



COMMITTEE MINUTES

**KINGSVILLE MUNICIPAL HERITAGE ADVISORY COMMITTEE
TUESDAY, FEBRUARY 7, 2023 at 6:00 P.M.
KINGSVILLE ARENA COMPLEX
2ND FLOOR, ROOM B
1741 JASPERSON DRIVE, KINGSVILLE**

A. CALL TO ORDER

George Robinson, Manager of Planning, called the Meeting to order at 6:00 p.m. with the following Members in attendance:

MEMBERS OF MUNICIPAL HERITAGE ADVISORY COMMITTEE:

Councillor Sheri Lowrie
Jeffrey Robinson
Carolyn Smith
Stacey Jones
Steve Allman Jr.

MEMBERS OF ADMINISTRATION:

Manager of Planning, George Robinson
Town Planner, Sarah Campbell
Recording Secretary, Angelina Pannunzio

B. DISCLOSURE OF PECUNIARY INTEREST

George Robinson, Manager of Planning, reminded the Committee members in attendance that any declaration is to be made prior to each item being discussed and to identify the nature of the conflict, if any, as the agenda items come forward.

C. HERITAGE ADVISORY COMMITTEE APPOINTMENTS

George Robinson, Manager of Planning, relayed to the Committee that due to this being the first meeting of the new term, the Committee is required to elect a Chair, and called for nomination.

Councillor Sheri Lowrie nominated Jeffrey Robinson as Chair

MHC-01-2023 *Moved by Steve Allman Jr., seconded by Stacey Jones, that Jeffrey Robinson be nominated as Chair*

CARRIED

George Robinson, Manager of Planning, relayed to the Committee that due to this being the first meeting of the new term, the Committee is required to elect a Vice-Chair, and called for nomination.

Steve Allman Jr. nominated Stacey Jones as Vice-Chair

MHC-02-2023 *Moved by Councillor Sheri Lowrie, seconded by Jeffrey Robinson, that Stacey Jones be nominated as Vice-Chair*

CARRIED



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D. PRESENTATIONS

1. S. Campbell, Town Planner – Report to Heritage Advisory Committee
RE: Application for In Ground Pool by Carol Sitler, 2 Mill Street West
PT LT 1 N/S MILL ST W, 2 N/S MILL ST W PL 184-185 AS IN R1475570, with
supporting appendices.

Sarah Campbell, Town Planner, presented her report dated January 19, 2023 to provide details regarding a proposal for lands located on the northwest corner of Mill Street and Division Street South. The subject property contains a heritage building, known as the Canfield-Hellems House, designated by By-Law 92-2008. The applicant is proposing an in-ground pool in the rear-yard. The Committee commented that there were no heritage concerns.

MHC-03-2023 *Moved by Jeffrey Robinson, seconded by Stacey Jones, that the Committee has no heritage objections to the proposal for the property municipally known as 2 Mill Street West, and that the Committee recommends to Council of the Corporation of the Town of Kingsville that an in-ground pool be approved.*

CARRIED

2. Sarah Campbell, Town Planner – Report to Heritage Advisory Committee
RE: Application for Exterior Changes by Abby Jakob, 30 Main Street East,
LT 5 N/S MAIN ST E PL 184-185, with supporting appendices.

Sarah Campbell, Town Planner, presented her report dated January 19, 2023 to provide details regarding a proposal for lands located on the North side of Main Street East. The subject property contains a heritage structure, known as The Old Fire Hall, designated by By-Law 126-2018. The applicant is proposing exterior changes, consisting of a new sign, lighting, and a pergola fronting on Main Street East.

Committee Member Jeffrey Robinson questioned whether modernizing the look of the building would affect the heritage aspect and offered discussion as to how it could be preserved.

Councillor Sheri Lowrie suggested that the proposal would allow for a better view of the building's original features.

Committee Member Steve Allman Jr. recommended that the selection and placement of hardware, lighting, colour choice, font choice, and materials for the sign and pergola could preserve the heritage characteristics while improving the building's aesthetic.

MHC-04-2023 *Moved by Stacey Jones, seconded by Jeffrey Robinson, that the Committee can support the proposal for the property municipally known as 30 Main Street East, and that the Committee recommends to Council*



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of the Corporation of the Town of Kingsville that exterior changes be approved, subject to the following recommendations:

- i. The applicant choose a historical font from the time period, or similar font to the original sign for The Old Fire Hall*
- ii. The applicant incorporate appropriate hardware and lighting into the pergola, and that "gooseneck lighting" fixtures are encouraged*
- iii. The applicant select architectural corbels, comparable to the arts and craft style, to support the pergola*

CARRIED

E. NEW BUSINESS

1. Review the Local Boards and Committees Terms of Reference, 2023

George Robinson, Manager of Planning, summarized the Local Boards and Committees Terms of Reference, 2023, which outlines the types of boards and committees, the procedures surrounding appointments of members and staff, and the general process of meetings. Mr. Robinson requested the Committee review and become familiar with the document, which was approved by Council January 9, 2023.

2. Brief Presentation of Procedures and Roles of Committee and Administration

George Robinson, Manager of Planning, delivered a brief presentation, which outlined the roles of Committee and Administration.

3. Discuss and Confirm Tentative Meeting Schedule for Heritage Advisory Committee

George Robinson, Manager of Planning, noted that during the first meeting of a new term, the newly appointed Committee must establish a regular meeting schedule by motion. Mr. Robinson suggested that, to avoid scheduling conflict with scheduled Business Improvement Area (BIA) Meetings, meetings shall occur on the first Tuesday of each month.

MHC-05-2023

Moved by Carolyn Smith, seconded by Steve Allman Jr., that the Committee conduct meetings on the first Tuesday of each month, at 6:00 p.m.

CARRIED

F. MINUTES OF THE PREVIOUS MEETINGS

1. Kingsville Municipal Heritage Advisory Committee Meeting Minutes, dated September 27, 2022.



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MHC-06-2023

Moved by Jeffrey Robinson, seconded by Councillor Sheri Lowrie, that the minutes of the Kingsville Municipal Heritage Advisory Committee Meeting, dated September 27, 2022 be adopted.

CARRIED

G. NEXT MEETING DATE

The next meeting of the Heritage Advisory Committee shall be March 7th, 2023.

H. ADJOURNMENT

MHC-07-2023

Moved by Stacey Jones, seconded by Jeffrey Robinson, to adjourn this meeting at 7:11 p.m.

CARRIED

CHAIR, Jeffrey Robinson

STAFF LIAISON, Sarah Campbell