



## Regular Council Meeting

<b>To:</b>	Mayor and Council
<b>Date:</b>	April 20, 2020
<b>From:</b>	Karen Ellis, Director of Planning
<b>Report Number:</b>	Planning 2020-06
<b>Subject:</b>	5 King Street East Millbrook – Proposed Renovation and Addition

### Recommendation:

That Council accept and authorize the proposed renovation of and addition to the building at 5 King Street East in the Millbrook Ward in accordance with the Plans prepared by Molly Conlin Design & Drafting, dated February 2019, and received by the Township on April 2, 2020.

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### Overview:

The property at 5 King Street East in Millbrook is located on the south side of King Street East, immediately east of Allen Lane. The property is approximately 1283.4 square metres (13,813.9 square feet) in size with approximately 14.54 metres (47.7 feet) of frontage on King Street East. A key map showing the location of the property is provided as Attachment No. 1 to this Report.

The property is currently developed with a two-storey office building, approximately 243.9 square metres (2625 square feet) in size. There are also four (4) other structures on site with a total floor area of 268.5 square metres (2890.3 square feet). Other property features include parking spaces and outside storage. Nexicom is the owner and occupant of the building and property.

Nexicom is proposing to complete interior renovations to the building and to construct a small addition and a porch on the south side of the building. The proposed addition will be approximately 10.4 square metres (112 square feet) in size and the new porch will be approximately 3.3 square metres (36 square feet) in size. A site plan showing the proposed addition and the new porch is provided as Attachment No. 2 to this Report.

The building at 5 King Street East was designated by the Village of Millbrook in 1985. In accordance with By-law #85-17, "5 King Street East, Millbrook is a large commercial structure which sits on the south side of King Street – Millbrook's

main street. It is beside the Cavan Township Hall and the restoration of this building would substantially upgrade the core of Millbrook's downtown."

The Ontario Heritage Act prohibits alterations to a designated structure where the alteration is likely to affect the reason for designation unless the Owner applies to Council and receives consent. Council is to consider the application after consultation with the Municipal Revitalization and Heritage Advisory Committee.

The proposed renovation and addition plans, together with the designating by-law, were circulated to the Municipal Revitalization and Heritage Advisory Committee (MRHAC) via email. The Committee realized and acknowledged that By-law #85-17 does not speak specifically to the architectural features of the building. Notwithstanding the lack of detail in the By-law, the Committee reviewed the plans in light of the heritage features of the existing building, the neighbourhood and good practices for renovations to heritage buildings. With their review, the Committee asked a number of questions to Nexicom for consideration. The questions included:

1. Can the materials used in the addition match the King Street addition - i.e. colour, board and batten siding, etc.?
2. How will the porch be finished? Is the 6 x 6 to be left natural, stained, painted?
3. Can sills be added to the windows in the addition to tie into the pattern language of the principal elevation?
4. Can the pattern language of the original windows be maintained? The drawing indicates that the new windows are just slightly larger than the existing windows.
5. Can the new windows match the existing masonry openings?
6. Can the porch fascia along west elevation align with some heritage element to give it reasoning and tie back to the original structure?
7. Does the brick dentil detailing course continue along the south elevation? If so, can the top of the roof be dropped ever so slightly so the detailing is not lost/interrupted?

The Committee's comments were forwarded to Staff of Nexicom for review and consideration. In an email dated March 31, Nexicom Staff confirmed that:

1. The materials used in the addition will match the King Street addition;
2. The porch will be stained or painted with similar colours to that which are already used on the building;

3. Window sills will be added to the addition;
4. The pattern language of the original windows will be maintained;
5. The new windows will match the existing masonry openings by ensuring that they align with the top and bottom of the existing windows. The existing proportions will be maintained;
6. The porch fascia along west elevation will align with a heritage element to give it a reasoning and tie back to the original structure; and
7. The drawings have been revised to address the brick dentil course.

Nexicom Staff followed up their answers to the questions with the submission of revised plans. A copy of those plans is provided as Attachment Nos. 3 to 6 to this Report. The revised plans were circulated to members of the MRHAC via email.

Nexicom has provided answers to the MRHAC's concerns and satisfactorily addressed the Committee's concerns. As such, the Committee recommends that Council accept and authorize the proposed renovation of and addition to the building at 5 King Street East in the Millbrook Ward in accordance with the Plans prepared by Molly Conlin Design & Drafting, dated February 2019, and received by the Township on April 2, 2020.

**Financial Impact:**

None at this time.

**Attachment:**

- Attachment No. 1: Key Map of 5 King Street East Millbrook
- Attachment No. 2: Site Plan of 5 King Street East Millbrook
- Attachment No. 3: Main Floor Plan
- Attachment No. 4: 2<sup>nd</sup> Floor Plan
- Attachment No. 5: North and West Elevations
- Attachment No. 6: South Elevation

Respectfully Submitted by,

Reviewed by,

Karen Ellis,  
Director of Planning

Yvette Hurley  
Chief Administrative Officer

# Attachment No. 1: Key Map for 5 King Street East Millbrook



# Attachment No. 2: Site Plan

**nexicom**  
5 KING ST. E.  
MILLBROOK, ONTARIO

O.B.C. REFERENCES:

DESIGNER REQUIREMENTS:

DIVISION C, PART 1, SECTION 1.2.1.1(3)(a)-(f) - ARCHITECT NOT REQUIRED  
CLASSIFICATION OF BUILDING, DIVISION C, PART 3, TABLE 3.3.2.1 - "SMALL BUILDINGS"

EXISTING CONSTRUCTION = TWO STOREY UNFIREKINKLED BUILDING

EXISTING FLOOR AREA = 395.8 m<sup>2</sup> (4271.6 ft<sup>2</sup>)  
PROPOSED FLOOR AREA = 456.2 m<sup>2</sup> (4932.9 ft<sup>2</sup>)

EXISTING USE: 'D' OCCUPANCY - BUSINESS & PERSONAL SERVICES (OFFICE)

EXISTING OCCUPANT LOAD = 43 (9.3 PER m<sup>2</sup>, AS PER TABLE 3.1.17.1.)  
PROPOSED OCCUPANT LOAD = 44 (9.3 PER m<sup>2</sup>, AS PER TABLE 3.1.17.1.)

9.9.8.2 EXTS REQUIRED = 2  
EXISTING = 3  
ACCESSIBLE = N/A

9.9.8.2 TRAVEL DISTANCE AS PER 9.9.8.2(1)(b) REMAINING

9.9.11.3 EMERGENCY LIGHTING AS PER PLANS

9.9.12.3 EXT SIGNAGE AS PER PLANS

3.7 HEALTH REQUIREMENTS:  
3.7.4.8.1(2)(i) 2 WASHROOMS PER EACH SEX

3.8 ACCESSIBILITY: N/A AS EXISTING BUILDING FINISHED FLOOR IS 406.4mm FROM GRADE

ALL EXTERIOR WINDOWS & DOORS TO REMAIN AS EXISTING

**TABLE OF CONTENTS**

A1 - TITLE SHEET  
A2 - AS-BUILT MAIN FLOOR  
A3 - AS-BUILT SECOND FLOOR  
A4 - PROPOSED FOUNDATION PLAN  
A5 - PROPOSED MAIN FLOOR  
A6 - PROPOSED SECOND FLOOR  
A7 - ELEVATIONS  
A8 - ELEVATION & CROSS SECTION

**LEGEND**

- PROPERTY LINE
- ▨ EXISTING STRUCTURE
- ▩ PROPOSED ADDITION
- ▧ PROPOSED COVERED PORCH

**SITE STATISTICS**

LOT AREA = 13813.9 ft<sup>2</sup> (1283.4m<sup>2</sup>)

EXISTING OFFICE STRUCTURE = 2625.1 ft<sup>2</sup> (243.9m<sup>2</sup>) = 19.0%

EXISTING STRUCTURES = 2890.8 ft<sup>2</sup> (268.5m<sup>2</sup>) = 20.9%

PROPOSED ADDITION = 112 ft<sup>2</sup> (10.4m<sup>2</sup>) = 0.8%

PROPOSED PORCH = 36 ft<sup>2</sup> (3.3m<sup>2</sup>) = 0.3%

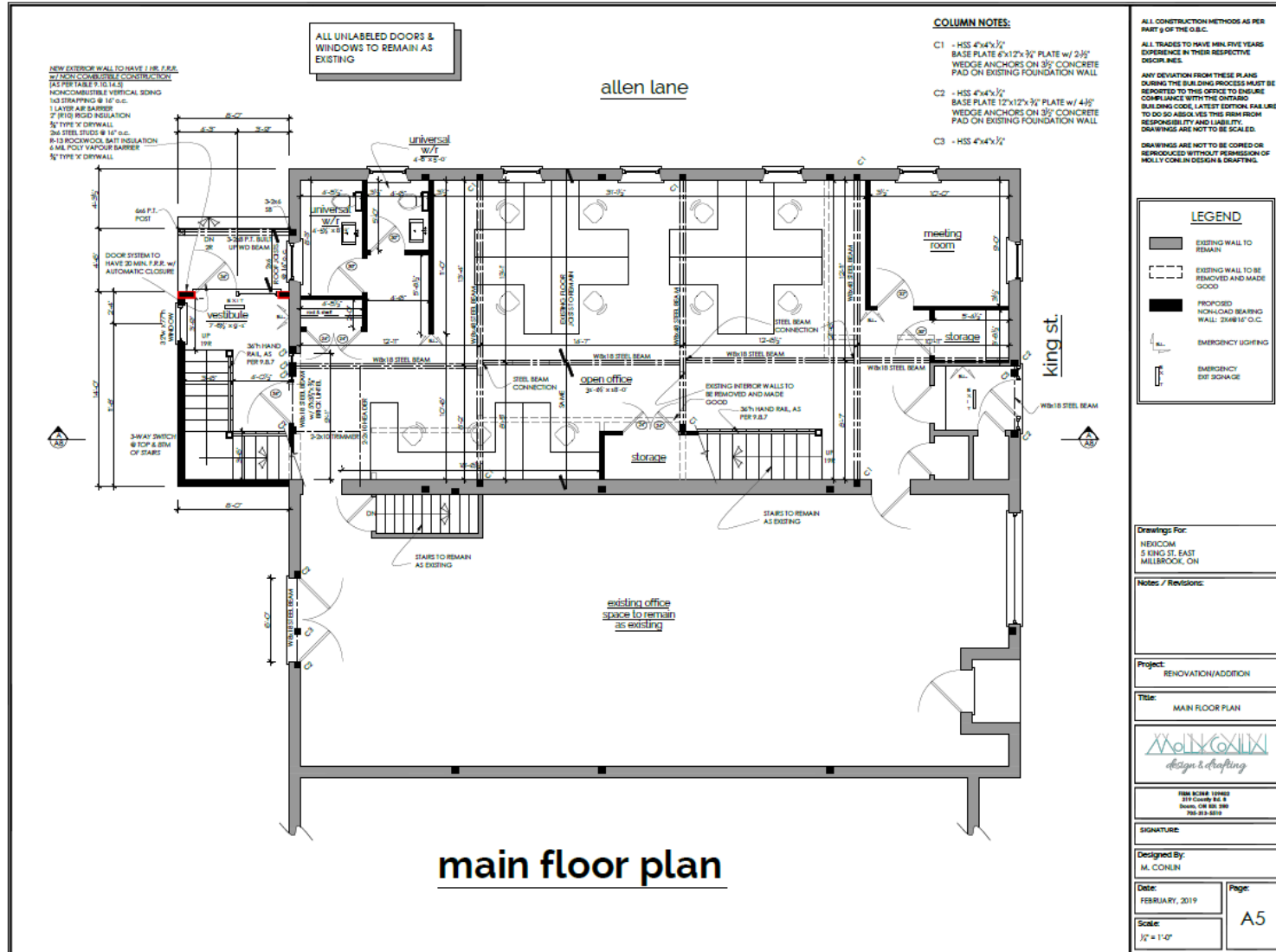
TOTAL PROPOSED LOT COVERAGE = 5663.4ft<sup>2</sup> (526.1m<sup>2</sup>) = 41%

ITEM	ONTARIO BUILDING CODE MATRIX	O.B.C. DIVISIONS		
		PART 3	PART 6	PART 10
1.	PROVISION DESCRIPTION <input type="checkbox"/> NEW BUILDING <input type="checkbox"/> CHANGE OF USE <input type="checkbox"/> REVISION	11.2(2)	11.2(2) & 11.2(3)	11.1 TO 11.4
2.	MAIN FLOOR OCCUPANCY (E) - GROUP 'D' - OFFICE	8.1(2)(3)	8.1(2)	
3.	EXISTING AREA ADD FLOOR AREA TOTAL	1412(2)	1412(2)	
4.	ORIG AREA EXISTING	1412(2)	1412(2)	
5.	NUMBER OF STOREY ABOVE GRADE 2 BELOW GRADE	14.1(2)(1) & 14.1(2)	14.1(2) (a) & 14.1(2)	
6.	NUMBER OF STOREY PER FLOOR ABOVE	8.2(2) & 8.2(3)	8.1(2)	
7.	BUILDING CLASSIFICATION 'D' OCCUPANCY	8.2(2) - 8.2		
8.	SPRINKLER SYSTEM <input type="checkbox"/> NEW BUILDING <input type="checkbox"/> EXISTING BUILDING SELECTED FLOOR AREA ELEVATION NOT REQUIRED	8.2(2) - 8.2 8.2(2) & 8.2(3) 8.2(2)	8.1(2) & 8.1(2)(3)	8.1(2) & 8.1(2)(3)
9.	STAIRWAY REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	8.2(2)	8.1(2)	
10.	MECHANICAL REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	8.2(2)	8.1(2)	
11.	SMOKE EXHAUST SYSTEMS REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	8.2(2)	8.1(2)	
12.	CONSTRUCTION RESTRICTIONS <input type="checkbox"/> CONCRETE RESTRICTIONS <input type="checkbox"/> COMBUSTIBLE RESTRICTIONS <input type="checkbox"/> BOTH	8.2(2) - 8.2	8.1(2)	
13.	ACTUAL CONSTRUCTION <input type="checkbox"/> CONCRETE <input type="checkbox"/> HIGH COMBUSTIBLE <input type="checkbox"/> BOTH	8.2(2) - 8.2	8.1(2)	
14.	MEDIA AREA N/A	8.2(1) (3) - 8.2		
15.	OCCUPANT LOAD BASED ON USE OF N.L.S. / PERSON DENSITY OF BUILDING	8.1(1)	8.1(1)	
16.	MAIN FLOOR OCCUPANCY LOAD OFFICE	8.1(1)	8.1(1)	
17.	HARMFUL SUBSTANCES <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	8.2(2) & 8.2(3)	8.1(2)(3)	
18.	REQUIRED FIRE RESISTANCE RATING (R-F.R.) N/A	8.2(2) & 8.2(3)	8.1(2) & 8.1(2)(3)	
19.	F.A.R. OF EXISTING BUILDING N/A			
20.	SEAL OPERATION CONSTRUCTION OF EXTERIOR WALLS IF APPLICABLE SPECIFICATIONS	8.2	8.1(2)	
21.	MAINTENANCE CLEARANCE ELEVATION PROVISIONS	8.2	8.1(2)	
22.	MAINTENANCE CLEARANCE ELEVATION PROVISIONS	8.2	8.1(2)	
23.	MAINTENANCE CLEARANCE ELEVATION PROVISIONS	8.2	8.1(2)	
24.	MAINTENANCE CLEARANCE ELEVATION PROVISIONS	8.2	8.1(2)	
25.	MAINTENANCE CLEARANCE ELEVATION PROVISIONS	8.2	8.1(2)	
26.	MAINTENANCE CLEARANCE ELEVATION PROVISIONS	8.2	8.1(2)	
27.	MAINTENANCE CLEARANCE ELEVATION PROVISIONS	8.2	8.1(2)	
28.	MAINTENANCE CLEARANCE ELEVATION PROVISIONS	8.2	8.1(2)	
29.	MAINTENANCE CLEARANCE ELEVATION PROVISIONS	8.2	8.1(2)	
30.	MAINTENANCE CLEARANCE ELEVATION PROVISIONS	8.2	8.1(2)	
31.	OTHER DIVISIONS			

**SITE PLAN**  
SCALE: 1"=20'-0"

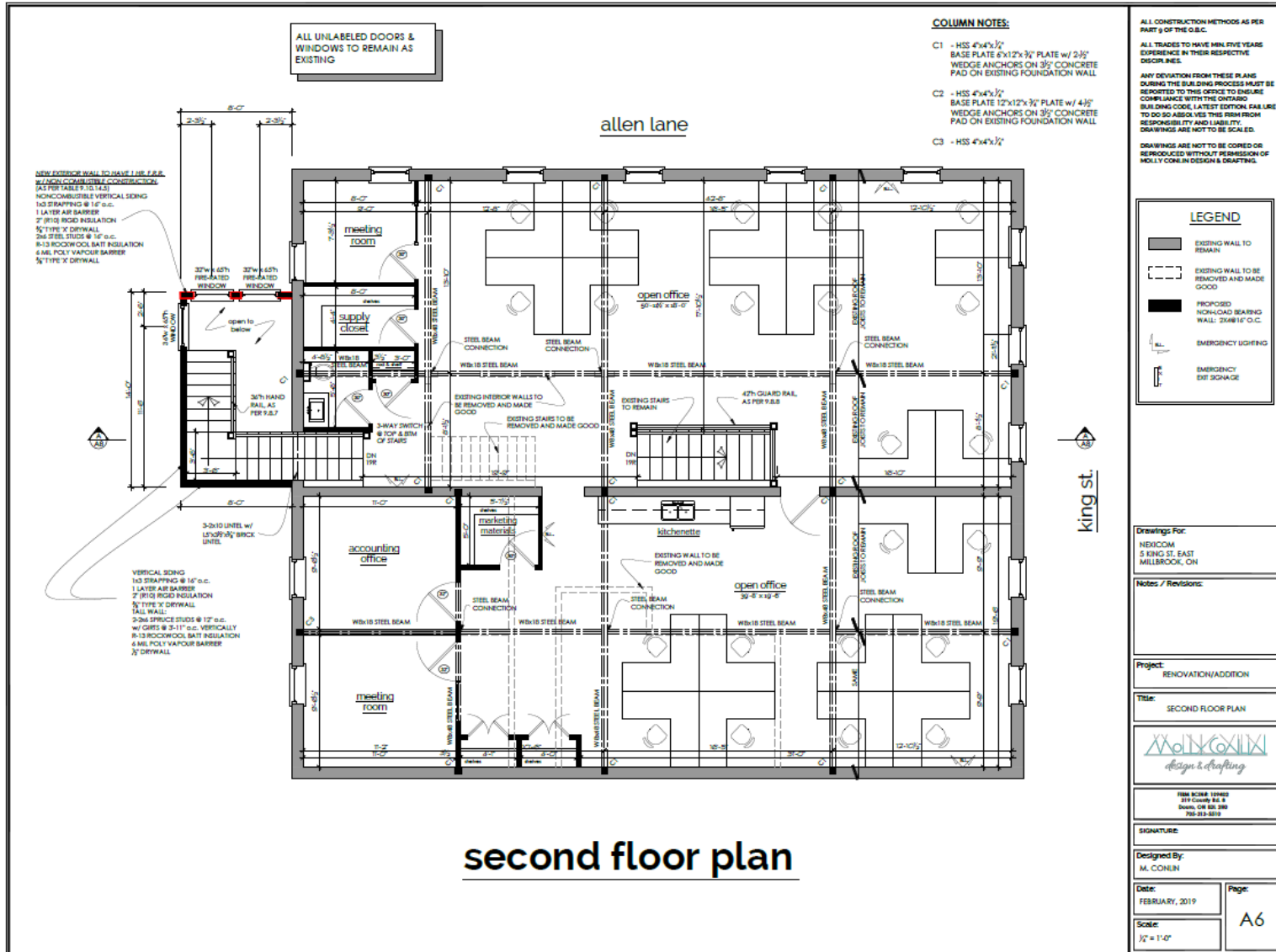
nexicom  
5 king st. e. millbrook, ON

# Attachment No. 3: Main Floor Plan





# Attachment No. 4: Second Floor Plan



# Attachment No. 5: North and West Elevations

**north elevation**

**west elevation**

1% SLOPE

VERTICAL WOOD SIDING

METAL FLASHING

ASPHALT SHINGLES

ALUMINUM FA SCIA (notwithstanding not shown)

6x6 P.I. POST to be stained

ALL CONSTRUCTION METHODS AS PER PART 3 OF THE O.B.C.

ALL TRADES TO HAVE MIN. FIVE YEARS EXPERIENCE IN THEIR RESPECTIVE DISCIPLINES.

ANY DEVIATION FROM THESE PLANS DURING THE BUILDING PROCESS MUST BE REPORTED TO THIS OFFICE TO ENSURE COMPLIANCE WITH THE ONTARIO BUILDING CODE, LATEST EDITION. FAULTS TO DO SO AS WELL AS THE DESIGNER'S RESPONSIBILITY AND LIABILITY. DRAWINGS ARE NOT TO BE SCALED.

DRAWINGS ARE NOT TO BE COPIED OR REPRODUCED WITHOUT PERMISSION OF HOLLY CONE IN DESIGN & DRAFTING.

<b>Drawings For:</b> NEVICOM 5 KING ST. EAST MILLBROOK, ON	
<b>Notes / Revisions:</b>	
<b>Project:</b> RENOVATION/ADDITION	
<b>Title:</b> ELEVATIONS	
1006 SCHEPERS RD 201 CANNY BLVD SUITE 201 MISSISSAUGA, ON L4X 1L7	
<b>Signature:</b>	
<b>Designed By:</b> M. CONLIN	
<b>Date:</b> FEBRUARY, 2019	<b>Page:</b> A7
<b>Scale:</b> 1/2" = 1'-0"	



