



**SAINT JOHN
HERITAGE
DEVELOPMENT
BOARD**

AGENDA

FEBRUARY 20TH, 2013

**CONSEIL
D'AMÉNAGEMENT
DU PATRIMOINE
DE SAINT JOHN**

ORDRE DU JOUR

LE 20 FÉVRIER, 2013



**The City of Saint John
Heritage Development Board**

AGENDA

**Wednesday February 20th, 2013
Le 20 février, 2013**

**5:30 P.M. - 10th floor Board Room
à 5 h 30 dans la salle de conférence, au 10^e étage**

- 1.0 Approval of Agenda/Adoption de l'ordre du jour
- 2.0 Approval of Minutes/Approbation du procès-verbal de la dernière réunion
 - 2.1 February 6th, 2013 Meeting Minutes
- 3.0 Business Arising/Revue de la dernière réunion
- 4.0 Introduction of Applicants/Guests/Présentation des requérants et des invités
- 5.0 Applications for Certificates of Appropriateness and Grants/
Demandes relatives à des certificats de pertinence de à des subventions
- 6.0 Reports/ Rapports
- 7.0 Other Business/Autre affaires
 - 7.1 180-182 King Street East Update
 - 7.2 111 Orange Street
 - 7.3 2013 Heritage Awards
- 8.0 Next Meeting/Prochaine reunion
- 9.0 Adjournment/Clôture de la réunion



**HERITAGE DEVELOPMENT BOARD
OF
THE CITY OF SAINT JOHN
WEDNESDAY FEBRUARY 6, 2013**

The meeting of the Heritage Development Board was held in the 10th Floor Boardroom of City Hall, commencing at 5:30 pm.

IN ATTENDANCE: Leona Laracey, Chair
 Gordon Hewitt, 1st Vice Chair
 Patrick McCaffrey, 2nd Vice Chair
 Colin Waldschutz
 Councillor Donna Reardon
 Elizabeth McGahan
 Alex Pesold

Amy Poffenroth, Acting Commissioner
Alice Fudge, Heritage Analyst
Jill Flecknell, Recording Secretary

REGRETS: Jim Bezanson, Secretary/Heritage Development Officer

ITEM 1.0 AGENDA

The following item was added for discussion under Other Business:

- 7.2 Heritage Fair*
- 7.3 Heritage Canada Summer Student Program*
- 7.4 2013 Heritage Awards*
- 7.5 Update on Heritage 2012 Grants*
- 7.6 180-182 King Street East*

MOVED by Colin Waldschutz, ***SECONDED*** by Gord Hewitt, to approve the agenda as amended.

CARRIED.

ITEM 2.0 MINUTES

ITEM 2.1 MINUTES OF THE JANUARY 23, 2013 MEETING

MOVED by Colin Waldschutz, *SECONDED* by Patrick McCaffrey to approve the January 23, 2013 minutes as presented.

CARRIED.

ITEM 3.0 BUSINESS ARISING

There was no business arising.

ITEM 4.0 INTRODUCTION OF APPLICANTS/GUESTS

Heather Urquhart and Richard Gradon were present as members of the public.

ITEM 5.0 CERTIFICATES OF APPROPRIATENESS AND GRANTS

**ITEM 5.1 A APPLICATION FOR A CONSERVATION PLAN GRANT 13-07
IBRAHIM HASAN C/O MICHAEL RICHARD, 203 DOUGLAS AVENUE**

Heritage Analyst, Alice Fudge advised that the application is for a Heritage Conservation Plan Grant. The 2 1/2 storey wood frame residential building is located in the Douglas Avenue Heritage Conservation Area. The Conservation Plan has been completed and Mr. Hasan's architectural consultant, Michael Richard has provided the department with a copy. She recommended approval of the Conservation Plan Grant.

MOVED by Donna Reardon, *SECONDED* by Colin Waldschutz, to approve a Heritage Conservation Plan Grant of 50% of costs, up to \$1,000.00 for the preparation of the Conservation Plan.

CARRIED

ITEM 6.0 REPORTS

There were no reports.

ITEM 7.0 OTHER BUSINESS

7.1 AWNING RESEARCH- STAFF INPUT

Leona Laracey provided Board members with a hand out summarizing the considerations made to-date by the subcommittee for a Board Policy with regards to exterior window treatments and other oddities. Ms. Laracey explained that it was their view that window treatments and awning applications should be handled on a case by case basis and a protocol should be developed to aid in the decision. The Board had a discussion surrounding potential changes to the guidelines.

Heritage Analyst, Alice Fudge, indicated that she would like the opportunity to research awning/window treatment guidelines that are in place in other municipalities with heritage guidelines and will report back to the Board in a months' time.

7.2 HERITAGE FAIR

Acting Commissioner, Amy Poffenroth advised the Board that the Heritage Fair is scheduled for Saturday February 9th, at Market Square. She explained that due to tight timelines, she would rather not participate this year and expressed an interest to the organizers Byron Thompson and David Goss in having a presence at next year's fair. This would allow for enough time to develop a professional presentation, which Board members agreed.

7.3 HERITAGE CANADA: SUMMER STUDENT PROGRAM

Ms. Poffenroth explained that due to time constraints as well as limited staff resources, mentoring a student intern at this time would not be possible. Chair, Leona Laracey indicated that perhaps a subcommittee could be developed to help with the application for next spring. Board members noted that a student intern would be helpful for cataloguing pictures, developing presentations, creating a list of properties for potential designation etc.

Patrick McCaffrey, Gordon Hewitt and Elizabeth McGahan agreed to form a subcommittee and meet in the fall to begin the application process. Staff will also formulate a list of possible projects for a student for 2014.

7.4 2013 HERITAGE AWARDS

Last week a list of all the 2012 applications was circulated to Board members. Colin Waldschutz has summarized some of the projects that he thought were award worthy and emailed Board members for their input. It was agreed that following the submission of exp compliance reviews on the grant recipients, a list of potential award winners could be developed by staff and circulated to the Board via email for their consideration. This would allow for staff to ensure that the projects were completed in accordance with their Certificate of Appropriateness as well as confirm that the appropriate Building Permits were applied for.

Board members discussed the creation of a stewardship award that would acknowledge work done by an individual or company to conserve heritage buildings in the City of Saint John. The Board discussed various candidates for such an award and Patrick McCaffrey agreed to come up with the criteria and wording for the stewardship award.

Amy Poffenroth explained that in the meantime staff will discuss with the Common Clerks office the addition of the Heritage Awards to a Common Council meeting in February, scheduling the use of the Ludlow Room for a pre-reception and the development of a presentation of the awards for Council etc.

7.5 UPDATE ON HERITAGE 2012 GRANTS

Alice Fudge provided the Board with an update, that to date currently 21 grant applications had been approved for their grant cheque to be released and that the appropriate paperwork had been submitted to Finance. The approved applications account

for \$35,920.16 of the grant budget being allocated. There are 8 more properties that are currently in the final stages of review, by exp but it is expected that approximately \$50,000 of the \$90,000 budget will be allocated for 2012.

Acting Commissioner Amy Poffenroth explained that the Board should be aware that it was approved by Council on August 27th, 2012 that the Heritage Grant Policy be established in accordance with the Policy and funding levels set out in the correspondence from the Council report dated August 3rd, 2012, with such amendments to take effect retroactively to January 1st, 2012.

Ms. Poffenroth advised the Board that the policy adopted from the August 3rd, 2012 Council report excluded grant funding of contemporary roof renovations and new infill construction. She also noted that through the third party compliance review undertaken by exp it came to light that many grant submissions were incomplete, lacking details, proper receipts and in some cases did not have the appropriate building permits. Amy advised that it was noted in Appendix A of the report to Council that heritage grants will only be approved if, a heritage permit (Certificate of Appropriateness) has been approved prior to work beginning and that there are no outstanding violations and/or Building Permit violations. Ms. Poffenroth explained to the Board that there were some applications that upon review did not have the proper permitting in place and/or were not following the conditions outlined in the Certificate of Appropriateness; in these cases grant funding was not awarded. The Board was in agreement with staff that grant applicants must follow the conditions of their Certificate of Appropriateness as well as provide proper documentation to support their grant applications.

Amy Poffenroth advised the Board that there is a need for the entire grant program and its policies to be reviewed as well as a simplification and revision to a more user friendly version of the existing application for both a Certificate of Appropriateness and grant.

7.6 180-182 KING STREET EAST

Amy Poffenroth advised the Board that the Building and Inspections department has been in discussions with the new owners of 180-182 King Street East, who wish to demolish an addition at the rear of the building. Ms. Poffenroth explained that the current Saint John Heritage Conservation Areas By-law does not specify the protocol for the demolition of a portion of a heritage building. She explained that the rear ell addition has been deemed to be in dangerous condition by the Building Inspector's office pursuant to the Unsightly Premises and Dangerous Buildings & Structures By-law.

Chair Leona Laracey expressed her concerns, questioning if the addition is original to the building and if there are existing character defining elements. Ms. Laracey noted that if the addition is found to be original to the building it should be properly documented and pictures taken and to ensure that record of what has previously existed is on file. Colin Waldschutz added that should the owners intend on rebuilding they should also be made aware that a Certificate of Appropriateness is required.

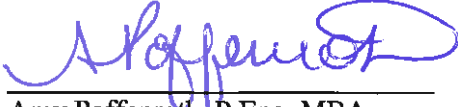
Amy Poffenroth ensured the Board that Alice Fudge will review the statement of significance and if there are character defining elements of the rear addition and should the addition be original to the building photo documentation will be made a condition of the owners demolition permit.

ITEM 8.0 NEXT MEETING

The next regular Board meeting will be held February 20th, 2013, at 5:30 pm.

ITEM 9.0 ADJOURNMENT

There being no further business, the meeting adjourned 7:24 PM



Amy Poffenroth, P.Eng, MBA
Acting Commissioner

**111 ORANGE STREET
DEMOLITION OF A HERITAGE BUILDING**

Date: February 15, 2013
To: Heritage Development Board
From: Development and Growth Services

Prepared by: Alice C. Fudge
Heritage Analyst



Approved by: Amy Poffenroth, P.Eng, MBA
Acting Commissioner



SUBJECT

Request by Frank Magee to discuss the possible demolition of 111 Orange Street.

BACKGROUND

A letter was received from Frank Magee on January 25th, 2013 addressing the Board of his concerns and interest in the house adjacent to his property (he and his wife live at 115 Orange), 111 Orange Street. He advises that the maintenance of this residence has been in steady decline for a few years, and has rapidly degenerated in the past months to the point where the house is now vacant. Buildings and Inspections have issued notices to the homeowners about the state of the building as Hazardous & Vacant.

Frank Magee wishes to purchase the property from the owners and intends on demolishing the house.

Amy Poffenroth has had discussions with Mr. Magee about the nature of his request and the By-laws surrounding these intended actions. Applicable sections of the Heritage Conservation By-Law were forwarded to him with specific attention to sections 8 to 11. Section 10 of the By-Law, *Demolition, Removal or Relocation*, outlines the process for listing/selling/demolition of a heritage building.

ANALYSIS

111 Orange Street, a wood frame single-family residence, has been deteriorating for several years to its current hazardous condition. There are reports of roof failure, interior water damage and much exterior disrepair. Our records show a short history of maintenance work, including CoAs from 1996 and one from 2002. HPI (Historic Places Initiative) files had little information on the character defining elements of this property, but the photographs (2006) document architectural details of the wood work around doors and windows.

Mr. Magee is requesting to discuss with the board the demolition process required by the By-Law, in particular, the requirement that the house must be listed for sale for several months and then seek approval from the board for a Certificate to demolish. Mr. Magee's concern is that this building will be an uninsured fire hazard for the months that it is sitting vacant on the market.

This report is to provide the Board with some background information. Mr. Magee will be in attendance at the meeting to discuss this issue with the Board.