HERITAGE PERMIT APPLICATION & SUBMISSION REQUIREMENTS

Development & Housing Approvals
200 King Street West, 6th Floor
Kitchener ON N2G 4V6
519-741-2426; planning@kitchener.ca

STAFF USE ONLY

Date Received:	Accepted By:	Application Number:
		HPA-

PART B: HERITAGE PERMIT APPLICATION FORM

1. NATURE OF APPLICATION

☒ Exterior ☐ Interior ☒ Signage
☐ Demolition ☐ New Construction ☐ Alteration ☐ Relocation

2. SUBJECT PROPERTY

Municipal Address: 122 Frederick St, Kitchener On N2H2L9

Legal Description (if know):

Building/Structure Type: ☐ Residential ☐ Commercial ☐ Industrial ☒ Institutional

Heritage Designation: ☒ Part IV (Individual) ☐ Part V (Heritage Conservation District)

Is the property subject to a Heritage Easement or Agreement? ☐ Yes ☐ No

3. PROPERTY OWNER

Name: City of Kitchener.
Address: 200 King St W,
City/Province/Postal Code: Kitchener, Ont. N2G 4G7
Phone:
Email:

4. AGENT (if applicable)

Name: Mike Metz
Company: City of Kitchener
Address: 131 Goodrich Dr.
City/Province/Postal Code: Kitchener On N2C 2E8
Phone: 519 577 2793 Cell
Email: mike.metz@kitchener.ca

5. WRITTEN DESCRIPTION

Provide a written description of the project including any conservation methods proposed. Provide such detail as materials to be used, measurements, paint colours, decorative details, whether any original building fabric is to be removed or replaced, etc. Use additional pages as required. Please refer to the City of Kitchener Heritage Permit Application Submission Guidelines for further direction.

The letter "R" on Registry theatre is leaning forward and needs to be repaired to prevent parapet stone from falling.

6. REVIEW OF CITY OF KITCHENER HERITAGE PERMIT APPLICATION SUBMISSION GUIDELINES

Describe why it is necessary to undertake the proposed work:

Water can get behind stone. If not repaired before next freeze/thaw cycles the stone will be pushed off.

Describe how the proposal is consistent with the Part IV individual designating by-law or the Part V Heritage Conservation District Plan:

We are using a heritage designated engineering firm and working in conjunction with Heritage Kitchener to repair.

Describe how the proposal is consistent with Parks Canada's *Standards and Guidelines for the Conservation of Historic Places in Canada* (www.historicplaces.ca/en/pages/standards-normes.aspx):

7. PROPOSED WORKS

a) Expected start date: ASAP Expected completion date: Befor fall/winter

b) Have you discussed this work with Heritage Planning Staff? ☒ Yes ☐ No

- If yes, who did you speak to? Michelle Drake.

c) Have you discussed this work with Building Division Staff? ☐ Yes ☒ No

- If yes, who did you speak to?

d) Have you applied for a Building Permit for this work? ☐ Yes ☒ No

e) Other related Building or Planning applications: Application number

8. ACKNOWLEDGEMENT

The undersigned acknowledges that all of the statements contained in documents filed in support of this application shall be deemed part of this application. The undersigned acknowledges that receipt of this application by the City of Kitchener - Planning Division does not guarantee it to be a 'complete' application. The undersigned acknowledges that the Council of the City of Kitchener shall determine whether the information submitted forms a complete application. Further review of the application will be undertaken and the owner or agent may be contacted to provide additional information and/or resolve any discrepancies or issues with the application as submitted. Once the application is deemed to be fully complete, the application will be processed and, if necessary, scheduled for the next available Heritage Kitchener committee and Council meeting. Submission of this application constitutes consent for authorized municipal staff to enter upon the subject property for the purpose of conducting site visits, including taking photographs, which are necessary for the evaluation of this application. The undersigned acknowledges that where an agent has been identified, the municipality is authorized but not required to contact this person in lieu of the owner and this person is authorized to act on behalf of the owner for all matters respecting the application. The undersigned agrees that the proposed work shall be done in accordance with this application and understands that the approval of this application under the *Ontario Heritage Act* shall not be a waiver of any of the provisions of any by-law of the City of Kitchener or legislation including but not limited to the requirements of the Building Code and the Zoning By-law. The undersigned acknowledges that in the event this application is approved, any departure from the conditions imposed by the Council of the City of Kitchener or from the plans or specifications approved by the Council of the City of Kitchener is prohibited and could result in a fine being imposed or imprisonment as provided for under the *Ontario Heritage Act*.

Signature of Owner/Agent: R Bus Date: May 5/25

Signature of Owner/Agent:_____ Date:_____

9. AUTHORIZATION

If this application is being made by an agent on behalf of the property owner, the following authorization must be completed:

I / We, _____, owner of the land that is subject of this application,

hereby authorize _____ to act on my / our behalf in this regard.

Signature of Owner/Agent:_____ Date:_____

Signature of Owner/Agent:_____ Date:_____

The personal information on this form is collected under the legal authority of Section 33(2), Section 42(2), and Section 42(2.2) of the Ontario Heritage Act. The information will be used for the purposes of administering the Heritage Permit Application and ensuring appropriate service of notice of receipt under Section 33(3) and Section 42(3) of the Ontario Heritage Act. If you have any questions about this collection of personal information, please contact the Manager of Corporate Records, Legislated Services Division, City of Kitchener (519-741-2769).

STAFF USE ONLY

Application Number: _____

Application Received: _____

Application Complete: _____

Notice of Receipt: _____

Notice of Decision: _____

90-Day Expiry Date: _____

PROCESS:

☐ Heritage Planning Staff: _____

☐ Heritage Kitchener: _____

☐ Council: _____

STRUCTURAL REPORT
Masonry Parapet Review

Date:	May 2, 2025	**No. of Pages:**	4 + Encl.
Project:	Registry Theatre – Masonry Parapet Review	**Project No.:**	TW-02128-25
Address:	122 Frederick Street, Kitchener		
Client:	City of Kitchener		
Distribution:	Mike Metz	City of Kitchener	Mike.metz@kitchener.ca

Background

Tacoma Engineers has been retained by City of Kitchener to provide structural review of two areas of the masonry parapet above the front door to the Registry Theatre located at 122 Frederick Street, Kitchener. The building was constructed in 1939 and is a single storey masonry building. It is designated by the City of Kitchener under Part IV of the Ontario heritage Act.

The roofline & parapet surrounding the building is constructed from original limestone masonry. There are four large stones located above the front entry with the words "REGISTRY OFFICE – COUNTY OF WATERLOO" carved into their faces. Tacoma Engineers was called to review observed movement of the left-most carved stone, on which the "R" of "REGISTRY" is etched. It was reported to Tacoma Engineers that some movement of that carved stone was observed approximately two years ago. It is unknown whether the movement has progressed since.

It is our understanding that repairs to the parapet and the roof flashing was completed approximately two years ago (the same time the previously noted movement was observed). During that work, the backup portion of the parapet was reconstructed using modern concrete block. It does not appear that the carved stones or capstones were altered or replaced during that work, however, sealant was applied at many of the capstone joints.

Tacoma Engineers completed a site visit to review the movement of the carved parapet stones on April 10, 2025. During the site visit it was 2°C and it was lightly snowing.

Photograph 1: Carved parapet stones above main entry

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Waterloo, Ontario
Canada N2V 2E1

Professional Engineers Ontario

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e.vanriesen@tacomaengineers.com

Observations

During that site review it was noted that the outer-most carved limestone parapet stones on both sides of the front entry have experienced outward movement to varying degrees. The carved stone on which the first "R" of "REGISTRY" have moved outwards from the face of the building approximately 10mm at the top, and approximately 5mm at the bottom. The stone on which the "E" of "OFFICE" has also moved outwards from the face of the building, but to a lesser extent. The carved stones were observed to have moved outward and rotating slightly around their bottoms as opposed to shifting purely horizontally. Refer to Photograph 2 below.

Photograph 2: Tilted carved "R" parapet stone

There are capstones that sit on top of the carved parapet stones. The outside face of the capstones are inset between ½"-2" from the carved parapet face-stones. The horizontal mortar joint between the capstone and the carved parapet stones is cracked and open along portions of its length (refer to Photograph 3 below). The capstone overhangs the parapet wall on the inside face, however, it was observed that some of the capstones do not have a proper drip edge along the entire inside face of the stone.

Photograph 3: Cracked mortar along joint above carved "R" parapet stone

The sealant on the capstone joints which was applied approximately 2 years ago was noted to be quite firm. The sealant was observed to be detaching from the stones in multiple locations. In one location, the sealant could be peeled easily off the joint, indicating that it has failed (refer to Photograph 4, below).

Photograph 4: Failed sealant along horizontal joint of capstone

Comments

The exact cause of the carved parapet stone movement could not be confirmed during our site review, however, it is likely that the movement occurred as a result of frost jacking from moisture within the parapet. Cracked mortar joints and failed sealant joints both allow a path for moisture ingress within the stone parapet. When moisture within the parapet freezes and expands, it can induce outward pressure on the parapet stones, potentially leading to the movement seen on site.

Tacoma Engineers completed a structural review of the movement of the carved parapet stones.

Design loads & assumptions used in our analysis are as follows:

Density of Limestone = 2100 kg/m^3

Wind Load Calculations:

Wind reference velocity pressure $q_{(1/50)}$ = 0.37 kPa (Kitchener)
Ct = 1.0
CpCg = 1.8 (exterior face of parapet)
Ce = 0.9

Tacoma Engineers completed structural analysis to determine the required horizontal force to overcome the forces that are resisting overturning and/or sliding of the carved stones. Rotation of the carved stones is resisted by the weight of the capstone above as well as the self-weight of the carved stones themselves. Sliding of the carved stones is resisted by the friction between the joints above and below the carved stones.

Our analysis indicates the applicable wind load on the carved parapet stones as calculated using OBC 2024 is insufficient to overcome the forces preventing the carved stones from rotating or sliding. Further, we are moving into warmer weather, further frost jacking is less likely to occur until next winter season.

Therefore, it is our opinion that the carved parapet stones are not at imminent risk of overturning/shifting and falling from the parapet.

Recommendation

It is our recommendation that within the next 6 months, the carved parapet stones and capstones above the entry be systematically removed and replaced to investigate the condition of the parapet wall behind. Contact Tacoma Engineers for review during the investigation to determine if additional removals are required. After the investigations are complete, replace all stones and fully repoint entire outer face of masonry parapet above the front entryway as well as all capstone joints. Deep repointing is required to ensure bedding mortar extends full depth of stones. All work shall be completed using tools that will not damage the existing stones and using a historically compatible lime-based mortar. Repointing work should be completed prior to the end of September 2025 or supplemental heat shall be provided to ensure working temperatures do not fall below temperatures required for proper curing of lime-based mortar.

While further movement is not anticipated during the summer months, the parapet face stones should be monitored intermittently until repair work noted above can be completed to ensure horizontal movement is not progressing. Contact Tacoma Engineers immediately if further movement is observed. Please contact the undersigned with any questions or concerns.

Per _____

Emily van Riesen, P.Eng., CAHP Intern
Structural Engineer
Tacoma Engineers

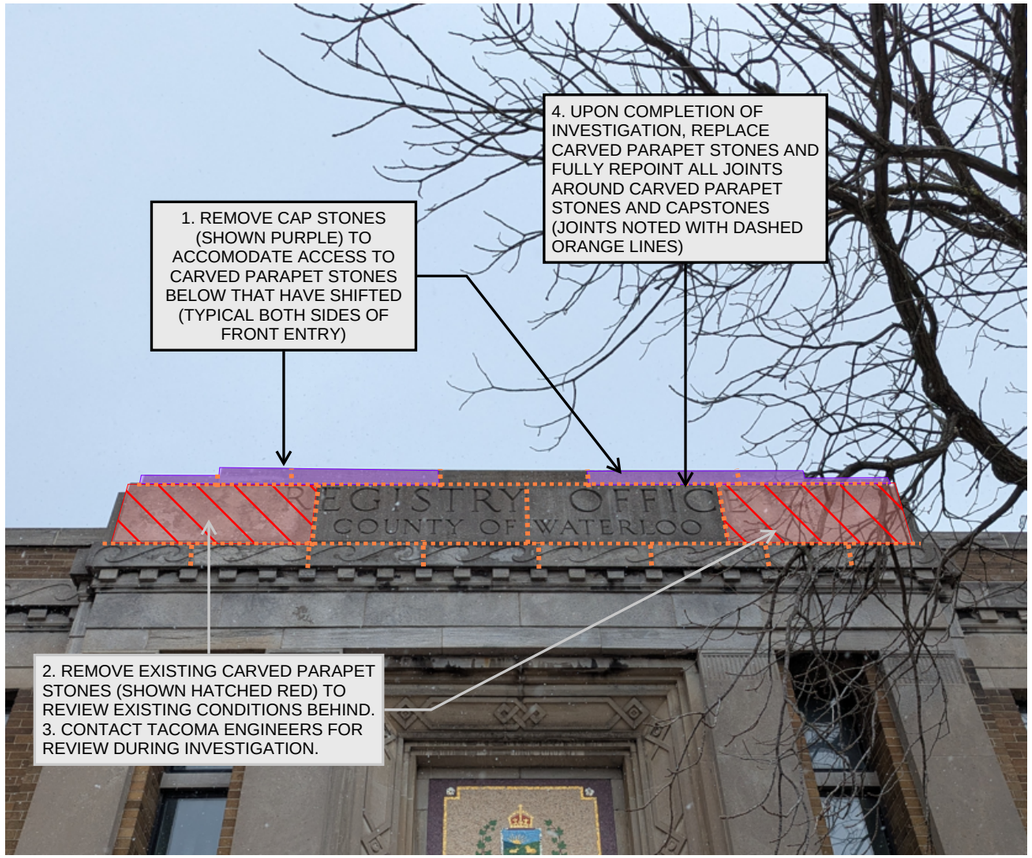
Encl. None

REMOVAL AND STORAGE OF HERITAGE MATERIALS:

1. PRIOR TO REMOVAL OF STONES, TAKE INVENTORY OF EACH STONE TO ENSURE PROPER REPLACEMENT AT END OF INVESTIGATION.
2. DURING THE COURSE OF THE WORK, EXISTING HERITAGE MASONRY MATERIALS THAT ARE TO BE REMOVED TO ACCOMODATE INVESTIGATION MUST ARE TO BE STORED IN A SECURE (LOCKABLE), WEATHERTIGHT STORAGE CONTAINER (OBTAINED BY THE CONTRACTOR). PROTECT ALL STORED HERITAGE MATERIALS FROM ELEMENTS (WIND, RAIN, ETC.) AND VANDELISM.
3. HERITAGE MATERIALS ARE NOT TO BE STACKED DURING STORAGE.

RESTORATION MORTAR (ABOVE GRADE):

1. PREMIXED RESTORATION MORTAR BASED ON BY KING PACKAGED MATERIAL HLM 350 VC SERIES OR KING 1-1-6 CREAM VC SERIES PRIMIXED HYDRAULIC LIME MORTAR (OR APPROVED ALTERNATIVE).
2. ULTIMATE COMPRESSIVE STRENGTH IS NOT TO EXCEED THAT OF EXISTING MORTAR OR MASONRY.
3. THOROUGHLY MIX INGREDIENTS IN QUANTITIES NEEDED FOR IMMEDIATE USE.
   - 3.1. MIX DRY INGREDIENTS MECHANICALLY UNTIL UNIFORMLY DISTRIBUTED.
   - 3.2. ADD WATER AND MIX TO ACHIEVE WORKABLE CONSISTENCY FOR FIVE MINUTES, ALLOW TO SIT FOR 15 MINUTES AND THEN RE-MIX FOR AN ADDITIONAL 3 MINUTES.
4. DISCARD LUMPY, CAKED, FROZEN, AND HARDENED MIXES, AND MIXES NOT USED WITHIN 1 HOUR AFTER FINAL MIXING.
5. DO NOT RE-TEMPER.
6. DO NOT ADD ANTIFREEZE COMPOUNDS TO LOWER FREEZING TEMPERATURE OF MORTAR.
7. COMPLETELY EMPTY AND CLEAN THE MORTAR MIXER BEFORE STARTING THE NEXT BATCH.
8. REMOVE FOUR (4) UN-WEATHERED SAMPLES OF EXISTING MORTAR FROM DIFFERENT LOCATIONS. RETAIN ONE SAMPLE FOR LATER COMPARISON.



1/S1 **PARAPET INVESTIGATION ABOVE ENTRY**

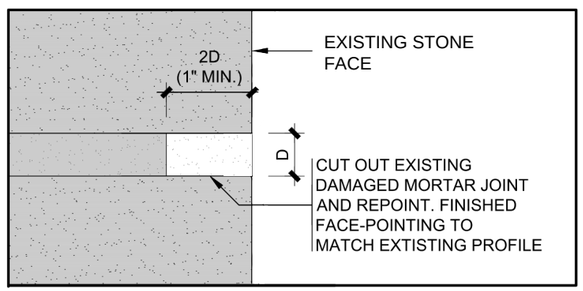
N.T.S.

MORTAR REMOVALS:

1. ALL EQUIPMENT USED FOR THE REMOVAL OF EXISTING MORTAR SHALL BE DESIGNED AND USED TO MINIMIZE DAMAGE TO THE MASONRY UNITS.
2. CHISELS SHALL BE THE PRIMARY TOOLS USED FOR THE REMOVAL OF EXISTING MORTAR.
3. HAND CHISELS SHALL BE APPROPRIATELY SIZED AND MAINTAINED IN A SHARP CONDITION.
4. PNEUMATIC CHISELS SHALL BE SMALL HAND HELD 'CARVING TOOLS' WITH APPROPRIATELY SIZED POINTS.
5. CONCRETE 'CHIPPING HAMMERS' SHALL NOT BE USED.
6. GRINDERS (MINI) ARE ONLY PERMITTED FOR CUTTING A SINGLE CENTRAL SLOT WITHIN HORIZONTAL JOINTS PRIOR TO REMOVING MORTAR USING CHISELS. GRINDERS SHALL NOT BE USED ON VERTICAL JOINTS.
7. MORTAR SAWS SHALL BE ARBORTECH AS160 BRICK AND MORTAR SAWS OR APPROVED ALTERNATES. IN THE EVENT THAT THE USE OF MORTAR SAW IS ELECTED, GRINDERS SHALL NOT BE PERMITTED TO BE USED.
8. ALL CUTTING OUT AND REPOINTING WORK SHALL BE COMPLETED BY QUALIFIED MASONS HAVING AT LEAST FIVE (5) YEARS DOCUMENTED EXPERIENCE, AND SHALL HAVE COMPLETED AT LEAST THREE (3) PROJECTS OF COMPARABLE SIZE AND SCOPE WITHIN THE LAST FIVE (5) YEARS. ADDITIONAL PREQUALIFICATIONS MAY APPLY.
9. DEFECTIVE MORTAR JOINTS ARE DEFINED AS: JOINTS IN WHICH MORTAR IS MISSING, LOOSE, SPALLED, ERODED, POWDERED, BROKEN, HOLLOW, UNSOUND, SOFT, OR WEATHERED MORE THAN 5 MM FROM ORIGINAL PLANE.
10. SOUND JOINTS CONTAINING FINE HAIRLINE CRACKS ARE EXCLUDED UNLESS NOTED ON THE PROJECT DRAWINGS.
11. CAREFULLY REMOVE EXISTING MORTAR, SEALANTS AND OTHER MATERIALS FROM JOINTS BETWEEN STONES, AS WELL AS FROM WITHIN PREVIOUSLY REPAIRED CRACKS WITHIN MASONRY UNITS.
12. EXCEPT AS NOTED OTHERWISE, CUT-OUT TO AT LEAST 25-MM DEEP BACK TO SOUND MORTAR WHERE APPLICABLE. REMOVE DETERIORATED MORTAR FULL DEPTH IF NECESSARY.
13. TEMPORARILY SUPPORT MASONRY UNITS FOR WHICH DETERIORATED BEDDING JOINT MORTAR IS REMOVED.
14. DO NOT DAMAGE ADJACENT MASONRY AND OTHER UNITS.
15. ANY UNITS DAMAGED DURING CUTTING-OUT OPERATIONS WILL BE CONSIDERED AS DEFECTIVE AND MUST BE REPAIRED OR REPLACED AT THE CONTRACTOR'S SOLE EXPENSE IN A MANNER ACCEPTABLE TO THE CONSULTANT.
16. DAMAGE INCLUDES NICKS, SCORES, DEEP SCRATCHES, CHIPPED EDGES OR THE LIKE THAT ARE, IN THE OPINION OF THE CONSULTANT, CAUSED BY NEGLECT OR LACK OF PROPER CARE BY THE WORKERS IN CARRYING OUT THE REQUIREMENTS UNDER THIS SECTION.
17. PERFORM CUTTING-OUT USING THE APPROPRIATELY SIZED TOOL FOR THE WIDTH OF JOINT.
18. JOINTS UNDER 5-MM ARE TO BE SAWN-OUT USING HACKSAW BLADES.
19. UNDER NO CIRCUMSTANCES ARE JOINTS TO BE WIDENED.

REPOINTING EXISTING STONE MORTAR JOINTS:

1. IMMEDIATELY BEFORE REPOINTING, FLUSH JOINTS WITH CLEAN WATER UNTIL ABSORPTION IS CONTROLLED AND THE SURFACE OF THE MASONRY REMAINS DAMP BUT NOT WET.
2. DO NOT APPLY MORTAR TO WET SURFACES.
3. FILL AREAS WHERE MORTAR HAS BEEN REMOVED TO GREATEST DEPTH FIRST.
4. BUILD UP MORTAR IN SEVERAL 6.4 MM COMPACTED LAYERS UNTIL OUTER FACE OF MASONRY IS REACHED.
5. DO NOT ADD ADDITIONAL WATER TO MORTAR.
6. RE-TEMPERING OF MORTAR REQUIRED DUE TO EARLY STIFFENING OF THE MIX SHALL ONLY CONSIST OF HAND TAMPING.
7. DISCARD ALL MORTAR MIXES AFTER 3 HOURS FOLLOWING MIXING.
8. ALLOW EACH LAYER TO SET BEFORE APPLICATION OF SUBSEQUENT LAYER.
9. PACK JOINTS SOLIDLY FILLING ALL ACCESSIBLE VOIDS AND TAMP MORTAR.
10. APPLY FINAL LAYER AND STRIKE FLUSH.
11. ALLOW MORTAR TO SET THUMBPRINT HARD BEFORE TOOLING TO MATCH THE PROFILE OF THE EXISTING JOINTS. DO NOT TOOL OR SLICK MORTAR BEFORE THUMBPRINT HARD.
12. ALL MASONS SHALL USE IDENTICAL POINTING TOOLS.
13. TOOL HEADER JOINTS FIRST.
14. IMMEDIATELY AFTER TOOLING LIGHTLY BRUSH FINISHED JOINT TO REMOVE SURFACE BINDER USING STIFF BRISTLED PAINT BRUSH AND PRODUCE AS MODERATELY WEATHERED APPEARANCE.
15. CONTINUOUSLY CLEAN THE FACE OF THE MASONRY UNITS DURING REPOINTING OPERATIONS.
16. USE A SOFT CARPET PAD OR OTHER SIMILAR DEVICE TO REMOVE MORTAR SPLATTER AND STAINS.
17. REMOVE RESIDUAL STAINS WITH SPONGE AND WATER BEFORE HARDENING.
18. CONTROL DRYING OF INSTALLED POINTING.
19. PROTECT NEWLY POINTED MASONRY FROM RAIN, DIRECT SUNLIGHT AND WIND BY COVERING WITH DAMP BURLAP AND TARPAULINS.
20. MAINTAIN BURLAP DAMP FOR THREE TO SEVEN DAYS BY INTERMITTENT MISTING WITH CLEAN WATER.
21. AVOID LIGHT STREAKS, HAIRLINE CRACKS, TOOL BURNING, OPEN JOINTS, AND OTHER DEFECTS CAUSED BY TOOLING WHEN MORTAR IS EXCESSIVELY WET OR DRY.



1/S2 **DETAIL - TYPICAL REPOINTING**

N.T.S.

No.	Date	Revision / Issued for:
1.	APRIL 29 2025	ISSUED FOR HERITAGE PERMIT
2.	MAY 2 2025	REISSUED FOR HERITAGE PERMIT

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LICENSED PROFESSIONAL ENGINEER
E. M. VAN RIESEN
100188741
MAY 2, 2025
TW-02128-25
PROVINCE OF ONTARIO

CITY OF KITCHENER

REGISTRY THEATRE
MASONRY PARAPET REVIEW
122 FREDERICK STREET, KITCHENER

CARVED PARAPET STONE INVESTIGATION

Project No.	Drawn By:
TW-02128-25	EVR

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REGI