



City of Surrey

Heritage Advisory Commission

Minutes

Executive Boardroom
City Hall
14245 - 56 Avenue
Surrey, B.C.
WEDNESDAY, NOVEMBER 30, 2005
Time: 9:00 a.m.

Present:

Chair – A. Clegg
D. Bowyer
R. Fuller
C. Johnston
H. Lindenbach
J. Monk
M. Stibbs

Absent:

Councillor Higginbotham
D. Bowyer
W. Tracey
S. Sidhu

Staff Present:

A. Kopystynski, Planning & Development
B. Sommer, Parks, Recreation and Culture
K. Swaele, Legislative Services

A. ADOPTION OF MINUTES

1. September 28, 2005

It was Moved by Commissioner Monk
Seconded by Commissioner Lindenbach
That the minutes of the September 28, 2005
meeting be further amended under item B. 2. "Review of the Surrey Tree
Preservation By-law, 1996, No. 12880" by adding:

The Tree Sub-Committee has the opinion that the Tree By-law should include a reference to the existing (1997) E.S.A. study and that a new E.S.A. report should be commissioned by City Council and be attached to the new by-law on its completion, just as the existing Tree Protection By-law No. 12880 shows the E.S.A. (1990) as Addendum 'A' of that by-law.

Carried

2. October 26, 2005

It was Moved by Commissioner Lindenbach
Seconded by Commissioner Stibbs
That the minutes of the Heritage Advisory
Commission of October 26, 2005, be adopted, as circulated.

Carried

B. DELEGATIONS

1. Building Heritage Awareness of Cloverdale

A. Kopystynski, Senior Planner, introduced Mr. Bob Parliament, Community Heritage Officer for the Heritage Branch of the Ministry of Tourism, Sport and the Arts and noted the valuable the work he does to protect heritage throughout the Fraser Valley. The Senior Planner advised that Mr. Parliament has previously spoken to the Commission, most recently regarding Heritage Places Initiative

(HPI) and Statements of Significance. Mr. Kopystynski commented Mr. Parliament was invited by the Commission to attend the meeting regarding heritage planning of Cloverdale as the Heritage Advisory Commission is interested in what can be done to protect and renovate heritage buildings.

Mr. Bob Parliament, Community Heritage Officer for the Heritage Branch, outlined a number of heritage planning tools and examples of their use in various communities in BC. He focused on Heritage Conservation Areas. He noted the approaches used for Heritage Conservation Areas in Port Moody and Victoria, and that Port Moody is undertaking a lengthy public process through community meetings to build understanding and support among property owners.

Mr. Parliament reviewed the other heritage tools such as heritage inventories, plaquing, National Historic Sites, Community Heritage Registers, Statements of Significance, and Heritage Designation bylaws which provide protection so that the property cannot be altered without permission. Mr. Parliament continued:

Mr. Parliament explained the process of issuing a Heritage Alteration Permit and the responsibility of the local government to ensure the rules are applied fairly to all. Mr. Parliament continued:

Commissioner Tracy entered the meeting at 9:20 a.m.

- That a Heritage Conservation Area must be done by bylaw and recognized in the Official Community Plan.
- That each Area includes a schedule of properties and what is subject to protection on each property.
- That the Heritage Conservation Area will have standards and guidelines, either developed specifically for an area or using set standards such as the HPI Standard and Guidelines recognized throughout the country.
- That the Heritage Conservation Bylaw can also list excluded properties or categories of properties not covered by the bylaw.
- That the tool is flexible.
- That there may be a Statement of Significance or heritage character statement for the area.
- That the local government is responsible for a Heritage Conservation Area and must give notice to each property owner included in the bylaw schedule.
- That some issues may be controversial and will generate public discussion.
- That advocacy is needed and property owners who wish to be included should be consulted so that they can contribute to the conservation strategy for their area.
- That properties in Heritage Conservation Areas require a heritage alteration permit before they can be altered, developed or redeveloped.
- That there is temporary protection for heritage properties when an OCP amendment by-law to create a Heritage Conservation Area is introduced by a Council.
- That if there is a public process, most people will be on side by the time the bylaw goes to Council.

- That in Heritage Conservation Areas the streetscape is considered to be very important.
- That some Heritage Conservation Areas can relate to the history of the area and the built environment as well.

As a result of questions, Mr. Parliament commented:

- That any sites listed or protected are not subject to full application of the BC Building Code .
- That the Building Code was not intended to apply current standards to old buildings, therefore it provides for Code equivalencies.
- That people in inspection services do not always know about equivalencies and their alternatives.
- That retaining the services of structural engineers with knowledge in heritage conservation was recommended in assessing heritage buildings.

The Heritage Advisory Commission discussed the value of Heritage Conservation Areas, including that there would probably be value to applying Code equivalencies when renovations are undertaken by owners.

Mr. Parliament noted the process for Heritage Conservation Areas:

- Developing an inventory of heritage buildings or features in a proposed Heritage Conservation Area.
- Public meetings to allow the community to determine what are the heritage values.
- Prepare Statements of Significance for the buildings and the area in general.
- Draft a Heritage Bylaw
- Focus Groups – possible Heritage Advisory Commission sub-committees to review drafts of bylaw and Statements of Significance, review documents that are to be presented at open houses and the bylaw prior to going to Council.
- Possible engagement of a consultant to assist in research and drafting guidelines
- Input from Heritage Advisory Commission and appropriate representation of stakeholders
- Open House to build public consensus on the Heritage Conservation Area.
- Commencing the OCP Bylaw amendment process.
- Holding a Public Hearing.
- Council considers Adoption of the amendment by-law.
- Implementation.

Other matters noted in relation to funding and public awareness, included:

- Publishing the Heritage Conservation Area guidelines.
- Preparation of a walking tour guide could be produced by the City and funded through a grant from Heritage Legacy Fund.
- Obtaining funding from the Community Heritage Planning Program.

Mr. Parliament distributed the following documents:

- Abbott Street and Marshall Street Heritage Conservation Area Development Guidelines (Kelowna).
- City of Chilliwack Building Façade Design Guidelines – Development Permit Areas.
- Listing of British Columbia Heritage Resources Online.
- British Columbia Community Heritage Planning Program.
- British Columbia Community Heritage Planning Program - Guidelines.
- Heritage Conservation Area Designation and Policies – Abbotsford.
- A Heritage Conservation Area Explained.
- Heritage Alteration Permit bulletin.
- Heritage Site Maintenance Standards.
- The City Program – Simon Fraser University – Vancouver.
- Ioco Townsite Heritage Conservation Area Guidelines.
- Heritage Recognition Samples – Plaque, and Statement of Significance.

The meeting recessed at 10:10 a.m. and reconvened at 10:25 a.m.

C. CORPORATE REPORTS

1. PARKS, RECREATION & CULTURE

(a) Museum and Archives

The Manager of Heritage provided a verbal report on the Museum and Archives and noted:

- That the facility opened October 15 and after 2 weeks had 6,200 visitors, which is half of the previous annual attendance.
- That their target for the first full year is 60,000 visitors.
- That school programs started this week and will go until December 18. That they have had much positive feedback on the facility and the Ripley's Believe it or Not collection.
- That the City Archives and Heritage Administration did not move due to renovations required at the 1912 Hall.
- That the Cloverdale seniors did move out of the 1912 Hall and are happy with their new location.
- That the Musuem has hired a new Reference Specialist, Mary Chan, who has a Masters in Archival Studies.

(b) Community Storyboards

The Heritage Manager distributed the second draft of the Community Storyboards and noted they are still to be reviewed by the community partners. There are 4 storyboards for 2006 – The Queen Mary Boulevard Stump (funds from previous year), Green Timbers inaugural planting, Strawberry Hills and Whalley Little League.

The Heritage Manager noted that the unveilings are planned for Heritage Week, except the Whalley Little League, which will be unveiled when they host the Canadian Championships in the summer.

The Heritage Advisory Commission was asked to review the document and provide comments or feedback to to Mary Chan.

2. PLANNING & DEVELOPMENT**(a) Plaque Subcommittee**

The Senior Planner reviewed the background information package identifying heritage sites in Cloverdale and the work done to date concerning installing plaques for heritage buildings and sites in Cloverdale. He briefly reviewed the sites in downtown Cloverdale, Surrey Centre and the 182 Street area that were already designated, on the Surrey Heritage Register or that the Commission had identified and recommended to Council to be added to the Register.

The Senior Planner noted that the Plaque Sub-committee had the opportunity to meet with the Cloverdale BIA and obtained support from them about the concept of placing plaques at heritage sites in the Cloverdale area.

The Heritage Advisory Commission discussed placement of bronze plaques for protected sites.

It was Moved by Commissioner Lindenbach
Seconded by Commissioner Stibbs
That the Heritage Advisory Commission recommend to the General Manager, Planning & Development that bronze plaques be placed on the Guy Richardson House property, and the Boothroyd House property in time for Heritage Week; and

That a letter be sent to the owners of the homes, advising them of the plaquing program, and inviting their input as to wording and location for placement of a plaque on their properties.

Carried

The Heritage Advisory Commission then discussed placement of metal plaquing in Cloverdale and noted:

- That a member of staff and Commission hold another meeting with members of the Cloverdale Business Improvement Association to present the plaquing concept, and proposed locations for metal plaques.
- That the meeting should be followed up with a letter to affected properties, and if possible, minutes from the Cloverdale Business Improvement Association respecting the discussions.
- That the metal plaques can be placed in a shorter time frame as they do not take as long to produce as the bronze plaques.
- That there must be continuity to the plaques, and the format should not be varied.
- That the plaques will have two variables- the site number and the date of the building.
- That an individualized draft of the plaque should be included in a letter to the proposed site, to show what the plaque would look like.
- That if someone wants to elaborate, it could be done in a storyboard form and standard City format, but the City would not pay for that and the City logo could not be used.
- That there should be some security that the plaques are maintained and that some standard methods of mounting the plaques be established by the City, including on the building, on a post or stone in front of the building or other appropriate methods.

It was

Moved by Commissioner Monk
Seconded by Commissioner Lindenbach
That the Heritage Advisory Commission

recommend to the General Manager Planning and Development that staff and a member of Commission meet with the Cloverdale Business Improvement Association to pursue metal plaques on the following properties in the Cloverdale downtown:

Bank of Montreal
Clova Theatre
Dann's Electronics
Highway Garage
Dr. Sinclair House
Ross House
Henry Parr House
Surrey High School (Cloverdale Elementary School)
Cloverdale United Church
Whitely House
James William White House

Carried

(b) Feedham House Heritage Alteration Permit

The Senior Planner submitted a memorandum on the Feedham House Heritage Alteration Permit, 14040 – 32 Avenue. The report noted:

- That Council approved Heritage Revitalization Agreement By-law, 2005, No. 15804 for the Feedham House on October 17, 2005, based on the June 29, 2005 recommendation of the Heritage Advisory Committee.
- That the Feedham House will be placed on a new foundation on a lot about 20 metres east of its existing location, as it is sitting on a proposed commercial development property.
- That the owner would build an accessory building behind the Feedham House to be used as a caretaker residence while the house is renovated and to later be used as a garage, workshop, studio.
- That security will be taken by the City to ensure that the accessory building is converted to a non-residential use once an occupancy permit is issued for the Feedham House.
- That the Heritage Revitalization Agreement describes the character-defining elements and establishes the maintenance requirements to ensure long-term conservation of the Feedham House.
- That the Conservation Plan requires the City Architect ensure the plans for the accessory building are compatible in design with the Feedham house, but it will not have heritage status.
- That a building permit consistent with the Heritage Alteration Permit application is required to be issued before restorations can commence.
- That the applicant must obtain a building permit and ensure proper methods are used in moving the building.

That Heritage Advisory Commission noted the following:

- That proper security be taken to ensure compensation and replacement.
- That any proposed changes to the accessory building be subject to City approval.
- That the Heritage Revitalization Agreement should include the trees that form part of its value and that they will be retained or moved to be beside the house.

B. Sommer left the meeting 11:55 a.m.

In response to comments, the Senior Planner noted the rezoning and development application associated with the commercial development of the site dealt with tree removal and landscaping requirements. The developer agreed to have some of the trees and shrubs transplanted to be near the relocated house. A permit from the Building Division would be needed to allow the Feedham House to be moved to the new foundation. :

It was Moved by Commissioner Lindenbach
Seconded by Commissioner Stibbs
That the Heritage Advisory Commission
advise the General Manager of Planning and Development that it supports issuing
a Heritage Alteration Permit to allow for the restoration of the Feedham House
provided that following concerns are adequately addressed:

1. Replacement and compensation for loss of heritage value if the Feedham House is damaged or destroyed; and
2. Replacement and compensation for loss of heritage value if damage occurs in the process of moving the building; and
3. Assurance that exterior changes to the accessory building are subject to City approval to ensure the accessory building remains complementary to the Feedham house.

Carried

The meeting recessed at 12:12 p.m. and reconvened at 12:25 p.m.

(c) Proposals to Prepare Six Additional Statements of Significance

The Senior Planner submitted a memorandum and copies of proposals to prepare six additional Statements of Significance. The memorandum noted:

- That the Provincial Heritage Branch, with funding from Parks Canada Agency, is prepared to enter a contract with the City to pay for a portion of the cost to prepare six additional Statements of Significance.
- That the Heritage Advisory Commission approved Terms of Reference for this study on October 26, 2005.
- That the Terms of Reference were sent to 7 consultants with two expressions of interest received.
- That the 6 Statements of Significance need to be completed by March 15, 2006 if the City is to secure the \$6000 grant for the study.
- That to save time, interviewing the consultants is not recommended as both are known and have done work for the City.
- That staff recommend that the Commission select one of the two consultants and make this recommendation to Council.

Commission discussed the consultants and noted that both are excellent and have done work for the City in the past.

It was Moved by Commissioner Stibbs
Seconded by Commissioner Fuller
That the Heritage Advisory Commission
recommend to Council that Commonwealth Historic Resource Management Limited be retained to undertake the preparation of six more Statements of Significance.

Carried with Commissioners Tracey, Lindenbach
and Johnston Against

Mr. Parliament noted that in order to ensure a broader response to a call for proposals, a call for proposals should be made in July, subject to funding. This would allow a chance to recommend a number of places that could be placed on the Heritage Register, and to look at a variety of consultants.

It was Moved by Commissioner Lindenbach
Seconded by Commissioner Stibbs
That the Heritage Advisory Commission
recommend to the General Manager Planning & Development that the consultants be thanked for making a submission; and

That a call for proposals for another round of Statements of Significance be included in the work plan and sent out in July with the proviso that they are subject to funding.

Carried

(d) Charlie Perkins Memorial Tree

Memorandum from the Senior Planner advising that the Charlie Perkins Memorial Tree is located within the right-of-way for the No. 1 Highway. The Ministry of Transportation and Highways controls the road corridor, and the tree is identified in Schedule "B" of the Tree Preservation By-law as Significant Tree No. 200, Dead Douglas Fir. The Whalley Legion maintains the tree.

3. ENGINEERING

4. LEGISLATIVE SERVICES

(a) List of 2006 Meeting Dates for approval

Memorandum from the Administrative Assistant recommending that the 2006 meeting dates be accepted as follows:

- January 25
- February 22
- March 29
- April 26
- May 31
- June 28
- July 26 (if necessary)
- August – no meeting
- September 27
- October 25
- November 29
- December – if necessary to be determined.

It was
 Moved by Commissioner Stibbs
 Seconded by Commissioner Fuller
 That the meeting dates for 2006 be accepted.
Carried

D. CORRESPONDENCE

1. Friends of the Semiahmoo Heritage Trail

Letter from Friends of the Semiahmoo Heritage Trail requesting that the unopened road allowance on 22nd Avenue west of 150th Street be designated as part of the Semiahmoo Trail. The request is made to recognize the proximity of the heritage tree plaqued #002, and to retain the walking path which is being maintained by the Parks Department.

Commissioner Monk reviewed the letter, maps and diagrams and noted:

- That where the trail has an additional 10 metre set back beside it is to be retained in its native state, which may or may not be the case on the property noted as undevelopable road.
- That the wooded area to the west is being considered for development, and it is an opportunity to advise Council that if this portion of undevelopable road is transferred to the Semiahmoo Trail, it would result in a 10 metre setback which would prevent building up to the property line.

The Heritage Advisory Commission discussed the unopened road and noted:

- That there is a significant tree there, and the area is maintained by the Parks, Recreation & Culture Department.
- That the point appears to be a good one so that the character of the Trail is maintained
- That perhaps the Semiahmoo Trail policy should be amended to allow for the addition of these types of small properties.
- That the Semiahmoo Trail has a Heritage component and another part of the trail which follows the spirit, and which has been acquired thorough development since the 1980's.
- That consideration should be given to protecting the access from 22nd avenue, as there is restricted access in the area.

It was
 Moved by Commissioner Monk
 Seconded by Commissioner Johnson
 That the Heritage Advisory Commission
 recommend to Council that the unopened road allowance on 22nd Avenue west of 150th Street be designated by By-law as part of the Semiahmoo Trail.
Carried

E. INFORMATION ITEMS

1. Hazelmere United Church – Application for Financial Assistance

Action item from Council meeting November 7, 2005, and letter to Ms. Eleanor D. Thompson, Treasurer, Hazelmere United Church regarding Council's approval of 50% of the cost of gutters and downspouts, pending the application and three quotes for the work.

2. Disposition of Currie Heritage House – ReportR251

Action Item from Council Meeting November 7, 2005, and copy of Report R251. Council accepted Option 2, to market the Currie House at its current location on a lot subdivided out of Claude Harvey Park. This is consistent with the Heritage Advisory Commission recommendation on May 9, 2005.

F. OTHER COMPETENT BUSINESS

(1) Grove of Aspen Trees on the Semiahmoo Trail

Commissioner Monk referred to a grove of Aspen trees located on the Semiahmoo Trail, which is unique because Aspen trees do not grow here. There are Aspen trees on the ground which have rotted and most likely are the first generation.

Commissioner Monk noted that the Friends of the Semiahmoo Trail are looking into the historical value of the trees and hoping to have the research done with the information brought forward in January or February.

(2) Construction Vehicles – Temporary Waterline at the Semiahmoo Trail

Commissioner Monk noted that the Heritage Advisory Commission had agreed that a water line could be placed on the Trail on a temporary basis between 28th and 29th. The water line construction is now occurring and the residents are very upset because small boulders placed to prevent construction vehicles on the Trail have been removed by bulldozers and construction vehicles are accessing the Trail.

The senior planner noted that the permit allowed construction vehicles to access the waterline from 28th Avenue, and if this is a violation of the Heritage Alteration Permit, it should be referred to By-law Enforcement.

It was
Moved by Commissioner Monk
Seconded by Commissioner Tracey
That the Heritage Advisory Commission
recommend that the matter of construction vehicles accessing Semiahmoo Trail
be referred to the Engineering Department to ensure compliance with the Heritage
Alteration Permit.

3. Mound Farm tour

The Heritage Advisory Commission asked that the Senior Planner contact the
Manager of Parks be contacted to arrange a tour of the Mound Farm.

1. Closed Meeting – Section 90 (1) (e)

The Heritage Advisory Commission will be asked to pass a motion to hold a
Closed Meeting in accordance with Section 90 (1) (e)

It was
Moved by Commissioner Stibbs
Seconded by Commissioner Lindenbach
That the regular meeting recess and the
meeting be closed in accordance with Section 90(e) of the *Community Charter*
Carried

2. Motion to allow other person to attend closed meeting

In accordance with Section 91 (2) Commission will be requested to pass a motion
to allow Mr. Bob Parliament, Community Heritage Officer for the Heritage
Branch of the Ministry of Tourism to attend the Closed Meeting.

It was
Moved by Commissioner Monk
Seconded by Commissioner Stibbs
That in accordance with Section 91 (2), Mr.
Bob Parliament, Community Heritage Officer, Heritage Branch, Ministry of
Tourism, Sport and the Arts be allowed to attend the closed meeting, as he will be
able to provide direction on the matter to be considered.
Carried

The Regular meeting reconvened at 2:50 p.m.

G. NEXT MEETING

The Heritage Advisory Commission noted that a meeting in December would not be held
unless called by the Chair, and the next regularly scheduled meeting would be held
January 25, 2006.

H. ADJOURNMENT

It was

meeting do now adjourn.

Moved by Commissioner Stibbs
Seconded by Commissioner Monk
That the Heritage Advisory Commission

Carried

The Heritage Advisory Commission adjourned at 3:00 p.m.

Margaret Jones, City Clerk

A. Clegg Chairperson, Heritage Advisory
Commission