



City of Hamilton
HERITAGE PERMIT REVIEW SUB-COMMITTEE
AGENDA

Meeting #: 23-012
Date: December 12, 2023
Time: 5:00 p.m.
Location: YouTube Channel Streaming for Virtual Meetings

All electronic meetings can be viewed at:
 City's YouTube Channel:
<https://www.youtube.com/user/InsideCityofHamilton>

Emily Bent, Cultural Heritage Planner, Ext. 6663
 Meg Oldfield, Cultural Heritage Planner, Ext. 7163
 (905) 546-2424

	Pages
1. CEREMONIAL ACTIVITIES	
2. APPROVAL OF AGENDA	
(Added Items, if applicable, will be noted with *)	
2.1 HPRS Agenda - December 12, 2023	5
3. DECLARATIONS OF INTEREST	
4. APPROVAL OF MINUTES OF PREVIOUS MEETING	
4.1 HPRS Minutes – November 14, 2023	7
5. COMMUNICATIONS	
6. DELEGATION REQUESTS	
7. CONSENT ITEMS	
8. STAFF PRESENTATIONS	

9. PUBLIC HEARINGS / DELEGATIONS

10. DISCUSSION ITEMS

10.1 HP2023-057 – 35-43 Duke Street, Hamilton (Part IV, Sandyford Place)

- Removal and replacement of the existing contemporary egress balcony and stairs on the rear (south) elevation with a new steel structure with pressure treated timber decking.

10.2 HP2023-056 – 52 Charlton Avenue West, Hamilton (Part IV, Charlton Hall)

- Exterior rehabilitation and renovation, including:
 - Masonry cleaning to remove fire soot and environmental grime, as required;
 - Masonry repointing, as required, with appropriate lime-based mortar to match the colour and composition of the existing mortar;
 - Restoration of extant wood windows and replacement in kind of missing or damaged wood windows in the front south elevation, including the rounded turret windows;
 - Restoration of the front porch;
 - Temporary removal, restoration and reinstallation of the wood canopy in the west side elevation;
 - Replacement of the rear and side elevation windows with vinyl casement windows;
 - Replacement of the contemporary fire doors in the west side elevation and accessing the first-floor porch;
 - Infilling the modern door opening in the west side elevation with salvaged or new matching brick;
 - Installation of a new fire escape on the east side elevation set behind the existing two-storey covered porch and converting an existing window opening to a door to provide access to it;
 - Installation of a new window on the third storey of the rear east elevation;
 - Installation of new exhaust venting in the rear north façade;
 - Installation of a skylight on the west side roof; and,
 - Installation of new utility meters (water and/or natural gas).
- Interior renovation, including:
 - Removal of all of the remnant fire-damaged heritage features; and,
 - Reconfiguration of the interior room layouts.

11. MOTIONS

12. NOTICES OF MOTION
13. GENERAL INFORMATION / OTHER BUSINESS
14. PRIVATE AND CONFIDENTIAL
15. ADJOURNMENT

**Heritage Permit Review Subcommittee
(Hamilton Municipal Heritage Committee)**

December 12, 2023

Virtual Meeting

Members of the public are advised that individuals and the media may be audibly and/or visually recording this meeting. Please note that, while this meeting is open to the public for observation, any member of the public wishing to provide comment on any of the agenda items are encouraged to contact Cultural Heritage Planning staff or may choose to give a delegation to the Hamilton Municipal Heritage Committee.

Cultural Heritage Planning:

Emily Bent, E-mail: Emily.Bent@hamilton.ca, Phone: ext. 6663

Meg Oldfield, E-mail: Meg.Oldfield@hamilton.ca, Phone: ext. 7163

AGENDA

1. Approval of Minutes from Previous Meetings:

- November 14, 2023

2. Heritage Permit Applications

a) **HP2023-057** – 35-43 Duke Street, Hamilton (Part IV, Sandyford Place)

- Removal and replacement of the existing contemporary egress balcony and stairs on the rear (south) elevation with a new steel structure with pressure treated timber decking.

b) **HP2023-056** – 52 Charlton Avenue West, Hamilton (Part IV, Charlton Hall)

- Exterior rehabilitation and renovation, including:
 - Masonry cleaning to remove fire soot and environmental grime, as required;
 - Masonry repointing, as required, with appropriate lime-based mortar to match the colour and composition of the existing mortar;
 - Restoration of extant wood windows and replacement in kind of missing or damaged wood windows in the front south elevation, including the rounded turret windows;

- Restoration of the front porch;
 - Temporary removal, restoration and reinstallation of the wood canopy in the west side elevation;
 - Replacement of the rear and side elevation windows with vinyl casement windows;
 - Replacement of the contemporary fire doors in the west side elevation and accessing the first-floor porch;
 - Infilling the modern door opening in the west side elevation with salvaged or new matching brick;
 - Installation of a new fire escape on the east side elevation set behind the existing two-storey covered porch and converting an existing window opening to a door to provide access to it;
 - Installation of a new window on the third storey of the rear east elevation;
 - Installation of new exhaust venting in the rear north façade;
 - Installation of a skylight on the west side roof; and,
 - Installation of new utility meters (water and/or natural gas).
- Interior renovation, including:
 - Removal of all of the remnant fire-damaged heritage features; and,
 - Reconfiguration of the interior room layouts.

Next meeting: January 16, 2024

Heritage Permit Review Subcommittee (HPRS) Meeting Minutes

Tuesday, November 14, 2023
City of Hamilton, Webex Virtual Meeting

Present: Karen Burke (Chair), Graham Carroll (Vice Chair), Andrew Douglas, Matthew LaRose, Andy MacLaren, Katie McGirr, Carol Priamo

Staff Present: Alissa Golden (Cultural Heritage Program Lead), Emily Bent (Cultural Heritage Planner), Meg Oldfield (Cultural Heritage Planner), Caylee MacPherson (Assistant Cultural Heritage Planner)

Regrets: Steve Wiegand

The meeting was called to order by Alissa Golden, Cultural Heritage Program Lead, City of Hamilton, at 5:00pm

1. Introductions

2. Approval of Agenda

(MacLaren/Burke)

That the Agenda for November 14, 2023 be approved as amended.

(Carried)

3. Staff Presentation – Introduction to the Heritage Permit Review Subcommittee

Alissa Golden, Cultural Heritage Program Lead, provided an introductory presentation to the new Subcommittee.

(Burke/Priamo)

That the staff presentation be received.

(Carried)

4. Appointment of Chair

(Carroll/LaRose)

That Andy MacLaren be nominated to act as Chair of HPRS for the 2023-2026 term.

Andy MacLaren declined the nomination.

(Priamo/MacLaren)

That Karen Burke be nominated to act as Chair of HPRS for the 2023-2026 term.

Karen Burke accepted the nomination.

(Burke/MacLaren)

That Graham Carroll be nominated to act as Chair of HPRS for the 2023-2026 term.

Graham Carroll accepted the nomination.

Karen Burke was appointed Chair in a called vote of 5 to 1.

(Carried)

5. Appointment of Vice Chair

(Burke/McGirr)

That Graham Carroll be nominated to act as Vice Chair of HPRS for the 2023-2026 term.

Graham Carrol accepted the nomination.

(Carried)

Alissa Golden passed over the Chair to Karen Burke.

6. Approval of Minutes from Previous Meeting

(Carroll/MacLaren)

That the Minutes of October 17, 2023 be approved, as presented.

(Carried)

7. Heritage Permit Applications

a) **HP2023-052**– 289 Dundas Street East, Waterdown (Part IV, Smith – Carson House)

- Installation of a cast-metal oval designation plaque to be secured to the brick façade of the building beside the front entrance, including:
 - Drilling two holes into the brick façade, to be located in the existing mortar joints; and,
 - Affixing the plaque with non-rusting anchors and screws with anti-vandalism measures.

City staff spoke to the Subcommittee about the application.

The Subcommittee considered the application and together with advice from staff, passed the following motion:

(Priamo/Carroll)

That the Heritage Permit Review Subcommittee advises that Heritage Permit Application HP2023-052 be consented to, subject to the following conditions:

- i. That any minor changes to the plans and elevations following approval shall be submitted, to the satisfaction and approval of the Director of Planning and Chief Planner, prior to submission as part of any application for a Building Permit and / or the commencement of any alterations; and,
- ii. That implementation / installation of the alteration(s), in accordance with this approval, shall be completed no later than November 30, 2025. If the alteration(s) are not completed by November 30, 2025, then this approval expires as of that date and no alterations shall be undertaken without a new approval issued by the City of Hamilton.

(Carried)

b) **HP2023-053** – 1561 Kirkwall Road,Flamborough (Part IV, Riddle House)

- Alterations to the exterior of the front entryway, including:
 - Replacement of the entry door with a new wood door to match the existing design and to fit the original jam opening;

- Removal of the contemporary screen door and installation of a new storm door; and,
- Repair of the damaged wood surrounding the sidelights and transom.

Sarah Piett, property owner, spoke to the Subcommittee.

The Subcommittee considered the application and together with input from the applicant and advice from staff, passed the following motion:
(Carroll/McGirr)

That the Heritage Permit Review Subcommittee advises that Heritage Permit Application HP2023-053 be consented to, subject to the following conditions:

- i. That the final details of the repairs to the wood sidelights and transom be submitted, to the satisfaction and approval of the Director of Planning and Chief Planner, prior to the commencement of any alterations;
- ii. That the final design of the new storm door be submitted, to the satisfaction and approval of the Director of Planning and Chief Planner, prior to its installation;
- iii. That any minor changes to the plans and elevations following approval shall be submitted, to the satisfaction and approval of the Director of Planning and Chief Planner, prior to submission as part of any application for a Building Permit and / or the commencement of any alterations; and,
- iv. That implementation / installation of the alteration(s), in accordance with this approval, shall be completed no later than November 30, 2025. If the alteration(s) are not completed by November 30, 2025, then this approval expires as of that date and no alterations shall be undertaken without a new approval issued by the City of Hamilton.

(Carried)

c) HP2023-054 – 252 James Street South, Hamilton (Part IV, Griffiths Palatial Home)

- Alterations to the exterior foundations, including:
 - Installation of foundation waterproofing and window wells;

- Repair of the existing window frames (brick moulds);
- Replacement of the basement windows in the existing openings;
- Select repointing of damaged mortar joints; and,
- Repair of the front concrete steps.

Note: The foundation waterproofing has already been installed and that scope of the Heritage Permit application is for retroactive approval.

Kevin Lu, applicant, spoke to the Subcommittee.

The Subcommittee considered the application and together with input from the applicant and advice from staff, passed the following motion:
(McGirr/Douglas)

That the Heritage Permit Review Subcommittee advises that Heritage Permit Application HP2023-054 be consented to, subject to the following conditions:

- i. That the masonry repointing and repair work be conducted in accordance with the City of Hamilton's Masonry Restoration Guidelines, to the satisfaction and approval of the Director of Planning and Chief Planner;
- ii. That the final details and specifications of the new window wells be submitted, to the satisfaction and approval of the Director of Planning and Chief Planner, prior to submission as part of any application for a Building Permit and / or the commencement of any alterations;
- iii. That the final details and specifications of the replacement windows, preferably new wood windows, be submitted, to the satisfaction and approval of the Director of Planning and Chief Planner, prior to submission as part of any application for a Building Permit and / or the commencement of any alterations;
- iv. That any minor changes to the plans and elevations following approval shall be submitted, to the satisfaction and approval of the Director of Planning and Chief Planner, prior to submission as part of any application for a Building Permit and / or the commencement of any alterations; and
- v. That implementation / installation of the alteration(s), in accordance with this approval, shall be completed no later than November 30, 2025. If the alteration(s) are not completed by November 30, 2025,

then this approval expires as of that date and no alterations shall be undertaken without a new approval issued by the City of Hamilton.

(Carried)

8. **Adjournment**

(Priamo/Douglas)

That the meeting be adjourned at 6:30pm.

(Carried)

9. **Next Meeting:** Tuesday, December 12, 2023 at 5:00pm