

STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG



Report to:	Mayor and Council Members	Priority:	<input type="checkbox"/> High <input checked="" type="checkbox"/> Low
Submitted by:	Dave Johnson Planner II – Heritage Planning & Development djohnson@cobourg.ca	Meeting Type:	Open Session <input checked="" type="checkbox"/> Closed Session <input type="checkbox"/>
Meeting Date:	December 15, 2021		
Report No.:	HP-2021-044		
Submit comments to Council			

Subject/Title: New north side window – 203 Hibernia St. (Ying Xie)

RECOMMENDATION:

THAT Heritage and Planning staff has reviewed the proposed new north side window for 203 Hibernia St. and has concluded that the proposal to add the new window 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-2021-044, submitted by Xue Ying Xie – be approved to permit a new window 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 new window on the north side of the dwelling at the subject property.

4. ORIGIN AND LEGISLATION

An application for a Heritage Permit was received on November 22, 2021 from Xue Ying Xie to add a 53.5" x 22.25" side window 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 February 20th, 2022.

Proposed Scope of Work (see appendix 1 – plan)

1. Addition of a 53.5" x 22.25" side window, on the north side of the building.



Figure 1: 203 Hibernia – showing location of new window

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 for this property.

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.

4.3 Windows

Policies

- a) Protect and maintain original/historic window openings and entrances as well as their distinguishing features such as materials, surrounds, frames, shutters, sash and glazing.
- b) The removing or blocking up of window and entrance openings that are important to the architectural character and symmetry of the building is not permitted.
- c) When contemplating replacement of windows, the Town of Cobourg window assessment checklist shall be completed in order to determine the feasibility of repair. Condition is important to assess early in the planning process so that the scope of work can be based on current conditions.
- d) Where the need for new windows is demonstrated through the Town's window assessment checklist, new replacement windows shall be compatible with the original/historic windows in terms of material (such as wood), proportions (such as ratio of horizontal to vertical dimensions), rhythm and scale (such as number of openings per building façade). Replacement windows shall convey the same appearance as the historic window and be physically and visually compatible.
- e) Entrance ramps may be permitted for barrier-free access in accordance with applicable legislation, but shall 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.

Guidelines

- f) Repairing, rather than replacing original / historic windows is encouraged, and should focus on the minimal intervention required in order to ensure the integrity of the resource. This includes limited replacement in kind, or replacement with appropriate substitute material of irreparable elements, based on documentary or physical evidence where possible.
- g) Removing or replacing windows and doors that can be repaired is not recommended. Peeling paint, broken glass, stuck sashes, loose hinges or high air infiltration are not, in themselves, indications that these assemblies are beyond repair. See window assessment checklist.
- h) Replacing in kind irreparable windows should be based on physical and documentary evidence where possible. If using the same materials and design details is not technically or economically feasible, then compatible substitute materials or details may be considered.
- i) Improvement in energy efficiency of single glazed units may be achieved with traditional exterior wood storm windows or contemporary interior magnetic storm glazing.

j) Where new entrances or exterior staircase are required, they should be installed on secondary elevations wherever possible.

k) Where historic documentation is available, replacement windows may be reproductions of earlier windows.

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 October 2021.

New Window

The heritage permit application submitted by the applicant proposes a new window for the dwelling unit on the north side of the existing building near the front of the house. The new entrance is being requested as it would provide more natural light for the kitchen and be the only window for one of the units. The new window is proposed to be a 53.5" x 22.25" white vinyl window. Given the new window is on a secondary elevation, and is of the same colour as the existing windows, the proposal is acceptable. The proposed window will be white vinyl, as the other windows have been converted to vinyl

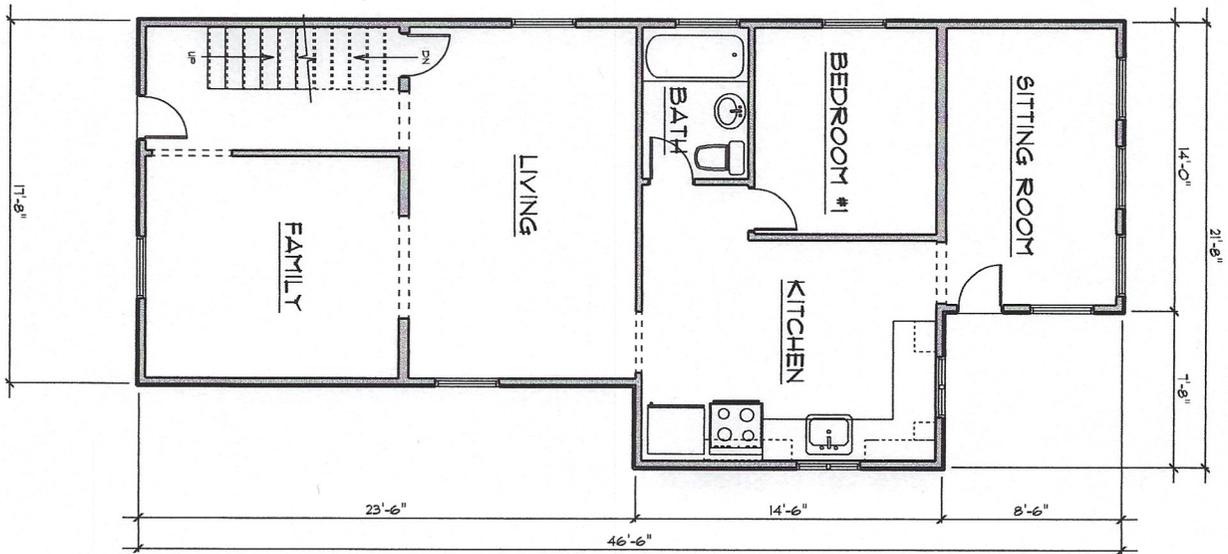
The proposed alteration has been evaluated against the West HCD Plan, specifically the policy relating to windows (4.3), and it has been determined that the new window is compatible with the character of the existing building and is an acceptable alteration.

7. FINANCIAL IMPLICATIONS/BUDGET IMPACTS

N/A

8. CONCLUSION

The proposed alteration through the addition of a new window, 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



EXISTING MAIN FLOOR PLAN

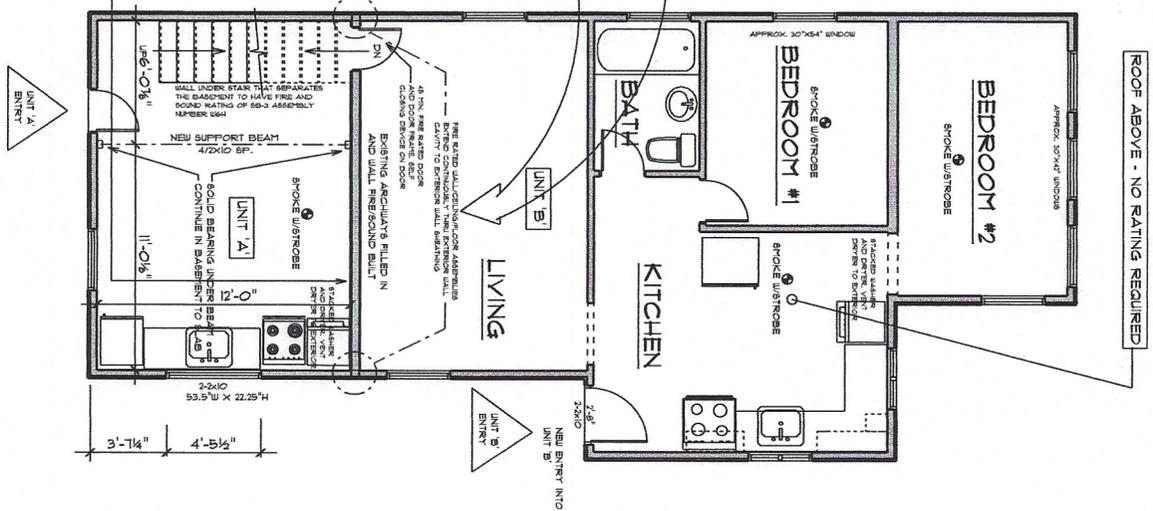
OCCUPANCY CLASSIFICATION:
 UNIT A: C
 UNIT B: C
 UNIT C: C
 FIRE RESISTANCE RATINGS:
 FLOORS: 45 MIN. TABLE 5.10.2.1.
 WALLS: 45 MIN. 5.10.3.1.4.
 MIN. SOUND CONTROL TRANSMISSION RATING:
 BETWEEN DWELLING UNITS: MIN. 50 5.11.2.1(1)

FIRST FLOOR CEILING/SECOND FLOOR FLOOR
 FIRE/SOUND CONSTRUCTION ASSEMBLY
 AS PER SUPPLEMENTARY STANDARD SB-3
 ASSEMBLY * F3: ABSORPTIVE MATERIAL IN CAVITY
 RESILIENT MTL. CHANNEL SPACED AT 16" O/C
 5/8" TYPE X GYPUM BD.
 FIRE RESISTANCE RATING: 1HR
 SOUND TRANSMISSION CLASS (STC): 54

ONTARIO BUILDING CODE DATA MATRIX PART 3 OR 3

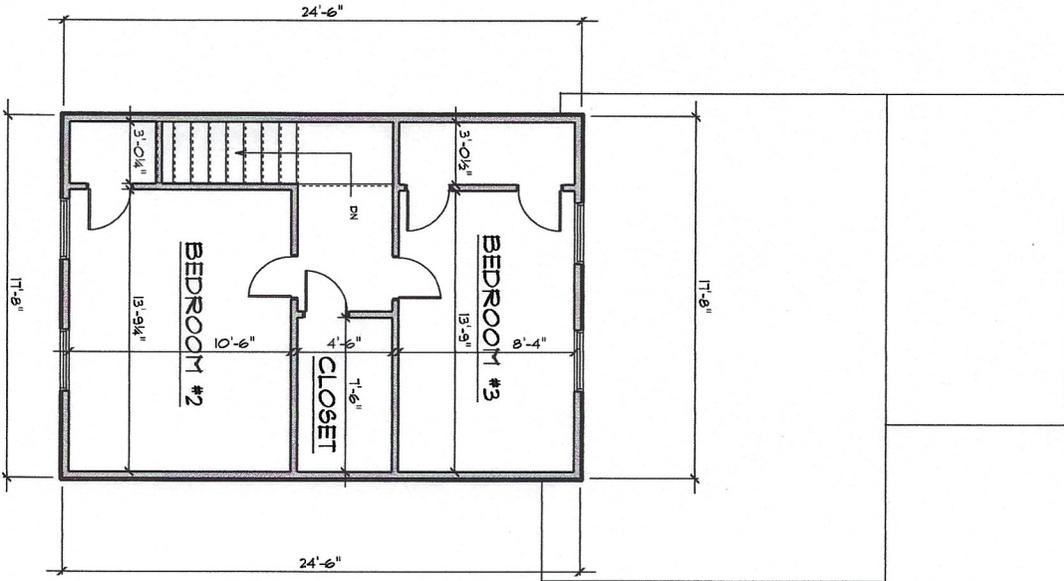
1. PROJECT DESCRIPTION, RENOVATION	PART 3	PART 3
2. NUMBER OF STOREYS: 2 ABOVE	1.2.7(A)	5.10.1.3
3. NUMBER OF FLOOR LEVELS: 2 ABOVE	1.2.7(A)	5.10.1.3
4. NUMBER OF FLOOR LEVELS: 2 ABOVE	1.2.7(A)	5.10.1.3
5. SPANNING SYSTEM NOT REQUIRED	3.2.2.2	5.10.2.2
6. SPANNING SYSTEM NOT REQUIRED	3.2.2.2	5.10.2.2
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9. NOT A HIGH BUILDING	3.2.2.2	5.10.2.2
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12. PERMITTED CONSTRUCTION COMPATIBLE AND NON-COMBUSTIBLE	3.2.2.2	5.10.2.2
13. HAZARDOUS SUBSTANCE	NO	NO
14. REQUIRED FIRE SEPARATIONS	NO	NO
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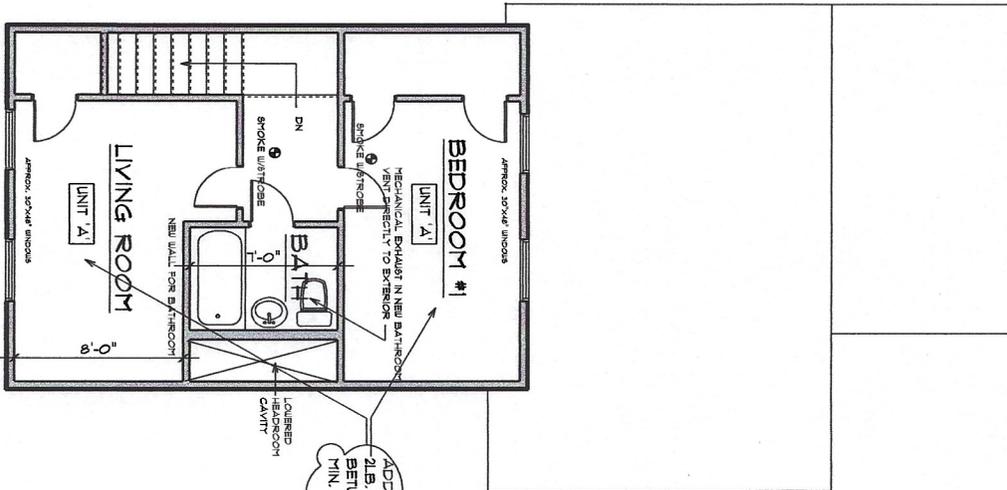


PROPOSED MAIN FLOOR PLAN

REVISED 07/11/2021
 10.5x10.5 FT. FLOOR SIZE
 11.5x10.5 FT. FLOOR SIZE
 11.5x10.5 FT. FLOOR SIZE
 11.5x10.5 FT. FLOOR SIZE



EXISTING SECOND FLOOR PLAN



PROPOSED SECOND FLOOR PLAN

ADDED SECOND FLOOR INSULATION:
 2LB. SPRAY FOAM INSULATION ADDED
 BETWEEN EXISTING ROOF RAFTERS,
 MIN. R31 THERMAL RESISTANCE

REVISED 01.13.2011
 10.26.2011 FTS, PAD SIZE
 10.12.2011 ADDED NORTH WINDOW
 AND FUR. INSULATION