

AGENDA

Date: April 22, 2025
Time: 9:30 am
Location: Council Chamber

Town Hall is open to the public and live streaming video is available on <https://www.oakville.ca/town-hall/mayor-council-administration/agendas-meetings/live-stream> or at the town's YouTube channel at <https://www.youtube.com/user/TownofOakvilleTV>. Information regarding written submissions and requests to delegate can be found at <https://www.oakville.ca/town-hall/mayor-council-administration/agendas-meetings/delegations-presentations>.

	Pages
1. Regrets	
2. Declarations of Pecuniary Interest	
3. Confirmation of Minutes of Previous Meeting	
3.1 Minutes March 25, 2025	3 - 5
Recommendation: That the minutes from the Heritage Oakville Advisory Committee meeting of March 25, 2025 be approved.	
4. Discussion Items	
4.1 2025 Heritage Grant Program Recommendations	6 - 11
Recommendation: That 'Appendix A – Projects and Funding' attached to the report titled '2025 Heritage Grant Program Recommendations - April 10, 2025', be endorsed.	
4.2 Heritage Permit Application HP012/25-42.20A – New residence – 81 Allan Street	12 - 34
Recommendation: 1. That Heritage Permit Application HP024/24-42.20A for the	

demolition of the existing residence and construction of a new residence at 81 Allan Street, as approved by Planning and Development Council on November 25, 2024, be amended to replace the new residence design with the design attached in Appendix B to the report dated April 8, 2025 from Planning and Development Services; and

2. That the conditions in Heritage Permit Application HP024/24-42.20A remain in effect.

5. Information Items

5.1 Old Oakville Heritage Conservation District Plan and Guidelines

5.2 Residential Zoning By-law Review - Heritage Districts

Recommendation:

That the information items be received.

6. Date and Time of Next Meeting

May 27, 2025

Oakville Municipal Building

Council Chamber - 9:30 a.m

7. Adjournment

Heritage Oakville Advisory Committee

MINUTES

Date: March 25, 2025
Time: 9:30 am
Location: Council Chamber

Members: Drew Bucknall, Chair
Councillor Gittings
Councillor McNeice
Kerry Colborne
George Gordon
Emma Dowling
Jason Judson
Bob Laughlin

Regrets: Gerarda (Geri) Tino, Vice-Chair
Russell Buckland
Susan Hobson

Staff: G. Charles, Director of Planning Services
K. Biggar, Manager of Policy Planning and Heritage
C. Van Sligtenhorst, Heritage Planner
S. Schappert, Heritage Planner
K. McLaughlin, Heritage Planner
F. Loconte, Manager - Parks Capital Planning & Management
C. Hui, Landscape Architect
A. Holland, Manager of Council and Committee Services
L. Harris, Council and Committee Coordinator

A meeting of the Heritage Oakville Advisory Committee was held on March 25, 2025, in the Council Chamber of the Oakville Municipal Building, commencing at 9:30 a.m.

These minutes will go forward to the Planning and Development Council meeting of April 7, 2025 for approval. Please view those minutes to note any changes Council may have made.

1. Regrets

As noted above.

2. Declarations of Pecuniary Interest

No declarations of pecuniary interest were declared.

3. Confirmation of Minutes of Previous Meeting

3.1 Minutes February 25, 2025

Moved by Bob Laughlin

That the minutes of the Heritage Oakville Advisory Committee meeting of February 25, 2025 be approved.

CARRIED

4. Discussion Item

4.1 Heritage Permit Application – 210 Lakeshore Road East – Towne Square Revitalization

Moved by Kerry Colborne

1. That Heritage Permit Application HP008/25-42.20TL for the revitalization of Towne Square at 210 Lakeshore Road East, as attached in Appendix B to the report dated March 11, 2025, from Planning and Development, be approved subject to the following:
 - a. That final details on materials for seating and walkways be submitted to Heritage Planning staff for final approval; and
2. That this heritage permit expires two years from the date of final approval by Council.

CARRIED

4.2 Heritage Grant Program Evaluation Working Group

Moved by George Gordon

That the 'Heritage Grant Evaluation Working Group' for 2025 be created and membership be determined.

CARRIED

5. Information Items

5.1 Delegated Heritage Permits – January to March 2025

5.2 Heritage Easement Agreements for Tannery Walls

Moved by Emma Dowling

That the information items be received.

CARRIED

6. Date and Time of Next Meeting

April 22, 2025

Oakville Municipal Building

Council Chamber - 9:30 a.m.

7. Adjournment

The meeting adjourned at 10:08 a.m.



REPORT

Heritage Oakville Advisory Committee

Meeting Date: April 22, 2025

FROM: Planning and Development Department

DATE: April 10, 2025

SUBJECT: 2025 Heritage Grant Program Recommendations

LOCATION: Town-wide

WARD: Town-wide

Page 1

RECOMMENDATION:

That 'Appendix A – Projects and Funding' attached to the report titled '2025 Heritage Grant Program Recommendations - April 10, 2025', be endorsed.

KEY FACTS:

The following are key points for consideration with respect to this report:

- This is the twelfth year of the Heritage Grant Program, which is an annual program with \$180,000 available.
- An additional \$24,200 is available this year from unused grants from 2020. This amount is higher than usual due to the COVID-19 pandemic.
- 38 project applications were received requesting over \$286,000 for conservation work on designated heritage properties.
- The Heritage Grant Evaluation Working Group met on Wednesday, March 27, 2025, to discuss the applications and how to allot the available funds. Appendix A contains its recommendations for projects and funding amounts. All 38 applications are recommended to receive funding.
- Including this year, the Heritage Grant Program will have provided over \$1,244,000 to assist with more than 290 restoration and conservation projects worth over \$7 million.

BACKGROUND:

This is the twelfth year of the Heritage Grant Program, which Council approved on an annual basis on May 16, 2016, following the successful completion of a three-year pilot program.

The grant program helps to offset the premiums that heritage property owners pay to get work done to their properties that meets heritage conservation standards. The program is open to owners of property designated under Part IV or Part V of the *Ontario Heritage Act* (OHA) or property with a heritage conservation easement agreement under section 37 of the OHA.

The program has criteria for eligible grant projects, and also lists types of projects that are not eligible to receive funding. Grants can be applied for as matching funding up to a maximum contribution of \$15,000.

With a budget increase for the 2025 program, there is now \$180,000 in funding. Annually, there may be additional funds from unused grants, developer contributions or heritage fees, but this is only an occasional funding source.

The following chart provides Heritage Grant Program statistics to date:

Program Year	Number of Projects	Requested Funding	Funding Available	Value of Projects
2014 (pilot)	28	\$235,000	\$80,000	\$500,000
2015 (pilot)	26	\$172,000	\$80,000	\$466,000
2016 (pilot)	23	\$138,000	\$80,000	\$370,000
2017	25	\$181,000	\$90,000	\$402,000
2018	19	\$164,000	\$90,000 + \$5,000	\$478,000
2019	51	\$379,000	\$90,000 + \$25,175	\$1,000,000
2020	25	\$207,000	\$90,000	\$510,000
2021	39	\$253,000	\$90,000 + \$53,275	\$740,000
2022	32	\$244,000	\$120,000 + \$26,834	\$827,000
2023	55	\$485,000	\$120,000 + \$17,965	\$2.1 million
2024	42	\$287,000	\$120,000 + \$35,340	\$717,000
2025	38	\$286,798	\$180,000 + \$24,200	\$1 million

COMMENT/OPTIONS:

2025 Heritage Grant Program Recommendations

Heritage planning staff received over 50 inquiries about the program and 38 applications requesting over \$287,000 in grant funding.

The 2025 program was launched in January 2025 and applications were received until March 17, 2025. The combined value of the applications is more than \$1 million.

As approved in the staff report 'Heritage Grant Program Evaluation Working Group' dated March 11, 2025, five members of the Heritage Oakville Advisory Committee formed a working group to evaluate the applications. The Committee met on Wednesday, March 27, 2025, to review all 38 applications and divide up the \$204,200 available funds (\$180,000 from the budget, \$24,200 from unused 2020 grants). Despite the budget increase and additional funds, grant requests exceeded the available funding.

As many applications are for similar projects (i.e. painting woodwork, masonry repairs, window restorations), the working group divided the funds to be as consistent and fair as possible. For example, similar projects should receive a similar percentage of their requested grant.

Highlights of the grant requests for 2025 include:

- Structural repairs to Knox Presbyterian Church Sixteen
- Arborist work to conserve a 300 year old oak tree that spans four different heritage properties
- Stained glass window restoration at Knox Presbyterian Church on Lakeshore Road East
- Necessary structural repairs, including beams and foundations, to several historic residences
- Masonry repairs to the brick walls at St. John's United Church
- Repairs to the formal entrance stairs at Ennisclair, the former Cox Estate (now apartments)

Each project has been provided with a 'maximum grant amount', meaning that the property owner will be eligible to receive 50% of the cost of the work, up to the maximum amount. In the case that a project comes in under the anticipated cost, the property owner will receive 50% of the cost. Unused funds are rolled into future grant years.

Following Council's decision on the matter, applicants will be notified of their funding.

As outlined in the Heritage Grant Program Procedures, grants are paid out when the project is completed. Recipients contact heritage planning staff to schedule an inspection or send photos of the completed work, along with their invoice for the project.

Additional Funds

Occasionally, additional funds are available, in addition to the budgeted funding. Funds can come from developer contributions, various heritage fees or fines, and unused grants. This year, additional funds came from unused grants from the 2020 program.

The unused funding from 2020 is higher than typical. Staff attribute this to the COVID-19 pandemic that began at the end of the grant application period and the subsequent shift in priorities, potential impact on personal finances and rapid increase of construction costs.

CONCLUSION / NEXT STEPS:

The Heritage Grant Program provides tangible support for property owners who have committed to the conservation of Oakville's cultural heritage. This support is greatly valued and appreciated by the stewards of our local history and is an incentive to new designations as well.

Staff considers the twelfth year of the Heritage Grant Program a success and look forward to the improvements that will be made to Oakville's heritage properties because of this important program.

CONSIDERATIONS:

(A) PUBLIC

Applicants to the Heritage Grant Program will be notified of the approval of their application and the grant amount following Council approval.

(B) FINANCIAL

Funding for the Heritage Grant Program was approved through the town's annual budget process.

(C) IMPACT ON OTHER DEPARTMENTS & USERS

Planning staff will continue to work with staff from the Finance Department to award heritage grants following the completion of approved projects.

(D) COUNCIL STRATEGIC PRIORITIES

This report addresses Council's strategic priority of Accountable Government.

(E) CLIMATE CHANGE/ACTION

A Climate Emergency was declared by Council in June 2019 for the purposes of strengthening the Oakville community commitment in reducing carbon footprints. The Heritage Grant Program encourages the restoration of historic building materials, which diverts waste from landfills. The greenest building is the one that already exists, and the Heritage Grant Program helps owners of designated properties maintain their buildings.

APPENDICES:

Appendix A – Projects and Funding

Prepared by:

Susan Schappert, CAHP, MCIP, RPP
Heritage Planner

Recommended by:

Kirk Biggar, MCIP, RPP
Manager, Policy Planning and Heritage

Submitted by:

Gabe Charles, MCIP, RPP
Director, Planning & Development

APPENDIX A

Heritage Grant Applications 2025				
Property Address	By-law/District	Summary of Proposed Works	Requested	RECOMMENDED
151 Allan Street	Trafalgar Road	Exterior painting - house and trim	14970	8000
114 Balsam Drive	1988-077	Exterior painting - partial house and trim	2030	1000
40 Cox Drive	1995-043	Rebuild main entry staircase of Cox Estate	8170	4400
1150 Dundas Street West	1978-085	Installation of centre beam in basement	15000	13500
89 Dunn Street	1991-164	Ongoing stained glass restoration - 3 windows	15000	10000
31 First Street	First & Second Street	Painting and rotted wood fascia, soffit, and clapboard	7500	4000
146 King Street	Old Oakville	Arborist work on 300 yr old oak tree	1780	1100
233 King Street A	Old Oakville	Masonry restoration and repairs	10000	6500
233 King Street B	Old Oakville	Repairing decorative millwork	5000	2500
302 King Street	Old Oakville	Restoring original windows and reproducing others	15000	10000
209 Lakeshore Road East	Downtown Oakville	Window replacement	15000	10000
506 Lakeshore Road East	2024-151	Leaking foundation - south wall	11250	7500
293 Macdonald Road	1984-153	Replace wood sills with oak and surrounding mortar	15000	10000
361 Macdonald Road	2024-005	Replacing wood on front porch and painting	7628	4000
457 Maple Grove Drive	1993-056	Landscaping and tree replacement	3270	1200
457 Maple Grove Drive	1993-056	Screen windows and front door	4370	3000
53 Navy Street	Old Oakville	Exterior painting - house and coach house	10900	5500
64 Navy Street	Old Oakville	Structural repairs	15000	13500
65 Navy Street	Old Oakville	Exterior painting - house and garage	15000	8000
2441 Neyagawa Boulevard	2002-054	Exterior painting - house	4000	2100
262 Randall Street	2021-136	Ongoing masonry restoration	9600	6500
21 Regency Court	1978-005	Leaking foundation - interior waterproofing	3230	2100
168 Reynolds Street	Trafalgar Road	Replacement windows - rear addition	14510	7000
326 Reynolds Street	Trafalgar Road	Exterior trim painting	1770	1000
105 Robinson Street	1984-042	Structural repairs	15000	13500
93 Second Street	First & Second Street	Removal of stucco and board and new stucco	15000	8100
457 Smith Lane	Part IV	Exterior painting - trim	3250	1650
328 Sumner Avenue	Trafalgar Road	Emergency stucco and window repairs	8270	5600
329 Sumner Avenue	Trafalgar Road	Exterior painting - entire house	9400	5000
330 Sumner Avenue	Trafalgar Road	Window restoration/painting, trim painting/foundation	3380	2200
115 Third Line	2024-121	Masonry restoration	3670	2400
24 Thomas Street	Old Oakville	Wood storm window replacement	2710	1600
43 Trafalgar Road	Old Oakville	Emergency work already done on balcony	3050	2000
229 Trafalgar Road A	Trafalgar Road	New wood storm door to replace 1980s door	1500	900
229 Trafalgar Road B	Trafalgar Road	Tree work	1290	650
302 Trafalgar Road	Trafalgar Road	Repair of front basement wall	15000	10500
427 Trafalgar Road	Trafalgar Road	Window replacement	8870	4200
3536 Wass Crescent	1987-024	Repair 2 windows 6/6, and wood storm replace	5470	3500
			280668	204200

REPORT

Heritage Oakville Advisory Committee

Meeting Date: April 22, 2025

FROM: Planning and Development Department

DATE: April 8, 2025

SUBJECT: Heritage Permit Application HP012/25-42.20A – New residence –
81 Allan Street

LOCATION: 81 Allan Street

WARD: Ward 3

Page 1

RECOMMENDATIONS

1. That Heritage Permit Application HP024/24-42.20A for the demolition of the existing residence and construction of a new residence at 81 Allan Street, as approved by Planning and Development Council on November 25, 2024, be amended to replace the new residence design with the design attached in Appendix B to the report dated April 8, 2025 from Planning and Development Services; and
2. That the conditions in Heritage Permit Application HP024/24-42.20A remain in effect.

KEY FACTS

The following are key points for consideration with respect to this report:

- The property is designated under Part V of the *Ontario Heritage Act* as part of the First and Second Street Heritage Conservation District.
- A heritage permit application was approved on November 25, 2024 to demolish the non-contributing house on the property and construct a new residence. The property owner received a building permit and demolished the house as approved.

- The property owner has requested to amend the existing heritage permit application to change the design for the new residence.
- Staff are recommending that the application to amend the heritage permit to change the design for the new residence be approved.

BACKGROUND

The property at 81 Allan Street is located on the east side of Allan Street near its intersection with Robinson Street. A location map is attached as Appendix A. The property is currently vacant, although it previously contained a one-storey red brick 1950s residence that was demolished in December 2024.

The property is designated under Part V of the *Ontario Heritage Act* as part of the First and Second Street Heritage Conservation District and is identified as a non-historic, non-contributing property.

The subject heritage permit application is for a new two-storey residence. The application form and drawings of the proposed work are attached as Appendix B.

As the property is located within the First and Second Street Heritage Conservation District (the District), the District Plan for the HCD is applicable. Relevant excerpts from the District Plan are attached as Appendix C.

[Heritage Permit Application HP024/24-42.20A](#) for the demolition of the 1950s residence and construction of a new residence was approved by Council on November 25, 2024. A building permit for both the demolition of the 1950s residence and construction of the new residence (hereafter the 'approved design') was issued and the 1950s residence was demolished.

The property owner has requested to amend the existing heritage permit approval with a different design for the new residence (hereafter the 'new design'). The footprint of the new design remains the same as the approved design, but the appearance of the residence is very different and requires review by the Heritage Oakville Advisory Committee and approval by Council.

The application to amend HP024/24-42.20A was deemed complete on March 26, 2025. In accordance with the *Ontario Heritage Act*, the 90-day deadline for Council to decide on the application is June 24, 2025.

COMMENTS

Both the approved design and the new design for the residence are included in Appendix B to this report for reference.

The new design is more traditional than the approved design, taking inspiration from Georgian architecture. The new design is two-and-a-half storeys with a hipped roof flanked by gabled wall dormers at each end of the building.

The new design has a front elevation that is loosely symmetrical with three bays. The gabled wall dormers project the full height of the house and slightly forward from the central bay. Each has three six-pane casement windows on the second storey and a pair of French doors on the first storey. The central bay has a more contemporary design, with a shed roof on its two-storey projection and banks of casement windows.

The new design entrance is slightly recessed and off-centre, with sidelights and transom over the front door.

As noted earlier, the new design uses the same building footprint as the approved design. Scale, height and massing are similar. The proposed materials for the new design are more traditional than the approved design, with a low stone foundation and red brick exterior walls. Trim, windows and doors will be wood, stained dark grey.

The District Plan for the First and Second Street HCD is the primary policy document to use to evaluate the new design (attached as Appendix C). Additionally, Heritage Planning staff reviewed the proposed application with consideration of the town's Livable Oakville Plan and its cultural heritage policies, which support the conservation and enhancement of the town's heritage conservation districts.

The new design is influenced by Georgian architectural details of other properties on Allan Street and within the First and Second Street HCD but is not a replica of a period property. Contemporary design elements in the central bay create a design that is compatible with, and sympathetic to, nearby historic buildings.

The location of the residence in the new design is appropriate and matches the approved design. The scale and massing do not overwhelm the streetscape and are in keeping with the character of the District.

Materials in the new design are in keeping with the District Plan, which recommends the use of red brick. Window and door materials are wood, also in keeping with the guidelines of the District Plan. The amount of glazing on the front elevation is 30 per cent, which is within the permitted glazing proportions. The roof is clad in mixed dark tones of asphalt shingles, which is appropriate for contemporary properties.

Overall, it is staff's opinion that the proposed new design will fit into the streetscape of Allan Street without detracting from the heritage value of nearby historic buildings.

The new design is sympathetic and compatible and appropriate for a non-contributing property in the First and Second Street Heritage Conservation District.

CONCLUSION

The new design meets the guidelines of the First and Second Street Heritage Conservation District Plan. The new design will replace the approved design as an amendment to heritage permit application HP024/24-42.20A. Staff recommend that this heritage permit application be approved subject to the conditions in the recommendation.

The works proposed are subject to other applicable town regulations and requirements, such as site alteration permits and building permits. It is the applicant's responsibility to review these matters with staff.

CONSIDERATIONS

(A) PUBLIC

There is no public notification required.

(B) FINANCIAL

There are no financial considerations.

(C) IMPACT ON OTHER DEPARTMENTS & USERS

There is no impact on other departments and users.

(D) COUNCIL STRATEGIC PRIORITIES

This report addresses Council's strategic priorities: Community Belonging, Environmental Sustainability, and Accountable Government.

(E) CLIMATE CHANGE/ACTION

A Climate Emergency was declared by Council in June 2019 for the purposes of strengthening the Oakville community commitment in reducing greenhouse gas emissions. The approval of the subject heritage permit supports the town's climate initiatives.

APPENDICES:

Appendix A – Location map

Appendix B – Amended heritage permit application

Appendix C – Excerpts from HCD Plan and Guidelines

Prepared by:
Susan Schappert, MCIP, RPP, CAHP
Heritage Planner

Recommended by:
Kirk Biggar, MCIP, RPP
Manager, Policy Planning and Heritage

Submitted by:
Gabe Charles, MCIP, RPP
Director, Planning and Development



0 45 90 180
Meters

81 ALLAN ST

LOCATION



SUBJECT LANDS

Community Development Commission



APPENDIX B

COVER LETTER

April 2, 2025

Susan Schappert
Heritage Planner
Town of Oakville

**RE: New Single Family Residence with Accessory Dwelling Unit 81 Allan St., Oakville
HP024/24-42.20A**

The above heritage permit was acquired by a previous consultant (Narratif Design) working on this project. The property owner has asked our firm to take over this project and to apply for a revision to this permit. Please process the drawings that I have provided as a revision to the above permit, not a new application.

Best regards,

A handwritten signature in dark ink, appearing to read 'Rick Mateljan', with a horizontal line underneath.

Rick Mateljan CAHP

HERITAGE PERMIT

Application Form

Submit form to Heritage Planning staff. Please use ink or complete fillable PDF. The completeness of the application is to be determined by staff. A notice of receipt will be provided to the applicant upon the submission of a complete application.

Policy Planning & Heritage
Planning and Development Department
Town of Oakville

A – Property and Applicant Information

Property Address: 81 Allan St., Oakville

Agent Contact Information (if applicable):

Name: Rick Mateljan

Company Name: SMDA Design Ltd.

Address & Postal Code: 482 South Service Rd. E., suite 118, Oakville ON L6J 2X6

Phone: 416 315 4567

E-mail: rick.mateljan@smda.ca

B – Heritage Permit Application Summary

☐ Alterations to Building

☒ New Construction

☐ Landscaping

☐ Demolition

Clearly describe the changes you are undertaking to alter the property (attach additional page(s) if needed):

1. This is a proposed new home that received a permit in 2024 from Heritage Oakville. There was a different
2. Consultant on the file at that time. This application is to revise the building elevations from the 2024
3. approval. No changes to the site plan are proposed and the building footprint will continue to be as previously
4. approved. The nature of the proposed changes are to introduce a more traditional character to the building, to
5. establish a stone base with brick wall surfaces on all elevations as opposed to the mix of more contemporary
6. materials proposed earlier, and to introduce more traditional windows to the building.

C – Review of Heritage Guidelines

Explain the reasons for undertaking the alterations and describe how the proposal is consistent with the Part IV individual designating by-law, the Part V District Plan or the CHL Conservation Plan:

The proposal is designed to conform to the guidelines in section 4.3.3. of the First and Second Street Heritage Conservation District Plan (New Development in the HCD) and to be appropriate to the key site directly at the eastern terminus of Robinson St. The proposed design is similar in massing and detailing to other existing homes on the east side of Allan St., south of Lakeshore.

D – Other Required Approvals

Please state if the proposal in this heritage permit application will also require approvals for the following:

Building Permit	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
Minor Variance *	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
Site Plan	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
Site Alteration	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
Sign Permit	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
Tree Removals	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO

*Prior to submission of your heritage permit application, any relevant minor variance application must have been submitted and confirmed on a Committee of Adjustment meeting agenda. The Committee of Adjustment must make a decision on the variance(s) before the heritage permit will be considered by the Heritage Oakville Advisory Committee.

If Yes, please describe the application for all required approvals listed above:

A building permit has already been issued for the previously approved design on the site. This proposal will require a revision to that permit. Grading, tree protection and servicing permits are already in place and will not require revision by this application.

E – Product and Manufacturer Details (fill in all applicable information)

Item(s) to be changed	Indicate if material is <i>new</i> or <i>existing</i>	Indicate type of material	Indicate colour	Other product details
Cladding (Siding, brick, etc.)	New	Brick	traditional red	
Roof	New	Asphalt	mixed dark brown/dark gray/black	
Foundation Walls	New	Limestone, rough face	gray	
Trim	New	Wood	dark gray	
Doors	New	Wood	natural, stained dark	
Windows	New	Wood	dark gray to match trims	
Porch	N/A			
Fencing	N/A			
Landscaping	N/A			
Other				

F – Completed Submission

Before submitting this application, please check off the following applicable boxes to ensure that your application is complete:

- ☒ Pre-consultation meeting with staff has been completed
- ☒ Digital copies of all drawings have been submitted
- ☐ Digital copies of all photographs have been submitted
- ☐ Relevant minor variances have been submitted to the town and assigned to a Committee of Adjustment agenda (if applicable)

G – Declaration & Signature

I hereby declare that the statements made herein are, to the best of my belief and knowledge, a true and complete representation of the purpose and intent of this application. I have reviewed the submission requirements and understand that incomplete applications may not be accepted.

I also understand that the proposal must comply with all other applicable legislation and by-laws and that other approvals if required must be described clearly in Section D of this application form (ie. minor variance, site plan, building permit, sign permit, site alteration, tree permit).

I acknowledge that any change to the approved drawings, however small, may require an amendment to the permit and may require resubmission for approval. Failure to reveal these changes to Heritage Planning staff may result in work stoppage and charges and/or fines under the *Ontario Heritage Act*.

I acknowledge that Town of Oakville staff and members of the Heritage Oakville Advisory Committee may visit the property that is the subject of this application for the purpose of evaluating the merits of this application. Property entry will be organized with the applicant or agent prior to entry.

I acknowledge that personal information on this form is collected under the authority of the *Ontario Heritage Act* and will be used to process heritage permit applications.

I confirm that the owner and/or agent for this property has reviewed this application with Heritage Planning staff at a pre-consultation meeting.

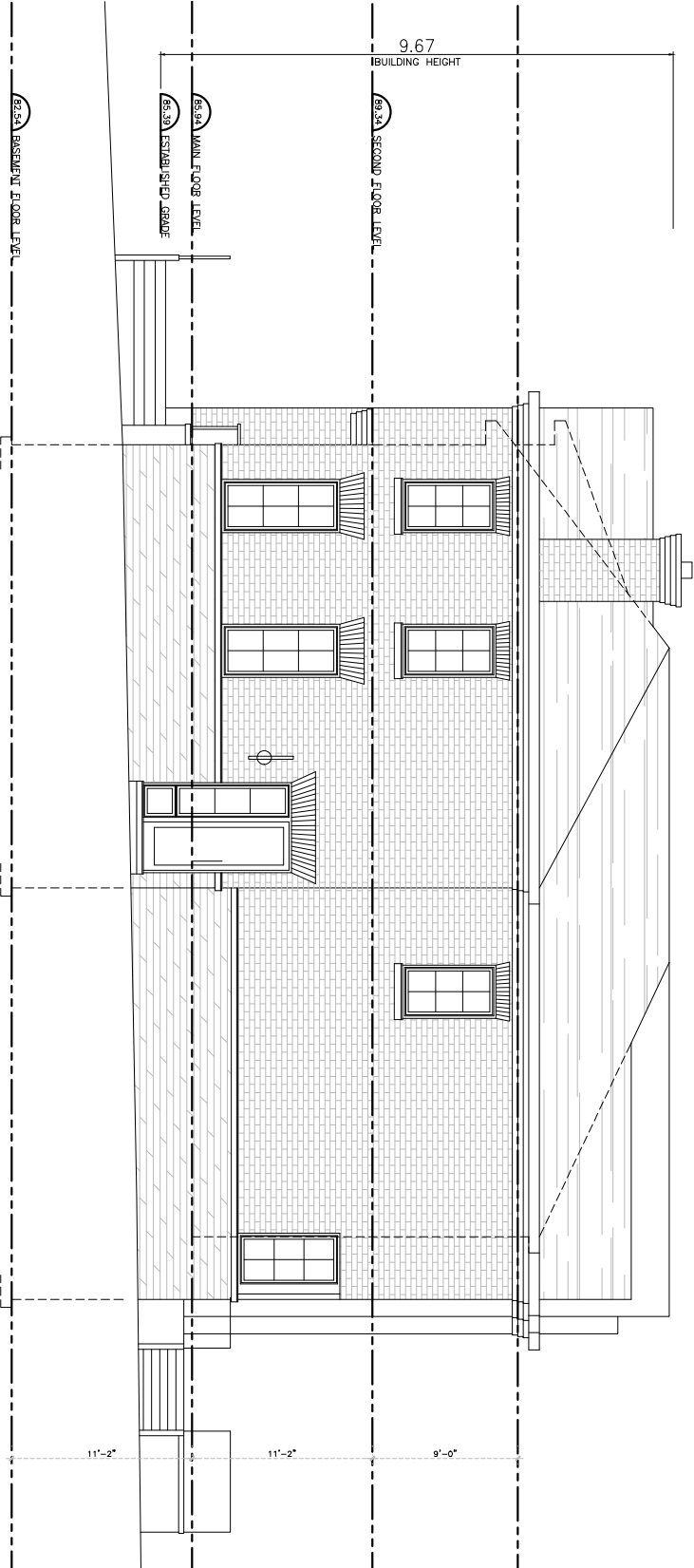
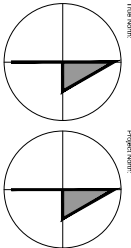
Rick Mateljan Digitally signed by Rick Mateljan
Date: 2025.03.26 12:22:46 -04'00'

Agent’s Signature (if applicable)

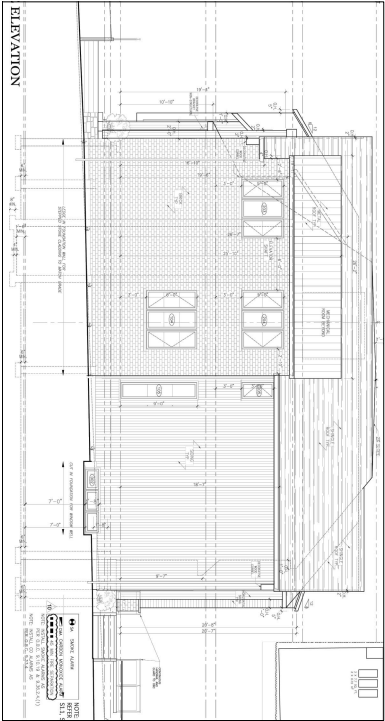
Mar 26 2025

Date

This form is available in an alternate format upon request. Please contact the Planning and Development Department for details. Phone 905-845-6601 TTY 905-338-4200



PREVIOUS APPROVAL:



1		May 2025		Planning Approval		R.M.	
No.	Date	Issued/Revision	By:				

SM
DA

design + architecture

SMIDA Design Ltd.
482 South Service Rd. E. Suite 118
Oakville, ON L6A 2X6
905.453.5150 ext. 100/1
smida.ca

SMIDA Design Ltd. is a registered professional engineering firm under the Professional Engineers Act, R.S.O. 1990, c. 19, and is a member of the Ontario Association of Professional Engineers (O.A.P.E.). The firm is authorized to prepare and seal engineering drawings for the purpose of obtaining permits from the City of Oakville. The drawings are prepared by a registered professional engineer, Rick Martell, P. Eng., who is a member of the Ontario Association of Professional Engineers (O.A.P.E.). The drawings are prepared in accordance with the Ontario Building Code and the Ontario Engineering Council (O.E.C.) standards. The drawings are prepared for the purpose of obtaining permits from the City of Oakville. The drawings are prepared by a registered professional engineer, Rick Martell, P. Eng., who is a member of the Ontario Association of Professional Engineers (O.A.P.E.). The drawings are prepared in accordance with the Ontario Building Code and the Ontario Engineering Council (O.E.C.) standards. The drawings are prepared for the purpose of obtaining permits from the City of Oakville.

THE UNDERSIGNED HAS REVIEWED AND TAKES NOTICE THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT AND MEETS THE REQUIREMENTS SET OUT IN THE ONTARIO BUILDING CODE TO BE A DESIGNER.

QUALIFICATION INFORMATION:

RICK MARTELL, P. ENG. 3848

SMIDA DESIGN LTD. 905N 158915

Project:

Ayatollahi Res

81 Alvin St
Oakville, ON

Sheet Title:

South Elevation

Drawn By:	Drawn By:	Approved By:
R.M.	R.M.	R.M.
Scale:	Date:	Project No:
1/4"=1'-0"	May 2025	
Drawing No:		

A003.1



Key Points:

1	Mar 20/25	Heritage Approval	R.M.
No.	Date	Issued/Revision	By:



SMDA Design Ltd.
482 South Service Rd. E., suite 111
Oakville ON L6J 2X6
Tel: 416 315 4567
smda.ca

REGISTRATION INFORMATION:

THE UNDERSIGNED HAS REVIEWED AND TAKES RESPONSIBILITY FOR THIS DESIGN, AND HAS THE QUALIFICATIONS AND MEETS THE REQUIREMENTS SET OUT IN THE ONTARIO BUILDING CODE TO BE A DESIGNER.

QUALIFICATION INFORMATION

RICK MATELJAN BCIN 38448

SMDA DESIGN LTD. BCIN 128911

Project:

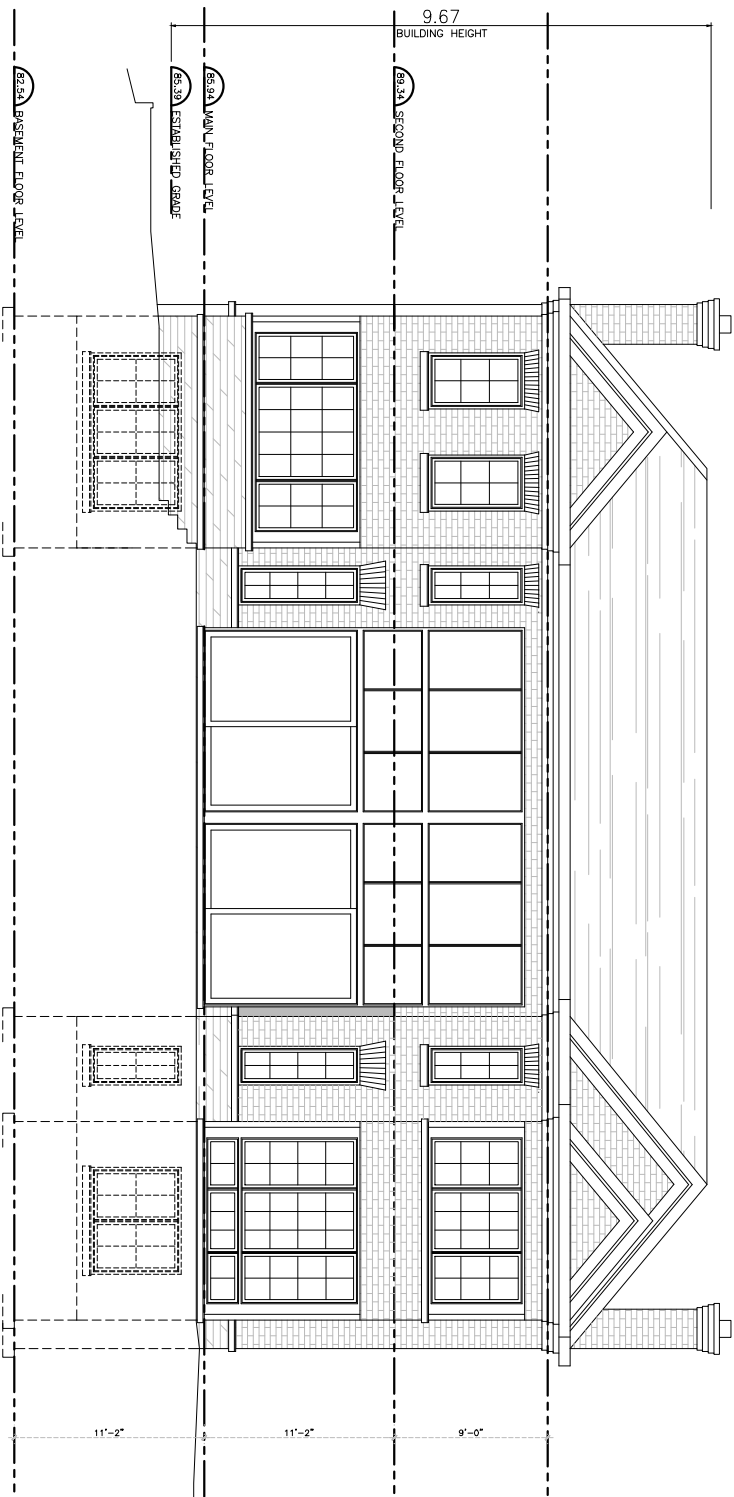
Ayatollahi Res

81 Allan St
Oakville, ON

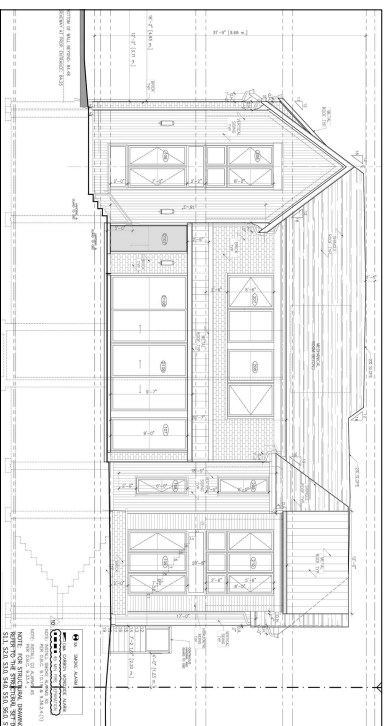
East Elevation

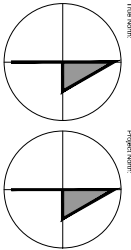
Design By:	Drawn By:	Approved By:
R.M.	R.M.	R.M.
Scale:	Date:	Project No:
1/4"=1'-0"	May 2025	

A003.2

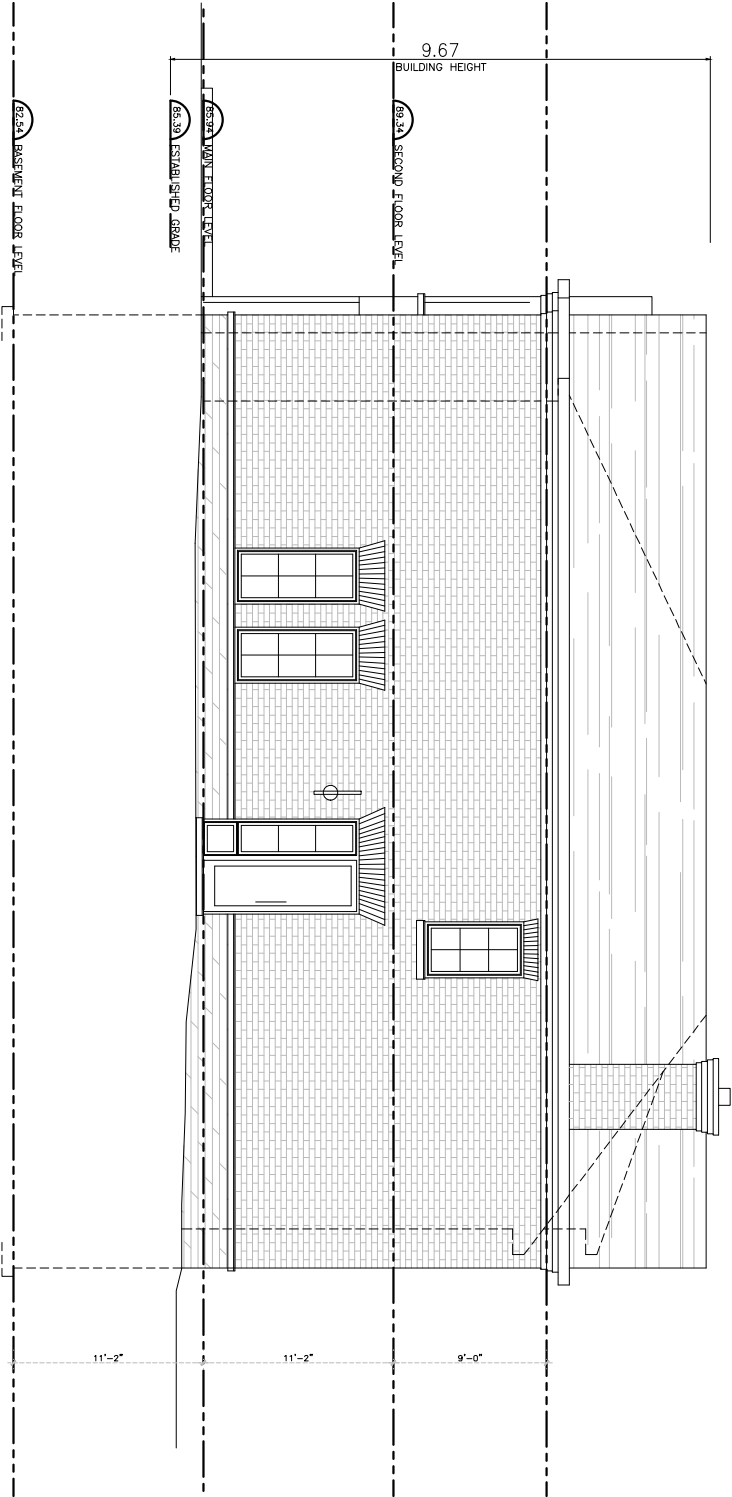


PREVIOUS APPROVAL:

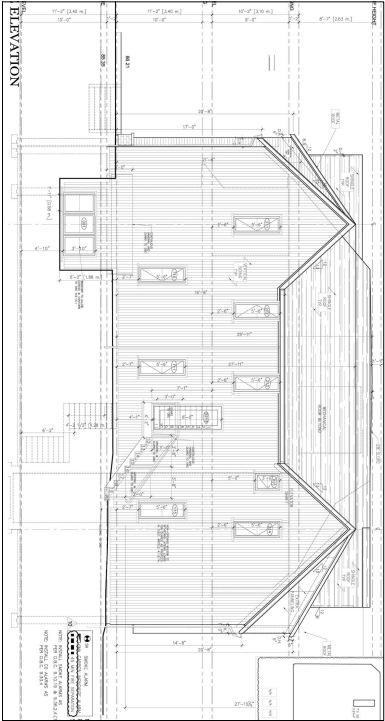




Key Plan:



PREVIOUS APPROVAL:



SMIDA Design Ltd.
482 South Service Rd. E. Suite 118
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905.451.5151 ext. 4007
smida.ca



1	May 2025	Planning Approval	R.M.
No.	Date	Identification	By:

THE UNDERSIGNED HAS REVIEWED AND TAKES NOTICE THAT THE ABOVE DESCRIBED PROJECT IS IN ACCORDANCE WITH THE REQUIREMENTS OF THE ONTARIO BUILDING CODE AND THE ONTARIO FIRE CODE AND MEETS THE REQUIREMENTS SET OUT IN THE ONTARIO BUILDING CODE TO BE A DESIGNER.

QUALIFICATION INFORMATION:
ROCK WATTELAN BCIN 33448
SMIDA DESIGN LTD BCIN 158915

Rock Wattel

Project: Ayatollahi Res

81 Alvin St
Oakville, ON

Sheet Title: North Elevation

Design By:	Drawn By:	Approved By:
R.M.	R.M.	R.M.
Scale:	Date:	Project No:
1/4"=1'-0"	May 2025	
Drawing No:		

A003.3





APPENDIX C

4.3.3 NEW DEVELOPMENT

4.3.3.1 Impact on Heritage Character of the District

- 4.3.3.1.1 *New development* on a Non-Contributing Property may be permitted, providing it does not negatively impact the *heritage character* of the District.

4.3.3.2 Location, Scale and Massing

- 4.3.3.2.1 *New development* shall be compatible with the existing streetscape, in terms of the rhythm, alignment, spacing, setbacks, massing, and orientation of buildings in the streetscape. (See *Section 4.3.1 - General Policies for Non-Contributing Properties for more detailed guidelines regarding spaces around buildings, setbacks and streetscape rhythm*)
- 4.3.3.2.2 The siting and design of *new development* shall respond to the unique conditions of particular property locations, such as corner lots, lots created by severance or lots adjacent to the Lake Ontario shoreline.
- 4.3.3.2.3 *New development* shall protect and maintain the *heritage character* of the District by displaying a clear simplicity of massing, proportions, and roof forms.
- 4.3.3.2.4 The massing and proportions of new construction should conform to any applicable regulations of the Town of Oakville Zoning By-law in effect subject to amendments and variances that may be approved.

4.3.3.3 Height

- 4.3.3.3.1 Protect and maintain the historic low-rise scale of the District.
- The maximum height for *new development* shall be the maximum height permitted for the District under the Town of Oakville's Zoning By-law in effect subject to amendments and variances that may be approved.

4.3.3.4 Style

- 4.3.3.4.1 The architectural style of *new development* shall be compatible with *heritage character* of the District.
- Non-traditional styles* may be permitted providing their application respects the scale, massing, set-backs and materials of the *heritage buildings*, and does not negatively impact the *heritage character* of the District.
 - The design of *new development* shall maintain a consistent approach to the application of the chosen architectural style for all building elements.

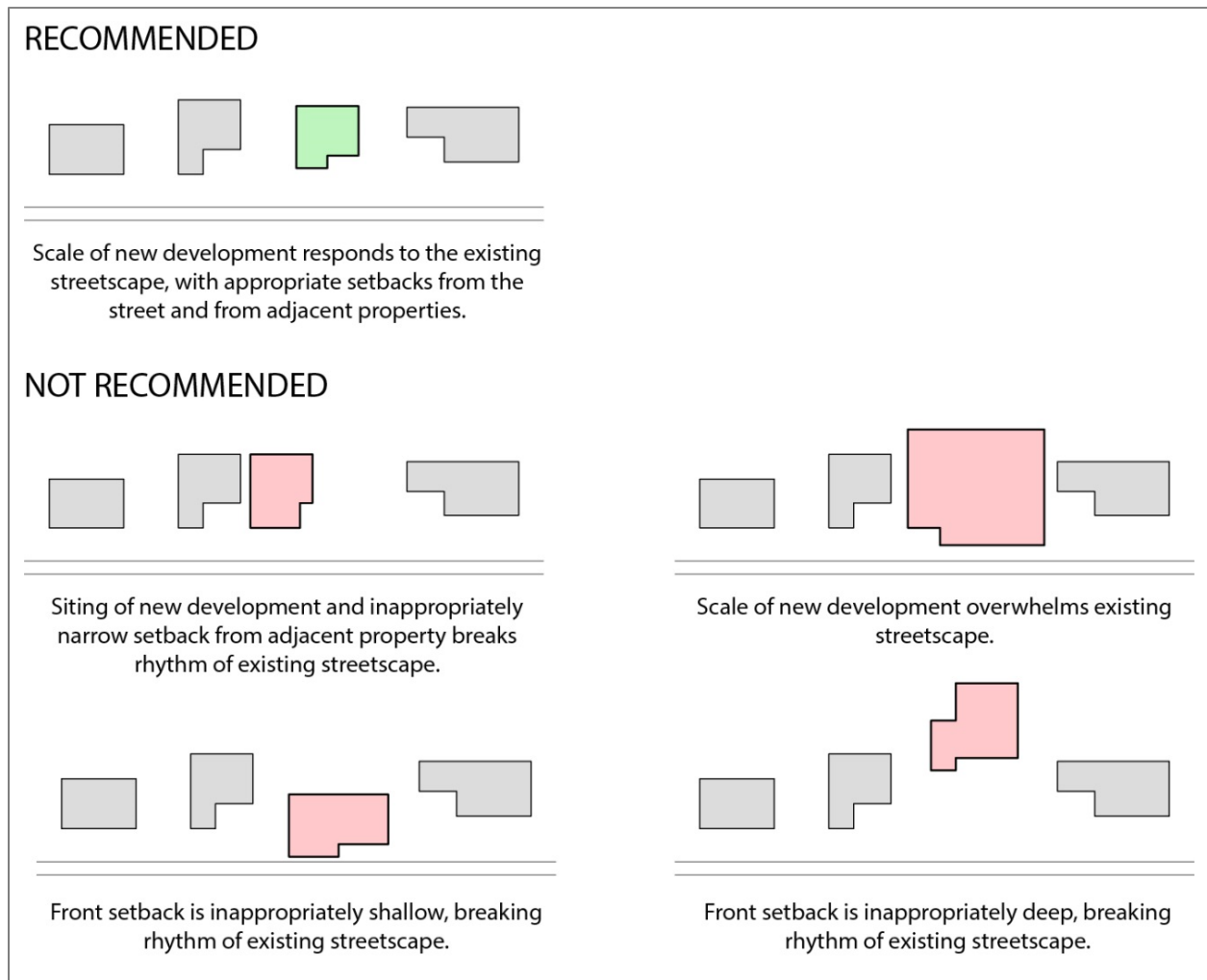


Figure 20: Guidelines for siting new development within the existing streetscape.

4.3.3.5 Roofs

4.3.3.5.1 Roof forms shall not negatively impact the *heritage character* of the District.

- Gable roofs and hipped roofs are the most appropriate roof forms for the District.
- Mansard roofs and gambrel roofs are not appropriate for the District.
- While not appropriate for entire structures or large *additions*, flat roofs and shed roofs may be permitted for small wings of buildings, where compatible with the form and architectural style of the main building and its roof.

4.3.3.5.2 Roofing materials shall not negatively impact the *heritage character* of the District.

- Asphalt shingles, cedar shingles and cedar shakes are appropriate roofing materials for the District. The use of alternative materials that mimic the appearance of asphalt or cedar will be considered on a case-by-case basis. Metal roofing materials will be considered on a case-by-case basis. Membranes will only be considered on flat roofs.
- Aluminum or PVC soffits and fascia will not be permitted.

- 4.3.3.5.3 Rooftop equipment and drainage elements shall be discreetly integrated and shall not negatively impact the *heritage character* of the District.
- a. Roof ventilation equipment, satellite dishes, plumbing vents and other stacks may be permitted on *new development*, providing they are located on secondary or rear elevations and are not visible from *public realm*.
 - b. Skylights should be located on rear or secondary elevations. Skylights located on main elevation shall be flat.
 - c. Eavestroughs and downspouts shall be appropriately designed to manage water properly and direct drainage away from building foundations.
 - d. The form, materials and colours of eavestroughs and downspouts shall not distract or detract from the architectural style of the building.
 - e. Flashing should be coloured to match the wall against which it is located.

4.3.3.6 Dormers

- 4.3.3.6.1 Dormers may be permitted, providing they are compatible with the architectural style and form of the building and do not negatively impact the *heritage character* of the District.
- a. Scale new dormers to complement the design and scale of the roof and windows of the building.

Best Practices – Dormers

Single dormer windows should be square or vertically proportioned, and should have the same proportions or be slightly smaller than the uppermost windows in the elevation below.

Dormer body proportions should be driven by the dormer window proportions.

4.3.3.7 Windows

- 4.3.3.7.1 Windows in *new development* shall not negatively impact the *heritage character* of the District.
- a. Consider the historic solid to void ratios and the rhythm of windows and bays.
 - b. Where casement, double-hung, and other traditionally-operable window styles are used on *additions*, they shall be operable.
 - c. Blank windowless walls shall not be permitted.
 - d. Consider the historic solid-to-void ratios and the rhythm of windows and bays. In the District, this void ratio has ranged from 15% to 35%, with the exception of sun rooms or conservatories.
 - e. Windows shall be wood or aluminum-clad wood.
 - f. Vinyl, fiberglass and metal windows shall not be permitted. They are not compatible with the *heritage character* of the District. They do not adequately replicate wood windows in their detailing, finishes, profiles and colour; their sashes, frames and mouldings are often much flatter in appearance.

- g. Glue-on or snap-on muntins (ie. window grilles) shall not be permitted. Muntins shall be true divided lights or simulated divided lights with dark spacers at every muntin. Simulated divided lights should be integral to the window sash. Aluminum muntins may be used where stronger muntins are required to support sealed window units while maintaining the original thinner muntin profiles. These muntins shall be made integral to the sash frame.

See Figure 15 on page 35 for a reference diagram of muntin types.

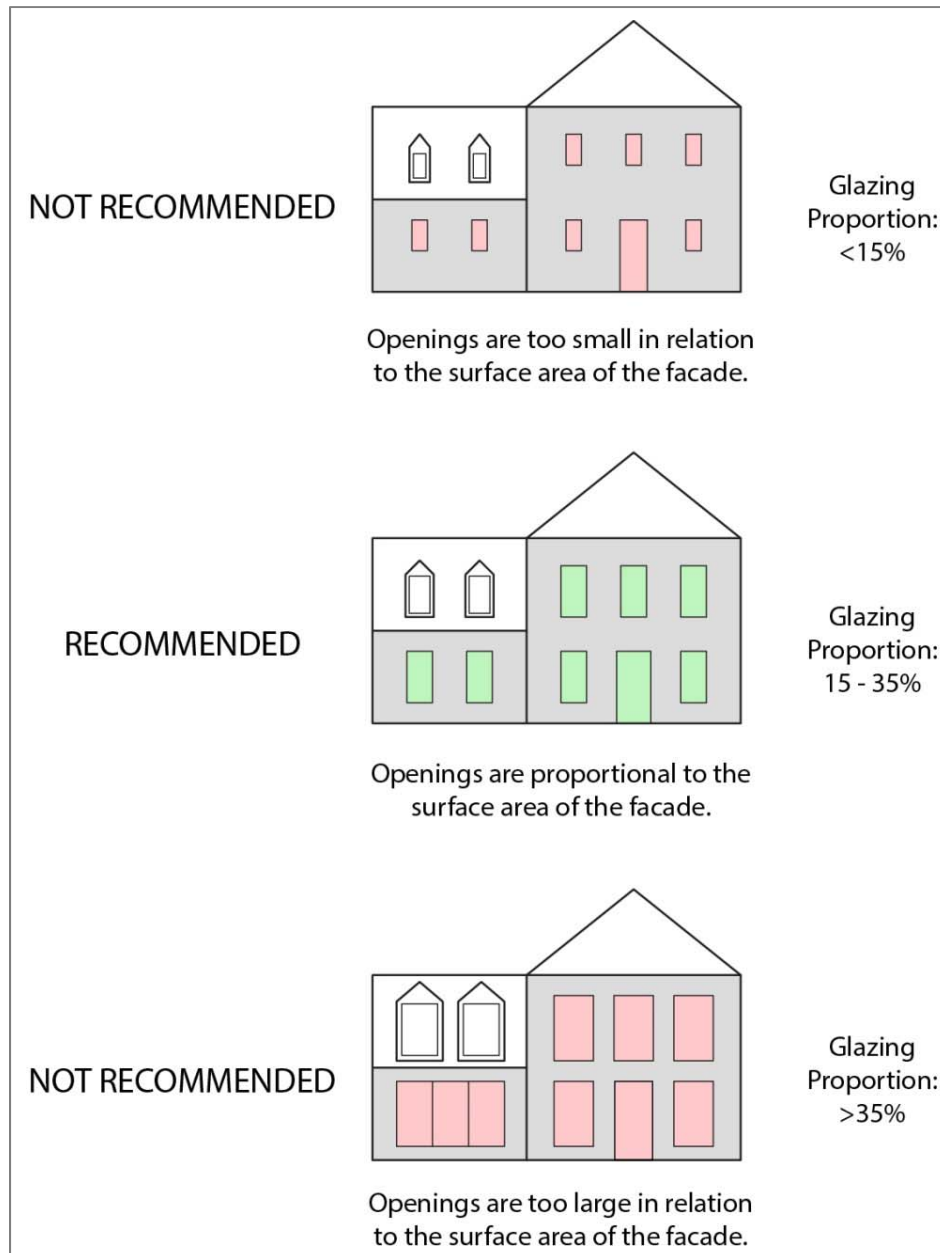


Figure 21: Guidelines for the solid-to-void ratio of new development.

4.3.3.8 Entrances

4.3.3.8.1 Entrances in *new development* shall not negatively impact the *heritage character* of the District.

4.3.3.8.2 Main entrances shall be oriented towards the *public realm*.

4.3.3.9 Porches and Porticos

4.3.3.9.1 Porches and porticos may be permitted, providing they are appropriate for the architectural style of the building and do not negatively impact the *heritage character* of the District.



Figure 22: Entrance portico on 59 Allan St. (left); porch on 37 First St. (right).

Best Practices – Porches and Porticos

When classical architectural elements, including columns and entablatures, are used on new porches or porticos, they should conform to classical proportions.

On new porches and porticos, use materials for columns that facilitate proper column design, such as wood, with brick or stone for column bases.

4.3.3.10 Garages

In addition to the policies listed below, all policies under Section 4.3.1 – General Guidelines and Section 4.3.3 – New Development apply to new garages, as do all applicable requirements under the Town of Oakville’s Zoning By-Law in effect subject to amendments and variances that may be approved.

4.3.3.10.1 *Attached, integral and detached* garage forms may be permitted on Non-Contributing Properties, providing they respond respectfully and appropriately to the shape of the lot and the architectural style and form of the main building. *Detached garages* are preferable.

4.3.3.10.2 New garages shall be located and massed so as to minimize their visibility from the *public realm*

- a. Garages shall be lower in profile than the main building, and be complementary in design, materials and colour.
- b. Use landscaping treatments to shield garages from view. (See Section 4.4.1 – *Guidelines for Landscape Conservation and Design – Private Property*)
- c. Locate *attached* and *integral garages* on rear or secondary elevations of the main building. When located on side elevations, *attached garages* should be set back from the main elevation.
- d. Locate *detached garages* to the rear or side of the main building, set back substantially from the main elevation.
- e. Garage doors and windows shall reflect the style of those on the main building
- f. Garage door openings should be single car width, with separated overhead doors in the case of a double vehicle garage.

4.3.3.11 Utility and Service Equipment

4.3.3.11.1 Utility and service equipment shall not negatively impact the *heritage character* of the District, and shall be located so as to minimize their visibility from the *public realm*.

- a. Service hardware (such as utility meters, cable TV and telephone connections), commercial mechanical elements (such as dryer vents, heat reclamation vents, furnace and water heater exhausts, gas fireplace exhausts and kitchen exhausts), and ground mounted electrical and mechanical hardware (such as heat pumps, transformers and air conditioning units) shall not be located on main elevations, and should not be visible from the *public realm*. If visible from the *public realm*, screen appropriately using landscaping features. (See Section 4.4.1 – *Guidelines for Landscape Conservation and Design – Private Property*, for guidance on screening)

4.3.3.12 Exterior Walls

4.3.3.12.1 The cladding materials of *new development* shall be compatible the District and shall not negatively impact its *heritage character*.

- a. Red brick, stucco, wood clapboard and wood shingles are appropriate cladding materials for the District.
- b. Contemporary and other non-traditional materials, such as metal panelling and glass (curtain walls), stone and artificial stone may be permitted for accent, but not as the principal cladding.
- c. Metal, vinyl and plastic composite siding shall not be permitted.
- d. Exterior Insulation and Finish Systems (EIFS) shall not be permitted. In addition to being aesthetically incompatible with the *heritage character* of the District, this material can promote mould growth and retain moisture in building fabrics that were intended to breath.
- e. For painted surfaces, select colours that are compatible with the architectural style, cladding materials, and colour of the building and the District.