

# Heritage Permit Application Note Sheet

**Address:** 39 Elgin Street, Dundas (Former Mayor Thomas Wilson House, Part IV)

**Permit Number:** HP2026-011

**Owner:** Jeff Rollings

**Applicant / Agent:** Marina Rollings

## Description of proposed alterations:

- Replacement of 6 existing windows with new wood windows, including:
  - Wood sashes, painted white;
  - White aluminum frames; and,
  - Exterior trim will be replicated and painted to match new windows.

## Reasons for the proposed alterations:

- The owner has indicated that the windows have been assessed by a heritage professional, and most have been determined to be in poor condition, are not functional and determined to not be feasible for restoration.
- The owner is concerned about safety for passing pedestrians, as existing aluminum storms are fragile and do not sit securely in their frames (i.e., are a fall hazard).

## Documentation submitted with application:

- Heritage Permit application form.
- Window specifications prepared by Bavarian Window Works, dated February 20, 2026, attached as **Appendix A** to this Notesheet.
- Window Construction Drawings prepared by LePage Millwork, dated March 18, 2026, attached as **Appendix B** to this Notesheet.

## Draft conditions for consideration:

- 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,
- That implementation / installation of the alteration(s), in accordance with this approval, shall be completed no later than **April 30, 2028**. If the alteration(s) are not completed by **April 30, 2028**, then this approval expires as of that date and no alterations shall be undertaken without a new approval issued by the City of Hamilton.

## Reasons for Designation (Excerpt from By-law No. 3814-89):

### Architectural Significance

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One charming characteristic of Gothic homes is the variety in window design, place and ornamentation. 39 Elgin provides a mode example of this emphasis on variety, with a sample of several popular Gothic window types. The first storey front façade windows are two over four paned, double hung windows with thick mullions and thinner muntins. The windows have decorative lintels – square headed, moulded wooden trim, wooden surround sills, stone lugsills, and are shuttered. The two first floor windows on the left façade and the two second storey windows on the right façade are the same.

On the second storey of the front façade are two distinctly Gothic window types. To the right is a gabled dormer window, double hung, two over four paned, long and narrow with simple molded trim and narrow wooden lugsills. In the central gable is a four center ogee window with a ventilated wooden transom and moulded trim as in the dormer. The ogee is a type of pointed arch found on most Gothic buildings, similarly, the gabled dormer is a standard Gothic window type.

The right façade is dominated by a first-floor bay window with a ventilated wooden transom. Two long, narrow, double hung windows are set into the bay which is roofed and has a wooden entablature. The rear of the house once was a porch and has a simple wood-trimmed, stained-glass window set in its right side.

The rear of 39 Elgin Street surpasses the front façade in its variety of structures, windows, and decorative elements. What once was a porch that extended the length of the rear has been converted to part of the house itself and a greenhouse added. The porch section has a flat roof and simple wooden entablature. Set into the right rear is a double hung shuttered window. Next to it is a set of three windows under a 36 light opaque window. Approximately centered in the rear is a door, above which is transom with wooden ornamentation carved into the shape of two quatrefoil flowers. To the left of this door is a pilaster (as in the front) next to two round headed windows with lancet tracery.

The second storey of the rear has a gabled dormer at left and an ogee window at right. In the center a square tower has been built atop the porch. This unusual tower is crenelated and set into it is a distinctive stained-glass window with a diamond channel pattern which was repeated in the lights around the original door.

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As this house is located on property which renders all four facades visible, all four exterior facades are to be designated, excluding the latter addition porch in the southeast corner.

## Photographs:



**Figure 1:** Front (west) elevation of 39 Elgin Street, showing the two windows on the first floor that are proposed for replacement (2023 Site Visit).



**Figure 2:** Side (north) elevation from Victoria Street, showing the four windows on this façade that are proposed to be replaced (2023 Site Visit).



**Figure 3:** Cross-section of proposed windows, wood sill construction with wood interior and aluminum clad exterior frame (Proponent, 2026)

## Plans / Drawings:

Window specifications prepared by Bavarian Window Works, dated February 20, 2026, attached as **Appendix "A"** to this Notesheet.

Window Construction Drawings prepared by LePage Millwork, dated March 18, 2026, attached as **Appendix "B"** to this Notesheet.