



**City of Kingston
Kingston Heritage Properties Committee
Meeting Number 02-2024
Minutes**

**Wednesday, January 24, 2024 at 9:30 a.m.
Hosted at City Hall in Council Chamber**

Committee Members Present

Councillor Glenn, Chair
Councillor Oosterhof
Jennifer Demitor
Alex Legnini
Daniel Rose (arrived to meeting at 9:40 a.m.)
Ann Stevens

Regrets

Peter Gower
Gunnar Heissler
Jane McFarlane

Staff Members Present

Kevin Gibbs, Director, Heritage Services
Niki Kensit, Heritage Planner
Joel Konrad, Manager, Heritage Planning
Ryan Leary, Senior Heritage Planner
Alan McLeod, Senior Legal Counsel & Deputy City Solicitor
Christine O'Connor, Committee Clerk
Phil Prell, Intermediate Heritage Planner
Iain Sullivan, Committee Clerk

Others Present

Members of the public were present.

This is not a verbatim report.

Meeting to Order

The Chair called the meeting to order at 9:37 a.m.

Approval of the Agenda

Moved by Ms. Stevens

Seconded by Ms. Demitor

That the agenda be approved.

Carried

Confirmation of Minutes

Moved by Ms. Demitor

Seconded by Councillor Oosterhof

That the minutes of Kingston Heritage Properties Committee Meeting Number 01-2024, held Wednesday, December 20, 2023, be approved.

Carried

Disclosure of Pecuniary Interest

There were none.

Delegations

There were none.

Briefings

There were none.

Business

- a) Pre-consultation**
- b) Policy Development and Implementation**
- c) Stream Two Permits – Approval through Delegated Authority**
 - i. Subject: Application for Heritage Permit**
 - Address: 4156 Highway 2**
 - File Number: P18-097-2023**

Mr. Prell introduced the application.

The Chair provided an opportunity for members of the public to speak.

Don Taylor noted his confusion around the item going through the stream 2 process. He expressed concern regarding the roofing on the new addition and its appearance. He noted that the windows proposed were going to match the inappropriate vinyl windows in the building and should be rejected. He further expressed disapproval of the proposed aluminum door and stated that wooden or fiberglass doors should be installed instead.

In response to the public comments Mr. Prell highlighted that the roofing would not be seen from the public realm.

Ms. Demitor noted that the shed did not have heritage value. She highlighted that the main building was the designated piece. Mr. Prell confirmed that the shed did not have heritage value. He further noted that the property was 85 metres from the road.

Moved by Ms. Demitor

Seconded by Ms. Stevens

That alterations to the property at 4156 Highway 2, be referred to the Director of Heritage Services for the issuance of final approval, in accordance with the details described in the application (File Number: P18-097-2023), which was deemed completed on December 6, 2023 with said alterations to include:

- the replacement of an existing enclosed porch with a new covered porch that includes an associated handrail and columns;
- the replacement of the rear shed with a new taller shed on the same footprint with a steel roof and solar panels;

- the replacement of the basement access structure with a similar structure on the same footprint with a new roof configuration;
- a new addition on the eastern elevation with an approximate 0.1 metre reveal in the same design as the new shed; and
- a new deck along the eastern elevation attached to the proposed northern and eastern additions that faces north.

That the approval of the alterations be subject to the following conditions:

1. That the finalized design of the proposed columns, windows, doors and porch railings be provided to heritage planning staff for review and approval prior to installation;
2. That the newly installed columns be subtly dated (away from public view) with the year of completion for legibility purposes;
3. All masonry works shall be completed in accordance with the City's Policy on Masonry Restoration in Heritage Buildings;
4. Any replacement masonry units shall be sourced to match, as close as possible, in colour, size and profile with the existing;
5. A Building Permit shall be obtained, as necessary;
6. Heritage Services staff shall be circulated the drawings and design specifications tied to the Building Permit application for review and approval to ensure consistency with the scope of the Heritage Permit sought by this application; and
7. Any minor deviations from the submitted plans, which meet the intent of this approval and do not further impact the heritage attributes of the property, shall be delegated to the Director of Heritage Services for review and approval.

Carried

d) Stream Three Permits – Approval through Council Authority

i. Subject: Application for Ontario Heritage Act Approval

Address: 53 William Street

File Number: P18-075--2023

Ms. Kensit introduced the application.

The Committee did not provide comment.

The Chair provided an opportunity for members of the public to speak. There were no comments received from members of the public.

Moved by Councillor Oosterhof
Seconded by Ms. Stevens

That the Kingston Heritage Properties Committee supports Council's approval of the following:

That the alterations on the property at 53 William Street, be approved in accordance with the details described in the applications (File Number P18-075-2023), which was deemed complete on December 14, 2023, with said alterations to include:

1. The partial demolition of the entryway vestibule; and
2. The rebuild of the entryway vestibule, to include:
 - a. An enlargement of 0.88m²;
 - b. Like-for-like detailing, design and proportions;
 - c. The retention and reinstallation of the existing door and transom;
 - d. The use of any reusable materials; and

That the approval of the alterations be subject to the following conditions:

1. Details, including colour(s), materials and dimensions of the new entryway vestibule shall be submitted to Heritage Planning staff, prior to construction, for final review and approval;
2. The conditions of the current entryway vestibule shall be documented and provided to Heritage Planning staff for record purposes;
3. An Encroachment Permit and/or Temporary Access Permit shall be obtained, where necessary;
4. A Building Permit shall be obtained, where necessary;
5. Heritage Planning staff shall be circulated the drawings and design specifications tied to the Building Permit application for review and approval to ensure consistency with the scope of the Heritage Permit sought by this application;
6. Any alterations to the drainage are to be done entirely on the subject property and in such a way that adjacent properties are not adversely affected;
7. Ensure compliancy with applicable gas regulations; and
8. Any minor deviations from the submitted plans, which meet the intent of this approval and does not further impact the heritage attributes of the property, shall be delegated to the Director of Heritage Services for review and approval.

Carried

e) Amendment to Designation under the Ontario Heritage Act

i. Address: 662 King Street West, 13, 15 & 17 Grange Street

File Number: R01-026-2023

Mr. Leary introduced the application.

Councillor Oosterhof asked for confirmation on the process behind the change. Mr. Leary explained that the property was designated under Part IV of the *Ontario Heritage Act* and that the property was severed in 2015 into four lots. He further explained that the amendment was to remove the designation from the new builds on Grange Street.

The Chair provided an opportunity for members of the public to speak. There were no comments received from members of the public.

Moved by Ms. Demitor

Seconded by Mr. Legnini

That Kingston Heritage Properties Committee recommends to Council:

That Council direct staff to serve a Notice of Proposed Amendment for the properties located at 662 King Street West, and 13, 15 and 17 Grange Street, pursuant to Section 30.1 of the *Ontario Heritage Act*, attached as Exhibit C to Report Number HP-24-003; and

That should no Notice of Objection be received by the Clerk of The Corporation of the City of Kingston within thirty (30) days of the publication of the Notice of Proposed Amendment, the Designation By-Law for 662 King Street West, attached as Exhibit D to Report Number HP-24-003, be presented to Council for all three readings, and that staff be directed to carry out the requirements as prescribed under Section 30.1 of the *Ontario Heritage Act*.

Carried

f) Notice of Intention to Designate under the Ontario Heritage Act

i. Addresses: 1070 Old Mills Road, 156 Princess Street, 197-205 Wellington Street, 2432 4th Concession Road, 2555 Highway 38, 490 Bagot Street, 711 King Street West, 991 Sydenham Road, 995 Sydenham Road and 512 Frontenac Street.

Mr. Leary introduced the application.

The Committee did not provide comment.

The Chair provided an opportunity for members of the public to speak. There were no comments received from members of the public.

Moved by Ms. Demitor

Seconded by Mr. Legnini

That Kingston Heritage Properties Committee recommends to Council:

That Council direct staff to serve a Notice of Intention to Designate the property located at 1070 Old Mill Road, known as the Riley House, as a property of cultural heritage value or interest pursuant to Section 29 of the Ontario Heritage Act, attached as Exhibit A to Report Number HP-24-007; and

That should no Notice of Objection be received by the Clerk of The Corporation of the City of Kingston within thirty (30) days of the publication of the Notice of Intention to Designate, the Designation By-Law for 1070 Old Mill Road, attached as Exhibit B to Report Number HP-24-007, be presented to Council for all three readings, and that staff be directed to carry out the requirements as prescribed under Section 29(8) of the Act; and

That Council direct staff to serve a Notice of Intention to Designate the property located at 156 Princess Street, known as the Tolbert Building, as a property of cultural heritage value or interest pursuant to Section 29 of the Ontario Heritage Act, attached as Exhibit A to Report Number HP-24-007; and

That should no Notice of Objection be received by the Clerk of The Corporation of the City of Kingston within thirty (30) days of the publication of the Notice of Intention to Designate, the Designation By-Law for 156 Princess Street, attached as Exhibit C to Report Number HP-24-007, be presented to Council for all three readings, and that staff be directed to carry out the requirements as prescribed under Section 29(8) of the Act; and

That Council direct staff to serve a Notice of Intention to Designate the property located at 197-205 Wellington Street as a property of cultural heritage value or interest pursuant to Section 29 of the Ontario Heritage Act, attached as Exhibit A to Report Number HP-24-007; and

That should no Notice of Objection be received by the Clerk of The Corporation of the City of Kingston within thirty (30) days of the publication of the Notice of Intention to Designate, the Designation By-Law for 197-205 Wellington Street, attached as Exhibit D to Report Number HP-24-007, be presented to Council for all three readings, and that staff be directed to carry out the requirements as prescribed under Section 29(8) of the Act; and

That Council direct staff to serve a Notice of Intention to Designate the property located at 2432 4th Concession Road, known as the Hysop House, as a property of cultural heritage value or interest pursuant to Section 29 of the Ontario Heritage Act, attached as Exhibit A to Report Number HP-24-007; and

That should no Notice of Objection be received by the Clerk of The Corporation of the City of Kingston within thirty (30) days of the publication of the Notice of Intention to Designate, the Designation By-Law for 2432 4th Concession Road, attached as Exhibit E to Report Number HP-24-007, be presented to Council for all three readings, and that staff be directed to carry out the requirements as prescribed under Section 29(8) of the Act; and

That Council direct staff to serve a Notice of Intention to Designate the property located at 2555 Highway 38, known as the Davidson House, as a property of cultural heritage value or interest pursuant to Section 29 of the Ontario Heritage Act, attached as Exhibit A to Report Number HP-24-007; and

That should no Notice of Objection be received by the Clerk of The Corporation of the City of Kingston within thirty (30) days of the publication of the Notice of Intention to Designate, the Designation By-Law for 2555 Highway 38, attached as Exhibit F to Report Number HP-24-007, be presented to Council for all three readings, and that staff be directed to carry out the requirements as prescribed under Section 29(8) of the Act; and

That Council direct staff to serve a Notice of Intention to Designate the property located at 490 Bagot Street, known as the Millers Lane House, as a property of cultural heritage value or interest pursuant to Section 29 of the Ontario Heritage Act, attached as Exhibit A to Report Number HP-24-007; and

That should no Notice of Objection be received by the Clerk of The Corporation of the City of Kingston within thirty (30) days of the publication of the Notice of Intention to Designate, the Designation By-Law for 490 Bagot Street, attached as Exhibit G to Report Number HP-24-007, be presented to Council for all three readings, and that staff be directed to carry out the requirements as prescribed under Section 29(8) of the Act; and

That Council direct staff to serve a Notice of Intention to Designate the property located at 711 King Street West, known as the Schroeder House, as a property of cultural heritage value or interest pursuant to Section 29 of the Ontario Heritage Act, attached as Exhibit A to Report Number HP-24-007; and

That should no Notice of Objection be received by the Clerk of The Corporation of the City of Kingston within thirty (30) days of the publication of the Notice of

Intention to Designate, the Designation By-Law for 711 King Street West, attached as Exhibit H to Report Number HP-24-007, be presented to Council for all three readings, and that staff be directed to carry out the requirements as prescribed under Section 29(8) of the Act; and

That Council direct staff to serve a Notice of Intention to Designate the property located at 991 Sydenham Road, known as the McGarvey House, as a property of cultural heritage value or interest pursuant to Section 29 of the Ontario Heritage Act, attached as Exhibit A to Report Number HP-24-007; and

That should no Notice of Objection be received by the Clerk of The Corporation of the City of Kingston within thirty (30) days of the publication of the Notice of Intention to Designate, the Designation By-Law for 991 Sydenham Road, attached as Exhibit I to Report Number HP-24-007, be presented to Council for all three readings, and that staff be directed to carry out the requirements as prescribed under Section 29(8) of the Act; and

That Council direct staff to serve a Notice of Intention to Designate the property located at 995 Sydenham Road, known as the Harrigan House, as a property of cultural heritage value or interest pursuant to Section 29 of the Ontario Heritage Act, attached as Exhibit A to Report Number HP-24-007; and

That should no Notice of Objection be received by the Clerk of The Corporation of the City of Kingston within thirty (30) days of the publication of the Notice of Intention to Designate, the Designation By-Law for 995 Sydenham Road, attached as Exhibit J to Report Number HP-24-007, be presented to Council for all three readings, and that staff be directed to carry out the requirements as prescribed under Section 29(8) of the Act; and

That Council direct staff to serve a Notice of Intention to Designate the property located at 512 Frontenac Street, known as La Paroisse St. Francios d'Assise, as a property of cultural heritage value or interest pursuant to Section 29 of the Ontario Heritage Act, attached as Exhibit A to Report Number HP-24-007; and

That should no Notice of Objection be received by the Clerk of The Corporation of the City of Kingston within thirty (30) days of the publication of the Notice of Intention to Designate, the Designation By-Law for 512 Frontenac Street, attached as Exhibit K to Report Number HP-24-007 be presented to Council for all three readings, and that staff be directed to carry out the requirements as prescribed under Section 29(8) of the Act.

Carried

g) Window Policy and Guidelines

Mr. Prell introduced the updated policy.

Councillor Oosterhof inquired about the flexibility of the new policy. He asked for confirmation that authenticity could be ensured while allowing for replacements. Mr. Prell noted that the policy would be more flexible in certain circumstances. He stated that staff intended to preserve as many heritage characteristics as possible.

The Chair provided an opportunity for members of the public to speak.

Don Taylor noted that the definition of window was very broad and asked that basement windows be included. He stated that there was no reference to the quality of the glass in windows which he highlighted was important for preserving the look of heritage windows. He expressed concern that the guidelines being more extensive would give the impression that it covered all possibilities when heritage windows are complex. He noted his concern that a comprehensive set of guidelines would embolden staff to not consult the Committee.

In response to the public comments Mr. Prell stated the policy did not allow windows to be replaced that had historic features. He confirmed that staff would consider the quality of glass in the policy. He commented that the policy would give staff several tests that applicants would have to pass. He stated that any additional comments should be forwarded to Heritage Planning staff. He thanked the Heritage Properties Subcommittee for their comments on the policy as well.

h) Working Groups

i) Permit Approvals / Status Updates

i. Permit Reporting to Committee

There were no questions from the Committee.

Motions

There were none.

Notices of Motion

There were none.

Other Business

There was none.

Correspondence

There was none.

Date and time of Next Meeting

The next meeting of the Kingston Heritage Properties Committee is scheduled for
Wednesday, February 21, 2024 at 9:30 a.m.

Adjournment

Moved by Mr. Rose

Seconded by Mr. Legnini

That the meeting of the Kingston Heritage Properties Committee adjourn at 10:12 a.m.

Carried