



**City of Hamilton**  
**HERITAGE PERMIT REVIEW SUB-COMMITTEE**  
**AGENDA**

**Date:** April 16, 2024

**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>

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## 9. PUBLIC HEARINGS / DELEGATIONS

## 10. DISCUSSION ITEMS

- 10.1 HP2024-001 - 310 Wilson Street East, Ancaster (Ancaster Old Town Hall, Part IV)
- Restoration of all exterior wood components including:
    - Wood fascia, soffit, frieze board, brackets and roof returns;
    - Front portico columns, entablature, gable end and vaulted ceiling, fascia brackets and all trims;
    - Central cupola, including replacement of existing roofing; and,
    - Installation of protective coverings to windows.
- 10.2 HP2024-002 - 733 Mineral Springs Road, Ancaster (Griffin House, Part IV)
- Restoration of exterior cladding;
  - Replacement of cedar roof in kind;
  - Installation of accessible gravel pathways and wood ramp to rear;
  - Addition of stone stoop to the front porch; and,
  - Repairs to rotten beams.
- 10.3 HP2024-003 - a) 46 Melville Street, Dundas (Part V, Cross-Melville HCD)
- Exterior alterations to facilitate interior renovation work, including:
    - Construction of a new rear wood deck;
    - Introduction of a new door in the side (east) elevation to the deck using the existing window opening;
    - Removal of two existing door openings in the rear (south) wall of the side addition, infilled with brick to match existing;
    - Introduction of two new windows in existing door openings of the rear (south) wall of the side addition; and,
    - Introduction of a flue vent on the rear (south) elevation.

- 10.4 HP2024-004 - 111 St. Clair Avenue,Hamilton (St. Clair Avenue HCD, Part V)
- Landscaping, including:
    - Removal of shrubbery in the front and side yards;
    - Removal of the tree in the side yard;
  - Repair of the leaded glass in front door;
  - Repair or removal of existing chimney;
  - Repairs to an existing fence;
  - Repairs to the front porch, including brick repointing and fixing the roof; and,
  - Repointing of stone foundation.
- 10.5 HP2024-005 - 224 St. Clair Boulevard,Hamilton (St. Clair Blvd HCD, Part V)
- Repair of the existing historic stucco and EIFS cladding system, including:
    - Removing the ivy growth on the north elevation;
    - Removal of sections of damaged and delaminated stucco;
    - Application of new sand/cement stucco coatings, trowel applied, to level and achieve planer regularity; and,
  - Replacement in kind of the wooden window sills in the second-floor bay and pair of square windows on the south elevation.
- 10.6 HP2024-006 - 71 Main Street West,Hamilton (Hamilton City Hall, Part IV)
- Interior renovations on the ground floor, including:
    - Location 1 - Installation of a new information desk below the floating stairs with suspended lighting;
    - Location 2 - Installation of a security desk in front of the central alcove; and,
    - Location 3 - Relocation and reconstruction of service counters and the construction of partition walls in the Open for Business Centre in the southeast area.

## 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)**

April 16, 2024  
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:

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**AGENDA**

1. Approval of Minutes from Previous Meetings:

- December 12, 2023

2. Heritage Permit Applications

a) **HP2024-001** – 310 Wilson Street East, Ancaster (Ancaster Old Town Hall, Part IV)

- Restoration of all exterior wood components including:
  - Wood fascia, soffit, frieze board, brackets and roof returns;
  - Front portico columns, entablature, gable end and vaulted ceiling, fascia brackets and all trims;
  - Central cupola, including replacement of existing roofing; and,
  - Installation of protective coverings to windows.

b) **HP2024-002** – 733 Mineral Springs Road, Ancaster (Griffin House, Part IV)

- Restoration of exterior cladding;
- Replacement of cedar roof in kind;
- Installation of accessible gravel pathways and wood ramp to rear;
- Addition of stone stoop to the front porch; and,
- Repairs to rotten beams.

c) **HP2024-003** – 46 Melville Street, Dundas (Part V, Cross-Melville HCD)

- Exterior alterations to facilitate interior renovation work, including:
  - Construction of a new rear wood deck;
  - Introduction of a new door in the side (east) elevation to the deck using the existing window opening;
  - Removal of two existing door openings in the rear (south) wall of the side addition, infilled with brick to match existing;
  - Introduction of two new windows in existing door openings of the rear (south) wall of the side addition; and,
  - Introduction of a flue vent on the rear (south) elevation.

d) **HP2024-004** – 111 St. Clair Avenue, Hamilton (St. Clair Avenue HCD, Part V)

- Landscaping, including:
  - Removal of shrubbery in the front and side yards;
  - Removal of the tree in the side yard;
- Repair of the leaded glass in front door;
- Repair or removal of existing chimney;
- Repairs to an existing fence;
- Repairs to the front porch, including brick repointing and fixing the roof; and,
- Repointing of stone foundation.

e) **HP2024-005** - 224 St. Clair Boulevard, Hamilton (St. Clair Blvd HCD, Part V)

- Repair of the existing historic stucco and EIFS cladding system, including:
  - Removing the ivy growth on the north elevation;
  - Removal of sections of damaged and delaminated stucco;
  - Application of new sand/cement stucco coatings, trowel applied, to level and achieve planer regularity; and,
- Replacement in kind of the wooden window sills in the second-floor bay and pair of square windows on the south elevation.

f) **HP2024-006** - 71 Main Street West, Hamilton (Hamilton City Hall, Part IV)

- Interior renovations on the ground floor, including:
  - Location 1 - Installation of a new information desk below the floating stairs with suspended lighting;

- Location 2 - Installation of a security desk in front of the central alcove;  
and,
- Location 3 - Relocation and reconstruction of service counters and the construction of partition walls in the Open for Business Centre in the southeast area.

**Next meeting:** May 21, 2024



## **Heritage Permit Review Subcommittee (HPRS) Meeting Minutes**

Tuesday, December 12, 2023  
City of Hamilton, Webex Virtual Meeting

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

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

**Regrets:** Andrew Douglas, Steve Wiegand

The meeting was called to order by Karen Burke, Chair, Heritage Permit Review Subcommittee, at 5:00pm.

### **1. Approval of Agenda**

(Priamo/McGirr)

That the Agenda for December 12, 2023 be approved.

(Carried)

### **2. Approval of Minutes from Previous Meeting**

(McGirr/MacLaren)

That the Minutes of November 14, 2023 be approved as presented.

(Carried)

### **3. 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.

Michael Clarke, the applicant and President of the condominium board of Sandyford Place, spoke to the Subcommittee.

The applicant explained to the committee that the project design was being reconsidered, and that the applicant would like to speak further with city heritage staff for advice on the revised plans.

The Subcommittee considered the applicant's statement. Given that the application had previously been approved by the Subcommittee, and was being re-presented to extend the timeframe for completion of the work, and given that the work would not impact any heritage attributes of the property except for masonry at the rear of the building, the Subcommittee, together with advice from staff, passed the following motion:

(Carroll/MacLaren)

That the Heritage Permit Review Subcommittee advises that Heritage Permit Application HP2023-057 be consented to, subject to the following conditions:

- i. That the masonry repairs be conducted in accordance with the City's Masonry Restoration Guidelines, to the satisfaction and approval of the Director of Planning and Chief Planner;
- ii. 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,
- iii. That implementation / installation of the alteration(s), in accordance with this approval, shall be completed no later than December 31, 2025. If the alteration(s) are not completed by December 31, 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. HP2023-056 – 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.

Safwan Choudhury, 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:

(Priamo/LaRose)

That the Heritage Permit Review Subcommittee advises that Heritage Permit Application HP2023-056 be consented to, subject to the following Conditions:

- i. That the final details and specifications of the replacement windows in the side and rear elevations 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;
- ii. That the final details and specifications of the replacement doors 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 masonry repairs be conducted in accordance with the City's Masonry Restoration Guidelines, to the satisfaction and approval of the Director of Planning and Chief Planner;
- 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 December 31, 2026. If the alteration(s) are not completed by December 31, 2026, 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)

#### 4. **Adjournment**

(MacLaren/McGirr)

That the meeting be adjourned at 5:30pm.

(Carried)

#### 5. **Next Meeting:** Tuesday, January 16, 2024 at 5:00pm