

# STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG



<b>Report to:</b>	Cobourg Heritage Advisory Committee	<b>Priority:</b>	<input type="checkbox"/> High <input checked="" type="checkbox"/> Low
<b>Submitted by:</b>	Rob Franklin, MCIP, RPP Manager of Planning Planning and Development <a href="mailto:rfranklin@cobourg.ca">rfranklin@cobourg.ca</a>	<b>Meeting Type:</b>	Open Session <input checked="" type="checkbox"/> Closed Session <input type="checkbox"/>
<b>Meeting Date:</b>	<b>September 14, 2022</b>		
<b>Report No.:</b>	HP-2022-046 3 Swayne Street		
<a href="#">Submit comments to Council</a>			

**Subject/Title: HP-2022-046– 3 Swayne Street- Building Façade and Windows (Chris Boot/ Historic Brick Co for Cobourg Property)**

## RECOMMENDATION:

THAT Heritage and Planning staff has reviewed the proposed alterations at 3 Swayne 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-2022-046 pertaining to window replacement with wood replications and facade works at 3 Swayne Street as submitted by Chris Boot of Historic Brick Co., 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-2022-046 for the exterior restoration and window replacement at 3 Swayne Street in the Commercial Core Heritage Conservation District.

### 4. ORIGIN AND LEGISLATION

An application for a Heritage Permit was received on August 17, 2022 from Chris Boot of Historic Brick Co. on behalf of Cobourg Property Management to undertake exterior heritage restoration of the “front” of 3 Swayne Street which is the north or rear face of the 2 King Street East block (Phoenix Block).

In 2021 the corner at 2 King Street East had significant improvements completed and Heritage and Planning staff have been working with the owner and restoration company to continue the full block.

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 November 15, 2022.

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

1. Restoration of exterior Masonry (ground floor up to third floor – Phase 3)
  - a. Masonry to be cleaned with the Torq System, which contrary to its name, is a gentle cleaning system that is sensitive to older masonry.

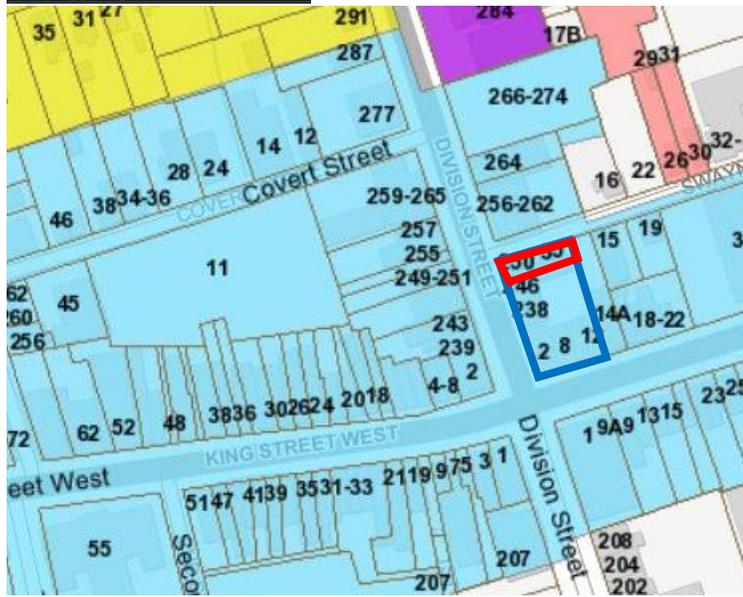
2. Restoration of ground floor windows (Phase 1)
  - a. Windows will be stripped and repainted. Where necessary windows will be reglazed with oil glazing putty. Wood paneling below windows will be reproduced using exterior grade MDF, trim to be red Grandis. All wood detail on ground floor will be primed and repainted.
3. Replication of second and third floor windows (Phase 2-3, south and west elevations)
  - a. Windows to be constructed of Red Grandis 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. Second floor windows will be operable single hung. Third floor windows will be inoperable hung.
  - c. Window sills to be wrapped in 16oz lead flashing.

This is the same work as the previous 4 phases of the building but now on the north face towards Swayne Street.

## 5. BACKGROUND

The subject site is located at 3 Swayne Street and is designated under the Commercial Core Heritage Conservation District.

### Geographic Context



Above: Subject site is outlined in red and Phoenix Block in blue within the context of the Commercial Core Heritage Conservation District in blue. Purple are individual designations, yellow is George Street HCD.

### Historical and Architectural Context

(Please see attached Appendix 2 Pictures)

The “east” side of the Phoenix Building at 240-246 Division Street and includes the Swayne Street frontage is described in mid-1980’s Town records as:

*The east side of the PHOENIX building extending from King Street to Swayne Street. There are three sections, the Bank of Nova Scotia and the Print Gallery at Swayne Street are similar in height, three-storey and the structural façade, except the triangular pediment has been removed. The south and north end of the building six semi-elliptical windows and a larger central longer window on the third storey and four segmented windows and a central larger one in between two pilasters (on the second storey). Every window has a radiating keystone voussoir. The cornice is broken in between the central semi-elliptical window with four brackets underneath.... There is a definite string course that runs from the north to the south of the building, quite heavy, yet plain. The ground floor all along has been renovated to look old, with modern red brown brick and large twenty-five paned windows.*

No specific discussion of the Swayne Street side of the building.

## 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.

### 4.2 Foundations and walls

#### Policies

- a) Protect original wall surfaces from cleaning methods that may permanently alter or damage the appearance of the surface. Sandblasting, strong chemical cleaning solutions and high pressure water blasting are not permitted.
- b) The painting of previously unpainted masonry is not permitted.
- c) Ensure that surface drainage, especially from downpipes, is directed away from foundation walls.

#### Guidelines

- d) Many commercial properties in the District are of brick construction or contain brick cladding. Brick masonry requires re-pointing from time to time and this

- process should be undertaken by tradespeople with experience in historic masonry techniques and materials. Generally, lime-based mortar should be used and joints should replicate the original in finish, colour and texture. Hard, cement based mortars are more rigid during freeze-thaw cycles and can cause brick units to deteriorate.
- e) The application of waterproofing and water repellent coatings requires a heritage permit but should be avoided, unless proven that it will not damage heritage fabric.

#### **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.

## 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.

This is the same restoration work and window replacement that has occurred on the previous four phases for the overall Block. It is my opinion that the requested changes do not impact any character elements and is compatible with the building.

## **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**

The proposed restoration requires review and a formal Motion of the CHC and Council approval will be required and follows the same pattern of restoration as the previous four phases on work on this Block.

## **9. NEXT STEPS**

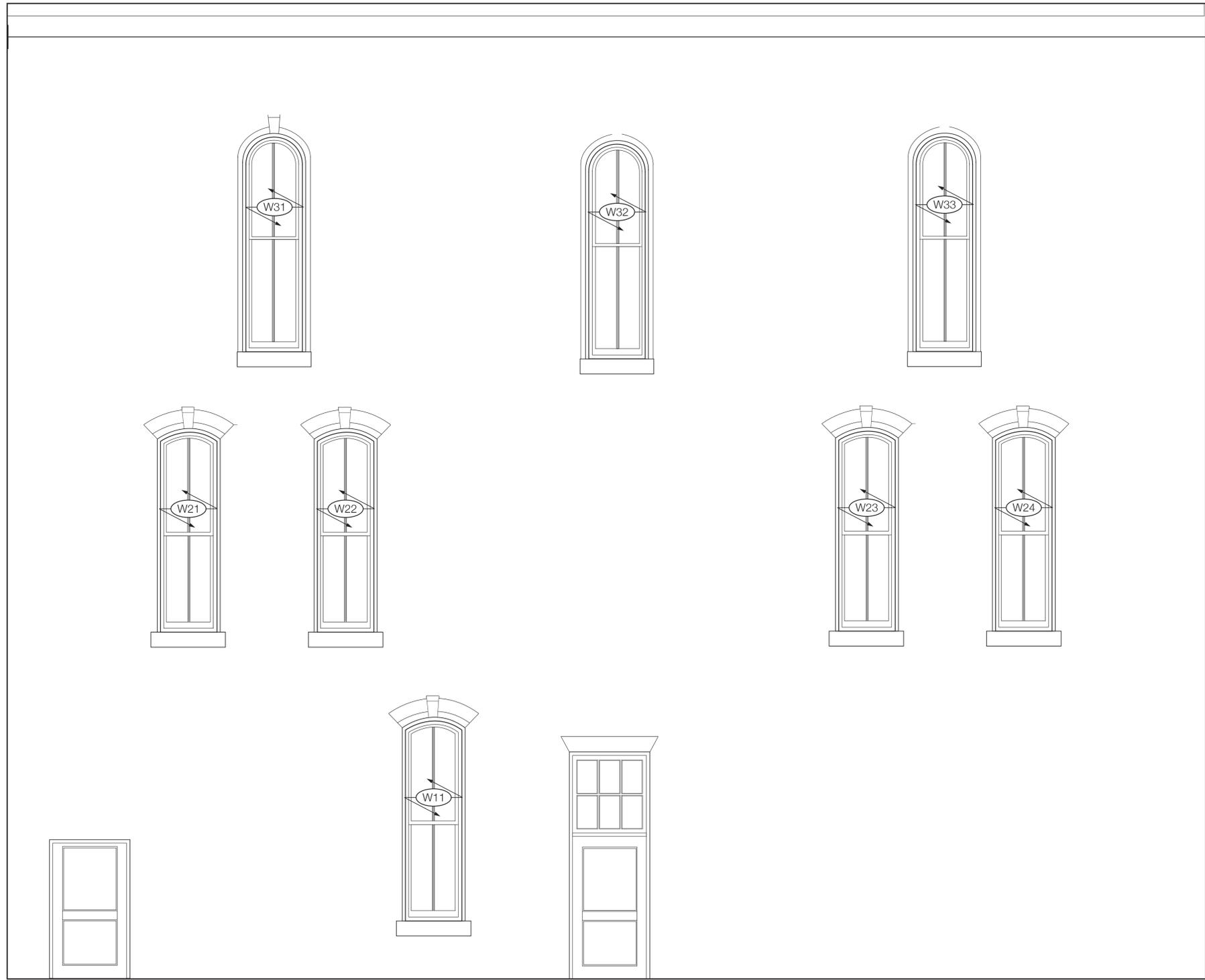
The outcome of this Committee's decision is not final and binding. The recommendation from this Committee will proceed to be considered by the Committee of the Whole and finally Council.

This application will be considered by Committee of the Whole: September 26<sup>th</sup>, 2022

This application will be considered by Council: October 3<sup>rd</sup>, 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: November 2<sup>nd</sup>, 2022





**TYPICAL FLASHING REPLACEMENT**

HISTORIC PROPOSES REPLACEMENT OF ALL PARAPET FLASHING WITH A PROPER DRIP EDGE.

**TYPICAL REPAIR FOR WINDOW SILLS**

WINDOW SILLS HAVE BEEN FLASHED, TARRED, PARGED AND PAINTED IN VARIOUS LOCATIONS. HISTORIC PROPOSES SOLDERED 16OZ LEAD SHEET FOR WRAPPING OF SILLS AFTER CONSOLIDATION. LEAD SHEET WILL BE INSTALLED INTO A RAKED JOINT AND FINISHED WITH POLYMER MODIFIED SEALING COM POUND.

**REPOINTING**

100 PERCENT OF THE MORTAR JOINTS WILL BE CUT OUT AND REPOINTED USING PROPER LIME MIX. SAME PROCESS AS PREVIOUS STAGES.

**WINDOW REPLACEMENT**

3RD FLOOR WINDOWS WILL BE REPLACED WITH INOPERABLE REPRODUCTIONS.  
2ND FLOOR WINDOWS WILL BE REPLACED WITH OPERABLE REPRODUCTIONS.

**CENTER DOOR**

TRANSOM WILL BE RECREATED AND REINSTATED AS IT IS MORE ECONOMINCAL THAT TOOTHING AND REBRICKING.

BRICK ON SIDES OF DOOR WILL BE REPAIRED

DOOR PAINTED BLACK

**DRAFT**



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PROJECT: **SWAYNE STREET FACADE**

FOR: **COBOURG PROPERTY MANAGEMENT**

PROJECT NO: **30192** SCALE: **AS NOTED**

DRAWN BY:

TITLE: DRAWING NO.

North Elevation Repairs

AH0.1

