

 <b>COBOURG</b>	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>	
	<b>STAFF REPORT</b>	
TO:	Cobourg Heritage Advisory Committee	
FROM: TITLE:	Dave Johnson Planner I - Heritage	
DATE OF MEETING:	September 23, 2020	
TITLE / SUBJECT:	New ground floor window (new mullion) - 264 Division Street / Di Giovanni	
REPORT DATE:	September 18, 2020	File #: HP-2020-025

1.0 STRATEGIC PLAN

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

2.0 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.

### 3.0 RECOMMENDATION

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.

### 4.0 ORIGIN

An application for a Heritage Permit was received on August 30<sup>th</sup>, 2020 from Gino Di Giovanni to undertake a window alteration and masonry repairs at 264 Division Street.

The subject property is located in the Commercial Core 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 042-2016.

In accordance with the *Ontario Heritage Act*, the 90-day deadline for Council to deal with the application is November 28<sup>th</sup>, 2020

#### Scope of Work

#### New Division St. Ground floor window

1. **Ground Floor Window** – An existing storefront window (just the glass), is to be removed and two new pieces of glass added to be separated by a wood (pine) mullion down the middle. All wood framing to remain, and the new glass will be double glazed and tempered.

Existing Conditions of King St. Façade



Figure 1: 264 Division St. storefront as of September, 2020.



Figure 2: 264 Division St. storefront as of September, 2020.



Figure 3: 264 Division St. storefront showing wood frame as of September, 2020.

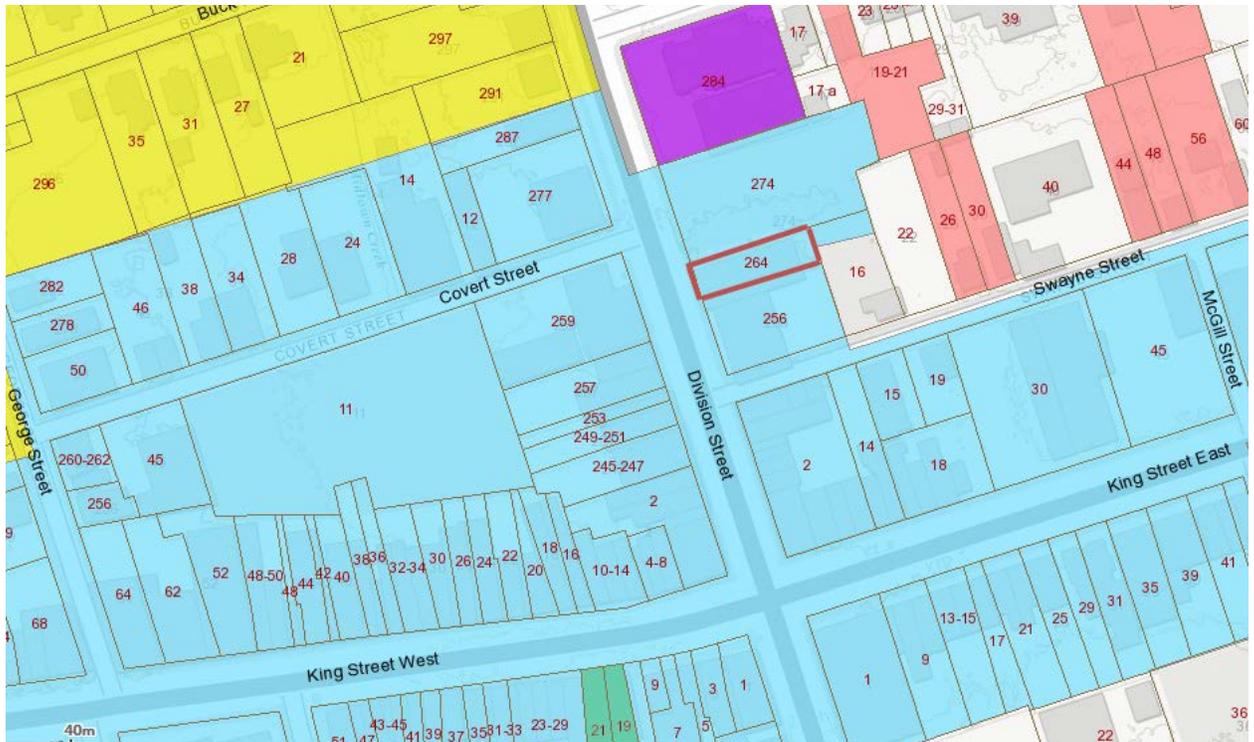


Figure 4: 264 Division St. storefront showing wood frame as of September, 2020.

## 5.0 BACKGROUND

### **Geographic Context**

The subject property is located at 264 Division St. just north of Swayne St. and south of Trinity United Church and Municipal Parking Lot and is designated under the Commercial Core HCD.



Above: The subject property is shown outlined in red in the context of the Commercial Core Heritage Conservation District, which is indicated in blue. The properties shaded in pink are listed on the Municipal Heritage Register but are not formally designated. Properties shaded in purple are individually designated and those shaded in yellow are located in the nearby George Street HCD.

### Historical and Architectural Context

According to the property file, this building was built in the 1860's by W.C. Clench, a cabinet maker, this commercial building was covered in a combination of wood panelling and brick painted white, which is still the case. Two stone lion's heads adorned the corners of the façade, which are no longer present. The Clench Brothers were in the furniture and undertaking business. A combination that was not uncommon in the early years of settlement.

The Commercial Core Heritage Conservation District is a cultural landscape that is characterized largely by its two and three storey commercial buildings built between 1840 and 1890. Robert Mikel identifies the diversity of architecture as a character-defining feature of the District. Any alteration to facade design and materials should be visually compatible with the neighbouring properties within the District. Exterior form and facade relationships play an important role in defining the streetscape in heritage districts especially in a downtown commercial core. Therefore, prior to making any changes to the exterior form and facade designs it is important to understand how the proposed changes may affect the setting of the historic place.

## 6.0 ANALYSIS

The Town of Cobourg's Heritage Master Plan was adopted by Council 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 043-2016 on May 24th, 2016.

The Plan contains policies and guidelines for conservation and the management of growth and change in the Commercial Core HCD. 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.

### **4.1 Storefronts and street-facing façades**

#### **Policies**

- a) *Maintain and repair, rather than replace, heritage material on existing storefronts that are physically sound and compatible with the overall building façade. Storefronts may have historic value even if they are later additions to the District.*
- b) *Building heights range from 2-3 storeys, and building roofs are generally flat, with some mansard and gable roof types. This building form at the street level shall be maintained.*
- c) *Contemporary modern designs are permitted provided they do not damage heritage building fabric and are complementary to the heritage building fabric in terms of materials, architectural details, size and location on the building.*

### **4.4 Windows and entrances**

- 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 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 HCD 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 HCD as the previous HCD guidelines. The Commercial Core HCD 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 applicant was conducted via telephone in Summer 2020.

### Ground floor commercial unit windows/entrance and masonry repair

The proponent intends to improve the storefront window through this Heritage Permit Application. The ground floor commercial unit is proposed to receive a new treatment as part of this project to be maintained in the current colour. Currently the heritage commercial window is single glazed and is one large piece of glass. The new proposed window glass is to be double glazed and will include a new centre 2" x 6ft wood mullion (colour to match the frame) allowing for two pieces of glass instead of one (see sample photos below).





The proposed alteration to the existing storefront window represents an incremental, sympathetic alteration to this heritage structure and is consistent with other similar storefront windows in the Downtown (please see Figures 5 & 6 below).



Figure 5: proposed window example at 43 King St. W



Figure 6: proposed window example at 10 King St. W

The applicant also proposes to do masonry repairs on the front second floor of the structure. There is a large crack in the masonry wall, and this will be repaired and repainted in the same colour. This would be considered maintenance/repair and would normally be considered a staff approval, however it is being included in the overall scope of alterations proposed for the storefront.



Figure 7: 264 Division St. Masonry crack to be repaired.

Based on my evaluation of the proposed alterations to the ground floor commercial unit window and masonry repair, it is my opinion that this is minor in nature and meets the approved policy context. Further, the proposal is a sympathetic alteration to the existing

heritage structure and will not detract from the heritage attributes of the subject property nor adjacent heritage buildings.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

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

8.0 CONCLUSION

The applicant's proposal for the proposed window glass replacement and the installation of a wood mullion is minor in nature, and is consistent with examples in the downtown of this type of store front window. The masonry repairs are a welcome addition to this project and overall, it is my opinion that the applicant has satisfied the intent of the Commercial Core HCD Plan.

9.0 AUTHORIZATION/SIGNATURES

Report Prepared By:



Dave Johnson  
Planner I - Heritage

Report Approved By:



Rob Franklin, MCIP, RPP  
Manager of Planning