

# CITY of KELOWNA HERITAGE GRANTS PROGRAM

Tuesday April 7, 2015

New COHS Office: #11 – 368 Industrial Avenue

@ 3:00-5:30pm

## Regular Meeting Minutes

**In Attendance:** Peter Chataway, Marietta Lightbody, Tracey Read, Alasdair Smith, Randi Fox, Ian Crichton, Birte Decloux (COHS alternate) and Lorri Dauncey (CoKHGP manager)

**Regrets:** Julie Cosgrave (chair), Shona Harrison, Ben Lee

**Recorded by:** Lorri Dauncey

**1. Call to Order:** Peter Chataway chaired the meeting for Julie Cosgrave, heritage grants committee chairperson, who was unable to attend. The grants committee welcomed Birte Decloux, who joined the heritage grants committee as the COHS Board Representative alternate for the April meeting, as Shona Harrison was unable to attend due to surgery.

**2. Review Minutes of November 18<sup>th</sup>, 2014:** Peter Chataway made the following amendment on page 4, under 6. Awareness and Education, Bob Marriage Passing: "...Peter emphasized how important it is to save the homes of these elderly Kelowna residents, as many of their stories will be lost..."

**MOVED by Tracey Read, SECONDED by Peter Chataway**

**THAT the Minutes of the CoKHGP Regular Meeting on November 18<sup>th</sup>, 2014 be adopted as amended. Motion Carried.**

### **3. Conflict of Interest:**

**Standing agenda item:** In the following current applications, committee members removed themselves from the deliberations due to the potential of a conflict of interest:

**429 Park Avenue; H15-804:** Ian Crichton submitted an application for his own house.

### **4. New Business:**

**Update on CoKHGP Grant Money Available:** The CoKHGP Manager, Lorri Dauncey, distributed the *City of Kelowna Heritage Grants Program Grant Money Available for 2015 (Refer to: Attachment 1)* to advise the committee on the amount of grant money available for distribution for the four 2015 meetings. At the beginning of 2015, with the \$35,000 annual city allotment and the \$5,171.11 rollover money, a **total of \$40,171.11 was available for grant distribution.**

There were some new and on-going inquires about the heritage grant program since the beginning of the year. There are a number of people who are considering applying for funding. The program received four new applications for consideration for the April 7, 2015 meeting. As in the past four years, the number of applications and grant requests in 2014 were very close or more than the amount of

grant money available for the year, leaving a small rollover of money for 2015. This strong continued interest in the program can be partially attributed to the annual mail-out to heritage register building owners and in general to continuing to raise public awareness of the program.

As there are a number of applications and limited funds, the committee members were reminded that residential and designated properties receive priority (as stated in the program guidelines) in the granting process, if the qualifying grants amount is larger than the total amount of money available.

**CoKHGP Grant Application Evaluation MATRIX (draft):** The program manager was asked by Lauren Sanbrooks, city planner for the program, to create a form to show how each project is evaluated by the committee in order to determine if a project qualifies and the strength of the application. The evaluation matrix includes the elements that the grants committee has considered for each application that has been received since the program began in 2008. The draft form created was filled out for each new application at this meeting to determine how well it worked and if there were elements that needed to be included. Each form was filled out by one of the committee members. The draft form is attached. (*Refer to: Attachment 2*) The form will be reviewed to determine what changes (in format and/or content) might be needed.

**732 DeHart Avenue, Pettigrew House (H15-801):** The homeowners, Jennifer and Jonny Vizcarra, applied for a grant to assist in the prep and painting of the exterior of the municipal heritage designated Pettigrew House located at 732 DeHart Avenue. The homeowners submitted a colour scheme similar to the existing colours on the house. The homeowners have submitted the following heritage colour scheme (using the Benjamin Moore True Colours for Western Canada palette): Vancouver Green (VC-20) for the siding; Edwardian Buff (VC-6) for the trims, railings and doors; Mellish Rust (VC-28) for the decorative shingles under the front gable; and Comox Sage (VC-16) for the front porch floor). The committee approved the grant based on the mid-quote as it was felt that it included a proper amount of prep work. The homeowners were reminded that power washing is not appropriate or allowed for a heritage building. This building received a heritage grant in 2011 for new storm windows. The committee approved a grant for the project.

**MOVED by Peter Chataway, SECONDED by Birte Decloux:**

**THAT the H. Pettigrew House, located at 732 DeHart Avenue, receive funding for 50% of the cost of the prep and painting of the exterior of the building in the submitted colour scheme up to a maximum of \$3,840, based on the mid-quote of \$7,680. Motion Carried.**

**815 Bernard Avenue, Winter House (H15-802):** Loanne Athans, the homeowner, applied for a grant for assistance towards roof repairs, painting the window sashes & frames and the doors, repair/replacement of the back stairs and miscellaneous repairs (i.e. new window hinge and repair cracks on door) on the Winter House located at 815 Bernard Avenue. The homeowners submitted quotes from a number of contractors which included different variations of the work needed. As there was a wide range in the quotes, the committee decided that the maximum grant would be based on an average of the total low (\$3,326) and total high (\$11,924) amounts. The committee also stipulated that the roof repairs must ensure that the rolled fascia is retained and undertaken by a reputable roofer with a minimum of a one year warrantee. The committee approved a grant for the project.

**MOVED by Randi Fox, SECONDED by Marietta Lightbody:**

**THAT the Winter House, located at 815 Bernard Avenue, receive funding for 50% of the cost of the roof repairs, paint on the window sashes & frames and the doors, repair/replacement of the back stairs and miscellaneous repairs up to a maximum of \$3,812 based on the average of the low and high quotes of \$7,625. Motion Carried.**

**4409 Lakeshore Road, OK Mission Hall (H15-803):** The Ok Mission Hall coordinator (representative for the non-profit society who owns the OK Mission Hall), Beverly Dawe, submitted an application for a grant towards the roof repairs and the new roof, including a new fascia board, flashing and downpipe on the front entry (flat roof on the left hand side of the door) on the Ok Mission Hall located at 4409 Lakeshore Road. The repair work had already been completed in early February 2015, as this section of the roof had failed causing water damage to the interior of the entry. A building user slipped because of the leak which made it necessary to repair the roof and damage as soon as possible. This was why the project was completed before it was brought to the committee in April. It should be noted that Beverly Dawe had spoken with the grants manager last fall about applying in the spring to repair the roof. There were two submitted quotes for the work. It was the intention of the Hall coordinator to apply for the work before making the repairs. Because the repairs could not wait until the April meeting, that the hall is a community landmark and that the owners are a non-profit with limited funds, the committee approved a grant for the repair work already completed.

**MOVED by Randi Fox, SECONDED by Birte Decloux**

**THAT the OK Mission Hall located at 4409 Lakeshore Road, receive funding for 50% of the cost of the roof repairs and new roof, including a new fascia board, flashing and downpipe on the front entry (flat roof on the left hand side of the door) up to a maximum of \$550, based on the low quote of \$1,100. Motion Carried.**

**429 Park Avenue, Reekie House (H15-804):** The homeowner, Ian Crichton, applied for a grant to assist in the prep and painting of the exterior of the Reekie House located at 429 Park Avenue. The homeowner submitted a colour scheme similar to the existing colours on the house. The colours chosen were not from the Benjamin Moore True Colours for Western Canada palette. The committee recommended that the homeowner use the following True Colour palette: VC-1 Oxford Ivory, VC-18 Peridot Green, VC-29 Pendrall Red. These three colours are similar to both the submitted colours and the current colour scheme on the house. The committee reiterated that the window sashes should be painted with a high gloss paint in order to better protect the sashes and maintain the heritage look of the windows. The committee recommended that the shingle siding be brush painted with two coats of paint and not sprayed in order to give better coverage. The committee approved the grant based on the high-quote as it was felt that it included a proper amount of prep work, no power washing and two coats of high quality paint that looked to be applied by a brush and not sprayed. The homeowners were reminded that power washing is not appropriate or allowed for a heritage building. This building received a heritage grant in 2011 for a new asphalt shingle roof. The committee approved a grant for the project.

**MOVED by Peter Chataway, SECONDED by Birte Decloux:**

**THAT the Reekie House, located at 429 Park Avenue, receive funding for 50% of the cost of the prep and painting of the exterior of the building in a colour scheme similar to the existing up**

**to a maximum of \$5,000, based on the high quote of \$16,900 or a maximum of \$3,720 (mid quote) if the homeowner chooses to go with a company that does not do the same prep work.**

**Motion Carried.**

*\*(Note: Ian Crichton removed himself from deliberations as he is the building owner.)*

**1978 McDougall Street, Jennens House (H12-506); Request to Rescind**

The homeowner, Sylvia Jennens, requested that her approved (at the April 2012 meeting) heritage grant towards assistance for the new asphalt roof for the Jennens House, located at 1978 McDougall Street be rescinded. The homeowner could not complete the project due to both time and financial constraints. The grant approved was for a maximum of \$5,000, which was returned to the program for redistribution.

**MOVED by Marietta Lightbody, SECONDED by Ian Crichton:**

**THAT the heritage grant, 50% up to a maximum of \$5,000, that was approved for the Jennens House located at 1978 McDougall Street be rescinded at the request of the homeowners.**

**Motion Carried.**

**469 Park Ave, Buck House (H13-608) Request to Modify:** The building owner, Deanna Sauer, submitted a request to modify the original grant approval to not include the two attached porch roofs due to the extensive repair needed on each porch before a new roof is installed. Both porches need new foundations and extensive material repair/replacement, which was determined during the installation of the new roof in the spring. The committee approved the modification.

**MOVED by Peter Chataway SECONDED by Ian Crichton:**

**THAT the approved grant (H13-608) for a new roof for the Buck House located at 469 Park Avenue be modified to exclude the two attached porch roofs, due to the need for extensive repairs to the two porches before a new roof can be installed.**

**Motion Carried**

**469 Park Ave, Buck House (H13-608) Project Completion:** The building owner, Deanna Sauer, has submitted the final documentation including photographs of the new asphalt roof, the receipts, the warrantee for the labour and materials and the Declaration of Completion form (site inspection carried out by Ian Crichton) to complete the CoKHGP grant approved at the March Regular meeting in 2013. The total project cost was \$16,453.50 (including GST).

**MOVED by Ian Crichton SECONDED by Marietta Lightbody:**

**THAT Deanna Sauer be paid the maximum grant of \$5,000 towards the cost of the new asphalt roof on the Buck House located at 469 Park Avenue.**

**Motion Carried.**

**4409 Lakeshore Road, OK Mission Hall (H15-803): Project Completion**

The Ok Mission Hall coordinator (Ok Mission Community Hall Association), Beverly Dawe, has submitted the final documentation including photographs of the roof repairs and the new roof on the front entry, the receipts, the roof warranty on the materials and labour and the Declaration of Completion form (site inspection carried out by Ian Crichton) to complete the CoKHGP grant approved at the April 7, 2015 Regular Meeting. The total project cost was \$1,155 (including GST).

**MOVED by Tracey Read SECONDED by Alasdair Smith:**

**THAT OK Mission Community Hall Association be paid the maximum grant of \$550 towards the cost of the roof repairs and the new roof on the front entry, including a new fascia board, flashing and downpipe on the Ok Mission Hall located at 4409 Lakeshore Road.**

**Motion Carried.**

**845 Lawrence Avenue, George Ritchie House (H14-704) Project Completion:**

The building owner, Gord Sandrin, has submitted the final documentation including photographs of the new paint scheme, the receipts, and the Declaration of Completion form (site inspection carried out by Ian Crichton) to complete the CoKHGP grant approved at the April Regular meeting in 2014. The total project cost was \$10,815 (including GST).

**MOVED by Ian Crichton SECONDED by Birte Decloux:**

**THAT Gord Sandin be paid the maximum grant of \$4,100 towards the cost of the prep and paint on the George Ritchie House located at 845 Lawrence Avenue. Motion Carried.**

**5. Old/Other Business:**

**CoKHGP Year End Report to City Staff/City Council:** The manager sent out the 2014 Annual Report to the planning department (Lauren Sanbrooks) and included the report in the City Council package as part of the CoKHGP presentation during the Heritage Week on February 16, 2015. The CoKHGP committee was sent the report in February 2015.

**CoKHGP Application and Terms of Reference:** A review of the application form (including the program guidelines) was undertaken by planning staff in early 2015. Terms of Reference for the program were also created by planning staff at the same time. Once Council approved continuing the CoKHGP (managed by COHS) in February, these documents were approved, contract signed and the management of the program was able to move forward. The new Terms of Reference are on both the City of Kelowna and COHS websites, along with the heritage grants application form. A mid-year review of the program will take place in June 2015.

**Meeting Dates for 2015:** The following CoKHGP meeting dates were confirmed for 2015: April 7, June 16, September 15 and November 17.

**Annual Mail-out Letter to Heritage Register Building Owners (early March 2015):** Due to this year's requirement for council approval to continue with COHS managing the heritage grants program and the review and creation of the Terms of Reference, the program was delayed until late February. Once this was done, mailing labels, envelopes and copied letters were provided by the city planning department. The labels did include all of the owners' names and mailing addresses. Like in 2014, there was some confusion as all of the owners (and some buildings had many owners) were included (over 275 labels), as well as the labels did not include the name of the heritage building it was associated with. I received a few phone calls from people not sure which building(s) this letter was for. The mail-out also included a page on the last three years of heritage buildings that received a heritage grant, to encourage new applications. There was a good response to the letters, as it did provide an annual reminder of the program with the result of a number of new inquires and applications for the April meeting.

**Site Visit and follow up meeting RE: 339-347 Bernard Ave (Sutherland Store), 267-271 Bernard (Leckie Block) and 375-387 Bernard Ave (Willits-Taylor Drugstore):** Two committee members (Peter Chataway and Randi Fox) and the grants manager met with the project contractor, Al from Glenmore Millworks who did the work on the six windows and the building owners' representative at the Sutherland Store to look at how the window project turned out. Glenmore had retained the window frames (with some repairs) and custom built new double glazed window sashes for each of the six frames. The building owner rep showed the grants group the Leckie Block (wanted to replace the window sashes with new double glazed sashes similar to the Sutherland Store) and the Willits-Taylor building (wanted to eventually repair/replace the windows, do some brick repointing and repair work and paint the fascia's and trims). This meeting was followed up with the two owners of the three buildings, as well as their rep meeting with the program manager to further discuss appropriate options for the repair and maintenance of their heritage buildings. One of the items discussed was replacing the old glass with Pilkington Glazing, which is a single pane but performs like double glazing. The two committee members and the manager gave a brief summary of the site visit and the follow up meeting

**Update on 2139 Pandosy Street (H11-415):** The manager received an update from the homeowner of 2139 Pandosy Street in regards to the problems he had with the prep and paint of his house in 2011/12. The paint began to fail in areas within a couple of months of being completed (after the grant was paid out). The owner contacted the paint company who came out a couple of times over the next year or so until the company stopped returning the calls and repairing the failed areas. The homeowner sent the manager an email about the situation. By the time the April meeting was held, the company (Certa Pro) manager had finally resolved the situation to the satisfaction of the homeowner. *Note: The manager observed the failing paint a couple of months after the project was completed. This paint project is an example of the problems created by: power washing (moisture got into the wood and causing the paint to peel off and bubble) and inadequate prep work (very little scrapping and sanding before painting, therefore the paint did not properly adhere to the surface).*

**Changes to Kelowna Heritage Register:** The manager updated the committee on two changes to the Kelowna Heritage Register in March 2015. 343 Christleton Avenue, Binger Residence, was removed from the heritage register at the request of the homeowner and was supported by city staff and approved by city council. The former Joyce Hostel, 455 Park Avenue, was added to the heritage register at the request of the homeowner. The homeowner had undertaken research on the building, including historic photos that established that the building had heritage value. As the CHC is not meeting, due to the Heritage Review Advisory Committee (HRAC) reviewing heritage management in Kelowna at this time, council gave city staff the ability to recommend changes to the heritage register.

## **6. Awareness and Education:**

**Heritage Week February 16-22, 2015 (Main Street, At the Heart of the Community) Events:** During Heritage Week, there were a number of events that included the heritage grants committee. These events were briefly discussed by the committee.

These events included:

**Heritage Kick off Breakfast on Monday, Feb 16:** The annual breakfast was attended by a couple of the heritage grants committee members, including the manager. Information on the heritage grants program was included in the COHS display.

**Council Presentation on Monday, Feb 16:** Peter Chataway, heritage grants committee member, gave a power point presentation on the 2014 projects funded by the program. Peter also thanked council for their continued support of heritage in Kelowna. City councilors had an opportunity to comment or ask questions about the program. The presentation was well-attended by committee members.

**COHS AGM and Heritage Awards Presentation on Wednesday, Feb 18:** Information on the CoKHGP was included in the COHS display at the heritage society's AGM. This was to raise awareness of heritage grants in Kelowna and inform the membership of COHS's many different heritage activities in the community.



**ATTACHMENT 2: CoKHGP Grant Application Evaluation MATRIX**

**CoKHGP Grant Application Evaluation MATRIX**

*To determine if the Project qualifies for a Heritage Grant and strength of application*

Name of Building:

Address:

Application File #:

Date:

Summary of Scope of Project:

Attach SOS

	YES	NO	N/A	Justification/Explanation	Notes
Listed on Kelowna Heritage Register					
Designated Heritage Site (protection level)					
Type of Property: -Residential -Commercial -Industrial -Institutional/Schools -Religious/Churches -Rural/Barns					
Two Quotes for similar work <i>*Note: if only one quote submitted, then justification needed</i>					
Project not Started <i>Note: If work has begun/completed then case by case consideration</i>					
Exterior Maintenance: New Paint -Prep (scrapping & sanding, NO Power Washing) -Material Repair -Heritage Colour Scheme (True Colours) -Existing Colour Scheme -High Quality Paint -Impact on CDE					
Exterior Maintenance: Roof -Replacement/Repair -Materials (original or compatible/accepted new materials) -Colour -High Quality Roof Materials -Impact on CDE -Roof Inspection when completed (proposed) -Labour & Material Warrantee					



<p>Project Scope:  Conservation of Exterior Bldg Elements  -Material repair (replacement only if not repairable)  -Impact on CDE  -On CDE same materials  -Compatible new materials  -Level of Intervention</p>					
<p>Project Scope:  Stabilization/Foundation Repairs/Replacement  Material repair (replacement only if not repairable)  -Impact on CDE  -On CDE same materials  -Compatible new materials  -Level of Intervention</p>					
<p>Is this project part of a larger project (either at this time or in near future)  -Conservation Plan included</p>					
<p>Community Benefit of Project</p>					
<p>Quotes Submitted (before taxes)  #1  #2  <i>Note: Are they quoting on similar work; Are the quotes similar in cost? Generally the amount awarded is based on the low bid, unless there is a reason for basing it on a higher quote.</i></p>					
<p>Does Proposed Project qualify for Grant?</p>					
<p>25% to 50%  (\$5,000 max or \$10,000 for designated heritage)</p>					
<p>Comments/Notes</p>					