

CITY of KELOWNA HERITAGE GRANTS PROGRAM

Tuesday March 29, 2016

COHS Office: #11 – 368 Industrial Avenue

@ 3:00-6:00pm

Regular Meeting Minutes

In Attendance: Peter Chataway, Ian Crichton, Shona Harrison (COHS rep), Randi Fox & Lorri Dauncey (CoKHGP manager)

Regrets: Julie Cosgrave, Marietta Lightbody, Tracey Read, Birte Decloux, Alasdair Smith

Recorded by: Lorri Dauncey

1. Call to Order: Shona Harrison chaired the meeting for Julie Cosgrave, heritage grants committee chairperson, who was unable to attend.

Note: A minimum of three people were needed for a quorum, which was reached.

2. Ben Lee: The committee took time to remember Ben Lee, who had passed the week prior to the meeting. Ben was an original committee member of the CoKHGP. Ben was also on the previous Kelowna Heritage Foundation that preceded the current program.

3. Review Minutes of November 17th, 2015:

MOVED by Peter Chataway, SECONDED by Ian Crichton

THAT the Minutes of the CoKHGP Regular Meeting on November 17th, 2015 be adopted as circulated.
Motion Carried.

3. Conflict of Interest: REVIEW POLICY

Shona Harrison read the COHS Conflict of Interest Policy to the committee. Approximately every two years the COHS policy, which was adopted by the committee when formed in 2008, is reviewed by the CoKHGP committee. The policy was deemed to be still working for the committee.

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

1875 Richter Avenue (H15-812): Shona Harrison is the owner of this 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 2016 (Refer to: Attachment 1)* to advise the committee on the amount of grant money available for distribution for the four 2016 meetings. At the beginning of 2016, with the \$35,000 annual city allotment and the \$14,855.14 rollover money, a **total of \$49,855.14 was available for grant distribution.**

There were many new and on-going inquiries about the heritage grant program and about heritage buildings in general since the beginning of the year. There are a number of people who are considering

applying for funding. The program received seven (7) new applications, one (1) request to modify a grant (to increase the grant amount) and four (4) project completions for consideration for the March 29, 2016 meeting.

It should be noted, that even though the number of applications and grant requests in 2015 exceeded the grant money available at the start of 2015, a large amount of grant money was returned to the program in savings and in rescinded grants, leaving a significant rollover of money for 2016. This strong continued interest in the program can be partially attributed to the annual mail-out to heritage register building owners and 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.

1931 Abbott St, Treadgold House (H16-901): The homeowners, Rob and Benigna Cummings, submitted an application for a grant towards a new asphalt shingle roof on the Treadgold House located at 1931 Abbott Street. The new roof includes removal of the old roof shingles and the addition of new sheathing. The homeowners chose a half-tone weather-wood coloured fiberglass laminated shingle for the new roof. This shingle colour is similar to the original wood cedar shingles that would have been on this house. The committee approved a grant for the replacement of the roof

MOVED by Peter Chataway, SECONDED by Randi Fox

THAT the Treadgold House located at 1931 Abbott St, receive funding for 50% of the cost of the new asphalt shingle roof up to a maximum of \$5,000, based on the low quote of \$12,480 + GST.
Motion Carried.

1922 Abbott St, Fumerton House (H16-902): The homeowner, Jeannette Mergens, submitted an application for a grant towards a new asphalt shingle roof on the Fumerton House located at 1922 Abbott Street. The homeowner chose a similar colour and shingle type as the existing roof. The new roof will have IKO Traditional 3-Tab shingles in Vintage Green. This building received a heritage grant in 2013 for new paint. The committee approved a grant for the replacement of the shingles.

MOVED by Peter Chataway, SECONDED by Ian Crichton

THAT the Fumerton House located at 1922 Abbott St, receive funding for 50% of the cost of the new asphalt shingle roof up to a maximum of \$5,000, based on the low quote of \$11,545 + GST.
Motion Carried

862 Bernard Ave, H.C. Cooper House (H16-903): William Clarke, the homeowner, applied for a grant for assistance towards the repair and new paint for the front verandah stairs, handrails and the ramp decking on the H.C. Cooper House located at 862 Bernard Avenue. In 2008, the house had a Heritage Revitalization Agreement (HRA) created which led to the house's adaptive reuse as the owner's law office. The repairs are fairly minor but it is important to maintain the building. The paint will match the existing colour scheme, which is not part of the True Colour palette. The committee approved a grant for the project.

MOVED by Randi Fox, SECONDED by Ian Crichton:

THAT the H.C. Cooper House, located at 862 Bernard Avenue, receive funding for 50% of the cost of the repair and new paint for the front verandah stairs handrails and area of the ramp decking up to a maximum of \$739 based on the average of the low quotes of \$1,477 plus GST.

Motion Carried.

3285 Reid Road, Reid House (H16-904): The homeowners, Edward and Shirley Schiller, submitted an application for a grant towards the repair and replacement of the damaged eavestrough on the Reid House located at 3285 Reid Road. The eavestrough on the south-west side of the house was damaged in the winter due to the snow build up and icicles. The new eavestrough will match the rest of the house in profile (heritage style) and colour. The committee approved a grant for the new eavestrough.

MOVED by Ian Crichton, SECONDED by Randi Fox

THAT the Reid House located at 3285 Reid Road, receive funding for 50% of the cost of the new eavestrough up to a maximum of \$245, based on the low quote of \$490 + GST.

Motion Carried

815 Bernard Avenue, Winter House (H15-802): Project Completion

The homeowner, Loanne Athans, submitted the final documentation including photographs of the miscellaneous repairs including: rolled roof repairs, prep & paint, repair/replacement of the back stairs, repair of the leaded glass window and cracks on the back door, the receipts and the Declaration of Completion form (site inspection carried out by Ian Crichton) to complete the CoKHGP grant approved at the April 7th Regular Meeting in 2015. The total project cost was \$5,283.39 (including GST). The grant savings of \$1,287 will be returned to the program for redistribution.

MOVED by Peter Chataway SECONDED by Randi Fox:

THAT Loanne Athans be paid the grant of \$2,525 towards the cost of the roof repairs and prep & paint, repair of the back stairs and other miscellaneous repairs on the Winter House located at 815 Bernard Avenue.

Motion Carried.

Note: The grant completion of this project was considered at this point in the meeting in order to determine the amount of grant money left for this building as the homeowner submitted a new grant application for replacement of the roof.

815 Bernard Ave, Winter House (H16-905): Loanne Athans, the homeowner, applied for a grant for assistance towards the new asphalt roof (CDE- "asphalt shingle roofing wrapping onto fascia") on the Winter House located at 815 Bernard Avenue. The homeowner has to replace the current roof as it was found to be in worse condition than thought before the repairs were undertaken. The repairs were a temporary measure. The homeowner researched which shingles could be used in order to maintain the rolled fascia, as the type of shingles on the house are no longer available. The new product (Malarkey Alaskan- a polymer modified 3-Tab asphalt shingle is designed for all-weather flexibility) is similar in appearance to the existing roof and its flexibility will allow the asphalt shingle fascia to be rolled. The roofing company will not replace the roof until the summer in order to have the maximum flexibility of the shingles to prevent cracking during the installation. The roof will be half-tone black, the same colour as the existing roof. This building received a heritage grant in 2015 and won't qualify for the full amount until 2018. The committee approved a grant for the project.

MOVED by Peter Chataway, SECONDED by Ian Crichton:

THAT the Winter House, located at 815 Bernard Avenue, receive funding for 50% of the cost of the new asphalt shingle roof with rolled fascia up to a maximum of \$2,475* based on the mid-quote (using the Malarkey Alaskan shingles) of \$10,700 +GST. Motion Carried.

**Note: this is the remaining amount left of the \$5,000 maximum.*

2124 Pandosy St, Cadder House (H16-906): The strata president, Marie McAlpine, applied for a grant to assist in the prep and painting/staining of select areas of the municipal heritage designated Cadder House located at 2124 Pandosy Street. Similar to the Cadder House project that was previously awarded a heritage grant, only the areas that were deteriorating are being repainted or restained. These areas include: the west & south gables and two dormers; the front stairs & handrails; and the rear fire escape landings and handrails. The colours submitted for each of the areas affected, match the existing colour scheme and were chosen from the Benjamin Moore True Colour and heritage palette. The committee approved the grant based on the high quote as it was felt that this quote included a proper amount of prep work as well as the application of two coats of paint/stain. The owners were reminded that power washing is not appropriate or allowed for a heritage building. Cadder House received a heritage grant in 2013 for prep and paint in the areas that were required at that time. The committee approved a grant for the paint project.

MOVED by Ian Crichton, SECONDED by Peter Chataway,

THAT the designated Cadder House, located at 2124 Pandosy Street, receive funding for 50% of the cost of the prep and painting of the select areas of the building in the submitted colour scheme (to match the existing heritage colours) up to a maximum of \$5,495, based on the high-quote of \$10,990 + GST. Motion Carried.

806 Bernard Ave, Hughes House (H16-907): The homeowners, Marguerite and Clark Berry, applied for a grant to assist in the prep and painting of the exterior of the municipal heritage designated Hughes House located at 806 Bernard Avenue. The homeowners submitted a colour scheme similar to the existing colours on the house. However, as this is a designated building, the committee felt that the colour scheme should be chosen from the True Colour palette. As well, an early photograph of the house indicates the window sashes were painted a dark colour which is typical for the age of the building. (Note: window sashes on houses built prior to the late 1920s were almost always painted a dark colour using a glossy paint) The committee highly recommended that the trims be painted a medium colour, instead of the dark green submitted, so that the sashes (not part of this project) can be painted a dark colour in the future, which is more in keeping with the style of this important designated building. The committee felt that a minimum of two coats of paint on the stucco and trims is required and that power washing is not appropriate or allowed as part of the prep for a heritage building. The committee decided that the cost of the scaffolding (the homeowner had estimated this cost in the application) would not be included in the grant as thought that scaffolding was likely not required. If scaffolding was needed, then the paint companies should have included this in their quotes. The committee approved a grant for the project based on the above points.

MOVED by Randi Fox, SECONDED by Ian Crichton:

THAT the Hughes House located at 806 Bernard Avenue, receive funding for 50% of the cost of the prep and painting of the exterior of the building up to a maximum of \$4,950, based on the low-quote of \$9,900 + GST. Motion Carried.

1875 Richter Ave, Thompson House (H15-812) Request to Modify: The building owner, Shona Harrison, submitted a request to modify the original grant approval to increase the grant amount to include the installation of the two sets of wood windows in the kitchen of the Thompson House approved at the November 2015 meeting. The amount of the installation was \$4,000 + GST. The homeowner had not submitted quotes for the installation of the windows with the grant application. As the project was completed prior to the modification request, the committee did not feel that it could justify modifying the grant amount after the windows were installed. This would prevent setting a precedent and a perceived potential conflict as the program policy is not to modify approval amounts after the project is complete. The committee did not approve the request to increase the grant amount.

MOVED by Randi Fox SECONDED by Ian Crichton:

THAT the approved grant (H15-812) for the four new traditional wood windows NOT be modified to include the installation cost (increase in grant amount) after it had been completed. **Motion Carried**

Note: Shona Harrison removed herself from deliberations as she is the building owner.

1875 Richter Ave, Thompson House (H15-812) Project Completion: The building owner, Shona Harrison, submitted the final documentation including photographs of the four new traditional windows (sashes, frames and storms), the receipts and the Declaration of Completion form (site inspection carried out by Ian Crichton) to complete the CoKHGP grant approved at the November 17th Regular meeting in 2015. The total project cost was \$9,488 (including tax).

MOVED by Randi Fox SECONDED by Ian Crichton:

THAT Shona Harrison be paid the maximum grant of \$2,325 towards the cost of the sets of new traditional wood windows on the Thompson House located at 1875 Richter Street. **Motion Carried.**

Note: Shona Harrison removed herself from deliberations as she is the building owner.

267-271 Bernard, Leckie Block (H15-806) Project Completion: The building owner, Dutchcad BIL Investments Ltd, submitted the final documentation including photographs of the repaired and modified (for new double glazing) nine second-story window frames and sashes, the receipts and materials and the Declaration of Completion form (site inspection carried out by Ian Crichton) to complete the CoKHGP grant approved at the June 16th Regular meeting in 2015. The total project cost was \$15,040.20 (including tax).

MOVED by Peter Chataway SECONDED by Randi Fox:

THAT Dutchcad BIL Investments Ltd be paid the maximum grant of \$5,000 towards the cost of the repair and modification for double glazing of the nine second-story windows on the Leckie Block (east side) located at 267-271 Bernard Avenue. **Motion Carried.**

375-387 Bernard, Willits-Taylor Drug Store (H15-807) Project Completion: Dutchcad BIL Investments Ltd, the building owner, submitted the final documentation including photographs of the repair and repointing of the exterior brick work and the prep and painting of the wood window frames and sashes and the cornices and trims, the receipts and the Declaration of Completion form (site inspection carried out by Ian Crichton) to complete the CoKHGP grant approved at the June 16th Regular meeting in 2015.

The total project cost was \$9,062.01 including GST. The grant savings of \$1,009 (of the modified \$5,000 approved) will be returned to the program for redistribution.

Note: the amount paid is based on the original grant approval of \$4,105 as the concrete window sill was not repaired (approved grant modification increased to \$5,000). The committee recommended that the old wiring be retained, therefore removal was not part of the grant approval and was not included.

MOVED by Ian Crichton SECONDED by Randi Fox:

THAT Dutchcad BIL. Investments Ltd be paid the grant of \$3,991 towards the repair and repointing of the exterior brick work and the prep and painting of the wood window frames and sashes as well as the cornices and trims on the Willits-Taylor Drug Store located at 375 - 387 Bernard Avenue.
Motion Carried.

Heritage Buildings Questions for the Committee:

4617-4619 Lakeshore Road, St. Andrews Church: The manager has discussed what an appropriate colour scheme would be for St. Andrews Church with the church's building committee and brought this matter to the committee for its recommendation. The congregation has raised money to paint the church and many of the members wanted to paint the church a modern bright white with dark brown Tudor revival details. This is similar to the current colour of the building. As the church is an important community heritage building, the committee felt that the building should be repainted using the Benjamin Moore True Colour palette. The committee recommended that a cream or ivory colour (i.e. VC-1 Oxford Ivory) would be a more appropriate colour as early buildings (pre 1920s) were not painted bright white.

2124 Pandosy Street, Cadder House: The strata president of Cadder House want to know if the committee would consider an application for a new peripheral drainage system (switching from a dry rock pit to a structural storage tank using modern materials). The basement (partially due to the Mill Creek flood plain level) has flooded and the owners are hoping that this will prevent future floods. This is not something usually funded by the program, but as this affects the foundation, the committee decided that they would consider an application as long as it includes a **Geo-Technical Report** that recommends that this new system will best solve the water drainage issues.

792 Lawrence Avenue: The homeowner is interested in painting her house using the True Colour palette. She wanted to know if there are any houses in Kelowna that have ivory or cream colours on the body. The manager let the homeowner know that Reid Hall (attached to the Benvoulin Heritage Church) is painted with VC-1 (Oxford Ivory). The manager asked if any of the committee members knew of other houses painted using these colours. Unfortunately, no one had any additional houses to pass on as examples.

5. Old/Other Business:

CoKHGP Year End Report 2015 to City Staff/City Council: The manager sent out the 2015 Annual Report to the planning department (Laura Bentley) and included the report in the City Council package as part of the CoKHGP presentation on February 15, 2016 during Heritage Week. The CoKHGP committee also received a copy of the report.

CoKHGP Application and Terms of Reference: This is the second year that the new application form (including the program guidelines) and Terms of Reference will be used since the update in the spring of 2015. The 2016 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.

Meeting Dates for 2016: The following CoKHGP meeting dates were confirmed for 2016: March 29, June 21, September 20 and November 15.

Annual Mail-out Letter to Heritage Register Building Owners (early March 2016): Since February 2015 the program has experienced delays in the distribution of the annual mail-out to property owners. The current process requires City council approval which is not received till the grants presentation is given – typically the third week in February. Once approval was received, mailing labels, envelopes and copies of the annual letter were provided by the City of Kelowna Planning department. The labels included **all** of the owner’s names and mailing addresses. As in previous years this causes some confusion. (i.e. about 275 labels-for 220 properties). In order to encourage new applications, the mail-out included a page of buildings that had received a heritage grant in the past three years. There was a good response to the letter. It provides an annual reminder of the program. Results include an increase in inquiries and applications for the March 2016 meeting.

Update on the Heritage Advisory Committee (HAC) & Heritage Review phase 3 (Heritage Council): The manager updated the committee on the new HAC (revised Community Heritage Committee), including her appointment to this new committee. An orientation meeting was held in March with the first committee meeting to take place in April.

6. Awareness and Education:

Heritage Week February 15 – 21 2016 (Distinctive Destinations: Experience Historic Places): The manager gave a brief update on the events held during heritage week. The COHS Heritage Awards were presented at a special luncheon at the historic Laurel Packinghouse. This event was attended by the manager and several committee members.

COKHGP Presentation to City Council, February 15, 2016: Julie Cosgrave, heritage grants committee chair, gave a power point presentation on the 2015 projects funded by the program. Julie thanked council for their continued support of heritage in Kelowna. City councilors had an opportunity to comment or ask questions. The presentation was well-attended by committee members. Council approved continuing the CoKHGP (managed by COHS) at this meeting.

Heritage BC Conference: PlaceMaking: Where Arts and Heritage Collide (Granville Island, May 5-7 2016): Heritage BC is partnering with ArtsBC this year to host an exciting and innovative conference that will explore the role of the arts and heritage in forming and sustaining ‘places’. The Heritage BC conference is being moved from the fall to the spring.

Next Meeting: June 21, 2016

ATTACHMENT 1: CITY of KELOWNA HERITAGE GRANTS PROGRAM GRANT MONEY AVAILABLE FOR 2016

\$14,855.14	TOTAL 2016 Rollover (grant savings/rescinded grants, Bank Interest & Rewards)
\$35,000.00	Annual Heritage Grant Money Allotment from the City of Kelowna
+\$49,855.14	TOTAL GRANT MONEY TO BE ALLOCATED IN 2016