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Office of the City Clerk

**RECEIVED**  
2023/02/10  
(YYYY/MM/DD)  
Ontario Heritage Trust

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February 9, 2023

Via email: [REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Dear [REDACTED]

**Re: Kingston City Council Meeting, February 7, 2023 – Clause 1i of Report Number 18: Received from Heritage Kingston with respect to Application for Heritage Permit – 111 Norman Rogers Drive**

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At the regular meeting on February 7, 2023, Council approved Clause 1i of Report Number 18: Received from Heritage Kingston with respect to Application for Heritage Permit – 111 Norman Rogers Drive:

**That** alterations to the property at 111 Norman Rogers Drive, be approved in accordance with details described in the application (P18-126-2022), which was deemed completed on December 6, 2022 with said alterations to include:

1. Replace the existing metal roof with a standing seam metal roof with 0.2 metre (20-inch) ribs, colour yet to be determined;
2. Replace vent stack flashing and cap, colour to match roof colour/material;
3. Remove most of the non-original chimney, minus one course, and cap the chimney in a colour to match the roof colour/material;
4. Remove existing antenna and associated cables;
5. Replace cupola roofs with copper roofing/flashing/hip roll/drip edge, flashing between cupola base and main roof to match roof colour/material;
6. Reinstate copper finial on cupolas based on historic photographs;

7. Restore the existing cupolas, as needed;
8. Replace cupola louvers, in approximately the same angle as existing, and install water stops to address water infiltration;
9. Replace snow guards, which will be made of metal/aluminum and emulate roof colour;
10. Replace eavestroughs/downspouts with an approximately 0.03 metre (1-inch) wider model to better control run off, colour to match roof;
11. Replace the existing mouldings, like-for-like;
12. Replace wood roll, like-for-like;
13. Repair masonry (potential limited replacements) in line with City's Masonry Policy; and

**That** the approval of the alterations be subject to the following conditions:

1. That the applicant provide photos of the finished cupola cladding/roofing, main roof, moulding, wood roll and masonry works for record purposes;
2. That the existing soffit mouldings, wood roll and cupola louvers be assessed for potential retention and restoration prior to replacement/replication;
3. That the applicant consult heritage services staff on the finalized roofing colour and associated elements prior to finalization/purchase;
4. All masonry works shall be completed in accordance with the City's Policy on Masonry Restoration in Heritage Buildings;
5. Any replacement masonry units shall be sourced to match, as close as possible, in colour, size and profile with the existing;
6. The construction team shall comply with O. Reg 278/05 & O. Reg 490/09 of the Occupational Health and Safety Act;
7. A Tree Removal Permit shall be obtained;
8. A Building Permit shall be obtained, as necessary;
9. Heritage Planning staff shall be circulated the drawings and design specifications tied to the Building Permit application for review and approval to ensure consistency with the scope of the Heritage Permit sought by this application; and
10. Any minor deviations from the submitted plans, which meet the intent of this approval and does not further impact the heritage attributes of the property,

February 9, 2023

shall be delegated to the Director of Heritage Services for review and approval.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'John Bolognone', with a stylized flourish at the end.

John Bolognone  
City Clerk  
/nb

C.C. Kevin Baksh, Ontario Heritage Trust  
Ryan Leary, Heritage Planner