

# **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 Carroll 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