

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

WEDNESDAY NOVEMBER 9TH, 2011

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
Colin Waldschutz, 1st Vice Chair
Grant Heckman, 2nd Vice Chair
Gordon Hewitt
Patrick McCaffrey
Alex Pesold
Heather Urquhart

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

REGRETS:

Councillor Donnie Snook
Richard Gradon
Jim Bezanson, Secretary/ Heritage Development Officer

ITEM 1.0 AGENDA

The following items were added for discussion under Other Business:

- 7.3 *Rules of Order Update*
- 7.4 *243 Germain Street Update*
- 7.5 *29- 31 Douglas Avenue Update*

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

CARRIED.

ITEM 2.0 MINUTES

ITEM 2.1 MINUTES OF THE OCTOBER 26TH, 2011 MEETING

MOVED by Heather Urquhart, ***SECONDED*** by Alex Pesold, to approve the October 26th, 2011 minutes.

CARRIED.

ITEM 3.0 BUSINESS ARISING**ITEM 3.1 111 PRINCE WILLIAM STREET UPDATE**

Deputy Commissioner Jacqueline Hamilton advised the Board that Heritage Staff had received statements from two members of the Board. Staff is now in the process preparing affidavits from those statements. Ms. Hamilton stated that Staff would contact those Board members once the affidavits were ready to be signed. The Board asked what the next steps would be. Ms. Hamilton stated that the next step would be to build the legal case based on the affidavits.

ITEM 3.2 HDB CHAIR END OF TERM LETTER- UPDATE

Heritage Development Board Chair Leona Laracey advised that Board that the letter nominating her for a second term as the Board's chair had gone before both the Nominating Committee and Common Council for review. Ms. Laracey stated that Common Council had reappointed her to the Board for a second term.

ITEM 3.3 CHRISTMAS PARTY VENUE AND TIME

Recording Secretary Colleen O'Connor advised the Board that the venue for the Christmas Party would be the Urban Deli. Ms. O'Connor stated that Heritage Staff was proposing moving the start time of the December 21st meeting to 5:00 pm in order to accommodate the Christmas Party for 7:00 pm that evening. The Board decided to revisit this proposal closer to that date when a time for the beginning of the meeting could be better determined by how many applications would be on the agenda for that evening.

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 11-40B
GREG PATERSON, 127 KING ST. EAST**

Heritage Officer Jeff Gauley advised the Board that the application is for a Heritage Permit [Certificate of Appropriateness] to replace an upper storey window, repair/replace glazing and install a new wood door. He recommended approval.

**ITEM 5.1B DRAFT CERTIFICATE OF APPROPRIATENESS 11-40B
GREG PATERSON, 127 KING ST. EAST**

MOVED by Patrick McCaffrey, *SECONDED* by Colin Waldschutz, to approve the recommendation:

Remove one non-original fixed window on the upper storey of the south (front) façade;

Install one new vertical-sliding wood window in the above existing opening, sized to completely fill the existing original opening.

Remove old and deteriorated putty, replace any cracked, broken, or missing glass and re-putty at lower storey windows on west (side) facade;

Remove one non-original aluminum door at the east side of the rear (north) extension;

Install one raised-panel stile-and-rail wood door in the above existing opening, complete with glazed upper panels and wood lower panels;

The following item had been previously approved [Certificate of Appropriateness 11-40A]:

Install six (6) new wood basement windows – windows to be detailed and proportioned to appear similar to wood storm windows;

The following items had been previously approved [Certificate of Appropriateness 10-83]:

Remove loose and deteriorated paint from exterior walls 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 reconstruct facade replacing as necessary, deteriorated or missing wood shingles, trim components, (including dormers, cornice, bay window and entry stairs; 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 components using the existing approved heritage colour scheme, in keeping with the Practical Conservation Guidelines for Paint & Colour.

- *Benjamin Moore HC-99 Abingdon Putty*: body and architectural highlights;
- *Benjamin Moore HC-xx Nile Green*: trim;
- *Benjamin Moore HC-xx Essex Green*: doors, window sashes, entablatures

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 November 24, 2011;

CARRIED.

ITEM 5.1C APPLICATION TO AMEND A HERITAGE REHABILITATION GRANT 11-40B
GREG PATERSON, 127 KING ST. EAST

Jeff Gauley advised the Board that the application is to amend a Heritage Rehabilitation Grant to include as eligible the work to replace an upper storey window, repair/replace glazing and install a new wood door. He recommended approval.

MOVED** by Patrick McCaffrey, **SECONDED** by Alex Pesold, to approve an amendment to the existing Heritage Rehabilitation Grant to include as eligible 40% of costs for window repair work and 20% of costs for a new window and door, up to a maximum of \$1,000.00 in addition to the previously approved \$2,500.00 [for a maximum total of \$3,500.00] provided a completed Conservation Plan is submitted and **subject to available funding under the Heritage Grants program.

CARRIED.

ITEM 6.0 REPORTS

No reports.

ITEM 7.0 OTHER BUSINESS

ITEM 7.1 FUNDING FOR GRANTS PROGRAM UPDATE

Jeff Gauley advised the Board that as of this time any of the Heritage Grants that had been approved by the Board up to the end of July have received Grant funding. Mr. Gauley stated that Grant applications that had been approved after the end of July could receive funding, depending on the receipts he receives from applicants. The Board asked when the deadline was for applicants to submit their receipts. Mr. Gauley stated that the deadline was November 30th. Heritage staff advised that an update on the status of the funding for the Grants program would be provided to the Board at a Heritage Development Board meeting in December.

ITEM 7.2 REVIEW OF HDB ONLINE INITIATIVE TRACKER

Heritage Development Board 1st Vice Chair Colin Waldschutz reviewed the online initiative tracker that he had created. Mr. Waldschutz advised the Board that all Board members would have access to the spreadsheet and that he would circulate to the Board the link to the spreadsheet along with the login passwords. Mr. Waldschutz proposed that review of the initiative tracker be a standing agenda item. Mr. Waldschutz encouraged Board members to take a few weeks to look at the tracker and decide what initiatives they would like to sign up for. Staff indicated that capacity would be limited to move forward with policy initiatives in the future.

ITEM 7.3 RULES OF ORDER UPDATE

Leona Laracey circulated and reviewed a document with the proposed wording for the Rules of Order to the Board for input. Ms. Laracey stated that the document proposed that, for applications for Conservation work that is recommended under the first nine Standards of the national *Standards and Guidelines for Conservation of Historic Places*, the authority for decisions would rest with the Heritage Development Officer; and for

work that is recommended under Standards ten through twelve, the authority for decisions would remain with the Board. Ms. Laracey encouraged board members to review the document so that decisions regarding wording could be made at the next meeting. Staff indicated that a Staff report and analysis should be provided before changes are considered by the Board.

ITEM 7.4 243 GERMAIN STREET UPDATE

Jeff Gauley advised the Board that he had met with the owner of this property and the owner was unaware that he was required to obtain a Certificate of Appropriateness to do work on the building. Mr. Gauley stated that the mason performing the work was familiar with what is required under Heritage guidelines. Mr. Gauley told the Board that the owner will be applying for a Certificate of Appropriateness and would like to prepare a Conservation Plan for the building.

ITEM 7.5 29-31 DOUGLAS AVENUE UPDATE

Jeff Gauley advised the Board that work was currently not be done on the building as the owner had been waiting for a Building Permit. Mr. Gauley stated that he would contact the owner to advise him that if he wishes to work on the building in a manner other than as indicated on the approved Heritage Permit, he will be required to re- apply to the Board for approval to undertake such work.

ITEM 8.0 NEXT MEETING

The next regular Board meeting is scheduled for November 23rd, 2011.

ITEM 9.0 ADJOURNMENT

There being no further business, the meeting adjourned at 6:25 p.m.

Jeff Gauley,
Heritage Officer

Jacqueline Hamilton,
Deputy Planning Commissioner

JG: CO'C