

# 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, Paul Curtis (Mill Lofts) with Paul Jeffs (PJ Materials Consultants Ltd.)

## DISCUSSION ITEMS

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

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 27<sup>th</sup> 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"> <li>- Vertical corner joints should be cut as deeply as possible and sealed with an elastomeric sealant</li> <li>- A vertical slot should be cut full height where the two buildings are joined to allow expansion</li> <li>- Fix cracked and deteriorated columns</li> <li>- Multi-component sills be fixed</li> <li>- Prefabricated flashings to cover projecting ledges of corbelled brick</li> <li>- Simulated brickwork parging – repair and seal cracks</li> <li>- Roof drainage system fixed</li> </ul> <p>Phase 4</p> <ul style="list-style-type: none"> <li>- Sand-blasted brick will be monitored and masonry sealer applied if deterioration observed</li> </ul> <p>The Condominium Board is 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><b>New Business</b></p> <p><b>Item 6.1</b>  <b>Proposed election of Heritage Guelph Chair and Vice-Chair</b></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 10<sup>th</sup> meeting. Anyone who is interested in standing for nomination of either Chair or Vice Chair should notify Stephen or Michelle by September 4<sup>th</sup> (noon). If anyone is unable to attend the September 10<sup>th</sup> meeting they will be able to vote via e-mail before 9 am on September 10<sup>th</sup>. 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><b><u>Working Group Reports</u></b></p> <p><b>Item 7.1</b> <b>Communications</b></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 30<sup>th</sup>. 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><b>Item 7.2</b> <b>Designation Research and Heritage Review</b></p> <p>No update provided.</p> <p><b>Item 7.3</b> <b>Heritage Trees and Landscapes</b></p> <p>No update provided.</p> <p><b>Item 7.4</b> <b>Policy Review</b></p> <p>No update provided</p> <p><b>Item 7.5</b> <b>Committee Representation</b></p> <p>No update provided.</p>

8	<p><b><u>Information Items</u></b></p> <p><b>Item 8.1</b>  <b>344 Woolwich Street – update on Chimney replacement</b>  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><b><u>Next Meeting</u></b></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><b><u>Other Matters Introduced by the Chair or Heritage Guelph Members</u></b></p> <p>Adjourn –2:05 pm</p>