

**HERITAGE DEVELOPMENT BOARD  
OF  
THE CITY OF SAINT JOHN**

**WEDNESDAY MARCH 19<sup>TH</sup>, 2014**

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

IN ATTENDANCE:

Bob Boyce, Chair  
Patrick McCaffrey, 1<sup>st</sup> Vice Chair  
Elizabeth McGahan, 2<sup>nd</sup> Vice Chair  
Councillor Donna Reardon  
Gordon Hewitt  
Scott Rinehart  
Colin Waldschutz

Jill Good, Recording Secretary  
Alice Fudge, Heritage Analyst  
Amy Poffenroth, Deputy Commissioner

REGRETS:

Bob McVicar  
Chris Boudreau

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**ITEM 1.0      AGENDA**

As there were no applicants present, it was requested to move *Item 6.1 Improvements to the Heritage Conservation Grant Program-Phase One* to be on the agenda up to be discussed first to allow for a couple of members to leave the meeting early.

To add the following item to Other Business:

7.1 Proposed Building on Corner of Princess Street & Canterbury Street

***MOVED*** by Colin Waldschutz, ***SECONDED*** by Gord Hewitt to approve the March 19<sup>th</sup>, 2014 agenda as amended.

***CARRIED.***

**ITEM 2.0 MINUTES****ITEM 2.1 MINUTES OF THE MARCH 5<sup>TH</sup>, 2014 REGULAR MEETING**

*MOVED* by Elizabeth McGahan, *SECONDED* by Gord Hewitt to approve the March 5<sup>th</sup>, 2014 regular meeting as circulated.

*CARRIED.*

**ITEM 3.0 BUSINESS ARISING**

There was no business arising.

**ITEM 4.0 INTRODUCTION OF APPLICANTS/GUESTS**

Sarah Winchester attended the meeting as a member of the Women in Leadership Program.

**ITEM 5.0 CERTIFICATES OF APPROPRIATENESS AND GRANTS****ITEM 5.1A APPLICATION FOR A HERITAGE PERMIT 2014-14  
CORN CRIB C/O KELLY MCCARTHY, 88 KING STREET**

Alice Fudge advised that the application is for a Certificate of Appropriateness for new storefront signage, including applied vinyl and painted window sign, installation of upper panels, and a metal framed wood projecting sign. She recommended approval.

**ITEM 5.1B APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS 2014-14  
CORN CRIB C/O KELLY MCCARTHY, 88 KING STREET**

*MOVED* by Donna Reardon, *SECONDED* by Gord Hewitt to approve the following:

*Install* new 24" high x 30" wide projecting sign, made of solid wood, varnished. Hand-carved lettering painted Lafayette Green HC-135, as per attached sketch. To be installed on an existing sign hanger. Sign to read:

- "THE CORN CRIB"
- "Natural Foods"
- "Est.- 1959"

*Install* new 6" hand painted lettering, inside the storefront window to read:

- "THE CORN CRIB"

**Install** two panels above the storefront windows to read:

- “Natural Foods”

This work to be carried out under the following conditions:

1. The proposed work shall be carried out using traditional detailing and materials as required under Section 8 of the Saint John Heritage Conservation Areas By-law and to the satisfaction of the Heritage Officer;
2. The City of Saint John’s Buildings & Inspections Services Division be contacted for necessary permits, and no work shall commence prior to the issuance of any and all required Municipal permits, including building permits.
3. No work shall commence until expiry of a fifteen day appeal period pursuant to Section 70(3) of the Act, and providing no appeal is filed with the Assessment & Planning Appeal Board on or before April 3<sup>rd</sup>, 2014.

**CARRIED.**

**ITEM 5.1C      APPLICATION FOR A HERITAGE MAINTENANCE GRANT 2014-14**  
**CORN CRIB C/O KELLY MCCARTHY, 88 KING STREET**

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Alice Fudge advised the application is for a Heritage Maintenance Grant for installation of new solid wood commercial sign (projecting on an existing hanger) at 88 King Street. The building is part of the Trinity Royal Conservation Area. There is no Conservation Plan in place.

Alice advised that the Grant application be tabled pending approval of the *Grants for Heritage Conservation Program* funding and policy amendments to be reviewed by the Heritage Development Board and approved by Common Council.

***MOVED by Colin Waldschutz, SECONDED by Patrick McCaffrey table the Heritage Maintenance Grant for 15% up to a maximum of \$180.00 based on project estimates, for the installation of new wood projecting sign at 88 King Street, until the 2014 Heritage Grants program funding policies have been established.***

**CARRIED.**

**ITEM 5.2A      APPLICATION FOR A HERITAGE PERMIT 2014-15**  
**NO. 2 ENGINE HOUSE C/O WAYNE CONNELL, 24 SYDNEY STREET**

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Alice Fudge advised that the application is for a Certificate of Appropriateness for the repointing of the central brick chimney and repairing flashing as needed. She recommended approval.

**ITEM 5.2B APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS 2014-15**  
**NO. 2 ENGINE HOUSE C/O WAYNE CONNELL, 24 SYDNEY STREET**

*MOVED* by Patrick McCaffrey, *SECONDED* by Donna Reardon to approve the following:

**Remove** loose and deteriorated mortar of Chimney masonry, using rotary grinders ONLY on middle of horizontal joints - remove the remainder with hand tools - DO NOT USE GRINDERS ON VERTICAL JOINTS - Joints to be raked out not to exceed original joint width - Do not round corners or edges of bricks;

**Repoint** existing bricks using lime-based mortar, consisting of:

- 1 part White Portland (type 10- grey is not acceptable);
- 2 parts high calcium hydrated lime that has been soaked minimum 24 hours;
- (dolomite-based lime used for agricultural purposes, is not acceptable); and
- 8 parts screened sand

Mix the lime and sand to create roughage, or “rough stuff”, then add the White Portland just prior to use - Carefully match colour and texture of the original mortar;

**\*Note: Measures or precautions need to be undertaken to ensure mortar is allowed to cure a minimum of 28 days at no less than 10 degrees Celsius and no greater than 28 degrees Celsius ambient temperature.**

**Wash** down masonry using a mild restoration cleaner [Sure Klean 600, or similar].

This work to be carried out under the following conditions:

1. The proposed work shall be carried out using traditional detailing and materials as required under Section 8 of the Saint John Heritage Conservation Areas By-law and to the satisfaction of the Heritage Officer;
2. The City of Saint John’s Buildings & Inspections Services Division be contacted for necessary permits, and no work shall commence prior to the issuance of any and all required Municipal permits, including building permits.
3. No work shall commence until expiry of a fifteen day appeal period pursuant to Section 70(3) of the Act, and providing no appeal is filed with the Assessment & Planning Appeal Board on or before April 3, 2014.

**CARRIED.**

**ITEM 5.2C APPLICATION FOR A HERITAGE CONSERVATION GRANT 2014-15  
NO. 2 ENGINE HOUSE C/O WAYNE CONNELL, 24 SYDNEY STREET**

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Alice Fudge advised the application is for a Heritage Conservation Grant for the repointing of the central brick chimney and repairing flashing as needed. The building is part of the Trinity Royal Conservation Area. There is a Conservation Plan in place.

Alice advised that the Grant application be tabled pending approval of the *Grants for Heritage Conservation Program* funding and policy amendments to be reviewed by the Heritage Development Board and approved by Common Council.

*MOVED by Donna Reardon, SECONDED by Colin Waldschutz to the Heritage Conservation Grant for 25% up to a maximum of \$450.00 based on project estimates, for the repointing of the chimney at 24 Sydney Street, until the 2014 Heritage Grants program funding policies have been established.*

**CARRIED.**

**ITEM 6.0 REPORTS**

**ITEM 6.1 IMPROVEMENTS TO HERITAGE GRANT PROGRAM-PHASE ONE**

The Board received a package prepared by staff at the March 5<sup>th</sup>, 2014 regular meeting to which they request a two week time frame to review its contents individually. Chair Bob Boyce reviewed thoroughly the proposed Heritage Grant Policy with the Board.

**(Donna Reardon joined the meeting 5:50pm)**

Board members held a brief discussion regarding the future potential for adding roof repairs/maintenance back to the grant policy, citing that these repairs are important to the maintaining the buildings integrity. It was agreed that should the grant funding budget be increased then the discussion be revisited at that time.

Board members agreed that Heritage Services staff will administer the Heritage Grant Program and review all applications for approval or denial. Grant applications no longer need to be approved by the Board. Amy Poffenroth advised that staff would provide a monthly update to the Heritage Board regarding grant funding allocation. Alice Fudge advised that the improvements to the Heritage Grant Program will ensure that grant funding is given to those applicants that submit complete applications and follow the policy.

Overall, the Board made only minor clarifications to the policy and expressed their content with the proposed policy offering full endorsement to Phase One changes.

***MOVED** by Scott Rinehart, **SECONDED** by Patrick McCaffrey that the Heritage Development Board endorse the Phase I improvements to the Heritage Grant program as amended in the report entitled: "Improvements to the Heritage Grant Program-Phase One" and prepare a report to Council recommending approval of the attached Grants for Heritage Conservation Program: Policy for Approval.*

Amy Poffenroth advised that the report would be submitted to the March 31, 2014 Common Council Agenda.

Amy Poffenroth advised that further review is required for the proposed Phase Two changes and that staff anticipates a report to the Board in fall 2014, for potential implementation of Phase Two in 2015.

#### **ITEM 7.0 OTHER BUSINESS**

##### **7.1 INFILL GUIDELINES/STANDARDS**

The Board held a brief discussion regarding an article posted in the Telegraph Journal concerning a potential infill building at the corner of Princess Street & Canterbury Street.

Staff advised that there has been no formal application made to either the Community Planning or Building Inspection Services office. The Board requested that staff conduct a high level review of the Saint John Heritage By-law and the Practical Conservation Guidelines for Infill at a future Board meeting.

#### **ITEM 8.0 NEXT MEETING**

The next regular Board meeting will be held April 2<sup>nd</sup>, 2014

#### **ITEM 9.0 ADJOURNMENT**

There being no further business, the meeting adjourned at 7:07 p.m.



Amy Poffenroth, P.Eng, MBA  
Deputy Commissioner,  
Growth & Community Development Services