



HERITAGE OAKVILLE ADVISORY COMMITTEE

MINUTES

TUESDAY, MAY 29, 2018

PALERMO ROOM
OAKVILLE MUNICIPAL BUILDING
1225 TRAFALGAR ROAD, OAKVILLE

A meeting of the Heritage Oakville Advisory Committee was held on Tuesday, May 29, 2018, in the Bronte and Palermo Rooms of the Oakville Municipal Building, commencing at 9:30 a.m.

Present: Drew Bucknall, Chair
Gerarda (Geri) Tino, Vice-Chair
Councillor Cathy Duddeck (*Left at 11:40 a.m.*)
Councillor Dave Gittings
Russell Buckland
Kerry Colborne
Robert Ferguson
George Gordon
Daniela Hampton-Davies (*Arrived at 9:32 a.m.*)
Sue Hobson
Michael Reid (*Arrived at 9:35 a.m.*)

Staff: Mark Simeoni, Director of Planning Services
Diane Childs, Manager of Policy Planning and Heritage
Carolyn Van Sligtenhorst, Heritage Planner
Jill Marcovecchio, Council and Committee Coordinator

The items in these minutes are not necessarily in the order discussed.

1. **Call to Order**

Chair Drew Bucknall called the meeting to order at 9:30 a.m.

2. **Regrets**

There were no regrets.

3. **Declarations of Pecuniary Interest**

There were no declarations of pecuniary interest.

4. **Confirmation of Minutes of Previous Meeting(s)**

Meeting of April 24, 2018

Moved by Robert Ferguson

That the minutes of the Heritage Oakville Advisory Committee meeting of April 24, 2018, be approved.

CARRIED

5. **Business Arising from the Minutes**

There was no business arising from the minutes.

6. **Discussion Item(s)**

a. **Heritage Window Replacement Guidelines**

- **Report from Planning Services Department,
May 10, 2018**

Carolyn Van Sligtenhorst, Heritage Planner, reported on the Heritage Window Replacement Guidelines for use in reviewing heritage permit applications to replace original and/or historic windows on protected heritage properties in Oakville as provided in the PowerPoint presentation. Ms. Van Sligtenhorst asked for the committee's comments on the guidelines.

The committee provided the following heritage related comments for consideration:

- review the criteria and wording for consistency in the guidelines on inconspicuously located typical window under Section 3c - Criteria for Replacement of Historic/Original Windows;
- reword to soften the language, remove and replace the provisions regarding "Not Applicable" under Section 3c and include as FAQs

- or later in the document so that it is less prominent in the guidelines;
- encourage property owners and Heritage Planning staff to discuss window issues while providing a better understanding of window conservation and when replacement is to be considered under the guidelines;
 - address window safety;
 - add wording to indicate what is not considered in the replacement of historic/original windows for heritage permit applications under the *Ontario Heritage Act*, to reinforce the committee's scope in applying window replacement guidelines and to address homeowner issues;
 - provide a reference to indicate that information from other resources is available to property owners (the Heritage Planning website is updated regularly by staff);
 - review the standards to communicate information for clarity under Section 4 - Evaluation standards for Window Condition; and
 - add wording for property owners to understand why heritage windows are important.

Moved by Councillor Duddeck

That the Heritage Window Replacement Guidelines for use in reviewing heritage permit applications to replace original and/or historic windows on protected heritage properties in Oakville, be referred back to staff for further review to consider the comments received from the Heritage Oakville Advisory Committee.

CARRIED

b. **Heritage Permit Application HP020/18-42.20N - 45 Navy Street - Replacement of Historic Windows**

- **Report from Planning Services Department, May 15, 2018**

Moved by Councillor Duddeck

1. That Heritage Permit Application HP020/18-42.20N for the replacement of historic windows at 45 Navy Street, as attached in Appendix A to the report dated May 15, 2018 from Planning Services, be approved subject to the following condition:
 - a) The replacement windows be painted wood, not aluminum clad wood; and

2. That this heritage permit expire two years from the date of final approval by Council.

CARRIED

- c. **Heritage Permit Application HP018/18-42.20B 114 Balsam Drive - New detached garage and landscaping**
- **Report from Planning Services Department,
May 15, 2018**

Moved by Councillor Gittings

1. That Heritage Permit Application HP018/18-42.20B for a new detached garage and landscaping at 114 Balsam Drive, as attached in Appendix B to the report dated May 15, 2018 from Planning Services, be approved; and
2. That this heritage permit expire two years from the date of final approval by Council.

CARRIED

- d. **Heritage Permit Application HP019/18-42.20T 65 Thomas Street - New rear addition, new porch and new entrance**
- **Report from Planning Services Department,
May 15, 2018**

Moved by George Gordon

1. That Heritage Permit Application HP019/18-42.20T for construction of a new two-storey addition, a new porch and a new entrance at 65 Thomas Street, as attached in Appendix B to the report dated May 15, 2018 from Planning Services, be approved subject to the following:
 - a. That final details on all new windows, doors, roofing material and exterior paint colours be submitted to Heritage Planning staff for final approval;
 - b. That the lakestone material on the rear one-storey wing proposed to be demolished be salvaged and either re-used on site or made available to interested parties looking for lakestone material; and
 - c. That "Option 2" for the window design on the south elevation of the house, as shown in Appendix B, be used rather than the first option proposed by the applicants; and

2. That this heritage permit expire two years from the date of final approval by Council.

CARRIED

- e. **Heritage Permit Application HP021/18-42.20W 145 William Street - New accessory building**
- **Report from Planning Services Department,
May 15, 2018**

Moved by Gerarda Tino

1. That Heritage Permit Application HP021/18-42.20W for construction of a new accessory building at 145 William Street, as attached in Appendix B to the report dated May 15, 2018 from Planning Services, be approved subject to the following:
 - a. That final details on all new windows and doors be submitted to Heritage Planning staff for final approval; and
2. That this heritage permit expire two years from the date of final approval by Council.

CARRIED

- f. **Heritage Permit Application HP023/18-42.20W 288 William Street - New rear addition, attached garage and alterations to existing fenestration**
- **Report from Planning Services Department,
May 15, 2018**

Moved by Councillor Gittings

1. That Heritage Permit Application HP023/18-42.20W for the construction of a new one-storey rear addition with attached garage and alterations to existing fenestration at 288 William Street, as attached in Appendix B to the report dated May 15, 2018 from Planning Services, be approved subject to the following:
 - a. That final details on all new windows, doors, roofing material and exterior paint colours be submitted to Heritage Planning staff for final approval;

- b. That on the west elevation of the one-storey brick wing, the two new sets of French doors be inserted into the width of the existing window openings;
 - c. That lakestone removed as part of the underpinning of the rear one-storey brick wing be reused to face any exposed portion of the new concrete foundation on this wing and that any unused lakestone be made available for salvage;
 - d. That the new French doors on the south elevation of the two-storey portion of the house retain the width of the existing casement windows and that the existing brick voussoirs above the windows be retained; and
 - e. That any doors and windows removed as part of this application be made available for salvage; and
2. That this heritage permit expire two years from the date of final approval by Council.

CARRIED

7. **Information Item(s)**

- a. **Delegated Heritage Permits - November 2017 to April 2018**
- **Memorandum from Planning Services Department,
May 15, 2018**

Moved by Russell Buckland

That the information item be received.

CARRIED

8. **Items to be Discussed at Next/Future Meetings**

- Heritage Permit / Policy Matters
- Heritage Work Plan Update

9. **Date and Time of Next Meeting**

Tuesday, June 26, 2018
Oakville Municipal Building
Bronte and Palermo Rooms - 9:30 a.m.

10. Adjournment

Moved by Daniela Hampton-Davies

That this meeting be adjourned.

CARRIED

The meeting adjourned at 11:44 a.m.