



## CORPORATE REPORT

NO: R219

COUNCIL DATE: November 2, 2015

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**REGULAR COUNCIL**

TO: Mayor &amp; Council

DATE: November 2, 2015

FROM: General Manager, Planning and Development

FILE: 6800-14

SUBJECT: Brooksdale Estate - 19353 - 16 Avenue  
Applications for Financial Assistance

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**RECOMMENDATION**

The Planning and Development Department recommends that Council:

1. Receive this report as information;
2. Approve financial assistance in the amount of \$15,859.66, for restoration work for each of the three buildings located on the Brooksdale Estate, which represents 50% of the value of the work specified in the quotes provided by the companies listed in Appendix I; and
3. Authorize staff to advise the applicant that payment of financial assistance for the work specified in Appendix I (collectively the "Works") will only be made following inspection by appropriate City staff to ensure that each of the Works have been undertaken in accordance with the original terms of the respective applications.

**INTENT**

The purpose of this report is to request that Council consider the Heritage Advisory Commission's ("HAC") recommendations of October 28, 2015, related to the Brooksdale Estate's applications for financial assistance. As the completion of the proposed Works is time sensitive, Council is requested to consider the HAC's recommendations in advance of the October 28, 2015 HAC minutes being forwarded to Council on November 30, 2015. An excerpt from the October 28, 2015 HAC minutes is attached as Appendix I.

**DISCUSSION**

The Brooksdale Estate Main House, Coach House, and Caretaker's Cottage, located at 19353 - 16 Avenue, are listed on Surrey's Community Heritage Register and are protected by Heritage Revitalization Agreement ("HRA") By-law, 2012, No. 17802. Properties that are subject to HRA by-laws are eligible to apply to the City for financial assistance for restoration and maintenance work through the Building Preservation Program. There is currently funding available in the reserve for heritage site improvements for each of the three buildings located on the Brooksdale Estate.

City of Surrey Heritage Sites Financial Assistance By-law, 2003, No. 15099 restricts the amount of funds that may be carried forward to the next year in order to encourage the ongoing maintenance and restoration of heritage buildings. Therefore, the completion of the proposed Works must be completed and the applicant must be reimbursed in 2015 in order to be eligible for, and receive further funding in 2016. If approval of the applications is delayed until Council formally considers the HAC minutes on November 30 2015, it leaves limited time for the applicant to complete and be reimbursed for the Works in 2015. Brooksdale Estate Environmental Centre (A Rocha) has been an excellent steward of the heritage buildings located on the site, and staff is fully supportive of expediting the application process, allowing the organization to continue to restore and maintain the three protected heritage buildings.

At the October 28, 2015 HAC meeting, the HAC considered seven applications for financial assistance for the Brooksdale Estate. The covering memorandums and associated applications are attached as Appendices III, IV and V.

## CONCLUSION

Based on the above discussion it is recommended that Council:

- Approve financial assistance in the amount of \$15,859.66, for restoration work for each of the three buildings located on the Brooksdale Estate, which represents 50% of the value of the work specified in the quotes provided by the companies listed in Appendix I; and
- Authorize staff to advise the applicant that payment of financial assistance for the work specified in Appendix I (collectively the "Works") will only be made following inspection by appropriate City staff to ensure that each of the Works have been undertaken in accordance with the original terms of the respective applications.



Jean Lamontagne  
General Manager,  
Planning and Development

:saw

### Attachments:

- Appendix I List of Quotes
- Appendix II Excerpt from HAC October 28, 2015 Minutes
- Appendix III Brooksdale Estate Main House – Memorandum to HAC, Photos and Application Package
- Appendix IV Brooksdale Estate Coach House – Memorandum to HAC, Photos and Application Package
- Appendix V Brooksdale Estate Caretaker's Cottage – Memo to HAC, Photos and Application Package

**Brooksdale Estate  
List of Quotes**

<b>Company</b>	<b>Works</b>	<b>Financial Assistance (50% of the value of the Works)</b>
Lindbjerg Chimney and Masonry	Restoration of the chimney and entryway steps of the Main House	\$4,987.50
Lindbjerg Chimney and Masonry	Repair on the Coach House chimneys	\$2,100.00
Terry Brown Construction	Replacing three non-heritage windows on the Coach House with three new wood windows to match original	\$1,282.50
M.R. Windows	Constructing three new wood windows to match original, replacing the three non-heritage windows on the Coach House	\$2,791.62
Terry Brown Construction	Restoration of the awning and exterior of the Caretaker's Cottage	\$3,500.00
Terry Brown Construction	Replacing a non-heritage window on the Caretaker's Cottage with a new wood window to match original	\$427.50
M.R. Windows	Construct a new wood window to match original	\$770.54
<b>Total</b>		<b>\$15,859.66</b>

**D. NEW BUSINESS**

**1. PLANNING & DEVELOPMENT**

- (d) **Brooksdale Estate Main House (19353 16 Avenue) – Applications for Financial Assistance for Chimney and Entryway Steps Restoration**  
File: 6800-14

It was *Moved by Commissioner Hart*  
*Seconded by Commissioner Hol*  
*That the Surrey Heritage Advisory*  
Commission (SHAC) recommends that Council:

1. *Receive the Brooksdale Estate Main House (19353 16 Avenue) – Applications for Financial Assistance for Chimney and Entryway Steps Restoration as information,*
2. *Recommend that Council approve financial assistance in the amount of \$4,987.50 which represents 50% of the value of the works as per the quote provided by Lindbjerg Chimney and Masonry for the restoration of the chimney and entryway steps of the Main House; and,*
3. *Recommend that staff advise the applicant that payment of financial assistance shall only be made following inspection by appropriate City staff to ensure that the works have been undertaken in accordance with the original terms of the application.*

Carried

**D. NEW BUSINESS**

**1. PLANNING & DEVELOPMENT**

- (e) **Brooksdale Estate Coach House (19353 16 Avenue) – Applications for Financial Assistance for Chimney Restoration and Window Replacement**  
File: 6800-14

It was *Moved by Commissioner Hart*  
*Seconded by Commissioner Smith-Weston*  
*That the Surrey Heritage Advisory*  
Commission (SHAC) recommends that Council:



1. *Receive the Brooksdale Estate Coach House (19353 16 Avenue) – Applications for Financial Assistance for Chimney Restoration and Window Replacement report as information;*
2. *Recommend that Council approve financial assistance in the amount of \$2,100.00 which represents 50% of the value of the works as per the quote provided by Lindbjerg Chimney and Masonry for repair on the Coach House chimneys;*
3. *Recommend that Council approve financial assistance in the amount of \$1,282.50 which represents 50% of the value of the works as per the quote provided by Terry Brown Construction for replacing three non-heritage windows on the Coach House with three new wood windows to match original;*
4. *Recommend that Council approve financial assistance in the amount of \$2,791.62 which represents 50% of the value of the works as per the quote provided by M. R. Windows for constructing three new wood windows to match original, replacing the three non-heritage windows on the Coach House; and,*
5. *Recommend that staff advise the applicant that payment of financial assistance shall only be made following inspection by appropriate City staff to ensure that the works have been undertaken in accordance with the original terms of the application.*

Carried

**D. NEW BUSINESS**

**1. PLANNING & DEVELOPMENT**

- (f) ***Brooksdale Estate Caretaker's Cottage (19353 16 Avenue) – Applications for Financial Assistance for Window Replacement, Awning Replacement and Exterior Restoration***  
File: 6800-14

It was *Moved by Commissioner Priddy*  
*Seconded by Commissioner Hol*  
*That the Surrey Heritage Advisory*  
Commission (SHAC) recommends that Council:

1. *Receive the Brooksdale Estate Caretaker's Cottage (19353 16 Avenue) – Applications for Financial Assistance for Window Replacement, Awning Replacement and Exterior Restoration report as information;*

2. *Recommend that Council approve financial assistance in the amount of \$3,500 which represents 50% of the value of the works as per the quote provided by Terry Brown Construction for the restoration of the awning and exterior of the Caretaker's Cottage;*
3. *Recommend that Council approve financial assistance in the amount of \$427.50 which represents 50% of the value of the works as per the quote provided by Terry Brown Construction for replacing a non-heritage window on the Caretaker's Cottage with a new wood window to match original;*
4. *Recommend that Council approve financial assistance in the amount of \$770.54 which represents 50% of the value of the works as per the quote provided by M. R. Windows to construct a new wood window to match original; and*
5. *Recommend that staff advise the applicant that payment of financial assistance shall only be made following inspection by appropriate City staff to ensure that the works have been undertaken in accordance with the original terms of the application.*

*Carried*



## INTER-OFFICE MEMO

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**TO: Chair, Heritage Advisory Commission**

**FROM: Manager, Community Planning**

**DATE: October 16, 2015**

**FILE:**

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**RE: Brooksdale Estate Main House (19353 16 Avenue) – Applications for Financial Assistance for Chimney and Entryway Steps Restoration**

**RECOMMENDATIONS**

It is recommended that the Heritage Advisory Commission (HAC):

1. Receive this report as information;
2. Recommend that Council approve financial assistance in the amount of \$ 4,987.50 which represents 50% of the value of the works as per the quote provided by Lindbjerg Chimney and Masonry for the restoration of the chimney and entryway steps of the Main House; and,
3. Recommend that staff advise the applicant that payment of financial assistance shall only be made following inspection by appropriate City staff to ensure that the works have been undertaken in accordance with the original terms of the application.

**BACKGROUND AND DISCUSSION**

The Brooksdale Estate Main House (19353 16 Avenue) is listed on the City of Surrey's Community Heritage Register and is protected by Heritage Revitalization Agreement (HRA) By-law, 2012, No. 17802. Photos of the building and the elements that are the subject of this grant application are attached as Appendix I.

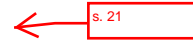
On October 16, 2015, staff received an application for financial assistance for the Brooksdale Estate Main House for the restoration of the east elevation chimney, as well as the west and north elevation entryway steps. Under the application (Appendix II), the applicant is proposing to restore the west elevation entryway steps, by repointing the deteriorated mortar and replacing damaged bricks with similar bricks. The North elevation entryway steps will be disassembled and relayed using existing bricks. Damaged bricks will be replaced with bricks that are compatible in size and colour with the original. The east elevation chimney will be disassembled to the roofline. The original bricks will be relayed and the mortar will be repointed as necessary. All proposed repairs are in accordance with HRA By-law No. 17802.

The three quotations for supplies and labour are as follows:

1. Lindberg Chimney and Masonry.\*                      \$9975

2. Dunbar Masonry
3. Set in Stone Masonry

\$ [REDACTED]  
\$ [REDACTED]



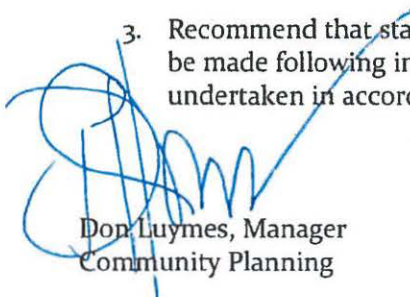
The applicant has indicated that their preferred supplier is **Lindberg Chimney and Masonry**.

There is currently \$15,000 available in the Reserve for Heritage Site Improvements for the Brooksdale Estate Main House. At this time, the applicant is requesting a total of \$4,987.50.

### CONCLUSION AND RECOMMENDATIONS

The applicant has submitted an application for the repair and restoration of the chimney and entranceway steps of the Brooksdale Estate Main House. It is recommended that the HAC:

1. Receive this report as information;
2. Recommend that Council approve financial assistance in the amount of \$ 4,987.50 which represents 50% of the value of the works as per the quote provided by Lindbjerg Chimney and Masonry for the restoration of the chimney and entryway steps of the Main House; and,
3. Recommend that staff advise the applicant that payment of financial assistance shall only be made following inspection by appropriate City staff to ensure that the works have been undertaken in accordance with the original terms of the application.



Don Luymes, Manager  
Community Planning

Appendix I    Photos of the Brooksdale Estate Main House  
Appendix II    Application for Financial Assistance



Appendix I

Brooksdale Estate Main House



Chimney



Side Entryway, North Façade



Front Entryway, West Façade



Appendix II





SURREY HERITAGE ADVISORY COMMISSION

**BUILDING PRESERVATION PROGRAM**

**Application for Financial Assistance**

This grant program assists with exterior stabilization, maintenance, restoration and relocation of designated heritage buildings and buildings that are subject to heritage revitalization agreements (HRA). There is no limit to the number of applications that may be submitted in any given year. If successful, funding per project is limited to 50% of the eligible project costs, not to exceed eligibility requirements as outlined in By-Law No. 15099, Sections 10 and 10.1.

PLEASE PRINT CLEARLY

Name of Applicant(s): Brenda Neufeld

Mailing Address: 19353 16th Ave

City: Surrey Postal Code: V3Z 9V2

Contact Person(s): Matt Humphrey, Shaun Gaynor

Telephone: Matt: [REDACTED] Email: matt.humphrey@arocha.ca  
Shaun: 604 992 1754 shaungaynor@arocha.ca

s. 22

Name of Heritage Building: Main House

HRA and/or Designation By-law Number: 17802

Date of Commencement: \_\_\_\_\_

Date of Anticipated Completion: \_\_\_\_\_

1. This project is for:

- Structural work, seismic upgrading, foundations, perimeter and storm drains, chimneys and masonry work, fascias, gutters and downspouts, roofs
- Exterior rehabilitation and repairs of the building's historic character (exterior cladding, woodwork and trim, doors and windows, including storm windows)
- Exterior preparation and painting
- Reconstruction of missing significant architectural elements
- Designated interior features
- Other: \_\_\_\_\_

2. Provide a clear, brief statement of the purpose of the project.

To restore the brickwork on the west elevation entryway steps, the north elevation entryway steps, and the east elevation chimney to their original condition as per section 5.5 and 5.8 of the heritage agreement.

\_\_\_\_\_  
\_\_\_\_\_

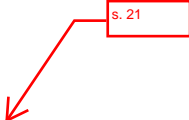
3. Provide an itemized list of all work to be undertaken by this project.

West Elevation Steps: Repoint deteriorated mortar and replace any damaged bricks with matching bricks

North Elevation Steps: Disassemble all bricks, relay all bricks, replace damaged bricks with matching bricks

East Elevation Chimney: Disassemble top 12 courses of brick, relay bricks, repoint any deteriorated grout

4. Please attach three quotations to undertake the list of work itemized in #3. Ensure that all quotations are based on identical requirements. Applications that include fewer than three quotations may be considered at the discretion of the Heritage Advisory Commission. Applications for material costs only may be submitted for consideration.



Quotation #1 from: Set In Stone Masonry Cost: \$           

Quotation #2 from: Dunbar Masonry Cost: \$           

Quotation #3 from: Lindbjerg Chimney and Masonry Cost: \$9975

Please indicate your preferred supplier: Lindbjerg Chimney and Masonry

5. Project Cost Summary	<u>Approved</u>	<u>Pending</u>
Applicant's contribution	<u>\$ 4987.50 (50 %)</u>	<u>                  </u>
Heritage Legacy Fund of BC	<u>\$ ( %)</u>	<u>                  </u>
Request from City of Surrey	<u>\$ 4987.50 (50 %)</u>	<u>                  </u>
Total Cost of the Project	<u>\$ 9975 (100 %)</u>	<u>                  </u>

The applicant is advised not to begin the project prior to confirmation of funding. **Work already completed or in progress may not qualify for assistance.** Please note that no payment shall be made more than one year after the date of approval of the financial assistance application by Council.

If funds are granted, the City of Surrey reserves the right to inspect the work and to promote the project through photographic documentation and through media announcements.

  
Authorized Signing Officer

Brenda Neufeld  
Signature

Oct 15 2015  
Date

**Return to:**  
Surrey Heritage Advisory Commission  
c/o Legislative Services, 14245 56 Avenue, Surrey, BC, V3X 3A2



## INTER-OFFICE MEMO

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TO: **Chair, Heritage Advisory Commission**

FROM: **Manager, Community Planning**

DATE: **October 16, 2015**

FILE: **6800-14**

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RE: **Brooksdale Estate Coach House (19353 16 Avenue) – Applications for Financial Assistance for Chimney Restoration and Window Replacement**

**RECOMMENDATIONS**

It is recommended that the Heritage Advisory Commission (HAC):

1. Receive this report as information;
2. Recommend that Council approve financial assistance in the amount of \$2100.00 which represents 50% of the value of the works as per the quote provided by Lindbjerg Chimney and Masonry for repair on the Coach House chimneys;
3. Recommend that Council approve financial assistance in the amount of \$1282.50 which represents 50% of the value of the works as per the quote provided by Terry Brown Construction for replacing three non-heritage windows on the Coach House with three new wood windows to match original;
4. Recommend that Council approve financial assistance in the amount of \$2,791.62 which represents 50% of the value of the works as per the quote provided by M.R. Windows for constructing three new wood windows to match original, replacing the three non-heritage windows on the Coach House; and,
5. Recommend that staff advise the applicant that payment of financial assistance shall only be made following inspection by appropriate City staff to ensure that the works have been undertaken in accordance with the original terms of the application.

**BACKGROUND AND DISCUSSION**

The Brooksdale Estate Coach House (19353 16 Avenue) is listed on the City of Surrey's Community Heritage Register and is protected by Heritage Revitalization Agreement (HRA) By-law, 2012, No. 17802. Photos of the building are attached as Appendix I.

On October 16, 2015, three applications for financial assistance for the Brooksdale Estate Coach House were submitted to the City. Under their first application (Appendix II), the applicant is proposing to rehabilitate the Coach House's two chimneys by disassembling the chimneys down to the roofline and relaying the original bricks with new mortar. The proposed work is in accordance HRA By-law No. 17802.



The quotations for supplies and labour are as follows:

- |                                  |               |         |
|----------------------------------|---------------|---------|
| 1. Lindberg Chimney and Masonry* | \$4,200.00    |         |
| 2. Dunbar Masonry                | \$ [REDACTED] | ← s. 21 |
| 3. Set in Stone Masonry          | \$ [REDACTED] |         |

The applicant has indicated that their preferred supplier is **Lindbjerg Chimney and Masonry**.

Under their second application (Appendix III), the applicant is proposing to replace non-heritage windows on the northeast elevation of the Coach House with new wood windows, matching other heritage windows in the building. This application is for the labour associated with the window replacement, as the windows will be constructed and installed by different contractors. The proposed work is in accordance with HRA By-law No. 17802.

The quotations for supplies and labour are as follows:

- |                              |               |         |
|------------------------------|---------------|---------|
| 1. Terry Brown Construction* | \$2656.00     |         |
| 2. Heritage Restorations     | \$ [REDACTED] | ← s. 21 |

The applicant has indicated that their preferred supplier is **Terry Brown Construction**.

Under the third application (Appendix IV), the applicant is proposing to replace non-heritage windows on the northeast elevation of the Coach House with new wood windows, matching other heritage windows in the building. This application is for the construction of the windows, as the windows will be constructed and installed by different contractors. The proposed work is in accordance with HRA By-law No. 17802.

- |                            |               |         |
|----------------------------|---------------|---------|
| Peter Fenger Builders Ltd. | \$ [REDACTED] |         |
| Seahorse Joinery           | \$ [REDACTED] | ← s. 21 |
| M.R. Windows*              | \$5,583.24    |         |

The applicant has indicated that their preferred supplier is **M.R. Windows**.

There is currently \$15,000 available in the Reserve for Heritage Site Improvements for the Brooksdale Estate Coach House. At this time, the applicant is requesting a total of \$6,174.12.

## CONCLUSION AND RECOMMENDATIONS

The applicant has submitted an application for financial assistance for chimney repair and window replacement on the Coach House at Brooksdale Estate. It is recommended that the HAC:

1. Receive this report as information;
2. Recommend that Council approve financial assistance in the amount of \$2100.00 which represents 50% of the value of the works as per the quote provided by Lindbjerg Chimney and Masonry for repair on the Coach House chimneys;



3. Recommend that Council approve financial assistance in the amount of \$1282.50 which represents 50% of the value of the works as per the quote provided by Terry Brown Construction for replacing three non-heritage windows on the Coach House with three new wood windows to match original;
4. Recommend that Council approve financial assistance in the amount of \$2,791.62 which represents 50% of the value of the works as per the quote provided by M.R. Windows for constructing three new wood windows to match original, replacing the three non-heritage windows on the Coach House; and,
5. Recommend that staff advise the applicant that payment of financial assistance shall only be made following inspection by appropriate City staff to ensure that the works have been undertaken in accordance with the original terms of the application.



Don Luymes, Manager  
Community Planning

- Appendix I    Photos of the Brooksdale Estate Coach House
- Appendix II    Application for Financial Assistance for Chimney Repair
- Appendix III    Application for Financial Assistance for Window Replacement
- Appendix IV    Application for Financial Assistance for Window Construction

Appendix I

Coach House



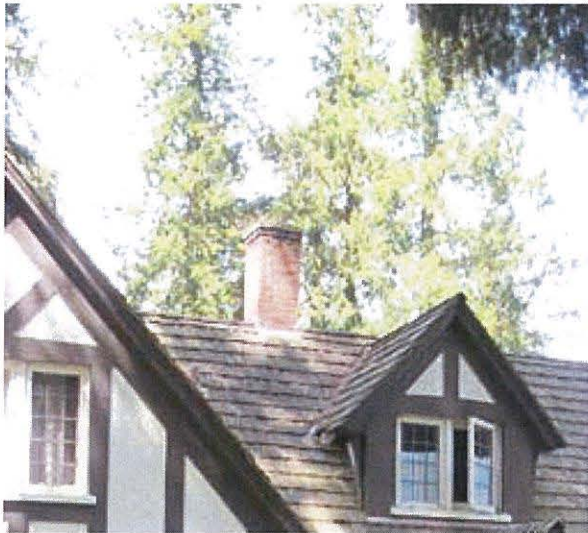
Windows to be replaced



To be replaced similar to



Chimneys to be repaired





Appendix II



SURREY HERITAGE ADVISORY COMMISSION

**BUILDING PRESERVATION PROGRAM**

**Application for Financial Assistance**

This grant program assists with exterior stabilization, maintenance, restoration and relocation of designated heritage buildings and buildings that are subject to heritage revitalization agreements (HRA). There is no limit to the number of applications that may be submitted in any given year. If successful, funding per project is limited to 50% of the eligible project costs, not to exceed eligibility requirements as outlined in By-Law No. 15099, Sections 10 and 10.1.

PLEASE PRINT CLEARLY

Name of Applicant(s): Brenda Neufeld

Mailing Address: 19353 16th Ave

City: Surrey Postal Code: V3Z 9V2

Contact Person(s): Matt Humphrey, Shaun Gaynor

Telephone: Matt: [REDACTED] Email: matt.humphrey@arocha.ca  
Shaun: 604 992 1754 shaungaynor@arocha.ca

s. 22

Name of Heritage Building: Coach House

HRA and/or Designation By-law Number: 17802

Date of Commencement: \_\_\_\_\_

Date of Anticipated Completion: \_\_\_\_\_

1. This project is for:
  - Structural work, seismic upgrading, foundations, perimeter and storm drains, chimneys and masonry work, fascias, gutters and downspouts, roofs
  - Exterior rehabilitation and repairs of the building's historic character (exterior cladding, woodwork and trim, doors and windows, including storm windows)
  - Exterior preparation and painting
  - Reconstruction of missing significant architectural elements
  - Designated interior features
  - Other: \_\_\_\_\_

2. Provide a clear, brief statement of the purpose of the project.

To rehabilitate the two chimneys as per section 6.8 of the heritage agreement.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Provide an itemized list of all work to be undertaken by this project.

Disassemble both chimneys down to the roof line, relay same bricks with new mortar.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Please attach three quotations to undertake the list of work itemized in #3. Ensure that all quotations are based on identical requirements. Applications that include fewer than three quotations may be considered at the discretion of the Heritage Advisory Commission. Applications for material costs only may be submitted for consideration.

Quotation #1 from: Set In Stone Masonry Cost: \$           

Quotation #2 from: Dunbar Masonry Cost: \$           

Quotation #3 from: Lindbjerg Chimney and Masonry Cost: \$ 4200

Please indicate your preferred supplier: Lindbjerg Chimney and Masonry

s. 21  
↙

5. Project Cost Summary

			<u>Approved</u>	<u>Pending</u>
Applicant's contribution	\$ 2100	(50 %)	_____	_____
Heritage Legacy Fund of BC	\$	( %)	_____	_____
Request from City of Surrey	\$ 2100	(50 %)	_____	_____
Total Cost of the Project	\$ 4200	(100 %)	_____	_____

The applicant is advised not to begin the project prior to confirmation of funding. **Work already completed or in progress may not qualify for assistance.** Please note that no payment shall be made more than one year after the date of approval of the financial assistance application by Council.

If funds are granted, the City of Surrey reserves the right to inspect the work and to promote the project through photographic documentation and through media announcements.

Brenda Neufeld  
Authorized Signing Officer

[Signature]  
Signature

Oct 15 2015  
Date

**Return to:**  
Surrey Heritage Advisory Commission  
c/o Legislative Services, 14245 56 Avenue, Surrey, BC, V3X 3A2

Appendix III





SURREY HERITAGE ADVISORY COMMISSION

**BUILDING PRESERVATION PROGRAM**

**Application for Financial Assistance**

This grant program assists with exterior stabilization, maintenance, restoration and relocation of designated heritage buildings and buildings that are subject to heritage revitalization agreements (HRA). There is no limit to the number of applications that may be submitted in any given year. If successful, funding per project is limited to 50% of the eligible project costs, not to exceed eligibility requirements as outlined in By-Law No. 15099, Sections 10 and 10.1.

**PLEASE PRINT CLEARLY**

Name of Applicant(s): Brenda Neufeld

Mailing Address: 19353 16th Ave

City: Surrey Postal Code: V3Z 9V2

Contact Person(s): Matt Humphrey, Shaun Gaynor

Telephone: Matt: [REDACTED] Email: matt.humphrey@arocha.ca  
Shaun: 604 992 1754 shaungaynor@arocha.ca

Name of Heritage Building: Coach House

HRA and/or Designation By-law Number: 17802

Date of Commencement: \_\_\_\_\_

Date of Anticipated Completion: \_\_\_\_\_

1. This project is for:

- Structural work, seismic upgrading, foundations, perimeter and storm drains, chimneys and masonry work, fascias, gutters and downspouts, roofs
- Exterior rehabilitation and repairs of the building's historic character (exterior cladding, woodwork and trim, doors and windows, including storm windows)
- Exterior preparation and painting
- Reconstruction of missing significant architectural elements
- Designated interior features
- Other: \_\_\_\_\_

2. Provide a clear, brief statement of the purpose of the project.

To remove extant windows and install wood heritage windows provided by A Rocha with fine  
carpentry to match other heritage windows in this building.

s. 22



3. Provide an itemized list of all work to be undertaken by this project.

Remove 3 existing extant windows.

Reframe 2 lower windows for smaller opening to match other window widths in building.

Install 3 new wood windows provided by A Rocha.

Complete all carpentry inside and out including wrap around shake design seen on the other window.

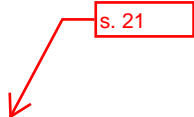
4. Please attach three quotations to undertake the list of work itemized in #3. Ensure that all quotations are based on identical requirements. Applications that include fewer than three quotations may be considered at the discretion of the Heritage Advisory Commission. Applications for material costs only may be submitted for consideration.

Quotation #1 from: Terry Brown Construction Cost: \$2565.00

Quotation #2 from: Heritage Restorations Cost: \$ [REDACTED]

Quotation #3 from: \_\_\_\_\_ Cost: \$

Please indicate your preferred supplier: \_\_\_\_\_



5. Project Cost Summary		<u>Approved</u>	<u>Pending</u>
Applicant's contribution	<u>\$1282.50 (50 %)</u>	_____	_____
Heritage Legacy Fund of BC	<u>\$ ( %)</u>	_____	_____
Request from City of Surrey	<u>\$1282.50 (50 %)</u>	_____	_____
Total Cost of the Project	<u>\$2565.00 (100 %)</u>	_____	_____

The applicant is advised not to begin the project prior to confirmation of funding. **Work already completed or in progress may not qualify for assistance.** Please note that no payment shall be made more than one year after the date of approval of the financial assistance application by Council.

If funds are granted, the City of Surrey reserves the right to inspect the work and to promote the project through photographic documentation and through media announcements.

Brenda Neufeld [Signature] Oct 15 2015  
 Authorized Signing Officer Signature Date

**Return to:**  
 Surrey Heritage Advisory Commission  
 c/o Legislative Services, 14245 56 Avenue, Surrey, BC, V3X 3A2

Appendix IV



SURREY HERITAGE ADVISORY COMMISSION

**BUILDING PRESERVATION PROGRAM**

Application for Financial Assistance

This grant program assists with exterior stabilization, maintenance, restoration and relocation of designated heritage buildings and buildings that are subject to heritage revitalization agreements (HRA). There is no limit to the number of applications that may be submitted in any given year. If successful, funding per project is limited to 50% of the eligible project costs, not to exceed eligibility requirements as outlined in By-Law No. 15099, Sections 10 and 10.1.

**PLEASE PRINT CLEARLY**

Name of Applicant(s): Brenda Neufeld

Mailing Address: 19353 16th Ave

City: Surrey Postal Code: V3Z 9V2

Contact Person(s): Matt Humphrey, Shaun Gaynor

Telephone: Matt: [REDACTED] Email: matt.humphrey@arocha.ca  
Shaun: 604 992 1754 shaungaynor@arocha.ca

s. 22

Name of Heritage Building: Coach House

HRA and/or Designation By-law Number: 17802

Date of Commencement: \_\_\_\_\_

Date of Anticipated Completion: \_\_\_\_\_

1. This project is for:
- Structural work, seismic upgrading, foundations, perimeter and storm drains, chimneys and masonry work, fascias, gutters and downspouts, roofs
  - Exterior rehabilitation and repairs of the building's historic character (exterior cladding, woodwork and trim, doors and windows, including storm windows)
  - Exterior preparation and painting
  - Reconstruction of missing significant architectural elements
  - Designated interior features
  - Other: \_\_\_\_\_

2. Provide a clear, brief statement of the purpose of the project.

To replace 3 extant windows on the NE elevation with new wooden, compatible assemblies as per section 6.5  
of the heritage agreement.

\_\_\_\_\_

\_\_\_\_\_



3. Provide an itemized list of all work to be undertaken by this project.

Create and deliver 3 wooden windows with double paned leaded glass that match exactly the style of the other  
heritage windows on the building.

4. Please attach three quotations to undertake the list of work itemized in #3. Ensure that all quotations are based on identical requirements. Applications that include fewer than three quotations may be considered at the discretion of the Heritage Advisory Commission. Applications for material costs only may be submitted for consideration.

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Quotation #1 from: Peter Fenger Builders Cost: \$                     

Quotation #2 from: Seahorse Joinery Cost: \$                     

Quotation #3 from: M.R. Windows Cost: \$5583.24

Please indicate your preferred supplier: M.R. Windows

5. Project Cost Summary			<u>Approved</u>	<u>Pending</u>
Applicant's contribution	<u>\$2791.62</u>	<u>(50 %)</u>	<u>                    </u>	<u>                    </u>
Heritage Legacy Fund of BC	<u>\$</u>	<u>( %)</u>	<u>                    </u>	<u>                    </u>
Request from City of Surrey	<u>\$2791.62</u>	<u>(50 %)</u>	<u>                    </u>	<u>                    </u>
Total Cost of the Project	<u>\$5583.24</u>	<u>(100 %)</u>	<u>                    </u>	<u>                    </u>

The applicant is advised not to begin the project prior to confirmation of funding. **Work already completed or in progress may not qualify for assistance.** Please note that no payment shall be made more than one year after the date of approval of the financial assistance application by Council.

If funds are granted, the City of Surrey reserves the right to inspect the work and to promote the project through photographic documentation and through media announcements.

Brenda Neufeld  
 Authorized Signing Officer

[Signature]  
 Signature

Oct 15 2015  
 Date

**Return to:**  
 Surrey Heritage Advisory Commission  
 c/o Legislative Services, 14245 56 Avenue, Surrey, BC, V3X 3A2



## INTER-OFFICE MEMO

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TO: **Chair, Heritage Advisory Commission**

FROM: **Manager, Community Planning**

DATE: **October 16, 2015**

FILE:

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RE: **Brooksdale Estate Caretaker's Cottage (19353 16 Avenue) – Applications for Financial Assistance for Window Replacement, Awning Replacement and Exterior Restoration**

### RECOMMENDATIONS

It is recommended that the Heritage Advisory Commission (HAC):

1. Receive this report as information;
2. Recommend that Council approve financial assistance in the amount of \$3,500 which represents 50% of the value of the works as per the quote provided by Terry Brown Construction for the restoration of the awning and exterior of the Caretaker's Cottage;
3. Recommend that Council approve financial assistance in the amount of \$427.50 which represents 50% of the value of the works as per the quote provided by Terry Brown Construction for replacing a non-heritage window on the Caretaker's Cottage with a new wood window to match original;
4. Recommend that Council approve financial assistance in the amount of \$770.54 which represents 50% of the value of the works as per the quote provided by M.R. Windows to construct a new wood window to match original; and
5. Recommend that staff advise the applicant that payment of financial assistance shall only be made following inspection by appropriate City staff to ensure that the works have been undertaken in accordance with the original terms of the application.

### BACKGROUND AND DISCUSSION

The Brooksdale Estate Caretaker's Cottage (19353 16 Avenue) is listed on the City of Surrey's Community Heritage Register and is protected by Heritage Revitalization Agreement (HRA) By-law, 2012, No. 17802. Photos of the building are attached as Appendix I.

On October 16, 2015, three applications for financial assistance were submitted to the City. Under their first application (Appendix II), the applicant is proposing to remove the awning and replace all damaged stucco, wood framing and trim. Damaged materials of the awning will be replaced. An unnoticeable ridge on the top of the awning will be added to stop water from collecting against the building. All proposed work is in accordance HRA By-law No. 17802.



The quotations for supplies and labour are as follows:

- |                              |               |         |
|------------------------------|---------------|---------|
| 1. Terry Brown Construction* | \$7,000.00    |         |
| 2. Heritage Restorations     | \$ [REDACTED] | ← s. 21 |

The applicant has indicated that their preferred supplier is **Terry Brown Construction**.

Under their second application (Appendix III), the applicant is proposing to replace a non-heritage window on the Caretaker's Cottage with a new wood window. This application is for the labour associated with the window replacement, as the windows will be constructed and installed by different contractors. All proposed work is in accordance with HRA By-law No. 17802.

The quotations for supplies and labour are as follows:

- |                              |               |         |
|------------------------------|---------------|---------|
| 1. Terry Brown Construction* | \$855.00      |         |
| 2. Heritage Restorations     | \$ [REDACTED] | ← s. 21 |

The discrepancy in the quotations is due to an error by Heritage Restorations. The applicant was not able to obtain a new quote in time for the application deadline. The applicant has worked with Terry Brown Construction in the past and has been happy with the quality of work.

The applicant has indicated that their preferred supplier is **Terry Brown Construction**.

Under the third application (Appendix IV), the applicant is proposing to replace a non-heritage window on Caretaker's Cottage with a new wood window. This application is for the construction of the windows, as the windows will be constructed and installed by different contractors. All proposed work is in accordance with HRA By-law No. 17802.

The quotations for supplies and labour are as follows:

- |                          |               |         |
|--------------------------|---------------|---------|
| 1. Peter Fenger Builders | \$ [REDACTED] |         |
| 2. Seashore Joinery      | \$ [REDACTED] |         |
| 3. M.R. Windows*         | \$1541.08     | ← s. 21 |

The applicant has indicated that their preferred supplier is **M.R. Windows**.

There is currently \$15,000 available in the Reserve for Heritage Site Improvements for the Brooksdale Estate Caretaker's Cottage. At this time, the applicant is requesting \$4698.04.

## CONCLUSION AND RECOMMENDATIONS

The applicant has submitted an application for financial assistance for awning and exterior repair, and window replacement of the Caretaker's Cottage at Brooksdale Estate. It is recommended that the HAC:

1. Receive this report as information;

2. Recommend that Council approve financial assistance in the amount of \$3,500 which represents 50% of the value of the works as per the quote provided by Terry Brown Construction for the restoration of the awning on the Caretaker's Cottage;
3. Recommend that Council approve financial assistance in the amount of \$427.50 which represents 50% of the value of the works as per the quote provided by Terry Brown Construction for replacing a non-heritage window on the Caretaker's Cottage with a new wood window to match original;
4. Recommend that Council approve financial assistance in the amount of \$770.54 which represents 50% of the value of the works as per the quote provided by M.R. Windows to construct a new wood window to match original a non-heritage window on the Caretaker's Cottage with; and,
5. Recommend that staff advise the applicant that payment of financial assistance shall only be made following inspection by appropriate City staff to ensure that the works have been undertaken in accordance with the original terms of the application.



for  
Don Luymes, Manager  
Community Planning

- Appendix I    Photos of the Brooksdale Estate Caretaker's Cottage
- Appendix II    Application for Financial Assistance for Awning Restoration
- Appendix III    Application for Financial Assistance for Window Replacement
- Appendix IV    Application for Financial Assistance for Window Construction



## Appendix I

Caretaker's Cottage



Awning

Window to be replaced



Appendix II



SURREY HERITAGE ADVISORY COMMISSION  
**BUILDING PRESERVATION PROGRAM**  
Application for Financial Assistance

This grant program assists with exterior stabilization, maintenance, restoration and relocation of designated heritage buildings and buildings that are subject to heritage revitalization agreements (HRA). There is no limit to the number of applications that may be submitted in any given year. If successful, funding per project is limited to 50% of the eligible project costs, not to exceed eligibility requirements as outlined in By-Law No. 15099, Sections 10 and 10.1.

PLEASE PRINT CLEARLY

Name of Applicant(s): Brenda Neufeld

Mailing Address: 19353 16th Ave

City: Surrey Postal Code: V3Z 9V2

Contact Person(s): Matt Humphrey, Shaun Gaynor

Telephone: Matt: [REDACTED] Email: matt.humphrey@arocha.ca  
Shaun: 604 992 1754 shaungaynor@arocha.ca

Name of Heritage Building: Caretaker's Cottage

HRA and/or Designation By-law Number: 17802

Date of Commencement: ASAP

Date of Anticipated Completion: \_\_\_\_\_

1. This project is for:

- Structural work, seismic upgrading, foundations, perimeter and storm drains, chimneys and masonry work, fascias, gutters and downspouts, roofs
- Exterior rehabilitation and repairs of the building's historic character (exterior cladding, woodwork and trim, doors and windows, including storm windows)
- Exterior preparation and painting
- Reconstruction of missing significant architectural elements
- Designated interior features
- Other: \_\_\_\_\_

2. Provide a clear, brief statement of the purpose of the project.

To repair water damage to north elevation of building caused by the semi-circular awning and make suggested improvements to prevent future damage as per section 7.5 of the heritage agreement.

s. 22



3. Provide an itemized list of all work to be undertaken by this project.

Remove semi-circular awning and all water damaged stucco, wood framing, and trim.

Replace all damaged materials including a new semi-circular awning that will be exactly the same except for an unnoticeable 8" radius increase to properly protect brickwork below and an unnoticeable ridge on top to stop water from collecting against the building.

4. Please attach three quotations to undertake the list of work itemized in #3. Ensure that all quotations are based on identical requirements. Applications that include fewer than three quotations may be considered at the discretion of the Heritage Advisory Commission. Applications for material costs only may be submitted for consideration.

Quotation #1 from: Terry Brown Construction Cost: \$7000

Quotation #2 from: Heritage Restorations Cost: \$ [REDACTED]

Quotation #3 from: \_\_\_\_\_ Cost: \$

Please indicate your preferred supplier: Terry Brown Construction

s. 21

5. Project Cost Summary

			<u>Approved</u>	<u>Pending</u>
Applicant's contribution	<u>\$3500</u>	<u>(50 %)</u>	_____	_____
Heritage Legacy Fund of BC	<u>\$</u>	<u>( %)</u>	_____	_____
Request from City of Surrey	<u>\$3500</u>	<u>(50 %)</u>	_____	_____
Total Cost of the Project	<u>\$7000</u>	<u>(1000 %)</u>	_____	_____

The applicant is advised not to begin the project prior to confirmation of funding. **Work already completed or in progress may not qualify for assistance.** Please note that no payment shall be made more than one year after the date of approval of the financial assistance application by Council.

If funds are granted, the City of Surrey reserves the right to inspect the work and to promote the project through photographic documentation and through media announcements.

Brenda Neufeld  
Authorized Signing Officer

[Signature]  
Signature

Oct 15 2015  
Date

**Return to:**

Surrey Heritage Advisory Commission  
c/o Legislative Services, 14245 56 Avenue, Surrey, BC, V3X 3A2

Appendix III



SURREY HERITAGE ADVISORY COMMISSION

**BUILDING PRESERVATION PROGRAM**

**Application for Financial Assistance**

This grant program assists with exterior stabilization, maintenance, restoration and relocation of designated heritage buildings and buildings that are subject to heritage revitalization agreements (HRA). There is no limit to the number of applications that may be submitted in any given year. If successful, funding per project is limited to 50% of the eligible project costs, not to exceed eligibility requirements as outlined in By-Law No. 15099, Sections 10 and 10.1.

PLEASE PRINT CLEARLY

Name of Applicant(s): Brenda Neufeld

Mailing Address: 19353 16th Ave

City: Surrey Postal Code: V3Z 9V2

Contact Person(s): Matt Humphrey, Shaun Gaynor

Telephone: Matt: [REDACTED] Email: matt.humphrey@arocha.ca  
Shaun: 604 992 1754 shaungaynor@arocha.ca

s. 22

Name of Heritage Building: Caretaker's Cottage

HRA and/or Designation By-law Number: 17802

Date of Commencement: \_\_\_\_\_

Date of Anticipated Completion: \_\_\_\_\_

1. This project is for:
- Structural work, seismic upgrading, foundations, perimeter and storm drains, chimneys and masonry work, fascias, gutters and downspouts, roofs
  - Exterior rehabilitation and repairs of the building's historic character (exterior cladding, woodwork and trim, doors and windows, including storm windows)
  - Exterior preparation and painting
  - Reconstruction of missing significant architectural elements
  - Designated interior features
  - Other: \_\_\_\_\_

2. Provide a clear, brief statement of the purpose of the project.

To install a wooden heritage window provided by A Rocha with fine carpentry to match other heritage windows in this building.

\_\_\_\_\_

\_\_\_\_\_

3. Provide an itemized list of all work to be undertaken by this project.

Remove existing extant window.  
Install new wood window provided by A Rocha.  
Complete all carpentry inside and out including wrap around shake design seen on the other window.

4. Please attach three quotations to undertake the list of work itemized in #3. Ensure that all quotations are based on identical requirements. Applications that include fewer than three quotations may be considered at the discretion of the Heritage Advisory Commission. Applications for material costs only may be submitted for consideration.

s. 21



Quotation #1 from: Terry Brown Construction Cost: \$855.00

Quotation #2 from: Heritage Restorations Cost: \$ [REDACTED]

Quotation #3 from: \_\_\_\_\_ Cost: \$

Please indicate your preferred supplier: \_\_\_\_\_

5. Project Cost Summary			<u>Approved</u>	<u>Pending</u>
Applicant's contribution	<u>\$427.50</u>	<u>(50 %)</u>	_____	_____
Heritage Legacy Fund of BC	<u>\$</u>	<u>( %)</u>	_____	_____
Request from City of Surrey	<u>\$427.50</u>	<u>(50 %)</u>	_____	_____
Total Cost of the Project	<u>\$855</u>	<u>(100 %)</u>	_____	_____

The applicant is advised not to begin the project prior to confirmation of funding. **Work already completed or in progress may not qualify for assistance.** Please note that no payment shall be made more than one year after the date of approval of the financial assistance application by Council.

If funds are granted, the City of Surrey reserves the right to inspect the work and to promote the project through photographic documentation and through media announcements.

Brenda Neufeld  
Authorized Signing Officer

[Signature]  
Signature

Oct 15 2015  
Date

**Return to:**  
Surrey Heritage Advisory Commission  
c/o Legislative Services, 14245 56 Avenue, Surrey, BC, V3X 3A2

Appendix IV





SURREY HERITAGE ADVISORY COMMISSION

**BUILDING PRESERVATION PROGRAM**

**Application for Financial Assistance**

This grant program assists with exterior stabilization, maintenance, restoration and relocation of designated heritage buildings and buildings that are subject to heritage revitalization agreements (HRA). There is no limit to the number of applications that may be submitted in any given year. If successful, funding per project is limited to 50% of the eligible project costs, not to exceed eligibility requirements as outlined in By-Law No. 15099, Sections 10 and 10.1.

PLEASE PRINT CLEARLY

Name of Applicant(s): Brenda Neufeld

Mailing Address: 19353 16th Ave

City: Surrey Postal Code: V3Z 9V2

Contact Person(s): Matt Humphrey, Shaun Gaynor

Telephone: Matt: [REDACTED] Email: matt.humphrey@arocha.ca  
Shaun: 604 992 1754 shaungaynor@arocha.ca

s. 22

Name of Heritage Building: Caretaker's Cottage

HRA and/or Designation By-law Number: 17802

Date of Commencement: \_\_\_\_\_

Date of Anticipated Completion: \_\_\_\_\_

1. This project is for:

- Structural work, seismic upgrading, foundations, perimeter and storm drains, chimneys and masonry work, fascias, gutters and downspouts, roofs
- Exterior rehabilitation and repairs of the building's historic character (exterior cladding, woodwork and trim, doors and windows, including storm windows)
- Exterior preparation and painting
- Reconstruction of missing significant architectural elements
- Designated interior features
- Other: \_\_\_\_\_

2. Provide a clear, brief statement of the purpose of the project.

To replace extant window on the south elevation with new wooden, compatible assembly as per section 7.6  
of the heritage agreement.

\_\_\_\_\_  
\_\_\_\_\_

3. Provide an itemized list of all work to be undertaken by this project.

Create and deliver 1 wooden window that matches exactly the style of the other heritage windows on the building.

4. Please attach three quotations to undertake the list of work itemized in #3. Ensure that all quotations are based on identical requirements. Applications that include fewer than three quotations may be considered at the discretion of the Heritage Advisory Commission. Applications for material costs only may be submitted for consideration.

s. 21

Quotation #1 from: Peter Fenger Builders Cost: \$           

Quotation #2 from: Seahorse Joinery Cost: \$           

Quotation #3 from: M.R. Windows Cost: \$1541.08

Please indicate your preferred supplier: M.R. Windows

5. Project Cost Summary			<u>Approved</u>	<u>Pending</u>
Applicant's contribution	<u>\$770.54</u>	<u>(50 %)</u>	<u>          </u>	<u>          </u>
Heritage Legacy Fund of BC	<u>\$</u>	<u>( %)</u>	<u>          </u>	<u>          </u>
Request from City of Surrey	<u>\$770.54</u>	<u>(50 %)</u>	<u>          </u>	<u>          </u>
Total Cost of the Project	<u>\$1541.08</u>	<u>(100 %)</u>	<u>          </u>	<u>          </u>

The applicant is advised not to begin the project prior to confirmation of funding. **Work already completed or in progress may not qualify for assistance.** Please note that no payment shall be made more than one year after the date of approval of the financial assistance application by Council.

If funds are granted, the City of Surrey reserves the right to inspect the work and to promote the project through photographic documentation and through media announcements.

Brenda Neufeld  
Authorized Signing Officer

[Signature]  
Signature

Oct 15 2015  
Date

**Return to:**  
Surrey Heritage Advisory Commission  
c/o Legislative Services, 14245 56 Avenue, Surrey, BC, V3X 3A2