

STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG



Report to:	Cobourg Heritage Advisory Committee	Priority:	<input type="checkbox"/> High <input checked="" type="checkbox"/> Low
Submitted by:	Rob Franklin, MCIP, RPP Manager of Planning Planning and Development rfranklin@cobourg.ca	Meeting Type:	Open Session <input checked="" type="checkbox"/> Closed Session <input type="checkbox"/>
Meeting Date:	August 31, 2021		
Report No.:	HP-2022-042 245 Division St		
Submit comments to Council			

Subject/Title: HP-2022-042– 245 Division St. Windows and Roof (Tom Plue/Sky-high Restoration for Burnett)

RECOMMENDATION:

THAT Heritage and Planning staff has reviewed the proposed alterations at 245 Division Street and has concluded that the alterations would be compatible to the heritage structure and Commercial Core Heritage District Plan; and,

FURTHER THAT Heritage Permit No. HP-2022-042 pertaining to the window replacement (22), two chimney removals and roof works at 245-247 Division Street as submitted by Tom Plue of Skyhigh Restoration be approved, subject to the finalization of details by heritage 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 provide commentary regarding Heritage Permit Application HP-2022-042 for the exterior restoration with roof and window replacement at 245-247 Division Street in the Commercial Core Heritage Conservation District.

4. ORIGIN AND LEGISLATION

An application for a Heritage Permit was received on June 12, 2022 from Tom Plue of Skyhigh Restoration on behalf of Paige Burnett to undertake an exterior heritage restoration of the rear roof, windows and chimneys at 245-247 Division Street.

In 2020 the front roof was replaced and Heritage and Planning staff have been working with the owner and restoration company, through agent Tom Plue of Skyhigh Restoration with final details clarified July 5, 2022.

Accordingly, as per Heritage Permit By-law #097-2009, portions of this Heritage Permit meet the tests for Staff Approval Delegation. However, with major window replacement on a main heritage street, staff felt it was important to bring the full scope to the project to the Heritage Committee.

The subject property is located in the Commercial Core Heritage Conservation District and is designated under Part V of the Ontario Heritage Act, and by By-law #118-91 and By-law 042-2016.

In accordance with the Ontario Heritage Act, the 90-day deadline for the Municipality to deal with the application is October 3, 2022.

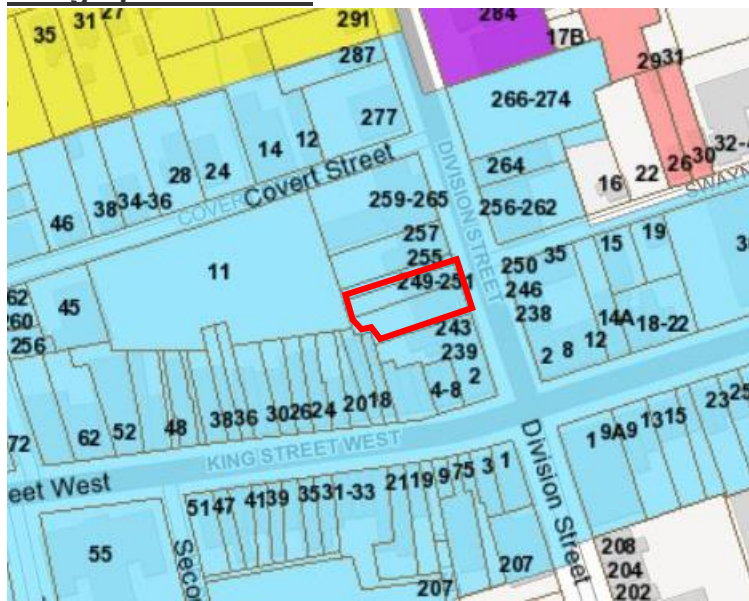
Proposed Scope of Work (Please see attached **Appendix 1** for Window Checklist and **Appendix 2** for Pictures of the site)

1. Roof
 - a. New steel roof on the 1 ½ storey rear addition (colour to match front roof)
 - b. 2 brick chimneys are in significant disrepair of the 7 and are requested for removal for the steel roof see **Appendix 3** for pictures.
2. Replication of second and third floor windows (22 windows, 12-front and 10-rear),
 - a. Windows to be constructed of wood.
 - b. Windows on these elevations will be exact replicas of the removed windows. Frame thickness, sash thickness and light size to be all dimensionally exact.
 - c. Please see window condition report in **Appendix 1**.
3. Painting
 - a. The exterior is to be painted Marble White (same as cupola at Victoria College).

5. BACKGROUND

The subject site is located at 245-247 Division Street and is designated under the Commercial Core Heritage Conservation District.

Geographic Context



Above: Subject site is outlined in red within the context of the Commercial Core Heritage Conservation District in blue. Purple are individual designations.

Historical and Architectural Context

(Please see attached Appendix 2 Pictures)

The Burnett Building at 245-247 Division Street is described in mid-1980's Town records as:

Similar in style to the building adjoining to the south, modern finishing hides the details of the frieze. Note the interesting curving brow heading the square window openings on the upper storeys.

A three storey red brick building with concrete over the façade on the second and third storey. There are twelve paned windows, six between two pilasters and two central ones that have had concrete over them leaving the lugsil and arches visible. The cornice is plain, with three chimneys on the roof tops. The ground level has been changed with wood paneling and narrow glass windows.

Note: air photos show 7 chimneys from above rather than just the three street facing ones.

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 Commercial Core Heritage Conservation District Plan was adopted by By-law 042-2016 on May 24th, 2016.

The Plan contains policies and guidelines for conservation and the management of growth and change in the Commercial Core 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 Commercial Core Heritage Conservation District Plan that are relevant to the evaluation of the proposed scope of work.

4.4 Windows and entrances

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) 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.
- c) 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.

Guidelines

- d) 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.
- e) 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.
- f) 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.
- g) Improvement in energy efficiency of single glazed units may be achieved with traditional exterior wood storm windows or contemporary interior magnetic storm glazing.

4.3 Roofs

Policies

- a. Original rooflines of buildings shall be maintained. Dormers and changes to rooflines shall be permitted on a case-by-case basis where the proposed alteration is compatible with the character of the building.
- b. Decorative roof features and original/historic roofing materials, such as slate, wood shingles, and copper on sloped roofs, shall be retained and conserved. Replacement material, if required, shall complement the original and/or historic materials.
- c. Ensure that vents, skylights, and other new roof elements are placed out of view from the street and public rights-of-way.
- d. Roof drainage shall be maintained and directed away from building foundations.

Discussion

Prior to Council's adoption of the Commercial Core 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 Commercial Core 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 Commercial Core Heritage Conservation District Plan as the previous Heritage Conservation District guidelines. The Commercial Core 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.

Heritage Planning staff has met and corresponded with the project consultants this spring and is satisfied with the expertise in the contractor to perform the work in accordance with sound heritage restoration practices. The 22 windows (12-front, and 10-rear) are in very poor condition and proposed to be replaced in wood, similar to works across the street at 2 King Street East in its various phases of work. Also, roof replacement is proposed to be done at the rear of the building where there is currently only a rubber membrane. This area needs to be sealed to keep the building water-tight. Pictures submitted from the applicant show the poor state of some of the chimneys (see **Appendix 3**). These are non-functioning chimneys in most cases. Only one of the two requested is visible from the street (if a person is looking closely) and not the north-end chimney which is quite visible and which I believe would be considered part of the heritage character. The others are not, in my opinion, character elements.

Based on the scope of work and the Town's Heritage Permit By-law #097-2009 delegation authority, it is the opinion of staff that the majority of the Heritage Permit request qualifies for Delegated Approval for Heritage staff to issue and approve. However, with significant window replacement on a major heritage street and the removal of chimneys that are visible from the front, staff brought the full scope of works to the Cobourg Heritage Advisory Committee and Council.

7. FINANCIAL IMPLICATIONS/BUDGET IMPACTS

There are no anticipated financial implications on the Municipality as a result of the approval of this Heritage Permit application.

8. CONCLUSION

Portions of the scale and scope of the proposed restoration falls under the Delegation review of staff in accordance with the delegated authority under By-law #097-2009, however, work at the front of the building requires review and a formal Motion of the CHC and Council approval will be required.

9. NEXT STEPS

The outcome of this Committee's decision is not final and binding. The recommendation from this Committee will proceed to be considered by the Committee of the Whole and finally Council.

This application will be considered by Committee of the Whole: September 6th, 2022

This application will be considered by Council: September 12th, 2022

Note: Should this application be refused, or approved with conditions, the applicant can appeal the decision to the Ontario Land Tribunal within 30 days of Council's Decision. Final date to appeal the decision: October 12th, 2022

Defect	Tick if present												Notes	
	Window Elevation (NESW)	1	2	3	4	5	6	7	8	9	10	11		12
	Other defects													
Shutters will not open														
Shutters open with difficulty														
Split panels to shutters or moulding														
Wood decay to shutters or moulding														
Damp plaster in windows recess or behind shutters														
Structural opening defects or distortion		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
General Comments: Note any extra information you consider relevant:														
<i>The windows have not had good care to</i>														

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Structural opening defects or distortion	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

General Comments: Note any extra information you consider relevant:

The windows have not had good care!



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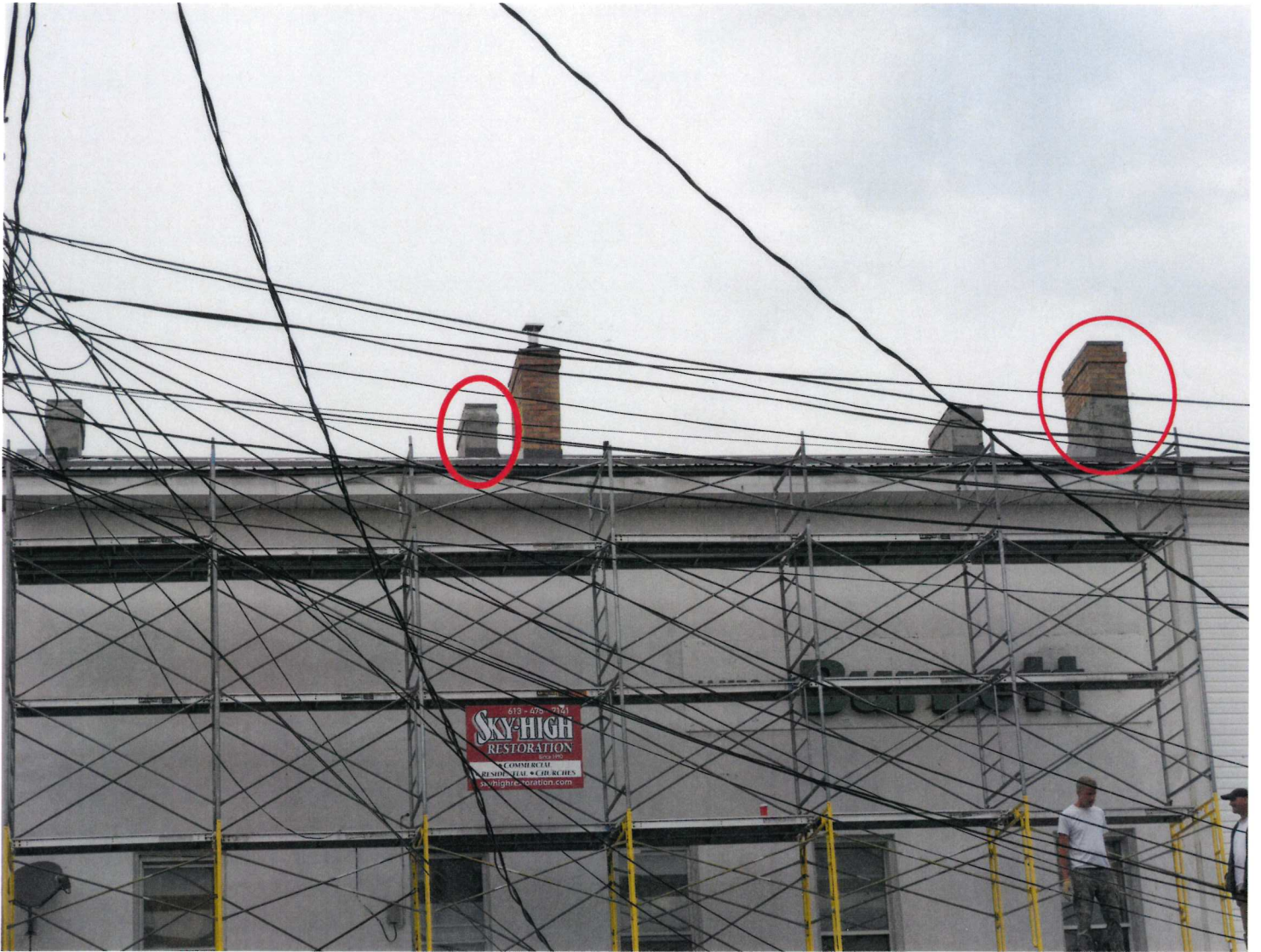


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What do you think Dave!



