

**CITY OF COURTENAY HERITAGE ADVISORY COMMISSION  
MINUTES**

**Meeting of the City of Courtenay Heritage Advisory Commission meeting held on November 27<sup>th</sup>, 2022 at 10:00 a.m. at the Courtenay Fire Department Training Room, 650 Cumberland Road**

Present:

|                  |              |                    |          |
|------------------|--------------|--------------------|----------|
| J. Hagen (Chair) | G. Greenhill | J. Fortin          | L. Burns |
| L. Grant         | C. Piercy    | D. Beatson (Staff) |          |

Guests: Andy Gaylor and Bailey Walsh, Planning Staff McElhanney Consulting Services, Courtenay Office

Regrets:

B. Wells (Mayor)                      D. Griffiths

**1. Introduction and Opening Remarks (Chair)**

**2. Addition to Agenda (Chair)**

The Chair advised the HAC that Planning Staff from McElhanney Consulting Services were in attendance to conduct a presentation on preliminary development concept for Sandwick Manor (also known as the Duncan House).

\*The Chair advised the HAC that the presentation would be the first item on the agenda and the regular HAC meeting would resume after the presentation portion of the meeting.

**3. Sandwick Manor (aka the Duncan House)**

Andy Gaylor, Senior Planner with McElhanney Consulting Services conducted a presentation on the proposed development concept for Sandwick Manor (the Duncan House) and advised that the property Owner and Project Architect from WA Architects in Vancouver were in attendance on zoom to answer questions and present portions of the conceptual development plan.

- **PRESENTATION SUMMARY**

The agent discussed the site assessment and condition of the existing dwelling on the site including the site's topography.

The Project Architect highlighted some of the heritage design elements and features incorporated into the proposed five storey multifamily building, including: a gable roofline, hip style roofline, fretwork, horizontal banding, faux stone chimney and slate, horizontal siding, post and beam elements, pilasters mullions and wrap around porches.

Regarding massing it was noted that building facades would be staggered, would include both horizontal and vertical facades, multi paned windows, a varied color palette and large amounts of glazing.

Landscaping is being provided onsite and foundation landscaping will be incorporated into parking areas.

The proposal also features: a cul de sac for fire department to access; an outdoor amenity area; large building setbacks and an indoor amenity space.

The applicant confirmed that they are not able to keep the existing structure and that it would be demolished as part of the development plan.

Parking is a combination of underground and surface parking provided at grade.

The HAC then had an opportunity to ask the Project Architect and Project Planner questions on the concept plan.

HAC Members provided an overview of the history of the Duncan House and provided the following preliminary comments:

The HAC would prefer that the existing structure not be demolished and would prefer the existing structure be retained and incorporated into the development.

The HAC conducted a site visit to the property in May 2022.

The Project Architect expressed an interest in working with the HAC on the proposal and realizes that there is a vast history and community connection to the site.

The Project Architect also noted that the existing building doesn't provide multiple housing units.

The Project Architect thanked the HAC for providing the opportunity to present the concept plan for Sandwich Manor (Duncan House).

The HAC thanked the Architects and Staff from McElhanney for their presentation.

City Staff thanked the HAC for their feedback and comments.

- CITY CLOCKS

In process.

Members discussed design options and location options for the City Clock and reviewed the history of the Clock with City Recreation, Culture and Community Services Staff who attended the meeting.

The clock has been kept in good condition since the 1970's by Public Works Staff at the City.

A meeting was set up between the Chair of the HAC and Recreation, Culture and Community Services Staff to further review the clock location and design options.

- WEDGE OF WOOD FROM PIONEER GRAVE

No further report.

- HERITAGE PANELS UPDATE

No further Report.

The panels are important as they illustrate the history of City Hall before it burned down.

- ANNUAL REPORT

Staff will follow up with Communications Department on if the report has been finalized and report back to the HAC. City Staff will be placing the HAC Annual Report on an upcoming Council agenda in early 2023.

- **SIGNAGE FOR RIVER AND BRIDGE** No further report. The HAC would like to do this as a next Heritage Project in 2023 after City Clocks.
- **HERITAGE BUDGET** The Chair noted that she is looking into the Budget for 2023 with Management and Staff from the City.

**4. New Business**

No new Business.

**5. In-Kind Hours**

A total of 10 hours of in-kind hours are reported.

**6. Next meeting** January, 2023 (TBD) and location (TBD). No meeting will be held in December 2022 over the Christmas Holidays.

**7. Meeting Adjournment** Moved by J. Hagen at 12:15 p.m.

  
Chair