

**HERITAGE DEVELOPMENT BOARD  
OF  
THE CITY OF SAINT JOHN  
WEDNESDAY SEPTEMBER 18, 2013**

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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:                    Leona Laracey, Chair  
   Gordon Hewitt, 1<sup>st</sup> Vice Chair  
   Councillor Donna Reardon  
   Scott Rinehart  
   Bob Boyce  
   Elizabeth McGahan  
   Colin Waldschutz  
   Alex Pesold

Lynda Lockhart, Recording Secretary  
Alice Fudge, Heritage Analyst  
Amy Poffenroth, Deputy Commissioner

REGRETS:                             Jim Bezanson, Secretary/Heritage Development Officer  
   Patrick McCaffrey, 2<sup>nd</sup> Vice Chair

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**ITEM 1.0            AGENDA**

The following items were added to the agenda:

- Item 7.1 New Infill Requirements
- Item 7.2 Changes to Board Member's terms in response to Council's request
- Item 7.3 Application and Grant Status

*MOVED by Elizabeth McGahan, SECONDED by Scott Rinehart to approve the agenda as amended.*

**CARRIED.**

**ITEM 2.0            MINUTES**

**ITEM 2.1            MINUTES OF THE SEPTEMBER 4, 2013 MEETING**

*MOVED by Colin Waldschutz, SECONDED by Gordon Hewitt to approve the September 4, 2013 minutes as amended.*

**CARRIED.**

**ITEM 3.0 BUSINESS ARISING**

There was no business arising.

**ITEM 4.0 INTRODUCTION OF APPLICANTS/GUESTS**

Wayne Connell and Shane O'Brien were present representing 24 Sydney Street. Mr. Connell indicated upon their retirement from Saint John Firefighters, Mr. O'Brien, Paul McDaid and himself were asked to be stewards of the Engine House No. 2.

**ITEM 5.0 CERTIFICATES OF APPROPRIATENESS AND GRANTS****ITEM 5.1A APPLICATION FOR A HERITAGE PERMIT 2013-57  
24 SYDNEY STREET, ENGINE HOUSE NO. 2**

The Heritage Officer advised she had recently received a Conservation Plan for the building and that the applicants are taking immediate action on some of the recommended maintenance items from the Plan. The Heritage Officer advised that the application is for a Certificate of Appropriateness Heritage Permit for the replacement of five new vinyl windows on the north wall, the removal of existing wood stairs and door, adjustment of the exterior door at ground level, and to repair/reparge the entire north wall. The applicants are seeking Board approval to use energy efficient vinyl windows due to the high heating costs of the building. The windows will be tinted forest green which will also aid in reducing their maintenance costs.

The Heritage Officer referred to the *Standards and Guidelines for the Conservation of Historic Places in Canada* section as it pertains to designing and installing new windows and interpreted the original elements/materials of this façade (concrete block construction, masonry, parging, steel doors and wood windows) would not be considered imperative character defining elements which contribute to the heritage value of this historic place. The guidelines recommend approval of "replacing in kind irreparable windows ...based on physical and documentary evidence. If using the same materials and design details are not technically or economically feasible, then compatible substitute materials or details may be considered". The Heritage Officer indicated that although the building was originally equipped with wood framed windows circa 1940's, a modern upgraded window system would serve the building more than re-created wood windows in terms of economics, maintenance and energy performance.

Mr. Connell indicated they have been working with staff for some time and they agree with the recommendations as contained in the report. They feel the windows will greatly reduce their heating costs. He responded to questions from the Board with respect to the size of the window openings, which will remain the same. It is also their intent to parge over two lower windows which are currently blocked, as well as repair a wood window next to the rear door and to install eaves trough as recommended in the Conservation Plan. Mr. Connell further indicated they fully intend to preserve the front façade with original materials and detailing.

Bob Boyce suggested amending the Certificate of Appropriates to include parging the two boarded up windows and repairs to the wood window on the lower level and install eaves trough.

Following consideration of the report, the presentations, and discussions and whereas there was some question if north façade of the building was included in the designated heritage area, it did front on a street and the Board was comfortable approving the recommendation as amended.

**ITEM 5.1B APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS 2013-57**  
**24 SYDNEY STREET, ENGINE HOUSE NO. 2**

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*MOVED* by Councillor Donna Reardon, *SECONDED* by Bob Boyce to approve the following as amended:

**Remove** five original wood windows on north facade;

**Install** five new green vinyl windows (four 92” high by 51” wide and one 51” high by 51” wide) in the original window openings;

**Remove** wood exit stairs from wall;

**Remove** door and fill in opening with concrete block;

**Adjust** height of door at ground level; fill in opening as needed with concrete block;

**Remove** any existing stucco finish to expose the underlying concrete block, by using the gentlest means possible, such as a sharp broad-edged painter’s knife or wood chisel, in order to avoid any further damage;

**Repair** the existing window sash, replacing any damaged wood components, replacing any damaged or missing glazing and reputtying/re-caulking, as necessary for two existing wood windows at ground level;

**Install** new eaves trough at roof edge;

**Repair** and reparse masonry on the entire north facade.

**\*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 October 3, 2013.

*CARRIED. "NAY" Colin Waldschutz*

**ITEM 5.1C APPLICATION FOR A HERITAGE REHABILITATION GRANT 2013-57**  
**24 SYDNEY STREET, ENGINE HOUSE NO. 2**

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The Heritage Officer advised the application is for a Heritage Rehabilitation Grant to install five new windows on the north wall, the removal of existing wood stairs and door, adjustment of the exterior doors at ground level, install eaves trough, repair existing wood windows on the lower level and repair/repare masonry of the entire north wall. The Heritage Officer indicated while the component to install vinyl windows will not be eligible for funding, the parging work alone is estimated at \$15,000.

The Board communicated to the applicant that the masonry quote seemed high.

*MOVED by Councillor Donna Reardon, SECONDED by Elizabeth McGahan to approve a Heritage Construction Grant of a funding ratio of 25% up to a maximum of \$5,000.00 for the masonry reparging of the entire north wall of 24 Sydney Street.*

*CARRIED.*

The Heritage Officer reported that having received the Conservation Plan, the applicant will now be eligible for a Heritage Conservation Plan Grant and will present same for the Board's consideration at a future meeting.

**ITEM 6.0 REPORTS**

There were no reports.

**ITEM 7.0 OTHER BUSINESS**

**7.1 NEW INFILL REQUIREMENTS**

The Heritage Officer questioned what the Board would expect from a developer in an application for a larger scale infill project in the heritage area.

Councillor Reardon indicated she would have to leave shortly due to a previous commitment, however felt this is a topic the Board should discuss in a future meeting. She indicated she would like to see the streetscape reflect all the different decades portraying a city on the move.

Councillor Donna Reardon left the meeting at 6:30 p.m.

The Heritage Officer reviewed the pertinent sections of the by-law. The Board suggested they would like an infill application to include at the very least preliminary drawings as designed by a design professional which would incorporate the sections pertaining to infill development in the by-law and to ensure the calculations adhere to the ratios.

### **ITEM 7.2 CHANGES TO BOARD MEMBER'S TERMS IN RESPONSE TO COUNCIL**

The Chair advised that Common Council's Nominating Committee is reviewing the terms of Board members of the City's various Boards and Commissions and intends to limit their duration and number of consistent terms. The Chair reviewed each Board members' terms and their expiration dates and noted they do not all expire at the end of the calendar year. Also of concern, was if Council nominated members to 2-year terms, the Board may have difficulty maintaining a depth of experience and as such has requested Councillor Reardon communicate this to the Nominating Committee. The general consensus of the Board members was that 2-year terms were insufficient time to gain a knowledge base to make informed decisions with respect to the various applications which are subject to appeal by the Provincial Appeals Board.

The Chair questioned that it was provincial legislation that enables the establishment of the Heritage Development Board and she understood the Board was set-up through a Council by-law and asked staff to clarify to which the Deputy Commissioner agreed to do so.

For clarification purposes, staff provided the Chair with Council's directive namely: "Resolved that Common Council send a letter to all ABCs reminding them of term limits set by Council in the October 29, 2012 motion and subsequently communicated to them. The letter should also note that Council will continue its review and termination of appointments exceeding the 6 year limit, except where Council judges the termination to be detrimental to the operations of the ABC".

### **ITEM 7.3 APPLICATION AND GRANT STATUS**

The Chair requested staff provide a 5 year analysis of the number of applications and also a status of the grant monies approved for the year. As not all the monies are being utilized, perhaps the Board needs to review the program to amend the funding ratios, allowing roof repairs to be eligible, etc.

### **ITEM 8.0 NEXT MEETING**

The next regular Board meeting will be held October 2, 2013 at 5:30 p.m.

**ITEM 9.0      ADJOURNMENT**

There being no further business, the meeting adjourned at 7:21 p.m.

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