

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

**WEDNESDAY DECEMBER 7<sup>TH</sup>, 2011**

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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  
Richard Gradon  
Gordon Hewitt  
Patrick McCaffrey  
Heather Urquhart

Jacqueline Hamilton, Deputy Planning Commissioner  
Jim Bezanson, Secretary/ Heritage Development Officer  
Jeff Gauley, Secretary/Heritage Officer  
Jill Flecknell, Recording Secretary

REGRETS:

Councillor Donnie Snook  
Colin Waldschutz, 1<sup>st</sup> Vice Chair  
Grant Heckman, 2<sup>nd</sup> Vice Chair  
Alex Pesold

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**ITEM 1.0      AGENDA**

*The following items were added for discussion under Other Business:*

*7.1 Board Vacancies*

***MOVED** by Gordon Hewitt, **SECONDED** by Richard Gradon, to approve the agenda as amended.*

***CARRIED.***

**ITEM 2.0      MINUTES**

**ITEM 2.1      MINUTES OF THE NOVEMBER 9<sup>TH</sup>, 2011 MEETING**

***MOVED** by Heather Urquhart, **SECONDED** by Patrick McCaffrey, to approve the November 9<sup>th</sup>, 2011 minutes.*

***CARRIED.***

**ITEM 3.0 BUSINESS ARISING****ITEM 3.1 RULES OF ORDER UPDATE**

In response to the memo circulated by Leona Laracey regarding the recommended changes to the Rules of Order, Jacqueline Hamilton updated the Board, that Jim Bezanson is preparing a staff report which will be brought back to the Board in the new year.

Ms. Hamilton added that the staff report will focus on 3 key issues:

1. To ensure that the approach that is developed is clear and easily administered.
2. To review the caseload of the past year to ensure that the changes made are effective and will streamline the approvals process.
3. Understanding how the new Act relates to the Rules of Order. Staff has requested the aid of the Legal department to review the report and the Heritage Bylaw.

Leona Laracey requested that a Board member be involved to provide feedback when staff reviews the application form. Staff agreed that a Board member be welcomed to help and Ms. Laracey advised she would circulate an email to Board members to ask for any volunteers.

**ITEM 4.0 INTRODUCTION OF APPLICANTS/GUESTS**

There were no guests present.

**ITEM 5.0 CERTIFICATES OF APPROPRIATENESS AND GRANTS****ITEM 5.1A APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS 11-98  
GEORGE VLAMAKIS, 243 GERMAIN STREET**

Heritage Development Officer Jim Bezanson advised the Board that the application is for a Heritage Permit [Certificate of Appropriateness] to install new roof flashings and rainwater down leaders; repoint the north wall and replace any bricks that are spalled or damaged with salvaged bricks to match color, size and porosity of the existing. He recommended approval.

**ITEM 5.1B DRAFT CERTIFICATE OF APPROPRIATENESS 11-98  
GEORGE VLAMAKIS, 243 GERMAIN STREET**

*MOVED* by Richard Gradon, *SECONDED* by Patrick McCaffrey, 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 corners or edges of bricks;

**Replace** spalled or damaged bricks with salvaged brick to match original brick in colour, size, and porosity;

**Repoint** existing bricks/lay salvaged 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].

*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;

*Repair*, and/or replace as necessary, any deteriorated portion of the metal eavestroughing and downspouts, in conjunction with repairs to the upper wall, using material to match the gauge and profile of the original eavestroughing and downspouts.

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 Planning and Assessment Appeal Board on or before December 22, 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.

Board members discussed possible ways to notify new building owners that they are purchasing in a Heritage Conservation Area and that Standards & Guidelines are in place to regulate construction on heritage buildings. Leona Laracey suggested that the Board collaborate with Heritage staff to prioritize and schedule Heritage awareness projects for the new year.

**CARRIED.**

**ITEM 5.1C APPLICATION FOR A HERITAGE REHABILITATION GRANT 11-98**  
**GEORGE VLAMAKIS, 243 GERMAIN STREET**

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Jim Bezanson advised the Board that the application is for a Heritage Rehabilitation Grant to repair/repoint the brick masonry of the north wall and repair/replace the roof edge flashings and eavestroughing/downspouts. He recommended denial of the grant application, in accordance with Board practice to not approve applications after the work has commenced.

*MOVED by Richard Gradon, SECONDED by Patrick McCaffrey, to deny a Heritage Preservation Grant of 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 \$3,200, subject to available funding under the Heritage Grants program.*

**CARRIED.**

**ITEM 5.2A APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS 11-99**  
**HOPE GRANT INSURANCE, 127 PRINCE WILLIAM STREET**

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Jim Bezanson advised the Board that the application is for a Heritage Permit [Certificate of Appropriateness] to install a small wood projecting sign and install the plexiglass panel indicating HOPE GRANT INSURANCE complete with moulded border as a storefront fascia sign in the spandrel area, above the storefront window. He recommended approval.

**ITEM 5.2B DRAFT CERTIFICATE OF APPROPRIATENESS 11-99**  
**HOPE GRANT INSURANCE, 127 PRINCE WILLIAM STREET**

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

*Install* 24" high plexiglass sign, complete with traditional lettering to indicate HOPE GRANT INSURANCE, as well as drip caps and mouldings (painted One-Shot Gold) around the perimeter, in the spandrel area above the storefront window.

*Install* approx. 10" high x 20" wide projecting sign previously installed at 87 Prince William Street c. 1975, with existing gold letters on black background.

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 December 22, 2011.

Board members discussed the proposed plexiglass storefront sign, expressing concerns that the materials were not in keeping with the traditional signage in the heritage area. The proposed projecting sign however is made of traditional materials.

***MOVED** by Patrick McCaffrey, **SECONDED** by Richard Gradon to approve the installation of an approx. 10" high x 20" wide projecting sign previously installed at 87 Prince William Street c. 1975, with existing gold letters on black background.*

**CARRIED.**

***MOVED** by Richard Gradon, **SECONDED** by Heather Urquhart to deny the installation of 24" high plexiglass sign, complete with traditional lettering to indicate HOPE GRANT INSURANCE, as well as drip caps and mouldings (painted One-Shot Gold) around the perimeter, in the spandrel area above the storefront window.*

Patrick McCaffrey expressed his views that although the material of the plexiglass sign was not in keeping with the Heritage Standards & Guidelines, he would feel comfortable approving the use of the sign as the lettering is in keeping with traditional lettering.

**CARRIED.**

**"NAY" PATRICK MCCAFFREY & GORDON HEWITT**

**ITEM 5.3A APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS 11-101**  
**HISTORICA DEVELOPMENTS INC./KEITH BRIDEAU, 34 WATER STREET**

Heritage Officer Jeff Gauley advised the Board that the application is for a Heritage Permit [Certificate of Appropriateness] to remove non-original masonry cladding, between the cast iron columns, construct a "storefront" with traditional bulkhead and louvers and install a new door. He recommended approval.

**ITEM 5.3B DRAFT CERTIFICATE OF APPROPRIATENESS 11-101**  
**HISTORICA DEVELOPMENTS INC./KEITH BRIDEAU, 34 WATER STREET**

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

**Remove** the non-original masonry cladding between the cast iron columns; and

**Construct** a "storefront" with traditional bulkhead and louvers in lieu of glazing as indicated on the attached schematic diagram.

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 December 22, 2011;

Richard Gradon expressed his concerns that a more cost efficient substitute to the installation of louvers be provided to the applicant. Board members were in agreement with his suggestion of the option of an ornamental grill.

**CARRIED.**

**ITEM 5.4A      APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS 11-102A**  
**JOHN AND POLLY FINLAY, 20 ORANGE STREET**

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Jim Bezanson advised the Board that the application is for a Heritage Permit [Certificate of Appropriateness] to replace an exit stair and to install new siding. He recommended approval.

**ITEM 5.4B      DRAFT CERTIFICATE OF APPROPRIATENESS 11-102A**  
**JOHN AND POLLY FINLAY, 20 ORANGE STREET**

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*MOVED* by Heather Urquhart, *SECONDED* by Patrick McCaffrey, to approve the recommendation:

**Remove** the existing stair;

**Remove** the existing asbestos tile cladding in the area where the new stair is to be located;

**Install** new wood clapboard siding with a 4-5" exposure and complete with wide [6-8"] corner boards;

**Construct** a new wood stairs and handrails in general conformance with the Practical Conservation Guidelines for Stairs, Decks & Fire Escapes; except 3 gang- nailed 2x6's may be used in lieu of 6"x 6" columns provided they are "boxed in"/ clad 1"x 8";

**Remove** loose and deteriorated paint from existing wood components, using hand scrapers or infrared heat guns. DO NOT USE OPEN FLAME of propane torch (flame may wick into building with disastrous results);

**Repair** and/or replace, as necessary, any deteriorated wood components with new wood components, matching the profiles and detailing of the original components;

**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 components, including the new wood siding, using previously approved heritage colour scheme, in keeping with the Practical Conservation Guidelines for Paint & Colour.

**\*Note: Precautions or measures (such as tarp-in and heating) need to be taken to ensure that paint is applied at ambient temperature of at least 5 degrees C.**

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 December 22, 2011.

**CARRIED.**

**ITEM 5.5A APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS 11-103**  
**BELLY BEAUTIFUL MATERNITY INC., 111 PRINCE WILLIAM STREET**

Jeff Gauley advised the Board that the application is for a Heritage Permit [Certificate of Appropriateness] to install a new storefront awning. He recommended approval.

**ITEM 5.5B DRAFT CERTIFICATE OF APPROPRIATENESS 11-103**  
**BELLY BEAUTIFUL MATERNITY INC., 111 PRINCE WILLIAM STREET**

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

**Install** a new fabric [Sunbrella] awning, approximately 12 feet (3660 mm) wide and extending approximately 3 feet (915 mm) out from the face of the building, complete with lettering along the vertical front face and edge flaps to read [see attached]:

- “Belly” [cursive script letters approx. 12”/300mm high, with stylized ‘B’ extending to 20”/400mm high];
- “BEAUTIFUL” [serif font letters approx. 10”/250mm high]; and
- “MATERNITY INC.” [sans serif font letters approx. 4”/100mm high]

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 December 22, 2011.

**CARRIED.**

**ITEM 5.5C APPLICATION FOR A HERITAGE REHABILITATION GRANT 11-103**  
**BELLY BEAUTIFUL MATERNITY INC., 111 PRINCE WILLIAM STREET**

Jeff Gauley advised the Board that the application is for a Heritage Rehabilitation Grant to install a new storefront awning. He recommended approval.

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

*CARRIED.*

**ITEM 5.6A APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS 11-106**  
**PHONSAVATH THIPPHAVANH, 20 QUEEN STREET**

Jeff Gauley advised the Board that the application is for a Heritage Permit [Certificate of Appropriateness] to construct a new exit stair. He recommended approval.

**ITEM 5.6B DRAFT CERTIFICATE OF APPROPRIATENESS 11-106**  
**PHONSAVATH THIPPHAVANH, 20 QUEEN STREET**

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

*Construct* new wood stairs, complete with handrails in general conformance with the Practical Conservation Guidelines for Stairs, Decks & Fire Escapes.

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;

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 December 22, 2011.

*CARRIED.*

**ITEM 5.6C APPLICATION FOR A HERITAGE REHABILITATION GRANT 11-106**  
**PHONSAVATH THIPPHAVANH, 20 QUEEN STREET**

Jim Bezanson advised the Board that the application is for a Heritage Rehabilitation Grant to construct a new exit stair. He recommended denial of the grant application, in accordance with Board practice to not approve applications after the work has commenced.



***MOVED*** by Richard Gradon, ***SECONDED*** by Heather Urquhart, to deny a Heritage Rehabilitation Grant of 20% of costs, up to \$1,000.00 to construct a new exit stair, ***subject to available funding under the Heritage Grants program.***

***CARRIED.***

**ITEM 5.7A      APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS 11-61A**  
**BRIAN BAILEY & MATT JACKSON, 167-171 PRINCE WILLIAM STREET**

Jeff Gauley advised the Board that the application is for a Heritage Permit [Certificate of Appropriateness] to construct new decks at the rear of the building. He recommended approval.

**ITEM 5.7B      DRAFT CERTIFICATE OF APPROPRIATENESS 11-61A**  
**BRIAN BAILEY & MATT JACKSON, 167-171 PRINCE WILLIAM STREET**

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

***Construct*** new wood decks, complete with balustrades that incorporate traditional materials and detailing in conformance with the *Saint John Heritage Conservation Areas By-Law* and the Practical Conservation Guideline for *Stairs, Decks & Fire Escapes*,

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 December 22, 2011.

Heritage staff responded to questions from the Board stating that these decks would be permanent and are required by the owner to complete badly needed exterior renovations.

***CARRIED.***

**ITEM 5.7C      APPLICATION FOR A HERITAGE REHABILITATION GRANT 11-61A**  
**BRIAN BAILEY & MATT JACKSON, 167-171 PRINCE WILLIAM STREET**

Jeff Gauley advised the Board that the application is for a Heritage Rehabilitation Grant to construct four new decks. He recommended approval.

***MOVED*** by Patrick McCaffrey, ***SECONDED*** by Richard Gradon, to approve a Heritage Rehabilitation Grant of 20% of costs, to construct four new decks complete with balustrades incorporating traditional materials and detailing, ***subject to available funding under the Heritage Grants program.***

**CARRIED.**

**ITEM 6.0        REPORTS**

No reports.

**ITEM 7.0        OTHER BUSINESS**

**ITEM 7.1        HERITAGE BOARD VACANCIES**

The Board discussed the upcoming vacancies as 1<sup>st</sup> Vice Chair Colin Waldschutz's term will be expiring on February 2, 2012 and 2<sup>nd</sup> Vice Chair Grant Heckman's term will be expiring on January 26, 2012.

*MOVED by Patrick McCaffrey, SECONDED by Richard Gradon, that a written recommendation be made to the Nominating Committee to renew the appointments of both Colin Waldschutz and Grant Heckman, should they wish to serve another term.*

The Election of Officers will take place in January 2012. Jim Bezanson as secretary to the Board requested that any members interested in putting their name forward to be a member of the executive, contact him. Mr. Bezanson advised the Board that he would be circulating this request by email as well.

**CARRIED.**

**ITEM 8.0        NEXT MEETING**

The next regular Board meeting is scheduled for December 21<sup>st</sup>, 2011.

**ITEM 9.0        ADJOURNMENT**

There being no further business, the meeting adjourned at 7:20 p.m.

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Jeff Gauley,  
Heritage Officer

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Jacqueline Hamilton,  
Deputy Planning Commissioner

JG:JF