



**City of Kingston  
Kingston Heritage Properties Committee  
Meeting Number 06-2024  
Agenda**

**Wednesday, May 15, 2024 at 9:30 a.m.  
Hosted at City Hall in Council Chamber**

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Please provide regrets to Iain Sullivan, Committee Clerk at 613-546-4291, extension 1864 or [isullivan@cityofkingston.ca](mailto:isullivan@cityofkingston.ca)

**Committee Composition**

Councillor Glenn, Chair  
Councillor Oosterhof  
Jennifer Demitor  
Peter Gower  
Gunnar Heissler  
Alex Legnini  
Jane McFarlane  
Daniel Rose  
Ann Stevens

- 1. Meeting to Order**
- 2. Approval of the Agenda**
- 3. Confirmation of Minutes**
  - a) That** the minutes of Kingston Heritage Properties Committee Meeting Number 05-2024, held Wednesday, April 17, 2024, be approved.
- 4. Disclosure of Pecuniary Interest**
- 5. Delegations**

**6. Briefings**

**7. 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: 610 Montreal Street**

**File Number: P18-028-2024**

The Report of the Commissioner of Community Services (HP-24-023) is attached.

Schedule Pages 1 – 124

Recommendation:

**That** alterations to the property at 610 Montreal Street, be referred to the Director of Heritage Services for the issuance of final approval, in accordance with the details described in the application (P18-028-2024), which was deemed complete on April 2, 2024, with said alterations to include the restoration of the historic limestone building, the removal of an addition along the western elevation and its replacement with a new two-storey curved addition and vestibule with approximately 45 square metres of area as well as significant landscape changes, specifically:

Original Limestone Building:

1. The restoration of the existing contributing windows, wooden doors, as well as the repointing and like-for-like unit replacement of masonry walls/openings, with particular emphasis on the wall that formerly connected to the removed addition and the northeast/west corners;
2. The installation of a new CCTV camera system under/attached to the building soffits/eaves;
3. The relocation and remounting of the existing door actuator and other wiring/conduits from their current location on the stone masonry to a standalone wood post or elsewhere on the building in a less visible location;

4. The installation of new signage, in carved or painted wood, along the western elevation near the new vestibule entrance to identify the updated main building entrance;
5. The creation of limited openings to support new vents and other mechanical features to support new/expanded interior uses and an exterior residential kitchen; and
6. The attachment of a newly proposed vestibule, which will cover less of the western elevation than the existing addition.

Curved Addition and Vestibule:

1. A wood clad vestibule in a black stain with inoperable windows, which will attach the historic building to the curved addition and act as the new main entrance;
2. The installation of a new intercom system, the installation of a 0.15 metre wide by 0.25 metre tall accessibility signage at the new main entrance on the vestibule, and the installation of a residential kitchen on the south elevation; and
3. The creation of an approximately 8.1 metre tall, curved addition that will be clad in wood and have wood accents, a grey standing seam roof equipped with solar panels, 14 operable north/northwest facing windows, and, potentially, solar panels that will be manufactured as cladding panels on the south elevation.

Landscaping:

1. The addition of a new 1.6 to 1.9 metres tall see-through timber frame and mesh fence around much of the property; an updated lighting system that will illuminate the building/pathways/parking area; a new single sided painted/carved low ground sign with flood light illumination; and new/updated flora/trees throughout the rest of the property;
2. The addition of a new curved shade structure made of heavy timber sections, with either a cedar or asphalt roof topped with solar panels associated with the curved addition;
3. The repair/replacement of pathways, including new concrete stairs along Montreal Street, as well as the creation of a new pathway system throughout the property that will include looped bicycle racks near the north elevation of the historic building;

4. The creation of a new black stained plain wooden sided storage shed (approximately 3.1 metres tall, 1.5 metres deep and 7.8 metres wide) with a reclaimed timber log fence;
5. The installation of various benches made of timber logs and/or heavy cedar timbers to support the fire pit and outdoor classroom as well as benches in a different design on either side of the newly proposed pathways on the southern portion of the property;
6. A new play structure/area, approximately 66 square metres in size, and sweat lodge located on the southwest corner, approximately 1.3 metres tall and 6.1 metres wide;
7. The creation of a new parking lot with 12 parking spaces and associated EV chargers;
8. The installation of a new condenser (approximately 1.3 metres long, 7.5 metres wide and 1.9 metres tall) to the south of the historic building that will be screened with a combination of timber, mesh fencing and, potentially, flora; and
9. The addition of a terraced garden that will also accommodate an accessible entrance on the southeastern portion of the property.

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

1. Repair and replacement of windows undertaken in conformity with the City of Kingston Window Policy and Guidelines;
2. All masonry works shall be completed in accordance with the City's Policy on Masonry Restoration in Heritage Buildings;
3. Any replacement masonry units shall be sourced to match, as close as possible, in colour, size and profile with the existing;
4. That all repairs to wooden features be done with like materials and match existing features in scale and profile;
5. That Heritage Planning staff review/approve any changes to the colour of the wooden doors on the historic building;
6. That the finalized design/colour/location/attachment method of the new camera/intercom system and associated wiring, vents/utilities, lighting system and signage attached to the historic

7. building be provided to Heritage Planning staff for review/approval prior to installation;
8. That the finalized design/location/lighting strategy of the standalone signage, benches, condenser, condenser screening, bicycle racks, play structure/area, and EV chargers be provided to Heritage Planning staff for review/approval prior to installation;
9. That the finalized size/configuration and planter material/design for the terraced garden be provided to Heritage Planning staff for review/approval prior to installation;
10. That the finalized landscape plan be provided to Heritage Planning staff for review/approval to ensure publicly visible elevations remain prominent features of the property;
11. That a load calculation is supplied for review/approval to Kingston Hydro, as necessary;
12. That a Tree Permit and/or Tree Protection strategy, in alignment with City of Kingston guidelines, be obtained/executed, as necessary;
13. A Building Permit shall be obtained, as necessary;
14. That all Planning Act approvals be obtained, as necessary;
15. Heritage Planning staff shall be circulated the drawings and design specifications tied to the Building Permit and Planning Act applications for review and approval to ensure consistency with the scope of the Heritage Permit sought by this application; and
16. 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.

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

**Address: 160 Belmont Avenue**

**File Number: P18-037-2024**

The Report of the Commissioner of Community Services (HP-24-025) is attached.

Schedule Pages 125 – 149

Recommendation:

**That** the alterations to the property at 160 Belmont Avenue 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 P18-037-2024), which was deemed complete on April 11, 2024, with said alteration to include the removal of a single-storey addition and construction of a new single -storey addition; and

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

1. Any Planning Act approvals shall be obtained, as necessary;
2. A Building Permit shall be obtained, as necessary;
3. Details, including colour(s) and specifics, of the new roofing, siding and windows, 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 property;
4. All window works shall be completed in accordance with the City's Policy on Window Renovations in Heritage Buildings;
5. Any works that interface with the masonry shall be completed in accordance with the City's Policy on Masonry Restoration in Heritage Buildings; and
6. 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.

**d) Stream Three Permits – Approval through Council Authority**

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

**Address: 3867 Smith Road**

**File Number: R01-029-2024**

The Report of the Commissioner of Community Services (HP-24-022) is attached.

Schedule Pages 150 – 218

Recommendation:

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

**That** the Notice of Intention to Demolish at 3867 Smith Road be received and no further action be taken.

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

**i. Address: 163 Brock Street**

The Report of the Commissioner of Community Services (HP-24-027) is attached.

Schedule Pages 219 – 232

Recommendation:

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

**That** Council direct staff to serve a Notice of Intention to Designate the property located at 163 Brock Street, known as the Dupuis 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-24-027; 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 163 Brock Street, attached as Exhibit B to Report Number HP-24-027, 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.

**f) Working Groups**

**g) Permit Approvals / Status Updates**

**i. Permit Reporting to Committee**

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**8. Motions**

**9. Notices of Motion**

**10. Other Business**

**11. Correspondence**

- a)** Correspondence received from Peter Gower, dated April 27, 2024, regarding Committee Member attendance at Jane's Walks.

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- b) Correspondence received from CHOnews, dated May 2024, regarding the Spring 2024 newsletter.

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## **12. Date of Next Meeting**

The next meeting of the Kingston Heritage Properties Committee is scheduled for Wednesday, June 19, 2024 at 9:30 a.m.

## **13. Adjournment**