

# DECISION/DIRECTION NOTE

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**Title:** 4 Merrymeeting Road – REN2400431 – Designated Heritage Building

**Date Prepared:** October 8, 2024

**Report To:** Regular Meeting of Council

**Councillor and Role:** Councillor Maggie Burton, Built Heritage Experts Panel

**Ward:** Ward 2

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**Decision/Direction Required:**

To approve exterior renovations to 4 Merrymeeting Road (Mount St. Francis Monastery), a designated Heritage Building.

**Discussion – Background and Current Status:**

The subject property is located within the Institutional District of the Envision St. John’s Municipal Plan, is zoned Institutional (INST), is in Heritage Area 1, and is a designated Heritage Building. The building is also designated by the Province as a Registered Heritage Structure. A location map and the heritage statement of significance are attached.

Exterior alterations to a designated Heritage Building require Council approval. Minor maintenance applications for designated Heritage Buildings do not require referral to the City’s Built Heritage Experts Panel.

The City has received two applications for exterior renovations:

1. Remove the existing metal roof and replace it with slate composite shingles.
2. Remove all windows and replace them with aluminum casement windows with a horizontal mullion at half height. Additionally, replace exterior doors and repair exterior walls.

The proposed plans for the exterior alterations are attached. Heritage NL was contacted and expressed no concerns with the exterior alterations.

From the City’s Heritage Design Standards:

*Window Materials – Modern window material may be permitted provided, in the opinion of Council, the appearance replicates the building’s period/architectural characteristics.*

*Doors - Door styles shall be compatible with the building’s architectural characteristics.*

*Roofing Materials - Modern roofing materials are permitted provided the appearance replicates the building’s architectural characteristics.*

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The proposed exterior renovations to 4 Merrymeeting Road meet the City's Heritage Design Standards, and therefore are recommended for approval.

**Key Considerations/Implications:**

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders: Property owner; Heritage NL.
3. Is this a New Plan or Strategy: No
4. Alignment with Strategic Directions:
  - A Sustainable City: Plan for land use and preserve and enhance the natural and built environment where we live.
  - An Effective City: Ensure accountability and good governance through transparent and open decision making.
5. Alignment with Adopted Plans: St. John's Heritage By-Law.
6. Accessibility and Inclusion: Not applicable.
4. Legal or Policy Implications: In line with the City's Heritage Design Standards.
5. Privacy Implications: Not applicable.
6. Engagement and Communications Considerations: Not applicable.
7. Human Resource Implications: Not applicable.
8. Procurement Implications: Not applicable.
9. Information Technology Implications: Not applicable.
10. Other Implications: Not applicable.

**Recommendation:**

That Council approve exterior alterations, as proposed, to 4 Merrymeeting Road, a designated Heritage Building.

**Prepared by: Lindsay Church, MCIP, Planner III – Urban Design and Heritage**  
**Approved by: Ken O'Brien, MCIP, Chief Municipal Planner**

**Report Approval Details**

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| Document Title:      | 4 Merrymeeting Road - REN2400431.docx  |
| Attachments:         | - 4 Merrymeeting Road - Location Map.pdf<br>- 4 Merrymeeting Road - Statement of Significance.pdf<br>- REN2400431 - Roof .pdf<br>- REN2400430 - Walls and Windows .pdf |
| Final Approval Date: | Oct 9, 2024  |

This report and all of its attachments were approved and signed as outlined below:

**Ken O'Brien - Oct 9, 2024 - 3:00 PM**

**Jason Sinyard - Oct 9, 2024 - 3:05 PM**