

HERITAGE GUELPH
Municipal Heritage Committee

NOTICE OF MEETING

**A meeting of Heritage Guelph will be held from
12:00 noon – 2:00 p.m.
Monday, 10 September 2012**

1 Carden St., New City Hall COMMITTEE ROOM B (Main Floor)
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Please Note: Delegations must register by 12:00 noon on the Thursday prior to the meeting.
To register as a delegate, please call 519-837-5616 or email planning@guelph.ca. Delegations will be allocated a maximum of 5 minutes to present their opinions to the committee. Persons not registering by the deadline will not be allowed to address the committee.

A G E N D A

- 1. Welcome and Opening Remarks**
- 2. Approval of Agenda**
- 3. Declarations of Pecuniary Interest**
- 4. Adoption of Minutes from 9 July 2012 and 13 August 2012 meetings of Heritage Guelph**
- 5. Matters arising from the Minutes**
 - Item 5.1 Proposed election of Heritage Guelph Chair and Vice-Chair**
Confirmation of nominations, carry out election and motion to confirm results.
Nominations as of 5 Sept: (Chair) Daphne Wainman-Wood; (Vice-Chair) Mary Tivy
 - Item 5.2 45 Cross Street and 20, 26 and 28 Ontario Street (Mill Lofts)**
Confirmation of motion regarding completed and proposed repairs to chimney and building exterior.
- 6. New Business Items**
 - Item 6.1 1 Douglas Street (Victoria Building)**
Proposed awnings, signage and exterior lighting for new restaurant - Buon Gusto.
(Delegation: Bernie Dyer)
 - Item 6.2 80 Waterloo Avenue**
Site Plan Review Application: Comment required on design for proposed new construction (Delegation: Trellis Mental Health & Development)
 - Item 6.3 Brooklyn and College Hill Heritage Conservation District Study**
Update on outstanding boundary issues.
- 7. Heritage Guelph Working Group Reports**
 - Item 7.1 Communications**

Item 7.2 Designation Research and Heritage Review

8. Information Items

- Newspaper advertisement for City advisory committee applications will appear Sept 13 and 20
- Tara Spears hired for 6-mos position in Development Planning at Guelph

9. Next Meetings:

Heritage Guelph Working Groups - Monday, 24 September 2012 (12:00 – 2:00 pm)
Location: City Hall, Meeting Room B

Heritage Guelph - * **Tuesday**, 9 October 2012 (12:00 – 2:00 pm)
Location: City Hall, Meeting Room B

10. Adjournment

Item 6.1

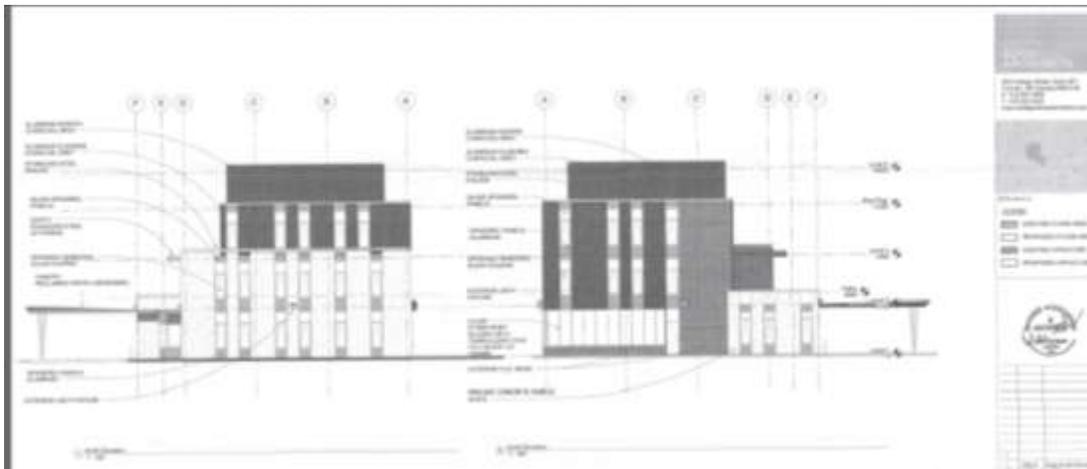
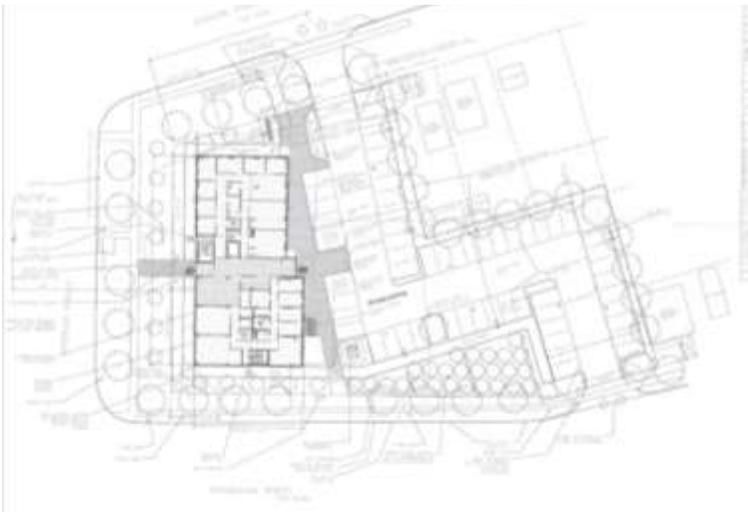
1 Douglas Street (Victoria Building)

Proposed awnings, signage and exterior lighting for new restaurant - Buon Gusto.
(Delegation: Bernie Dyer)



Item 6.2 **80 Waterloo Avenue**
Site Plan Review Application: Comment required on design for proposed new
construction (Trellis Mental Health & Development)





MEETING MINUTES



MEETING **Heritage Guelph**

DATE July 9, 2012

LOCATION City Hall Committee Room 'B'

TIME 12:00 PM

PRESENT Paul Ross (Chair), Russell Ott, Tony Berto, Lorraine Pagnan, Mary Tivy, Doug Haines, Christopher Campbell, Daphne Wainman-Wood, Bill Green, Stephen Robinson (Senior Heritage Planner), Michelle Mercier (Recording Secretary), Tara Spears (Heritage Research Assistant)

REGRETS Martin Bosch, Joel Bartlett, Susan Ratcliffe

GUESTS Paul Moore (Manager of Permits and Zoning, Building Services), Todd Salter (General Manager of Planning Services)

DELEGATION

DISCUSSION ITEMS

ITEM #	DESCRIPTION
1	<p><u>Welcome and Opening Remarks</u></p> <p>Paul Ross welcomed everyone to the meeting.</p>
2	<p><u>Approval of Agenda:</u></p> <p>Moved by Russell Ott and seconded by Daphne Wainman-Wood, “THAT the Agenda for the July 9, 2012 meeting of Heritage Guelph be approved.”</p> <p style="text-align: right;">CARRIED</p>
3	<p><u>Declaration of Pecuniary Interest:</u></p> <p>none</p>
4	<p><u>Approval of Meeting Minutes from June 11, 2012</u></p> <p>Under #3 – Declaration of Pecuniary Interest – 40 Mary St is to be changed to 40 Margaret St.</p> <p>Moved by Tony Berto and seconded by Christopher Campbell, “THAT the Minutes for the June 11, 2012 meeting of Heritage Guelph be approved as amended.”</p>

	CARRIED
5	<p><u>Matters Arising from Previous Minutes</u></p> <p>Item 5.1 58 Albert Street (former Brooklyn Sunday School) Stephen Robinson provided an update as to the status of this property. The owner has submitted a new application for the Committee of Adjustment due to an error in the original application.</p> <p>Stephen reviewed the revised drawings that were submitted as part of the application. Committee members raised concerns about the drawings including that they don't accurately show the existing elevations and that there are still issues with the existing and proposed window locations on the drawings.</p> <p>Stephen presented his initial comments and recommendations that he had submitted to the Committee of Adjustment for the new application. Stephen will change the recommendation to have three conditions relating to a request for properly scaled drawings and that, prior to issuance of a building permit for alterations to the existing building, Heritage Planning staff and Heritage Guelph be required to review and be satisfied with all plans (including elevations, plans and site plan) for any proposed alterations to the existing building on the lot to be retained.</p> <p>Moved by Mary Tivy and seconded by Lorraine Pagnan,</p> <p>“That Heritage Guelph recommends that Council publish its intention to designate the property located at 58 Albert Street under Part IV of the Ontario Heritage Act.”</p> <p style="text-align: right;">CARRIED</p> <p>Stephen will advise the Committee of Adjustment of Heritage Guelph's decision.</p> <p>Item 5.2 106 Carden Street (Royal Inn and Suites) Stephen Robinson provided an update on the property at 106 Carden Street. The owners are only looking at making changes to the ground floor of the Carden Street facade at this point and are not currently looking at making any changes to the second and third floors. Stephen reviewed some old photos of the Royal Hotel as well as the current photos he and Tara Spears had taken at a recent site visit. Stephen provided a review of the updated drawings from the proposal. The owners would like to retain as much of the original openings as possible. Stephen will bring back updated drawings when they are available.</p>
6	<p>New Business</p> <p>Item 6.1 Building Permit Process Involving Heritage Issues Guest – Paul Moore (Manager of Permits and Zoning, Building Services)</p> <p>Paul Ross provided an update to Paul Moore on the previous discussion that Heritage Guelph had had with the owner regarding 58 Albert Street. Paul Moore advised that he has asked the owner for a full</p>

set of professional drawings. Paul added that they will need to get a Building Permit for all work being done, not just for the second-storey addition. Paul noted that Building Services would not be able to withhold a permit if Heritage Guelph was asked to review and comment on the proposal, however if the condition from the Committee of Adjustment stated that Heritage Guelph must be satisfied with the design, they would be able to withhold the permit. Paul added that the owners are not required to rezone the property as it is already zoned for residential.

Paul Moore provided information on the demolition permit process. Paul advised that there are different processes for residential and non-residential demolitions. With proposed residential demolitions the City has a Demolition Control By-law which requires proponents to go to Council for approval. Other non-residential demolitions do not require Council approval. Paul added that all demolitions have sign-off sheets that are required from the utilities. Paul also added that they are looking into having a requirement to make plans for the waste prior to demolition, but it is not currently in place. Heritage Guelph members requested a flowchart showing the demolition process. Stephen Robinson will track one down and send the information to the Committee Members.

Paul Ross thanked Paul Moore for attending the meeting.

Item 6.2

331 Clair Rd E

Stephen Robinson reviewed the photos he took at a recent site visit and advised that there is currently a rezoning application on the property. Stephen asked the Committee members to review the Heritage Impact Assessment for the property.

Moved by Russell Ott and seconded by Christopher Campbell,

“THAT the property located at 331 Clair Road East be referred to the Designation and Research Working Group.”

CARRIED

Item 6.3

372 Crawley Rd

Stephen Robinson reviewed the photos and provided some background information on the property located at 372 Crawley Road. Stephen advised that there is a possibility of a future demolition permit request for the property.

Moved by Tony Berto and seconded by Russell Ott,

“THAT the property located at 372 Crawley Road be referred to the Designation and Research Working Group.”

CARRIED

Item 6.4

65 Maple St

Stephen Robinson advised that there is currently a Committee of Adjustment application in for the property at 65 Maple Street to install a pool in the front corner of the property. Stephen reviewed the

drawings, photos and plans for the pool. Stephen also reviewed the proposed recommendation to the Committee of Adjustment. The Committee decided they didn't need to review the application and that Stephen could provide his recommendation. The only concern raised by the Committee was related to drainage issues if it is a salt water pool.

Item 6.5

8 Oliver St

Stephen Robinson provided background information on a Building permit application for 8 Oliver Street. The owners are looking at extending the current addition and roof. Stephen advised that he has indicated to Building Services that he has no objection to the application.

Item 6.6

43 McTague Street

Stephen Robinson provided background information on a Building permit application for 43 McTague Street. The owners are looking at adding a second storey addition. Stephen advised that he has indicated to Building Services that he has no objection to the application.

Item 6.7

82 Callander Drive

Stephen Robinson provided background information on a Building permit application for 82 Callander Drive. The owners are looking to turn the existing carport into a garage. The carport is mentioned as a heritage attribute in the Municipal Register. Committee members recommended that staff encourage the owner to utilize an appropriate door on the garage and would like to keep the dominant horizontal element.

Item 6.8

Barber Avenue gateposts

Stephen Robinson provided some background and reviewed current and older photos of the gateposts on Barber Avenue. The posts are located on the City right-of-way and require some repairs to be done, which are planned in July. One resident has requested that the light fixtures be returned as close as possible to the original look, either working or just decorative. The Committee recommends that the City source out new fixtures that look like the original ones.

Item 6.9

45 Cross Street and 20, 26 and 28 Ontario St (Mill Lofts)

Stephen Robinson advised that Condominium Board of the Designated property at 45 Cross Street and 20, 26 and 28 Ontario Street is requesting to replace the roof. Stephen is recommending that Heritage Guelph have no objection to the roof's replacement.

Moved by Tony Berto and seconded by Lorraine Pagnan,

“That Heritage Guelph have no objection to replacement of the roof at 45 Cross St and 20, 26 and 28 Ontario Street.”

CARRIED

Committee members raised concerns about the roofing materials being used to re-clad the roof and Committee members recommended that staff encourage the Condominium Board to use a more appropriate (flat) roofing sheet profile.

7	<p><u>Working Group Reports</u></p> <p>Item 7.1 Communications No update provided</p> <p>Item 7.2 Designation Research and Heritage Review No update provided.</p> <p>Item 7.3 Heritage Trees and Landscapes No update provided.</p> <p>Item 7.4 Policy Review No update provided</p> <p>Item 7.5 Committee Representation No update provided.</p>
8	<p><u>Information Items</u></p> <p>Item 8.1 Circulation and Confirmation of updated HG membership contact list Not covered during the meeting.</p> <p>Item 8.2 Mary Tivy’s notes from ACO/CHO conference held in Kingston (June 2012) Mary provided an update on the ACO/CHO conference she attended and her notes were included in the Agenda package.</p>
9	<p><u>Next Meeting</u></p> <p>Working Group Meeting(s) – Monday, July 23, 2012 in City Hall Meeting Room “B” Regular Meeting - Monday, August 13, 2012 in City Hall Meeting Room “B”</p>
10	<p><u>Other Matters Introduced by the Chair or Heritage Guelph Members</u></p> <p>Adjourn –2:20 pm</p>

DRAFT

MEETING MINUTES



MEETING **Heritage Guelph**

DATE August 13, 2012

LOCATION City Hall Committee Room 'B'

TIME 12:00 PM

PRESENT Paul Ross (Chair), Russell Ott, Tony Berto, Lorraine Pagnan, Doug Haines, Daphne Wainman-Wood, , Stephen Robinson (Senior Heritage Planner), Michelle Mercier (Recording Secretary), Tara Spears (Heritage Research Assistant)

REGRETS Martin Bosch, Joel Bartlett, Susan Ratcliffe, Mary Tivy, Christopher Campbell, Bill Green

GUESTS

DELEGATION Thomas Brenndorfer, Michael Dowell (Mill Lofts) with Paul Jeffs (PJ Materials Consultants Ltd.)

DISCUSSION ITEMS

ITEM #	DESCRIPTION
1	<p><u>Welcome and Opening Remarks</u></p> <p>Paul Ross welcomed everyone to the meeting.</p>
2	<p><u>Approval of Agenda:</u></p> <p>The committee did not have quorum and the agenda was not approved.</p>
3	<p><u>Declaration of Pecuniary Interest:</u></p> <p>none</p>
4	<p><u>Approval of Meeting Minutes from July 9, 2012</u></p> <p>The committee did not have quorum and the minutes from the July 9th meeting were not approved.</p>
5	<p><u>Matters Arising from Previous Minutes</u></p> <p>Item 5.1 45 Cross Street and 10, 26 and 28 Ontario Street (Mill Lofts) Delegation - Thomas Brenndorfer, Michael Dowell (Mill Lofts) with Paul Jeffs (PJ Materials Consultants Ltd.)</p> <p>Thomas Brenndorfer provided some history on the Mill Lofts property. The Mill Lofts opened in</p>

2004 and the conversion was paid for in part by a Heritage Redevelopment Reserve from the City of Guelph. There are currently a number of repairs that are needed on the property including masonry and roofing repairs and the property owner has very limited money to cover these costs. The Mill Lofts Condominium Board is looking for any financial assistance that may be available from the City or elsewhere to assist in covering the cost of these repairs.

Paul Jeffs, the principal of PJ Materials Consultants Ltd., went through a PowerPoint presentation showing the current condition of the building and chimney exterior and some of the repair work that he has recommended be done. Some of the concerns that Mr. Jeffs raised included:

- Roof has been leaking – the roof was made out of siding instead of roofing material and there is a lack of installation (the Mill Lofts is in the process of replacing the roof cladding)
- Poor details were pointed out in the window sills, pre-cast concrete formed without a drip line
- Cracks in masonry, openings in mortar joints
- Basement has drainage board on inside instead of the outside causing basement flooding
- Roof drainage pours down to foundation instead of away from the foundation
- Concrete columns on 1920s building are deteriorating, cracking, column caps in poor condition
- Chimney has cracks and open joints, needs emergency repairs
- Sand blasting has been done in localized areas to remove paint from exterior brick
- Steel lintels don't extend far enough past the head of many window openings
- Vertical trim on the windows is collecting water
- Problems with the joining of masonry between the two buildings, not proper joints
- Parging done in one location mimics brick masonry but is not durable
- 1920's building has been parged a lot and the parging is failing

Paul Jeffs reviewed his recommendations for fixing the issues. The conservation work will be carried out in phases and prioritized on the most urgent needs.

Phase 1

- Chimney – stabilized on priority basis, Aug 27th work to be done, stainless steel helical masonry ties to be installed
- Upper courses of brick should be re-set and all deteriorated cracked joints should be cut out and repointed using a custom-designed heritage repointing mortar based on hydraulic lime

Phase 2

- Foundations - Below grade portions of masonry should be parged and waterproofed and a below-grade drainage system installed where it does not currently exist
- Prior to water proofing, stainless steel helical ties installed across foundation walls
- Inspections of the below grade foundation walls be carried out
- Mortar within the above grade portion of the stone foundation walls be cut out and parged

Phase 3

- All deteriorated mortar joints be cut out and repointed using hydraulic lime/sand repointing mortar to blend with existing colour
- Drip edge slots should be saw cut on the under-edge of all window sills
- Cracked sections of building walls fixed same as chimney
- Small diameter helical rods should be embedded with two horizontal mortar joints above widow openings – extending 600 mm or more beyond the jambs

	<ul style="list-style-type: none"> - Vertical corner joints should be cut as deeply as possible and sealed with an elastomeric sealant - A vertical slot should be cut full height where the two buildings are joined to allow expansion - Fix cracked and deteriorated columns - Multi-component sills be fixed - Prefabricated flashings to cover projecting ledges of corbelled brick - Simulated brickwork parging – repair and seal cracks - Roof drainage system fixed <p>Phase 4</p> <ul style="list-style-type: none"> - Sand-blasted brick will be monitored and masonry sealer applied if deterioration observed <p>The cost for the repairs is estimated at between \$750,000 – \$1 million and Condominium Board are looking at a 5-year time span for the work to be done. Thomas Brenndorfer added that the Board is looking for any financial assistance that may be available from the City or elsewhere.</p> <p>Paul Ross advised that at this time there is no grant money available from the City to assist in Heritage renovations of this nature. The property no longer qualifies for funding from the Heritage Redevelopment Reserve and is not eligible for the Downtown Façade Improvement Grant Program. There may be future financial assistance programs for all designated properties that result from the current Heritage Conservation District study process, however it will take some time to get any potential assistance program in place. Paul Ross added that he has talked to senior staff about financial assistance programs in the past and that Heritage Guelph would be very supportive of any proposal that the Condominium Board may take to Council requesting financial assistance.</p> <p>Paul Jeffs raised concerns about the costs associated with maintaining the chimney when it serves no function other than as a visual/physical vestige of the original building. Paul Jeffs added that more work may need to be done on the interior that has not been included in this proposal.</p> <p>Paul Ross advised that Heritage Guelph is unable to have a motion on the floor today as we have not achieved quorum but that Lorraine and Stephen will work on the wording for a motion for the September meeting.</p> <p>Stephen Robinson advised that any repairs for work on designated buildings need to go through Heritage Guelph for approval, however since the work on the chimney is expected to start in a couple of weeks there isn't time for a formal review. Stephen advised that he has no concerns with them starting the repair work and the members of Heritage Guelph agreed.</p> <p>Thomas Brenndorfer advised that there will be a meeting at the Mill Lofts on Wednesday (15 August) at 4:00 and that the Heritage Guelph members are welcome to attend.</p> <p>Paul Ross thanked the delegates for attending the meeting.</p>
6	<p>New Business</p> <p>Item 6.1 Proposed election of Heritage Guelph Chair and Vice-Chair</p> <p>Paul Ross announced that this will be his last meeting as Heritage Guelph Chair however he will</p>

	<p>continue to be a Heritage Guelph member for the remainder of his term.</p> <p>Stephen Robinson advised that Heritage Guelph will hold an election for a new Chair and Vice-Chair at the September 10th meeting. Anyone who is interested in standing for nomination of either Chair or Vice Chair should notify Stephen or Michelle by September 4th (noon). If anyone is unable to attend the September 10th meeting they will be able to vote via e-mail before 9 am on September 10th. The Committee will vote by a show of hands. Stephen will send out an email to all Heritage Guelph members explaining the election process.</p> <p>Stephen Robinson reviewed the updated Heritage Guelph member list. Bill Green and Mary Tivy's terms are up for renewal in November and will need to reapply for another term. The remainder of the member's terms continue until 2014. There was a suggestion that the list be ordered alphabetically.</p>
7	<p><u>Working Group Reports</u></p> <p>Item 7.1 Communications</p> <p>Tara Spears reviewed her recommendations for improvements to the Heritage section of the City's website. Tara reviewed a number of heritage websites from other municipalities and provided some suggested improvements. Heritage Guelph members believe it would be a good idea to be more visible on the website, include committee member names and more photos of cultural heritage resources and heritage-related activities.</p> <p>Tara also provided an update on the projects she has been working on during the summer including designation background research for 18 Kathleen St and for 40 Margaret St, website improvements, heritage mapping, Heritage Register updates, taking photos and helping solve issues with unclear records and the Couling Inventory.</p> <p>Paul Ross announced that this will be Tara's last meeting as her last day with Planning Services as the (summer) Heritage Research Assistant is August 30th. Stephen and Paul both thanked Tara for all her hard work over the summer and wished her well in her future as a Planner.</p> <p>Item 7.2 Designation Research and Heritage Review</p> <p>No update provided.</p> <p>Item 7.3 Heritage Trees and Landscapes</p> <p>No update provided.</p> <p>Item 7.4 Policy Review</p> <p>No update provided</p> <p>Item 7.5 Committee Representation</p> <p>No update provided.</p>

8	<p><u>Information Items</u></p> <p>Item 8.1 344 Woolwich Street – update on Chimney replacement Stephen Robinson advised that the replacement of stone the chimney at 344 Woolwich Street has been completed.</p> <p>Stephen Robinson advised that the City has not yet received a report and recommendation from the Conservation Review Board following the June 4/5 hearing for the Wilson Farmhouse.</p> <p>Lorraine Pagnan advised that the demolition at 139 Morris Street (Biltmore Hats) is underway.</p> <p>Doug Haines advised that the demolition of the U of G’s four red brick houses on Gordon Street is starting however there doesn’t appear to be any salvage taking place as was required.</p>
9	<p><u>Next Meeting</u></p> <p>Working Group Meeting(s) – Monday, August 27, 2012 in City Hall Meeting Room “B” Regular Meeting - Monday, September 10, 2012 in City Hall Meeting Room “B”</p>
10	<p><u>Other Matters Introduced by the Chair or Heritage Guelph Members</u></p> <p>Adjourn –2:05 pm</p>