

Heritage Permit Review Subcommittee (HPRS) Meeting Minutes

Tuesday, April 16, 2024
City of Hamilton, Webex Virtual Meeting

Present: Graham Carroll (Acting Chair), Andrew Douglas, Andy MacLaren, Katie McGirr, Carol Priamo

Staff Present: Alissa Golden (Cultural Heritage Program Lead), Emily Bent (Cultural Heritage Planner), Meg Oldfield (Cultural Heritage Planner), Dawn Cordeiro (Cultural Heritage Planner), Valentina Casas-Rodriguez (Assistant Cultural Heritage Planner)

Regrets: Karen Burke, Matthew LaRose, Steve Wiegand

Quorum was reached and the meeting was called to order by Graham Carroll, Acting Chair of the Heritage Permit Review Subcommittee, at 5:10pm.

1. Approval of Agenda

(MacLaren/Priamo)

That the Agenda for April 16, 2024 be approved.

(Carried)

2. Approval of Minutes from Previous Meeting

(McGirr/MacLaren)

That the Minutes of December 12, 2023 be approved as presented.

(Carried)

3. 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.

Jarrett Zacharko, Heritage Project Coordinator with the City of Hamilton, the 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:
(Carroll/Priamo)

That the Heritage Permit Review Subcommittee advises that Heritage Permit Application HP2024-001 be consented to, subject to the following Conditions:

- i. That any masonry repairs 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 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 April 30, 2026. If the alteration(s) are not completed by April 30, 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)

b) HP2024-002 – 733 Mineral Springs Road, Ancaster (Griffin House NHS, 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.

Jarrett Zacharko, Heritage Project Coordinator with the City of Hamilton, the 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:
(MacLaren/McGirr)

That the Heritage Permit Review Subcommittee advises that Heritage Permit Application HP2024-002 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 April 30, 2026. If the alteration(s) are not completed by April 30, 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)

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.

Kevin Webster from Kevin Webster Designs, the agent for the 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/McGirr)

That the Heritage Permit Review Subcommittee advises that Heritage Permit Application HP2024-003 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 April 30, 2026. If the alteration(s) are not completed by April 30, 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)

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.

John Johnson, owner and 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/MacLaren)

That the Heritage Permit Review Subcommittee advises that Heritage Permit Application HP2024-004 be consented to, subject to the following Conditions:

- i. That any masonry repairs, including repointing of brick and stone foundation and repairing of the chimney, be completed in conformity with the City of Hamilton's Masonry Restoration Guidelines;
- ii. That the details of any new vegetation or fencing proposed be submitted to the satisfaction and approval of staff, prior to implementation;
- iii. That the details of the leaded glass door repair be submitted to the satisfaction and approval of staff, prior to implementation;
- 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 April 30, 2026. If the alteration(s) are not completed by April 30, 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)

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.

Andrew Pierce, owner and 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/Priamo)

That the Heritage Permit Review Subcommittee advises that Heritage Permit Application HP2024-005 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 April 30, 2026. If the alteration(s) are not completed by April 30, 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)

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.

Lukas Keermaa, Project Manager in Corporate Facilities and Energy Maintenance at the City of Hamilton (owner) and Philip Toms and Tyler Malone from Toms + McNally Design (applicant), spoke to the Subcommittee.

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

That the Heritage Permit Review Subcommittee advises that Heritage Permit Application HP2024-006 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 April 30, 2026. If the alteration(s) are not completed by April 30, 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**

(Priamo/MacLaren)

That the meeting be adjourned at 6:15pm.

(Carried)

5. **Next Meeting:** Tuesday, May 21, 2024 at 5:00pm