

# STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG



<b>Report to:</b>	Mayor and Council Members	<b>Priority:</b>	<input type="checkbox"/> High <input checked="" type="checkbox"/> Low
<b>Submitted by:</b>	Dave Johnson Planner II – Heritage Planning & Development <a href="mailto:djohnson@cobourg.ca">djohnson@cobourg.ca</a>	<b>Meeting Type:</b>  Open Session <input checked="" type="checkbox"/> Closed Session <input type="checkbox"/>	
<b>Meeting Date:</b>	August 19, 2021		
<b>Report No.:</b>	HP-2021-027		
<a href="#">Submit comments to Council</a>			

**Subject/Title:** New Secondary Entrance and Door – 203 Hibernia St. (Wall/Ying Xie)

## RECOMMENDATION:

THAT Heritage and Planning staff has reviewed the proposed new secondary entrance for 203 Hibernia St. and has concluded that the proposal to add the new entrance and door for the addition of an accessory dwelling unit would be a compatible alteration to the existing heritage structure and would conform to the West Heritage Conservation District Plan;

FURTHER THAT Heritage Permit Application HP-2021-027, submitted by Brian Wall on behalf of Xue Ying Xie – be approved to permit a new secondary entrance and door at 203 Hibernia St., subject to the finalization of details by Heritage and Planning staff.

## 1. STRATEGIC PLAN

Places: The Town protects, preserves and promotes its natural assets, heritage, arts, culture and tourism.

## 2. PUBLIC ENGAGEMENT

The Cobourg Heritage Advisory Committee (CHC) operates in accordance with the Advisory Committee and Local Board Policy and Procedures for municipal boards and committees in the Town of Cobourg.

In general, the CHC is comprised of seven (7) members: one (1) member of Council and six (6) citizen members which reflect the diverse interests of the community.

The agenda for a CHC meeting is prepared and distributed to all committee members and is posted on the Municipal Website at least forty-eight (48) hours in advance of the scheduled meeting date, in an electronic format where possible.

Existing heritage legislation does not prescribe public notification or meetings for approval of alterations to designated properties, however the Cobourg Heritage Master Plan and implementing Heritage Conservation District Plans and associated regulations/guidelines underwent extensive public consultation and engagement prior to their approval. Review and approval of Heritage Permits by the Town are undertaken within the context of these documents.

The CHC also receives public delegations and communications/ correspondence from citizens in accordance with the Advisory Committee and Local Board Policy and Procedures for municipal boards and committees in the Town of Cobourg.

### **3. PURPOSE**

To review and approve an alteration request to permit a secondary entry door into a proposed accessory dwelling unit at the subject property.

### **4. ORIGIN AND LEGISLATION**

An application for a Heritage Permit was received on August 9, 2021, from Brian Wall on behalf of Xue Ying Xie to add a 34" side entry door at 203 Hibernia St (currently a single family dwelling).

The subject property is located in the West Heritage Conservation District designated under Part V of the Ontario Heritage Act and by By-law #27-90 as amended by By-law #118-91 and by By-law #044-2016

In accordance with Ontario Heritage Act, the 90-day deadline for Council to deal with the application is November 7, 2021.

#### Proposed Scope of Work (see appendix 1 – design drawings)

1. Addition of a 34" white steel entry door for a new accessory dwelling unit on the east elevation of a rear addition, facing the street.
2. Closing off an existing rear entry door on the west elevation



Figure 1: 203 Hibernia – showing location of new entrance

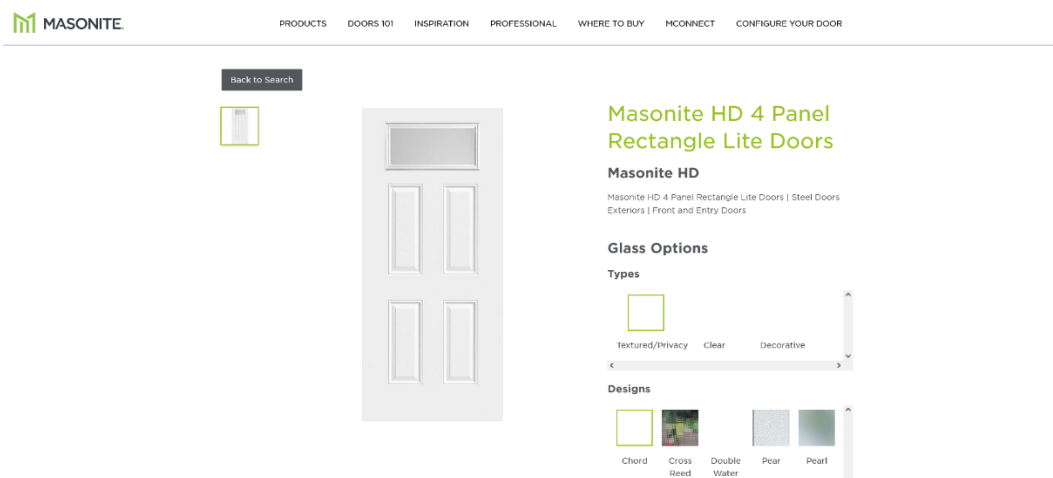
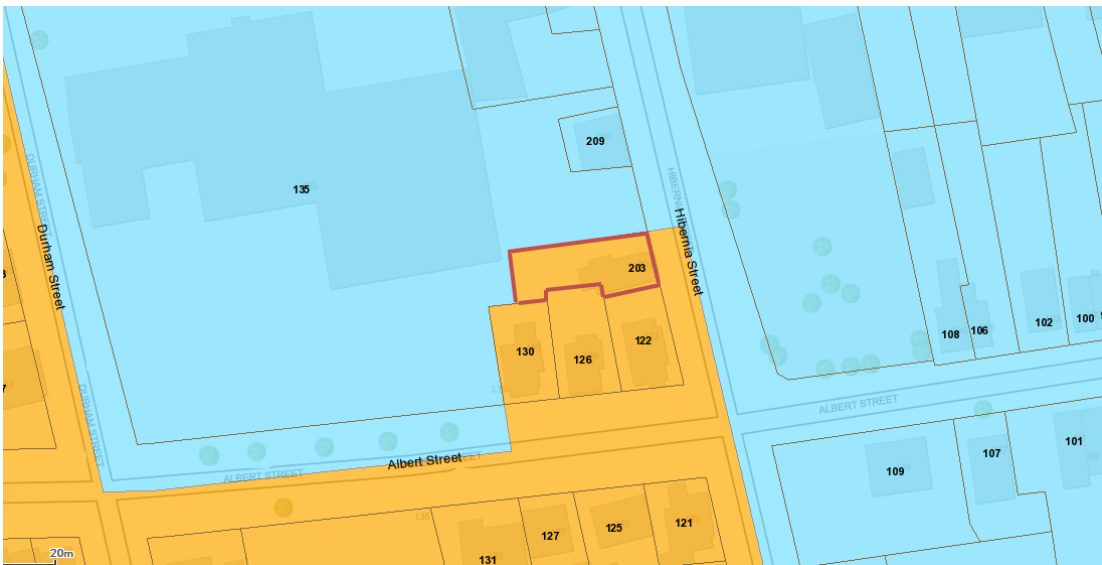


Figure 2: new proposed 34" white metal door featuring 4 lites

## 5. BACKGROUND

### Geographic Context

The subject property at 203 Hibernia and is on the west side of Hibernia nestled in between King St. W and Albert St.



Above: The subject property is shown outlined in red within the context of the West Heritage Conservation District (indicated in orange). The properties shaded in blue are part of the Commercial Core Heritage Conservation District.

### Historical and Architectural Context 203 Hibernia St.

Staff would normally give a historical and architectural overview in this space; however, one is not available at this time.

## 6. ANALYSIS

The Town of Cobourg's Heritage Master Plan was adopted by Council in 2016 to direct conservation and management of the Town's heritage resources. As part of this project, the existing Heritage Conservation District guidelines for all of the Town's Heritage Conservation Districts designated under Part V of the Ontario Heritage Act were reviewed, and Heritage Conservation District Plans were prepared. The West Heritage Conservation District Plan was adopted by By-law 044-2016 on May 24th, 2016.

The Plan contains policies and guidelines for conservation and the management of growth and change in the West Heritage Conservation District. Policies are requirements that must be followed when undertaking alterations to buildings or changes to properties. Guidelines are best-practice suggestions to be considered when undertaking alterations to buildings or changes to properties.

The following section of this report provides excerpts from the West Heritage Conservation District Plan that are relevant to the evaluation of the proposed scope of work.

### **4.4 Entrances**

#### Policies

- a. Protect and maintain entrances on principal elevations.

- b. Character-defining porches or verandahs shall only be removed where they pose a life / safety threat. In such cases, they shall be thoroughly recorded prior to removal to allow for their accurate reconstruction.
- c. The design and construction of a new entrance / porch is required to be compatible with the character of the building. Restoration of a missing porch must be based upon historical, pictorial and physical documentation.

#### Guidelines

- a. Entrance ramps may be permitted for barrier-free access in accordance with applicable legislation, but should not be physically attached to avoid damage to the heritage building fabric. In exceptional circumstances, attachments may be permitted where they cause the least amount of damage to heritage building fabric.
- b. Important features such as doors, glazing, lighting, steps and door surrounds should be conserved wherever possible.
- c. Where new entrances or exterior staircases are required, they should be installed on secondary elevations.
- d. Wood is encouraged to be used in the construction of new entrances and porches. Other materials, such as synthetic wood products are discouraged on façades facing the street, and will be considered on a case by case basis through the heritage permit process.

#### Discussion

Prior to Council's adoption of the West Heritage Conservation District (HCD) Plan in 2016, Heritage Permit applications were primarily evaluated against the Town of Cobourg's Heritage Conservation District Guidelines and Parks Canada's Standards and Guidelines for the Conservation of Historic Places in Canada. The West Heritage Conservation District Plan provides the same level of heritage conservation using best practices as expressed in the Standards and Guidelines for the Conservation of Historic Places in Canada, while continuing with a similar management of future change and potential new development within the West Heritage Conservation District Plan as the previous Heritage Conservation District guidelines. The West Heritage Conservation District Plan is also consistent with the 2005 changes to the Ontario Heritage Act, the 2020 Provincial Policy Statement and the Ontario Heritage Toolkit.

Pre-consultation with the proponent was conducted by Planning and Heritage staff in July 2021.

#### New secondary entrance

The heritage permit application submitted by the applicant proposes a new secondary entrance for a new accessory dwelling unit in the rear of the existing building. The new entrance is a necessary alteration for the new accessory dwelling unit. The new entrance is proposed to be a 34" white steel door from Masonite. Given the new entrance and door is on a secondary elevation, and is of the same colour as the existing exterior siding, the

proposal is acceptable and welcome given that a new dwelling unit will be created in the downtown as a result.

The proposed alteration has been evaluated against the West HCD Plan, specifically the policy relating to new entrance (4.4), and it has been determined that the new entrance and door (34" white steel door) is compatible with the character of the existing building and is an acceptable alteration.

## **7. FINANCIAL IMPLICATIONS/BUDGET IMPACTS**

N/A

## **8. CONCLUSION**

The proposed alterations through the addition of a new entrance and door, meets the policies as set out in the West Heritage Conservation District Plan (Section 4.4) and the goals of the Cobourg Heritage Master Plan, subject to the finalization of details by Heritage and Planning staff.