

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

WEDNESDAY AUGUST 17, 2011

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

IN ATTENDANCE:

Leona Laracey, Chair
Grant Heckman, 2nd Vice Chair
Councillor Donnie Snook
Gordon Hewitt
Heather Urquhart
Patrick McCaffrey
Richard Gradon

Jacqueline Hamilton, Deputy Commissioner
Jeff Gauley, Secretary/Heritage Officer
Colleen O'Connor, Recording Secretary

REGRETS:

Jim Bezanson, Secretary/ Heritage Development Officer
Colin Waldschutz, 1st Vice Chair
Alex Pesold

ITEM 1.0 AGENDA

MOVED by Gordon Hewitt , SECONDED by Patrick McCaffrey, to approve the agenda as presented.

Leona Laracey requested to add the following items for discussion to the meeting agenda under Other Business: Wellington Row/ Peel Plaza area; Uptown Saint John Inc. Bike Racks; and determination of a date for a Special Meeting between the Board and Management to be held.

CARRIED.

ITEM 2.0 MINUTES

ITEM 2.1 MINUTES OF THE JULY 17TH , 2011 MEETING

MOVED by Gordon Hewitt, SECONDED by Patrick McCaffrey, to approve the July 6th, 2011 minutes as presented.

CARRIED.

ITEM 3.0 BUSINESS ARISING**ITEM 3.1 WATER STREET DINNER THEATRE SIGNAGE UPDATE**

Jeff Gauley advised the Board that the advertising banner on the north wall of the Water Street Dinner Theatre had been removed shortly after the last meeting of the Heritage Development Board on July 17, 2011.

ITEM 4.0 INTRODUCTION OF APPLICANTS/GUESTS

Michael Richard, applicant representing Item 5.1, was introduced.
David & Sandra Williston, applicants representing Item 5.2 & 5.3, were introduced.
Keith Brideau, applicant representing Item 5.4, was introduced.

ITEM 5.0 CERTIFICATES OF APPROPRIATENESS AND GRANTS**ITEM 5.1A APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS 11-73A
RICHARD & CO. PROPERTIES, 97- 103 PRINCE WILLIAM STREET**

Jeff Gauley advised the Board that the application is for a Heritage Permit (Certificate of Appropriateness) to replace an existing storefront window with new entrance door/sidelights and paint the existing storefront. He recommended approval.

**ITEM 5.1B DRAFT CERTIFICATE OF APPROPRIATENESS 11-73A
RICHARD & CO. PROPERTIES, 97- 103 PRINCE WILLIAM STREET**

MOVED Grant Heckman, SECONDED by Patrick McCaffrey, to approve the recommendation:

Modified from previously approved Certificate of Appropriateness 2010-56:

Remove the identified storefront window at the east storefront, complete with non-original wood panel below window;

Install a new wood stile-and-rail entrance door, complete with lower wood panels, glazed upper panels, wood mullions and sidelights;

As per previously approved Certificate of Appropriateness 2010-56:

Remove loose and deteriorated paint from existing painted wood components, including windows, doors and trim components, using infrared heat guns or hand scrapers. DO NOT USE OPEN FLAME OF PROPANE TORCH (flame may wick into building with disastrous results);

Repair, and/or replace as necessary, deteriorated or missing wood/trim components, matching originals in size, materials and detailing;

Scrub all surfaces to be painted with TSP (tri-sodium phosphate); rinse thoroughly with clean water; allow surfaces to dry completely prior to painting (typically 3 days);

Prime and paint all wood and components using an approved colour scheme in keeping with guidelines found in Practical Conservation Guidelines for *Paint & Colour*. (Final colour placement to be determined in consultation with Heritage staff)

- *HC-133 Yorktowne Green:* entry doors, cast iron columns
- *HC-141 Hollingsworth Green:* upper and lower panels
- *HC-136 Waterbury Green:* miscellaneous trim/accent

This work is 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 Development Officer;
2. The Buildings & Inspection Services Department be contacted for necessary permits;
3. No work shall commence until the expiry of a fifteen-day appeal period pursuant to Section 15(2) of the Act, and providing no appeal is filed with the Provincial Appeal Board on or before September 1, 2011;

Some Board members expressed their concerns that the door was not located to provide an aesthetically balanced facade. The applicant, Michael Richard, stated that he did not want to recess the existing entrance as this was the entrance to the upper levels of the building. Mr Richard felt that an economical and straightforward way to have the storefront unit rentable was to locate the door where he was proposing. Mr Richard advised that the costs to move the electrical panel to accommodate a recessed entrance were also prohibitive. Mr Richard advised that he had plans for future work on the façade but that his main priority at this time was to make the building safe and accessible for his tenants and an economically viable project.

CARRIED.

NAY, RICHARD GRADON

ITEM 5.1C APPLICATION FOR A HERITAGE REHABILITATION GRANT 11-73A
RICHARD & CO. PROPERTIES, 97- 103 PRINCE WILLIAM STREET

Jeff Gauley advised the Board that the application is for a Heritage Rehabilitation Grant to replace an existing storefront window with a new entrance door and sidelights and paint the existing storefront. No Conservation Plan has been prepared for this building in the Trinity Royal HCA. He recommended approval.

MOVED by Heather Urquhart, **SECONDED** by Patrick McCaffrey, to approve a Heritage Rehabilitation Grant for 20% of costs to replace an existing storefront window with a new entrance door and sidelights and paint the existing storefront, up to a maximum of \$1,000.00, **subject to available funding under the Heritage Grants program.**

CARRIED

ITEM 5.2A APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS 11-75A
DAVID & SANDRA WILLISTON, 25 DOUGLAS AVENUE

Jeff Gauley advised the Board that the application is for a Heritage Permit [Certificate of Appropriateness] to install a new wood fire escape stair, replace existing non-original windows at the rear of the building with new metal egress doors and replace existing non-original windows at the rear of the building with new vinyl windows. He recommended approval of a Heritage Permit [Certificate for Appropriateness] to install a new wood fire escape stair and replace existing non-original windows at the rear of the building with new metal egress doors; and recommended denial of a Heritage Permit [Certificate for Appropriateness] to replace existing non-original windows with new vinyl windows.

ITEM 5.2B DRAFT CERTIFICATE OF APPROPRIATENESS 11-75A
DAVID & SANDRA WILLISTON, 25 DOUGLAS AVENUE

MOVED by Councillor Donnie Snook, SECONDED by Patrick McCaffrey, to approve the first recommendation:

MOVED by Patrick McCaffrey, SECONDED by Grant Heckman, to approve the second recommendation:

Construct a new wood fire escape stair at the west side of the main building and the north side of the rear (west) extension of the building, incorporating detailing as per the Practical Conservation Guideline for *Stairs, Deck & Fire Escapes*. [See attached drawings];

Replace five (5) non-original windows with five (5) new 4-panel-embossed metal doors – modify window/door trim, as necessary;

This work is 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 Development Officer;
2. The Buildings & Inspection Services Department be contacted for necessary permits;
3. No work shall commence until the expiry of a fifteen-day appeal period pursuant to Section 15(2) of the Act, and providing no appeal is filed with the Provincial Appeal Board on or before September 1, 2011;

The Board decided to address this item and item 5.3 at the same time as they were for the same applicants and for a similar scope of work. As there were two recommendations included in the application, one for installation of a new fire escape and doors at the back of the building and one for replacing the original with vinyl windows, the Board decided to divide the recommendations into two separate motions.

On the first motion, the Board asked if embossed metal doors at the rear of buildings in the Heritage Conservation Areas had been approved in the past. Heritage Staff advised that such metal doors have been approved for the past several years. The Board

confirmed that the stairs were being approved on the basis of appearance only and not on the basis of their adherence to the Building Code. Heritage Staff advised that the Certificate of Appropriateness is worded to include a clause that the applicant must ensure that the appropriate permits be obtained to ensure the stairs meet Building Code requirements.

CARRIED

On the second motion, the Board asked if alternatives to the vinyl clad window had been investigated. The applicant, David Williston, advised that he had investigated alternatives and stated that his concern was that none of the alternatives provided the durability for which he was looking. The Board stated that the only one exception has been made regarding the use of windows other than wood for a building in an existing Heritage Conservation Area. This concession was made due to the building's exposure to the marine environment (direct salt and moisture exposure) for twelve months of the year. The windows that had been approved [for use in the Ordinance Building] had been metal-clad wood.

CARRIED

NAY, GRANT HECKMAN, PATRICK MCCAFFREY AND DONNIE SNOOK

**ITEM 5.3A APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS 11-76A
DAVID & SANDRA WILLISTON, 29- 31 DOUGLAS AVENUE**

Jeff Gauley advised the Board that the application for a Heritage Permit [Certificate of Appropriateness] to install a new wood fire escape stair, replace existing non-original windows at the rear of the building with new metal egress doors and replace existing non-original windows at the rear of the building with new vinyl windows. He recommended approval of a Heritage Permit [Certificate for Appropriateness] to install a new wood fire escape stair and replace existing non-original windows at the rear of the building with new metal egress doors; and recommend denial of a Heritage Permit [Certificate for Appropriateness] to replace existing non-original windows with new vinyl windows.

**ITEM 5.3B DRAFT CERTIFICATE OF APPROPRIATENESS 11-76A
DAVID & SANDRA WILLISTON, 29- 31 DOUGLAS AVENUE**

MOVED by Grant Heckman, ***SECONDED*** by Gordon Hewitt to approve the first recommendation:

MOVED by Heather Urquhart, ***SECONDED*** by Gordon Hewitt to approve the second recommendation:

Construct a new wood fire escape stair at the west side of the main building, between the rear (west) extensions of the building, incorporating detailing as per the Practical Conservation Guideline for *Stairs, Deck & Fire Escapes*. [See attached drawings];

Replace six (6) non-original windows with six (6) new 4-panel-embossed metal doors – modify window/door trim, as necessary;

This work is 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 Development Officer;
2. The Buildings & Inspection Services Department be contacted for necessary permits;
3. No work shall commence until the expiry of a fifteen-day appeal period pursuant to Section 15(2) of the Act, and providing no appeal is filed with the Provincial Appeal Board on or before September 1, 2011;

The Board decided to address this item and item 5.2 at the same time as they were for the same applicant and for similar work. As there were two parts to the application, one for installation of a new fire escape and doors at the back of the building and one for replacing the original with vinyl windows, the Board decided to address each part of the application separately.

On the first motion, the Board asked if embossed metal doors at the rear of buildings in the Heritage Conservation Areas had been approved in the past. Heritage Staff advised that such metal doors have been approved for the past several years. The Board confirmed that the stairs were being approved on the basis of appearance only and not on the basis of their adherence to the Building Code. Heritage Staff advised that the Certificate of Appropriateness is worded to include a clause that the applicant must ensure that the appropriate permits be obtained to ensure the stairs meet Building Code requirements.

CARRIED

On the second motion, the Board asked if alternatives to the vinyl clad window had been investigated. The applicant, David Williston, advised that he had investigated alternatives and stated that his concern was that none of the alternatives provided the durability for which he was looking. The Board stated that the only one exception has been made regarding the use of windows other than wood for a building in an existing Heritage Conservation Area. This concession was made due to the building's exposure to the marine environment (direct salt and moisture exposure) for twelve months of the year. The windows that had been approved [for use in the Ordinance Building] had been metal-clad wood.

CARRIED

NAY, GRANT HECKMAN, PATRICK MCCAFFREY AND DONNIE SNOOK

**ITEM 5.4A APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS 11-11A
HISTORICA ROYALE INC., 78- 82 KING STREET**

Jeff Gauley advised the Board that the application is for a Heritage Permit [Certificate of Appropriateness] to construct a new rooftop deck and railing/fence enclosure. He recommended approval.

ITEM 5.4B DRAFT CERTIFICATE OF APPROPRIATENESS 11-11A
HISTORICA ROYALE INC., 78- 82 KING STREET

Moved by Councillor Donnie Snook, ***Seconded*** by Patrick McCaffrey
to approve the recommendation:

Construct a new 700 square foot [65 square meter] rooftop deck, complete with a stair projection incorporating cedar wall panels with horizontal boards and planter boxes, perimeter railings/fencing, built-in seating areas with planters and glazed wall sections, as per attached sketches;

This work is 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 Development Officer;
2. The Buildings & Inspection Services Department be contacted for necessary permits;
3. No work shall commence until the expiry of a fifteen-day appeal period pursuant to Section 15(2) of the Act, and providing no appeal is filed with the Provincial Appeal Board on or before September 1, 2011.

The Board expressed several concerns, primarily focused on the construction details. These concerns included: the lack of details provided for a 6 foot south-facing wall; the ability of a low [42 inch] glass wall to provide adequate wind protection; and the lack of solar protection provided.

The applicant, Keith Brideau was present, and advised that he envisioned that umbrellas would be used for solar protection. When asked about the profile and colour for the wood cladding on the south-facing wall, Mr Brideau replied that the wood would have a naturally-weathered finish. Heritage Staff presented the Board with a sample of the profile the applicant had selected for the wood wall. The Board asked if Mr Brideau would be amenable to using a type of cladding more in keeping with the heritage character of the building. Mr Brideau agreed to use a more traditional cladding. The Board advised that any proposed colour would need to be approved by the Heritage Staff.

The Board expressed concern that the south and east walls were not braced to withstand strong wind gusts. Mr Brideau advised the Board that he had had an engineering study of the proposed deck installation prepared. Mr Brideau advised that the corners of the proposed deck would be bolted to the underside of the roof structure and that the furniture would in turn be bolted to the deck. Heritage Staff advised the Board that Building Code and engineering issues were beyond the scope of the Board's mandate.

The Board stated that they would like to incorporate, as part of the motion, the flexibility for the applicant to consider additional options. The Board expressed concern that the deck would meet By-law requirements for height and setback. The Board suggested approval of the elements of the project with the provision that Mr Brideau return to the Board with any changes in the appearance of the proposed fences/walls.

MOVED by Councillor Donnie Snook, *SECONDED* by Patrick McCaffrey to approve an amendment to the recommendation to add the provision that the applicant will return to the Board if there are any changes made to the building plan:

CARRIED.

**ITEM 5.5A APPLICATION TO AMEND HERITAGE REHABILITATION GRANT 11-46A
ELIZABETH MCGAHAN, 1107 ROTHESAY ROAD**

Jeff Gauley advised the Board that the application is amend the existing Heritage Rehabilitation Grant to repair/replace woodwork and paint. On May 25, 2011, the Board approved a Heritage Rehabilitation Grant to repair/replace woodwork and paint. Since that time the estimated scope and project costs have increased. A Conservation Plan [2009] is in place for the building. He recommended approval.

MOVED by Richard Gradon, *SECONDED* by Gordon Hewitt, to amend a Heritage Rehabilitation Grant by increasing the previously-approved grant amount of \$2,500.00 by an additional \$1,500.00 for a new maximum grant of up to \$4,000.00, calculated at 20% of costs for wood repairs/replacement and painting, **subject to available funding under the Heritage Grants program.**

CARRIED

**ITEM 5.6A APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS 11-57A
BLOSSOMS FRESH FRUIT ARRANGEMENTS, 95 PRINCE WILLIAM ST.**

Jeff Gauley advised the Board that the application is for a Heritage Permit [Certificate of Appropriateness] to install a storefront fascia sign and new gooseneck lighting fixtures. He recommended approval.

**ITEM 5.6B DRAFT CERTIFICATE OF APPROPRIATENESS 11-57A
BLOSSOMS FRESH FRUIT ARRANGEMENTS, 95 PRINCE WILLIAM ST.**

MOVED by Gordon Hewitt, *SECONDED* by Patrick McCaffrey, to approve the recommendation:

Install new 28" [710 mm] high x 168" [4250 mm] wide wood storefront fascia signboard, complete with raised wood border with moulding and raised applied wood cut out letters and stylized flower bookends to read:

- "Bloss*ms" [10"/250mm high letters, sans-serif font, with the 'o' in Blossoms to be a stylized flower]; and
- "Fresh Fruit Arrangements" [5"/125mm high letters, script/serif font];

Install four (4) new lighting fixtures above the storefront cornice, including light covers and gooseneck arms [see attached product data sheets] - fixtures to be spaced equally above storefront [note: existing electrical conduits immediately above storefront cornice are appropriately located; any required new conduit penetrations at brick wall to be at mortar joints in brickwork];

Prime and paint all new storefront components [wood sign and metal lighting] using the approved heritage colours, in keeping with the Practical Conservation Guidelines for Paint & Colour.

- *Benjamin Moore HC-52* 'Ansonia Peach' (sign background);
- *Benjamin Moore HC-64* 'Townsend Harbour Brown' (sign lettering and border trim and lighting fixtures);
- *Benjamin Moore HC-10* 'Stuart Gold' (sign details – stylized flower petals).

This work is 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 Development Officer;
2. The Buildings & Inspection Services Department be contacted for necessary permits;
3. No work shall commence until the expiry of a fifteen-day appeal period pursuant to Section 15(2) of the Act, and providing no appeal is filed with the Provincial Appeal Board on or before September 1, 2011;

CARRIED

The Board clarified with Heritage Staff that the applicant had decided against installing the awning that the Board had previously approved. The Board inquired as to the wall material behind the awning. Heritage Staff confirmed that the upper storefront facade had been renovated and clad with metal siding prior to the area's heritage designation. The Board clarified that the fascia sign was to be installed over this metal siding. The Board inquired as to the reason for the change from awning to fascia sign. Heritage Staff advised that it was a decision based on the cost, with the installation of a fascia sign being more economical than an awning.

[Grant Heckman excused himself for the remainder of the meeting]

**ITEM 5.6C APPLICATION TO AMEND HERITAGE REHABILITATION GRANT 11-57A
BLOSSOMS FRESH FRUIT ARRANGEMENTS, 95 PRINCE WILLIAM ST.**

Jeff Gauley advised the Board that the application is amend a Heritage Rehabilitation Grant to install a storefront fascia sign and new gooseneck lighting fixtures. A Conservation Plan is being prepared for the building, located in the Trinity Royal Heritage Conservation Area. He recommended approval.

MOVED by Richard Gradon, **SECONDED** by Patrick McCaffrey for a Heritage Rehabilitation Grant for 20% of costs, up to \$1,000.00, to install a storefront awning, subject to available funding under the Heritage Grants program.

CARRIED

ITEM 5.7A APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS 11- 82
LAWRENCE ANDERSON, 79 ORANGE STREET

Jeff Gauley advised the Board that the application is for a Heritage Permit [Certificate of Appropriateness] was to repair/repoint the brick masonry at the upper north wall and repair/replace the roof edge flashings and eavestroughing/downspouts. He recommended approval.

ITEM 5.7B DRAFT CERTIFICATE OF APPROPRIATENESS 11-82
LAWRENCE ANDERSON, 79 ORANGE STREET

MOVED by Heather Urquhart, *SECONDED* by Richard Gradon to approve the recommendation:

Remove loose and deteriorated mortar and brickwork, using rotary grinders ONLY on middle of horizontal joints - remove the remainder with hand tools - DO NOT USE GRINDERS ON VERTICAL JOINTS - Where possible, salvage for re-use any existing undamaged brick which require removal - Joints to be raked out not to exceed original joint width - Do not round corner edges of bricks;

Replace spalled or damaged bricks with salvaged brick to match original brick in colour, size, and porosity – note: brick on the west facade and the western edge of the north facade are pressed brick with finer/narrower mortar joints;

Repoint existing bricks/lay salvaged bricks using lime-based mortar, consisting of:

- 1 part White Portland (type 10- grey is not acceptable);
- 2 parts hydrated lime (high calcium 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].

Repair, and/or replace as necessary, any deteriorated portion of the metal roof edge flashings, in conjunction with repairs to the upper wall, using material to match the gauge and profile of the original flashing;

This work is 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 Development Officer;

2. The Buildings & Inspection Services Department will be contacted for necessary permits;
3. No work shall commence until the expiry of a fifteen-day appeal period pursuant to Section 15(2) of the Act, and providing no appeal is filed with the Provincial Appeal Board on or before May 12, 2011;
4. No work shall commence until a start-up meeting has been held on site with Heritage staff to review procedures;
5. A test area will be prepared for review by Heritage staff following the start-up meeting and before commencement of the work.

CARRIED.

The Board asked if the work to be performed included replacing damaged brickwork. Heritage Staff advised that the scope of work would include replacement of damaged bricks, as necessary.

ITEM 5.7C APPLICATION FOR A HERITAGE REHABILITATION GRANT 11-82
LAWRENCE ANDERSON, 79 ORANGE STREET

Jeff Gauley advised the Board that the application is for a Heritage Rehabilitation Grant to repair/repoint masonry and repair/replace flashings. A Conservation Plan [2007] is in place for this building, located in the Trinity Royal Heritage Conservation Area. He recommended approval.

MOVED by Patrick McCaffrey, SECONDED by Richard Gradon for a Heritage Rehabilitation Grant for 40% of costs for masonry repairs/repointing and 20% of costs for roof edge flashing and eavestroughing/downspout repairs/replacement, up to a maximum of \$2,500.00, subject to available funding under the Heritage Grants program.

CARRIED.

ITEM 6.0 REPORTS

There were no reports.

ITEM 7.0 OTHER BUSINESS

ITEM 7.1A PEEL PLAZA AREA [WELLINGTON ROW] BUILDINGS

Leona Laracey and Councillor Donnie Snook advised that they had received a call from a reporter in regards to a story about the potential for demolition of buildings in the Wellington Row area. Councillor Snook advised that he had directed the reporter to speak to Councillor Sullivan as that councillor was on the Peel Plaza Steering Committee. According to Councillor Sullivan, the Peel Plaza Steering Committee, as part of their mandate, is considering actions that could be taken to re-use these properties. The Peel Plaza Steering Committee is currently reviewing recommendations/ proposals regarding the properties but has yet to make a recommendation to Common Council.

The Heritage Development Board had written a letter to Common Council in the fall of 2009 in regarding designation of properties in the area as a new Heritage Conservation Area and Council had tabled that letter. Councillor Snook advised that the letter from the fall of 2009 would be considered by the Peel Plaza Steering Committee, and brought forward to Council, along with the other recommendations/ proposals it had received.

Jacqueline Hamilton stated that earlier that day she had spoken to Bill Edwards who had advised her that there was not a plan in place to demolish any buildings. Councillor Snook advised that he intended to lift the Board's 2009 letter to Council from the table when the discussion at Council surrounding the properties in the Peel Plaza area takes place. Heritage Staff advised that they would circulate to the Board the presentation from the August 15th, 2011 Common Council meeting which indicated which properties the City owned.

The Board is on record as stating this area is important, having buildings of various architectural styles and has recommended heritage designation for these properties. The Board expressed they would like to stress to Council the significance of these buildings and have heritage designation considered prior to adopting proposals for redevelopment or sale of the properties. It was agreed that the above-noted letter be circulated to the Board to give new members an opportunity to review it and to see if any amendments are required before re-submitting it to Council. Councillor Snook advised he would investigate where the Steering Committee was in its decision-making process before making his recommendation.

ITEM 7.2A UPTOWN SAINT JOHN INC. BIKE RACKS

Following the July 20th Board meeting, Colin Waldschutz presented Uptown Saint John Inc. with the Board's colour and design recommendations for the bike racks proposed for installation in the city's uptown area. Uptown Saint John Inc. has advised the Board that sponsors/business owners had requested the bike racks be painted in colours that tied in with their products or services (e.g. burgundy for a wine bar). The Board had previously recommended that the bike racks be painted black. The Board questioned whether some bike racks will have logos or word marks included as part of their design. Leona Laracey will contact Colin Waldschutz to communicate to Uptown Saint John Inc. the Board's decision to stand by their previous recommendations.

ITEM 7.3A SPECIAL BOARD MEETING - PROPOSED DATE

Leona Laracey proposed that a special meeting between management and the Board be held to discuss the recommendations that arose as a result of the recent internal review of the Heritage department. The agenda would include topics such as how applications are dealt with and designation of Heritage Permit approval authority to Heritage Staff.

Ms. Laracey suggested that the meeting be held on an alternate Wednesday from the bi-weekly scheduled Heritage Development Board meeting. Ms. Laracey requested that Board members email her with the dates they would be available to attend. Jacqueline Hamilton advised that she would check on Planning and Development Commissioner Ken Forrest's availability. Ms. Hamilton suggested that staff poll the Board as to preferred dates.

ITEM 8.0 NEXT MEETING

The next regular Board meeting is scheduled for August 31st.

ITEM 9.0 ADJOURNMENT

There being no further business, the meeting adjourned at 8:20 p.m.

Jeff Gauley,
Secretary/Heritage Officer

Jacqueline Hamilton,
Deputy Commissioner

JG: JF