

# MEETING MINUTES



MEETING **Heritage Guelph**

DATE July 27, 2016

LOCATION City Hall Meeting Room C  
TIME 2:00 PM – 4:00 PM

PRESENT Christopher Campbell (Chair), Mary Tivy, Daphne Wainman-Wood, Bill Green, Charles Nixon, Michael Crawley, David Waverman, Stephen Robinson (Senior Heritage Planner), Melissa Aldunate (Manager of Policy Planning and Urban Design), Madeleine Myhill (Clerical Assistant), Caroline Morrow (Heritage Research Assistant)

REGRETS Uli Walle, Bob Foster, Tony Berto

PROPOSERS Jodi McNaughton, Joel Bartlett, Rick Andrews

## DISCUSSION ITEMS

ITEM #	DESCRIPTION
1	<u>Welcome and Opening Remarks</u> Christopher Campbell welcomed everyone to the meeting.
2	<u>Approval of Agenda &amp; Addendum</u> Moved by Mary Tivy and seconded by Daphne Wainman-Wood, <b>“THAT the Agenda for the July 27, 2016 meeting of Heritage Guelph be approved.”</b> <b>CARRIED</b>
3	<u>Declaration of Pecuniary Interest</u> None
4	<u>Adoption of Draft Minutes from the meeting of June 13, 2016 Heritage Guelph</u> Moved by Mary Tivy and seconded by Charles Nixon, <b>“THAT the Minutes from the Heritage Guelph meeting of June 13, 2016 be approved.</b> <b>CARRIED</b>

## Matters Arising from the Minutes

### **Item 5.1 Determination of Heritage Guelph meeting day and start time**

New meeting times were proposed to Heritage Guelph for their consideration. Staff will send a poll to members to determine a time and will provide an update once this has been completed.

### **Item 5.2 Guelph Heritage Action Plan**

Stephen Robinson described the project charter for the Guelph Heritage Action Plan (GHAP) an implementation framework for Official Plan (OPA 48) policies for Cultural Heritage Resources (Section 4.8). The GHAP will provide recommendations and strategies to assist staff in the implementation of Official Plan policies for built heritage resources and cultural heritage landscapes within the City. The GHAP will assist staff assess the current overall integrity and the relative significance of built heritage resources and cultural heritage landscapes within the City using the existing policies in the Official Plan, based on the best in current heritage conservation practice.

Guelph Heritage Action Plan scope includes:

- Strategies and tools to facilitate conservation of cultural heritage resources
- Options for municipal financial incentives that promote heritage conservation
- Promoting public awareness of heritage conservation in the community
- Strategies for the appropriate management of City-owned assets of cultural heritage value
- Identification and mapping of district cultural heritage landscape (CHL) and heritage conservation districts (HCD) within the City
- Establish a prioritized list of potential HCD and CHL study areas with a schedule for potential listing on Heritage Register and possible designation
- Guidance as to whether Part V designation is the preferred option for CHL areas like the downtown core
- Sympathetic development and building design involving cultural heritage resources

GHAP scope does not include:

- Guidelines already exist for Cultural Heritage Resource Impact Assessments, Conservation Plans, Heritage Review and Heritage Permit Applications
- Guidance on expansion of Municipal Heritage Register of Cultural Heritage Resources to include balance of Couling Inventory and other themes such as mid-century Modernism
- Update of the Archaeological Master Plan

HG members and staff discussed the GHAP and committee members asked questions.

Moved by Mary Tivy and seconded by Daphne Wainman-Wood,

**“THAT Heritage Guelph supports the following goals and scope to be used in the project charter for the Guelph Heritage Action Plan (GHAP):**

#### **Goals**

**To create an implementation framework for Official Plan (OPA 48) policies for Cultural Heritage Resources (Section 4.8) with recommendations and strategies that would assist staff in the implementation of Official Plan policies for built heritage resources and cultural heritage landscapes within the city. The GHAP will assess the**

current overall integrity and the relative significance of built heritage resources and cultural heritage landscapes within the city using the existing policies in the Official Plan, based on the best in current heritage conservation practice.

Scope includes:

- Strategies and tools to facilitate conservation of cultural heritage resources
- Options for municipal financial incentives that promote heritage conservation
- Promoting public awareness of heritage conservation in the community
- Strategies for the appropriate maintenance of protected heritage properties
- Considerations for proper management of City-owned assets of cultural heritage value
- Identification and mapping of distinct cultural heritage landscape (CHL) and heritage conservation districts (HCD) within the city
- Establish a prioritized list of potential HCD and CHL study areas with a schedule for potential listing on Heritage Register and possible designation
- Guidance as to whether Part V designation is the preferred option for CHL areas like the downtown core
- Sympathetic development and building design involving cultural heritage resources

Scope does not include:

- Guidelines already exist for Cultural Heritage Resource Impact Assessments, Conservation Plans, Heritage Review and Heritage Permit Applications
- Guidance on expansion of Municipal Register of Cultural Heritage Resources to include balance of Couling Inventory and other themes such as mid-century Modernism
- Update of the Archaeological Master Plan

**CARRIED**

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## **New Business**

### **Item 6.1 340 Woolwich Street**

Stephen Robinson provided a brief background of the subject property and explained that the new owner of this designated property is proposing changes which include: replacing the front steps, installing a metal handrail, and adding one hanging sign and front façade lighting. Discussion between HG members and the owner took place regarding the materials.

Moved by Bill Green and seconded by Daphne Wainman-Wood,

**“THAT Heritage Guelph supports heritage permit HP16-0013, a proposal to replace the front step, install a metal handrail, one hanging sign and front façade lighting as per front elevation drawing A.1.6 (dated July 7, 2016) by Joel Bartlett Architect Inc. and sign design (dated July 14, 2016) by Scutt Signs, presented at the July 27, 2016 meeting of Heritage Guelph; and THAT any further revisions required for heritage permit HP16-0013 that are minor in nature may be dealt with by the Senior Heritage Planner.”**

**Item 6.2 8 Glenhill Place**

Stephen Robinson introduced the owner of the designated property and presented images from a recent site visit with the owner at the property. He explained the major heritage permit application for a proposed detached garage with a covered open carport which would be located in the exterior side yard. Stephen presented images of designs that are similar to the conceptual site plan sketch and floor plan drawing provided by the owner. The owner, Stephen and HG members discussed the design as well as a Chinese elm hedge which the owner assured would remain and partially hide the proposed garage.

Moved by Daphne Wainman-Wood and seconded by Bill Green,

**“THAT Heritage Guelph supports in principle heritage permit HP16-0012 to construct a detached garage with a covered open carport in the exterior side yard at 8 Glenhill Place as presented in the conceptual site plan sketch and floor plan drawing provided by the property owner at the July 27, 2016 meeting of Heritage Guelph; and THAT any further revisions required for heritage permit HP16-0012 that are minor in nature may be dealt with by the Senior Heritage Planner; and THAT Heritage Guelph supports the property owner’s variance application to the Committee of Adjustment that would allow the proposed detached garage to be located in the exterior side yard.”**

CARRIED

**Item 6.3 30 Albert Street**

Stephen Robinson presented images of the subject property, a designated property within the Brooklyn and College Hill Heritage Conservation District, and explained that the owners would like to add a second story to the dwelling to accommodate their growing family. The owners did consider adding an addition at the rear; however, there is a maple tree in the back yard that they would like to retain. Stephen presented images of two-storey dwellings in the general area for potential design considerations and discussion. Stephen asked Heritage Guelph members to begin thinking about this item as the owner will likely be coming to the Committee with a design in the near future. Information item only – no motion required at this time.

**Item 6.4 125 Grange Street**

Stephen Robinson presented images taken on a recent site visit to the property and explained that the owners are proposing to demolish the dwelling. Although the subject building is recognized as a potential built heritage resource included in the Couling Building Inventory and is an early element of the Grange Street historical streetscape, the only heritage attributes that remain of the original building are its general exterior form and the outline of the original window and door heads. All window sashes, doors and interior features have been removed and horizontal metal siding has covered any extant original cladding. Caroline Morrow reviewed the occupancy history and the Committee asked questions of Stephen and further discussed the subject property. Stephen is of the opinion that the property does not have sufficient physical, historical or contextual cultural heritage value to justify individual designation under the Ontario Heritage Act. He has attempted to encourage the owner to retain the front block exterior of the house, restore the original window and door opening and make a

	<p>sympathetic addition to the rear.</p> <p>Moved by Mary Tivy and seconded by Bill Green,</p> <p><b>“THAT while Heritage Guelph supports the retention of built heritage resources, Heritage Guelph does not recommend that Council move to protect 125 Grange Street through individual designation under the Ontario Heritage Act.”</b></p> <p style="text-align: right;"><b>CARRIED</b></p>		
	<p><b><u>Next Meeting</u></b></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>Heritage Guelph Meeting</b>  September 12, 2016  (Time to be determined)  Location: City Hall, Mtg Rm C</p> </td> <td style="width: 50%; vertical-align: top;"> <p><b>HG Designation Working Group</b>  September 26, 2016 (12-2 pm)  Location: City Hall, Mtg Rm B</p> </td> </tr> </table>	<p><b>Heritage Guelph Meeting</b>  September 12, 2016  (Time to be determined)  Location: City Hall, Mtg Rm C</p>	<p><b>HG Designation Working Group</b>  September 26, 2016 (12-2 pm)  Location: City Hall, Mtg Rm B</p>
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<p><b>8</b></p>	<p><b><u>Adjournment</u></b></p> <p>Moved by Bill Green and seconded by Daphne Wainman-Wood,</p> <p><b>“THAT the meeting be adjourned at 2:00 pm.”</b></p>		