



# City of Surrey

## Heritage Advisory Commission

### Minutes

Executive Boardroom  
City Hall  
14245 - 56 Avenue  
Surrey, B.C.  
WEDNESDAY, NOVEMBER 19, 2003  
Time: 9:08 a.m.

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#### **Present:**

B. Paton - Chair  
A. Clegg  
C. Dragomir  
R. Fuller  
A. Lonneberg  
T. Menu  
A. Stewart

#### **Absent:**

D. Bowyer  
R. Cammack  
Councillor Higginbotham

#### **Staff Present:**

A. Kopystynski, Planning & Development  
K. Rendek, Planning & Development  
O. Croy, Parks, Recreation & Culture  
B. Sommer, Parks, Recreation & Culture  
J. Boan, Engineering (11:05 a.m.)  
K. Miller, Legislative Services

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## **A. ADOPTION OF MINUTES**

### **1. Heritage Advisory Commission Minutes - October 29, 2003.**

It was Moved by Commissioner Dragomir  
Seconded by Commissioner Stewart  
That the minutes of the Heritage Advisory  
Commission meeting held on October 29, 2003, be adopted.  
Carried

## **B. DELEGATION**

## **C. CORPORATE REPORTS**

### **3. PARKS AND RECREATION**

#### **(a) Storyboards – Review of Progress**

The Manager, Heritage Services provided a report relative to the costs in staff time to liaise with community groups and design the storyboards, including pre-production and installation.

Commission has a current inventory of ten community heritage storyboard signs. These may grow at an annual rate of four per year plus developer funded sign production. B. Sommer informed Commission that this inventory carries a liability factor related to loss of damage requiring repair or replacement. It was suggested that Commission consider an annual modest budget to take care of the costs that may be associated with the storyboard signs. B. Sommer continued with a breakdown of costs in developing and designing storyboards.

There followed a general discussion relative to variables in the design, production and maintenance of storyboards in conjunction with the current inventory.

Commission was requested to review information provided on the four current storyboards, and provide direction accordingly.

It was noted that the work effort of the Manager, Heritage Services will continue to be complementary within this project to maximize support contribution equivalent (over the year) to one week. This effort includes liaising with storyboard authors, writing, editing and advising on layout, installation siting and liaison and unveiling support. On the basis of five hours of design, layout and production work per sign, the Commission would require a budget of \$400 per sign which would offset the payroll cost in Heritage Services.

It was Moved by Commissioner Fuller  
Seconded by Commissioner Clegg  
That the Heritage Advisory Commission include within its Reserve for Future Expenditures a line item of \$1,500 per year up to a maximum of \$6,000, to fund maintenance, upkeep and replacement of the community heritage storyboards.  
Carried

It was Moved by Commissioner Dragomir  
Seconded by Commissioner Stewart  
That on an annual basis commencing in 2003, that the Heritage Advisory Commission include a line item with the current budget of \$400 per year per storyboard to fund the development and design of storyboards.  
Carried

The Manager, Heritage Services then distributed draft texts of the storyboards for 2004:

- 1) Norwegian Heritage, South Westminster
- 2) Historic Bridgeview
- 3) Railway History, Sullivan
- 4) Historic Sullivan

There followed a review of the respective texts, and revisions were made accordingly.

The final version of texts will be provided at the December 2003 HAC meeting for information purposes only. D. Bowyer will liaise with the community groups relative to times and dates of the storyboard unveilings.

**(b) Western Red Cedar Stump (By-law No. 8131)**

The Manager of Parks was in attendance to provide information relative to the above heritage feature. The stump is located behind a fence on a small city lot of approximately 60 square metres.

In the past, the stump was a popular attraction for tour bus operators, although this activity appears to be declining. There are no visible signs that explain the heritage significance of the stump, and to most people, the stump would seem to be on private property.

The gate through the fence is presently not accessible due to mechanical failure. The stump is in a state of decay and is collapsing under its own weight, thereby diminishing its heritage value and presenting a risk to public safety.

The Manager of Parks presented the following three options for the preservation and maintenance of the stump:

- 1) **Budget Requirement: \$500.** Provide simple signage at the site that interprets the heritage value of the stump, and which warns the public of the dangers associated with entering the heritage site. In this option, the natural vegetation would be allowed to grow around the stump, the stump would be allowed to decay as it would in a natural setting and the gate would be locked. *(This option can be funded by the Parks Division immediately).*
- 2) **Budget Requirement: \$1,500.** Clear the existing vegetation from around the stump in order that the visiting public may view it more easily. Provide simple interpretive signs at the site. Repair the broken access gate. Jack the fallen portions of the stump back into its original configuration and install a short-term solution of simple steel braces that may cause some damage to the stump. *(This option will meet the minimum goals of preserving this heritage asset and provide simple interpretation for the public. This work could be funded by the Parks Division in early 2004).*
- 3) **Budget Requirement: \$6,600.** As in Option 2, however would involve installing an independent freestanding support structure within the existing stump, thereby providing maximum capacity for the stump to retain its form while being entirely safe for the visiting public. This would require constructing formwork for a concrete base, installing a concrete footing for a structural steel column, erecting and assembling the fabricated structure on site. Install a community heritage storyboard to interpret the history of logging on this site. *(This is the optimum option to meet heritage goals and public safety goals, and would require funding allocated by the HAC).*
- 4) **Budget Requirement: \$1,200.** An annual maintenance of the stump be undertaken to preserve this heritage asset, to ensure that the site is maintained to City standards, and for safety purposes. Such a maintenance program, should include, but not be limited to:

- Monthly inspection;
- Litter clean-up;
- Vegetation control and de-mossing as required; and
- Removal of graffiti and repair to other vandalism of the storyboard, fence, signs, gate and the stump itself.

It was suggested that Commission consider a recommendation to Council, requesting authorization of the provision of funds from the HAC budget to assist in the preservation of the stump.

It was Moved by Commissioner Fuller  
Seconded by Commissioner Dragomir  
That the Heritage Advisory Commission (HAC) receive the report from the Manager of Parks, regarding the Western Red Cedar Stump and recommends to Council that funding in the amount not to exceed \$7,000 be authorized from the HAC budget for the installation of an independent freestanding support structure within the existing stump, thereby providing maximum capacity for the stump to retain its form while being entirely safe for the visiting public. Further requirements include constructing formwork for a concrete base, installing a concrete footing for a structural steel column, erecting and assembling the fabricated structure on site, and the installation of a community heritage storyboard to interpret the history of logging on this site.

Carried

It was Moved by Commissioner Clegg  
Seconded by Commissioner Fuller  
That the Heritage Advisory Commission (HAC) recommends to Council that the costs of relocating the fence surrounding the Western Red Cedar Stump be referred to staff for costs estimates and recommendations on appropriate heritage fencing styles gate.

Carried

O. Croy withdrew from the meeting at 10:30 a.m.

C. Dragomir left the meeting at 10:30 a.m.

The agenda was then varied.

**1. PLANNING & DEVELOPMENT**

**(b) Development Application No. 7903-0171-00  
16811 – 60 Avenue, and 6056 – 168 Street (Boothroyd House)**

Commission reviewed the memorandum from the Manager, Area Planning and Development of November 10, 2003.

Commissioner Dragomir returned to the meeting at 10:32 a.m.

This proposal involves rezoning a site to allow for a townhouse complex while retaining the Boothroyd House to be re-used for commercial use and to be protected under a Heritage Revitalization Agreement.

Commissioner Menun left the meeting at 10:33 a.m. and returned at 10:36 a.m.

The Conservation Plan forming part of the Heritage Revitalization Agreement is intended to protect and encourage the conservation and enhancement of the heritage character of the exterior and construction method of the Boothroyd House. It outlines the landscaping, interior and exterior architectural and construction elements to be preserved and specifies several alterations for restoration purposes.

Commission reviewed the Heritage Evaluation Worksheet and noted that the ratings in each category were very high.

The Manager, Heritage Services withdrew from the meeting at 10:45 a.m.

The Senior Planner reviewed the character defining elements of the exterior and structure, including the simple two-storey volume, cedar roofing, windows, doors, front porch and unique construction of log and ballon framing. As for the interior, he noted that it would be desirable to retain the following character defining elements:

- Floor boards, wood detailing and trims, including baseboard with finial features;
- Doors and windows, including hardware and door knobs; and
- Stair newel posts and handrail (excluding later balusters).

There followed a discussion relative to which types of commercial uses would be complementary with the heritage character of the Boothroyd House.

The Chair felt that certain commercial businesses would be not appropriate for the area, and that Commission should have some input into what businesses are permitted.

Commission was then requested to provide suggestions about the types of commercial uses it deemed acceptable, however the Chair requested an opportunity to review the draft CD by-law and the development permit application. The Senior Planner explained that the CD Bylaw is a land use control and not a heritage protection instrument, and that development permits are not normally available this early in the development review process. There followed a review of the proposed uses in the draft CD by-law. The Chair expressed that heritage concerns were not adequately considered.

The Chair requested that this item be forwarded to the December HAC meeting, at which time landscaping, interior condition and permitted uses be further reviewed.

It was  
Moved by Commissioner Dragomir  
Seconded by Commissioner Stewart  
That the Heritage Advisory Commission (HAC) recommends to the General Manager, Planning and Development that Development Permit Application No. 7903-0171-00 be returned to the HAC with additional information provided regarding permitted commercial uses, signage design, wheel chair access, protection of interior of the Boothroyd House, owner/resident requirement, permitted community services, cedar roofing material and hardi-plank, and penalties and/or bond requirements against developers for non-compliance.

Carried

The meeting recessed at 11:30 a.m. and reconvened at 11:44 a.m. with the same members in attendance.

It was  
Moved by Commissioner Fuller  
Seconded by Commissioner Dragomir  
That the Heritage Advisory Commission rescind the above recommendation regarding the Boothroyd House.

Carried

It was Moved by Commissioner Dragomir  
Seconded by Commissioner Stewart  
That the Heritage Advisory Commission recommends to the General Manager, Planning and Development that for the Boothroyd House, cedar shake materials be used for the roofing, preferably wood siding, alternatively, smooth, painted hardi-plank would be acceptable.

Carried

It was Moved by Commissioner Dragomir  
Seconded by Commissioner Clegg  
That the Heritage Advisory Commission recommends to the General Manager, Planning and Development that the Heritage Conservation Plan include the following:

- 1) Guidelines to ensure heritage signage design;
- 2) Original interior portion of the House is to be protected; and
- 3) Sensitive incorporation of wheelchair and other Building Code requirements into the exterior character of the building.

And further, That the BC Heritage Trust Standards apply to all aspects of the conservation of the building.

Carried

It was Moved by Commissioner A. Stewart  
Seconded by Commissioner A. Clegg  
That the Heritage Advisory Commission recommends to the General Manager, Planning and Development that in order to ensure the uses of the building are in keeping with the intended character of the Boothroyd House and the community, that the uses in the CD by-law be limited accordingly, and that the HAC requests an opportunity to further review the CD by-law prior to receipt by Council.

Carried

**(a) South Westminster Heritage Tour**

Commission reviewed the memorandum of October 8, 2003 from the City Architect, with heritage evaluation sheets for the Olsen House, Martin Wilkes House, and Robert Kennedy House.

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It was Moved by Commissioner Clegg  
Seconded by Commissioner Dragomir  
That the Heritage Advisory Commission  
receive the report from the City Architect.  
Carried

**c) Tree Planting (13548 Crescent Road)**

Commission reviewed the memorandum of November 12, 2003, and the supplementary information provided, and considered recommendation(s) to the General Manager, Planning and Development.

Staff suggested that the following four criteria be considered and approved by Commission, as general guidelines for the planting of trees, shrubs and other plantings on the boulevard along Crescent Road, in accordance with the intent of *Surrey Municipal Heritage Site Designation By-law No. 7716*.

- 1) Maintain and augment the existing mature landscaping, mainly of Western Red Cedar, Douglas Fir, and Big-Leaf Maple trees;
- 2) New plantings are to include trees, shrubs and ground covers with a 70% mix of indigenous plant materials with a variety of heights;
- 3) Use a naturalistic planting pattern in keeping with the rural country character, and avoid repetitive, linear tree planting, landscaping or hedging along the corridor; and
- 4) Landscaping planted along properties bordering the corridor should soften the appearance of fences and walls on private property.

There followed a general discussion relative to the proposed types of plants, and the lack of landscaping at guardrails along the boulevard.

It was Moved by Commissioner Clegg  
Seconded by Commissioner Fuller  
That the Heritage Advisory Commission  
recommends to the General Manager, Planning and Development that the property owners along Crescent Road be notified of the Tree Planting Program, and that the following four criteria be used as general guidelines for the planting of trees, shrubs and other plantings on the boulevard along Crescent Road, in accordance with the intent of *Surrey Municipal Heritage Site Designation By-law No. 7716*.

- 1) Maintain and augment the existing mature landscaping, mainly of Western Red Cedar, Douglas Fir, Big-Leaf Maple trees and Dogwoods;
- 2) New plantings are to include trees, shrubs and ground covers with a 70% mix of indigenous plant materials with a variety of heights;

- 3) Use a naturalistic planting pattern in keeping with the rural country character, and avoid repetitive, linear tree planting, landscaping or hedging along the corridor; and
- 4) Landscaping planted along properties bordering the corridor should soften the appearance of fences and walls on private property.

Carried

**(d) Outstanding Items**

Commission reviewed the memorandum of November 10, 2003. Commission was then requested to review the attached, and provide direction accordingly.

**i) Status of "Heritage Tree" in Crescent Beach**

The City Landscape Architect advised that the subject tree located at 2963 McBride Avenue is not recommended for the Significant Tree List.

**ii) English Oaks – 16350 – 14 Avenue**

Address corrections have been made to the Significant Tree List.

**iii) Gillis House "G" on Widow's Balcony**

The Developer has confirmed that the "G" has been returned.

**(e) Plaquing of Heritage Buildings in Cloverdale**

Commission reviewed the memorandum of November 12, 2003. Commission was then requested to consider striking a sub-committee to address type and design of plaques, priority of buildings, timing, and the financial and administrative approaches to be taken.

It was

Moved by Commissioner Clegg  
Seconded by Commissioner Dragomir  
That the Heritage Advisory Commission  
strike a heritage plaquing sub-committee comprising Commissioners  
Clegg, Fuller and Dragomir, to address the funding, maintenance, type,  
design and priority of a plaquing initiative.

Carried

The Senior Planner will arrange a meeting in early 2004 with the above sub-committee and was requested to have samples available of heritage plaques used in other cities. It was suggested that the sub-committee consider which local heritage interest groups be invited to participate on the sub-committee.

**(f) Rock Tree**

Commission reviewed the memorandum of November 12, 2003, and Heritage Evaluation Worksheet.

**(g) Phase 3 Heritage Register Review**

The Senior Planner distributed copies of the advertisement for the Heritage Hunt, and requested that the HAC convene a Special Meeting on November 26, 2003 or an initial working session with the consultant.

Commissioner Lonneberg left the meeting at 12:37 p.m. and returned at 12:40 p.m.

It was	Moved by Commissioner Clegg
	Seconded by Commissioner Stewart
	That the Heritage Advisory Commission
convene a Special Meeting on November 26, 2003 in order to meet with	
the consultant contracted for the Phase 3 Heritage Register Review.	
	<u>Carried</u>

The Administrative Assistant will confirm time and location.

**2. ENGINEERING**

**4. LEGISLATIVE SERVICES**

**(a) Schedule of Meetings 2004**

Commission reviewed the memorandum of November 3, 2003 from Legislative Services. Commission was then requested to review the list of proposed dates, and pass a motion adopting the schedule.

It was	Moved by Commissioner Clegg
	Seconded by Commissioner Fuller
	That the Heritage Advisory Commission
adopt the proposed meeting schedule.	
	<u>Carried</u>

**(b) Fraser Valley Heritage Railway Society  
Membership Renewal – 2004**

Commission was requested to review the attached information and consider adopting a motion to renew the above membership for \$100 for 2004.

It was Moved by Commissioner Menun  
Seconded by Commissioner Fuller  
That the Heritage Advisory Commission  
renew the annual membership to the Fraser Valley Heritage Railway  
Society for \$100.

Carried

**(c) Outstanding Items**

Commission was requested to review the list of outstanding items and provide direction accordingly.

**i) Designation of Trees at Mound Farm**

Commissioner Menun reported that trees will not be removed and will continue to be protected.

**ii) Semiahmoo Trail Designation**

A draft by-law will be forwarded for review and comment.

**iii) Thomas Joseph Brown**

The Administrative Assistant will follow up prior to the next meeting.

**iv) Green Timbers**

The Administrative Assistant will follow up prior to the next meeting.

**(d) Surrey's Stories Submission**

Commission is requested to pass a motion appointing a member to submit a 500-word article to Legislative Services prior to December 5, 2003.

This item was referred to the Chair for review with the Manager, Heritage Services.

**(e) Committee/Commission/Board Appointments**

Commission reviewed the memorandum of November 7, 2003 from the City Clerk. The Administrative Assistant was requested to forward the information to absent members.

There followed a general discussion regarding the appointment process.

**D. CORRESPONDENCE**

**E. INFORMATION ITEMS**

**1. Council Resolutions – November 3, 2003**

Commission reviewed the memorandum of November 4, 2003 from Legislative Services.

**2. National Heritage Trust Fund**

Commission reviewed information regarding the Commercial Heritage Property Incentive Fund (CHPIF).

**F. OTHER COMPETENT BUSINESS**

**G. NEXT MEETING**

The next meeting of the Heritage Advisory Commission is scheduled for November 26, 2003. The Administrative Assistant will confirm the time and location.

**H. ADJOURNMENT**

The Heritage Advisory Commission adjourned at 1:10 p.m.

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Chair