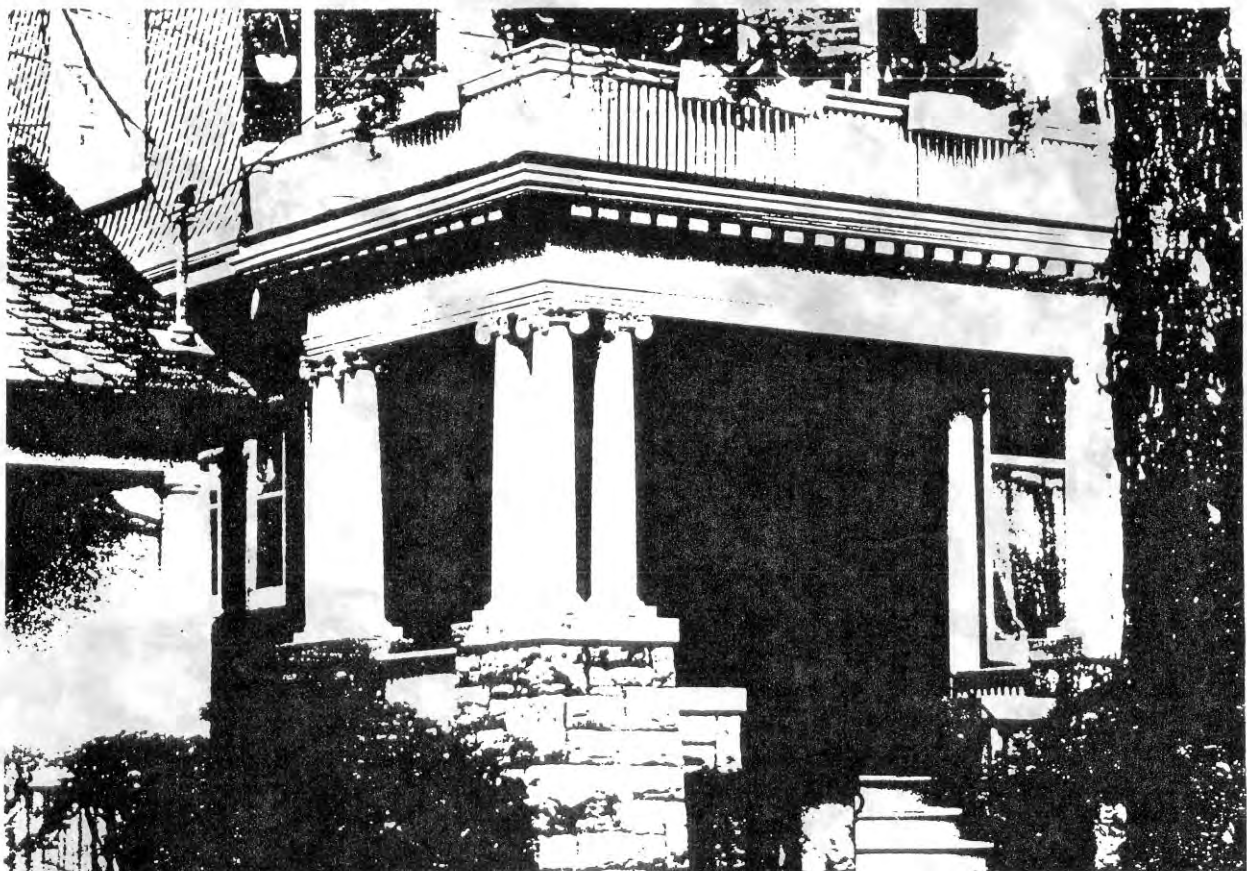


The Queen Street Heritage Conservation District Study

DISTRICT PLAN

Prepared for :
The City of St. Catharines



**DAVID CUMING AND ASSOCIATES
UNTERMAN McPHAIL HERITAGE RESOURCE CONSULTANTS
WENDY SHEARER LANDSCAPE ARCHITECT LIMITED**

THE QUEEN STREET
HERITAGE CONSERVATION DISTRICT STUDY

DISTRICT PLAN

(DECEMBER 1989)

PREPARED FOR THE CITY OF ST. CATHARINES

BY

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1.0 INTRODUCTION

1.1 Purpose of the District Plan

This heritage district conservation plan follows on from the first stage of the district study process i.e. the preparation of the Background Report. The background report detailed the heritage attributes of the Queen Street area and provided the rationale for designating this special locale as a conservation district under Part V of the Ontario Heritage Act.

The District Plan provides the basis for the sensitive management and protection of the area's heritage resources: its wealth of nineteenth century buildings, streetscape features, and dominant open space, Montebello Park. Additionally the plan provides guidance on relevant planning and development matters that may affect the future of this important area.

Accordingly the plan should be used and consulted by a variety of people and agencies including:

- property owners;
- City Council;
- municipal staff;
- Local Architectural Conservation Advisory Committee (LACAC); and
- the District Committee.

1.2 Format of the District Plan

The district plan comprises a number of distinct sections. Each addresses a particular facet of heritage conservation and planning within the Queen Street heritage conservation district e.g. enactment of by-laws, changes to municipal planning policies, design guidelines or advice on conserving or maintaining architectural details or historical building fabric.

Specifically, section 2 makes the key recommendation concerning the designation of Queen Street as a heritage conservation district.

Section 3 addresses the principles of district conservation and contains a number of goals and objectives respecting heritage properties, landscape, land use and new development.

In section 4 a number of recommendations are made concerning planning and development initiatives primarily for municipal action within the district.

Conservation guidelines are described in section 5 and are intended to guide property owners in caring for and maintaining their heritage buildings.

Section 6 describes guidelines for alterations and new construction with the objective of providing a minimum standard of appropriateness for change within the district.

Section 7 contains specific guidance on conservation district landscape improvements as well as general advice on landscape design.

Funding sources for conservation work are described in section 8 and section 9 describes particular implementation measures for promoting complementary change within the district.

2.0 HERITAGE CONSERVATION DISTRICT DESIGNATION

2.1 District character: A summary

The Queen Street heritage conservation district generally comprises:

- those properties fronting on Queen Street between Welland Avenue in the north and Lake Avenue to the south;
- properties on the southeast and southwest corners of the intersection of Welland Avenue and Queen Street as well as Memorial School on the north side of Welland Avenue; and
- Montebello Park and adjacent properties on the north side of Midland Street.

The historical development of the conservation district has significant association with the Merritt family. Influential in the economic growth of the Niagara peninsula and St. Catharines as a result of the construction of the First Welland Canal, the Merritt family were also prominent land owners.

Their estate on the fringe of an emerging urban St. Catharines was by the 1860s an important developable parcel of land. The subdivision of the Merritt estate in 1868 and the creation of the Triangular Tract as a new residential area with a substantial open space known as Montebello Gardens (later to become a City owned park) immediately appeared to be an attractive residential district.

Queen Street flourished during this era and by the 1870s was a well established residential street. Montebello Park witnessed the construction of a large pavilion on its grounds later to be followed by a smaller bandstand. Residential construction along the park's borders also grew during the late 1890s and by 1913 all lots on Midland Street had been built upon.

The occupants of these houses in the area were drawn from the middle classes with a variety of professions and merchants represented.

The majority of the houses on Queen Street are of frame construction clad either in wood or stucco, usually of one-and-a-half storeys in height. Predominant roofing material in the early 1900s appears to have been wooden shingles. Midland Street, in contrast, comprises mainly brick residences of two to two-and-a-half storeys in height.

Although there have been a variety of alterations and additions over the years the houses on Queen and Midland Streets represent an excellent array of nineteenth and early twentieth century architectural styles such as vernacular Gothic Revival, Italianate, American Four Square, Queen Anne, and Tudor Revival.

The variety of building styles has resulted in a surprisingly rich streetscape. The generally uniform building height and setback has been complemented by an equally important and visually cohesive assembly of landscape features. Diverse species of mature street

trees, wide grass boulevards, well kept lawns and foundation plantings enhance the setting of Queen Street and provide an important entrance into the area and to Montebello Park.

2.2 District designation

Part V of the Ontario Heritage Act enables a municipality to designate by by-law all or any portion of a municipality as a heritage conservation district provided that there are official plan provisions respecting the establishment of such districts.

Sections 5.17 (Plan Details Part II) and Section 1.11 (Secondary Plans Part III) of the Official Plan of the City of St. Catharines contain policies that provide for the designation of conservation districts. The Background Report to this plan identified a number of heritage attributes that supported the designation of Queen Street and environs, notably:

- historic association with the Merritt family;
- excellent examples of nineteenth century domestic architecture executed in a variety of styles; and,
- a particularly scenic streetscape along Queen Street characterized by tree canopies, grass boulevards and uniform building setback.

RECOMMENDATION 1

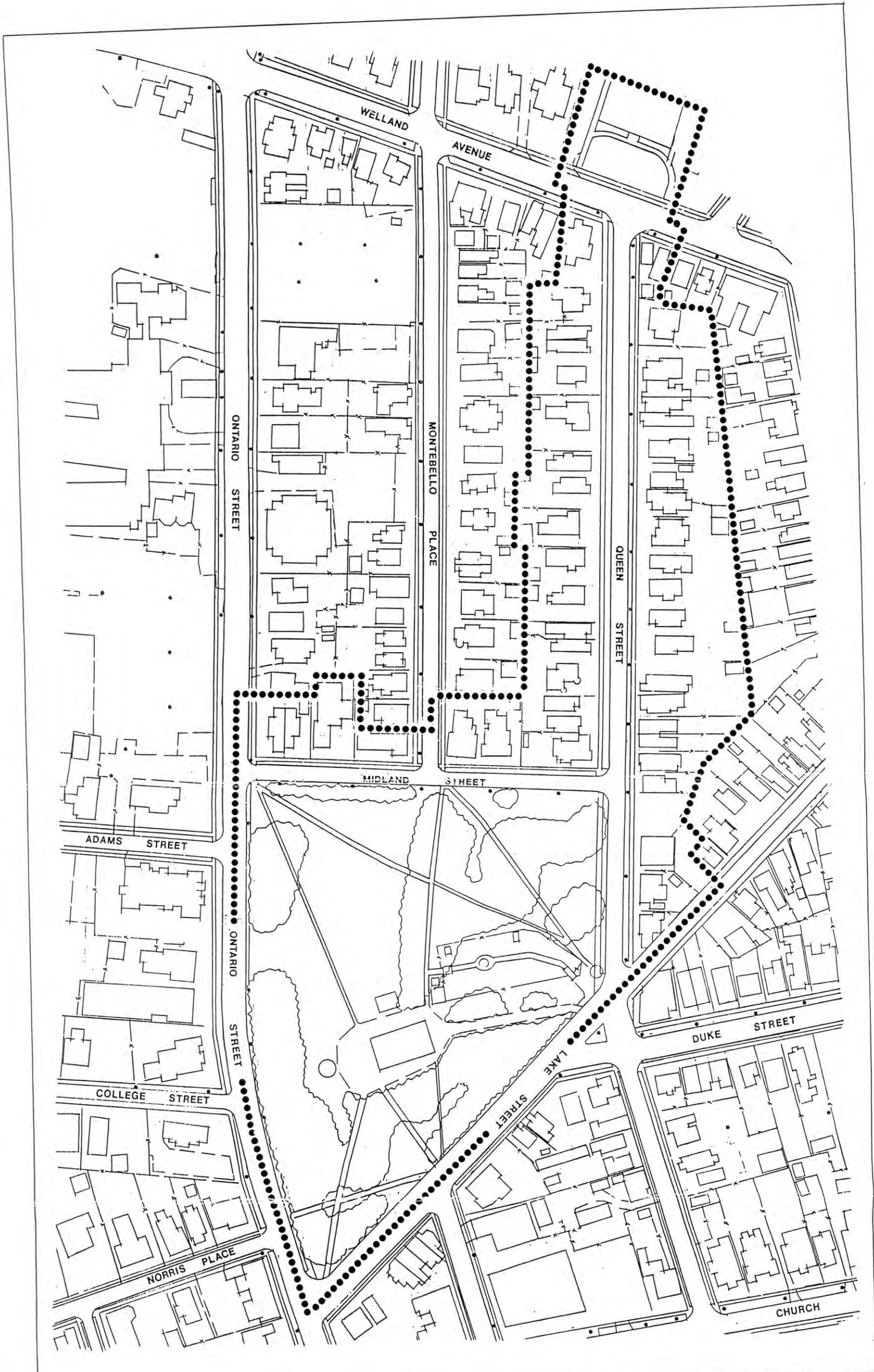
ACCORDINGLY IT IS RECOMMENDED THAT PURSUANT TO SUBSECTION 41(1) OF THE ONTARIO HERITAGE ACT COUNCIL OF THE CITY OF ST. CATHARINES DESIGNATE BY BY-LAW THAT AREA OF THE MUNICIPALITY IDENTIFIED GENERALLY AS "PROPOSED HERITAGE CONSERVATION DISTRICT" IN THE ACCOMPANYING MAP.

2.3 Property de-designation

Part V of the Ontario Heritage Act does not permit properties designated under Part IV of the Act to be part of a heritage Conservation district. It is important that there is a cohesive focus to the whole district and its heritage buildings and landscapes.

RECOMMENDATION 2

ACCORDINGLY IT IS RECOMMENDED THAT THE DESIGNATING BY-LAWS UNDER PART IV OF THE ONTARIO HERITAGE ACT AFFECTING MONTEBELLO PARK BE REPEALED UNDER SECTION 31 OF THE ACT UPON ONTARIO MUNICIPAL BOARD APPROVAL OF THE DISTRICT DESIGNATION BY-LAW.

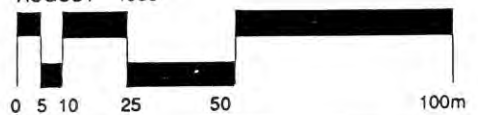


Queen Street
Heritage Conservation District Study
City of St. Catharines

David Cuming and Associates
Unterman McPhail Heritage Resource Consultants
Wendy Shearer Landscape Architect Limited

PROPOSED
DISTRICT BOUNDARY

AUGUST 1989



3.0 DISTRICT PLANNING, CONSERVATION POLICIES AND GUIDELINES

SECTIONS 3 THROUGH 9 CONSTITUTE THE GOALS, OBJECTIVES, POLICIES GUIDELINES AND OTHER SUPPORTING MATERIAL OF THE QUEEN STREET HERITAGE CONSERVATION DISTRICT PLAN.

RECOMMENDATION 3

ACCORDINGLY IT IS RECOMMENDED THAT THE COUNCIL OF THE CITY OF ST. CATHARINES ADOPT THE FOLLOWING GOALS, OBJECTIVES, POLICIES, GUIDELINES AND PROCEDURES TO GUIDE THE FUTURE CONSERVATION OF THE QUEEN STREET HERITAGE CONSERVATION DISTRICT.

3.1 Background

The background report to this District Plan described and inventoried the variety of distinctive features within the Queen Street heritage conservation district, notably its architecturally distinguished building stock, distinctive treelined and canopied streetscape and the historic Montebello Park.

Several local planning policies generally support the maintenance, protection and complementary development of this district and its surroundings within the Central Area.

This District Plan provides more specific guidance in the management of change and development within this unique setting of the downtown core in a way that respects: the heritage building stock; the quality of the streetscape; and the wishes and views of individual property owners.

Prudent management of change may only be promoted by a clear statement of goals and objectives for the designated heritage conservation district. These are general in nature, but provide a framework for more specific guidance and action as well as direction towards the kind of environmental management anticipated in a conservation district.

3.2 Goal

- To maintain, protect and enhance the Queen Street heritage conservation district.

3.3 Objectives: Heritage properties

- To encourage the ongoing maintenance and repair of individual heritage buildings by property owners.
- To support the continuing care, conservation and/or restoration of heritage buildings wherever appropriate by providing guidance on sound conservation practice and encouraging applications to funding sources for eligible work.

3.4 Objectives: Landscape

- To encourage the maintenance and protection of the urban landscape character of Queen Street as well as avoiding or minimizing the adverse effects of public undertakings.
- To maintain and preserve individual trees, treelines and grass boulevards within the area.
- To enhance public spaces with appropriate landscaping.

3.5 Objectives: Land use

- To encourage the maintenance of a continuing stable residential neighbourhood within the district.
- To support existing uses and adaptive re-uses wherever feasible within the existing building stock.
- To discourage those land uses which would be out of keeping with or have detrimental effects upon the residential and open space character of the district.

3.6 Objectives: New development

- To discourage the demolition of existing heritage buildings and their replacement by new development.
- To encourage new development only where it respects or otherwise complements the prevailing low profile of existing buildings and structures within the district.

4.0 PLANNING POLICIES

4.1 Background

The successful maintenance and protection of a heritage district relies to some extent in ensuring that provincial or local planning policies and initiatives support or provide a suitable framework for realistic conservation measures.

The Official Plan and Zoning By-law, reviewed in the Background Report, are generally supportive of, or complementary to the protection and conservation of the stable residential character of the district and its heritage attributes. Accordingly no major changes or new directions are sought in this Plan.

In order to refine and more purposefully direct the conservation and development of the Queen Street district a number of matters were identified which required minor changes or modifications to existing planning policies. These are addressed in the following sections.

4.2 The City of St. Catharines Official Plan

The local official plan provides guidance for the long term development of the municipality and addresses a number of matters respecting physical change and growth.

The existing heritage conservation policies of the plan are generally sound in their overall direction as to Council's intentions. Within the Plan Details Part: II there is very little direction as to the attributes of prospective conservation districts and how the areas are to be conserved and planned after designation.

The following sections suggest policies for inclusion into the official plan when next reviewed and amended.

4.2.1 Heritage conservation policies

Policy 5.17 of the Official Plan makes provisions regarding the designation of heritage property. Amendments to this policy are described below and are intended to provide a comprehensive approach to the conservation of heritage properties primarily within designated districts.

5.17.1 Council will consult with its local architectural conservation advisory committee (LACAC) in matters relating to the conservation of heritage properties within St. Catharines. The LACAC may identify and/or inventory buildings of architectural and historical significance and advise Council on those considered worthy of designation under Part IV of the Ontario Heritage Act.

5.17.2

The City in consultation with the LACAC may also designate heritage conservation districts under Part V of the Ontario Heritage Act where it has been determined that the district possess one or more of the following attributes:

- i) the area contains a group of buildings or features that reflect an aspect of local history, through association with a person, group or activity;
- ii) the area is characterized by buildings and structures that are of architectural value or interest;
- iii) the area contains other important physical and aesthetic characteristics that alone would not be sufficient to warrant designation but provide an important context or associations with the district including such matters as landscape features or archaeological sites.

5.17.3

Prior to designating a heritage conservation district the City will:

- i) by by-law define and examine an area for future designation;

- ii) prepare and adopt a conservation district plan containing policies, guidelines and relevant information respecting the protection and enhancement of the district;
- iii) establish for each district a "district committee" that will advise Council on matters pertaining to the designated district.

5.17.4 Within a designated district it is the intent of Council to conserve and enhance the unique heritage character of the area. Council in consultation with the appropriate district committee will encourage property owners to maintain and repair heritage buildings and seek government grants and loans for eligible conservation work.

5.17.5 In reviewing proposals for the construction, demolition, or removal of buildings and structures or the alteration of existing buildings the City will be guided by the applicable heritage conservation district plan and the following general principles:

- i) heritage buildings, associated landscape features and archaeological sites including their surroundings should be protected from any adverse

effects of the development;

- ii) original building fabric and architectural features such as doors, windows, mouldings, vergeboards, walling materials and roofs should be retained and repaired;
- iii) new additions and features should generally be no higher than the existing building and wherever possible be placed to the rear of the building or set-back substantially from the principal facade.
- iv) new construction and/or infilling should fit the immediate physical context and streetscape by: being generally of the same height, width and orientation as adjacent buildings; be of similar setback; of like materials and colours; and using similarly proportioned windows, doors and roof shape.

5.17.6

Public works and landscaping within a designated district should ensure that existing road and streetscapes are maintained or enhanced and that proposed changes respect and are complementary to the identified heritage character of the district.

- 5.17.7 Required road rights-of-way indicated elsewhere in the Official Plan will be required in designated districts but every effort shall be made to ensure that existing pavement widths especially where they are major contributors to the character of the streetscape will be retained.
- 5.17.8 The City may accept the donation of easements on real property designated under the Ontario Heritage Act.

Aside from the foregoing policies which describe those matters that are to be addressed in conserving heritage features it is also important that the status and general process of conservation district planning and implementation be described in the official plan. This appears to be in keeping with the tone and intent of other planning procedures described in the plan.

The Implementation section (Secondary Plans Part: III) of the Official Plan describes in Heritage 2.107 those measures that the Director of Planning will utilize with respect to heritage conservation district planning. The proposed additions to section 2.107 described below are intended to provide a clear indication of the status of a heritage conservation district plan and how it may be implemented.

- 2.107.1 Where Council has designated heritage conservation districts in accordance with the policies of the

Official Plan it is intended that the general policies of section 5.17 pertaining to districts will be refined and amplified to apply to individual designated districts and their particular attributes and features by means of heritage conservation district plans.

2.107.2 Generally, a heritage conservation district plan will be prepared prior to the designation of a district and will prescribe policies; conservation and design guidelines; and other pertinent material relating to the sound and prudent management of the district's unique character.

2.107.3 Conservation district plans will be adopted by Council by-law after consultation with property owners and other interested agencies as considered appropriate

2.107.4 Conservation district plans will be implemented by municipal review of permit applications for changes within the district. Additionally the City may make available loans or grants for conservation work through a variety of government funding programs, as well as initiate public improvements within the district.

2.107.5 Where Official Plan policies and/or land use designations are considered to be unsympathetic to the protection of a particular heritage conservation

district the City may amend the Plan to better reflect the appropriate planning and conservation of that area.

- 2.107.6 Designated heritage conservation districts will be indicated on the applicable schedule(s) to the Official Plan at the time of a comprehensive review or by way of amendment according to 2.107.5.

The preceding amendments to the Official Plan are anticipated to allow greater comprehensive planning for heritage conservation districts generally within the City.

At the present time the Ministry of Culture and Communications is undertaking a review of heritage policy in Ontario and it is anticipated that proposals regarding new provincial legislation may be forthcoming in the near future. Accordingly, any changes, revisions or amendments to the Official Plan should be cognizant of any new initiatives that arise from the policy review, especially regarding municipal responsibilities.

4.2.2 Queen Street heritage conservation district policies

The Ontario Heritage Act makes provisions in Subsection 40(1) for the preparation of official plan provisions after an examination has been completed of a prospective conservation district. The Act is silent on

what these provisions should constitute but it may be construed that they have something to do with the conservation and planning of the district and its character.

The Act does not anticipate that such provisions are essential for the successful implementation of a heritage district for they are not referenced again in Part V of the Act.

Clearly, however, any successful district initiative must rely to some extent on a clear enunciation of the general context and thrust of conservation policies for any such area. (Typically, detailed guidelines especially on matters relating to specific building design or architectural features are absent from most official plans.) Accordingly it is recommended that the following amendments and policies be included in Secondary Plans Part III, Section 1.11, Historic Form Preservation of the Official Plan at the time of the next comprehensive review:

- 1.11.1.5 It is the intention of Council to maintain, protect and conserve the Queen Street heritage conservation district. Council shall have regard to policies 5.17.1 to 5.17.8 as they apply generally to heritage conservation districts and in particular will seek the following within the Queen Street conservation district:

- i) the residential character of the district shall be maintained by encouraging the preservation of existing dwellings, grass boulevards and trees along Queen and Midland Streets.
- ii) within the designated district existing heritage buildings, structures and properties should be conserved.
- iii) the design of new development either as infilling or as alterations or additions to existing buildings should complement the prevailing rural residential character of the area.
- iv) public works should ensure minimal impact on the character of Queen Street and Montebello Park particularly its treelined precincts, sidewalks and walkways.
- v) Any widening of Ontario Street, Lake Avenue and Welland Avenue adjacent to the conservation district shall ensure minimal impact to the area and its heritage attributes. Any adverse effects to the heritage character of the district shall be suitably mitigated.

- vi) Regard shall be had at all times in the conservation and planning of the district and adjacent lands to the guidelines and intent of the Queen Street Heritage Conservation District Plan.

Other detailed policies may also be included at the time of a comprehensive review of the Official Plan especially where conditions may have changed or new issues come to the fore.

4.3 Traffic management

During the public consultation phase concerns were expressed regarding through traffic on Queen Street. It is beyond the scope of this plan to advise or recommend on measures that would in all likelihood require analysis of surrounding traffic patterns.

Through traffic travelling between the commercial core and Welland Avenue via Queen Street does have the potential to degrade the ambience and character of the area generally.

Discouraging through traffic may be achieved in a number of ways e.g. implementing a one way street, no left turns at Welland from Queen Street, dead ending at Welland Avenue, speed bumps and so on. All would require further investigation for their effectiveness and overall acceptance by local residents.

Accordingly it is recommended that the municipality initiate a traffic management study of the conservation district with the objective of restricting access to the area by through traffic. If initiated the district committee and Downtown Residents Association should be involved and consulted at all stages.

4.4 Tree preservation by-law

The Queen Street heritage conservation district is graced by a number of trees in a variety of configurations on private and public property. Many contribute to the scenic and visual interest of the area with tree-lined sidewalks, pathways and expansive canopies.

District designation under Part V of the Ontario Heritage Act does not extend protection to these important landscape features. Provisions in the Municipal Act, however, do provide for the conservation and protection of trees.

Section 313(4) of the Act states that:

The council of every municipality may pass by-laws...

(c) for preserving trees;

(d) for prohibiting the injuring or destroying of trees;

Given the importance of these features in the landscape it is recommended that a by-law be adopted which applies only to publicly owned property and prohibits the felling, uprooting, willful damage or

destruction of trees without the consent of municipal council on the advice of the district committee. The by-law would apply only to the designated district and specific activities such as pruning and thinning or removal of dead or dangerous trees could be specifically exempted from the by-law.

At some later date the district committee in conjunction with local residents may wish to consider application of these provisions to private property.

4.5 Site plan control

In some heritage conservation districts it has become a standard practice to use site plan control provisions from the Planning Act to complement the development review mechanisms of the Ontario Heritage Act. Site plan control allows the municipality to require facilities or improvements to a subject site and in particular address matters such as landscaping in the development of property.

While in many respects complementary to conservation initiatives the dual processes and differing time spans for processing applications may be considered too cumbersome.

Accordingly it is not recommended at this time but if in the review of this district plan or development activities are in some way prejudicing the character of the area the application of site plan

control should be re-evaluated.

4.6 Zoning By-law

Existing zoning provisions respecting the use of land within the district are generally considered satisfactory as they recognize the existing predominant uses within the district.

Only in one glaring instance is there lack of a provision in the zoning by-law that may be considered inappropriate with respect to appropriate physical change, namely there is no provision for restricting the height of new construction.

The maximum existing building height along Midland Street and Queen Streets is no more than two-and-a-half stories. Excessive new building heights resulting from infill development or upper storey additions to existing dwellings would be inappropriate.

Accordingly it is recommended that the City's zoning by-law be suitably amended to show that in those zones situated within the Queen Street Heritage Conservation District designation by-law under Part V of the Ontario Heritage Act the maximum building height shall be 8.5 metres (27.8 feet).

5.0 CONSERVATION GUIDELINES

5.1 Introduction

The study area contains a diverse range of properties dating from the mid-nineteenth to the mid-twentieth century. The built structures reflect the prevalent stylistic influences such as Classical Revival, Gothic, Italianate, Romanesque and Queen Anne as well as the typical construction techniques and building materials of the period. The most dominant building type in the area is frame with an exterior rough cast or stucco finish with some solid brick and brick veneer structures. There are also a few examples of frame buildings with wooden siding. Most of the buildings are single detached structures with a few semi-detached and one example of row housing. The houses generally range in height from one-and-a-half storeys to two storeys. Wooden shingles were the predominant historical roofing material with only one example of historical slate roofing found on 90 Queen Street.

The distinctive features of the area are its cohesiveness of scale, mass, decorative detailing and building materials. Although many individual buildings and properties have been altered over time due to changing tastes and fashions the overall nineteenth century character has been retained and occasionally enhanced.

In order to ensure that the character of the district and its component buildings and spaces are maintained and enhanced, guidelines are provided in this and following sections. It is anticipated that most conservation issues in the district will be addressed through the plan's policies and guidelines. The following principles form the basis for advice to property owners or decision making by the City of St. Catharines.

5.2 District conservation principles

- Heritage buildings are to be retained and re-used wherever possible and the demolition of heritage buildings will be strongly discouraged.
- The distinguishing characteristics of a heritage property should not be destroyed and the alteration or removal of historical fabric or distinguishing architectural features should be avoided.
- Alterations and changes that have occurred in the past may be of significance in the development of a particular heritage building and its environment and should be protected.
- Stylistic and architectural features or examples of craftsmanship that distinguish a particular building or environment should be treated with sensitivity and where deteriorated should be repaired rather than replaced.

- Replacement of architectural features should match the material being replaced in composition, design, texture, colour and size.
- Historical, physical or pictorial and documentary evidence should guide the repair or replacement of missing architectural features of an individual heritage building. Guesswork or using architectural elements borrowed from other buildings should be avoided.
- Surface cleaning of structures should only be undertaken when accumulated dirt adversely affects the historical fabric of a heritage building and undertaken only by the gentlest means possible. Sandblasting, high pressure water washing, strong chemical cleaning and other methods that damage building materials must be avoided.
- Contemporary design of alterations and additions will be encouraged where they do not destroy significant historical, architectural or cultural features.
- Contemporary design of alterations and additions should be encouraged where they are of a size, location, colour and material that is compatible with the prevailing character of the building, streetscape and district.
- All public works should seek to avoid adverse effects to individual heritage buildings, archaeological sites, walls, fences and distinctive trees and treelines within the district.

- New construction comprising freestanding buildings should respect the prevailing character of adjacent buildings, the streetscape and district and be compatible in location, height, setback, orientation, materials, colour, roofline, fenestration, scale and proportion.

5.3 Building conservation

Owners of a heritage property may be considered as stewards or custodians with a responsibility to transmit to future generations a rich built-heritage. Maintaining buildings in good physical condition and ensuring viable and satisfactory uses are also the cornerstones of conserving older heritage buildings.

The deterioration of building elements or materials is a natural phenomenon. It can be significantly slowed by sound repair and maintenance or considerably accelerated by inadequate attention to such things as water damage, paint failure and so on. The process of "conservation", which is the remedial measure necessary to prevent decay, must be used to promote the longevity of building materials.

Generally the issues within the Queen Street study area relate mainly to the continuing maintenance and repair of historic building fabric, appropriate alterations and additions to existing heritage structures and new construction. Repair and maintenance is the minimum

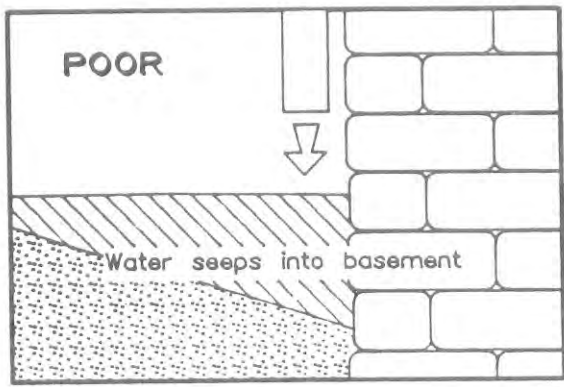
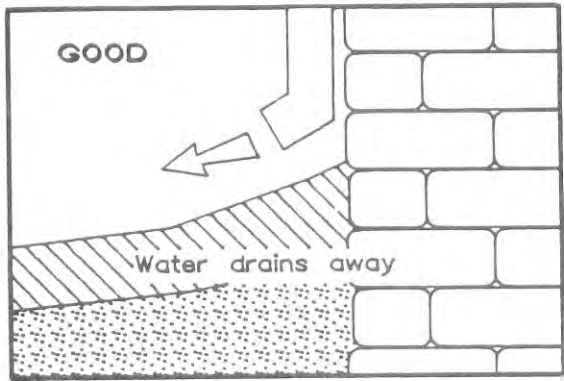
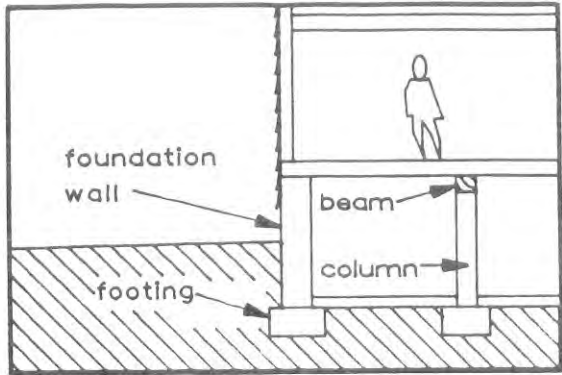
conservation action and yet the most effective action required to maintain a building since it often insures against harmful and irreparable damage.

The sections that follow offer general guidelines on the maintenance, repair and restoration of existing heritage buildings within the district.

5.4 Foundations

Building foundations which are sound and watertight are essential to the good health of the district's structures. The early discovery of problems can normally be corrected inexpensively and efficiently. If problems are allowed to persist untreated, irreversible damage such as excessive settlement may occur.

The importance of the regular inspection of basements and foundation walls cannot be overstressed. Using a flashlight look for signs of moisture, cracks, deflection of structural members and settlement. Settlement can take years to occur and normally does take place during the first years of the structure's life. Often older buildings which have settled reach an equilibrium. However, changes in ground water levels, earth movements, new tree plantings too close to a structure and disconnected downspouts can result in further destabilization of the structure and foundation.



Another problem with basements and foundations is a lack of proper ventilation which can cause fungal growth. Undetected growth can also cause stress through weakening sill plates which may affect the soundness of the basement foundation and the above structural framework. Termites are another problem which should be monitored and corrected where extant.

Repairs to foundation problems should be undertaken only after consultation with a professional engineer or architect who has a knowledge of heritage buildings systems. Make repairs where possible using traditional building practices and using sound building science principles.

Make sure proper exterior drainage is in place and direct water away from the building. Install drainage tile if necessary to control excessive moisture. When excavating, remember that there may be archaeological concerns that can arise. Excavate in short sections and backfill.

Generally the guidelines for masonry restoration of walling (Section 5.6) should be applied to any exposed external foundation walls whether they are brick, stone or concrete block. Areas exposed to extreme environment conditions at the lower foundation walling may require a slightly stronger masonry mortar to prevent accelerated deterioration. Conditions may vary requiring expert advice. Refrain from parging

exterior foundation walls as a method of waterproofing. If additions or alterations are being considered it is worth examining methods of construction which spread the load uniformly onto an existing foundation wall.

5.5 Structure

Structural systems in buildings often vary in size, shape and design. Techniques employed by a variety of builders and designers will also contribute to differences in construction methods and choice of materials.

Wood is the most common building material and has always been relatively inexpensive and readily available in Ontario from the beginning of European settlement. The construction method for frame structures varies greatly as building techniques developed with advancements in technology. The earliest structures were generally log and then heavy timber construction. This was followed by wooden platform framing and balloon framing which relied on machine sawn lumber.

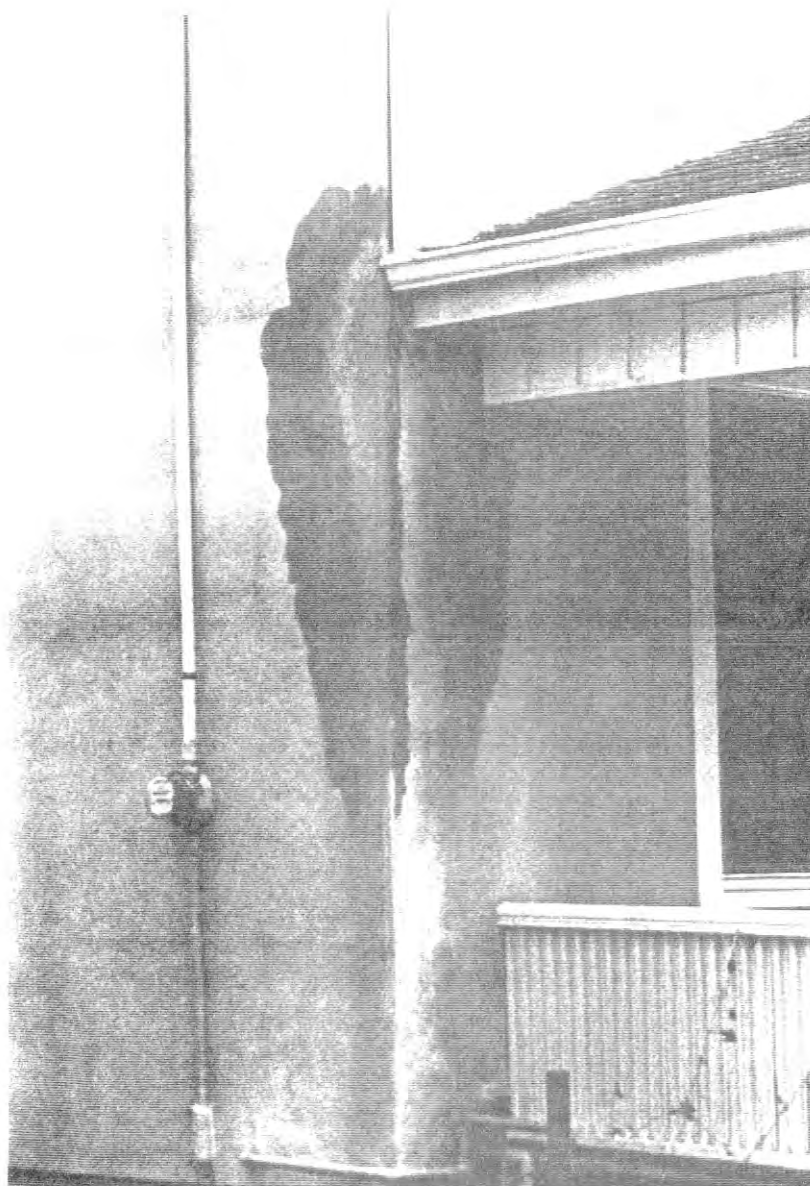
The proper method of conservation for heritage frame structures begins with the assessment of the type of construction employed in the building. This will allow for the development of proper strategies for maintenance, repair and restoration.

Inspect and record structural stability problems; note cracking, deflection, fungal or insect attack; stabilize weakened structural members and systems with a method which can be reversed if necessary. Replacement of any structural materials should be made in the same species and of the same dimension and structural capacity where possible.

The effects of settlement and problems with leakage or cracks should be monitored for activity before work is considered. Inactive cracks and/or leaning wall can be in a static state and no longer cause for concern.

Remember it is of the utmost importance to make any major repairs to the structural soundness of a building first before completion of work to the exterior elements like brick, stone, stucco and even wood siding. This is very critical in situations where new additions or alterations are considered. The building owner should also consider supplementing the existing structural system when damaged or inadequate. This solution is preferable in circumstances where braces, splices or flitch plates can be utilized and later removed if necessary.

When restoring, replace specialized joinery work and unusual or rare engineering or technical innovations only when necessary. Specialized work will require a skilled craftsperson or a professional engineer



Make sure rainwater gutters are regularly cleaned to prevent backup and penetration of wallcladding.
(Sections 5.6 and 5.7)

with heritage training or experience. Proper plans and specifications may be required to execute the project. Structural repairs to masonry or stucco should be completed with non-ferrous metal hardware to prevent rusting. The grouting of masonry walls when required should be completed by experienced professional tradesmen.

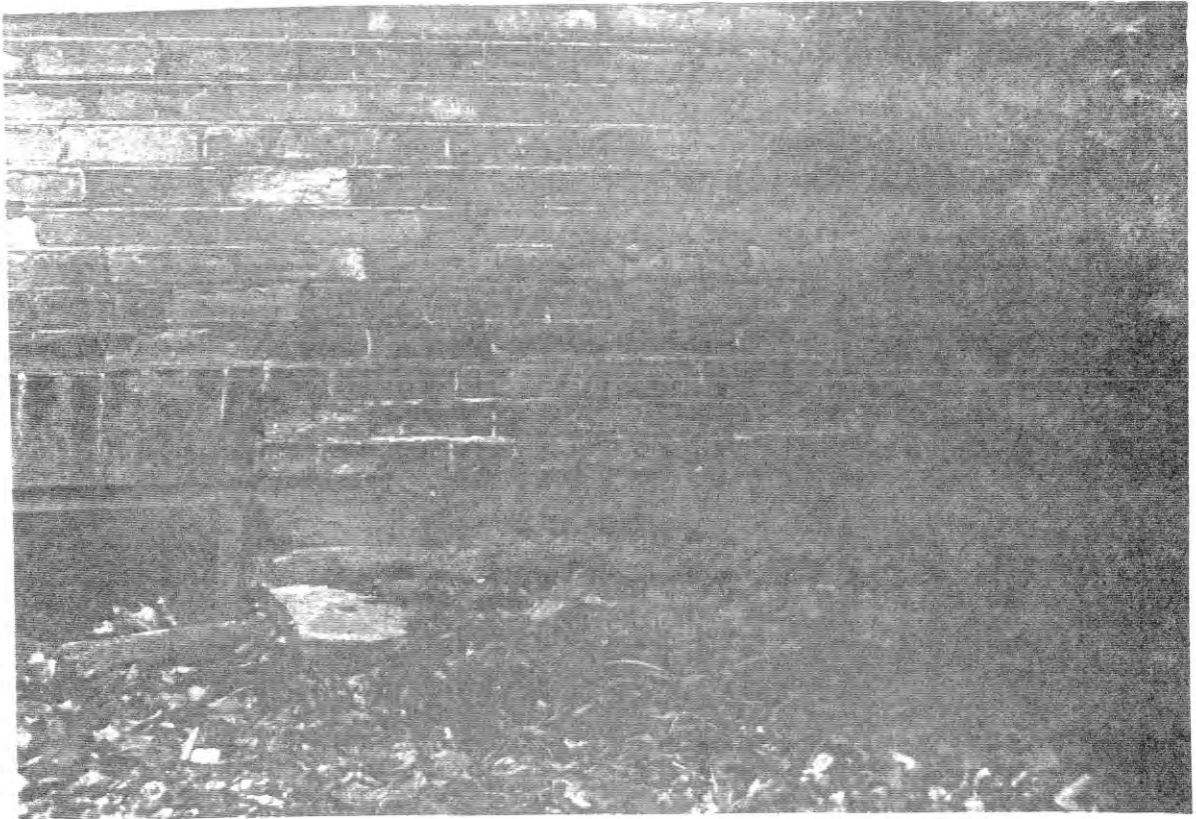
5.6 Exterior Wall Cladding

Generally, the historic buildings of the Queen Street area were either sided in wood over a frame structure or timber frame covered with stucco.

Walls should be examined for cracks, spalling, stains, leaks, mortar erosion, local distress, leaning or bowing, efflorescence, blisters and loose or falling building fabric. Prioritize the work which must be considered for repair and future maintenance, and then take appropriate action.

Brick

Repairs to localized areas should match the original as closely as possible in size, colour, texture, surface treatment and strength for reasons of appearance and durability. With brick, it is critical that mortar which bonds the original walling units is examined for texture, colour, type of jointing and composition. A good match of the above noted qualities will contribute to a better completed job. The choice



Walls should be examined for spalling, efflorescence, cracks and other signs of deterioration.
(Section 5.5)

of replacement brick should follow similar criteria in terms of type, unit size, colour, texture and composition. Maintain wherever possible decorative brick elements. The maintenance of brick walling will help preserve the building fabric.

Major restoration should follow guidelines developed in the Annotated Master Specification for the Cleaning and Repair of Historic Masonry, available from the Ontario Ministry of Culture and Communications, Heritage Branch, Toronto.

When replacement brick is to be used, it should be chosen carefully. Salvage brick can be used in areas where exposure to excessive weathering is not likely to occur. Remember strength and durability are properties "old" bricks should be examined for when considering them for re-use. Do not employ the use of softer interior bricks for exterior masonry repairs.

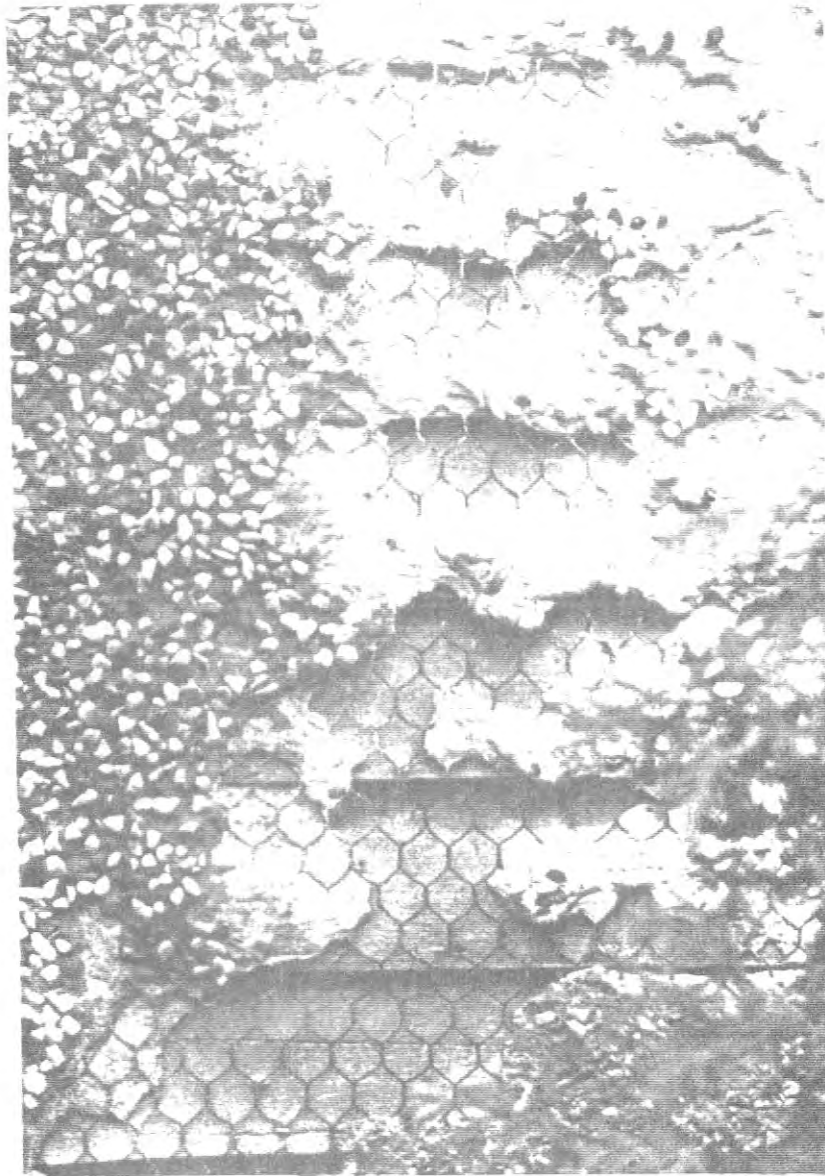
The retention of original heritage finishes or coatings on masonry including paint, whitewash and parging should be maintained when possible. The cleaning of masonry can be considered useful in the prevention of deterioration and the restoration of original appearance. However, it is critical to the success of a cleaning operation that the "patina" be maintained. The patina of age is part of the building's history. This will involve specialized care by a competent contractor. The "good as new" appearance usually means too aggressive an approach

to cleaning is being recommended. Make sure that all cleaning operations are carried out during a frost-free period by skilled operators. Test patches should be completed in inconspicuous areas before any work is undertaken. Be wary of sandblasting in any circumstances and remember caustic chemicals used improperly can be just as harmful to the building and the environment.

Many historic masonry structures contain softer, more elastic mortars with a high lime and low cement content. Modern mortar is generally harder and its use can be harmful for older buildings when employed with soft or friable masonry materials. A general rule with masonry repointing is to make sure the mortar is weaker than the surrounding masonry. It is easier and cheaper to repoint masonry walling rather than replace historic masonry units.

Many historic masonry structures were built using more elastic mortars with a high lime and low cement content. Modern mortar is generally harder and its use can be harmful for older buildings when employed with soft or friable masonry materials. A general rule with masonry repointing is to make sure the mortar is weaker than the surrounding masonry. It is easier and cheaper to repoint masonry walling rather than replace historic masonry units.

Repointing is required when the mortar is badly deteriorated or when water penetration has occurred and weakened the material. Do not



Stucco is a much used exterior cladding in Queen Street buildings. Here it was once applied over a clapboard structure. (Section 5.6)

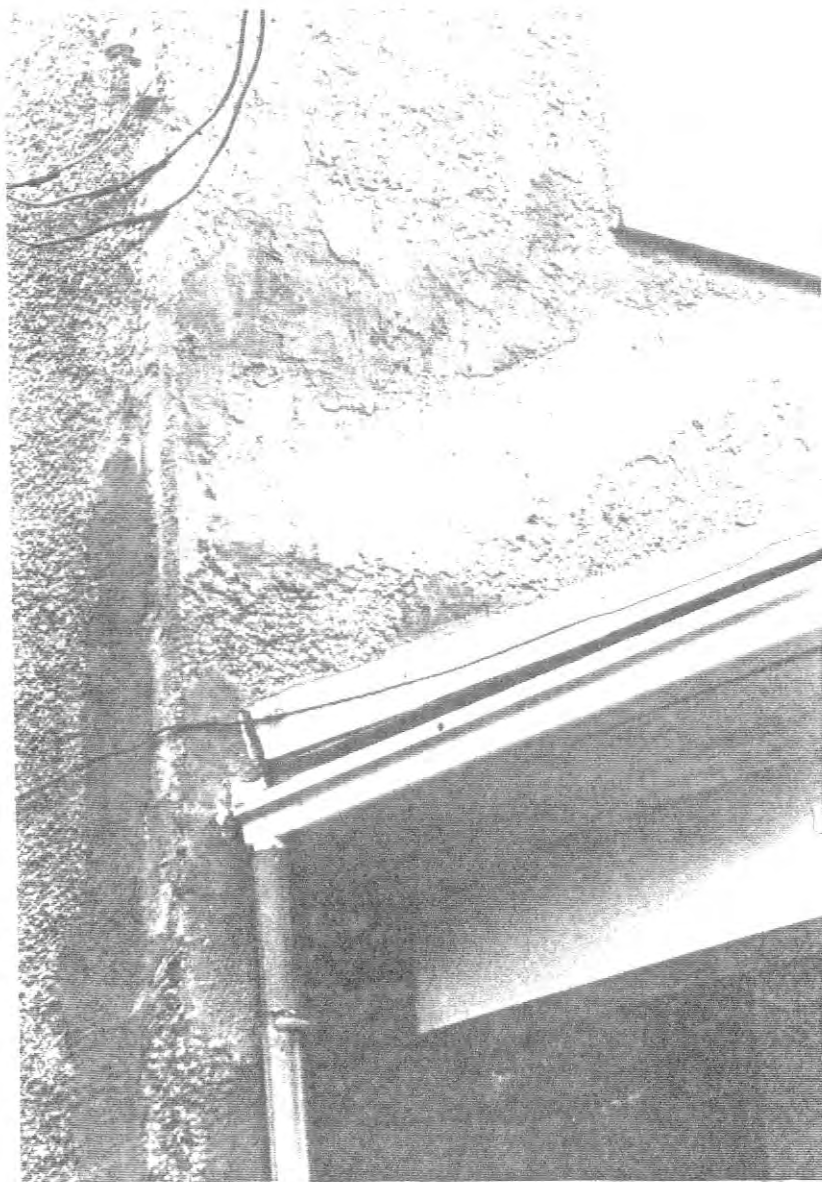
repoint old mortar sections in good condition. Clean out deteriorated mortar with a hand chisel back to sound surfaces rather than using power chisels. The composition of the new mortar should match the qualities of the old in strength, colour and texture. Avoid the use of plasticizer or colourants.

Stucco

Stucco has been a much used exterior cladding in Ontario architecture and is very prominent in the Queen Street district. It is a type of external plastering or rendering of lime or lime and cement mortar which is placed on lath. It produces a uniform finish which is rain resistant and which adds architectural effect to the building surface with its texture, detailing and colour. Traditionally stucco was seldom painted but took its colour from the aggregate and any permanent pigment mixed in the finish coat.

Common failures of stucco include bulging, cracking, deterioration at the ground line and at the roofline. Moisture penetration and structural settlement are prime causes in stucco failure. Stucco can be repaired in several ways:

- Ensure that textured or decorated stucco surfaces are accurately recorded before repairs begin. Note the thickness of the stucco relative to the wood trim and maintain this dimension in order not to hide or destroy the function of detailing i.e. sill drips.



Patching and new stucco surfaces should match the historic finish, colour and texture of the original stucco surface.
(Section 5.6)

- New stucco should never be applied over an existing surface since this can hide damaged surfaces and destroy architectural detailing. Remove unsound stucco to lath or a sound base and duplicate original formulation in strength, composition and texture.
- Patching and new stucco surfaces should match the historic finish, colour and texture and any special markings found on original stucco surface.
- Do not paint stucco surface if not already painted.
- To date no effective method of cleaning stucco has been developed.

Wooden Siding

Examples of clapboard siding or horizontal wooden cladding are found in the study area as well as some decorative shingle siding. Wood siding should be repaired wherever possible. New replacement wooden siding should match the original in form, style, dimension, profile and method of installation. Corner boards should match the original in dimension and profile. Selection of a skilled craftsman to complete the installation is recommended.

Synthetic Siding

The exterior historic character of a heritage building is largely established by its style and decorative detailing which are in turn

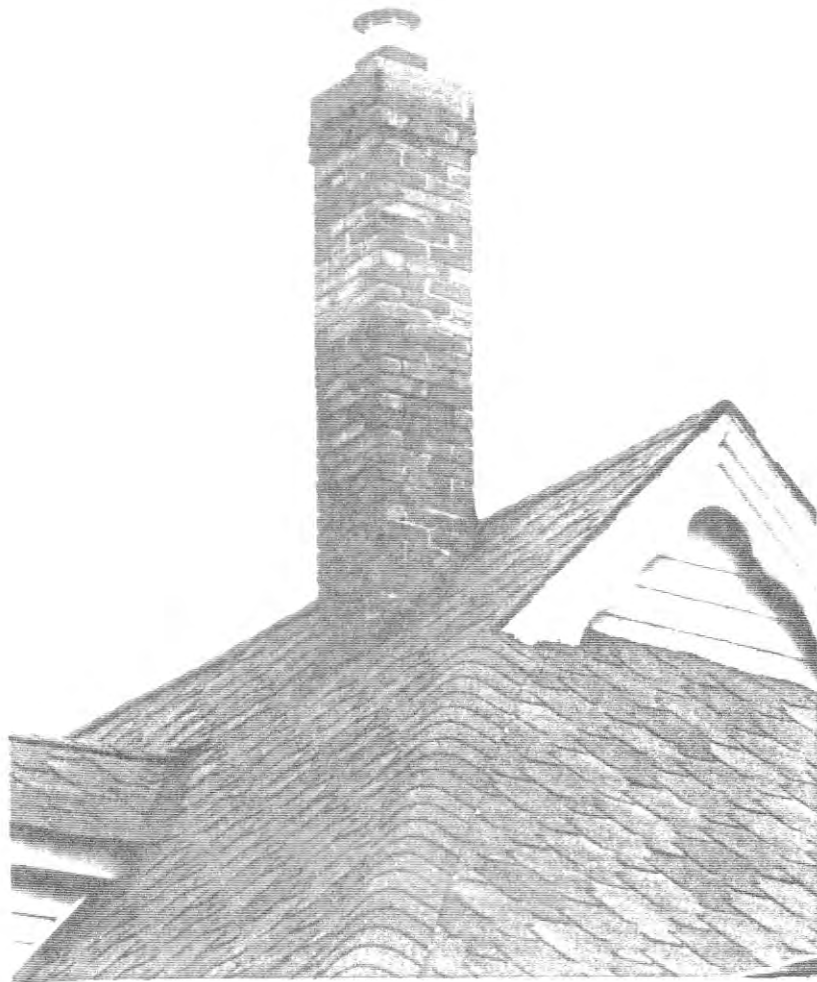


Wood shingles are also used to great decorative effect on principal facades of buildings.
(Section 5.7)

influenced by the detail, colour and surface characteristics of the walling material. Wooden siding as well as brick structures are often reclad in modern synthetic siding rather than renewing the original building material. In the case of historic building this can lead to significant changes to the exterior appearance of the building.

Synthetic siding courses the visual texture of the building and destroys the architectural scale of a house by altering size and spacing of the original wooden siding. Its application generally means the removal of decorative and other trim such as cornerboards, and window and door trim. Wooden siding and brick units are often damaged by nailing the synthetic siding directly to the original building fabric or by adding furring strips to the original walling material. The inability of synthetic sidings to bend often leads to vertical placement in problem areas thus spoiling the original lines of a historic building.

The application of synthetic siding also affects the general maintenance and repair of the historic building by contributing to moisture problems if applied over a building which needs repair and it prevents the inspection of the underlying building fabric. Synthetic siding tends to be prone to denting. It is not maintenance free and its insulation value is not significant.



Examine chimneys annually for stability and soundness.
(Section 5.7)

5.7 Roofing

Respect the original roof configuration and roofing materials and any architectural details such as dormers, cupolas, vents and cresting.

Assess the condition of the roof yearly. Look for or examine: broken, loose or missing shingles, corroded, broken or loose fasteners; the condition of the valleys, flashing and ridge; level and plumb roof planes. Examine the attic space for signs of moisture. When dealing with flat roofs, it is important to assess the condition of the tar and gravel covering as well as the drainage. This roof type often has a short lifespan.

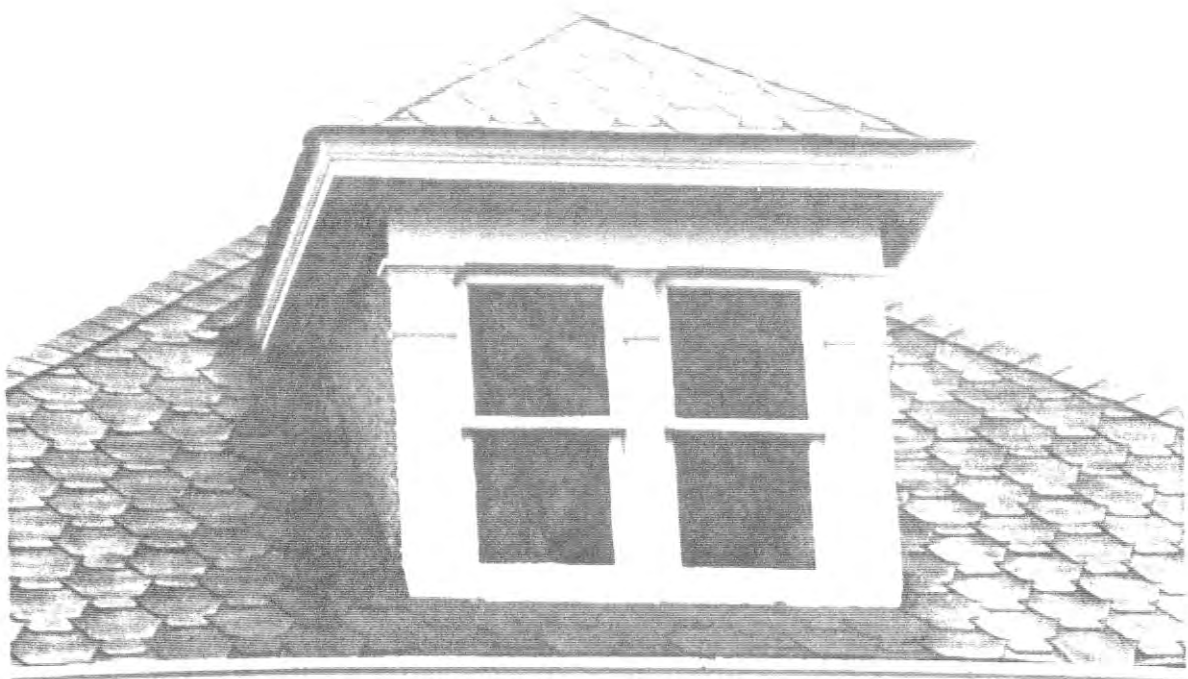
Repairs should be made before considering entire roof replacement. Even small patch repairs should be carried out in a conscientious manner and match the original material.

Make sure rainwater gutters are regularly cleaned to prevent backup and ice dams.

The choice of roofing material replacement should be carried out after a proper cost analysis taking into account grant monies. Selection of a modern or alternative roofing material should respect the colour, dimensions and texture as well as visual impact of the original roof and the effect on the streetscape. Place new vents or other elements like skylights in discreet locations making sure they are properly flashed and sealed.



Wood shingles were once the predominant roofing material on buildings in Queen Street.
(Section 5.7)



Respect and protect roof features including such elements as this modest dormer.
(Section 5.7)

If planning to restore a roof to its original condition, investigate the roof area and/or examine historic photographs and other documentary sources to identify the original roofing material. The predominant historic roofing material used within the Queen Street district appears to have been wood shingles. Make sure colour, textures and dimensional qualities respect the original material. Purchase the best quality shingles available free from defects and made of heartwood. Hire an experienced contractor familiar with proper installation techniques. Property owners can assist by directing the contractor to certain information sources if there are any questions regarding details for flashing, ridges and junctions.

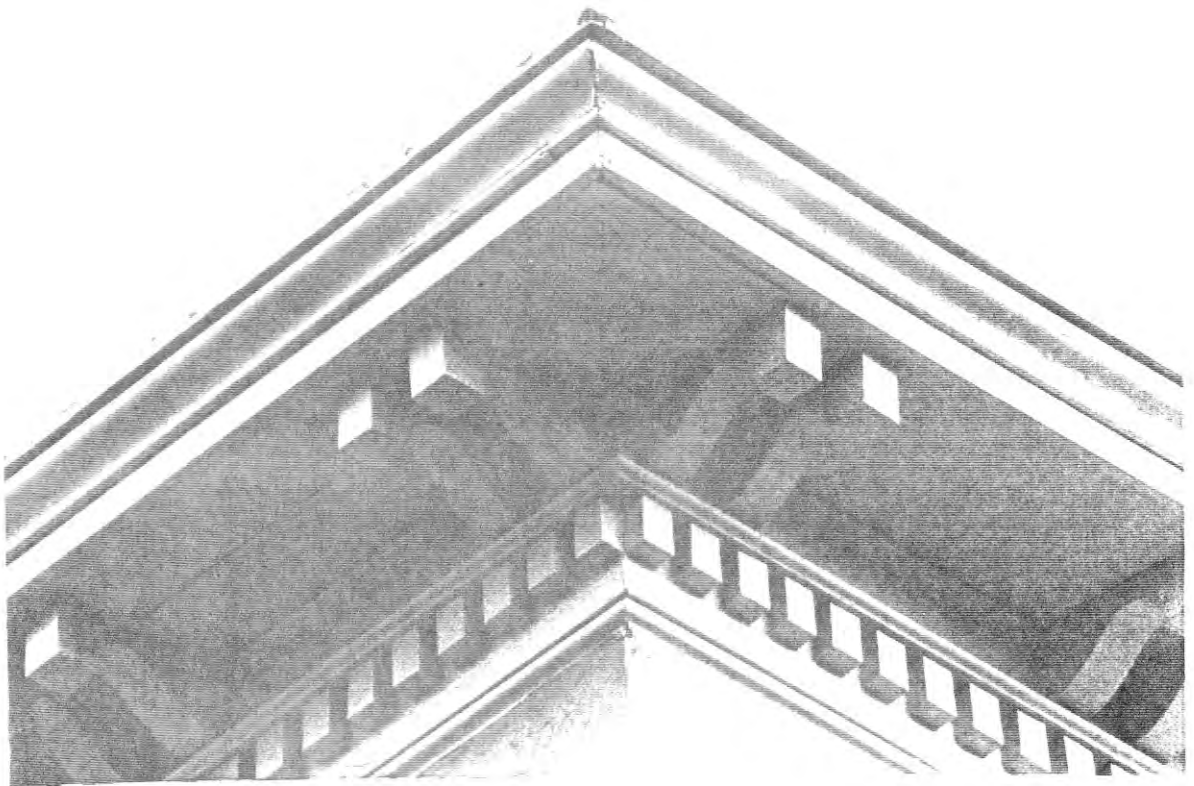
Chimneys are masonry roof features which should be examined for stability and soundness annually. This includes making sure the flue liner is operating effectively and that the chimney cap is secure. Flashings often fail in this area and regularly cause roofing material decay. Masonry chimneys should be repaired with the same method and approach discussed in Section 5.6. Decorative chimneys or chimney pots should be restored through repair or replacement in style, profile and dimension where possible.

5.8 Decorative Wooden Detailing

Decorative wooden detailing and ornamentation such as porches and verandahs, scrollwork, spindles, columns and turned posts, brackets,



Carved, sawn and turned woodwork should be checked regularly for signs of decay.
(Section 5.8)

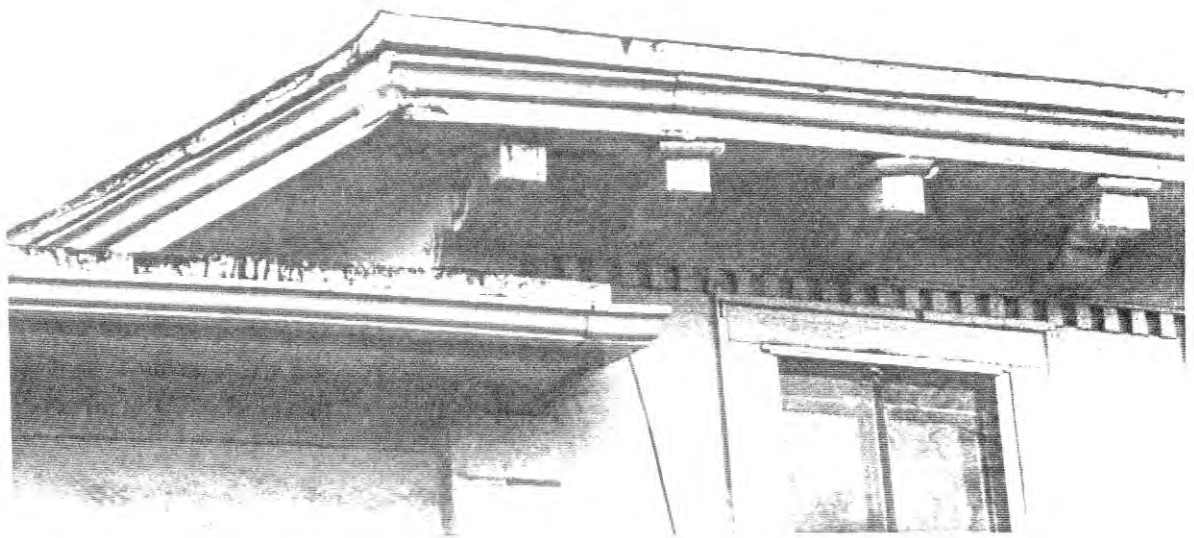


Decorative wooden detailing is found on both modest and grand historic buildings within the district and should be conserved at every opportunity.
(Section 5.8)

vergeboards, finials and pendants, dentils etc. are found on even the most modest historic buildings of the nineteenth and twentieth centuries and are considered to be an integral part of the building's character. Since carved, sawn and turned details are very susceptible to deterioration they should be checked regularly for signs of decay.

Signs of rot, insect infestation, fungi, mechanical damage and structural fatigue are common problems in exterior woodwork. Understanding the nature of decay will allow for a better choice of repair and maintenance options. Look for blistering paint or a total absence of a surface covering as a signal of a potential problem. Make sure that the fastenings are secure and that they are free from rust.

When undertaking repairs use the gentlest means to strip or clean wood or finishes, being mindful not to remove or harm sound wood. Small cosmetic repairs can often be accomplished with compatible wood fillers which are then painted. More serious problems may require wood insertions or splices. When total decay has occurred, new wood should be used to duplicate the original structural or decorative element. Make sure a competent carpenter is hired to undertake the work. Maintenance of wooden elements will require regular inspections to ensure there is no damage from excessive moisture - wood's number one enemy.



Decorative and structural elements should be examined for failure. Excess moisture is the major threat to wood.
(Section 5.8)

In order to restore decorative wood moulding profiles should be taken of all elements in order to ensure that they are properly replicated. It is important to use a skilled craftsman who has knowledge of practice, tools and wood. All existing structural and decorative elements should be examined for failure and reused when possible. Assessment of the type of repair should be considered in conjunction with historical documentation. The restored elements should be protected by a non-toxic water repellent to prevent future decay. Regular painting is one of the best methods to ensure the protection of exterior woodwork. Do not rely on caulking to prevent water absorption. Properly detailed elements should be self-draining, if possible. With repairs to smaller areas, it is recommended that a filler which contains maximum strength and durability be selected for the patching. Any splicing should be completed in the same type of wood. Make sure the cut section is similar so the grain matches.

The reconstruction of elements based on historic photographs should be drawn first before the replication of the element is commissioned. Working or shop drawings are useful when prepared. Conjectural restorations should be avoided.

5.9 Windows and doors

These important building features historically are an integral part of the architecture of the district's heritage buildings. They also



Retain and repair original window frames and storm windows.
(Section 5.9)

reflect changes in the original design and often exhibit fine quality craftsmanship.

The inspection and assessment of these features for structural soundness and deterioration is of critical importance. Retention and repair of original window frames, sash, glass and door panelling is recommended. Badly decayed areas in an otherwise sound window or door should be repaired using compatible filler materials or appropriate joinery detailing. Retain existing glazing where possible and save door and window hardware during repairs. Never enlarge window or door openings or make them smaller since this has a deleterious effect on the heritage character of the building. The one exception occurs when an original door or window opening is being restored.

Replacement wooden windows or doors should be completed in kind. Aluminum, coated metal or vinyl units are not recommended. A replacement window or door should match the original in style, shape and placement. Replacement using historic photographs when available will be required to meet the above criteria.

When restoring a building to its original appearance new replacement sash should maintain the muntin profile and dimensions of the original window. This may require new shaping blades or knives to be cut to reproduce the moulding profile. Try to make double hung windows work properly. Don't forget, storm windows and doors are also heritage

features. When new glazing is required it should resemble some of the qualities of older, single pane glass where possible.

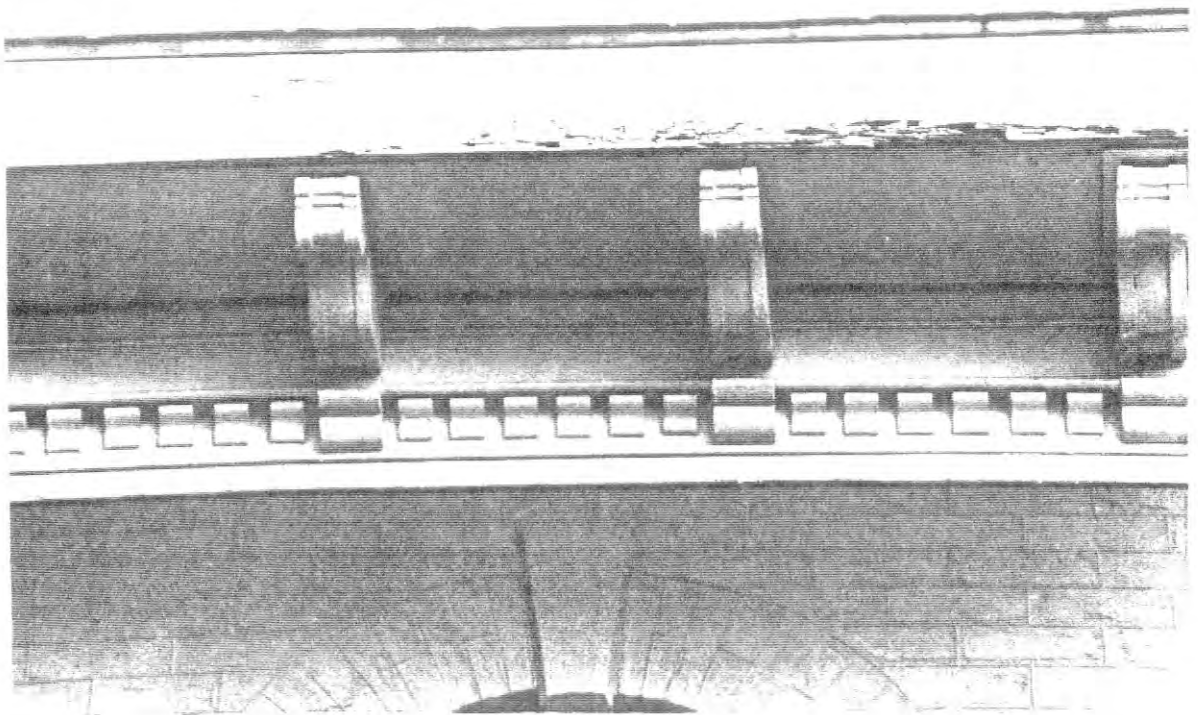
Entrances which include transoms and sidelights often exhibit a high degree of craftsmanship. The retention of this skilled work is desirable and worthy of restoration through proper conservation techniques. The employment of experienced master carpenters may be necessary to complete this level of workmanship.

Prepare for the restoration of these elements by using moulding profiles and photographs to develop shop drawings.

5.10 Exterior Paint

Painting is probably the common maintenance work encountered by property owners. The removal of painted exterior surfaces on an eight to fifteen year period is a generally accepted contingent upon environmental conditions.

Paint removal should be considered only after a thorough inspection of the surface. Look for signs of mechanical wear, cracking, scaling, peeling, blistering, loss of gloss, soiling chalking or mildew. With these conditions in mind prepare the surfaces properly. Realize that new paints can bond poorly to old paints if the surfaces are not prepared by sanding, scraping and the use of a good primer coat. Since paint adheres poorly to burnt wood, it is not advisable to use a blow



Painted surfaces should be examined for peeling, blistering and other signs of paint deterioration.
(Section 5.10)

torch for removal. Always take precautions when removing lead based paints. Lead fumes are toxic.

Choose a colour scheme which is sympathetic to the structure and its design elements as well as the neighbourhood. There are many good sources of historic paint colour schemes for homes. Original paint colours may be exposed when removing old paint from historic buildings making it possible to match these earlier colours.

Original paint colours can be determined by paint analysis when carried out by a professional. If no traces of the original paint exist, representative colours for the period can be determined from contemporary trade magazines and catalogues.

Make matches with dry samples. Remember not to confuse a prime coat with finish colours. Also, older paints have a tendency to yellow and/or darken from the original colours.

5.11 Energy conservation

The problem that owners of older homes will encounter with the approach to the issue of energy conservation in heritage buildings is that solutions have been developed with contemporary buildings in mind.

Older heritage structures can often be adversely affected by some of the measures or products used in the search for a better, more energy efficient structure. A very helpful book published by the Ontario

Ministry of Culture and Communications titled, Heritage Energy Conservation Guidelines shows how to be respectful to the older building's architectural merits while upgrading the energy efficiency and comfort of the structure.

Good energy conservation principles can be practiced in older buildings successfully when an appropriate approach is taken. First, the owner of a heritage building must accept the fact that the building will never be as energy efficient as a new structure. Second, it is important to understand the inherent energy conservation measures built into our older buildings and make use of them where extant. Third, consider energy conservation measures which have less impact on the heritage features yet raise the comfort level, i.e., air sealing, weatherstripping and caulking, attic insulation and proper heating plant operation.

The above mentioned booklet presents an approach to energy conservation which includes:

- the completion of an architectural evaluation;
- a technical survey to gain an understanding of how your building works and the problems which exist; and
- how to undertake an energy audit to discover the efficiency of the structure before completing measures.

One building element often considered for improved energy conservation efficiency is the window. Original wood windows should never be replaced with double glazed metal or metal clad wood windows. The payback period is often lengthy and cheap metal windows seldom contain the proper thermal breaks. Making older windows work properly combined with proper caulking and sealing is an option which should be explored before replacement. When replacing windows choose good quality wood windows when possible.

6.0 GUIDELINES FOR ALTERATIONS, ADDITIONS AND NEW CONSTRUCTION

6.1 Introduction

The Queen Street heritage conservation district exhibits a rich variety of architectural styles, building techniques and construction materials. Few, if any, of these buildings have survived as they were originally constructed. Repairs, changing domestic needs and new services all make their mark upon the fabric and form of buildings. Some have resulted in the alteration of windows and doors, the recladding of frame structures or the construction of new additions.

Physical change within the district, as in most communities, has occurred in a variety of ways such as:

- alterations and additions to existing buildings;
- infilling between existing buildings;
- demolition of structures and their replacement with new ones; and,
- carrying out public works such as road building and sidewalk construction.

These changes in the past development of the district have not been consciously guided by a set of design guidelines yet there exists variety without excessive confusion and diversity in building character. Generally this character is:

- one-and-a-half to two storey buildings;
- two to three bays in width;
- hip, end gable and side gable roof configurations;
- medium pitched roofs; and,
- consistent setbacks or building lines amongst groups of buildings.

An important objective in the following guidelines is to encourage change that is in keeping with and respects existing building form and heritage fabric and detailing. The guidelines should be read:

- i) in conjunction with the advice on building conservation in section 5;
- ii) as a prerequisite for the consideration of applications under Part V, Section 42 of the Ontario Heritage Act.

In section 6.2 and 6.3 the intent is to provide more specific guidance on changes to heritage buildings with a view to retaining their distinguishing features and fabric.

Sections 6.4 and 6.5 address the integration of new construction and public works into the district.

A final cautionary note is advised in the purpose, use and application of these design guidelines. The guidelines provide a general framework



Ensure the protection of historic building materials and architectural features.
(Section 6.2)



Character defining elevations should not be altered; skylights are best located inconspicuously; and original window openings retained. A Hamilton example of what not to do.

for considering the minimum standard of appropriateness for change within the district. They must be considered an aid to consistent decision making rather than a specific formula for designing a new building, addition or architectural feature.

6.2 Alterations to heritage buildings and sites

The modernization of residential structures has long involved the process of renewal. Naturally occurring building materials such as wood and stone were often used initially in construction. Historically, in the process of renewal, low technology materials such as stucco or brick were veneers often applied to older buildings to renew and appear more contemporary in character.

Today many of these applications are "high-tech" or synthetic materials of vinyl, aluminium, plastic, or pre-cast concrete. These mass produced components offer sound quality at competitive prices. Heritage properties and these contemporary building products are not always considered compatible when conservation is a principal objective.

Generally in any alteration to a heritage property every attempt must be made to ensure that:

- historical building materials and architectural features are protected;

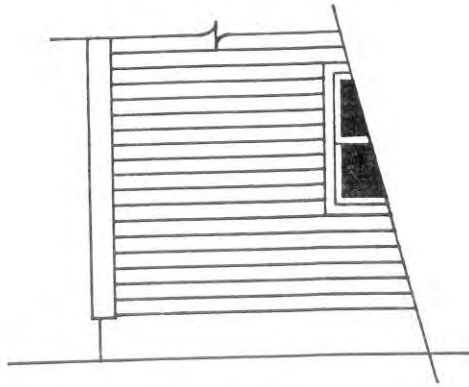
- character defining elevations, especially those that face the street or public spaces, are not radically altered; and,
- that replacement of building components or features are unobtrusive and fit visually and functionally with existing features.

6.2.1 Roofs

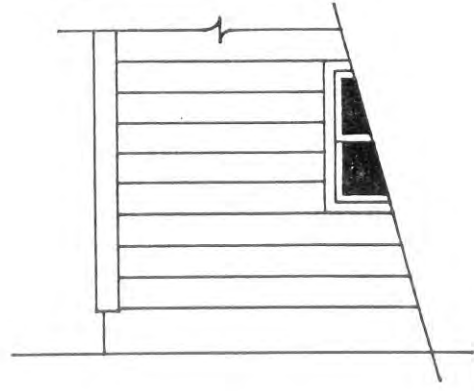
- Roof shape and configuration; decorative features and original roofing material should be retained and conserved.
- Non-functioning chimneys should be capped and repointed rather than demolished.
- New roof vents, solar panels, skylights, satellite dishes and dormers when required are best located inconspicuously, away from public view and in a manner that does not damage important features.

6.2.2 Walling

- Protect original walling from cleaning methods that may permanently alter or damage the appearance of surfaces e.g. sandblasting, strong liquid chemical solutions, and high pressure water cleaning.
- Avoid the application of new surfaces or new coatings that alter the appearance of original building material, especially where they are substitutes for masonry repairs and repointing e.g. waterproof/water

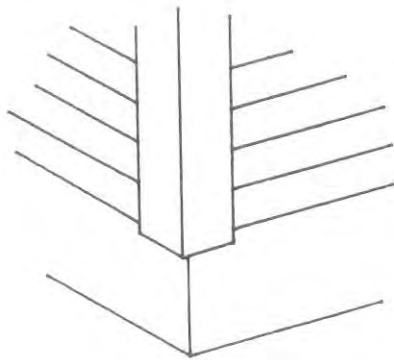


YES

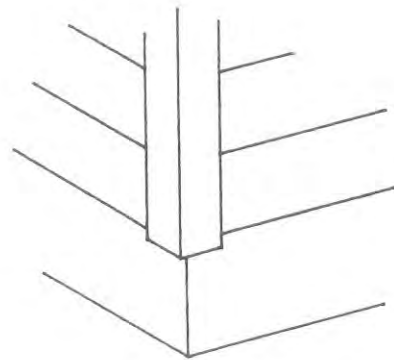


NO

Original siding width and profile should be maintained when re-siding.



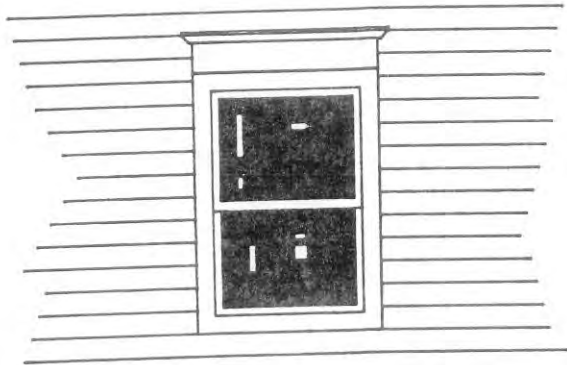
YES



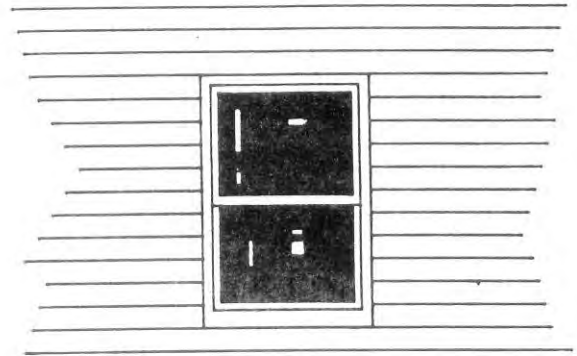
NO



Protect and maintain entrances and porches especially where they are key in defining the character of a building.
(Section 6.2.4)

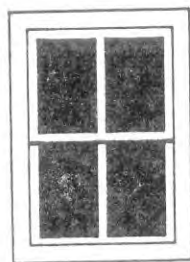
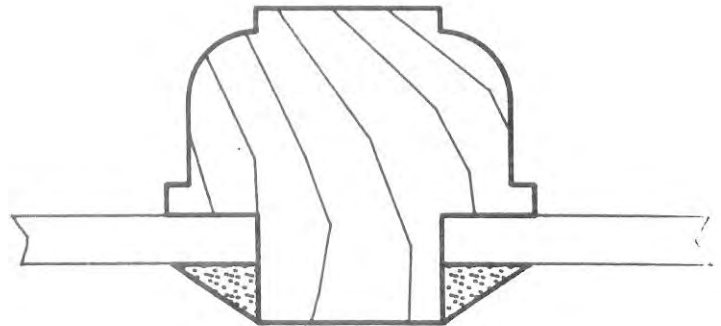
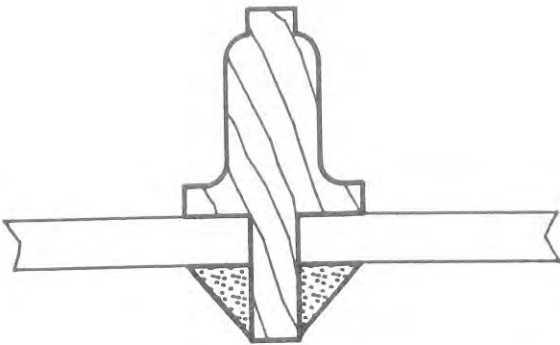


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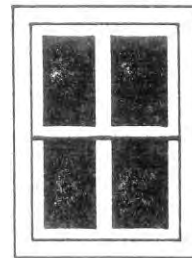
NO

Do not remove window trim
when re-siding or
installing new windows.



YES

When replacing original
windows match the muntin
profile where possible.



NO

repellent coatings, paint, aluminum or vinyl siding, board-and-batten and stucco.

6.2.3 Windows

- Protect and maintain original window openings as well as their distinguishing features such as materials, frame, sash, muntins, surrounds, glazing, stained glass and shutters.
- Avoid removing or blocking up windows that are important to the architectural character of the building.
- Changing the glazing pattern of windows by cutting new openings, removing muntins, installing "snap-in" muntins or obscuring window trim with metal or other material should be discouraged.
- New windows should be installed on rear or other inconspicuous elevations wherever possible.
- New window design that is compatible with the overall character of the building is to be encouraged but it should not duplicate the historical fenestration pattern.

6.2.4 Entrances

- Protect and maintain entrances and porches especially on principal façades where they are often key in defining the character of the building.



Conserve glazing, doors, steps, balustrades and entablatures and avoid removal of porches.
(Section 6.2.4)

- Conserve glazing, doors, steps, historic lighting fixtures, balustrades and entablatures and avoid the removal of porches and architectural features.
- The design and construction of a new entrance and/or porch are encouraged to be compatible with the character of the building. Restoration of a missing porch should be based upon historical, pictorial and physical documentation.
- Encourage required new entrances to be installed on secondary elevations rather than the principal façades. Where external staircases are proposed they should be located at the rear of a building or located behind verandahs, sun rooms, and other additions.

6.2.5 Features and spaces around buildings

- Attempt to preserve and maintain driveways, walkways, fences and walls that contribute to the special character of the space around a heritage building.
- Design and locate new parking spaces so that they are as unobtrusive as possible, ensuring that front lawns and tree plantings are maintained. (See section 7, Landscaping)

- Try to minimize soil disturbance around buildings (either through excavation and lowering grade levels or through piling of soil and raising grades) in order to protect or reduce the possibility of damaging unknown archaeological remains.
- Maintain proper site drainage and ensure water does not damage foundation walls and pool around or drain towards the building.

6.3 Additions to heritage buildings and sites

Often there comes a point in a building's history when an addition to a structure is considered for a particular need. That need may include:

- the opportunity to update mechanical services of an existing building;
- to expand the living space for a growing family or a specialized activity; and,
- in order to reduce the acquisition costs of a new property, it may be more economical to add or re-build in the present location.

Additions, even more than alterations, can have a profound influence on the aesthetic architectural qualities of an heritage building. A key objective in the design of an addition is to ensure that the completed structure adds to or enhances the history of the building and does not devalue it. A balance is sought between the new and old or more

specifically, a relationship of harmony. But a good design will only be as good as the trades people who put it in place. Good quality craftsmanship is important to the overall success of the project.

There are two important points to be considered when building an addition to a heritage building:

- 1) try to visualize the impact of the structure from the street or at a pedestrian level; and,
- 2) design new additions from the outside in.

Finally, new additions should be constructed in a way that:

- clearly differentiates them from original historical fabric; and,
- ensures the continued protection of distinguishing architectural features and does not radically change, damage; obscure, destroy or detract from such features.

6.3.1 Location

- Exterior additions, including garages, balconies and greenhouses are encouraged to be located at the rear or on an inconspicuous side of the building, limited in size and scale to complement the existing building and neighbouring property.

- Multi-storey exterior additions are best set back from the existing front wall plane in order to be as unobtrusive as possible in the streetscape.
- Additions to structures with symmetrical façades should avoid creating imbalance and asymmetrical arrangements in building form.

6.3.2 Design

- New additions are best designed in a manner which distinguishes between old and new; and that avoid duplicating the exact style of the existing heritage building or imitating a particular historical style or period of architecture.
- Contemporary design of additions or those additions that reference or recall design motifs of the existing building are to be encouraged. Successful and compatible additions will be those that are complementary in terms of mass, materials, ratio of solids to voids (wall to windows) and colour.

6.4 Construction of new buildings

The introduction of new buildings into any sizeable city must be seen as part of the continuing changes that are experienced within any urban area. Queen Street and Midland Street within the heritage conservation district, however, must be considered as having little potential for



New infill should maintain existing building setbacks.
(Section 6.4.1)

the introduction of new buildings.

Building demolition is not prohibited by the Ontario Heritage Act but it will be actively discouraged within the designated district. New development, if permitted by the Official Plan and Zoning By-law, will be required to be compatible with the character of adjoining properties and the streetscape. Property owners are encouraged to work with existing buildings, altering and adding to them in a sympathetic manner rather than demolishing and building anew.

The following guidelines for new construction are intended for use as a framework for providing minimum standards of appropriateness. They are not intended to be a detailed prescription for each new building. This will enable property owners and/or their architects to design creatively within a general context for future built form.

6.4.1 Building location

- New residential infill should maintain existing building setbacks. In locations where there is significant variation in setbacks infill development should generally avoid excessive setback from or projection in front of a building line drawn from the mid point of adjacent building facades.
- The width of a new residence should generally be less than the depth of the building in order to avoid excessively dominant facades and



New infill development should maintain predominant building heights within the conservation district and of adjacent buildings.
(Section 6.4.2)

to encourage the retention of space around buildings. It is also important to maintain existing building and space rhythms within the streetscape.

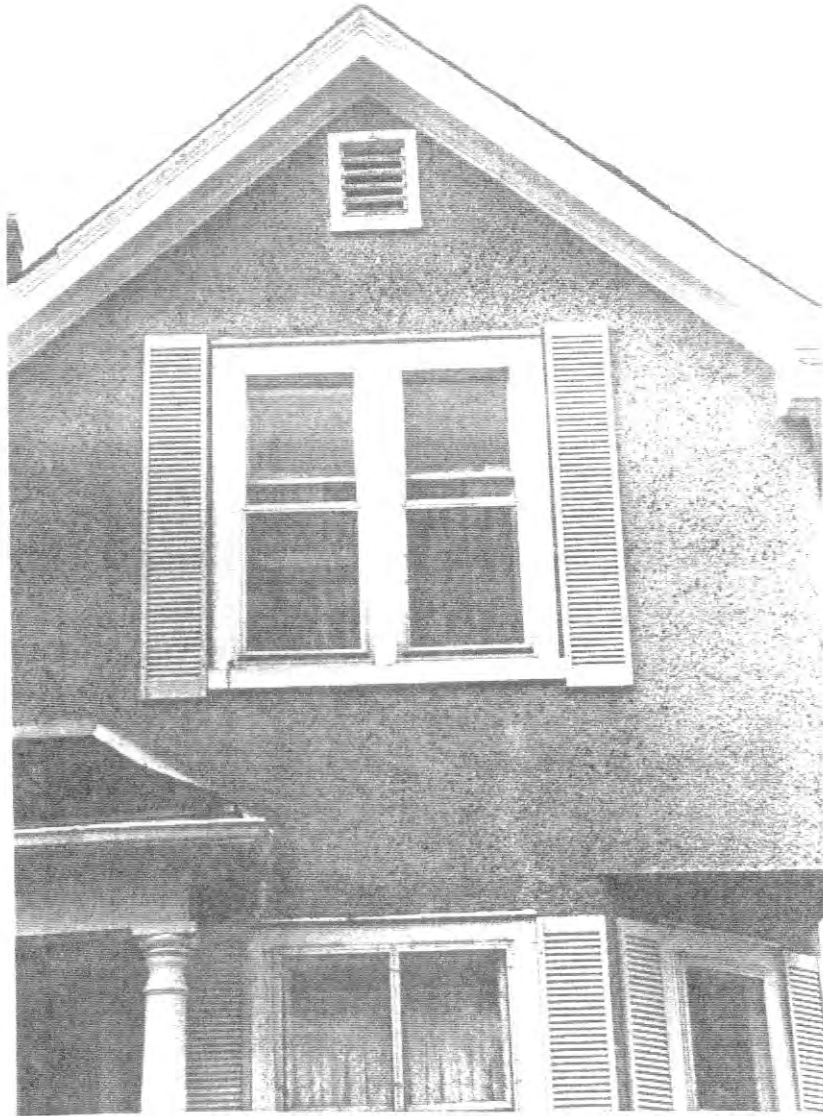
- Ancillary buildings should be located towards the rear of the lot. Garages in particular are best located away from front facades.

6.4.2 Building height

- Building height of new infill development should maintain predominant building heights of adjacent properties and the immediate streetscape. In areas of varied building height new development must respect adjacent buildings by being neither excessively higher or lower.

6.4.3 Roofs

- Roof shapes are to be in keeping with existing roofscapes within the area and in each particular street. Front gables, side gables and hipped roofs are all present within the district.
- Flat or mono pitched roofs should be avoided on new buildings.
- Asphalt, slate and cedar shingles are appropriate roofing materials within the district.
- Roof vents, solar panels, satellite dishes, skylights and dormers are best located at the rear of new building.



Decorative shutters should appear to cover the window width and shape.
(Section 6.4.4)

6.4.4 Windows and entrances

- Window designs are to be encouraged that generally reflect traditional proportions i.e. vertical and rectangular, and avoid the use of non-functioning "snap-in" muntins.
- On facades that face the street windows and doors should maintain existing configurations and locations and not be in relationship to the facade. Large, full-length, multi-storey or picture windows and entrances are best avoided.
- If decorative shutters are used on building facades they should complement the window width and shape that they appear to cover.

6.4.5 Walling

- Walling material in new buildings should reflect traditional materials and their respective colours and texture within the district: brick, stucco or clapboard. Use of board-and-batten, aluminum or vinyl siding, concrete or other masonry blocks, and plain or textured sheathing should be avoided in new construction.

6.5 Public Works

Public works within the district e.g. road widening, new road construction, and so on; undertaken by a variety of authorities e.g.

the City, Region and local utilities; have the potential to cause disruption to the rich variety of heritage resources.

Accordingly, every effort should be made in both day-to-day operations and longer term planning especially in those activities subject to the Environment Assessment Act to minimize adverse effects to the heritage conservation district and its constituent parts.

7.0 LANDSCAPE DESIGN IMPROVEMENTS

7.1 Introduction

The Queen Street Heritage Conservation District contains a number of landscape features which contribute to its overall visual impression of a long established, residential neighbourhood. These features include a large number of mature deciduous trees of a variety of species planted in wide grass boulevards, well-maintained private yards, and the historically significant Montebello Park. The following recommendations and guidelines for the conservation and improvement of the conservation district are intended to guide change undertaken by the private property owner, the municipality, and other organizations such as the Downtown Residents Association.

The recommendations recognize that the landscape changes both seasonally and over several years as the natural aging process takes place. Rather than attempt to preserve individual landscape elements in their present state, the recommendations are aimed at ensuring that the diversity of species and landscape form is retained in the future. For example, specific recommendations have been prepared to guide the City in the maintenance and replanting of street trees in the heritage conservation district since the continued survival of the tree canopy along the streets and in the park is vital to the overall visual character of the district.



Mature deciduous trees and wide grass boulevards are but two key elements in the Queen Street district.

The following sections contain improvement recommendations for the various landscape components in the conservation district.

7.2 Montebello Park

The City of St. Catharines was one of the first municipalities in Ontario to purchase and develop land for a public park. In 1887, the prestigious firm of F.L. Olmsted of Boston, was hired to prepare a landscape plan for the newly acquired property. Montebello Park is one of a limited number of projects undertaken in Canada by the Olmsted office and for this reason its ongoing preservation and rehabilitation should be undertaken with care.

The Olmsted proposal for the park is described in detail in correspondence with the City. One major feature of the plan included the construction of a large "shelter" building on the foundation of the former Merritt residence at the high point of the park overlooking a broad expanse of open space for informal, passive recreational uses. The designated Pavilion now occupies this location. The "shelter" was to be surrounded by hard surface paving of "flagging, concrete, brick or gravel", flower and shrub beds for interest, terraces and seating and well-kept turf. The remainder of the park was to be planted with tall-stemmed shade trees and crossed by gravel walks. A playground area was to be located so that it did not interfere with pedestrian circulation patterns. The perimeter of the park was to be defined by



This linden lined walkway in Montebello Park should be protected.
(Section 7.2)

low stone walls or iron railings with the entrances into the park marked by the openings in the wall or fence.

Further research is required to determine the exact degree to which the Olmsted plan was implemented in order to determine if the improvements that have been undertaken in the park over the years or that are currently proposed are in keeping with the original plan.

It is recommended that where sufficient information is available regarding the original work, that preservation and restoration of this work be undertaken. For example, the lindens which line the walk from the Pavilion to Montebello Place should be protected as well as the shade trees which define the perimeter of the park. The installation of asphalt and interlocking stone paving should be discontinued in favour of well-compacted stone dust, flagstone, concrete or fired brickpaving so that the historic character of the park is retained.

The proposed development of new entrance gates with floral display beds is a change in direction from the original plan and its impact on the historic character of the park should be carefully considered by the City and Downtown Residents Association before it is fully implemented.

Currently there is a mix of different styles of signage, plaques, trash receptacles, benches and picnic tables throughout the park. It is recommended that one style for all of these elements be selected together with the removal of all discontinued pieces from the park.



Future improvements to the Montebello Park should conserve the historic elements of the park.
(Section 7.2)

This will greatly enhance the visual appearance of the park.

Montebello Park is a significant public space which serves a wide range of user: the neighbourhood resident, the community of St. Catharines and tourists from the wider region. Its rich history is an important feature of the park and is reflected in its present form - the architecturally significant Band Stand and Pavilion, the rose garden first installed in 1913, the layout of the open lawn, walkways and shaded playground.

Accordingly it is recommended that future improvements to the park, whether undertaken by the City as part of its ongoing maintenance of the park or by the Downtown Residents' Association should conserve the historic elements in the park.

7.3 Trees and boulevards

The City of St. Catharines has an existing street tree planting program which installs trees on City streets as a need is identified. The standard City tree installation consists of a 60 mm (2.36 inch) caliper tree selected from a limited list of species. Currently there is no comprehensive monitoring system which evaluates the health and condition of existing street trees.

Because of the important role that the street trees play in the heritage conservation district, specific recommendations for pruning



Street trees play an important role in the Queen Street district's streetscape. New tree planting should be of the largest caliper feasible.
(Section 7.3)

and maintenance of mature trees and infill planting of new trees in the boulevards have been prepared as follows:

<u>ADDRESS</u>	<u>SPECIES</u>	<u>CONDITION</u>	<u>RECOMMENDATIONS</u>
76 Queen St.	Ash	mature, good form	retain existing tree and plant large caliper Ash
80 Queen Street	Soft Maple	mature; some evidence of dieback	retain and prune to improve form
Vacant Lot			plant hedge along street line to screen lot from street
84 Queen Street	Copper Maple	young, good form	retain
86-88 Queen St.	Norway Maple	pruned due to overhead wires	retain
88 1/2 Queen St.	Cherry	small, good form	retain
90 Queen St.	Norway Maple	young, good form	retain
92 Queen St.	Silver Maple	past mature	replace with large caliper maple
94 Queen St.	Silver Maple	past mature	" " "
94 1/2 Queen St.			install large caliper chestnut or maple

<u>ADDRESS</u>	<u>SPECIES</u>	<u>CONDITION</u>	<u>RECOMMENDATIONS</u>
96 Queen St.	3 Rose of Sharon	good condition	retain
	1 Chestnut	good condition	retain
98 Queen St.	2 Soft Maples	past mature	replace with large caliper maple
100 Queen St.	Linden	young, good condition	retain
	Sugar Maple	poor condition	replace with large caliper maple
102 Queen St.	Linden	medium mature, good condition	retain
104 Queen St.	Soft Maple	poor condition	replace with large caliper maple
	Linden	small, good condition	retain
106 Queen St.	Linden	small, good condition	retain
108 Queen St.	Linden	medium mature, good condition	retain
110 Queen St.	Soft Maple	mature	retain
112 Queen St.	Norway Maple	mature, good condition	retain
	Maple	young, good condition	retain
	Linden	young, good condition	retain
114 Queen St.	Linden	good condition	retain

<u>ADDRESS</u>	<u>SPECIES</u>	<u>CONDITION</u>	<u>RECOMMENDATIONS</u>
<u>West Side Queen St.</u>			
<u>in Montebello Park</u>			
at Lake Street,	1 Maple	past mature poor condition, heavily prune	replace with large caliper Maple and add 2 additional trees; 1 chestnut & 1 maple to re-establish tree line along west side of street
	Maple	young	retain
	Chestnut	past mature, poor condition	replace with large caliper chestnut
	Maple	past mature	replace with large caliper maple
<u>West Side Queen St.</u>			
87 Queen St.	Norway Maple	good condition	retain
89 Queen St.	Linden	mature, good condition	retain
91 Queen St.	Linden	mature, good condition	retain
93 Queen St.	Maple Crimson King	young, good condition	retain
95 Queen St.	Chestnut	mature, good condition	retain
97 Queen St.	2 Chestnuts	mature, good condition	retain
99 Queen St.	Chestnut	mature, good condition	retain

<u>ADDRESS</u>	<u>SPECIES</u>	<u>CONDITION</u>	<u>RECOMMENDATIONS</u>
101 Queen St.	Norway Maple	young, good condition	retain
	Soft Maple	past mature, poor condition	replace with caliper Maple
103 Queen St.	Soft maple	past mature, poor condition	replace with large caliper Maple install second tree, Chestnut or Maple, in opening between 101 and 103
105 Queen St.	Linden	young, good condition	retain
107 Queen St.	Plane Tree	mature, good condition	retain, prune with care to improve form
	Chestnut	mature, good condition	retain
109 Queen St.	Linden	mature, good condition	retain existing tree install a large caliper Linden in opening by driveway
<u>West Side Queen St.</u>			
<u>in Montebello Park</u>			
113 Queen St.	Maple	good condition	retain
115 Queen St.	Maple	good condition	retain
117 Queen St.	Crab Apple	young	retain
	Soft Maple	mature heavily pruned	replace with large caliper Maple; add hedging to screen parking lot from street

<u>ADDRESS</u>	<u>SPECIES</u>	<u>CONDITION</u>	<u>RECOMMENDATIONS</u>
<u>Midland St.</u>			
<u>(between Montebello Place and Ontario Street)</u>			
87 Queen St.	Hard Maple	mature, good condition	retain
	Hard Maple	mature, poor condition	replace with large caliper Maple install a third Maple between existing trees
15 Midland St.			install 1 large caliper Maple
13 Midland St.			" " "
11 Midland St.	Silver Maple	mature, good condition	retain
9 1/2 Midland St.	Norway Maple	mature, good condition	retain
<u>Midland St.</u>			
<u>(between Montebello Place and Ontario Street)</u>			
1 Montebello Place			install 3 large caliper Hard and Soft Maples
5 Montebello Place	Norway Maple	mature, good condition	retain
1-3 Montebello Place	Silver Maple	past mature, poor condition	replace with large caliper Maple
<u>South Side</u>			
	line of Maples	medium maturity	retain

In general, the existing trees are large, mature, deciduous specimens with broad, rounded crowns and high manching habit. There has been a wider range of species planted in the Queen Street neighbourhood than is currently used in newer areas of the City. Species include horse chestnut, linden, crabapple, cherry, sugar maple, silver maple, copper maple, London plane and ash.

Because of the mature size of the existing stock and the variety of species, it is recommended that infill planting be selected to retain the mix of species. However, additional planting of copper or crimson king maple should be limited since they have been introduced into the neighbourhood only recently and they tend to visually dominate the overall streetscape because of their dark leaf colour.

In addition, each new tree should be of the largest caliper feasible - preferably in the 10-15 centimetre (4-6 inch) range and transplanted by means of a tree spade. This will help to ensure a continuity in the visual character of the street by keeping the scale of the new tree closer to that of the existing trees.

The wide grass boulevard is a prominent landscape feature of the area and provide the necessary growing conditions for the existing and proposed street trees. On the east side of Queen Street near Welland Ave., vehicles are parking on the boulevard and as a result, the grass cover has been destroyed. Because of compaction of the soil and possible damage to the root systems of the street trees, it is

recommended that all boulevard parking be eliminated and the grass cover be re-established. The removal of this type of vehicular encroachment on the boulevard not only benefits the ongoing health of the street trees but maintains the long, unobstructed views up and down the street.

To the present time, the City has no immediate plans for the upgrading of underground service or resurfacing or widening of any streets within the proposed conservation district. Some improvements are anticipated for the intersection of Queen Street and Lake Street and Ontario Street, a Regional road, may be a candidate for improvements in the future. During these municipal public works undertakings, the existing street trees, and drainage patterns should be assessed and monitored so that the existing landscape character is not negatively affected.

7.4 Parking and driveways

The wide grass boulevard is crossed at regular intervals by single and double paved driveways. In many cases a shared driveway is located between two closely adjacent houses so that the hard paving surface extends from building wall to building wall. Parking of residents' cars now occurs in detached garages in the rear yards, in parking spaces in the side yards, in new spaces created between the front property line and the street and on the street. The intensification of uses in the area has resulted in increased demand for off-street

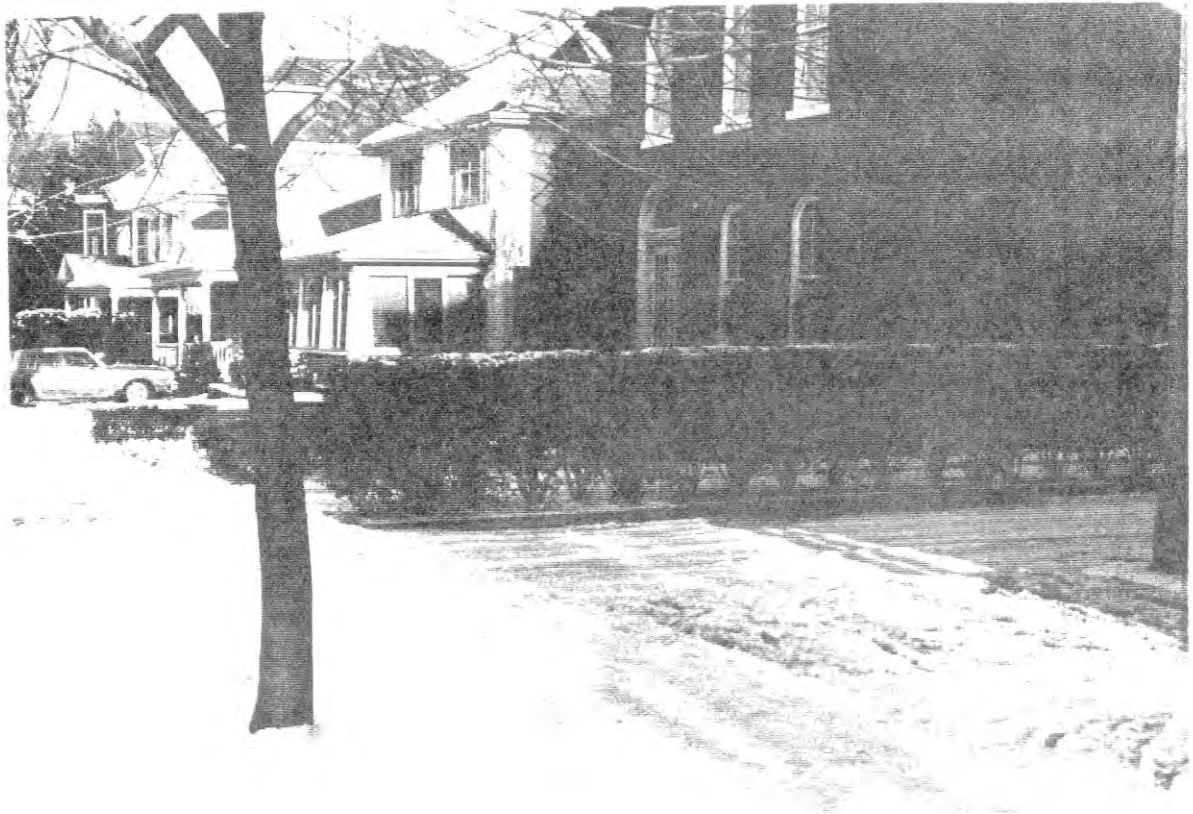


Front yard parking should be avoided wherever possible.
(Section 7.4)

parking and as a result, front yard parking has encroached on what was historically a public landscape developed and cared for by the private property owner. The visual impact of front yard parking is considerable and it is recommended that the practice be eliminated in favour of on-street or side yard parking.

There are several mitigating measures which can be taken to reduce the impact of the increased amount of paving that front yard parking and wide double driveways produces. Property owners are encouraged to plant low shrubs and ground covers along the edges of the hard surface paving. For example, the driveways between 90 and 92 Queen Street are separated by a grass strip from the street line to the curb and by a low deciduous hedge running perpendicular to the street. This landscape treatment significantly reduces the visual impact of the asphalt paving for the pedestrian.

There are a variety of driveway treatments in the district that contribute to its rich landscape character. At 105 Queen Street the driveway of granite setts adds colour and texture to the front yard. Similarly, the driveway at 104 Queen Street consists of loose aggregate paving bordered by wide concrete edging. This variety in materials, especially when complemented by low, spreading foundation plantings should be retained and other property owners are encouraged to create similar solutions to the hard surface areas visible to the street.



Property owners are encouraged to plant low shrubs and ground cover along the edges of hard surface parking.
(Section 7.4)

There are three locations in the district where parking areas extend to the concrete sidewalk obliterating the grass or landscape strip along the sidewalk; the vacant lot between 80 and 84 Queen Street; the parking lot at 5 Midland Street; and, at 117 Queen Street. In order to better define the entrance into each parking area and to limit the visual impact of the hard surfacing at the street, it is recommended that a low hedge or planting strip be planted parallel to the sidewalk in these locations.

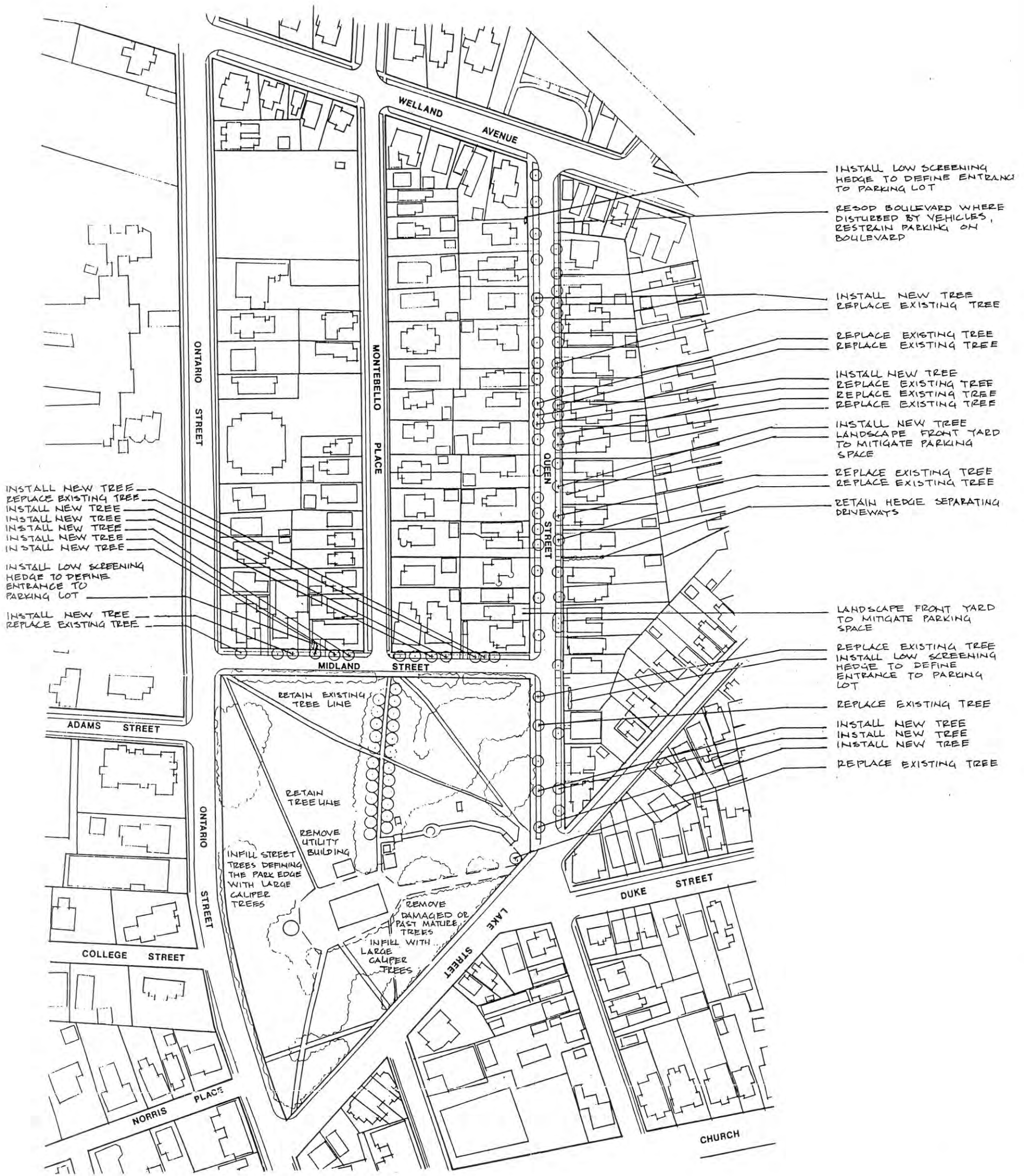
7.5 Utilities

Electrical services to the neighbourhood are provided above ground on wooden poles along the east side of the street. Generally, the existing trees have not been pruned too severely in order to accommodate the existing overhead wires.

It is recommended therefore, because of the potential risk to the existing trees that the excavation for the relocation of the wiring underground would create, that the existing system of above ground services be retained. When pruning is required as the trees mature, it is recommended that it be undertaken with care and with the supervision of an arborist in order that the natural form of the tree and the streetscape remain intact. Similarly, any excavation for repairs to underground services which may be required should be undertaken with protective measures around the adjacent trees.



Existing trees have not been pruned too severely in order to accommodate existing overhead wires.
(Section 7.5)



Queen Street
Heritage Conservation District Study

City of St. Catharines

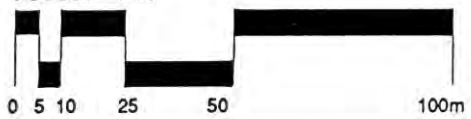
David Cuming and Associates

Unterman McPhail Heritage Resource Consultants

Wendy Shearer Landscape Architect Limited

LANDSCAPE
RECOMMENDATIONS

AUGUST 1989



8.0 FUNDING

8.1 Introduction

Over the past several years a number of funding programs have been developed to assist owners in the conservation of their heritage property. All of the funding programs described in this section have been initiated by or have involved the Ministry of Culture and Communications but are sometimes operated through partnership and agreement with another party e.g. the Ontario Heritage Foundation, local municipality, etc.

8.2 Designated Property Grants (DPG)

The DPG is one component of the provincial government's Preserving Ontario's Architecture (POA) program now under review by the Ministry of Culture and Communications. Owners of a designated heritage property are eligible to receive grants toward the conservation and restoration of heritage features. An owner may receive one grant per calendar year up to a maximum of \$3000. Any grant must be matched by the owner. Since the program is ongoing it is possible to be eligible for grant money totalling \$12,000 over a four year period, \$15,000 over five years and so on. Such amounts, however, are not credits that can be accumulated over several years.

This program is administered by the local municipality in agreement

with the Ministry of Culture and Communications. The City of St. Catharines has entered into a contract with the Ministry and operates the program according to specified guidelines.

8.3 Heritage Conservation District Funds (HCDF)

Another component of POA, this program is designed specifically for those municipalities that have designated heritage conservation districts under Part V of the Ontario Heritage Act. Specific guidelines have yet to be published but the program's key features include or require:

- the establishment of a capital fund comprising a municipal contribution, matched by a slightly larger provincial contribution;
- the adoption by municipal by-law of a district plan or study; and
- entering into an agreement between the municipality and the Ministry.

A variety of projects and work are eligible for grant aid including conservation work on heritage buildings and certain landscape improvements.

8.4 Ontario Heritage Foundation (OHF)

An agency of the Ministry of Culture and Communications, the OHF awards grants to owners of heritage property usually where the property is of considerable heritage significance. Grants are discretionary and rarely exceed 50 per cent of conservation work. Competitions for awards are made twice a year.

8.5 Cultural Facilities Improvement Program (CFIP)

CFIP is administered by the Ministry of Culture and Communications and enables a municipality, local service board, conservation authority or incorporated non-profit organization to avail themselves of grants towards the conservation and restoration of owned or leased designated property. A CFIP grant will not exceed one-third of the total eligible project costs of \$100,000 whichever is less.

8.6 Architectural Conservancy of Ontario (ACO)

The ACO has established a Heritage Fund under the Ministry's Community Heritage Fund program (no longer existing). The ACO, a non-profit conservation organization, may make available to eligible owners low interest loans or small grants towards the conservation of heritage property.

9.0 IMPLEMENTATION

9.1 Introduction

Successful implementation of district conservation relies on a variety of complementary initiatives. Key amongst these is the enthusiasm and cooperation of individual property owners in protecting and maintaining the heritage building stock of the district.

The availability of funding through grants or loans may also add additional incentives and impetus to sensitive and respectful conservation. The guidelines in various sections of this plan are also important in acquainting owners with some of the issues inherent in conservation practice as well as providing advice on how best to proceed with protecting the special character of the area. The following describes those actions and procedures which will also assist in implementing the district plan over the coming years.

As with other sections of the plan situations or occasions may occur where it may be prudent to review the effectiveness of a particular procedure or requirement. Appropriate action should be taken to address these issues as they arise and amend procedures accordingly.

9.2 The district committee

In order to provide a continuing focus for action as well as a forum for public involvement and decision-making within the district it is essential to establish a group of individuals who will be able to advise on many matters pertaining to the district and this plan.

The Ontario Heritage Act makes no requirements in this regard and does not make any specific reference to the role of LACAC after designation of the district. Experiences elsewhere in the province suggest that the establishment of a district committee has found favour and worked well.

It is recommended that such a committee be established for the management of this conservation district, to be known as the Queen Street Heritage Conservation District Committee.

The composition of the committee should be such that a variety of interests are represented from: the heritage community, local residents, municipal council and the city at large. Initial membership should thus include the following participants:

- three members drawn from the district, preferably two representatives from Queen Street and one from Midland;
- two LACAC representatives;
- one municipal councillor; and,

- one member representing the Downtown Residents Association.

The functions of the committee are clearly not prescribed by provincial statute so they may assume any variety of advisory function that City Council chooses. For the purpose of this plan, however, it is anticipated that the functions of the committee will include:

- i) monitoring the district plan for its effectiveness in guiding conservation of the district;
- ii) acting as a sounding board for residents within the district;
- iii) participating in the supervision and administration of any heritage funding programs such as the conservation district funds program and the designated property grants program;
- iv) advising City Council on the appropriateness of changes proposed within the district through the administration of the permit application process;
- v) reporting on an annual basis to City Council on the committee's activities; and,
- vi) preparing, as time and budget permits, the preparation of a newsletter or any other material that may assist in furthering the appreciation of protection of the district's heritage.

Appointments to the committee are obviously at the discretion of Council but it is anticipated that appointments would parallel the term of City Councillors.

It is also recommended that the committee be served by staff of the Planning and Development Department and report to City Council.

9.3 The District Fund

Section 8.3 briefly described the heritage conservation district fund program of the Ministry of Culture and Communication. At the time of preparing this plan the program was under review and there is no clear indication of whether this program component will be continued.

If there is a continued provincial commitment to this funding program it is suggested that the City establish a conservation district fund for the district with a municipal contribution to be decided upon by City Council in light of prevailing budget commitments.

Landscaping projects and conservation work on heritage building may be eligible for funding but a careful review of funding guidelines should be undertaken.

9.4 Permit approvals

Under section 42 of the Ontario Heritage Act a permit is required for the erection, demolition removal or external alteration of a building

or structure within the designated district.

The Act defines the term "alter" as meaning

to change in any manner and includes to restore, renovate, repair or disturb and "alteration" has a corresponding meaning.

For the purposes of this plan alterations or changes for which a permit is required are those which would materially affect the character or external appearance of a building.

A guide to those physical alterations, additions and conservation work which generally require a permit are described in the body of the plan. There will be instances, however, when it may not necessarily be clear as to those changes requiring a permit and those that do not. The following cases are provided as examples where confusion may arise.

Painting of trim is generally a minor activity confined to small sections of material and routinely carried on. It is considered not to require a permit.

Painting entire masonry surfaces in any colour is considered to be an alteration as it has great potential to radically alter the appearance of a building as well as permanently affect the construction material.

Replacement of asphalt roof shingles in kind and of the same colour would not be considered an alteration for the purposes of a district permit but may require a building permit if substantial work is being undertaken.

Applications for alterations are required under the Ontario Heritage Act to be submitted to municipal council and considered within ninety days of submission. Council may approve; approve with conditions; or deny the requested permit. Appeals to the Ontario Municipal Board by an applicant may be registered within thirty days.

Demolition of a property cannot be refused by municipal council but only delayed for up to a maximum of 270 days.

In order to provide for an expeditious review of changes within the district, property owners should consult with the district committee or City staff informally and at the earliest opportunity. Guidance on sympathetic alterations and favourable conservation initiatives will be found in the district plan.

Some but not necessarily all alterations and additions will require a building permit under the Building Code Act. For any new construction and alterations to building and structures within the district it is preferable that there be one "point of entry" into the administrative process to avoid undue confusion and ease of processing.

Accordingly, all building permits affecting the external appearance of a building required within the conservation district will be deemed to be a permit required under section 42 of the Act. Changes that do not require a building permit but do require the approval of Council shall be referred to as a "district permit". Both permit applications will be processed through the Building Department. (No fee will be charged.)

The following process is proposed for public and private property owners:

- 1) Applicant submits building permit or district permit application to Building Department. The application should identify the subject property by street address and reference the property to the Background Report. The applicant should include a description of the proposed work identifying if the anticipated work is an alteration, addition, a freestanding new structure or replacement structure, or the restoration, repair or removal of an architectural feature. Location of the proposal should be indicated and photographs or drawings included wherever possible.
- 2) Building Department reviews application, and then refers proposal to the Planning Department advising whether the application meets the requirements of the Building Code.
- 3) Planning staff review application, make site visit, consult with other City departments as appropriate and in a summary report

advise the district committee whether the application conforms to the district plan and any other municipal requirements.

- 4) District committee members visit site whenever possible, review staff report and make recommendations to City Council for approval, approval with conditions or refusal.
- 5) Applicant is advised in writing by the building department of Council decision after receiving clearance from the planning department.

Throughout the process it is vital that the applicant be kept informed of the progress of the application. If, for any reason, there may be initial difficulty with the proposal or the proposed changes are questionable every effort should be made to revise or amend the application with the consent of the owner so that it will meet with approval.

Conditions may be imposed which address areas that still require confirmation or refinement e.g. review of a paint colour, muntin profile or brick sample.

District permit application forms may be required if considered to be expedient.

9.5 Planning and development applications

In many instances building or district permits may be preceded by applications for a variety of planning approvals. Accordingly it is recommended that where any application or proposal for one of the following is located within or partially within the designated district the district committee shall be circulated for comments:

- a variance or a consent;
- a plan of subdivision;
- zoning amendment;
- road closure;
- road widening;
- any public works and improvements by a municipal authority or local utility.

