

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

**ROOM 309
CITY HALL**

October 15, 2015

The meeting convened at 11:00 a.m.

ATTENDANCE

Members

Councilor Linda Stevenson
Councilor Joan Rymal
Beth Burns, Downtown Development Board

Officials

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

Regrets

Tino Clarke, Heritage Committee
Russell Schnurr, Heritage Committee

Confirmation of Minutes – June 24th, 2015

Moved by Coun. Rymal – Stevenson:

THAT: The minutes of the meeting held on June 24th, 2015 be approved.

Carried.

Disclosures of Interest

Nil.

Project Applications

581 Talbot Street - Hamilton Ward and Cathers Insurance

The members were shown a model of the proposed building façade.

The members discussed the proposed transom windows and original cast iron pillars that would be prominent on the lower level facade.

The members inquired about the condition of the buildings brickwork.

The CAO/Clerk advised that the brickwork appeared to be structurally sound and that any work to be done would adhere to the building code.

The members requested clarification on the colour and style of brick to be used at ground level and the colour of the blue sign band.

The CAO/Clerk advised that there was sufficient budget to accommodate a \$7,500 grant and that the applicant was hoping to occupy the building by the end of the year.

Moved by Coun. Stevenson – B. Burns:

THAT: The Committee approve the application for facade works for 581 Talbot Street.

Carried.

Project Updates

633 Talbot Street

The CAO/Clerk advised that finalized drawings were still pending for this project. No approvals had been given for this project to date.

The members inquired about a proposed ground floor apartment at this address.

The CAO/Clerk stated that the approval for the apartment unit was still working through the planning process. That unit would be subject to applicable zoning regulations.

10 Princess Avenue

The CAO/Clerk advised that this building had been approved for a façade loan and grant.

This project would not be moving forward since the building had been recently sold. The loan funds had been repaid as part of the sale and the approved grant funds that had not been paid out of \$7,500 would be returned to the CIP budget for reallocation to other projects.

The members inquired as to available funding remaining in the 2015 program budget.

The CAO/Clerk advised that the budget was based on the calendar year and that there would be sufficient funding to consider another application.

Promotion of Program

The members discussed possible methods to better promote the CIP program its role in encouraging investment in the downtown.

The CAO/Clerk suggested that a board or sign could be placed at a construction site advising that the CIP was a funding source for the project.

Councilor Stevenson stated that time lapse photo equipment had been set up on the Police building site to document construction progress. Perhaps a similar construction progression could be documented for CIP projects with the applicants permission.

The CAO/Clerk stated that a Commercial Study would be discussed at a November Reference Committee meeting. There were other incentives in the official plan that could be enacted as part of the CIP.

The members discussed tying in promotion of the program to other campaigns such as “St. Thomas Proud”.

Councilor Rymal suggested consideration be given to rebranding the program. Many people many not know what the “Community Improvement Program” or Urban Design Committee was intended for.

The Chair advised that the Downtown Development Board was currently working on an updated directory of its membership and that the Board produced a regular newsletter. Links to CIP web pages and possibly some before and after project photos could be included on the DDB website and newsletter.

The members agreed to leave this item as unfinished business for future discussion.

Adjournment

Moved by T. Clarke – R. Schnurr:

THAT: We do now adjourn at 11:40 am.

Carried.