



**KINGSTON MUNICIPAL HERITAGE COMMITTEE
MINUTES
MEETING No. 2012-03
Monday 06th February 2012 at 12:00 noon*
in the Council Chamber, City Hall**

MEMBERS PRESENT

Mr. Peter Gower, Chair
Mr. R. Bruce Downey, Vice-Chair
Councillor Bill Glover
Mr. Robert Cardwell
Mr. John Coleman
Mr. John Duerkop
Mr. Michael Gemmell (arrived at 1:00 p.m.)
Mr. Mac Gervan
Ms. Christine Synowich
Mr. Don Taylor

OTHERS PRESENT

Councillor Liz Schell

STAFF PRESENT

Mr. Kevin Arjoon, Deputy City Clerk
Mr Grant Bain, Director, Planning & Development
Ms. Cynthia Beach, Commissioner, Sustainability & Growth
Mr. Jamie Brash, Supervisor, Buildings & Properties
Ms. Ashley Henderson, Building & Plumbing Inspector
Ms. Lindsay Lambert, Planner
Ms. Susan Powley, Committee Clerk
Ms. Marnie Venditti, Manager, Development Approvals

OTHERS PRESENT

Ms. Helen Finley
Mr. David Nelson, Sydenham Ward Association

THIS IS NOT A VERBATIM REPORT

MEETING TO ORDER

Mr. Peter Gower, Chair, called the meeting to order.

APPROVAL OF THE AGENDA

*Moved by Councillor Glover
Seconded by Mr. Downey*

THAT the agenda be approved as amended to add under 'Other Business':

- *Heritage Staffing*
- *Milton Cemetery*

CARRIED

CONFIRMATION OF MINUTES

*Moved by Mr. Downey
Seconded by Mr. Taylor*

THAT the minutes of the Kingston Municipal Heritage Committee Meeting No. 2012-02 held on 09th January 2012 be confirmed with the following amendments:

- Page 4 to add 'Tour' before 'information' in the third paragraph;
- Page 9 to replace 'affect' with 'effect' in the last paragraph
- Page 10 to replace 'so' with 'some would think' in the first paragraph, replace 'levy' with 'levee', and to delete the fourth sentence in the fifth paragraph.

CARRIED

DISCLOSURE OF PECUNIARY INTEREST

Mr. Gervan declared a possible pecuniary interest for Application P18-257-012-2012 for a property located at 76 Mowat Avenue as he is the designer/builder on this project.

Mr. Gervan declared a possible pecuniary interest for Technical Circulation D10-824-2012 for a property located at 36 Simcoe Street as he was previously involved with this property.

DELEGATIONS

BRIEFINGS

- i.* **Mr. R. Bruce Downey, Vice-Chair** – will provide an update

Mr. Downey provided an update further to a Passive House Institute conference he attended in November. He described a system of building that is directed towards a heating demand of 15kwh/(sqma) which is approximately one tenth of the general demand. Principles of this building type were generated in the 1970's, studied further in the 1980's and 90's and became a teaching program in 2007 to be applied to all building types. The system includes a combination of super insulation, with attention given to an elimination of thermal bridges, high efficiency windows, very tightly sealed buildings requiring the use of an air to air exchanger offering a better indoor air quality, highly efficient mechanical units for heating, cooling and air exchange, a computer program that can have the quality of insulation, glazing types, geographical location, specific building envelope features, and specific site features installed to provide energy requirements for the building to maintain 20 degrees Centigrade year round.

BUSINESS

A. Planning & Development Department Updates

Updates were provided by Planning Staff.

a) Working Groups

i. Annual Nominations of Chairs

*Moved by Mr. Cardwell
Seconded by Mr. Gervan*

THAT *Mr. Duerkop continue as Chair of the Communications and Education Working Group Working Group.*

CARRIED

*Moved by Mr. Cardwell
Seconded by Ms. Sypnowich*

THAT *Mr. Taylor continue as Chair of the Historic Properties Research Working Group.*

CARRIED

ii. Historic Properties Research Working Group (Don Taylor, Chair)

There was no report at this time.

iii. Communications and Education Working Group (John Duerkop, Chair, Bob Cardwell, Peter Gower)

Mr. Duerkop reported that the group have not met since the last KMHC meeting, and will discuss the tour book at their next meeting. He also noted three types of signage under the 'Kingston Remembers' program. An example was provided for a community which has been renamed, where signage would provide an indication of what was previously there.

b) Delegated Authority

c) Technical Circulations to Staff

d) Designation Matters

e) Site Visits and Reports

i. 27-33 Princess Street further to a discussion regarding steps

Ms. Lambert noted attendance by members at this site visit. She is working with the owner toward the goal of filing a complete application for the March meeting to deal with items that have been raised for consideration.

f) Status of Heritage Grant and Heritage Tax Applications:

g) Other:

i. 223 and 225 Main Street, Barriefield Village

Ms. Lambert noted that follow up correspondence will be sent to the owner soon, and it is anticipated that the owner will return to the committee in the spring. Alterations which have been observed include the eaves, the reopening of two windows on the gable end

of 223 Main Street which was previously identified as a consultation item, and a dormer on 225 Main Street subject to the provision of additional details.

ii. 102 Centre Street - Designation

Ms. Lambert noted that some comments have been received. Mr. Gower requested that any further comments be provided to Ms. Lambert as soon as possible.

iii. Street signage

This matter was not considered at this time, and it was suggested that comments be submitted as soon as possible.

B. Chair's Updates

Mr. Peter Gower, Chair noted the following.

- i.* Ontario Heritage Week 2012 – February 20-26
- ii.* Correspondence to Communications Museum, Ontario Heritage Trust regarding Heritage Week activity, and to Hank Dornekamp for hosting a one and a half hour tour comprehensive tour of the Smith Robinson renovations.
- iii.* Additional comments regarding PRE- KMHC-005 (2012) at 216 Ontario Street for location and room numbering signage for the interior of City Hall.
- iv.* 126 Wellington Street daycare
Members and staff enjoyed an invitation to visit the completed work at the Wellington Street daycare.
- v.* KMHC Panel discussion
As noted under 'Upcoming Events', members and staff have been invited to attend.

C. Staff Reports

D. Ontario Heritage Permit Applications Requesting Approval

Staff comments were distributed at the meeting with the addendum for the following applications:

- i.* Delegation regarding Application P18-233-009-2012 at 623 King Street West also known as Portsmouth Town Hall.

The delegation is requesting Council consent to the approval of alterations to the designated property located at 623 King Street West also known as Portsmouth Town Hall in accordance with the details described in Application P18-233-009-2012 and the submission dated January 17th, 2012 that was deemed complete by the Planning and Development Department on January 26th, 2012, said alterations requesting approval for a restoration project involving replacement of main roofing material with a wood shingle system , restoration of the cupola including replacing the wood structure of the roof associated with the cupola, replacement of cupola roof with a terne coated stainless steel shingle, repair/replacement of elements of the flashing and flagpole, replacement of soffit, fascia and gutters on an in-kind basis, masonry repairs, some stone replacement

to match existing, repairs to chimney masonry, replacement of chimney flashing and installation of a chimney cap, installation of a furnace vent through a rear facade windowpane.

Schedule – Pages 1-15.

Mr. Jamie Brash, Supervisor, Buildings and Properties was present together with Mr. Andy Huctwith, McCormick Rankin. Mr. Huctwith provided details of the restoration.

Mr. Downey and Mr. Gervan commended the submission. Mr. Downey noted a new door which was suggested at the rear of the building which Mr. Huctwith took under advisement.

To questions by Mr. Gervan regarding the roof, Mr. Huctwith noted challenges in locating cedar shingles to match, and provided details regarding the strapping. He described an airtight product which is covered in cedar shingles. Mr. Gervan suggested $\frac{3}{4}$ " x 1 $\frac{1}{2}$ " ventilation to assist with air circulation to allow drying.

Mr. Taylor confirmed with Mr. Huctwith that the ivy would be removed from the south elevation. He noted the change in appearance at the roof line with the addition of a double fascia at the edges. to enhance the longevity of the shingles. He questioned whether this treatment would assist with extending the longevity of the roof. He questioned the practicality of putting cedar shingles on this roof, and asked if the application of steel roofing had been considered.

To a question by Mr. Gervan regarding the fascia, Mr. Huctwith described the difficulty with water, and said he would review the size; the current one is too small and there are issues with leaves.

In response to a concern expressed by Mr. Cardwell, Mr. Huctwith confirmed that profiles for those existing, and in particular special ones at the top of the cupola, will be reviewed to match.

Mr. Gower noted that Ms. Finley, a member of the public, wished to speak.

Ms. Finley suggested that painting be considered by the committee as painting the trim white will not highlight it. She added that the Wartman House cedar roof looks well, and that a properly ventilated cedar roof should last 75 years.

Mr. Huctwith referenced a discussion with Andre Scheinman regarding the roof, and the conclusion was that metal wasn't justified, and cedar shingles were preferred, based on ventilation. While cedar shingles with ventilation are intended to last 50 years, this can't be proven. He noted that the Wartman House roof had no venting and it was gone in 20 years.

Councillor Glover queried options of cedar shingles and metal roofing, and whether a metal roof might have already been replaced. Mr. Huctwith responded that in accordance with Fire Insurance mapping, the roof was a cedar shingle roof. There are

remnants of metal for the cupola. A pattern exists on the decking for those shingles. He said they would review the possibility of past metal roofing.

Mr. Gervan noted the longevity of cedar shingles on the Newlands Pavilion which were placed in 1979 with no ventilation, but which had been hand dipped twice. Mr. Huctwith confirmed that while there is some growth on the south side, the shingles appear to have maintained their integrity. Mr. Gervan said he could review whether the cedar was white or western red.

Mr. Peter Gower, Chair, noted that Ms. Finley, a member of the public, wished to speak.

Ms. Finley recalled that the use of copper strips at the top of the roof prevent moss from growing.

Ms. Henderson noted past repairs and highlighted that original documents, rather than copies are required.

Ms. Lambert said that the applicant has indicated there is insufficient information regarding reinstating the portico (page 13 of the agenda), that this has been flagged through staff comments, and the applicant will seek feedback through pre-consultation.

To a question by Mr. Cardwell, Mr. Huctwith indicated that there are some differences with the two diagrams and an earlier photo will be reviewed. Currently the area is infilled with mortar and masonry. Mr. Downey said the brow appears to be from the early 1900's. He suggested an examination of the roofing in the photo as stepping shows along the eave, but the peak appears to be smooth which may indicate it was capped. Metal roofing may have been located at the back.

*Moved by Mr. Downey
Seconded by Mr. Gervan*

THAT Council consent to the approval of alterations to the designated property located at 623 King Street West also known as Portsmouth Town Hall in accordance with the details described in Application P18-233-009-2012 and the submission dated January 17th, 2012 that was deemed complete by the Planning and Development Department on January 26th, 2012, said alterations requesting approval for a restoration project involving replacement of main roofing material with a wood shingle system, restoration of the cupola including replacing the wood structure of the roof associated with the cupola, replacement of cupola roof with a terne coated stainless steel shingle, repair/replacement of elements of the flashing and flagpole, replacement of soffit, fascia and gutters on an in-kind basis, masonry repairs, some stone replacement to match existing, repairs to chimney masonry, replacement of chimney flashing and installation of a chimney cap, installation of a furnace vent through a rear facade windowpane subject to the following terms and conditions:

1. Roofing material may be altered to metal roofing;

2. *Shingle detail at the eave be adjusted for more direct water flow into the gutter;*
3. *Further information regarding door replacement be submitted to the Kingston Municipal Heritage Committee together with brow detail over the door;*
4. *A paint scheme for the project will be submitted to the committee;*
5. *A Building Permit Application is required for any structural repairs, replacement, and alterations;*
6. *The masonry repairs are encouraged to be completed in accordance with the Heritage Masonry Guidelines;*
7. *The approval does not include the aspect of the submission pertaining to the reinstatement of a portico, as this project requires more detailed information that should be filed with heritage staff for consideration at a future meeting.*

CARRIED

- ii. Delegation regarding Application P18-487-006-2012 at 262 Main Street, Barriefield Village.

The delegation is requesting Council consent to the approval of alterations to the designated property located at 262 Main Street, Barriefield Village in accordance with the details described in Application P18-487-006-2012 and the submission dated January 12th, 2012 that was deemed complete by the Planning and Development Department on January 26th, 2012, said alterations requesting approval to add a 6' x 12' extension to the attached garage, with two fixed skylights, shingles and vinyl siding to match existing garage/house.

Schedule – Pages 16-38.

Additional information was distributed at the meeting with the addendum.

Ms. Carr, owner of the building provided a brief summary of the project, and noted that the extension for an artists studio would not be visible from the street.

Ms. Carr confirmed to Mr. Gervan that wolverine restoration vinyl siding would be used. Mr. Cardwell explained that vinyl siding was used experimentally on two houses in Barriefield Village. He indicated concern regarding vinyl windows and suggested that window materials be carefully considered.

Ms. Henderson confirmed that with the receipt of more recent details, the proposal appears to comply with the approved spatial separation.

*Moved by Mr. Gervan
Seconded by Mr. Gemmell*

THAT Council consent to the approval of alterations to the designated property located at 262 Main Street, Barriefield Village in accordance with the details described in Application P18-487-006-2012 and the submission dated January 12th, 2012 that was deemed complete by the Planning and Development Department on January 26th, 2012, said alterations requesting approval to add a 6' x 12' extension to the attached garage, with two fixed skylights, shingles and

vinyl siding to match existing garage/house subject to the following terms and conditions:

- 1. Windows could be aluminum clad or fibreglass;*
- 2. A building permit application is required for the proposed scope of work;*
- 3. In the event that deeply buried or previously undiscovered archaeological deposits are discovered in the course of development or site alteration, all work must immediately cease and the site must be secured. The Cultural Program Branch of the Ministry of Tourism and Culture (416-314-7123) and the City of Kingston's Planning and Development Department (613-546-4291 ext 3180) must be immediately contacted;*
- 4. In the event that human remains are encountered, all work must immediately cease and the site must be secured. The Kingston Police (613-549-4660), the Registrar of Cemeteries Regulation Section of the Ontario Ministry of Consumer Business Services (416-326-8494), the Cultural Program Branch of the Ministry of Tourism and Culture (416-314-7123), and the City of Kingston's Planning and Development Department (613-546-4291 ext 3180) must be immediately contacted.*

CARRIED

iii. Delegation regarding Application P18-308-007-2012 at 137 Queen Street.

The delegation is requesting Council consent to the approval of alterations to the designated property located at 137 Queen Street in accordance with the details described in Application P18-308-007-2012 and the submission dated January 13th, 2012 that was deemed complete by the Planning and Development Department on January 26th, 2012, said alterations requesting approval for the restoration of the Stuart Monument in the Lower Burial Ground involving repointing on the inside and out and several areas of stone rebuilding and restoration.

Schedule – Pages 39-46.

Mr. Jonathan Rice was present to represent the applicant, together with Mr. Doug Thompson, President, The Lower Burial Ground Restoration Society.

Mr. Rice described the work required for the restoration of the Stuart Lair. He highlighted a bulge and the required dismantling of the back wall facing Montreal Street. He noted that only the inside wire require replacement, and the area will be pointed when the rest of the pointing is done. Everything else is maintenance with the exception of some joint work which will be done for one of the broken marble gravestones.

Mr. Thompson described stones that could crumble that they would like to remove and put on heavy wooden plates to be stored in the church. He said that Mr. Rice has developed a possible process for a metal frame that the stones can be slid into. Mr. Rice added that copper screws rather than adhesives could be used for the stones which would sit by gravity in the casement. This process will be part of a future application.

Mr. Cardwell commended the proposed solution, noting there are few options available to professionally repair the stones. He suggested that the frame should match the colour of iron, be made to disappear as much as possible, and that fibreglass could be investigated. As much as possible, the marble should be matched. Mr. Gemmell agreed, noting that over time, the frame will rust.

*Moved by Mr. Gervan
Seconded by Mr. Taylor*

THAT Council consent to the approval of alterations to the designated property located at 137 Queen Street in accordance with the details described in Application P18-308-007-2012 and the submission dated January 13th, 2012 that was deemed complete by the Planning and Development Department on January 26th, 2012, said alterations requesting approval for the restoration of the Stuart Monument in the Lower Burial Ground involving repointing on the inside and out and several areas of stone rebuilding and restoration subject to the following terms and conditions:

1. *In the event that deeply buried or previously undiscovered archaeological deposits are discovered in the course of development or site alteration, all work must immediately cease and the site must be secured. The Cultural Program Branch of the Ministry of Tourism and Culture (416-314-7123) and the City of Kingston's Planning and Development Department (613-546-4291 ext 3180) must be immediately contacted;*
2. *In the event that human remains are encountered, all work must immediately cease and the site must be secured. The Kingston Police (613-549-4660), the Registrar of Cemeteries Regulation Section of the Ontario Ministry of Consumer Business Services (416-326-8494), the Cultural Program Branch of the Ministry of Tourism and Culture (416-314-7123), and the City of Kingston's Planning and Development Department (613-546-4291 ext 3180) must be immediately contacted;*
3. *The applicant is encouraged to complete the project in accordance with the Heritage Masonry Guidelines;*
4. *Should any of the repair activities i.e. scaffolding, dumpsters etc., require use of the City Right Of Way, an encroachment permit will be required. The encroachment permit can be obtained from Brad Morton of the City's Engineering Department. He can be reached at bmorton@cityofkingston.ca or telephone at 613-546-4291 ext. 3147. The encroachment permit application can be found on the City website at http://cityofkingston.ca/pdf/engineering/app_encroachment.pdf.*

CARRIED

- iv. Delegation regarding Application P18-696-010-2012 at 320-322 King Street East.

The delegation is requesting Council consent to the approval of alterations to the designated property located at 320-322 King Street East in accordance with the

details described in Application P18-696-010-2012 and the submission dated January 19th, 2012 that was deemed complete by the Planning and Development Department on January 26th, 2012 said alterations requesting approval for the installation of 100” wide new signage in the form of 8 individual 'letter cans', 12” x 12” and 6” deep with LED back lit lighting for the last three letters.

Schedule – Pages 47-55.

Mr. Richard Ottenhof attended to represent the owner.

To questions by Mr. Duerkop, Mr. Ottenhof confirmed that the sign would be attached to brick. Mr. Duerkop expressed concern regarding the lighting of individual letters. Mr. Ottenhof explained that only the letters 'ECO' would be back lit, and that individual letters will be fixed mechanically with stainless steel screws into the mortar joints.

Mr. Taylor noted concerns with the fonts, and suggested that other signs visible on Market Square be considered in order to blend in with the historic period of the square, to which Mr. Ottenhoff clarified that letters are intended to be capital letters with no lower case letters.

To a question by Mr. Downey regarding conduits for the wiring, Mr. Ottenhof referenced remarks by the contractor regarding drilling from the backside to the face of the building. Mr. Downey said that it would be better to drill from the outside in.

To a suggestion by Mr. Cardwell that letters be mounted to a board to eliminate the number of holes in the masonry, Mr. Ottenhof advised that this had been considered, that they had viewed lettering attached to the Smith Robinson building, and that the contractor felt the proposal was the least invasive method. He said the letter cans weigh less than three pounds, and the size of the screws is insignificant.

Mr. Gervan affirmed the lettering as indicated in the drawing.

Mr. Peter Gower, Chair, noted that Ms. Finley, a member of the public, wished to speak.

Ms. Finley expressed concern that the conduit might be bigger than the mortar space between the brick.

Mr. Downey added that the gauge of wire is a question, and noted that if the conduit is 5/8” in diameter, corners could be knocked off bricks despite the care being taken. He suggested one hole for the conduit to serve the three letters if possible. He further highlighted the importance of keeping all lettering free from any arched brickwork which tends to make the signage look clumsy. Mr. Ottenhof agreed that the letters would be placed above the point of the arch and below the sill. He said the reason wiring is coming from the back of the brick is that led lighting requires transformers, and the wire leading to the boxes is very small.

*Moved by Mr. Cardwell
Seconded by Ms. Sypnowich*

THAT Council consent to the approval of alterations to the designated property located at 320-322 King Street East in accordance with the details described in Application P18-696-010-2012 and the submission dated January 19th, 2012 that was deemed complete by the Planning and Development Department on January 26th, 2012 said alterations requesting approval for the installation of 100" wide new signage in the form of 8 individual 'letter cans', 12" x 12" and 6" deep with LED back lit lighting for the last three letters subject to the following terms and conditions:

1. A Sign Permit Application is required;
2. The applicant is encouraged to ensure that the signage is installed in accordance with the Heritage Masonry Guidelines with all fasteners set in mortar, any holes drilled from the outside in and electrical wiring to be of a dimension sized to pass through the masonry joint;
3. The proposed sign will require an encroachment permit. The sign must meet the minimum height requirement to satisfy municipal by-law;
4. Should any of the repair activities i.e. scaffolding, dumpsters etc., require use of the City Right Of Way, an encroachment permit will be required. The encroachment permit can be obtained from Brad Morton of the City's Engineering Department. He can be reached at bmorton@cityofkingston.ca or telephone at 613-546-4291 ext. 3147. The encroachment permit application can be found on the City website at http://cityofkingston.ca/pdf/engineering/app_encroachment.pdf.

CARRIED

- v. Delegation regarding Application P18-576-011-2012 at 354 King Street East.

The delegation is requesting Council consent to the approval of alterations to the designated property located at 354 King Street East in accordance with the details described in Application P18-576-011-2012 and the submission dated January 24th, 2012 that was deemed complete by the Planning and Development Department on January 26th, 2012, said alterations requesting approval for the installation of a new 16' awning attached with galvanized steel bolts to an existing wooden panel of the facade.

Schedule – Pages 56-61.

Mr. Chris Duncan was present for consideration of the application, and provided clarification for the options as presented.

Members noted the following points within a discussion: options #1 or #2; the proposed awning is a waterfall awning with a 'u' shape; addition of a separate sign on the building;

attachment of a traditional shed awning would also require a sign; a retractable shed awning would disappear at certain times of the year; concern regarding awnings being shaped to suit a particular business; preference for an awning rather than signage; a shed awning would detract from the building.

Mr. Gervan suggested a compromise, so the structure could come out 6" and be straight down from that point in order to show the lettering better. He also suggested reducing the size of the awning or giving consideration to another option.

Mr. Peter Gower, Chair, noted that Ms. Finley, a member of the public, wished to speak.

Ms. Finley said that the awning is an unsuitable shape for traditional buildings. Traditionally, awnings were quite long as indicated in past photos of Princess Street. She said that a shortened non retractable awning without a curve might work in this location.

Mr. Ottenhof indicated that a shed style awning in this location wouldn't be workable. A vertical face is located behind the blue canvas in the picture, and meeting the height requirement for the City would make the angle too steep. He said that the owner intends to come back for additional signage.

Mr. Downey clarified that waterfall awnings have not prevented additional signage. People walking on the street need to read a sign on the building. History has indicated that an awning is to direct traffic. He noted that waterfall awnings are inconsistent with the historic presence, and this type of awning tend to drip water on pedestrians.

It was suggested that an alternate option be considered, and a deferral would provide the agent an opportunity to speak with Planners and the owner.

*Moved by Mr. Cardwell
Seconded by Ms. Sypnowich*

THAT a request for the approval of alterations to the designated property located at 354 King Street East in accordance with the details described in Application P18-576-011-2012 **BE DEFERRED** for consideration at the March meeting.

CARRIED

vi. Delegation regarding Application P18-257-012-2012 at 76 Mowat Avenue.

The delegation is requesting Council consent to the approval of alterations to the designated property located at 76 Mowat Avenue in accordance with the details described in Application P18-257-012-2012 and the submission dated January 24th, 2012 that was deemed complete by the Planning and Development Department on January 26th, 2012 said alterations requesting approval for the demolition of a detached shed and the construction of a detached board and

batten sided shed with asphalt shingles that is slightly larger 16' x 12' with overhangs on the south and north sides. Details have also been revised for a screened in porch (P18-257-001-2009 previously approved in February 2009) to install a double inswing terrace door and construct a solid roof with a skylight instead of a roof with removable screens.

Schedule – Pages 62-79

Mr. Gervan declared a possible pecuniary interest.

Mr. Gower invited Mr. Gervan, agent for the owner, to present the application.

Ms. Lambert noted a staff recommendation for deferral.

Mr. Gervan noted that clarification has since been provided for outstanding items and referred to the screening and the porch.

A discussion took place regarding required changes which related to structural rather than visible concerns.

Ms. Henderson provided clarification regarding comments made. Ms. Venditti provided clarification regarding process, and explained that staff endeavour to make contact with the applicant regarding comments relating to an application. She said that staff don't object to a different recommendation if satisfied with the information provided.

*Moved by Mr. Downey
Seconded by Mr. Cardwell*

THAT Council consent to the approval of alterations to the designated property located at 76 Mowat Avenue in accordance with the details described in Application P18-257-012-2012 and the submission dated January 24th, 2012 that was deemed complete by the Planning and Development Department on January 26th, 2012 said alterations requesting approval for the demolition of a detached shed and the construction of a detached board and batten sided shed with asphalt shingles that is slightly larger 16' x 12' with overhangs on the south and north sides. Details have also been revised for a screened in porch (P18-257-001-2009 previously approved in February 2009) to install a double inswing terrace door and construct a solid roof with a skylight instead of a roof with removable screens subject to the following terms and conditions:

- 1. Required details of the work will be forwarded to City staff prior to the issuance of a building permit, and the details will not alter the exterior appearance of the building as proposed with the exception of a slight reduction in the overhang of the shed;*
- 2. In the event that deeply buried or previously undiscovered archaeological deposits are discovered in the course of development or site alteration, all work must immediately cease and the site must be secured. The Cultural Program Branch of the Ministry of Tourism and Culture (416-314-7123) and*

- the City of Kingston's Planning and Development Department (613-546-4291 ext 3180) must be immediately contacted;*
3. *In the event that human remains are encountered, all work must immediately cease and the site must be secured. The Kingston Police (613-549-4660), the Registrar of Cemeteries Regulation Section of the Ontario Ministry of Consumer Business Services (416-326-8494), the Cultural Program Branch of the Ministry of Tourism and Culture (416-314-7123), and the City of Kingston's Planning and Development Department (613-546-4291 ext 3180) must be immediately contacted.*

CARRIED

Mr. Gervan returned to the discussion.

- E. Heritage Permit Applications for Emergency Works requiring Reaffirmation**
- F. Heritage Property Grant Applications**
- G. Pre-Consultation Requests**
- H. Heritage Grant Applications Requesting Release of Funding**
- I. Heritage Property Grant Abandoned Applications**
- J. Heritage Property Tax Refund Applications**
- K. Property Designations**

- L. Technical Circulations**

- i. 36 Simcoe Street - Application to enlarge or extend the existing legal non—conforming structure to construct an 8.2 square metre, single storey, ground floor addition (vestibule on the northerly side; and to repair the second floor roof; and to reconstruct the roof deck on the second floor by raising the deck 0.813 metres; with the deck rail raised to Building Code standard – D10-824-2012.*

Schedule – Page 80.

Additional information was distributed at the meeting with the addendum.

Within the discussion, Mr. Gervan declared a possible pecuniary interest, having previously been involved with the property.

Ms. Lambert noted a 2011 approval for the reconstruction of a roof deck at which time a condition regarding zoning compliance required prior to the issuance of a building permit was flagged; a minor variance is required. A portion of this application was dealt with through a previous Council approval which dealt with Heritage components of the property. She highlighted a request for technical comments by the Committee of Adjustment.

A discussion took place regarding a response to the circulation.

Mr. Downey pointed out page 17 showing two swinging doors on the rear of the building rather than a patio door and a catwalk with steps to a deck.

Mr. Cardwell questioned whether the vestibule was included on the original plans and if it would require a Heritage permit at this time. He added that the Committee would need to review requirements for a Building Permit.

Mr. Gower clarified that the comments of the committee would be included for consideration by the Committee of Adjustment.

To a request for clarification by Councillor Glover, Ms. Lambert explained alterations of the rear deck which received previous Council approval. She said there are limitations to the property, and suggested that a Heritage application wouldn't be worthwhile as the proposed modern addition doesn't impact the reasons for Designation. Although the deck previously received Council approval, it had not gone through the Committee of Adjustment process.

Ms. Venditti noted that this row house is three separate properties and any addition would be required to go through an approval process through the Committee of Adjustment.

Mr. Gervan recalled the previous drawings which have now been changed from the original application.

Ms. Sypnowich summarized that the technical circulation has drawn attention to changes in the project.

Mr. Downey commended staff for providing an opportunity to the Committee for comment.

*Moved by Mr. Gemmell
Seconded by Ms. Sypnowich*

WHEREAS comments were requested through a Technical Circulation - File No. D10-824-2012; **THEREFORE BE IT RECOMMENDED THAT** that an Ontario Heritage Act application be requested for consideration by the Kingston Municipal Heritage Committee.

CARRIED

Mr. Gervan returned to the discussion.

M. Upcoming Events

- i.* **20th – 26th February 2012** - Ontario Heritage Week 2012
- ii.* **31st May – 03rd June 2012** - Heritage Conference in Kingston

2012 Frontenac Heritage Foundation Series beginning at 7:30 p.m. (unless otherwise noted)

- i.* Tuesday February 21st at RCHA Club: KMHC Panel discussion
- ii.* Tuesday March 13th at RCHA Club: The New Stones of Kingston: Marcus Letourneau on the TD Bank building on Market Square
- iii.* Tuesday April 10th: Peter Gower leads a tour of St. George's Cathedral, including some rarely viewed places

- iv. Tuesday May 8th at RCHA Club: Annual General Meeting
- v. Sunday June 3rd: A tour of Boldt and Singer Castles. \$95 per person. Passports required. Shuttle bus from Confederation Park at 8.30 or boat from Rockport at 10. Advance booking required at contact@heritagekingston.com
- vi. Saturday July 14th, 2.00 at Fluhrer Park: Mary Farrar will show the plans for the Cataraqui River Trail
- vii. Tuesday August 14th at the Market Square fountain: Sue Bazely and Jennifer McKendry will talk about above and below ground in Market Square.
- viii. Saturday September 15th, 10.00 at the Millhaven Ferry Terminal: Marc Raymond will lead a tour of Amherst Island.
- ix. Tuesday October 16th at Renaissance Event Venue: 30th Annual Heritage Conservation Awards
- x. Tuesday November 13th at RCHA Club: André Scheinman will talk on Heritage Preservation
- xi. Tuesday December 11th at 149 Earl Street: Ron Tasker and Bonnie Crook will lead us through the Vosper House.

N. Other

MOTIONS

NOTICES OF MOTION

OTHER BUSINESS

27 Princess Street

A question was raised regarding doors and windows.

Milton Cemetery

Mr. Cardwell highlighted serious deterioration that he has observed at the cemetery, and that he wishes to report more fully regarding his concerns.

Grant Applications

A special meeting may be held on 26th March to consider grant applications.

Heritage Staffing

Councillor Glover expressed concern regarding an inadequate understanding of where Heritage is going. He referenced a discussion with the Director, Planning & Development, that the matter had been flagged in the Sydenham Conservation Heritage District Study, and had been raised during the former term of Council where he had suggested a committee administrative working group of Heritage. With the 6 year term requirement identified within the Committee By-law, most of the terms of the committee will expire in November. He said that a technical advisory committee was suggested as an option. A Heritage position was filled by Ms. Lambert; however, there has been a hiatus since the Heritage Planner position was vacated. He highlighted the need for both Heritage staff and Heritage function, and that this is required within 6 months for Heritage to move forward. He emphasized the importance of filling the positions.

Mr. Cardwell said that the importance placed on culture to include the civic collection, museums and staffing positions is heartening; however, he expressed concern with the

lack of emphasis on Heritage, and that the needs of the Committee have not been considered.

*Moved by Mr. Downey
Seconded by Councillor Glover*

WHEREAS the City of Kingston has had one less Heritage Planner on staff since April 2010; and

WHEREAS we anticipate absenteeism from Heritage staff in a few weeks time; and

WHEREAS there are legal obligations regarding the time period in which an application must be dealt with; and

WHEREAS the City wants to serve its citizens in as expeditious manner as possible; and

WHEREAS the busy season for Heritage property applications is about to start;

THEREFORE BE IT RESOLVED THAT the Kingston Municipal Heritage Committee recommends to Council that Council ask the Chief Administrative Officer (CAO) to fill these positions with individuals familiar and experienced in matters related to historic properties as quickly and efficiently as possible, so that Heritage applications may be dealt with in a timely manner.

CARRIED

Ms. Sypnowich expressed concerns regarding the lack of staff to enforce Heritage principles. Mr. Gower responded that a separate motion would be required, which could be formed for next months meeting.

Ms. Lambert noted that the enforcement issue had been identified in the abeyance listing, and that at a previous meeting, Commissioner Beach had suggested an invitation to the Chief Building Official to attend a meeting to look at ways the issue could be addressed.

*Moved by Mr. Gemmell
Seconded by Mr. Downey*

THAT an invitation be extended to the Chief Building Official or his representative to answer questions regarding by-law enforcement, and that an invitation also be extended to Commissioner Beach to attend the discussion.

CARRIED

CORRESPONDENCE

Copies of the following were made available at the meeting if a member wished to review the full document.

A. Reports to/from Council

i. 09th January 2012 – Heritage Report No. 02-2012 – considered on 24th January 2012.

B. Correspondence Received

C. Correspondence Sent

Copies of the following will be available at the meeting if a member wishes to review the full document.

Correspondence dated 5th January 2012 from Ms. Marnie Venditti, Acting Director Planning & Development Sustainability & Growth to:

- i.* Mr. Richard Mitchell – regarding Heritage Property Grant Program for property located at 125 Brock Street.
- ii.* Chalmers United Church – regarding Heritage Property Grant Program for property located at 212 Barrie Street.
- iii.* Mr. Gaensbauer – regarding Heritage Property Grant Program for property located at 226 King Street East.

Correspondence dated 25th January 2012 from Mr. John Bolognone, City Clerk to:

- Toymar Holdings Inc. – Application P18-295-005-2011 regarding property located at 320 – 322 Princess Street.
- i.* Incorporated Synod of the Diocese of Ontario – Heritage Property Grant Application HG-01-2011 for property located at 268 Main Street, Barriefield Village.
 - ii.* Ontario Heritage Trust, Jim Leonard, Registrar, – City of Kingston Municipal Heritage Committee (LACAC) Approvals – approvals, January 24th, 2012.

Correspondence dated 27th January 2012 from Mr. Peter Gower, Chairperson, Kingston Municipal Heritage Committee to:

Ms. Annette Gillis, Curator, Military Communications and Electronics Museum – Application regarding the removal of a boundary marker to be replaced with a replica.

DATE OF NEXT MEETING

The dates of next meetings, to be held at 12:00 noon in the Council Chamber, have been established as follows:

- 05 March
- 26 March (special meeting)
- 02 April
- 07 May
- 04 June
- 09 July
- 13 August
- 10 September
- 01 October
- 05 November
- 03 December

Any updates regarding the location, date and time will be noted on each meeting agenda and on the City meeting calendar at:

<http://www.cityofkingston.ca/calendar/meetings/all/>.

ADJOURNMENT:

The meeting adjourned at 3:30 p.m.

