



## Planning and Building Services

TOWN OF NEWMARKET  
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planning@newmarket.ca  
905.953.5321

September 11<sup>th</sup>, 2019

Chris Pretotto  
Cspace Architecture Inc.  
5B-8851 George Bolton Parkway  
Bolton, ON  
(by email)

RE: Record of Pre-consultation Meeting  
Application for Site Plan Approval  
209 Main Street South

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Further to the pre-consultation meeting held on September 3, 2019 regarding the above noted proposed site plan application for additions to 209 Main Street South, this letter constitutes the comments from staff and required plans and studies for your application.

As noted at the preconsultation meeting, your initial plans do not conform to the zoning by-law. Relief from the zoning by-law through the appropriate tools (minor variance or zoning by-law amendment) will be required before your site plan approval submission.

We are providing this letter to inform you of the preliminary comments on your plan and explain the next steps in your application process.

### **Context**

- Zoning:
  - Historic Downtown Zone (UC-D1)
- Official Plan:
  - Located in the Historic Downtown Centre
- Location:
  - Wellhead Protection Area D
  - Adjacent to area regulated by Lake Simcoe Region Conservation Authority

### **Initial Comments**

- The UC-D1 zone permits a maximum FSI of 1.0. The Town's 2006 Official Plan contemplates where development application in excess of this should be permitted provided the appropriate justification is provided. This is to be provided with your minor variance application in the form of your heritage impact assessment, which will discuss the surrounding built form, policies of the Heritage Conservation District, and appropriateness of the proposed addition.
- Please ensure that you have accurately calculated the FSI of the proposed building, paying particular attention to the definitions of Gross Floor Area in Zoning By-law 2010-40. Please demonstrate in your plans how you have reached the result of your

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calculation of the existing and proposed FSI, and please demonstrate whether the first storey below grade is by definition a basement or a cellar as defined by Zoning By-law 2010-40.

- You have proposed in your preconsultation letter to take advantage of the Town's Cash in Lieu of Parking policy. Please Contact Dave Ruggle for more details.
- Construction management
  - As the Main Street South area features narrow streets and heavy levels of pedestrian and vehicular traffic, please ensure your construction management plan provides for a detailed plan of staging, trades parking, material storage, and other matters.
- Comments related to heritage materials are provided in attachment to this letter.
- An appraisal of the property will be required in order to calculate parkland dedication.

### **General Plan Detail Comments**

- Dimension the plan and parking spaces and aisles appropriately
- Dimension your setbacks for the building and the parking lots from property lines
- Indicate on your plans the location of the fire department's water connection and the location of the nearest hydrant
- Include a Site Information box, showing: municipal address(es), number of units, number of storeys, GFA, FSI, lot coverage, hard and soft landscaped coverage percentage
- Clearly identify location and number of each parking spot.
- Development charges will be required. Information on development charges [is available online](#).

### **Commenting Departments and Agencies**

#### **Engineering Department:**

Brandon Ewart [bewart@newmarket.ca](mailto:bewart@newmarket.ca)

Preliminary reports required for the ZBA.

- Survey required and shall extend 5m beyond property lines.
- Applicant is to advise of existing easements and provide details, if applicable.

#### **Central York Fire Services:**

John McDonald, [jmcdonald@newmarket.ca](mailto:jmcdonald@newmarket.ca)

#### **Newmarket Hydro:**

Paul Jolivel, [pjolivel@nmhydro.ca](mailto:pjolivel@nmhydro.ca)

- Contact Newmarket Hydro to discuss servicing requirements.

**Application Requirements**

Below you will find the reports, plans, studies, and documents and the number of required copies of each required by the Town to consider your application complete.

Guidance on each type of document, report, and plan is provided in the Town’s **Site Plan Approval Process Manual** (available online at [www.newmarket.ca/siteplan](http://www.newmarket.ca/siteplan)). You are strongly encouraged to review this document and ensure your consulting team refers to the guidance, design, standards, and expectations as they prepare their respective parts of your submission.

Reports and the requirements of the Region and the LSRCA are to be submitted to each **separately**.

Application Requirements	Number of Copies
Completed Application Form with original signatures	<b>1</b>
Application fee	<b>1</b>
Submission and/or Response Letters detailing all documents and numbers of copies	<b>5</b>
Up-to-date list of all submitted plans with current revision number and date in Word format (SPM 3.16)	<b>5</b>
USB key containing all plans and reports	<b>3</b>
<b>Legal and Financial Requirements</b>	
Up-to-date parcel abstract of title indicating current owner, legal description, and PIN number	<b>3</b>
Certificate of status (if on behalf of corporation)	<b>2</b>
Postponement of Interest Document (SPM 6.8)	<b>2</b>
Estimated Cost of All External Works (Civil & Landscaping) (SPM 4.13)	<b>4</b>
Property appraisal for calculation of Parkland Dedication requirements	<b>2</b>
<b>Construction, Sediment, and Erosion Control</b>	
Construction & Traffic Management Report (SPM 3.13)	<b>9</b>
<b>Development Standards Checklist</b>	
Development Standards Checklist (SPM 3.9, 5.2)	<b>3</b>
Site Plan Accessibility Checklist (SPM 3.9, 5.1)	<b>3</b>
<b>Elevation Plans</b>	
Full size copies (SPM 3.7)	<b>5</b>
<b>Environmental Reports</b>	
Section 59 (Sourcewater protection) Notice	<b>3</b>
<b>Floor Plans</b>	
Full size copies	<b>3</b>

<b>Planning</b>	
Heritage Impact Assessment	<b>3</b>
<b>Site Plans</b>	
Full size copies with OBC Data Matrix (SPM 3.1)	<b>9</b>
<b>Survey, up-to-date</b>	
Survey extending 5m beyond property lines	<b>9</b>
<b>SPRC Agenda Requirements</b>	
Site Plans (in colour)	<b>Digital</b>
Landscape Plan (in colour)	<b>Digital</b>
Elevation Plans (in colour)	<b>Digital</b>
CD or USB key containing only SPRC Agenda Requirements	<b>1</b>
Separate requirements may be applicable for the <b>Regional Municipality of York</b> or the <b>Lake Simcoe Region Conservation Authority</b> . Please confirm requirements for each prior to your application submission to avoid delays.	
Drawings are to be full size (24" x 36") and individually folded to 8.5" x 11" with the title block exposed. No staples. Where a row indicates a section of this Manual (e.g. SPM 5.2), refer to that part of the Site Plan Process Manual for guidance <a href="http://www.newmarket.ca/siteplan">www.newmarket.ca/siteplan</a> . Where a row indicates OP or UCSP and a number (e.g. UCSP 7.3.7) refer to that section of the <a href="#">Official Plan</a> or <a href="#">Urban Centres Secondary Plan</a> for guidance.	

**Fees**

You will incur fees as part of the development review process. Fees may be charged by the Town, the Region, the LSRCA, and other bodies based on their policies and review. For a list of fees required by the Town, consult the Town's [Fees and Charges by-law online](#).

The information and requirements set out in this letter are not intended to preclude the Town from requiring additional reports, studies or drawings that may be identified through the review of the application or as a result of any updates to legislation, plans or policies and where such information is needed by the Town to inform the decision making process.

If your proposal changes in any significant way prior to submission, there may be a need for a further pre-consultation meeting with staff.

Please feel free to contact me if you have any questions regarding your submission.

Yours truly,



Ted Horton, MCIP, RPP  
 Planner

## 5.7 Guidelines on Masonry Conservation

Clay brick wall cladding is a defining characteristic of the district.

Unfortunately, in several instances, paint, siding, parging or EIFS have been applied to brick to distinguish one building from another, defer repointing, or freshen up the building's image. These materials contrast with the texture and colour of the brick. Concealing masonry walls behind paint, siding, parging or EIFS not only detracts from the street's historic character but also damages the brick. The damage from trapped moisture or from the installation of framework can be irreversible.

Paint has the effect of trapping moisture in the masonry wall and, as the moisture tries to wick its way out, it can freeze in the winter cycle and permanently damage the brick. While the paint coating may to some extent protect the brick from rain, it cannot protect it from: 1) rising damp, which is moisture that penetrates at the foundation level below grade and rises by capillary action above grade; 2) water penetration through cracks; 3) water penetration through inadequate caulking around windows and doors; and 4) water penetration through parapets. The parapet, that part of the wall on many historic commercial buildings that ascends above the roof, is especially vulnerable due to its exposure to the elements; unlike the masonry wall below the roofline, it is subject to extremes in the freeze-thaw cycle since it is not warmed by the interior atmosphere of the enclosed building. Coping (over the top of the wall) and flashing on the roof side, either of metal or other waterproof membrane, is advised.

Never paint an unpainted masonry surface. For brick buildings that are already painted, have experts in the conservation of historic architecture try test patches in inconspicuous places to determine whether the brick can be cleaned of paint; and if it cannot be safely cleaned, repaint in colours that match the underlying brick. Avoid unnecessary cleaning of unpainted brick (the patina on old brick is not usually harmful to the brick, and it shows the building is historic), and always use the gentlest means of cleaning. Harsh abrasive treatments such as sandblasting should be avoided because of the destructive nature of that process. Chemical cleaners are available that do not in most cases damage the brick. There are several non-abrasive blasting techniques that may also be used to clean paint from masonry. Low-pressure water power wash is another method that experts can choose for brick cleaning.

Brick cleaned of paint may expose brick units that are cracked, spalled or crumbling or surface areas of mismatched patchwork. Experts in the conservation of historic masonry can replace deteriorated brick units with matching salvaged brick or apply brick staining to cover imperfections.

Tinting brick with breathable stains has become relatively common practice. It can be particularly valuable if removing paint from previously painted masonry surfaces reveals mismatched prior repairs. Off-colour brick can be made to match the original field colour. Similarly, if repairs are required to existing masonry and a suitably coloured new brick cannot be found, brick with other properties that match the original can be installed and colour matched later. Brick stains have been in use in Europe for a long time, and their claims that they are breathable are well-documented.

Avoid applying Exterior Insulation and Finish System (EIFS) to masonry surfaces. Exterior Insulation and Finish System is a late-twentieth century acrylic substitute for plaster. If improperly installed, it creates prime conditions for mould growth and moisture retention. It also has a drastic negative effect on building aesthetics by replacing courses of clay brick with a uniform flat acrylic surface and by covering architectural detail.

EIFS was installed in the 1980s and 1990s either by adhesives or with mechanical screw-type fasteners. Removal of these systems should be relatively easy, but the resulting damage from the fastening system will require some repair to the underlying wall. In the case of the adhesive method, removal of the adhesive residue may require localized replacement of the brick to which it was fastened. Removal of the mechanical fasteners will leave holes that need to be filled.

Brick walls needing repointing should be repointed with the same mortar mix and joint detail as they were historically and executed by a qualified mason. Correct repointing is important for both aesthetic reasons and for long-term material performance. Traditional mortars were always softer than the masonry units they bonded. This condition allowed a wet wall to dry more rapidly as the moisture within was wicked out of the wall through the porous mortar joints. In the winter cycle, if water were trapped in the wall and froze, it did so at the joints. In this way, the mortar was sacrificial to the bricks. The mortar, however, requires renewal on a regular basis. Mortar repairs should be undertaken with materials of similar characteristics to

the original. Parging deteriorated brickwork does not arrest the process of decay; it only hides it.

In the mid- and late twentieth century, numerous coatings were developed to bond tenaciously to masonry walls. These parging products, while giving the appearance of nineteenth century lime-based roughcast plaster, are usually non-breathable. They can severely damage the structure to which they are adhered. Removal of post-Second World War parging products can be difficult, and specialty restoration contractors should be consulted as to proper methods.

The control of rainwater is likely the simplest means of preventing damage to masonry structures. Gutters and down spouts should be kept in proper working order and should discharge in a manner that directs water away from building foundations.



A mason used to working on historic buildings removes deteriorated mortar by raking the mortar joints with hand tools. The mason knows the difference between nineteenth century mortar mixes and later mixes with high Portland cement content. The mason is adept at duplicating original mortar joints. The mason avoids applying water repellent coatings to masonry surfaces unless masonry repairs and flashings have failed to arrest water penetration problems.



## PLANNING ACT APPLICATION - PRE-CONSULTATION

**Date:** August 16, 2019  
**Planner:** Laura McGinnis  
**Contact #:** 905-895-1281 ext. 299  
**Email:** [L.mcginnis@LSRCA.on.ca](mailto:L.mcginnis@LSRCA.on.ca)

**Address:** 209 Main Street South, Newmarket **APID:** 166384

### Type of Proposal (Please Highlight):

Official Plan Amendment	Plan of Subdivision/Condominium	Consent
Zoning By-law Amendment	<b>Site Plan</b>	Minor Variance

### Description of Proposal:

- Proposed addition of partial third floor atop of existing building
- Proposed addition extending existing building further into rear yard
- Proposed restoration of existing Main Street Façade, if/where possible
- Ground floor to remain as restaurant – 1 suite
- Occupancy overall and of employees to remain as existing
- Second floor to be converted into offices – 2 suites
- Second floor existing occupancies are residential apartments – 2 suites
- Third floor to be residential apartments – 2 suites.
- The proposal requires relief from height and FSI provisions of the By-law.

### Is the site within an area governed by Ontario Regulation 179/06? (Please Highlight)

YES (Permit Required) **NO**

### Regulated Components (Please list):

#### Notes:

1. Please contact the LSRCA to scope any required Environmental Impact Study or Natural Heritage Evaluation
2. The stormwater management submission is required to be prepared in accordance with “LSRCA Technical Guidelines for SWM Submissions”  
[https://www.lsrca.on.ca/Shared%20Documents/permits/swm\\_guidelines.pdf](https://www.lsrca.on.ca/Shared%20Documents/permits/swm_guidelines.pdf)
3. The hydrogeological analysis is required to be prepared in accordance with “Hydrogeological Assessment Submissions: Conservation Authority Guidelines for Development Applications”  
[https://www.lsrca.on.ca/Shared%20Documents/permits/hydrogeological%20\\_guidelines.pdf?pdf=Hydrogeological-Guidelines](https://www.lsrca.on.ca/Shared%20Documents/permits/hydrogeological%20_guidelines.pdf?pdf=Hydrogeological-Guidelines)
4. LSRCA Review Fees can be found here: <https://www.lsrca.on.ca/permits/permit-fees>



Required Report / Study	Functional Submission	Detailed Design	Required Report / Study	Functional Submission	Detailed Design
Proposed Amendment Documents (OPA/ZBA)			Top of Bank Demarcation Mapping		
Planning Justification Report (inclusive of Provincial Plan Conformity including LSPP)			Floodplain Analysis		
Environmental Impact Study			Geotechnical / Soils Report		
Ecological Offsetting Strategy			Master Drainage Plan		
Rare, Threatened and Endangered Species Analysis			Slope Stability / Erosion Assessment		
Tree Inventory & Preservation Plan / Arborist Report			Topographic Survey prepared by an OLS		
Watercourse / Shoreline Protection, Enhancement and Restoration Plans			Hydrogeological Analysis including a Water Balance		
Coastal Engineering Study			Phosphorus Budget		
Natural Heritage Evaluation			Functional Servicing Report		
Tree Compensation Plan			Stormwater Management Report		
Vegetation Protection, Enhancement and Restoration Plans			Erosion and Sediment Control Plan		
Edge Management Plan			Grading and Drainage Plan		
Landscape Plan			Site Plan / Draft Plan/R Plan		
			LSRCA Review Fee		

**Comments:**

As the proposal does not includes the construction of a building on a lot with a ground floor area cumulatively equal to 500 square metres or greater, the application is not considered to be 'Major Development' per the LSPP, LSPOP and SPP.