



**City of Kingston  
Kingston Heritage Properties Committee  
Meeting Number 05-2024  
Minutes**

**Wednesday, April 17, 2024 at 9:30 a.m.  
Hosted at City Hall in Council Chamber**

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**Committee Members Present**

Councillor Glenn, Chair  
Jennifer Demitor  
Peter Gower  
Gunnar Heissler  
Daniel Rose  
Ann Stevens

**Regrets**

Councillor Oosterhof  
Alex Legnini  
Jane McFarlane

**Staff Members Present**

Kevin Gibbs, Director, Heritage Services  
Allison Hannah, Committee Clerk  
Joel Konrad, Manager, Heritage Planning  
Ryan Leary, Senior Heritage Planner  
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 9:30 a.m.

**Approval of the Agenda**

Moved by Ms. Stevens  
Seconded by Ms. Demitor

**That** the agenda be amended to include the addendum, and as amended, be approved.

**Carried**

**Confirmation of Minutes**

Moved by Ms. Stevens  
Seconded by Mr. Rose

**That** the minutes of Kingston Heritage Properties Committee Meeting Number 04-2024, held Wednesday, March 20, 2024, 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 Ontario Heritage Act Approval**  
**Address: 73 Baiden Street**  
**File Number: P18-019-2024**

Mr. Prell introduced the report.

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. Stevens

Seconded by Mr. Gower

**That** alterations to the property at 73 Baiden Street be referred to the Director of Heritage Services for the issuance of final approval, in accordance with the details described in the application (P18-019-2024), which was deemed complete on March 1, 2024, with said alterations to include:

Southern Limestone Portion of the Building:

1. Repair/restore existing Period Windows and associated frames in a white colour;
2. Replacement of existing aluminum storm windows with wooden storm sash windows;
3. Repair existing decorative verge board and soffits/fascia;
4. Repair/redesign/enlarge the existing roofless south facing front porch by approximately 1.1 metres, not including the area of the stairs, in a style sympathetic to the building's heritage value;

Eastern Elevation of the Northern 1970s Addition:

1. Replacement of existing aluminum storm windows with wooden storm windows;
2. Replacement of two existing second floor modern windows with new modern windows in the eastern deck alcove;

3. Replacement of an existing door with a window in the eastern deck alcove;
4. Replacement of an existing window with a sliding door in the eastern deck alcove;
5. Replacement of existing siding in the eastern deck alcove with Maibec overlapping wood siding in a charcoal colour;
6. Replacement of the existing side yard deck with a new deck that is approximately three times the area, which will begin in the alcove and extend to the north of the property with an associated wood privacy fence on the southern deck boundary; and

**That** the approval of the application be subject to the following conditions:

1. That Heritage Planning staff review/approve the finalized southern (front) porch details to ensure the style/design is sympathetic to the building's heritage value;
2. Should property research discover the original porch design or a design from a suitable restoration period, that design will also be considered to be sympathetic to the building's heritage value, regardless of its size/orientation;
3. That Heritage Planning staff review/approve the finalized colour selection of the eastern elevation (side yard) deck and associated privacy fence prior to installation;
4. That Heritage Planning staff review/approve the finalized design of the privacy fence and eastern elevation (side yard) deck railing prior to installation;
5. All window works shall be completed in accordance with the City's Policy on Window Renovations in Heritage Buildings;
6. Should any Period Windows or transoms require replacement, the request shall be accompanied with a window assessment by a qualified professional for each related window in accordance with the existing Window Policy prior to their removal/replacement;
7. That all repairs to wooden features be done with like materials and match existing features in scale and profile;
8. All masonry works shall be completed in accordance with the City's Policy on Masonry Restoration in Heritage Buildings;

9. That an encroachment and/or temporary access permit be obtained, as necessary;
10. A tree permit shall be obtained, as necessary;
11. A Building Permit shall be obtained, as necessary;
12. That all *Planning Act* approvals are obtained, as necessary;
13. Heritage Services staff shall be circulated the drawings and design specifications tied to the Building Permit and/or *Planning Act* application for review and approval to ensure consistency with the scope of the Heritage Permit sought by this application; and
14. 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: 160 Bagot Street**

**File Number: P18-015-2024**

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. Rose

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

**That** the addition on the property at 160 Bagot Street, be approved in accordance with the details described in the application (File Number P18-015-2024), which was deemed complete on March 8, 2024, with said alterations to include:

1. The construction of a new two-and-a-half-storey addition to the rear of the dwelling, connected by a one-storey mud room;
2. The construction of a patio at the rear of the new addition; and

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

1. Details, including colour(s), materials and dimensions of windows, doors, cladding, trim, patio and roofing shall be submitted to Heritage Planning staff, prior to construction, for final review and approval;
2. The rear yard window and door, where the proposed mud room is, shall be retained;
3. An Encroachment Permit and/or Temporary Access Permit shall be obtained, where necessary;
4. A Building Permit and all *Planning Act* approvals 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. The combined sewers shall be replaced with separated storm and sanitary sewers, to the satisfaction of Utilities Kingston;
7. A downstream sewer assessment shall be completed to the satisfaction of Utilities Kingston;
8. If additional metering or service upgrade is required, a service request will be needed;
9. A grading plan shall be submitted and completed to the satisfaction of Engineering Services;
10. The applicant is responsible for obtaining all required approvals and costs associated with the relocation of existing utilities; and
11. 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**

**ii. Subject: Application for Ontario Heritage Act Approval**

**Address: 158 Earl Street**

**File Number: P18-014-2024**

Mr. Leary introduced the application.

Mr. Gower reiterated his concerns regarding the use of shed dormers in the Sydenham District. He noted his conversations with the applicant and stated that he understood the reasons for the proposal. He asked that consideration be given to an investigation of other types of dormers for the area. Mac Gervan, Agent for the Applicant, noted that the size of the yard precluded additions to the home that were not dormers. He stated that the dormer would be well hidden. He highlighted that the proposed dormers would allow for more bedroom space for a growing family.

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. Stevens

Seconded by Ms. Demitor

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

**That** the alterations at 158 Earl Street, be approved in accordance with the details described in the application (File Number P18-014-2024), which was deemed complete on March 13, 2024, with said application to include the following:

1. The construction of a new shed dormer to the rear roof pitch;
2. The replacement/repair of all windows, using metal-clad wooden windows in a period appropriate style and pattern, where necessary;
3. The recladding of the shed dormers on the front roof pitch with wooden shingles; and
4. The installation of new exterior light adjacent to the main front door; and

**That** the approval of the application be subject to the following conditions:

1. A Building Permit(s) shall be obtained, as necessary;
2. 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;

3. Details, including colour(s) of the new windows, wall cladding, roofing, rain gear and lighting shall be submitted to Heritage Planning staff, prior to installation, for review and approval, to ensure they complement the heritage character and attributes of the district;
4. All window works shall be completed in accordance with the City's Policy on Window Renovations in Heritage Buildings;
5. The owners are encouraged to retain and repair, or salvage and donate, any heritage-contributing wooden window noted in the application;
6. The owners are encouraged to retain and incorporate, or salvage and donate, the existing stained-glass transom window in the design of the new front window;
7. Any works that interface with the masonry of the building shall be completed in accordance with the City's Policy on Masonry Restoration in Heritage Buildings; All *Planning Act* applications, including minor variance, shall be completed, as necessary; and
8. 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**

**iii. Subject: Application for Ontario Heritage Act Approval**

**Address: 28 Maitland Street**

**File Number: P18-018-2024**

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. Gower

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

**That** the new construction at 28 Maitland Street, be approved in accordance with the details described in the application (File Number P18-018-2024), which was



deemed complete on March 14, 2024, with said application to include the construction of a detached storage building and garbage enclosure; and

**That** the approval of the application be subject to the following conditions:

1. All *Planning Act* applications shall be completed, as necessary;
2. Details, including colour(s) and specifics, of the new roofing, rain gear and lighting, if applicable, shall be submitted to Heritage Planning staff, prior to installation, for review and approval, to ensure they complement the heritage character and attributes of the district; and
3. 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**

**e) Notice of Intention to Designate under the Ontario Heritage Act**

- i. Addresses: 1553 Sunnyside Road, 265 King Street East, 275 King Street East, 2785 Lee Road, 375 Maple Ridge Drive, 730 Hillview Road, 149 Brock Street, 161 Brock Street, 163 Brock Street, 319 & 321 King Street West, and 347 Wellington Street**

Mr. Leary introduced the report.

The Committee did not provide initial comment.

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

Ruth Sandwell noted her disagreement on the proposal to designate 319 and 321 King Street West. She explained that the building was built in 1910 to replace an original cottage-style dwelling and that it lacked the heritage features present on its neighbouring properties. She stated that the only heritage feature to 321 King Street West was the front living room window. She expressed her concern that a heritage designation means that the building is 'locked-in' to its current appearance.

In response to the public comments, Mr. Leary stated that staff evaluate the buildings as the currently exist.

The Chair was passed to Mr. Gower.

Councillor Glenn moved a motion to defer consideration of 163 Brock Street, stating that the further discussions with the owner regarding the intention to designate were needed to ensure support.

Ms. Demitor asked for further clarification on why the motion was required. Councillor Glenn stated that additional time was required to ameliorate the concerns of the owner.

Moved by Ms. Demitor

Seconded by Mr. Gower

**That** Kingston Heritage Properties Committee recommends to Council:

**That** Council direct staff to serve a Notice of Intention to Designate the property located at 1553 Sunnyside Road, known as the Fairbanks Farmhouse, 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-24-018; 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 1553 Sunnyside Road, attached as Exhibit B to Report Number HP-24-018, 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 265 King Street East, known as Dr. Connell/Pilot House 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-24-018; 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 265 King Street East, attached as Exhibit C to Report Number HP-24-018, 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 275 King Street East, known as the Wire Works 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-24-018; 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 275 King Street East, attached as Exhibit D to Report Number HP-24-018, 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 2785 Lee Road, 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-24-018; 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 2785 Lee Road, attached as Exhibit E to Report Number HP-24-018, 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 375 Maple Ridge Drive, known as the Carolan Farmhouse, 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-24-018; 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 375 Maple Ridge Drive, attached as Exhibit F to Report Number HP-24-018, 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 730 Hillview Road, known as the John Grass Jr. 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-24-018; 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 730 Hillview Road, attached as Exhibit G to Report Number HP-24-018, 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 Proposed Amendment/Notice of Intention to Designate the property located at 149 Brock Street, known as the McKay Fur 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-24-018; 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 149 Brock Street, attached as Exhibit H to Report Number HP-24-018, 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 161 Brock Street, known as the Norris 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-24-018; 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 161 Brock Street, attached as Exhibit I to Report Number HP-24-018, 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 319 King Street West, 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-24-018; 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 319 King Street West, attached as Exhibit K to Report Number HP-24-018, 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 321 King Street West, 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-24-018; 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 321 King Street West, attached as Exhibit K to Report Number HP-24-018, 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 347 Wellington Street, known as the Davis Dry Dock, 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-24-018; 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 347 Wellington Street, attached as Exhibit L to Report Number HP-24-018 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, as Amended**

**(See Motion to Defer, which Carried)**

Moved by Councillor Glenn

Seconded by Mr. Heissler

**That** clauses 16 and 17 of Report Number HP-24-018, regarding 163 Brock Street, be deferred to the May 15, 2024 Kingston Heritage Properties Committee meeting to allow for additional discussions with the property owner.

**Carried**

- f) Working Groups**
- g) Permit Approvals / Status Updates**
  - i. Permit Reporting to Committee**

The Committee did not provide comment.

### **Motions**

There were none.

### **Notices of Motion**

There were none.

### **Other Business**

There was none.

### **Correspondence**

See Addendum

**Date and time of Next Meeting**

The next meeting of the Kingston Heritage Properties Committee is scheduled for Wednesday, May 15, 2024 at 9:30 a.m.

**Adjournment**

Moved by Ms. Stevens

Seconded by Mr. Rose

**That** the meeting of the Kingston Heritage Properties Committee adjourn at 10:00 a.m.

**Carried**