



# COMMUNITY HERITAGE ADVISORY COMMITTEE

Wednesday, September 22, 2021  
3:00 pm - Via MS TEAMS

## MINUTES

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<b>Present:</b>	Philip Baynton Jennifer Clay Rob Griesdale Mel Montgomery Alastair Moore Jim Paul (Vice-Chair) Anne Savill (Chair) Cllr Matthew Bond	<b>Regrets:</b> Bob Muckle
<b>Guests:</b>	Nick Petrie, DOS Design Group Fereshteh Azadi, DOS Design Group Gail Davies	
<b>Staff:</b>	Nicole Foth, Community Planner Mary Jukich, Community Service Clerk	

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### 1. Call to Order

The Chair called the meeting to order at 3:00 pm.

### 2. Adoption of Agenda

MOVED by Mel Montgomery and seconded by Jim Paul  
To adopt the agenda.

**CARRIED**

### 3. Adoption of the July 28, 2021 Minutes

MOVED by Jim Paul and seconded by Mel Montgomery  
To adopt the minutes.

**CARRIED**

### 4. 1120 Harold Road – Preliminary Application for HRA

Nicole Foth introduced the applicants presenting the Preliminary Application for Heritage Revitalization Agreement (HRA) at 1120 Harold Road. The building is known as the Cross House, and is on the heritage inventory. Current zoning is residential single family and is not in any development permit areas. It was noted that the Statement of Significance provided by the applicants was developed by Donald Luxton.

The applicant provided an overview of the project, focussing that the intent of the project was to maintain/ restore the original Cross heritage house. The proposal was to relocate the house to make room for a second principal house, and also have two infill houses at the rear of the property. The foursquare architectural elements would be maintained as much as possible and within the original heritage house and maintain the same overall look with the new buildings.

The following questions and comments were presented to the applicant:

- An issue was raised with respect to the new step code coming into effect and whether there would be an impact, and if the wood facades for the windows would be maintained in the heritage house.
- A comment was made in support of the increased density as it is fitting with the neighbourhood's character.
- A concern was raised regarding the lack of retention of the architectural features from the original house. The diagrams presented seemed to appear that the wooden bannisters would be replaced with metal, and this was not in keeping with the original design.
- Although the intention was to retain the mouldings around the windows, the diagrams presented indicated that the mouldings were removed and replaced with shutters, and not in keeping with the heritage building.
- In addition to retaining the wood quarter boards in the heritage house, it was noted that the boards were also added to the new buildings. A suggestion was made that the new buildings should not look exactly like heritage buildings so that the heritage building remains distinct.
- The blocks to anchor the porch supports appear to be hanging and not a structural feature.
- On the west elevation of the new principal house, the upstairs windows do not align with the windows below. This is not a comment about heritage.
- A suggestion was presented to the applicant to maintain as much authenticity as possible in terms of the heritage details. As such, the shutters should be left off the heritage building.
- A suggestion was presented to the applicant to consider windows and doors in the new buildings that reflect the heritage building.
- A question was raised around the siding of the heritage building and whether it was original, and how this siding would match or compliment the siding of the new buildings.
- The applicant was also requested to reconsider the colour palette of the buildings in terms of possibly more robust colours, especially for the heritage house.

- The applicant left the meeting and on discussion and further review of the application, the Committee indicated a general agreement with the proposal, but subject to some modifications.

MOVED by Alistair Moore and seconded by Anne Savill

THAT the Community Heritage Advisory Committee has reviewed the proposal and appreciates the following aspects of the application:

- Overall site plan with proposed infill housing density; and
- Preservation of the heritage house;

AND THAT the Committee supports the general concept as presented SUBJECT to addressing to the satisfaction of staff the following items noted by the Committee in its review of the project:

- Regarding the heritage house:
  - Retain or restore original features as shown in the historic photos in the Statement of Significance (e.g. double-hung wood frame windows, wood frame doors, wood window moldings, wooden balustrade and porch details);
  - Remove the proposed shutters on heritage house as they are not original;
  - Use a more vibrant, period-appropriate colour palette for the heritage house to enhance its presence on the street;
- Regarding the new infill houses:
  - Use modern materials and details for new buildings to differentiate the new from the heritage house (e.g. consider removing corner boards).

**CARRIED**

## 5. Committee Meeting Time

Members discussed the current meeting time, and indicated no objections to move the meetings back to the 7:00 – 9:00 pm time slot.

## 6. Mollie Nye Draft Conservation Plan

As background, Mollie Nye House is a District owned heritage building and used by non-profit groups and provides rental space for community groups. It was noted that this was the first conservation plan for a District owned building. The conservation plan was developed to guide the Real Estate and Facilities Departments when repairs are needed over time.

**Action: Members are requested to review the document and provide their comments and feedback on Basecamp by Monday, September 27.**

## 7. Heritage Grants Evaluation

Nicole Foth reported that this will be the first year of the increased funding and new policy for heritage grants. A public information session was recently held, most of whom were interested

in the conservation category. The intake of applications will close on October 3. As well, there was an advertisement in the North Shore News, social media and letters to heritage property owners advising of the changes to the heritage grants program.

In terms of process, once the applications intake closes, staff will review the applications and a summary provided to the Committee prior to the October meeting. The Committee review and evaluation of the applications will take place at the October 27 meeting.

Members were reminded that if any Committee members apply, or are associated with someone that is applying, they must recuse themselves in advance of the evaluation discussion.

On discussion, a suggestion was presented to have a checklist to assist members with the review of the applications.

#### **8. 3712-3718 Edgemont Blvd**

Nicole Foth reported that a complete demolition permit application has not yet been received, and once received will be brought to the Committee for discussion.

#### **9. HAC presentation to Council**

The Committee presentation to Council will be on Monday, October 4 and staff are working with Clerks to determine the format of the meeting whether virtual, in person or hybrid.

Jennifer Clay will be the presenter and the remaining Committee members were encouraged to attend to provide their support to the presentation.

#### **10. Properties Tracker**

The properties tracker was developed by Anne Savill with input from Jennifer Clay as a tool that will serve as a progress report on the status of the properties brought to the Committee for review. The properties tracker document will provide information on the property, the address, the agenda date that the property was presented, the Committee's response and the outcome of the property. It will be posted on Basecamp. It was suggested to visit it each meeting to serve as a check-in for updates.

#### **11. Any Other Business**

In terms of the 3075 Fromme property, Nicole Foth provided an update that after several discussions, the property owner decided to proceed with the demolition permit application. As well, Nickel Brothers did an assessment of the property to determine whether the house could be moved. However, the assessment indicated that the house could not be moved because of its size, but could be broken down into several pieces which could be costly. The property owner was also provided with resources and information on salvage or deconstruction of the

house, but ultimately it would be up to the owner to determine how the demolition of the building would be completed.

The posting for the new Heritage Planner closed recently, and the applications are under review.

**12. Adjournment**

The meeting was adjourned at 4:42 pm.

**13. Next Meeting**

The next meeting is on Wednesday, October 27, 2021, at 7:00 pm.