

**THE CORPORATION OF THE CITY OF ST. THOMAS  
URBAN DESIGN COMMITTEE**

**ROOM 309**  
**CITY HALL**

**May 20, 2015**

The meeting convened at 11:00 a.m.

**ATTENDANCE**

Members

Councilor Linda Stevenson  
Councilor Joan Rymal  
Beth Burns, Downtown Development Board  
Tino Clarke, Heritage Committee

Officials

Wendell Graves, CAO/Clerk  
Matt Smale, Corporate Administrative Clerk

Regrets

Russell Schnurr, Heritage Committee

**Overview of the Community Improvement Program**

The CAO/Clerk provided the members with a summary of the intent of the CIP and how it was administered. He further noted the funding amounts that each project could be eligible for which was included in the CIP information package.

The members were informed that Council budgeted \$50,000 for the 2015 program, that the program was based on applicants receiving a maximum of 50% funding and that when a grant was conferred to a project that money was first applied to paying off any outstanding CIP loan balance for the project.

The CAO/Clerk outlined the application process. When an application was received, it was first vetted with the applicant at the staff level to determine that it was complete and that it met eligibility criteria. The application was then submitted to the Committee for consideration, comment, and approval. The final step following Committee approval was for a report to be submitted to Council requesting that a loan or grant agreement be authorized.

The members inquired about any safeguards the City had in place to ensure City funds were being utilized properly.

The CAO/Clerk advised that all CIP agreements were registered on title. Before any funding was released the property had to be deemed clear of any property tax arrears, building or fire code violations, a building permit had to be issued for all work completed. Applicants were required to submit original receipts to the CAO/Clerk's Office ensuring proof of purchase for materials and services. Finally, applicants were required to maintain ownership of the property for at least 5 years following the completion of work.

Currently, there were no set deadlines once an application had been approved before it must be completed. The CAO/Clerk advised that the Committee may want to consider some funding “milestones” in the future to encourage timely completion of projects.

Mr. Clarke inquired if the Committee did any other risk screening of applicants such as credit checks.

The CAO/Clerk advised that no personal financial checks were done.

The CAO/Clerk advised that there were a few other important principles for the members to note including:

- Applications were considered on a first come, first serve basis.
- Owners completing work in the downtown area were not required to apply to the CIP program. The Urban Design Committee only reviewed those projects seeking CIP funding.
- Applicants were permitted to seek funding from other sources such as senior levels of government in addition to the CIP.

### **Project Applications**

#### *432 Talbot Street – Jennings Furniture*

Ms. Carpenter as owner of Jennings Furniture was in attendance to speak to the members regarding her application.

The CAO/Clerk advised that as a general rule, an application for funding under the CIP had to be received prior to the start of work on that project. In this case that rule had been waived due to the fact that the applicant had submitted her application just prior to the 2014 municipal election and the dissolution of the previous Urban Design Committee.

Councillor Stevenson inquired if the application before the Committee was the same as what had been submitted prior to the election.

The CAO/Clerk confirmed that the application was the same.

Ms. Carpenter stated that the only change was that the work had progressed to the point where she was no longer seeking a loan but rather just the grant funding of \$7,500.

Ms. Carpenter added that the total cost of work was not yet tallied but to date amounted to approximately \$26,000.

The CAO/Clerk advised that pending approval by the Committee and Council, A grant could be processed once Ms. Carpenter had submitted original receipts to the Clerk’s Office proving expenses.

The members were provided with before and proposed after photos of the Jennings façade.

The members were informed that the sign band between the main and second floors would be coloured aluminum. Ms. Carpenter stated that the original intent was to use copper or bronze but due to costs and ease of future maintenance the aluminum was selected as an alternative.

The second storey brick work has been soda blasted, and windows including stained glass accents will be replaced.

Ms. Carpenter confirmed the signage style and that this signage would be underlit.

Moved by: Coun. Stevenson – Rymal:

THAT The Application for 432 Talbot Street be approved.

Carried.

Disclosure of Interest

Ms. Burns declared an interest with regard to the application at 244 ½ - 248 Talbot Street. She refrained from voting on matters related to this application.

244 ½ - 248 Talbot Street

Mr. McLellan was in attendance as the owner's representative of 244 ½ - 248 Talbot Street.

The members were provided with a concept drawing of the proposed facades. Mr. McLellan advised that he was seeking a grant of \$10,000 for the front and side façade and that the total scope of work would be in the \$20,000-\$25,000 range.

The members inquired about the materials to be used on the front and how they would stand up to weather and snow at sidewalk level.

Mr. McLellan stated that he planned to use plywood and a premium dulux paint that his supplier had stated would last approximately 10 years.

The members discussed the types of signage to be used on the front.

Mr. McLellan stated that exact signage had yet to be finalized but he envisioned a raised lettering similar to that in use at the Coffee Cultures business on Talbot Street.

The members expressed concern about the use of standard plywood at sidewalk level and requested that the applicant consider more durable materials such as hardy board or marine grade plywood.

The CAO/Clerk noted that this building was located on Talbot Street in the area slated for the first phase of the Talbot Street West redevelopment project. He inquired as to the applicants proposed timeline.

Mr. McLellan stated that he would like to begin as soon as possible.

Moved by Coun. Rymal – T. Clarke:

THAT: The application for 244 ½ - 248 Talbot Street be approved in principle subject to confirmation of the type of signage to be used and confirmation of materials to be used at sidewalk level.

Carried.

### 633 Talbot Street

The CAO/Clerk advised that this application was in development. Further information would be provided to the Committee as the application was refined.

### Summary of Projects

The CAO/Clerk provided the members with a listing of approved projects to date under the CIP program. He noted that those projects highlighted in red were considered still in process.

### Chairperson

The CAO/Clerk advised that meetings were scheduled as needed at the call of the Chair. He would notify the chair when an application had been received and was ready to go before the Committee.

Ms. Burns volunteered her name to serve as Chair.

Moved by: Coun. Rymal – Stevenson:

THAT: Ms. Beth Burns be appointed Chairperson of the Urban Design Committee.

Carried.

### Community Improvement Program Marketing

The members discussed the need to market the CIP program including some promotion of successfully completed projects.

Councillor Rymal suggested that the program could be mentioned in the DDB newsletter sent to all of its members.

### Adjournment

Moved by Coun. Rymal - Stevenson:

THAT: We do now adjourn at 12:30 pm.

Carried.

Existing Front -

PHASE 2:

To be cleared  
up - soda-blasted

Remove

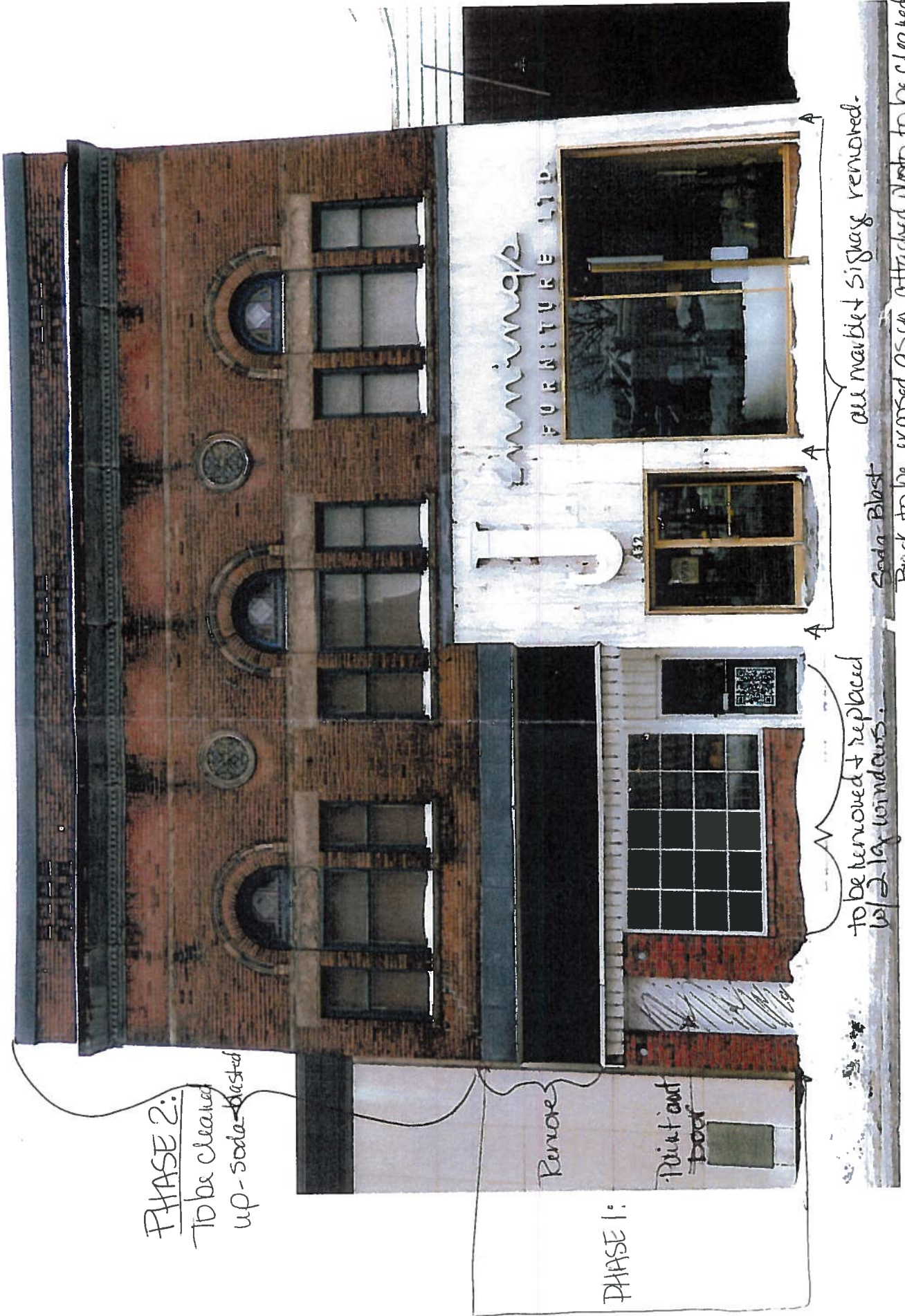
PHASE 1:

Paint out  
door

to be removed & replaced  
w/ 2 lg windows.

all market signs removed.

Soda-Blast  
Brick to be exposed as in attached photo to be cleared.



To be...



Painted Steel

Boarded & Painted Doorway

New signage to come - potentially back-let.

Frame brought forward as original of 1885 + replaced w/ 2 windows as is on the west side.

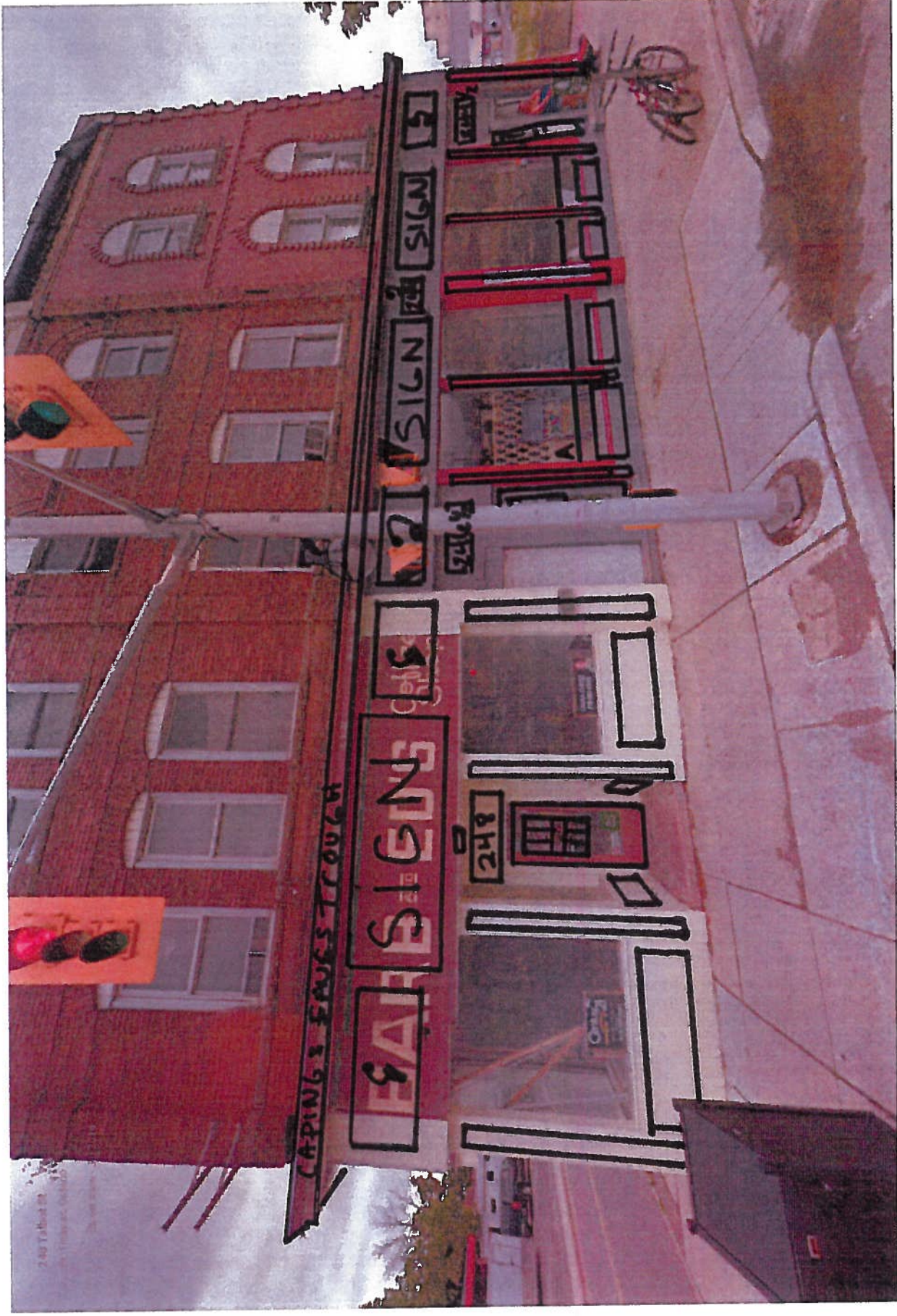
Existing door to be bedded.

Marble removed... Existing brick to be soda-blasted + painted.

Existing windows to be retained.

removed marble... Existing brick beneath to be retained.







City of St. Thomas  
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CIP Applications										
Application Number	Applicant	Property Address	Project	Residential Units	Total Project	CIP Grant	CIP Loan	Project Complete		
1	2003-001	Jan Van Der Veen	384-390 Talbot St.	Residential	4	130,000	20,000	40,000	Complete	
2	2003-002	914204 Ontario Ltd.	574-584 Talbot St.	Residential	3	100,000	15,868	30,000	Complete	
3	2003-004	Cosens	445 Talbot	Facade		20,851	10,000	20,000	Complete	
4	2003-010	1001512 Ontario Ltd.	568 Talbot St.	Residential	3	65,000	15,000	20,000	Complete	
5	2003-011	1001512 Ontario Ltd.	570-572 Talbot St.	Facade		45,000	10,000	20,000	Complete	
6	2003-012	Andy Sheridan	527 Talbot St.	Facade		19,800	7,500	10,000	Complete	
7	2003-023	Mugford	433-435 Talbot	Facade		29,056	7,500	10,000	Complete	
8	2004-013	YWCA	16 Mary St.	Residential	2	20,049	7,500	10,000	Complete	
9	2004-014	Jan Van Der Veen	390 Talbot St.	Facade		60,000		20,000	Complete	
10	2004-016-F	Steve Jackson	767 Talbot St.	Facade		21,262	10,000		Complete	
11	2004-017-F	Steve Jackson	763-765 Talbot St	Facade	3	40,000	5,000	20,000	Complete	
12	2005-028-F	Holy Angels Church (Rev. David Bouteite)	502 Talbot St.	Facade		108,340	15,000	30,000	Complete	
13	2005-030	Lindmar Holdings Inc. (Mark Hindley)	349 Talbot St.	Facade	2	48,300	10,000	20,000	Complete	
14	2005-030-F	Lindmar Holdings Inc. (Mark Hindley)	349 Talbot St.	Residential	4	4,871,341	10,000	20,000	Complete	
15	2005-031-F	1301314 Ontario Inc. (Al Goulding)	168 Curtis St.	Facade		41,681	18,000	18,000	Complete	
16	2005-033-F	Gillian Martin (Anselis Trophy)	648 Talbot St.	Facade		26,416	10,000	9,500	Complete	
17	2005-034-F	Nathan Patry	286 Talbot St.	Facade		18,433	7,500	4,250	Complete	
18	2005-034	Nathan Patry	286 Talbot St.	Facade		57,537	7,500	20,000	Complete	
19	2005-035-F	James and Jane Daminoff	23 East St.	Facade	11	23,500	10,000	6,750	Complete	
20	2006-041	Toth Jewellers	559 Talbot	Facade		242,709	40,000	80,000	Complete	
21	2007-035	Wallis Residential	395-399 Talbot	Facade		79,052	17,680	7,500	Complete	
22	2007-044	Larry Reiger	370 Talbot	Facade	6	85,000	40,000	8,400	Complete	
23	2006-036	Novi Construction	25 Scott	Facade		38,500	10,000	42,500	Complete	
24	2007-045	Mike Robbins	701-703 Talbot	Facade	23	1,700,000	134,920	19,500	Complete	
25	2008-050	Richardsons	679 - 691 Talbot	Residential	2	42,000	10,000		Complete	
26	2008-049	Klassen	14 - 16 Metcalf	Facade		33,000	10,000		Complete	
27	2008-051	Canadian Mental Health	659 Talbot	Facade		54,000	10,000		Complete	
28	2006-040	Jason and Nathan Patry	266 - 274 Talbot	Facade	2	182,464	10,500	10,000	Complete	
29	2008-053	Dutch Bakery	295 Talbot	Facade	8	21,556	7,500	80,000	Complete	
30	2008-054	I Deal Toys	260 Talbot	Facade		50,000	40,000		Complete	
31	2009-055	Trevor Neville	616 Talbot	Facade	6	170,000	10,000	20,000	Complete	
32	2009-057	JM Janes	86 Talbot	Facade		24,000	10,000		Complete	
33	2009-058	North American Railway	750 Talbot	Facade		55,000	10,000		Complete	
34	2009-059	State Farm Insurance	729 Talbot	Facade		65,000	30,000		Complete	

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33	2009-061	Stitch and Sew	783 Talbot	Facade		22,000	7,500	Complete
34	2010-062	Paul Thomas	341 Talbot	Facade	4	40,000	10,000	20,000
				Residential		150,000	20,000	40,000
35	2010-063	David Jones	10 -12 Mondamin	Facade		34,963	10,000	17,500 Complete
36	2010-064	Fairm Gate Market	19 Elgin	Facade		28,027	10,000	14,000 Complete
37	2010-065	Julie Carr / Todd Hatch	114 Centre	Facade		50,000	5,000	Complete
38	2011-066	Canadian Mental Health	655 Talbot	Residential	1	39,800	10,000	19,939
39	2011-065	Antoine's Furniture	560 Talbot	Facade		26,300	5,000	10,000
	2011-066	Adelee and Erik Neilsen	45 White	Residential		400,000	40,000	
40	2012-0	Prespa Homes	15 - 19 Flora	Facade		18,300	9,150	9,000
41	2012-067	Mateja Testa	471 Talbot	Facade		40,000	5,000	8,000 Complete
42	2012-068	Mateja Testa	471 Talbot	Residential	1	2,400,000	67,500	Complete
43	2012-069	Novi Construction	26 Elysian	Residential	29			
43	2012-069	Maestro Music	323 Talbot					
44	2012-070	Princess Banquet Hall	18 Princess	Facade		50,200	10,000	Complete
45	2012-071	RAM-LP (Bob McCaig)	181 Talbot	Facade		460,000	3,525	
46	2012-072	Justin Southern	75 Wellington	Residential	1	11,800	5,000	5,400
47	2012-073	R.J. Kim-Kay (Terry Heisler)	377 Talbot	Facade		4,000	2,064	Complete
48	2012-074	K&K Locksmith	632-634 Talbot	Facade		27,500	7,500	13,250 Complete
49	2013-075	Robert Harris	561-567 Talbot	Facade		120,000	7,500	20,000
50	2013-076	Ramdat Ramnaresh	595 Talbot	Facade		300,000	23,248	Complete
	2014-077	Prespa Homes	900 Talbot	DC		58,600	10,000	20,000
	2014-078	Antoine's Furniture	560 Talbot	Residential	2			
	2014-079	Dale and Christie Brown	364 Talbot	Residential	1		5,000	
				TOTALS	118	13,096,461	909,505	803,989