



The Corporation of The Town of Cobourg
Heritage Advisory Committee


Wednesday, October 14, 2020

4:00 P.M.

Electronic Participation

	Pages
1. CALL TO ORDER	
2. APPROVAL/ADDITIONS TO THE AGENDA	
2.1. Approval of the September 23, 2020 Cobourg Heritage Advisory Committee Minutes	3
<u>Action Recommended:</u> THAT the minutes of the September 23, 2020 Cobourg Heritage Advisory Committee be approved as presented.	
3. DECLARATIONS OF INTEREST BY MEMBERS	
4. ADOPTION OF MINUTES	
<u>Action Recommended:</u> THAT the minutes dated September 23, 2020 be adopted as presented.	
5. DELEGATIONS/PRESENTATIONS	
5.1. Christopher Wallace, Architect, regarding preliminary concepts for the redevelopment of 144 King Street West	5
6. COMMUNICATIONS/CORRESPONDENCE	
7. HERITAGE PERMIT APPLICATIONS	
8. NEW BUSINESS	
8.1. Cultural Heritage Impact Assessments, e.g. Terms of Reference	19
9. UNFINISHED BUSINESS	
9.1. Continuous list of all unfinished business, e.g. documentation on 22 Queen St, window at 275 George St	
9.2. Status of agreed upon action items, e.g. public engagement, information to property owners re. benefits of heritage designation	
10. STAFF APPROVAL SUMMARY LISTS	
10.1. Staff Approval Summary - Dave Johnson Staff Update on Heritage Buildings of Interest - Dave Johnson	26
11. ADJOURNMENT	

12. NEXT MEETING

	THE CORPORATION OF THE TOWN OF COBOURG
	COBOURG HERITAGE ADVISORY COMMITTEE MEETING MINUTES
	Wednesday September 23, 2020 Virtual Meeting via Zoom

The following members were present:

Graham Andrews, Chair
Felicity Pope
Catherine Richards
Loren Turner

The following staff were present:

Dave Johnson, Planner 1-Heritage
Adriane Miller, Recording Secretary
Dean Hustwick, Director, Community Services

Regrets:

Councillor Nicole Beatty
Kenneth Bagshaw, Vice-Chair

CALL TO ORDER

Meeting was called to order by the chair at 4:02PM

APPROVAL / ADDITIONS TO THE AGENDA

Approval of agenda

Moved by Member F. Pope; seconded by L. Turner

DECLARATIONS OF INTEREST BY MEMBERS

No declarations of interest by members were made

ADOPTION OF MINUTES

Approval of the Minutes from the August 12, 2020 Committee Meeting

Moved by Member C. Richardson " That the minutes of the August 12, 2020 meeting be accepted as written"

Carried

HERITAGE PERMIT APPLICATIONS

HP-2020-025

Gino Di Giovanni

264 Division St.

New glass and mullion / masonry repairs

Moved by L.Turner WHEREAS, Planning and Heritage staff has reviewed the proposed ground floor window alteration and masonry repairs at 264 Division Street and has determined that the proposal would constitute a compatible alteration to the existing facade of this heritage structure and would conform to the provisions of the Commercial Core Heritage Conservation District;

THEREFORE, it is recommended that Heritage Permit Application HP-2020-025 as submitted by Gino Di Giovanni to permit a new ground floor double pane glass window with a new 2"x6' pine mullion (to permit two pieces of glass) on the existing storefront window and masonry repairs at 264 Division Street be approved, subject to the finalization of details with Planning and Heritage Staff.

Carried

NEW BUSINESS

East Pier Design concepts for review and discussion

The Cobourg Heritage Advisory Committee reviewed the East Pier Design concepts and offered the following comments for consideration:

Public washrooms available on the pier

Consideration of existing event space, use and competing space

That the draft Harbour History report be brought to the Committee for review

The hybrid concept appeared favorable, providing both event and nature space

ADJOURNMENT

Meeting adjourned at 5:00PM



The Corporation of the Town of Cobourg
Legislative Services Department
55 King Street West
Cobourg, ON K9A 2M2

Delegation Request Form

Please submit the completed Delegation Request Form to the Municipal Clerk in person or by mail to 55 King Street West, Cobourg, ON K9A 2M2, by e-mail to clerk@cobourg.ca, or by fax to (905) 372-7558.

1. GENERAL INFORMATION

Name of Delegate(s):

Chris Wallace

Group/Organization/Business Delegation Represents (if applicable):

Christopher Wallace Architect

2. MEETING SELECTION

I wish to appear before:

☐ Committee of the Whole ☐ Regular Council ☒ Advisory Committee or Local Board

If appearing before an Advisory Committee or Local Board please specify:

Cobourg Heritage Advisory Committee

Meeting Date Requested:

October 14, 2020

3. DELEGATION REQUEST

General Nature/Purpose of the Delegation:

(Clearly state the nature of the business to be discussed & provide a general summary of the information to be presented)

I wish to present preliminary concepts for the redevelopment of 144 King Street West, in the Heritage conservation district. The property contains a badly deteriorated dwelling which cannot viably be restored. My client and I would like to demolish this structure to permit the redevelopment.

LEGISLATIVE SERVICES DEPARTMENT | VICTORIA HALL, 55 KING ST W, COBOURG, ON K9A 2M2
T.905.372.4301 | F.905.584.4325 | www.cobourg.ca | clerk@cobourg.ca

Recommendation to Council/Committee/Board:

(Please indicate below what action you would like the Town to take with respect to the above-noted subject matter)

I'd like the Heritage Advisory Committee agree in principal that our proposal complies with heritage and downtown design guidelines, and that demolition is reasonable in these circumstances. I realize the final approval is premature and must await Site Plan Approval and a Heritage Impact Assessment.

Have you appeared before the Town of Cobourg's Council or its Committees or Boards in the past to discuss this issue?

☐ Yes ☒ No

4. PRESENTATION MATERIAL

Will you have an oral or written presentation? ☐ Oral ☒ Written

Do you have any equipment needs? ☐ Yes ☒ No

If selecting yes, please indicate the type of equipment needed for your presentation:

Please Select the Type of Equipment

Note: Delegates are required to provide one (1) copy of all background material/presentations prior to the deadline provided in the Delegation Rules and Guidelines below, or it will not be included in the Agenda.

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KING STREET WEST, COBOURG

A PRELIMINARY ASSESSMENT OF DEVELOPMENT POTENTIAL

This document is intended to highlight the key issues affecting any redevelopment options for the above property. It is admittedly a high-level view; All considerations affecting the property will be addressed in greater detail when the project enters the Site Plan Approval stage and a Heritage Impact Assessment is prepared. The key question is whether the original house on the property, known as the Battell House, should be retained and restored, or whether it may be demolished to make way for new development which is fully compatible with Heritage and Downtown Guidelines.

The original Battell House was a handsome building; this is not in dispute. It would certainly have qualified for heritage protection under Part 5 guidelines, and arguably may have qualified for Part 4 designation. But that was then; where are we now?

HISTORY OF OWNERSHIP:

I'm assuming that the property remained in residential use from its construction until the late 1950's, when it was acquired by the Canadian Tire Corporation for use as a retail outlet. They added a single store addition out to the sidewalk line. After Canadian Tire relocated, this commercial frontage was renovated and converted to 3 separate retail units. The rear of the ground floor was added to and converted to apartments, while the upper floors continued in residential use.

James Burnett acquired this property in the early 1970's and maintained ownership until his death in 2017. He did not make significant changes to the building, and it is true that he did not carry out the necessary maintenance and repair work to his residential properties during his last years. His daughter, Paige Burnett inherited this building in 2017, along with three other residential properties in Cobourg. The others, on George Street, Jane Street and Division Street, all need upgrading, and this work is being carried out, with the input of the Heritage Advisory Committee where this is appropriate.

CURRENT OCCUPANCY:

The building has three commercial tenants in the single storey addition along King Street. In the original ground floor, plus single storey additions to the rear and the west, there are five residential units. The second floor of the original house has two residential units and the third floor has a single large unit. Six of the eight residential units are now occupied at a rent of around \$400. The third floor unit and one of the ground floor units are currently vacant, and are deemed unfit for habitation.

CURRENT CONDITION:

The building is in exceptionally bad condition. The original damage was done when Canadian Tire built the front addition, and subsequent single storey side and rear additions were added. As a result, the entire ground floor features were lost beyond repair; porches, verandas, bays, doors and windows, all gone. In later years, lack of maintenance accelerated the decline. In many places on the third floor, you can see the sky through the walls and roof. Birds and squirrels are regular occupants.

Restoration would mean a virtually complete interior gut, as original partitioning has irreparably changed. It would mean removal of the entire mansard roof and dormers, too badly water damaged. It would mean complete replacement of all mechanical, electrical and plumbing systems. And of course complete replication of the entire ground floor exterior. The only element of the existing house to remain would be some of the second floor exterior brickwork, and even this would entail extensive work.

FINANCIAL CONSIDERATIONS:

The property is now operating at a loss. The exceptionally low rental income does not cover the cost of taxes, insurance, utilities, maintenance and management.

Restoration of the existing house would carry a crippling cost. Renovation often run 1 ½ to 2 times as expensive as new construction. Renovation of a structure this badly deteriorated, and restoring it to acceptable heritage standards could run to well over 3 times the cost of new construction. As well, the configuration of the building and its placement on the site seriously limit the amount of new development that could occur on the property. Higher costs, less return equals a guaranteed loss. It's too early in the process to quantify the dollars, but I would speculate that heritage restoration of the exiting dwelling, to generate saleable residential units, would result in a least a half million dollar loss.

On the other hand, building with all new construction, to quality standards, and creating a site plan that would maximize positive development, could create a positive regeneration of this now derelict part of King Street; one that is fully compliant with the best of the downtown and heritage guidelines

COMPLIANCE WITH ZONING:

The property is currently zoned MC (Main Central Commercial). If the original house was restored as a house, it would technically fail to comply; residential uses are permitted only in a commercial building. However, as a legal non-conforming use it would be quite acceptable, particularly give the heritage status of the original house.

A redeveloped property would have even greater compliance. The King Street ground floor frontage would be strictly commercial, with the residential component above and behind. The development would comply with the three storey height limit and would be well within the floor space index and site coverage limits. The by-law contains reduced parking standards for the downtown core, and we would comply with those standards. It is possible that we may require minor variances with regard to side yard set-backs, but no more so than the current structure on the site.

COMPLIANCE WITH GUIDELINES:

There are two well written documents that guide the future of downtown Cobourg; the Downtown Cobourg Master Plan and the Heritage Master Plan. It is our commitment that if we are granted permission the demolish and rebuild, we will comply in full with the policies and guidelines of these documents.

Section 9.1 of the Heritage Master Plan permits demolition in a heritage district A) if it is in the public interest to do so and B), if it can be demonstrated that the building does not contribute to the heritage character of the District. Regardless of the heritage qualities that this building may have had 60 years ago, it certainly does not contribute to the Heritage character of the District now. Preserving it in its current state is most certainly not in the public interest. It is our intention that the new development will comply with the full requirements of Section 8.1 – new freestanding construction and of Section 8.2 - construction within the commercial street wall.

The Downtown Master Plan has even more comprehensive guidelines, and we will fully comply with these requirements in all respects. The King Street West – Main Street Character area calls for new development to address the street with grade level retail and parking at the rear. It should support a historic main street character and serve as a gateway into the downtown area. We will comply with these requirements all respects.

Admittedly, this section of the Downtown master plans calls for the preservation of the historic building at 144 King Street West. An admirable goal, if this was a viable option. Regrettably, it is not.

Our proposal will not only reflect the guidelines for new development in the downtown area. It will relate to its immediate context and to its predecessor. We propose a mansard, bell curve roof like the original house, with dormers reflecting the original. We will restore and re-use the significant eave brackets. Exterior walls will be red clay bricks, the dominant material on King Street . We will maintain a two-storey principal eave line to relate to the historic house to our west. In all respects, this development will be a thoughtful and respectful member of its downtown heritage community.

CONCLUSION:

In general terms, there are three possible scenarios for the of 144 King Street West.

- 1: demolish the existing buildings on site and redevelop the property
- 2: preserve and restore the existing 'heritage' house.
- 3: maintain the status quo.

Of course the present owner, my client, could simply sell the property as is right now. But then the new purchaser would be faced with the same three scenarios.

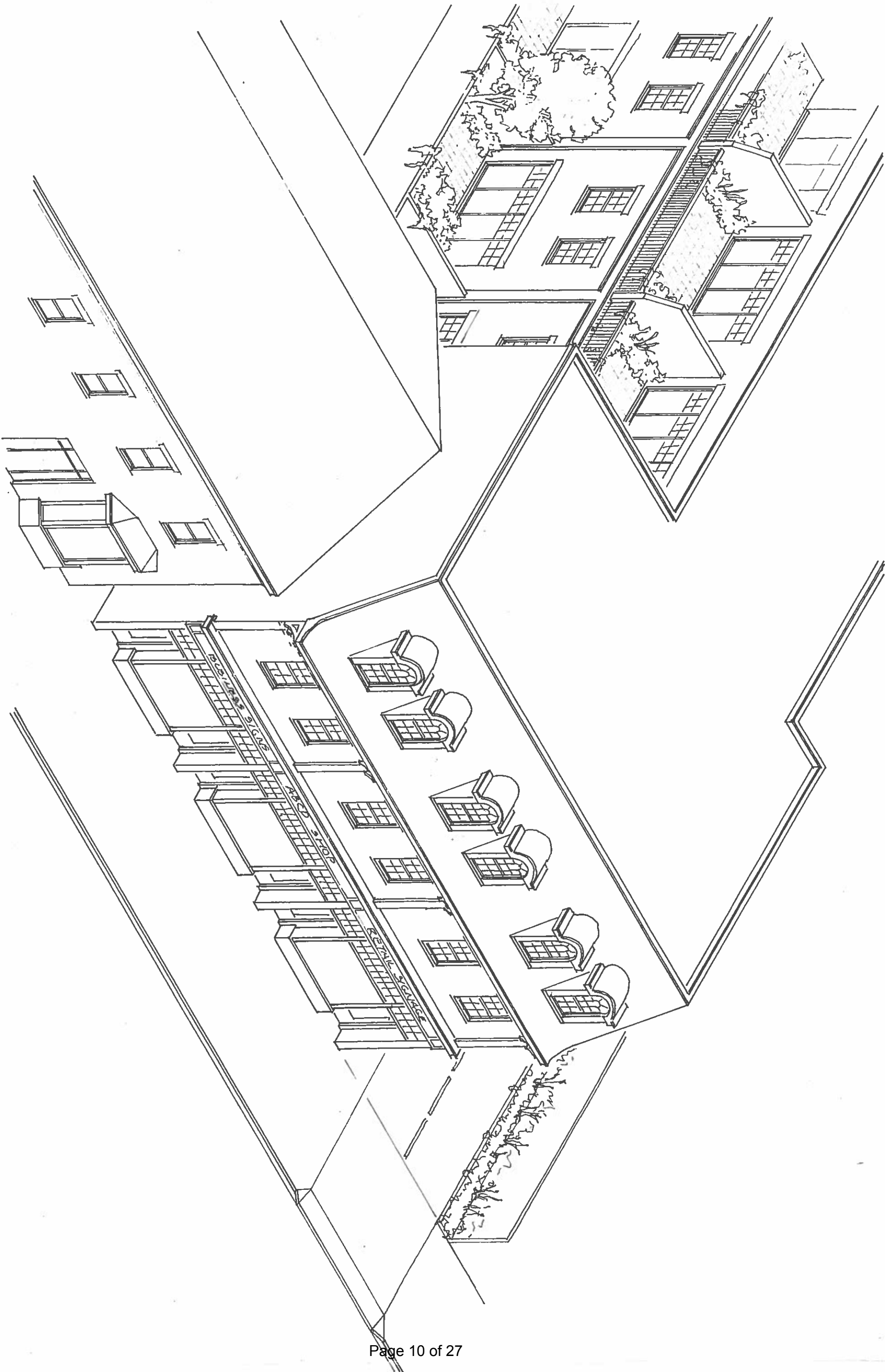
Scenario Three, permanently maintaining the status quo, is the least desirable to all stakeholders. The building as it stands right now is an eyesore. Its single storey commercial frontage is contrary to all guidelines and the residential component to the rear and above is derelict and partially condemned.

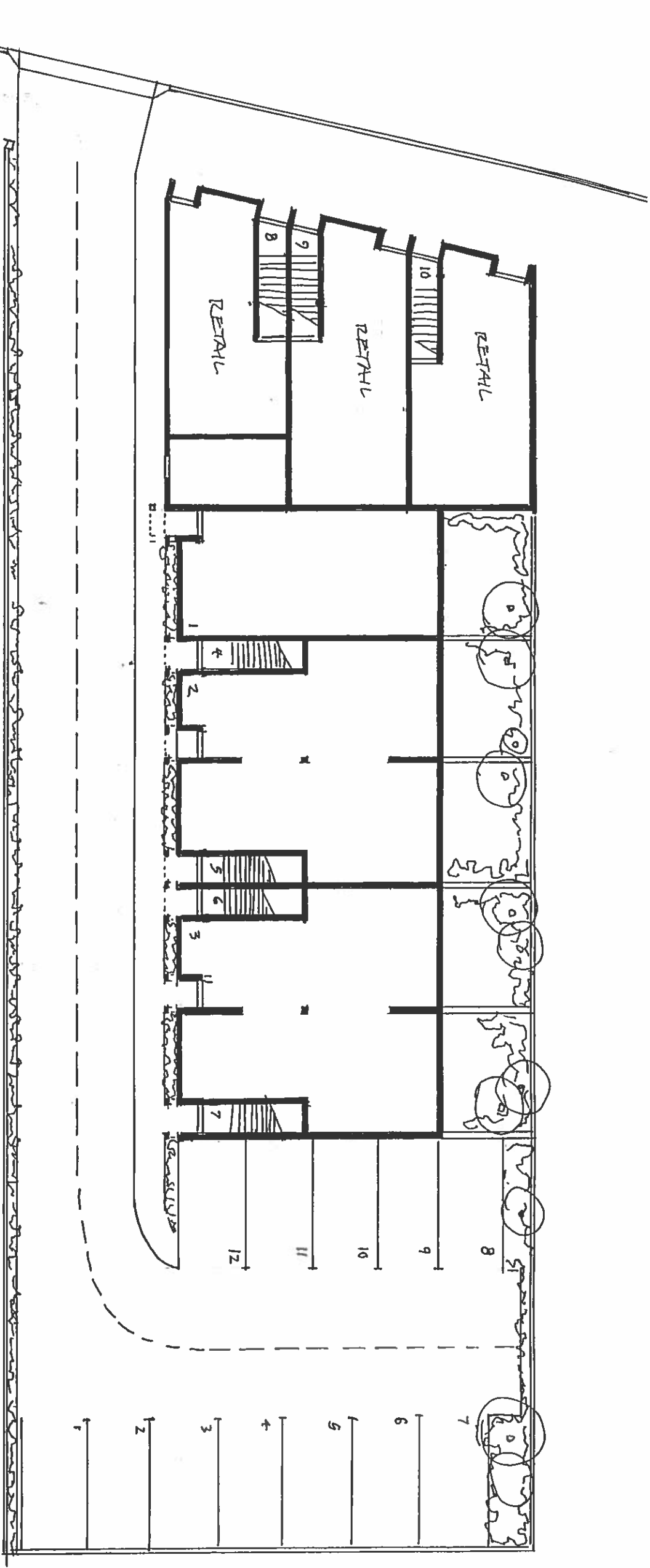
Scenario Two, preserving and restoring the existing heritage building, may seem desirable in theory, but in reality it will never happen. The original house is too badly deteriorated, and the early additions are too damaging to that original structure. There is no hope of an economically viable restoration project.

Scenario One, demolition and redevelopment of the site, is in our opinion the only viable option which makes economic sense and which can satisfy the demanding Heritage and Downtown guidelines. We put it before the Cobourg Heritage Advisory Committee that such redevelopment is the highest and best use of this property, conditional of course on full compliance with the guidelines of the Downtown Master Plan and the Heritage Master Plan.

It is my firm belief that if the Cobourg Heritage Committee and Council insist on Scenario Two, they will likely end up with Scenario Three for the foreseeable future. Certainly, my client is not able to undertake such a restoration project, and has been unable to find a purchaser of the property to do so. A sensitive redevelopment, respectful of all the Heritage and Downtown Guidelines, is clearly the highest and best outcome for Downtown Cobourg.

Christopher Wallace Architect
Port Hope October 8, 2010



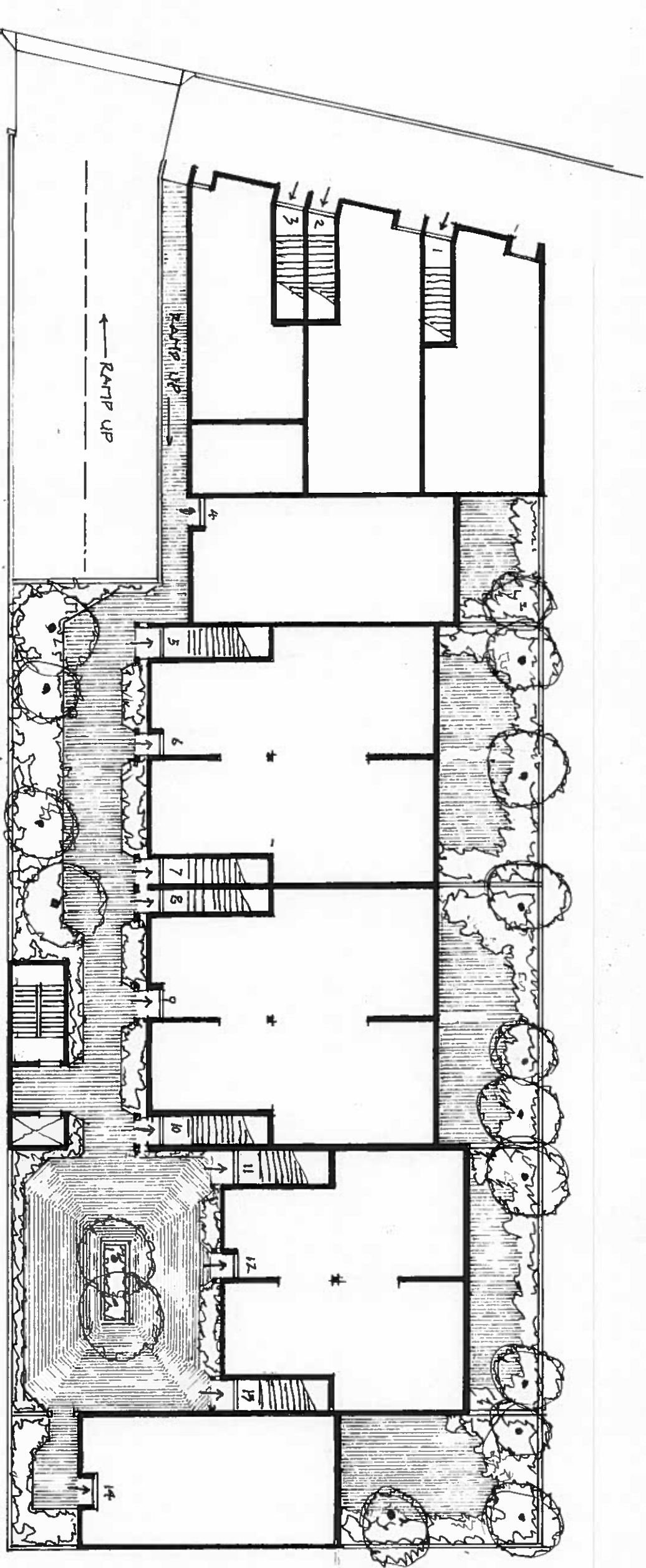


OPTION 'D':

- 3 - TWO STOREY UNITS OVER RETAIL
- 1 - THREE STOREY TOWN HOUSE UNITS (TYPE 4)
- 2 - GROUND FL. DOUBLE-WIDTH UNITS (TYPE 1)
- 4 - TWO STOREY UPPER UNITS (TYPE 2)
- 10 - TOTAL RESIDENTIAL UNITS
- 12 - TOTAL SURFACE PARKING SPACES

144 KING STREET WEST, COBOURG SITE PLAN OPTION 'D'

SEPTEMBER 18/20 SCALE: 1/8" = 1'-0" CHRISTOPHER WALLACE ARCHITECT

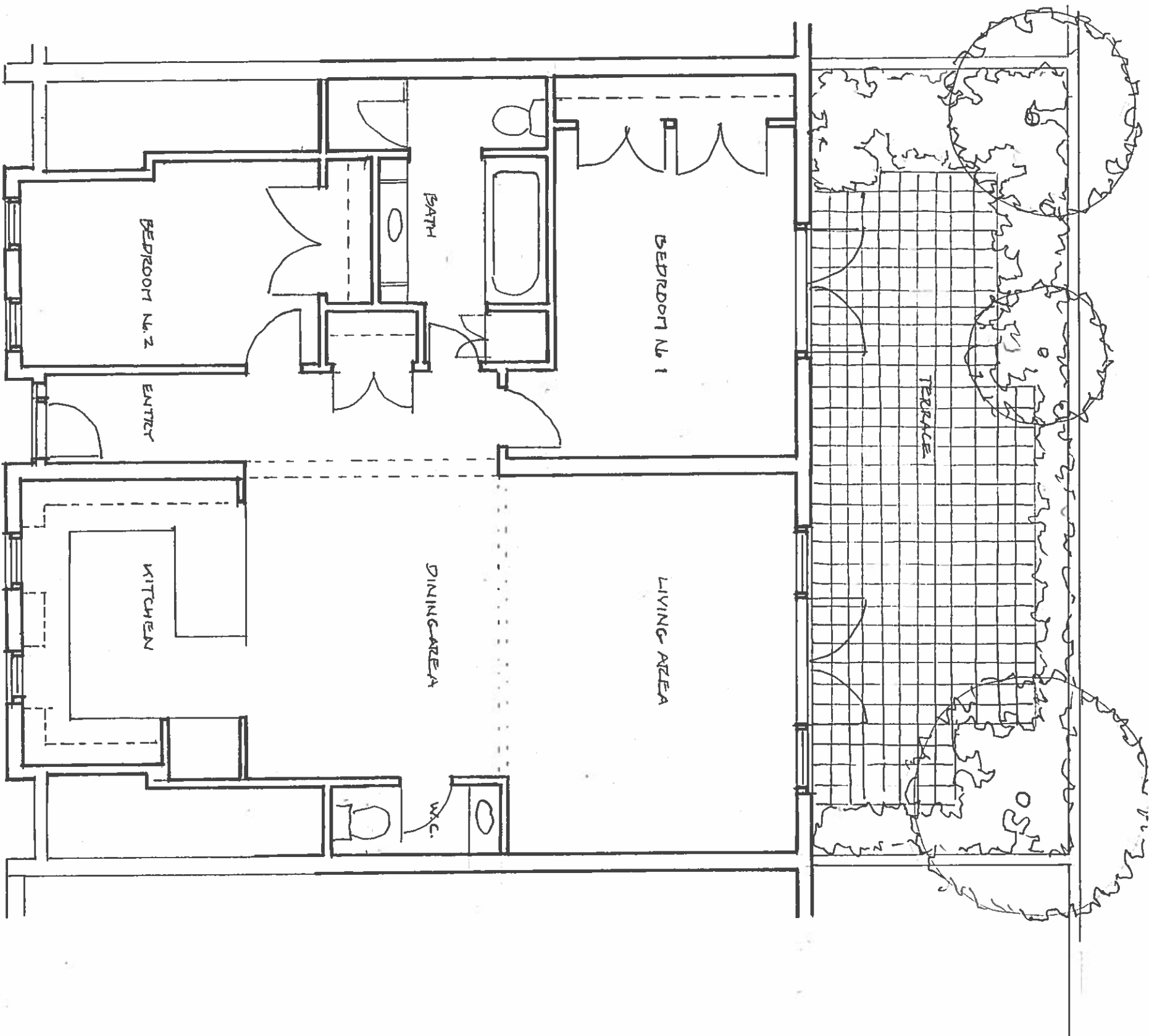


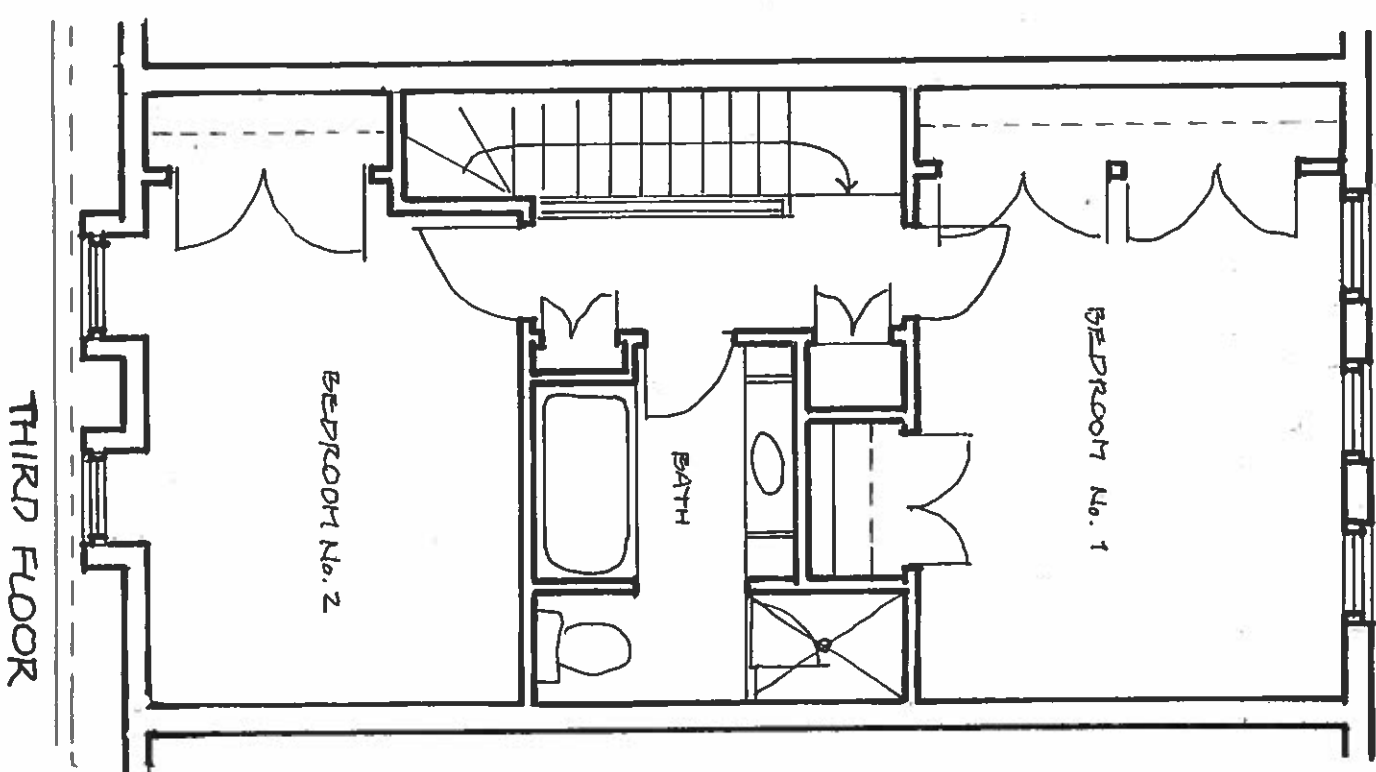
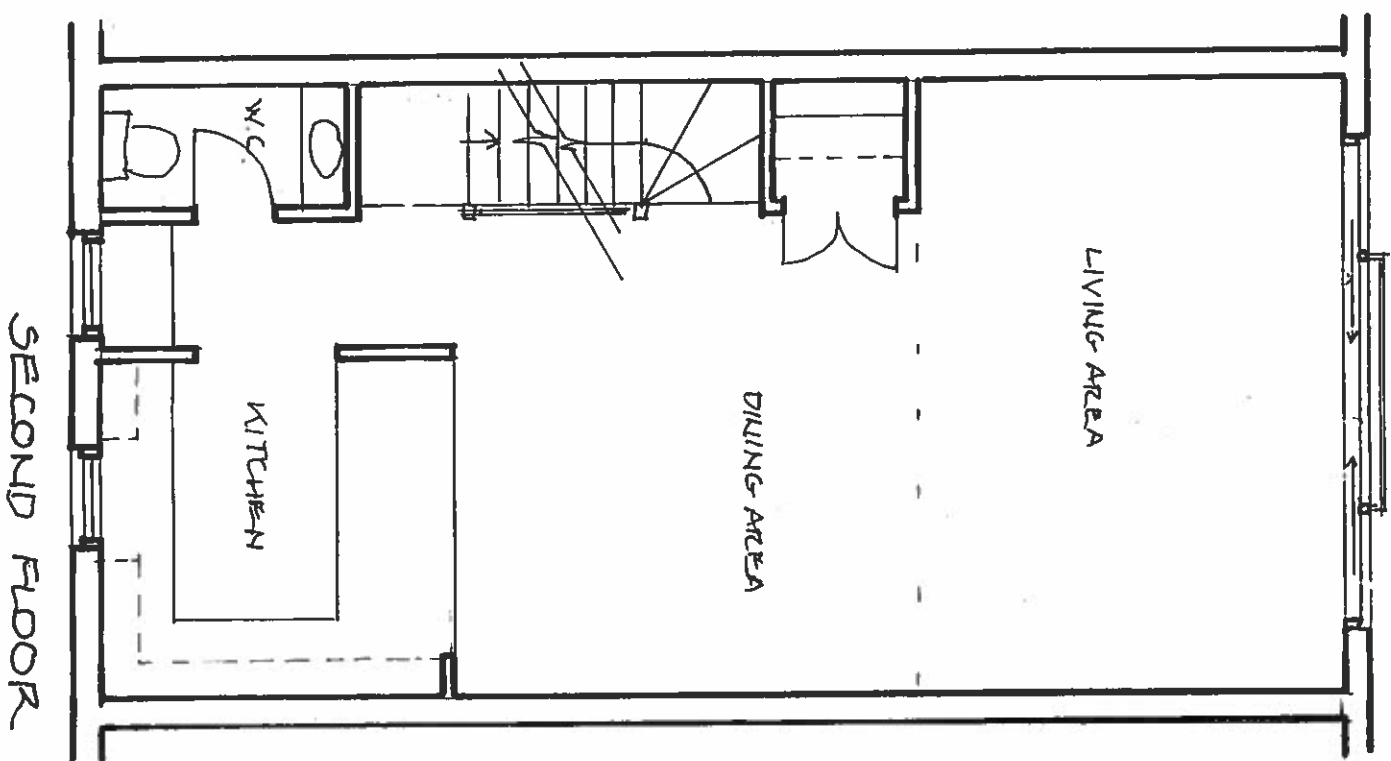
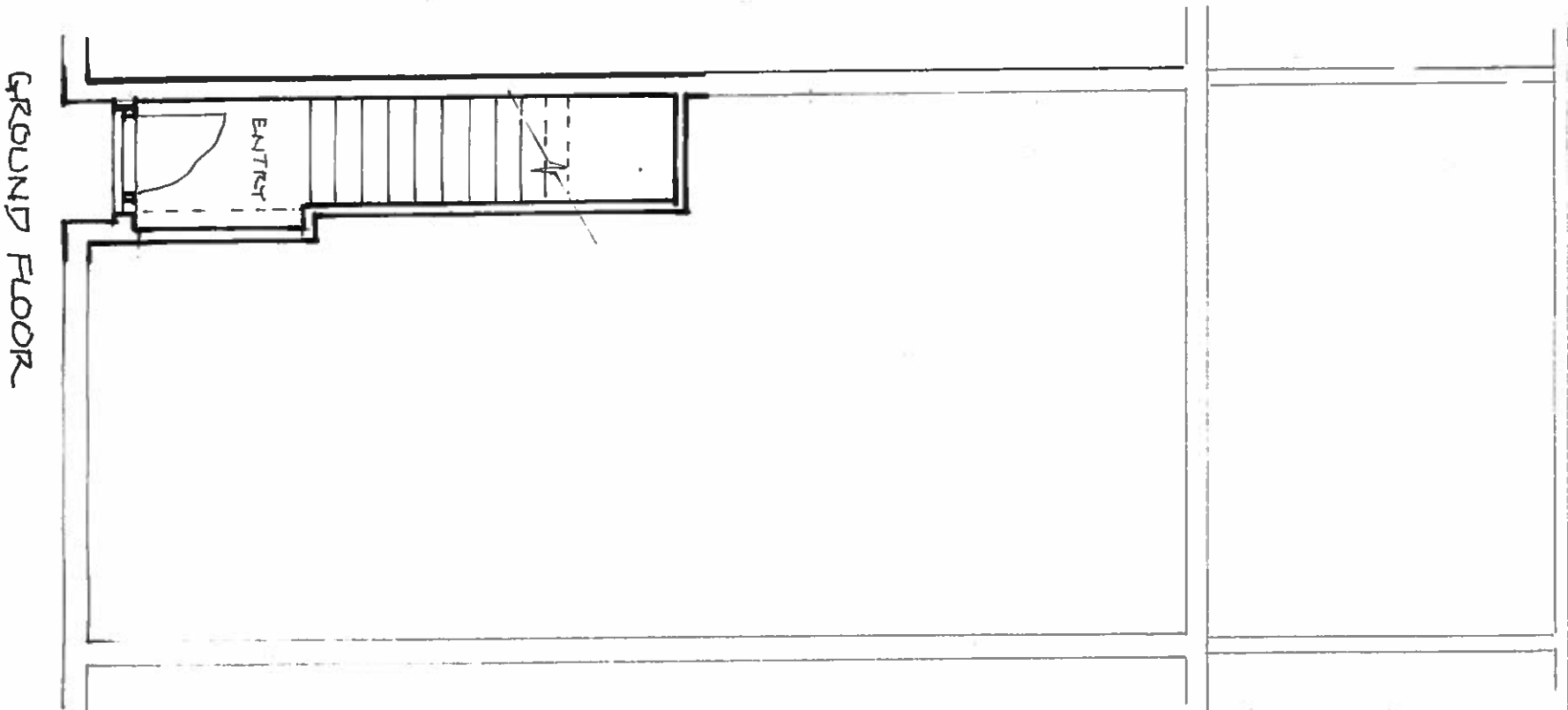
OPTION 'G':

- 3 - TWO STOREY UNITS OVER RETAIL
- 2 - THREE STOREY TOWN HOUSE UNITS
- 3 - GROUND FL. DOUBLE-WIDTH UNITS
- 6 - TWO STOREY UPPER UNITS
- 14 - TOTAL RESIDENTIAL UNITS
- 18 - BELOW-GRADE PARKING SPACES

144 KING STREET WEST, COBOURG SITE PLAN OPTION 'G'

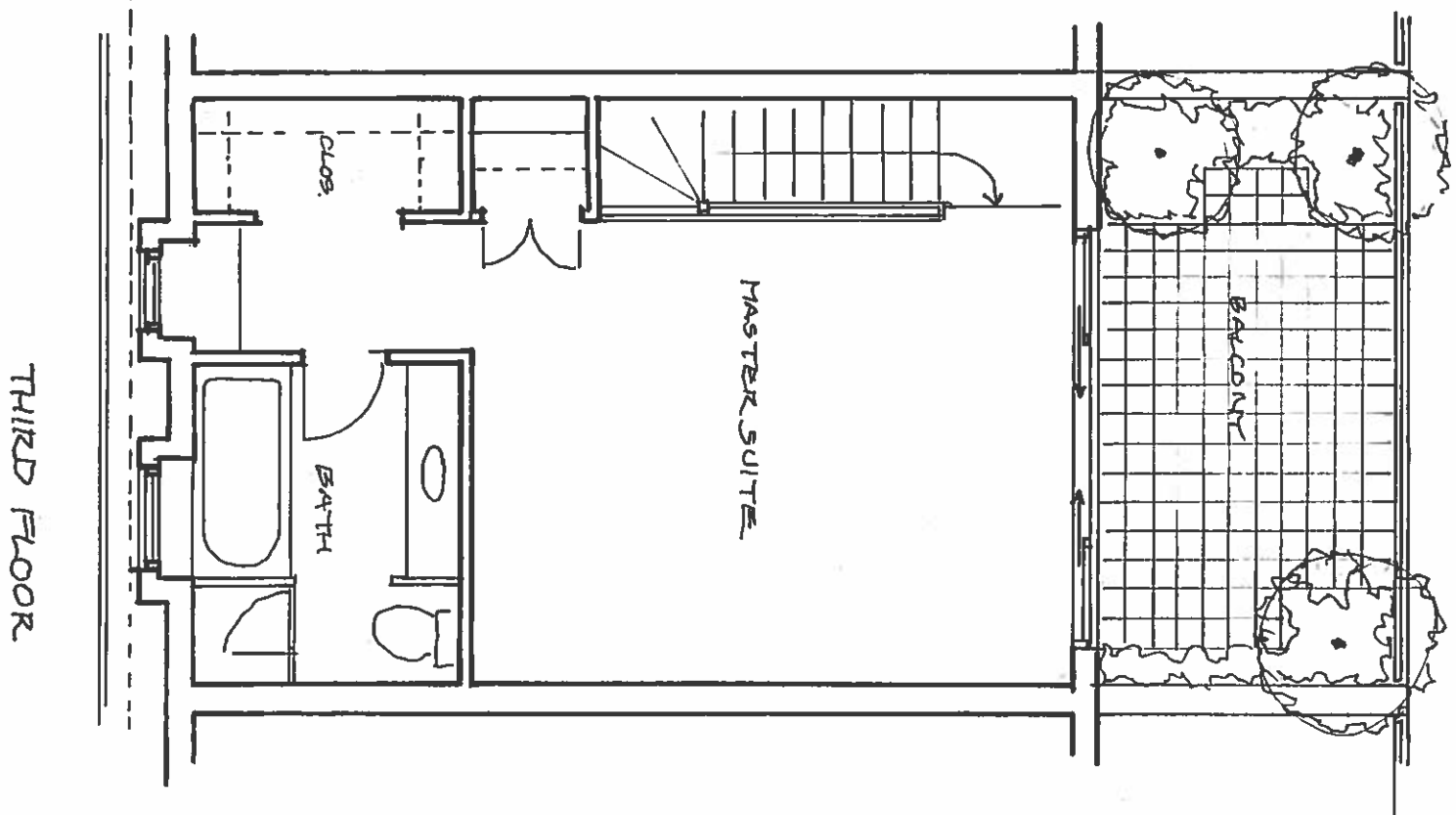
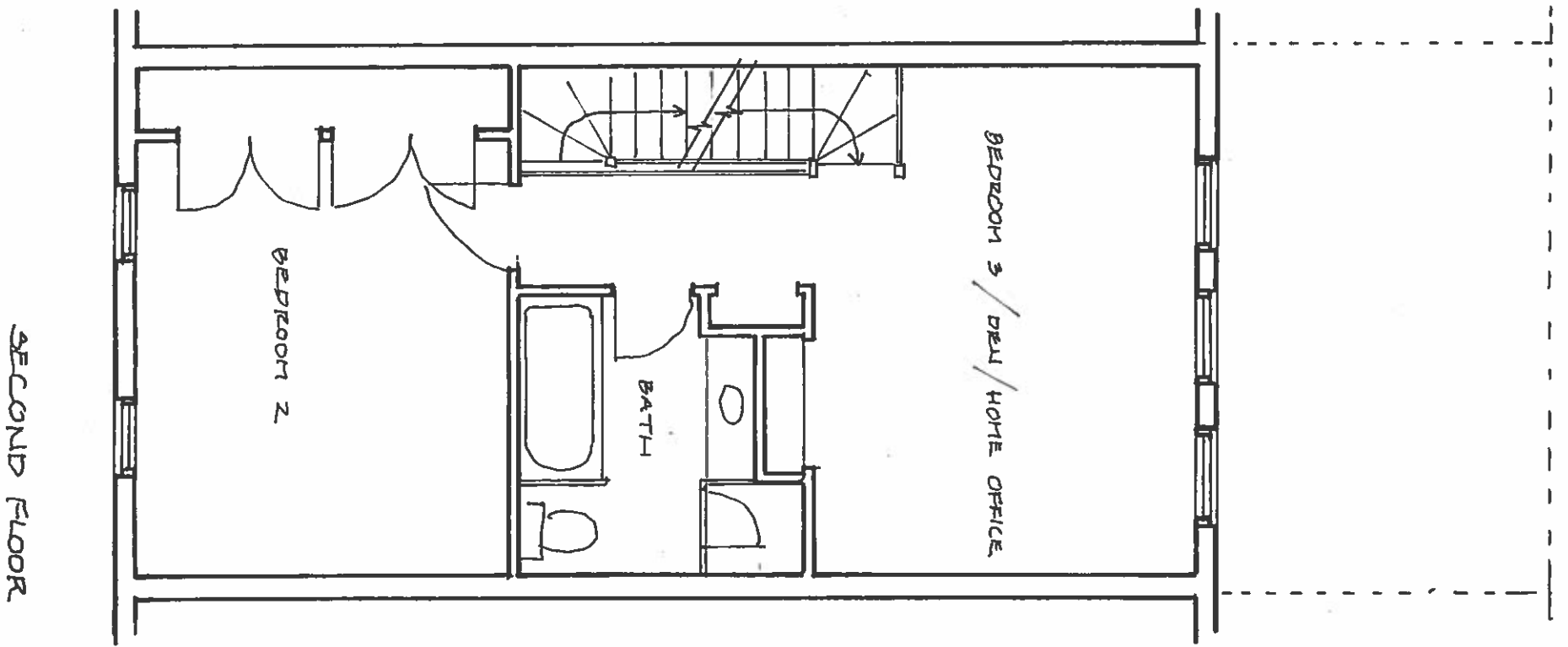
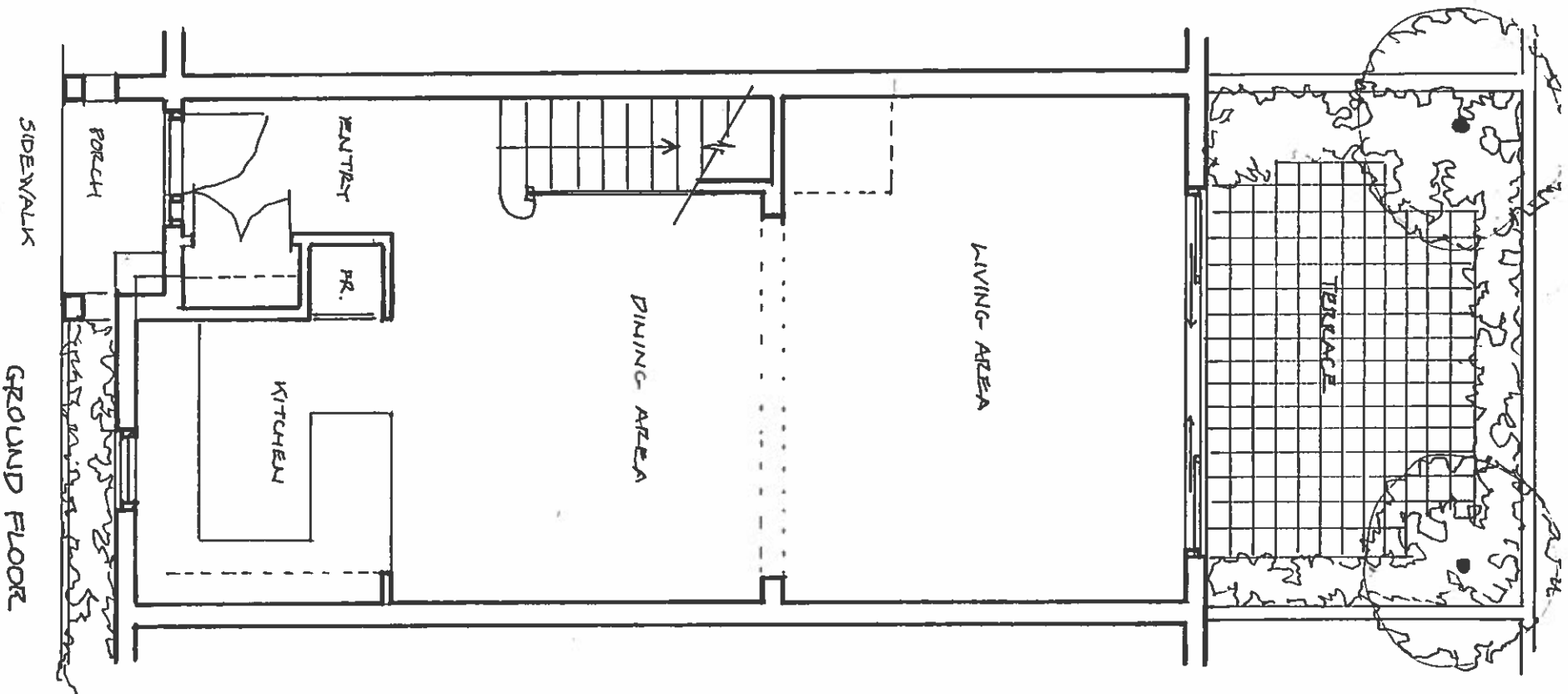
SEPTEMBER 28/20 SCALE: 1/8"=1'-0" CHRISTOPHER WALLACE ARCHITECT





144 KING STREET WEST, COBOURG

UNIT TYPE 2



144 KING STREET WEST, COBOURG - UNIT TYPE 4



COBOURG & EAST NORTHUMBERLAND

To: Graham Andrews, Chair of Cobourg Heritage Committee
From: Diane Chin, Past Chair of ACO Cobourg & East Northumberland
Barb Robins, Co-Chair of ACO Cobourg & East Northumberland
Date: October 8, 2020
Re: Opposition to the demolition of the house at 144 King St. West, Cobourg

Introduction:

144 King St. West has two component structures. The front comprises currently, three storefronts which were subdivided from a Canadian Tire built in the 1950's. From the architect's preliminary proposal, it appears that the plan is to demolish this structure. The back structure is a house which we will refer to going forward as the "house" had the front façade removed to accommodate the construction of the Canadian Tire store. The proposal is to also demolish this house. Apart from the removal of the façade, in the 1950's, all of the original interior of the house is still intact as far as we know. From all appearances this house has been allowed to deteriorate by the owners.

Architecture:

This house is only one of two remaining Second Empire houses left in Cobourg. Many were built in the 1870's. The other one is at 428 John St. named Greenbank. One commercial example exists at King and Durham St. and the other is the Fire Hall Theatre downtown. So, if one is to preserve the architectural legacy throughout the Town's history, this house is very significant. This Second Empire style is sometimes referred to as the "French Villa" style. Its defining features are its mansard roof (still intact). This roof style was done in the 19th century renovations of the Louvre and was popularised in the US, coming thereafter to Canada. On the ground floor, the house contained a double drawing room, sitting room, dining room, kitchen and scullery. I refer you to Rob Mikel's book, "Cobourg, The Spirit of the Place," p. 138 for a photo. Many of the original features include fine exterior details, paired bracketed eaves, leaded glass and mansard roof.

Historical:

This home was built by William Battell, a leading Cobourg builder who was later Mayor of Cobourg and for that reason alone, this building should be retained. The Battell household was large, housing five of his unmarried daughters and the Presbyterian Minister William Beattie. After Battell's death, Beattie bought the house. At the outbreak of WW I, Beattie enlisted as

Chaplain and Honorary Major of the 40th regiment of the Cobourg Battalion. He rose to become Chaplain of the second division and Assistant Director of the Canadian Chaplain Service. Beattie's letters from the front were often published in local papers. In 1955, as I mentioned previously the owner received permission to add the addition of a Canadian Tire store on the front and remove the façade.

Environmental & Economic

We are in an environmental crisis of climate change eclipsed currently by our global pandemic. Greenhouse gases continue to spew into the air thus increasing the level of carbon dioxide. The buildings on King St. already have embodied energy that is, the carbon produced in the original construction. Carbon is produced during demolition and construction. Carbon is produced to transport the debris to a local landfill. Currently in Ont. estimates are that up to 20% of landfill is debris from demolition and construction. Restoration and repurposing produces minimal landfill and minimal carbon.

The pandemic has caused a loss of jobs. Studies have shown that new construction creates 21% less jobs than restoration. New constructions tends to use products created offshore. Restoration uses products that are locally produced or at least produced in Ontario. All indications are that heritage tourism from inhabitants who are local (the GTA) will continue to grow once communities open up, as the vast majority of people eschew airline travel especially in the older demographic. This group tends to spend more than other kinds of tourists such as beach goers. Maintaining an inventory of interesting architectural styles and repurposing them into modern day uses adds to the appeal of a Town such as Cobourg.

Commercial Heritage District and Zoning.

144 King St. W is in the Commercial Heritage District. As such, this district has already lost some of its significant buildings. Part V of the Ont. Heritage Act, Section (1) 3. defines a heritage district as encompassing," Heritage attributes described in the Heritage Conservation District By-law."

Our by-law states some of the following goals relevant to this situation,

1. "Protect and conserve significant cultural heritage resources over the long term
2. The small-town character of Cobourg, typified by the commercial core, low rise development, comfortable streetscapes, and a mix of land uses, is important to maintain and enhance
3. Retaining the broader character of the streetscape and neighbourhoods is equally important to conserving individual buildings
4. Investment and new development that is compatible with the character of the surrounding area should be encouraged and facilitated."

Zoning is Main Central Commercial.



COBOURG & EAST NORTHUMBERLAND

Conclusion:

A travesty was committed on this house in the 1950's when the façade was removed and Canadian Tire was placed on the front. Let's not perpetuate that by demolishing the house on this site. We have a chance to reverse what was done during times when there was no understanding of having a historic streetscape that can facilitate economic activity and heritage tourism. To be clear, ACO Cobourg & EN opposes the demolition of this house.



THE CORPORATION OF THE TOWN OF COBOURG
Building & Planning Department
55 King Street West
Cobourg ON K9A 2M2
Telephone: 905-372-1005
Fax: 905-372-1533

September 2016

CULTURAL HERITAGE IMPACT ASSESSMENT

TERMS OF REFERENCE

BACKGROUND

The Provincial Policy Statement, 2014, specifies that *“significant built heritage resources and significant heritage landscapes shall be conserved”* and that development and site alteration on protected heritage properties or on adjacent lands shall be evaluated to demonstrate that the heritage attributes of the protected heritage property will be conserved.

The Town’s Official Plan introduces cultural heritage as the following:

Cultural heritage resources include buildings, structures, features or areas of architectural, historical or archaeological interest including cemeteries and unmarked burials and urban districts and cultural heritage landscapes. The Town recognizes the significance of these resources and will provide for their conservation, including adaptive reuse, in accordance with the provisions of the Ontario Heritage Act, the Cemeteries Act and the Planning Act and other relevant legislation.

The Town of Cobourg Heritage Master Plan recognizes the need to protect cultural heritage assets. This is typically achieved through the preparation of a Cultural Heritage Impact Assessment in order to mitigate, understand and assess potential impacts to a heritage resource as a result of development activity. Recommendation/goal *1i* of the Town’s Heritage Master Plan states:

That the Town of Cobourg prepare a formal Terms of Reference to guide the completion of Cultural Heritage Impact Assessments (CHIAs) for development proposals involving heritage properties

PURPOSE

Heritage conservation involves identifying, protecting and promoting the elements that our community values. A Cultural Heritage Impact Assessment (CHIA) is the main heritage planning mechanism to assess and review the potential cultural heritage significance of a particular resource, consider the impact of any proposed site development or alteration and recommend a general approach that best protect/conserves identified cultural heritage resources.

RATIONALE

The rationale for the requirement to provide a Cultural Heritage Impact Assessment arises from:

- the *Ontario Heritage Act*;
- Section 2(d) of the *Planning Act*;
- Section 2.6 of the *Provincial Policy Statement (2014)*
- Section 5.5 of the *Town of Cobourg's Official Plan (2010)*
- *Town of Cobourg Heritage Master Plan (2016)*

DESCRIPTION

A Cultural Heritage Impact Assessment is a study to determine the impacts of a proposed development or site alteration on the cultural heritage value of a property and to recommend an overall approach to the conservation of the heritage resources. The study applies to known and potential heritage resources. The assessment results in a report that identifies all heritage resources, provides an evaluation of the significance of the resources, outlines any impact the proposed development or site alteration will have on the heritage resources, and makes recommendations toward conservation methods and/or mitigative measures to minimize impacts on the heritage resources.

The Cultural Heritage Impact Assessment should:

- Be based on a comprehensive understanding of the significance and heritage attributes of the cultural heritage resource(s);
- Identify any impact the proposed development or alteration will have on the resource(s);
- Consider mitigation options, and recommend a conservation strategy that best conserves the resource(s) within the context of the proposed development;
- Apply conservation principles, describe the conservation work, and recommend methods to avoid or mitigate negative impacts to the cultural heritage resource(s).

Minimal intervention should be the guiding principle for all work.

This analysis must be prepared by a qualified heritage specialist. Applicants may refer to the Canadian Association of Heritage Professionals (CAHP) at <http://www.caphc.ca>, which lists members by their specialization.

The Cultural Heritage Impact Assessment is required in order to determine compliance with relevant cultural heritage policies at municipal, provincial, and federal levels. Furthermore, it assists Town staff in the processing and evaluation of development and heritage permit applications.

WHEN REQUIRED

The Cultural Heritage Impact Assessment may be required:

- When a development or redevelopment is proposed on or contiguous to an individual property designated in accordance with Part IV of the *Ontario Heritage Act*;
- When a development or redevelopment is proposed within or contiguous to the boundaries of a Heritage Conservation District designated in accordance with Part V of the *Ontario Heritage Act*;
- For applications to demolish, de-designate, or de-list a property currently included on the Register (i.e. sites which are listed as having potential cultural heritage significance but are not formally designated under the Ontario Heritage Act).

REQUIRED CONTENTS/FORMAT

A Cultural Heritage Impact Assessment will include, but is not limited to:

(A) Introduction to Development Site

- A location plan and current site plan of the property;
- present owner's contact information;
- A concise written description of the property and its location, identifying significant features, buildings, landscapes and vistas;
- A concise written description of the cultural heritage resources located within and adjacent to the site, identifying any significant features, buildings, landscapes and vistas, and including any municipal, provincial and/or federal heritage recognition of the property and including existing heritage descriptions as available;
- A concise written description of the context of the property, including adjacent heritage properties and cultural resources, their recognition at the municipal, provincial, and/or federal level, and any as yet unidentified or unrecognized potential cultural heritage resources.

(B) Background Research and Analysis

- A comprehensive review of the history of the property's development as documented and observed through archival, historical, archaeological, written and visual records;
- A chronological description of the development of any structures, including mention of original construction, and any additions, alterations, removals, conversions etc., and referencing substantiated dates of construction;
- An evaluation of the heritage significance of the site with emphasis on important architectural/physical features, historical associations within the community, and the situation of the site in local context;
- Reference to, or inclusion of, any relevant research materials including (but not limited to) maps, atlases, drawings, photographs, permit records, land title records, tax assessment rolls, etc.

(C) Statement of Significance

- A statement of significance identifying the cultural heritage value and heritage attributes of the cultural heritage resource(s), in accordance with provincial legislation Ontario Regulation 9/06 made under the *Ontario Heritage Act* and referenced in the *Ontario Heritage Tool Kit*.
- This statement should be informed by current research and analysis of the site as well as pre-existing heritage descriptions.
- This statement should be written in a way that does not respond to or anticipate any current or proposed interventions to the site.

(D) Assessment of Existing Condition

- A comprehensive written description of the physical condition of the structures on the site, including their exterior and interior;

(E) Description of the Proposed Development or Site Alteration

- A written and visual description of the proposed development or site alteration;
- The written description and conceptual drawings should note which heritage attribute(s) are considered for retention and which are considered for removal or alteration.

(F) Impact of Development on Heritage Attributes

- A discussion identifying any impact the proposed development or site alteration may have on the cultural heritage resource(s) and heritage attributes of the site and/or adjacent lands.
- Negative impacts on cultural heritage resources may include, but are not limited to:
 - The destruction of any significant heritage attribute or part thereof;
 - Alteration that is not sympathetic to the heritage attribute;

- Shadows created by new development that alter the appearance of, or change the viability of a heritage attribute;
- Isolation of a heritage attribute from its surrounding environment, context, or significant spatial relationship;
- Direct or indirect obstruction of significant views or vistas;
- A change in land use which negates the property's cultural heritage value
- Land disturbances such as a grade change that alters soils and drainage patterns that adversely affect a cultural heritage resource.

(G) Considered Alternatives and Mitigation Strategies

- An assessment of alternative options, mitigation measures, and conservation methods that may be considered in order to avoid or limit the negative impact on the cultural heritage resource(s) (see the *Ontario Heritage Tool Kit*) include, but are not limited to:
 - Alternative development approaches;
 - Isolating development and site alteration from significant built and natural features and vistas;
 - Design guidelines that harmonize mass, setback, setting, and materials;
 - Limiting height and density;
 - Allowing only compatible infill and additions;
 - Reversible alterations

(H) Recommended Conservation Strategy

- The preferred strategy recommended to best protect and enhance the cultural heritage value and heritage attributes of the cultural heritage resource(s) including, but not limited to:
 - A mitigation strategy including the proposed methods;
 - A conservation scope of work including the proposed methods;
 - An implementation and monitoring plan.
- Where appropriate recommendations for additional studies/plans related to, but not limited to:
 - Conservation
 - Site specific design guidelines;
 - Interpretation and commemoration;
 - Lighting, landscaping and signage;
 - Structural analysis;
 - Additional record documentation prior to demolition;
 - Long-term maintenance
- Referenced conservation principles and precedents

WHO CAN PREPARE A CULTURAL IMPACT ASSESSMENT?

All Cultural Heritage Impact Assessments and other related documents must be prepared by a qualified heritage professional such as a heritage planner, heritage architect and/or heritage

landscape architect with demonstrated knowledge of acted heritage conservation principles and standards, and who has undertaken historical research and identification/evaluation of cultural heritage value.

All heritage consultants submitting CHIA's must be members in good standing of the Canadian Association of Heritage Professionals (CAHP).

Additionally, under Provincial law only a licensed, professional archaeologist may carry out an Archaeological Assessment using specific provincial standards and guidelines.

PEER REVIEW

The Town of Cobourg reserves the right to request an independent peer review of a Cultural Heritage Impact Assessment at the applicant's cost. Heritage Planning staff will facilitate peer reviews if deemed necessary by the Director of Planning and Development.

Peer reviews will evaluate the assessments provided by Cultural Heritage Impact Assessments. These reviews may include, but are not limited to, addressing inconsistencies, factual errors, discrepancies, inappropriate conservation advice not consistent with recognized standards, omissions and misrepresentations.

DELIVERABLES

The Cultural Heritage Impact Assessment is to be submitted in hard copy (2 copies) and in PDF format.

Links

Local Resources


- Town of Cobourg's Register of Properties of Cultural Heritage Value or Interest
<http://www.cobourg.ca/en/my-cobourg/Heritage-Register.aspx>
- Town of Cobourg's Heritage Master Plan
<http://www.cobourg.ca/en/town-hall/Heritage-Master-Plan.aspx>

Provincial Documents and Resources

- Ontario Heritage Tool Kit
http://www.mtc.gov.on.ca/en/heritage/heritage_toolkit.shtml
- Ontario Ministry of Culture, Tourism and Sport: Eight Guiding Principles in the Conservation of Historic Properties
http://www.mtc.gov.on.ca/en/publications/InfoSheet_8%20Guiding_Principles.pdf

National Documents and Resources

- Parks Canada Standards and Guidelines for the Conservation of Historic Places in Canada
<http://www.historicplaces.ca/media/18072/81468-parks-s+g-eng-web2.pdf>

	THE CORPORATION OF THE TOWN OF COBOURG
	COBOURG HERITAGE ADVISORY COMMITTEE MEMORANDUM
TO:	Cobourg Heritage Advisory Committee
FROM:	Dave Johnson, Planner 1 - Heritage
SUBJECT:	Summary of Heritage Permit Applications – Staff Approvals
DATE:	October 9, 2020

ORIGIN

The following is a summary of Heritage Permits approved by staff by delegation between August 7, 2020 and October 9, 2020.

**1. HP-2020-024 107 Albert St.
Rear modern addition demo/new addition
Private Residence**

Heritage approval was given the demolition of a modern rear 22'7"x12'7" sunroom and a new 22'7"x12'7" rear sunroom with asphalt shingles, board and batten (pine), white vinyl windows and pine trim, colours are to be determined, consistent with Cobourg Heritage Permit By-law #97-2009 on September 8th, 2020.

**2. HP-2020-026 Unit 1 – 18 Chapel St.
Vent termination
Private Residence**

Heritage approval was given for a new 5"x8" fireplace vent termination painted black consistent with Cobourg Heritage Permit By-law #97-2009 on September 25th, 2020.

**3. HP-2020-027 181 King St. W
New rear garage
Private Residence**

Heritage approval was given for a new rear 14'x20' single car garage with asphalt shingles in same colour as main house (dark grey), cladding to be board and batten in M23 Blue Bell, west elevation door to be wood with glass inserts and 32"x80", window on the south elevation to be white vinyl 34"x55" and trim to be wood painted M26 Bracken Cream Light, consistent with Cobourg Heritage Permit By-law #97-2009 on

September 28th, 2020.

4. HP-2020-028 19 Spencer St. W
Vent termination
Private Residence

Heritage approval was given for a new 14"x14"x8" fireplace vent termination painted the same shade of beige as the existing siding, consistent with Cobourg Heritage Permit By-law #97-2009 on October 8th, 2020.