



**City of Kingston  
Report to Heritage Properties Committee  
Report Number HP-26-004**

---

**To:** Chair and Members of Heritage Properties Committee  
**From:** Jennifer Campbell, Commissioner, Community Services  
**Resource Staff:** Kevin Gibbs, Director, Heritage Services  
**Date of Meeting:** March 18, 2026  
**Subject:** Application for Ontario Heritage Act Approval  
**Address:** 54 Wellington Street (P18-1045)  
**File Number:** P18-007-2026

---

**Council Strategic Plan Alignment:**

Theme: Corporate business

Goal: See above

**Executive Summary:**

The subject property at 54 Wellington Street is located on the northwest side on Wellington Street. The property is designated under Part V of the *Ontario Heritage Act* and is included in the Old Sydenham Heritage Conservation District.

An application for alteration under Section 42 of the *Ontario Heritage Act* (P18-007-2026) has been submitted to request approval to create two (2) new window openings on the southwest elevation of the brick residence to accommodate the installation of two wood, 2/2 double-hung sash windows.

This application was deemed complete on February 3, 2026. The *Ontario Heritage Act* provides a maximum of 90 days for Council to render a decision on an application to alter a heritage building under Section 42(4). This timeframe will expire on May 4, 2026.

Upon review of all the submitted materials, as well as applicable policies and legislation, staff recommend approval of the proposed scope of work, subject to the conditions outlined herein.

March 18, 2026

Page 2 of 9

**Recommendation:**

**That** Heritage Properties Committee supports Council's approval of the following:

**That** the application on the property at 54 Wellington Street, be approved in accordance with the details described in the application (P18-007-2026), which was deemed complete on February 3, 2026, with said alterations to include the creation of two new masonry openings with stone sills and brick voussoirs, and the installation of new solid wood, 2/2 double-hung sash windows; and

**That** the approval of the application be subject to the conditions outlined in Exhibit A to Report Number HP-26-004.

March 18, 2026

Page 3 of 9

**Authorizing Signatures:**

ORIGINAL SIGNED BY COMMISSIONER

\_\_\_\_\_  
**Jennifer Campbell,**  
**Commissioner, Community**  
**Services**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

\_\_\_\_\_  
**Lanie Hurdle, Chief**  
**Administrative Officer**

**Consultation with the following Members of the Corporate Management Team:**

Paige Agnew, Commissioner, Growth & Development Services	Not required
Neil Carbone, Commissioner, Corporate & Emergency Services	Not required
David Fell, President & CEO, Utilities Kingston	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required
Jenna Morley, City Solicitor	Not required
Ian Semple, Commissioner, Transportation & Infrastructure Services	Not required

March 18, 2026

Page 4 of 9

**Options/Discussion:****Description of Application/Background**

The subject property is located on the northwest side of Wellington Street, between Gore and Earl Street, in the Old Sydenham Heritage Conservation District (Exhibit B – Context Map and Site Photos). The property comprises the left half of a two-storey, four-bay brick double house, built circa 1855, and divided along the common wall into two separate properties. The property is designated under Part V of the *Ontario Heritage Act*.

The applicant is seeking heritage approval under Section 42 of the *Ontario Heritage Act* (File Number P18-007-2026) to create two new openings in the southwest (side) façade of the brick dwelling to facilitate the installation of two wood, 2/2 double-hung sash windows.

The proposed work includes the creation of two new masonry openings, complete with stone sills and brick voussoirs designed to replicate the detailing of the existing window openings on the building. The new windows will be solid wood, 2/2 double-hung sash units and the exterior trim will be painted in a soft cream tone.

The two proposed window openings differ in size to correspond with the interior spaces they serve and to align with the proportions and configuration of existing windows on the dwelling. The first window, located at the first-floor stairwell landing, will align with the width, proportion and configuration of the existing window directly above, with an approximate opening of 1.52 metres by 1.02 metres (5'0" by 3'4"). The second window, proposed for the first floor living room, will match the scale, proportion and configuration of the existing first-floor window on the front façade (southeast elevation) with an approximate opening of 2.06 metres by 1.14 metres (6'9" by 3'9").

A cover letter, which includes the applicant's long-term plans for all the windows on the dwelling, as well as elevation drawings were submitted with the application and are attached as Exhibit C – Project Details. It is noted that a discrepancy exists among the submitted materials, as several drawings depict proposed 1/1 window units, while one image illustrates proposes 2/2 double-hung sash windows. The applicant has confirmed that the correct and intended configuration for both proposed windows is 2/2 double-hung sash. Submission materials are available online through the Development and Services Hub (DASH) at the following link, [DASH](#), using "Look-up a Specific Address." If there are multiple addresses, search one address at a time. Submission materials may also be found by searching the file number.

This application was deemed complete on February 3, 2026. The *Ontario Heritage Act* provides a maximum of 90 days for Council to render a decision on an application to alter a heritage building under Section 42(4). This timeframe will expire on May 4, 2026.

**Reasons for Designation/Cultural Heritage Value**

The subject property is designated under Part V of the *Ontario Heritage Act* as part of the Old Sydenham Heritage Area Heritage Conservation District (HCD) Plan.

March 18, 2026

Page 5 of 9

The Old Sydenham Property Inventory Evaluation rates this property as “significant” to the District. The Inventory Evaluation expands on the Reasons for Designation with the following:

“The 54-56 Wellington Street building is a simple, 2-storey, 4-bay brick double-house on a stone foundation. The first storey of the building’s façade is separated from the foundation by a smooth ashlar base course. Its main massing has a hipped roof with a common central chimney at its apex. The entrance to each unit is located on the main storey of the structure’s outer bays. Rectangular transoms top each entranceway. Fenestration along the façade consists of 6/6 windows, set on stone sills and topped with brick flat-arches.”

The Property Inventory Evaluation can be found in Exhibit D.

### **Cultural Heritage Analysis**

Staff visited the subject property on February 3, 2026.

The subject property is located within the ‘North to Bagot Sub-Area’ of the Old Sydenham HCD on the northwest side of Wellington Street. Within the Old Sydenham Heritage Area HCD Plan, the ‘North to Bagot Sub-Area’ is described as “the first area of expansion” which contains “a distinctive development pattern and a wide range of building types, materials and ages” (Section 2.3.2).

The list of heritage attributes in the HCD (section 2.2) and those of the ‘North to Bagot’ sub-area (Section 2.3.2) include the “varied ages, styles and types of buildings, with both vernacular and architect-designed examples of over two centuries of architectural styles;” the “closely packed buildings forming a strong street edge”, and having “views of City Park, especially the terminal vista from Wellington Street.” The subject property contributes to the attributes noted above, making it a culturally important part of the District.

Section 2.5 (Designation Goals and Objectives) of the District Plan speaks to the goals and objectives for the HCD, as well as conservation policies and guidelines for heritage resources, including Heritage Buildings, Landscapes and Streetscapes, and Land Use. This application supports the goals as presented in the District Plan, specifically “Supporting and encouraging the conservation and continuing use of the district’s heritage attributes, rather than demolition and replacement” (2.5.1); “Fostering continuing use of heritage buildings” (2.5.2); “Preserving the existing pattern of blocks, streets and lanes” (2.5.3); and “Encouraging alterations and new infill that is compatible with the arrangement, scale, architectural style and materials that constitute the district’s heritage character.” (2.5.4).

Section 5.0 of the District Plan includes direction on alterations and additions in general and more specifically related to managing changes to features such as roofs, windows, cladding and the design of additions on heritage and non-heritage buildings.

Section 5.0 of the District Plan directs one to consider five questions when designing and evaluating a proposed alteration:

March 18, 2026

Page 6 of 9

1. In what way will the proposed alterations affect the overall character of the streetscape of the District?
2. Could the alterations find ways to enhance the heritage character of the District?
3. What will the impacts to the property's heritage attributes be?
4. Can these impacts be minimized through design?
5. If this alteration were commonly applied throughout the District would the cumulative impact be acceptable?

Section 5.2.1 of the District Plan directs one to assess and understand the original appearance and style of the resource when designing new interventions to ensure compatibility with, and minimize impacts to, the contributing heritage value of the resource to the HCD. Section 5.2.1 goes on to recommend that new interventions be modeled on the original in "style, size, proportion and materials, whenever possible." Section 5.3.2 of the District Plan stipulates that new window openings are not to be created on facades visible from the street and to avoid using "white vinyl windows."

The subject property is not individually designated under Part IV of the *Ontario Heritage Act* and therefore does not have property-specific heritage attributes identified in a designating by-law. However, the building contributes to several attributes identified in the District Plan, as noted above. The Property Inventory Evaluation (Exhibit D) in the District Plan mentions the dwellings brick construction and its windows set on stone sills and topped with brick flat arches (voussoirs) as part of its contribution to the HCD.

The southwest elevation, while visible from the public realm, is a secondary façade and does not define the building's primary relationship to the streetscape. The applicant has advised that the dwelling's interior configuration contains split-levels, which limit the amount of natural light within certain interior spaces. The proposed southwest facing windows are intended to improve interior light conditions while maintaining and respecting the traditional size, proportion and detailing of the building's existing window openings.

Although Section 5.3.2 discourages new window openings on elevations visible from the street, the intent of the policy is to protect primary façades and preserve established architectural rhythm, symmetry and streetscape cohesion. In this case, the proposed openings are located on a secondary elevation and do not alter the principal, southeast-facing façade, which defines the building's relationship to the street.

The proposed windows have been carefully designed to align with the width, proportion and configuration of existing openings. The new masonry openings will replicate the existing stone sills and brick flat arches (voussoirs), maintaining the dwellings details. The windows will be solid wood, 2/2 double-hung sash units rather than vinyl or contemporary glazing systems; thereby, reinforcing the traditional material palette of the building and the District.

March 18, 2026

Page 7 of 9

Importantly, the applicant has indicated that these two proposed windows represent the first phase of a broader window restoration strategy, which would involve the replacement of the existing deteriorated 1/1 wood windows with 2/2 wood double-hung sash units to match the currently proposed window designs. While future window replacement is not part of the current approval, this stated intention demonstrates an effort to establish a cohesive and conservation-minded design direction for the building. Any future applications would be reviewed to ensure consistency with the HCD Plan.

Standard 10 of Parks Canada's *Standards and Guidelines for the Conservation of Historic Places in Canada* encourages new interventions to be compatible with, and subordinate to, the historic place, and to respect the scale, proportion, materials and detailing of existing heritage elements. Standard 11 emphasizes that alterations should be physically and visually compatible, while remaining identifiable as new work on close inspection.

Guiding Principle 6 of the Ministry of Citizenship and Multiculturalism's Eight Guiding Principles encourages reversibility, so that new work can be returned to its prior condition if required, and Guiding Principle 7 promotes legibility, ensuring that new interventions are distinguishable from original elements while remaining compatible.

The proposed southwest-facing window openings reflect these principles by carefully matching the size, proportion, materials and detailing of existing window openings, using solid wood 2/2 double-hung sash units and replicating stone sills and brick flat arches (voussoirs). The design preserves the rhythm and visual integrity of the secondary façade, establishes a precedent for a future coordinated restoration of all windows, and ensures that the intervention is compatible.

While the District Plan discourages new openings on elevations visible from the street, staff believe the modest scale, secondary location and historically sympathetic design of the proposed windows balance impacts to the heritage value of the building. Significantly, the alteration will not adversely affect the heritage value of the HCD.

### **Results of Impact Analysis**

The proposed addition of two southwest-facing windows on the secondary façade of the dwelling has been carefully considered, ensuring that the proportions, details and materials align with the character of the existing openings, and remain sympathetic to the character of the dwelling. The location on a secondary elevation, combined with the modest scale and traditional design, ensures that the alteration will not negatively impact the character of the Old Sydenham HCD. The work also contributes to a future coordinated restoration of all windows, supporting a long-term, conservation-minded strategy for the property.

Overall, the proposed windows respect the scale, proportion, materials and detailing of the building, are compatible and maintain legibility as new work. The proposal supports the broader goals of the Old Sydenham HCD Plan. As such, the proposed work will have an acceptable and minimal heritage impact on the District and the Wellington Street streetscape.

March 18, 2026

Page 8 of 9

Heritage Planning staff support the application as it aligns with the goals and objectives of the District Plan and upholds the heritage conservation objectives set out within the City of Kingston's Official Plan, and the direction given by the Provincial Planning Statement, the Ontario heritage Tool Kit, and Parks Canada's Standards and Guidelines for the Conservation of Historic Places in Canada.

### Previous Approvals

P18-078-2025                      Removal of three (3) skylights, infill openings and re-shingle roof.

P18-080-2025                      Install glass pane in front door and paint the door and trim.

### Comments from Department and Agencies

The following internal departments have commented on this application and provided the following comments:

**Building** - The applicant shall obtain a Building Permit. There are no concerns with the glazed openings, as they are within the approved limit. A detailed review will be completed upon receipt of an application for a building permit.

**Engineering** - Development Engineering has no concerns with the provided application. Should municipal property be obstructed at any time during construction, the applicant is required to obtain all necessary permits from Transportation Services. Information regarding applicable permit requirements may be obtained by contacting Transportation Services at [transportation@cityofkingston.ca](mailto:transportation@cityofkingston.ca).

**Utilities Kingston** - Utilities Kingston has no issues or concerns with this application.

### Consultation with Heritage Properties

The Heritage Properties Committee was consulted on this application through the [DASH](#) system.

Three members provided a written response to this application. The Committees' comments have been compiled and attached as Exhibit E.

### Conclusion

Staff recommends approval of the application File Number (P18-007-2026), subject to the conditions outlined in Exhibit A, as there are no objections from a built heritage perspective and no concerns have been raised by internal departments.

### Existing Policy/By-Law:

*Ontario Heritage Act, R.S.O. 1990, C.O. 18 (Province of Ontario)*

March 18, 2026

Page 9 of 9

Ontario Heritage Tool Kit (Ministry of Citizenship and Multiculturalism)

Standards and Guidelines for the Conservation of Historic Places in Canada (Parks Canada)

Old Sydenham Heritage Area Heritage Conservation District

**Notice Provisions:**

Pursuant to Section 42(3) of the *Ontario Heritage Act (OHA)*, notice of receipt of a complete application has been served on the applicant.

**Accessibility Considerations:**

None

**Financial Considerations:**

None

**Contacts:**

Kevin Gibbs, Director, Heritage Services, 613-546-4291 extension 1354

Joel Konrad, Manager, Heritage Planning, Heritage Services, 613-546-4291 extension 3256

Niki Kensit, Intermediate Planner, Heritage Services, 613-546-4291 extension 3219

**Other City of Kingston Staff Consulted:**

None

**Exhibits Attached:**

Exhibit A Conditions of Approval

Exhibit B Context Map and Site Photos

Exhibit C Project Details

Exhibit D Property Inventory Evaluation

Exhibit E Correspondence Received from Heritage Properties Committee

Exhibit F Final Comments from Kingston Heritage Properties Committee

### Conditions of Approval

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

1. A Building Permit shall be obtained, as required;
2. Heritage Services staff shall be circulated the drawings and design specifications tied to the Building Permit application for review and approval to ensure consistency with the Heritage Permit;
3. An Encroachment and/or Temporary Access Permit shall be obtained, where necessary;
4. All window works shall be completed in accordance with the City's Window Policy and Guidelines;
5. All masonry works shall be completed in accordance with the City's Policy on Masonry Restoration in Heritage Buildings;
6. Any replacement masonry units shall be sourced to match, as close as possible, in colour, size and profile with the existing;
7. 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 or District, shall be delegated to the Director of Heritage Services for review and approval.



City of Kingston  
**Neighbourhood Context**  
 Address: 54 Wellington St  
 File Number: P18-007-2026

- Property Boundaries
- Proposed Parcels
- Subject Lands



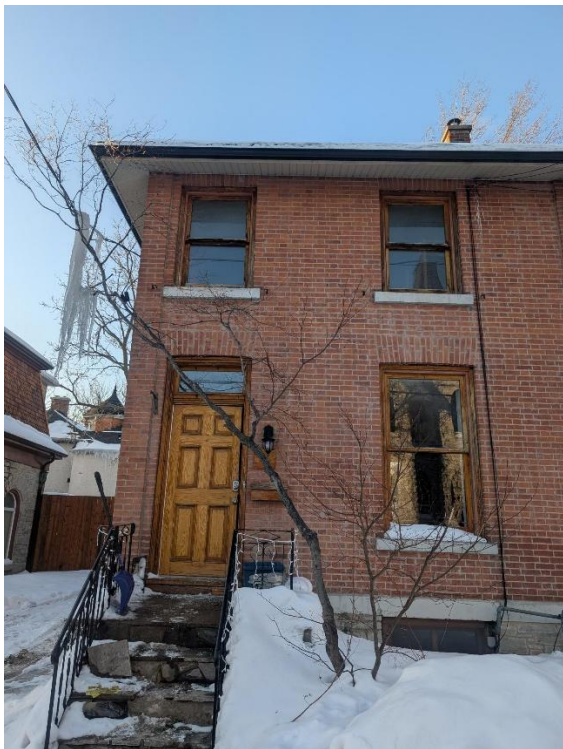
### Site Photos of 54 Wellington Street



Top Image: Southeast (front) façade of 54-56 Wellington Street.

Bottom Left Image: Southeast (front) façade of 54 Wellington Street

Bottom Right Image: The southeast (side) and southwest (front) façades.





Views of the southwest façade where two (2) window openings are proposed

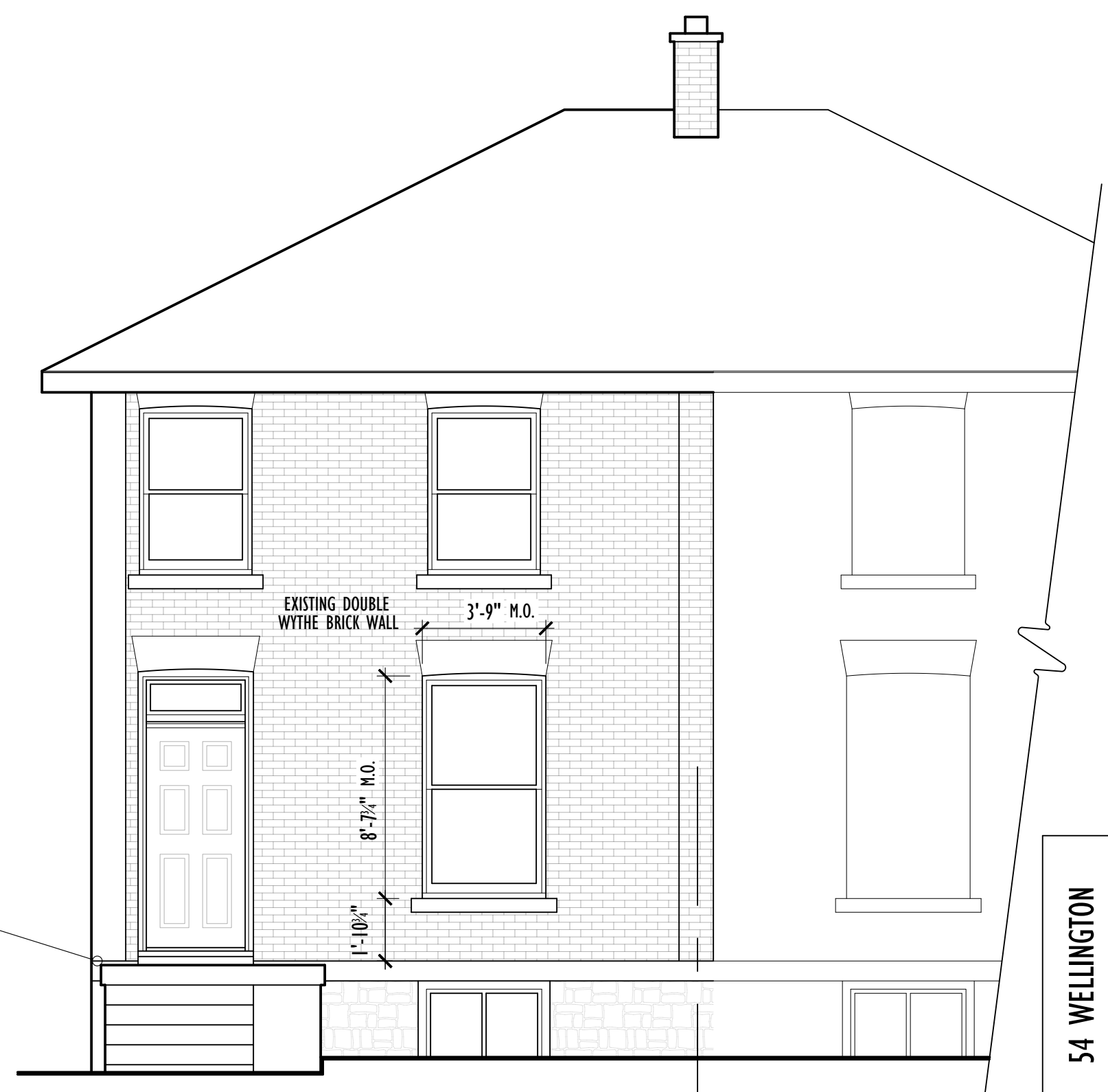
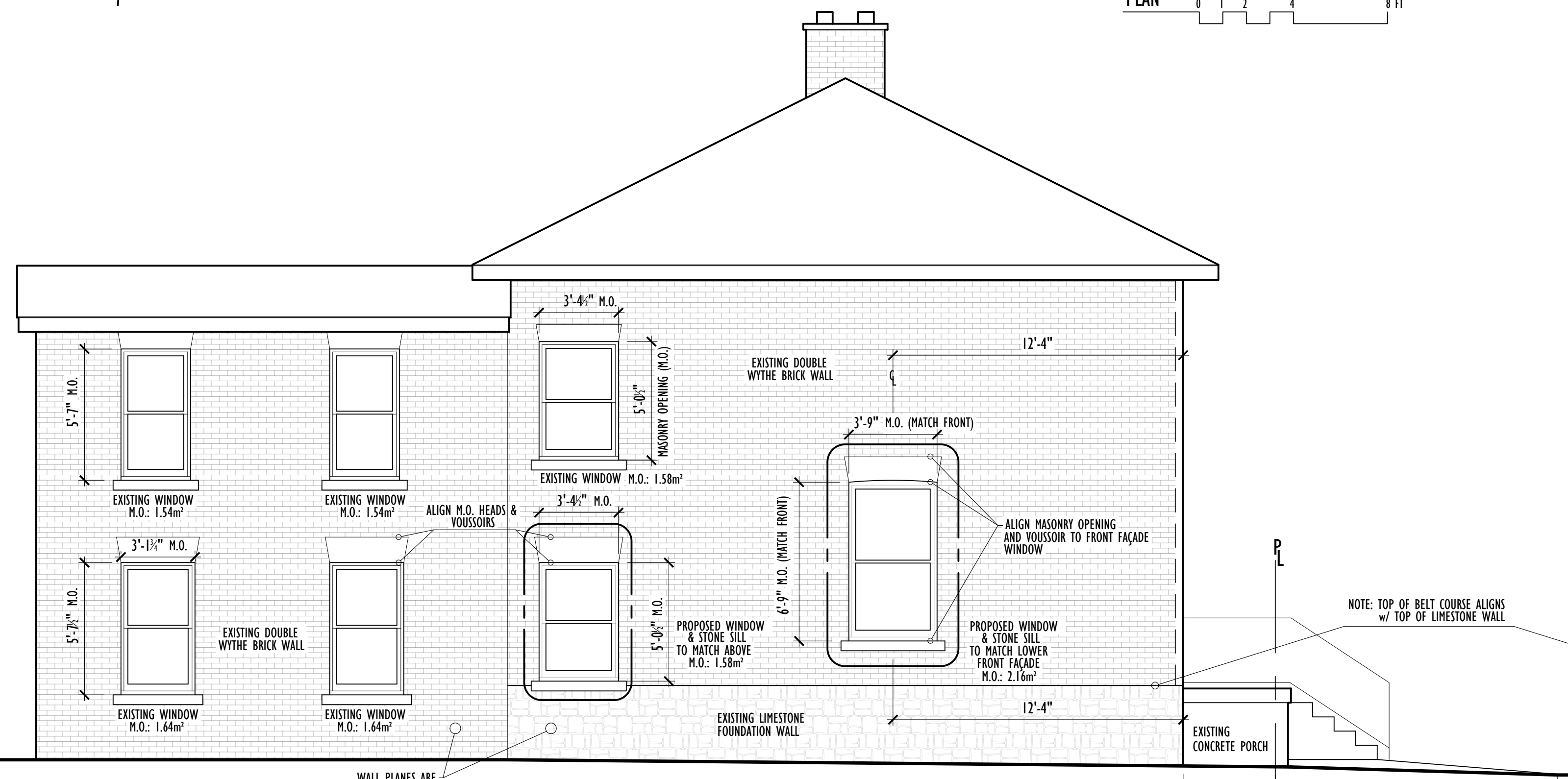
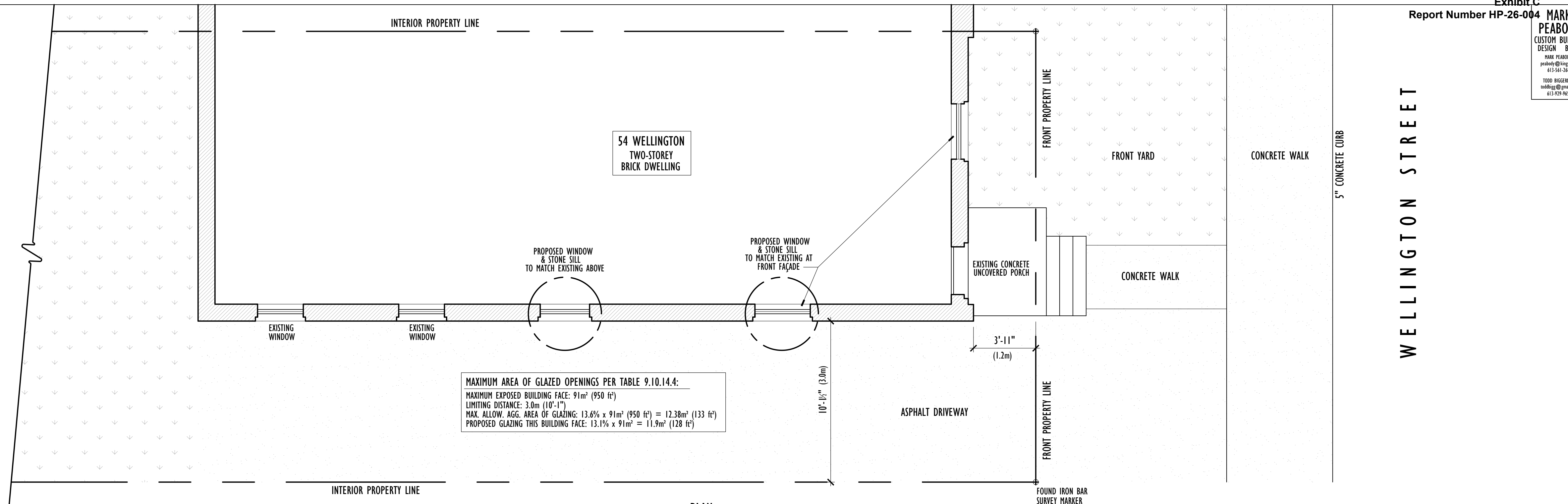




Top Image: Existing main floor window on the southeast (front) façade..

Bottom Image: Existing window on southwest (side) façade. The proposed smaller window opening will be located below this window.



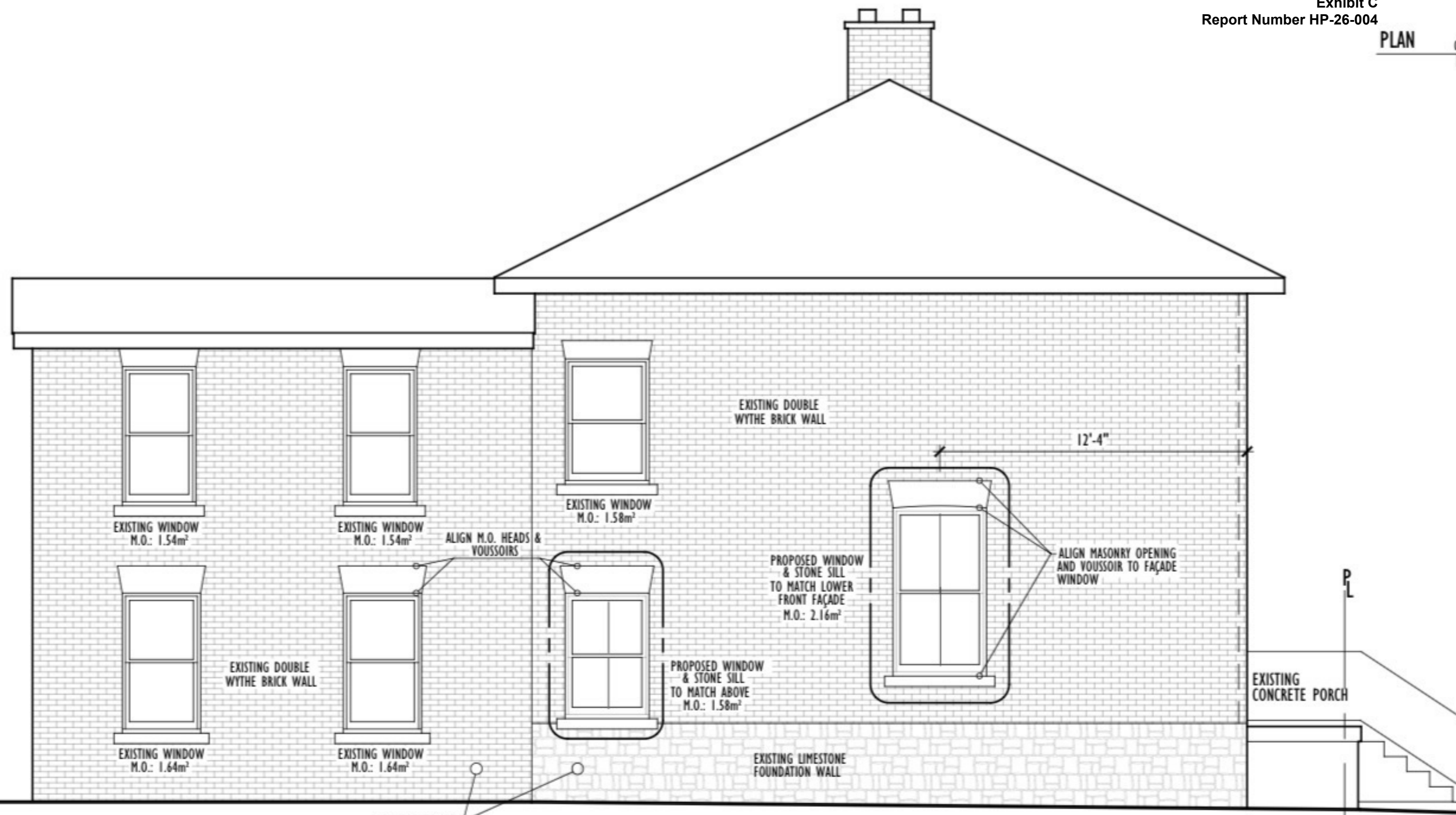


54 WELLINGTON  
WINDOW ADDITION

11 FEB 2026

PLAN  
ELEVATION

A 100

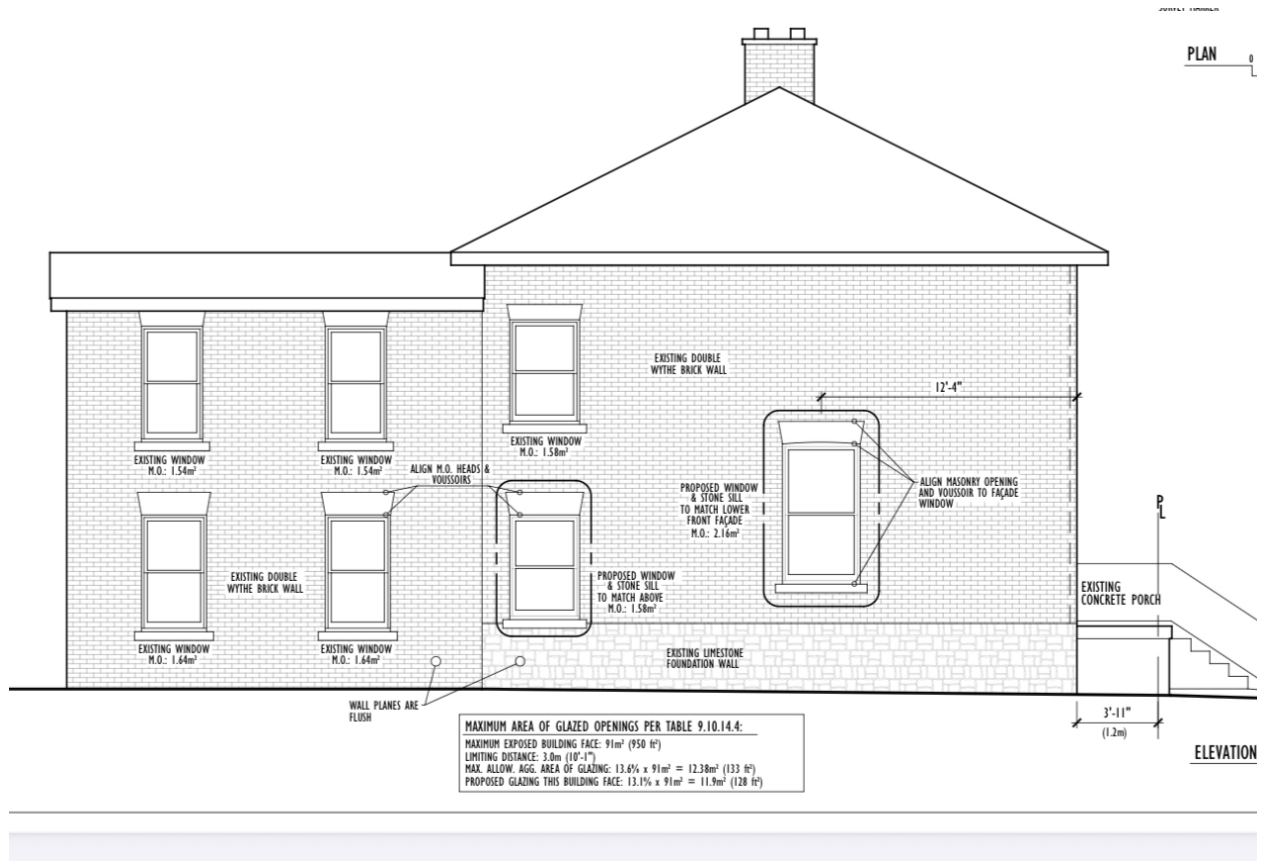


WALL PLANES ARE FLUSH

MAXIMUM AREA OF GLAZED OPENINGS PER TABLE 9.10.14.4:	
MAXIMUM EXPOSED BUILDING FACE:	91m <sup>2</sup> (950 ft <sup>2</sup> )
LIMITING DISTANCE:	3.0m (10'-1")
MAX. ALLOW. AGG. AREA OF GLAZING:	13.6% x 91m <sup>2</sup> = 12.38m <sup>2</sup> (133 ft <sup>2</sup> )
PROPOSED GLAZING THIS BUILDING FACE:	13.1% x 91m <sup>2</sup> = 11.9m <sup>2</sup> (128 ft <sup>2</sup> )

3'-11"  
(1.2m)

ELEVATION



## 54 Wellington Street – West Façade Windows Proposal

Heritage Permit Submission

Property: 54 Wellington Street, Kingston, Ontario

Owner: Heidi Mack

Description of Proposed Work and Window Specification Sheet

January 25th 2026

Personal Statement:

I see myself as a long-term steward of this house on 54 Wellington Street and of its place within the Sydenham Ward. My intention is not only to improve light, comfort, and liveability for me and my family in a house I intend to make my home, but also to do so in a way that strengthens

the building's historic integrity over time. I am investing time, energy and money into a six month revitalization of the house that was in need of a great deal of work.

These two proposed west-facing windows are meant to be careful, respectful additions that fit naturally into the language of the original house and help set a thoughtful standard for future restoration work. I am committed to working collaboratively with City of Kingston Heritage Planning staff to ensure that each step in this process is well considered, historically grounded, and in keeping with the spirit of this neighbourhood.

## Description of Proposed Work and Project Overview

The intention of the addition of two west-facing window openings is to introduce historically appropriate windows that are consistent with mid-19th-century Kingston residential architecture, while also establishing a coherent design standard for the future restoration of all windows on the house. These two windows are conceived not as isolated insertions, but as the first phase of a longer-term, conservation-minded window restoration strategy for the entire building.

The proposed windows have been designed to be sympathetic in form, proportion, materials, and detailing to the original character of the 1856 stone house, while discreetly incorporating modern glazing for improved thermal performance and occupant comfort. Care has been taken to ensure that the new windows reinforce the historic rhythm and visual integrity of the west façade and contribute positively to the architectural legibility of the building within the Sydenham Ward heritage context.

One window is proposed in the first-floor stairwell landing, directly beneath the existing second-floor stairwell window and replicating it in width, proportion, and configuration. Glazing is 1.58 m<sup>2</sup>. The second window is proposed on the west elevation at the first-floor living room and will replicate the existing first-floor window on the front (south-facing) elevation in overall proportion and character. Glazing is 2.1 m<sup>2</sup>. Both windows will feature 2-over-2 (two-over-two) glazing, a brick voussoir, and a limestone sill, consistent with historic window openings on the house. Window head heights and vertical alignment will correspond with existing fenestration to maintain visual continuity. Placement and alignment are as shown on the submitted west elevation drawings by Todd Biggerman, architect.

The two proposed windows are intended to be custom-fabricated by a specialist heritage window manufacturer experienced in historically accurate replication, such as Le Page Millwork or an equivalent Ontario-based heritage window company. They are designed to closely match the proportions, detailing, and visual character of original 19th-century wood windows historically used in the Sydenham Ward, and to serve as the design template for future window replacements throughout the house.

## Heritage Impact and Rationale

The proposed work is understood to be compatible with the heritage attributes of the building and does not introduce new or non-historic design elements. The window design replicates historic openings and uses matching materials and profiles. The work will be undertaken using meticulous building practices by a certified mason with heritage experience (Matt McCarney, Jeff Mckay, Josh Todd are possible masons).

The building's original configuration suggests that additional residential units may have been contemplated at the time of construction on the west side of the duplex and that windows were therefore omitted on that elevation. In this context, west-facing windows would have been consistent with historic residential design practices and functional requirements. The addition of two windows reinforces symmetry, rhythm, and proportional balance on the west elevation while remaining subordinate to the existing architecture. Matching existing window colours (existing windows to be painted the same colour as the new windows) ensures that the new openings are visually integrated with the historic character of the building.

## Precedent within the Sydenham Ward

There is precedent within the Sydenham Ward for the addition of new window openings on heritage properties where the design is compatible with the original building fabric. Notably, at 47 Wellington Street, located directly opposite 54 Wellington Street, approval was granted for the addition of three new west-facing windows and three new east-facing windows. These additions were designed to integrate with the historic character of the building and demonstrate that carefully considered window additions can be accommodated within the heritage framework of the area. (see accompanying photo). There are also other homes in the Sydenham ward with side windows (see photos).

This precedent is understood to support the approach being proposed for 54 Wellington Street, where the intent is similarly to enhance liveability while maintaining architectural coherence and respect for heritage attributes.

## Impact on Heritage Character and Use

The proposed windows are expected to improve interior natural light and aesthetic. The first floor of the house is very dark with only one window south-facing on the main floor. Enhancing liveability supports the continued use and long-term conservation of the building without altering its defining heritage features as it will keep me, the committed old house lover, living in it!

The work is limited in scope and is not expected to negatively impact the building's heritage character or the surrounding streetscape.

A significant distance exists between the adjacent house, as two driveways separate the dwellings, and no privacy impacts are anticipated. The percentage of window glazing is within the City of Kingston's requirements for new glazing (see attached information).

## Conservation Approach

A commitment is held to the conservation and maintenance of this heritage building. The property is currently in deteriorated condition, and the proposed work is seen as part of a broader strategy to stabilize and restore the structure, beautify it, and create an aligned aesthetic with the neighbourhood and heritage context.

The long-term plan is to eventually replace all windows with wooden-framed, 2-over-2 (two-over-two) glazing to match the new windows. All work will be undertaken in a manner that is sympathetic, compatible, and visually consistent with the existing historic fabric of the Sydenham Ward.

## Window Description:

### Window Type

Traditional double-hung sash windows are being proposed. This window type was widely used in mid-19th-century residential construction in Kingston and is historically appropriate for a stone house of this period. The double-hung configuration allows for vertical proportioning consistent with the original architecture and supports a balanced façade composition.

### Frame and Sash Materials

Solid wood frames and sashes will be used. Exterior and interior profiles will replicate traditional mid-19th-century joinery and historic sightlines. Frame and sash members will be narrow and finely proportioned, reflecting historic window construction practices rather than contemporary bulky profiles.

Exterior profiles, sash thickness, and casing details will be milled to replicate historic sections as closely as possible, with the intent of achieving a lightness and delicacy of appearance consistent with period precedents while maintaining durability and long-term serviceability.

### Light Configuration (Pane Pattern)

Both proposed windows will use a 2-over-2 (two-over-two) configuration, consisting of two panes in the upper sash and two panes in the lower sash. This pane pattern is historically appropriate to the mid-19th-century period and aligns with common residential window typologies found in Kingston stone houses of similar age.

The windows will be designed with a true divided-light configuration and narrow muntin profiles appropriate to the period. Depending on manufacturer availability and consultation with City of Kingston Heritage Planning staff, applied muntins with internal spacer bars may alternatively be used; in all cases, the intent is to preserve the appearance of true divided-sash construction.

## Glazing

Insulated double-pane glazing units will be incorporated for improved thermal performance. A Low-E coating will be used to enhance energy efficiency while maintaining visual clarity. The glazing will be clear, with no tint or reflective finish, in order to preserve the historic appearance of traditional window glass.

For improved energy performance while preserving heritage appearance, low-profile glass and warm-edge spacers will be used, set into traditional wood sashes so that exterior sightlines remain historically accurate.

## Exterior Trim and Casing

Simple, traditional wood profiles appropriate to mid-19th-century construction will be used for exterior trim and casing. Proportions and detailing will be based on historic trim profiles typical of Kingston stone houses of this period. The proposed wood trim is not intended to match the existing circa-1980 window trim, which is non-historic in profile and proportion. Instead, the trim is intended to establish a historically appropriate standard for the building that will be followed in future window replacements. The trim will receive a painted finish.

Brick voussoir above, and limestone sill below the window will replicate exactly what exists on the other house windows.

## Window Locations, Sizes, and Alignment (see architectural drawings)

### **Window A — First-Floor Stairwell Window (West Façade):**

Glazing area of **1.58 m<sup>2</sup>**.

This window matches the existing upper stairwell window in width and overall proportion.

### **Window B — First-Floor Living-Room Window (West Façade):**

Glazing area of **2.1 m<sup>2</sup>**.

This window is sized and proportioned to replicate the existing first-floor front (south-facing) window.

Window A is a smaller first-floor window located in the stairwell and is vertically aligned directly beneath the existing second-floor stairwell window. It has been matched to the upper stairwell window in width, proportion, but will have a 2-over-2 configuration. This vertical alignment reinforces the architectural logic of the façade and restores a visually coherent window stack. Placement and alignment are as shown on the submitted west elevation drawing.

Window B is located in the first-floor entrance way/living space and is sized and proportioned to the front facade Kitchen window. It is designed as a 2-over-2 wood double-hung sash window. This window is not intended to match the existing circa-1980 windows, which are non-historic in style and proportion, and instead serves as the design template for long-term replacement of all windows in the house.

### **Colour and Finish**

The proposed exterior window colour is Benjamin Moore “Acadia White” (OC-38), a soft heritage cream that is historically appropriate and visually compatible with a mid-19th-century stone house. Final colour selection will be confirmed in consultation with City of Kingston Heritage Planning staff, with neighbourhood context within the Sydenham Ward reviewed prior to final approval.

The exterior finish will be painted, and the interior finish will be coordinated with existing interior trim. The existing front door colour is Benjamin Moore “Burgundy” (HC-182), and the final window colour will be selected to complement this door colour and the overall heritage character of the house.

### **Integration With Existing Windows**

The existing windows in the house date from approximately 1980 and are 1-over-1 (one-over-one) double-hung windows that are not historically accurate in style, proportion, or detailing. As a conservation-minded interim measure, refurbishment of these windows is planned for the summer of 2026 rather than replacement at this time.

This refurbishment will include scraping and sanding, minor repairs as required, and priming and repainting. The intent is to visually align the existing 1-over-1 windows as closely as possible with the new heritage-style 2-over-2 wood windows while deferring full replacement until financially feasible.

## Long-Term Restoration Intent

The long-term objective is to replace all existing windows in the house with traditional 2-over-2 wood double-hung sash windows that match the design of the two proposed west-façade windows. Over the next few years, the remaining windows are expected to be restored or upgraded in a consistent, historically appropriate manner using the same heritage window profile, materials, proportions, and detailing.

Due to financial constraints, full window replacement is not feasible at this time. The two proposed west-facing windows are therefore intended to improve interior light and functionality, restore historically appropriate window proportions and patterns on the west façade, and establish a consistent design template for future replacements.

**54-56 WELLINGTON STREET****Built: c. 1855****Rating: S**

This building appears on Brosius' 1875 map. It is likely the same building as that depicted on Innes' map of 1865. A building also appears at this location on Gibbs' map of 1850. But its setback, and an apparent northeast projection toward the street, makes an identification with the later structure inconclusive. An 1855 mortgage from the Kingston Permanent Building Society, by builder Samuel Phippen who owned the property at that time, is more likely related to the construction of this double-house.

The 54-56 Wellington Street building is a simple, 2-storey, 4-bay brick double-house on a stone foundation. The first storey of the building's façade is separated from the foundation by a smooth ashlar base course. Its main massing has a hipped roof with a common central chimney at its apex. The entrance to each unit is located on the main storey of the structure's outer bays. Rectangular transoms top each entranceway. Fenestration along the façade consists of 6/6 windows, set on stone sills and topped by brick flat-arches.

# Kingston Heritage Properties Committee

## Summary of Input from Technical Review Process

P18-007-2026

Committee Member	Comments Enclosed	No Comments Provided	No Response Received
Councillor Glenn			X
Councillor Oosterhof			X
Jennifer Demitor			X
Gunnar Heissler			X
Alexander Legnini			X
Bob Mayo		X	
Peter Gower	X		
Ann Stevens	X		
Don Taylor	X		



where history and innovation thrive

Website: [www.cityofkingston.ca](http://www.cityofkingston.ca)

TTY: Dial 613-546-4889

---

Date:	January 30, 2026
Form:	Heritage Properties Committee Reviewer Form
Reviewer Name:	Peter Gower
Application Type:	Heritage Permit
File Number:	<a href="#">P18-007-2026</a>
Property Address:	54 WELLINGTON ST

---

#### Description of Proposal:

The subject property is designated under Part V of the Ontario Heritage Act and is within the Old Sydenham Heritage Conservation District. The applicant is seeking heritage approval to create two new window openings in the west façade of the residence and to install two new wood, 2/2 double-hung sash windows.

One window is proposed at the first-floor stairwell landing. This opening will match the width, proportion, and configuration of the existing window directly above and will have a masonry opening area of approximately 1.58 m<sup>2</sup>. The second, larger window is proposed in the first floor living room. This window will match the scale, proportion, and configuration of the existing first-floor window on the south (front) façade and will have a masonry opening area of approximately 2.16 m<sup>2</sup>. Both proposed windows will be solid wood construction and will include stone sills consistent with those found on all existing windows on the residence. The new window openings will also feature brick voussoirs to match the detailing of the existing façade. Exterior window trim will be painted Benjamin Moore "Acadia White," a soft cream tone compatible with the historic character of the building.

PLEASE NOTE: a discrepancy exists between the submitted drawings, as one set illustrates 1/1 windows while another shows 2/2 windows, the correct and proposed configuration for both windows is 2/2 double-hung sash. Revised elevation drawings reflecting the correct window configuration have been provided and titled "Revised Elevation Drawing".

This project represents the first phase of the applicant's long-term window restoration plan for the property. Detailed elevation drawings and plans illustrating the proposed window sizes, locations, and architectural detailing have been submitted as part of this application and uploaded to DASH.

#### Comments for Consideration on the Application:

I have no concerns over this application.

#### Recommended Conditions for the Application:

None.



where history and innovation thrive

Website: [www.cityofkingston.ca](http://www.cityofkingston.ca)

TTY: Dial 613-546-4889

---

Date:	February 2, 2026
Form:	Heritage Properties Committee Reviewer Form
Reviewer Name:	Ann Stevens
Application Type:	Heritage Permit
File Number:	<a href="#">P18-007-2026</a>
Property Address:	54 WELLINGTON ST

---

#### Description of Proposal:

The subject property is designated under Part V of the Ontario Heritage Act and is within the Old Sydenham Heritage Conservation District. The applicant is seeking heritage approval to create two new window openings in the west façade of the residence and to install two new wood, 2/2 double-hung sash windows.

One window is proposed at the first-floor stairwell landing. This opening will match the width, proportion, and configuration of the existing window directly above and will have a masonry opening area of approximately 1.58 m<sup>2</sup>. The second, larger window is proposed in the first floor living room. This window will match the scale, proportion, and configuration of the existing first-floor window on the south (front) façade and will have a masonry opening area of approximately 2.16 m<sup>2</sup>. Both proposed windows will be solid wood construction and will include stone sills consistent with those found on all existing windows on the residence. The new window openings will also feature brick voussoirs to match the detailing of the existing façade. Exterior window trim will be painted Benjamin Moore "Acadia White," a soft cream tone compatible with the historic character of the building.

PLEASE NOTE: a discrepancy exists between the submitted drawings, as one set illustrates 1/1 windows while another shows 2/2 windows, the correct and proposed configuration for both windows is 2/2 double-hung sash. Revised elevation drawings reflecting the correct window configuration have been provided and titled "Revised Elevation Drawing".

This project represents the first phase of the applicant's long-term window restoration plan for the property. Detailed elevation drawings and plans illustrating the proposed window sizes, locations, and architectural detailing have been submitted as part of this application and uploaded to DASH.

#### Comments for Consideration on the Application:

The homeowner has a wonderful dedication to preserving a heritage home but with modern revisions that I think are in keeping with its heritage attributes. I understand the need for lighting a modern home. I think this project has been carefully considered as a win-win for the home's heritage and modern needs.

#### Recommended Conditions for the Application:

None.



where history and innovation thrive

Website: [www.cityofkingston.ca](http://www.cityofkingston.ca)

TTY: Dial 613-546-4889

---

Date:	January 30, 2026
Form:	Heritage Properties Committee Reviewer Form
Reviewer Name:	Don Taylor
Application Type:	Heritage Permit
File Number:	<a href="#">P18-007-2026</a>
Property Address:	54 WELLINGTON ST

---

#### Description of Proposal:

The subject property is designated under Part V of the Ontario Heritage Act and is within the Old Sydenham Heritage Conservation District. The applicant is seeking heritage approval to create two new window openings in the west façade of the residence and to install two new wood, 2/2 double-hung sash windows.

One window is proposed at the first-floor stairwell landing. This opening will match the width, proportion, and configuration of the existing window directly above and will have a masonry opening area of approximately 1.58 m<sup>2</sup>. The second, larger window is proposed in the first floor living room. This window will match the scale, proportion, and configuration of the existing first-floor window on the south (front) façade and will have a masonry opening area of approximately 2.16 m<sup>2</sup>. Both proposed windows will be solid wood construction and will include stone sills consistent with those found on all existing windows on the residence. The new window openings will also feature brick voussoirs to match the detailing of the existing façade. Exterior window trim will be painted Benjamin Moore "Acadia White," a soft cream tone compatible with the historic character of the building.

PLEASE NOTE: a discrepancy exists between the submitted drawings, as one set illustrates 1/1 windows while another shows 2/2 windows, the correct and proposed configuration for both windows is 2/2 double-hung sash. Revised elevation drawings reflecting the correct window configuration have been provided and titled "Revised Elevation Drawing".

This project represents the first phase of the applicant's long-term window restoration plan for the property. Detailed elevation drawings and plans illustrating the proposed window sizes, locations, and architectural detailing have been submitted as part of this application and uploaded to DASH.

#### Comments for Consideration on the Application:

The proposed plans for two new side windows are reasonable and appropriate. A minor question about the voussoir bricking on the new living-room window is whether it should copy those on the front, which are two bricks in height, or those on other windows, only one brick in height. Given that the side windows are less prominent, the single brick height would probably be more appropriate.

#### Recommended Conditions for the Application:

None.

**Summary of Final Comments at the March 18, 2026, Heritage Properties Committee Meeting**

The Committee did not provide comment.