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Office of the City Clerk

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2024/05/09  
(YYYY/MM/DD)  
Ontario Heritage Trust

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May 9, 2024

Via email: [REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]

Dear [REDACTED]

**Re: Kingston City Council Meeting, May 7, 2024 – Clause 2ii of Report Number 47: Received from Kingston Heritage Properties Committee – Application for Ontario Heritage Act Approval – 158 Earl Street**

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At the regular meeting on May 7, 2024, Council approved Clause 2ii of Report Number 47: Received from Kingston Heritage Properties Committee with respect to Application for Ontario Heritage Act Approval – 158 Earl Street:

**That** the alterations at 158 Earl Street, be approved in accordance with the details described in the application (File Number P18-014-2024), which was deemed complete on March 13, 2024, with said application to include the following:

1. The construction of a new shed dormer to the rear roof pitch;
2. The replacement/repair of all windows, using metal-clad wooden windows in a period appropriate style and pattern, where necessary;
3. The recladding of the shed dormers on the front roof pitch with wooden shingles; and
4. The installation of new exterior light adjacent to the main front door; and

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

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The Corporation of the City of Kingston  
216 Ontario Street, Kingston, ON K7L 2Z3  
Phone: (613) 546-4291 extension 1207      cityclerk@cityofkingston.ca

1. A Building Permit(s) shall be obtained, as necessary;
2. 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;
3. Details, including colour(s) of the new windows, wall cladding, roofing, rain gear and lighting shall be submitted to Heritage Planning staff, prior to installation, for review and approval, to ensure they complement the heritage character and attributes of the district;
4. All window works shall be completed in accordance with the City's Policy on Window Renovations in Heritage Buildings;
5. The owners are encouraged to retain and repair, or salvage and donate, any heritage-contributing wooden window noted in the application;
6. The owners are encouraged to retain and incorporate, or salvage and donate, the existing stained-glass transom window in the design of the new front window;
7. Any works that interface with the masonry of the building shall be completed in accordance with the City's Policy on Masonry Restoration in Heritage Buildings; All *Planning Act* applications, including minor variance, shall be completed, as necessary; and
8. Any minor deviations from the submitted plans, which meet the intent of this approval and do not further impact the heritage attributes of the property, shall be delegated to the Director of Heritage Services for review and approval.

Yours sincerely,



Janet Jaynes  
City Clerk  
/nb

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