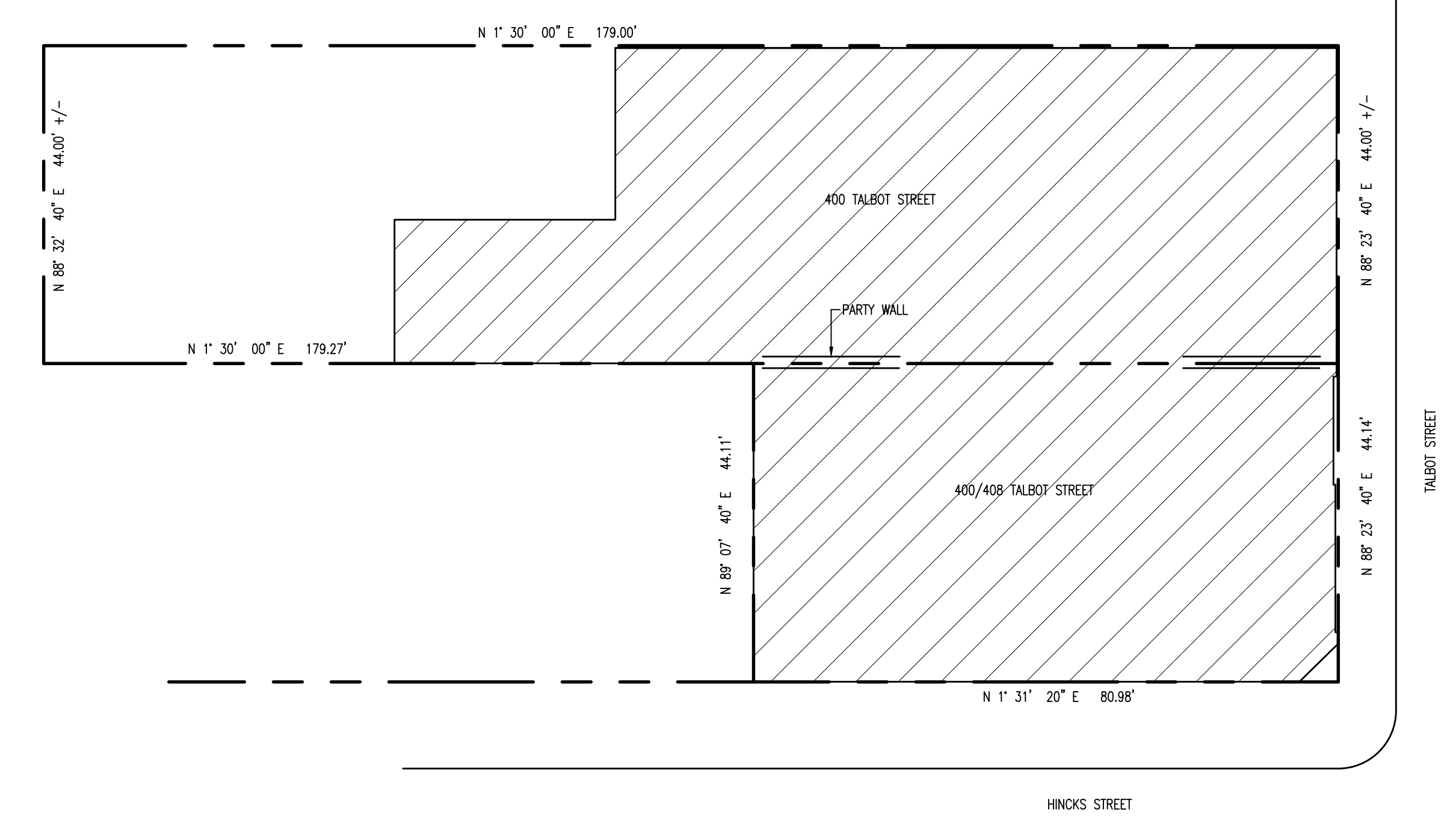
Project Name and Address
 406-408 TALBOT ST.
 ST. THOMAS, ON.

Project	2022008	Sheet	D1
Date	03/07/2022		
Scale	AS NOTED		

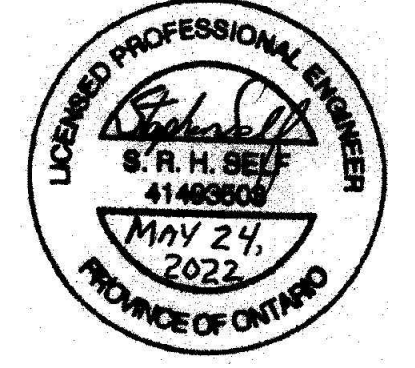
1 SECOND FLOOR DEMOLITION PLAN
 D1 SCALE 1/4"=1'

Name of Project: NEW 5 UNIT APARTMENT CONVERSION (SECOND FLR) 406-408 TALBOT STREET ST. THOMAS, ON.		Ontario Building Code Data Matrix Parts 3 & 9		OBC Reference	
1	Project Description:	<input type="checkbox"/> New <input type="checkbox"/> Addition <input checked="" type="checkbox"/> Change of Use	Part 11 11.1 to 11.4	<input type="checkbox"/> Part 3 2.1.1	<input checked="" type="checkbox"/> Part 9 2.1.1 9.10.1.3
2	Major Occupancy(s)	GROUP D (FIRST & BASEMENT), GROUP C (SECOND)			3.1.2.1.(1) 9.10.2
3	Building Area (m ²)	Existing: 328.16 New: 0 Total: 328.16			1.1.3.2 1.1.3.2
4	Gross Area	Existing: 984.48 New: 0 Total: 984.48			1.1.3.2 1.1.3.2
5	Number of Storeys	2 Below grade 1			3.2.1.1 & 1.1.3.2 2.1.1.3
6	Number of Streets/Fire Fighter Access:	2			3.2.2.10 & 3.2.5. 9.10.19
7	Building Classification:	GROUP D (FIRST & BASEMENT), GROUP C (SECOND)			3.2.2.20-83 9.10.4
8	Sprinkler System Proposed	<input type="checkbox"/> entire building <input type="checkbox"/> basement only <input type="checkbox"/> in lieu of roof rating <input checked="" type="checkbox"/> not required			3.2.2.20-83 3.2.1.5 3.2.2.17 9.10.8
9	Standpipe required	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			3.2.9 N/A
10	Fire Alarm required	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			3.2.4 9.10.17.2
11	Water Service/Supply is Adequate	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			3.2.5.7 N/A
12	High Building	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			3.2.6 N/A
13	Permitted Construction	<input type="checkbox"/> Combustible <input type="checkbox"/> Non-combustible <input checked="" type="checkbox"/> Both			3.2.2.20-83 9.10.6
14	Actual Construction	<input type="checkbox"/> Combustible <input type="checkbox"/> Non-combustible <input checked="" type="checkbox"/> Both			
14	Mezzanine(s) Area m ²	NA			3.2.1.1.(3)-(8) 9.10.4.1
15	Occupant load based on	BEDROOMS <input checked="" type="checkbox"/> design of building			3.1.16 9.9.1.3
16	Whole Building	Occupancy 2 nd FLR APARTMENTS 10			
16	Barrier-free Design	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No FIRST FLR ONLY			3.8 9.5.2
17	Hazardous Substances	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			3.3.1.2 & 3.3.1.19 9.10.1.3(4)
18	Required Fire Resistance Rating (FRR)	Horizontal Assemblies FRR (Hours)	Listed Design No. or Description (SB-3)		3.2.2.20-83 & 3.2.1.4 9.10.8 9.10.9
		Floors: 1hr. F.R.R.	EXISTING		
		Roof: 1hr. F.R.R.	EXISTING		
		Ext. Wall: 1hr. F.R.R.	EXISTING		
		Suite Demising Walls 1hr. F.R.R.	SB-3 S2a		
		Corridor walls 1hr. F.R.R.	SB-3 S2a		
		Mechanical Rooms	SB-3 S2e		

Ontario Building Code Data Matrix Parts 3 & 9, updated December 14, 2005



General Notes



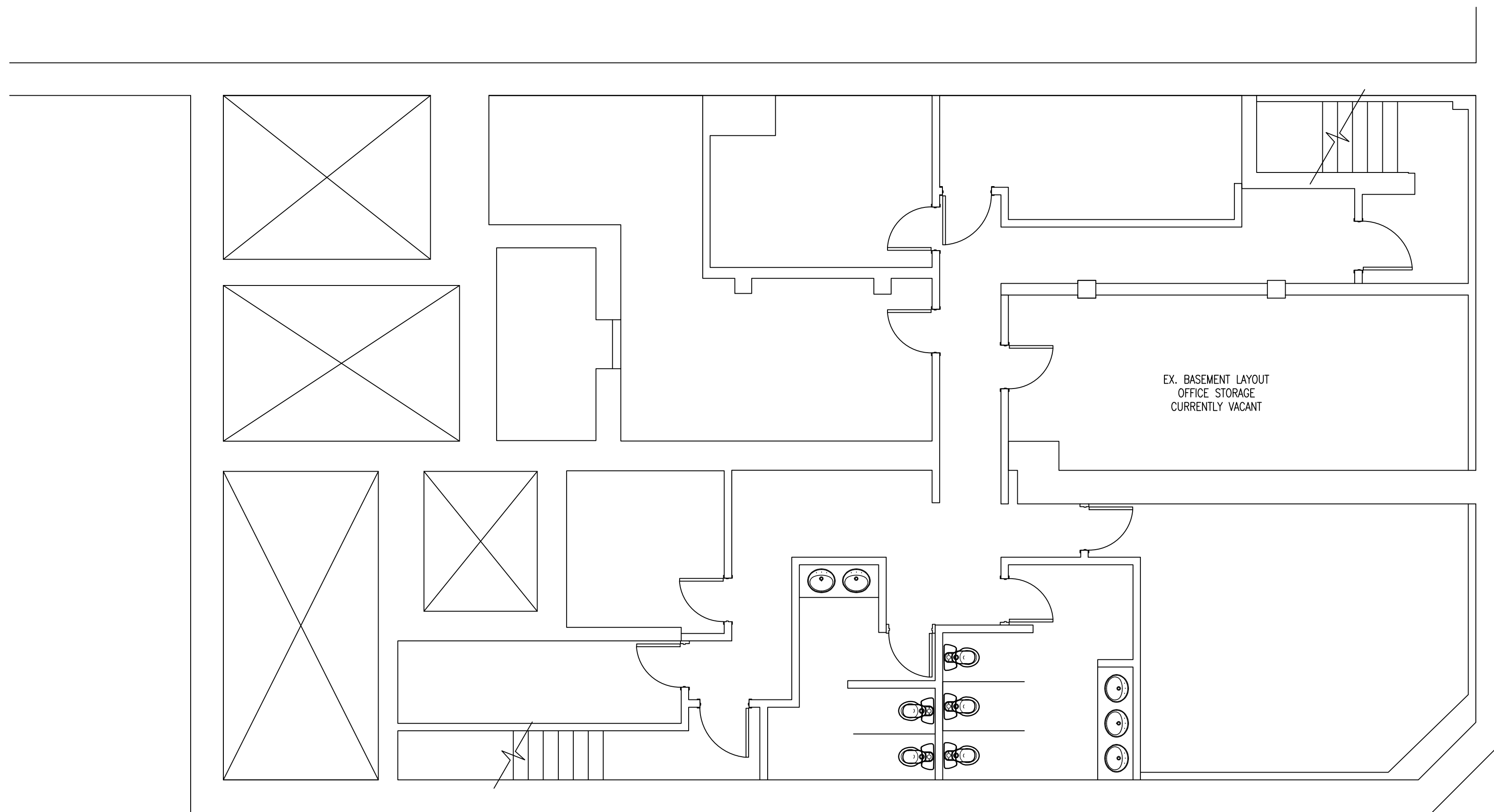
No.	Revision/Issue	Date

BARCLAY PROJECT MANAGEMENT
DESIGN & CONSULTING
30 NOLAN STREET,
ST. THOMAS, ON. N5P 1X2
226-582-0561
barclay10@msn.com

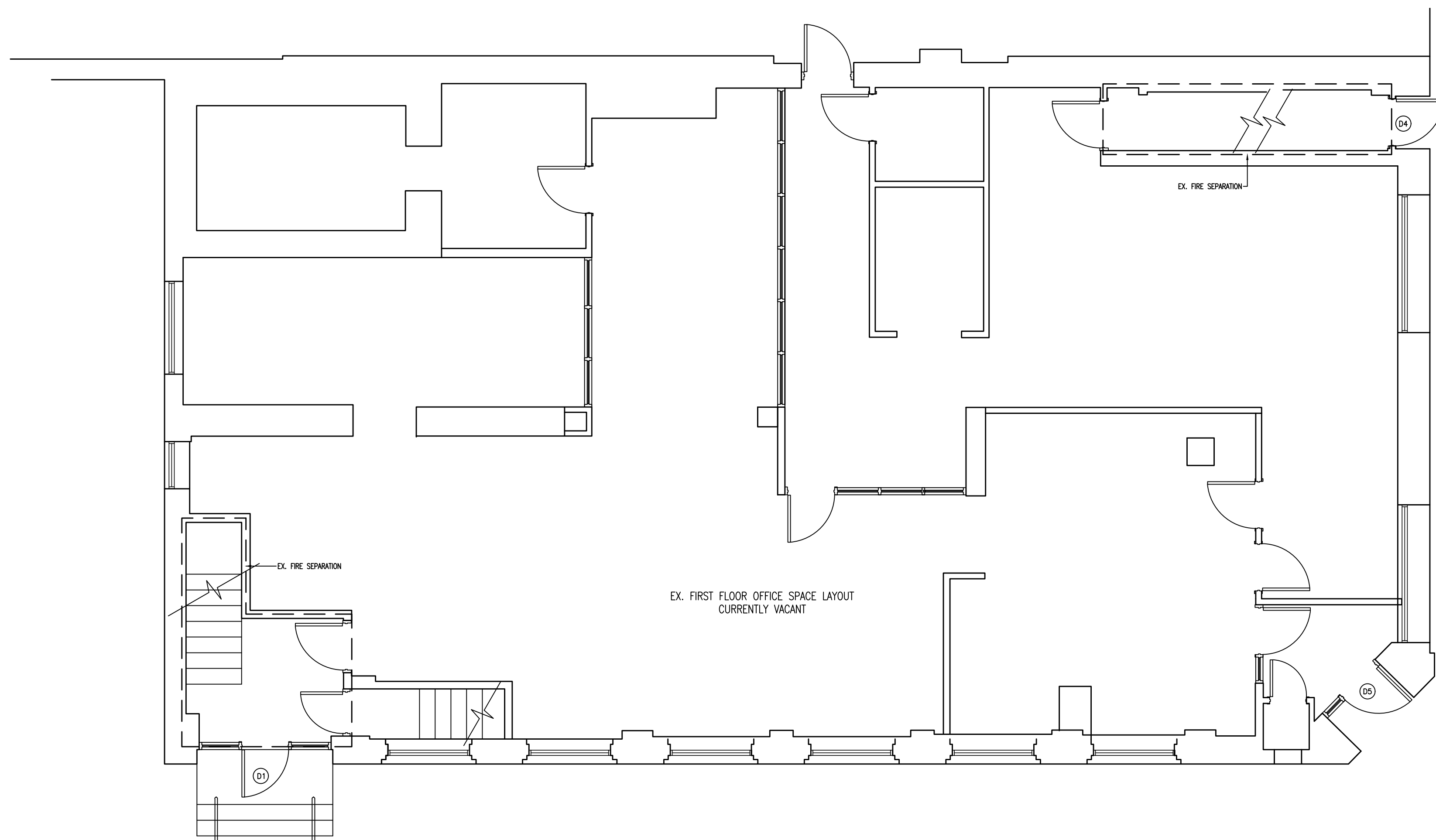
SHEET
OBC MATRIX
SITE PLAN
EXIT DISTANCES

Project Name and Address
406-408 TALBOT ST.
ST. THOMAS, ON.

Project	2022008	Sheet	A0
Date	03/07/2022		
Scale	AS NOTED		

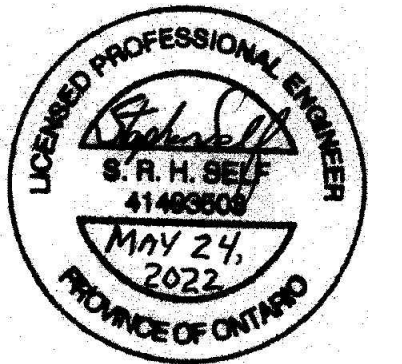


1 EX. BASEMENT FLOOR PLAN
A1 SCALE 3/16"=1'



2 EX. FIRST FLOOR PLAN
A1 SCALE 3/16"=1'

General Notes



No.	Revision/Issue	Date

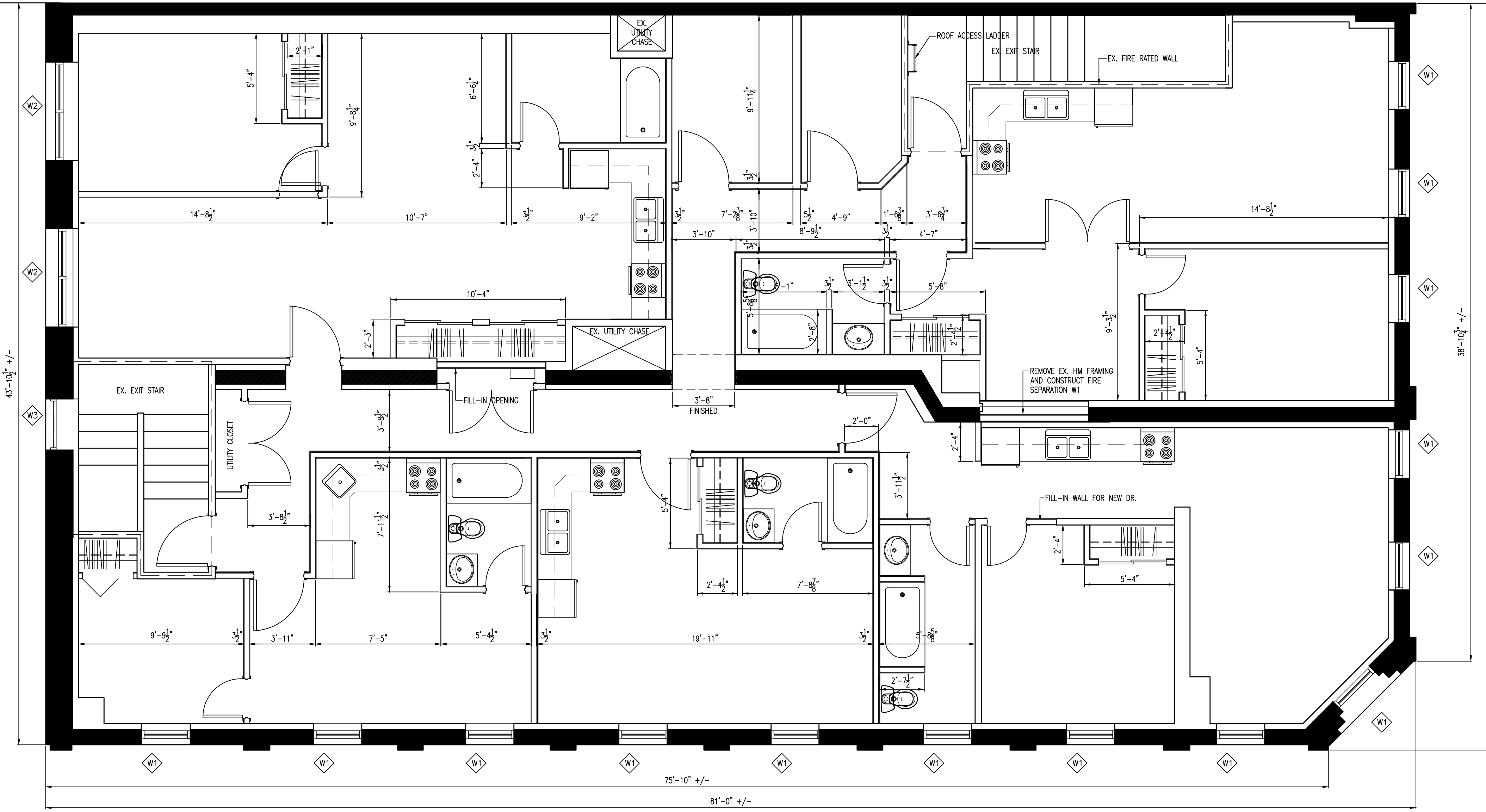
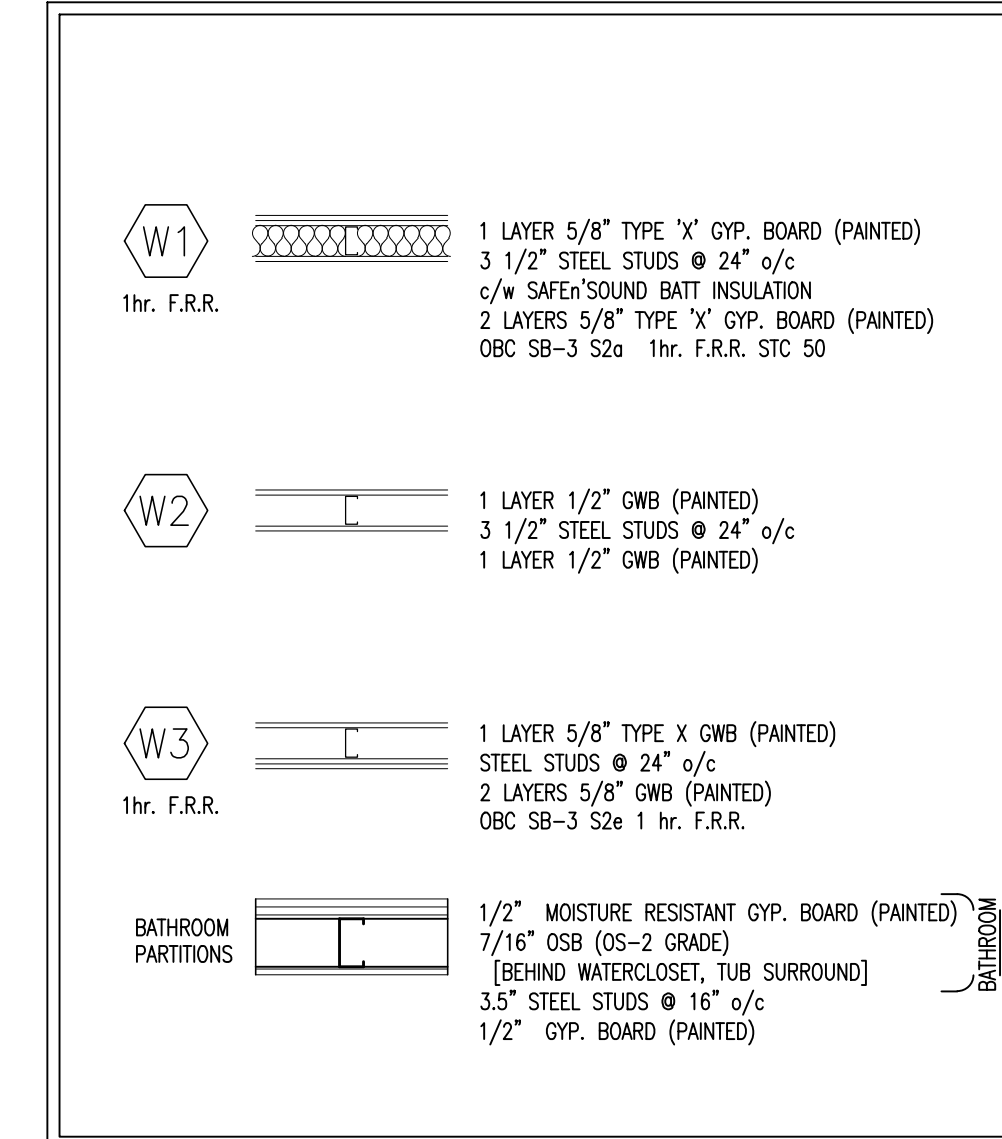
BARCLAY PROJECT MANAGEMENT
DESIGN & CONSULTING
30 NOLAN STREET,
ST. THOMAS, ON. N5P 1X2
226-582-0561
barclay10@msn.com

SHEET
EX. BASEMENT PLAN
EX. FIRST FLOOR PLAN

Project Name and Address
406-408 TALBOT ST.
ST. THOMAS, ON.

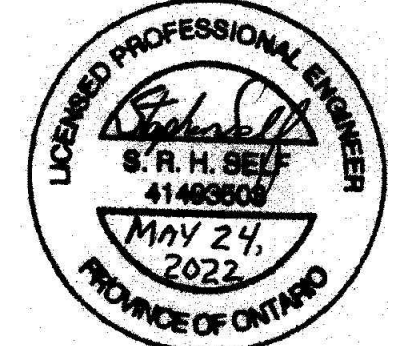
Project	2022008	Sheet	A1
Date	03/07/2022	Scale	
Scale	AS NOTED		

WALL TYPE LEGEND



FRAMING NOTES:
 -DIMENSIONS ARE MEASURED TO STUD FACES
 -CONTRACTOR TO ADJUST WALL PLACEMENT BASED ON SELECTED TUBS ETC. AND ON-SITE CONDITIONS.
 -PUBLIC CORRIDOR DIMENSIONS MAY NOT BE ADJUSTED SMALLER
 -CORRIDOR FIRE RATING TO BE UN-INTERRUPTED BY INTERIOR SUITE PARTITION WALLS
 -ALL WALLS TO BE FINISHED TAPED AND 2 COATS OF COMPOUND, SANDED AND READY FOR PAINT

General Notes



No.	Revision/Issue	Date

BARCLAY PROJECT MANAGEMENT
 DESIGN & CONSULTING
 30 NOLAN STREET,
 ST. THOMAS, ON. N5P 1X2
 226-582-0561
 barclay10@msn.com

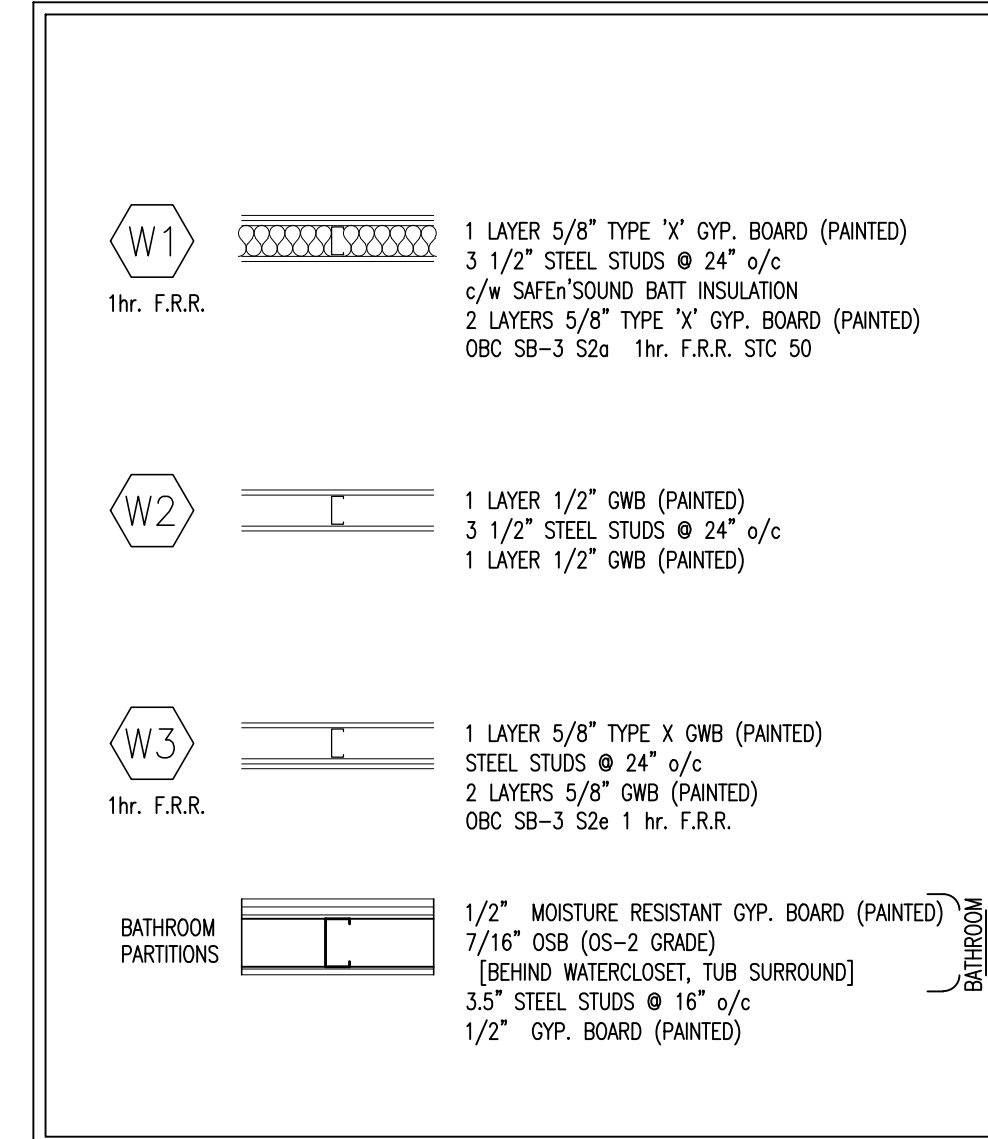
SHEET
 SECOND FLOOR
 WALL FRAMING PLAN

Project Name and Address
 406-408 TALBOT ST.
 ST. THOMAS, ON.

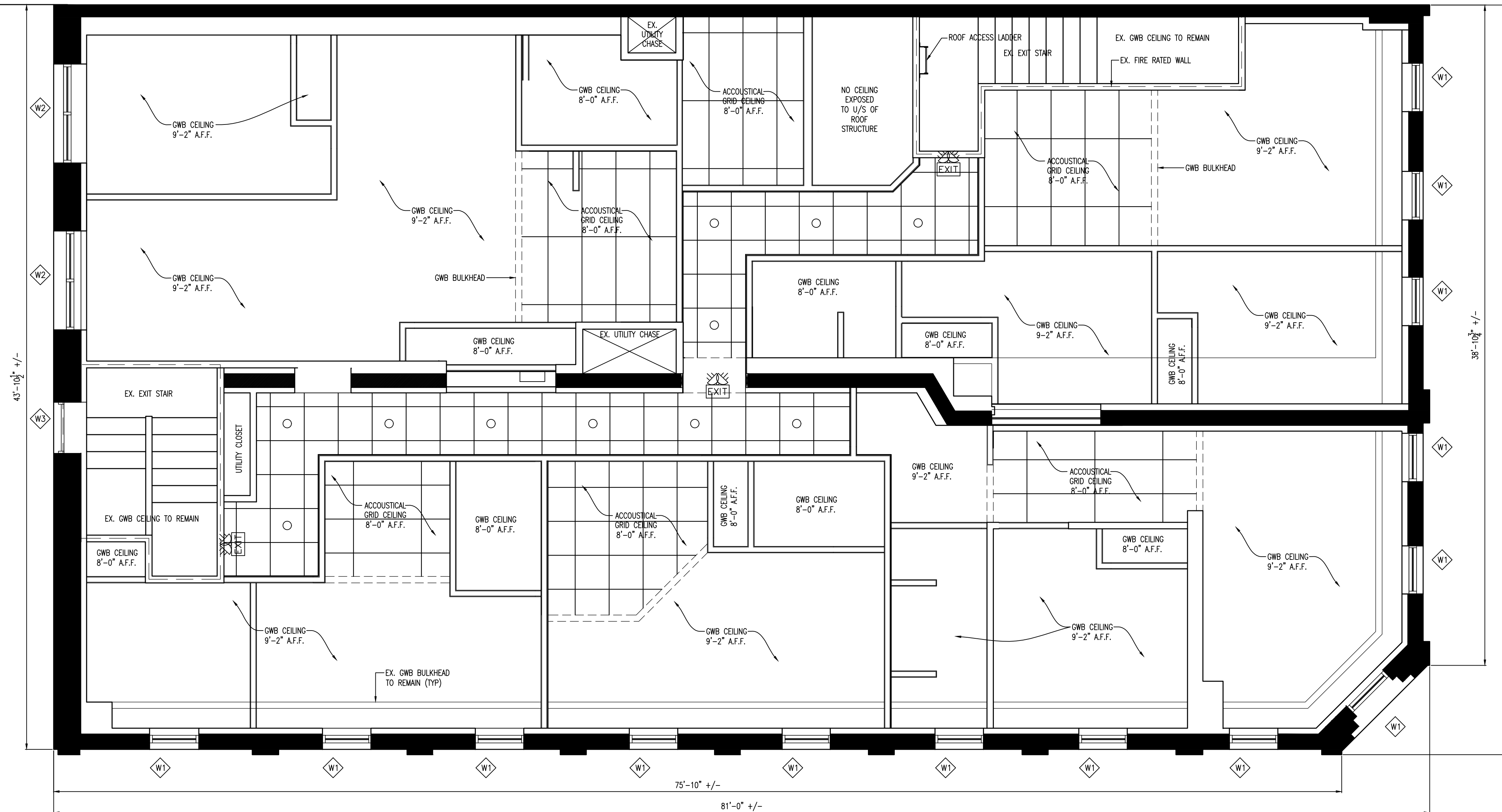
Project	2022008	Sheet	A2.1
Date	03/07/2022	Scale	
Scale	AS NOTED		

1 WALL FRAMING PLAN
 A2.1 SCALE 1/4"=1'

WALL TYPE LEGEND

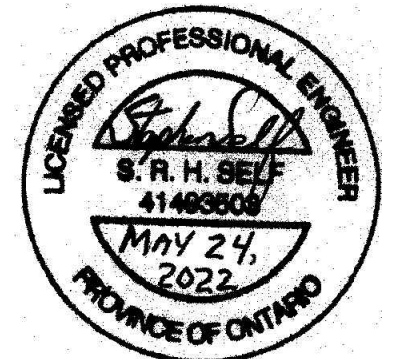


NOTE: REFER TO ELECTRICAL PLAN FOR LIGHTING AND ALL CEILING MOUNTED EQUIPMENT



1 REFLECTED CEILING PLAN
 A2.2 SCALE 1/4"=1'

General Notes



No.	Revision/Issue	Date

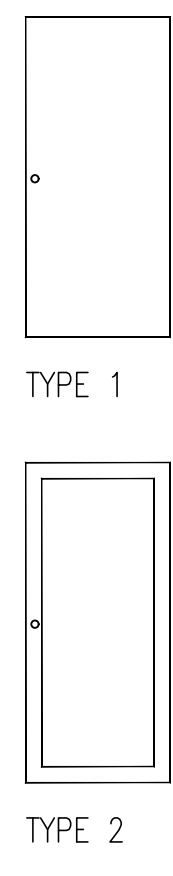
BARCLAY PROJECT MANAGEMENT
 DESIGN & CONSULTING
 30 NOLAN STREET,
 ST. THOMAS, ON. N5P 1X2
 226-582-0561
 barclay10@msn.com

SHEET
 SECOND FLOOR
 REFLECTED CEILING PLAN

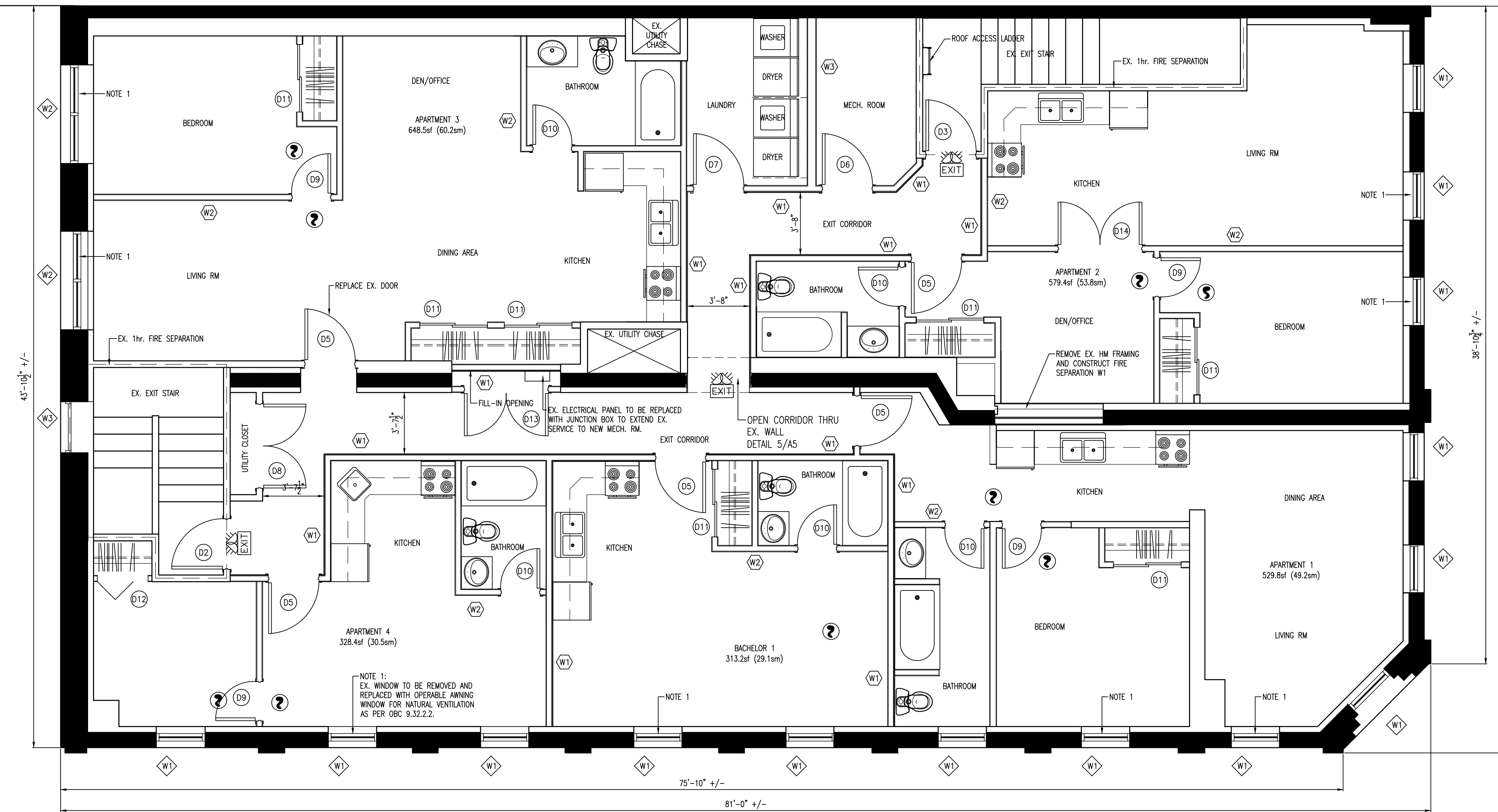
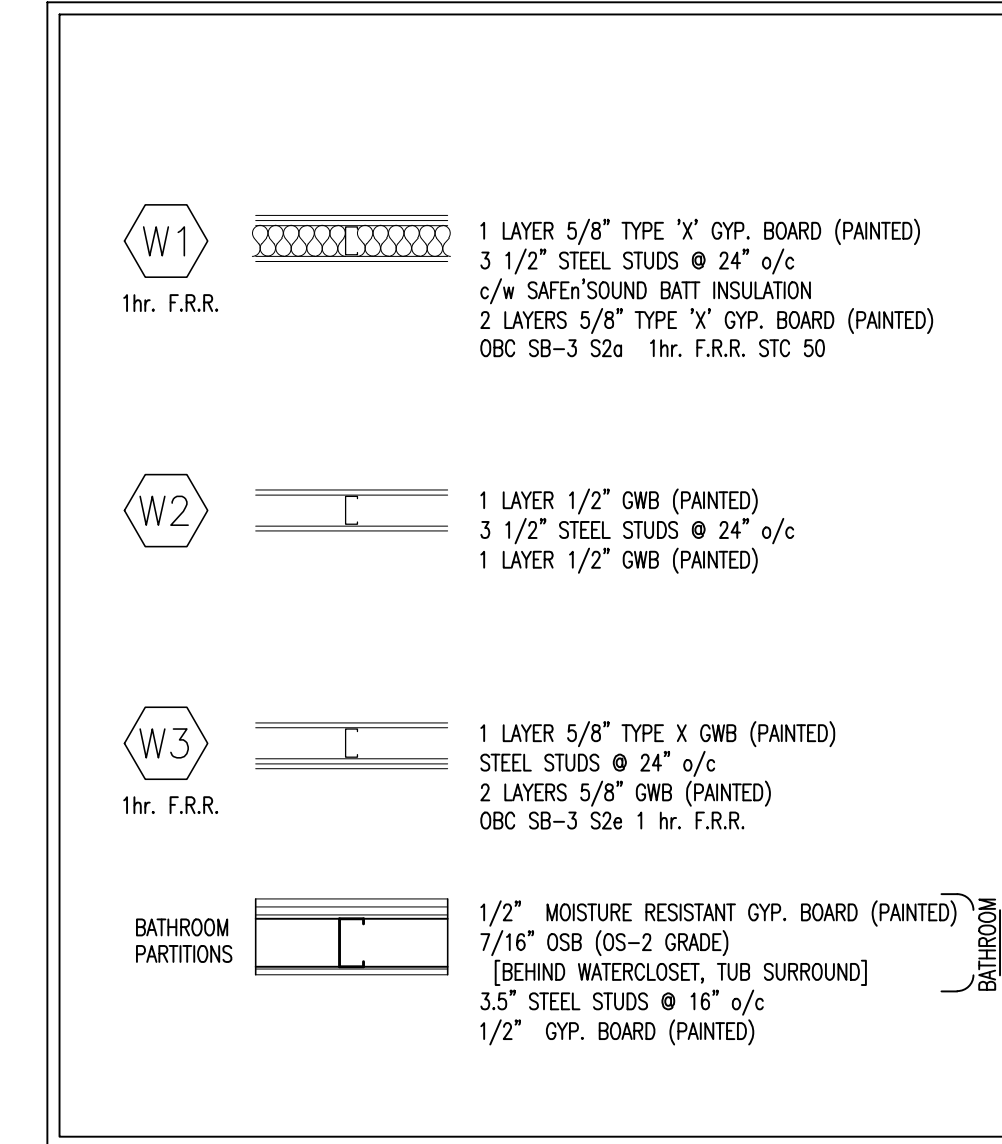
Project Name and Address
 406-408 TALBOT ST.
 ST. THOMAS, ON.

Project	2022008	Sheet	A2.2
Date	03/07/2022	Scale	
Scale	AS NOTED		

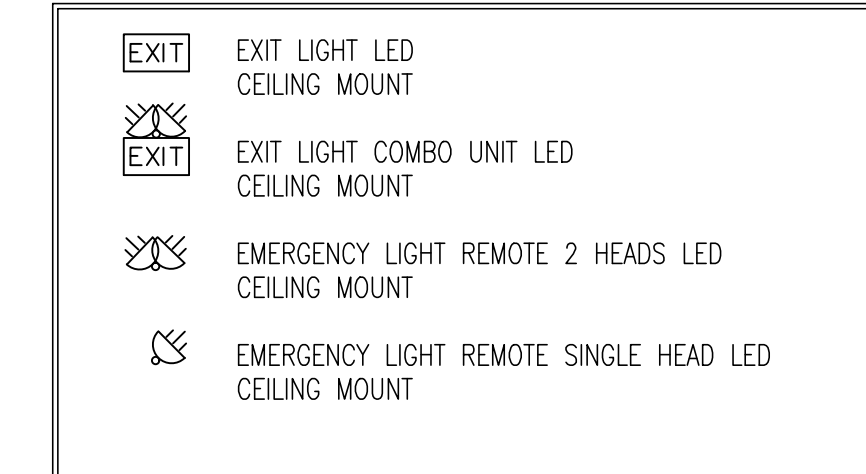
DOOR SCHEDULE									
NO.	LOCATION	TYPE	FINISH	FRAME	DIMENSIONS	HARDWARE	F.R.	REMARKS	BARRIER FREE
D1	EX. STAIRWELL EXIT DOOR	STORE FRONT TYPE	ALUMINUM	ALUMINUM					NA
D2	EX. STAIRWELL EXIT DOOR	SOLID CORE HD. BD.	PAINT	KD	3-0x7-0				
D3	EX. STAIRWELL EXIT DOOR	SOLID CORE HD. BD.	PAINT	KD	3-0x7-0				
D4	EX. STAIRWELL EXIT DOOR	STORE FRONT TYPE	ALUMINUM	ALUMINUM					
D5	SUITE ENTRY DR	SOLID CORE HD. BD. TYPE 1	PAINT	KD	3-0x6-8	PASSAGE SET, DEAD BOLT, CLOSER, TRESHOLD, PEEP HOLE, HINGES	20min.		
D6	MECH. ROOM	SOLID CORE HD. BD. TYPE 1	PAINT	KD	3-0x6-8	LEVERED LOCK SET	20min.		
D7	LAUNDRY ROOM	SOLID CORE HD. BD. TYPE 1	PAINT	KD	3-0x6-8	LEVERED LOCK SET	NA	GRILLE 10"x14"	
D8	UTILITY CLOSET	EXISTING SOLID CORE HD. BD.	PAINT	KD	(2) 2-6x6-8		NA		
D9	BEDROOM DOOR	HOLLOW CORE HD. BD. TYPE 1	PAINT	KD	2-4x6-8	LEVERED PASSAGE SET, HINGES	NA		
D10	BATHROOM	HOLLOW CORE HD. BD. TYPE 1	PAINT	KD	2-4x6-8	PRIVACY SET, HINGES	NA		
D11	CLOSET	HOLLOW CORE HD. BD.	PAINT	WOOD	4-0x6-8	CLOSET HDWARE SLIDING	NA		
D12	CLOSET	HOLLOW CORE HD. BD.	PAINT	WOOD	3-0x6-8	CLOSET HDWARE BIFOLD	NA		
D13	ELECTRICAL CLOSET	SOLID CORE HD. BD. TYPE 1	PAINT	KD	(2) 2-6x6-8	SLID BOLTS, HINGES, LEVERED PASSAGE SET, DEAD BOLT	NA		
D14	KITCHEN	FRENCH DOORS TYPE 2	PAINT	KD	(2) 2-6x6-8	HINGES, LEVERED PASSAGE SET			



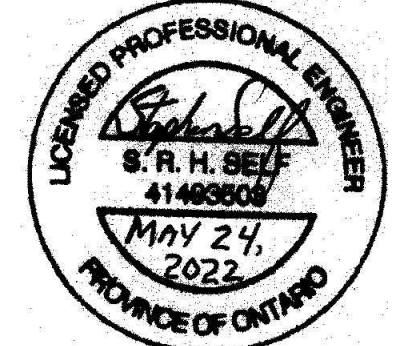
WALL TYPE LEGEND



LEGEND



General Notes



No.	Revision/Issue	Date

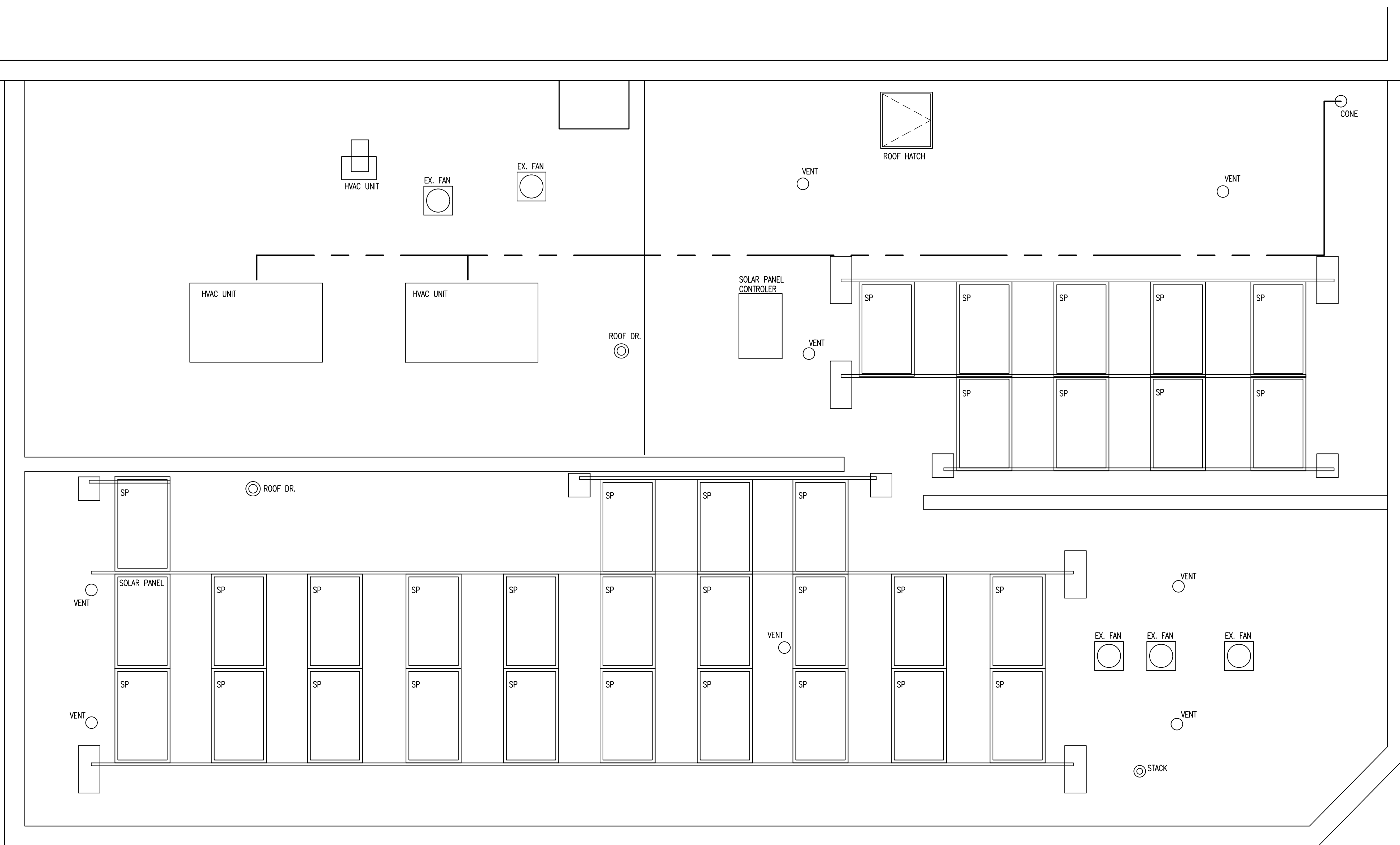
BARCLAY PROJECT MANAGEMENT
 DESIGN & CONSULTING
 30 NOLAN STREET,
 ST. THOMAS, ON. N5P 1X2
 226-582-0561
 barclay10@msn.com

SHEET
SECOND FLOOR PLAN

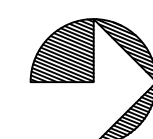
Project Name and Address
 406-408 TALBOT ST.
 ST. THOMAS, ON.

Project	2022008	Sheet	A2
Date	03/07/2022		
Scale	AS NOTED		

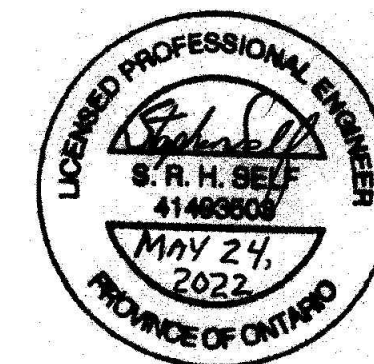
1 SECOND FLOOR PLAN
 A2 SCALE 1/4"=1'



1 ROOF PLAN
 A3 SCALE 1/4"=1'



General Notes



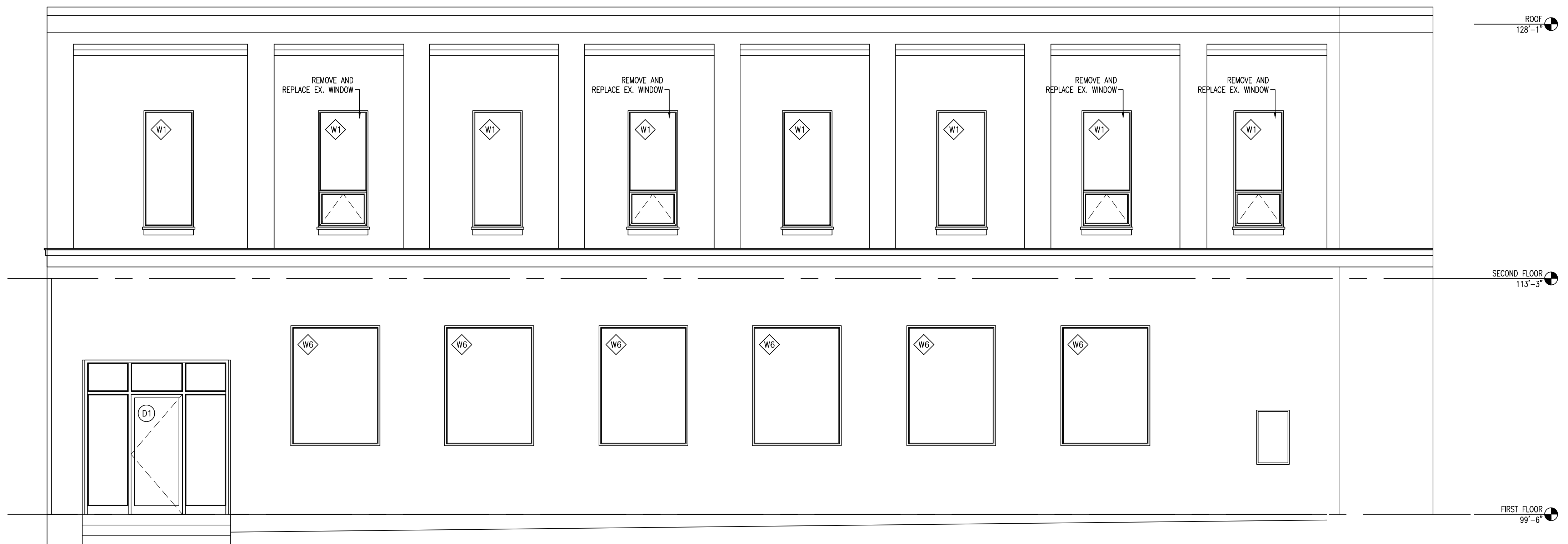
No.	Revision/Issue	Date

BARCLAY PROJECT MANAGEMENT
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 ST. THOMAS, ON. N5P 1X2
 226-582-0561
 barclay10@msn.com

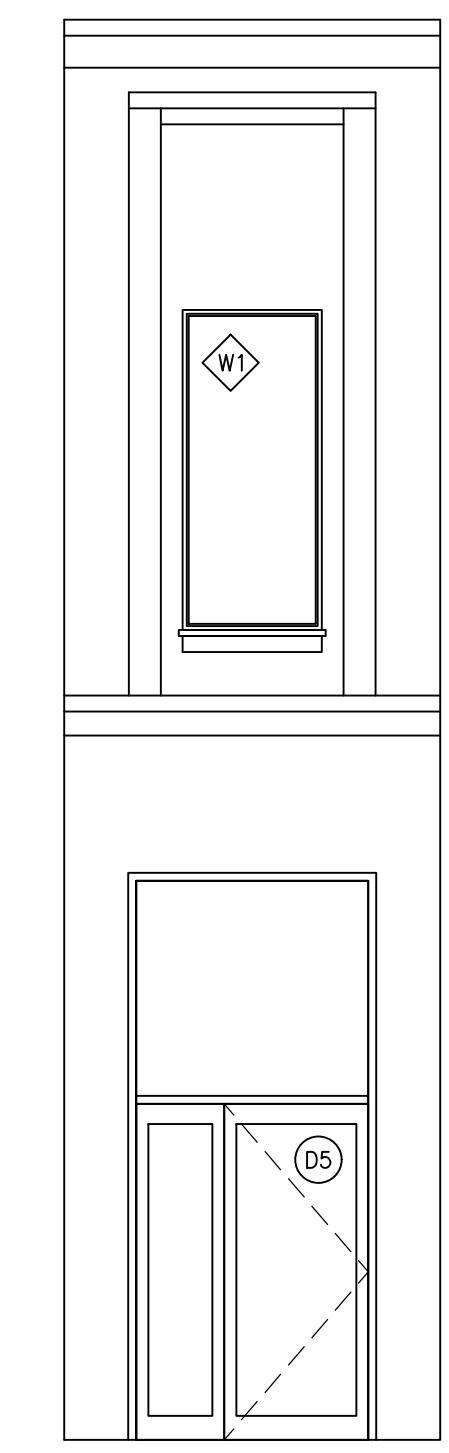
SHEET
 ROOF PLAN

Project Name and Address
 406-408 TALBOT ST.
 ST. THOMAS, ON.

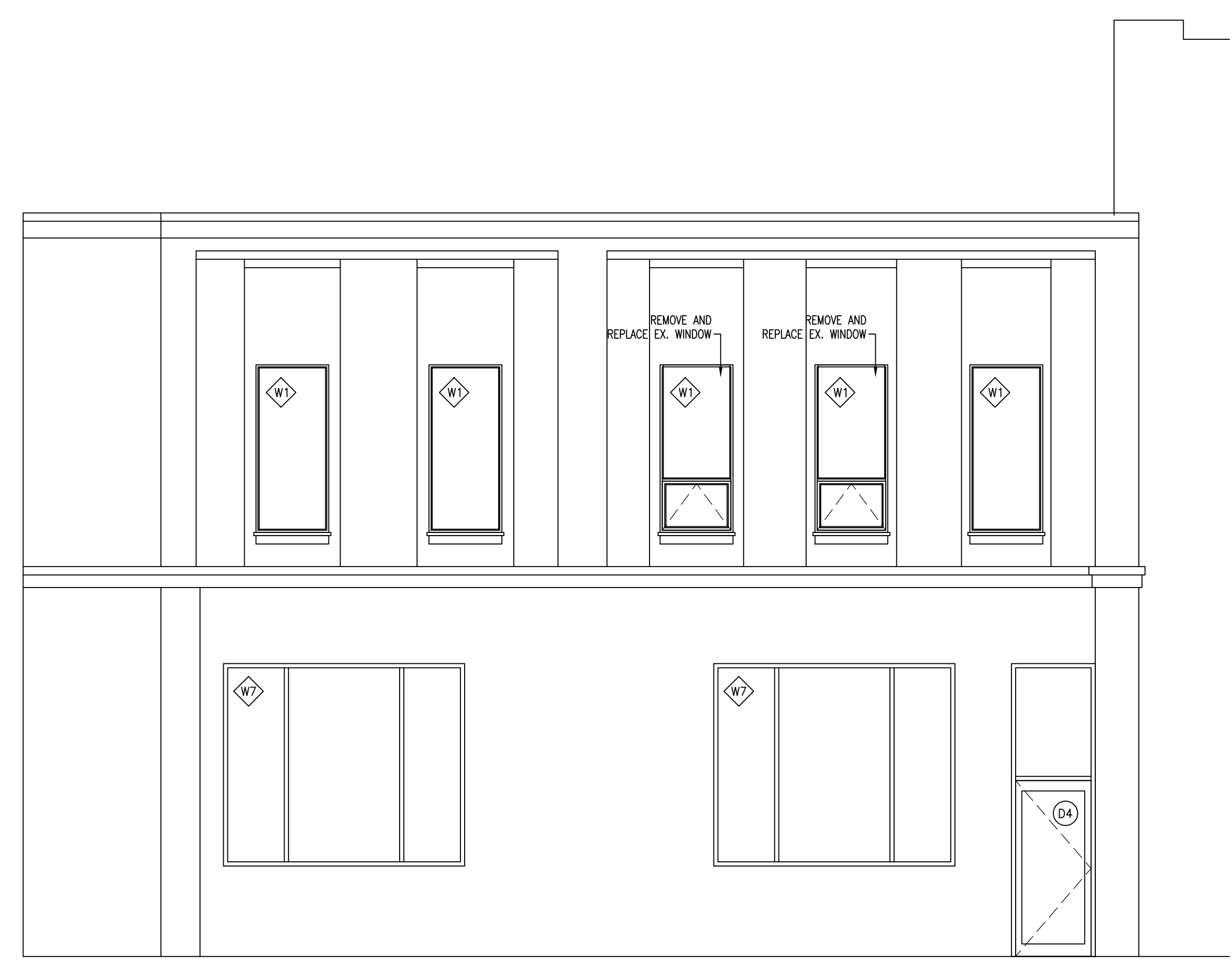
Project	2022008	Sheet	A3
Date	03/07/2022		
Scale	AS NOTED		



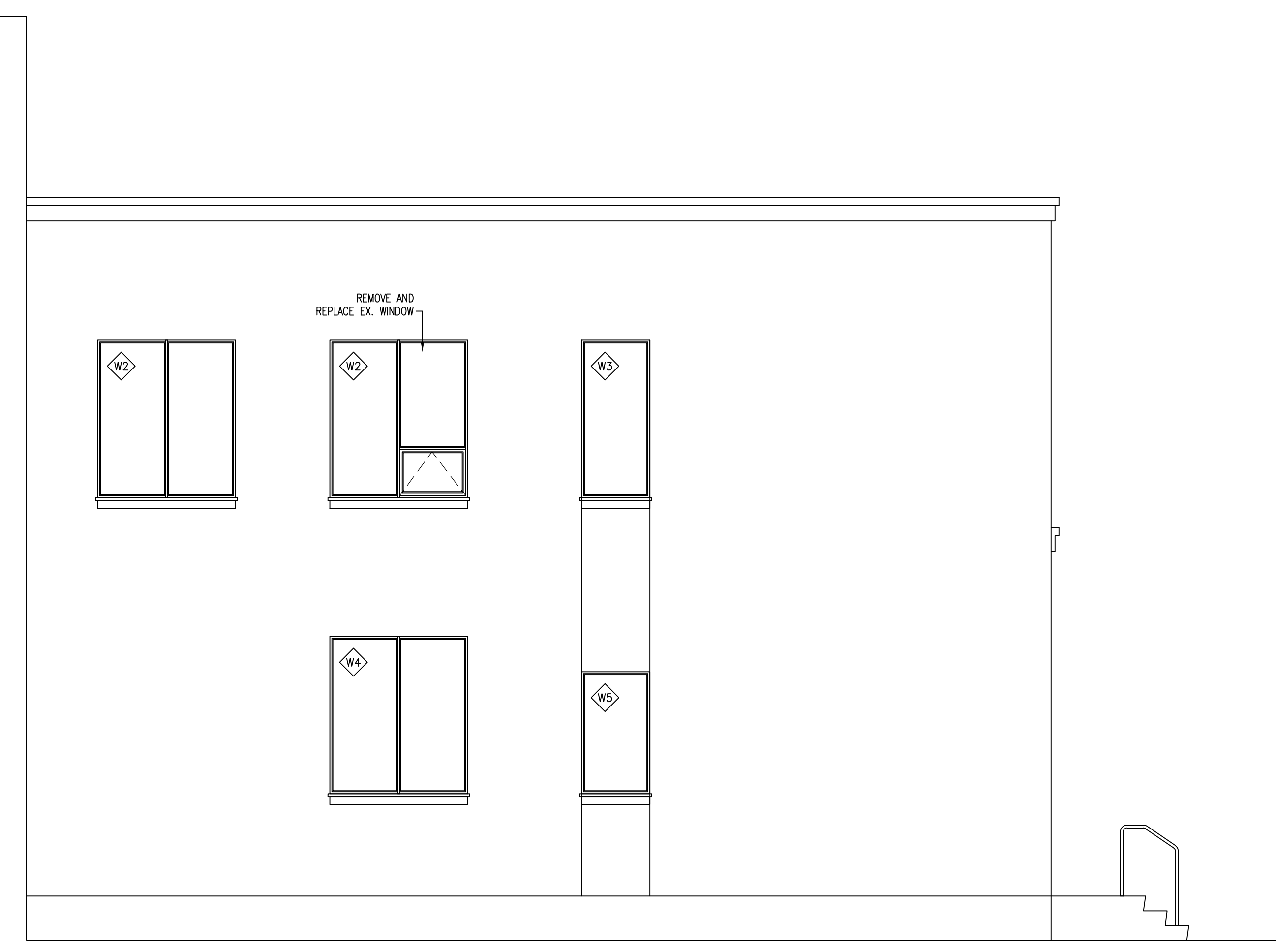
1 EAST ELEVATION
SCALE 1/4"=1'



2 NORTH/EAST ELEVATION
SCALE 1/4"=1'



3 NORTH ELEVATION
SCALE 1/4"=1'



3 NORTH ELEVATION
SCALE 1/4"=1'

General Notes



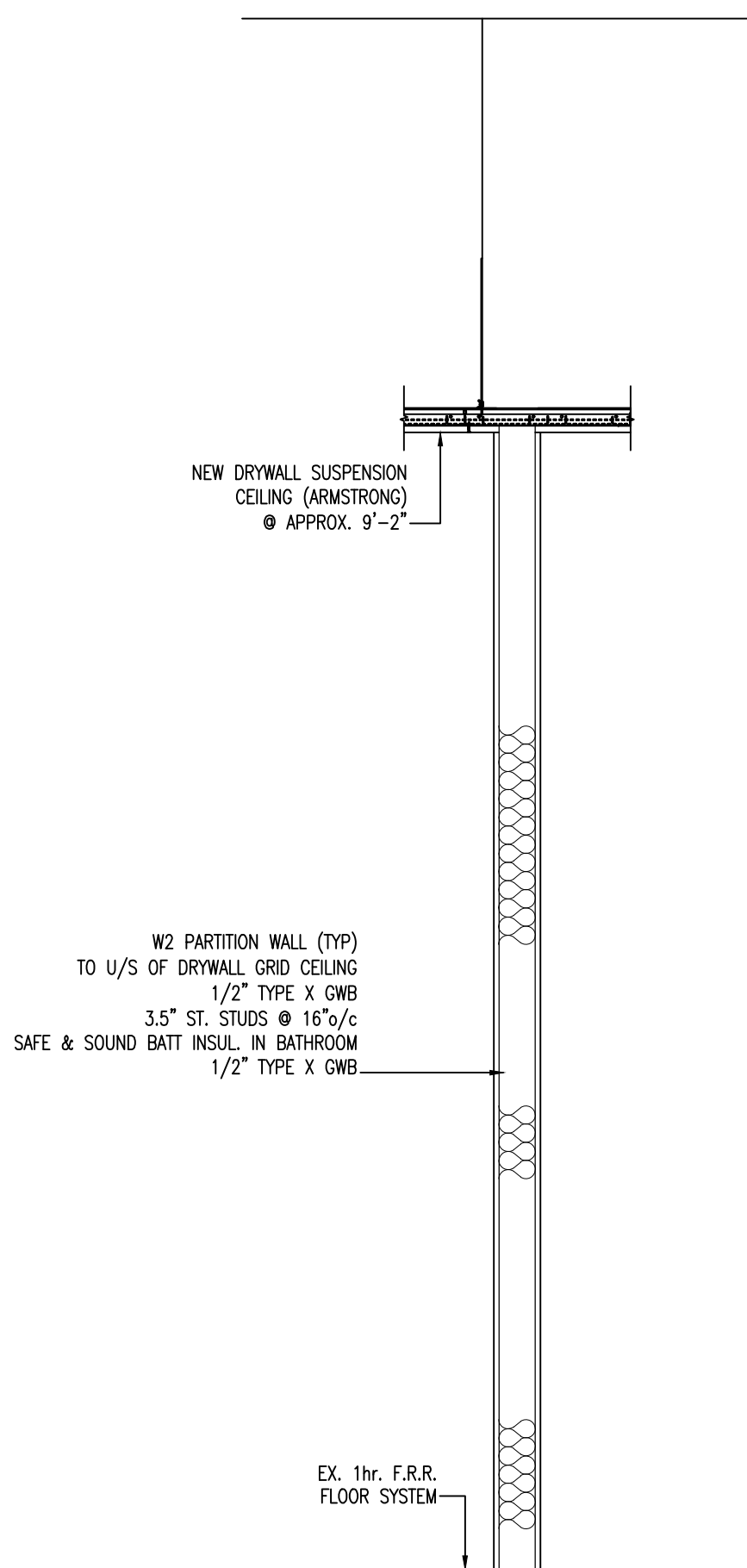
No.	Revision/Issue	Date

BARCLAY PROJECT MANAGEMENT
DESIGN & CONSULTING
30 NOLAN STREET,
ST. THOMAS, ON. N5P 1X2
226-582-0561
barclay10@msn.com

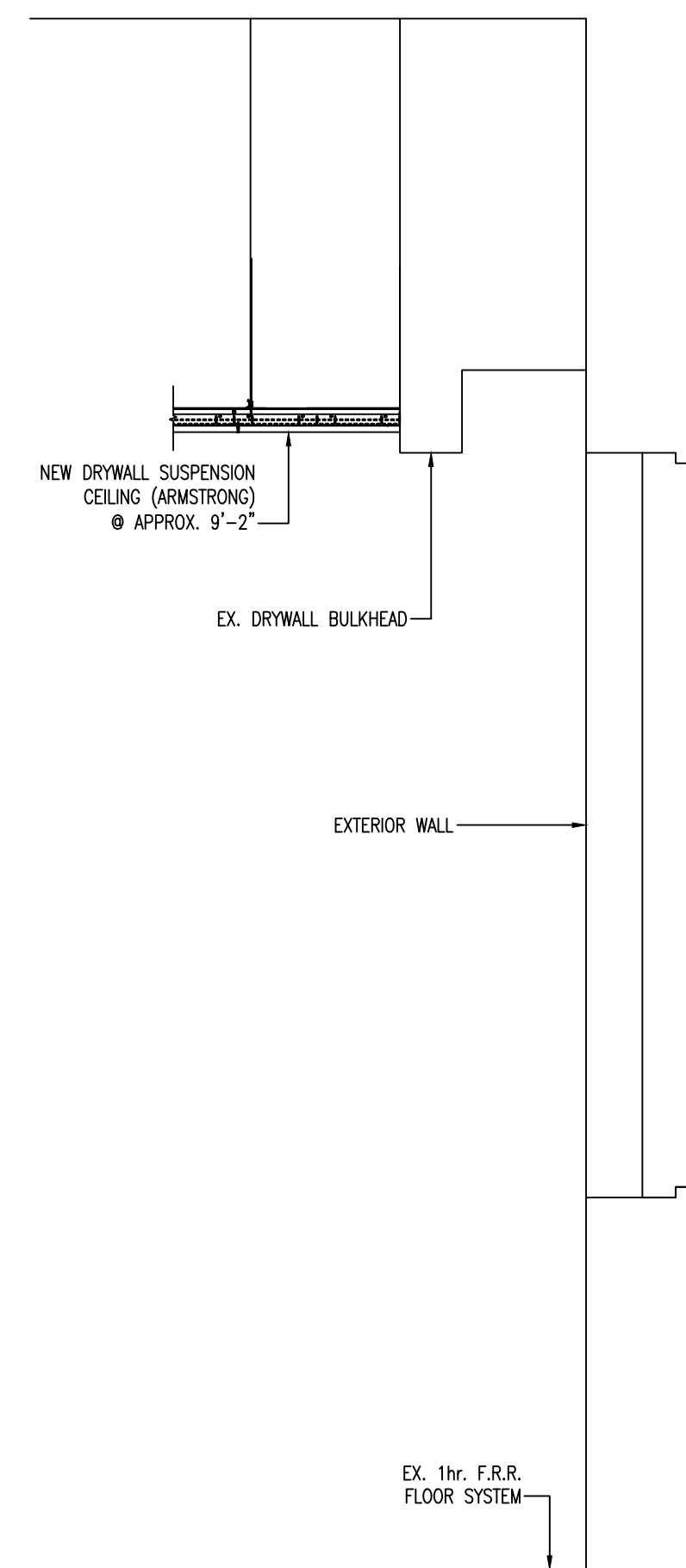
SHEET
BUILDING ELEVATIONS

Project Name and Address
406-408 TALBOT ST.
ST. THOMAS, ON.

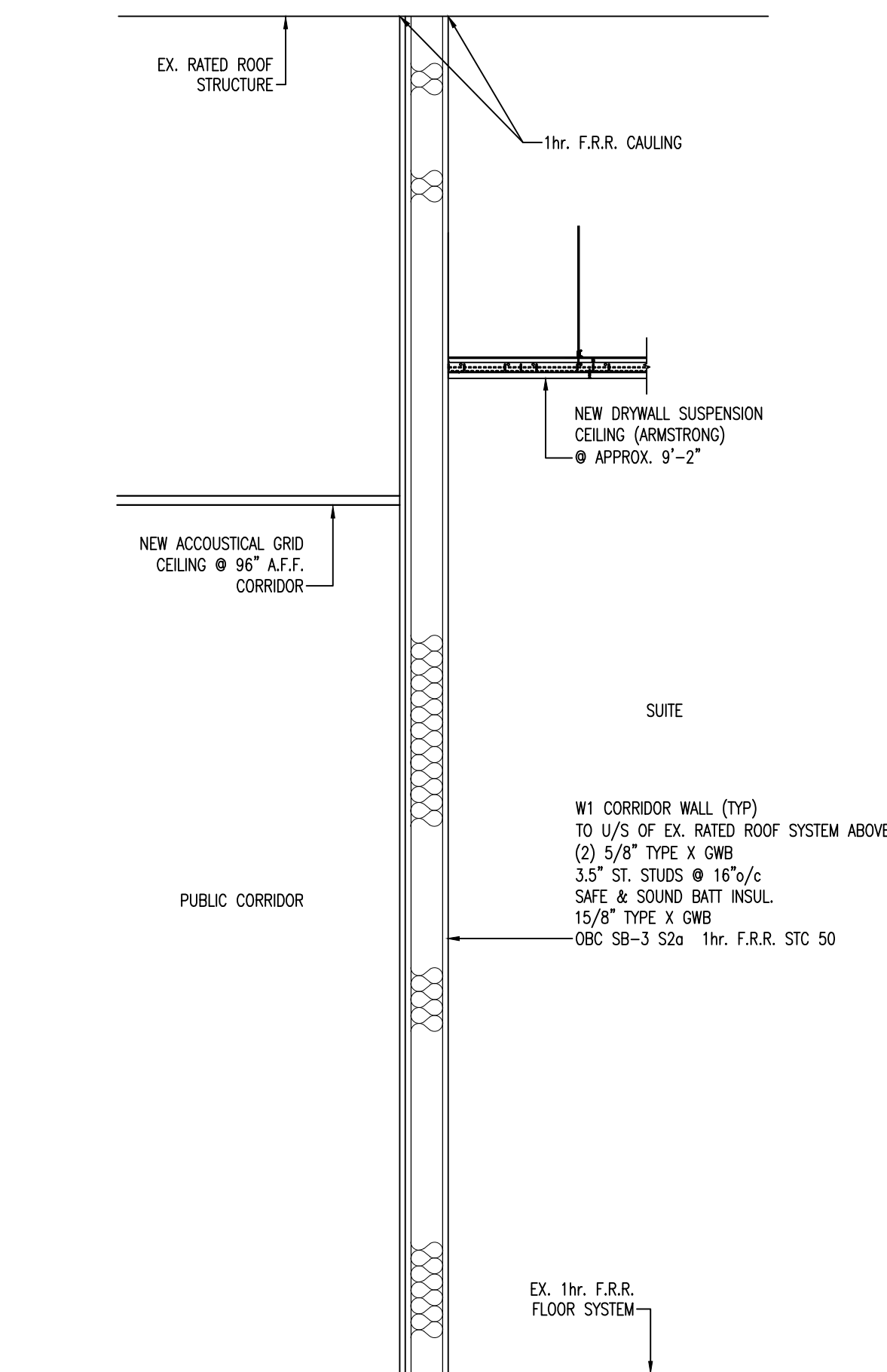
Project	2022008	Sheet	A4
Date	03/07/2022		
Scale	AS NOTED		



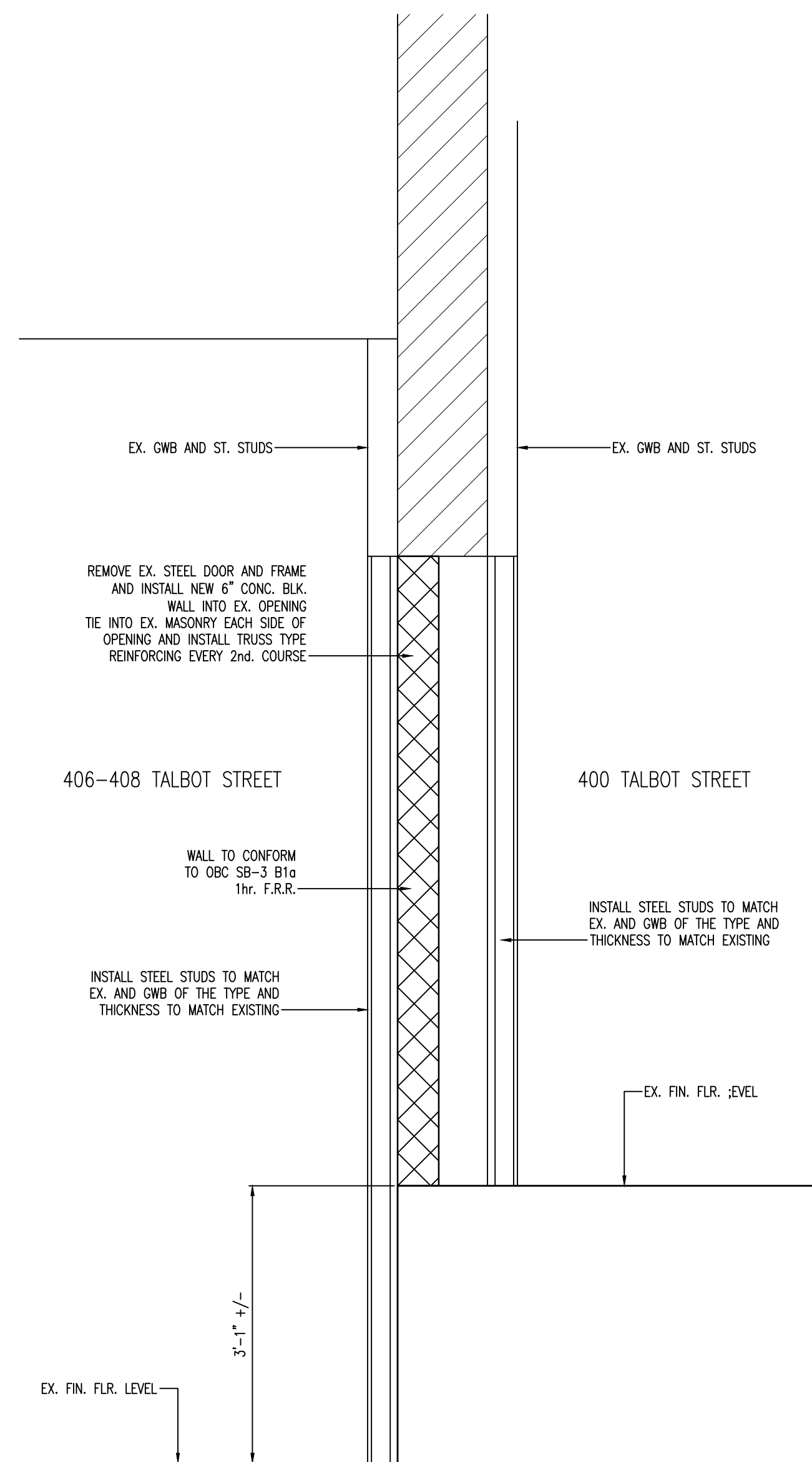
1 WALL SECTION
AS SCALE 3/4"=1'



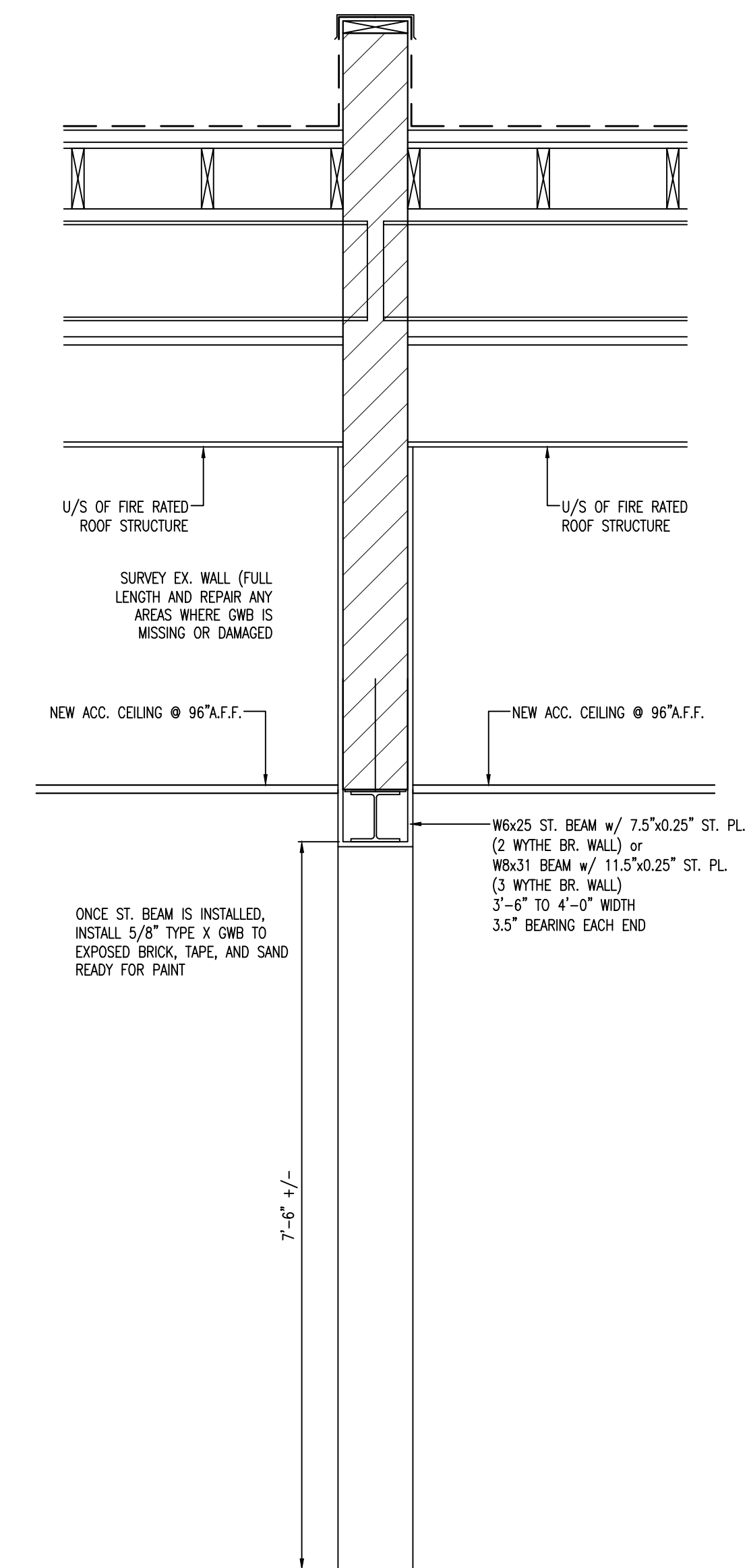
2 EX. BULKHEAD SECTION
AS SCALE 3/4"=1'



3 WALL SECTION
AS SCALE 3/4"=1'

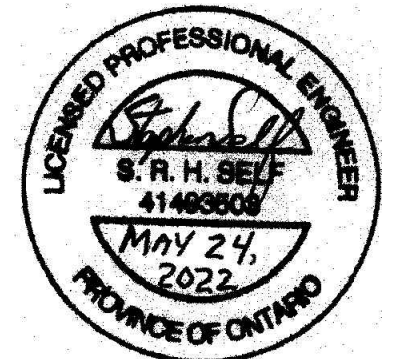


4 WALL DETAIL
AS SCALE 3/4"=1'



5 DETAIL
AS SCALE 3/4"=1'

General Notes



No.	Revision/Issue	Date

BARCLAY PROJECT MANAGEMENT
DESIGN & CONSULTING
30 NOLAN STREET,
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barclay10@msn.com

SHEET
WALL SECTIONS
DETAILS

Project Name and Address
406-408 TALBOT ST.
ST. THOMAS, ON.

Project	2022008	Sheet	A5
Date	03/07/2022	Scale	
Scale	AS NOTED		

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

February 2, 2023

Nicole Ibsen
364 Talbot Street
St. Thomas, ON
N5P 1B6

**Re: Notice of Receipt
Heritage Alteration Permit**
File No.: HAP-03-23
Property: 364-366 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

MEMO

DATE: February 2, 2023

ATTENTION: Jon Hindley, Secretary, Municipal Heritage Committee

SUBJECT: Heritage Alteration Permit
364-366 Talbot Street
HAP-03-23

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-03-23

File No.
HAP-03-23

Directed to: Chair and Members of the Municipal Heritage Committee

Date Authored:
02/2/2023
Meeting Date:
02/08/2023

Department: Planning & Building Services Department

Attachments

Prepared by: Kevin McClure, Planner

- Application
- Supporting materials

Subject: Heritage Alteration Permit for 364-366 Talbot Street – Nicole Ibsen

ORIGIN:

The property owner reached out to City Staff with a proposal to install new windows, signage and lighting at the building at 364-366 Talbot Street. City Staff has a consultation meeting with the owner on January 25, 2023 and an application was submitted for a heritage alteration permit to allow for the proposed work on February 2, 2023.

PROPOSED HERITAGE ALTERATION PERMIT SUMMARY:

The applicant is proposing to install new windows on the main and second storey to more energy efficient windows, install new signage on the building for the existing commercial use, and to install new exterior lighting to illuminate the new signs.

HERITAGE CONSERVATION DISTRICT PLAN:

The property at 364-366 Talbot Street has been identified as a contributing resource within the Downtown St. Thomas Heritage Conservation District (HCD) Plan. As such, the policies in Section 4.3 of the Heritage Conservation District Plan would apply, specifically those related to Storefronts (4.3.2.7), Signage (4.3.2.8), and Windows (4.3.2.9) based on the proposed work.

Section 4.3.2.7 – Storefronts

The policies of this section 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”.

The applicant is generally maintaining the overall storefront façade that exists today, save and except the proposed location of the new signage and installation of new gooseneck lighting. While the location where the upper windows of the main floor are to be utilized for new signage, it would appear from the materials that have been submitted, that new windows are to be installed behind the signs and would allow for conversion back to a similar façade should the signage change in the future.

Section 4.3.2.8 – Signage

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.

It is noted that the new signs are proposed to be installed on top of the upper windows on the first floor.

Further, a circular sign is to be hung in front of the recessed window about the front door. While the policies provide that the signage should not cover important elements of the building façade, the façade does not lend itself to alternatives to provide signage that would not cover up some element of the building.

Section 4.3.2.9 – Windows

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. 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 is proposing new replacement windows on both the first and second storey of the building. No alterations to the shape or openings of the windows are proposed but the preference of the applicant is for the windows to have black frames compared to the current white frame construction. Further, additional detailing is proposed to the second storey windows.

STAFF COMMENT:

The applicant is proposing to install new energy efficient window on both with first and second storey of the building at 364-366 Talbot Street. In addition, new signage for the commercial use is proposed, along with new gooseneck lighting to illuminate the signs.

Staff is of the position that the proposed windows are generally in keeping with the policies and guidelines of the HCD Plan, save and except the change in frame colour. Notwithstanding that the policies of the HCD Plan provide that, “Avoid replacing original windows with units that are radically different than original in proportion, **colour**, functionality and configuration”, black framed windows exist within the heritage conservation district and are provided as examples within the HCD Plan itself. The Municipal Heritage Committee will need to determine whether it can support the proposed colour change.

Further, the applicant is proposing to install new signage on the building that would cover or obscure existing façade elements. While the policies of the HCD Plan direct individuals away from covering these important elements, unlike other buildings within the district, there are limited opportunities to install signage on the building that would not cover part of the façade. As such, should the Municipal Heritage Committee not support the proposed signage and location, it should provide options to the applicant of what it would support based on the policies and guidelines within the HCD Plan.

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: _____	Consultation Date: _____
	Date Application Deemed Complete: _____	File Number: _____

OWNER/APPLICANT

1. Property Owner

Name: Nicole Ibsen
 Address: 364 Talbot St. St Thomas
 Postal Code: N5P 1B6 Phone: 519-639-6933 Fax: _____
 Email: nicole.ibsen@hotmail.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: 366 Talbot St. St. Thomas, Ontario
N5P 1B6

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.

PDF storefront signage
PDF window rendering.

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 word file Reasons for alterations

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 Nicole Ibsen, 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, Nicole Ibsen 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 1 day of February 2023.
City Day Month Year

Nicole Ibsen
Signature of Owner or Authorized Agent

Feb 1 2023
Date

Signature of Commissioner of Oaths, etc.

Date

We are looking at keeping with the heritage of this building and as such want to do the following improvements/changes:

Window Replacement (see attachment)

- we are wanting to replace the windows with energy efficient ones. We have chosen black framed since it gives it a “richer” look and more commercial.
- We want to add in the grid pattern to the center window to bring back more of the characteristic.
- We are looking at blocking off the top windows on the main floor (not including the half moon window) in order to retain more energy efficiency and to have space to install the business sign.

Exterior Sign (see attachment)

- We want to utilize this space on the façade for the sign so to not impede with any of the brick features.
- The center logo sign would be hanging and the outer circle of the window would still be completely visible.

CURRENT



RENDERING

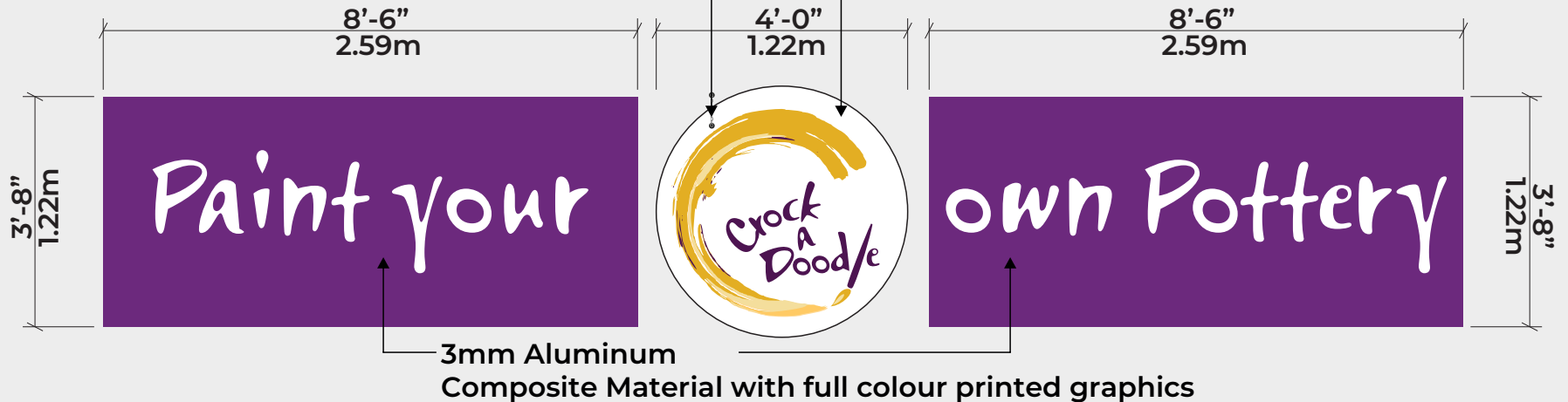




Signs to be illuminated with gooseneck lighting, lights + electrical to be supplied by customer

Panel to be mounted with chains on 4 coners, panel will have 4 grommets for the chain to go through

3mm Aluminum Composite Panel with 1/2" White PVC Letters, full colour print applied to letters + mounted to 3mm ACP



3mm Aluminum Composite Material with full colour printed graphics